

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, April 1 2021 10:00 AM
Meeting held via Zoom
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

➤ **Call to Order:**

- The meeting of the West Town SSA #29-2014 Commission is called to order.
- Pursuant to the applicable law and my determination that attendance by remote means is necessary because an in-person meeting is not practical or prudent due to the declared public health disaster caused by COVID-19, this meeting is conducted by videoconference. **This meeting will be recorded.**

➤ **Public Forum**

- **Review & Approve Minutes from Meeting: February 4, 2021** (Audio recording of 2021 meetings linked on the website: <https://www.westtownchamber.org/transparency>) (The March meeting was officially cancelled due to no voting quorum).
- **Special Meeting for Audit Review & 2021 1st Quarter Report: Thursday, April 29th at 11am**
- **Financial Report: Review Reports**

Motion: The commission moves to approve the following budget modifications to Section 6 & 7 of the 2021 budget:

- \$41,815 to 7.01 (Executive Director) from 7.03 (SSA Program Director)
- \$47,022 to 7.02 (Operations Director) from 7.03 (SSA Program Director)
- \$280 to 7.01 (Executive Director) from 7.04 (Membership Director)
- \$990 to 7.01 (Executive Director) from 7.05 (Bookkeeper)
- \$1,500 to 7.01 (Executive Director) from 6.05 (Office Utilities)
- \$1,275 to 7.01 (Executive Director) from 6.06 (Office Supplies)
- \$500 to 7.01 (Executive Director) from 6.19 (IT Monitoring Services)

Motion: The commission moves to approve adjustments to the cost allocation plan to account for the Program Manager's resignation and the redistribution of responsibilities and duties to the Executive Director, Operations Director, and Membership director.

Motion: The commission moves to approve Elits and Associates as the provider of services for the West Town SSA Audit.

➤ **Rebate / Grant Programs:**

● **Pending Rebate / Grant Applications (VOTES Needed)**

- Facade - 1001 W Chicago Ave - Urban Market
 - Facade rebate amount requested: \$15,000
- Facade - 1959 W Chicago Ave - El Metro Cafe
 - Facade rebate amount requested: \$6,750
- Security - 1959 W Chicago Ave - El Metro Cafe
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
- Public Art - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural
 - Public art grant to repair/refresh Ouizi's 2019 mural that has since been heavily tagged.
 - Public art amount requested: \$10,821 without photo/video documentation or \$12,321 with photo/video documentation

● **Approved Facade Projects still in progress**

- Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.

● **Approved Security Projects still in progress**

- Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.

➤ **Marketing / Beautification / Safety / Public Art / Events / Other**

- West Town Marketing Committee Report
 - Final 2021 Marketing Strategies & signed Zapwater PR contract in shared folder
- West Town Banners
 - New banner installed in March
- West Town Trash Can Project
 - Review Nicole Beck' response to questions
 - Determine next steps RE trash can project
 - Trash Can Permit Fees - Survey / Stance Letter
- West Town Pop Up Project
 - The Sunday Standard signed lease March 16 - April 29
<https://shopthesundaystandard.com/>
 - UnWaste Shop signed lease May 1 – Aug 31 <http://theunwasteshop.com/>
 - F22 prints pending lease Sept 22 – 29 <https://www.f22prints.com/>
 - Possible Tenants for Sept 2- 20
 - Chicago Makers / WinterFest tie in / Gift Baskets pending lease Oct 1 – Dec 31
- Landscaping & Snow Removal
 - Updates and Reports
- Safety Committee Meeting with 12th District Police
 - Recording available in March Chamber Newsletter
- 2021 Special Events
 - Updates and Reports
- Public Art
 - DCASE grant application submitted
 - Form 2021 Public Art Committee / plan educational seminar
 - Viaduct project - table discussion until grant notification (mid April)
- **DPD Commissioner Training**
 - Training docs in shared folder
- **Chamber Events and Neighborhood Updates:**
 - 4/6/21 Division St. Sidewalk Sale Q&A (via Zoom)
 - 4/8/21 Commercial Development Committee Meeting, RE: Liquor Moratoriums & Package Goods License Application for 1859 W. Chicago Ave.
- **Old Business:**

Hybrid Meeting Information in the April DPD Resource Folder with Open Meeting Act Info

***Next regular SSA Commission Meeting Date: currently scheduled for **Thursday, May 6, 2021 at 10am.. Special Audit Meeting scheduled for Thursday, April 29 at 11am.**