

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, April 2, 2020 11:00 AM  
Meeting held via Zoom  
West Town Chamber of Commerce  
1819 W. Chicago Ave., Chicago, IL 60622

**AGENDA**

- I. **Call to Order**
- II. **Approval of minutes from March 5, 2020**
- III. **Schedule Audit Approval Meeting:** choose 1 time from below
  - Wednesday, April 15 – 11am to 5pm open
  - Thursday, April 16 – 11am to 1:30pm open
  - Friday, April 24 – 12:30pm to 5pm open
  - Wednesday, April 29 – 11am to 5pm open
  - Thursday, April 30 – 11am to 5pm open
- IV. **Financial Report & Budget:**
  - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
    - Included Bartlett Tree Experts tree trimming invoice for 2019 services completed in 2020 for \$17,280. Will be put into 2019 budget with journal entry.
    - Budget Transfer of \$7,549 from 7.0 to 6.0
    - Budget Transfer of \$32,359 from 2.0 to 1.0
  - 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- V. **Contracts:**
  - **Cleanslate** – Discuss removal of garbage cans, regaining service, power washing, and painting (color?). Power-washing mural project postponed until crew starts back up, tentative start date of April 8<sup>th</sup>. Decide next steps.
  - **Chicago Event Graphics** – Discuss banner removal on Ashland and Milwaukee. Discuss banner re-print project, review quote, \$31,462 + \$125 x 252 = \$31,500 banner hardware. **REVIEW & VOTE**
- VI. **Rebate / Grant Programs:**
  - **West Town Pop Up Project** – Recommended grant to program - \$12,000 Total. (Rent: \$7,326, Bills: \$1,200, Start-up costs: \$3,474). Construction costs to be submitted in May. – **VOTE on grant**
  - **West Town SSA Resiliency & Recovery Grant:** discuss ideas, review grant spreadsheets listing remaining funding.
  - **Façade** – 1431 W. Chicago Ave – Residence/ Candice Cusic Photography – In process.
  - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – Review updated project quote – In process. - **VOTE**
  - **Façade** – 689 N. Milwaukee Ave – Condo Association – In process.
  - **Façade** – 2135 W. Chicago Ave – Two story mixed use building – In process.
  - **Façade** – 1819 - 1821 W. Chicago Ave – Repair of façade and all new signage. Updates on façade project and signage quote. Review updates to project. – In process.
  - **Façade** – 745 N. Damen Ave – Sprout Home – In process.
  - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
  - **Security** – 1949 W. Chicago Ave – 3 story mixed use building application – In process.

- **Public Art** – 1637 W. Chicago Ave – Artist: Mara Baker – In process. Removed from 1637 W. Chicago, will potentially be installed at 689 N. Milwaukee after the new year. Waiting to hear back from storefront owner with a construction update. Review press release for project in other Chicago neighborhoods.
- **Public Art** - City Mural Registry Program – Pieces are listed on the DCASE Mural spreadsheet. We have received the decals and will need to install them this summer
- **Public Art** – Map Project – Review map draft.
- **Public Art** – 2135 W. Chicago Ave – JB Snyder – In Process.
- **Public Art** – 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery

#### VII. **Marketing / Beautification / Safety / Other:**

- West Town Pop Up Project: Finished. Committee meeting was March 4<sup>th</sup>. Application and program information documents being finalized. Lease needs to be created. Ribbon cutting goal of mid April and tenant goal of May 1st postponed until further notice. Continuing with façade project and signage project.
- Landscaping: Waiting for pear tree removal on Damen to be scheduled.
- Street Cleaning: Reviewed above.
- Banners & Holiday Decorations: Reviewed above.
- Discover West Town Mobile App / Website Update: Discuss new contract and update plans for website
- Master Plan: Waiting to hear back from CDOT about moving project forward in 2021, although it may be postponed now due to the COVID-19 pandemic.
- People Spot: Removing from Agenda as no projects in future scheduled. Can't have people spot till traffic calming measures are in place on Chicago Avenue.
- Bike Racks: Removing from Agenda in future, not top priority in 2020.
- Bike Friendly Business District: Removing from Agenda in future, not priority in 2020.

#### VIII. **Events and Neighborhood Updates:**

- West Town Neighborhood Guide distribution has been postponed till May.
- 4/2/20 - Do-Division Street Fest Business / Vendor Meeting – 3-4pm. POSTPONED
- 4/9/20 – West Town Chamber Board Meeting – 10am via Zoom
  - Will discuss summer festivals at meeting
- 4/16/20 – Late Night on Chicago Ave – 6pm – 9pm - POSTPONED
- 4/23/20 – Member Mixer at Polish Roman Catholic Union of America – 6-8pm. POSTPONED
- 4/30/20 – Styling Lab & Professional Headshots at Chicago Ave Salon – 9:30am – 11:30am. POSTPONED
- Creation of new shop local marketing programs, ie: currently working on West Town Shop Local BINGO card. Request: WTCC to purchase \$500 in gift cards to local boutiques in SSA for people to win who submit completed BINGO cards. Still working out details of program – Chamber to possibly purchase \$500 in cards as well. - **VOTE**

#### IX. **Old Business:**

#### X. **New Business:**

#### XI. **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: TBD for Audit, Next monthly meeting is May 7, 2020\*\*\*