

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, May 7, 2020 at 11:00 a.m.
Remote Meeting via Zoom
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Jenny Rossignuolo (Treasurer), Nora McCarthy, Sara Dulkan, Adam Williams, Candice Cusic

Executive Director – Kara Salgado

SSA Program Director – Kace Wakem

Membership Director – Sara Bemmer

Public Forum / Guests: None

Not Present: Chris Hunt (Vice-Chair), Steven Tobiason (Secretary).

- **Call to Order:** Michael VanDam called the meeting to order at 11:06 a.m.

- **Minutes from SSA Commission Meeting on April 2, 2020**
 - ***Jenny Rossignuolo motioned to approve 4/2/20 Meeting Minutes. Candice Cusic seconded this motion and it was approved unanimously.**

- **2019 Audit Review:** Joy Coombs from Eilts & Associates presented the 2019 Audit. Draft was approved (pending the update of minor clerical errors)
 - ***Jenny Rossignuolo motioned to approve the 2019 Audit. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Financial Report & Budget:**
 - 2020 YTD Statement, P&L and Balance Sheet distributed and reviewed.
 - Will have updated 2019 Carry-over actuals and recommendations at June SSA Commission Meeting

 - ***Candice Cusic motioned to approve 2020 Financial Statements. Adam Williams seconded this motion and it was approved unanimously.**

 - 2021 Budget - will present budget draft at next meeting on June 4th to be submitted to DPD on June 5th.

- **Contract:**
 - Cleanslate – Cans were power-washed and replaced in the district. Mural viaducts were power-washed.

- **Rebate / Grant Updates:**
 - **COVID-19 Related PProgramming, Grants & Partnerships** - discuss ideas
 - West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC)
 - Virtual Festivals tied in with small business retail and restaurant promotions
 - West Fest Grant

- Marketing and Influencers
- Online ads and promotions
- Hardware equipment
- \$3,000 approved for SSA sponsoring West Fest

***Jenny Rossignuolo motioned to approve \$3,000 for West Fest Special Events Sponsorship. Sara Dulkan seconded this motion and it was approved unanimously.**

- West Town Window Shop
 - Nora and Kace to meet and work out the details
- Save Local Businesses, photos by Candice Cusic
- PPE bulk purchase program
 - Review Survey Results
 - i. the survey results were very minimal, so the CHamber does not think it will move forward with bulk PPE buying purchasing
- COVID-19 Possible Grants
 - Rent/operating expenses - not moving forward
 - Marketing expenses grant, ie website and online purchasing program set up expenses
 - i. Criteria: 75% of costs, maximum up to \$1,000, business with no more than 25 employees
 - PPE Grant - not moving forward

➤ **Facade Rebate Applications:**

- *1948 W. Chicago Ave, Tarnish - Fix up facade - VOTE*

***Nora McCarthy motioned to approve \$13,837.50 for 1948 W. Chicago Ave Facade Rebate Project. Sara Dulkan seconded this motion and it was approved unanimously.**

- *1431 W. Chicago Ave, Residence / Candice Cusic Photography Location – In Process.*
- *1721 W. Chicago Ave, Ice Cream Shoppe – In Process.*
- *689 N. Milwaukee Ave, Condo Association – In Process.*
- *2135 W. Chicago Ave, Residence / Building owner – In Process.*
- *1819 - 1821 W. Chicago Ave, West Town Chamber of Commerce – In Process.*
- *745 N. Damen Ave, Sprout Home – In Process.*

➤ **Security Rebate Applications:**

- *1721 W. Chicago Ave, Ice Cream Shoppe – In process.*
- *1949 W. Chicago Ave, 3 Story Mixed Use Building – In Process*

➤ **Public Art Grant Applications:**

- Public Art Map Project: Need to Review draft. Tabled.
- City Mural Registry Program: Will install Decals on murals TBD
- *Artist: Mara Baker – In Process. Installation currently installed in Pop-Up Space.*
- *2135 W. Chicago Ave. Artist: JB Snyder – In Process.*
- *1749 W. Chicago Ave. Artist: Cody Hudson –In Process.*

➤ **Marketing / Beautification / Safety / Other:**

- **West Town Pop-Up Project:** Keypad lock for door was installed. Mara's installation is also currently installed. Still working on application, lease, and

program information documents. New website is live, and will be creating a “West Town Pop Up Project” tab with all info hosted on the Chamber website.

- **Landscaping:** Waiting for pear tree removal on Damen to be scheduled. Waiting to hear on spring mulching service. Weeding service has begun. Trees are also being serviced.
- **Street Cleaning:** no updates.
- **Banners & Holiday Decorations:** Reviewed above
- **Discover West Town Mobile App:** Tabled till new website is revealed.
- **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.
- **Neighborhood Updates:**
 - West Town Neighborhood Guide distribution has been postponed TBD.
 - 5/13/20 – Virtual Member Mixer with Wicker Park Bucktown Chamber – 4:30pm via Zoom
 - 5/14/20 – West Town Chamber Board Meeting – 10am via Zoom – Will discuss summer festivals at meeting
 - 5/29/20 - 5/31/20 – Virtual Do-Division Street Fest – info TBA

➤ **Old Business:**

➤ **New Business:**

➤ **Public Forum:**

➤ **Adjournment:**

Candice Cusic moved to adjourn the meeting at 12:23 pm. Adam Williams seconded this motion at it was approved unanimously.

Next SSA Commission Meeting Date: Thursday, June 4th, 2020 at 11am via zoom.