

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, February 6, 2020 11:00 AM  
Chicago Truborn  
1741 W. Chicago Ave., Chicago, IL 60622

**AGENDA**

- I. **Call to Order**
- II. **Approval of minutes from December 5, 2019**
- III. **Financial Report & Budget:**
  - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
  - Q1, Q2 & Q3 Reports – **REVIEW & VOTE**
- IV. **Contracts:**
  - **Eilts & Associates** – review audit contract renewal. **REVIEW & VOTE**
  - **Bartlett Tree Service** – review urban forest maintenance contract renewal. **REVIEW & VOTE**
  - **Chicago Event Graphics** – Banners need to be re-done. Discuss vinyl vs metal. Discuss project timeline and budget. Review and discuss quotes.
  - **Sabre Dev** – discuss Discover West Town Asset Map yearly maintenance & update fees. Discuss possible additional public art asset map and cost. **REVIEW & VOTE**
- V. **Rebate / Grant Programs:**
  - **Façade** – 1431 W. Chicago Ave – Residence/ Candice Cusic Photography – In process.
  - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
  - **Façade** – 689 N. Milwaukee Ave – Condo Association – In process.
  - **Façade** – 2135 W. Chicago Ave – Two story mixed use building, storefront on 1<sup>st</sup> floor, apartment upstairs. New owners are repairing storefront windows and façade masonry. **REVIEW & VOTE**
  - **Façade** – 1819 - 1821 W. Chicago Ave – Repair of façade masonry and all new signage. **REVIEW & VOTE**
  - **Façade** – 745 N. Damen Ave – Planting of 4 trees in tree pits in front of business in the public way. **REVIEW & VOTE**
  
  - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
  - **Security** – Review application with 2020 updates. Discuss how program rebate amounts and qualifications for rebate. Discuss constituent feedback.
  - **Security** – 1949 W. Chicago Ave – 3 story mixed use building application. **REVIEW & VOTE**
  
  - **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 – Sent spreadsheet to DCASE and the public art map will list our sponsored permanent pieces very soon.
  - **Public Art** – Map Project – Review map draft.
  - **Public Art** – 2135 W. Chicago Ave – Application for mural on side of building, picked artist JB Snyder, Chicago Truborn as curator. Requesting \$14,205 for total project. **REVIEW & VOTE**
- VI. **Marketing / Beautification / Safety / Other:**

- West Town Pop Up Project: Under Construction. Application and prices being charted out. Will schedule committee meeting for late Feb, early March.
- Landscaping: Tree trimming should happen this month. Waiting for pear tree removal on Damen to be scheduled.
- Street Cleaning: 4 out of the 5 ordered metal cans were used. Thinking I should order metal cans from now on?
- Banners & Holiday Decorations: Banners need to be completely re-done. Review vinyl banner vs metal banner quotes. Discuss options and timeline.
- Discover West Town Mobile App: Tabled.
- Master Plan: no updates.
- People Spot: Tabled.
- Bike Racks: Tabled.
- Bike Friendly Business District: Tabled.

**VII. Events and Neighborhood Updates:**

- 2/9/20 – Ribbon Cutting, Oxygen Spa Studio – 4pm
- 2/15/20 – Ribbon Cutting / Grand Re-opening, Adventure Stage Chicago – Event: 2:45pm – 5:30pm. Ribbon cutting a 3:45pm.
- 2/17/20 – WTCC Office Closed, President’s Day
- 2/18/20 – Member Mixer, Midwest Coast Brewing Co - 6pm to 8pm
- 3/5/20 – Ribbon Cutting, Case Integrative Health – 5pm

**VIII. Old Business:**

**IX. New Business:**

**X. Public Forum:**

\*\*\*Next SSA Commission Meeting Date: March 5, 2020\*\*\*

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, February 6, 2020 at 11:00 a.m.  
Chicago Truborn - 1741 W Chicago Ave., Chicago, IL 60622

**Minutes**

**Present:** Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Steven Tobiason (Secretary), Nora McCarthy, Sara Dulkan, Adam Williams, Jenny Rossignuolo, Candice Cusic  
**SSA Program Director** – Kace Wakem  
**Membership Director** – Sara Bemer  
**Public Forum / Guests:** None  
**Not Present:** Amy Laria (Treasurer)

- **Call to Order:** Michael VanDam called the meeting to order at 11:11 a.m.
- **Minutes from SSA Commission Meeting on December 5, 2019**  
  
**\*Adam Williams motioned to approve 12/5/19 Meeting Minutes. Jenny Rossignuolo seconded this motion and it was approved unanimously.**
- **Financial Report & Budget:**
  - 2019 P&L Statement, Balance Sheet and YTD statement distributed and reviewed.**\*Chris Hunt motioned to approve 2019 Financial Statements. Sara Dulkan seconded this motion and it was approved unanimously.**
  - Q1, Q2 & Q3 Reports were reviewed and approved.**\*Jenny Rossignuolo motioned to approve the Q1, Q2 and Q3 2019 reports. Steven Tobiason seconded this motion and it was approved unanimously.**
- **Contracts:**
  - Eilts & Associates – Audit contract renewal reviewed and approved.**\*Steven Tobiason motioned to approve the 2019 Audit contract with Eilts & Associates. Chris Hunt seconded this motion and it was approved unanimously.**
  - Bartlett Tree Service – urban forest maintenance contract renewal reviewed and approved.**\*Chris Hunt motioned to approve the 2019 Urban Forest contract with Bartlett Tree Service. Candice Cusic seconded this motion and it was approved unanimously.**
  - Chicago Event Graphics – Banners need to be re-done. Discuss vinyl vs metal, discuss project timeline and budget, and review replacement quotes from CEG for both vinyl vs metal. Tabled until March meeting. Steven suggested getting the metal banners near the major intersections then continue to use vinyl elsewhere.

- Sabre Dev – Discover West Town Asset Map yearly maintenance and update fees contract. Discussed possible additional public art asset map and cost. Yearly maintenance and update fees contract reviewed and approved.

**\*Candice Cusic motioned to approve the 2019 Asset Map maintenance contract with Sabre Dev. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Rebate / Grant Updates:**

- **Façade Rebate Applications:**

- *1431 W. Chicago Ave, Residence / Candice Cusic Photography Location* – Updates to façade with tuckpointing and window reconstruction. Kace connected with owner and confirmed it was only façade work, and they would be taking care of all façade tuckpointing issues including the storefront. – 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* – Two story mixed use building being renovated by new owners, will have storefront on first floor and apartment upstairs. New owners are repairing storefront windows and façade masonry.

**\*Adam Williams motioned to approve the application for 2135 W. Chicago Avenue for \$15,000 rebate. Chris Hunt seconded this motion and it was approved unanimously.**

- *1819 - 1821 W. Chicago Ave, West Town Chamber of Commerce* – WTCC wants to update signage, possibly fix or clean and improve white brick on façade. Commission is ok with conception of project. Not enough quotes for the job, tabled until March meeting to hopefully present with full quotes needed.
- *745 N. Damen Ave, Sprout Home* – Planting of four trees in tree pits along public way in front of business along Damen Ave.

**\*Nora McCarthy motioned to approve the application for 745 N. Damen Ave for \$4,430.87 rebate. Chris Hunt seconded this motion and it was approved unanimously.**

- **Security Rebate Applications:** Review 2020 application with updates. Discussion on how program rebate amounts and qualifications are affecting the applicants, and discuss constituent feedback. Suggestion to increase the rebate to \$3,000, continue the 75% rebate, it can go towards subscription contracts, business owners can not reapply after the first year for the same or another subscription contract, and the contract must state that video is saved to the cloud for 30 days.

- *1721 W. Chicago Ave, Ice Cream Shoppe* – In Process.
- *1949 W. Chicago Ave, 3 Story Mixed Use Building* – Building was broken into last month. Security camera packages priced out, including installation, and getting the broken front door lock fixed.

**\*Jenny Rossignuolo motioned to approve the application for 1949 W. Chicago Ave for \$1,363.05 rebate. Nora McCarthy seconded this motion. Michael VanDam recused himself. Motion approved.**

- **Public Art Grant Applications:** Sponsored murals sent to the City Mural Registry Program, and DCASE will add to the map very soon. Decals will be sent. Murals need to be covered in anti-graffiti coating to protect artwork from tags and the elements. Will work on getting pieces painted this year, and will present quote for work in the spring. Reviewed

physical public art map draft that we are creating for collateral. Project tabled to be reviewed in March. Viaduct murals need to be cleaned. Bid to be presented at next Commission meeting. Kace and Sara Dulkan working on expanding the mural project at Chicago & Lessing, working directly with Union Pacific Railroads on updated contract.

- *Artist:* Mara Baker – In Process. Removed from 1637 W. Chicago Ave, will potentially be installed at 689 N. Milwaukee after the new year. Currently waiting to hear back from the storefront owner with a construction update. Reviewed press release for project being installed in other Chicago neighborhoods.
- 2135 W. Chicago Ave. Artist: JB Snyder – Application for mural on side of building, viewable from public way. Chicago Truborn is curator on project. Requesting \$14,205 for total project.

**\*Adam Williams motioned to approve the application for 2135 W. Chicago Ave for \$14,205 grant. Steven Tobiason seconded this motion. Sara Dulkan recused herself. Motion approved.**

• **Marketing / Beautification / Safety / Other:**

- **1821 Pop-Up:** Under construction. Application and prices being charted out now. Will schedule committee meeting for late February / early March.
- **Landscaping:** Tree Trimming scheduled for February. Waiting for pear tree removal on Damen to be scheduled.
- **Street Cleaning:** 4 or the 5 metal cans were used. Kace thinks it would be a good idea to order metal cans from now on.
- **Banners & Holiday Decorations:** Banners need to be completely re-done. Review vinyl banner vs metal banner quotes. Discuss options and timeline. Budget needs to be reviewed after Audit to see if project is possible in 2019.
- **Discover West Town Mobile App:** Tabled.
- **Master Plan:** no updates.
- **People Spot:** Tabled
- **Bike Racks:** Tabled
- **Bike Friendly Business District:** Tabled
- **Neighborhood Updates:**
  - 2/9/20 – Ribbon Cutting, Oxygen Spa Studio – 4pm
  - 2/15/20 – Ribbon Cutting / Grand Re-Opening, Adventure Stage Chicago – Event: 2:45pm – 5:30pm. Ribbon cutting at 3:45pm.
  - 2/17/20 – WTCC office closed, President’s Day
  - 2/18/20 – Member Mixer, Midwest Coast Brewing Co – 6-8pm
  - 3/5/20 – Ribbon Cutting, Case Integrative Health – 5pm

• **Old Business:**

• **New Business:**

• **Public Forum:**

• **Adjournment:**

**\*Nora McCarthy moved to adjourn meeting at 12:50pm. Jenny Rossignuolo seconded this motion at it was approved unanimously.**

\*\*\*Next SSA Commission Meeting Date: Thursday, March 5th, 2020 at 11am\*\*\*

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, March 3, 2020 at 11:00 a.m.  
1819 W Chicago Ave., Chicago, IL 60622

**Minutes**

**Present:** Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Sara Dulkan, Adam Williams, Candice Cusic

**Executive Director** – Kara Salgado

**SSA Program Director** – Not Present

**Membership Director** – Sara Bemmer

**Public Forum / Guests:** None

**Not Present:** Steven Tobiason (Secretary), Nora McCarthy, Jenny Rossignuolo. Kace Wakem (SSA Program Director), Amy Laria – stepped down as SSA Commissioner

- **Call to Order:** Michael VanDam called the meeting to order at 11:09 a.m.
- **Minutes from SSA Commission Meeting on February 6, 2020**  
  
\*Chris Hunt motioned to approve 2/6/20 Meeting Minutes. Sara Dulkan seconded this motion and it was approved unanimously.
- **Choose 2020 Chair, Vice Chair, Treasurer & Secretary:**
  - The Commission nominates Michael VanDam as Chair
  - The Commission nominates Chris Hunt as Vice-Chair
  - The Commission nominates Jenny Rossignuolo as Treasurer
  - The Commission nominates Steven Tobiason as Secretary  
\*Adam Williams motioned to approve the nominations. Candice Cusic seconded this motion and it was approved unanimously.
- **Financial Report & Budget:**
  - 2020 P&L Statement and Balance Sheet distributed and reviewed.  
\*Adam Williams motioned to approve 2020 Financial Statements. Chris Hunt seconded this motion and it was approved unanimously.
- **Contracts:**
  - Christy Webber Landscapes – Mulching and Hand Weeding contract renewals reviewed and approved.  
  
\*Sara Dulkan motioned to approve the mulching and weeding contract renewals with Christy Webber Landscapes. Candice Cusic seconded this motion and it was approved unanimously.
  - Cleanslate – Power-wash mural viaduct contract reviewed and approved.  
  
\*Sara Dulkan motioned to approve the mural cleaning contract with Cleanslate. Chris Hunt seconded this motion and it was approved unanimously.
  - Chicago Event Graphics – Banners need to be re-done. Tabled.

- **Rebate / Grant Updates:**

- **West Town Pop-Up Project:**

- Review program and potential grant. Tabled until audit is complete.

- **Facade Rebate Applications:**

- *1431 W. Chicago Ave, Residence / Candice Cusic Photography Location* – In Process.
- *1721 W. Chicago Ave, Ice Cream Shoppe* – Updated General Contractor quote submitted along with a quote for a patio mural that includes branding elements. The Commission wants to see a mock-up of the proposed art and newest façade mock-up, asked to submit at next Commission meeting. Tabled.
- *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* – WTCC is planning on spending no more than \$10,000 on project, which would require a \$10,000 rebate. The Commission is ok with proceeding with only one bidder on the brick work since it is so specialized. Signage contract approved. Kace will keep Commission up to date with project and contractors.

**\*Chris Hunt motioned to approve the application for 1819-1821 W. Chicago Ave for \$10,000 rebate. Sara Dulkan seconded this motion and it was approved unanimously.**

- *745 N. Damen Ave, Sprout Home* – In Process.

- **Security Rebate Applications:** Review 2020 application with updates. Discussion on how program rebate amounts and qualifications are affecting the applicants, and discuss constituent feedback. Suggestion to increase the rebate to \$3,000, continue the 75% rebate, it can go towards subscription contracts, business owners can not reapply after the first year for the same or another subscription contract, and the contract must state that video is saved to the cloud for 30 days. Requires 2 estimates instead of 3.

**\*Sara Dulkan motioned to approve the updated Security Rebate Application. Chris Dulkan seconded this motion and it was approved unanimously.**

- *1721 W. Chicago Ave, Ice Cream Shoppe* – Updated quote submitted for new preferred contractor.

**\*Chris Hunt motioned to approve the application for 1721 W. Chicago Ave for \$1,230 rebate. Sara Dulkan seconded this motion and it was approved unanimously.**

- *1949 W. Chicago Ave, 3 Story Mixed Use Building* – In Process

- **Public Art Grant Applications:** Received decals from DCASE for murals and will install this summer.

- Public Art Map Project: Review draft. Tabled till Kace returns.

- *Artist: Mara Baker – In Process. Removed from 1637 W. Chicago Ave, will potentially be installed at 689 N. Milwaukee after the new year. Currently waiting to hear back from the storefront owner with a construction update.*
- 2135 W. Chicago Ave. *Artist: JB Snyder – In Process.*
- 1749 W. Chicago Ave. *Artist: Cody Hudson – curation by Andrew Rafacz Gallery. 3 story mural to be painted on East facing side of building, to cover entire side of building.*

**\*Adam Williams motioned to approve the application for Public Art Project at 1749 W. Chicago Ave with artist Cody Hudson for \$11,458 . Chris Hunt seconded this motion and it was approved unanimously.**

- **Marketing / Beautification / Safety / Other:**
  - **1821 Pop-Up:** Committee meeting was March 4<sup>th</sup>. Application and program information documents being finalized now. Ribbon cutting goal is mid April, trying to get signage finished first. Tenant goal of May 1<sup>st</sup>.
  - **Landscaping:** Review Tree Trimming report. 69 trees were trimmed this season. Waiting for pear tree removal on Damen to be scheduled.
  - **Street Cleaning:** no updates.
  - **Banners & Holiday Decorations:** Banners need to be completely re-done. Tabled..
  - **Discover West Town Mobile App:** Tabled.
  - **Master Plan:** no updates.
  - **Neighborhood Updates:**
    - 3/5/20 – Ribbon Cutting, Case Integrative Health – 5pm
    - 3/12/20 – Member Mixer, Bennett Day School – 6-8pm
    - 3/19/20 – New Member Breakfast, WTCC Office – 10:30am
    - 3/26/20 – Speed Networking, West Loop Athletic Club – 3-4:30pm
- **Old Business:**
- **New Business:**
- **Public Forum:**
- **Adjournment:**  
**Adam Williams moved to adjourn meeting at 11:56am. Candice Cusic seconded this motion at it was approved unanimously.**

\*\*\*Next SSA Commission Meeting Date: Thursday, April 2nd, 2020 at 11am\*\*\*



**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\*\*\*

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, April 2, 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 Bemer

**Public Forum / Guests:** Pauline Dengler, Cook County State’s Attorney’s Office

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

- **Call to Order:** Michael VanDam called the meeting to order at 11:02 a.m.
- **Minutes from SSA Commission Meeting on March 5, 2020**
  - \*Sara Dulkan motioned to approve 3/5/20 Meeting Minutes. Nora McCarthy seconded this motion and it was approved unanimously.
- **Schedule Special Audit Review Meeting**
  - Thursday, April 16 at 11am chosen
  - \*Michael VanDam motioned to approve the special audit meeting date. Jenny Rossignuolo seconded this motion and it was approved unanimously.
- **Financial Report & Budget:**
  - 2019 YTD Statement distributed and reviewed.
    - Included Bartlett Tree Experts tree trimming invoice for 2019 services completed in 2020 for \$17,280. This will be put into the 2019 budget with a journal entry and be reflected in the 2019 audit.
    - Budget Transfer of \$7,549 from 7.0 to 6.0
  - \*Nora McCarthy motioned to approve \$7,549 2019 budget movement. Jenny Rossignuolo seconded this motion and it was approved unanimously.
    - Budget Transfer of \$32,359 from 2.0 to 1.0
  - \*Michael VanDam motioned to approve \$32,359 2019 budget movement. Candice Cusic seconded this motion and it was approved unanimously.
  - 2020 P&L Statement and Balance Sheet distributed and reviewed.
  - \*Adam Williams motioned to approve 2020 Financial Statements. Candice Cusic seconded this motion and it was approved unanimously.
- **Contracts:**
  - Cleanslate – Discussed the removal of the garbage cans, regaining service, power washing the cans and the viaduct, and possibly painting the cans. Power-washing

the mural project postponed until crew starts back up, tentative start date of April 8<sup>th</sup>. SSA Commission decides to not pain the garbage cans in 2020.

- Chicago Event Graphics – Discussed banner removal on Ashland and Milwaukee Avenues. Discussed banner re-print project, reviewed quote for new banners (\$31,462) and new hardware (\$31,500). SSA Commission decides to postpone banner project. Remove banners as they degrade for now. Will re-direct budgeted funds towards other COVID-19 direct business support programs.

➤ **Rebate / Grant Updates:**

➤ **West Town Pop-Up Project:**

Space is finished, minor projects to take place at this point. Application and lease to be worked out at a future date. Recommended starter grant to cover cost of program - \$12,000 Total (Rent: \$7,326, Bills: \$1,200, Start-up costs: \$3,474). Possible construction costs to be submitted in May.

**\*Michael VanDam motioned to approve \$12,000 grant for the West Town Pop-Up Project. Nora McCarthy seconded this motion and it was approved unanimously.**

➤ **West Town SSA Resiliency & Recovery Grant:**

Discussed ideas, review grant spreadsheets listing remaining funding for the year. SSA Commissioners decided to table discussions till after the SSA Audit was presented on 4/16/20.

➤ **Façade Rebate Applications:**

- *1431 W. Chicago Ave, Residence / Candice Cusic Photography Location* – In Process.
- *1721 W. Chicago Ave, Ice Cream Shoppe* – Updated General Contractor quote submitted along with a quote for a patio mural that includes branding elements. Reimbursement would be increased to \$15,000 for project.

**\*Michael VanDam motioned to approve \$15,000 grant for 1721 W. Chicago Ave. Adam Williams seconded this motion and it was approved unanimously**

- *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. Repair quote for project discussed and new signage design reviewed. Will be cleaning façade this month, waiting for final signage approval, then will be moving forward with contract after façade is repaired.
- *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:** TBD on decal installation project. Was planning on the summer.

- Public Art Map Project: Need to Review draft. Tabled.

- *Artist:* Mara Baker – In Process. Looking for new storefront. Possibly host in Pop-Up Project space, but due to Shelter in Place order, Artist holding off. Will re-connect with artist first week of May.
- 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:** 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 1<sup>st</sup> postponed until further notice. Continuing with façade project and signage project in the interim.
- **Landscaping:** Waiting for pear tree removal on Damen to be scheduled.
- **Street Cleaning:** no updates.
- **Banners & Holiday Decorations:** Reviewed above
- **Discover West Town Mobile App:** Tabled. Will discuss update plans for website at May meeting.
- **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 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 – 6pm – 8pm – POSTPONED
  - 4/30/20 – Styling Lap & 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 businesses 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.

**\*Michael VanDam motioned to approve \$500 for gift cards for bingo card winners. Jenny Rossignuolo seconded this motion and it was approved unanimously**

- Discussion of Window shopping idea from Nora. Will work out with Zapwater. #WestTownWindowshop.

➤ **Old Business:**

➤ **New Business:**

➤ **Public Forum:**

➤ **Adjournment:**

**Jenny Rossignuolo moved to adjourn meeting at 12:34pm. Michael VanDam seconded this motion at it was approved unanimously.**

\*\*\*Next SSA Commission Meeting Date: Thursday, April 16th, 2020 at 11am for special audit meeting and to discuss research on COVID-19 grant programs. Next monthly meeting is May 7, 2020 at 11am. Both meetings via zoom.\*\*\*

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, May 7, 2020 11:00 AM  
Meeting held via Zoom  
West Town Chamber of Commerce  
1819 W. Chicago Ave., Chicago, IL 60622

**AGENDA**

- **Call to Order**
- **Approval of minutes from April 2, 2020**
- **2019 Audit Review:** Joy Coombs from Eilts & Associates to present our 2019 Audit - **VOTE**
- **Financial Report & Budget:**
  - 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed.
    - Will have updated 2019 Carry-over recommendations at June SSA Commission Meeting
  - 2021 Budget – Will present budget draft at next meeting on June 4th to be submitted to DPD on June 5th
- **Contracts:**
  - **Cleanslate** – Cans were power-washed and replaced in district. Mural viaducts were power-washed.
- **Rebate / Grant Programs:**
  - **COVID-19 Related Programming, Grants & Partnerships**– discuss ideas
    - West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) (programming)
    - Virtual Festivals tied in with Small Biz Retail & Restaurant promotions
      - West Fest Grant
        - a. Marketing and Influencers
        - b. Online ads and promotions
        - c. Hardware equipment
      - West Town Window Shop (partnership)
    - Save Local Businesses, photos by Candice Cusic (partnership)
    - PPE bulk purchase program
      - Review survey results
    - COVID-19 Possible Grants
      - Rent / operating expenses
      - Marketing expenses grant, ie website and online purchasing program set up expenses
      - PPE grant
    - Other Ideas
- **Façade** – 1948 W. Chicago Ave – Tarnish - **VOTE**
- **Façade** – 1431 W. Chicago Ave – Residence/ Candice Cusic Photography – In process.
- **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **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 – 1949 Condo Association – In process.
- **Public Art** – All public art pieces need to be clear coated to preserve the piece and keep the pieces from being tagged. Will be quoting for this job.
- **Public Art** – 1637 W. Chicago Ave – Artist: Mara Baker – In process. Would like to place piece in the West Town Pop Up Space for the next few months. - **VOTE**
- **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. - **TABLED**
- **Public Art** – 2135 W. Chicago Ave – JB Snyder – In Process.
- **Public Art** – 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process.
  
- **Marketing / Beautification / Safety / Other:**
  - West Town Pop Up Project: Grant money was submitted. Getting keypad lock access to 1821 “pop up” storefront. Would like to host Mara’s lighting installation in the space for the next few months, while we get through the pandemic. Still working on the application, lease, and program information documents, and will have website to post all the info to.. Continuing with façade project and signage project, updated above.
  - Landscaping: Waiting for pear tree removal on Damen to be scheduled. Spring mulching will happen soon, and weeding is starting.
  - Street Cleaning: trash cans have all been replaced. No new updates, full service has re-started in the first week of April.
  - Banners & Holiday Decorations: Any banner renewals postponed till 2021.
  - Discover West Town Mobile App / Website Update: 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.
  
- **Events and Neighborhood Updates:**
  - West Town Neighborhood Guide distribution has been postponed.
  - 5/13/20 – Virtual Member Mixer with Wicker Park Bucktown Chamber – 4:30pm via Zoom
  - 5/14/20 – West Town Chamber Board of Directors Meeting– 10am via Zoom
  - 5/29/20 – 5/31/20 – Virtual Do-Division Street Fest – info TBA
  
- **Old Business:**
- **New Business:**
- **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: June 4, 2020\*\*\*

**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.\*\*\*

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, June 4, 2020 11:00 AM  
Meeting held via Zoom  
West Town Chamber of Commerce  
1819 W. Chicago Ave., Chicago, IL 60622

**AGENDA**

- **Call to Order**
- **Approval of minutes from May 7, 2020**
- **Pauline Dengler, Community Liaison, Cook County State's Attorney's office**
- **2021 Budget:** Will need to be reviewed next week. Set Zoom meeting date and time - **VOTE**
- **Financial Report & Budget:**
  - 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed.
    - Carry Over recommendations
    - Anticipated 30% loss with 2nd wave of tax deposits, potential \$200k loss to budget.
  - 2021 Budget – Will present budget draft at meeting scheduled next week.
- **Rebate / Grant Programs:**
  - **COVID-19 Related Programming, Grants & Partnerships**– discuss ideas & updates
    - West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - purchasing gift cards and distributing to winners. May have cards left over to be used on other promotions in the district.
    - Virtual Festivals tied in with Small Biz Retail & Restaurant promotions
      - West Fest Grant
      - West Town Window Shop - update from Nora?
    - Save Local Businesses, photos by Candice Cusic - update from Candice?
    - New Grants
      - Marketing expenses grant, ie website and online purchasing program set up expenses
      - Emergency Board-Up Grant Application
      - Website and Online Marketplace Upgrade Grant Application
    - Sidewalk Cafes / patio permits with street closure:
      - Roots / West Town Bakery / Homestead on the Roof - Winchester Ave
      - Windy City Cafe - May St.
- **Facade** - 1112 N. Ashland Ave - Property Owner, Zygmunt Dyrkacz - Facade upgrade on building, requesting \$1,850 rebate. - **VOTE**
- **Façade** – 1948 W. Chicago Ave – Tarnish - In process
- **Façade** – 1431 W. Chicago Ave – Property Owner, Brian Suave – In process.
- **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Façade** – 689 N. Milwaukee Ave – 689 Condo Association – In process.
- **Façade** – 2135 W. Chicago Ave – Property Owner, Ben & Emily Johnson – In process.
- **Façade** – 1819 - 1821 W. Chicago Ave, WTCC – 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 – 1949 Condo Association – Finished & Submitted. Review.

- **Public Art** – Map Project – Review map draft. - **TABLED**
- **Public Art** – Clear Coating Quote for Anthony Lewellen Mural - **REVIEW**
- **Public Art** – 1637 W. Chicago Ave – Artist: Mara Baker – In process, currently located in the West Town Pop Up Project.
- **Public Art** - City Mural Registry Program – Decals received from DCASE, install TBA
- **Public Art** – 2135 W. Chicago Ave – JB Snyder – In Process.
- **Public Art** – 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process.
  
- **Marketing / Beautification / Safety / Other:**
  - West Town Pop Up Project: Keypad lock was installed. Currently hosting piece by Mara Baker. Grant money was submitted. Still working on the application, lease, and program information documents, and will have website to post all the info to. New website is live, but tab will be created for the West Town Pop Up Project when all info is ready to be released.
  - Landscaping: Waiting for pear tree removal on Damen to be scheduled. Waiting to hear on Spring Mulching date. Tree service has continued.
  - Street Cleaning: No updates.
  - Banners & Holiday Decorations: All banner renewals postponed till 2021.
  - Discover West Town Mobile App / Website Update: Will need to review after website is up and running in full force.
  - 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.
  
- **Events and Neighborhood Updates:**
  - West Town Neighborhood Guide distribution scheduled to go out mid-week next week
  - 6/23/20 – West Town Webinar: Sell Digitally - How to Maximize Your Businesses' Online Presence During Covid-19 – 2:00 - 3:30 pm via Zoom
  - 6/23/20 – Member Mixer at Soundscape Studios– 6pm - 8pm (possibility of being canceled or postponed)
  - 6/26/20 – 6/27/20 – Virtual Do-Division Street Fest – was rescheduled due to current civil unrest. Rescheduled festival promotion dates are June 24th - July 1st for all specials at restaurants and retailers.
  
- **Old Business:**
- **New Business:**
- **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: July 2, 2020\*\*\*

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, June 4, 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 Bemer

**Public Forum / Guests:** Pauline Dengler (Cook County State’s Attorney’s Office)

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

- **Call to Order:** Michael VanDam called the meeting to order at 11:07 a.m.
  
- **Minutes from SSA Commission Meeting on May 7, 2020**
  - \*Nora McCarthy motioned to approve 5/7/20 Meeting Minutes. Adam Williams seconded this motion and it was approved unanimously.
  
- **Pauline Dengler, Community Liaison, Cook County State’s Attorney’s Office:**
  - Checking in with how businesses are doing
  - Promoted upcoming webinars (gun safety, COVID scams, etc)
  
- **2021 Budget:** Will need to be reviewed next week. Set Zoom meeting date and time
  - Kace requested an extension with the City and they said it was ok
  - Kace suggested that the SSA COMmission have a special budget meeting on Friday, 6/12 at 11am
  - Budget Review meeting approved

**\*Jenny Rossignuolo motioned to approve the 6/12/20 2021 Budget Meeting. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Financial Report & Budget:**
  - 2020 P&L, Balance Sheet & Year to Date Budget Statements distributed and reviewed.
    - Carry-over is lower than anticipated, new placement recommendations were made.
    - Anticipated 30% loss with 2nd wave of tax deposits, potential \$200k loss to budget. Kace suggested some potential line items to cut based on potential loss. Nothing official.
    - Move \$5,689 from facade rebate to emergency board up grant

**\*Jenny Rossignuolo motioned to approve the budget movement. Adam Williams seconded this motion and it was approved unanimously.**

- Carry-over & Budget Approval

**\*Candice Cusic motioned to approve 2020 Carry-over placement. Adam Williams seconded this motion and it was approved unanimously.**

- 2021 Budget - will present draft to be reviewed and approved at next week's meeting.

➤ **Rebate / Grant Program Updates:**

➤ **COVID-19 Related Programming, Grants & Partnerships update:**

- West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - Businesses signed up and we put them into a lottery to pick which businesses to purchase from. We are now purchasing gift cards and distributing to winners. May have cards left over to be used on other promotions in the district.
- Virtual Festivals tied in with small business retail and restaurant promotions
  - West Fest:
    - Will model virtual festival after Do-Division, make tweaks after festival is over for improvements.

**\*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
  - Did not move forward due to conflicting timing
- Save Local Businesses, photos by Candice Cusic - Candice to update. Program being shared on WTC social media. Will make video for virtual festivals.
- **COVID-19 Possible Grants:**
- Website & Online Marketplace Upgrade Grant - ie, Website and Online Purchasing Program set up to help with new expenses. Criteria includes 75% of costs, maximum up to \$1,000, business with no more than 25 employees.
  - The Commission discussed and reviewed the grant application, added due date 6/26/20.
  - Move \$8,500 from public art to website & online marketplace upgrade grant

**\*Jenny Rossignuolo motioned to approve Website & Online Marketplace Upgrade Grant Application & \$8,500 movement of funds. Candice Cusic seconded this motion and it was approved unanimously.**

- Emergency Board-Up Grant Application - ie, grant set up to help with the costs of board up after business sustained damage during civil unrest. Criteria includes 100% costs, maximum up to \$1,000, business with no more than 25 employees.
  - Funding of \$8,500
  - Due date of 6/26/20

**\*Nora McCarthy motioned to approve Emergency Board-Up Grant Application & \$8,500 Funding. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- Sidewalk Cafes/ Patio Permits with street closure:

- Roots / West Town Bakery / Homestead on the Roof - Winchester Ave, requesting closure support letter
- Windy City Cafe - May Street, interested in closure.

➤ **Facade Rebate Applications:**

- *1112 N. Ashland Ave*, Property Owner, Zygmunt Dyrkacz - Facade upgrade on building, requesting \$1,850 rebate - **VOTE**

**\*Michael VanDam motioned to approve \$1,850 for 1112 N. Ashland Ave Facade Rebate Project. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- *1948 W. Chicago Ave*, Tarnish - In Process
- *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
- Clear Coating Quote for Anthony Lewellen & Ouizi Mural - Review - **Tabled**
- *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:** No new updates from last month.
- **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:** Banner renewals postponed o 2021
- **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 scheduled for next week, mid-week.
  - 6/23/20 – West Town Webinar: Sell Digitally - How to Maximize Your Businesses' Online Presence During COVID-19 – 2 - 3:30pm via Zoom
  - 6/23/20 – Member Mixer at Soundscape Studios – 6pm - 8pm (possibility of being canceled or postponed)

- 6/26/20 - 6/27/20 – Virtual Do-Division Street Fest – was rescheduled due to current civil unrest. Rescheduled festival promotion dates are 6/24/20 - 7/1/20 for all specials at restaurants and retailers.

➤ **Old Business:**

➤ **New Business:**

➤ **Public Forum:**

➤ **Adjournment:**

**Nora McCarthy motioned to adjourn the meeting at 1:34 pm. Jenny Rossignuolo seconded this motion at it was approved unanimously.**

**\*\*\*Next SSA Commission Meeting Date: Thursday, July 9, 2020 at 11am via zoom.\*\*\***



**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, June 12, 2020 11:00 AM  
Meeting held via Zoom  
West Town Chamber of Commerce  
1819 W. Chicago Ave., Chicago, IL 60622

**AGENDA**

- **Call to Order**
- **2021 Budget Review - VOTE**
- **2020 Budget Updates** - discuss plan for July meeting
  - Create a list of contracts and prices
  - Updated 2020 YTD with recommendations

\*\*\*Next SSA Commission Meeting Date: July 9, 2020\*\*\*

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, June 12, 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), Steven Tobiason (Secretary), Nora McCarthy, Sara Dulkan, Adam Williams

**Executive Director** – Kara Salgado

**SSA Program Director** – Kace Wakem

**Membership Director** – Sara Bemer

**Public Forum / Guests:** None

**Not Present:** Chris Hunt (Vice-Chair), Candice Cusic

- **Call to Order:** Michael VanDam called the meeting to order at 11:12 a.m.
- **2021 Budget Review:**
  - Kace discussed the 2021 budget and the levy changes. Requesting 4.69% increase from 2020 - 2021.
  - Kace went down all the line items and different sections, one by one
  - Vote to approve 2021 Budget

**\*Steven Tobiason motioned to approve the 2021 SSA Budget. Nora McCarthy seconded this motion and it was approved unanimously.**

- Vote to approve the West Town Chicago Chamber of Commerce as the Sole Service Provider

**\*Jenny Rossignuolo motioned to approve the West Town Chicago Chamber of Commerce as the Sole Service Provider for the West Town SSA. Adam Williams seconded this motion and it was approved unanimously.**

- **2020 Budget Updates:** Discuss plan for July meeting
  - Create list of contracts and prices
  - Updated 2020 YTD with recommendations

➤ **Old Business:**

➤ **New Business:**

➤ **Public Forum:**

➤ **Adjournment:**

**Jenny Rossignuolo motioned to adjourn the meeting at 12:11 pm. Adam Williams seconded this motion and it was approved unanimously.**

\*\*\*Next SSA Commission Meeting Date: Thursday, July 9th, 2020 at 11am via zoom.\*\*\*

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, July 9, 2020 11:00 AM  
Meeting held via Zoom  
West Town Chamber of Commerce  
1819 W. Chicago Ave., Chicago, IL 60622

**AGENDA**

- **Call to Order**
- **Approval of minutes from June 4, 2020**
- **Approval of minutes from June 12, 2020**
- **Financial Report & Budget:**
  - 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed.
  - Budget Amendment Revisions:
    - NOTE: Previous carry-over amount was incorrect. Corrected to \$26,511, which was placed in 2.03 - Facade Rebate.
    - NOTE: Public Art has \$2,171 remaining, Facade has \$393 remaining, and Security has \$1,907 remaining
    - NOTE: Website Grant potentially needs \$5,236 max, Board up potentially needs \$3,859.94 max
    - Strike previous amendments from June 4, 2020 budget revisions:
      - \$5,689 from facade to board up grant
      - \$8,500 from public art to website grant
    - New Revisions:
      - \$10,100 from 1.02 (Special Events) to 1.09 (PR)
      - \$4,000 from 2.11 (Snowplowing) to 2.03 (Facade)
      - \$12,000 from 2.11 (Snowplowing) to 4.11 (Pop-Up)
      - \$1,000 from 4.08 (Master Plan) to 1.11 (Website Grant)
      - \$5,000 from 1.07 (Print) to 1.11 (Website Grant)
      - \$3,000 from 5.02 (Security) to 5.04 (Board Up Grant)
  - 2021 Budget – May need to schedule a special meeting to review and approve 2021 Final Budget. EAV went up 12mil, new tax rate is 0.3481%. Will reach out to schedule if needed - if not, we will approve at August 6, 2020 meeting.
- **Rebate / Grant Programs:**
  - **COVID-19 Related Programming, Grants & Partnerships**– discuss ideas & updates
    - West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - Had 1 bingo winner. Are distributing gift cards for social media winners for Do-Division and West Fest.
    - Virtual Festivals & Non-Virtual Festivals:
      - Do-Division update
      - West Fest Chicago update
      - Dancing in the Streets update
      - West Town Art Walk
    - Save Local Businesses, photos by Candice Cusic - Photo series featured in video form during Virtual Festivals between musical acts.
    - Grant Application Review:
      - Website & Online Marketplace Upgrade Grant Applications
        - a. Pie Eyed Pizzeria
        - b. Chicago Truborn
        - c. Reach Fieldhouse
        - d. Urban Source
        - e. Western Exhibitions

- f. Jen Lau Art
  - g. Glamrocks Jewelry
- Emergency Board-Up Grant Applications
  - a. Damaged:
    - i. Damen Tavern
    - ii. John's Food Mart
    - iii. West Town Jewelry & Loan
  - b. Preventative
    - i. The Noble Grape
    - ii. Dovetail
- Sidewalk Cafes / Expanded Outdoor Dining:
  - Roots / West Town Bakery / Homestead on the Roof - Winchester Ave
  - Windy City Cafe - May St.
  - Research: very expensive. Street shut down for 1 weekend is approx. \$15,000.
- **Facade** - 1112 N. Ashland Ave - Property Owner, Zygmunt Dyrkacz - In process
- **Façade** – 1948 W. Chicago Ave – Tarnish - In process
- **Façade** – 1431 W. Chicago Ave – Property Owner, Brian Suave – Finished, not paid. Review.
- **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Façade** – 689 N. Milwaukee Ave – 689 Condo Association – In process. Should be finished this month.
- **Façade** – 2135 W. Chicago Ave – Property Owner, Ben & Emily Johnson – In process.
- **Façade** – 1819 - 1821 W. Chicago Ave, WTCC – In process.
- **Façade** – 745 N. Damen Ave – Sprout Home – Finished. Payment in process.
- **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Security** – 1949 W. Chicago Ave – 1949 Condo Association – Finished & Submitted. Review. - **VOTE**
- **Public Art** - 4 story Colin Kapernick mural location needed, no cost to SSA.
- **Public Art** – Map Project – Review map draft. - **TABLED**
- **Public Art** – Clear Coating Quote for Anthony Lewellen Mural - **REVIEW**
- **Public Art** – 1637 W. Chicago Ave – Artist: Mara Baker – Location 1: Finished.
- **Public Art** - City Mural Registry Program – Decals received from DCASE, install TBA
- **Public Art** – 2135 W. Chicago Ave – JB Snyder – In Process.
- **Public Art** – 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process.
- **Marketing / Beautification / Safety / Other:**
  - West Town Pop Up Project: Keypad lock was installed. Currently hosting piece by Mara Baker. Still working on the application, lease, and program information documents, and will have website to post all the info to. New website is live, but tab will be created for the West Town Pop Up Project when all info is ready to be released. Looking for possible September lease start?
  - Landscaping:
    - Sprout Home trees were removed by Bartlett and replaced by Christy Webber Landscapes. Not included in 2020 Tree Inventory
    - Spring mulching happened, hand weeding is continuing every month.
    - Bartlett Tree service has continued. 2020 3-year Tree Inventory was completed. Scheduling meeting with Alderman LaSpata's office to review inventory. Review Inventory.
  - Street Cleaning: No updates.
  - Banners & Holiday Decorations: All banner renewals postponed till 2021.
  - Discover West Town Mobile App / Website Update: Currently only active at m.westtownchicago.com. Review & Discuss.

- 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.
- **Events and Neighborhood Updates:**
  - West Town Neighborhood Guide - Distributed!
  - 7/1/20 – West Town Chamber Networking Zoom w/ Guest State Rep. Delia Ramirez (IL 4th District)
  - 8/12/20 – Member Mixer w/ WPB Chamber via Zoom– 6pm - 8pm
  - 7/15/20 – 7/22/20 – Virtual West Fest Chicago – Virtual Musical Acts on Friday, July 17th and Saturday, July 18th.
- **Old Business:**
- **New Business:**
- **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: August 6, 2020 via Zoom\*\*\*

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, July 9, 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

**Executive Director** – Kara Salgado

**SSA Program Director** – Kace Wakem

**Membership Director** – Sara Bemer

**Public Forum / Guests:** None

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

- **Call to Order:** Michael VanDam called the meeting to order at 11:08 a.m.
- **Minutes from SSA Commission Meeting on June 4, 2020 & June 12, 2020**

**\*Jenny Rossignuolo motioned to approve 6/4/20 & 6/12/20 Meeting Minutes. Sara Dulkan seconded this motion and it was approved unanimously.**

➤ **Financial Report & Budget:**

- 2020 P&L, Balance Sheet & Year to Date Budget Statements distributed and reviewed.
- Budget Amendment Revisions
  - NOTE: Previous carry-over amount was incorrect. Corrected to \$26,511, which was placed in 2.03 - Facade Rebate.
  - NOTE: Public Art has \$2,171 remaining, Facade has \$393 remaining, and Security has \$1,907 remaining
  - NOTE: Website Grant potentially needs \$5,236 max, Board up potentially needs \$3,859.94 max
  - Strike previous amendments from June 4, 2020 budget revisions:
    - i. \$5,689 from facade to board up grant
    - ii. \$8,500 from public art to website grant
  - **New Revisions:**
    - i. \$10,100 from 1.02 (Special Events) to 1.09 (PR)
    - ii. \$4,000 from 2.11 (Snowplowing) to 2.03 (Facade)
    - iii. \$12,000 from 2.11 (Snowplowing) to 4.11 (Pop-Up)
    - iv. \$1,000 from 4.08 (Master Plan) to 1.11 (Website Grant)
    - v. \$5,000 from 1.07 (Print) to 1.11 (Website Grant)
    - vi. \$3,000 from 5.02 (Security) to 5.04 (Board Up Grant)
  - 2021 Budget – EAV went up 12million, new tax rate is 0.3481%. May need to schedule special meeting for approval, if not, we will approve at August 6, 2020 meeting.

**\*Nora McCarthy motioned to approve the budget movements listed above and financials. Adam Williams seconded this motion and it was approved unanimously.**

➤ **COVID19 Program Updates:**

➤ **COVID-19 Related Programming, Grants & Partnerships update:**

- West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - We had 1 bingo winner, we are distributing gift cards for social media winners for events.
- Virtual Festivals: features local small business retail and restaurant promotions
  - Do-Division, West Fest, Dancing in the Streets and West Town Art Walk updates.
- Save Local Businesses, photos by Candice Cusic - Photo series featured in video form featured during Virtual Festivals between music acts.
- Sidewalk Cafes/ Patio Permits with street closure:
  - Roots / West Town Bakery / Homestead on the Roof - Winchester Ave, requesting closure support letter from Chamber
  - Windy City Cafe - May Street, interested in closure, but decided to not go forward.
  - Research: very expensive. Street shut down for 1 weekend is approximately \$15,000.

➤ **Grants:**

- **Website & Online Marketplace Upgrade Grant** - ie, Website and Online Purchasing Program set up to help with new expenses. Criteria includes 75% of costs, maximum up to \$1,000, business with no more than 25 employees.
  - Pie Eyed Pizzeria
  - Chicago Truborn
  - Reach Fieldhouse
  - Urban Source
  - Western Exhibitions
  - Jen Lau Art
    - i. Kace to follow up and the SSA Commission will review Jen Lau's application at the August meeting.
  - Glamrocks Jewelry

**\*Nora McCarthy motioned to approve Website & Online Marketplace Upgrade Grant Applications (not including Jen Lau Art Application). Michael VanDam seconded this motion. Sara Dulkan, Jenny Rossignuolo and Adam Williams recused themselves from the vote. Motion was approved.**

- **Emergency Board-Up Grant Application** - ie, grant set up to help with the costs of board up after business sustained damage during civil unrest. Criteria includes 100% costs, maximum up to \$1,000, business with no more than 25 employees.
  - Damen Tavern
  - John's Food Mart
  - West Town Jewelry & Loan
  - The Noble Grape
  - Dovetail

**\*Jenny Rossignuolo motioned to approve all Emergency Board-Up Grant Applications. Nora McCarthy seconded this motion and it was approved unanimously.**

➤ **Facade Rebate Applications:**

- 1112 N. Ashland Ave, Property Owner, Zygmunt Dyrkacz - Facade upgrade on building, requesting \$1,850 rebate - In Process.
- 1948 W. Chicago Ave, Tarnish - In Process
- 1431 W. Chicago Ave, Residence / Candice Cusic Photography Location – Finished, not paid. Review.
- 1721 W. Chicago Ave, Ice Cream Shoppe – In Process.
- 687-689 N. Milwaukee Ave, Condo Association – In Process. Should be finished this month.
- 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 – Finished. Payment in process.

➤ **Security Rebate Applications:**

- 1721 W. Chicago Ave, Ice Cream Shoppe – In process.
- 1949 W. Chicago Ave, 3 Story Mixed Use Building – Finished, receipts submitted, slightly over budget at \$2089.38. Review & Approve.

**\*Sara Dulkan motioned to approve the new rebate amount of \$1,567.35. Nora McCarthy seconded this motion. Michael VanDam recused himself. Motion was approved.**

➤ **Public Art Grant Applications:**

- 4 story Colin Kapernick mural location needed, no cost to SSA.
- Public Art Map Project: Tabled.
- City Mural Registry Program: Will install Decals on murals TBD
- Clear Coating Quote for Anthony Lewellen & Ouizi Mural - Review - **Tabled**
- *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 was installed. Currently hosting a piece by Mara Baker in the storefront windows. Still working on the application, lease, and program information documents, and will have new website to post all the info to. New Chamber website is live, but tab will be created for the West Town Pop Up Project when all info is ready to be released. Looking for possible September lease start?
- **Landscaping:**
  - Spout Home trees were removed by Bartlett and replaced by Christy Webber Landscapes. Not included in the 2020 Tree Inventory
  - Spring mulching happened, hand weeding is continuing every month
  - Bartlett Tree Service has continued. 2020 3-year Tree Inventory was completed. Scheduling meeting with Alderman LaSpata's office to review inventory. Shared inventory document with everyone.
- **Street Cleaning:** no updates.
- **Banners & Holiday Decorations:** Banner renewals postponed o 2021
- **Discover West Town Mobile App:** Currently only active at m.westtownchicago.com. Review & Discuss.



- **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 - Distributed!
  - 7/1/20 - West Town Chamber NETworking Zoom w/ Guest State Rep. Delia Ramirez (IL 4th District)
  - 8/12/20 - Member Mixer w/ WPB Chamber via Zoom - 6pm-8pm
  - 7/15/20 - 7/22/20 - Virtual West Fest Chicago - Virtual Musical Acts on Friday, July 17th and Saturday, July 18th.

➤ **Old Business:**

➤ **New Business:**

➤ **Public Forum:**

➤ **Adjournment:**

**Nora McCarthy motioned to adjourn the meeting at 12:37 pm. Sara Dulkan seconded this motion and it was approved unanimously.**

\*\*\*Next SSA Commission Meeting Date: Thursday, August 6, 2020 at 11am via zoom.\*\*\*

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, August 5, 2020 11:00 AM  
Meeting held via Zoom  
West Town Chamber of Commerce  
1819 W. Chicago Ave., Chicago, IL 60622

**AGENDA**

- **Call to Order**
- **Approval of minutes from July 9, 2020**
- **Financial Report & Budget:**
  - 2021 Final Budget & Service Provider Approval - **VOTE**
    - Tax rate is 0.3481%.
    - Levy is \$693,524
    - Total Budget is \$994,512
  - 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- **Rebate / Grant Programs:**
  - **COVID-19 Related Programming, Grants & Partnerships:**
    - West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - 13 of the 20 gift certificates have been distributed
    - Virtual Festivals & Non-Virtual Festivals:
      - West Fest Chicago update
      - Dancing in the Streets update
      - West Town Art Walk update
    - Save Local Businesses, photos by Candice Cusic - Photo series featured in video form during Virtual Festivals between musical acts.
    - Grant Application Review:
      - Website & Online Marketplace Upgrade Grant Applications
        - a. Will be processing payments in August.
        - b. Review Jen Lau Art Application
          - i. Paid Member of the Co-op Art Gallery
          - ii. All members have the opportunity to sell their pieces in the Gallery gift shop
          - iii. Updated her personal website, not the galleries website.
      - Emergency Board-Up Grant Applications
        - a. Will be processing payments in August.
  - **Facade** - 1112 N. Ashland Ave - Property Owner, Zygmunt Dyrkacz - In process
  - **Façade** – 1948 W. Chicago Ave – Tarnish - Finished & Paid. Project came in under budget. **Review final submission.**
  - **Façade** – 1431 W. Chicago Ave – Property Owner, Brian Suave – Finished & Paid.
  - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
  - **Façade** – 689 N. Milwaukee Ave – 689 Condo Association – Finished & Paid. **Review final submission.**
  - **Façade** – 2135 W. Chicago Ave – Property Owner, Ben & Emily Johnson – In process. Almost finished.
  - **Façade** – 1819 - 1821 W. Chicago Ave, WTCC – In process.
  - **Façade** – 745 N. Damen Ave – Sprout Home – Finished & Paid. .
  - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
  - **Security** – 1949 W. Chicago Ave – 1949 Condo Association – Finished & Paid.

- **Security** - 2135 W. Chicago Ave - Property Owner, Ben & Emily Johnson - **REVIEW & VOTE**
  
- **Public Art** – Map Project – Review map draft. - **TABLED**
- **Public Art** - City Mural Registry Program – Decals received from DCASE, install TBA
- **Public Art** – Clear Coating Quote for Anthony Lewellen Mural & Ouizi Mural - **REVIEW**
- **Public Art** – 1821 W. Chicago Ave – Artist: Mara Baker – Location 1: Finished & Paid.
- **Public Art** – 2135 W. Chicago Ave – JB Snyder – In Process. Piece will be completed in August.
- **Public Art** – 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process.
  
- **Marketing / Beautification / Safety / Other:**
  - West Town Pop Up Project: Meeting with Committee to work on lease rider next week. Lease was reviewed and created. Will finalize application and FAQ soon. After docs are completed by committee, Website will be created.
  - Landscaping:
    - Hand weeding is continuing every month.
    - Bartlett Tree service - Met with Alderman's office with Erik Grossnickle, our Bartlett Arborist, to discuss Tree Inventory and Management plan. Shared our requested removals, and we are looking to use those removals as planting opportunities with 1st Ward partnership and potential funding.
  - Street Cleaning: No updates.
  - Banners & Holiday Decorations: Golder College Prep requesting allowance to put up banners along 1 block of Chicago Avenue. **Review & Vote.**
  - Discover West Town Mobile App / Website Update: Currently only active at m.westtownchicago.com. Review & Discuss.
  - Master Plan: Reached out to CDOT about the Road Diet Plan to see if they were still on board. Waiting to hear back from them.
  
- **Events and Neighborhood Updates:**
  - 8/4/20 - Ask Me Anything: West Town Art Walk - 11am via Zoom
  - CANCELED - 8/12/20 – Member Mixer w/ WPB Chamber via Zoom– 6pm - 8pm
  - 8/5/20 - 8/12/20 - Dancing in the Streets - Live Music Stream on Friday, August 7th at 6pm.
  
- **Old Business:**
- **New Business:**
- **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: September 3, 2020 via Zoom\*\*\*

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, August 5, 2020 at 11:00 a.m.  
Remote Meeting via Zoom  
1819 W Chicago Ave., Chicago, IL 60622

**Minutes**

**Present:** Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Jenny Rossignuolo (Treasurer), Nora McCarthy, Sara Dulkan, Adam Williams  
**SSA Program Director** – Kace Wakem  
**Membership Director** – Sara Bemer  
**Public Forum / Guests:** None  
**Not Present:** Steven Tobiason (Secretary)

➤ **Call to Order:** Michael VanDam called the meeting to order at 11:03 a.m.

➤ **Minutes from SSA Commission Meeting on July 9, 2020.**

**\*Jenny Rossignuolo motioned to approve 7/9/20 Meeting Minutes. Adam Williams seconded this motion and it was approved unanimously.**

➤ **Financial Report & Budget:**

- 2021 Final Budget & West Town Chicago Chamber of Commerce as the Sole Service Provider for the West Town Special Service Area #29-2014.
  - Tax rate is 0.3481%
  - Levy is \$693,524
  - Total Budget is \$994,512

**\*Jenny Rossignuolo motioned to approve the 2021 budget and the West Town Chicago Chamber of Commerce as the Sole Service Provider for SSA #29-2014. Chris Hunt seconded this motion and it was approved unanimously.**

- 2020 P&L, Balance Sheet & Year to Date Budget Statements distributed and reviewed.

**\*Adam Williams motioned to approve the August 2020 monthly financials. Chris Hunt seconded this motion and it was approved unanimously.**

➤ **COVID19 Program Updates:**

➤ **COVID-19 Related Programming, Grants & Partnerships update:**

- West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - 13 of the 20 gift certificates have been distributed.
- Virtual Festivals:
  - Do-Division, West Fest Chicago, Dancing in the Streets and West Town Art Walk updates were discussed.
- Save Local Businesses, photos by Candice Cusic - Photo series featured in video form featured during Virtual Festivals between music acts.

➤ **Grants:**

- **Website & Online Marketplace Upgrade Grant** - ie, Website and Online Purchasing Program set up to help with new expenses. Criteria includes 75% of costs, maximum up to \$1,000, business with no more than 25 employees.

- Will process payment distributions in August
- Review Jen Lau Art Application
  - i. Paid member of the Co-op art gallery
  - ii. All members have the opportunity to sell their pieces in the gallery gift shop
  - iii. Updated her personal website, not the gallery's website.
  - iv. Application was reviewed, discussed, and the SSA Commission decided that because it wasn't an application to support the business as a whole (ie, updating the gallery's website or online marketplace for the gift shop) that the application would be denied.

**\*Chris Hunt motioned to deny the Website & Online Marketplace Upgrade Grant Application for Jen Lau Art. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Emergency Board-Up Grant Application** - ie, grant set up to help with the costs of board up after business sustained damage during civil unrest. Criteria includes 100% costs, maximum up to \$1,000, business with no more than 25 employees.

- Will process payment distributions in August

➤ **Facade Rebate Applications:**

- 1112 N. Ashland Ave, Property Owner, Zygmunt Dyrkacz - In Process.
- 1948 W. Chicago Ave, Tarnish - Finished, review after photos.
- 1431 W. Chicago Ave, Residence / Candice Cusic Photography Location – Finished & Paid
- 1721 W. Chicago Ave, Ice Cream Shoppe – In Process.
- 687-689 N. Milwaukee Ave, Condo Association – Finished & Paid. Review after photos.
- 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 – Finished & Paid.

➤ **Security Rebate Applications:**

- 1721 W. Chicago Ave, Ice Cream Shoppe – In process.
- 1949 W. Chicago Ave, 3 Story Mixed Use Building – Finished & Paid
- 2135 W. Chicago Ave, Property Owner, Ben & Emily Johnson - **VOTE**

**\*Adam Williams motioned to approve the rebate amount of \$1,794.75. Chris Hunt seconded this motion and it was approved unanimously.**

➤ **Public Art Grant Applications:**

- Public Art Map Project: **Tabled.**
- City Mural Registry Program: Will install Decals on murals **TBD**

- Clear Coating Quote for Anthony Lewellen & Ouizi Mural - Reviewed and SSA Commission decided it was not something to invest in for 2020.
- 1821 W. Chicago Ave. *Artist:* Mara Baker – In Process, 1st payment made. 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:** Meeting with sub-committee to work on lease rider next week. Lease was reviewed and created. Will finalize the application and FAQ soon. After docs are completed by committee, Website will be created.
- **Landscaping:**
  - Hand weeding is continuing every month
  - Bartlett Tree Service - met with Alderman LaSpata's office with Erik Grossnickle, our arborist, to discuss tree inventory and management plan. Shared our requested removals, and we are looking to use those removals as planting opportunities with 1st Ward partnership and potential funding for new trees.
- **Street Cleaning:** no updates.
- **Banners & Holiday Decorations:** Golder College Prep requesting allowance to put up banners along 1 block of Chicago Avenue. Review & Vote.
  - SSA Commission wanting consistency with banners when all banners are renewed. Suggested Golder sponsor SSA banners and we handle everything for them. Use sponsorship moving forward for all banner pole requests.

**\*Jenny Rossignuolo motioned to approve any and all banner requests to go for sponsorship only. Adam Williams seconded this motion and it was approved unanimously.**

- **Discover West Town Mobile App:** Currently only active at [m.westtownchicago.com](http://m.westtownchicago.com).
  - SSA Commission discussed the web application, and decided to shut it down as it doesn't fit in with the new website and would need to be updated anyway. Time to get rid of it.

**\*Adam Williams motioned to shut down [m.westtownchicago.com](http://m.westtownchicago.com). Nora McCarthy seconded this motion and it was approved unanimously.**

- **Master Plan:** Reached out to CDOT about the Road Diet Plan to see if they were still on board. Waiting to hear back from them.
- **Neighborhood Updates:**
  - 8/4/20 - Ask Me Anything: West Town Art Walk - 11am via Zoom
  - CANCELLED - 8/12/20 Member Mixer w/ WPB hamber via Zoom - 6pm - 8pm
  - 8/5/20 - 8/12/20 - Dancing in the Streets - Live music stream on Friday, August 7th at 6pm.

- **Old Business:**
- **New Business:**
- **Public Forum:**
- **Adjournment:**

**Jenny Rossignuolo motioned to adjourn the meeting at 12:23 pm. Adam Williams seconded this motion and it was approved unanimously.**

**\*\*\*Next SSA Commission Meeting Date: Thursday, September 3, 2020 at 11am via zoom.\*\*\***

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, September 3, 2020 11:00 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.

**NOTHING BELOW THIS LINE HAS BEEN EDITED**

- **Approval of minutes from August 5, 2020**
- **Guest:** Pauline Dengler, Community Liaison - Cook County State's Attorneys' Office
- **Financial Report & Budget:**
  - 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- **Contracts:**
  - Snowplowing: Christy Webber Landscapes contract renewal BID
- **Rebate / Grant Programs:**
  - **COVID-19 Related Programming, Grants & Partnerships:**
    - West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - 12 of the 20 gift certificates have been distributed, 8 remaining. Possibly 4 for WTAW & 4 for WTWF.
    - Virtual Festivals & Non-Virtual Festivals:
      - Dancing in the Streets update
      - West Town Art Walk update
    - Grant Application Review:
      - Website & Online Marketplace Upgrade Grant Applications
        - a. All approved grants were paid
        - b. West Town Chamber offering grant for Chamber Members now
      - Emergency Board-Up Grant Applications
        - a. All approved grants were paid
- **Facade** - 1112 N. Ashland Ave - Property Owner, Zygmunt Dyrkacz - In process
- **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Façade** – 2135 W. Chicago Ave – Property Owner, Ben & Emily Johnson – In process.
- **Façade** – 1819 - 1821 W. Chicago Ave, WTCC – In process.
- **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Security** - 2135 W. Chicago Ave - Property Owner, Ben & Emily Johnson - In process
- **Public Art** – Map Project – Review map draft. - **TABLED**
- **Public Art** - City Mural Registry Program – Install TBA
- **Public Art** - Chicago & Lessing - Justin Suarez - Finished & Paid
- **Public Art** – Anthony Lewellen, Lie/Lux, and Fnnch murals were tagged. Lewellen mural was fixed. Lie will fix his mural, and Fnnch mural is being replaced by Lisa Gray.



- **Public Art** – 1821 W. Chicago Ave – Artist: Mara Baker – Location 1: Finished & Paid. Location 2: TBD
- **Public Art** – 2135 W. Chicago Ave – JB Snyder – In Process. Piece will be completed in August.
- **Public Art** – 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process. Discuss project.
  
- **Marketing / Beautification / Safety / Other:**
  - West Town Pop Up Project: Lease, Lease Rider, COVID-19 Rider, Application, and FAQ sheet - **Needs Approval**
  - Landscaping:
    - Hand weeding is continuing every month.
    - Bartlett Tree service - Met with Alderman's office with Erik Grossnickle, our Bartlett Arborist, to discuss Tree Inventory and Management plan. Shared our requested removals, and we are looking to use those removals as planting opportunities with 1st Ward partnership and potential funding.
  - Street Cleaning: No updates.
  - Banners & Holiday Decorations: Golder College Prep purchased banner sponsorships, and banners will be hung soon.
  - Discover West Town Mobile App / Website Update: Mobile site has been shut down permanently.
  - Master Plan: Reached out to CDOT about the Road Diet Plan to see if they were still on board. Waiting to receive a meeting invite, was told they would schedule and send soon.
  
- **Events and Neighborhood Updates:**
  - No Events
    - Prepping for West Town Art Walk
    - Release of Marketing Grant for West Town Chamber Members
    - Will start West Town Winterfest planning this month.
    - West Town & Wicker Park Trick or Treat planning beginning now.
  
- **Old Business:**
- **New Business:**
- **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: October 1, 2020 via Zoom\*\*\*

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, September 3, 2020 at 11:00 a.m.  
Remote Meeting via Zoom  
1819 W Chicago Ave., Chicago, IL 60622

**Minutes**

**Present:** Commissioners: Michael VanDam (Chair), Steven Tobiason (Secretary) , Jenny Rossignuolo (Treasurer), Nora McCarthy, Adam Williams

**SSA Program Director** – Kace Wakem

**Executive Director** - Kara Salgado

**Membership Director** – Sara Bemer

**Public Forum / Guests:** Pauline Dengler, State’s Attorney's Office

**Not Present:** Chris Hunt (Vice-Chair), Sara Dulkan

- **Call to Order:** Michael VanDam called the meeting to order at 11:10 a.m.
  - 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.

- **Minutes from SSA Commission Meeting on August 5, 2020.**

**\*Nora McCarthy motioned to approve 8/5/20 Meeting Minutes. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- **Financial Report & Budget:**

- 2020 P&L, Balance Sheet & Year to Date Budget Statements distributed and reviewed.

**\*Steven Tobiason motioned to approve the September 2020 monthly financials. Adam Williams seconded this motion and it was approved unanimously.**

- **COVID19 Program Updates:**

- **COVID-19 Related Programming, Grants & Partnerships update:**

- West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - 12 of the 20 gift certificates have been distributed, 8 remaining. Possibly 4 for WTAW & 4 for WTWF.
- Virtual Festivals:
  - Dancing in the Streets update
  - West Town Art Walk update

- **Grants:**

- **Website & Online Marketplace Upgrade Grant** - ie, Website and Online Purchasing Program set up to help with new expenses. Criteria includes 75% of costs, maximum up to \$1,000, business with no more than 25 employees.
  - All approved grants were paid.
  - West Town Chamber offering grant for Chamber Members now.

- **Emergency Board-Up Grant Application** - ie, grant set up to help with the costs of board up after business sustained damage during civil unrest. Criteria includes 100% costs, maximum up to \$1,000, business with no more than 25 employees.
  - All approved grants were paid.

➤ **Facade Rebate Applications:**

- 1112 N. Ashland Ave, Property Owner, Zygmunt Dyrkacz - In Process.
- 1721 W. Chicago Ave, Ice Cream Shoppe – In Process.
- 2135 W. Chicago Ave, Residence / Building owner – In Process.
- 1819 - 1821 W. Chicago Ave, West Town Chamber of Commerce – In Process.

➤ **Security Rebate Applications:**

- 1721 W. Chicago Ave, Ice Cream Shoppe – In process.
- 2135 W. Chicago Ave, Property Owner, Ben & Emily Johnson - In process.

➤ **Public Art Grant Applications:**

- Public Art Map Project: **Tabled.**
- City Mural Registry Program: Install **TBD**
- Chicago & Lessing. *Artist:* Justin Suarez - Finished & Paid.
- TAGGED MURAL UPDATE: Anthony Lewellen, Lie/Lucx, and Fnnch murals were tagged. Lewellen mural was fixed. Lie will fix his mural, and Fnnch mural is being replaced by Lisa Gray.
- 1821 W. Chicago Ave. *Artist:* Mara Baker – In Process, 1st payment made. 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:** Lease, Lease Rider, COVID-19 Rider, Application, and FAQ sheet - **Needs Approval**

**\*Jenny Rossignuolo motioned to approve West Town Pop Up Project documents. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Landscaping:**

- Hand weeding is continuing every month

- **Street Cleaning:** no updates.
- **Banners & Holiday Decorations:** Golder College Prep purchased banner sponsorships, and banners will be hung soon.
- **Discover West Town Mobile App:** Mobile site has been shut down permanently.
- **Master Plan:** Reached out to CDOT about the Road Diet Plan to see if they were still on board. Waiting to receive a meeting invite, was told they would schedule and send soon.

- **Neighborhood Updates:**

- No Events

- Prepping for West Town Art Walk
- Release of Marketing Grant for West Town Chamber Members
- Will start West Town Winterfest planning this month

- West Town & Wicker Park Trick or Treat planning meeting beginning now.

➤ **Old Business:**

➤ **New Business:**

➤ **Public Forum:**

➤ **Adjournment:**

**Jenny Rossignuolo motioned to adjourn the meeting at 11:45 am. Adam Williams seconded this motion and it was approved unanimously.**

**\*\*\*Next SSA Commission Meeting Date: Thursday, October 1, 2020 at 11am via zoom.\*\*\***

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, November 5, 2020 11:00 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.

➤ **Review & Approve Minutes from Meeting: September 3, 2020**

➤ **Review & Approve Minutes from Budget Meeting: October 7, 2020**

➤ **Financial Report & Budget:**

- 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed (in November Meeting Shared File). **Review & Approve**
- 2019 Quarter 4 and 2020 Quarter 1 Reports (in October Meeting Shared File). **Review & Approve**
- ❖ 2021 SSA Budget (Approved Oct. 7) is being prepared by DPD for City Council Approval at November Council meeting. Board/Commission Indebtedness check is clear.

➤ **Rebate / Grant Programs:**

- **COVID-19 Related Programming, Grants & Partnerships:**
  - West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - 12 of the 20 gift certificates have been distributed, 8 remaining. 4 for WTAW for Do312 promotion prizes & 4 for WTWF.
- **Completed Facade Projects for Review and Vote**
  - Facade - 1112 N. Ashland Ave - Property Owner, Zygmunt Dyrkacz - Completed
  - Façade - 2135 W. Chicago Ave – Property Owner, Ben & Emily Johnson – Completed
  - Façade – 1819 - 1821 W. Chicago Ave, WTCC – Completed
- **Approved Facade Projects still in progress**
  - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Completed Security Projects for Review and Vote**
  - Security - 2135 W. Chicago Ave - Property Owner, Ben & Emily Johnson - Completed
- **New Security Applications for Review and Vote**
  - Security - 1801 W Chicago Ave - Application
- **Approved Security Projects still in progress**
  - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Public Art Updates**
  - Map Project – Map created in Google maps for WTAW - Public Art page on website created with image grid and Google map
  - City Mural Registry Program – Install TBA - Questions RE this
  - Chicago & Lessing - Justin Suarez - Finished & Paid
  - Anthony Lewellen, Lie/Lux, and Fnnch murals were tagged and all repaired. Lisa Gray mural replaced Fnnch mural at Chicago & Lessing.
  - 1821 W. Chicago Ave – Artist: Mara Baker – Location 1: Finished & Paid.

- o 2135 W. Chicago Ave – JB Snyder – Finished & Payment in process
- o 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process.

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

- o Banners & Holiday Decorations:
  - Golder College Prep purchased banner sponsorship banners were installed
    - CEG was contacted to install holiday decorations
- o Holiday Decorations going up
  - ❖ CEG Cost- **Review & Approve** (Quote in October Meeting Shared Folder)
- o West Town Pop Up Project:
  - Finalized lease terms, mission, FAQ sheet
  - Created Pop-Up page on Chamber Website
  - Pop-Up brochure created for WTAW Mara Baker open house
  - Announcement and PR / Promo Email sent
- Landscaping:
  - o Hand weeding is finished for the season
  - o Bartlett Tree service - Services ongoing - investigating where we are on tree removal so that we can continue service
- Street Cleaning: No updates.
- Master Plan: Still have not received a meeting invite from CDOT to discuss possible Road Diet Plan.
- Annual Report: 2019 Annual Report will not be mailed but is available as a pdf and is saved on the website and in SSA shared folder

➤ **Events and Neighborhood Updates:**

- o Webinar: PR & Social Media Marketing Tips for West Town Businesses
  - Tuesday, Nov. 10th from 10:00am to 11:00am
  - Via Zoom (RSVP For Zoom Meeting Information: <https://westtownchamber.chambermaster.com/eventregistration/register/5897>)
- o Webinar: WTCC Annual Members Meeting & Board Elections
  - Wednesday, Dec. 2nd from 7:00pm to 8:00pm
  - Via Zoom (RSVP for Zoom Meeting Information: <https://us02web.zoom.us/meeting/register/tZAKd-qsrDloH9TQEFhuQuM9xs4qA5BzRTqR>)
- o Winterfest the event is cancelled.
  - Instead, WTCC will promote the existing business directory with messaging “Spend Local to Save Local”.
  - Pushing local holiday shopping and dining on social media and in PR
  - Winterfest webpage has holiday shopping promo/map/directory: <https://www.westtownchamber.org/winterfest>

➤ **Old Business:**

- SSA Program Director Kace Wakem resigned effective September 21, 2020
  - ❖ SSA Director duties will be covered and split amongst existing Chamber staff for the remainder of 2020:
    - Executive Director and Membership Director to cover outreach, communications, marketing, programs, grants
    - Operations Director to cover budgets, contracts, grant processing, accounting operations
  - ❖ SSA budgeted Program Director salary / personnel line will go towards paying a % of the salaries for the existing Chamber staff covering SSA Director duties. \*This does not add to existing Chamber staff salary amounts just lowers the amount of salary expense Chamber covers.
  - ❖ New Job descriptions document in shared folder
- WTCC did not receive Regional Business Center grant / is applying for NBDC grant

- No new hires / not hiring a new SSA Program Director until street festivals are serving as fundraisers again

➤ **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: December 3, 2020 via Zoom\*\*\*

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, November 5, 2020 11:00 AM  
Meeting held via Zoom  
West Town Chamber of Commerce  
1819 W. Chicago Ave., Chicago, IL 60622

**MINUTES**

In Attendance: Michael VanDam, Jenny Rossignuolo, Sara Dulkan, Nora McCarthy, Kara Salgado, Susan Aldous, and Sara Bemer

Absent: Chris Hunt, Steven Tobiason, Adam Williams

➤ **Call to Order:**

- The meeting of the West Town SSA #29-2014 Commission is called to order.
  - Called to order at 11:11am by Michael Van Dam
- 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.

➤ **Approval of Minutes from September 3, 2020**

- Approved (Jenny 1st, Michael 2nd)
- 10/7 Budget Meeting Minutes
  - Approved (Michael 1st, Nora 2nd)

➤ **Financial Report & Budget Reviewed:**

- 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed and reviewed.
- 2019 Quarter 4 and 2020 Quarter 1 Reports.
  - Quarterly Reports **Approved** (Jenny 1st, Michael 2nd, all in favor)
    - Directive: Reach out to Joy to find out what the change was for Q4-2019

➤ **Rebate / Grant Programs:**

- **COVID-19 Related Programming, Grants & Partnerships Reviewed:**
  - West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - 12 of the 20 gift certificates have been distributed, 8 remaining. 4 for WTAW for Do312 promotion prizes & 4 for WTWF.
- **Completed Facade Projects for review and VOTE:**
  - Facade - 1112 N. Ashland Ave - Property Owner, Zygmunt Dyrkacz - Completed
    - **Approved** for \$1,753.92 (Jenny 1st, Nora 2nd, all in favor)
  - Façade - 2135 W. Chicago Ave – Property Owner, Ben & Emily Johnson – Completed
    - **Approved** for \$15,000 (Jenny 1st, Sara D. 2nd, all in favor)
  - Façade – 1819 - 1821 W. Chicago Ave, WTCC – Completed
    - **Approved** \$4,756.76 (Sara D. 1st, Nora 2nd, all in favor)
- **Approved Facade Projects still in progress:**
  - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Completed Security Projects for review and VOTE:**
  - Security - 2135 W. Chicago Ave - Property Owner, Ben & Emily Johnson - Completed
    - **Approved** (Michael 1st, Nora 2nd, all in favor)
- **New Security Application review and VOTE:**
  - Security - 1801 W Chicago Ave - Application
    - **Approved** \$1,087.50 (Jenny 1st, Michael 2nd, all in favor)



- **Approved Security Projects still in progress**
  - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Public Art Updates**
  - Map Project – Map created in Google maps for WTAW - Public Art page on website created with image grid and Google map
  - City Mural Registry Program – Install TBA
  - Chicago & Lessing - Justin Suarez - Finished & Paid
  - Anthony Lewellen, Lie/Lux, and Fnnch murals were tagged and all repaired. Lisa Gray mural replaced Fnnch mural at Chicago & Lessing.
  - 1821 W. Chicago Ave – Artist: Mara Baker – Location 1: Finished & Paid.
  - 2135 W. Chicago Ave – JB Snyder – Finished & Payment in process
  - 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process.

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

- Banners & Holiday Decorations:
  - Golder College Prep purchased banner sponsorship banners were installed
    - CEG was contacted to install holiday decorations
- Holiday Decorations going up
  - ❖ CEG Contract/ Cost- **Review & VOTE**
    - **Approved** quote \$17,790 (Michael 1st, Nora 2nd, all in favor)
- West Town Pop Up Project:
  - Finalized lease terms, mission, FAQ sheet
  - Created Pop-Up page on Chamber Website
  - Pop-Up brochure created for WTAW Mara Baker open house
  - Announcement and PR / Promo Email sent
- Landscaping:
  - Hand weeding is finished for the season
  - Bartlett Tree service - Services ongoing - investigating where we are on tree removal so that we can continue service
- Street Cleaning: No updates.
- Master Plan: Still have not received a meeting invite from CDOT to discuss possible Road Diet Plan.

➤ **Events and Neighborhood Updates:**

- Webinar: PR & Social Media Marketing Tips for West Town Businesses
  - Tuesday, Nov. 10th from 10:00am to 11:00am
  - Via Zoom (RSVP For Zoom Meeting Information: <https://westtownchamber.chambermaster.com/eventregistration/register/5897>)
- Webinar: WTCC Annual Members Meeting & Board Elections
  - Wednesday, Dec. 2nd from 7:00pm to 8:00pm
  - Via Zoom (RSVP for Zoom Meeting Information: <https://us02web.zoom.us/meeting/register/tZAKd-qsrDloH9TQEFhuQuM9xs4qA5BzRTqR>)
- Winterfest is cancelled.
  - Instead, WTCC will promote the existing business directory with messaging “Spend Local to Save Local”.
  - Pushing local holiday shopping and dining on social and in PR
  - Directing to Winterfest webpage for holiday shopping promo/map/directory: <https://www.westtownchamber.org/winterfest>

➤ **Old Business:**

- SSA Program Director Kace Wakem resigned effective September 21, 2020

- ❖ SSA Director duties will be covered and split amongst existing Chamber staff for the remainder of 2020:
  - ❑ Executive Director and Membership Director to cover outreach, communications, marketing, programs, grants
  - ❑ Operations Director to cover budgets, contracts, accounting operations
- ❖ SSA budgeted Program Director salary / personnel line will go towards paying a % of the salaries for the existing Chamber staff covering SSA Director duties
  - ❑ This allows for existing staff to cover additional SSA duties and does not add to existing Chamber staff salary amounts

➤ **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: December 3, 2020 via Zoom\*\*\*

Meeting adjourned at 12:17pm (Approved all in favor. Nora 1st, Jenny 2nd).

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, December 3, 2020 11:00 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.

➤ **Review & Approve Minutes from Meeting: November 5, 2020**

➤ **Financial Report:**

- 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed (in December Meeting Shared File)
  - 2021 SSA Budget (Approved Oct. 7) is being prepared by DPD for City Council Approval at November Council meeting. Board/Commission Indebtedness check is clear. 1<sup>st</sup>, 2<sup>nd</sup> & 27<sup>th</sup> Ward Aldermen expressed support for the budget to DPD.
- Budget Modification
  - **New Revisions:**
    - \$20,000 from 1.06 (Holiday Decorations) to 1.05 (Decorative Banners)
    - \$6,000 from 2.06 (Public Art) to 2.11 (Sidewalk Snowplowing)
    - \$9,882 from 7.03 (SSA Program Director) to 7.01 (Executive Director)
    - \$10,004 from 7.03 (SSA Program Director) to 7.02 (Operations Director)
    - Director)
    - \$1,185 from 7.04 (Bookkeeper) to 7.02 (Operations Director)
- WorkPlan Modifications
  - New Revisions
    - Executive Director to 40% as of September 1, 2020
    - Operations Director to 50% as of September 1, 2020
    - Membership and Communications Director to 50% as of September 1, 2020

➤ **Rebate / Grant Programs:**

- **Approved Security Project for Review & Vote**
  - Security – 1801 W. Chicago Ave – 800 N Wood Condo Association – complete.
- **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.
- **Public Art Updates**
  - 2135 W. Chicago Ave – JB Snyder – Finished & Payment Mailed (\*Check lost in Mail – voiding initial check and initiating a wire transfer to resolve = \$20 fee)
  - 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process.
  - Additional publicity strategies to be discussed with Zapwater

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

- Holiday Decorations Installed:
  - CEG was contracted to install holiday decorations
- West Town Banner re-printed Review & Vote
  - Discuss 2020 carryover budget money for project
  - Possibly Install new banners when holiday decorations come down

- West Town Pop Up Project:
  - 30 Day Lease to NICZKA Nov 23-Dec 23– clothing designer, retail apparel  
<https://www.niczka.com/>
  - Retaining Mara Baker art light installation
- Landscaping:
  - Hand weeding is finished for the season
  - Bartlett Tree service - Services ongoing - investigating where we are on tree removal so that we can continue service
- Master Plan: Still have not received a meeting invite from CDOT to discuss possible Road Diet Plan.

➤ **Events and Neighborhood Updates:**

- Past
  - 11/10/20 Webinar: PR & Social Media Marketing Tips for West Town Businesses
  - 12/2/20 Webinar: WTCC Annual Members Meeting & Board Elections
- Upcoming
  - 12/9/20 @ Noon, Webinar: Families First Coronavirus Response Act (FFCRA) Presentation for West Town Chamber and 1st Ward with U.S. Department of Labor
    - Register at:  
<https://us02web.zoom.us/meeting/register/tZEqdOGqqTItGdCv32xyQEzif0ngNFcGFELa>
- Winterfest as an event is cancelled. Promoting Shopping Local all winter.
  - Instead, WTCC will promote the existing business directory with messaging “Spend Local to Save Local”.
  - Block Club Article:  
<https://blockclubchicago.org/2020/11/25/shop-local-2020-a-wicker-park-bucktown-and-west-town-holiday-gift-guide/>
  - Winterfest webpage has holiday shopping promo/map/directory:  
<https://www.westtownchamber.org/winterfest>
- Survey - Membership Needs & Events Ideas 2021:  
<https://docs.google.com/forms/d/1Gi2eN34p6ZvWZNGG7Jwe46Kzevq3mA3BkFn6DSJkw1A/edit?usp=sharing>

➤ **New Commissioners & New 2021 Meeting Time**

- Julia Skuibida, American Family Insurance 1702 W. Chicago Ave.
- Evan Muellner, Pie Eyed Pizza 1111 W. Chicago Ave.
  - New SSA Commissioner Meeting time one hour earlier in 2021 at 10am instead of 11am still on first Thursday of the month (Chris Hunt will be able to attend)
  - **VOTE TO APPROVE NEW 2021 MEETING TIME**
  - No Meeting in January – will allow for new Commissioner apps to be processed

➤ **Old Business:**

➤ **Public Forum:**

\*\*\*Next SSA Commission Meeting Date: Thursday, February 4<sup>th</sup> 2021 at 10am via Zoom\*\*\*

**WEST TOWN SSA**  
**MEETING OF SSA COMMISSION**  
Thursday, December 3, 2020 11:00 AM  
Meeting held via Zoom  
West Town Chamber of Commerce  
1819 W. Chicago Ave., Chicago, IL 60622

**MINUTES**

**In attendance:** Michael VanDam, Sara Dulkan, Jenny Rossignuolo, Nora McCarthy, Steven Tobiason, Kara Salgado (WTCC), Susan Aldous (WTCC), and Sara Bemer (WTCC)

**Not in attendance:** Chris Hunt and Adam Williams,

➤ **Call to Order: at 11:07am**

- 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.
- No one attending for the Public Forum a

➤ **Reviewed & VOTED to Approve Minutes from Meeting: November 5, 2020**

- Approved, all in favor (Michael 1st, Sara D. 2nd)

➤ **Financial Report:**

- 2020 P&L Statement, Balance Sheet & Year to Date Budget distributed (in December Meeting Shared File)
  - 2021 SSA Budget (Approved Oct. 7) is being prepared by DPD for City Council Approval at November Council meeting. Board/Commission Indebtedness check is clear. 1<sup>st</sup>, 2<sup>nd</sup> & 27<sup>th</sup> Ward Alderman expressed support for the budget to DPD.
- Budget Modification
  - **Reviewed & Approved New Revisions:**
    - \$20,000 from 1.06 (Holiday Decorations) to 1.05 (Decorative Banners)
    - \$6,000 from 2.06 (Public Art) to 2.11 (Sidewalk Snow Plowing)
    - \$9,882 from 7.03 (SSA Program Director) to 7.01 (Executive Director)
    - \$10,004 from 7.03 (SSA Program Director) to 7.02 (Operations Director)
    - \$1,185 from 7.04 (Bookkeeper) to 7.02 (Operations Director)
- WorkPlan Modifications
  - New Revisions
    - Executive Director to 40% as of September 1, 2020
    - Operations Director to 50% as of September 1, 2020
    - Membership and Communications Director to 50% as of September 1, 2020

➤ **Rebate / Grant Programs:**

- **Approved Security Project for Reviewed & Voted to Approve**
  - Security – 1801 W. Chicago Ave – 800 N Wood Condo Association – complete.
    - \$1, 087.50. Approved, all in favor (Jenny 1st, Nora 2nd)
- **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.
- **Public Art Updates**
  - 2135 W. Chicago Ave – JB Snyder – Finished & Payment Mailed (\*Check lost in Mail – voiding initial check and initiating a wire transfer to resolve = \$20 fee)
  - 1749 W. Chicago Ave – Cody Hudson, curation by Andrew Rafacz Gallery – In Process.

- Additional publicity strategies to be discussed with Zapwater at upcoming meeting.
- **Marketing / Beautification / Safety / Other:**
  - Holiday Decorations Installed:
    - Chicago Event Graphics (CEG) was contracted to install holiday decorations
  - West Town Banner re-printed **Reviewed & Voted to Approve**
    - Discussed 2020 carryover budget money for project
    - Possibly Install new banners when holiday decorations come down
      - Approved, all in favor (Nora 1st, Sara D. 2nd)
  - West Town Pop Up Project:
    - 30 Day Lease to NICZKA Nov 23-Dec 23– clothing designer, retail apparel <https://www.niczka.com/>
    - Retaining Mara Baker art light installation
  - Landscaping:
    - Hand weeding is finished for the season
    - Bartlett Tree service - Services ongoing - investigating where we are on tree removal so that we can continue service
  - Master Plan: Still have not received a meeting invite from CDOT to discuss possible Road Diet Plan.
- **Events and Neighborhood Updates:**
  - Past
    - 11/10/20 Webinar: PR & Social Media Marketing Tips for West Town Businesses
    - 12/2/20 Webinar: WTCC Annual Members Meeting & Board Elections
  - Upcoming
    - 12/9/20 @ Noon, Webinar: Families First Coronavirus Response Act (FFCRA) Presentation for West Town Chamber and 1st Ward with U.S. Department of Labor
      - Register at: <https://us02web.zoom.us/meeting/register/tZEqdOGqgTltGdCv32xyQEzif0ngNFcGFELa>
  - Winterfest as an event is cancelled. Promoting Shopping Local all winter.
    - Instead, WTCC will promote the existing business directory with messaging “Spend Local to Save Local”.
    - Block Club Article: <https://blockclubchicago.org/2020/11/25/shop-local-2020-a-wicker-park-bucktown-and-west-town-holiday-gift-guide/>
    - Winterfest webpage has holiday shopping promo/map/directory: <https://www.westtownchamber.org/winterfest>
  - Survey - Membership Needs & Events Ideas 2021: <https://docs.google.com/forms/d/1Gi2eN34p6ZvWZNGG7Jwe46Kzevq3mA3BkFn6DSJkw1A/edit?usp=sharing>
- **New Commissioners & New 2021 Meeting Time**
  - Julia Skuibida, American Family Insurance 1702 W. Chicago Ave.
  - Evan Muellner, Pie Eyed Pizza 1111 W. Chicago Ave.
    - New SSA Commissioner Meeting time one hour earlier in 2021 at 10am instead of 11am still on first Thursday of the month (Chris Hunt will be able to attend)
    - **VOTED TO APPROVE NEW 2021 MEETING TIME**
      - Approved, all in favor (Steven 1st, Jenny 2nd)
    - No Meeting in January – will allow for new Commissioner applications to be processed
- **Old Business:**
- **Public Forum: No one in attendance for Public Forum**

\*\*\*Next SSA Commission Meeting Date: Thursday, February 4<sup>th</sup> 2021 at 10am via Zoom\*\*\*

Meeting adjourned at 11:55am