

WEST TOWN SSA#29-2014 Commission Meeting Minutes

Thursday, April 1 2021 10:00 AM

Meeting held via Zoom

In Attendance: Michael VanDam (Chair), Chris Hunt, Jenny Rossignuolo, Steven Tobiason, Sara Dulkan, Evan Muellner, Julia Skuibida, Adam Williams,

Not In Attendance: Nora McCarthy

Staff: Kara Salgado, Susan Aldous, Sara Bemer

Call to Order:

- The meeting of the West Town SSA #29-2014 Commission is called to order at 10:10am.
- Pursuant to the applicable law and my determination that attendance by remote means is necessary because an in-person meeting is not practical or prudent due to the declared public health disaster caused by COVID-19, this meeting is conducted by videoconference. This meeting will be recorded.

Public Forum

Review & Approve Minutes from Meeting: February 4, 2021

- **Approved**, all in favor (Jenny 1st, Chris 2nd)

Special Meeting for Audit Review & 2021 1st Quarter Report: Thursday, April 29th at 11am

Financial Report: Review Reports

- **Approved**, all in favor (Jenny 1st, Chris 2nd)

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

- \$41,815 to 7.01 (Executive Director) from 7.03 (SSA Program Director)
- \$47,022 to 7.02 (Operations Director) from 7.03 (SSA Program Director)
- \$280 to 7.01 (Executive Director) from 7.04 (Membership Director)
- \$990 to 7.01 (Executive Director) from 7.05 (Bookkeeper)
- \$1,500 to 7.01 (Executive Director) from 6.05 (Office Utilities)
- \$1,275 to 7.01 (Executive Director) from 6.06 (Office Supplies)
- \$500 to 7.01 (Executive Director) from 6.19 (IT Monitoring Services)
- **Approved**, all in favor (Steven 1st, Sara D. 2nd)

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

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

- **Approved**, all in favor (Jenny 1st, Chris 2nd)

Rebate / Grant Programs:

- Applications for Review
 - Facade - 1001 W Chicago Ave - Urban Market
 - Facade rebate amount requested: \$15,000
 - **Approved**, all in favor (Chris 1st, Stephen 2nd)
 - Facade - 1959 W Chicago Ave - El Metro Cafe
 - Facade rebate amount requested: \$6,750
 - **Approved**, all in favor (Chris 1st, Evan 2nd)
 - Security - 1959 W Chicago Ave - El Metro Cafe
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)

- **Approved** \$2,999.99 pending providing proper documentation for installation fee, all in favor (Jenny 1st, Chris 2nd)
 - Public Art - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural
 - Public art grant to repair Ouizi's 2019 mural that has since been heavily tagged.
 - Public art amount requested: \$10,821 without photo/video documentation or \$12,321 with photo/video documentation.
 - **Approved** \$10,821 without photo/video, all in favor (Chris 1st, Adam 2nd)
 - Sara Dulkan recused herself from the vote
- **Approved Facade Projects still in progress**
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
- **Marketing / Beautification / Safety / Public Art / Events / Other**
 - West Town Marketing Committee Report
 - Final 2021 Marketing Strategies & signed Zapwater PR contract in shared folder
 - West Town Banners
 - New banner installed in March
 - West Town Trash Can Project
 - Review Nicole Beck' response to questions
 - Determine next steps RE trash can project
 - Next steps: Move forward with an RFP for all new trash cans. Michael, Jenny, and Steven were available to meet with Susan to help organize the RFP specifications.
 - Trash Can Permit Fees - Survey / Stance Letter
 - SSA Commissioners were all in favor of Kara creating a stance letter RE: trash can permit fees.
 - West Town Pop Up Project
 - The Sunday Standard signed lease March 16 - April 29
<https://shopthesundaystandard.com/>
 - UnWaste Shop signed lease May 1 – Aug 31 <http://theunwasteshop.com/>
 - Chicago Makers / WinterFest tie in / Gift Baskets pending lease Oct 1 – Dec 31
 - Landscaping & Snow Removal
 - Updates and Reports
 - Safety Committee Meeting with 12th District Police
 - Recording available in March Chamber Newsletter
 - 2021 Special Events
 - Updates and Reports
 - Public Art
 - DCASE grant application submitted
 - Form 2021 Public Art Committee / plan educational seminar
 - Viaduct project - table discussion until grant notification (mid April)
- **DPD Commissioner Training**
 - Training docs in shared folder
- **Chamber Events and Neighborhood Updates:**
 - 4/6/21 Division St. Sidewalk Sale Q&A (via Zoom)
 - 4/8/21 Commercial Development Committee Meeting, RE: Liquor Moratoriums & Package Goods License Application for 1859 W. Chicago Ave.
- **Old Business:**

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

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

Motion to adjourn, Chris 1st, Jenny 2nd, all in favor. Adjourned at 11:23am