

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, February 4, 2021 10:00 AM
Meeting held via Zoom
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

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

- **Review & Approve Minutes from Meeting: December 3, 2020**
- **Financial Report:**
 - Review and **Vote** on 2020 Budget Adjustment
 - Review Reports
- **2020 Work Plan Reports**
 - Review and **Vote** on 2020 Quarterly Reports
 - Vote in minutes & Chair Signature needed for final submission to DPD
- **Rebate / Grant Programs:**
 - **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 / Other:**
 - West Town Marketing
 - Review Committee and WTCC Board approved final 2021 Zapwater PR Contract
 - **Vote on Zapwater PR contract**
 - West Town Banners
 - New banners going up when snowflakes come down this month
 - Project within approved 2020 budget
 - West Town Trash Can Project
 - Review Summary of Project
 - Review Nicole Beck proposal
 - Review Cleanslate proposal
 - **Vote on next steps**
 - West Town Pop Up Project
 - UnWaste Shop lease May – Aug 2021
 - Chicago Makers lease Oct – Dec 2021
 - Landscaping & Snow Removal Updates and Reports
 - Safety Committee Meeting with 12th District Police
 - Tuesday, Feb 9th at 12:30pm on Zoom
 - Public Art
 - Viaduct project discussion
 - DCASE grant application due Feb 5

- **Events and Neighborhood Updates:**
- **Old Business:**
- **Public Forum:**

Next SSA Commission Meeting Date: Thursday, March 4th 2021 at 10am via Zoom

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, February 4, 2021 10:00 AM
Meeting held via Zoom
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

NOTES

In Attendance: Chris Hunt (Seek Vintage), Michael Van Dam (Resident), Sara Dulkan (Chicago Truborn), Evan Muellner (Pie Eyed Pizza - SSA approval pending), Jenny Rossignuolo (Urban Source), Julia Skuibida (American Family Insurance - SSA approval pending), Nora Mc Carthy (Gallery 2052), Kara Salgado (WTCC), Susan Aldous (WTCC), and Sara Bemer (WTCC).

➤ **Call to Order:**

- The meeting of the West Town SSA #29-2014 Commission is called to order.
 - Michael Van Dam (SSA Chair) called the meeting to order at 10:19am.
- 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.

➤ **Motion:** to approve Minutes from Meeting: December 3, 2020

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

➤ **Financial Report:**

- **Motion:** to approve 2020 Budget Modification
 - BUDGET MODIFICATION \$1,200 from 1.02 (Special Events) to 6.04 (Rent)
 - Approved, all in favor (Chris 1st, Jenny 2nd)
- Review Reports

➤ **2020 Quarterly Work Plan Reports**

- **Motion:** to approve 2020 Quarterly Reports
 - Approved, all in favor (Chris 1st, Nora 2nd)

➤ **Rebate / Grant Programs:**

- **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 / Other:**

- West Town Marketing
 - West Town Spend Local to Save Local Rewards Program (Feb. 1-28)
 - Review Committee and WTCC Board approved final 2021 Zapwater PR Contract
 - **Motion:** to approve Zapwater PR contract within the existing budget line item 1.09 (PR/Media Relations) not to exceed \$50,004
 - Approved, all in favor (Sara D. 1st, Chris 2nd)
- West Town Banners
 - New banners going up when snowflakes come down this month
 - Project within approved 2020 budget
 - **Motion:** to approve vendor CEG to replace aging banner hardware within the existing budget line item 1.05 (Decorative Banners) not to exceed \$20,000
 - Approved, all in favor (Chris 1st, Jenny 2nd)
- West Town Trash Can Project
 - Review Summary of Project
 - Review Nicole Beck proposal
 - Review Cleanslate proposal
 - Discuss Next Steps
 - Susan to further research the artist/fabricator fee.
- West Town Pop Up Project

- o UnWaste Shop lease May – Aug 2021 (signed)
- o Chicago Makers lease Oct – Dec 2021
- Landscaping & Snow Removal Updates and Reports
- Safety Committee Meeting with 12th District Police
 - o Tuesday, Feb 9th at 12:30pm on Zoom
- Public Art
 - o Sangamon & Fry Viaduct project discussion
 - o DCASE grant application due Feb 5
 - o Public Art Program transparency and process Zoom Meeting
 - o Ouizi Mural (1914 W Chicago Ave.) Tagged

➤ **Events and Neighborhood Updates:**

- o Uncertain if DCASE will issue special event permits for street festivals in 2021. WTCC street festival announcement TBD.

➤ **Old Business:**

➤ **Public Forum:**

Meeting Adjourned at 11:11am (Jenny motioned to adjourn, Chris seconded, all in favor)

Next SSA Commission Meeting Date: Thursday, March 4th 2021 at 10am via Zoom

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

AGENDA

➤ **Call to Order:**

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

➤ **Public Forum**

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

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

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

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

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

➤ **Rebate / Grant Programs:**

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

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

- **Approved Facade Projects still in progress**

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

- **Approved Security Projects still in progress**

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

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

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

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

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

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

WEST TOWN SSA #29-2014 Commission Meeting Agenda

Meeting held via Zoom

Thursday, May 6, 2021 10:00 AM

Call to Order:

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

Public Forum:

Review & Motion: Minutes from Meeting: April 1, 2021

Review & Motion: Minutes from Meeting: April 29, 2021, Special Meeting for Audit Review

Review & Motion: Financial Reports: Review Reports

Review & Motion: 2.02 Landscaping Christy Webber Wedding and Mulch Contract

Review & Motion: 4.08 Master Planning Master Plan Intern Consultant

Rebate / Grant Programs

- **Applications for Review**
 - Public Art
 - 1412 W Chicago Ave - Lush Wine & Spirits
 - Facade Rebate
 - **Review & Motion:** 2135 W Chicago Ave - The Stoop
 - Security Grant
 - **Review & Motion:** 2135 W Chicago Ave - The Stoop
- **Approved Facade Projects still in progress**
 - Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Facade - 1959 W Chicago Ave - El Metro Cafe - In Process - \$6,750
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction has resumed and the facade construction should be finished by the week of May 10th.
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Review & Approve Updates: Switching preferred quote from Comcast to ADT
 - Security - 1959 W Chicago Ave - El Metro Cafe - In process.
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
- **Approved Public Art Projects still in progress**
 - Public Art - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural - In Process.
 - Public art amount requested: \$10,821

Programs Report:

Old Business:

Next regular SSA Commission Meeting Date: **Thursday, June 3, 2021 at 10am**

WEST TOWN SSA #29-2014 Commission Meeting Minutes

Meeting held via Zoom

Thursday, May 6, 2021 10:00 AM

In attendance: Michael Van Dam (Resident), Jenny Rossignuolo (Urban Source), Evan Muellner (Pie Eyed Pizzeria), Sara Dulkan (Chicago Truborn), Nora McCarthy (Gallery 2052), Kara Salgado (WTCC), Susan Aldous (WTCC), and Sara Bemer (WTCC).

Not in attendance: Steven Tobiason (Epic Spices), Chris Hunt (Seek Vintage), Julia Skuibida (American Family Insurance), and Adam Williams (REACH Fieldhouse)

Call to Order:

- The meeting of the West Town SSA #29-2014 Commission is called to order at 10:09am.
- 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 & Motion: Minutes from Meeting: April 1, 2021

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

Review & Motion: Minutes from Meeting: April 29, 2021, Special Meeting for Audit Review

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

Review & Motion: Financial Reports: Review Reports

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

Review & Motion: 2.02 Landscaping Christy Webber Wedding and Mulch Contract

- Approved, all in favor (Nora 1st, Evan 2nd)

Review & Motion: 4.08 Master Planning Master Plan Intern Consultant

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

Rebate / Grant Programs

● Applications for Review

- Public Art
 - 1412 W Chicago Ave - Lush Wine & Spirits
 - Not eligible because it cannot be properly viewed from the public way.
- Facade Rebate
 - **Review & Motion:** 2135 W Chicago Ave - The Stoop
 - Approved for \$3,168.63
 - All in favor (Sara 1st, Michael 2nd)
- Security Grant
 - **Review & Motion:** 2135 W Chicago Ave - The Stoop
 - Approved for \$289.37
 - All in favor (Sara 1st, Evan 2nd)

● Approved Facade Projects still in progress

- Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
- Facade - 1959 W Chicago Ave - El Metro Cafe - In Process - \$6,750
- Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction has resumed and the facade construction should be finished by the week of May 10th.

- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - **Review & Approve** Updates: Switching preferred quote from Comcast to ADT
 - New Rebate amount of \$3,000
 - Approved updated rebate amount of \$3,000 (previously \$1,230), Nora 1st, Michael 2nd.
 - Security - 1959 W Chicago Ave - El Metro Cafe - In process.
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
- **Approved Public Art Projects still in progress**
 - Public Art - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural - In Process.
 - Public art amount requested: \$10,821

Programs Report:

- Discuss online RFP for public art at Chicago/Lessing viaduct
- Webinar on 5/12/21 about Public Art Grant

Meeting adjourned at 11:40am by Michael Van Dam.

Old Business:

Next regular SSA Commission Meeting Date: **Thursday, June 3, 2021 at 10am**

WEST TOWN SSA #29-2014 Commission Meeting Agenda

Meeting held via Zoom

Thursday, June 3, 2021 10:00 AM

Call to Order:

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

Public Forum:

Admin and Finances

Review & Motion: Minutes from Meeting: May 6, 2021

Review & Motion: Financial Reports: Review Reports

Review & Motion: 2022 Work Plan & Budget: Review for submission June 4

Public Way

Review & Motion: 2.12 SSA Tree Maintenance Bartlett Tree Service Contract

Review Public Way Use Permit Lobbying: Permit process and fee lobbying stance letter sent

Rebate / Grant Programs

- **Applications for Review**
 - Facade Rebate - Completed
 - **Review & Motion:** 1959 W Chicago Ave - El Metro Cafe - \$6,750
 - Security Grant - Applied
 - **Review & Motion:** 1659 W Chicago Ave - Mohop - \$757.40 rebate
- **Approved Facade Projects still in progress**
 - Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction has resumed and the facade construction should be finished by the week of May 10th.
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Review & Approve Updates: Switching preferred quote from Comcast to ADT
 - Security - 1959 W Chicago Ave - El Metro Cafe - In process.
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
- **Approved Public Art Projects still in progress**
 - Public Art - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural - In Process.
 - Public art amount requested: \$10,821

Programs Report

- Winterfest and Holiday Gift Basket Planning Meeting (via Zoom)
 - Tuesday, June 15th at 10am
- Member Mixer at On Tour Brewing (1725 W Hubbard St)
 - Tuesday, July 13th from 5-7pm

Old Business

- Updated Public Art applications and artist / building owner sign up forms to be linked on website
- DCASE Neighborhood Access Program (NAP) grant application submitted to expand Public Art program outside of SSA boundaries
- Erin Ludwig hired as Economic Development Consultant through 2021

Next regular SSA Commission Meeting Date: **Thursday, July 1, 2021 at 10am**

NOTES

WEST TOWN SSA #29-2014 Commission Meeting

Meeting held via Zoom

Thursday, June 3, 2021 10:00 AM

In attendance: Michael Van Dam (Resident), Jenny Rossignuolo (Urban Source), Evan Muellner (Pie Eyed Pizzeria), Sara Dulkan (Chicago Truborn), Julia Skuibida (American Family Insurance), Nora McCarthy (Gallery 2052), Kara Salgado (WTCC), Susan Aldous (WTCC), Erin Ludwig (WTSSA) and Sara Berner (WTCC).

Not in attendance: Steven Tobiason (Epic Spices), Chris Hunt (Seek Vintage), and Adam Williams (REACH Fieldhouse)

Call to Order:

- The meeting of the West Town SSA #29-2014 Commission was called to order at 10:12am.
- 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:

Admin and Finances

Review & Motion: Minutes from Meeting: May 6, 2021

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

Review & Motion: Financial Reports: Review Reports

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

Review & Motion: 2022 Work Plan & Budget: Review for submission June 4

- Susan reviewed the draft budget and provided an overview to the SSA Commission.
- Approved, all in favor (Evan 1st, Nora 2nd)

Public Way

Review & Motion: 2.12 SSA Tree Maintenance Bartlett Tree Service Contract

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

Review Public Way Use Permit Lobbying

- Kara provided an update on the trash can ordinance letter that has been mailed out to local Aldermen and BACP.

Rebate / Grant Programs

- **Applications for Review**
 - Facade Rebate - Completed
 - **Review & Motion:** 1959 W Chicago Ave - El Metro Cafe - \$6,750

- Payout approval tabled until July meeting
- SSA Commission is requesting further verification/photographs that the door was replaced (as outlined in the quote), not just the glass.
 - Butt hinges, handle, etc.
- Security Grant - Applied
 - **Review & Motion:** 1659 W Chicago Ave - Mohop - \$757.40 rebate
 - Approval with having a camera dedicated looking through the window.
 - Approved, all in favor (Nora 1st, Jenny 2nd)
- **Approved Facade Projects still in progress**
 - Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction has resumed and the facade construction should be finished by the week of May 10th.
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Review & Approve Updates: Switching preferred quote from Comcast to ADT
 - Security - 1959 W Chicago Ave - El Metro Cafe - In process.
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
- **Approved Public Art Projects still in progress**
 - Public Art - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural - In Process.
 - Public art amount requested: \$10,821

Programs Report

- Winterfest and Holiday Gift Basket Planning Meeting (via Zoom)
 - Tuesday, June 15th at 10am
- Member Mixer at On Tour Brewing (1725 W Hubbard St)
 - Tuesday, July 13th from 5-7pm

Old Business

- Trash Can permit process and fee lobbying stance letter sent
- Updated Public Art applications and artist / building owner sign up forms to be linked on website
- DCASE Neighborhood Access Program (NAP) grant application submitted to expand Public Art program outside of SSA boundaries
- Erin Ludwig hired as Economic Development Consultant through 2021

Next regular SSA Commission Meeting Date: **Thursday, July 1, 2021 at 10am**

WEST TOWN SSA #29-2014 Commission Meeting Agenda

Meeting held via Zoom

Thursday, July 1, 2021 10:00 AM

Call to Order:

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

Public Forum:

Admin and Finances

Review & Motion: Minutes from Meeting: June 3, 2021 (*Technical issue with June meeting recording - no audio recording - minutes only to be posted on website)

Review & Motion: Financial Reports: Review Reports

Review & Motion: 2022 Budget and Workplan: approve the 2022 work plan, 2022 budget, and WTCC as the 2022 service provider agency

Review & Motion: 2021 Quarter 1 Report: Review Report

Public Way

Review & Motion: 2.12 SSA Tree Maintenance Bartlett Tree Service Contract

Review & Motion Public Way Use Permit Lobbying: SSA Ordinance Support Letter

- Trash Can Program - Discussion / Timeline / RFP

Rebate / Grant Programs

- **Applications for Review**
 - o Facade Rebate - Completed
 - **Review & Motion:** 1959 W Chicago Ave - El Metro Cafe - \$6,750
- **Approved Facade Projects still in progress**
 - o Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Update: Construction almost finished.
 - o Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction has resumed and the facade construction should be finished by the week of May 10th.
- **Approved Security Projects still in progress**
 - o Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Review & Approve Updates: Switching preferred quote from Comcast to ADT
 - o Security - 1959 W Chicago Ave - El Metro Cafe - In process.
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
- **Approved Public Art Projects still in progress**
 - o Public Art - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural - In Process.
 - Public art amount requested: \$10,821
 - OUIZI scheduled July 19-26th
- **Public Art Program**

- o Draft Constant Contact Email with Interest Forms:
https://drive.google.com/file/d/1uLXJdEH737E0P7UmH2Qh8aoWi5rUh_s_/view?usp=sharing
- o New Viaduct Mural Artist Interest form online :
https://docs.google.com/forms/d/e/1FAIpQLSdYzlTeny_UTU9nhXjEMI2PPObRx-QwOmi0_m_HbLysFI3shQ/viewform
- o New general Artist Interest form:
<https://docs.google.com/forms/d/e/1FAIpQLSe5L0ByuiHSuhr4oK4wWP9AezeBzNePMPnpwYFIO7DFJmv0vw/viewform> and
- o Property Owner Interest form:
<https://docs.google.com/forms/d/e/1FAIpQLSfMWVOZiy8NV140CY9bWawKN5Egfg09Kj2Eq1AJFuwgNI0TYw/viewform>
- o Encourage grants for murals and live art making during West Town Art Walk September 24/25 - announcement strategy / determine number of walls available
- o Mural registration with City?
https://www.chicago.gov/city/en/depts/dca/supp_info/mural_registry.html

Programs Report

- Commercial Development Committee Meeting
 - o Thursday, July 8th at 9:15am via Zoom
- Member Mixer at On Tour Brewing (1725 W Hubbard St)
 - o Tuesday, July 13th from 5-7pm
- Dancing in the Streets - Vendor Applications due July 9th:
<https://www.westtownchamber.org/dancing-in-the-streets>
- West Town Art Walk - Applications due July 23rd:
<https://westtownchamberofcommerce.formstack.com/forms/2021wtaw>
 - o In 2021, the West Town Art Walk has expanded to include the ENTIRE West Town Chamber of Commerce service area (Division to Hubbard, Halsted to Kedzie).

New Commissioner Recruitment / Term Limits

- SSA Commissioners having served over term limit will step down at end of year for at least one year / half of the Commission: Michael, Jenny, Chris, Sara, Steven
- Two year term limits / new Commissioners serving in January 2022 / rotate every two years
- Julia, Evan, Adam, and Nora will step down in 2023 (and Michael, Jenny, Chris, Sara and Steven could serve again in 2023 after having taken a year off)
- Nominate five new 2022 Commissioners The Plantier 858 N Ashland– owner - An Chin, Resident - Nadia Coronado - 1423 W Chicago, building owner/business owner The Stoop,... Nominees invited to attend Public Forum and Committee meetings of interest until appointed.

Old Business

- Updated Public Art applications and artist / building owner sign up forms linked on website
- DCASE Neighborhood Access Program (NAP) grant application submitted to expand Public Art program outside of SSA boundaries
- Erin Ludwig hired as Economic Development Consultant through 2021

Next regular SSA Commission Meeting Date: **Thursday, September 2, 2021 at 10am (NO AUGUST MEETING SCHEDULED)**

WEST TOWN SSA #29-2014 Commission Meeting

Meeting held via Zoom

Thursday, July 1, 2021 10:00 AM

NOTES

In attendance: Michael Van Dam (Resident), Chris Hunt (Seek Vintage), Evan Muellner (Pie Eyed Pizzeria), Sara Dulkan (Chicago Truborn), Julia Skuibida (American Family Insurance), Nora McCarthy (Gallery 2052), Nadia Coronado (SSA Resident), Kara Salgado (WTCC), Erin Ludwig (WTSSA), and Sara Bemer (WTCC).

Not in attendance: Steven Tobiason (Epic Spices), Jenny Rossignuolo (Urban Source), , and Adam Williams (REACH Fieldhouse)

Call to Order:

- The meeting of the West Town SSA #29-2014 Commission is called to order at 10:04am by Michael Van Dam (SSA Chair).
- 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:

- Nadia Coronado introduced herself and expressed interest in serving on the SSA Commission in 2022 and getting more involved with the neighborhood and SSA.

Admin and Finances

Review & Motion: Minutes from Meeting: June 3, 2021 (*Technical issue with June meeting recording - no audio recording - minutes only to be posted on website)

- Approved, all in favor (Evan 1st, Nora 2nd)

Review & Motion: Financial Reports: Review Reports

- Reviewed, no vote needed

Review & Motion: 2022 Budget and Workplan: approve the 2022 work plan, 2022 budget, and WTCC as the 2022 service provider agency

- Work Plan Approved, all in favor (Chris 1st, Evan 2nd)
- Budget Approved, all in favor (Chris 1st, Nora 2nd)
- WTCC as 2022 Service Provider Agency Approved, all in favor (Chris 1st, Nora 2nd)

Review & Motion: 2021 Quarter 1 Report: Review Report

- Approved, all in favor (Julia 1st, Evan 2nd)

Public Way

Review & Motion: 2.12 SSA Tree Maintenance Bartlett Tree Service Contract

- Previously discussed and approved at the June 2021 SSA Meeting, no further action needed.

Review & Motion Public Way Use Permit Lobbying: SSA Ordinance Support Letter

- Approved, all in favor (1st, 2nd)
- Trash Can Program - Discussion / Timeline / RFP

Rebate / Grant Programs

- **Applications for Review**
 - o Facade Rebate - Completed
 - **Review & Motion:** 1959 W Chicago Ave - El Metro Cafe - \$6,750
 - Tabled, Sara to request documentation be provided prior to the September SSA Commission meeting
 - o Chicago & Lessing:
 - **Review (No Motion Needed, Stipends Pre Approved)**
 - July Installation - Tarbox - \$1,000
 - July Installation - Natalie Shugailo - \$1,000
- **Approved Facade Projects still in progress**
 - o Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Update: Construction almost finished.
 - o Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction has resumed and the facade construction should be finished by the week of May 10th.
- **Approved Security Projects still in progress**
 - o Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Review & Approve Updates: Switching preferred quote from Comcast to ADT
 - o Security - 1959 W Chicago Ave - El Metro Cafe - In process.
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
 - Security system not installed, application cancelled.
- **Approved Public Art Projects still in progress**
 - o Public Art - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural - In Process.
 - Public art amount requested: \$10,821
 - OUIZI scheduled July 19-26th
- **Public Art Program**
 - o Sick Fisher / West Town Public Library Panels
 - The SSA Commission is open to the Sick Fisher panels being utilized for a fundraiser, but needs a point person within the community to orchestrate the fundraiser.
 - o Draft Constant Contact Email with Interest Forms:
 - https://drive.google.com/file/d/1uLXJdEH737E0P7UmH2Qh8aoWi5rUh_s_/view?usp=sharing
 - o New Viaduct Mural Artist Interest form online :
 - https://docs.google.com/forms/d/e/1FAIpQLSdYzITeny_UTU9nhXjEMI2PPObRx-QwOmi0_m_HbLysFI3shQ/viewform
 - o New general Artist Interest form:
 - <https://docs.google.com/forms/d/e/1FAIpQLSe5LOByuiHSuhr4oK4wWP9AezeBzNePMPnpwYFIO7DFJmv0vw/viewform> and
 - o Property Owner Interest form:
 - <https://docs.google.com/forms/d/e/1FAIpQLSfMWVOZiy8NV140CY9bWawKN5Egfg09Kj2Eg1AJFuwgNI0TYw/viewform>
 - o Encourage grants for murals and live art making during West Town Art Walk September 24/25 - announcement strategy
 - o Mural registration with City
 - https://www.chicago.gov/city/en/depts/dca/supp_info/mural_registry.html

Programs Report

- Commercial Development Committee Meeting
 - o Thursday, July 8th at 9:15am via Zoom
- Member Mixer at On Tour Brewing (1725 W Hubbard St)

- Tuesday, July 13th from 5-7pm
- Dancing in the Streets - Vendor Applications due July 9th:
<https://www.westtownchamber.org/dancing-in-the-streets>
- West Town Art Walk - Applications due July 23rd:
<https://westtownchamberofcommerce.formstack.com/forms/2021wtaw>
 - In 2021, the West Town Art Walk has expanded to include the ENTIRE West Town Chamber of Commerce service area (Division to Hubbard, Halsted to Kedzie).

New Commissioner Recruitment / Term Limits

- SSA Commissioners having served over term limit will step down at end of year for at least one year / half of the Commission: Michael, Jenny, Chris, Sara, Steven
- Two year term limits / new Commissioners serving in January 2022 / rotate every two years
- Julia, Evan, Adam, and Nora will step down in 2023 (and Michael, Jenny, Chris, Sara and Steven could serve again in 2023 after having taken a year off)
- Nominate five new 2022 Commissioners The Plantier 858 N Ashland– owner - An Chin, Resident - Nadia Coronado - 1423 W Chicago, building owner/business owner The Stoop,...

Old Business

- Updated Public Art applications and artist / building owner sign up forms linked on website
- DCASE Neighborhood Access Program (NAP) grant application submitted to expand Public Art program outside of SSA boundaries
- Erin Ludwig hired as Economic Development Consultant through 2021

Motion to adjourned (Chris 1st, Evan 2nd), all in favor at 11:11am.

*****Next regular SSA Commission Meeting Date: Thursday, September 2, 2021 at 10am (NO AUGUST MEETING SCHEDULED)*****

WEST TOWN SSA #29-2014 Commission Meeting Agenda

Meeting held on Zoom

Thursday, September 2, 2021 10:00 AM

Call to Order:

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

Public Forum:

Admin and Finances

Review & Motion: Minutes from Meeting: July 1, 2021

Review: Financial Reports: Review Reports

Review & Motion: 2021 Quarter 2 Report: Review Report

- 2020 EAV released
 - Higher than estimate, city staff will change the final number for the ordinance
- Chamber staffing
 - Kara out on extended leave
 - Susan in the office part time with extended maternity leave
 - Sara moving, last day October 1
- Trash Can Program - Discussion / Timeline / Map / RFP
 - Review RFP, provide edits by Sept 15 for approval at October Commission meeting

Rebate / Grant Programs

- **Applications for Review**
 - Facade Rebate - **Review & Motion** - 1062 W Chicago Ave - Windy City Cafe
 - Facade Rebate - Completed
 - **Review & Motion:** 1959 W Chicago Ave - El Metro Cafe - \$6,750
- Finished Public Art Projects
 - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural \$10,821 - Completed
 - **Review & Motion:** Added expenses to Ouizi mural (\$1000 for two nights of security, \$999 for anti-graffiti sealant)
 - Remaining sealant from Ouizi mural - Discussion
 - Chicago & Lessing mural
- **Approved Facade Projects still in progress**
 - Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Update: Construction almost finished.
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.

- Update: Construction almost completed, waiting on roll down door
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Security materials are ready, waiting to submit them until facade is completed.
 - Security - 1959 W Chicago Ave - El Metro Cafe - In process.
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
 - Discussion - El Metro moved, no signs of installation, no documentation
 - **Discuss & Motion:** Dismiss funding approval
- **Approved Public Art Projects still in progress**
- **Public Art Program**
 - **Review & Motion:** 1710 W Chicago - Chicago Auto Repair
 - Total amount requested: \$4,248
 - Installation during West Town Art Walk
 - **Review & Motion:** Chicago and Lessing Live Installation WTAW - Nic Fonte
 - Amount requested: \$1,000
 - Installation during West Town Art Walk
 - Work examples:
 - <https://www.instagram.com/p/CSroHeWsME/>
 - <https://www.instagram.com/p/CMOeDFisiZV/>
 - <https://www.instagram.com/p/CPDn0kcMzXz/>

Programs Report

- Commercial Development Committee Meeting
 - Thursday, July 8th at 9:15am via Zoom
 - Letter of Support for Bar Nettare Garden at 1953 W Chicago Ave
- Member Mixer at On Tour Brewing (1725 W Hubbard St)
 - Tuesday, July 13th from 5-7pm
- Dancing in the Streets August 6-8
- West Town Art Walk - Applications due August 9:
 - <https://westtownchamberofcommerce.formstack.com/forms/2021wtaw>
 - In 2021, the West Town Art Walk has expanded to include the ENTIRE West Town Chamber of Commerce service area (Division to Hubbard, Halsted to Kedzie).
 - **Discuss:** “Kara Queen of West Town” painting
- Public Art Committee Meeting
 - Thursday, August 19 at 11:00 am via Zoom
 - Discussed Public Art Program and new initiatives

New Commissioner Recruitment / Term Limits

- Reminder: SSA Commissioners having served over term limit will step down at end of year for at least one year: Michael, Jenny, Chris, Sara, Steven

- Julia, Evan, Adam, and Nora will step down in 2023 (and Michael, Jenny, Chris, Sara and Steven could serve again in 2023 after having taken a year off)
- Two year term limits / new Commissioners serving in January 2022 / rotate every two years
- Nominate five new 2022 Commissioners The Plantier 858 N Ashland– owner - An Chin; Resident - Nadia Coronado; 1423 W Chicago, building owner/business owner The Stoop
 - Nominees are invited to attend Public Forum and Committee meetings of interest until appointed.
- Anticipated timeline:
 - Today: Brainstorm on new commissioners
 - October: Officially nominate commissioners for anticipated vacancies
 - Applications post nomination will be sent to the Chamber by the November meeting - we can send them to the city, and the city will have all of November and December to approve their application/work out any debt clearance/send the nominated candidates their official appointment to the Commission.

Old Business

- Updated Public Art applications and artist/building owner sign up forms linked on website
- Public Way Use Permit ordinance change approved - waiting to hear about next steps from the city

Next regular SSA Commission Meeting Date: **Thursday, October 7, 2021 at 10am**

**WEST TOWN SSA #29-2014 Commission Meeting
MINUTES**

Meeting held on Zoom
Thursday, September 2, 2021 10:00 AM

In attendance: Michael Van Dam (Resident, SSA Chair), Julia Skuibida (American Family Insurance), Nora McCarthy (Gallery 2052), Jenny Rossignuolo (Property Owner), Sara Dulkan (Chicago Truborn), Evan Muellner (Pie Eyed Pizzeria), Erin Ludwig (WTSSA), Susan Aldous (WTCC), Sara Bemer (WTCC), and Erin Lester (Resident)

Call to Order:

- The meeting of the West Town SSA #29-2014 Commission is called to order at 10:15am by Michael Van Dam (SSA Chair).
- *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:

- Erin Lester introduced herself. She is a nursing student at UIC and interested in community health. (Resident, UIC)

Admin and Finances

Review & Motion: Minutes from Meeting: July 1, 2021

- Approved, all in favor (Evan 1st, Nora 2nd)

Review: Financial Reports: Review Reports

Review & Motion: 2021 Quarter 2 Report: Review Report

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

- 2020 EAV released
 - Higher than estimate, city staff will change the final number for the ordinance
- Chamber staffing
 - Kara out on extended leave
 - Susan in the office part time with extended maternity leave
 - Sara moving, last day October 1
- Trash Can Program - Discussion / Timeline / Map / RFP
 - Review RFP, provide edits by Sept 15 for approval at October Commission meeting

Rebate / Grant Programs

- **Applications for Review**
 - Facade Rebate - **Review & Motion** - 1062 W Chicago Ave - Windy City Cafe
 - Approved, all in favor (Nora 1st, Jenny 2nd)
 - Facade Rebate - Completed
 - **Review & Motion:** 1959 W Chicago Ave - El Metro Cafe - \$6,750

- El Metro has not provided the follow up documentation that the WTSSA has requested, despite multiple requests.
 - Dismissal of funding approval (Jenny 1st, Nora 2nd), all in favor
- Finished Public Art Projects
 - 1914 W Chicago Ave - West Town Bakery/Ouizi Mural \$10,821 - Completed
 - **Review & Motion:** Added expenses to Ouizi mural (\$1000 for two nights of security, \$999 for anti-graffiti sealant)
 - Approved, all in favor (Jenny 1st, Nora 2nd)
 - Remaining sealant from Ouizi mural - Discussion
 - Chicago & Lessing mural
- **Approved Facade Projects still in progress**
 - Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Update: Construction almost finished.
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction almost completed, waiting on roll down door
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Security materials are ready, waiting to submit them until the facade is completed.
 - Security - 1959 W Chicago Ave - El Metro Cafe - In process.
 - Security rebate amount requested: \$2,999.99 (but only provided enough documentation for \$2,249.99)
 - Discussion - El Metro moved, no signs of installation, no documentation
 - **Discuss & Motion:** Dismiss funding approval
 - Funding approval dismissed (Sara D. 1st, Evan 2nd), all in favor
- **Approved Public Art Projects still in progress**
- **Public Art Program**
 - **Review & Motion:** 1710 W Chicago - Chicago Auto Repair
 - Total amount requested: \$4,248
 - Installation during West Town Art Walk
 - Approved, all in favor (Evan 1st, Nora 2nd), Sara recused
 - **Review & Motion:** Chicago and Lessing Live Installation WTAW - Nic Fonte
 - Amount requested: \$1,000
 - Installation during West Town Art Walk
 - Work examples:
 - <https://www.instagram.com/p/CSroHeWsME-/>
 - <https://www.instagram.com/p/CMOeDFisiZV/>
 - <https://www.instagram.com/p/CPDn0kcMzXz/>
 - Approved, all in favor (Nora 1st, Jenny 2nd), Sara recused

Programs Report

- Commercial Development Committee Meeting
 - Thursday, July 8th at 9:15am via Zoom
 - Letter of Support for Bar Nettare Garden at 1953 W Chicago Ave
- Member Mixer at On Tour Brewing (1725 W Hubbard St)
 - Tuesday, July 13th from 5-7pm
- Dancing in the Streets August 6-8
- West Town Art Walk - Applications due August 9:
<https://westtownchamberofcommerce.formstack.com/forms/2021wtaw>
 - In 2021, the West Town Art Walk has expanded to include the ENTIRE West Town Chamber of Commerce service area (Division to Hubbard, Halsted to Kedzie).
 - **Discuss:** "Kara Queen of West Town" painting
 - Painting to be put in Kara's office
 - Esperanza to be featured in WTCC office
- Public Art Committee Meeting
 - Thursday, August 19 at 11:00 am via Zoom
 - Discussed Public Art Program and new initiatives

New Commissioner Recruitment / Term Limits

- Reminder: SSA Commissioners having served over term limit will step down at end of year for at least one year: Michael, Jenny, Chris, Sara, Steven
 - Julia, Evan, Adam, and Nora will step down in 2023 (and Michael, Jenny, Chris, Sara and Steven could serve again in 2023 after having taken a year off)
 - Taylor Olds, new owner at Urban Source
- Two year term limits / new Commissioners serving in January 2022 / rotate every two years
- Nominate five new 2022 Commissioners The Plantier 858 N Ashland– owner - An Chin; Resident - Nadia Coronado; 1423 W Chicago, building owner/business owner The Stoop
 - Nominees are invited to attend Public Forum and Committee meetings of interest until appointed.
- Anticipated timeline:
 - Today: Brainstorm on new commissioners
 - October: Officially nominate commissioners for anticipated vacancies
 - Applications post nomination will be sent to the Chamber by the November meeting - we can send them to the city, and the city will have all of November and December to approve their application/work out any debt clearance/send the nominated candidates their official appointment to the Commission.

Old Business

- Updated Public Art applications and artist/building owner sign up forms linked on website
- Public Way Use Permit ordinance change approved - waiting to hear about next steps from the city

Meeting adjourned at 11:09am (Jenny motioned 1st, Evan 2nd), all in favor

Next regular SSA Commission Meeting Date: **Thursday, October 7, 2021 at 10am**

**WEST TOWN SSA #29-2014 Commission Meeting
AGENDA**

Meeting held on Zoom
Thursday, October 7, 2021 10:00 AM

In attendance:

Call to Order:

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

Public Forum:

-

Admin and Finances

Review & Motion: Minutes from Meeting: September 2, 2021

Review: Financial Reports: Review Reports

Review & Motion: Christy Webber Plowing Contracts: Approve contracts

- Chamber staffing
 - Kara out on extended leave
 - Susan in the office part time with extended maternity leave
 - Kate Ziyad (McKenna) replaces Sara as Director of Programs and Partnerships
- **Review:** Street maintenance RFP
- **Review:** Annual Report proof from Transit Tees
- **Review:** New application format
 - Security Rebate, Facade Rebate, Graffiti Abatement
- Trash cans
 - **Discussion:** Streets and sanitation meetings
 - Recommendation from 1st Ward superintendent: pull cans on Chicago Ave west of Western
 - Pull can on Chicago & Greenview (lit on fire several times)
 - Pull all cans recommended for removal on map?

Pop Up Project

- **Review & Motion: Tenant Application - KoneRanger**
 - Requested January 3 - March 30, 2022, application in Google Drive
 - <https://www.koneranger.com/>
- **Review & Motion: Tenant Application - ThisCityMaps**
 - Requested May 1 - June 29 2022, application in Google Drive
 - <https://www.thiscitymaps.com/>
- **Review & Motion: Tenant Application - f22 Prints**
 - Requested September 1-29, 2022, application in Google Drive
 - www.f22prints.com

- **Review & Motion: Tenant Application - The Junction**
 - Requested October 1 - December 31 2022, application in Google Drive
 - <https://www.thejunction-life.com>

Rebate / Grant Programs

- **Applications for Review**
 - Security Rebate - Completed - The Stoop - 2135 W Chicago Ave
 - Total cost \$444.49
 - **Review & Motion:** \$333.37 for security cameras
- Finished Public Art Projects
 - **Review & Motion:** Payout for 1710 W Chicago Avenue - Chicago Auto Repair
 - Total cost: \$4,227.98
 - Chicago & Lessing mural - Nic Fonte - photos in folder
- **Approved Facade Projects still in progress**
 - Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Update: Construction almost finished.
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction almost completed, waiting on roll down door
 - Facade - 1062 W Chicago Ave - Windy City Cafe - Approval letter sent
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Security materials are ready, waiting to submit them until the facade is completed.
- **Approved Public Art Projects still in progress**
- **Public Art Program**

Programs Report

- Renegade Craft Fair September 18 and 19
- West Town Art Walk September 24 and 25
- Joint Member Mixer with WPBCC
 - Wednesday, October 13, 2021 6-8pm at Chicago Printworks

New Commissioner Recruitment / Term Limits

- SSA Commissioners stepping down: Michael, Jenny, Chris, Sara, Steven
 - Julia, Evan, Adam, and Nora will step down in 2023
- Two year term limits / new Commissioners serving in January 2022 / rotate every two years
- Nominate five new 2022 Commissioners
 - The Plantier 858 N Ashland– owner - An Chin;
 - Resident - Nadia Coronado; 1423 W Chicago
 - Taylor Olds, Urban Source
 - Sasha Shver, The Stoop

- Nominees are invited to attend Public Forum and Committee meetings of interest until appointed.
- Anticipated timeline:
 - September: Brainstorm on new commissioners
 - Today: Officially nominate commissioners for anticipated vacancies
 - Applications post nomination will be sent to the Chamber by the November meeting - we can send them to the city, and the city will have all of November and December to approve their application/work out any debt clearance/send the nominated candidates their official appointment to the Commission.

Old Business

- Public Way Use Permit ordinance change is active - in contact with the city about new procedures

Next regular SSA Commission Meeting Date: **Thursday, November 4, 2021 at 10am**

**WEST TOWN SSA #29-2014 Commission Meeting
MINUTES**

Meeting held on Zoom
Thursday, October 7, 2021 10:00 AM

In attendance: Michael Van Dam (Resident, SSA Chair), Nora McCarthy (Gallery 2052), Jenny Rossignuolo (Property Owner), Sara Dulkan (Chicago Truborn), Evan Muellner (Pie Eyed Pizzeria), Erin Ludwig (WTSSA), Susan Aldous (WTCC), Kate Ziyad (WTCC).
Sasha Shver (The Stoop) Taylor Olds (Urban Source) Nadia Coronado (Resident)

Call to Order:

- The meeting of the West Town SSA #29-2014 Commission is called to order. 10:22 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. This meeting will be recorded.*

Public Forum:

-

Admin and Finances

Review & Motion: Minutes from Meeting: September 2, 2021

- Update Jenny Rossignuolo to “Property Owner” additional note of Sara Dulkan recused from public art votes
- Approved, all in favor (Sara 1st, Jenny 2nd)

Review: Financial Reports: Review Reports

Review & Motion: Christy Webber Plowing Contracts: Approve contracts

- Questions on seasonal vs. contract services, per occurrence - we will “select” the first box “
- Approved, all in favor (Jenny 1st, Sara 2nd)
- Chamber staffing
 - Kara out on extended leave
 - Susan in the office part time with extended maternity leave
 - Kate Ziyad (McKenna) replaces Sara as Director of Programs and Partnerships
- **Review:** Street maintenance RFP
 - Discussion of service experience with Cleanslate
- **Review:** Annual Report proof from Transit Tees
 - Final proof before printing
 - Digital format only to save printing cost
- **Review:** New application format
 - Security Rebate, Facade Rebate, Graffiti Abatement applications formatting updated for continuity, no program changes
- Trash cans
 - **Discussion:** Streets and sanitation meetings

- Recommendation from 1st Ward superintendent: pull cans on Chicago Ave west of Western
- Pull can on Chicago & Greenview (lit on fire several times)
- Pull all cans recommended for removal on map?

Pop Up Project:

- **Review & Motion: Tenant Application - KoneRanger**
 - Requested January 3 - March 30, 2022, application in Google Drive
 - <https://www.koneranger.com/>
 - Approved, all in favor (Sara 1st, Jenny 2nd)
- **Review & Motion: Tenant Application - ThisCityMaps**
 - Requested May 1 - June 29 2022, application in Google Drive
 - <https://www.thiscitymaps.com/>
 - Approved, all in favor (Jenny 1st, Sara 2nd)
- **Review & Motion: Tenant Application - f22 Prints**
 - Requested September 1-29, 2022, application in Google Drive
 - www.f22prints.com
 - Discussion of repeat vendor (only hosted 1 week in 2021, intention of hosting during 22WTAW)
 - Approved, all in favor (Sara 1st, Jenny 2nd)
- **Review & Motion: Tenant Application - The Junction**
 - Requested October 1 - December 31 2022, application in Google Drive
 - <https://www.thejunction-life.com>
 - Approved, all in favor (Michael 1st, Evan 2nd)

Rebate / Grant Programs

- **Applications for Review**
 - Security Rebate - Completed - The Stoop - 2135 W Chicago Ave
 - Total cost \$444.49
 - **Review & Motion:** \$333.37 for security cameras
 - Approved, all in favor (Jenny 1st, Sara 2nd)
- Finished Public Art Projects
 - **Review & Motion:** Payout for 1710 W Chicago Avenue - Chicago Auto Repair
 - Total cost: \$4,227.98
 - Approved, all in favor (Evan 1st, Nora 2nd) SD recused
 - Chicago & Lessing mural - Nic Fonte - photos in folder
 - Review, no motion, stipend
- **Approved Facade Projects still in progress**
 - Facade - 1001 W Chicago Ave - Urban Market - In process - \$15,000
 - Update: Construction almost finished.
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction almost completed, waiting on roll down door
 - Facade - 1062 W Chicago Ave - Windy City Cafe - Approval letter sent

- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Security materials are ready, waiting to submit them until the facade is completed.
- **Approved Public Art Projects still in progress**
- **Public Art Program**

Programs Report: Push to 11.2021 Commission Meeting

- Renegade Craft Fair September 18 and 19
- West Town Art Walk September 24 and 25
- Joint Member Mixer with WPBCC
 - Wednesday, October 13, 2021 6-8pm at Chicago Printworks

New Commissioner Recruitment / Term Limits

- SSA Commissioners stepping down: Michael, Jenny, Chris, Sara, Steven
 - Julia, Evan, Adam, and Nora will step down in 2023
- Two year term limits / new Commissioners serving in January 2022 / rotate every two years
- Nominate five new 2022 Commissioners: Michael motion to nominate. Approved. all in favor (Michael 1st, Jenny 2nd)
 - The Plantier 858 N Ashland– owner - An Chin;
 - Resident - Nadia Coronado; 1423 W Chicago
 - Taylor Olds, Urban Source
 - Sasha Shver, The Stoop
- Nominees are invited to attend Public Forum and Committee meetings of interest until appointed.
- Anticipated timeline:
 - September: Brainstorm on new commissioners
 - Today: Officially nominate commissioners for anticipated vacancies
 - Applications post nomination will be sent to the Chamber by the November meeting - we can send them to the city, and the city will have all of November and December to approve their application/work out any debt clearance/send the nominated candidates their official appointment to the Commission.

Old Business

- Public Way Use Permit ordinance change is active - in contact with the city about new procedures

Next regular SSA Commission Meeting Date: **Thursday, November 4, 2021 at 10am**

Jenny motion to adjourn 10:55 a.m. Second Evan

**WEST TOWN SSA #29-2014 Commission Meeting
AGENDA**

Meeting held on Zoom
Thursday, November 4, 2021 10:00 AM

In attendance:

Call to Order:

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

Public Forum:

-

Admin and Finances

Review & Motion: Minutes from Meeting: October 7, 2021

Review: Financial Reports: Review Reports

Review & Motion: Q3 Report

RFP update: Erin

Special Event Sponsorships

- **Review & Motion:** Sponsorship for West Town Art Walk - \$10,000
- **Review & Motion:** Sponsorship for West Town Winter Promo - \$250
- **Review & Motion:** Shop Local Social Media Promotion - \$2500

Pop Up Project

- ThisCityMaps (proposed May/June 2022) no longer leasing
 - Months available: May, June, July, August
- **Discussion:** West Fest Pop Up premium?
- **Review & Motion:** Tenant Application - Swap & Strut
 - Requested April 1 - April 28, 2022, application in Google Drive
 - <https://swapandstrut.com/>

Rebate / Grant Programs

- Applications for Review
 - **Review and Motion:** Security Rebate: Mu Gallery, 1541 W Chicago Avenue
 - **Review and Motion:** Security Rebate: Urban Market - 1001 W Chicago Ave

- Requesting full rebate amount, \$3,000
- **Finished Projects**
 - **Review and Motion: Facade:** 1001 W Chicago Ave - Urban Market - \$15,000
- **Approved Facade Projects still in progress**
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction almost completed, waiting on roll down door
 - 2135 W Chicago Avenue - The Stoop - waiting on signage approval from alderman
 - Facade - 1062 W Chicago Ave - Windy City Cafe
 - 50% payment given to selected contractor, working on acquiring permits
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Security materials are ready, waiting to submit them until the facade is completed.
- **Approved Public Art Projects still in progress**

Programs Report

- West Town holiday bundle update - Kate
- Joint Member Mixer with WPBCC
 - Wednesday, October 13, 2021 6-8pm at Chicago Printworks
- Women’s Networking Event
 - Wednesday, October 20, 2021 at Dynamic Salon
- Annual Board Elections/Member Mixer
 - Wednesday, November 10, 2021 5-6pm at Split-Rail

New Commissioner Recruitment / Term Limits

- SSA Commissioners stepping down: Michael, Jenny, Chris, Sara, Steven
 - Julia, Evan, Adam, and Nora will step down in 2023

Old Business

- Street maintenance RFP posted
- Nominated five new commissioners
 - The Plantier 858 N Ashland– owner - An Chin;
 - Resident - Nadia Coronado; 1423 W Chicago
 - Taylor Olds, Urban Source
 - Sasha Shver, The Stoop
 - Post nomination applications should have been sent to the Chamber - we can send them to the city, and the city will have all of November and December to approve their application/work out any debt clearance/send the nominated candidates their official appointment to the Commission.

Next regular SSA Commission Meeting Date: **Thursday, December 2, 2021 at 10am**

**WEST TOWN SSA #29-2014 Commission Meeting
MINUTES**

Meeting held on Zoom
Thursday, November 4, 2021 10:00 AM

In attendance: Michael Van Dam (Resident, SSA Chair), Nora McCarthy (Gallery 2052), Jenny Rossignuolo (Property Owner), Sara Dulkan (Chicago Truborn), Steven Tobiason (Epic Spices, Secretary), Erin Ludwig (WTSSA), Susan Aldous (WTCC), Kate Ziyad (WTCC). Taylor Olds (Urban Source)

Call to Order:

- The meeting of the West Town SSA #29-2014 Commission is called to order. 10:04 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. This meeting will be recorded.*

Public Forum:

-

Admin and Finances

Review & Motion: Minutes from Meeting: October 7, 2021

Fix typo, remove second "Nora" from attendance list, correct Nora's name on 1710 W Chicago Ave funding approval vote
Approved, all in favor (Jenny 1st, Nora 2nd)

Review: Financial Reports: Review Reports

Review & Motion: Q3 Report

Explained 50,000 Q3 festival attendance target and COVID impacts on actual numbers
Approved, all in favor (Jenny 1st, Steven 2nd)

RFP update: Erin

Special Event Sponsorships

- **Review & Motion: Sponsorship for West Town Art Walk - \$10,000**
- **Review & Motion: Sponsorship for West Town Winter Promo - \$250**
- **Review & Motion: Shop Local Social Media Promotion - \$2500**
- Sponsorships approved in bundle, all in favor (Steven 1st, Nora 2nd)

Pop Up Project

- ThisCityMaps (proposed May/June 2022) no longer leasing
 - Months available: May, June, July, August

- **Discussion:** West Fest Pop Up premium?
 - *Discussion concluded that a premium will be handled on a case by case basis depending on the applicant*
- **Review & Motion: Tenant Application - Swap & Strut**
 - Requested April 1 - April 28, 2022, application in Google Drive
 - <https://swapandstrut.com/>
 - Approved, all in favor (Jenny 1st, Michael 2nd)

Rebate / Grant Programs

- **Applications for Review**
 - **Review and Motion: Security Rebate:** Mu Gallery, 1541 W Chicago Avenue
 - Total request of \$1469.63
 - Approved, all in favor (Steven 1st, Jenny 2nd)
 - **Review and Motion: Security Rebate:** Urban Market - 1001 W Chicago Ave
 - Requesting full rebate amount, \$3,000
 - Approved, all in favor (Jenny 1st, Sara 2nd)
- **Finished Projects**
 - **Review and Motion: Facade:** 1001 W Chicago Ave - Urban Market - \$15,000
 - Approved, all in favor (Steven 1st, Nora 2nd)
- **Approved Facade Projects still in progress**
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction almost completed, waiting on roll down door
 - 2135 W Chicago Avenue - The Stoop - waiting on signage approval from alderman
 - Facade - 1062 W Chicago Ave - Windy City Cafe
 - 50% payment given to selected contractor, working on acquiring permits
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Security materials are ready, waiting to submit them until the facade is completed.
- **Approved Public Art Projects still in progress**

Programs Report

- West Town holiday bundle update - Kate
- Joint Member Mixer with WPBCC
 - Wednesday, October 13, 2021 6-8pm at Chicago Printworks
- Women's Networking Event
 - Wednesday, October 20, 2021 at Dynamic Salon
- Annual Board Elections/Member Mixer
 - Wednesday, November 10, 2021 5-6pm at Split-Rail

New Commissioner Recruitment / Term Limits

- SSA Commissioners stepping down: Michael, Jenny, Chris, Sara, Steven

- Julia, Evan, Adam, and Nora will step down in 2023

Old Business

- Street maintenance RFP posted
- Nominated five new commissioners
 - The Plantier 858 N Ashland– owner - An Chin;
 - Resident - Nadia Coronado; 1423 W Chicago
 - Taylor Olds, Urban Source
 - Sasha Shver, The Stoop
 - Post nomination applications should have been sent to the Chamber - we can send them to the city, and the city will have all of November and December to approve their application/work out any debt clearance/send the nominated candidates their official appointment to the Commission.

Next regular SSA Commission Meeting Date: **Thursday, December 2, 2021 at 10am**

WEST TOWN SSA #29-2014 Commission Meeting Agenda

Meeting held on Zoom

Thursday, December 2, 2021 10:00 AM

In attendance:

Call to Order:

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

Public Forum:

Admin and Finances

Review & Motion: Minutes from Meeting: November 4, 2021

Review: Financial Reports: Review Reports

Review & Motion: Street Maintenance RFP
Cleanstate 2022 RFP response document

Review & Motion: CEG Holiday Decorations
Invoice in meeting materials: \$17,790.00

Pop Up Project

- **Review & Motion:** Tenant Application, The Refilleri
<https://refilleri.com/>
Requested dates: June 1 - July 29, 2022
Application in meeting materials
- Available month: August
- 2022 Tenants:
 - KoneRanger, January - March
 - Swap & Strut, April - May
 - F22 Prints, September
 - The Junction, October - December

Rebate / Grant Programs

- **Applications for Review**
 - **Review & Motion: Anthony Lewellen Graffiti Touch Up**
Amount requested: \$300
We'd like to touch it up next Spring - color fading
- **Finished Projects**
- **Approved Facade Projects still in progress**
 - Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction almost completed, ice cream machine delivered
 - 2135 W Chicago Avenue - The Stoop - waiting on signage approval from alderman
 - Facade - 1062 W Chicago Ave - Windy City Cafe
 - 50% payment given to selected contractor, working on acquiring permits
- **Approved Security Projects still in progress**
 - Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Security materials are ready, waiting to submit them until the facade is completed.
 - Security - 1541 W Chicago Avenue - Mu Gallery - In process
 - See updated quote - no vote needed
 - Security - 1001 W Chicago Avenue - Urban Market - In process
- **Approved Public Art Projects still in progress**

Programs Report

- West Town Rewards Program Update - Kate
- Annual Board Elections/Member Mixer
 - Wednesday, November 10, 2021 5-6pm at Split-Rail

New Commissioners and 2022 Meetings

- Paperwork for new Commissioners sent to the city
- 2 more nominations needed
- **Discussion:** 2022 meetings
 - First Thursday of every month at 10am?
 - Meeting in January?

Old Business

-

Next regular SSA Commission Meeting Date: **2022**

WEST TOWN SSA #29-2014 Commission Meeting Minutes

Meeting held on Zoom

Thursday, December 2, 2021 10:00 AM

In attendance: Michael VanDam (Resident), Jenny Rossignuolo (Property Owner), Sara Dulkan (Chicago Truborn), Evan Muellner (Pie-Eyed Pizzeria), Nora McCarthy (Gallery 2052), Taylor Olds (Urban Source), Steven Tobiason (Epic Spices), Susan Aldous (WTCC), Erin Ludwig (WTSSA), Kate Ziyad (WTCC)

Call to Order: Meeting called to order by Michael VanDam at 10:05a.m.

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

Public Forum: NA

Admin and Finances

Review & Motion: Minutes from Meeting: November 4, 2021
Approved, all in favor (Steven 1st, Jenny 2nd.)

Review: Financial Reports: Review Reports
Paid out \$15K facade grant for Urban Market, approved in November

Review & Motion: Street Maintenance RFP
Cleanslate 2022 RFP response document 3 days of litter abatement, receptacle service 5 days a week, graffiti 1 day a week, slight increase \$128,868.00 total for 2022
Approved, all in favor (Nora 1st, Evan 2nd)

Review & Motion: CEG Holiday Decorations
Invoice in meeting materials: \$17,790.00, went up promptly before the holiday season began.
Approved, all in favor (Jenny 1st, Steven 2nd)

Pop Up Project

- **Review & Motion: Tenant Application, The Refilleri**
<https://refilleri.com/>
Requested dates: June 1 - July 29, 2022
Application in meeting materials
Similar to the un-waste shop, but more bulk focus vs. just "green" items. Owner is very responsive and very excited, wants to be a brick and mortar in West Town.
Approved, all in favor (Evan 1st, Jenny 2nd)
- Available month: August
- 2022 Tenants:
 - KoneRanger, January - March

- Swap & Strut, April - May
- F22 Prints, September
- The Junction, October - December

Rebate / Grant Programs

- **Applications for Review**

- **Review & Motion: Anthony Lewellen Touch Up Graffiti Removal / cover up**
Amount requested: \$300 for 11.2021 work
Approved, all in favor (Michael 1st, Nora 2nd)
Verbal Note: We'd like to touch it up next Spring - color fading

- **Finished Projects**

- **Approved Facade Projects still in progress**

- Façade – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Update: Construction almost completed, ice cream machine delivered
- 2135 W Chicago Avenue - The Stoop - waiting on signage approval from alderman
- Facade - 1062 W Chicago Ave - Windy City Cafe
 - 50% payment given to selected contractor, working on acquiring permits

- **Approved Security Projects still in progress**

- Security – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - Security materials are ready, waiting to submit them until the facade is completed.
- Security - 1541 W Chicago Avenue - Mu Gallery - In process
 - See updated quote - no vote needed: *Went with Simplisafe vs. ADT due to ADT communication mix up. Comes in below the approved amount initially.*
- Security - 1001 W Chicago Avenue - Urban Market - In process

- **Approved Public Art Projects still in progress**

Programs Report

- West Town Rewards Program Update - *Kate one submission received so far, 10 left up for grabs*
- Annual Board Elections/Member Mixer
 - Wednesday, November 10, 2021 5-6pm at Split-Rail
 - *Went well, BOD was approved.*
 - *Check out upcoming ribbon cuttings over next two weeks*
 - *Mu Gallery, The Garage Chicago, IVI Wellness, Creative Coworking, Urban Market*

New Commissioners and 2022 Meetings

- Paperwork for new Commissioners sent to the city
- 2 more nominations needed - *Michael nominates Lee Mosser from Mu Gallery, and Meghan Vietti Perdue from Bonhomme*
Approved (Michael 1st, Evan 2nd). Steven abstains because Bonhomme is a client.

- **Discussion:** 2022 meetings - all Commissioners who are stepping down should submit a letter of resignation to Erin.
 - First Thursday of every month at 10am?
 - Meeting in January? Skip January, meet in February on Thursday Feb. 3rd 2022 at 10:00a.m. on Zoom.

Old Business

- No old business.

Motion to adjourn. Approved, all in favor (Jenny 1st, Steven 2nd)

Next regular SSA Commission Meeting Date: **Thursday, February 3, 2022**