

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, February 7, 2019 12:00 PM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Welcome New Commissioners:** Candice Cusic & Nora McCarthy
- III. **Approval of minutes from December 6, 2018**
- IV. **Approval of edit to minutes 12/7/17, 5/3/18, 7/7/18, 10/17/18, 11/1/18**
- V. **Financial Report & Budget:**
 - 2018 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- VI. **Reports:**
 - Review & Approve 2018 Q2 & Q3 Reports.
 - Review 2015 – 2018 Public Art Project Reports
- VII. **Contracts:**
 - Christy Webber Landscapes Mulching & Weeding renewals. **Review & Vote.**
- VIII. **Applications:** Review & Approve updated to Façade Rebate app. Review & suggest changes to Security Rebate App.
- IX. **Rebate / Grant Programs:**
 - **Façade** – 1726 W. Chicago Ave, Eye Want – in process. Must have project finished in 2019 or will have to re-apply.
 - **Facade** – 1431 W. Chicago Ave, Candice Cusic Photography – Finished & Paid.
 - **Façade** – 1656 W. Chicago Ave, Ciao Chicago – in process. Client still waiting on signage company to install.
 - **Façade** – 1102 N. Ashland Ave, Boneyard Chicago – Finished & Paid.
 - **Façade** – 1463 W. Chicago Ave, ARC Gallery – Finished & Paid.
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process.
 - **Façade** – 965 W. Chicago Ave, MHub – Will respond after app is updated.
 - **Façade** – 957 N. Ashland Ave – Nika Vaughan Bridal Artists – **VOTE**
 - **Façade** – 1637 W. Chicago Ave – CDT Realty Corp – **VOTE**
 - **Façade** – 1523 W. Chicago Ave – CDT Realty Corp - **VOTE**
 - **Public Art** – 701 N. Damen Ave, Damen Tavern – Artist: Antonio Beniquez. Finished & Paid.
 - **Security** – 1102 N. Ashland Ave, Boneyard Chicago – Finished & Paid.
 - **Security** – 2052 W. Chicago Ave, Gallery 2052 – Finished & Paid.
 - **Security** – 1923 W. Chicago Ave, State Farm, Agent Aaron Pinkus – Finished & Paid.
- X. **Marketing / Beautification / Safety:**
 - Snowplowing: Snowplowing totals so far are 16 inches
 - Street Cleaning: Ongoing. Still dealing with Homeless encampments. Haven't heard anything for about 2 weeks.
 - Banners & Holiday Decorations: Holiday decorations have been taken down and banners put back. **Review holiday decoration prices vs re-garlanding prices.**
 - Landscaping: TBD. See contract renewals above.

- Discover West Town Mobile App: Framework was built in 2012, needs to be updated to make updating and fixing the app easier. Quote for \$4,410 for work, line item currently at \$0. Server cost has increased due to app test mainframe creation. – **Tabled until WTCC website overhaul is decided.**
- Master Plan: Next step to present Master Plan to Alderman, present to neighborhood group member meetings, CDOT communicating with Alderman currently about potential updates to Chicago Ave. Will work with CDOT for community outreach in Spring if internal approvals happen.
- People Spot: Officially have postponed People Spot for 2018. Will revisit planning for the people spot in 2019 for a 2020 install date, in conjunction with CDOT construction schedule. **Tabled.**
- Bike Racks: **Tabled**
- Bike Friendly Business District: **Tabled.**

XI. Events and Neighborhood Updates:

- 2/20/19 Member Bingo Night at Cleo's 6pm – 8:00pm
- 2/28/19 12th District Police Business Sector Meeting at 50/Fifty 3pm – 4pm

XII. Old Business:

XIII. New Business:

XIV. Public Forum:

Next SSA Commission Meeting Date: March 7, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Wednesday, February 6, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Steven Tobiason (Secretary), Amy Laria (Treasurer), Jenny Rossignuolo, Sara Dulkan, Nora McCarthy, Candice Cusic

SSA Program Director – Kace Wakem

Membership Director – Sara Bemer

Public Forum / Guests: Jose Rivera, 2nd Ward Alderman Hopkins Chief of Staff

Not Present: Adam Williams

- **Call to Order:** Michael VanDam called the meeting to order at 12:08 p.m.
- **Minutes from SSA Commission Meeting on December 6, 2018.**
 - *Steven Tobiason motioned to approve 12/06/18 minutes. Chris Hunt seconded this motion and it was approved unanimously.
- **Edit to Minutes from 12/7/17, 5/3/18, 7/7/18, 10/17/18, 11/1/18:** Kace made updated to past minutes where particular Commissioners recused themselves from voting on applications they were a part of, but the recusals were not noted in the minutes. All minutes have been updated.
 - *Amy Laria motioned to approve Minutes from 12/7/17, 5/3/18, 7/7/18, 10/17/18, and 11/1/18. Steven Tobiason seconded this motion and it was approved unanimously.
- **Financial Report & Budget:**
 - 2018 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed. Kace explained to new SSA Commissioners the difference between all of the handouts and how the data is updated.
 - *Chris Hunt motioned to approve 2018 Financial Statements. Amy Laria seconded this motion and it was approved unanimously.
- **Reports:**
 - Review& Approve 2018 Q2 and Q3 Reports
 - *Steven Tobiason motioned to approve 2018 Q2 and Q3 Reports. Amy Laria seconded this motion and it was approved unanimously.
 - Review 2015 – 2018 Public Art Project Report
- **Contracts:** SSA Commission wants to go with hand-weeding option for district weeding. Approval of hand weeding proposal and mulching proposal.
 - *Sara Dulkan motioned to approve Christy Webber Landscapes contracts for hand weeding and mulching the SSA District. Steven Tobiason seconded this motion and it was approved unanimously.

- **Rebate / Grant Updates:**

- **Façade Rebate Applications:** Kace made pending changes to the application limiting the maximum payout a business can get within 5 years. The Commission made suggested edits which were approved. Application will be updated and uploaded to website from this point on.

***Jenny Rossignuolo motioned to approve the edits to the Façade Rebate Application. Amy Laria seconded this motion and it was approved unanimously.**

- *1726 W. Chicago Ave, Eye Want* – In Process. Project rolled into 2019. Must be finished in 2019 or they will need to re-apply.
- *1431 W. Chicago Ave, Candice Cusic Photography* – Finished & Paid.
- *1656 W. Chicago Ave, Ciao Chicago* – In Process. Client still waiting on signage company to install. Project rolled into 2019.
- *1102 N. Ashland Ave, Boneyard Chicago* – Finished & Paid.
- *1463 W. Chicago Ave, ARC Gallery* – Finished & Paid.
- *2130 W. Chicago Ave, Cornelia McNamara Flowers* – in process. Project rolled into 2019.
- *965 W. Chicago Ave, MHub* – will respond after approved updates are made to Façade Rebate App.
- *957 N. Ashland Ave, Nika Vaughn Bridal Artists* – Project for decal signage on windows and door. Total project \$725, Rebate of \$362.50.

***Chris Hunt motioned to approve Façade Rebate Project at 957 N. Ashland Ave. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- *1637 W. Chicago Ave, CDT Realty Corp* – Full gut renovation of entire building, apartments to be built on top of building but set back, historic façade being repaired and maintained. Requesting \$15,000 rebate for façade restoration and storefront renovation. Commissioners discussed project, and due to lack of drawings or pictures of what the front of the building should look like, they requested those be sent and reviewed before the project was voted on. Tabled until March meeting.
- *1523 W. Chicago Ave, CDT Realty Corp* – Full gut renovation of entire building. Commercial to be retained on first floor, and apartments renovated above, historic façade being repaired and maintained. Requesting \$15,000 rebate for façade restoration and window replacement. Commissioners discussed project, and due to lack of drawings or pictures of what the front of the building should look like after its finished, as well as a better breakdown of what costs are exactly associated with the façade portion of the project, they requested those be sent and reviewed before the project was voted on. Tabled until March meeting.

- **Public Art Grant Applications:**

- *701 N. Damen Ave, Artist: Antonio Beniquez* – Finished & Paid.

➤ **Security Rebate Applications:** Kace discussed changes to Security app per DPD's recommendations. Jose from 2nd ward made some Security Program suggestions to be researched and discussed at a later time. Updated the language on the security rebate app to read "75% up to \$1,500" regardless of if it is a new system or an update to the system.

***Sara Dulkan motioned to approve the edits to the Security Rebate Application. Amy Laria seconded this motion and it was approved unanimously.**

- *1102 N. Ashland Ave, Boneyard Chicago – Finished & Paid.*
- *2052 W. Chicago Ave, Gallery 2052 – Finished & Paid.*
- *1923 W. Chicago Ave, State Farm Agent Aaron Pinkus – Finished & Paid.*

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

- **Snowplowing:** Snowplowing totals so far this season are 16 inches.
- **Street Cleaning:** Looks like the encampments have stopped as of right now.
- **Banners & Holiday Decorations:** Holiday decorations have been taken down and banners have been put back. Reviewed holiday decoration prices vs re-garlanding prices. The Commission wants to re-garland the holiday decorations.
- **Landscaping:** Christy Webber Contracts renewals to start in the Spring.
- **Discover West Town Mobile App:** Tabled until WTCC website overhaul is decided.
- **Master Plan:** Next step is to present Master Plan to Alderman, present to neighborhood group member meetings, CDOT communicating with Alderman currently about potential updates to Chicago Avenue. Will work with CDOT for community outreach in Spring if internal approvals happen. Interactive GIS Map public version almost finished. Will be uploaded to website before next SSA Commission meeting.
- **People Spot:** Tabled to coordinate with CDOT streetscape schedule.
- **Bike Racks:** Tabled
- **Bike Friendly Business District:** Tabled
- **Neighborhood Updates:**
 - 2/20/19 – Member Mixer and Bingo Night at Cleos
 - 2/28/19 – 12th District Business Safety Meeting at Fifty/50

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

***Sara Dulkan moved to adjourn meeting at 12:25 pm. Jenny Rossignuolo seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, March 7th, 2019

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, March 7, 2019 12:00 PM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from February 7, 2019**
- III. **Financial Report & Budget:**
 - 2018 & 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- IV. **Reports:**
 - Review & Approve 2018 Q4 Reports.
 - 2018 Audit to be presented at April 4, 2019 SSA Commission meeting. Get Audit letter signed.
- V. **Contracts:**
 - None
- VI. **Rebate / Grant Programs: Review 2019 Façade Rebate Application**
 - **Façade** – 1726 W. Chicago Ave, Eye Want – in process. Must have project finished in 2019 or will have to re-apply. Spoke to Annette, project should be in stalled the weekend of March 9th. Project anticipated to be closed out by the end of the month.
 - **Façade** – 1656 W. Chicago Ave, Ciao Chicago – Canceled application. Applicant lost money with previous vendor, and is re-thinking the signage at the moment. Not sure of timeline. Told applicant to re-apply once they figure out what they'd like to do and bid out the new project.
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process. Winter season created a shortage of funds so applicant is waiting till spring when business picks up again. Also will be going with a less expensive alternative for the planters. Will be sending us updated quotes shortly.
 - **Façade** – 965 W. Chicago Ave, MHub – Responded with updated app, reported on 5 year rule. Applicant responded and understood conditions.
 - **Façade** – 957 N. Ashland Ave – Nika Vaughan Bridal Artists – in process
 - **Façade** – 1637 W. Chicago Ave – CDT Realty Corp – **VOTE**
 - **Façade** – 1523 W. Chicago Ave – CDT Realty Corp - **VOTE**
 - **Public Art** – 1914 W. Chicago Ave – Artist: Ouizi - **VOTE**
- VII. **Marketing / Beautification / Safety / Other:**
 - Snowplowing: Snowplowing totals so far are 34 inches. Almost reached cap of 40", will have to pay per push after we reach cap.
 - Street Cleaning: Ongoing. Encampments went away and looks like they have come back again. The couple seems to be moving around the neighborhood.
 - Banners & Holiday Decorations: moving forward on re-garlanding. CEG getting new garland quotes and samples for us to choose from. Samples taking longer than expected because companies are dragging their feet as its not x-mas time.
 - Landscaping: Contracts to start in spring.
 - Discover West Town Mobile App: Framework was built in 2012, needs to be updated to make updating and fixing the app easier. Quote for \$4,410 for work, line item currently at \$0. Server cost has increased due to app test mainframe creation. – **Tabled until WTCC website overhaul is decided.**

- Master Plan: Next step to present Master Plan to Alderman, present to neighborhood group member meetings, CDOT communicating with Alderman currently about potential updates to Chicago Ave. Will work with CDOT for community outreach in Spring if internal approvals happen. GIS MAP UPDATE: public map is now up and active. You can find it on the SSA website and the WTMP website. Please check it out and let me know what you think!
- People Spot: Officially have postponed People Spot for 2018. Will revisit planning for the people spot in 2019 for a 2020 install date, in conjunction with CDOT construction schedule. **Tabled.**
- Bike Racks: **Tabled**
- Bike Friendly Business District: **Tabled.**

VIII. Events and Neighborhood Updates:

- 3/13/19: WTCC meeting with 1st Ward Alderman-Elect Daniel LaSpata
- 3/15/19: Ribbon Cutting at BLO on Division Street at 11am
- 3/28/19: New Member Breakfast at WTCC office at 10am
- 4/4/19: Member Mixer & Terrarium Workshop at Christy Webber Farm and Garden at 6pm – 8pm

IX. Old Business:

X. New Business: Benito's last day will be March 15th. Thank you Benito!!!

XI. Public Forum:

Next SSA Commission Meeting Date: April 4, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Wednesday, March 7, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Steven Tobiason (Secretary), Sara Dulkan, Nora McCarthy, Candice Cusic, Adam Williams

SSA Program Director – Kace Wakem (Present via phone)

Membership Director – Sara Bemer

Public Forum / Guests: none

Not Present: Chris Hunt (Vice-Chair), Amy Laria (Treasurer), Jenny Rossignuolo

- **Call to Order:** Michael VanDam called the meeting to order at 11:08 a.m.
- **Minutes from SSA Commission Meeting on February 7, 2019.**

***Sara Dulkan motioned to approve 2/07/19 minutes. Steven Tobiason seconded this motion and it was approved unanimously.**

- **Financial Report & Budget:**

- Kace requested we move \$10,000 from 1.06 (Holiday Decorations) to 4.08 (Master Plan) in the 2018 budget to cover internship costs for the 2018 year.

***Sara Dulkan motioned to approve \$10,000 movement from 1.06 to 4.08. Adam Williams seconded this motion and it was approved unanimously.**

- 2018 & 2019 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed.

***Steven Tobiason motioned to approve 2018 & 2019 Financial Statements. Candice Cusic seconded this motion and it was approved unanimously.**

- **Reports:**

- Audit letter reviewed and signed by Michael VanDam.
- Review & Approve 2018 Q4 Reports

***Nora McCarthy motioned to approve 2018 Q4 Reports. Steven Tobiason seconded this motion and it was approved unanimously.**

- **Contracts:** None

- **Rebate / Grant Updates:**

➤ **Facade Rebate Applications:** Kace made pending changes to the application with new language from last month's discussion about limiting property owners to apply more than 5 years a part. Commission was concerned about CDT's applications which wouldn't allow new tenants to receive any future funds. Language edited and discussed again to allow for business owners to apply for funds even if property owner was already approved funds, as well as if the property had a business turnover. Façade Application to be updated with new

pending language: “Same applicant per property”, and add line saying that it is “Per discretion of the SSA Commission.”

***Sara Dulkan motioned to approve the edits to the Façade Rebate Application. Adam Williams seconded this motion and it was approved unanimously.**

- *1726 W. Chicago Ave, Eye Want* – In Process. Spoke to business owner, project should be installed the weekend of March 9th. Project anticipated to be closed out by end of the month.
- *1656 W. Chicago Ave, Ciao Chicago* – Canceled application. Applicant lost money with previous vendor, and is re-thinking the signage at the moment. Not sure of timeline. Told applicant to re-apply once they figure out what they’d like to do and bid out the new project.
- *2130 W. Chicago Ave, Cornelia McNamara Flowers* – in process. Winter season created a shortage of funds so applicant is waiting till spring when business picks up again. Also will be going with a less expensive alternative for the planters. Will be sending us updated quotes shortly.
- *965 W. Chicago Ave, MHub* – Responded with updated app, reported on 5 year rule. Applicant responded and understood conditions.
- *957 N. Ashland Ave, Nika Vaughn Bridal Artists* – In process.
- *1637 W. Chicago Ave, CDT Realty Corp* – Full gut renovation of entire building, apartments to be built on top of building but set back, historic façade being repaired and maintained. Requesting \$15,000 rebate for façade restoration and storefront renovation. Commissioners discussed project, viewed drawings and reviewed detailed quotes listed.

***Sara Dulkan motioned to approve the \$15,000 rebate for 1637 W. Chicago Ave. Candice Cusic seconded this motion and it was approved unanimously.**

- *1523 W. Chicago Ave, CDT Realty Corp* – Full gut renovation of entire building. Commercial to be retained on first floor, and apartments renovated above, historic façade being repaired and maintained. Requesting \$15,000 rebate for façade restoration and window replacement. Commissioners discussed project, viewed drawings and reviewed detailed quotes listed.

***Nora McCarthy motioned to approve the \$15,000 rebate for 1523 W. Chicago Ave. Candice Cusic seconded this motion and it was approved unanimously.**

➤ **Public Art Grant Applications:**

- *1914 W. Chicago Ave, Artist: Ouizi* – 2 applications submitted, one for smaller project, one for larger project – both ideas for same wall. The group would like to have the mockup emailed to them. The artist thinks the partial wall would look better, and once mock-up is complete the SSA Commission would like to leave full or partial wall up to the artist’s discretion. Both application amounts approved.

***Nora McCarthy motioned to approve the mural project for a payout maximum of \$13,480. Adam Williams seconded this motion. Sara Dulkan recused herself from the vote. Motion approved.**

➤ **Security Rebate Applications:** None

- **Marketing / Beautification / Safety / Other:**
 - **Snowplowing:** Snowplowing totals so far are 34 inches. Almost reached cap of 40 inches, will have to pay per push after we reach cap.
 - **Street Cleaning:** Ongoing. Encampments went away and looks like they have come back again. The couple seem to be moving around the neighborhood.
 - **Banners & Holiday Decorations:** Moving forward on re-garlanding. CEG getting new garland quotes and samples for us to choose from. Samples taking longer than expected because companies are dragging their feet as its not x-mas time.
 - **Landscaping:** Christy Webber Contract to start in the Spring.
 - **Discover West Town Mobile App:** Tabled until WTCC website overhaul is decided.
 - **Master Plan:** Next step is to present Master Plan to Alderman, present to neighborhood group member meetings, CDOT communicating with Alderman currently about potential updates to Chicago Avenue. Will work with CDOT for community outreach in Spring if internal approvals happen. Interactive GIS Map public version is posted to SSA and Master Plan website. Check it out and give feedback.
 - **People Spot:** Tabled to coordinate with CDOT streetscape schedule.
 - **Bike Racks:** Tabled
 - **Bike Friendly Business District:** Tabled
 - **Neighborhood Updates:**
 - 3/3/19 – WTCC meeting with 1st Ward Alderman-Elect Daniel LaSpata
 - 3/15/19 – Ribbon Cutting at BLO on Division Street at 11am
 - 3/28/19 – New Member Breakfast at WTCC office at 10am
 - 4/4/19 – Member Mixer & Terrarium Workshop at Christy Webber Farm and Garden from 6-8pm
- **Old Business:**
- **New Business:** Benito's last day will be March 15th. Thank you Benito!
- **Public Forum:**
- **Adjournment**

***Michael VanDam moved to adjourn meeting at 11:52 am. Sara Dulkiin seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, April 4, 2019

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, April 4, 2019 11:00 AM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from March 7, 2019**
- III. **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- IV. **Contracts:**
 - Eilts & Associates - Audit scheduled for Monday April 8th. Audit SSA Commission Special Review Meeting scheduled for Monday April 29th at 2pm. Meeting should be approximately 30 min.
 - Bartlett Tree Service – contract extension for 2019.
- V. **Rebate / Grant Programs: Review 2019 Façade Rebate Application - VOTE**
 - **Façade** – 1726 W. Chicago Ave, Eye Want – Receipts and after photos submitted. Review receipts and project. - **VOTE**
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process. Still waiting on updated quotes for planters.
 - **Façade** – 957 N. Ashland Ave – Nika Vaughan Bridal Artists – in process.
 - **Façade** – 1637 W. Chicago Ave – CDT Realty Corp – in process.
 - **Façade** – 1523 W. Chicago Ave – CDT Realty Corp – in process.
 - **Façade** – 1529 W. Chicago Ave – Fry the Coop – **VOTE**
 - **Façade** – 1923 W. Chicago Ave – State Farm - **VOTE**
 - **Public Art** – 1914 W. Chicago Ave – Artist: Ouizi – in process. Painting to start April 10th. Will have mural ribbon cutting, after party, and corresponding giveaways and events to promote this mural as well as highlight all the works we've done in the district over the last 3 years.
 - **Public Art** – 1529 W. Chicago Ave – Artist: Sick Fisher – **VOTE**
 - **Public Art** – Review upcoming Chicago & Lessing murals
 - **Public Art** – Chicago Sculpture Exhibit Program Sponsorship
- VI. **Marketing / Beautification / Safety / Other:**
 - Street Cleaning: Ongoing. 2 trash can fires happened in same can at NE corner of Ashland and Chicago. Working with Officer Crespo on the issue. Both times the can was cleaned up and the liner was replaced by Cleanslate.
 - Banners & Holiday Decorations: garland samples have been submitted. Need to choose garland and design based on decos we have. Good idea to have discussions and made decisions on how to proceed in a sub-committee. Discuss.
 - Discover West Town Mobile App: Tabled till WTCC website overhaul update decision has been made.
 - Master Plan: Master Plan needs to be presented to West Town Neighbors Association and CEG and then all presentations should be finished at that point. New 1st Ward Alderman Elect LaSpata has been updated on Master Plan. Annual Report will highlight what our 1st year accomplishments are.
 - People Spot: Postponed and Tabled until project with CDOT along Chicago Ave moves forward.

- Bike Racks: New city contract with vendor was approved. Requested prices and designs from CDOT. Waiting to hear back. Should have updates at May meeting.
- Bike Friendly Business District: **Tabled.**

VII. Events and Neighborhood Updates:

- 4/4/19: Member Mixer & Terrarium Workshop at Christy Webber Farm and Garden at 6pm – 8pm
- 4/17/19 – Community Leaders Summit at Chicago Truborn from 6pm to 8pm
- 4/19/19 – 4/22/19 – Office Closed for Easter Holiday
- 4/23/19 – TBD Mural Ribbon Cutting w/ after party
- 4/25/19 – Canine Crews Ribbon Cutting from 7pm to 9pm
- 4/26/19 – Burnt City Ribbon Cutting from 5pm to 6pm
- 4/29/19 – Special SSA Audit Review Meeting at WTCC office from 2pm to 3pm
- 5/2/19 – SSA Commission Meeting at WTCC from 11am to 12pm
- 5/3/19 – Catherine Edelman Gallery Grand Opening from 5pm to 8pm
- 5/8/19 – WTCC & WPBCC Joint Member Mixer at Fatpour from 6pm to 8pm

VIII. Old Business:

IX. New Business:

X. Public Forum:

Next SSA Commission Meeting Date: May 2, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, April 4, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Amy Laria (Treasurer), Steven Tobiason (Secretary), Sara Dulkan, Nora McCarthy, Candice Cusic, Adam Williams

SSA Program Director – Kace Wakem

Membership Director – Sara Bemer

Public Forum / Guests: none

Not Present: Jenny Rossignuolo

- **Call to Order:** Michael VanDam called the meeting to order at 11:05 a.m.
- **Minutes from SSA Commission Meeting on March 7, 2019.**

*Sara Dulkan motioned to approve 3/07/19 minutes. Adam Williams seconded this motion and it was approved unanimously.
- **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed.

*Amy Laria motioned to approve 2019 Financial Statements. Chris Hunt seconded this motion and it was approved unanimously.
- **Contracts:**
 - Eilts & Associates – Audit scheduled for Monday April 8th. Audit SSA Commission Special Review Meeting scheduled for Monday April 29th at 2p. Meeting should be approximately 30 min.
 - Bartlett Tree Service – contract extension for 2019.

*Steven Tobiason motioned to approve the contract extension with Bartlett Tree Service. Candice Cusic seconded this motion and it was approved unanimously.
- **Rebate / Grant Updates:**
 - **Façade Rebate Applications:** Reviewed updated Façade Rebate Application with the corrected language decided upon last meeting.

*Amy Laria motioned to approve the edits to the Façade Rebate Application. Sara Dulkan seconded this motion and it was approved unanimously.
 - *1726 W. Chicago Ave, Eye Want* – Receipts and photos submitted. Approval of project was tabled until proper receipts were submitted.
 - *2130 W. Chicago Ave, Cornelia McNamara Flowers* – in process. Waiting for updated quotes for planters.

- 957 N. Ashland Ave, Nika Vaughn Bridal Artists – In process.
- 1523 W. Chicago Ave, CDT Realty Corp – In Process
- 1637 W. Chicago Ave, CDT Realty Corp – In Process
- 1529 W. Chicago Ave, Fry the Coop – Kace to follow up with Joe from Fry the Coop to make sure the quote is just for the façade and not the whole building. Tabled.
- 1923 W. Chicago Ave, State Farm, Aaron Pinkus – Requested \$2, 550 for signage.

***Amy Laria motioned to approve the \$2,550 Façade Rebate Application for State Farm, Aaron Pinkus. Chris Hunt seconded this motion and it was approved unanimously.**

➤ **Public Art Grant Applications:**

- 1914 W. Chicago Ave, Artist: *Ouizi* – In process. Painting to start April 10th. Will have mural ribbon cutting, after party, and corresponding giveaways and events to promote this mural as well as highlight all the works we’ve done in the district over the last 3 years.
- 1529 W. Chicago Ave, Artist: *Sick Fisher* – Kace will send group final mock up when officially approved by Fry the Coop partners.

***Amy Laria motioned to approve the Sick Fisher Public Art Grant of \$9,900. Chris Hunt seconded this motion and it was approved unanimously.**

- *Chicago & Lessing Murals* – Reviewed spots that would be painted over this year.
- *Chicago Sculpture Exhibit Program Sponsorship* – Kace reviewed she would look into program for next year and get more definitive costs for sponsorship levels and responsibility. Group has till end of 2019 to decide if the SSA wants to sponsor the program.

➤ **Security Rebate Applications:** None

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

- **Snowplowing:** Contract is finished.
- **Street Cleaning:** Ongoing. Two trash can fires happened in same can at NE corner of Ashland and Chicago. Working with Officer Crespo on the issue Both times the can was cleaned up and the liner was replaced by Cleanslate.
- **Banners & Holiday Decorations:** Garland samples have been submitted. Need to choose garland and design based on decos we have. Good idea to have discussions and make decisions on how to proceed in a sub-committee. Discuss.
 - Interested in joining the Marketing & Beautification committee:
 - Chris
 - Candice
 - Nora
 - Jenny
- **Landscaping:** Christy Webber Contract to start in the Spring.
- **Discover West Town Mobile App:** Tabled until WTCC website overhaul is decided.
- **Master Plan:** Plan needs to be presented to West Town Neighbors Association and Chicago Grand Neighbors Association, and then all presentations should be

finished at that point. New 1st Ward Alderman Elect LaSpata has been updated on the Master Plan. Annual Report will highlight what our 1st year accomplishments are.

- **People Spot:** Tabled to coordinate with CDOT streetscape schedule.
- **Bike Racks:** New city contract with vendor was approved. Requested prices and designs from CDOT. Waiting to hear back. Should have updates at May meeting.
- **Bike Friendly Business District:** Tabled
- **Neighborhood Updates:**
 - 4/4/19 – Member Mixer & Terrarium Workshop at Christy Webber Farm and Garden from 6-8pm
 - 4/17/19 – Community Leaders Summit at Chicago Truborn from 6pm to 8pm
 - 4/19/19 – 4/22/19 – Office closed for Easter Holiday
 - 4/23/19 – TBD Mural Ribbon Cutting with after party
 - 4/25/19 – Canine Crews Ribbon Cutting from 7pm to 9pm
 - 4/26/19 – Burnt City Ribbon Cutting from 5pm to 6pm
 - 4/29/19 – Special SSA Audit Review Meeting at WTCC office from 2pm to 3pm
 - 5/2/19 - SSA Commission Meeting at WTCC from 11am to 12pm
 - 5/3/19 – Catherine Edelman Gallery Grand Opening and Ribbon Cutting from 5pm to 8pm
 - 5/8/19 – WTCC & WPBCC Joint Member Mixer at Fatpour from 6pm to 8pm

- **Old Business:**
- **New Business:** Nora gave an update about the Metal Smith Gallery Crawl, happening May 23rd.
- **Public Forum:**
- **Adjournment**

***Amy Laria moved to adjourn meeting at 12:18 pm. Chris Hunt seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, May 2, 2019

**WEST TOWN SSA
MEETING OF SSA COMMISSION
SPECIAL AUDIT MEETING**
Thursday, April 29, 2019 2:00 PM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. Call to Order**
- II. Financial Report & Budget:**
 - 2018 Audit Review & Vote: Presented by Joy Coombs from Eilts & Associates
- III. Events and Neighborhood Updates:**
 - 4/29/19: 1st Ward Alderman Elect LaSpata Town Hall at Wells High School from 6pm – 8pm
 - 5/2/19 – SSA Commission Meeting at WTCC from 11am to 12pm
 - 5/3/19 – Catherine Edelman Gallery Grand Opening from 5pm to 8pm
 - 5/8/19 – WTCC & WPBCC Joint Member Mixer at Fatpour from 6pm to 8pm
 - 5/16/19 – Matty & Lou Ribbon Cutting from 5pm to 7pm
- IV. Public Forum:**

Next SSA Commission Meeting Date: May 2, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Monday, April 29, 2019 at 2:00pm
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Steven Tobiason (Secretary), Sara Dulkan, Nora McCarthy, Candice Cusic, Jenny Rossignuolo
SSA Program Director – Kace Wakem
Membership Director – Sara Bemer
Public Forum / Guests: Auditor Joy Coombs from Eilts & Associates
Not Present: Amy Laria (Treasurer), Adam Williams

- **Call to Order:** Michael VanDam called the meeting to order at 11:08 a.m.
- **2018 Audit:** Presented by Joy Coombs from Eilts & Associates
 - Joy presented the audit and reviewed it step by step with the SSA Commissioners. Questions included what we could do better (Joy suggested we update our ByLaws every year) and how we compared to other SSAs (Joy stated we were in a good financial position, kept organized books, and were lucky to not be financially strapped to afford the audit yearly).

***Steven Tobiason motioned to approve the 2018 Audit. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- **Neighborhood Updates:**
 - 4/29/19 – 1st Ward Alderman-Elect LaSpata Town Hall at Wells High School from 6pm – 8pm
 - 5/2/19 – SSA Commission Meeting at WTCC from 11am – 12pm
 - 5/3/19 – Catherine Edelman Gallery Grand Opening and Ribbon Cutting from 5pm – 8pm
 - 5/8/19 – WTCC & WPBCC Joint Member Mixer at Fatpour from 6pm – 8pm
 - 5/16/19 – Matty & Lou Ribbon Cutting from 5pm – 7pm
- **Public Forum:**
- **Adjournment**

***Michael VanDam moved to adjourn meeting at 2:50pm. Chris Hunt seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, May 2, 2019

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, May 2, 2019 11:00 AM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from April 4, 2019 & April 29, 2019 (Special Audit Meeting)**
- III. **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- IV. **Contracts & New Projects:**
 - Elits & Associates – Audit was completed and turned in Wednesday, May 1st.
 - Cleanslate – BID to pressure wash trash cans. \$40 a can, estimated \$4,000 for full job.
 - Annual Report Print & Mail – split 50% with WTCC, will need approx.. \$2,000 approved for job.
 - Public Art Map Postcard and Digital Map- \$480 for design of postcard, still need to get printing quote, still need to get digital map update quote. Requesting maximum of \$5,000 for project.
 - Public Art Tattoo Idea – Review quotes from Tattly. Requesting max budget to approve on my own for project.
- V. **Rebate / Grant Programs: Review City Mural Registry Program**
 - **Façade** – 1726 W. Chicago Ave, Eye Want – Receipts and after photos submitted. Project came in over budget, review receipts and overall project. - **VOTE**
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process.
 - **Façade** – 957 N. Ashland Ave – Nika Vaughan Bridal Artists – Finished. Processed for payment.
 - **Façade** – 1637 W. Chicago Ave – CDT Realty Corp – in process.
 - **Façade** – 1523 W. Chicago Ave – CDT Realty Corp – in process.
 - **Façade** – 1529 W. Chicago Ave – Fry the Coop – Review letter & **VOTE**
 - **Façade** – 1923 W. Chicago Ave – State Farm – In process.
 - **Façade** – 1721 W. Chicago Ave – Ice Cream Shop (name unknown) – **VOTE**
 - **Security** – 1721 W. Chicago Ave – Ice Cream Shop (name unknown) - **Review**
 - **Public Art** – 1914 W. Chicago Ave – Artist: Ouizi – Finished. \$200 added to grant for ribbon cutting photography. Processing for payment - \$13,680 - **VOTE**
 - **Public Art** – 1529 W. Chicago Ave – Artist: Sick Fisher – In Process. Review final mock-up for approval.
 - **Public Art** – Address Unknown – Artist: Range Mobile Lab – Requesting \$1,710. **VOTE**
 - **Public Art** – Address Unknown – Artist: Justin Suarez (Mr. Prvrt) – Requesting approx.. \$10,000. Coming into town from NY first week of June. **Review.**
- VI. **Marketing / Beautification / Safety / Other:**
 - Street Cleaning: Ongoing. No word on trash can fires yet. Cans need to be cleaned. See quote for pressure washing cans above.
 - Banners & Holiday Decorations: Will set marketing & beautification meeting in June. Pick day and time as group.
 - Discover West Town Mobile App: Tabled till WTCC website overhaul update decision has been made.

- Master Plan: Master Plan needs to be presented to West Town Neighbors Association and Chicago Gran Neighbors Association. Review Annual Report before it goes to print, as it marks Master Plan accomplishments.
- People Spot: Postponed and Tabled until project with CDOT along Chicago Ave moves forward.
- Bike Racks: Have dedicated contact now at CDOT for bikes – working to get more info on racks and corrals. Discuss bike rack options.
- Bike Friendly Business District: **Tabled.**

VII. Events and Neighborhood Updates:

- 5/3/19 – Catherine Edelman Gallery Grand Opening and Ribbon Cutting from 5pm to 8pm
- 5/4/19 – RunStreet Chicago, West Town Art Run from 12pm to 1:30pm, need tix
- 5/8/19 – WTCC & WPBCC Joint Member Mixer at Fatpour from 6pm to 8pm
- 5/16/19 – Matty & Lou Grand Opening and Ribbon Cutting from 5pm to 7pm
- 5/27/19 – Memorial Day, WTCC Office Closed
- 5/31/19 – 6/2/19 – Do-Division Street Fest
- 6/6/19 – Member Breakfast and Headshots at Village Eye Care from 9am to 12pm
- 6/8/19 & 6/9/19 – West Town Walking Tour, registration opens mid-May.

VIII. Old Business:

IX. New Business: Electric Scooters Test Pilot – Roll out to start beginning of June

X. Public Forum:

Next SSA Commission Meeting Date: May 2, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, May 2, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Steven Tobiason (Secretary), Jenny Rossignuolo, Nora McCarthy, Candice Cusic
SSA Program Director – Kace Wakem
Membership Director – Sara Bemer
Public Forum / Guests: Joe from Fry the Coop
Not Present: Amy Laria (Treasurer), Sara Dulkan, Adam Williams

- **Call to Order:** Michael VanDam called the meeting to order at 11:05 a.m.
 - **Minutes from SSA Commission Meeting on April 4, 2019.**

*Nora McCarthy motioned to approve 4/4/19 minutes. Chris Hunt seconded this motion and it was approved unanimously.
 - **Minutes from SSA Commission Special Audit Meeting on April 29, 2019.**

*Steven Tobiason motioned to approve 4/29/19 minutes. Adam Williams seconded this motion and it was approved unanimously.
 - **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed.
*Chris Hunt motioned to approve 2019 Financial Statements. Candice Cusic seconded this motion and it was approved unanimously.
 - **Contracts:**
 - Eilts & Associates – Audit was completed, approved at the special audit meeting, and turned into the City on May 1, 2019.
 - Cleanslate – BID to pressure wash trash cans. \$40 a can, estimated \$4,000 for full job.
*Jenny Rossignuolo motioned to approve the \$4,000 contract with Cleanslate. Steven Tobiason seconded this motion and it was approved unanimously.
 - Annual Report Print & Mail – working with Transit Tees and inoPrints, splitting 50% with WTCC. Will need approximately \$2,000 for job. Suggested adding local designer and printer to the credits.
-
- *Chris Hunt motioned to approve the \$2,000 spend for the Annual Report. Jenny Rossignuolo seconded this motion and it was approved unanimously.

- Public Art Map Postcard & Digital Map – working with Transit Tees, still need to get printing quote and digital map quote. \$480 for design, requesting maximum spend of \$5,000 for project.

***Nora McCarthy motioned to approve the maximum spend of \$5,000 for the Public Art Map Project. Chris Hunt seconded this motion and it was approved unanimously.**

- Public Art Tattoo Idea – Review quotes for Tattly. Discuss budget for project
 - Steven preferred different promo item than the temporary tattoos.
 - Michael thinks we should table to discuss with Sara Dulkan when she returns.
 - Commission suggested getting more quotes for other promotional items in the meantime.
 - Candice also suggested a West Town Mural postcard.

- **Rebate / Grant Updates:**

- **Facade Rebate Applications:**

- Review City Mural Registry Program
 - Kace explained the new registry program and the potential controversy behind it.
 - Michael suggested holding off on this conversation until Sara Dulkan is at an SSA meeting.
- *1726 W. Chicago Ave, Eye Want* – Receipts and photos submitted. Project came in over budget.
 - *The Commission agreed to approve the original amount allotted for the project because Eye Want never checked in properly to ask for an increase with new bids and new approvals. Approved for \$8,500 payout.*

***Candice Cusic motioned to approve \$8,500 to Eye Want for Façade Rebate. Nora McCarthy seconded this motion and it was approved unanimously.**

- *2130 W. Chicago Ave, Cornelia McNamara Flowers* – in process.
- *957 N. Ashland Ave* – Nika Vaughn Bridal Artists – Finished & Paid.
- *1523 W. Chicago Ave*, CDT Realty Corp – In Process
- *1637 W. Chicago Ave*, CDT Realty Corp – In Process
- *1529 W. Chicago Ave*, Fry the Coop – Joe from Fry the Coop was present with letter submitted outlining the questions about the project. Rebate was approved for \$12,883.44

***Chris Hunt motioned to approve \$12,883.44 Rebate for 1529 W. Chicago Ave Façade Rebate Project. Nora McCarthy seconded this motion and it was approved unanimously.**

- *1923 W. Chicago Ave*, State Farm, Aaron Pinkus – In Process
- *1721 W. Chicago Ave*, Ice Cream Shoppe – Discussed & approved project for \$5,807.01.

***Jenny Rossignuolo motioned to approve \$5,807.01 to 1721 W. Chicago Ave for Façade Rebate. Chris Hunt seconded this motion. Steven Tobiason recused himself from the vote. Motion passed.**

➤ **Public Art Grant Applications:**

- *1914 W. Chicago Ave, Artist: Ouizi* – Finished. \$200 added to grant for ribbon cutting photography. Processing for payment - \$13,680

***Steven Tobiason motioned to approve the total payout for the Ouizi Mural of \$13,680. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- *1529 W. Chicago Ave, Artist: Sick Fisher* – In Process. Review final mock-up for approval.

***Chris Hunt motioned to approve the final mock-up of the Sick Fisher mural on Fry the Coop. Nora McCarthy seconded this motion and it was approved unanimously.**

- *Range Mobile Lab* – Requesting \$1,710.
 - Michael suggested that this be presented to the Art Walk Committee.
- *Address Unknown, Justin Suarez (Mr. Prvrt)* – Requesting approximately \$10,000. Coming to town from NY first week of June.
 - This is preliminarily approved and anything else will be approved or reviewed via email prior to the June meeting, to be officially approved at next June Commission meeting.

➤ **Security Rebate Applications:**

- *1721 W. Chicago Ave, Ice Cream Shoppe* – Review
 - Currently waiting for quotes to come in. Kace said that they can put in the application now the Commission knows she is applying and have it be a placeholder.

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

- **Street Cleaning:** No word on trash can fires yet. Cans need to be cleaned, will schedule with Cleanslate now that quote has been approved.
- **Banners & Holiday Decorations:** Will schedule committee meeting for June.
 - Marketing & Beautification committee: Chris, Candice, Nora, Jenny
- **Landscaping:** Christy Webber Contract to start in the Spring.
- **Discover West Town Mobile App:** Tabled until WTCC website overhaul is decided.
- **Master Plan:** Plan needs to be presented to West Town Neighbors Association and Chicago Grand Neighbors Association, and then all presentations should be finished at that point. Review Annual Report before it goes to print, as it marks Master Plan accomplishments.
- **People Spot:** Tabled to coordinate with CDOT streetscape schedule.
- **Bike Racks:** We now have a contact at CDOT for bikes. Working to get more info on racks and corrals.
- **Bike Friendly Business District:** Tabled
- **Neighborhood Updates:**
 - 5/3/19 – Catherine Edelman Gallery Grand Opening and Ribbon Cutting from 5pm to 8pm
 - 5/4/19 – RunStreet Chicago, West Town Art Run from 12pm to 1:30pm, need tix.

- 5/8/19 – WTCC & WPBCC Joint Member Mixer at Fatpour from 6pm to 8pm
- 5/16/19 – Matty & Lou Grand Opening and Ribbon Cutting from 5pm to 7pm
- 5/27/19 - Memorial Day, WTCC Office Closed
- 5/31/19 to 6/2/19 – Do-Division Street Fest
- 6/6/19 – Member Breakfast and Headshots at Village Eye Care from 9am to 12pm
- 6/8/19 & 6/9/19 – West Town Walking Tour, registration opens mid-May.

- **Old Business:**
- **New Business:** Electric Scooters Test Pilot – Roll out to start beginning of June.
- **Public Forum:**
- **Adjournment**

***Michael VanDam moved to adjourn meeting at 12:29 pm. Candice Cusic seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, May 2, 2019

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, June 6, 2019 11:00 AM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from May 2, 2019**
- III. **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
 - Review 2019 Suggested Carry Over & Budget Amendments - **VOTE**
 - 2020 Draft Budget - **VOTE**
- IV. **Contracts & New Projects:**
 - Chicago Event Graphics – Review updated contract. - **VOTE**
- V. **Rebate / Grant Programs:**
 - **Review City Mural Registry Program - VOTE**
 - **Façade** – 1726 W. Chicago Ave, Eye Want – Finished & Paid
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process.
 - **Façade** – 1637 W. Chicago Ave – CDT Realty Corp – in process.
 - **Façade** – 1523 W. Chicago Ave – CDT Realty Corp – Finished. Review.
 - **Façade** – 1529 W. Chicago Ave – Fry the Coop – In process.
 - **Façade** – 1923 W. Chicago Ave – State Farm – In process.
 - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – Review.
 - **Public Art** – 1914 W. Chicago Ave – Artist: Ouizi – Finished & Paid
 - **Public Art** – 1529 W. Chicago Ave – Artist: Sick Fisher – In process.
 - **Public Art** – Address Unknown – Artist: Range Mobile Lab – Requesting \$1,710. Review & **VOTE**
 - **Public Art** – 1702 W. Chicago Ave – Artist: Justin Suarez (Mr. Prvrt) – Requesting \$10,620, includes boom lift. – **VOTE**
 - **Public Art** – Chicago & Lessing – Artist: Ruben Aguirre - \$800 Finished & Paid.
 - **Public Art** – 1916 W. Chicago Ave – Artist: Amuse126 – West Town Bakery Façade, requesting \$10,725. - **VOTE**
- VI. **Marketing / Beautification / Safety / Other:**
 - Landscaping: Review tree work from Bartlett Tree Service
 - Street Cleaning: Had another trash can fire at Chicago & Ashland. Cans were power-washed, although they may need to be painted again soon.
 - Banners & Holiday Decorations: Meeting scheduled for June 10th at 12pm. Will have update at July SSA Commission meeting.
 - Discover West Town Mobile App: Tabled till WTCC website overhaul update decision has been made.
 - Master Plan: Master Plan needs to be presented to West Town Neighbors Association and Chicago Grand Neighbors Association. Review Annual Report finished and sent to print & to be mailed.
 - People Spot: Tabled.
 - Bike Racks: Tabled.
 - Bike Friendly Business District: Tabled.

VII. Events and Neighborhood Updates:

- 6/6/19 – Member Breakfast and Headshots at Village Eye Care from 9am to 12pm
- 6/7/19 – Ribbon Cutting at Gold Star Bar from 5:30 to 7:30
- 6/8/19 & 6/9/19 – West Town Walking Tour, registration opens mid-May.
- 6/10/19 – Marketing Committee Meeting at 12:00pm at WTCC office
- 6/12/19 – New Member Orientation & Breakfast at 10:30am at WTCC office
- 7/5/19 to 7/7/19 – West Fest Chicago

VIII. Old Business:

IX. New Business:

X. Public Forum:

Next SSA Commission Meeting Date: July 11, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, June 6, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

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

- **Call to Order:** Michael VanDam called the meeting to order at 11:11 a.m.
- **Minutes from SSA Commission Meeting on May 2, 2019.**

***Jenny Rossignuolo motioned to approve 5/2/19 minutes. Chris Hunt seconded this motion and it was approved unanimously.**

- **Financial Report & Budget:**
 - 2019 P&L Statement and Balance Sheet distributed and reviewed.

***Jenny Rossignuolo motioned to approve 2019 Financial Statements. Chris Hunt seconded this motion and it was approved unanimously.**

- 2019 Year to Date Budget distributed. Recommendations of money movements:
 - Take \$15,000 from 1.02 Special Events and put \$10,000 in 1.09 PR/Media Relations and \$5,000 in 1.06 Holiday Decorations
 - Take \$10,000 from 4.08 Master Plan and put \$10,000 in 1.06 Holiday Decorations
 - Take \$10,000 from 1.10 Smart Phone and put \$10,000 in 1.06 Holiday Decorations
 - Take \$7,395 from 5.02 Security Rebate and put \$7,395 in 2.06 Public Art
 - Take \$1,000 from 3.06 Bike Friendly and put \$1,000 in 2.06 Public Art
 - Take \$5,000 from 2.11 Snowplowing and put \$5,000 in 2.06 Public Art

***Nora McCarthy motioned to approve the money movements listed above. Chris Hunt seconded this motion and it was approved unanimously.**

- 2020 Draft Budget distributed and reviewed

***Steven Tobiason motioned to approve 2020 Draft Budget. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Contracts:**

- Chicago Event Graphics – Updated contract reviewed

***Nora McCarthy motioned to approve the 2019 Contract with Chicago Event Graphics. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- **Rebate / Grant Updates:**

- **Facade Rebate Applications:**

- Review City Mural Registry Program
 - Commission discussed hearing feedback from the artists that they were not in favor of the mural registry program. Discussed possible issues with being forced to permit and pay for murals in the future if submitted for the registry now. Would like to see how the program expands organically, and will check in on program in 6 months to see how its going. Will discuss again at the end of the year.
- *1726 W. Chicago Ave, Eye Want* – Finished & Paid.
- *2130 W. Chicago Ave, Cornelia McNamara Flowers* – in process.
- *1637 W. Chicago Ave, CDT Realty Corp* – In Process
- *1523 W. Chicago Ave, CDT Realty Corp* – Finished. Reviewed after photos and paid receipts.

***Chris Hunt motioned to approve \$15,000.00 Rebate for 1523 W. Chicago Ave Façade Rebate Project. Nora McCarthy seconded this motion and it was approved unanimously.**

- *1529 W. Chicago Ave, Fry the Coop* – In Process.
- *1923 W. Chicago Ave, State Farm, Aaron Pinkus* – In Process
- *1721 W. Chicago Ave, Ice Cream Shoppe* – In Process.

- **Security Rebate Applications:**

- *1721 W. Chicago Ave, Ice Cream Shoppe* – Review
 - Still waiting on quotes. Commissioners understood that it will be moving forward in the project once contractor is hired. Will still allow for application to be reviewed and potentially approved after all 3 quotes are submitted.

- **Public Art Grant Applications:**

- *1914 W. Chicago Ave, Artist: Ouizi* – Finished & Paid.
- *1529 W. Chicago Ave, Artist: Sick Fisher* – In Process.
- *Range Mobile Lab* – Requesting \$1,710.
 - Art Walk Committee did not approve of the application at the committee meeting.
 - SSA Commission discussed project and the projects that were currently being submitted. Due to tight budget constraints they decided to not approve the project.

***Chris Hunt motioned to not approve \$1,710 for Range Mobile Lab Public Art Project. Steven Tobiason seconded this motion and it was approved unanimously.**

- *1702 W. Chicago Ave, Artist: Justin Suarez (Mr. Prvrt) – Requesting \$10,620 for a Peregrine, Falcon mural, increased price due to boom lift required based on size of building.*

***Chris Hunt motioned to approve \$10,620 for Justin Suarez Public Art Project at 1702 W. Chicago Ave. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- *1916 W. Chicago Ave, Artist: Amuse126 – Requesting \$10,725 for a facade mural on West Town Bakery, no signage included.*

***Chris Hunt motioned to approve \$10,725 for Amuse126 Public Art Project at 1916 W. Chicago Ave. Nora McCarthy seconded this motion. Sara Dulkan and Steven Tobiason recused themselves. Motion approved.**

- **Marketing / Beautification / Safety / Other:**

- **Landscaping:** Reviewed work on trees by Bartlett Tree Service
- **Street Cleaning:** Had another trash can fire at Chicago & Ashland. Cans were power washed, although they may need to be painted again soon.
- **Banners & Holiday Decorations:** Meeting scheduled for June 10th at 12pm. Will have update at July SSA Commission meeting.
 - Marketing & Beautification committee: Chris, Candice, Nora, Jenny
- **Landscaping:** Christy Webber Contract to start in the Spring.
- **Discover West Town Mobile App:** Tabled until WTCC website overhaul is decided.
- **Master Plan:** Plan needs to be presented to West Town Neighbors Association and Chicago Grand Neighbors Association, and then all presentations should be finished at that point. Annual Report is finished and sent to be printed and mailed. Members will be receiving it very soon.
- **People Spot:** Tabled
- **Bike Racks:** Tabled
- **Bike Friendly Business District:** Tabled
- **Neighborhood Updates:**
 - 6/6/19 – Member Breakfast and Headshots at Village Eye Care from 9am to 12pm
 - 6/7/19 – Ribbon Cutting at Gold Star Bar from 5:30pm to 7:30pm
 - 6/8/19 & 6/9/19 – West Town Walking Tour, registration open
 - 6/10/19 – Marketing Committee Meeting at 12:00pm at WTCC office
 - 6/12/19 – New Member Orientation & Breakfast at 10:30am at WTCC office
 - 7/5/19 to 7/7/19 – West Fest Chicago

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

***Michael VanDam moved to adjourn meeting at 12:50 pm. Steven Tobiason seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, July 11, 2019 at 11am

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, July 11, 2019 11:00 AM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from June 6, 2019**
- III. **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
 - 2020 Final Budget & Sole Service Provider - **VOTE**
- IV. **Contracts & New Projects:**
 - Chicago Event Graphics – Review Holiday Decoration Garland choice by committee. – **VOTE**
 - **1821 W. Chicago Ave Announcement**
- V. **Rebate / Grant Programs:**
 - **Review** - City Mural Registry Program - Tabled
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process.
 - **Façade** – 1637 W. Chicago Ave – CDT Realty Corp – Finished. Waiting on after photos and receipts.
 - **Façade** – 1529 W. Chicago Ave – Fry the Coop – In process.
 - **Façade** – 1923 W. Chicago Ave – State Farm – Finished & Paid.
 - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – Tabled.
 - **Public Art** – 1529 W. Chicago Ave – Artist: Sick Fisher – Artist Finished & Paid. Curator Paid. Review overage charges.
 - **Public Art** – Address Unknown – Artist: Range Mobile Lab – **REVIEW**
 - **Public Art** – 1702 W. Chicago Ave – Artist: Justin Suarez aka Mr. Prvrt – Finished & Paid.
 - **Public Art** – 1916 W. Chicago Ave – Artist: Amuse126 – West Town Bakery Façade, requesting \$10,725. – In process.
 - **Public Art** – Chicago & Lessing – Artist: JB Snyder - \$800 Finished & Paid.
 - **Public Art** – Chicago & Lessing – Artist: Birdcap - \$800 Finished & Paid.
- VI. **Marketing / Beautification / Safety / Other:**
 - Landscaping: 1 more mulching in the fall, monthly weeding by hand, tree care ongoing
 - Street Cleaning: ongoing, still having issues with homeless encampments at Chicago & Damen.
 - Banners & Holiday Decorations: Garland chosen by committee. Review and approve before purchase.
 - Discover West Town Mobile App: Tabled.
 - Master Plan: Master Plan needs to be presented to West Town Neighbors Association and Chicago Grand Neighbors Association. Review Annual Report has been mailed.
 - People Spot: Tabled.
 - Bike Racks: Tabled.
 - Bike Friendly Business District: Tabled.
- VII. **Events and Neighborhood Updates:**
 - 7/23/19 – Member Mixer at Soundscape Studios from 6pm to 8pm
- VIII. **Old Business:**
- IX. **New Business:** Review request from 1st Ward Alderman LaSpata's office.
- X. **Public Forum:**

Next SSA Commission Meeting Date: August 1, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, July 11, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Jenny Rossignuolo, Nora McCarthy, Sara Dulkan, Candice Cusic, Adam Williams
SSA Program Director – Kace Wakem
Membership Director – Sara Bemer
Executive Director – Kara Salgado
Public Forum / Guests: Linda Fleener, Office of 2nd Ward Alderman Hopkins
Not Present: Amy Laria (Treasurer), Steven Tobiason (Secretary)

- **Call to Order:** Michael VanDam called the meeting to order at 11:11 a.m.
- **Minutes from SSA Commission Meeting on June 6, 2019.**

***Chris Hunt motioned to approve 6/6/19 minutes, with edits. 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. Candice Cusic seconded this motion and it was approved unanimously.**

- **2020 Final Services, Budget & Sole Service Provider Discussed**

***Jenny Rossignuolo motioned to approve the final 2020 Services, Budget and the West Town Chamber of Commerce as the Sole Service Provider. Chris Hunt seconded this motion and it was approved unanimously.**

- **Contracts:**
 - Chicago Event Graphics – Review Holiday Decoration Garland choice by committee. Committee chose gold and gold/silver.

***Nora McCarthy motioned to approve the 2019 Contract with Chicago Event Graphics. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- 1821 W. Chicago Ave Announcement:
 - Kara discussed the Chamber's expansion into the space next door at 1821 Chicago and that some of Kace's time will be dedicated to the pop-up space.
 - Nora is interested in joining the committee to help brainstorm the 1821 pop up space. Jenny will also be a part of the team to help plan out the space. Sara D is also interested, especially if the meeting is after the SSA meetings.

- **Rebate / Grant Updates:**

- **Facade Rebate Applications:**

- Review City Mural Registry Program - Tabled
- 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process.
- 1637 W. Chicago Ave, CDT Realty Corp – Finished. Waiting on after photos and receipts.
- 1529 W. Chicago Ave, Fry the Coop – In Process.
- 1923 W. Chicago Ave, State Farm, Aaron Pinkus – Finished & Paid
- 1721 W. Chicago Ave, Ice Cream Shoppe – In Process.

- **Security Rebate Applications:**

- 1721 W. Chicago Ave, Ice Cream Shoppe – Tabled. Waiting on quotes.

- **Public Art Grant Applications:**

- 1529 W. Chicago Ave, Artist: Sick Fisher – Finished & Paid, both artist and curator. Review overage charges of \$135.00 for lift.

***Nora McCarthy motioned to approve \$135 in overage charges for Sick Fisher Mural Project. Chris Hunt seconded this motion. Sara Dulkan abstained. Motion approved.**

- Range Mobile Lab – Reviewed status
- 1702 W. Chicago Ave, Artist: Justin Suarez (Mr. Prvrt) – Finished and paid.
- 1916 W. Chicago Ave, Artist: Amuse126 – In process.

- **Marketing / Beautification / Safety / Other:**

- **Landscaping:** 1 more mulching in the fall, monthly weeding by hand, tree care ongoing.
- **Street Cleaning:** Ongoing. Still having issues with homeless encampments at Chicago & Damen. Will continue to clean up.
- **Banners & Holiday Decorations:** Garland chosen by committee. Reviewed and approved above.
- **Landscaping:** Christy Webber Contract to start in the Spring.
- **Discover West Town Mobile App:** Tabled until WTCC website overhaul is decided.
- **Master Plan:** Plan needs to be presented to West Town Neighbors Association and Chicago Grand Neighbors Association, and then all presentations will be finished.
- **People Spot:** Tabled
- **Bike Racks:** Tabled
- **Bike Friendly Business District:** Tabled
- **Neighborhood Updates:**
 - 7/23/19 – Member Mixer at Soundscape Studios from 6pm to 8pm.

- **Old Business:**

- **New Business:** Review request from 1st Ward Alderman LaSpata's office.

- Commission wants to reissue the same letters (lifting the liquor moratorium, number of salons, etc)

- **Public Forum:**

- **Adjournment:**

***Michael VanDam moved to adjourn meeting at 12:06 pm. Jenny Rossignuolo seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, August 1, 2019 at 11am

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, August 1, 2019 11:00 AM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from July 11, 2019**
- III. **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
 - Review Budget Amendments - VOTE
- IV. **Contracts:**
 - Chicago Event Graphics – Review Holiday Decoration Garland updated quote. – **VOTE**
- V. **Rebate / Grant Programs:**
 - **Review** - City Mural Registry Program - Discuss
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process.
 - **Façade** – 1637 W. Chicago Ave – CDT Realty Corp – Finished & Paid
 - **Façade** – 1529 W. Chicago Ave – Fry the Coop – In process
 - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - **Façade** – 689 N. Milwaukee Ave – Condo Association – **REVIEW & VOTE**
 - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – Tabled.
 - **Public Art** – 1529 W. Chicago Ave – Artist: Sick Fisher – Finished & Paid
 - **Public Art** – 1916 W. Chicago Ave – Artist: Amuse126 – Finished & Paid
- VI. **Marketing / Beautification / Safety / Other:**
 - Landscaping: 1 more mulching in the fall, monthly weeding by hand, tree care ongoing
 - Street Cleaning: ongoing, no updates.
 - Banners & Holiday Decorations: Garland update above.
 - Discover West Town Mobile App: Tabled.
 - Master Plan: Master Plan needs to be presented to West Town Neighbors Association and Chicago Grand Neighbors Association.
 - People Spot: Tabled.
 - Bike Racks: Tabled.
 - Bike Friendly Business District: Tabled.
- VII. **Events and Neighborhood Updates:**
 - 8/3/19 – 8/4/19 – Dancing in the Streets from 12pm – 10pm
 - 8/26/19 – 8/30/19 – Kace out for vacation, back in 9/3/19.
 - 8/27/19 – Member Mixer at District Brewyards from 6pm to 8pm
 - 9/2/19 – Labor Day – office closed
 - 9/11/19 – WTCC WBP Joint Member Mixer at Adventure Stage – 6pm to 8pm
 - 9/17/19 – Member Breakfast at WTCC office – 10:30am to 11:30am
 - 9/19/19 – Info Seminar: Conflict Management for Small Businesses, taught by the Center for Conflict Resolution, hosted at the Superior Street Center for the Arts – 10am to 11am
 - 9/27/19 – 9/28/19 – West Town Art Walk, HQ at Ciao Chicago – Friday 5pm to 8pm and Saturday 12pm to 8pm
- VIII. **Old Business:**
- IX. **New Business:**
- X. **Public Forum:**

Next SSA Commission Meeting Date: September 5, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, August 1, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Steven Tobiason (Secretary), Sara Dulkan, Candice Cusic, Adam Williams

SSA Program Director – Kace Wakem

Membership Director – Sara Bemer

Public Forum / Guests: Carlos Diaz, Office of 36th Ward Alderman Villegas, Committee on Economic, Capital, and Technology Development

Not Present: Chris Hunt (Vice-Chair), Amy Laria (Treasurer), Jenny Rossignuolo, Nora McCarthy,

- **Call to Order:** Michael VanDam called the meeting to order at 11:12 a.m.
- **Minutes from SSA Commission Meeting on July 11, 2019.**
 - *Sara Dulkan motioned to approve 7/11/19 minutes, with edits. Adam Williams seconded this motion and it was approved unanimously.
- **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet and YTD statement distributed and reviewed.
 - *Adam Williams motioned to approve 2019 Financial Statements. Sara Dulkan seconded this motion and it was approved unanimously.
 - Review Budget Amendments
 - Moved \$2,500 from 2.10 City Permits to 2.11 Snowplowing
 - Moved \$1,000 from 4.09 Data Collection to 4.08 Master Planning
 - *Steven Tobiason motioned to approve the budget movements listed above. Candice Csic seconded this motion and it was approved unanimously.
- **Contracts:**
 - Chicago Event Graphics – Review Holiday Decoration Garland quote, increased by \$8,000 due to Chinese Tariffs.
 - *Adam Williams motioned to approve the increased Holiday Garland Quote from Chicago Event Graphics. Candice Cusic seconded this motion and it was approved unanimously.
- **Rebate / Grant Updates:**
 - **Facade Rebate Applications:**
 - Review City Mural Registry Program – Discussion about program. Commission asked Kace to get info on which Chamber’s had registered their murals thus far and report back.

- 2130 W. Chicago Ave, Cornelia McNamara Flowers – in process, waiting for timeline update. Owner has been MIA on information, may need to cancel application approval.
- 1637 W. Chicago Ave, CDT Realty Corp – Finished & Paid
- 1529 W. Chicago Ave, Fry the Coop – In Process.
- 1721 W. Chicago Ave, Ice Cream Shoppe – In Process, requesting timeline update.
- 689 N. Milwaukee Ave, Condo Association – Review & Vote
 - Tabled
 - Kace to inquire why the Condo Association is paying for the project and who owns the storefront unit
- **Security Rebate Applications:**
 - 1721 W. Chicago Ave, Ice Cream Shoppe – Tabled. Still waiting on quotes.
- **Public Art Grant Applications:**
 - 1529 W. Chicago Ave, Artist: Sick Fisher – Finished & Paid
 - 1916 W. Chicago Ave, Artist: Amuse126 – Finished & Paid
- **Marketing / Beautification / Safety / Other:**
 - **Landscaping:** 1 more mulching in the fall, monthly weeding by hand, tree care ongoing.
 - **Street Cleaning:** Ongoing. No updates.
 - **Banners & Holiday Decorations:** Garland update above.
 - **Discover West Town Mobile App:** Tabled.
 - **Master Plan:** Plan needs to be presented to West Town Neighbors Association and Chicago Grand Neighbors Association.
 - **People Spot:** Tabled
 - **Bike Racks:** Tabled
 - **Bike Friendly Business District:** Tabled
 - **Neighborhood Updates:**
 - 8/3 – 8/4/19 – Dancing in the Streets from 12pm – 10pm
 - 8/26 – 8/30/19 – Kace out for vacation, back in 9/3/19
 - 8/27/19 – Member Mixer at District Brewyards from 6pm – 8pm
 - 9/2/19 – Labor Day – office closed
 - 9/11/19 – WTCC WPB Joint Member Mixer at Adventure Stage 6pm – 8pm
 - 9/17/19 – Member Breakfast at WTCC Office – 10:30am – 11:30am
 - 9/19/19 – Info Seminar: Conflict Management for Small Businesses, taught by the Center for Conflict Resolution, hosted at the Superior Street Center for the Arts – 10am – 11am
 - 9/27 – 9/28/19 – West Town Art Walk, HQ Ciao Chicago – Friday 5pm – 8pm and Saturday 12pm – 8pm
- **Old Business:**
- **New Business:**
- **Public Forum:**
- **Adjournment:**

***Candice Cusic moved to adjourn meeting at 11:54 am. Steven Tobiason seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, September 5, 2019 at 11am

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, September 5, 2019 11:00 AM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from August 1, 2019**
- III. **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- IV. **Contracts:**
 - Chicago Event Graphics – Review Holiday Decoration painting quote. – **REVIEW & VOTE**
- V. **Rebate / Grant Programs:**
 - **Review** - City Mural Registry Program - Discuss
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – **REVIEW & VOTE**
 - **Façade** – 1529 W. Chicago Ave – Fry the Coop – Finished, review after photos.
 - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - **Façade** – 689 N. Milwaukee Ave – Condo Association – **REVIEW & VOTE**
 - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – Tabled, waiting on 2 more quotes.
 - **Public Art** – 1637 W. Chicago Ave – Artist: Mara Baker – **REVIEW & VOTE**
- VI. **Marketing / Beautification / Safety / Other:**
 - 1821 Pop-Up: no updates.
 - Landscaping: 1 more mulching in the fall, monthly weeding by hand, tree care ongoing
 - Street Cleaning: discuss fires being set in garbage cans.
 - Banners & Holiday Decorations: Garland project update above.
 - 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:**
 - 9/7/19 – 9/8/19 – Renegade Craft Fair, Division Street 11am – 7pm
 - 9/11/19 – WTCC WBP Joint Member Mixer at Adventure Stage – 6pm to 8pm
 - 9/13/19 – Grassroots Chicago Ribbon Cutting – 4pm
 - 9/17/19 – Member Breakfast at WTCC office – 10:30am to 11:30am
 - 9/19/19 – Info Seminar: Conflict Management for Small Businesses, taught by the Center for Conflict Resolution, hosted at the Superior Street Center for the Arts – 10am to 11am
 - 9/26/19 – Club Pilates Ribbon Cutting – 3pm
 - 9/27/19 – 9/28/19 – West Town Art Walk, HQ at Ciao Chicago – Friday 5pm to 8pm and Saturday 12pm to 8pm
 - 10/24/19 – Joint Member Mixer at Arts of Life 6pm – 8pm
 - 10/31/19 – Halloween Trick or Treat in West Town, Wicker Park, Bucktown & Logan Square 3pm – 6pm
- VIII. **Old Business:**
- IX. **New Business:**
- X. **Public Forum:**

Next SSA Commission Meeting Date: October 3rd, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, September 5, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

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

SSA Program Director – Kace Wakem

Membership Director – Sara Bemer

Public Forum / Guests: None

Not Present: Chris Hunt (Vice-Chair), Amy Laria (Treasurer)

- **Call to Order:** Michael VanDam called the meeting to order at 11:05 a.m.
- **Minutes from SSA Commission Meeting on August 1, 2019:** July minutes were accidentally re-submitted, as incorrect copy of minutes were distributed. August minutes will be reviewed at the October meeting.
- **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet and YTD statement distributed and reviewed.

***Steven Tobiason motioned to approve 2019 Financial Statements. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- **Contracts:**
 - Chicago Event Graphics – Review Holiday Decoration Painting quote – Kace is to ask vendor why this additional cost was not included in the original quote. SSA Commission wants to be assured there will be no more additional costs. \$4k is approved for the project.

***Candice Cusic motioned to approve the Holiday Garland Painting Quote from Chicago Event Graphics. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Rebate / Grant Updates:**

➤ **Façade Rebate Applications:**

- Review City Mural Registry Program – Kace reported on other Chambers / SSA's that have registered their murals in the program. SSA Commission approved registering SSA sponsored murals in the program.

***Nora McCarthy motioned to approve registering the SSA sponsored murals in the City of Chicago mural registry program. Steven seconded this motion and it was approved unanimously.**

- *2130 W. Chicago Ave, Cornelia McNamara Flowers* – received word from business owner, request to cancel application.

***Adam Williams motioned to approve the cancelation of the Façade Rebate Application for Cornelia McNamara Flowers. Nora McCarthy seconded this motion and it was approved unanimously.**

- *1529 W. Chicago Ave, Fry the Coop* – Finished, needs to be paid. Reviewed after photos.
- *1721 W. Chicago Ave, Ice Cream Shoppe* – In Process, getting new contractor for job.
- *689 N. Milwaukee Ave, Condo Association* – Reviewed that association was in charge of refurbishing façade. Project approved.

***Steven Tobiason motioned to approve the Façade Application for 689 N. Milwaukee Ave for a rebate of \$15,000. Sara Dulkan seconded this motion and it was approved unanimously.**

- **Security Rebate Applications:**
 - *1721 W. Chicago Ave, Ice Cream Shoppe* – Tabled. Waiting on 2 more quotes.
- **Public Art Grant Applications:**
 - *Artist: Mara Baker* – “Chameleon Blind” traveling pop up lighting piece, currently located at 1637 W. Chicago Ave. Proposal costs to move piece to 2 more locations in SSA for the duration of a 1 year activation total. Piece approved, with cost to pay in portions after new locations are activated.

***Nora McCarthy motioned to approve the Chameleon Blind piece by Mara Baker for a total of \$4,910. Adam Williams seconded this motion and it was approved unanimously.**

- **Marketing / Beautification / Safety / Other:**
 - **1821 Pop-Up:** No updates
 - **Landscaping:** 1 more mulching in the fall, monthly weeding by hand, tree care ongoing.
 - **Street Cleaning:** Discussed fires being set in 2 SSA garbage cans regularly.
 - **Banners & Holiday Decorations:** Garland update above.
 - **Discover West Town Mobile App:** Tabled.
 - **Master Plan:** no updates.
 - **People Spot:** Tabled
 - **Bike Racks:** Tabled
 - **Bike Friendly Business District:** Tabled
 - **Neighborhood Updates:**
 - 9/7/19 – 9/8/19 – Renegade Craft Fair, Division Street 11am – 7pm
 - 9/11/19 – WTCC WPB Joint Member Mixer at Adventure Stage 6pm – 8pm
 - 9/13/19 – Grassroots Chicago Ribbon Cutting – 4pm
 - 9/17/19 – Member Breakfast at WTCC Office – 10:30am – 11:30am
 - 9/19/19 – Info Seminar: Conflict Management for Small Businesses, taught by the Center for Conflict Resolution, hosted at the Superior Street Center for the Arts – 10am – 11am
 - 9/16/19 – Club Pilates Ribbon Cutting – 3pm
 - 9/27 – 9/28/19 – West Town Art Walk, HQ Ciao Chicago – Friday 5pm – 8pm and Saturday 12pm – 8pm
 - 10/24/19 – Triple Member Mixer at Arts of Life 6pm – 8pm

➤ 10/31/19 – Halloween Trick or Treat in West Town, Wicker Park,
Bucktown & Logan Square – 3pm – 6pm

- **Old Business:**
- **New Business:**
- **Public Forum:**
- **Adjournment:**
***Candice Cusic moved to adjourn meeting at 12:25 pm. Jenny Rossignuolo seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, October 3, 2019 at 11am

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, October 3, 2019 11:00 AM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from August 1, 2019 and September 5, 2019**
- III. **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- IV. **Contracts:**
 - Christy Webber Landscapes – Snowplowing 2019 – 2020 snow season– **REVIEW & VOTE**
- V. **Rebate / Grant Programs:**
 - **Review** - City Mural Registry Program – starting process
 - **Façade** – 2130 W. Chicago Ave, Cornelia McNamara Flowers – Canceled
 - **Façade** – 1529 W. Chicago Ave – Fry the Coop – Finished & Paid
 - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - **Façade** – 689 N. Milwaukee Ave – Condo Association – In process
 - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – **REVIEW & VOTE**
 - **Public Art** – 1637 W. Chicago Ave – Artist: Mara Baker – In process
- VI. **Marketing / Beautification / Safety / Other:**
 - 1821 Pop-Up: Updates from Kara. “West Town Pop Up Project”
 - Landscaping: 1 more mulching in the fall, tree trimming on Morgan Street. Will schedule more trimming for winter after leaves fall.
 - Street Cleaning: on going
 - Banners & Holiday Decorations: Garland Project Update
 - 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:**
 - 10/11/19 – Ribbon Cutting at Big Shoulders Yoga – 5pm
 - 10/24/19 – Joint Member Mixer at Arts of Life 6pm – 8pm
 - 10/31/19 – Halloween Trick or Treat in West Town, Wicker Park, Bucktown & Logan Square 3pm – 6pm
 - 11/5/19 – PR & Social Media Workshop at dAprile Properties– 10am – 11am
 - 11/19/19 – Annual Membership Meeting & Board Elections at Catherine Edelman Gallery – 6pm – 8pm
 - 12/3/19 – New Member Breakfast at WTCC Office – 10:30am
 - 12/7/19 – West Town Winterfest, HQ at Candice Cusic Photography – 12pm to 6pm
- VIII. **Old Business:**
- IX. **New Business:**
- X. **Public Forum:**

Next SSA Commission Meeting Date: November 7th, 2019

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, October 3, 2019 at 11:00 a.m.
1819 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

SSA Program Director – Kace Wakem

Membership Director – Sara Bemer (not in attendance)

Public Forum / Guests: None

Not Present: Amy Laria (Treasurer), Jenny Rossignuolo, Candice Cusic

- **Call to Order:** Michael VanDam called the meeting to order at 11:05 a.m.

- **Minutes from SSA Commission Meeting on August 1, 2019:** July minutes were accidentally re-submitted at September meeting. August minutes were reviewed and approved

***Chris Hunt motioned to approve 8/1/19 Meeting Minutes. Sara Dulkan seconded this motion and it was approved unanimously.**

- **Minutes from SSA Commission Meeting on September 5, 2019**

***Nora McCarthy motioned to approve 9/5/19 Meeting Minutes. Adam Williams seconded this motion and it was approved unanimously.**

- **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet and YTD statement distributed and reviewed. Security Rebate Program was discussed and why there may be less applications this year.

***Adam Williams motioned to approve 2019 Financial Statements. Chris Hunt seconded this motion and it was approved unanimously.**

- **Contracts:**
 - Christy Webber Landscapes Snowplowing Contract Renewal – Contract was reviewed. Pricing has stayed the same for 3 years. Decided to continue 2 inch threshold.

***Steven Tobiason motioned to approve the 2019 – 2020 snow season snowplowing contract by Christy Webber Landscapes. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Rebate / Grant Updates:**
 - **Facade Rebate Applications:**
 - Review City Mural Registry Program – Kace will send all murals to the mural registry by the end of the year.

- 2130 W. Chicago Ave, Cornelia McNamara Flowers – Application officially canceled.
- 1529 W. Chicago Ave, Fry the Coop – Finished & Paid.
- 1721 W. Chicago Ave, Ice Cream Shoppe – In Process.
- 689 N. Milwaukee Ave, Condo Association – In Process

➤ **Security Rebate Applications:**

- 1721 W. Chicago Ave, Ice Cream Shoppe – All quotes submitted. Application approved.

***Adam Williams motioned to approve the Security Rebate Application for 1721 W. Chicago Ave for a rebate of \$1,500. Steven Tobiason seconded this motion and it was approved unanimously.**

➤ **Public Art Grant Applications:**

- *Artist:* Mara Baker – In Process. Currently installed at 1637 W. Chicago Ave.

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

- **1821 Pop-Up:** Officially named “West Town Pop Up Project”
- **Landscaping:** 1 more mulching in the fall, monthly weeding by hand, tree care ongoing.
- **Street Cleaning:** on going.
- **Banners & Holiday Decorations:** Re-garlanding project is currently happening, waiting for updates.
- **Discover West Town Mobile App:** Tabled.
- **Master Plan:** no updates.
- **People Spot:** Tabled
- **Bike Racks:** Tabled
- **Bike Friendly Business District:** Tabled
- **Neighborhood Updates:**
 - 10/24/19 – Triple Member Mixer at Arts of Life 6pm – 8pm
 - 10/31/19 – Halloween Trick or Treat in West Town, Wicker Park, Bucktown & Logan Square – 3pm – 6pm
 - 11/5/19 – PR & Social Media Workshop at dAprile Properties – 10am – 11am
 - 11/19/19 – Annual Membership Meeting & Board Elections at Catherine Edelman Gallery – 6pm – 8pm
 - 12/3/19 – New Member Breakfast at WTCC Office – 10:30am
 - 12/7/19 – West Town Winterfest, HQ at Candice Cusic Photography – 12pm – 6pm

• **Old Business:**

• **New Business:**

• **Public Forum:**

• **Adjournment:**

***Nora McCarthy moved to adjourn meeting at 11:56 am. Sara Dulkan seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, November 7th, 2019 at 11am

WEST TOWN SSA
MEETING OF SSA COMMISSION
Thursday, December 5, 2019 11:00 AM
West Town Chamber of Commerce
1819 W. Chicago Ave., Chicago, IL 60622

AGENDA

- I. **Call to Order**
- II. **Approval of minutes from October 3, 2019**
- III. **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet & Year to Date Budget distributed.
- IV. **2020 Meeting Dates – REVIEW & VOTE**
- V. **Rebate / Grant Programs:**
 - **Update** - City Mural Registry Program – should have spreadsheet to City by Dec or Jan. Will be updating final spreadsheet of all reports at EOY.
 - **Façade** – 1431 W. Chicago Ave – Residence/ Candice Cusic Photography – **REVIEW & VOTE**
 - **Façade** – 1721 W. Chicago Ave – Ice Cream Shoppe – In process.
 - **Façade** – 689 N. Milwaukee Ave – Condo Association – In process, reported that they will be 90% done this week.
 - **Security** – 1721 W. Chicago Ave – Ice Cream Shoppe – 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.
- VI. **Marketing / Beautification / Safety / Other:**
 - West Town Pop Up Project: Under Construction. Application and prices being charted out now, will be presented for approval at December meeting.
 - Landscaping: Discussion of Pear Tree Removal in front of Sprout Home, partnership with Bartlett Tree Service Contract. Tree trimming to be scheduled for Dec-Jan.
 - Street Cleaning: 2020 Contract Renewal - **VOTE**. Need to order metal cans for spots that keep getting set on fire.
 - Banners & Holiday Decorations: Garland Project Update
 - 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:**
 - 12/7/19 – West Town Winterfest, HQ at Candice Cusic Photography – 12pm to 6pm
 - 1/23/20 – Post Holiday Party, Tecalitlan - 6pm to 8pm
- VIII. **Old Business:**
- IX. **New Business:**
- X. **Public Forum:**

Next SSA Commission Meeting Date: TBD, 2020

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, December 5, 2019 at 11:00 a.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

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

SSA Program Director – Kace Wakem

Membership Director – Sara Bemmer

Public Forum / Guests: None

Not Present: Chris Hunt (Vice-Chair), Amy Laria (Treasurer)

- **Call to Order:** Michael VanDam called the meeting to order at 11:05 a.m.
- **Minutes from SSA Commission Meeting on October 3, 2019:** Minor edit needs to be made to Jenny's meeting attendance, as she was not in attendance at the October meeting.

***Adam Williams motioned to approve 10/3/19 Meeting Minutes which include the edit to Jenny's attendance. Steven Tobiason seconded this motion and it was approved unanimously.**
- **Financial Report & Budget:**
 - 2019 P&L Statement, Balance Sheet and YTD statement distributed and reviewed.

***Nora McCarthy motioned to approve 2019 Financial Statements. Jenny Rossignuolo seconded this motion and it was approved unanimously.**
- **2020 Meeting Dates:**
 - Edit to suggested meeting dates to push July meeting back a week to the 9th due to the July 4th holiday.

***Steven Tobiason motioned to approve the 2020 meeting dates, times and location. Candice Cusic seconded this motion and it was approved unanimously.**
- **Rebate / Grant Updates:** *City Mural Registry Program:* should have spreadsheet to City by Dec of Jan. Will be updating final spreadsheet of all reports at end of year.
 - **Facade Rebate Applications:**
 - *1431 W. Chicago Ave, Residence / Candice Cusic Photography Location – Updates to facade with tuckpointing and window reconstruction.*
 - *Approved pending Kace's follow up to make sure all aspects are addressed in the facade repair and that it is truly facade only.*

 - *Adam Williams motioned to approve the application for 1431 W. Chicago Ave for a rebate of \$15,000 if owners response meets the guidelines noted above. Nora McCarthy seconded this motion. Candice Cusic abstained from the vote. Motion approved.**
 - *1721 W. Chicago Ave, Ice Cream Shoppe – In Process.*

- 689 N. Milwaukee Ave, Condo Association – In Process. Reported they would be approximately 90% done this week.
- **Security Rebate Applications:**
 - 1721 W. Chicago Ave, Ice Cream Shoppe – In Process.
- **Public Art Grant Applications:**
 - Artist: Mara Baker – In Process. Removed from 1637 W. Chicago Ave, will potentially be installed at 689 N. Milwaukee after the new year.
- **Marketing / Beautification / Safety / Other:**
 - **1821 Pop-Up:** Under construction. Application and prices being charged out now.
 - **Landscaping:** Discussion of pear tree removal in front of Sprout Home, partnership with Bartlett Tree Service Contract. Tree trimming to be schedule for Dec – Jan. Pear tree removal approved.
 - **Street Cleaning:** Kace will be ordering metal can liners as the plastic ones are melting due to cans repeatedly set on fire. 2020 Contract Renewal with Cleanslate.

***Jenny Rossignuolo motioned to approve the Cleanslate 2020 Contract for \$96,800.00 Sara Dulkan seconded this motion and it was approved unanimously.**

- **Banners & Holiday Decorations:** Snowflakes were re-garlanded and are currently hanging. Will come down in January.
- **Discover West Town Mobile App:** Tabled.
- **Master Plan:** no updates.
- **People Spot:** Tabled
- **Bike Racks:** Tabled
- **Bike Friendly Business District:** Tabled
- **Neighborhood Updates:**
 - 12/7/19 – West Town Winterfest, HQ at Candice Cusic Photography – 12pm – 6pm
 - 1/23/20 – WTCC Post Holiday Party, Tecalitlan – 6pm – 8pm
- **Old Business:**
- **New Business:** Sara Dulkan brought up the idea of expanding the mural project further down Lessing. Kace explained it is not technically a part of the SSA, but is easily accessible from the SSA and would enhance the district. The Commission was ok with expanding, with Kace and Sara Dulkan leading the charge.
- **Public Forum:**
- **Adjournment:**

***Candice Cusic moved to adjourn meeting at 12:16pm. Nora McCarthy seconded this motion at it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, February 6th, 2020 at 11am