

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, October 5, 2017 at 12:00 p.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Adam Williams, Sara Dulkan, Amy Laria

SSA Program Director – Kace Wakem

WTCC Communications & Outreach Director – Kate McKenna

Public Forum / Guests: Ric Porrez from First Midwest Bank & Vanessa Beck, WTCC Volunteer and People Spot Committee

Not Present: Peter Gariepy (Treasurer), Steven Tobiason (Secretary), Chad Tepley

- **Call to Order:** Michael VanDam called the meeting to order at 12:04 p.m.
- **Minutes from SSA Commission Meeting on September 7, 2017.**
 - *Chris Hunt motioned to approve 9/7/17 minutes. Amy Laria seconded this motion and it was approved unanimously.
- **Financial Report:**
 - 2017 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed.
 - Over budget in landscaping, will need to transfer money. Will have additional funds in Public Art at the end of the year.
 - *Amy Laria motioned to approve the 2017 P&L, Balance Sheet and YTD Budget. Adam Williams seconded this motion and it was approved unanimously.
- **People Spot:**
 - Annex is contributing \$12,000, we are contributing \$15,000. Contract was signed by the Annex to approve funds to be spent in the 2018 calendar year. Vanessa Beck from the People Spot Committee answered questions about the project and safety. Discussed approval to move forward with project.
- **Rebate / Grant Updates:**
 - a. **Façade Rebate Applications:**
 - 701 N. Damen Ave – Approved by DPD mid month, approval letter was sent shortly after. Project in process.
 - 1726 W. Chicago Ave – In Process. Still waiting on permits.
 - 1746 W. Chicago Ave – Finished & Paid
 - b. **Security Rebate Applications:**
 - 701 N. Damen Ave – Approved by DPD mid month, approval letter was sent shortly after. Project in process.
 - c. **Public Art Grant Applications:**
 - Artist: Lauren Asta – 1913 W. Chicago Ave, School of Rock – Artist: Lauren Asta. Will paint during the West Town Art Walk. In Process
 - Artist: Jim Bachor – 2 pot holes finished, 2 pot holes left to fill. Probably going into third calendar year for project. Suggested giving till end of month then closing out grant. Commission agreed.

- **Contracts:**

- **Audit:** Renewal from Eilts & Associates for 3 years, continuing at same price of \$3,500 each year.

***Chris Hunt motioned to approve the 3 year contract with Eilts & Associates for \$3,500 for each Audit. Amy Laria seconded this motion and it was approved unanimously.**

- **Street Cleaning:** Renewal contract from Cleanslate for the next 3 years. 1st year at \$92,850 with a 2% increase each year. Tracking 2nd year at \$94,825 and 3rd year at 96,800.

***Chris Hunt motioned to approve the 3 year contract with Cleanslate. Adam Williams seconded this motion and it was approved unanimously.**

- **Urban Forest:** Discussed the Urban Forest contract and what it entails, went over Tree Pruning audit materials turned in. Commission wants to meet and discuss contract proposal and Urban Forest management with Erik Grossnickle, Arborist, at next meeting. Commission wants to know if we need another survey. Would like to make sure the constituents know about the service being available to them if they need their tree pruned. Kace and Kate to work on advertising the service. Need to establish better trackable metrics. Request info of which blocks on which days were treated, and how many trees were treated. Discuss possible contract with Bartlett Tree Service with Erik in November.

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

- **Banners:** Chicago Academy for the Arts requested to install their own designed banners on 4 poles in front of their building.

***Amy Laria motioned to approve the banner replacement by the school. Chris Hunt seconded this motion and it was approved unanimously.**

- **Landscaping:** Contract finished for the year.
- **People Spot:** See above.
- **Discover West Town Mobile App:** Fixing a final bug between businesses and events being linked. App is live and being advertised by Chamber.
- **Master Plan:** Reviewed printing quote from Alphagraphics. Approved 10 perfect bound books purchase.
- **Bike Friendly Business District:** Another Brewery ride planned for Halloween. Backpacks with image promoting bike lanes and safe riding with sponsored by West Town SSA requested for up to \$783 spend, approved.
- **Bike Racks:** Discussed moving to marketing committee to work on for 2018 budget. Amy, Chris, Sara and Adam volunteered for committee.

- **Old Business:** None
- **New Business:** None
- **Public Forum:** None
- **Adjournment**

***Amy Laria moved to adjourn meeting at 1:18pm. Adam Williams seconded this motion and it was approved unanimously.**

Next SSA Commission Meeting Date: Thursday, November 2nd, 2017