

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, April 5, 2018 at 12:00 p.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Amy Laria (Vice-Chair), Peter Gariepy (Treasurer), Chris Hunt, Jenny Rossignuolo, Sara Dulkan

SSA Program Director – Kace Wakem

Membership Director – Sara Bemer

Public Forum / Guests: Joy Coombs – Eilts & Associates (Auditor), Pauline Dengler – Cook County States Attorney’s Office of Community Justice Centers, Dean Argiris – Alderman Hopkins’ office

Not Present: Steven Tobiason (Secretary), Adam Williams, Chad Tepley

- **Call to Order:** Michael VanDam called the meeting to order at 12:09 p.m.

- **Minutes from SSA Commission Meeting on March 1, 2018.**

***Sara Dulkan motioned to approve 3/1/18 minutes. Amy Laria seconded this motion and it was approved unanimously.**

- **Financial Report:**

- 2017 Audit presented by Joy Coombs from Eilts & Associates. Joy explained the SSA’s recent audit, the amount being carried over to 2018, and answered questions about TIFs. Peter Gariepy had questions about costs to the SSA vs. costs to the City and how it affects the SSA’s financials.

***Peter Gariepy motioned to approve 2017 Audit. Chris Hunt seconded this motion and it was approved unanimously.**

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

***Sara Dulkan motioned to approve 2018 Financial Statements. Peter Gariepy seconded this motion and it was approved unanimously.**

- 2019 Budget Draft, first draft due to the City by June 8th, final budget due to the city July 13. Kace presented the draft budget and reviewed it with the SSA board. Michael questioned if the new Cook County Assessor will affect the SSA’s EAV. Peter advised that we’ll have to wait until the next tri-annual assessment to know more. It’s estimated that the taxes in the West Town neighborhood will go up.

***Amy Laria motioned to approve the 2019 Budget Draft. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- 2018 Carry-over discussion. The SSA Commission wants to move this to later, since everything is already funded currently. They expressed concern over the amount of closed storefronts and want to find a way to encourage property owners to keep tenants in the buildings. This could be a future program. Joy advised reaching out to 2017 contractors to make sure they have all invoiced us for services provided, this will help the board plan how to utilize the carryover.

- **Contracts:**

- **PR Contract** – Contract with Zapwater Communications signed by all parties.

- **Pressure Washing** – Pressure Washing Unlimited contracted. Currently scheduling for mid to late April for services.

- **Landscaping (weeding & mulching)** – Christy Webber Landscapes contracted for 2 mulchings and hand weeding. Currently being scheduled, mulching to happen after pressure washing. Hand weeding through warm months being scheduled as well.
- **Mural Cleaning** – BIDs to pressure wash murals at Chicago and Lessing. Gunk needs to be removed from walls. Cleanslate for \$2,100, Pressure Washing Unlimited for \$1,850. Contract for Cleanslate approved.

***Jenny Rossignuolo motioned to approve the contract of \$2,100 from Cleanslate. Amy Laria seconded this motion and it was approved unanimously.**

- **Rebate / Grant Updates:**

- a. **Security Rebate Application:** Anti smash glass film option was added to the application.

***Chris Hunt motioned to approve the anti-smash glass option being added to the security rebate application. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- b. **Façade Rebate Applications:**

- 1726 W. Chicago Ave – In Process. Installation happening this week.
- 1900 W. Chicago Ave – Installed. Waiting for after photos and paid receipts.

- c. **Security Rebate Applications:**

- No Applications

- d. **Public Art Grant Applications:**

- Artist: Anthony Lewellen – 1838 W. Chicago Ave– In process

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

- **Street Cleaning:** Trash can cleaning project finished on Saturday, March 28th.
- **Banners & Holiday Decorations:** No updates
- **Landscaping:** Tree Trimming – report reviewed and approved.
- **Discover West Town Mobile App:** Framework improvement tabled till September
- **Master Plan:** Next step is to present the Master Plan to the Alderman. Presentations have started with the neighborhood group member meetings, and will present at the Community Leaders Summit booked on April 12, 2018.
- **People Spot:** Officially have postponed the People Spot in 2018. Will revisit planning for the people spot in 2019 for a possible 2020 spring install date, in conjunction with CDOT construction schedule.
- **Bike Racks:** Waiting on pricing and design options from CDOT, to come after new contractor is officially contracted sometime in April.
- **Bike Friendly Business District:** TBD

- **Old Business:** 1st phase of GIS map almost done, 2nd phase will hopefully be finished before KC leaves. Will create public portal option for community to use.
- **New Business:** None
- **Public Forum:** Pauline Dengler from the States Attorney’s Office came to sit in on the meeting and let us know about upcoming workshops. Dean Argiris from Alderman Hopkins’ office also attended to just sit in and listen, no comments.
- **Adjournment**

***Michael VanDam moved to adjourn meeting at 1:38 pm. Chris Hunt seconded this motion at it was approved unanimously.**