

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, February 2, 2017 at 12:00 p.m.
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Chris Hunt (Vice-Chair), Peter Gariepy (Treasurer), Steven Tobiason (Secretary), Scott Floersheimer, Adam Williams, Chad Tepley, Amy Laria
SSA Program Director – Kace Wakem

WTCC Communications & Outreach Director – Kate McKenna

Public Forum / Guests: None

Not Present: Sara Dulkan

- **Call to Order:** Michael VanDam called the meeting to order at 12:14 p.m.

- **Minutes from SSA Commission Meeting on December 1, 2016.**

***Scott Floersheimer motioned to approve 12/1/16 minutes. Chris Hunt seconded this motion and it was approved unanimously.**

- **Financial Report:**

- 2016 & 2017 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed
- Discussed potential carry-over to 2017, won't be known until after Audit. Discussed how taxes, budget, and money movement works with new SSA Commissioners. Discussed late collections and how we collected most of what we budgeted for.

*** Scott Floersheimer motioned to approve the P&L, Balance Sheet and YTD Budget. Peter Gariepy seconded this motion and it was approved unanimously.**

- **SSA Commission Officer Nomination:**

- Chair: Michael VanDam
- Vice-Chair: Chris Hunt
- Secretary: Steven Tobiason
- Treasurer: Peter Gariepy

*** Amy Laria motioned to approve the new officer positions. Adam Williams seconded this motion and it was approved unanimously.**

- **Rebate / Grant Updates:**

a. Façade Rebate Applications:

- Review new required Application Guidelines provided by DPD. Façade Rebate Application updated. New version reviewed.

*** Chad Tepley motioned to approve the updated Façade Rebate Application. Steven Tobiason seconded this motion and it was approved unanimously.**

- 965 W. Chicago Ave – Spending \$62,000 total. Are they receiving any other Grant Funding or Private Funds for the project? Tabled.
- 1604 W. Chicago Avenue – in process.
- 820 N. Ashland Ave – finished and paid.
- 835 N. Ashland Ave – in process, day care finally open
- 1532 W. Chicago Ave – Storefront installed. Project should be finished Feb. 2017.

b. Security Rebate Applications:

- 835 W. Chicago Ave – In process.
- 2320 W. Chicago Ave – Finished & Paid.

c. Public Art Grant Applications:

- Artist: Jim Bachor: working with artist to find potholes, will start search after winter season. Season too cold to install.
- Library Scaffolding: Vanessa Beck finished ribbon project at Library. Still Installed.
- Library: Library approved artist Sick Fischer. Previous approval for \$3,000. Needs approximately an additional \$725 dollar for lift expenses. Commission approved up to an additional \$1,000 in lift expenses for project before another approval is needed.

*** Peter Gariepy motioned to approve up to \$1,000 in additional lift expenses. Scott Floersheimer seconded this motion and it was approved unanimously.**

- Hotel Chicago: working with Sara from Chicago Truborn on project.
- Façade Mural: 1741 W. Chicago Ave entire façade (above storefront) to be painted by artist EELCO. In process.

• Marketing / Beautification / Safety:

- PR Contract: Traffic PR Contract increase due to request for farming information and updated reporting throughout the year. There has been no increase in the contract within the last 5 years. Amendment request that anyone can opt out of the contract with 60 days notice including justified expenditures. Recommend we pay for increase with carry-over money.

*** Peter Gariepy motioned to approve the 3 year contract with Traffic PR. Scott Floersheimer seconded this motion and it was approved unanimously.**

- Safety: More people requesting paid security guards. SSA Commission does not feel this is in their scope of services to provide at this time. Increase SSA Security Grant to \$1,500 for brand new instillation of qualified security systems, continue \$500 grant for update to systems. Provide outreach to specific ‘hot spots’ mapped through our Master Plan.

*** Amy Laria motioned to approve the edit to the Security Grant application. Chris Hunt seconded this motion and it was approved unanimously.**

- Banners: CEG will replace old SSA banners in the spring.
- Discover West Town Mobile App: updates in process. Kate and Kace working on project.
- Master Plan: On to part two, Synthesize. Scheduling meeting for steering committee.
- Master Plan Execution Internship: Intern is needed to help with the execution of the Master Plan after Jeff and Manny have finished the plan. Suggested \$15 an hour for intern.

*** Peter Gariepy motioned to approve the paid internship. Scott Floersheimer seconded this motion and it was approved unanimously.**

- Bike Friendly Business District: Waiting for EcoCounter to be installed, estimated installation date is April 2017.

- **Old Business:**
- **New Business:** New Commissioner Training on 2/22/17. SSA Commissioners need to pick one of the 2 times provided and attend.
- **Public Forum:**
- **Adjournment**

***Michael VanDam moved to adjourn meeting at 1:40pm. Chris Hunt seconded this motion at it was approved unanimously.**

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