

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, December 7, 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), Adam Williams, Sara Dulkan

**SSA Program Director** – Kace Wakem

**WTCC Communications & Outreach Director** – Kate McKenna

**Public Forum / Guests:** None

**Not Present:** Chad Tepley, Amy Laria, Steven Tobiason (Secretary),

- **Call to Order:** Michael VanDam called the meeting to order at 12:08 p.m.
- **Minutes from SSA Commission Meeting on November 2, 2017.**
  - \*Peter Gariepy motioned to approve 11/2/17 minutes. Chris Hunt seconded this motion and it was approved unanimously.
- **Financial Report:**
  - 2017 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed.
  - 2018 Budget YTD distributed and discussed.

\*Peter Gariepy motioned to approve the 2017 P&L, Balance Sheet and YTD Budget. Adam Williams seconded this motion and it was approved unanimously.
- **Rebate / Grant Programs:**
  - Urban Forest: Discussed 3 year contract and metric enforcement options. Stipulation on contract that if reporting is not sufficient, we can cancel the contract.

\*Peter Gariepy motioned to approve the 3 year contract with Bartlett Tree Services including reporting stipulation. Sara Dulkan seconded this motion and it was approved unanimously.

  - **Eilts & Associates:** Chair needs to sign 2017 Audit Engagement Letter.
  - **PLACE Consulting:** Proposal to create GIS mapping of SSA and Chamber assets for visual tracking, as well as tracking all property, ward and district info. 1<sup>st</sup> part is \$3,500 to map assets, then \$500 a year for maintenance. 2<sup>nd</sup> part will be quoted after 1<sup>st</sup> part of contract is complete.

\*Peter Gariepy motioned to approve the 1<sup>st</sup> part of PLACE Consulting GIS mapping contract. Chris Hunt seconded this motion and it was approved unanimously.
- **Rebate / Grant Updates:**
  - a. **Façade Rebate Applications:**
    - 701 N. Damen Ave – Finished, waiting for pictures and receipts.
    - 1726 W. Chicago Ave – In Process. Still waiting on 1 permit. May go ahead and finish without eyeball sculpture, need to wait and see.
  - b. **Security Rebate Applications:**
    - 701 N. Damen Ave –Finished, waiting for pictures and receipts.

**c. Public Art Grant Applications:**

- Artist: Anthony Lewellen – 1838 W. Chicago Ave, Luxe on Chicago – Mural to cover entire east facing wall. Luxe picked artist. Working with Chicago Truborn for curation. \$12,386 requested. \$8,914 left in 2017 budget – carry over to 2018 and make up difference with 2018 budget.

**\*Adam Williams motioned to approve the \$8,914 from the 2017 budget to be applied to the total \$12,286 cost for the Anthony Lewellen mural. Peter Gariepy seconded this motion and it was approved unanimously.**

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

- **Banners & Holiday Decorations:** Holiday decorations installed
- **People Spot:** Project moving forward. Next committee meeting in Jan 2018. Discussing project with CDOT on 12/18/17. Waiting for contract from Latent Design to be approved and signed. CDOT is requesting a parking lane to be stripped on the south side of the street from Marshfield to Ashland, and these costs may be added to the overall project costs.
- **Discover West Town Mobile App:** Glitch in the auto upload being worked on. ETA 12/15/17 for project finalization.
- **Master Plan:** Book being printed, edits had to be made and reviewing proof. Should have books by January 2018 if not sooner. Meeting scheduled with CDOT to discuss Complete Streets / possible Road Diet for Chicago Ave, definitely a potential for the district. Will report back.
- **Bike Friendly Business District:** BFBD programming will re-start in the Spring of 2018.
- **Bike Racks:** Discuss partnering with CDOT to pay for more black racks to be installed in district.
- **Security:** 1<sup>st</sup> Ward update on security. Private Security requests must have metrics & quantifiable data on how its helped other neighborhoods with the type of crime we experience in this district.

- **Old Business:** None
- **New Business:** Kace on maternity leave in 2018.
- **Public Forum:** None
- **Adjournment**

**\*Michael VanDam moved to adjourn meeting at 1:01 pm. Adam Williams seconded this motion at it was approved unanimously.**

\*\*\*Next SSA Commission Meeting Date: Thursday, January 4th, 2018\*\*\*