

WPB (SSA #33) Commission Meeting Minutes  
Wednesday May 16, 2018  
Wicker Park Field House  
1425 N. Damen Ave.

In attendance:

Brent Norsman (BN)  
Joe Hall (JH)  
Rebecca Dohe (RD)  
Wayne Janik (WJ)  
David Ginople (DG)  
Marcy Huttas (MH)

### Minutes

1. Call to Order at 7:00 p.m. **Brent Norsman chairing.**

**MH arrives 7:14**

2. Review of April 18, 2018 Meeting Minutes

*Motion to approve the minutes made by: WJ. Seconded by RD.*

*All in favor, no opposed, no abstentions.*

3. Review of Financial Reports, April 2018, delivered by WJ  
*Motion to approve the April financial reports made by: NA – discussion tabled for approval in June.*

#### *Discussion*

DG-was Sasseti able to provide requested details about the SSA's total carry-over amount between 2016-18, based on the 2017 audit?

SC- no, unfortunately Sasseti was not able to due to different reporting protocols that don't match the city's/SSA's. SSA Staff will work with internal bookkeeper to determine an estimated total carry-over amount and provide report at next month's meeting.

JH- there seems to be a new line item this month in the financial reports, do we know why this is?

SC-no, but we will check with our bookkeeper. SSA staff will arrange a meeting between Commission treasurer, WPB Executive Director, bookkeeper, and SSA staff to discuss accounting processes in an effort to better understand the budgeting process from multiple perspectives.

4. Chamber of Commerce Report, delivered by SC  
State of the Wards meeting set for Thursday May 24<sup>th</sup> at 8:30am at Goddess and Grocer, all committee members and commissioners are encouraged to attend. The farmers market will

open Sunday June 3<sup>rd</sup> and we have 30 vendors this year lined up. WPB Neighborhood Guide release party will be hosted at Robey on Wednesday June 20<sup>th</sup>. The regularly scheduled commission meeting would fall on the same day but has been rescheduled for Tuesday June 19<sup>th</sup> from 7-8:30pm at the Wicker Park Field House.

5. Program Manager Report, delivered by SC  
Program manager report was deferred to the committee chairs in the interest of time.

#### **PASS CHAIR TO RD**

6. Reports of Committees

- a. **Executive**, delivered by BN

Motion 1: To approve spending not to exceed \$5,000 from line item 2.06 (public art) to fund additional costs for construction of “Worker’s Cottage” art installation.

*Motion to approve made by: BN; Seconded by: WJ*

*Discussion?*

JH asks: what is the total cost of the project now?

SC: \$85,000—the Arts Committee Chair and SSA staff were presented with an update by the artist on 5/10. This included a line-by-line review of the artist budget which shows no abuse of funds, in the opinion of those present at the meeting.

DG-provides summary of meeting and budget discussion for rest of commission.

*BN, MH, RD, WJ, JH in favor, no opposed, DG abstains. Motion carries.*

*all in favor, no opposed, no abstentions. Motion carries.*

Motion 2: to approve spending not to exceed \$5,000 from line item 7.00 (personnel) to fund an additional part-time intern position to help SSA staff with communications and marketing for ongoing projects. Position to be funded for a trial 6-month period, with option to renew.

*Motion to approve made by: BN; Seconded by: DG*

*Discussion:*

JH asks: the SSA pays a portion of WPBCC staff salaries so that staff can help with marketing and communications for SSA programs/projects—we should work with our current staff before hiring an intern.

MH-suggests adding staff requirement for WPBCC/SSA 33 for timesheets to determine and track how office time is spent.

SC-we will consider this and bring up with WPBCC Exec. Director.

*In favor: BN, RD, WJ, DG, MH*  
*Opposed: JH*  
*Motion carries.*

**Motion 3:** To approve spending not to exceed \$5,000 from line item 2.02 (landscaping) to fund planting and maintenance work for planter boxes located at Milwaukee/Wood/Wolcott intersection. Plantings to be installed in June 2018, service to be provided by BrightView Landscapes.

*Motion to approve made by: BN; Seconded by: WJ*

*Discussion: none*

*all in favor, no opposed, no abstentions. Motion carries.*

**Motion 4:** To approve spending not to exceed \$10,000 from line item 2.06 (public art) to fund additional arts programming for Wicker Park Fest 2018. This would be an additional \$10,000 added to the budget line item for selecting artists to perform at Wicker Park Fest 2018.

*Motion to approve made by: BN; seconded by: WJ*

*Discussion: none*

*All in favor, no opposed, no abstentions. Motion carries.*

#### **CHAIR BACK TO BN**

**b. Promote WPB,** delivered by RD.

**Motion 1:** to approve funding of Wicker Park Advisory Council 2018 CREATE Series, to take place Sunday's June – September, in the amount of \$5,000 from line item 1.10 (community grants). Funds to pay for programming costs and production of print and digital marketing.

*Motion to approve made by: RD; Seconded by: WJ*

*Discussion?*

DG- Will WPB/SSA logos be present on promotional materials for WPAC's fall event series?

HK-yes, Doug confirmed this will be the case.

*all in favor, no opposed, no abstentions. Motion carries.*

**Motion 2:** to approve funding of Volumes Bookcafe's "Where's Waldo Shop Local Event" to take place during the month of July 2018 in the amount of \$600 from line item 1.10 (community grants). Funds to be used for production of print materials used by participants for the event.

*Motion to approve made by: RD; Seconded by: WJ*

*Discussion:*

*In favor: BN, RD, WJ, MH*

*Abstained: JH, DG*

*Motion carries.*

**Motion 3:** to approve funding of Wicker Park Farmers Market “Music at the Market” season-long programming, to take place Sunday’s June – October, in the amount of \$1,000 from line item 1.10 community grants). Funds to be used to pay for live music performances during the 2018 Wicker Park Farmers Market.

*Motion to approve made by: RD; Seconded by: WJ*

*Discussion?*

*commission asks how will these performances differ from the WPAC’s proposed programming?*

*HK-WPFM manager will schedule performances around WPAC programming as to not interfere/overlap.*

*all in favor, no opposed, no abstentions. Motion carries.*

**c. Transportation,** delivered by JH.

JH provides updates on Transportation Committee ongoing projects and initiatives including the Wayfinding Project and new bench installation. Wayfinding project is transitioning to Phase II, which involves obtaining shop drawings for the approved wayfinding elements. Updates to be provided at next transportation committee meeting. Ideally, if timing works out, SSA will have some or all elements installed by EOY.

New SSA branded benches were fabricated and will be installed by the end of May by vendor Why Not Iron.

Transportation committee would like Guide Development committee to think about including language in our Façade Rebate program to included expectations about ensuring pedestrian safety on the public way during building phase of façade rebate work. SSA staff will work to address this.

**d. Guide Development,** delivered by MH.

The committee discussed budgeting for 2019 at the May sub-committee meeting and determined that more fund could be put towards supporting implementation of the master plan. Ideas presented by committee members include: revisiting the WPB Business directory to produce a printed version with up-to-date business listings OR exploring a web-based search and shopping tool that drives business to our small business community.

**e. Clean and Green,** delivered by WJ.

Motion 1\* (amended from last month's meeting to account for price of 2 additional planters, 4 total): To approve spending not to exceed \$8,000 to construct and install planter box fences at Mautene Court from line item 2.02 (landscaping). Service to be performed by Why Not Iron.

*Motion to approve made by: WJ; Seconded by: RD*

*Discussion?*

*all in favor, no opposed, no abstentions. Motion carries.*

**f. Arts, delivered by DG.**

The committee discussed selections for Wicker Park Fest Arts programming taking place during the festival July 27-29, 2018.

Motion 1: To approve Alma Weiser as a voting member of the Arts Committee.

*Motion to approve made by: DG; Seconded by: WJ*

*Discussion?*

*all in favor, no opposed, no abstentions. Motion carries.*

Motion 2: To approve Annie Coleman as a voting member of the Arts Committee.

*Motion to approve made by: DG; Seconded by: WJ*

*Discussion?*

*all in favor, no opposed, no abstentions. Motion carries.*

7. Questions & Announcements (5 minutes)

BN- suggests the chamber/SSA look into paying for services of a permit expeditor.  
SSA staff will look into costs and bring an update for an appropriate meeting.

8. Adjournment Motion

Adjournment at 8:32 p.m.

*Motion to approve made by: BN Seconded by: RD*

*Passes unanimously*