



MINUTES  
SSA #26 Commission  
WED 10/29/2025

Edgewater Chamber of Commerce  
1210 W. Rosedale Ave.  
3:00 PM

In Attendance:

Commissioners: Margaret Hagerty, Chair; Jill Metz, Rajan Shahi, Daryl Sneed, Jenny Yang  
Staff: Garrett Karp, Executive Director; Jessica Wobbekind, Director of Community Development

- 1) Meeting called to order at 3:00 p.m. by MH
- 2) The Commission reviewed the September 17, 2025 meeting minutes

Motion to approve the September 17, 2025 meeting minutes by JM, Seconded by JY, All in favor.

- 3) The Commission reviewed Financials through 9/30/25, report by JW
  - a. Through September, approximately 68% of the budget has been spent which is about on track for the third quarter of the year.
  - b. The most notable financial issue is that the second tax bill for the year still hasn't been sent out, this means the SSA has not received half of the expected income for this year. There is no estimate of when the tax bills will be sent. Cash flow needs to be watched closely until there is more information.
    - i. Staff recommends not increasing holiday decoration to include lighting this year. Staff has done a lot of planning for this but can push it to the 2026 season. Discussion: Can the lighting be installed and paid for later? Staff can check with provider.
  - c. The Commission reviews the audit review letter received from City
    - i. The only comment was that some line items were overspent but no category was overspent, so it does not require any response or correction.
- 4) The Commission reviewed the proposal for audit services from Almanza and Coombes.

Motion to approve the audit proposal to perform the 2025 SSA audit from Almanza and Coombes in the amount of \$5,500 by JM. Seconded by JY, All in favor,

- 5) The Commission reviewed the 2026 Calendar – Commission Meeting Dates
  - a. JW will email the dates for more discussion, a decision does not need to be made immediately.
- 6) Edgewater Indoor Market updates and funding request by JW

- a. The market will be bigger in 2026, it is going to move from the upstairs ballroom to the first floor where there is much more room to allow for many more vendors. There will be 5 dates in 2026. The chamber has a request for SSA support for promotional giveaways and PR services. The request is the same as last year.

Motion to approve the purchase of Edgewater branded merchandise for promotional giveaways at public events in an amount not to exceed \$4,000 from line item 1.07 Print Materials by JM, Seconded by JY, All in favor.

Motion to approve the funding of marketing and public relations for the Edgewater Indoor Market in an amount not to exceed \$2,000 from line item 1.02 Special Events by JM, Seconded by JY, all in favor.

7) Chamber update, delivered by GK

- a. Edgewater Music Festival went smoothly, it was a great event but as expected lost money. This was expected for a first year festival but the Board is discussing if they want to continue it.
- b. There is a breakfast networking event 11/5 at Misericordia, there will be more events planned 2026.
- c. NBDC funding is a little uncertain. In past years both Edgewater Chamber of Commerce and Edgewater Development Corporation received funding but this year EDC funding was denied. With the uncertainty of the City's 2026 budget, there is concern that the NBDC program will lose some funding.

8) Reconstitution Update, delivered by JW

- a. Application is due 11/3, it is nearly complete and will be submitted before then.

9) Elevate Devon progress update, delivered by JW

- a. AARP grant progress – staff is still working through the permit process but it is moving forward. The 48<sup>th</sup> and 49<sup>th</sup> Wards agreed to split the cost of project that will not be covered by the grant. Installation will be in the spring.

10) SSA Program Updates, delivered by JW

- a. Commissioners reviewed the 3<sup>rd</sup> Quarter report.

Motion to approve the 3<sup>rd</sup> Quarter report as presented, Motion by JM, Seconded by RS, All in favor.

b. Banner update, delivered by JW

- i. Holiday banners will be installed mid-November

c. Contract Updates, delivered by JW

- i. Landscaping updates – the fall planters were installed at the end of September, winter/holiday will go in mid-November.
- ii. Litter Abatement- no updates

- iii. Snow removal contracts are in effect as of 10/15, there have been no snow events.
- iv. Holiday Décor
  - 1. Patch has been paid the deposit for holiday decorations.
  - 2. As discussed during the Financial Report, lighting is on hold.

Motion to adjourn meeting by JM, Seconded by JY, All in favor.  
Meeting adjourned at 3:40 p.m.