

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

Approved January 27, 2014

## MINUTES

### PUBLIC AFFAIRS COMMITTEE September 30, 2013 7:00 P.M.

#### 1. Call to Order, Roll Call, and Establishment of a Quorum.

Alderman Murphy called the meeting to order at 7:00pm. Roll Call found Alderman Earley, Hallett, Edwalds and Meissner.

Alderman Fuesting was not present. Chairman Chassee joined the committee at 7:25pm.

Also present were: City Administrator Michael Guttman; Rosemary Mackey, Marketing & Communications Coordinator; Krista Coltrin, Assistant Marketing Coordinator; Dave Sabathne, President of the Western DuPage Chamber of Commerce.

#### 2. Approval of Minutes

A. **Public Affairs Committee of August 22, 2013.** Alderman Earley made a motion, seconded by Alderman Meissner to approve the minutes of the Public Affairs Committee Meeting with no changes. Voting Yea: Alderman Murphy, Earley, Hallett, Edwalds and Meissner. Voting Nay: 0. Motion carried.

#### 3. Public Participation / Presentations.

#### 4. Items for Consent.

A. **Ordinance No. 13-O-0031 – Amendment to the City Code Regarding the Licensing of Precious Metals Dealers**

Alderman Meissner made a motion, seconded by Alderman Hallett to direct this item to City Council for approval. Voting Yea: Alderman Murphy, Earley, Hallett, Edwalds and Meissner. Voting Nay: 0. Motion carried.

B. **Resolution No. 13-R-0076 – Lease and Operating Agreement for 200 Main Street and 203 Turner Court**

Alderman Earley made a motion, seconded by Alderman Edwalds to direct this item to City Council for approval. Voting Yea: Alderman Murphy, Earley, Hallett, Edwalds and Meissner. Voting Nay: 0. Motion carried.

#### 5. Items for Discussion.

A. **Railroad Days**

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Ruben Pineda  
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Nancy M. Smith  
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Michael L. Guttman  
CITY ADMINISTRATOR

The Chamber has requested that for Railroad Days 2014 and 2015, it would need only to submit invoices, receipts and checks to vendors for those items required by the Funding Agreement and totaling \$60,000. Staff agrees with the Chamber's request, but recommends some mechanism for documentation of revenue from beer garden and carnival sales, as the City is to receive one-half of the revenue generated by these activities.

The Committee agreed with staff's recommendation that the Chamber need only to submit documentation supporting those activities detailed in the Funding Agreement: a four-day carnival; two musical acts on Friday night; two musical acts on Saturday night; a fireworks show on Saturday night; a beer tent for Friday and Saturday nights; a parade on Sunday; and infrastructure and marketing support for the event overall.

The Committee also agreed with the Chamber's suggested method to document revenue received during operation of the beer garden. During carnival operations, money from the beer garden can be counted using a machine owned by the carnival operator and a printed receipt will be generated. After hours, two separate people will count the money and a hand-written receipt will be generated, including the signatures of both persons as witness to the total amount counted. The total of all receipts will equal the total amount of revenue generated by all four days of the beer tent operation and documented on the final Profit and Loss statement reported to the City. Carnival revenue is verifiable via a copy of the check from the carnival provider.

**6. Unfinished Business.**

**7. New Business.**

**8. Reports from Staff.**

A. Traffic Management Report for August 2013

**9. Adjournment.** Alderman Hallett made a motion to adjourn, seconded by Alderman Meissner. The motion was approved by voice vote, and the meeting adjourned at approximately 7:35pm.

Respectfully submitted,

*Yahaira Bautista*

Yahaira Bautista

Administrative Assistant

West Chicago Police Department