

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## CITY COUNCIL MEETING MONDAY, DECEMBER 1, 2014 - 7:00 P.M. 475 MAIN STREET, WEST CHICAGO, ILLINOIS

### AGENDA

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **Invocation**
4. **Roll Call and Establishment of a Quorum**
5. **Public Participation**
  - A. **Presentation: Brilliance in Business Awards**
6. **City Council Meeting Minutes of November 17, 2014 and November 24, 2014**
7. **Corporate Disbursement Report  
- December 1, 2014 (\$601,407.33)**
8. **Consent Agenda – Consideration of an Omnibus Vote:**
  - **Public Affairs Committee:**
    - (A) **Resolution No. 14-R-0073** – A Resolution Authorizing the Mayor to Execute a Certain Contract Between the City of West Chicago and B&F Construction Code Services, Inc. for Plan Review, Inspection Services and Code Enforcement Services (for an amount not to exceed \$345,000 per year).
    - (B) **Resolution No. 14-R-0045** – A Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation.
  - **Items Not Sent to Committee:**
    - (C) **Resolution No. 14-R-0074-** A Resolution Authorizing the Mayor to Accept a Plat of Easement for a Watermain and Ingress-Egress – 314 S. Neltnor Boulevard – Autozone.

**(D) Resolution No. 14-R-0075 – A Resolution Authorizing the City to Submit a Brownfields Clean-up Grant Application to the USEPA for the West Washington Street Redevelopment Project.**

**(E) Appointment of Melissa Birch to an Unexpired Term – Ward 4 Alderman (effective December 15, 2014).**

**(F) Appointment of Michael Ulegger as Acting Chief of Police.**

- 9. Reports by Committees**
- 10. Unfinished Business**
- 11. New Business**
- 12. Correspondence and Announcements**

**Upcoming Meetings**

<b>December 2, 2014</b>	<b>Plan Commission/ZBA</b>
<b>December 4, 2014</b>	<b>Infrastructure Committee</b>
<b>December 8, 2014</b>	<b>Development Committee</b>
<b>December 9, 2014</b>	<b>Finance Committee</b>

- 13. Mayor's Comments**
- 14. Executive Session**
  - A. Personnel Matters – 5 ILCS 120/2 (C) (1)**
  - B. Review of Official Record – 5 ILCS 120/2 (C) (21)**
- 15. Items to be Referred for Final Action from Executive Session.**
- 16. Adjournment**

CITY OF WEST CHICAGO – 475 Main Street  
CITY COUNCIL MINUTES  
Regular Meeting  
November 17, 2014

1. **Call to Order.** Mayor Ruben Pineda called the meeting to order at 7:00 pm.
2. **Pledge of Allegiance to the Flag.** Alderman Murphy led all in the pledge of allegiance.
3. **Invocation.** The City Clerk gave the invocation.

4. **Roll Call and Establishment of a Quorum.**

Roll Call found Aldermen Lori J. Chassee, James E. Beifuss, Jr., Donald F. Earley, James Smith, Laura Grodoski, Alton Hallett, Sandy Dimas, Alan Murphy, John C. Smith, Mark Edwalds, Rebecca Stout, John F. Banas, and Matt Fuesting present. Alderman Kurt Meissner was absent. The Mayor announced a quorum.

City Clerk Nancy M. Smith was also present.

Also in attendance were City Attorney Patrick K. Bond, Public Works Director Rob Flatter, City Administrator Michael L. Guttman, and Community Development Director John D. Said.

5. **Public Participation.** No one spoke during Public Participation.

6. **City Council Meeting Minutes – November 3, 2014.** Alderman Dimas made a motion, seconded by Alderman Fuesting, to approve the minutes of November 3, 2014, with no changes. Voting Aye: Aldermen Chassee, Beifuss, Earley, James Smith, Grodoski, Hallett, Dimas, Murphy, John Smith, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

7. **Corporate Disbursement Report.** Alderman John Smith made a motion, seconded by Alderman Banas, to approve the November 17, 2014, Corporate Disbursement Report in the amount of \$ 449,834.34. Voting Aye: Aldermen Chassee, Beifuss, Earley, James Smith, Grodoski, Hallett, Dimas, John Smith, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Alderman Murphy abstained. Motion carried.

8. **Consent Agenda – Consideration of an Omnibus Vote.**

\* **Development Committee:** Alderman Stout read and explained the following item:

A. **Resolution 14-R-0070** – A Resolution Authorizing the Mayor to Execute a Certain Downtown Façade Grant Program Agreement – Tony Arias – 112 Galena Street

Alderman Stout made a motion, seconded by Alderman Beifuss, to adopt the above item. Voting Aye: Aldermen Chassee, Beifuss, Earley, James Smith, Grodoski, Hallett, Dimas, Murphy, John Smith, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

\* **Infrastructure Committee:** Alderman Beifuss read and explained the following items:

B. **Resolution 14-R-0066** – A Resolution Authorizing the Mayor to Execute a Contract with Chemtrade for the Procurement of Liquid Aluminum Sulfate for FY 2015 (for an amount not to exceed (\$21,868.00)

C. **Resolution 14-R-0067** – A Resolution Authorizing the Mayor to Execute a Contract with Continental Carbonic Products, Inc. for the Procurement of Liquid Carbon Dioxide for FY 2015 (for an amount not to exceed \$37,500.00)

D. **Resolution 14-R-0068** – A Resolution Authorizing the Mayor to Execute a Contract with Rowell Chemical Corporation for the Procurement of Liquid Sodium Hypochlorite for FY 2015 (for an amount not to exceed \$53,288.00)

E. **Resolution 14-R-0069** – A Resolution Authorizing the Mayor to Execute a Contract with Mississippi Lime Company for the Procurement of Rotary Hydrated Lime for FY 2015 (for an amount not to exceed \$294,348.00)

F. **Resolution 14-R-0071** – A Resolution Authorizing the Mayor to Execute a Contract with Marcott Enterprises, Inc. for the Procurement of Course and Fine Aggregate Material Delivered (for an amount not to exceed \$31,225.00)

G. **Resolution 14-R-0072** – A Resolution Authorizing the Mayor to Execute Contract Amendment No. 1 with Operations Management International, Inc. for Professional

Services Related to the Management and Operation of the City's Wastewater Treatment Plant (for an amount not to exceed \$20,224.00)

**H. Reject – All Bids for the 2014 Sanitary Sewer System Rehabilitation Project**

Alderman Beifuss made a motion, seconded by Alderman Dimas, to adopt the above items. Voting Aye: Aldermen Chassee, Beifuss, Earley, James Smith, Grodoski, Hallett, Dimas, Murphy, John Smith, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

\* **Public Affairs Committee:** Alderman Chassee read and explained the following item:

**I. Resolution 14-R-0065** – A Resolution Authorizing the Mayor to Execute a Certain Contract between the City of West Chicago and Phalen Consulting, Inc. for the Operation of the West Chicago City Museum

Alderman Chassee made a motion, seconded by Alderman Earley, to adopt the above item. Voting Aye: Aldermen Chassee, Beifuss, Earley, James Smith, Grodoski, Hallett, Dimas, Murphy, John Smith, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

\* **Item Not Sent to Committee:** Mayor Pineda read and explained the following item:

**J. Ordinance 14-O-0028** – An Ordinance Amending the Code of Ordinances of the City of West Chicago – Chapter 3, Section 3-12(C) – Decreasing the Number of A-2, B-3 and I Liquor Licenses

Alderman Stout made a motion, seconded by Alderman John Smith, to adopt the above item. Voting Aye: Aldermen Chassee, Beifuss, Earley, James Smith, Grodoski, Hallett, Dimas, Murphy, John Smith, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

**9. Reports by Committees.**

**A. Deny – Request for a Landmark Nomination for the St. Mary's Catholic Church Campus**

Alderman Stout made a motion, seconded by Alderman Grodoski, to deny the request for a Landmark Nomination for the St. Mary's Catholic Church Campus. Voting Aye: Aldermen Chassee, Beifuss, Earley, Grodoski, Hallett, Dimas, Murphy, John Smith, Edwalds, Stout, Banas, and Fuesting. Voting Nay: Alderman Jim Smith. Motion carried.

**10. Unfinished Business. None**

**11. New Business.** Alderman Banas, with respect to the matter of St. Mary's Church, said he was surprised that anyone could make an application for landmark status. He requested that other communities be surveyed to see if they have third party applications and the results reported to the Development Committee. Alderman Fuesting said he joins in that request. The Mayor said he will direct staff to research this matter and bring the information to the Development Committee.

**12. Correspondence and Announcements.**

**Upcoming Meetings**

November 18, 2014	Plan Commission/ZBA (cancelled)
November 18, 2014	Historical reservation Commission
November 24, 2014	Public Affairs Committee
November 27, 2014	Finance Committee (cancelled)

The City Clerk announced that the Holiday Party for the Community, sponsored by the American Legion/Veterans of Foreign Wars, would be held on Saturday, December 13, 2014, starting at 5:30 pm at the American Legion. Dinner will be served at 7:00 pm. Cost is \$20.00 per person or two for \$35.00. Members of the community are invited to attend

Alderman Murphy said the vote certification for the Forest Preserve election will be tomorrow. Pending those results, this evening could be his last City Council meeting as an Alderman of the 4<sup>th</sup> Ward. He said it has been an honor and a privilege to serve. He has enjoyed working with each person and said it has been a great ride. He looks forward to serving as a Forest Preserve Commissioner for District 6. He thanked everyone saying again that it has been an honor.

**13. Mayor's Comments.** Thanksgiving is coming and the Mayor wished everyone a very healthy and happy Thanksgiving. The weather is going to be dismal, so everyone who is traveling should be very careful. The Mayor wants everyone to stay safe.

The Mayor thanked Alderman Murphy for his service and said it has been a pleasure working with him all these years. Alderman Murphy is a home-grown West Chicagoan, Now he is going to the Forest Preserve where he will make West Chicago proud. West Chicago has a lot of Forest Preserves and we are sure he will take care of our community.

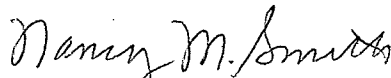
**14. Executive Session.** At 7:15 pm, Alderman Murphy made a motion, seconded by Alderman Earley, to adjourn into executive session to discuss personnel matters [5 ILCS 120/2(c)(1)] and review of Official Record [5 ILCS120/2(c)(21)]. The motion was carried by voice vote.

Minutes for the executive session are filed separately.

**14. Items to be Referred for Final Action from Executive Session.** Not applicable.

**15. Adjournment.** See above.

Respectfully submitted,

  
Nancy M. Smith  
City Clerk

CITY OF WEST CHICAGO – 475 Main Street  
CITY COUNCIL MINUTES  
Special Meeting  
November 24, 2014

1. **Call to Order.** Mayor Ruben Pineda called the meeting to order at 6:00 pm.
2. **Pledge of Allegiance to the Flag.** Alderman Becky Stout led all in the pledge of allegiance.

3. **Roll Call and Establishment of a Quorum.**

Roll Call found Aldermen Lori Chassee, Donald F. Earley, James Smith, Laura Grodoski, Alton Hallett, Sandy Dimas John C. Smith Jr., Kurt Meissner, Mark Edwalds, Rebecca Stout, and John F. Banas present. Aldermen James E. Beifuss, Jr. and Matt Fuesting were absent. The Mayor announced a quorum.

City Clerk Nancy M. Smith was absent.

Also in attendance were City Attorney Patrick K. Bond, Director of Administrative Services Linda M. Martin and City Administrator Michael L. Guttman.

4. **Executive Session** – Personnel Matters – 5 ILCS 120/2 (C) (1) – Alderman Chassee made a motion, seconded by Alderman John Smith to recess into Executive Session. Voting Aye: Aldermen Chassee, Earley, James Smith, Grodoski, Hallett, Dimas, John Smith, Meissner, Edwalds, Stout, and Banas. Voting Nay: 0. Motion carried.

5. **Items to be Referred for Final Action from Executive Session.** No final action was taken after Executive Session.

6. **Adjournment.** At 6:31 p.m., Alderman Chassee made a motion, seconded by Alderman Stout, to adjourn. Motion was carried by voice vote.

Respectfully submitted,

Michael L. Guttman  
City Administrator

## CITY OF WEST CHICAGO

### PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Resolution No. 14-R-0073  
Consulting Agreement – Inspectional Services  
City of West Chicago / B&F Construction Code Services

**AGENDA ITEM NUMBER:**8A**FILE NUMBER:****COMMITTEE AGENDA DATE:** 11-24-14**COUNCIL AGENDA DATE:** 12-1-14**STAFF REVIEW:** John D. Said**SIGNATURE**JS**APPROVED BY CITY ADMINISTRATOR:** Michael Guttman**SIGNATURE****ITEM SUMMARY:**

Several months ago, City staff began preparing an RFP (Request for Proposals) for inspectional services due to the impending (December 31, 2014) expiration of the contract between the City and B&F Construction Code Services. Staff opted to pursue an RFP process to ensure that the City have the best possible inspectional services and to benchmark pricing to see if the City was paying properly for these services. Collectively, code enforcement, building inspections and building plan reviews are referred to as "inspectional services".

This request for approval of the consulting agreement (or "contract") is the final step in that RFP process. The process included preparation, and then wide distribution of the RFP inviting contractors to submit proposals. A "pre-proposal" conference was held so that potential bidders could discuss inspectional services with the City, and to ask about the City operations related to these services. Four contractors attended the conference.

Four contractors submitted proposals. From these four, City staff selected the three most qualified firms to interview. Interviews were then conducted with each, and B&F was the unanimous choice to again be the inspectional services contractor for the City. B&F has served the City well since it was retained in 2006, and after meeting with the three candidate contractors, staff supports continuing with B&F as the best option for the City. B&F was also the least expensive of the firms that responded to the RFP. Staff participating in this process consisted of the City Administrator, Assistant Community Development Director and Community Development Director.

The draft agreement between the City and B&F is substantially the same as the existing agreement, with updates and additional requirements concerning notifications of staffing changes, stipulations for B&F staffing experience and inspectional performance. Another notable addition is that B&F will begin to provide additional staff presence in the City, with the presence of a full-time supervisor.

The addition of the full-time supervisor results in a price increase from \$307,000 annually to \$345,000 annually for each of the four years of the contract. However, this change is expected to enhance inspectional services provided to the City, with increased oversight and an additional B&F professional to assist with project workload. Further, the longer (four-year) term of the contract provides more continuity for City budgeting as compared to the previous one or two-year contract lengths which included price increases every year or two. Building plan review fees remain unchanged from what is being currently paid to B&F.

This new agreement will provide a continuity of inspectional services for the next four years, along with some fine tuning to improve efficiency. As noted in the contract, the City (through its contractor) conducts a high volume of inspections each year. This includes the following estimates for inspections conducted annually: 850 residential rental, 350 occupancy changes, 2,000 complaints (service calls), 25-50 overcrowding investigations and 1,100 building inspections.

B&F officials will be present at the Public Affairs Committee meeting, should any questions arise.

## CITY OF WEST CHICAGO

**ACTIONS PROPOSED:**

Staff recommends approval of Resolution No. 14-R-0073.

**COMMITTEE RECOMMENDATION:**

The Public Affairs Committee recommends approval of Resolution No. 14-R-0073 for the contract between the City of West Chicago and B&F Construction Code Services.



## CITY OF WEST CHICAGO

### PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: Resolution No. 14-R-0045

A Resolution Authorizing the Execution of a Law Enforcement Mutual Aid Agreement and the Existence and Formation of the Illinois Law Enforcement Alarm System by Intergovernmental Cooperation.

AGENDA ITEM NUMBER: 8B

FILE NUMBER: \_\_\_\_\_

COMMITTEE AGENDA DATE: November 24, 2014

COUNCIL AGENDA DATE: December 1, 2014

STAFF REVIEW: Laz Perez, Chief of Police

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

#### ITEM SUMMARY:

The Illinois Law Enforcement Alarm System (ILEAS) was created in 2002 to meet the needs of local law enforcement agencies throughout the State of Illinois in matters of mutual aid, during times of disasters and emergencies. Today, ILEAS has over 900 member agencies. The City of West Chicago Police Department has been a member of ILEAS since its inception.

In 2014, ILEAS completed a yearlong internal audit of the organization's operations and policies. The audit identified the need for ILEAS to develop a new Law Enforcement Mutual Aid Agreement (LEMAA). The new LEMAA has been provided to all of the member agencies with a request that it be signed and returned to ILEAS by March 2015.

Staff has prepared a resolution allowing the Mayor to sign the LEMAA on behalf of the City. A copy of the LEMAA has been attached for your review.

#### ACTIONS PROPOSED:

Staff recommends sending Resolution No. 14-R-0045 to the City Council for approval.

#### COMMITTEE RECOMMENDATION:

The Public Affairs unanimously recommends approval of Resolution No. 14-R-0045.

## CITY OF WEST CHICAGO

### CITY COUNCIL AGENDA ITEM SUMMARY

**ITEM TITLE:**

Plat of Easement for Watermain and Ingress-Egress  
314 S. Neltnor Blvd.  
AutoZone

Res. 14-R-0074

AGENDA ITEM NUMBER: 8C

FILE NUMBER: \_\_\_\_\_

COMMITTEE AGENDA DATE: N/A

COUNCIL AGENDA DATE: December 1,  
2014

STAFF REVIEW: John D. Said

SIGNATURE JDS

APPROVED BY CITY ADMINISTRATOR: Michael Guttman SIGNATURE \_\_\_\_\_

**ITEM SUMMARY:**

AutoZone constructed a new building at the southwest corner of Main St. and Neltnor Blvd. As part of the construction, an existing on-site 6 inch diameter watermain was abandoned and replaced with a new on-site 8 inch diameter watermain. Because the watermain was constructed in a different location on the site, a new easement needs to be granted reflecting the location of the new watermain. A plat of abrogation for the existing easement is not included because sanitary sewer and storm sewer are located within the easement and thus it must remain in place. The plat also includes ingress-egress easement provisions. This has been included at the property owners request to provide access to adjacent businesses through the AutoZone site.

**ACTIONS PROPOSED:**

Consideration of the requested plat of easement for watermain and ingress-egress on the property located at 314 S. Neltnor Blvd.

**COMMITTEE ACTION:**

This item did not go before a Committee for consideration.

**RESOLUTION NO. 14-R-0074**

**A RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT A PLAT OF  
EASEMENT FOR WATERMAIN AND INGRESS-EGRESS LOCATED AT  
314 S. NELTNOR BOULEVARD - AUTOZONE**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to accept a Plat of Easement for a watermain and ingress-egress located on the property at 314 S. Neltnor Boulevard, according to the plat prepared by U.S. Surveyor, consisting of one (1) sheet, with a final revision date of September 26, 2013 as attached hereto and incorporated herein as Exhibit "A".

APPROVED this 1<sup>st</sup> day of December 2014.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Ruben Pineda, Mayor

ATTEST:

\_\_\_\_\_  
Nancy M. Smith, City Clerk

[illegible]

SEANIKO CONFIDENCE  
STATE OF ALASKA }  
COUNTY OF KUPARUK }  
23

[illegible]

STATE OF ALABAMA  
CITY OF WEST BIRMINGHAM AND CITY COMMISSION APPROVAL CERTIFICATE "GRANTED"  
IN COMMISSION EXEMPT  
INSTRUMENT PUBLIC

County of Nevada  
 153  
 WARDEN AND CITY CLERK of the City and County of Nevada, State of Nevada, hereby certify that the said record has duly appeared for filing of the said record as required by Resolution No. \_\_\_\_\_, duly submitted as passed the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

[illegible]

STATE OF KANSAS }  
                  } ss:  
                  } ss:  
COUNTY OF DUFFEL }  
  
THIS INSTRUMENT BEING  
FILED FOR RECORD IN THE RECORDS  
OFFICE OF DUFFEL COUNTY, KANSAS, ON THE  
DAY OF \_\_\_\_\_ A.D. 2013 AT  
\_\_\_\_\_ HOURS AND WAS RECORDED IN BOOK OF PLATS ON PAGE \_\_\_\_\_

RECEIVED OF PAUL  
SUMNER'S CERTIFICATE  
STATE OF ALABAMA

THIS IS TO CERTIFY THAT I, ROBERT K. YOUNG, AN ULMORE PROFESSIONAL LAND SURVEYOR, THAT THE PLAT WAS PREPARED FOR THE PURPOSE OF GRANTING AN EASEMENT TO THE CITY OF WEST CHESTER, OHIO, FOR THE PURPOSES STATED HEREON AND THAT THE CHART OF EASEMENT ACCURATELY REFLECTS SAID PROPERTY.

GIVEN UNDER MY HAND AND SEAL AT ELYSIUMVILLE, OHIO.

\_\_\_\_\_  
COUNTY OF DUMFRIES (53)

POLICE DEPARTMENT - CHICAGO  
CHIEF OF POLICE

JOHN J. CONNELLEY  
Major Professorial Land Survey No. 635-001699  
License expires 11-25-2014.

CITY OF CHICAGO - MAY 2012

For inquiries, questions or concerns about the survey contact [MadameGuarney@psu.edu](mailto:MadameGuarney@psu.edu) or call 1-800-437-4782 ext 200.

**U.S. SURVEYOR®**  
 4020 Riverwind Pointe Drive  
 Evansville, Indiana 47716

"America's Land Surveyor"  
 LICENSE NO. 164-003107  
**1-800-TO-SURVEY**  
 PREPARED FOR: PROJECT LOCATION:

**AutoZone**  
STORE 6303  
PROJECT ADDRESS:  
314 S. MICHIGAN BLVD  
WEST CHICAGO, IL  
PROJECT TYPE:  
PLAT OF  
ABANDON

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range of \$1.00 to \$5.00 per copy.

OFFICE OF THE DIRECTOR	JOB NUMBER:
	ADDITIONAL EMPLOYMENT:

① Industriemuseum Flensburg  
 ② Technische Zeile  
 ③ Wiederholungs Satz  
 ④ Wiederholungs Satz  
 ⑤ Wiederholungs Satz  
 ⑥ Wiederholungs Satz  
 ⑦ Wiederholungs Satz  
 ⑧ Wiederholungs Satz  
 ⑨ Wiederholungs Satz  
 ⑩ Wiederholungs Satz

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City of West Chicago

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## CITY OF WEST CHICAGO

### CITY COUNCIL AGENDA ITEM SUMMARY

**ITEM TITLE:**

A Resolution authorizing the City to Submit a Brown-fields Clean-up Grant application to the USEPA for the West Washington Street Redevelopment Project

Res. 14-R-0075

AGENDA ITEM NUMBER: 8D

FILE NUMBER: \_\_\_\_\_

COMMITTEE AGENDA DATE: N/A

COUNCIL AGENDA DATE: Dec. 1, 2014

STAFF REVIEW: John D. Said

SIGNATURE JDS

APPROVED BY CITY ADMINISTRATOR: Michael Guttman SIGNATURE \_\_\_\_\_

**ITEM SUMMARY:**

Attached is a resolution that authorizes the City to submit a Brownfields Clean-up Grant Application to the United States EPA. The funds, if awarded by the USEPA, will be used to remediate soil contamination within the West Washington Street Redevelopment Project Area. The City will request two \$240,000 grants with a matching amount from the City of \$96,000. The City's matching funding will come from the Downtown TIF district fund as well as in-kind services from City staff. City staff is currently coordinating the preparation of the grant application with Bryan Environmental Consultants, who is the City's contracted environmental consultant for this project. The completed application, which includes the attached resolution approved by the City Council, must be submitted to the USEPA by December 19, 2014. This item did not go before a Committee for consideration because of the time constraints imposed by the USEPA for compiling the application.

As part of the application submittal the City must conduct a public meeting and provide a draft of the grant application for public review and comment. This meeting is scheduled for Thursday, December 4<sup>th</sup> at 7:00 p.m. at City Hall. The meeting's minutes and any comments received must be included in the application submittal to the USEPA. A follow up public meeting may be scheduled prior to the December 19<sup>th</sup> submittal deadline to address any comments received.

**ACTIONS PROPOSED:**

Consideration of the requested resolution authorizing the City to submit a Brownfields Clean-up Grant application to the USEPA for the West Washington Street Redevelopment Project.

**COMMITTEE ACTION:**

This item did not go before a Committee for consideration.

Melissa Birch grew up in West Chicago, attended West Chicago High School and graduated from Northern Illinois University with a degree in English. She is currently employed as the bid coordinator for William V. MacGill & Co, where she reviews contract purchasing agreements, provides customer service support, and occasionally travels as a sales representative. She recently purchased her first home in West Chicago with fiancé Evan Ferguson, and sharing their home is their beloved beagle, Buckley.

Her civic involvements began early through volunteering with her church, St. Michael's UCC in West Chicago, and taking on volunteer roles with the American Legion, its Auxiliary, West Chicago Sister Cities, West Chicago Garden Club, West Chicago Lions Club, and serving on the Mexican Independence Day Committee.

Her love of West Chicago naturally expanded from volunteerism to government service starting with an appointment to the Plan Commission/Zoning Board of Appeals in December 2012, and appointment to the Civil Service Commission in June 2013.