

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

Approved May 6, 2024

CITY OF WEST CHICAGO – 475 Main Street FINANCE COMMITTEE MINUTES Regular Meeting March 4, 2024

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

Alderman Dimas called the meeting to order at 6:30 p.m. on March 4, 2024 and acknowledged that Alderman Swiatek provided proper and timely notice to participate remotely. Roll call found Daniel M. Beebe, Christine Dettmann, Sandy Dimas, Jayme Sheahan, Rebecca Stout and Chris Swiatek present. Alderman Joseph C. Morano was absent. Alderman Dimas announced a quorum.

Staff in attendance: City Administrator Michael Guttman, Finance Director Nikki Giles, Assistant City Administrator Tia Messino, Assistant Finance Director Diana Soltess, Community Development Director Tom Dabareiner and Management Fellow Brady Fisher.

2. Finance Committee Meeting Minutes of December 4, 2023.

Alderman Stout made a motion, seconded by Alderman Dettmann, to approve the minutes of December 4, 2023. All Aldermen voted Aye by voice vote. Motion carried.

3. Public Participation / Presentations

4. Items for Consent

- A. Ordinance No. 24-O-0006 – Carryover Budget Amendment
- B. Ordinance No. 24-O-0008 – Permit Fees
- C. Resolution No. 24-R-0025 – Purchasing Manual

City Administrator Michael Guttman explained that the Carryover Budget Amendment is being requested because when the budget process starts in September or October, it is believed the full budgeted amount for certain projects will be spent. However, due to unforeseen circumstances, funds are not used at times and can be carried over to the new Fiscal Year. He noted that in addition to the items listed in Exhibit A, the Space Needs Study was approved by the Infrastructure Committee for a new City Hall. The Finance Committee will be considering a property tax increase to fund the debt associated with the construction of a new City Hall. The City Council has also discussed the possibility of having the redevelopment be more than just for a new City Hall, like including an open space for festivals. He also said there is still remaining contamination from the junkyard that needs to be removed before the City can proceed.

Community Development Director Tom Dabareiner said the last time permit fees were

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increased was in 2018. He said the new Building Permit Fee Schedule was compared to surrounding communities. He said with the new fees, in some cases, the base fee will remain the same and small projects usually require one inspection so there will be no need for any additional inspection fees. He also said the new single-family construction residential fees will have no changes and noted that there will now be a permit needed to replace a hot water heater tank.

Alderman Dettmann asked if a permit fee for a chairlift, if needed for a resident with a disability, can be waived or reduced. The City Administrator said staff will review and provide an update at a later date.

Management Fellow Brady Fisher said the City's Purchasing Manual was last approved in 1998. He said the Manual should be updated periodically to reflect new laws, clean-up general language and changes in the organization. He provided an overview of the changes being made to the Purchasing Manual. He also said that before the Ordinance can be presented to the City Council the Table of Contents, edits to exhibits and any Finance Committee suggestions need to be finalized.

Alderman Morano arrived at 6:37pm.

Alderman Stout commented on the Purchasing Manual update stating it is good practice to update the manual to follow with state policies.

Alderman Stout moved and Alderman Dettmann seconded a motion to approve the Consent Agenda. Voting Aye: Alderman Beebe, Dettmann, Dimas, Morano, Sheahan, Stout and Swiatek. Voting Nay: 0. Motion carried.

5. Items for Discussion.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

9. Executive Session (if needed).

10. Adjournment.

At 6:40 p.m., Alderman Stout made a motion, seconded by Alderman Sheahan, to adjourn the meeting. All Aldermen voted Aye by voice vote.

Respectfully submitted,

Josie Avilez