

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

Monday, April 25, 2022
7:00 P.M. – Council Chambers

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Public Affairs Committee of February 28, 2022
3. Public Participation / Presentations
4. Items for Consent
 - A. Food Fest Mobile Bar
 - B. Healthy West Chicago 5K
 - C. WCHS Homecoming Parade
5. Items for Discussion
 - A. Railroad Days Fireworks
 - B. West Chicago Park District – 50th Anniversary Celebration
 - C. Mexican Cultural Center Proposal
 - D. MID Funding Agreement
 - E. No Parking on a Portion of Colford Avenue
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Monthly Reports
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday, February 28, 2022 7:00 P.M.

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

Chairman Chassee called the meeting to order at 7:00pm. Roll Call found Alderman Brown, Hallett, Birch Ferguson, Short and Jakabcsin.

Alderman Swiatek was not in attendance.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of January 24, 2022. Alderman Hallett made a motion, seconded by Alderman Brown to approve the minutes of the Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Short and Jakabcsin. Voting Nay: 0. Motion carried.

3. Public Participation / Presentations.

A. Educare West DuPage – Chief Fleury will place the speed sign truck to conduct a traffic count that would include the number of vehicles that pass, speed and time. This traffic count will be presented and reviewed at the Public Affairs Meeting.

4. Items for Consent.

5. Items for Discussion.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

A. West Chicago Police Department Monthly Report.

B. SAFE-T ACT – Chief Fleury presented a summary of the law that was signed in February 2021.

C. FY2021 – Phalen Consulting

D. FY2021 – People Made Visible

9. **Adjournment.** Alderman Hallett made a motion to adjourn, seconded by Alderman Birch Ferguson. The motion was approved by voice vote, and the meeting adjourned at approximately 7:42pm.

Respectfully submitted,

Yahaira Bautista

Administrative Assistant to Chief of Police
West Chicago Police Department

CITY OF WEST CHICAGO

Public Affairs Committee AGENDA ITEM SUMMARY

ITEM TITLE:

Food Festival Update – Mobile Bar

AGENDA ITEM NUMBER: 4. A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: April 25, 2022

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

Food Fest is scheduled to take place on Saturday, August 27 from 4:00p.m. to 8:00p.m. Staff believes that the event will benefit from the addition of alcoholic beverage options. With the addition of alcohol, attendees are likely to stay at the festival longer and visit more food vendors, which in turn brings higher sales to vendors. Bellissimo Bar Company, out of Naperville, is a vintage mobile bar that has options to serve prosecco, wine, beer and more. A photo of the van has been attached.

- Average cost per drink \$12
 - Examples: Prosecco from Italy, White Wines, IPAs, Craft Beers
- All staff is Basset Certified
- Certificate of Insurance will be provided
- Liquor License meets requirements that can be used the day of Food Fest
- Table set up to check ID's, wristband for 21+ as well as tickets to limit consumption
- Area will be roped off to contain those drinking
- Possible proposed location would be on Galena St near the stage

As an alternative, Bellissimo Bar Company can serve mocktails either alone or alongside alcoholic beverages.

ACTIONS PROPOSED:

Recommend approval for Bellissimo Bar Company to sell alcoholic beverages at Food Festival.

COMMITTEE RECOMMENDATION:



CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Healthy West Chicago Fun Run
Special Event Permit Application
Healthy West Chicago

AGENDA ITEM NUMBER:4.B.**FILE NUMBER:****COMMITTEE AGENDA DATE:** April 25, 2022**COUNCIL AGENDA DATE:****STAFF REVIEW:** Tom Dabareiner**SIGNATURE**

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE**ITEM SUMMARY:**

Healthy West Chicago is seeking approval for a 5k Fun Run scheduled for Saturday, August 20, 2022 from 6:00 a.m. – 10:00 a.m. with an estimate of 300 attendees. The start time has been moved up an hour from previous years due to heat concerns in 2021. All proceeds from this event will be used to support Healthy West Chicago programming and sustainability.

Set-up is scheduled to begin at 6:00 a.m. The race begins at 7:30 a.m. The event is expected to end at approximately 10:00 a.m.

Healthy West Chicago has requested use of the public walkway along Yale Street as well as National Street east of Yale Street for the race route.

The Special Event Permit Application, which includes the requests of the City and Park District, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the Park District and Fire Protection District. The Special Event Permit Application is attached, which includes the course map.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

City of West Chicago

SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: _____ Fee Paid: \$ _____

Receipt # _____ Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

- | | |
|---|------------|
| ☐ Background checks completed by Police Dept. | Date _____ |
| ☐ DuPage Co. Health Department notified | Date _____ |
| ☐ Certificate of Insurance received and approved | Date _____ |

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language **must appear**:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Carly Smitherman, representing Healthy West Chicago
(print name of authorized person) (organization)
have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

Carly Smitherman

(signature)

4/7/2022

(date)

Healthy West Chicago 5K Fun Run with 1 Mile Youth Run

(name of event)

8/20/2022

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Healthy West Chicago 5K Fun Run with 1 Mile Youth Run

Type of Event:

☐ Parade ☒ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Reed-Keppler Park, 129 W. National St, West Chicago

Date(s) of Event: 8/20/2022 Hours of Event: 6:00 am to 10:00 am Est. Attendance: 300

Event Website: <https://raceroster.com/events/2022/58362/healthy-west-chicago-5k-walkrun>

Purpose of event: Community Engagement

Name of Sponsoring Organization(s): Healthy West Chicago

Organization's Legal Status (i.e. NFP, Partnership, Corporation): NFP

Contact person from sponsoring organization: Carly Smitherman

Organizer address: 132 Main Street

City/State/Zip: West Chicago, IL 60185

Phone: [REDACTED]

Cell Phone: [REDACTED] E-mail: carlys@healthywestchicago.org

Emergency contact information (*provide mobile numbers for on-site coordinators during event*):

1st Contact: Carly Smitherman

Phone: [REDACTED]

2nd Contact: Sara Phalen

Phone: [REDACTED]

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: August 19, 2023

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

No major problems or incidents last year. People were complaining of the heat.

What, if anything, are you doing to rectify the problem(s)?

Event is being moved one hour earlier due to the heat last year. There will also be adding two additional water stations along the course.

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

Healthy West Chicago Sponsored Special Event
Healthy West Chicago Fun Run with 1 Mile Youth Run
Special Event Proposal
Saturday, August 20, 2022

Event Overview:

The Healthy West Chicago Fun Run will be sponsored by Healthy West Chicago, with the support of Race Time Inc. This event will take place on Saturday August 20th, 2022 at Reed-Keppler Park, West Chicago with the race beginning at 7:30 a.m. This event will attract participants from West Chicago and surrounding communities. The Fun Run will include features such as a race t-shirt and awards by gender/age groups.

Race Time Inc. has offered to donate select race. The Healthy West Chicago's Program Administrator will coordinate the Fun Run activities with Race Time Inc., Healthy West Chicago Volunteer Committee, and West Chicago Park District.

General Information:

Main Contact

Carly Smitherman
Healthy West Chicago Program Administrator
Phone: (630) 230-6370
Email: carlys@healthywestchicago.org

Proposed Course

USATF course Run to Remember.
Proposed map of racecourse submitted with permit application.
Course length: 3.1 miles.

Registration & Fee Structure

5K Run/Walk Adult (18 and older): \$30.00
Resident 5K Run/Walk Adult: \$25.00
5K Run/Walk Student (17 and under) \$10.00
1 Mile Youth Run (10 and under) \$5.00
Resident Discount: West Chicago residents will be offered a \$5 discount.

All proceeds from the event will be used to continue with Healthy West Chicago programming and sustainability.

Main Event Schedule

6:00 AM Staff & Volunteer Set-Up

6:30 AM Registration Opens

7:00 AM Registration Closes

7:30 AM 5K Walk/Run starts

8:30 AM (or when last 5K participant crosses finish line) 1 Mile Youth Run starts

9:20 AM Awards Announced/Distributed

9:40 AM Site Clean Up Begins

10:00 AM Site Clean Up Ends

Race Timing and 5k Course Organizer

Organizer: Race Time Finish Line Management & Timing

CompanyWebsite: <http://www.racetime.info>

Contact: Julie Pearson

Email: racetime21@hotmail.com

Race Day Safety Guidelines:

Please understand our goal is to provide a family friendly, fun event where everyone can "Come and Run/Walk Safely".

With that in mind, please observe the following guidelines;

- If you have a fever, are feeling ill or have been in recent contact with someone unrecovered from COVID-19, please do NOT come to the event.
- NO SPITTING! Participants should carry their own tissues or hand towel for spitting, blowing nose, wiping sweat, etc., before, during and after their race.
- Water stations on the course and finish lines will be self-serve. Volunteers will not be handing out water to eliminate contact.

Participants whose actions do not meet the above expectations, and/or are creating a risk for themselves or others, will be asked to leave the event.

Awards Participants Receive

5K Run: Awards will be distributed to one overall male and one overall female winner. First, second, and third place medals will be distributed a male and female in each of the following categories/age groups: 10 & under, 11 - 14, 15 - 19, 20 - 29, 30 - 39, 40 - 49, 50- 59, 60 & over.

1 Mile Youth Run: All participants will receive a finisher ribbon.

5k Walk/Run Participants Receive

Short sleeved 5k t-shirt

Official Chip time

All Event Attendees Receive the Following

Water: water stations at Start/Finish, and at the turnaround, near mile marker 2, and mile marker 3 along the course.

First-aid tents will be located at Start/Finish, between mile marker 1 and 2 (off MacQueen Dr) and a first aid kit will be at the turn around.

Music and announcer at Start/Finish

Cancellation

Event will only be canceled in extreme weather.

City will be called the morning of the race to be notified.

Website & Registration Structure

Participants will register using Race Time Inc.'s online platform.

Participants can also register by submitting a completed "Healthy West Chicago Fun Registration Form" to Race Time Inc. with cash or check payment. Electronic signature of liability "Waiver & Release" will be required. Volunteer sign-up option will also be available.



Road Running Technical Council
USA Track & Field
Measurement Certificate



Name of the course Run to Remember Distance 5 km
Location (state) Illinois (city) West Chicago
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Out and Back
Type of surface: paved 23 % dirt % gravel 77 % grass % track %
Elevation (meters above sea level) Start 234 Finish 234 Highest 240 Lowest 228
Straight line distance between start & finish Same Point Drop 0 m/km Separation 0 %
Measured by (name, address, phone & e-mail) Winston Rasmussen
[Redacted]
Race contact (name, address, phone & e-mail) Robbi Peterson, West Chicago Police Dept, 325 Spencer
West Chicago, IL 60185 (630) - RPeterson@West Chicago.org
Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: 2 Date(s) when course measured: April 14, 2015
Race date: April 19, 2015 Course certification effective date: April 15, 2015
Certification code: IL15011WR

Notice to Race Director: Use this Certification Code
in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2025

AS NATIONALLY CERTIFIED BY:

[Redacted]
Winston C Rasmussen — USATF/RRTC Certifier

Date: April 15, 2015



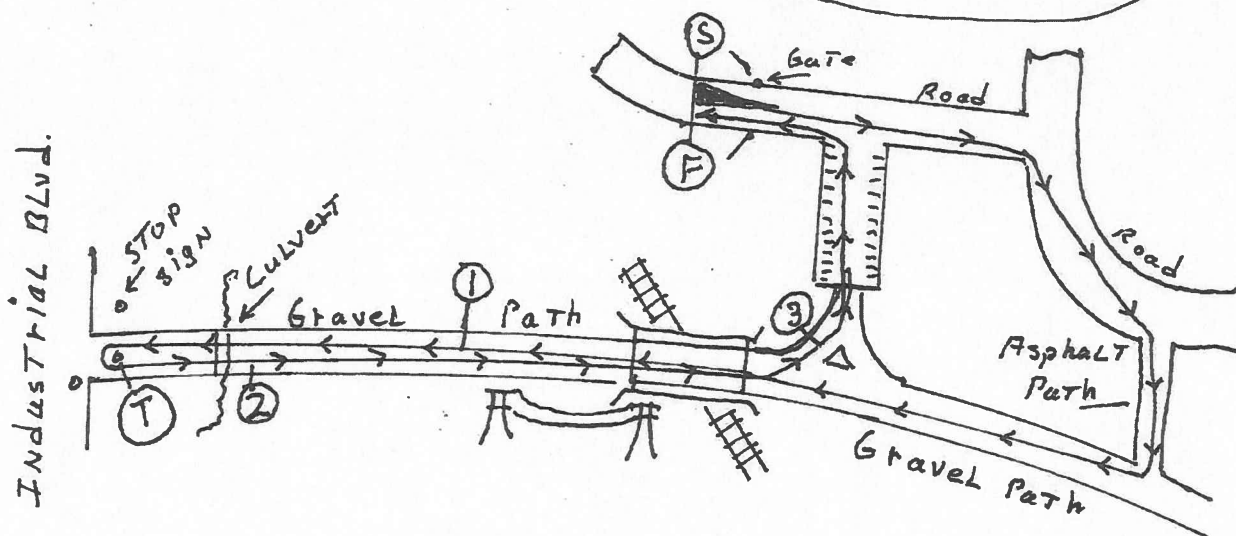
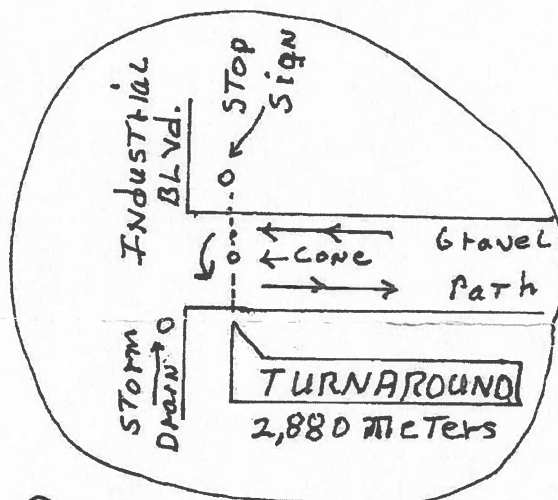
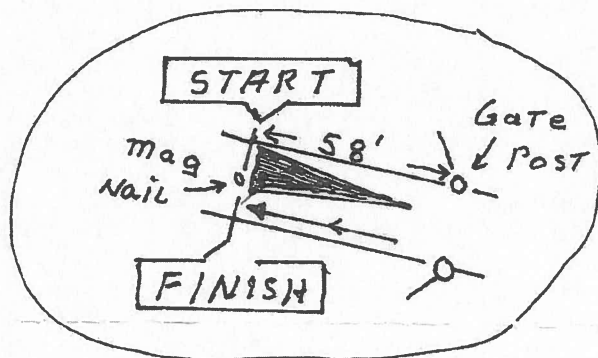
Run to Remember
 5 kilometers
 West Chicago, Illinois
 USATF Certification # IL15011WR
 Effective April 15, 2015 – Dec 31, 2025

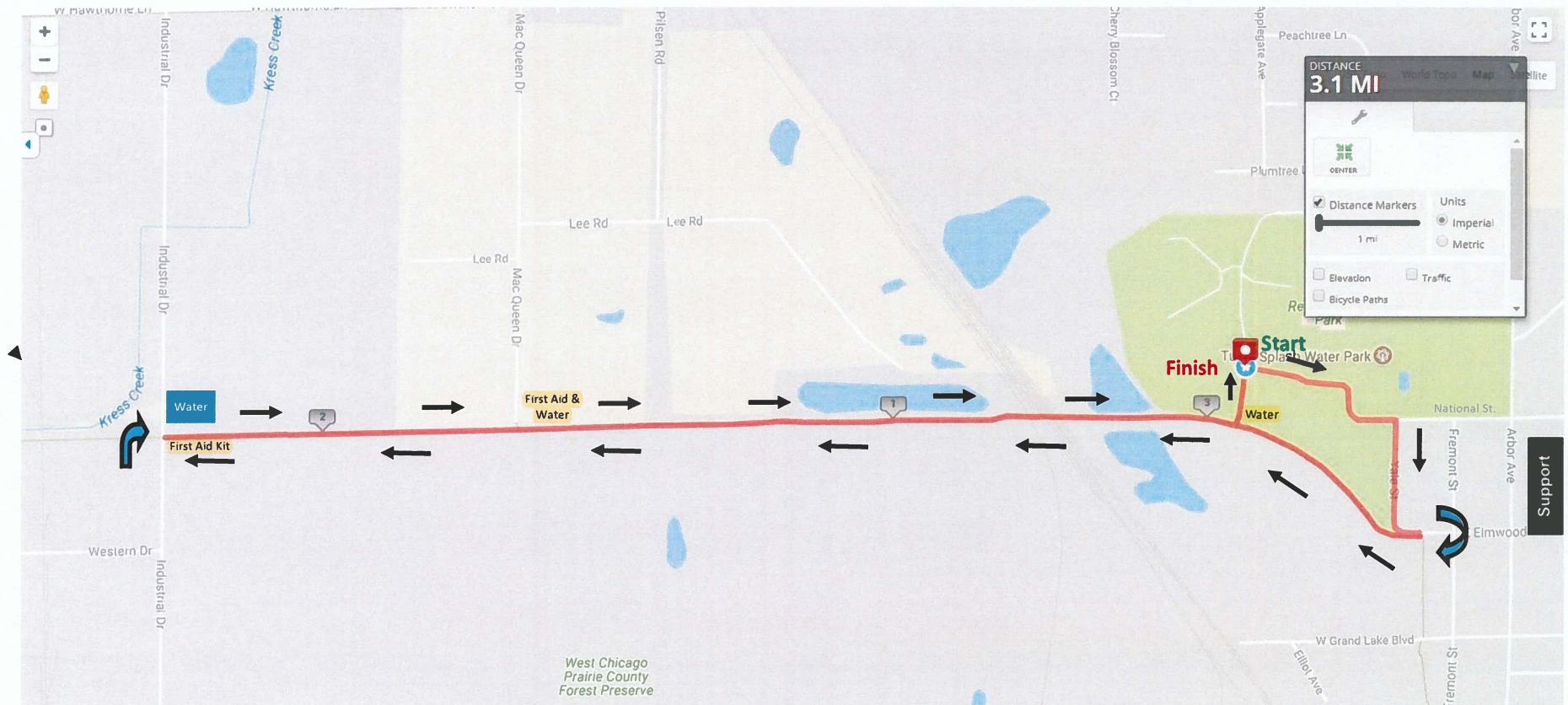


NORTH

Map Not to Scale

START: Mag nail, center of road, 58' W of edge of gate post on N side of road (See detail)
1 MILE: North edge of gravel path, 147' W of 2nd electrical tower W of RR tracks
Turnaround: Center of path, even with stop sign (21'6" E of center of round storm drain on Industrial Drive)
2 MILE: South edge of gravel path, 23'6" E of center of culvert
3 MILE: West edge of gravel path, 44'6" S of S end of parking lot
Finish: Same as the start
 Measured by Winston Rasmussen April 14, 2015 (w.rasmussen@comcast.net)





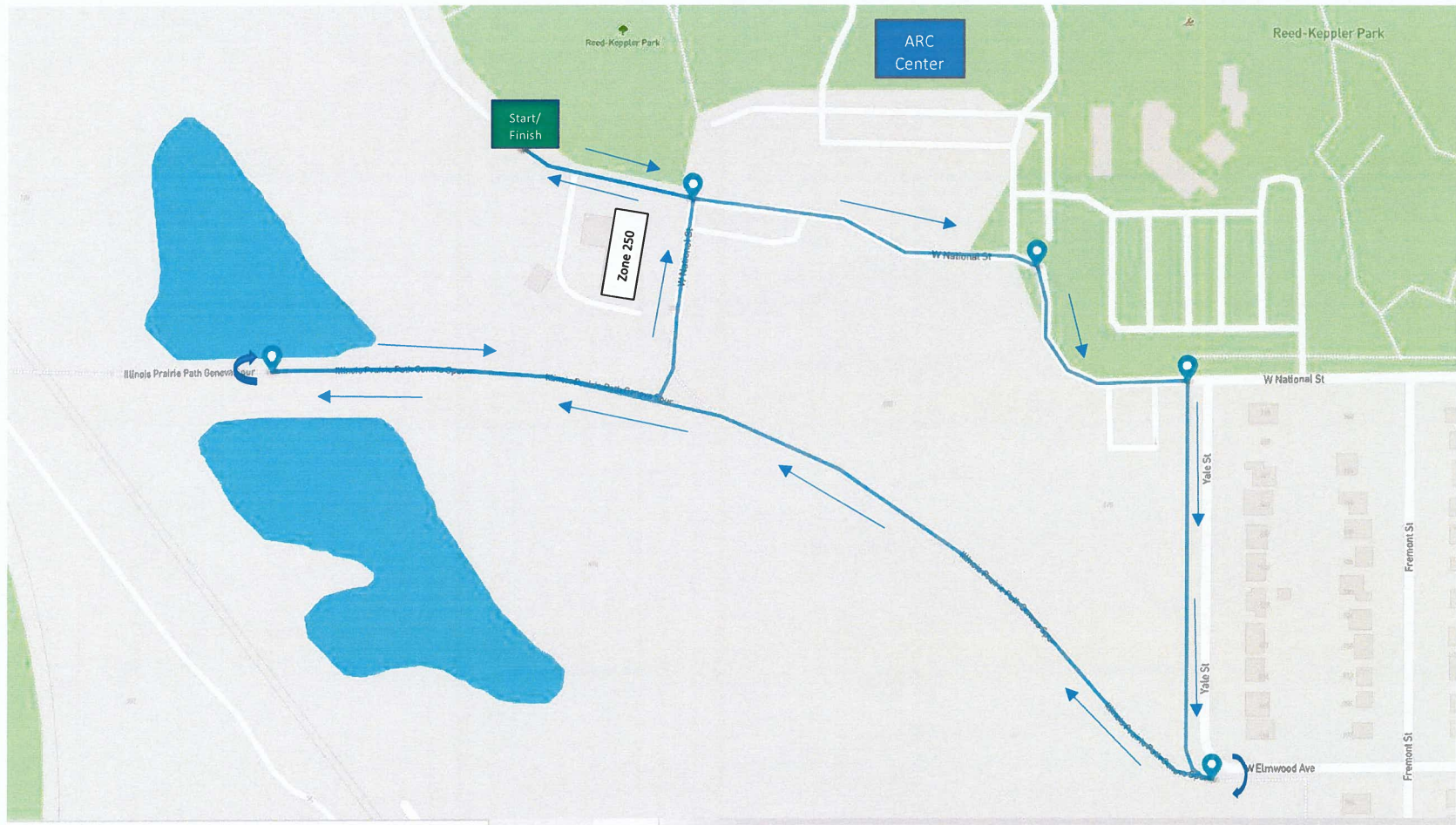
Water: water stations at Start/Finish, and at the turnaround, near mile marker 2, and mile marker 3 along the course.

First-aid tents will be located at Start/Finish, between mile marker 1 and 2 (off MacQueen Dr) and a first aid kit will be at the turn around.



Event organizer will ensure cones/barricades are set up in time for 7:30AM race start and then removed as soon as the last participant passes the entrance (ETA 7:45-50AM)

Youth 1 Mile Run Course



SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☐ Yes ☒ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments? Yes, only if the Park District staff can not provide support as they have done in the past.

☐ Police ☐ Fire District / Paramedics ☒ Public Works

Specify services: Use of 2 orange cones and 3 horses for road closure. Assistance with set up, road closure, and course clean up. (Only if Park District staff is unable to provide support.)

Will you be utilizing any of the following services? No

☐ Water ☐ Electric/Generator ☐ Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail vendors (RV)
Location of food vendors (FV)
Location of first aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of "No Firearms" signage (NF)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☒ Yes ☐ No If yes, please indicate the property that you are requesting to use.

Reed-Keppler Park and associated parking lots as permitted by Park District.

Only Turtle Splash parking lot will be use for participant parking. Rolling closure at Yale St. and National St.

Would you like to request the closing of City streets? ☒ Yes ☐ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
Park District	Wiggly Field and Zone	250 parking lots	8/20/22	6:00-10:00 am
Yale St.	Use of public walkway	along Yale St.	8/20/22	7:30- 7:40 am
National St.	National St. east of Yale St.	for race route.	8/20/22	7:30- 7:40 am
Yale St.	Use of public walkway	along Yale St.	8/20/22	8:30-8:50AM
National St.	National St. east of Yale St.	for race route.	8/20/22	8:30-8:50AM

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	
Submit Carnival Permit Application	90 days	
Submit Fireworks Permit Application	30 days	
Submit Temporary Liquor License Application	30 days	
Submit Building (Temporary Tent) Permit Application	30 days	
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	
Submit <u>Original</u> Certificate of Insurance*	21 days*	
Submit Raffle Registration Application	14 days	
Notify residents/businesses of special event	14 days	
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the Healthy West Chicago (HWC) (name of organization) and its Members, employees, volunteers or guests, being allow to participate in HWC 5K Fun Run, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Healthy West Chicago (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Healthy West Chicago (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of Healthy West Chicago (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The Healthy West Chicago (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the Healthy West Chicago (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the Healthy West Chicago (name of organization).

Agreed this 7 day of April, 2022

Healthy West Chicago
Name of Organization

Carly Smitherman
Print Name of Authorized Person

Carly Smitherman
Signature of Authorized Person

Program Administrator
Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

Healthy West Chicago

(Name of Organization)

Carly Smitherman

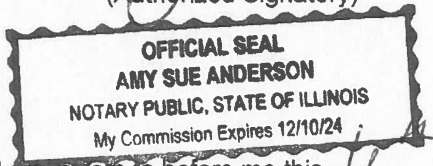
(Print Name of Signatory)

4/7/22

(Date)

By

(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this

day of

May

2022

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied

Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Homecoming Parade
West Chicago Community High School
District 94

AGENDA ITEM NUMBER: 4. C.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: April 25, 2022

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

West Chicago Community High School District 94 is seeking approval for their annual Homecoming Parade scheduled for Friday, September 16, 2022 from 12:45 p.m. – 2:00 p.m. with an estimate of 2,000 attendees.

The event organizer has requested the use of City streets for the parade, and the support of the Police & Fire District to accommodate and accompany floats, vehicles, and parade walkers.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the current proposed parade route.

ACTIONS PROPOSED:

Recommend event for approval. Approval is also contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

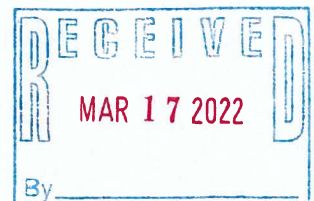
Received: _____ Fee Paid: \$ _____

Receipt # _____ Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

- | | |
|---|------------|
| ☐ Background checks completed by Police Dept. | Date _____ |
| ☐ DuPage Co. Health Department notified | Date _____ |
| ☐ Certificate of Insurance received and approved | Date _____ |



***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Marc Wolfe, representing WCCHS DISTRICT 94
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

[Redacted Signature]

(signature)

3/17/22

(date)

West Chicago Homecoming Parade
(name of event)

9/16/22

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: West Chicago Community High School Homecoming
Type of Event: Parade

☒ Parade ☐ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Starts WCCHS → Around Leman MS → Back to WCCHS

Date(s) of Event: 9/16/22 Hours of Event: 12:45pm to 2:00pm Est. Attendance: 2,000

Event Website: www.d94.org

Purpose of event: Homecoming Celebration

Name of Sponsoring Organization(s): Community High School District 94

Organization's Legal Status (i.e. NFP, Partnership, Corporation): School District

Contact person from sponsoring organization: Marc Wolfe

Organizer address: 326 Joliet Street

City/State/Zip: West Chicago, IL 60185 Phone: 630-876-6340

Cell Phone: [REDACTED] E-mail: mwolfe@d94.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Marc Wolfe Phone: [REDACTED]

2nd Contact: Peter Martino Phone: 630-876-6331

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: TBD

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

NONE

What, if anything, are you doing to rectify the problem(s)?

N/A

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

**Narrative for Special Event Permit
City of West Chicago
March 17, 2022**

Community High School – District 94 respectfully requests the permission of the City of West Chicago to hold its annual Homecoming Parade on Friday, September 16, 2022. The Homecoming Parade is the culmination of a number of competitions and activities hosted during the Homecoming week by various teams, clubs, and classes. All activities, teams, and student council “classes” are encouraged to build floats and participant in this Homecoming tradition.

The parade begins at the H entrance of the high school (South East corner: Joliet St. and Ann St.) and proceeds through the streets of West Chicago (see attached map) making a loop around Leman Middle School, passing two elementary schools, and finally arriving back at the High School. In this way, the teams and clubs can share their “Wildcat Spirit” with the children who will one day be part of the High School student body.

In years past, the police and fire departments have led this parade with their vehicles. We are requesting that they do the same this year.

Thank you for your consideration,

Marc Wolfe
Director of Student Activities

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.

Will your event include a fireworks display? ☐ Yes ☒ No

If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Are you holding a raffle at your event? ☐ Yes ☒ No

If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be serving food at your event? ☐ Yes ☒ No

If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.

Are you requesting services from these departments?

☒ Police ☒ Fire District / Paramedics ☐ Public Works

Specify services: We are requesting WCPD + WCFD send personnel and vehicles to accomodate and accompany floats, vehicles, and parade walkers.

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other N/A

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of "No Firearms" signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☐ Yes ☐ No If yes, please indicate the property that you are requesting to use.

See attached map

Would you like to request the closing of City streets?

☒ Yes ☐ No

Map Attached

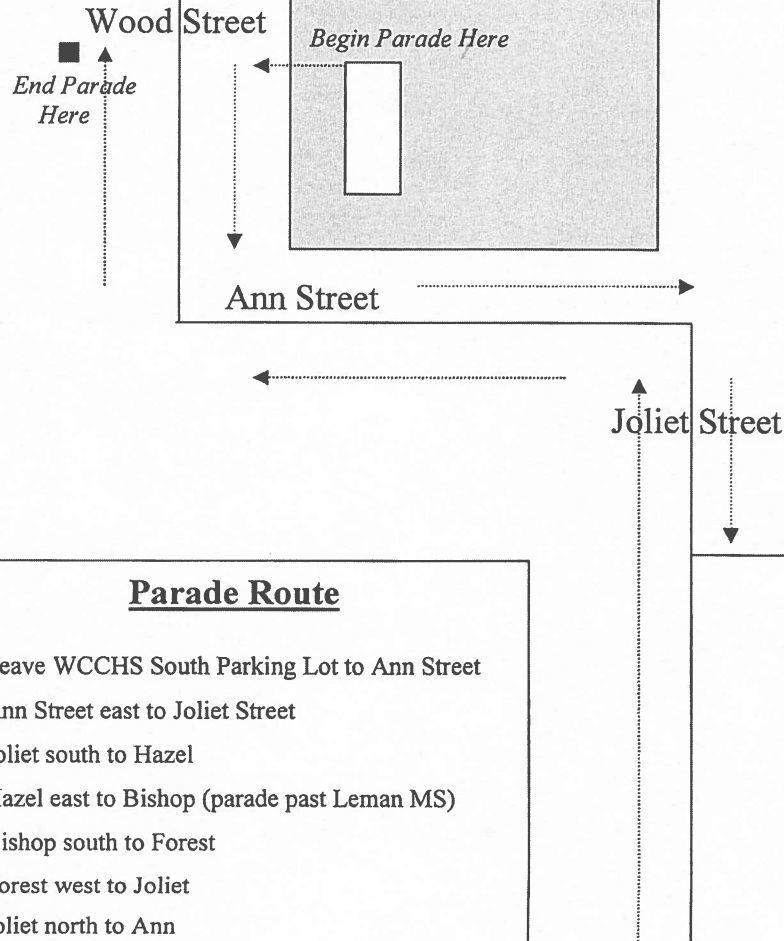
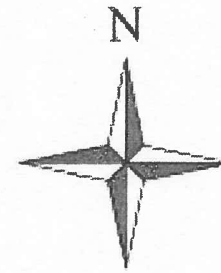
If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
			<u>9/16/22</u>	<u>12:45pm - 2:00pm</u>

Community High School District 94 *Parade Route*

September 16, 2022

12:45 pm – 2:00 pm



Parade Route

1. Leave WCCHS South Parking Lot to Ann Street
2. Ann Street east to Joliet Street
3. Joliet south to Hazel
4. Hazel east to Bishop (parade past Leman MS)
5. Bishop south to Forest
6. Forest west to Joliet
7. Joliet north to Ann
8. Ann west to Wood
9. Wood north to parking lot

Hazel Street

Leman MS

Forest Street

Bishop Street

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event:

9/16/22

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	6/16/22
Submit Carnival Permit Application	90 days	N/A
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	N/A
Submit Building (Temporary Tent) Permit Application	30 days	N/A
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	N/A
Submit Original Certificate of Insurance*	21 days*	8/26/22
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	9/2/22
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the WCCHS/District 94 (name of organization) and its Members, employees, volunteers or guests, being allow to participate in the 2022 HC Parade, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to WCCHS/District 94 (name of organization) participation in the Activity.

To the fullest extent permitted by law, the WCCHS/District 94 (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of WCCHS/District 94 (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The WCCHS/District 94 (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the WCCHS/District 94 (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the WCCHS/District 94 (name of organization).

Agreed this 17th day of March, 2022

WCCHS/District 94
Name of Organization

Daniel Chapp
Print Name of Authorized Person


Signature of Authorized Person

Director of Business
Title

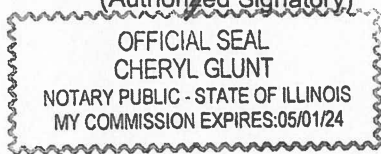
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

WCCHS/District 94 Marc Wolfe 3/17/22
(Name of Organization) (Print Name of Signatory) (Date)

By [Redacted]
(Authorized Signatory)



[Redacted]
(Notary Public)

Signed and sworn to before me this 17 day of MARCH, 2022.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied
Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Fireworks at Pioneer Park
Railroad Days**

AGENDA ITEM NUMBER: 5.A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: April 25, 2022

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Railroad Days is scheduled for July 7 – July 10. A City-sponsored fireworks display is planned for Saturday, July 9, 2022 around 9:00pm. City Staff seeks approval of the attached 2022 Agreement with Five Alarm for a fireworks display. The cost of the fireworks is \$42,000 pending no cancellation day of due to weather, which would then increase the cost by an additional \$4,200.

A Fireworks Permit must be issued by the West Chicago Fire Protection District prior to the fireworks display. City staff will work with the fireworks contractor and the West Chicago Fire Protection District to ensure all appropriate Fireworks Permit documentation is acquired, submitted, and approved in time for the event.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Staff recommends approval of the 2022 Agreement with Five Alarm. Approval for use of Police and Public Works services to support the fireworks display in cooperation with the Fire Protection District.

COMMITTEE RECOMMENDATION:

General Agreement

This agreement ("Agreement") is made and entered into this 8th day of April 2022 by and between Five Alarm Fireworks PO Box 67 Tinley Park, IL 60477, A Display Company ("Five Alarm"), an Illinois corporation whose principle business is to provide fireworks displays in Illinois and the City of West Chicago, 475 Main Street, West Chicago, Illinois 60185 ("Customer"), with Five Alarm and Customer being collectively called the Parties.

That for and in consideration of the mutual covenants and agreements set forth herein, both Parties agree and bind themselves as follows:

1. Five Alarm agrees to provide the Customer with a 30 minute professional fireworks display at Pioneer Park in West Chicago, Illinois on July 9, 2022 at or around 9:00 p.m. Five Alarm shall also furnish all equipment to fire the display, on-site safety inspections (to take place prior to the display), fireworks accountability before and after the display, post-show site cleanup, and a second fireworks display date in the case of cancellation due to inclement weather or unsafe conditions. If the Customer determines a need to cancel the fireworks display, the Customer must notify Five Alarm no later than 3:00 p.m. on Saturday, July 9, 2022, at no additional cost to Customer. Five Alarm shall provide and maintain commercial general liability insurance (as more specifically described in paragraph 2 below). All services and products set forth herein, including rescheduling the display if necessary, are part of the Agreement price set forth in paragraph 3 below.

2. Five Alarm agrees to maintain at its sole expense for the duration of this Agreement, liability insurance protecting and indemnifying the Customer, its officials, employees, agents and volunteers, with respects to all claims for personal injuries, death, or property damage incurring on, about, or in connection with the performance of the fireworks display, including but not limited to set-up, firing and break down. Such insurance shall name the Customer, its officials, employees, agents and volunteers as additional insureds, and shall maintain limits no less than \$5,000,000.00 combined single limit per occurrence for bodily injury, personal injury and property damage. Five Alarm's insurance coverage shall be primary insurance as respects the Customer, its officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Customer its officials, employees, agents and volunteers shall be excess of Five Alarm's insurance and shall not contribute with it. The general aggregate shall be twice the required occurrence limit or no less than \$5,000,000 per occurrence. The general liability policy will have a no shooters exclusion and the cross suits exclusion will not apply to the additional insured. Five Alarm shall also maintain workers' compensation insurance with statutory limits for its employees working on the professional fireworks display for the Customer.

3. That in consideration for the above mentioned services the Customer shall pay Five Alarm Forty Two Thousand Dollars and 00/100 Cents (\$42,000.00). Customer agrees to pay Five Alarm a deposit of \$13,860 upon entering the Agreement. Deposit must be received by Five Alarm no later than May 6, 2022. If the Customer determines a need to cancel the firework display within 90 days of scheduled display date, the deposit will apply to fireworks display at Pioneer Park summer 2023. If the Customer cancels the firework display 90 days prior to display date, Five Alarm will refund the deposit to Customer. Five Alarm shall provide the Customer a written invoice by July 15, 2022. The Customer will pay the Agreement price by August 5, 2022 as long as written invoice is received no later than July 15, 2022. A 1½ % per month penalty shall be added, if the amount is not paid within 30 days after receiving the written invoice.

General Agreement

4. If the fireworks exhibition is cancelled by the Customer after 3:00 p.m. on Saturday, July 9, 2022, the Customer shall be responsible for and shall pay to Five Alarm the labor charge in the amount of \$4,200. Five Alarm shall have a duty to mitigate its damages hereunder.
5. Force Majeure: Customer will take all reasonable steps to complete its obligations under this agreement. However, Five Alarm shall not be held responsible for failing to perform its obligation under this agreement if such failure is a result of; an act of God including extreme weather (winds over 20mph, lightning, rain, tornado), natural disaster, terrorism, war, shipment delays, serious illness, pandemic restrictions or mandates. Five Alarm and AHJ will jointly make final judgement.
6. The Customer agrees to furnish police related services and coordinate the procurement of fire protection services for the event. The Chief of Police or his designee shall coordinate with Five Alarm for police related services. Five Alarm shall comply with the West Chicago Fire Protection District's Fireworks Permit Application and insurance requirements. A dumpster or other means for garbage removal shall also be provided. In addition, all this shall be at no cost to Five Alarm.
7. To the fullest extent permitted by law, Five Alarm hereby agrees to defend, indemnify and hold harmless the Customer, its officials, employees, agents and volunteers, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney's fees), which may in anywise accrue against the Customer, its officials, employees, agents and volunteers, arising in whole or in part or in consequence of the performance of this work by Five Alarm, its employees, agents or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Customer, its agents or employees. Five Alarm shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Customer, its officials, agents and employees, in any such action, Five Alarm shall, at its own expense, satisfy and discharge the same. The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.
8. That it is mutually agreed by both Parties hereto that there is no other contract or promise, either written or verbal, existing between them, which is not referenced herein.
9. Five Alarm shall apply for all licenses and permits required by the City and State law for the display of fireworks to be provided under this Agreement, and shall pay all applicable taxes and/or license fees imposed by the same.
10. This Agreement shall be interpreted by and governed by the laws of the State of Illinois and Parties agree that any lawsuits arising out this Agreement must be filed in the Circuit Court of DuPage County.
11. This Agreement may be amended only in writing, signed by all Parties hereto.
12. All Parties executing this Agreement represent and warrant that they have the full authority to enter into and execute this Agreement on behalf of the entity for whom they are purportedly acting. This Agreement is signed by an authorized representative of the Customer in that representative's official capacity only and the representative shall have no personal liability under this Agreement.
13. Five Alarm assumes full responsibility for the payment of all federal, state, and local taxes incurred by Five Alarm as a result of this agreement.

General Agreement

14. Five Alarm shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law in the hiring, employment, promotion, or training of personnel. Five Alarm certifies that it is an equal opportunity employer.

15. Five Alarm certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2 - 105.

16. If Five Alarm has more than 25 employees, Five Alarm certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.

17. Time is of the essence of this Agreement.

Five Alarm Fireworks

City of West Chicago

Print Name

Print Name

Signature

Signature

Date

Date



Item # 5. B.

Commissioners

Teresa Carreno
Frank Lenertz
Rick Spencer
Courtney Voelz
Tony Zaputil

commissioners@we-goparks.org

Gary Major
Executive Director
gmajor@we-goparks.org

Gina Radun
Superintendent of Recreation
gradun@we-goparks.org

Michael Gasparini
Superintendent of Parks
mgasparini@we-goparks.org

Leslie Hoffmann
Superintendent of Finance
lhoffmann@we-goparks.org

w. we-goparks.org

e. info@we-goparks.org

p. 630.231.9474

e. 630.231.2352

201 W. National Street
West Chicago, IL 60185

March 3, 2022

City of West Chicago
Public Affairs Committee
475 Main Street
West Chicago, IL 60185

Seeking Your Support For Upcoming 50th Anniversary Celebration

Dear Committee Members:

Nearly 50 years ago, on May 20, 1972 the West Chicago Park District was created thanks to a community organization called "Concerned Citizens for Better Recreation." Their conviction led to a District with a vision to create an enhanced quality of life through effective programs, progressive facilities and preservation of parks and natural resources.

Throughout the years, ever-evolving District has impacted the lives of residents by creating community. Undoubtedly, Reed-Keppler Park has become the jewel of the town and due to recent developments of innovative facilities, individuals and families have found the perfect place to gather and take part in the countless programs, making this space the new heart of the community.

Throughout Summer, the Park District will be offering several opportunities for the community to be involved in festivities such as a family sock hop, roller blading, special exhibits, activities and more. The feature event would be the 50th Anniversary celebration for the August event at the Shell. Brining the community together with entertainment, activities and food to reminisce on the best of the past five decades. The celebration is scheduled for August 20, 2022.

For the last few years, the Summer at the Shell series presented by the Park District and the City of West Chicago has featured a fireworks display as a highlight and special presentation during one of the main three events. This year, fireworks will be allocated to Railroad Days. We seek your support to supplement the cost of an additional display for the 50th Celebration.

On the behalf of the West Chicago Park District, I would like to request the support of \$15,000 from the Public Affairs Committee to contribute to the costs of fireworks, this will culminate the festivities and wrap up the summer season.

Thank you for your consideration. If you have any questions, comments, or concerns, please contact me at 331-240-2043 or lmolina@we-goparks.org. I look forward to hearing back from you.

Sincerely

Lily Medina
Marketing and Communications Manager



April 19, 2022

The Mexican Cultural Center DuPage is proposing a new mural in West Chicago as part of our 2022 Alebrijes in DuPage project. This summer we will be placing 48 alebrije sculptures on exhibit at Cantigny Park. We thank West Chicago for their support of this project and for being one of the home bases for the six Mexico City artists who created these pieces and will be installing them and then working with us on community workshops and outreach. This project has already gained much attention for our organization, which celebrates its 10th Anniversary this year, and the City of West Chicago.

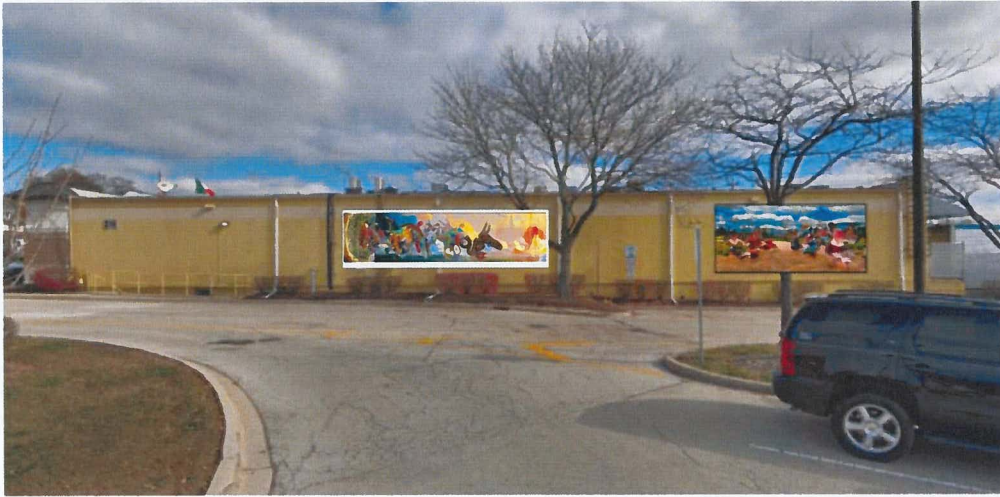
To further attract attention to West Chicago and grow the public art in downtown, we are proposing a mural that is inspired by the alebrijes pieces and their mythical creation story. **Juan Chawuk, a returning visiting artist Juan Chawuk will be painting the piece.** Juan completed the existing monarch butterfly mural that the Cultural Arts Commission placed on the southwest side of Supermercado Tampico. You will find the attached draft for our mural, proposed placement and permission letter from Supermercado Tampico. **Our proposal would see this mural painting this summer, with a dedication during West Chicago Food Fest in August.** We are not asking for any funds from the City of West Chicago and are working on this project in collaboration and with the support of the Cultural Arts Commission. If you have any questions, we will be happy to answer them, and would request approval for this project.

Thank you,

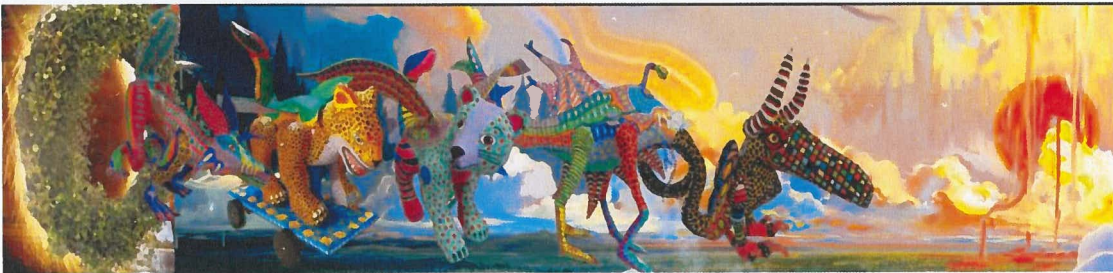
Fernando Ramirez

Fernando Ramirez
President, Mexican Cultural Center DuPage

Mural design and location proposal



Sample design



April 18, 2022

To Whom It May be Concerned,

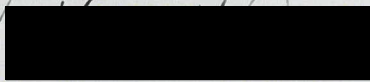
On behalf of Supermercado Tampico, located at 516 Main Street, West Chicago, IL I am affirming my support of the Mexican Cultural Center DuPage's plan for the placement of an alebrijes mural on the west side of our building, next to the Cultural Arts Commission mural. As a host sponsor, Supermercado Tampico would be willing to help financially support this project.

As a longtime, community business, we are happy to be part of the continual growth of art in West Chicago.

Jose E Ocampo (owner)



Martha M. Ocampo (owner)



Juan Chawuk (Juan Aguilar Santis)

Birthdate: [REDACTED]

Birthplace: Las Margaritas, Chiapas

Residency: San Cristóbal de las Casas, Chiapas, Mexico

Email: [REDACTED]

Cellular: [REDACTED]

BIO

Juan Chawuk is a Tojolobal Maya from Chiapas, Mexico, and is considered by many to be the best artist in Chiapas, Mexico, and an area known worldwide for its artistic excellence. He has had exhibits as well as done murals all over Mexico, in the United States and Europe. He is an excellent educator and is amazing with children and he can do workshops and projects with students and can paint murals as well.

U.S. exhibits

West Chicago, Illinois

Chicago

Kansas City, Missouri

Los Angeles, CA

Milwaukee, WI

Moline, Illinois

Phoenix, Arizona

Rutgers University

He has also done murals in Kansas City and Chicago.

He has also exhibited and held workshops in

Belgium

China

Columbia

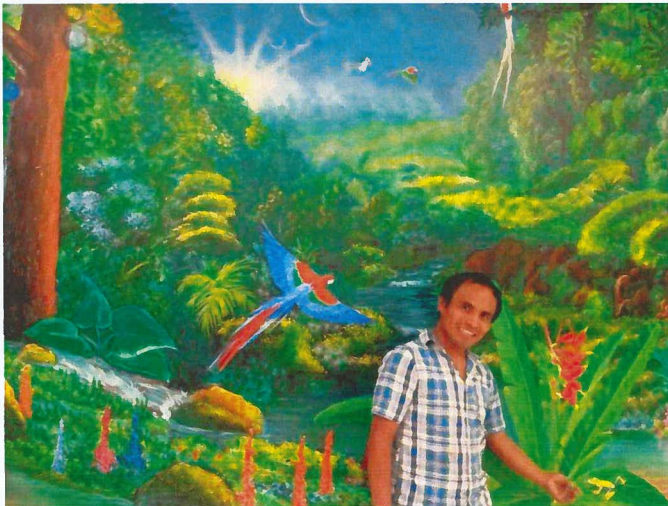
France

Italy

ARTIST STATEMENT

Ideas appear un beholden to topic or established styles. Chawuk's journey in the arts is visionary but barely accepted because it is complex and arduous. He himself flees from the comfortable ease of a trend or label. He leaps into risk. He neither self-excludes nor indulges himself in vanity art. Instead, even in mistakes, he exalts rational, emotional intelligence within the freedom found therein. That is when the panorama unfolds in his creation, strengthening the reflection of textures of Character, Time and Matter. With the allure of pheromonic attraction that transports us over rainbows of acceptance and respect for human diversity or the uncovering of feculent humanity's racism or discrimination.

Below is a mural from Kansas City school and the second is a mural he did at Solorio. He has done 6 murals in the U.S. and over 20 in Mexico. The others are samples of his work.

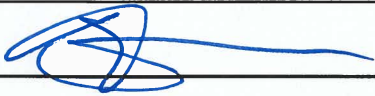


CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Resolution No. 22-R-0023
Funding Agreement & Festival
Mexican Independence Day Festival
Mexican Cultural Center DuPage**

AGENDA ITEM NUMBER: 5.D.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** April 25, 2022**COUNCIL AGENDA DATE:** _____**STAFF REVIEW:** Tom Dabareiner**SIGNATURE** 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____**ITEM SUMMARY:**

The Mexican Cultural Center (MCC) and City Staff seek approval of the attached 2022 Funding Agreement for the Mexican Independence Day Festival (MID) which is proposed to take place September 10-11, 2022. As outlined in the Agreement, the MCC is responsible for all aspects of planning, organizing and managing the event while the City provides financial support as well as in-kind services.

The City will provide the financial support of \$12,000 to be paid in installments, in order to help cover the cost of Festival activities and the MCC's role in producing the Festival for community-wide benefit. Funds will be released so long as the submittal requirements have been met. The City will also equally match the amount of cash donations the MCC raises in excess of \$2,000, with the City's matched contribution not to exceed \$8,000. The City's maximum total contribution to the MCC shall not exceed \$20,000.

ACTIONS PROPOSED:

Staff recommends approval of the Resolution No. 22-R-0023 as proposed.

COMMITTEE RECOMMENDATION:

Exhibit A
Funding Agreement for Mexican Independence
Day Festival

This funding agreement (hereinafter referred to as "Agreement") is made and entered into on the ____ day of ____ 2022 by and between the Mexican Cultural Center (hereinafter referred to as "MCC") and the City of West Chicago, (hereinafter referred to as "City").

1. In consideration of the covenants and agreements hereinafter contained, as well as other good and valuable considerations, the MCC and the City hereby agree that the MCC is an independent entity with respect to the City and agrees to perform all services to create, plan, develop and execute the Mexican Independence Day Festival on September 10-11, 2022, (hereinafter referred to as "Festival") and that the City will provide a designated amount of financial support for such Festival. The MCC has no authority or power to incur debts, obligations or commitments of any kind whatsoever for or on behalf of the City or to bind the City to any contract, agreement or employment agreement.
2. The MCC will be responsible for producing the Festival within the Downtown Tax Increment Financing (TIF) District. This will include, but is not limited to, accomplishing the following tasks and purveyance of services:
 - A. The MCC will serve as the lead event planner and execute the following duties:
 1. Plan, organize and supervise the Festival, making arrangements for the Festival site, negotiate contracts with responsible independent contractors or vendors, apply for all permits and licenses, comply with all insurance requirements as defined in the Special Event Permit Application, and coordinate with City officials.
 2. Comply with the City's Municipal Code, ordinances, and Special Events Policy in effect at the time this Agreement becomes fully executed, including the posting of signs in conformance with the City's regulations regarding concealed carry at special events. Should a higher level of government mandate any new laws that the City is required to enforce and should the City Council approve a new law that does not specifically deal with festivals but rather improves and addresses the health, safety and welfare of West Chicago residents and its visitors, then the MCC shall be obligated to comply.
 3. Solicit volunteers and vendors as needed.
 4. Undertake additional fundraising efforts.
 5. Ensure at least one supervisor attends and supervises the

- entire Festival.
6. Pay all contractual obligations associated with the Festival and obtain all required licenses and deposits.
 7. Ensure that the Festival does not open to the public until: all applicable permits are obtained; all approvals are granted; all insurance requirements are satisfied; and all posting of signs is fulfilled.
 8. Ensure that the Festival area is maintained in a clean and sanitary condition during the Festival, and that proper cleanup is completed after the Festival in order to return City property to its original condition. This shall include, but is not limited to, prompt removal of animal waste from festival grounds or the parade route by MCC staff or hired contractor.
- B. The MCC shall promote the Festival through various media channels. Promotional efforts for each media source shall be detailed in the post-event report to include the name of each media source, copy of the advertisement, length of promotion, and a summary of reach, if available. The MCC shall also promote the Festival through its organizational website and social media platforms.
 - C. The MCC shall recognize the City in any and all marketing, promotional and social media materials as a primary contributor and sponsor of the Festival.
 - D. There shall be no entrance fee for the Festival. There will neither be a carnival nor fireworks at the Festival. Alcohol shall neither be served nor permitted at the Festival.
 - E. The MCC shall offer to all businesses in the Downtown TIF District an opportunity to be vendors of or participants in the Festival. Such businesses shall be given priority over businesses not within the Downtown TIF District. At the MCC's request, the City will provide the MCC with a current list of businesses registered within the Downtown TIF District. Not less than 14 days prior to the Festival, the MCC will provide the Special Events Coordinator with a copy of the written communication(s) used to invite downtown businesses to participate in the Festival, along with a list of those confirmed. This list shall include a brief description of each business's manner of participation. This list will be included as an addendum to the Special Event Permit Application and with the MCC's final written report.
 - F. The MCC shall provide adequate safety and security throughout the Festival duration. As such, the MCC shall ensure that all horses at the Festival, whether they are part of the parade or other activities, shall be separated from the general public by means of barricades or a distance of at least 10 feet. Additionally, MCC will contract to have onsite overnight security between the days of September 10 and September 11, 2022. The MCC shall submit a copy of the security contract to the City's Special Events Coordinator not less than 14 days prior to the Festival. The contract shall outline the

expectations of the hired security personnel in order to address how problematic situations such as theft, physical altercations, and/or trespassing will be handled. Name and contact information of security personnel shall also be provided.

3. The City's responsibilities are limited to the following:
 - A. The City will provide financial support of \$12,000 to be paid in installments, in order to help cover the cost of Festival activities and the MCC's role in producing the Festival for community-wide benefit. Funds will be released so long as the submittal requirements have been met.
 1. The City agrees to pay the MCC (or its designee, as specified in writing) \$8,000 for contractual obligations directly related to the Festival by the end of the week following the July 18, 2022 City Council meeting.
 2. The City agrees to pay the MCC (or its designee, as specified in writing) \$3,500 for contractual obligations directly related to the Festival by the end of the week following the August 1, 2022 City Council meeting.
 3. The City agrees to pay the MCC (or its designee, as specified in writing) the final \$500 in consideration of all contractual requirements being met.
 - B. The City will equally match the amount of cash donations the MCC raises in excess of \$2,000, with the City's matched contribution to not exceed \$8,000. The City's maximum total contribution to the MCC shall not exceed \$20,000.
 1. The MCC shall submit a copy of acknowledgment of cash donations received to support the Festival.
 2. The MCC shall be paid the equivalent of the submitted receipt totals, once the \$2,000 minimum has been received by the MCC and then verified by the City.
 3. The MCC will be paid no later than 30 days of the City receiving a complete and satisfactory submittal.
 - C. The MCC shall provide the City copies of all invoices, receipts and checks to vendors for the expense receipts of not less than \$12,000 in addition to the total amount of cash contributions provided by the City match. These items shall be submitted with the MCC's final written report which shall include a summary financial report as outlined in Section 4.E.
 1. The MCC shall seek pre-approval from the City Special Event Coordinator when making purchases outside of essential festival expenditures. The Special Event Coordinator shall have sole authority in determining whether a purchase meets the standard of an essential expenditure. This shall apply only to purchases above \$750.00, but serial purchases of the same item or service less than that shall also be subject to review.
 - D. The MCC shall make its final appearance at the earliest available

Public Affairs Committee meeting after the Festival, no later than the November 28, 2022 meeting, to present the final written report. If for any reason the November 28, 2022 meeting is cancelled, the MCC will appear at the following Public Affairs Committee meeting.

- E. Should any submittal deadline not be met and/or should the information submitted be deemed incomplete, the City will withhold payment until the submittal is satisfactory. The MCC will be paid within 30 days of the City receiving complete and satisfactory submittals.
- F. The City will provide the following in-kind services with approval of the City Administrator:
 - 1. Public Works Department employees will assist with Festival set-up, arrange for a dumpster from Groot Industries at no cost to MCC, ensure water hook-up, and provide Festival banner and 'papel picado' (perforated banner sign) installation along downtown light posts three weeks prior to the event.
 - 2. Public Works Department employees shall provide barricades at the Festival entrances. The MCC may request additional barricades from the Public Works Department which will be provided if inventory is available and if Public Works can reasonably accommodate the request.
 - 3. Public Works staff will provide standard special event street cleanup assistance; not included is animal related waste or feed product disposal. The MCC is responsible for completing all other event-related cleanup before leaving the Festival site on September 11, 2022. If a cleanup project requires additional time and/or the hiring of an external contractor, the MCC must notify the Special Events Coordinator. The MCC must provide the Special Events Coordinator with details regarding the nature of the work to be done, the name and contact information of the person(s) scheduled to perform the work, and the expected timeline of completion. If the MCC is unable to complete the work in a manner deemed acceptable by City staff, the City will conduct the work and charge the MCC the applicable municipal rate.
 - 4. Police Department employees will provide staff and provide security during the hours of operation of the Festival. The City will not provide on-site overnight security.
 - 5. Community Development Department employees and/or City contractors will inspect the general layout of the site and conduct any other inspections deemed necessary once all Festival components are known. The site inspection shall take place at least one hour prior to the time the Festival is scheduled to open to the public. All event components requiring inspection shall be completely set up at the time of the scheduled inspection. At least one representative of the MCC shall be present during the entire inspection.
 - 6. Marketing and Communications Division staff will assist the MCC

with the marketing of the Festival via the City's website, community calendar and newsletter; however, paid advertising will be the sole responsibility of the MCC. In order for City staff to provide marketing assistance, the MCC shall submit 2022 event-specific marketing materials to the City at least 60 days prior to the Festival. These materials may include, but are not limited to photos, graphics, logos, link to the event website, and links to social media event page(s). The MCC shall submit any new or additional marketing materials to the City no later than 30 days prior to the Festival. These materials may include, but are not limited to the entertainment schedule, tentative list of parade participants, tentative list of vendors, and programming updates. MCC will update the City as new parade participants and vendors are added on a weekly basis following the tentative list submission.

4. The MCC shall communicate progress and compliance with the terms of this Agreement at the request of the City. The MCC shall comply with the following coordination and submittal deadlines and all other submittal dates as indicated on the Special Event Permit Application.
 - A. May 24, 2022 – Submit Special Event Permit Application and required supporting documentation.
 - B. June – Attend an Application review meeting to be scheduled by the City after the Special Event Permit Application has been submitted.
 - C. July, August, & September 2022 - The MCC is required to attend at least three coordination meetings to be held with City officials in preparation of the Festival. The meetings shall be scheduled by the City after the Special Event Permit Application has been submitted. The City reserves the right to cancel the Festival by the third coordination meeting if the Agreement terms have not been satisfied or have not been adequately addressed. All monies provided by the City to MCC prior to any cancellation shall be repaid in accordance with Section 12 of this Agreement.
 - D. September 2, 2022 – Not less than 14 days prior to the Festival, the MCC shall provide written notice, via hand-delivery and/or U.S. Mail, to all residents, business tenants, and property owners in the Turner Junction Historic District where the Festival will take place and along the parade route. At the MCC's request, the City will provide the MCC with a current list of addresses located within these defined areas. The MCC shall provide a written affidavit to the City confirming delivery of these notices no later than seven days prior to the Festival.
 - E. November 1, 2022 – Submit final draft of the post-Festival report. The report shall include a recap of the Festival and detail the logistical successes and challenges of the event. It shall also include the accounting of expenses related to the Festival, totaling not less than \$12,000 plus the total amount of the City's matched

contributions as described in Section 3.B. All associated expenses shall be accompanied by copies of invoices, receipts, and verification of payments made to vendors.

5. If either party elects to enforce the provisions of this contract in a court of law, the venue shall be in the Circuit Court of DuPage County. The successful party in any action to enforce the terms of this Agreement is entitled to reimbursement for its reasonable costs and attorney's fees.
6. The MCC agrees to maintain general liability insurance in amounts not less than \$2,000,000 aggregate and shall name the City of West Chicago and its respective officials, agents, employees and volunteers all as additional insureds under the policy. The MCC's insurance coverage shall be primary as respects the City and its respective officials, agents, employees and volunteers. Any insurance or self- insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of the MCC's insurance and shall not contribute with it. The MCC shall ensure that the City receives original certificates of insurance and endorsements evidencing the existence of such coverage with its completed Special Event Permit Application, which shall be continued during any periods in which this Agreement is in force.
7. The MCC hereby agrees to indemnify and hold harmless the City and its directors, officers, agents and employees from and against any and all claims, demands, actions, causes of action and other liabilities and expenses, including but not limited to attorney's fees, arising out of or in connection with the Festival, including but not limited to any such claims that may be asserted by any employees and/or volunteers of the MCC, any contractor, vendor or other service provider for the Festival. This indemnification provision shall survive the term of this Agreement or any cancellation or abandonment of the terms and conditions contemplated herein.
8. The MCC is responsible for obtaining, verifying and retaining all vendor and participant Certificates of Insurance and waivers when applicable.
9. The MCC hereby agrees that any and all work conducted at the Festival site shall be performed in accordance with all applicable laws of the City to provide a safe working environment for the Festival workers, volunteers and general public. Any insurance or self-insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of any vendor's insurance and shall not contribute with it. The MCC is responsible for ensuring that all insurance requirements are met, and all required documentation is provided to the City.
10. If necessary, the MCC hereby grants the City permission to communicate directly with its insurance company to ensure that the Certificate of Insurance and the endorsements comply with the terms of this Agreement, the Special Events Policy, and the City's Municipal Code.
11. Neither this Agreement nor any interest herein, or claim hereunder, shall be assigned or transferred by either the City or the MCC.
12. Should the MCC fail to comply with the terms of this Agreement, all

monies provided and not accounted for in expenditures towards the planning of the Festival by the City shall be returned to it within 60 days of the written notice of the termination of this Agreement. The Festival may be cancelled by mutual written agreement of both Parties as a result of extreme weather on any day of the Festival; in this instance, no repayment to the City is required.

13. If the Festival is canceled arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action or arising out of acts of God, fire, flood, war, acts of terrorism, pandemic, epidemic, sabotage, accidents, or any other similar circumstance, the City will notify the MCC and immediately discontinue payments to the MCC and the accounting procedure in Paragraph 12 shall apply.

CITY OF WEST CHICAGO

By:_____

Name: Ruben Pineda

Title: Mayor

Date:_____

Attest:

By:_____

Name: Valeria Perez

Title: Deputy City Clerk

MEXICAN CULTURAL CENTER

By:_____

Name: Fernando Ramirez

Title: President

Date:_____

Attest:

By:_____

Name:

Title:

May 24, 2022

The City of West Chicago
Attention: Public Works Department
475 Main Street
West Chicago, IL 60185

Re: Parking Request on Colford Avenue

Dear City of West Chicago,

I am longtime resident (approaching 25 years) of the City of West Chicago. I love our City and proud to live here. I live at [REDACTED] [Colford Avenue](#). Over those 25 years I have seen and my family has been part of several crashes on our street and specifically at our Driveway. These were low impact (slow speed crashes). Some but not all crashed have been reported to the Police.

When we moved to our house (1998), the City had begun design for the reconstruction of our street. Aside from the street reconstruction, I believe all the water, sanitary and storm sewer were replaced. This was a great and appreciated improvement. During the construction a hydrant was moved slightly on the south side of the street that has enabled legal parking between the driveway apron of 460 Colford Avenue and the Fire hydrant. At least this is what I remember. More relevant is the issue of parking on the south side of the street perpendicular to our driveway. During the Street Design process the street was super-elevated (higher elevation on the North side) my side of the street. This was very helpful to us as we had a crazy steep driveway previous. However our driveway apron remains steep making it difficult to back out of onto the street. See "Attachment A" for a somewhat typical view of what it looks like backing out of our driveway when a car is parked in front of 460 Colford Avenue. I say somewhat typical as most of time cars park closer to the Fire Hydrant but they do maintain the 10 foot distance from the Hydrant.

There have been 3 owners of the House at 460 Colford Avenue and each has had at least one incident of someone using our driveway to turn around / back out of our driveway into their or a visitors parked car. Eventually each owner realized it was best not to park there. Sadly the most recent incident was my daughter backing out caused \$1,700 of damage to our car and an equal amount to the neighbors car. We have had good relationships with each owner and they each a weary of parking in the street in front of their house for these reasons.

One additional crash occurred when my son was turning into our Driveway. We are also at the top of Hill on Colford and it is not possible for two cars to pass each other when a car is parked in the street. Several years ago my son headed eastbound was turning into our driveway and a speeding car also headed eastbound tried to speed by his car and our driveway causing the crash. That crash caused about \$4,200 in damage to our car. The other driver was found to be at fault.

The current owners are selling their house and I thought this might be an opportune time to place a No Parking street sign between the Fire hydrant and the driveway apron of 460 Colford Avenue. I rely on your expertise, but the sign could read something like " No parking between driveway and Fire Hydrant". I would gladly pay for the sign if funding is an issue. In closing , the best way to really experience what backing out of our Driveway is like when a car is parked as seen in attachment A is to do it yourself while backing out and headed eastbound.

Please let me know if you would like to meet on site and discuss. You can reach me via email at [REDACTED] or my cell at [REDACTED].

I am looking forward to speaking with you.

[REDACTED]

Kurt Lebo

[REDACTED] Colford Avenue

West Chicago, IL 60185

Attachment A



WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



FEBRUARY 2022

Colin Fleury, Chief of Police

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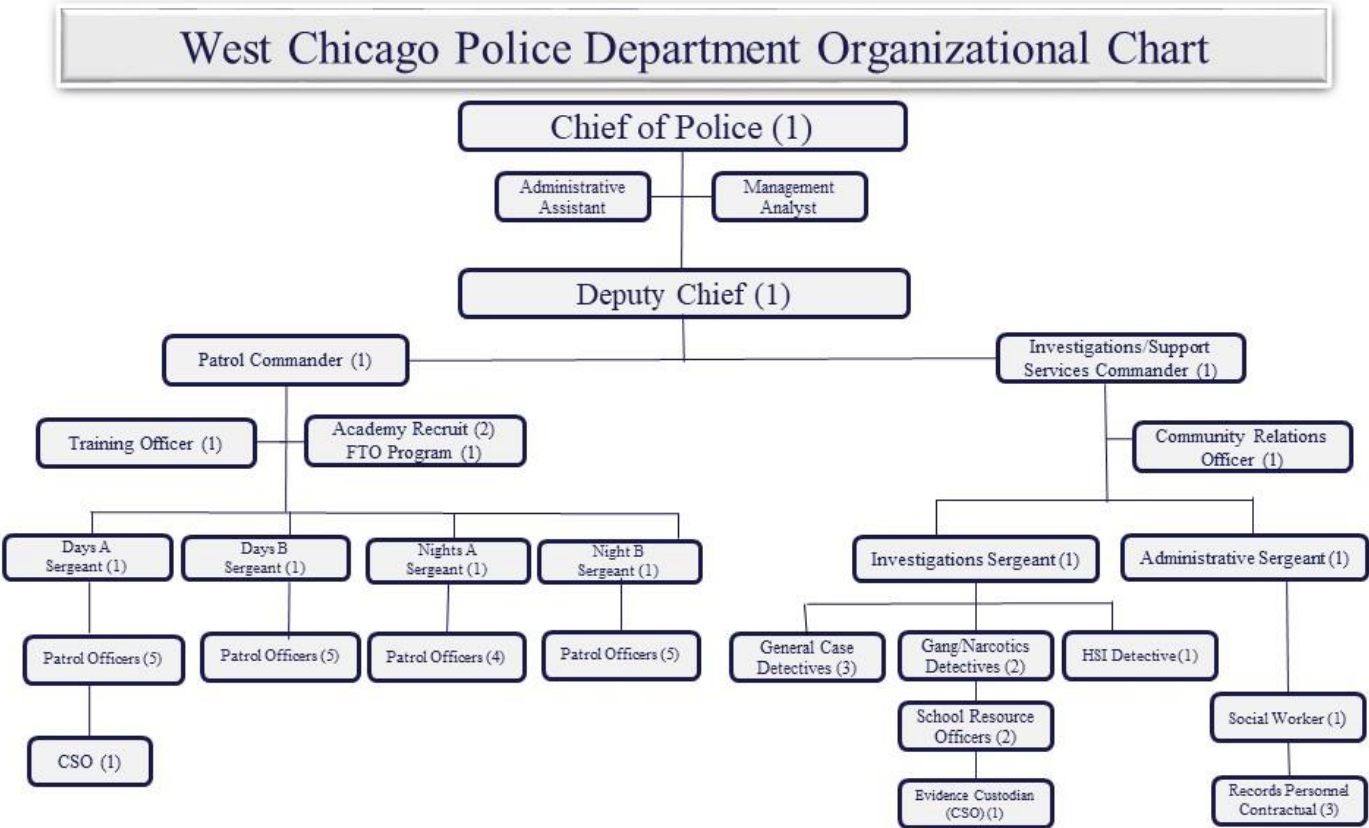
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Organizational Chart

West Chicago Police Department



As of February 2022

Department Overview

The Mission of the West Chicago Police Department is to Protect Life and Liberty, Provide Quality Police Services, and Forge Community Partnerships with Integrity and Professionalism.

There are three divisions in the Police Department: the Office of the Chief of Police, the Patrol Division, and the Investigations/Administrative Division.

The primary responsibility of the Office of the Chief of Police is to provide general management direction and control for the Department. The Office of the Chief of Police consists of the Chief of Police, the Management Analyst, and the Administrative Assistant.

The Patrol Division consists of Uniformed Patrol Officers, the Community Service Officer, and the Training Officer.

The Investigations/Administrative Division consists of Detectives, School Resource Officers, Evidence/Property, the Community Relations Officer, the Administrative Sergeant, and Social Services.

Personnel

On February 10th Selena Guzman completed her college internship with the West Chicago Police Department. Selena worked with the Social Services Unit about providing help and support to the West Chicago community. The Department wishes her well in all of her future endeavors.



On February 11th, Detective Greg Bowers was promoted to the position of Sergeant.



On February 23rd, Sgt. John Zurick completed his last duty day with the Department. The Department thanks Sergeant Zurick for over 29 years of service to the City and wishes him well in his future endeavors.



On February 13th, Officer Joseph Eversole was assigned to the Investigations Unit.



On February 27th, Detective Robbi Peterson was promoted to the position of Sergeant.



Criminal Activities

Criminal Damage to Property:

#2200296 Person(s) unknown damaged a vehicle parked in the 500 block of E. Blair St. The windshield and rear window of the car were shattered by unknown means. The offender(s) had also flattened three tires on the vehicle. The investigation is ongoing.

Criminal Defacement:

#2200231 Person(s) unknown spray painted gang-related graffiti on a fence in the 400 block of E. Forest Ave.

#2200240 Person(s) unknown spray-painted gang-related graffiti on a fence in the alley in the 200 block of George St.

#2200297 Person(s) unknown spray painted gang-related graffiti on the north side of an apartment building and the fence surrounding a dumpster in the 1200 block of Kings Cross.

Aggravated Assault:

#2200299 Person(s) unknown approached the victim as he sat in his car in the 700 block of Parkside Ave. A suspect pointed a gun at the victim, ordered him to exit the vehicle, and asked where the victim's sister was. The victim advised the suspect that he did not know. The suspect then stated he would kill the sister and come back and kill the victim and his family if she could not be located. The suspect then walked to a car where approximately five other suspects were standing, with at least one other subject holding a handgun. The suspects then entered two vehicles and left the scene toward Forest Ave. The investigation is ongoing.

Theft Under \$500.00:

#2200273 Person(s) unknown removed money from the secured locker at a gym in the 1800 block of N. Neltnor Blvd. The victim placed his wallet in a locker, secured it with a padlock, and worked out. When the victim returned to the locker, the lock was missing. His wallet was still in place, but \$120.00 was missing. Nothing else was removed from the locker.

Theft Over \$500.00:

#2200197 A known person removed a Dell computer, an unknown make monitor, and an Epson scanner from a business in the 100 block of Galena St., The business owner, had provided an employee with the computer equipment to facilitate work. The suspect ended employment with the company and took the equipment with her. The loss is estimated at \$1,800.00.

Retail Theft:

#2200219 Person(s) unknown entered Walgreens, located at 125 N. Neltnor Blvd., and removed three or four bottles of perfume/cologne after forcing open the display case. The loss is estimated at \$197.00.

Theft of Motor Vehicle Parts or Accessories:

#2200270 Person(s) unknown removed two catalytic converters from a vehicle parked in the 1600 block of Canterbury Ct.

#2200301 Person(s) unknown removed the catalytic converter from a vehicle parked in the 200 block of N. Neltnor Blvd.

Motor Vehicle Theft:

#2200196 Person(s) unknown removed a vehicle from a business in the 1000 block of Carolina Dr. An employee's vehicle broke down, so the employer loaned him a truck with a plow attached to get home. The employee did not show up to work the next day with the truck, and the vehicle owner had difficulty reaching the employee on the telephone. Eventually, the employee contacted the owner and stated he had returned the truck and parked it behind the business with the keys in the unlocked vehicle. The investigation is ongoing.

#2200284 A company in the 1800 block of W. Hawthorne Ln. had advised a truck driver to return a company truck, and the driver failed to comply. The truck was tracked by GPS to locations in Marshall and Effingham, IL but could not be located when local law enforcement checked for the vehicle. The investigation is ongoing.

Fraud:

#2200160 Person(s) unknown cashed six checks at Extra Value Liquors, located at 334 S. Neltnor Blvd., totaling \$5,318.25. All six checks were returned by the store's bank as fraudulent and did not clear the issuing bank. An employee advised that when a check is cashed, a state ID or driver's license number is written on the back of the check, which assisted in developing suspect information. The investigation is ongoing.

#2200163 Person(s) unknown cashed two checks at Mr. A's Liquors, located at 1400 S. Neltnor Blvd., totaling \$1,896.52. The store's bank returned the checks as fictitious. An employee advised that when a check is cashed, a state ID or driver's license number is written on the back of the check, which assisted in developing suspect information. The investigation is ongoing.

#2200183 Person(s) unknown attempted to cash a check for \$525 at Mr. A's Liquors, located at 1400 S. Neltnor Blvd. The store clerk recognized the check as fraudulent and told the subject he would not cash or return the check. The suspect then left the business. The investigation is ongoing.

Burglary:

#2200261 Person(s) unknown entered an airplane hangar in the 31W700 block of North Ave. Entry had been made by breaking a window on the west side of the building. Nine unsecured planes were in the hangar, and eight had the transponder/radios removed. The value of each unit is valued at \$25,000.00. The investigation is ongoing.

Residential Burglary:

#2200185 Person(s) unknown entered the unsecured apartment in the 1200 block of Kings Cir. Removed were two 65-inch flat-screen televisions and four end tables. The value of the items taken is not known. The investigation is ongoing.

#2200324 Person(s) unknown entered the unsecured and unoccupied apartment in the 800 block of Burr Oaks Dr., where the resident was in the process of moving. Removed from the apartment was an Apple iPhone 12 valued at \$800.00.

Forgery:

#2200206 Person(s) unknown altered and deposited the check of a business located in the 3N700 block of Powis Rd. The business's check had been issued to a company in Batavia for \$34.75. The check had been altered to \$3,400.75, and an unknown individual's name replaced the company name. The offender(s) electronically deposited the check into a credit union account. The investigation is ongoing.

Child Pornography:

#2200255 A known person is alleged to have forwarded pornographic videos and photos of an eighth-grader utilizing the Snapchat application. The suspect was located and declined to be interviewed. The suspect's phone was taken and sent for analysis. The investigation is ongoing.

Monthly Totals

Activities	Nov 2021	Dec 2021	Jan 2021	Feb 2022	YTD 2022	YTD 2021	Total 2021
Traffic Stops	511	447	492	408	900	955	5,954
Traffic Citations	193	179	179	141	303	230	1,940
Traffic Warnings	277	214	203	162	365	398	2,606
Parking Citations	303	218	255	196	451	607	3,860
Traffic Crashes	66	73	67	60	127	140	804
Incident Reports	214	241	214	227	441	374	2,780

Officer Activities

#2200103 On January 24th, a suspect entered Murphy's Ace Hardware, located at 319 S. Neltner Blvd., and filled a shopping cart with \$1,489.91 in tools. The suspect pushed the cart out to the lot and loaded the items into a car when a store employee confronted him. The suspect ignored the employee's direction to pay for the items, continued loading the tools into the car, and left the scene. A few days later, a store employee received information about a possible suspect on Facebook selling stolen tools. Detectives learned the suspect was wanted on an unrelated warrant out of DuPage County. On February 4th, Detectives Eversole, Calabrese, Flanigan, and Herbert traveled to Oak Lawn and located the suspect's vehicle parked in front of his residence. A subject entered the vehicle and drove to a nearby corner, where he exited the car. The subject was identified as the suspect in this theft investigation and taken into custody for the warrant. He was transported to the Police Station and interviewed by detectives. The subject admitted he had driven to West Chicago after leaving the DuPage County Courthouse, stealing the items from Ace Hardware and selling them to a subject for money. The suspect posted bond on the warrant and was released after being allowed to recover the stolen items. He did not follow through, and on January 15th, the DuPage County State's Attorney's Office approved a charge of Felony Retail Theft against the suspect, and a warrant for his arrest was obtained.

#2000694 On May 14th, 2020, a vehicle was taken from the driveway of a residence in the 1300 block of Prairie Ct. The owner stated the vehicle was unsecured, and the key fob was left in the SUV. The vehicle was spotted on North Ave. by a Carol Stream Police Officer, who attempted to stop the Land Rover, but lost sight of it. The vehicle's tracking system was activated and showed that the Land Rover was in Westmont. The Westmont Police Officers located the vehicle, and a suspect fled from the scene. The vehicle was towed to the Police Station, where it was processed for evidence by Detective Peterson. A shirt that did not belong to the owner or his family members was found on the front passenger seat and sent to the DuPage County Crime Lab. DNA on the shirt was run through the State's DNA index and identified a possible suspect. After running the suspect's information through the State's law enforcement databases, Detective's learned that the suspect was wanted on a warrant for a previous charge of Possession of a Stolen Motor Vehicle. A search warrant was obtained for the suspect's DNA. On November 5th, 2020, a DNA sample was collected as the suspect was being transported through O'Hare airport by the U.S. Marshal's Office for an unrelated case. On January 13th, 2022, Detective Peterson contacted the DuPage County State's Attorney's Office and provided additional information related to the investigation. The State's Attorney's office approved a charge of Aggravated Unlawful Possession of Stolen Motor Vehicle, and an arrest warrant was obtained. The offender's information was run through multiple law enforcement databases and found him to be in custody at the Cook County Jail. A copy of the arrest warrant was emailed to the Records Division of the Cook County Jail, and he was served with the warrant.

#2200306 On February 25th, Officers Gary, Schoonhoven, and Rigler were dispatched to the 2500 block of Enterprise Cir. for a report of drag racing. Upon arrival to the area, Officer Rigler affected a traffic stop on a vehicle observed driving without headlights. When making contact with the driver, a strong odor of cannabis emanated from the vehicle. After questioning, the driver handed over a small bag of cannabis. When asked if anything illegal was in the vehicle, the driver stated there was a pistol in a black bag on the back seat. Officers placed the driver in custody, and during a search of the vehicle, a 9mm Glock-style handgun was recovered. The suspect was transported to the Police Station and interviewed, during which he stated he bought the "ghost gun" in Chicago for \$400.00. He further added that he carried the gun for personal protection due to the number of carjackings in Chicago. The DuPage County State's Attorney's Office approved a charge of Aggravated Unlawful Use of a Weapon Without a FOID Card. The suspect was also issued two traffic citations, fingerprinted, photographed, and transported to the DuPage County Jail.

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



MARCH 2022
Colin Fleury, Chief of Police

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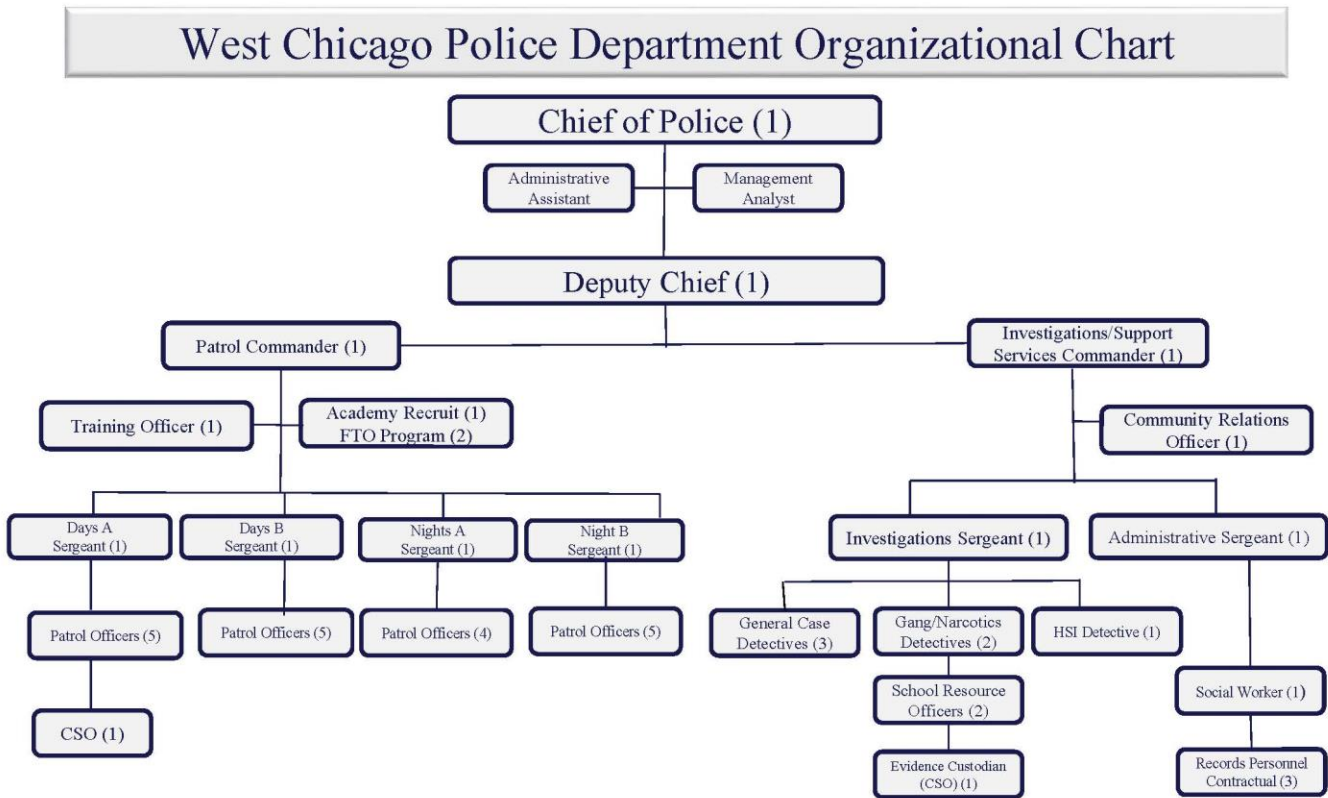
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Organizational Chart

West Chicago Police Department



As of March 2022
Chart reflects current staffing of 42 sworn officers

Department Overview

The Mission of the West Chicago Police Department is to Protect Life and Liberty, Provide Quality Police Services, and Forge Community Partnerships with Integrity and Professionalism.

There are three divisions in the Police Department: the Office of the Chief of Police, the Patrol Division, and the Investigations/Administrative Division.

The primary responsibility of the Office of the Chief of Police is to provide general management direction and control for the Department. The Office of the Chief of Police consists of the Chief of Police, the Management Analyst, and the Administrative Assistant.

The Patrol Division consists of Uniformed Patrol Officers, the Community Service Officer, and the Training Officer.

The Investigations/Administrative Division consists of Detectives, School Resource Officers, Evidence/Property, the Community Relations Officer, the Administrative Sergeant and Social Services.

Personnel

On March 4th, Officers McGuire and Montgomery graduated from the Basic Police Academy at the Chicago Police Department Training Academy. The officers start the Field Training Program on March 7th.



On March 12th, Department members, families, and friends participated in the Polar Plunge to support the Special Olympics of Illinois. Taking the plunge were Detective Herbert and his family, Detective Flanigan, Chief Fleury, Sergeant Peterson and his family, DuPage County States Attorneys Kristin Sullivan and Anthony Pasqualli, Lou Kopinski of Hawthorne's Backyard Barbeque, and West Chicago Fire Protection District Firefighter Scott Hamlin. The event raised \$5,100.00.



On March 18th, Ken and Charles Wegner of The Jel-Sert Company presented Chief Fleury with a \$5,000.00 check to help support the Department's new canine program. The Department thanks them for their generosity.



On March 21st, Evidence Custodian Stephen Trevino started his position with the Department.

On March 24th, Steve Castro was sworn in as the Department's newest officer. He started at the Suburban Law Enforcement Academy at the College of DuPage on March 28th.



Criminal Activities

Criminal Damage to Government Supported Property:

#2200361 Person(s) unknown damaged the south stairs in the 100 block of Turner Ct. One step was cracked, and another step had part of it broken off.

Criminal Defacement:

#2200381 Person(s) unknown drew non-gang-related graffiti on exterior door #48 of Wegner Elementary school located at 1180 Marcella Ln.

#2200375 Person(s) unknown used a gold marker to draw non-gang-related graffiti on playground equipment at Gary Elementary School located at 132 E. Forest Ave. and Currier Elementary School located at 800 Gary's Mill Rd.

#2200432 Person(s) unknown spray-painted gang-related graffiti on a fence behind a residence in the 400 block of Fremont Ave.

#2200511 Person(s) unknown spray-painted gang-related graffiti on the rear overhead door of a business in the 600 block of Joliet St.

#2200512 Person(s) unknown spray-painted gang-related graffiti on a fence facing the alley in the 100 block of E. Pomeroy St.

#2200519 Person(s) unknown spray-painted gang-related graffiti on a stop sign at Bishop St. and Augusta Ave.

Theft Under \$500.00:

#2200444 Person(s) unknown removed the victim's cell phone from West Chicago Community High School at 326 Joliet St. The victim left her cell phone in the locker room and went to physical education class. When she returned to the locker room, her cell phone was missing. Loss is estimated at \$300.00.

#2200515 Person(s) unknown pumped \$48.79 in gas at Thornton's gas station located at 1330 S. Neltner Blvd. and left southbound without paying.

Theft Over \$500.00:

#2200393 Person(s) unknown removed cables from a cell phone tower in the 1200 block of Carolina Dr. The tower is enclosed by a fence that was secured with a lock. The company sustained \$5,000.00 in damages and the loss of \$1,000.00 for the missing cables.

#2200420 Person(s) unknown removed the victim's cell phone from West Chicago Community High School at 326 Joliet St. The victim left her cell phone in a backpack in the locker room and played in a soccer game. When she returned to the locker room, her cell phone was missing from the backpack. Loss is estimated at \$750.00.

#2200428 Person(s) unknown removed six or seven nickel-sized gold coins from the victim's residence in the 800 block of Academy Ln. There was no forced entry to the home, and the exact type of coin and cost is unknown.

Theft of Motor Vehicle Parts or Accessories:

#2200382 Person(s) unknown removed the catalytic converter from a vehicle parked in the 800 block of Lorlyn Dr.

Motor Vehicle Theft:

#2200368 Person(s) unknown removed the victim's vehicle from a parking lot in the 300 block of S. Neltnor Blvd. The owner had started his truck and left it running and unlocked by the front door of the Burger King. The owner went back into the restaurant to continue closing the business. The victim observed on the surveillance camera that the vehicle had been taken. The investigation is ongoing.

#2200406 Person(s) unknown removed the owner's vehicle from a parking lot in the 1200 block of Kings Cir. The car was found unoccupied in the middle of the entrance to the PNC Bank located at 1000 N Neltnor Blvd. The rear passenger side window was broken out. Glass was found on the ground where the owner had parked the car in the apartment parking lot. The investigation is ongoing.

#2200499 Person(s) unknown removed the victim's vehicle from the driveway of a residence in the 300 block of Fremont St. The owner parked the van in the driveway off the alley and entered the house. The keys were left in the ignition of the unsecured vehicle. Approximately five minutes later, the owner exited the residence and observed the vehicle heading north in the alley toward Grandlake Blvd. The investigation is ongoing.

Burglary:

#2200369 Person(s) unknown entered the concession stand at Cascade Drive-In located at 1100 E. North Ave. A security guard arrived to conduct a nightly check and observed the padlock on the front double doors had been removed, and the doors were propped open by a cinder block. Inside, glass bulbs were noted to have been shattered throughout the building. Entry to the property may have been made through a gap in the fence on the west side of the property. The investigation is ongoing.

Burglary From Motor Vehicle:

#2200424 Person(s) unknown entered an unsecured vehicle parked in the 1000 block of Acorn Hill Ln. An iPad, a change holder containing an unknown amount of coins, and a data logger were removed. Loss is estimated at \$1,250.00.

Fraud:

#2200395 Person(s) unknown without authorization made multiple purchases to the victim's debit card. The victim's debit card is attached to her Apple Pay account. The bank contacted the victim to ascertain if she had made a \$493.00 purchase, and the victim responded that she had not. The bank advised the victim that purchases or pending purchases in the amount of \$5,900.00 had been made using her Apple Pay account. The investigation is ongoing.

Identity Theft:

#2200364 Person(s) unknown used the victim's information without authorization to open a line of credit at a credit union in Chicago. The account had an outstanding balance of \$10,462.00 with no payment made. The victim contacted the credit union, had the account closed, and filed a claim. Further research by the victim of his credit showed an address in Lynwood, Illinois, had been assigned to him. The victim has never lived at this address. The investigation is ongoing.

#2200347 Person(s) unknown without authorization opened an account with Verizon using the victim's information. The victim received a phone call at her residence in the 2900 block of Braemore Ct. from someone alleging to work for Verizon. The caller stated Verizon had sent a package on accident and that the victim should leave it on her porch and someone would pick it up. The next day UPS attempted to deliver a package from Verizon, and the victim refused to sign for it causing UPS to return with the package. The same suspect called the victim, who stated she had returned the package and the suspect hung up the phone. The victim later received a letter from Verizon on a newly opened account. The victim contacted Verizon and advised she had not opened a new account.

#2200338 Person(s) unknown without authorization withdrew \$4,000.00 from the victim's account. The funds were obtained as part of two separate transactions at a branch in Kokomo, Indiana. The suspect produced identification with the victim's information as part of the Indiana transactions.

Predatory Criminal Sexual Assault of a Child:

#2200383 A known person is alleged to have inappropriately touched the ten-year-old victim. The location of the occurrence has yet to be determined. The victim related the incident to a school counselor, who notified the School Resource Officer. The Department of Children and Family Services and the DuPage Children's Center were notified for further investigation.

Monthly Totals

Activities	Dec 2021	Jan 2022	Feb 2022	Mar 2022	YTD 2022	YTD 2021	Total 2021
Traffic Stops	447	492	408	474	1,374	1,478	5,954
Traffic Citations	179	179	141	196	499	374	1,940
Traffic Warnings	214	203	162	208	573	608	2,606
Parking Citations	218	255	196	139	590	981	3,860
Traffic Crashes	73	67	74	61	202	190	804
Incident Reports	241	214	227	296	737	678	2,780

Officer Activities

#2200334 On March 2nd, Officers Rigler, Sauseda, and Gary observed a vehicle associated with drug arrests commit a traffic violation. A stop of the vehicle was affected on Gary's Mill Rd near Neltnor Blvd. While warning citations were being written, a DuPage County K9 unit arrived on the scene, and the dog conducted a "sniff" of the vehicle. The dog indicated a positive "hit" for drugs in the vehicle. A search of the vehicle discovered a black case containing a scale, glass pipe, and a baggie containing a clear crystal-like substance. The two occupants of the vehicle were arrested and transported to the Police Station. The substance field-tested positive for Methamphetamine. Interviewed, the passenger stated he had a drug problem and the items found in the car were his. The DuPage County State's Attorney's Office approved a charge of Possession of Methamphetamine against the passenger. The offender was fingerprinted, photographed, and transported to the DuPage County Jail.

#2200380 On March 9th, Officer Rigler observed a vehicle next to Scooby's Hotdogs located at 1020 E. North Ave. As the business had been closed for several hours and businesses in the area had recently been burglarized, officers decided to make contact with the vehicle occupant(s). As Officer Rigler pulled behind the vehicle and activated the squad's spotlight, the vehicle pulled away. Due to these factors, a stop of the vehicle was affected at St. Charles Rd. and County Farm Rd. Officers Gary and Sauseda arrived on the scene to assist. The driver was questioned and asked for his license. The individual's driver's license came back suspended. When placing the driver in a squad car, a white powdery substance was observed on one of the individual's nostrils. A DuPage K9 unit was in the area and stopped to assist. The dog indicated/hit on a backpack in the backseat of the vehicle. The driver and backpack were transported to the Police Station. The backpack was searched, and 31 small plastic bags containing a white powdery substance were located. The powder field-tested positive as cocaine. Advised of his Miranda rights, the suspect declined to speak to officers. The DuPage County State's Attorney's Office approved a charge of Possession of a Controlled Substance. The suspect was fingerprinted, photographed, and then transported to the DuPage County Jail.

#2200250 On February 17th, the manager of Aldi, located at 978 N. Neltnor Blvd., arrived at the Police Station to file a fraud report. It was reported that a suspect has been making fraudulent returns of high price items at several area stores. Three returns occurred at the West Chicago store totaling \$383.31. Officers were provided with copies of the transaction records and surveillance video of the suspect. The subject was observed pulling an item off the shelf, taking it to the checkout counter, and presenting an old, faded receipt to receive cash back. In following up on these thefts, detectives learned that employees at the Aldi in North Aurora had obtained the suspect's registration number. The registered owner's driver's license photo looked identical to the suspect in the West Chicago Aldi's thefts. On March 1st, Detectives Calabrese, Flanigan, and Herbert conducted surveillance of the suspect's residence in Aurora, IL. The suspect left the residence, entered a vehicle, and detectives affected a traffic stop. When detectives learned that her license was suspended, she was taken into custody. A beige bag used during the thefts and a frozen bag of scallops were observed on the vehicle's rear seat and taken as evidence. The suspect was transported to the Police Station and interviewed. The suspect admitted to drug addiction and committing the thefts in West Chicago and other jurisdictions totaling approximately \$14,000.00. The DuPage County State's Attorney's Office approved a Burglary charge and four counts of Retail Theft against the offender. She was fingerprinted, photographed, and transported to the DuPage County Jail.

#2200160 On February 1st, officers responded to Extra Value Liquors located at 334 S. Neltnor Blvd. A customer had cashed six checks at the business totaling \$5,318.25. The checks were returned by the issuing banks listed on the checks and were determined to be fraudulent. The suspect's driver's

license number was listed on the back of the fraudulent checks and corresponded to the name checks. Another police report was generated on February 19th, where the suspect attempted to cash another fraudulent check at Extra Value Liquors. The cashier phoned 911, and the suspect fled the scene in a silver vehicle. Investigators reached out to the businesses whose names were on the fraudulent checks and learned the suspect neither worked for nor was he affiliated with any of the companies. The phone number written on the fraudulent checks was registered to the suspect. The same suspect cashed another fraudulent check for \$610.57 as a new employee was working the register and did not recognize the suspect. On March 17th, Detectives Eversole and Herbert located the suspect at his residence in Elgin. He was placed in custody and transported to the Police Station, interviewed, and admitted to cashing fraudulent checks. The DuPage County State's Attorney's Office approved seven counts of Forgery against the suspect. The suspect was fingerprinted, photographed, and transported to the DuPage County Jail.