

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

PUBLIC AFFAIRS COMMITTEE

**Monday, February 23, 2015
7:00 P.M. - Committee Room (A)**

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Public Affairs Committee of January 26, 2015
3. Public Participation / Presentations
 - A. City Museum 2014 Annual Summary Report - Sara Phalen, Museum Director/Curator
 - B. People Made Visible, Inc. Annual Report on Gallery 200
4. Items for Consent
 - A. Ordinance No. 15-O-0008 Amendment to the City Code Regarding the Licensing of Precious Metals Dealers
 - B. Blooming Fest 2015
 - C. St. Mary's Parish Stations of the Cross
5. Items for Discussion
 - A. Contracting Out the Mexican Independence Day Festival
 - B. Railroad Days 2015 Site Proposal
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. Traffic Management Report
9. Adjournment

DRAFT

MINUTES

PUBLIC AFFAIRS COMMITTEE

January 26, 2015, 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 Earley, Fuesting, Hallett, Meissner and Birch.

Alderman Edwalds was not present.

Also in attendance were Mayor Ruben Pineda; Rosemary Mackey, Marketing and Communications Coordinator; Krista Coltrin, Assistant Marketing Coordinator; Dave Sabathne, president of the Western DuPage Chamber of Commerce; Dean Klapatch, Glen Arbor Community Church.

2. Approval of Minutes.

A. Public Affairs Committee of November 24, 2014. Alderman Hallett made a motion, seconded by Alderman Meissner to approve the minutes of the Public Affairs Committee Meeting with no changes. Voting Aye: Chairmen Chassee, Alderman Earley, Fuesting, Hallett, Meissner and Birch. Voting Nay: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Consent.

A. Ordinance No. 15-O-0001 – Amendment to the City Code Regarding the Licensing of Precious Metals Dealers. Alderman Fuesting made a motion, seconded by Alderman Earley to direct this item to City Council for approval. Voting Aye: Chairmen Chassee, Alderman Earley, Fuesting, Hallett, Meissner and Birch. Voting Nay: 0. Motion carried.

B. Resolution No. 15-R-0001 – A Resolution Approving the Renewal of the Agreement Between Redspeed Illinois, LLC and the City of West Chicago for a Traffic Law Enforcement System. Alderman Earley made a motion, seconded by Alderman Fuesting to direct this item to City Council for approval. Voting Aye: Chairmen Chassee, Alderman Earley, Fuesting, Hallett, Meissner and Birch. Voting Nay: 0. Motion carried.

C. ABD Cycling Club Bicycle Training Criteriums

Alderman Fuesting made a motion, seconded by Alderman Meissner to direct this item to City Council for approval. Voting Aye: Chairmen Chassee, Alderman Earley, Fuesting, Hallett, Meissner and Birch. Voting Nay: 0. Motion carried.

D. St. Andrew Lutheran Church Stations of the Cross

Alderman Fuesting made a motion, seconded by Alderman Birch to direct this item to City Council for approval. Voting Aye: Chairmen Chassee, Alderman Earley, Fuesting, Hallett, Meissner and Birch. Voting Nay: 0. Motion carried.

5. Items for Discussion.

A. Railroad Days 2015 Site Proposals. Upon review the Committee decided that the Factory Street site was not a viable location. While discussing option for the event, Mayor Pineda suggested 2015 Railroads Days consist of a concert with fireworks and the annual parade. Committee agreed and gave direction to staff to review and provide the logistics to this event at the February Public Affairs Meeting.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

A. Traffic Management Reports.

- 9. Adjournment.** Alderman Earley made a motion to adjourn, seconded by Alderman Fuesting. The motion was approved by voice vote, and the meeting adjourned at approximately 8:10pm.

Respectfully submitted,

Yahaira Bautista

Yahaira Bautista
Administrative Assistant
West Chicago Police Department

Phalen Consulting, Inc.

**FY2014 Report for the Management and Operation of the West Chicago City Museum
Summary of Presentation – West Chicago Public Affairs Committee, February 23, 2015**

Staff Time: 2,555 hours (average of 49 hours a week)

Main Projects:

- Staffing Museum open hours
- Collections: processing temporary receipts, accessioning artifacts, database entry, digitization of collection, inventory of collection
- Exhibits: **Where History and Progress Meet** (December 6-April 2014); **(Bi)Cycle of Life** (April 2014-September 2014); **Out of the Woods/Wood Reutilization** (September 17 – October 22); Danish Visiting Artist Diana Velasco photograph exhibit (September-November); **25 Year of Telling Tales** (October 2014-March 2015CB&Q Depot interior exhibit; outdoor interpretive signage for the CB&Q Depot and Sesqui Park displays; Police Department Lobby exhibit
- Educational: educational programming-adult and school outreach; High School American Dream in classroom project, Pioneer School in-school Pioneer Day Program with Kline Creek Farm; High School Summer Bridge Program tour and orientation to local history visit; New Common Core Curriculum changes at Dist 33, Afterschool history through art program; Kindercare Tour, Immigration History Kit for 3rd and 7th graders, outreach survey to teachers; Little Free Library
- Museum: new entrance design, new sign for back of museum
- Organizational Collaborations: West Chicago Public Library-research for anniversary of W. Washington Building; West Chicago Park District collaboration on American In Bloom and Out of the Woods/Wood Utilization Project; West Chicago Fire Protection District-history book written by Martha Noble; Methodist Church-preservation of church records; DuPage County Forest Preserve-early history; Burlington Route Historical Society collaboration
- Programs: Late Night at the City Museum, Mobile Walking Tour, History Pin, Bicycle Talk, Historiography non-fiction reading group, Summer Tea, Rediscovering Your Roots memoir writing initiative, Artist in Residency: Danish Marlene Klok & Spanish Irene Perez; Tales Tombstones Tell & online preview
- Research: organizing research files, working with researchers and processing research requests, digitization of research collection
- Events: Blooming Fest, Volunteer Appreciation Dinner, Senior Fair; Railroad Days & Parade, Dr. Ilahi World War I talk, United Way Neighborhood Network public art project launch, Mexican Independence Day Celebration, 25th Tales Tombstones Tell, Museum Presentation at the Illinois Association of Museums Conference in Rockford

Collection:

Accession Total:

- Collection total: 31,845 objects (as of Dec 31, 2014)
- Collection processed into PastPerfect database: 3,445
- New donations:
 - West Chicago business materials, local photographs, railroad items, local family items, Victrola and records, Sister Cities materials

Research Inquiries: 65 (family history, house history, railroad, McAuley School, business history, Sister Cities, Sesqui Park, High Lake, St. Mary's, historic properties, immigration history, local events, Mother's Club)

Visitation:

- Overview
 - Open hours: 808 (FY2013: 782)
 - Guests at museum: 2,918 (FY2013: 2,246)
 - External Museum programs: 875 (FY2013: 497)
- Breakout

Category	Date(s)	Guests
Walk-in Museum visitors during regular open hours (W-S noon-4pm)	2014	1,938
Museum specific visitors (researcher, museum related question)	2014	980
Program: Late Night at the City Museum (with special event)	First Friday of the each month	118
Program: Currier School 2 nd Grade & staff	March 21, 2014	100
Program: High School Social Studies American Dream Program	March 27, 2014	70
Program: Currier School 2 nd Grade & staff	March 28, 2014	100
Event: Open House for Burlington Route Historical Society Meeting	March 29, 2014	11
Program: Community High School American Dream Program	April 17, 2014	120
Program: Volunteer Dinner	April 23, 2014	30
Program: Pioneer School in-school Pioneer Day	May 30, 2014	90
Program: Visiting Artist Reception and Talk	June 3, 2014	109
Program: Summer tea	June 8, 2014	35

Program: Rich Steinbrecher's Bicycle Talk	June 25, 2014	20
Tour: Community High School Bridge Program Tour & Museum Activities	July 30, 2014	75
Program: World War I Lecture by Dr. Ilahi	August 21, 2014	7
Tour: German Sister City Tour	August 29, 2014	30
Program: District 33 Afterschool DREAM Program: History through Art	September-December 2014	70
Event: Out of the Woods exhibit opening reception	September 20, 2014	50
Event: Tales Tombstones Tell	October 10, 2014	260
Tour: Pioneer School Afterschool History Through Art Museum tour	October 15, 2014	22
Event: Downtown Trick or Treat	October 25, 2014	842
Program: Diana Velasco Photograph Exhibit Closing Reception and Artist Talk	November 13, 2014	9
Event: Frosty Fest	December 6, 2014	250

Volunteer hours: 1,920 (FY2013: 1,731.75) (docent hours, research, collection processing, event staffing)

Goal Achievement per statements made in Attachment B

- Education: Annual Goal of 6 total programs during school year including 4 in museum group tours; unmet as of December 31, 2014; YTD 7 program in school; 2 in museum; bus grants are being explored to allow more students to visit the museum.
- Summer Passport Program goal of attracting 50 additional visitors through program **met** as of December 31, 2014; total additional visitors attracted 54
- Exhibits/Displays: Annual Goal of at least one new large exhibit **exceeded** as of December 31, 2014; 4 new exhibits opened during 2014
- Exhibits/Displays: Accessibility goal of maintaining at least 12 hours a week during winter months **exceeded** as of December 31, 2013 with the addition of Late Night open hours and summer additional hours on Saturdays
- Volunteers: monthly goal of utilizing volunteers for 30 hours a month **exceeded** as of December 31, 2014, (volunteer hours averaged 160 hours a month for the calendar year largely in part to volunteers taking part in research projects)
- Collection: annual goal of accessioning 25% of the backlog of artifacts is unmet, but work is being continued
- Collection: annual goal of accessioning 75% of 2014 donations is unmet, but work is being continued into 2015

- Research library: monthly goal of serving 15 researchers a month unmet with an average of 5.4 researchers a month as of December 31, 2014
- Research library: annual goal of processing new items into research library **met** as well as an additional finding aid being completed for the research library
- Programs: annual goal of 6 programs open to the public **met** as of December 31, 2014 (total 15 programs held)

For the fiscal year of 2014 under the first year of the executed contract with the City of West Chicago for management of the City Museum, Phalen Consulting, Inc. had total cash inflows of \$87,527 and total cash outflows of \$87,527. Per the November 5, 2012 Agreement between the City of West Chicago and Phalen Consulting for the Operation of the West Chicago City Museum, City Resolution No. 12-R-0108, \$70,200 of cash inflows came from the City. Funds were taken from the Museum's Trust Fund, administered by the Friends of the West Chicago City Museum, to cover additional costs in the 2014 calendar/fiscal year, not covered by other inflows.

Category	Amount budgeted	YTD (Dec. 31, 2014)
Staff	\$50,000	\$49,608.73
Training and Tuition	\$1,000	\$852.06
Membership dues/subscription	\$1,500	\$894.35
Printing and binding	\$1,100	\$53.43
Advertising and promotions	\$300	\$1,195
Other contractual services	\$2,000	\$1,075.50
Computer/office supplies	\$1,000	\$3,017.68
Tools & equipment	\$300	\$5,402.24
Educational exhibitions	\$6,000	\$9,123.20
Educational programming	\$3,000	\$9,822.12
Miscellaneous	\$1,000	\$4,080.86
Collection maintenance	\$2,000	\$901.83
Additional arts programming	\$1,000	\$1,500.00

For the fiscal year of 2014 the West Chicago City Museum's Trust Fund had total cash inflows of \$573 and total cash outflows of \$8,325.40, for a net deficit of \$7,752.40.

- Inflows
 - \$142 donations made by museum visitors
 - \$100 memorial donation
 - \$331 donations from Tales Tombstones Tell
- Outflows
 - \$8,325.40 to Phalen Consulting to cover the budget deficit

FY2015 Preview

- Exhibit revamp: Local history semi-permanent exhibit to reopen for Blooming Fest, May 16, 2015
- Increased programming to raise visitorship to museum and downtown historic district
 - Additional adult and children programs at museum
 - Expanding existing mobile walking & biking tour app with brochure guide-in conjunction with Healthy West Chicago Initiative
- Increase visibility through outreach exhibits: Police Station, Metra Depot, DuPage Airport
- Strengthen relationships with schools and increase museum programming
 - Work closely with teachers on supplementing curriculum
 - History through Art Program (pilot launched in Fall 2014)
- Collections backlog and storage issues

People Made Visible, Inc. End of Year Report for Fiscal Year 2014

For the fiscal year of 2014 under the first year of the executed contract with the City of West Chicago for the operation of Gallery 200, Phalen Consulting, Inc. had total cash inflows of \$8,063.08 and total cash outflows of \$3,667.46, for a net surplus of \$4,395.62. It is anticipated that the net surplus will be added to the Gallery 200/200 Main Projects Fund for upcoming projects and enhancements to the Gallery which is anticipated to be spent in the FY2015.

Financial highlights from the fiscal year 2014 include:

➤ **Inflows**

- Cash receipts of \$6,000.00 from the City of West Chicago per the contractual agreement between the City and People Made Visible, Inc.
- Cash receipts of \$1,650.00 from the Gallery Art exhibition fees.
- Cash receipts of \$70.00 from donations from the public for the Gallery 200/200 Main Projects Fund
- Cash receipts \$43.10 from event income.
- Cash receipts \$10.00 from expired gift certificate.
- Cash receipts \$223.98 from Local Music Night donations.
- Cash receipts \$66.00 from usage fees for Gallery 200 Studio.

➤ **Outflows**

- *Supplies:* \$240.24
 - The payments were for coping, office supplies, chair storage supplies, ballast for ceiling fixture, frame, checks.
- *Window Washing:* \$72.98
- *Cleaning:* \$40.00
- *Insurance & Registration fees* costs totaled \$480.25
- *Website:* \$37.99
- *Exhibit materials:* \$2,450.00
 - *Purchase of display boards:* \$2,400.00
 - *Glass case:* \$50.00
- *Door keys:* \$40.00
- *Contractual staff:* \$240.00
- *Local Music Night expenses:* \$68.41

Events at 200 Main:

January 2014:

- Kathy Steere and Gallery 200 artists Featured Artist Show Opening Reception, January 3, 2014

February 2014:

- Phoebe Smith Featured Artist Show Opening Reception, February 1, 2014

March 2014:

- Art is the Heart of the City, District 33 Art Show Featured Artists Show Opening Reception, March 7, 2014

April 2014:

- Midwest Equine Painters Featured Artists Show Opening Reception, April 4, 2014

May 2014:

- Marge Hall Featured Artist Show Opening Reception, May 2, 2014
- Cinco de Mayo art sale, May 3, 2014
- Blooming Fest demos: Marge Hall and Rita Heim

June 2014:

- Buddy Plumlee Featured Artist Show Opening Reception, June 7, 2014
- Art Share: Lampworked Glass Beadmaking June 28, 2014
- Art Classes: Jennifer Ralph of First Star Art taught children with an adult partner

July 2014:

- First Star Art Featured Artists Show Opening Reception, July 11, 2014 with musical performances in Gallery 200 Studio
- Art Share: Wood turning, July 19, 2014

August 2014:

- Rakow Family Featured Artists Show Opening Reception, August 1, 2014
- Art Share: Host to Anni Holm "in this together II" fabric hands project, August 23, 2014

September 2014:

- Fredericka Howard Featured Artist Show Opening Reception, September 5, 2014
- Art Share: Fredericka Howard sketching, September 20, 2014
- Fredericka Howard Featured Artist Show Closing Reception, September 26, 2014

October 2014:

- Artoberfest Featured Artist Show Opening Reception, October 3, 2014
- Art Share: Leroy Fennwald wood demonstration, October 18, 2014
- Participant in Downtown Treat or Treat

November 2014:

- Mike Smith Featured Artist Show Opening Reception, November 7, 2014
- Art Share: Britta Renwick bracelets, November 15, 2014

December 2014:

- Wonderful and Wearables Opening Reception, December 5, 2014
- Frosty Fest Andy! Earring making, December 6, 2014

Art Classes: Britta Renwick twice monthly jewelry making classes

Weekly Knit Night Meet-Ups

Visitation at 200 Main/Gallery 200:

- Overview
 - Guests at Gallery 200: 1881
- Breakout

Category	Date(s)	Guests
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	January 2014	33

Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	February 2014	159
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	March 2014	186
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	April 2014	67
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	May 2014	214
Walk Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	June 2014	276
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	July 2014	121
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	August 2014	153
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	September 2014	349
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	October 2014	113
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	November 2014	88
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	December 2014	122

Gallery 200 Artist Sales

- Overview
 - \$8,386.06 (no commission on sales is taken by the Gallery/PMV)
- Breakout

Category	Date(s)	Guests
Total Sales	January 2014	\$161.50
Total Sales	February 2014	\$955.75
Total Sales	March 2014	\$499.00

Total Sales	April 2014	\$258.00
Total Sales	May 2014	\$1,473.75
Total Sales	June 2014	\$548.60
Total Sales	July 2014	\$355.00
Total Sales	August 2014	\$418.50
Total Sales	September 2014	\$2,046.75
Total Sales	October 2014	\$584.00
Total Sales	November 2014	\$409.00
Total Sales	December 2014	\$676.75

Gallery 200 Studio, 203 Turner Court Events

- Monthly Local Music Nights held featuring local musician and song-writers and guest visual artists
- Five plays produced by Gallery Theater, a separate organization that coordinates space usage with People Made Visible
- Host of Artéculture-community art show during Blooming Fest
- Host of "Out of the Woods"-reclaimed wood creations from the July 2012 storm, during Frosty Fest
- Two other community group uses for organizational meetings

Goal Achievement per statements made in Exhibit C

- Gallery 200 has continued the cultural and arts related programs present at 200 Main and expanded offerings to the public through a monthly Art Share event, normally held the third Saturday of the month.
- Gallery 200 Studio has remained a space for local events such as Local Music Night and Gallery Theater. During Blooming Fest the space was used for a new Cultural Arts Commission project, Artéculture. During Frosty Fest People Made Visible sponsored the showing of "Out of the Woods," materials made from the trees lost in the July 2012 storm.
- People Made Visible has worked to help further the City of West Chicago's goal of revitalization efforts around the 200 Main building.

Goals for 2015

- Set up credit card service at Gallery 200 to allow for easier sale processing

- Increase the number of classes offered at Gallery 200
- Establish summer children's art classes or a summer art camp
- Hire a part-time staffer to assist in daily management of Gallery 200 and bring cohesion to activities in the 200 Main Building

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: Ordinance No. 15-O-0008 - Amendment to the City Code Regarding the Licensing of Precious Metals Dealers

AGENDA NO. 4A

FILE NO. _____

AGENDA DATE: February 23, 2015

COUNCIL AGENDA DATE: March 2, 2015

STAFF REVIEW: Michael Uplegger, Acting Chief of Police

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

In 2012, the City Council adopted an Ordinance requiring pawnbrokers and precious metals dealers (e.g. cash-for-gold establishments) to become licensed. Periodically, the City Council has adjusted the number of licenses to reflect the number of precious metals dealers operating within the City. While there were two precious metals dealers businesses at the time the Ordinance was last amended, one of the two remaining, Flash Enterprises, has since chosen not to be a precious metals dealer.

Since there is currently only one precious metals dealer operating within our corporate limits, staff recommends amending Chapter 9, Article IV, Section 9-67 (Number of Licenses; fees) by reducing the number of available precious metals dealers' licenses to one. The remaining precious metals dealer is: Gloria's Jewelry.

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 15-O-0008

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 15-O-0008

**AMENDMENT TO THE CITY CODE REGARDING THE LICENSING OF
PRECIOUS METALS DEALERS**

BE IT ORDAINED, by the City Council of the City of West Chicago, in regular session assembled, as follows:

Section 1. That Article IV, Chapter 9, Section 9-67(B) of the Code of Ordinances of the City of West Chicago be amended to read as follows:

” (B). There shall be no more than the following number of licenses:

- i. Pawnbroker.....1
- ii. Precious Metals Dealer..... 1”

Section 2. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 3. That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

ADOPTED this 2nd day of March 2015.

Alderman L. Chassee	_____	Alderman J. Beifuss	_____
Alderman A. Hallett	_____	Alderman L. Grodoski	_____
Alderman K. Meissner	_____	Alderman J. C. Smith, Jr.	_____
Alderman R. Stout	_____	Alderman J. Smith	_____
Alderman M. Birch	_____	Alderman D. Earley	_____
Alderman M. Fuesting	_____	Alderman S. Dimas	_____
Alderman J. Banas	_____	Alderman M. Edwalds	_____

APPROVED as to form:

City Attorney

APPROVED this 2nd day of March 2015.

Mayor Ruben Pineda

ATTEST:

City Clerk Nancy M. Smith

PUBLISHED: _____

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: 2015 Blooming Fest

AGENDA ITEM NUMBER: 4B

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 23, 2015

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Krista Coltrin

SIGNATURE Krista Coltrin

APPROVED BY CITY ADMINISTRATOR: _____

SIGNATURE _____

ITEM SUMMARY:

West Chicago Blooming Fest is scheduled for Saturday, May 16, 2015 from 9:00 a.m. to 3:00 p.m. and will include the West Chicago Garden Club's plant sale, other plant vendors, a craft sale, local music/entertainment, food vendors, a car display and more.

The Blooming Fest Committee is proposing a revision to the event layout which is different than previous years. The event boundary on Main Street would be extended southeast to include the Fox Community Center, 306 Main Street, as a location for the 2nd Annual Artculture Exhibit. The extended road closure would also include the location of the car show, additional vendor booth spaces and children's activities. These activities were previously located on Fremont Street.

Several measures have been taken to address parking concerns. To accommodate access to parking for downtown residents, Library patrons and visitors to the event, proximity to the entertainment stage for participants and re-entry onto Main Street for vendor booth removal, access to Turner Court will be available via W. Washington Street during the hours of the event. On-street parking will be available again this year along one side of the detour route (Chicago Street and Fulton Street), with restrictions near intersections where clearance is necessary for emergency vehicles. Permission has been granted again this year for the use of the Water's Edge Bible Church parking lots at Chicago Street and S. Oakwood Avenue. The City-owned lot on Fremont Street as well as the Metra and City Hall lots will also be marked as event parking. Permission has also been received from Republic Bank to make several handicapped parking spots available in the Bank's parking lot along Tye Court as well as several additional handicapped spots positioned on Main Street between Chicago and Center Streets.

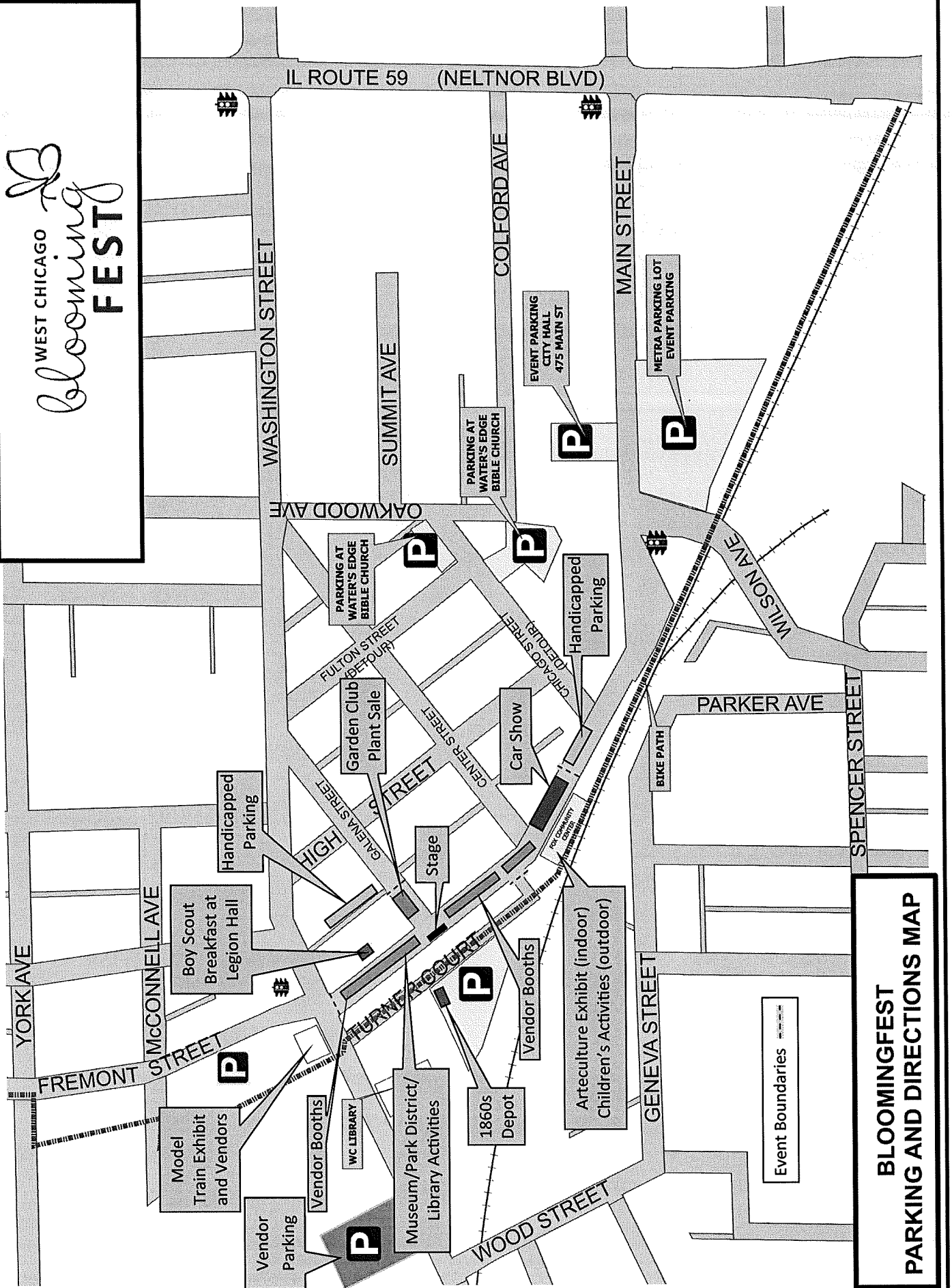
Additionally, representatives of Healthy West Chicago (HWC) will officially launch the campaign at Blooming Fest by hosting a booth to provide information gathered from the community through surveys and forums which resulted in the HWC Action Plan. Health and wellness enthusiasts/service providers, with an emphasis on community gardening, a new Farmer's Market and opportunities for increased physical activity will be on-hand. Partnering organizations will be invited to participate, free of charge, as representatives of the HWC initiative. A series of kiosk-type booth spaces coordinated with HWC initiative signage will be dotted throughout the event and will not impact the traditional revenue-producing vendor spaces.

ACTIONS PROPOSED:

- approval to close Galena Street from Main Street to Tye Court from 2:00 p.m. Friday, May 15, 2015 to 4:00 p.m. Saturday, May 16, 2015. The Fire District does not object to the closure provided there is an emergency lane available adequate for fire truck access.
- approval to close Main Street from W. Washington Street to Chicago Street on Saturday, May 16, 2015 from 5:00 a.m. until 4:00 p.m. ~ again, keeping adequate clearance for emergency vehicles to navigate.
- permission for City and the West Chicago Garden Club to use the public right-of-way for the posting of signs promoting the annual plant sale in conjunction with Blooming Fest.
- use of City services; police and public works.
- approval to be contingent on the satisfaction of liability issues and an emergency plan.

A map of the proposed street closures is included.

WEST CHICAGO *Blooming* FEST



**BLOOMINGFEST
PARKING AND DIRECTIONS MAP**

CITY OF WEST CHICAGO

Public Affairs Committee AGENDA ITEM SUMMARY

ITEM TITLE: St. Mary's Church Living Stations of the Cross

AGENDA ITEM NUMBER: 410

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 23, 2015
COUNCIL AGENDA DATE: _____

STAFF REVIEW: Krista Coltrin

SIGNATURE Krista Coltrin

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

St. Mary's Church is organizing a procession – Stations of the Cross - beginning at noon until approximately 5:00 p.m. on Good Friday, April 3, 2015. Participants will gather in front of the Church and gradually move to the vacant lot on Garden Street. (see attached map)

St. Mary's is requesting the closure of N. Oakwood Avenue between E. York Avenue and Virgie Place. St. Mary's requests the drop-off of barricades by Public Works for their volunteers to position on the route. They are anticipating approximately 500 participants.

A certificate of insurance naming the City of West Chicago as additionally insured has been received from St. Mary's Church.

ACTIONS PROPOSED:

Recommend for approval:

- 1) The route and times of the procession
- 2) Use of City right-of-way including street and sidewalks
- 3) Public Works barricades

COMMITTEE RECOMMENDATION:



ST. MARY'S PARISH

140 N. Oakwood Ave., West Chicago, IL 60185

ph: 630-231-0013 | fax: 630-293-2671 | www.stmarywc.org

January 23, 2015

Dear City Hall:

On Good Friday, April 3rd, 2015, St. Mary's parishioners will gather at our Church at 12:00 noon. They will act out the Stations of the Cross starting in front of our Church. They will walk down to the entrance of our parking lot and eventually cross over to our field on Garden Street. The majority of the time, we will be on Church property. The crowd will probably spill over onto Oakwood in front of our Church for the first fifteen minutes of the program. Then cross over Garden Street to get into the field.

The event does not include the selling of food or any other activity, just basically a religious procession.

Sincerely,

Father John Balluff
Pastor

York

Church

old
School

Virginia

Garden

ORR... P

Field.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Contracting Out Coordination of Mexican Independence Day Festival – Mexican Cultural Center

AGENDA ITEM NUMBER:5A**FILE NUMBER:****COMMITTEE AGENDA DATE:** February 23, 2015**COUNCIL AGENDA DATE:****STAFF REVIEW:****SIGNATURE** _____**APPROVED BY CITY ADMINISTRATOR:****SIGNATURE** _____**ITEM SUMMARY:**

Attached is a Letter of Intent from the Mexican Cultural Center to coordinate the Mexican Independence Day Festival in the future; this is a similar contractual relationship that the City Council has previously approved with the Western DuPage Chamber of Commerce for Railroad Days.

The amount of money requested for the event is consistent with what the City has spent on the festival when it was the coordinating entity; it is also how much was included in the 2015 Downtown TIF Fund. The Mexican Cultural Center is able to comply with the City's insurance requirements.

The City has been looking for a local not-for-profit entity to assume responsibility for the Mexican Independence Festival with the City being the primary financier. While several groups have expressed interest in the past, the Mexican Cultural Center is the first one that has shown the ability and leadership skills necessary to successfully provide a quality festival to the participants.

ACTIONS PROPOSED:

Direction to staff on whether or not the Committee would like the City to have the Mexican Cultural Center coordinate the Mexican Independence Day Festival using the terms in the attached Letter of Intent. If the direction is positive, staff will work on a contract and bring that to an upcoming City Council meeting for consideration. Meanwhile, representatives of the Mexican Cultural Center would begin the process dictated by the City's Special Events Policy.

COMMITTEE RECOMMENDATION:

LETTER OF INTENT FOR AN AGREEMENT BETWEEN THE CITY OF WEST CHICAGO AND THE MEXICAN CULTURAL CENTER FOR THE COORDINATION OF MEXICAN INDEPENDENCE DAY PARADE AND CELEBRATION

The City of West Chicago has coordinated the West Chicago Mexican Independence Day Parade and Celebration through City staff for the past six years. The Mexican Cultural Center proposes to take on the responsibilities for the event per the terms outlined in this letter of intent.

Mexican Cultural Center Responsibilities

1. The Mexican Cultural Center will be responsible for coordinating a Mexican Independence Day and Celebration within the Downtown Tax Increment Financing District, which includes but is not limited to, the following tasks:
 - a. Solicitation of volunteers and vendors as needed
 - b. Providing or contracting for all infrastructure and entertainment
 - c. Any additional fundraising efforts required
2. The Mexican Cultural Center shall recognize the City in any and all marketing and promotional materials as a primary contributor and co-sponsor of the event and all aspects coordinated under the terms of the Agreement.
3. No less than ninety (90) days prior to the scheduled date of the event, the Mexican Cultural Center will submit a Special Events Application which includes the following information: insurance and indemnification agreement; hours of operation; schedule of events; site plan; security plan, parking plan and traffic management plan reviewed by the Police Department and Fire Protection District; proof that applicable permits have been obtained from the Fire District and the DuPage County Health Department as needed; electricity needs; request for liquor license (if applicable); detail of carnival layout (if applicable); first aid plan; and parade and/or carnival permit (if applicable).
4. The Mexican Cultural Center shall give at least monthly updates to the City on the progress made in planning of the event; such update may occur at regularly scheduled meetings of the Mexican Cultural Center or any applicable subcommittees.
5. The Mexican Cultural Center will provide a detailed report to the City on or before October 26, 2015 regarding expenses, revenues and overall evaluation measures for the event.

City of West Chicago Responsibilities

1. The City will assist in marketing the special events through its newsletter, website and other media.
2. The City will provide in-kind services to assist as necessary. Such in-kind services will include the use of police patrols during the event and public works crews for set-up and clean up.
3. The City will review the special event request as detailed above as expeditiously as possible.

Compensation

For work to be performed, on or about September 13, 2015, the City will pay a total sum of \$7,000 in four equal payments \$1,750 commencing on June 2 or 16, 2015 and continuing on the first Tuesday or third Tuesday of the month for the three subsequent months. Proposed Mexican Cultural Center budget for the event is attached as Exhibit A.

Exhibit A

Working Budget

The Working Budget outlines the proposed funds to be utilized by the Mexican Cultural Center in the fulfillment of its responsibilities in coordinating the Mexican Independence Day Parade and Celebration. The Working Budget shall not bind expenditures. The Mexican Cultural Center shall have the ability to utilize the full budgeted amount for the event with the Working Budget serving as a guide.

Category	Amount	Description
Stage	\$1,900	Main stage for speeches and entertainment
Entertainment	\$3,850	Main stage performers, dancers, horses, and other entertainers as may be determined
Event Insurance	\$800	General Liability Insurance to cover Mexican Cultural Center as coordinator for the event with the City of West Chicago as the additionally insured, policy for \$1,000,000 combined single limit per occurrence for bodily injury, ad property damage and \$1,000,000 per occurrence for personal injury.
Decorations	\$500	Stage and street decorations
Port-a-potties	\$450	Portable restroom facilities for event
Total	\$7,000	

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: Railroad Days 2015

AGENDA ITEM NUMBER: 5B

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 23, 2015
COUNCIL AGENDA DATE: _____

STAFF REVIEW: Krista Coltrin

SIGNATURE Krista Coltrin

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

At the January 26, 2015 Public Affairs Committee meeting, staff was directed to work with the Western DuPage Chamber of Commerce to draft a proposal for Railroad Days 2015 reduced to one day of entertainment followed by a fireworks display on Saturday, and a parade on Sunday.

Subsequent discussions with representatives from the Park District and the Police Department resulted in a determination that no suitable venue currently exists for entertainment. Details of the considered locations follow:

- **Reed-Keppler Park:**

1. An open area directly north and adjacent to the ARC Center was initially discussed and agreed upon, but later rejected by the Park District due to the significant expense of ongoing turf restoration following the construction of the ARC Center.
2. The proposed option of the southeast corner of the Park at Arbor Avenue and National Street was rejected by the Park District.

- **Kress Creek Farm (Manville Oaks Park):**

After further consideration of the open area west of Joliet Street and north of Wilson Street, Police Department management staff raised significant concerns related to safety due to the lack of pedestrian access, lack of parking, traffic along Joliet Street, and proximity to Kress Creek.

Discussion of the presentation of a fireworks display, which contractually must take place on or before July 12, 2015, yielded the following options pending Park District Board approval and issuance of a fireworks permit:

- Same location as proposed in 2014 (the southwestern portion of Reed-Keppler Park adjacent to the Illinois Prairie Path and near the anticipated construction of the indoor training facility)
- City-owned property located West of Fremont Street and north of West Washington Street

Associated costs with coordination and management of a fireworks display by the Chamber are estimated between \$1,000 and \$2,000 for insurance and between \$1,250 and \$2,000 for labor.

There are no issues relating to the parade component of the Committee's directive. While the original funding agreement specifies Sunday, July 12, 2015, there are no constraints in rescheduling it to another date, if preferred. The Chamber indicates that the associated costs would include approximately \$8,000 for participating units. Labor costs associated with coordination and management of the parade by the Chamber are estimated to be between \$6,250 and \$7,500.

The Western DuPage Chamber of Commerce has provided a proposal for fireworks and a parade, which is attached. Also included, per Committee direction, is documentation of Chamber expenses incurred to date for Railroad Days 2015.

CITY OF WEST CHICAGO

ACTIONS PROPOSED:

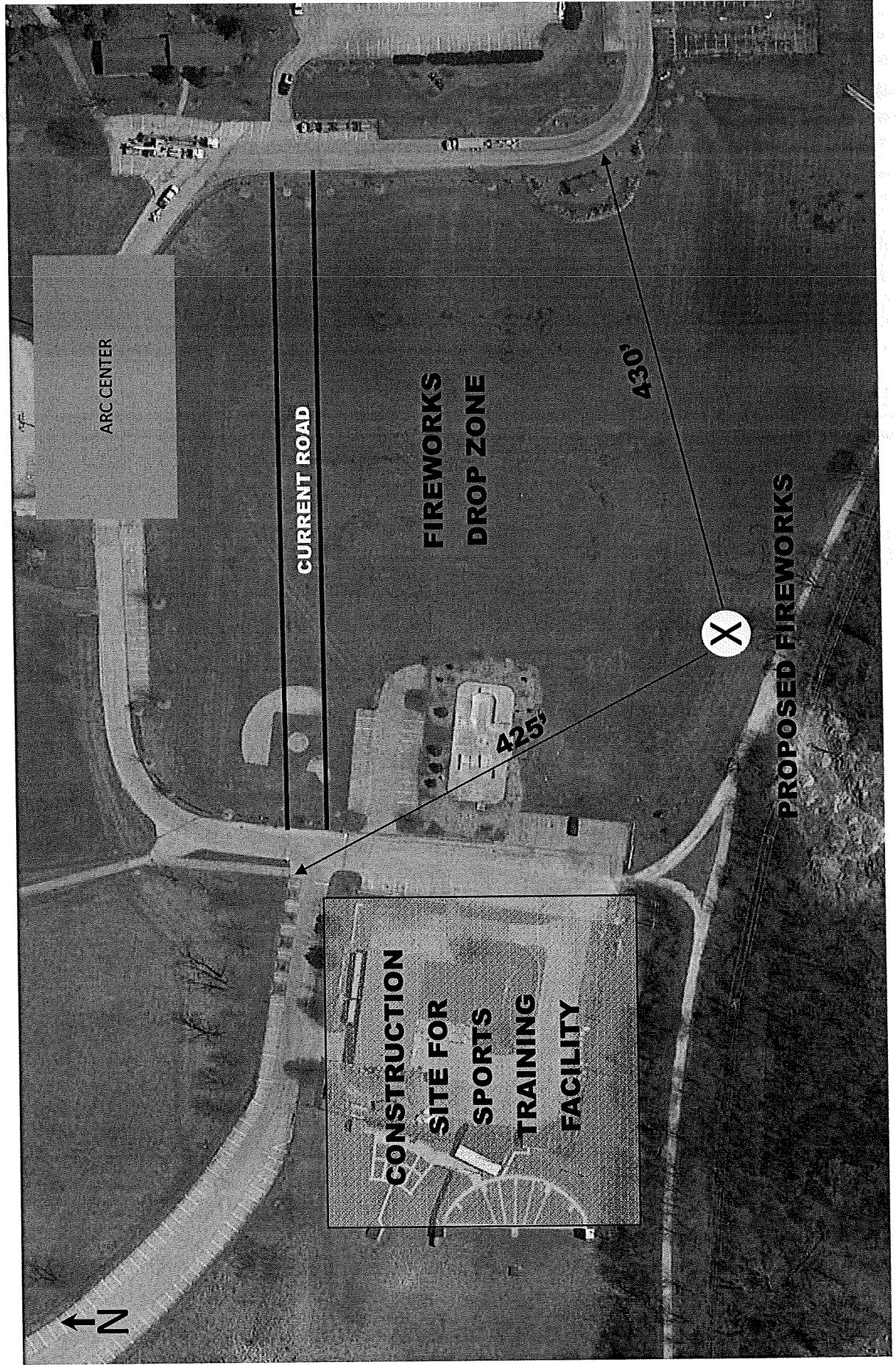
Provide direction to staff regarding:

- Does the Committee concur that elimination of the entertainment component is necessary in light of there not being a location available for such?
- When does the Committee want the fireworks display to take place and at which of the two locations detailed earlier? If a date other than the traditional Saturday date in July is chosen, staff could talk to other taxing bodies to see if such could be done in conjunction with one of their events. Does the Committee concur with paying the \$4,500 in expenses projected by the Chamber to coordinate the fireworks display? If not, how much is recommended or should another coordinator be sought?
- Does the Committee still want to provide a parade and, if so, when should it be held and is the \$15,500 cost proposed by the Chamber acceptable?
- Does the Committee agree to pay the \$15,000 in expense that the Chamber indicates is due to it for costs it has already indicated prepaying for the four-day 2015 Railroad Days event? If not, how much does the Committee recommend be paid?

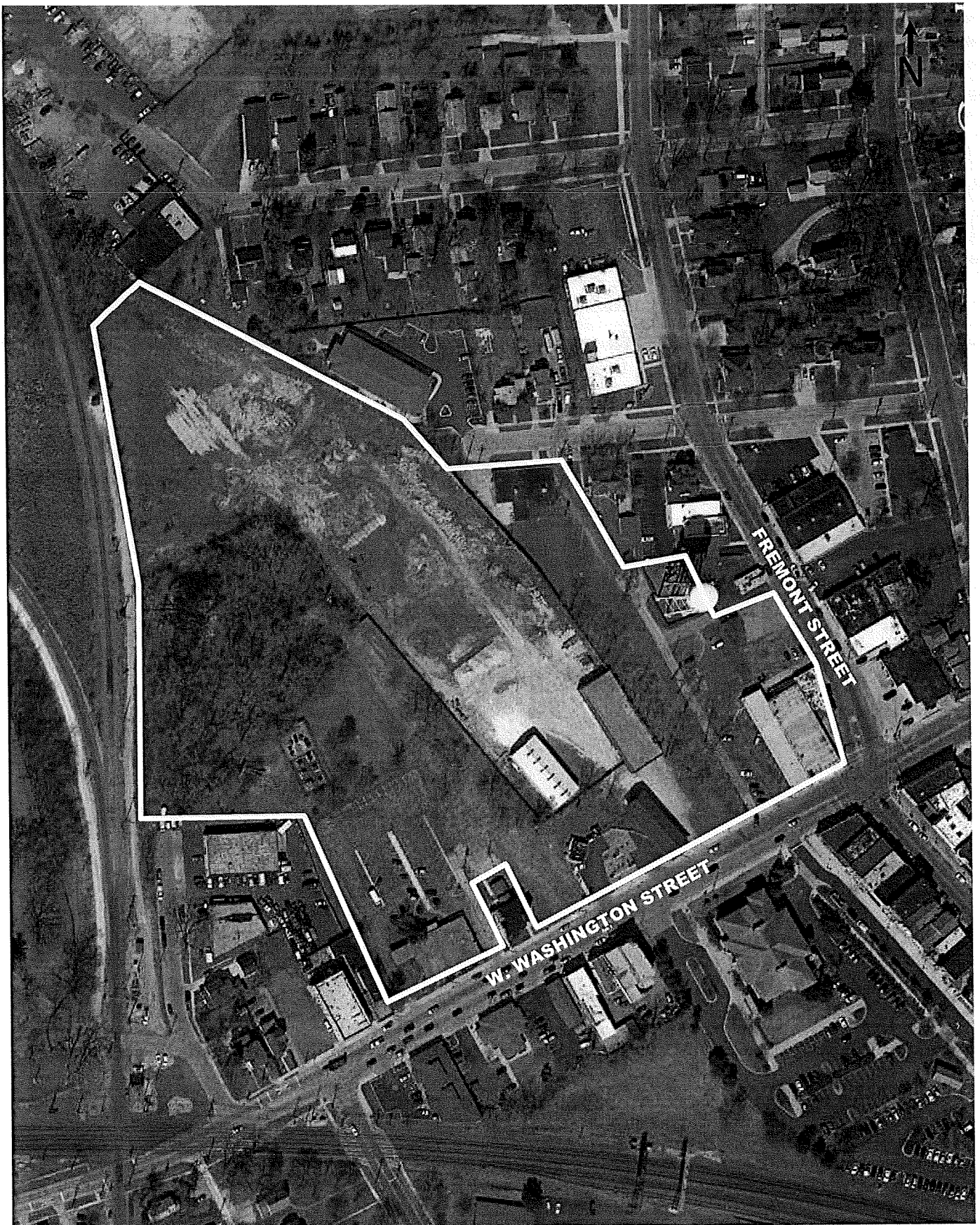
The Committee's recommendations will be discussed by the City Council at its March 2, 2015 meeting.

COMMITTEE RECOMMENDATION:

**PROPOSED FIREWORKS LOCATION 2014 -
REED-KEPPLER PARK**



**PROPOSED FIREWORKS LOCATION -
CITY-OWNED PROPERTY DOWNTOWN**



Railroad Days 2015 Expenses

Current Expenses				
Expense	Hourly Rate	No. of Staff Hours	Fee	Total
Talent Acquisition (Flying Dinosaur Entertainment)			\$1,000.00	\$1,000.00
Entertainment: Ides of March			\$4,250.00	\$4,250.00
Chamber staff hours to date	\$65.00	150		\$9,750.00
Total expenses as of 2/10/15				\$15,000.00

Projected Expenses				
Expense	Hourly Rate/ Fixed Fee	No. of Staff Hours	Fee	Total
Parade Participants			\$8,000.00	\$8,000.00
Chamber staff hours - estimated(parade)	\$50.00	150		\$7,500.00
Parade Total				\$15,500.00
Fireworks (\$7,500 paid in 2014)			\$0.00	\$0.00
Chamber staff hours - estimated (fireworks)	\$50.00	50		\$2,500.00
Insurance Costs (estimated)			\$2,000.00	\$2,000.00
Fireworks Total				\$4,500.00



Western DuPage Chamber of Commerce

"Doing Business Right! Doing Right for Business!"

February 10, 2015

Krista Coltrin
City of West Chicago
475 Main Street
West Chicago, IL 60185

Re: City Cancellation of Railroad Days

Krista,

Per your request I have contacted all affected parties regarding the cancellation of Railroad Days 2015. The following information should help get us closer to providing the information necessary for the Community Affairs Committee to make a decision.

Fireworks:

- A show could be staged in a way that meets compliance/safety issues on the west side of Reed-Keppler Park however that would require Park District approval and I have no indication one way or another if they would consider it.
- A show could be staged at the utility garage on Washington Street which to I understand the City owns. It is estimated that the show would be visible from the west end of downtown, library and the south side of Reed-Keppler Park.
- Kress Creek Farms would be ideal for the fireworks as well but parking for people wishing to attend could be a problem if the Park District and Police object.

Parade:

- A parade could be planned and managed if the P.A. Committee wishes to have one. The estimated cost would be \$8,000 for participating units. In addition 125-150 hours of planning and managing; average weighted labor at \$50 per hour.

Expenses to date:

- Talent acquisition: \$1,000 Flying Dinosaur Entertainment
- Ides of March: \$4250 being negotiated and believe that a lesser amount will be accepted with such advanced notice. This represents 50% of total contract and we have been advertised since December on the bands official website.
- Chamber staff: Estimated 150 hours of work has already been performed; including but not limited to band auditions, contract review/negotiations, site layouts (numerous), meetings with Park District and City staff/boards, correspondence with parade, vendor, contractor, performer and marketing applicants. Weighted labor cost \$65 per hour. It is estimated that a minimum of 400 additional hours would have been necessary to complete the terms/conditions of the contract (at the lesser \$50 average rate).

**PREMIER
MEMBERS**

Cadence Health

City of
West Chicago

Jackson Vandiver
AAMS®
Wealth Advisor

SBI
West Chicago

West Chicago
Family
Chiropractic

West Chicago
Park District

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Western DuPage Chamber of Commerce

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West Chicago
Park District

As you are aware from previous financial reporting, costs incurred by the chamber in excess of the fee provided by the City within the agreement are derived from carnival, vendor, beer and sponsorship revenues. The primary revenue source (outside of the City funding) is the carnival and the profit is split 50/50 with the City as is the beer garden profit.

The parade and fireworks have no revenue component; they are simply an expense to provide a popular attraction for our community and visitors. The hard costs for both of these have in the past been paid for through City funds and are covered in the agreement. The planning and management costs are met through other revenue activities such as those listed above. I.e. carnival...

Please let me know if you have any additional questions and/or if further information is needed.

Respectfully,

David J. Sabathne – IOM
President / CEO

Chamber Office
& Training Center
306 Main Street
West Chicago, IL 60185

P: 630-231-3003
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www.westerndupagechamber.com

WEST CHICAGO POLICE DEPARTMENT TRAFFIC MANAGEMENT REPORT

	Current vs. Prior Month				2 Prior Months				2015 vs. 2014			
	Jan 15	Dec 14	% Change		Nov 14	Oct 14	% Change		YTD 2015	YTD 2014	% Change	
TRAFFIC CITATIONS												
Regular Duty & Crash	231	151	53%		282	223	26%		231	298	-22%	
Selective Enforcement	0	0	NC		0	0	NC		0	16	-100%	
PARKING CITATIONS												
Parking Citations	216	131	65%		314	314	0%		216	271	-20%	
COMMERCIAL OVERWEIGHT ENFORCEMENT												
Citations	6	16	-63%		16	8	100%		6	1	500%	
DUI ARRESTS												
Regular Duty	9	4	125%		10	5	100%		9	6	50%	
Selective Enforcement	0	0	NC		0	0	NC		0	0	NC	
ADMINISTRATIVE TOWS												
No Valid Driver's License	2	3	-33%		3	3	0%		2	3	-33%	
License Suspended	1	1	0%		0	0	NC		1	5	-80%	
License Revoked	0	0	NC		0	0	NC		0	0	NC	
DUI	7	4	75%		5	4	25%		7	8	-13%	
Drug Possession	1	0	NC		0	0	NC		1	0	NC	
Warrant Arrest	0	0	NC		0	0	NC		0	0	NC	
Vehicle Amplification	0	0	NC		0	0	NC		0	0	NC	
Illegal Transp of Alcohol	0	0	NC		0	0	NC		0	0	NC	
Total Citations	11	8	38%		8	7	14%		11	16	-31%	
TRAFFIC CRASHES/INJURIES/FATALITIES												
Non-Injury	81	66	23%		79	64	23%		81	115	-30%	
Injury (No Fatalities Included)	5	10	-50%		12	9	33%		5	8	-38%	
Fatal	0	1	-100%		0	0	NC		0	0	NC	
Total Crashes	86	77	12%		91	73	25%		86	123	-30%	

TOP ACCIDENT LOCATIONS									
	Jan 15	Dec 14	% Change	Nov 14	Oct 14	% Change	YTD 2015	YTD 2014	% Change
North Ave & Powis Rd	3	0	NC	0	2	-100%	3	2	50%
North Ave & Neilnor Blvd	6	5	20%	6	11	-45%	6	10	-40%
Neilnor Blvd & Hawthorne Ln	0	3	-100%	1	0	NC	0	1	-100%
Neilnor Blvd & Washington St	4	2	100%	2	1	100%	4	1	300%
Neilnor Blvd & Main St	2	1	100%	1	2	-50%	2	1	100%
Neilnor Blvd & Forest Ave	0	2	-100%	0	0	NC	0	1	-100%
Neilnor Blvd & Sarana Ave	0	0	NC	0	0	NC	0	0	NC
Neilnor Blvd & Michael Browning Way	1	3	-67%	0	0	NC	1	1	0%
Roosevelt Rd & Sarana Ave	0	0	NC	1	0	NC	0	1	-100%
Roosevelt Rd & Michael Browning Way	0	0	NC	0	0	NC	0	0	NC
Roosevelt Rd & Joliet St	1	3	-67%	4	2	100%	1	2	-50%
Roosevelt Rd & Fabyan Pkwy/ Washington St	3	6	-50%	6	2	200%	3	5	-40%
Roosevelt Rd & Kautz Rd	0	0	NC	0	0	NC	0	1	-100%
PROGRAMS									
INCEPTION									
SCHEDULE									
SMART Trailer									
January 1, 2001									
Ongoing									
During the month, the SMART trailer was used: (0) times									
5 Ton Truck Enforcement - Hawthorne Ln									
June 1, 2010									
Ongoing									
During the month, (2) tickets were written									
5 Ton Truck Enforcement - Joliet St									
Ongoing									
During the month, (0) tickets were written									
5 Ton Truck Enforcement - E Washington St									
Ongoing									
During the month, (0) ticket was written									
PERFORM CITY WIDE INOPERABLE/ABANDONED VEHICLE INVESTIGATIONS									
CY2014 Total									
13									
(2) Vehicles were investigated									
CY2014 Total									
2									
CONCERN									
Distracted Driving, Impaired Driving, & Speeding									
5 Ton Violations									
Speeding, Cell Phone Violations									
Traffic Congestion									
TRAFFIC RELATED HOT SPOTS									
LOCATION									
Construction Zones and Arbor Ave									
Hawthorn Ln, Joliet St, and E Washington St									
IL Route 38 Bridge Construction Zone									
District 33, 94, and Norton Creek School Zones									