

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

PUBLIC AFFAIRS COMMITTEE

**Monday, February 22, 2016
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 25, 2016
3. Public Participation / Presentations
4. Items for Discussion
 - A. Amendment to the City Code Parking on Conde Street, Wilson Street and Augusta Avenue
5. Items for Consent
 - A. St. Andrew Lutheran Church Stations of the Cross
 - B. St. Mary's Parish Stations of the Cross
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. Traffic Management Report
9. Adjournment

DRAFT

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday, January 25, 2016, 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, Banas, Hallett and Ferguson.

Alderman Edwalds and Alderman Meissner were not present.

Also in attendance were City Administrator Michael Guttman; Rosemary Mackey, Marketing and Communications Coordinator; Dave Sabathne, President of the Western DuPage Chamber of Commerce.

2. Approval of Minutes.

A. Public Affairs Committee of January 5, 2016. Alderman Banas made a motion, seconded by Alderman Hallett to approve the minutes of the Public Affairs Committee meeting with no changes. Voting Aye: Chairman Chassee, Alderman Earley, Banas, Hallett and Ferguson. Voting Nay: 0. Motion carried.

3. Public Participation / Presentations.

A. City Museum 2015 Annual Summary Report - Sara Phalen, Museum Director/Curator

B. People Made Visible, Inc. Annual Report on Gallery 200

4. Items for Discussion.

A. Railroad Days. The Committee gave staff direction to proceed working with the DuPage Chamber of Commerce on a contract for the 2016 Railroad Days.

B. Amendment to the City Code Regarding the Licensing of Precious Metals Dealers. The committee gave direction to staff to proceed with the ordinance and increase the licenses.

5. Items for Consent.

A. Blooming Fest 2016. Alderman Ferguson made a motion, seconded by Alderman Banas to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Earley, Banas, Hallett and Ferguson. Voting Nay: 0. Motion carried.

B. Ordinance No. 16-O-0005 - Amending the Rental Licensing and Nuisance Abatement Provisions of the City Code. Alderman Hallett made a motion, seconded by Alderman Banas to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Earley, Banas, Hallett and Ferguson. Voting Nay: 0. Motion carried.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

A. Traffic Management Reports.

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

Respectfully submitted,

Yahaira Bautista

Administrative Assistant
West Chicago Police Department

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: Amendment to the City Code Parking on Conde Street, Wilson Street and Augusta Avenue

AGENDA NO. 4. A.

FILE NO. _____

AGENDA DATE: February 22, 2016

COUNCIL AGENDA DATE:

STAFF REVIEW: Michael Uplegger, Chief of Police

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

On December 10, 2015, the City received an email from a concerned resident regarding vehicles parking on Conde Street from Joliet Street to Illinois Route 59, Wilson Street from Conde Street to Main Street, and Augusta Avenue from Joliet Street to Illinois Route 59. Please see attached letter for more information. Upon researching this issue, staff recommends that parking should be restricted on both sides of Wilson Street between Conde Street and Main Street. There are no single-family residential homes fronting Wilson Street and the City maintains a public parking lot at the northeast corner of Wilson Street and Conde Street for off-street parking for residents of the Clayton Street townhomes. In addition, the commercial and multi-family properties have a responsibility to provide adequate parking for their tenants and/or customers.

Also, parking probably should also be restricted on Conde Street between Joliet Street and Wilson Street (not all the way to Route 59). This section of road is narrow and dangerous when cars are parked along it, however; this amendment may negatively impact a few single-family residential property owners who would lose the ability to park (or have visitors park) in front of their homes.

Given the number of single-family residential homes on Augusta Avenue, restricting parking on both sides of the street would create an undue burden for a number of residents in that area, and staff does not recommend that parking be prohibited on both sides of the street.

If the Public Affairs Committee members are interested in making any of these changes, the Code would need to be amended to reflect such.

ACTIONS PROPOSED:

Consideration of restricting parking on certain streets.

COMMITTEE RECOMMENDATION:

CITY OF WEST CHICAGO

Public Affairs Committee AGENDA ITEM SUMMARY

ITEM TITLE: St. Andrew Lutheran Church Stations of the Cross

AGENDA ITEM NUMBER: 5.A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 22, 2016
COUNCIL AGENDA DATE:

STAFF REVIEW: John D. Said

SIGNATURE JDS

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

St. Andrew Lutheran Church is organizing a Stations of the Cross procession to be held from 12:00 p.m. to approximately 1:00 p.m. on Good Friday, March 25, 2016. Members of the Church will gather at the corner of Easton Avenue and Main Street and travel east on Main Street to Prince Crossing and then north to the Church, crossing Geneva Road (see attached map). The Church anticipates approximately 150 participants.

A certificate of insurance will be provided by St. Andrew Lutheran Church prior to the event.

ACTIONS PROPOSED:

Recommend for approval pending satisfaction of insurance requirements:

- 1) The route and times of the procession
- 2) Use of City right-of-way including street and sidewalks
- 3) Provide City staff support from Police Department

COMMITTEE RECOMMENDATION:

***** 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 Rosemary Mackey at rmackey@westchicago.org or fax (630-293-3028) to be considered an original document.

I, Kimberly Richer, representing St Andrew Lutheran church
(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.

Kimberly K Richer

(signature)

2/15/16

(date)

Via Crucis / Stations of the Cross

(name of event)

3/25/16

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Station of the Cross

Type of Event:

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

☐ Other _____

Location of Event: Main Street and Prince Crossing Rd (see map)

Date(s) of Event: 3/25/16 Hours of Event: 12 N to 1pm Est. Attendance: 150

Event Website: _____

Purpose of event: Religious Event

Name of Sponsoring Organization(s): St Andrew Lutheran Church

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

Contact person from sponsoring organization: Rev Joshua Ebene

Organizer address: 155 N. Prince Crossing Rd

City/State/Zip: West Chicago IL 60185 Phone: 630-231-3787

Cell Phone: _____ E-mail: standrewlutheran@sbglobal.net

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

1st Contact: Pastor Josh Ebene Phone: (563) 650-2509

2nd Contact: _____ Phone: _____

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: 4/13/17

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.

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

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.

Stations of the Cross, or Via Crucis

On Good Friday, March 25, 2016 at 12 noon, there will be a re-enactment of Jesus Christ's cross stations, also known as "Via Crucis." The re-enactment will be performed by members of St. Andrew Lutheran Church.

The Via Crucis begins on Easton Avenue and Main Street and finishes at St. Andrew Lutheran Church with a brief service.

We invite all members of the congregation and the Community of West Chicago to come and experience the journey that our Savior, Jesus Christ, lived through.



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: Rolling Street Closure

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other None

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.

main street and Prince Crossing Road

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECTION 5 – TASK LIST AND 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.

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Date of Special Event	N/A	3/25/16
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	2/15/16 (late)
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*	3/4/16
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	N/A
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 7 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the St. Andrew Lutheran Church (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Station of the Cross, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to St. Andrew Lutheran Church (name of organization) participation in the Activity.

To the fullest extent permitted by law, the St. Andrew Lutheran Church (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 St. Andrew Lutheran Church (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 St. Andrew Lutheran Church (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 St. Andrew Lutheran Church (name of organization) at its own expense, satisfy and discharge the same.

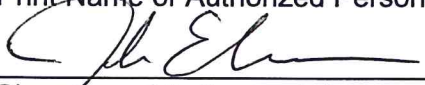
The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the St. Andrew Lutheran Church (name of organization).

Agreed this _____ day of February, 2016

St. Andrew Lutheran Church
Name of Organization

Pastor Joshua Ebner
Print Name of Authorized Person


Signature of Authorized Person

Pastor
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.**

St. Andrew Lutheran Church Rev. Joshua P. Eber 2/16/16
(Name of Organization) (Print Name of Signatory) (Date)

By [Signature]
(Authorized Signatory)



[Signature]
(Notary Public)

Signed and sworn to before me this 16th day of February, 2016.

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: Marketing
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: St. Mary's Catholic Church Stations of the Cross

AGENDA ITEM NUMBER: 5.B.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 22, 2016
COUNCIL AGENDA DATE: _____

STAFF REVIEW: John D. Said

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

St. Andrew Lutheran Church is organizing a Stations of the Cross procession to be held from 12:00 p.m. to approximately 5:00 p.m. on Good Friday, March 25, 2016. 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 Ave. between E. York and Virgie Place. St. Mary's requests the drop-off of barricades by Public Works for their volunteers to position on the route. The Church anticipates approximately 500 participants.

A certificate of insurance will be provided by St. Mary's Catholic Church prior to the event.

ACTIONS PROPOSED:

Recommend for approval pending satisfaction of insurance requirements:

- 1) The route and times of the procession
- 2) Use of City right-of-way including street and sidewalks
- 3) Provide City staff support from Police Department

COMMITTEE RECOMMENDATION:



February 17, 2016

Dear City Hall:

On Good Friday, March 25, 2016, 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

Field

Garden

Virginia

ORRIN P

WEST CHICAGO POLICE DEPARTMENT TRAFFIC MANAGEMENT REPORT

Item # 8.A.

	Current vs. Prior Month				2 Prior Months				2016 vs. 2015			
	Jan 16	Dec 15	% Change	Nov 15	Oct 15	% Change	YTD 2016	YTD 2015	% Change	YTD 2016	YTD 2015	% Change
TRAFFIC CITATIONS												
Regular Duty & Crash	170	129	32%	186	183	2%	170	231	-26%			
Selective Enforcement	0	28	-100%	25	0	NC	0	0	NC			
PARKING CITATIONS												
Parking Citations	294	258	14%	281	417	-33%	294	216	36%			
COMMERCIAL OVERWEIGHT ENFORCEMENT												
Citations	4	3	33%	9	5	80%	4	6	-33%			
DUI ARRESTS												
Regular Duty	4	3	33%	6	4	50%	4	9	-56%			
Selective Enforcement	0	0	NC	0	0	NC	0	0	NC			
ADMINISTRATIVE TOWS												
No Valid Driver's License	0	0	NC	0	1	-100%	0	2	-100%			
Driving While License Suspended	1	1	0%	0	0	NC	1	1	0%			
Driving While License Revoked	1	0	NC	0	0	NC	1	0	NC			
DUI (Alcohol or Drugs)	1	2	-50%	4	3	33%	1	7	-86%			
Drug Possession	0	0	NC	0	0	NC	0	1	-100%			
Warrant Arrest	0	0	NC	0	0	NC	0	0	NC			
Sound Amplification	0	1	-100%	0	0	NC	0	0	NC			
Illegal Transportation of Open Alcohol	0	0	NC	0	0	NC	0	0	NC			
Total Administrative Tows	3	4	-25%	4	4	0%	3	11	-73%			
TRAFFIC CRASHES/INJURIES/FATALITIES												
Non-Injury Crashes	52	53	-2%	72	60	20%	52	80	-35%			
Injury Crashes	12	6	100%	13	14	-7%	12	6	100%			
Fatal Crashes	0	0	NC	0	0	NC	0	0	NC			
Total Crashes	64	59	8%	85	74	15%	64	86	-26%			

TOP CRASH LOCATIONS	Jan 16	Dec 15	% Change	Nov 15	Oct 15	% Change	YTD 2016	YTD 2015	% Change
North Ave & Powis Rd	1	1	0%	0	0	NC	1	3	-67%
North Ave & Neltnor Blvd	4	6	-33%	9	3	200%	4	6	-33%
Neltnor Blvd & Hawthorne Ln	0	0	NC	0	2	-100%	0	0	NC
Neltnor Blvd & Washington St	2	1	100%	4	1	300%	2	4	-50%
Neltnor Blvd & Main St	1	1	0%	2	2	0%	1	2	-50%
Neltnor Blvd & Forest Ave	0	1	-100%	3	1	200%	0	0	NC
Neltnor Blvd & Dayton Ave	1	0	NC	1	2	-50%	1	0	NC
Neltnor Blvd & Michael Browning Way	0	1	-100%	2	3	-33%	0	1	-100%
Roosevelt Rd & Sarana Ave	0	0	NC	1	0	NC	0	0	NC
Roosevelt Rd & Michael Browning Way	0	1	-100%	0	0	NC	0	0	NC
Roosevelt Rd & Joliet St	0	2	-100%	2	3	-33%	0	1	-100%
Roosevelt Rd & Fabyan Pkwy/ Washington St	5	2	150%	4	6	-33%	5	3	67%
Neltnor Blvd & Joliet St	1	3	-67%	0	1	-100%	1	0	NC
PROGRAMS									
INCEPTION									
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, (0) 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									
CY2015 Total									
24									
CY2015 Total									
3									
CYear-To-Date 2016									
3									
CY2015 Total									
24									
CONCERN									
Distracted Driving, Impaired Driving, & Speeding									
5 Ton Violations									
Traffic Crashes									
Traffic Congestion									