

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 18-R-0015 – Contract Award – Emerald Tree Care, LLC for the 2018 Emerald Ash Borer Insecticidal Treatment Program

AGENDA ITEM NUMBER: 8. B.

COMMITTEE AGENDA DATE: March 1, 2018
COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Timothy R. Wilcox, Assistant Director of Public Works

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

Emerald Tree Care, LLC has provided annual Emerald Ash Borer (EAB) treatment services related to the application of insecticidal treatments, in the form of trunk injections and Basil System Soil Injections, to manage the spread and negative impact of the EAB from 2011 thru 2017 (2017 was the final year of the seven contract). There are currently 1,388 City-owned Ash trees. Three of these are scheduled to be removed with the 2018 Forestry Maintenance program, bringing the total number of Ash trees that would require treatment in 2018 to 1,385.

On April 17, 2017 Council approved Resolution No. 17-R-0017 authorizing the Mayor to execute Contract Amendment No. 1 to the Agreement with Emerald Tree Care LLC, for the Annual Emerald Ash Borer Insecticidal Treatment Program for the purpose of using a new product, Boxer (a.k.a. Emamectin Benzoate) which was released in 2015. This new product was administered with the same Wedgle (non-drilling) trunk injection method, but the trunk treatment lasts for two years. This increased the trunk injection cost by \$0.30 per inch diameter for 2017, but saved \$44,894.10 over a two-year period, eliminating the need for trunk injections in 2018.

Wayne White of Emerald Tree Care has provided the City a letter with his recommendation for continuing a monitor and treatment program for the City's Ash trees (letter attached). In said letter Mr. White recommends the continued use of Boxer for trunk injections every other year and soil injections each year for a proposed five year program starting in 2018. A proposal for soil treatment for 2018 in the amount of \$21,875.00, at the same unit price as the previous contract, is attached for your information.

To date there have been 450 Ash trees lost since EAB treatment began in 2011, or about 25% of the original treatment set. Many of these trees were lost due to storm related damage or other reasons; however the majority were removed due to failing health caused by early damage from the EAB. Approximately 70, or about 5% of those lost were removed in 2016-2017. Most of those removed in the last two years had been on Emerald Tree Care's watch list.

Staff recommends continuing soil treatment in 2018. Since trunk injections will not be required, this will provide the maximum protection against the EAB which was established in the previous contract and administered for the last seven years. Staff recommends continued monitoring of the City's Ash trees and conducting a full evaluation of all remaining Ash trees prior to fall. Once this evaluation is complete results of the survey will be presented to Committee to assess the benefits of continuing application of insecticidal treatments for the EAB.

There is \$80,000.00 budgeted in the Capital Projects Fund for EAB Insecticidal Treatment Program.

CITY OF WEST CHICAGO

ACTIONS PROPOSED:

Approve Resolution No. 18-R-0015 authorizing the Mayor to execute a Contract with Emerald Tree Card, LLC of Carol Stream, Illinois, in an amount not to exceed \$21,875.00, for the 2018 Emerald Ash Borer Insecticidal Treatment Program for soil treatment at the unit price of \$1.25 per inch diameter.

COMMITTEE RECOMMENDATION:

Pending recommendation from the Infrastructure Committee at its meeting on March 1, 2018.

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 18-R-0017 - Contract Award – Christopher B. Burke Engineering, Ltd. for Phase II Engineering Design Services Related to the 1350 W. Hawthorne Lane Salt Storage Facility Project

AGENDA ITEM NUMBER: 8. C.**COMMITTEE AGENDA DATE:** March 1, 2018
COUNCIL AGENDA DATE: March 5, 2018**STAFF REVIEW:** Robert E. Flatter, P.E., Director of Public Works**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:** Michael L. Guttman**SIGNATURE** _____**ITEM SUMMARY:**

Per direction received from the Infrastructure Committee on February 1, 2018, attached please find Resolution No. 18-R-0017 authorizing the Mayor to execute a professional engineering services contract with Christopher B. Burke Engineering, Ltd. (CBEEL) of Rosemont, Illinois, for Phase II engineering design services related to the 1350 W. Hawthorne Lane Salt Storage Facility Project, for an amount not to exceed \$168,969.00.

Working as CBBEL's sub-consultant and included in CBBEL's proposal is \$30,000.00 for Advanced Storage Technology (AST) to provide structural engineering plans for a Hi-Arch Gambrel salt storage building capable of storing 6,100 tons of material, \$15,000.00 for Fox Valley Fire & Safety, Inc. to design the building's required fire suppression system, and \$5,400.00 for Testing Services Inc. (TSC) to obtain soil borings and provide a geotechnical analysis report.

CBBEL's Estimated Milestone Schedule targets a project letting in September 2018, with a project bid award in October 2018, and a construction start date of November 2018. Reasonable efforts will be made to expedite design services. Construction services are not expected to be completed until summer 2019. Salt will likely need to be temporarily stored on a parking lot during the 2018-2019 winter season.

ACTIONS PROPOSED:

Approve Resolution No. 18-R-0017 authorizing the Mayor to execute a professional engineering services contract with Christopher B. Burke Engineering, Ltd., in an amount not to exceed \$168,969.00, for Phase II engineering design services related to the 1350 W. Hawthorne Lane Salt Storage Facility Project.

COMMITTEE RECOMMENDATION:

Pending recommendation from the Infrastructure Committee at its meeting on March 1, 2018.

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 18-R-0018 – Contract Award – Kramer Tree Specialist, Inc. the 2018 thru 2020 Citywide Monthly Brush Collection Program

AGENDA ITEM NUMBER: 8.D.

COMMITTEE AGENDA DATE: March 1, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Robert E. Flatter, P.E., Director of Public Works

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

Per direction received from the Infrastructure Committee on February 1, 2018, attached please find Resolution No. 18-R-0018 authorizing the Mayor to execute a three-year contract with Kramer Tree Specialists, Inc. for Citywide monthly brush collection services in the amount of \$79,975.00 for fiscal year 2018, \$87,850.00 for fiscal year 2019, and \$96,775.00 for fiscal year 2020.

ACTIONS PROPOSED:

Approve Resolution No. 18-R-0018 authorizing the Mayor to execute a three-year Contract with Kramer Tree Specialists, Inc. for Citywide monthly brush collection services in the amount of \$79,975.00 for fiscal year 2018, \$87,850.00 for fiscal year 2019, and \$96,775.00 for fiscal year 2020.

COMMITTEE RECOMMENDATION:

Pending recommendation from the Infrastructure Committee at its meeting on March 1, 2018.

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Unleaded and Diesel Fuel Delivery - Authorize Purchase from Buchanan Energy, LLC through DuPage County Joint Purchasing Program

AGENDA ITEM NUMBER: 8.E.**COMMITTEE AGENDA DATE:** March 1, 2018
COUNCIL AGENDA DATE: March 5, 2018**STAFF REVIEW:** Timothy R. Wilcox, Assistant Director of Public Works**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:** Michael L. Guttman**SIGNATURE** _____**ITEM SUMMARY:**

Annually, the City contracts for unleaded gas and diesel fuel deliveries. Costs are determined by using the wholesale low rack gasoline and fuel price on the date of delivery as published by O.P.I.S. (Oil Price Information Service), plus delivery charges, and applicable taxes. The only variable to the annual contract and bids are delivery charges.

In previous years the City has participated in the Suburban Purchasing Cooperative (SPC) Joint Purchasing Program and most recently in DuPage County's Joint Purchasing Program for fuel purchase and delivery.

Buchanan Energy, LLC, the current contract holder for fuel delivery for DuPage County, indicated in the accepted bid document that they will extend the unit bid price for fuel delivery to other taxing bodies within DuPage County. The current Contract (which is an annual Contract with a three year extension provision) will be approved for the second of three possible extensions for the period April 1, 2018 to March 31, 2019 at the DuPage County Board Meeting on February 27, 2018. The mark-up for fuel delivery on said Contract for the applicable (group I) pricing is \$.005/gallon for unleaded fuel and \$.015/gallon for low sulfur diesel. The estimated annual delivery mark-up cost would be approximately \$783 based on the annual delivery of 63,500 gallons of unleaded gasoline and 31,000 gallons of low sulfur diesel (2017 totals were 62,515 gallons of unleaded gasoline and 29,517 gallons of diesel). The accepted bid document and contract extension approval documents will be forwarded to the City once the contract extension is approved by the County Board.

Fuel cost will vary but the City's annual fuel usage for 2018 is estimated to be approximately 71,000 gallons (unleaded and diesel combined) or approximately \$150,660. In addition, the Fire Protection District and School District use the City fueling station and it is estimated they will account for approximately 23,500 gallons (unleaded and diesel combined) or \$49,100.00 in 2018. The City is reimbursed by each District for the portion of fuel they use. It is estimated that total fuel cost for a 12 month period will be approximately \$199,750 for the City and the two Districts combined. Including the delivery cost mark-up (\$780) for the same 12 month period, the total would equal about \$200,530. There is currently \$166,200 budgeted for City fuel needs.

Staff seeks authorization to use the DuPage County Joint Purchasing Program to purchase, and have delivered, unleaded gasoline and diesel fuel from Buchanan Energy, LLC for the period April 1, 2018 thru March 31, 2019.

ACTIONS PROPOSED:

Authorize the purchase and delivery of Unleaded Gasoline and Diesel Fuel, from April 1, 2018 thru March 31, 2019 (DuPage County's contract period), from Buchanan Energy, LLC using pricing obtained through the DuPage County Joint Purchasing Contract for an amount not to exceed \$200,530.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

Pending recommendation from the Infrastructure Committee at its meeting on March 1, 2018.

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Purchase One 2018 Ford F-350 Super Duty 4wd Pick-up Truck from Hawk Ford of St. Charles, Illinois

AGENDA ITEM NUMBER: 8. F.**COMMITTEE AGENDA DATE:** March 1, 2018**COUNCIL AGENDA DATE:** March 5, 2018**STAFF REVIEW:** Robert E. Flatter, P.E., Director of Public Works**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:** Michael L. Guttman**SIGNATURE** _____**ITEM SUMMARY:**

For FY 2018, the Public Works Department has planned and budgeted for the replacement of one 2008 Ford F-350 Super Duty, SuperCab, 4wd pick-up truck with a 2018 Ford F-350 Super Duty, SuperCab, 4wd pick-up truck. The truck will to be used by the Public Works Department's Street Division for various tasks including Citywide snow removal operations.

To allow local vendors an opportunity to quote on the 2018 Ford F-350 Super Duty, SuperCab, 4wd pick-up truck, the City of West Chicago recently solicited price quotes from twelve Ford dealerships (i.e., eight local Ford dealerships, one Ford dealership from the Springfield, Illinois area and one Ford dealership from the Greenfield, Illinois area (both dealerships that has previously held State of Illinois contracts), one Ford dealership from Taylorville, Illinois that holds the current State of Illinois contract, and one Ford dealership from Frankfort, Illinois who holds the Suburban Purchasing Cooperative (SPC) Program contract). From our request, only five dealerships responded:

- Hawk Ford of St. Charles, Illinois (Formerly Zimmerman Ford) - \$33,040.00.
- Bob Ridings Ford, Taylorville, Illinois - \$33,067.00
- Friendly Ford of Roselle, Illinois - \$33,142.00.
- Currie Motors Fleet, Frankfort, Illinois - \$33,750.00
- Haggerty Ford, West Chicago, Illinois - \$34,563.00.

Based on comparable pricing received, staff recommends ordering one 2018 Ford F-350 Super Duty, SuperCab, 4wd pick-up truck for the Public Works Department's Street Division from Hawk Ford of St. Charles, Illinois, for an amount not to exceed \$33,040.00.

These vehicles will be purchased from the Capital Equipment Replacement Fund (04-34-39-4804) in which \$39,600.00 has been budgeted in FY 2018 to cover this expenditure. Once the truck is received, it will be equipped with a snow plow and salt spreader by a third party.

ACTIONS PROPOSED:

That the West Chicago City Council waive competitive bidding and authorize the purchase of one 2018 Ford F-350 Super Duty, SuperCab, 4wd pick-up truck from Hawk Ford of St. Charles, Illinois, for a cost not to exceed \$33,040.00.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

Pending recommendation from the Infrastructure Committee at its meeting on March 1, 2018.

CITY OF WEST CHICAGO

INFRASTRUCTURE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:


2018 Outdoor Warning Siren Project – Rejection of Bid

AGENDA ITEM NUMBER: 8.9.

COMMITTEE AGENDA DATE: March 1, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Timothy R. Wilcox, Assistant Director of Public Works

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

The City currently maintains seven outdoor warning sirens. These sirens are intended to alert residents who are outdoors when a warning of an anticipated attack or natural disaster is issued. In 1991, two such outdoor warning sirens were installed which provided coverage for the downtown area, schools, parks and a majority of residential areas in the City. In 2000 an additional five sirens were added to extend coverage to newer residential subdivisions, schools, and parks within the corporate limits of the City as well as some unincorporated areas nearby. The 2018 Outdoor Warning Siren Project was intended to add one additional outdoor warning siren at the West Chicago Fire Protection District Station located at 1651 Atlantic Drive to increase the overall coverage area on the north side of the City (see attached map for current and proposed warning siren locations and coverage).

A Notice to Bidders was advertised in the Daily Herald on January 12, 2018 for the 2018 Outdoor Warning Siren Project; an invitation to bid letters were sent and sealed bids were opened on January 30, 2018. There were seven plan holders and one bid received by Lighting Maintenance, Inc. out of Eldridge, Iowa in the amount of \$45,920. The cost of the outdoor warning siren was estimated to be around \$20,000. The 2018 budget contains \$20,000 in the Capital Projects Fund for the 2018 Outdoor Warning Siren Project, and the City has been awarded a \$9,368.90 project grant from ComEd through the Metropolitan Mayors Caucus.

The bidder was contacted for an explanation of the high bid received. The representative indicated that the incidental underground electrical service required was the main reason for the high bid (approximately \$14,000), also other incidentals, union wages for the project, and a general increase in cost of the siren equipment were provided as additional reasons for the high bid.

Given the fact that the bid received is substantially over budget, staff recommends that City Council reject the bid.

ACTIONS PROPOSED:

Reject the bid received for the 2018 Outdoor Warning Siren Project.

COMMITTEE RECOMMENDATION:

Pending recommendation from the Infrastructure Committee at its meeting on March 1, 2018.

CITY OF WEST CHICAGO

FINANCE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Ordinance No. 18-O-0010 – Project Carryover Budget Amendment

AGENDA ITEM NUMBER: 8. H.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: 2/22/18

COUNCIL AGENDA DATE: 3/5/18

STAFF REVIEW:

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The attached Budget Amendment accounts for projects that the City Council approved but were not completed during the 2017 fiscal year (listed in Exhibit A).

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 18-O-0010.

COMMITTEE RECOMMENDATION:

The Finance Committee unanimously recommends adoption of Ordinance No. 18-O-0010.0

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: Ordinance No. 17-O-0041

Amending Chapter 11, Article II, Division 6, ANIMAL CONTROL
AND CARE of the West Chicago Code of Ordinances

AGENDA NO. 8. I.

FILE NO. _____

AGENDA DATE: February 26, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Michael Uplegger, Chief of Police

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

At the November 6, 2017 City Council Meeting, the matter was returned to the Public Affairs Committee for additional review.

Staff would like to revise the City Code with regards to animal regulations so that it includes a section on animals that make disturbing noises, such as a barking dog. This will allow us to write tickets for this particular type of violation of the Ordinance.

Prior to revising the Ordinance, there was a Section (11-77(a) (2)) dealing with animals that make disturbing noises. However, that section was inadvertently left out of the revised Ordinance that was adopted by City Council on July 3, 2017.

Old Sec. 11-77. - Public nuisance animals.

(a) *Prohibited.* It shall be unlawful for any person to keep any animal on any property located within the corporate limits of the city when the keeping of such animal constitutes a public nuisance or menace to public health or safety. For purposes of this section, a public nuisance animal means any animal that unreasonably annoys humans, endangers the life or health of persons or other animals, or substantially interferes with the rights of citizens other than their owners, to enjoyment of life or property. The term public nuisance animal shall include, but not be limited to:

(2) Any animal that makes disturbing noises, including but not limited to, continued and repeated howling, barking, whining, or other utterances causing unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored.

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 17-O-0041.

COMMITTEE RECOMMENDATION:

The Public Affairs Committee recommends adoption of Ordinance No. 17-O-0041.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Ordinance No. 18-O-0007 – An Ordinance Amending Chapter 17, Traffic, Article XVII. Schedule of Designated Streets; Division 3. Stop Intersections; Section 17-176. – Designated; compliance required.

AGENDA ITEM NUMBER: 8. J.

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Robert E. Flatter, P.E., Director of Public Works

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

Currently the intersections of Blair Street & Wood Street and Pomeroy Street & Wood Street are non-signalized, four way intersections without regulatory traffic control signs. Like many of the intersections throughout the City without traffic control signs, the right-of-way rule must be applied. The right-of-way rule at intersections having no regulatory traffic control signs establishes that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection. When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver on the vehicle on the left to yield the right-of-way to the vehicle on the right.

The intersections of Blair Street & Wood Street and Pomeroy Street & Wood Street are located in a residential neighborhood south of the West Chicago Community High School, near one of the School's student parking lots, between the limits of Ann Street and Brown Street (north to south) and Factory Street and Joliet Street (west to east). Of the 14 intersections within the neighborhood, 12 are stop controlled intersections. Only the intersections of Blair Street & Wood Street and Pomeroy Street & Wood Street are without traffic control signs. Each residential street has a speed limit of 25 mph.

To address a concern raised by a resident of the City, and to establish consistency within the neighborhood and with adjacent streets, staff recommends that the City Code of Ordinances be amended to require all Blair Street and Pomeroy Street traffic to stop for all Wood Street traffic.

Staff's recommendation is supported by the attached traffic engineering study prepared by Thomas Engineering Group, LLC, dated December 8, 2017.

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 18-O-0007.

COMMITTEE RECOMMENDATION:

The Public Affairs Committee voted 6-0 for approval.

CITY OF WEST CHICAGO

Public Affairs Committee AGENDA ITEM SUMMARY

ITEM TITLE:

**Mexican Independence Day Festival
Request for Increased City Funding 2018-2020
Mexican Cultural Center DuPage**

AGENDA ITEM NUMBER: 8. K.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** February 26, 2018**COUNCIL AGENDA DATE:** March 5, 2018**STAFF REVIEW:** Tom Dabareiner**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:****SIGNATURE** _____**ITEM SUMMARY:**

The Mexican Cultural Center DuPage (MCC) requests an increase in City funding for the MCC's Mexican Independence Day (MID) festivals taking place in 2018, 2019, and 2020. The total funding requested is \$25,000 in 2018, and \$30,000 for 2019 and 2020 respectively. This amounts to an increase of \$13,000 in 2018, and an increase of \$18,000 for each of the 2019 and 2020 events. The MCC's request also proposes increasing the length of the festival from two days to three days, beginning in 2019.

In 2017 the City provided in-kind services and financial support of \$12,000 to the MCC to help cover costs associated with production of the two day MID festival, as outlined in Resolution No. 17-R-0023.

The 2018 Special Events Budget has allocated \$12,000 to the MCC to be used towards the 2018 MID festival. In-kind services from the City will be continued as proposed.

After reviewing the MCC's initial request (pages 1-4 of attachments), City Staff asked for additional documentation to address the following questions, concerns, and considerations:

- Detail the fund allocation. Which costs are being requested for use of City funding, and which will be covered through external funding sources and sponsorships? Furthermore, what amounts are from new funding requests—from the City and from other new sources?
- How will the additional funding and extended event length impact West Chicago residents and businesses (both positive and negative)?
- Describe any additional City departmental support that will be necessary to support the event's larger scope and longer duration over the three years as proposed (i.e. Police, Public Works, Fire District, Community Development).
- Provide any available numerical/quantitative data that shows event growth (i.e. increase or percent increase in: attendance, downtown business involvement, school involvement, vendors, etc.).
- What efforts has the MCC made to secure funding beyond that of the City of West Chicago (i.e. sponsorships, donations, fundraising outreach)?

The MCC has provided the attached documentation to support the increased funding request.

ACTIONS PROPOSED:

- Consideration of the MCC's request for additional funding and a three-year contract.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended that the City continue to provide \$12,000 to the MCC for all services associated with the Mexican Independence Day Festival. The Committee recommended that the City match the amount of cash donations the MCC raises in excess of \$2,000, with the City's maximum contribution to be \$20,000. The Committee recommended that this agreement cover only the 2018 event in order for both parties to reevaluate its effectiveness before developing a multi-year contract.

CITY OF WEST CHICAGO

Public Affairs Committee AGENDA ITEM SUMMARY

ITEM TITLE:

**New City-Sponsored Special Event Concepts
for Consideration in 2018**

AGENDA ITEM NUMBER: 8. L.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018

COUNCIL AGENDA DATE: March, 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The 2018 Special Events Budget includes funding for a new City-sponsored Special Event. City Staff has prepared three unique single-day Special Event concepts for review by the Public Affairs Committee. The proposed concepts seek to align with the interests and needs of the West Chicago community while promoting the initiatives outlined in the City's Strategic Plan. The three events are proposed to take place outdoors in Downtown West Chicago along Main St. with activities also taking place indoors at participating businesses/locations.

The following concepts are proposed for consideration. Summarized details are included in the attached proposal and Table 1 attachment:

- West Chicago Community Day Celebration
- West Chicago Food Festival
- International Festival of West Chicago

All event concepts include entertainment and features that are unique to each concept. Additional programming and activities will be added depending on the event type with consideration of interest, availability, and budget.

The new event date must also be selected. City Staff has identified two possible dates. Options are somewhat limited due to the City's existing Special Events schedule. The two dates proposed are:

- Saturday, August 18, 2018
- Saturday, October 13, 2018

The Committee may choose to accept one of these concepts and dates or recommend an alternative event concept and/or date. Once a new event concept and date are approved, City Staff will move forward with internal and external coordination and planning efforts.

ACTIONS PROPOSED:

- Recommend a new City-sponsored Special Event concept for implementation in 2018
- Recommend a date for the new event.
- Approval to be contingent on the availability of pertinent City departments, liability issues, and an emergency plan.

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended approval of the West Chicago Food Festival special event to take place on Saturday, October 13, 2018. The Committee encouraged City staff to promote West Chicago business involvement by incorporating relevant Community Day Celebration goals into the Food Festival.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Fireworks at Reed-Keppler Park

AGENDA ITEM NUMBER: 8. M.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

A City-sponsored 30-minute fireworks display is scheduled for Saturday, June 9, 2018 at 9:30 p.m. at Reed-Keppler Park. This fireworks display is an added component to the West Chicago Park District's "Hello Summer" kick-off event. The "Hello Summer" event and fireworks display are free to the public.

The City is contracting with Five Alarm Fireworks Co. for the fireworks display. Five Alarm Fireworks Co. will provide the opportunity to reschedule the fireworks at no additional charge if a severe weather cancellation occurs.

The Community Development Department will coordinate with City staff, Police Department, Public Works Department, Fire Protection District, and Park District to ensure a safe and successful event.

This event will be cross-promoted through the City and the Park District using various low-cost media such as website posts, flyers, posters, and press releases. Attached is a copy of the flyer the Park District is currently using to promote the "Hello Summer" event and City-sponsored fireworks display.

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

ACTIONS PROPOSED:

Approval for:

- Use of City services from the Police and Public Works Departments in cooperation with the Park District and Fire Protection District.
- Approval to be contingent on the availability of pertinent City departments, liability issues, and an emergency plan.

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended approval of this request.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: 2018 Blooming Fest

AGENDA ITEM NUMBER: 8. N.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

West Chicago Blooming Fest is scheduled for Saturday, May 19, 2018 from 9:00 a.m. to 3:00 p.m. This Special Event will include the West Chicago Garden Club plant sale, other garden-related vendors, a craft sale, local music/entertainment, food vendors, a car display and more. City Staff is drafting a revised severe weather procedure policy in response to the 2017 Blooming Fest cancellation.

The layout implemented in 2016, and planned for 2017, will be utilized this year. The layout includes the following:

- Event boundaries on Main Street to include the Fox Community Center (306 Main) and to accommodate the car show, vendor booth spaces and children's activities.
- Access to Turner Court via W. Washington Street during event hours. This is intended to provide parking access to downtown residents, library patrons, event attendees, entertainment stage proximity for participants, and Main Street re-entry for booth removal.
- On-street parking on one side of the detour route (Chicago Street and Fulton Street), with restrictions near intersections for emergency vehicle clearance.
- Use of the Water's Edge Bible Church parking lots (Chicago Street and S. Oakwood) for event parking, and of handicap parking in the Republic Bank parking lot along Tye Court.
- Event parking also includes the Metra lot and City-owned parking lots on Fremont Street and at City Hall.

ACTIONS PROPOSED:

- Approval to close Main Street from W. Washington Street to Fox Community Center (306 Main) on Saturday, May 19, 2018 from 5:00 a.m. to 4:00 p.m. while maintaining clearance for emergency vehicles.
- Approval to close Galena Street from Main Street to Tye Court from 2:00 p.m. Friday, May 18, 2018 to 4:00 p.m. Saturday, May 19, 2018, while maintaining clearance for emergency vehicles.
- Permission for the 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, including support from the Police and Public Works Departments.
- Approval to be contingent on the availability of pertinent City departments, liability issues, and an emergency plan.

A map of the proposed street closures is included.

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended approval of this request.

CITY OF WEST CHICAGO

Public Affairs Committee AGENDA ITEM SUMMARY

ITEM TITLE:

**West Chicago Halloween Parade and
Costume Contest**

October 27, 2018

AGENDA ITEM NUMBER: 8.0.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The City of West Chicago Halloween Parade and Costume Contest is scheduled for Saturday, October, 27, 2018.

Registration will begin at 11:30 a.m. Costume judging will begin at 12:00 p.m. and the parade will begin at approximately 12:15 p.m. Prizes will be awarded after the parade.

The parade route is attached. The route begins on Turner Court and ends in front of the Fox Community Center, located at 306 Main Street.

Police Department and Fire District representatives will be requested to participate in the parade with vehicles and apparatus.

This event corresponds with the annual Downtown Trick or Treat activities taking place that same day from 1:00 – 3:00 p.m.

ACTIONS PROPOSED:

Recommend approval of the following:

- Rolling street closure of Turner Court, Washington Street and Main Street during parade
- Police assistance for traffic control

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended approval of this request.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: 2018 Frosty Fest

AGENDA ITEM NUMBER: 8. P.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

Frosty Fest is scheduled for Saturday, December 1, 2018 from 4:00 – 7:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. Frosty Fest includes, but is not be limited to: a Frosty Procession, visits with Santa and Mrs. Claus, decorated streets and storefronts, horse-drawn wagon rides, carolers, an official tree lighting ceremony, and live reindeer.

The event will take place outside along Main Street and at participating indoor locations, including, but not limited to: American Legion, Fox Community Center, Republic Bank, City Museum, and Gallery 200.

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

ACTIONS PROPOSED:

Approval for:

- Use of City services from Police and Public Works.
- Closure of Main Street from Chicago Street to Washington Street from 12:00 p.m. – 7:30 p.m.
- Rolling closure for procession on Main Street beginning at eastern access drive to the Metra parking lot to Center Street from 4:00 – 4:30 p.m.
- Center Street to High Street to Galena Street (see attached map) for horse-drawn ride from 4:00 – 7:00 p.m.; street closure begins at 12:00 p.m. in preparation for the event.
- Approval to be contingent on the availability of pertinent City departments, liability issues, and an emergency plan.

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended approval of this request.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: 2018 Frosty 5k Run/Walk

AGENDA ITEM NUMBER: 8. Q.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The Frosty 5k Run/Walk and Kids Fun Run is scheduled for Saturday, December 1, 2018. This event is sponsored by the City, with registration, course coordination, and timing sponsored by Race Time Inc.

Set up for this event begins at 6:00 a.m., registration opens at 7:30 a.m., and the 5k begins at 8:30 a.m. The Kids Fun Run begins immediately after the last runner crosses the finish line. Awards will then be announced and distributed. Site clean-up will follow, with the event expected to end by 11:00 a.m.

Registration fees will apply to participants of the Frosty 5k to offset a portion of the event expenses. West Chicago residents will be offered discounted rates. The Kids Fun Run is free to all participants (ages 10 and under).

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

ACTIONS PROPOSED:

Approval for:

- Use of City services from Police and Public Works.
- Closure of Turner Court from 6:00 a.m. – 11:00 a.m.
- Rolling street closure along the 5k route (map attached).
- Approval to be contingent on the availability of pertinent City departments, liability issues, and an emergency plan.

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended approval of this request.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

WE GO Run
Leman Middle School & Race Time, Inc.

AGENDA ITEM NUMBER: 8.R.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

Leman Middle School is proposing the 14th Annual WE GO Run, a combination of a 5K and 10K Run/Walk and a 1 Mile Fun Run as a fundraiser for Leman Middle School-West Chicago School District #33 on Saturday, May 5, 2018.

Registration and set-up is scheduled for 4:30 a.m. The 5k and 10k races begin at 8:25 a.m. and the 1 Mile Fun Run begins at 9:00 a.m. The anticipated completion time for the races is 10:00 a.m. The entire event is expected to end at approximately 10:30 a.m.

All courses have been reviewed 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 course map.

Police services are requested for assistance with traffic control.

Residents along the course will be notified two weeks prior to the event.

A certificate of insurance has been provided by the event organizer, Race Time Inc., and is pending City approval.

ACTIONS PROPOSED:

- Recommend event for approval as proposed including request for Police Department services.

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended approval of this request.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Stations of the Cross
St. Andrew Lutheran Church**

AGENDA ITEM NUMBER: 8.5.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

St. Andrew Lutheran Church is organizing a Stations of the Cross procession to be held from 12:00 p.m. — 1:00 p.m. on March 30, 2018.

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. The procession crosses Geneva Road. The Church anticipates approximately 150 participants.

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

ACTIONS PROPOSED:

Approval for:

- Rolling street closure along Main Street and Prince Crossing Road (route map attached)
- Use of City services from the Police Department

COMMITTEE RECOMMENDATION:

At its February 26, 2018 meeting, the Committee recommended approval of this request.

CITY OF WEST CHICAGO

CITY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:

**Stations of the Cross
St. Mary Catholic Church**

AGENDA ITEM NUMBER: 8.T.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: N/A

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

St. Mary Catholic Church is organizing its annual Stations of the Cross procession to be held from 12:00 p.m. — 5:00 p.m. on March 30, 2018.

Participants will gather in front of the Church and gradually move to the vacant lot on Garden Street.

St. Mary Catholic Church requests the closure of N. Oakwood Ave. between E. York and Virgie Place and 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:

Approval for:

- Street closure of N. Oakwood Ave. between E. York and Virgie Place
- Use of City services from the Public Works Department

COMMITTEE RECOMMENDATION:

This item did not go before the Public Affairs Committee for consideration due to a late submittal by St. Mary Catholic Church. However, this item has been reviewed and approved by the Community Development, Public Works, and Police Departments with acknowledgement from the Fire Protection District that event plans do not pose any fire safety concerns.

City of West Chicago SPECIAL EVENT PERMIT APPLICATION

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



RECEIVED
FEB 21 2018

PERMIT NO. _____

Special Event Permit Application

BY: BB

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: 02/21/2018 Fee Paid: \$ N/A

Receipt # N/A Check # N/A

Event Acknowledgement Form returned by:

Police Dept. 2/23/18 Fire Dist. 2/23/18 PW 2/23/18 ^{CDD} Park Dist. 2/23/18

☒ Background checks completed by Police Dept. Date N/A

☒ DuPage Co. Health Department notified Date N/A

☐ 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, Father John Balluff / Rev. David Lawrence, representing St. Mary's Parish
(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.

J. Balluff Rev. David Lawrence
(signature) (signature)

February 21, 2018
(date)

Good Friday
(name of event)

March 30, 2018
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Living Stations of the Cross

Type of Event:

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

☒ Other Religious Procession

Location of Event: Church Grounds and Field on Garden Street

Date(s) of Event: March 30, 2018 Hours of Event: 12 Noon to 5 pm Est. Attendance: 500

Event Website: _____

Purpose of event: Reinact Good Friday Death of Jesus

Name of Sponsoring Organization(s): St. Mary's

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

Contact person from sponsoring organization: Father David Lawrence

Organizer address: 140 N. Oakwood Ave.

City/State/Zip: West Chicago, IL Phone: 630-231-0013

Cell Phone: 630-640-3528 E-mail: Father.David@stmarywc.org

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

1st Contact: Father David Lawrence Phone: 630-231-0013

2nd Contact: Father John Balluff Phone: 630-231-0013

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: April 19, 2019

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 problems, No 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.

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](http://www.dupagehealth.org) 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: Barricades necessary for street closure

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

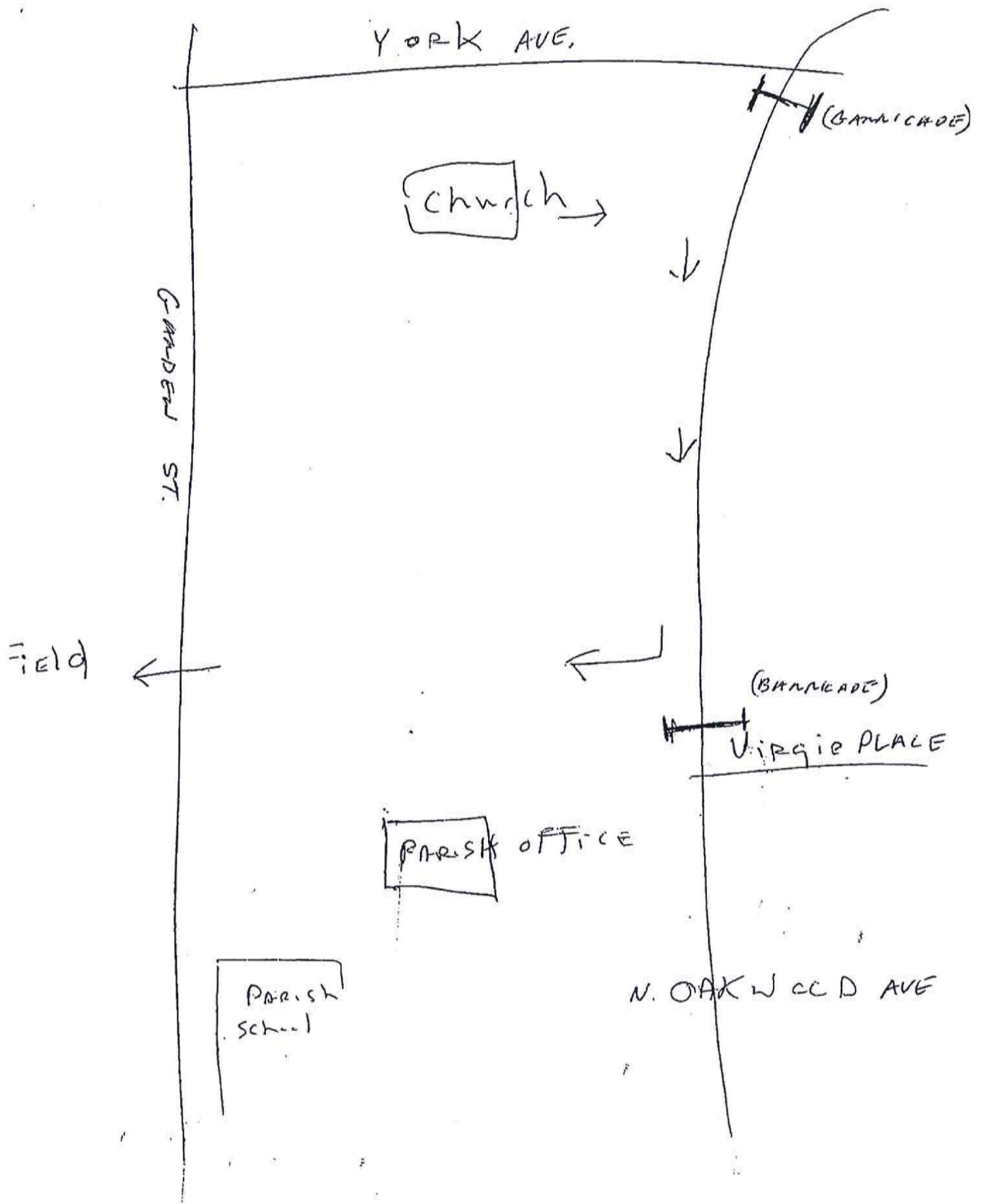
Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

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

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
Oakwood	York	Virgie Place	March 30	12-4 pm



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: 3-30-2018

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	02-26-2018
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*	3-2-2018
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	03-17-2018
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 St. Mary's (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Good Friday, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to St. Mary's (name of organization) participation in the Activity.

To the fullest extent permitted by law, the St. Mary's (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. Mary's (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. Mary's (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. Mary's (name of organization) at its own expense, satisfy and discharge the same.

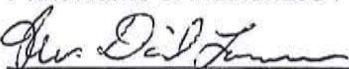
The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

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

Agreed this 21 day of February, 20 18

St. Mary's
Name of Organization

Fr. David Lawrence
Print Name of Authorized Person


Signature of Authorized Person

Pastor in Solidum
Title

