

CITY OF  
**WEST CHICAGO**

WHERE HISTORY & PROGRESS MEET

**NOTICE**

**PUBLIC AFFAIRS COMMITTEE**

**Monday, March 22, 2021  
7:00 P.M. – Council Chambers**

**AGENDA**

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
  - A. Public Affairs Committee of February 22, 2021
3. Public Participation / Presentations
4. Items for Consent
  - A. Wheaton Academy Fireworks
  - B. Virtual Blooming Fest
5. Items for Discussion
  - A. 2021 Public Art Project: Milkweed Art Campaign
6. Unfinished Business
7. New Business
8. Reports from Staff
  - A. Nuisance Coyotes
9. Adjournment

## MINUTES

### PUBLIC AFFAIRS COMMITTEE

Monday February 22, 2021 7:00 P.M.

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

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

**2. Approval of Minutes.**

A. Public Affairs Committee Minutes of November 23, 2020. Alderman Brown made a motion, seconded by Alderman Swiatek to approve the minutes of the Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Short and Jakabcsin. Voting Nay: 0. Motion carried.

**3. Public Participation / Presentations.**

**4. Items for Consent.**

**5. Items for Discussion.**

A. West Chicago City Museum Interpretive Signage - It was the consensus of the Committee to move this approved item to City Council with the agreement between City Museum and Park District Forest Preserve District by taking the role of maintaining and providing maintenance for the signage.

B. 2021 Special Events – Blooming Fest and Railroad Days have been cancelled. It was the consensus of the Committee to visit the metrics on a regular basis, revisit the topic in June, and review what the issues are at that time and make a decision.

**6. Unfinished Business.**

**7. New Business.**

Chairman Chassee asked Interim Chief Shackelford to research nuisance coyotes within our surrounding counties.

**8. Reports from Staff.**

A. West Chicago Police Department Monthly Reports.

B. Healthy West Chicago Strategic Plan – This item will be discussed at a further meeting.

C. Phalen Consulting FY2020 Report

D. People Made Visible FY2020 Report

9. **Adjournment.** Alderman Hallett made a motion to adjourn, seconded by Alderman Birch Ferguson. The motion was approved by voice vote, and the meeting adjourned at approximately 7:44pm.

Respectfully submitted,

*Yahaira Bautista*

Administrative Assistant to Chief of Police  
West Chicago Police Department

**PUBLIC AFFAIRS COMMITTEE  
AGENDA ITEM SUMMARY**

**ITEM TITLE:**

**Musical - Fireworks Display  
Wheaton Academy  
May 29, 2021**

**AGENDA ITEM NUMBER:** 4.A.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** March 22, 2021

**COUNCIL AGENDA DATE:** \_\_\_\_\_

**STAFF REVIEW:** Tom Dabareiner

**SIGNATURE**  \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:**  
Michael Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

Wheaton Academy is requesting permission for a Fireworks Display after its Musical on Saturday, May 29, 2021. The musical will take place outdoors from May 27-29, 2021. Residents in the surrounding neighborhoods will be notified by Wheaton Academy of the date and time of the fireworks display in advance of the event.

The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Park District. The West Chicago Fire Protection District did not sign off due to the potential of a large gathering taking place. With the interest of the health and safety of the community and their personnel, they are unable to sign off at this time.

**ACTIONS PROPOSED:**

Due to the West Chicago Fire Protection District not signing off, City Staff does not recommend the fireworks to be approved since the Fire Protection District would need to be in attendance of the event and a Fireworks Permit would need to be secured.

**COMMITTEE RECOMMENDATION:**



**CITY OF WEST CHICAGO**  
**Special Events**  
**Acknowledgment Form**

*Proposed Event*

Name of event: **Wheaton Academy Fireworks for Musical**

Date(s) of event: **May 27-29, 2021**

Contact: **James Holtrop** Phone: **630-878-2043**

Organization: **Wheaton Academy**

I have reviewed the information regarding the proposed event and acknowledge that there are no outstanding issues relating to my department which would prevent the agenda summary from moving forward to the Public Affairs Committee for review.

Signature \_\_\_\_\_ *SEE ATTACHED LETTER* Date 3-3-21

- CDD    Police Dept.    Fire Dist.    Public Works    Park Dist.

Please return form to Nicolette Stefan at [nstefan@westchicago.org](mailto:nstefan@westchicago.org).

Thank you.



## West Chicago Fire Protection District

200 Fremont Street West Chicago, Illinois 60185

Phone: 630-231-2123 Fax: 630-231-2122

March 3, 2021

Ms. Nicolette Stefan  
Special Events Coordinator  
City of West Chicago  
475 Main St.  
West Chicago IL 60185

**RE: Wheaton Academy Fireworks for Musical.**

Nicolette, The Fire District has received a copy of the special events application for the above referenced event. With the cancelation of other events in the community due to COVID 19 and large gatherings, the Fire District feels that the fireworks portion of the event has the potential to create a large gathering, even more so now that the fireworks will be held on one day instead of three and the public invited. With the interest of the health and safety of the community and our personnel the Fire District is unable to sign off on the fireworks permit at this time due to COVID 19.

We will continue to monitor COVID 19 and follow safety guidelines and look forward to working with you as we move forward.

If you have any questions, please feel free to contact me.

Respectfully,

Joe Buenrostro  
Fire Marshal



**CITY OF WEST CHICAGO**  
**Special Events**  
**Acknowledgment Form**

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Date(s) of event: **May 27-29, 2021**

Contact: **James Holtrop** Phone: **630-878-2043**

Organization: **Wheaton Academy**

I have reviewed the information regarding the proposed event and acknowledge that there are no outstanding issues relating to my department which would prevent the agenda summary from moving forward to the Public Affairs Committee for review.

Signature  Date 3-9-21

CDD    Police Dept.    Fire Dist.    Public Works    Park Dist.

Please return form to Nicolette Stefan at [nstefan@westchicago.org](mailto:nstefan@westchicago.org).

Thank you.



**CITY OF WEST CHICAGO**  
**Special Events**  
**Acknowledgment Form**

*Proposed Event*

Name of event: **Wheaton Academy Fireworks for Musical**

Date(s) of event: **May 27-29, 2021**

Contact: **James Holtrop** Phone: **630-878-2043**

Organization: **Wheaton Academy**

I have reviewed the information regarding the proposed event and acknowledge that there are no outstanding issues relating to my department which would prevent the agenda summary from moving forward to the Public Affairs Committee for review.

Signature Tom Wilcox Date 3/8/21

CDD  Police Dept.  Fire Dist.  Public Works  Park Dist.

Please return form to Nicolette Stefan at [nstefan@westchicago.org](mailto:nstefan@westchicago.org).

Thank you.





**CITY OF WEST CHICAGO**  
**Special Events**  
**Acknowledgment Form**

*Proposed Event*

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Date(s) of event: **May 27-29, 2021**

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Organization: **Wheaton Academy**

I have reviewed the information regarding the proposed event and acknowledge that there are no outstanding issues relating to my department which would prevent the agenda summary from moving forward to the Public Affairs Committee for review.

Signature  Date 3/8/21

CDD  Police Dept.  Fire Dist.  Public Works  Park Dist.

Please return form to Nicolette Stefan at [nstefan@westchicago.org](mailto:nstefan@westchicago.org).

Thank you.



**CITY OF WEST CHICAGO**  
**Special Events**  
**Acknowledgment Form**

*Proposed Event*

Name of event: **Wheaton Academy Fireworks for Musical**

Date(s) of event: **May 27-29, 2021**

Contact: **James Holtrop** Phone: **630-878-2043**

Organization: **Wheaton Academy**

I have reviewed the information regarding the proposed event and acknowledge that there are no outstanding issues relating to my department which would prevent the agenda summary from moving forward to the Public Affairs Committee for review.

Signature \_\_\_\_\_ *Eugene Samuel* \_\_\_\_\_ Date 03/08/2021

CDD  Police Dept.  Fire Dist.  Public Works  Park Dist.

Please return form to Nicolette Stefan at [nstefan@westchicago.org](mailto:nstefan@westchicago.org).

Thank you.

# City of West Chicago SPECIAL EVENT PERMIT APPLICATION



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

PERMIT NO. \_\_\_\_\_

## Special Event Permit Application

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

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

### Submittal Checklist

1. Completed and signed Special Event Application
  - Intent to Meet Insurance Requirements
  - Section 1 – General Information
  - Section 2 – Narrative
  - Section 3 – Permits
  - Section 4 – Site Plan and/or Route Map
  - Section 5 – Task List and Due Dates
  - Section 6 – Hold Harmless Agreement
  
2. Completed and signed applications(s) for other permits(s) (See Section 3)
  - Carnival Permit Application - \$50 per employee
  - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
  - Building Permit Application (temporary tents – see min. requirements) - \$50
  - Raffle Registration Application – requires separate application
  - Temporary Liquor License Application – requires separate application
  - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

\*\*\*\*\*  
**FOR OFFICE USE ONLY**  
\*\*\*\*\*

Received: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_ Check # \_\_\_\_\_

Event Acknowledgement Form returned by:

Police Dept. \_\_\_\_\_ Fire Dist. \_\_\_\_\_ PW \_\_\_\_\_ Park Dist. \_\_\_\_\_

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

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

*Must be returned prior to application review by City staff*

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

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

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

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

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

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

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

I, James Haltrop, representing Wheaton Academy  
(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.**

James K Haltrop  
(signature)

2-18-2021  
(date)

Spring Musical  
(name of event)

May 27-29  
(date of event)

**SECTION 1 – GENERAL INFORMATION**

Name of Event: Wheaton Academy Musical

Type of Event:

Parade  Walk/Run/Bike  Carnivals  Fireworks  Festival

Other Musical

Location of Event: Wheaton Academy

Date(s) of Event: May 27-29 Hours of Event: 6 to 10pm Est. Attendance: 200

Event Website: \_\_\_\_\_

Purpose of event: We are having our musical outside and would like fireworks at the end - Saturday only

Name of Sponsoring Organization(s): Wheaton Academy

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

Contact person from sponsoring organization: James Holtrop

Organizer address: 1901 Kingsbrook Ct

City/State/Zip: Wheaton, IL 60187 Phone: 630-878-2043

Cell Phone: 630-878-2043 E-mail: jholtrop@wheatonacademy.org

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

1<sup>st</sup> Contact: Steve Bult Phone: 630-816-0627

2<sup>nd</sup> Contact: Kori Hockett Phone: 630-992-5096

Is this an annual event?  Yes  No If Yes, provide next year's event date: \_\_\_\_\_

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.

Feb. 17, 2021

Dear West Chicago Council,

On May 27-29, the Wheaton Academy Fine Arts Dept. will be presenting their musical, High School Musical, on the Fine Arts Building steps. They would like to conclude each performance with a small firework display.

The community is invited to enjoy the fireworks show also.

As everyone has, we have been trying unique ways to keep the school year going as normally as possible. So, this year we will have the musical outside and distanced. To make this unusual night special we would like to have fireworks. The city has been very gracious in allowing us fireworks many times in the past. Please grant us the permits once again to make this year somewhat special.

Thank you,

James K. Holtrop

Director of Special Events

**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](http://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](http://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](http://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](http://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: Police and fire trucks come to  
secure area & for any dangers

Will you be utilizing any of the following services?

Water  Electric/Generator  Other \_\_\_\_\_

**SECTION 4 – SITE PLAN AND/OR ROUTE MAP**

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

***If applicable, the following must be included:***

Location of garbage receptacles (G)	Location 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.

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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
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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<hr/>	<hr/>	<hr/>	<hr/>	<hr/>



## SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES\*

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

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

Date of Special Event: \_\_\_\_\_

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

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

**SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT**

In consideration of the Wheaton Academy (name of organization) and its Members, employees, volunteers or guests, being allow to participate in musical, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Wheaton Academy(name of organization) participation in the Activity.

To the fullest extent permitted by law, the Wheaton Academy (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 Wheaton Academy (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 Wheaton Academy (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 Wheaton Academy (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 Wheaton Academy (name of organization).

Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Wheaton Academy  
Name of Organization

James K Holtrop  
Print Name of Authorized Person

James K Holtrop  
Signature of Authorized Person

Dir. of Special Events  
Title

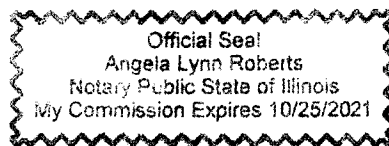
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.

**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.**

Wheaton Academy \_\_\_\_\_ Angela Lynn Roberts \_\_\_\_\_ 2/18/2021 \_\_\_\_\_  
(Name of Organization) (Print Name of Signatory) (Date)

By Angela Lynn Roberts \_\_\_\_\_  
(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 18 day of February, 2021.

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

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

**Deliver all completed items to:**  
City of West Chicago  
Attn: Community Development – Special Events  
475 Main Street  
West Chicago, IL 60185

**FOR OFFICE USE ONLY**

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

Approved Permit No. \_\_\_\_\_

Denied  
Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

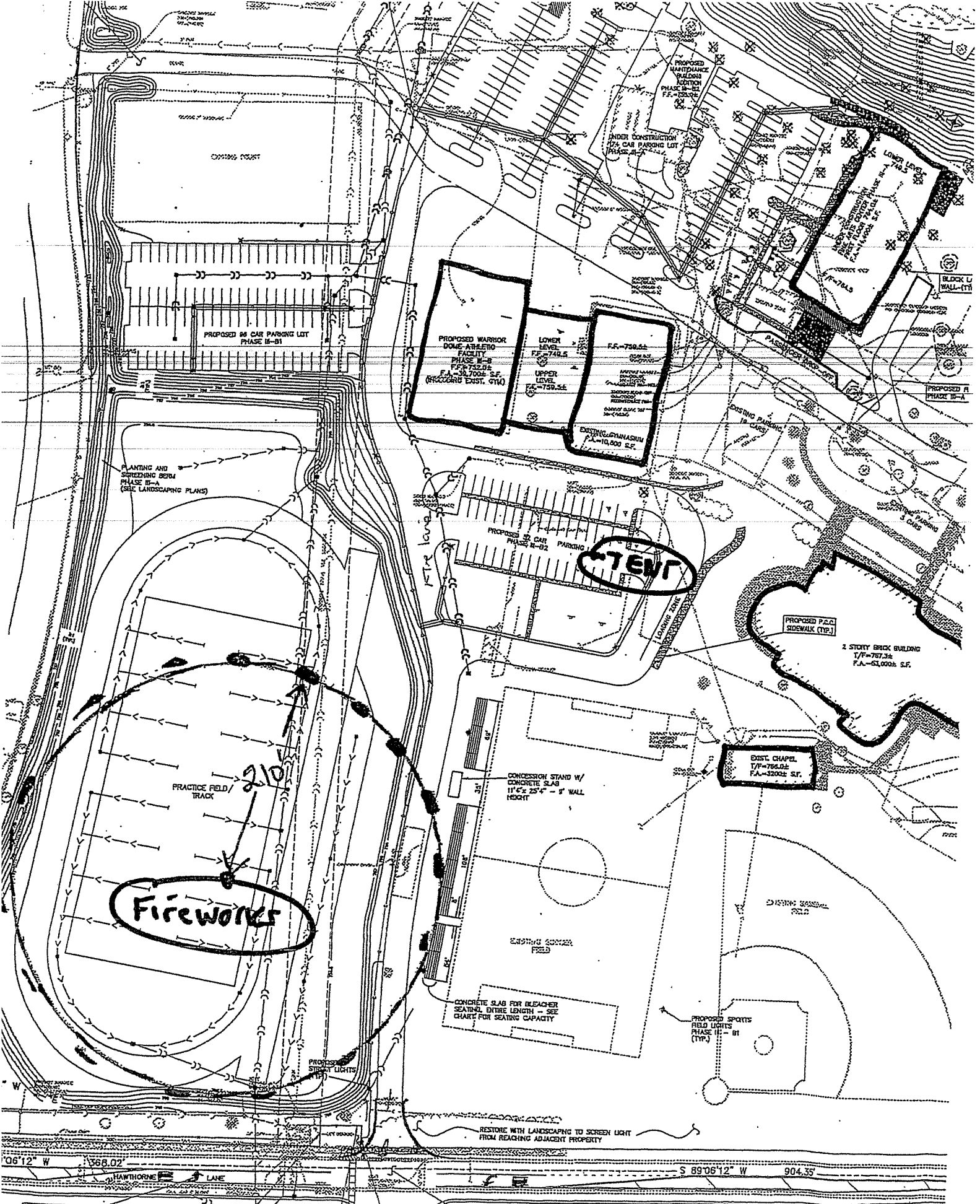
\_\_\_\_\_  
Title Date

*Dear Resident:*

*The Wheaton Academy Fine Arts Dept. would like to inform you that, weather permitting, on May 27, 28, & 29 at 9:30 p.m., there will be a fireworks show adjacent to the Hawthorne entrance road on the Wheaton Academy grounds as part of our musical performance. The Fireworks Permit has been granted by the West Chicago Fire Protection Dept., and the Special Events Permit has been issued by the City of West Chicago office. If you have any questions, please call WA at 630-562-7500. We hope you enjoy the display!*

*James Holtrop*

*Director of Special Events*



**Fireworks**

**TENT**

210

NOTE  
PROPERTY LINES SHOWN HEREIN  
PER BOUNDARY SURVEY  
PERFORMED BY GENCON LTD.

PAYMENT INDEMNITY  
IMPROVEMENTS BY OTHERS

**PUBLIC AFFAIRS COMMITTEE  
AGENDA ITEM SUMMARY**

**ITEM TITLE:**

**Virtual Blooming Fest  
May 2021**


**AGENDA ITEM NUMBER:** 4. B.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** March 22, 2021

**COUNCIL AGENDA DATE:** \_\_\_\_\_

**STAFF REVIEW:** Tom Dabareiner

**SIGNATURE**  \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:**  
Michael Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

As proposed there will be three classes hosted by the City with the following organizations: City Bee Savers, We Grow Dreams and GardenWorks Project. Each class will be limited to 20 West Chicago residents, masks and social distancing will be enforced. Classes will be offered for free and attendees will leave with a takeaway item. Depending on the class, attendees will receive honey, a tomato plant or a succulent terrarium. All attendees will leave with flower seed packets that were donated by Ball Seed. The City will rent the ARC Center meeting rooms from the Park District. The estimated cost for the three classes is \$1,500.

There will be around ten Facebook Giveaways on the Blooming Fest Facebook Page. These will be purchased by the City from the following organizations: City Bee Savers, We Grow Dreams, GardenWorks Project and The Conservation Project. Giveaways will include honey, a rain barrel, garden salsa kits and hanging baskets. This will bring more visibility to these organizations and the new City Blooming Fest Facebook page. The estimated cost for the ten giveaways is \$300.

The estimated cost for the giveaways and three classes is \$1,800.

**ACTIONS PROPOSED:**

Approval for use of budget for these events.

**COMMITTEE RECOMMENDATION:**

# CITY OF WEST CHICAGO

## PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:** 2021 Public Art Project – Milkweed Art Campaign

**AGENDA ITEM NUMBER:** 5.A.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** March 22, 2021  
**COUNCIL AGENDA DATE:**

**STAFF REVIEW:** Rosemary Mackey

**SIGNATURE** \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:** Michael Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:** Continuing the City of West Chicago's established commitment to monarch conservation, the Cultural Arts Commission is proposing an educational outreach campaign on the importance of planting milkweed to nourish the monarch butterfly in its various stages of development, through the artwork of Chris Hodge.

Marketing collateral in the form of postcards and print posters would be distributed throughout the City to bring greater awareness and appreciation for milkweed and monarchs.

A formal proposal is attached. The Commission is requesting a budget of \$2,100 for this project.

**ACTIONS PROPOSED:**

Staff recommends approval of the proposal for a 2021 Public Art Project – Milkweed Campaign, including the proposed cost of \$2,100.

**COMMITTEE RECOMMENDATION:**

West Chicago Cultural Arts Commission 2021 Public Art Project Proposal: Milkweed Art Campaign

Starting in 2019 the Cultural Arts Commission working with other community partners and national organizations began working to promote the plight of the monarch butterfly. The tie to this important pollinator relates directly to the West Chicago prairie, one of the most pristine native prairies in the state of Illinois and the large tie West Chicago has to the Mexican migration to DuPage County from Michoacán, where monarch butterflies winter each year. In 2019 the Cultural Arts Commission along with the City and other art partners launched “The Year of the Butterfly” with two public art projects:

During the summer of 2019 36 community artists decorated butterflies that were placed throughout the community.

In the fall of 2019 a monarch themed mural was dedicated at Tampico grocery store.

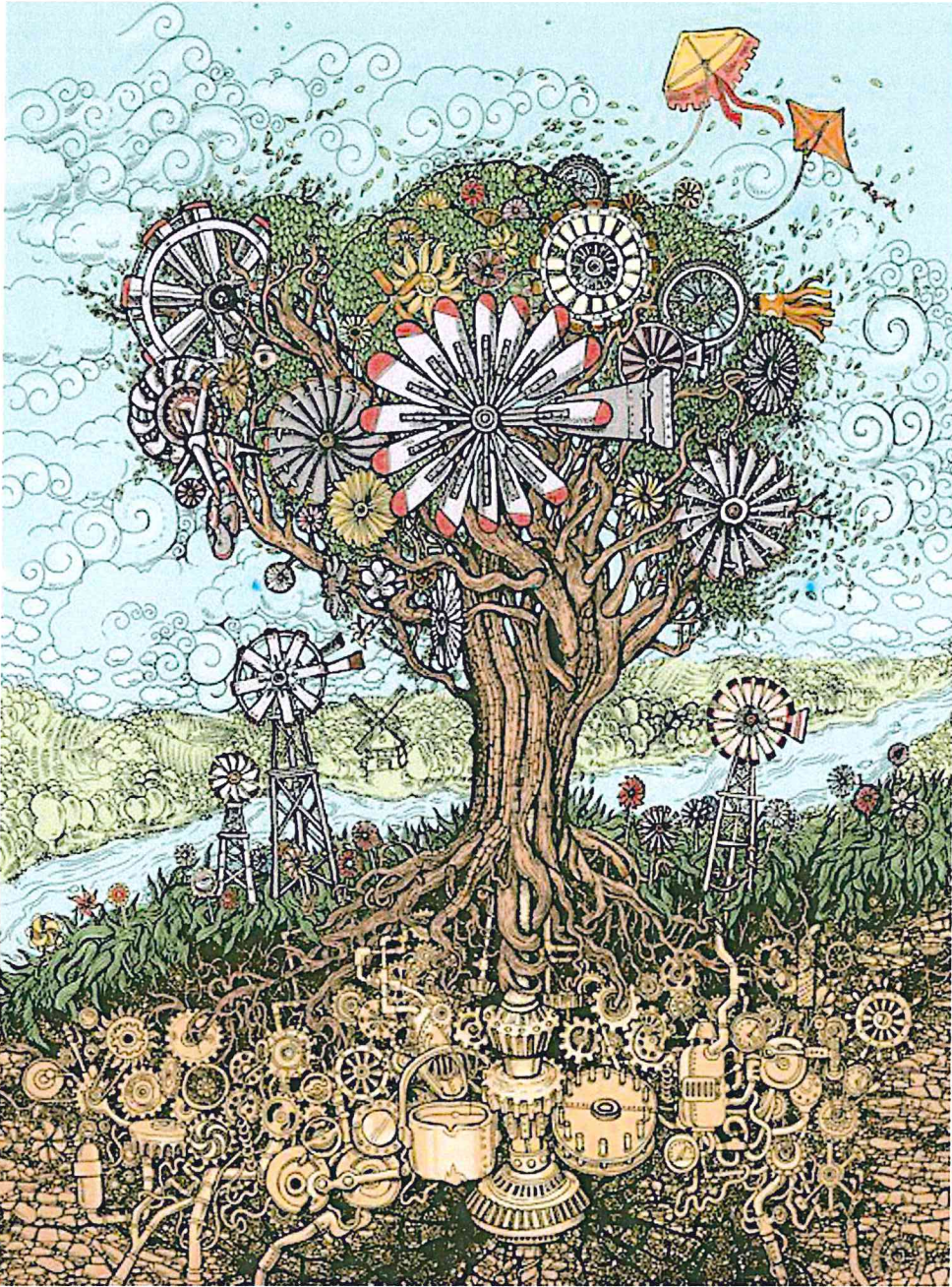
In continuation of a focus on monarchs and pollinators that survive their travels through our community north in the summer and south in the winter, the Cultural Arts Commission would like to launch a seed spreading push that is inspired through an artistic depiction of a milkweed plant, a native prairie plant that monarchs and other pollinators survive off of.

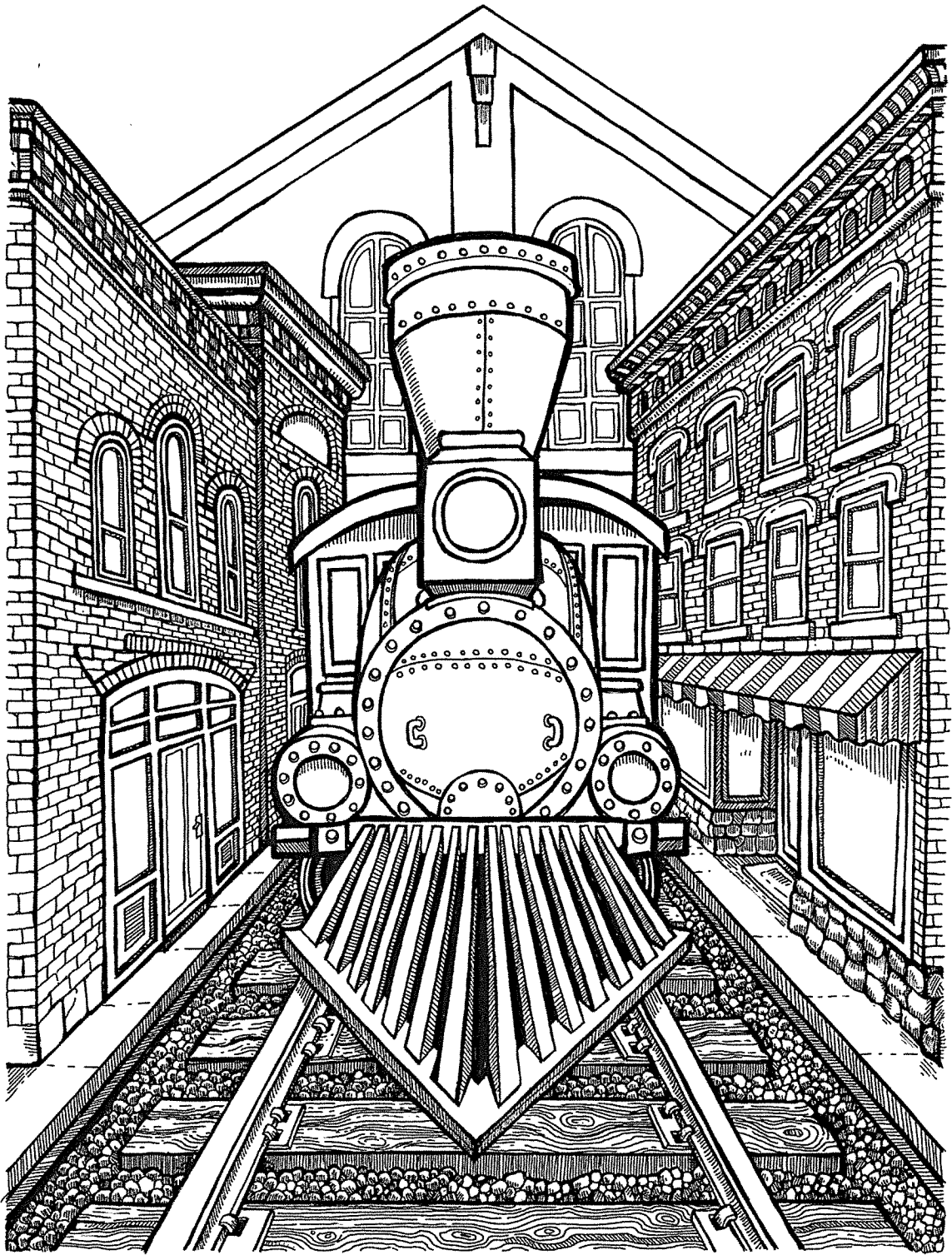
The milkweed campaign would center around an artistic depiction of a milkweed plant made by area artist Chris Hodge (examples of his work) who was also featured in a our banner competition in 2017 and has been shows at Kindred Coffee and the West Chicago City Museum. A flier created by him with multiple colored versions would be on display throughout the community, in postcard form available at public locations and on the milkweed packages. The reverse of postcards would also continue some information about milkweed and how they can be grown and the importance of these vital prairie plants. The image would also be licensed from Mr. Hodge for any future uses that City or the Cultural Arts Commission wishes.

The proposed budget for this public art project would be as follows:

Artist fee and licensing fee:	\$1,500
Printing and packaging costs	\$600
<b>Total project costs</b>	<b>\$2,100</b>









**Light Up The Night: Community & Candlelight**  
**Aurora, Illinois**  
**Monday, December 21st at 6:00 PM**