

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## NOTICE

### PUBLIC AFFAIRS COMMITTEE

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

### AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
  - A. Public Affairs Committee of May 23, 2022
3. Public Participation / Presentations
4. Items for Consent
  - A. Resolution 22-R-0042 – A Resolution Approving an Agreement with Linnebarger Googan Blair, LLP for the Collection of Certain Debts Owed to the City
  - B. Ordinance No. 22-O-0023 – An Ordinance Amending Appendix G
  - C. Mexican Independence Day
  - D. Wheaton Academy Homecoming
  - E. Halloween Festivities
  - F. Frosty Fest
  - G. Frosty 5K Run
5. Items for Discussion
  - A. Automated License Plate Reader (ALPR)
6. Unfinished Business
7. New Business

8. Reports from Staff

A. West Chicago Police Department Monthly Reports

9. Adjournment



## **MINUTES**

### **PUBLIC AFFAIRS COMMITTEE**

**Monday, May 23, 2022 7:00 P.M.**

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

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

**2. Approval of Minutes.**

A. Public Affairs Committee Minutes of April 25, 2022. Alderman Hallett 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.**

B. Resolution 22-R-0028 A Resolution Approving the Services Agreement Order Form and Government Agency Agreement with Flock Safety for an Automatic License Plate Reader Program - Alderman Birch Ferguson made a motion, seconded by Alderman Swiatek to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Short and Jakabcsin. Voting Nay: 0. Motion carried.

A. West Chicago Railroad Days - Alderman Birch Ferguson made a motion, seconded by Alderman Swiatek to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Short and Jakabcsin. Voting Nay: 0. Motion carried.

**5. Items for Discussion.**

**6. Unfinished Business.**

**7. New Business.**

**8. Reports from Staff.**

A. West Chicago Police Department Monthly Reports will be submitted at the next Public Affairs Meeting.

9. **Adjournment.** Alderman Birch Ferguson made a motion to adjourn, seconded by Alderman Swiatek. The motion was approved by voice vote, and the meeting adjourned at approximately 7:04pm.

Respectfully submitted,

*Yahaira Bautista*

Administrative Assistant to Chief of Police  
West Chicago Police Department



## CITY OF WEST CHICAGO

### PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:** Resolution No. 22-R-0042 and Ordinance No. 22-O-0023

A Resolution approving an Agreement with Linnebarger Googan Blair & Sampson, LLP for the Collection of Certain Debts Owed to the City

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

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

**COMMITTEE AGENDA DATE:** 07/25/2022

**COUNCIL AGENDA DATE:** 08/01/2022

**STAFF REVIEW:** Colin Fleury, Chief of Police

**APPROVED BY CITY ADMINISTRATOR:** Michael Guttman

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

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

To best recover City debts, delinquent fees, permit payments, application fees, business, and liquor licenses, including renewals, and other debts or fees due and owing to the City, the Police Department staff recommend using a professional debt collection agency. While researching the availability of such agencies, the Department staff discovered the services of Linebarger Googan Blair & Sampson, LLP, 233 South Wacker Drive, Suite 4030, Chicago, IL 60606. This Firm is used by several neighboring communities and specializes in collecting debt related to past due fines, fees, citations, penalties, and cost assessments relating to parking, compliance, and/or red-light violations owed to Municipalities. The Firm charges an administrative fee of 19.75% of the total amount actually collected by the Firm on all accounts referred to it by the City. This appears to be a common fee structure and amount.

The companion Ordinance allows the City to recover the debt collector's fees and staff time associated with debt collection, so that the City is whole with regards to the debt amounts collected.

The City Attorney prepared the Ordinance and reviewed the Agreement with the debt collection firm, and his changes were incorporated into the latter.

See Exhibit A – Professional Services Contract for Collection of Delinquent Accounts.

#### ACTIONS PROPOSED:

Staff recommends approval of Resolution No. 22-R-0042 and adoption of Ordinance No. 22-O-0023

#### COMMITTEE RECOMMENDATION:

**RESOLUTION NO. 22-R-0042**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE CERTAIN  
AGREEMENT WITH LINENBARGER GOOGAN BLAIR & SAMPSON, LLP**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute and the City Clerk is authorized to attest certain Agreement with Linnebarger Googan Blair & Sampson, LLP, a copy of which is attached hereto as Exhibit "A."

APPROVED this 1<sup>st</sup> day of August 2022.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Deputy City Clerk Valeria Perez

**PROFESSIONAL SERVICES CONTRACT**  
**FOR COLLECTION OF DELINQUENT ACCOUNTS**

THIS CONTRACT is made and entered into effective this \_\_\_\_ day of June , 2022 by and between the **CITY OF WEST CHICAGO**, 475 Main Street, West Chicago, IL 60185 a body politic and corporate, hereinafter "West Chicago" or the "Municipality", and **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**, 233 South Wacker Drive, Suite 4030, Chicago, IL 60606, an Illinois limited liability partnership, hereinafter the "Firm." This contract creates an attorney-client relationship between CITY OF WEST CHICAGO and the Firm.

**I. General Scope of Services**

CITY OF WEST CHICAGO agrees to employ and does hereby employ the Firm for the collection of delinquent accounts receivable as more specifically described below pursuant to the terms and conditions described in this contract for Debt Collection Services. This contract supersedes all prior oral and written agreements between the parties, and can only be amended if done so in writing and signed by all parties. This contract cannot be transferred or assigned by either party without the written consent of all parties.

Upon execution and approval of this contract, CITY OF WEST CHICAGO agrees, at its discretion, to refer to the Firm for collection as provided herein, fees, fines, citations and other delinquent accounts or charges owed to the Municipality as may be determined by the Municipality, including but not limited to:

- 1) past due fines, citations, penalties and cost assessments relating to parking, compliance and/or red-light violations or violations of other Municipality vehicle ownership, compliance or operation related provisions of the Code of Ordinances, CITY OF WEST CHICAGO, Illinois, hereafter the "Code";
- 2) past due ambulance fees;
- 3) past due water, sewer and municipal waste related fees, charges and penalties;
- 4) past due alarm fees, charges and penalties.

If mutually agreed by the parties, the Municipality may refer and the Firm may pursue collection of:

- 5) other past due fees, taxes, fines, penalties, citations and cost assessments relating to or arising out of any other provisions of the Code;
- 6) the existing backlog of other delinquencies for unpaid Municipality fees, taxes, fines, penalties, citations, cost assessments, services, utilities, licenses, permits, fees or other delinquencies or debts of any kind owed to the Municipality;
- 7) any other amounts owed or that may come to be owed to the Municipality that the Municipality, in its discretion, may refer to the Firm for collection or enforcement.

The collection process shall incorporate both the preparation and mailing of demand letters to delinquent account holders whose demographic information has been verified by the Firm, and a concurrent telephone collection campaign, in a format and frequency to be agreed upon by the parties. CITY OF WEST CHICAGO will use its best efforts to forward accounts to the Firm for collection in a prompt and timely manner. The Firm will work with CITY OF WEST CHICAGO

to facilitate the referral of any other receivables on a time frame to be agreed upon by the parties should the parties agree to move forward with such delinquencies. With respect to all categories of delinquencies subject to this contract, CITY OF WEST CHICAGO will provide the Firm with copies of, or access to, the information, backup data and underlying documentation necessary to effectuate the services that are subject to this contract, which information will be used solely and exclusively for the collection contemplated herein.

The Firm will initiate standard accepted debt collection procedures within 10 days from the date the account is assigned to the Firm for collection, and after all information in the Municipality's possession at the time of referral is provided, including name, address, type of account, unpaid balance, date of birth and driver's license (if on file with the Municipality), phone numbers, account number and account start and stop dates. The Firm will provide confirmation of all accounts entered into its collection system to the Municipality Collector, or such other person as may be designated by the Municipality, within ten (10) days after receipt of the information referenced in this paragraph.

CITY OF WEST CHICAGO may recall any transferred account at any time and for any reason upon notice to the Firm, at which point all collection activity will immediately cease, and the account will be returned to the Municipality along with a returned account report. The Firm shall not receive any fees for accounts recalled by the Municipality where no collection has occurred.

The Firm will maintain at all times over the life of this Contract, all necessary professional licenses and registrations required to legally perform the duties and obligations required by this Contract.

The Firm will maintain an appropriate disaster recovery plan to protect the Municipality's receivables and the confidentiality of the information contained therein.

The Firm's project team will work with the designated Municipality representatives to discuss implementation, electronic and written communications protocols and data transfer requirements, and will develop the necessary database and programming interfaces at no cost to CITY OF WEST CHICAGO. Should CITY OF WEST CHICAGO require additional or new computer hardware or software in order for it to perform its obligations under this contract, the Firm agrees to provide any necessary information to the Municipality with respect to the technical specifications of such purchase, but all costs associated with such purchase and related installation and integration shall be the sole obligation and expense of CITY OF WEST CHICAGO, unless a separate agreement and fee structure shall be negotiated and agreed to in writing by both parties hereto.

Over the life of this contract, designated attorneys and managers from the Firm's Chicago office will be made available for meetings and consultations as reasonably requested by CITY OF WEST CHICAGO to answer questions, discuss status and strategy, and generally ensure the Municipality's needs are being met.

## **II. Additional Contractual Services**

In conjunction with the collection services set forth above to be provided pursuant to this Contract, the Firm will provide the following additional services at no additional costs to the Municipality:

- A. The Firm will perform its electronic, multi-tiered batch skip-tracing process on accounts referred to the Firm when an account does not include a phone number, when a notice is returned as “undeliverable”, or when a Firm collector determines that the listed name, number and/or address is incorrect.
- B. For parking, compliance, red-light or other vehicle related violations in which the Municipality has cited a license plate, the Municipality will forward the license plate number, expiration date and vehicle make, and the Firm will perform its skip-tracing process on such information in an attempt to locate vehicle owner information for noticing purposes. If ownership information is located, the Firm will mail notices to the registered owner as required by Municipality ordinance.
- C. To expand payment options and ensure that payment is as convenient as possible for CITY OF WEST CHICAGO’S citizens, the Firm will undertake the following:
  - 1. The Firm will make multiple payment options available including a mobile device compatible website, and other options to facilitate web-based payments, mail-in payments, payments via credit card, checks, checks-by-phone, money orders, and Interactive Voice Response (IVR) payments. All costs and fees associated with these payment methods shall be the responsibility of the Firm, and shall not be charged to the Municipality or to delinquent account holders.
  - 2. The Firm will develop, with the advice and input of designated Municipality representatives, the terms and parameters of installment payment plans to be available upon request to delinquent account holders, including required down payment amounts, plan lengths, and, if desired, terms relating to the establishment of hardship plans for individuals meeting requirements to be determined by the Municipality, such as for veterans or seniors. Upon receipt of all necessary information regarding the requisite terms, the Firm will implement, track and enforce the terms of all installment payment plans relating to CITY OF WEST CHICAGO’S accounts. Unless otherwise authorized by the Municipality or pursuant to the Code, the Firm will obtain the Municipality’s written approval for any plan extending beyond one year from the date of its initiation.
  - 3. The Firm will establish a unique toll free number to be used by CITY OF WEST CHICAGO delinquent account holders when contacting the Firm regarding an account referred to the Firm by the Municipality. The Firm’s Chicago call center will conduct the Municipality’s telephone campaigns and respond to all delinquent account holder calls relating to the Municipality’s accounts.
  - 4. The Firm will ensure that it has an appropriate number of bi-lingual representatives on staff in its Chicago call center at all times when the call center is open to respond to the needs of CITY OF WEST CHICAGO’S citizens.

5. To better facilitate the needs of CITY OF WEST CHICAGO citizens, the Firm's Chicago call center will be available to accept payments and answer questions six days a week. The call center will be staffed to place and accept calls Monday through Friday from 8 a.m. to 6 p.m. (CST), and Saturdays from 8 a.m. to noon (CST), exclusive of holidays.
- D. The Firm will provide CITY OF WEST CHICAGO with regular reports reflecting collection status and other information relating to the Firm's work and the Municipality's receivables in the manner and frequency required to meet the Municipality's needs as more fully set forth in Section III below.
- E. Where the Firm locates a correct or updated resident address and/or telephone number for a delinquent account holder living in the CITY OF WEST CHICAGO, if desired, the Firm will provide such updated information to the Municipality in an agreed upon format and frequency to ensure that the Municipality has current reliable information in its system regarding CITY OF WEST CHICAGO residents and delinquent account holders.
- F. The Firm will provide technical support associated with establishing remote, secure, web-based access to CITY OF WEST CHICAGO'S accounts by Municipality employees who require access to this information through the Firm's LGBS View. This access will allow designated, Municipality staff remote, real-time access from their own computers to all CITY OF WEST CHICAGO accounts placed with the Firm.
- G. The Firm will provide on-going technical support over the life of this Contract, at no cost to CITY OF WEST CHICAGO, to ensure the security, accuracy and dependability of all data transfers, storage and other operations, and to ensure the security of the Firm's IT systems utilized in connection with the collection, storage and/or transfer of data relating to accounts referred to the Firm.

### **III. Contract Administration and Oversight**

The Firm will work with designated Municipality staff to develop the appropriate wording, time frame and sequence of demand letters to be used by the Firm in connection with its collection activities. All standard, written communications to be used in connection with the Firm's collection activities will be sent on official law firm letterhead, and will be pre-approved by the Municipality.

The Firm will work with designated CITY OF WEST CHICAGO personnel to develop the format, type and frequency of any other reports desired by the Municipality, and that can routinely be created using the Firm's account management systems, and will work with designated CITY OF WEST CHICAGO personnel to develop the format, type and frequency of any such reports that may be requested. Those reports may include, upon request, information reflecting different placement variables, total number of accounts assigned, number recalled, number and dollar value of accounts still in the Firm's inventory undergoing active collection activities.

The Firm shall use account information provided by CITY OF WEST CHICAGO for the purposes of account collection only, and shall keep all such information confidential from any third party without express written authorization from CITY OF WEST CHICAGO. The Firm will ensure that all collection activities are performed in a professional and respectful manner, in compliance with all applicable federal, state and local laws and regulations, including applicable consumer protection, telephone and fair debt collection related statutes.

If an amount is disputed by a delinquent account holder, the Firm shall cease all collection efforts and promptly refer that dispute to the appropriate Municipality department or agency for its review, and shall be under no obligation to continue to pursue collection activities regarding such account until the delinquency at issue is either verified, vacated/discharged or adjusted by the Municipality, and the results of the Municipality's review are communicated to the Firm.

Account holders identified as being in bankruptcy, deceased, or deemed indigent or otherwise unable to pay when the account holder is found shall be returned. Upon return of these accounts, neither party will have any obligation to the other party with regard to the returned accounts.

#### **IV. Compensation**

A. As compensation for all services provided pursuant to this contract (except litigation services, which are separately listed in paragraph "B" below), CITY OF WEST CHICAGO agrees to pay to the Firm fees in the amount of 19.75% of the total amount actually collected by the Firm on all accounts referred to it by the Municipality, which fees shall be managed as follows:

1. With respect to accounts or delinquencies on which fees are not charged to and collected from delinquent account holders as set forth in paragraph 2 below, the Firm shall deduct its fees from the gross amount collected each month and shall remit, in the form and method requested by the Municipality, the remaining net amount to CITY OF WEST CHICAGO along with a report showing the total amount collected and the total amount of fees retained by the Firm no later than the 30<sup>th</sup> day following the end of each calendar month.
2. Subsequent to the execution of this Contract, should CITY OF WEST CHICAGO amend its Code to provide that fees shall be charged to and collected from delinquent account holders, or should CITY OF WEST CHICAGO otherwise instruct the Firm to charge and collect its fees from delinquent account holders pursuant to authority provided by Illinois or other applicable law, the Firm will add the fees set forth in this Section IV onto the underlying gross balance of each applicable account, and collect such fees directly from the delinquent account holders. The Firm will then retain its fees from the gross amount collected each month and remit to CITY OF WEST CHICAGO, in the form and method requested by the Municipality, the remaining net amount collected along with a report showing the total gross amount collected and the total amount of fees retained by the Firm no later than the 30<sup>th</sup> day following the end of each calendar month.
3. The Firm shall not charge the Municipality or any of its delinquent account holders any additional costs for credit card fees, convenience fees or processing fees.



B. If mutually agreed by the Parties, with the input and approval of the Municipality Corporation Counsel's office or other designated Municipality representative, the Firm will develop a limited litigation enforcement program that is intended to improve overall, voluntary compliance by pursuing the largest personal and commercial delinquencies where information obtained by the Firm indicates that the delinquent account holder may have the ability to pay. Should the Municipality desire to have the Firm pursue a litigation enforcement strategy, the parties will work in good faith to agree upon a reasonable scope for such strategy, such as an annual campaign to target an agreed upon number of the Municipality's largest scofflaws, or some other parameters to be agreed by the Parties.

CITY OF WEST CHICAGO agrees to pay fees in the amount of 30% of the total amount actually collected in any litigation brought on its behalf by the Firm. The Firm agrees that it will pay costs, such as filing costs or service fees, associated with bringing any such litigation. However, should any monies be recovered in connection with any such litigation, either through settlement, judgment or otherwise, any out of pocket costs advanced by the Firm shall be reimbursed to the Firm from the amount actually recovered.

## **V. Term and Termination**

The initial term of this contract shall be one (1) year, beginning on the date set forth above, and continuing to and through the \_\_\_\_ day of \_\_\_\_\_, 2023. Following the expiration of this initial term, and in the event this contract has not been terminated or otherwise formally extended by mutual agreement of the parties, CITY OF WEST CHICAGO and the Firm may agree to renew the initial term of the contract for two (2) additional consecutive one (1) year terms. If not formally extended, following the expiration of the initial term and any extended term this contract shall automatically continue on a month-to-month basis unless or until terminated as provided herein. Either party may, with or without cause, terminate this contract at any time for convenience by giving the other party sixty (60) days written notice of termination.

During the initial term of this contract, either party shall have the right to terminate the same prior to its expiration based upon a material breach of contract by the other party; provided however, that the party giving notice of breach shall grant the receiving party a period of twelve (12) days from the date of written notice, the opportunity to attempt to cure any unsatisfactory breach, act, omission or condition. Should the party receiving notice be found not to have remedied the unsatisfactory breach, act, omission or condition to the satisfaction of the party giving notice, the party giving notice may terminate this Contract.

Unless otherwise mutually agreed by the parties, the effective date of any termination shall be sixty (60) days from the date the notice of termination is received; said sixty (60) days period being deemed adequate for the purpose of the Municipality to ensure continuity of services, and for the Firm in winding down its affairs with regards to work in progress.

Following the initial Term of this agreement, either Party upon Sixty (60) days notice to the other Party, may cancel this agreement. Payment and the return of City of West Chicago information shall be handled as provided for herein, under the "winding down" period referred to below.

CITY OF WEST CHICAGO is entitled, but is not required, to refer additional accounts to the Firm after notice of termination has been received by the Firm to ensure continuity of services. In any



event, the Firm shall be entitled to payment of its fee, pursuant to Section "IV" of this contract, for all amounts collected on referred accounts during the sixty (60) day "winding down" period and until and through the actual date of contract termination if extended by agreement of the parties. At the end of that period, all accounts shall be returned to CITY OF WEST CHICAGO by the Firm as required by agreement of the parties or as required by law.

## **VI. Notice**

For purposes of sending notice under the terms of this contract, all notices to be sent by one party to the other under this contract shall be sent by certified United States mail, or delivered by hand or by courier, and addressed as follows:

If to the Firm:

Linebarger Goggan Blair & Sampson, LLP  
Attention: Catherine A. Murray, Managing Partner  
233 South Wacker Drive  
Suite 4030  
Chicago, IL 60606

If to CITY OF WEST CHICAGO, by prepaid certified mail addressed to:

City of West Chicago  
Attention: Michael Guttman, City Administrator  
475 Main Street  
West Chicago, IL 60185

With a copy to:

City of West Chicago Corporation Counsel  
Bond, Dickson and Conway  
400 S. Knoll Street, Unit C  
Wheaton, IL 60187

## **VII. Illinois Law**

This contract is made and is to be interpreted under the laws of the State of Illinois, and any legal proceeding of any kind relating hereto shall be filed in the Circuit Court of DuPage County, Illinois. In the event that any provision(s) of this contract shall for any reason be held invalid, illegal or unenforceable, the invalidity, illegality or unenforceability of that provision(s) shall not affect any other provision(s) of this contract, and it shall further be construed as if the invalid, illegal or unenforceable provision(s) had never been a part of this contract.

## **VIII. Insurance**

At all times during the term of this Contract, the Firm will maintain general liability insurance and personal injury coverage, including excess and umbrella coverage, in an amount that provides effective coverage equivalent to or greater than \$2 million, employers' liability and professional liability insurance in the amount of \$1 million, worker's compensation insurance in accordance with the provisions of the laws of the State of Illinois, technology professional liability in the amount of at least \$3 million, and aggregate umbrella limits of at least \$5 million. Where applicable, all insurance maintained by the Firm with respect to this Contract shall name the Municipality, and its officers and employees, as an additional insured unless such designation is unavailable due to commercial practices in the insurance industry as to the particular type of coverage.

## **IX. Execution**

In consideration of the terms and compensation herein stated, by their signatures below, both the Firm and CITY OF WEST CHICAGO hereby accept their respective obligations and undertake performance of said contract as set-forth above.

This contract is executed on behalf of CITY OF WEST CHICAGO by the presiding officer of its governing body, or by such other person who is authorized to execute this instrument.

This contract may be executed in any number of counterparts, and each counterpart shall be deemed an original for all purposes. Signed facsimiles shall be binding and enforceable.

### **CITY OF WEST CHICAGO**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ruben Pineda, Mayor  
City of West Chicago

### **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Catherine A. Murray, Managing Partner  
Chicago Office

**Ordinance No. 22-O-0023**

**AN ORDINANCE AMENDING APPENDIX G - FEE SCHEDULE OF THE CODE OF  
ORDINANCES OF THE CITY OF WEST CHICAGO –  
SECTION 21.1 – CITY COLLECTION FEES**

BE IT ORDAINED by the City Council of the City of West Chicago, Illinois, in regular session assembled, that the City Code is amended as follows:

Section 1. That Appendix G of the Code of Ordinances of the City of West Chicago is hereby amended to create Section 21.1 – City Collection Fees with the language contained in Exhibit A attached hereto.

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

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

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2022.

Alderman L. Chassee \_\_\_\_\_

Alderman J. Beifuss \_\_\_\_\_

Alderman J. Sheahan \_\_\_\_\_

Alderman H. Brown \_\_\_\_\_

Alderman A. Hallett \_\_\_\_\_

Alderman C. Dettmann \_\_\_\_\_

Alderman S. Dimas \_\_\_\_\_

Alderman M. Birch-Ferguson \_\_\_\_\_

Alderman C. Swiatek \_\_\_\_\_

Alderman M. Garling \_\_\_\_\_

Alderman R. Stout \_\_\_\_\_

Alderman J. Short \_\_\_\_\_

Alderman J. Jakabcsin \_\_\_\_\_

Alderman J. Morano \_\_\_\_\_

APPROVED as to form:

\_\_\_\_\_  
City Attorney

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Ruben Pineda, Mayor

ATTEST:

\_\_\_\_\_  
Deputy City Clerk Valeria Perez

PUBLISHED: \_\_\_\_\_

## **Appendix G Fee Schedule**

### Sec. 21.1 City Collection fees

In addition to the fees set forth in this Appendix, the city may assess a fee for collections and costs as shall actually be incurred by the city, plus an additional administrative fee of 25% of the total debt or delinquency owed to the city in the event the city, in its sole and exclusive discretion, determines that it is necessary or desirable to obtain professional collection services for any city debts, delinquent fees, permit payments, application fees, business and liquor licenses, including renewals, and such other debts or fees due and owing to the city.

## CITY OF WEST CHICAGO

### PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

**Mexican Independence Day Festival 2022**  
**Mexican Cultural Center DuPage**

**AGENDA ITEM NUMBER:** 4.C.

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

**COMMITTEE AGENDA DATE:** July 25, 2022

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

**STAFF REVIEW:** Tom Dabareiner

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

**APPROVED BY CITY ADMINISTRATOR:**  
**Michael Guttman**

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

**ITEM SUMMARY:**

The Mexican Cultural Center (MCC) seeks approval of the attached 2022 Mexican Independence Day Festival (MID) which is proposed to take place September 10-11, 2022. The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District and Park District. The Special Event Permit Application is attached.

As outlined in the Agreement, the MCC is responsible for all aspects of planning, organizing and managing the event while the City provides financial support as well as in-kind services.

**ACTIONS PROPOSED:**

Staff recommends approval of the Festival as proposed.

**COMMITTEE RECOMMENDATION:**

# City of West Chicago SPECIAL EVENT PERMIT APPLICATION



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

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

## Special Event Permit Application

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

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

### Submittal Checklist

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

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

Received: 7/11/2022

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

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

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

Event Acknowledgement Form returned by:

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

- |   |            |
|---|------------|
| <input type="checkbox"/> Background checks completed by Police Dept.    | Date _____ |
| <input type="checkbox"/> DuPage Co. Health Department notified          | Date _____ |
| <input type="checkbox"/> 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](mailto:specialevents@westchicago.org) or fax (630-293-1257) to be considered an original document.

I, Fernando Ramirez, representing Mexican Cultural Center DuPage  
(print name of authorized person) (organization)

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

[Redacted Signature]

(signature)

Viva Mexico Celebration

(name of event)

7/11/22  
(date)

9/10/22 9/11/22

(date of event)

## SECTION 1 – GENERAL INFORMATION

Name of Event: Viva Mexico Celebration

Type of Event:

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

Other \_\_\_\_\_

Location of Event: Main St and Galena St (Downtown WC)

Date(s) of Event: 9/10/22 - 9/11/22 Hours of Event: 1pm to 9pm Est. Attendance: 3000

Event Website: MccDupage.org

Purpose of event: Celebration of Mexican Heritage and diversity in West Chicago

Name of Sponsoring Organization(s): Mexican Cultural Center DuPage

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

Contact person from sponsoring organization: Fernando Ramirez

Organizer address: 103 W Washington St

City/State/Zip: West Chicago, IL 60185 Phone: [REDACTED]

Cell Phone: [REDACTED] E-mail: Fernando.Mccdupage@gmail.com

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

1<sup>st</sup> Contact: Fernando Ramirez Phone: [REDACTED]

2<sup>nd</sup> Contact: Sara Phalen Phone: [REDACTED]

Is this an annual event? ☒ Yes ☒ No If Yes, provide next year's event date: 9/10 - 9/11

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.



### 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: \_\_\_\_\_  
\_\_\_\_\_

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.

\_\_\_\_\_ attachments  
\_\_\_\_\_

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	<b>Attachments</b>		_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



July 1st, 2022

Re: Viva Mexico Independence Day Festival

The Mexican Independence Day Celebration is an event run by the Mexican Cultural Center of DuPage and funded by the City of West Chicago. The event would be scheduled for Saturday September 10th and Sunday the 11th, 2022 (attached schedule)

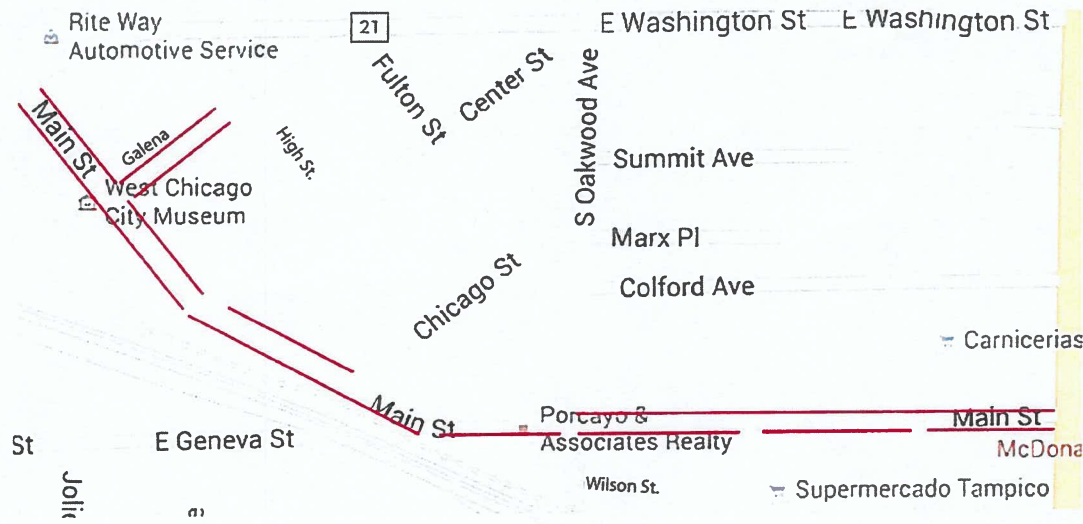
The two day event is celebrating Mexican Independence Day and Mexican Culture Awareness for the month of September in West Chicago. It will consist of a weekend of traditional and regional Mexican food, Cultural music and dance. Childrens project/games with participants in the ages of 9-12 and a crowd gathering 13 foot burro piñata filled with candy and toys.

Regards,

Fernando Ramirez  
President, Mexican Cultural Center DuPage



## Papel Picado Layout





Sept. 10th to 11th

**Closing of City Streets**

Festival		
<i>Closing:</i>	<i>from:</i>	<i>to:</i>
Main St	Chicago St.	Washington St.
Galena St	Hight St.	Main St.
Tye Ct	Galene St.	W Washington St.
Center St	Main St.	High St.

Parade			1 -2pm
<i>Closing:</i>	<i>from:</i>	<i>to:</i>	
Joliet St.	Forest Ave.	Conde St.	
Conde St.	Joliet St.	Wilson St.	
Wilson St.	Conde St.	Main St.	
Main St.	Wilson St.	Center St.	





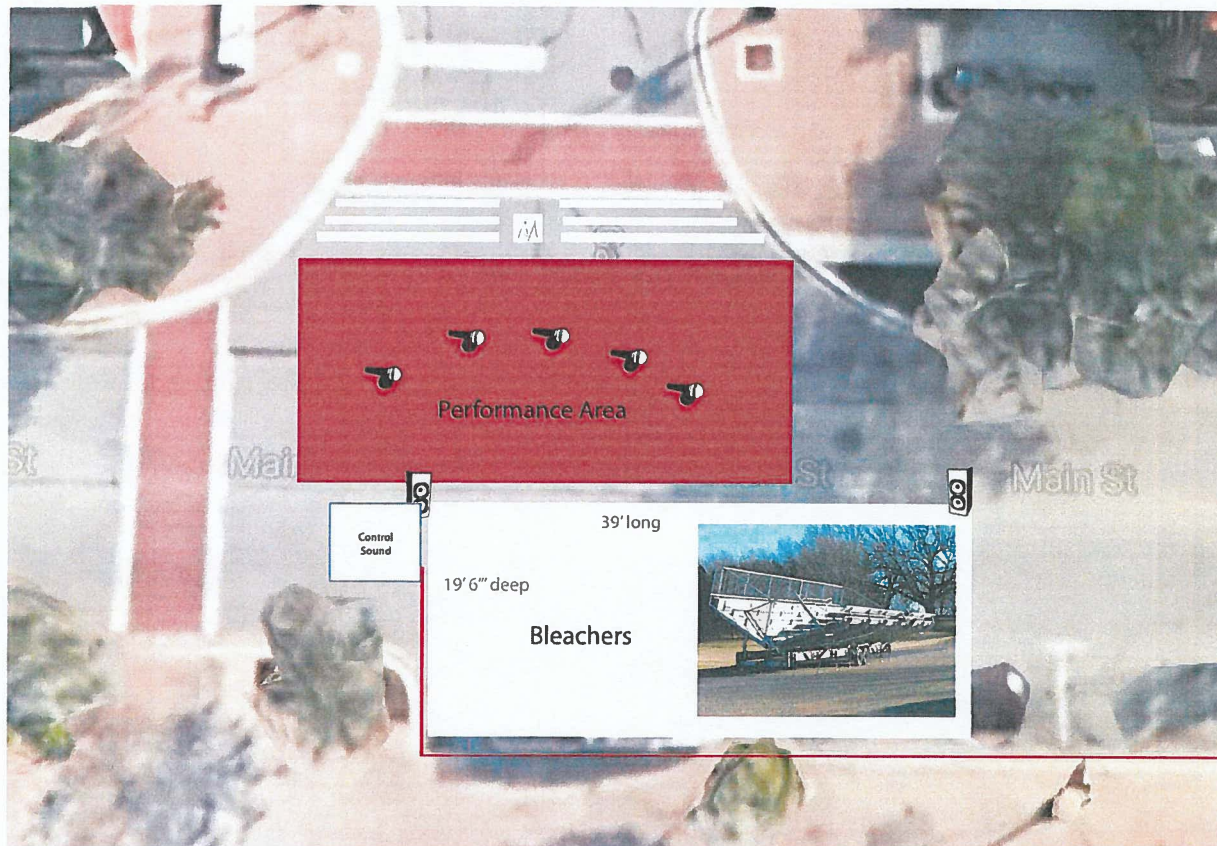
## Downtown West Chicago Layout



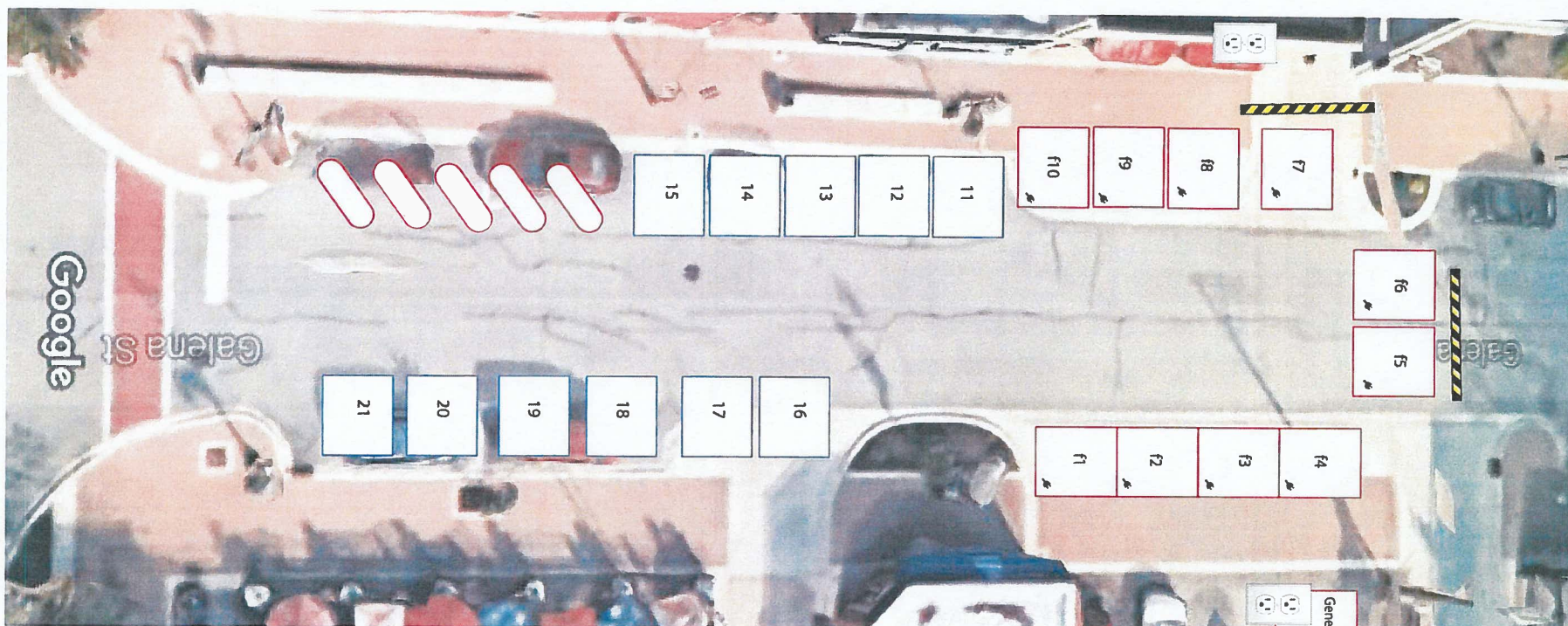




## Main st. and Galena st.



## Galena st.





## 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	6/12
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	8/11
Submit <b>Original</b> Certificate of Insurance*	21 days*	8/19
Submit Raffle Registration Application	14 days	—
Notify residents/businesses of special event	14 days	8/26
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 Mexican Cultural Center DuPage (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Mexican Cultural Center DuPage, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Mexican Cultural Center DuPage (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Mexican Cultural Center DuPage (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 Mexican Cultural Center DuPage (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 Mexican Cultural Center DuPage (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 Mexican Cultural Center DuPage (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 Mexican Cultural Center DuPage (name of organization).

Agreed this 11 day of 7, 2022

Mexican Cultural Center DuPage  
Name of Organization

Fernando Romo  
Print Name of Authorized Person

  
Signature of Authorized Person

President  
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.**

Maxine C. Hill Center  
(Name of Organization)

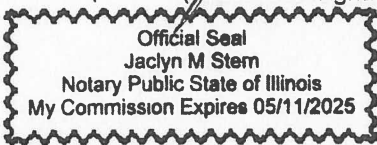
Fernando Rana  
(Print Name of Signatory)

7/11/22  
(Date)

By

[Redacted Signature]

(Authorized Signatory)



[Redacted Signature]

(Notary Public)

Signed and sworn to before me this 11th day of July, 2022.

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

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

**Deliver all completed items to:**

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

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

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

☐ Approved Permit No. \_\_\_\_\_

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

☐ Denied

Remarks:

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

## CITY OF WEST CHICAGO

### PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Homecoming - Fireworks Display  
Wheaton Academy

AGENDA ITEM NUMBER: 4.D.

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

COMMITTEE AGENDA DATE: July 25, 2022

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

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:  
Michael Guttman

SIGNATURE \_\_\_\_\_

**ITEM SUMMARY:**

Wheaton Academy is requesting permission for its Homecoming event on Friday, September 23, 2022, which includes a fireworks display. 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 Fire Protection District.

A Fireworks Permit will be secured through the West Chicago Fire Protection District.

**ACTIONS PROPOSED:**

Recommend event for approval as proposed, contingent upon receipt of an approved Fireworks Permit from the West Chicago Fire Protection District.

**COMMITTEE RECOMMENDATION:**

# City of West Chicago SPECIAL EVENT PERMIT APPLICATION



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

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

## Special Event Permit Application

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

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

## Submittal Checklist

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

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

Received: \_\_\_\_\_

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

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

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

Event Acknowledgement Form returned by:

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

- |   |            |
|---|------------|
| <input type="checkbox"/> Background checks completed by Police Dept.    | Date _____ |
| <input type="checkbox"/> DuPage Co. Health Department notified          | Date _____ |
| <input type="checkbox"/> 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, STEVE KARLSON, 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.**

  
(signature)

HOME COMING  
(name of event)

7/6/2022  
(date)

9/23/2022  
(date of event)

## SECTION 1 – GENERAL INFORMATION

Name of Event: WHEATON ACADEMY Homecoming

Type of Event:

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

☐ Other SOCCER GAME

Location of Event: WHEATON ACADEMY

Date(s) of Event: 9/23/22 Hours of Event: 4pm to 11pm Est. Attendance: 700

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

Purpose of event: Homecoming Weekend

Name of Sponsoring Organization(s): \_\_\_\_\_

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

Contact person from sponsoring organization: STEVE KARLSON

Organizer address: 900 PRINCE CROSSING ROAD

City/State/Zip: WEST CHICAGO, IL 60185 Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: SKARLSON@WHEATONACADEMY.ORG

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

1<sup>st</sup> Contact: STEVE BULT Phone: \_\_\_\_\_

2<sup>nd</sup> Contact: KORI HOCKETT Phone: \_\_\_\_\_

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.

NONE

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.



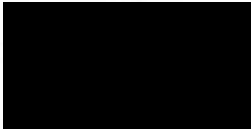
July 7, 2022

Dear West Chicago Council,

On September 23<sup>rd</sup>-24<sup>th</sup>, 2022, Wheaton Academy will be holding their annual Homecoming Weekend. This weekend is not only special to our current student body, but also to the alumni who travel from many places to be there for the commemorative weekend.

Friday evening consists of a soccer game, as well as an alumni dinner, and we would like to conclude the evening with fireworks as we have done in the past to add to the celebration. The city has been very gracious in allowing us to do fireworks for this weekend many times in the past and kindly ask to be granted the permits needed once again to make this evening special.

Sincerely,



Steve Karlson  
Chief Operating and Financial Officer



### 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.*

WE HAVE A CONCESSIONS STAND

Are you requesting services from these departments?

☐ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: NO

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.

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 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES\*

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

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

Date of Special Event: 9/23/22

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	7/12/22
Submit Carnival Permit Application	90 days	
Submit Fireworks Permit Application	30 days	8/23/22
Submit Temporary Liquor License Application	30 days	
Submit Building (Temporary Tent) Permit Application	30 days	8/23/22
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 Homecoming, (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 6<sup>TH</sup> day of JULY, 2022

WHEATON ACADEMY

Name of Organization

STEVE KARLSON

Print Name of Authorized Person



Signature of Authorized Person

COO / CFO

Title



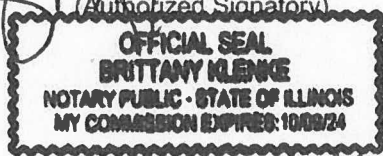
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

**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 STEVE KANUS [REDACTED] 7/11/22  
(Name of Organization) (Print Name of Signatory) (Date)

By [REDACTED]  
(Authorized Signatory)



[REDACTED]  
(Notary Public)

Signed and sworn to before me this 11 day of July, 2022.

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

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

**Deliver all completed items to:**

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

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\*\*\*\*\*

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

☐ Approved Permit No. \_\_\_\_\_

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

☐ Denied  
Remarks:

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



## CITY OF WEST CHICAGO

### PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Halloween Festivities

AGENDA ITEM NUMBER: 4.E.

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

COMMITTEE AGENDA DATE: July 25, 2022

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

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE \_\_\_\_\_

**ITEM SUMMARY:**

The City's annual Halloween Festivities are scheduled for Saturday, October 29, 2022 in Downtown West Chicago from 1:00 p.m. to 3:00 p.m.

This event takes place in partnership with the West Chicago Public Library District and includes, but is not limited to, Downtown Trick or Treat and the Library's Trunk or Treat.

**ACTIONS PROPOSED:**

Approval for:

- Use of Police and Public Works services to support the event.

**COMMITTEE RECOMMENDATION:**

# City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Halloween Festivities  
Location of Event: Downtown West Chicago & West Chicago Public Library Parking Lot  
Date(s) of Event: October 29, 2022 Hours of Event: 1:00 p.m. to 3:00 p.m. Est. Attendance: 1,000  
Name of Sponsoring Organization(s): City of West Chicago & West Chicago Public Library  
Contact person from sponsoring organization: Nicolette Stefan  
Cell Phone: 847-361-0121 E-mail: nstefan@westchicago.org

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: October 28, 2023

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.  
\*All applications must be signed.**

  
(Signature\*)

Nicolette Stefan  
(Print Name of Signatory)

7/18/22  
(Date)

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

Based on the information which has been submitted, 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:**

Frosty Fest

AGENDA ITEM NUMBER: 4. F.

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

COMMITTEE AGENDA DATE: July 25, 2022

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

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE \_\_\_\_\_

**ITEM SUMMARY:**

Frosty Fest is scheduled for Saturday, December 3, 2022 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, food truck/s, horse-drawn wagon rides, carolers, and an official tree lighting ceremony. Staff will explore adding vendors to the fest.

The event will take place outside along Main Street and at participating indoor locations.

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 Police and Public Works services to support the event.
- 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 for horse-drawn ride from 4:00 – 7:00 p.m. Street closure begins at 12:00 p.m. in preparation for the event.

**COMMITTEE RECOMMENDATION:**

# City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Frosty Fest  
Location of Event: Main St. – Downtown West Chicago  
Date(s) of Event: December 4, 2021 Hours of Event: 4:00 p.m. to 7:00 p.m. Est. Attendance: 1,000  
Name of Sponsoring Organization(s): City of West Chicago  
Contact person from sponsoring organization: Nicolette Stefan  
Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: December 3, 2022

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.  
\*All applications must be signed.**

  
(Signature\*)

Nicolette Stefan  
(Print Name of Signatory)

7/18/22  
(Date)

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

Based on the information which has been submitted, 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:**

Frosty 5k

AGENDA ITEM NUMBER: 4. G.

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

COMMITTEE AGENDA DATE: July 25, 2022

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

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE \_\_\_\_\_

**ITEM SUMMARY:**

Frosty 5k Walk/Run event is scheduled for Saturday, December 3, 2022. The course route takes place on City streets, starting and ending on Turner Court. Registration opens at 7:30 a.m., the 5k race starts at 8:30 a.m. The event is expected to end at approximately 10:30 a.m.

This event requires participants to pay registration fees in order to participate. These fees help alleviate the cost it takes to produce the event. Discounted rates are available to students and West Chicago residents. This event is sponsored by the City with the support of community partners.

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 streets for the 5k race.
- Use of Police and Public Works services to support the event.
- Rolling street closure during the 5k race.

**COMMITTEE RECOMMENDATION:**



# City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Frosty 5k  
Location of Event: West Chicago City streets  
Date(s) of Event: December 3, 2022 Hours of Event: 6:00 a.m. to 10:30 a.m. Est. Attendance: 300  
Name of Sponsoring Organization(s): City of West Chicago  
Contact person from sponsoring organization: Nicolette Stefan  
Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: December 2, 2023

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.  
\*All applications must be signed.**

[Signature]  
(Signature\*)

Nicolette Stefan  
(Print Name of Signatory)

7/18/22  
(Date)

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

Based on the information which has been submitted, the request for a permit has been:

☐ Approved Permit No. \_\_\_\_\_

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

☐ Denied  
Remarks:

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

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## AUTOMATED LICENSE PLATE READER

### 359.1 PURPOSE AND SCOPE

This order defines the administration, proper use, maintenance, and deployment of the Department's Automated License Plate Reader Program.

#### 359.1.1 DEFINITIONS

**Alert**—A visual and/or auditory notice that is triggered when the ALPR system receives a potential hit on a license plate.

**Automated License Plate Reader (ALPR)**—Equipment consisting of cameras, computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. Digital images captured by the cameras are converted into data which is processed through the ALPR system. (also known as Automated License Plate Recognition).

**Fixed ALPR System**—ALPR cameras that are permanently fixed to a structure, such as a pole, a traffic barrier, or a bridge.

**Hit**— A read matched to a license plate that has previously been registered on the Department's hot list of vehicle plates or on the local hot list on the ALPR computer that has been added by a user.

**Hot List**—License plate numbers of stolen vehicles, missing persons, AMBER alerts, or any other criteria as determined by the Chief of Police. Hot list information can come from a variety of sources including but not limited to: the National Crime Information Center (NCIC), Law Enforcement Agencies Data System (LEADS), Illinois Secretary of State.

**Read**—The capture of digital images or license plates and vehicles with associated metadata (date, time, GPS coordinates with vehicle image capture).

### 359.2 POLICY

The West Chicago Police Department shall utilize an Automated License Plate Reader (ALPR) system to provide information and investigative resources to officers. The access and use of the ALPR shall be for law enforcement purposes only and in compliance with all applicable training, laws, Department and City policies, and rules and regulations.

### 359.3 AUTOMATED LICENSE PLATE READER

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the West Chicago Police Department to convert data associated with vehicle license plates and use it for official law enforcement purposes including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, suspect interdiction and stolen property recovery, or other legitimate law enforcement purposes.

# West Chicago Police Department

## West Chicago PD Policy Manual

### *Automated License Plate Readers*

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#### **359.4 ALPR CONFIDENTIALITY**

- A. Use of the ALPR system, software, associated databases, and data is restricted exclusively to the law enforcement and public safety-related functions of the Department. Information obtained from the ALPR, software, associated databases, and data shall not be used for personal reasons or for reasons not consistent with the law enforcement and public safety-related functions of the Department under any circumstances.
- B. Misuse or abuse of the ALPR system, software, associated databases, or data shall be subject to disciplinary action.
- C. The ALPR system, software, associated databases and data are solely the property of the Department and intended for use in the law enforcement and public safety functions of the Department.
- D. Information obtained from the ALPR system, software, associated databases, and data shall not be disseminated to the public except as authorized or required by law.
- E. Information obtained from the ALPR system, software, associated databases, and data may be disseminated to other law enforcement agencies or officers as long as it is to be used for law enforcement or public safety functions.

#### **359.5 ALPR ADMINISTRATION**

- A. The Chief of Police shall designate a Department employee(s) as the ALPR System Administrator, who shall have administrative oversight for ALPR system deployment and operations and will be responsible for the following:
  - 1. Establishing protocols for access, collection, secure storage, and retention of associated media files.
  - 2. Establishing protocols to preserve documented ALPR reads and alerts or hits that are acted on in the field or associated with investigations or prosecutions.
  - 3. Ensuring the proper selection of personnel approved to operate the ALPR system and maintaining proper training.
  - 4. Maintaining records identifying approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to usage of the ALPR system.
  - 5. Ensuring that ALPR system audits are conducted on an annual basis. System audits shall include password security, system usage, and training activities.
  - 6. Ensuring that no member of this Department shall operate ALPR equipment, or access ALPR data, without first completing Department approved training and LEADS certification.
- B. ALPR system repairs (hardware or software) shall be made by the Contractor.

#### **359.6 ALPR LIMITATIONS FOR USE**

- A. Movement of the ALPR system from one fixed location to another, may only be approved by the ALPR System Administrator, a Deputy Chief of Police, or an approved designee.
- B. Use of the ALPR is limited to the following personnel:
  - 1. Only officers who have been properly trained in the use and operational protocols of the LPR systems shall be permitted to use it.
  - 2. Investigations Division deployment of the portable ALPR system is at the discretion of Division supervisors.
  - 3. Deployment of the ALPR system may be mission specific (e.g. roadside safety checkpoint) or may be deployed as part of normal duties of the police department.
- C. It is prohibited to use the ALPR system, active ALPR data, historical ALPR data, and hot

# West Chicago Police Department

## West Chicago PD Policy Manual

### *Automated License Plate Readers*

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lists to do any of the following:

1. Record license plates on vehicles on private property that are not exposed to public view.
2. Harass or intimidate any person or group.
3. Use the information for personal reasons.
4. Collect information solely on the basis of a protected characteristic. Protected characteristics that are an impermissible basis for ALPR use include a person's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
5. Collect information for the purpose of or known effect of infringing on First Amendment Rights. For example, collecting information about an individual's lawful associations, lawful political and religious affiliations or activities, etc., is prohibited.
6. Searches of historical data within the ALPR system should be done in accordance with established departmental policies and procedures

#### **359.8 ALPR DEPLOYMENT**

- A. ALPR hits, from a mobile or fixed camera, alone do not constitute reasonable suspicion or probable cause for a stop. Prior to taking enforcement action or initiating a traffic stop on an ALPR Alert/Hit, in all circumstances officers shall:
  1. Visually verify that the vehicle license plate number of the Alert/Hit matches the plate number recognized by the ALPR system, including both the alphanumeric characters of the license plate and the state of issuance; and
  2. Verify the current status of the license plate through a PSAP or MDT LEADS query when circumstances allow.
- B. All enforcement action taken in response to a hit shall be documented on the appropriate incident report.
- C. Hot lists may be updated manually if the officer enters a specific license plate into the ALPR system and wants to be alerted when it is located. Officers shall document the reason for the manual entry in the notes area provided in the ALPR software whenever a plate is manually entered into the system.

#### **359.8 DATA STORAGE AND RETENTION**

- A. Collection and retention of ALPR data is subject to the following guidelines:
  1. The time period for retention of Reads shall be thirty (30) days.
- B. Persons approved to access ALPR data under these guidelines are permitted to access the data when there is an articulable suspicion that the data relates to an investigation in a specific criminal or Department related civil or administrative action.
- C. All transmission and storage of ALPR data shall meet LEADS requirements for network and computer security.
- D. ALPR data may be shared with other law enforcement agencies for legitimate law enforcement purposes or as otherwise permitted by law and in accordance with this policy, provided the following criteria are met:
  1. The law enforcement agency makes an official request for the ALPR data.
  2. The identity of the agency and the person requesting the data and the intended purpose are documented and retained on file.
- E. All documentation shall be forwarded to the ALPR System Administrator.

#### **359.9 DATA SEARCHES**

- A. Evidentiary Hits
-

# West Chicago Police Department

## West Chicago PD Policy Manual

### *Automated License Plate Readers*

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1. An Evidentiary Hit may result from a search of ALPR historical camera data, which is considered to be an investigative lead related to a law enforcement investigation. An Evidentiary Hit may result in either law enforcement action (i.e. arrest or traffic stop) or documentation related to an active investigation. This ALPR information should be downloaded into document form and treated as evidence in accordance with Department evidence procedures.
- B. Local Searches
  1. In the event of an active law enforcement investigation in the City of West Chicago or surrounding jurisdiction, and a full or partial license plate information or vehicle description is available, authorized users will be allowed to search the ALPR system for the suspect vehicle based on the information available to them. A valid and related incident number is required for each search and must be entered in the "Search Reason" field.
- C. Nationwide Searches
  1. In the event of an active law enforcement investigation in the City of West Chicago or surrounding jurisdiction, and a full or partial license plate information or vehicle description is available, authorized users will be allowed to search the ALPR system nationally. A valid and related incident number is required for search and must be entered in the "Lookup Reason" field.

#### **359.10 FIXED ALPR SYSTEM- OFFICER RESPONSIBILITIES**

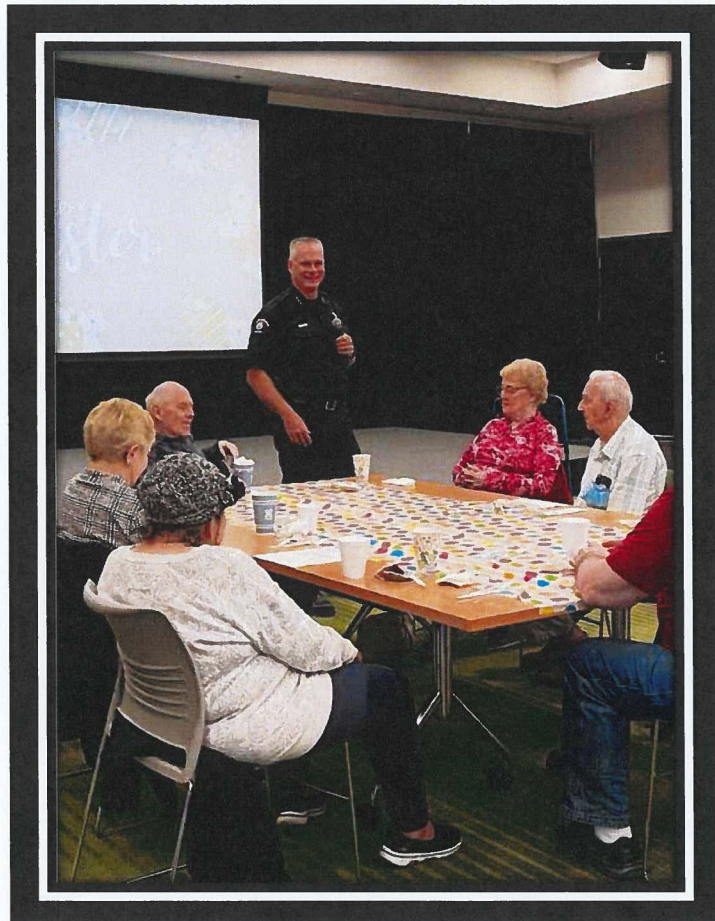
- A. Several locations in the City of West Chicago have fixed ALPR cameras installed.
- B. At the start of the shift, officers shall log into the FLOCK system on the squad car MDC.
- C. All data scanned by the fixed ALPR system is transmitted through the program. Positive hits will activate an alert.
- D. The Officer will broadcast the nature of the hit, the vehicle and license plate, and the fixed ALPR location in the form of a BOLO.
- E. A positive hit alone does not establish probable cause.

#### **359.11 TRAINING**

- A. All authorized users of the ALPR systems shall receive, at minimum, initial training to include:
  1. Proper use of systems and equipment
  2. Approved Law Enforcement Agency Data System (LEADS) training prior to operating ALPR equipment or accessing ALPR data,
- B. The training coordinator shall ensure any changes in hardware, software, or law updates are the subject of continued in-service training or bulletins.



# **WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT**



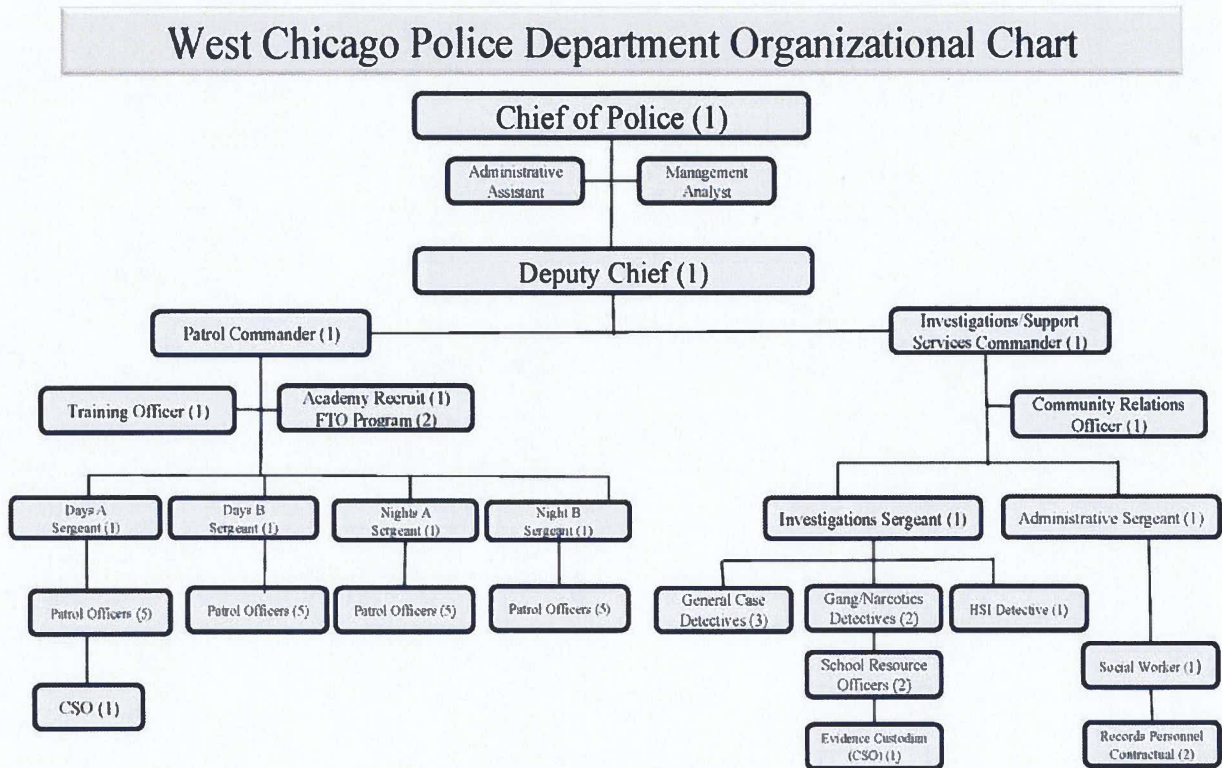
**APRIL 2022**  
Colin Fleury, Chief of Police

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## Organizational Chart

### West Chicago Police Department



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

## **Department Overview**

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

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

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

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

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



## Personnel

On April 13<sup>th</sup>, the Police Explorers went to the DuPage County Sheriff's Office. Deputies from the Community Resource Unit provided a tour of the facility, including part of the jail, administrative offices, and the crime lab.



On April 14<sup>th</sup>, personnel from the Department attended the Senior Luncheon hosted by the West Chicago Park District. Chief Fleury, Deputy Chief Shackelford, Commander Samuel, Sergeants Langelan and Reavley, Officers Berg and Nielsen, and Social Worker Rosie Valencia were on hand to meet and talk with residents.





## **Criminal Activities**

### **Criminal Defacement:**

#2200534 Person(s) unknown spray-painted graffiti on the overhead garage door of the detached garage of a residence in the 100 block of E. Stimmel St. It is unknown if the graffiti is gang-related or not.

#2200569 Person(s) unknown spray-painted gang-related graffiti on a fence in the 200 block of Glen Ave.

#2200549 Person(s) unknown spray-painted gang-related graffiti on a dumpster, and the rear of a building in the 100 block of Geneva St. Graffiti was also spray painted on a second building facing the railroad tracks in the 100 block of Geneva St.

#2200576 Person(s) unknown spray-painted gang-related graffiti on the north side walls of the George St. tunnel.

#2200679 Person(s) unknown used a marker to draw an unknown type of graffiti on a stop sign at the southwest corner of Grand Lake Blvd. and Fremont St.

### **Criminal Damage to Property:**

#2200676 Person(s) unknown damaged a vehicle parked in the 800 block of Lyman St. The paint on the left side of the car had been scratched twice, and both headlights were broken.

#2200699 Person(s) unknown damaged a vehicle parked in the 800 block of Burr Oaks Dr. A rock had been thrown through the car's rear window.

### **Theft of Motor Vehicle Parts or Accessories:**

#2200538 Person(s) unknown removed the catalytic converter from a vehicle parked behind a business in the 300 block of Fenton Ln.

### **Attempted Theft of Motor Vehicle Parts/Accessories:**

#2200660 Persons(s) unknown attempted to remove the catalytic converter from a vehicle in the 100 block of Ainsley Dr. The vehicle owner heard a sawing noise and exited his residence to investigate. The owner saw a suspect standing in the driveway, and the owner yelled at the suspect, who then yelled to a second suspect. Both suspects then entered an unknown make and model of vehicle that exited the area toward Neltor Blvd. The vehicle owner then noted the pipe to the catalytic converter had been cut.

### **Motor Vehicle Theft:**

#2200530 Person(s) unknown removed the vehicle from a parking lot in the 1600 block of Canterbury Ct. The owner stated a spare key was in the glove box, and the vehicle may have been left unsecured.

**Burglary:**

#2200650 Person(s) unknown removed approximately thirty pieces of jewelry from a residence in the 800 block of Grove Ave. The detailed descriptions and cost of the jewelry were unknown at the time of the initial report. There was no forced entry to the home. The investigation is ongoing.

**Burglary From Motor Vehicle:**

#2200672 Person(s) unknown entered an unsecured vehicle parked in the 900 block of Hahn Pl. and removed the owner's wallet. Inside the wallet were a driver's license, state identification card, credit card, and \$100.00 U.S.C. The owner later received notification that someone had attempted to use his credit card at an unknown Shell gas station. The investigation is ongoing.

**Fraud:**

#2200616 Person(s) unknown cashed a \$689.34 check at a business in the 100 block of Main St. The check was submitted for deposit and determined by the business's bank to be fraudulent. The investigation is ongoing.

#2200617 A known person cashed a \$435 check at a business in the 100 block of Main St. The check was submitted for deposit and determined by the business's bank to be fraudulent. The owner has attempted to contact the suspect, but the calls have been blocked. The investigation is ongoing.

#2200618 Person(s) unknown cashed a \$649.85 check at a business in the 100 block of Main St. The check was submitted for deposit and determined by the business's bank to be fraudulent. The investigation is ongoing.

#2200683 Person(s) unknown altered and deposited a business's check. Mail belonging to a business located in the 1200 block of Howard Dr. had been found in the roadway. The checks the business had issued and mailed out were missing from the found mail. The owner learned that a check mailed to a vendor for \$8,293.67 had been altered. A new name had been placed on the check, and it was deposited into a Chase ATM in Country Club Hills. The owner does not know the suspect's name on the check and corresponding bank account. The investigation is ongoing.

**Identity Theft:**

#2200544 Person(s) unknown without authority utilized the victim's information to open a line of credit and purchase furniture for \$4,656.83. The victim has received phone calls and notices at her residence trying to collect the outstanding amount.

**Predatory Criminal Sexual Assault of a Child:**

#2200562 The eight-year-old victim reported to a school counselor that at an unknown time and date last year, the victim was at a store in the 200 block of Main St. An unknown suspect led the victim to a dressing room, placed the victim's hand on his genitals and then fled from the store. The DuPage Children's Center was notified and will follow up.

**Aggravated Discharge of a Firearm:**

#2200625 Person(s) unknown fired approximately five shots from a handgun at a vehicle in the 800 block of Main St. The suspect fired at a grey vehicle that fled eastbound on Main St. The suspect fled the scene westbound on foot.

**Battery:**

#2200685 Two known person(s) battered the victim in a parking lot in the 1200 block of Kings Cross before fleeing the scene on foot. The investigation is ongoing.

## Monthly Totals

Activities	Jan 2022	Feb 2022	Mar 2022	Apr 2022	YTD 2022	YTD 2021	Total 2021
Traffic Stops	492	408	474	504	1,878	1,975	5,954
Traffic Citations	179	141	196	174	673	502	1,940
Traffic Warnings	203	162	208	209	782	855	2,606
Parking Citations	255	196	139	258	848	1,418	3,860
Traffic Crashes	67	74	63	45	249	236	804
<del>Incident</del> Reports	214	227	296	239	976	876	2,780



## Officer Activities

#2200567 On April 9<sup>th</sup>, Officers Sauseda and Gary were dispatched to the area of Conde St. and Blakely St. for a report of a subject lying on the sidewalk with difficulty breathing. Upon arrival, the subject was located and determined to be suffering agonal breathing and was fading in and out of consciousness. The subject was administered a dose of Narcan, resulting in improved breathing and becoming more alert. West Chicago Fire Protection District personnel arrived on the scene, tended to the subject, and transported him to Northwestern Medicine Central DuPage Hospital.

On April 6<sup>th</sup>, Officers Mielke and Jacobs responded to the West Chicago Train Depot located at 508 Main St. Upon arrival, officers noted a subject sitting on the steps of the Depot. Asked what happened, the subject stated another individual had slapped him, so he punched that person. Entering the Depot, a victim was found to be bleeding profusely from the mouth with his face swollen and bruised and his left eye swollen shut. The victim was transported to Northwestern Medicine Central DuPage Hospital by West Chicago Fire Protection District personnel. Sergeant Peterson logged into the Depot's surveillance system and was able to play back the video. The video showed the subject on the steps had approached the victim, slapped him, and then began to punch and kick the victim for sixteen minutes. The suspect was also seen on video going through the victim's pockets. The suspect was arrested and transported to the Police Station. Interviewed at the Station, the suspect stated he blacked out and didn't recall what happened. The DuPage County State's Attorney's Office approved charges of Aggravated Battery and Attempted Robbery against the offender, who was fingerprinted, photographed, and transported to the DuPage County Jail.

On April 3<sup>rd</sup>, Officers Moore, Mielke, Bertany, Montgomery and Jacobs, and Sergeant Peterson responded to an apartment in the 600 block of W. Forest Ave. for a reported domestic battery. Officers were advised that the suspect had left the scene in a vehicle E/B on Roosevelt Rd. The vehicle was located and stopped at Roosevelt Rd. and Gary's Mill Rd. In plain view in the suspect's car were individual baggies of white rocks and clear bags of green leafy substance. At the same time, officers interviewed the victim, who stated she had been with the suspect in Chicago all day and the suspect had been selling drugs out of his car. When they returned to the apartment, the victim stated she was struck and choked by the suspect, who fled the apartment. The suspect was placed under arrest and transported to the Police Station. The suspect denied abusing the victim. Initially, the suspect stated the drugs were placed in his vehicle by the victim, but ultimately admitted to possession of and selling the drugs. The DuPage County State's Attorney's Office approved charges of Manufacturing/Delivery of a Controlled Substance, Possession of a Controlled Substance, and Domestic Battery. The suspect was fingerprinted, photographed, and transported to the DuPage County Jail.

#2200637 On April 21<sup>st</sup>, West Chicago Community High School personnel received information that a student was in possession of a handgun. School Resource Officer Levato and staff located the student and brought him to the office, where School Resource Officer Fuller met them. The student had a backpack with him. During a check of the backpack, a fully loaded 9mm magazine and an unloaded 9mm, Ruger handgun were located. The student was placed under arrest and transported to the Police Station. Detective Herbert and SRO Levato interviewed the student while his mother sat in on the questioning. The suspect admitted to possessing the handgun and alleged that he carried the gun for protection. The DuPage County State's Attorney's Office approved charges of Possession of a Firearm by a Minor and Unlawful Use of a Weapon in a School. As a minor, the suspect was transported to the Kane County Juvenile Detention Center.



# **WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT**



**MAY 2022**  
Colin Fleury, Chief of Police

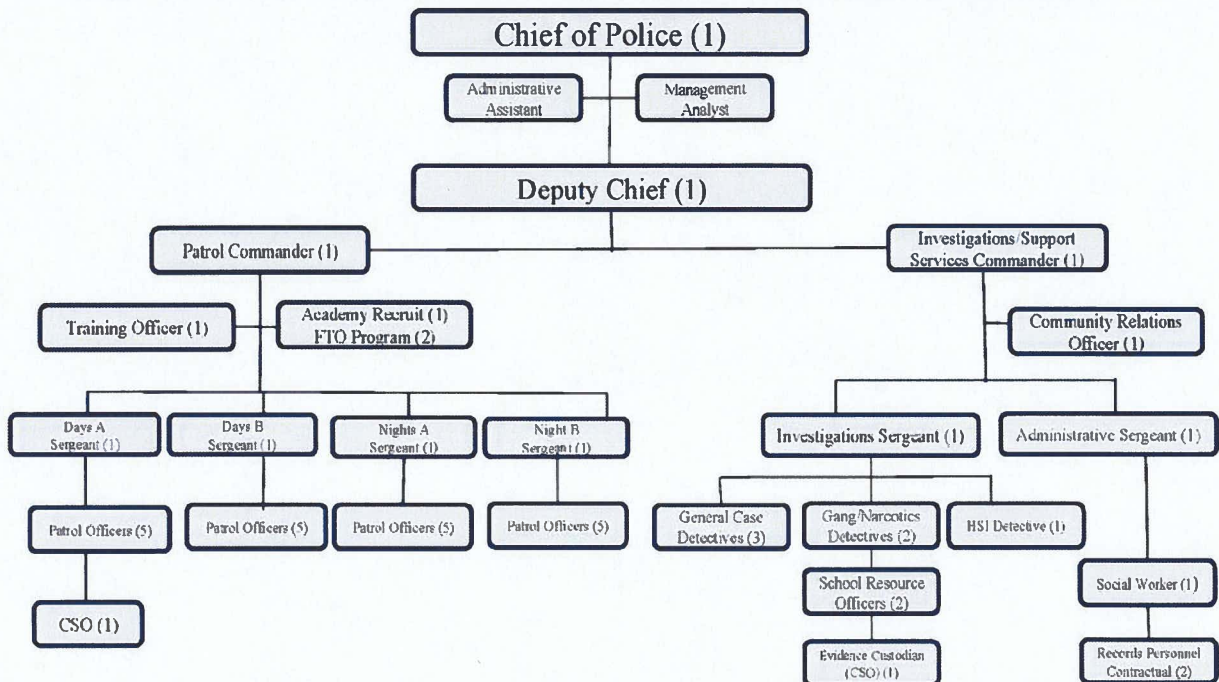
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# Organizational Chart

## West Chicago Police Department

### West Chicago Police Department Organizational Chart



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

## **Department Overview**

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

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

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

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

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



## Personnel

On May 3<sup>rd</sup>, Chief Fleury stopped by Norton Creek Elementary School to congratulate the 5<sup>th</sup>-grade students. For ten weeks, Officer Nielsen worked on the Too Good for Drugs program with the students. The youths learned about setting goals, making good decisions, developing healthy relationships, managing emotions and communicating effectively. Congratulations to these students.



On May 17<sup>th</sup>, Mission BBQ employees brought lunch for the officers. The Department thanks them for their generosity.



On May 21<sup>st</sup>, the City held Bloomingfest. The Department's Honor Guard was on hand to present the colors. Sergeant Peterson was there to advertise the Law Enforcement Torch Run for Illinois Special Olympics. Commander Samuel, Officers Berg and Nielsen, and the Police Explorers assisted with the event.





## **Criminal Activities**

### **Criminal Defacement:**

#2200730 Person(s) unknown spray painted gang-related graffiti on the north side of an apartment building in the 1200 block of Kings Cir.

#2200764 Person(s) unknown spray painted non-gang related graffiti on three buildings of a business located in the 100 block of Wood St.

#2200834 Person(s) unknown spray painted non-gang related graffiti in the 200 block of George St. The graffiti was drawn on the tunnel wall and a lift station.

### **Criminal Damage to Property:**

#2200846 Person(s) unknown threw a rock through a bedroom window of an apartment in the 500 block of Carriage Dr.

#2200869 Person(s) unknown damaged an apartment patio window in the 200 block of N Neltor Blvd. Two rocks shattered the glass.

#2200901 Person(s) unknown damaged a vehicle parked in the 2000 block of Arapaho Dr. The tires on the left side of the vehicle had been punctured by an unknown type blade.

### **Burglary From Motor Vehicle:**

#2200881 Person(s) unknown entered and removed items from a vehicle parked in the 1800 block of W. Hawthorne Ln. Entry had been made by prying the driver's side door handle. Removed from the truck were a Garmin GPS unit, a dashboard computer and a tablet. The dashboard computer had been pried loose. Investigation is ongoing.

### **Fraud:**

#2200742 Person(s) unknown provided the victim with a \$, 1000.00 Western Union check in exchange for \$900.00 in U.S.C. The victim deposited the check into his Bank of America account, withdrew the \$900.00, and gave it to the suspect. His bank later notified the victim that his account would be closed due to possible fraud. Investigation is ongoing.

#2200793 Person(s) unknown removed mail from the mailbox of a business located in the 1000 block of Carolina Dr.

#2200762 Person(s) unknown without authorization made three withdrawals totaling \$660.00 from the victim's bank account. The withdrawals all occurred at an ATM in the 1000 block of N. Neltor Blvd. The victim was still in possession of her debit card. Investigation is ongoing.

#2200896 Person(s) unknown telephoned the West Suburban Currency Exchange located in the 100 block of W. Roosevelt Rd. The phone number showed as being from West Suburban Currency Exchange corporate headquarters. An employee was instructed to load \$2,500.00 on one Green Dot prepaid card and \$2,499.00 on a second card and then to provide the caller with the card information and PIN. The employee received a second call advising the first transaction had not gone through. She was instructed to again put \$2,500.00 and \$2,499.00 on the cards and to

provide the card information and PIN. The regional manager learned that the calls were fraudulent and the money had been lost. Investigation is ongoing.

**Credit Card Fraud:**

#2200791 Person(s) unknown without authority used the victim's credit card information for two transactions totaling \$500.00. The victim, who resides in the 800 block of Hillview Ave., received a text from her bank advising her debit card had been flagged for fraudulent activity. Two debits were made to the card at Stardust Casino and the website Fan Duels. The debits were made online.

**Theft Over \$500.00:**

#2200716 Person(s) unknown is alleged to have taken money from a restaurant in the 300 block of W. North Ave. A District Manager stated that the main cash register should contain \$1,000.00, however, it was empty. It was also believed that deposits from the store had not been made. The company will conduct an audit between receipts and deposits and provide the Department with the information.

**Theft Under \$500.00:**

#2200745 Person(s) unknown removed a bottle of liquor from a business in the 100 block of W. North Ave. Two subjects entered the store and asked to purchase liquor, and the attendant denied the request as it was after midnight. The subject left the store, but one returned, took the bottle of Jim Beam and fled the store. Loss is estimated at \$32.99.

#2200724 Person(s) unknown for two years had been taking water from a non-metered water hydrant near the northwest corner of Franciscan Way and Trent Way. A local business provided information and photos of the offending truck filling up with water on May 4<sup>th</sup>. The offending business was contacted, provided with the information and photos, and admitted the truck was theirs. A local ordinance citation was issued and provided to the offending company.

**Retail Theft:**

#2200825 Person(s) unknown removed \$4489.00 in alcohol from the Jewel Osco located at 177 E. Roosevelt Rd. The suspect filled a cart with tequila and placed the cart in a backroom before exiting the store through a receiving door which set the alarm off. Investigation is ongoing.

#2200890 Person(s) unknown obtained eleven chairs from the Menards located at 220 W. North Ave., without paying for the items. The suspect entered the store and purchased eleven chairs. The suspect placed the chairs into a vehicle and returned inside the store. The subject then took eleven other chairs and started to exit the store. When stopped by an employee, the suspect showed the receipt for the original purchase of eleven chairs and left the store. Investigation is ongoing.

**Theft of Motor Vehicle Parts/Accessories:**

#2200723 Person(s) unknown removed the catalytic converter from four vehicles parked in a lot of a business in the 1100 block of Carolina Dr.

#2200856 Person(s) unknown removed catalytic converters from four vehicles parked in the 300 block of Charles Ct. The vans had been parked in a fenced lot. Access was gained by cutting the chain link fence.

**Theft of Lost/Mislaid Property:**

#2200882 Known persons removed the victim's wallet while in the 700 block of W. Forest Ave. The victim had given the suspects a ride to an apartment complex in the 700 block of Forest Ave. After the subjects had exited the vehicle, the victim noted his wallet containing \$120.00 and his driver's license was missing.

**Aggravated Domestic Battery:**

#2200879 A known person stabbed the victim twenty times in the abdomen and shoulders at an apartment in the 1600 block of Canterbury Dr. Officers provided a tourniquet and medical assistance to the victim. West Chicago Fire Protection District personnel assumed care for the victim who was transported to Good Samaritan Hospital. A search of multiple locations in neighboring jurisdictions was unsuccessful in locating the suspect. Investigation is ongoing.

## Monthly Totals

Activities	Feb 2022	Mar 2022	Apr 2022	May 2022	YTD 2022	YTD 2021	Total 2021
Traffic Stops	408	474	504	494	2,372	2,494	5,954
Traffic Citations	141	196	174	160	833	652	1,940
Traffic Warnings	162	208	209	221	1,003	1,106	2,606
Parking Citations	196	139	258	205	1,053	1,842	3,860
Traffic Crashes	64	63	55	64	323	315	804
Incident Reports	227	296	239	267	1,243	1,112	2,780



## Officer Activities

#2200756 On May 9<sup>th</sup>, School Resource Officer Levato was advised by West Chicago Community High School staff, that a student may have displayed a gun and threatened another student. SRO Levato and Detective Herbert went to the suspect student's address to speak with him. Asked if he had a gun, the suspect stated no and allowed them to search his backpack with no weapon found. Officer Winton arrived and advised the suspect he had observed him at Easton Park near the woods. The suspect was asked if he threw the gun in to the woods. The suspect then advised it was a "fake" gun. All went to the woods, searched for and located the gun which was determined to be an Airsoft pellet gun that resembles a Glock handgun. The student's parents were notified and asked to come to the Police Station where the suspect was transported. Interviewed, the suspect advised that the gun was in his backpack, he pulled it out and "joked" that he was going to shoot the victim. The DuPage County State's Attorney's Office approved a charge of Felony Disorderly Conduct against the suspect. As a juvenile, the suspect was transported to the Kane County Youth Home.

#2200746 On May 7<sup>th</sup>, Officers Montgomery and Perry responded to the Train Depot located at 508 Main St. for a person lying on a bench and other subjects trying to wake the person. Individuals at the Depot stated they noticed an intoxicated subject and tried to help him by laying him on the bench. One of these bystanders obtained a dose of Narcan from a local business and administered it to the subject with no results. Officers administered three doses of Narcan to the subject and requested West Chicago Fire Protection District personnel to the scene. The subject's eyes opened and he became minimally responsive. Fire Protection District personnel took over care and transported the individual to Northwestern Medicine Central DuPage Hospital.

#2200708 On May 2<sup>nd</sup>, School Resource Officer Levato received information from West Chicago Community High School staff, that a student had "drugs" in her backpack. The student was asked if there were drugs in the backpack and she stated yes. SRO Levato asked to look through the backpack and the student stated that was okay. Six cannabis vape cartridges, a dispensary package containing cannabis cigarettes and several tinfoil packages identified as "edibles" were found in the backpack. In spite of the quantity, the student stated the items were for personal consumption. The student's parent was called in and the items found in the backpack were shown. Parental permission was given to search the student's cell phone. It was explained that charges would be direct filed with the DuPage County juvenile court and court information would come by mail. The student was then released to her parent. A sample of each type of item found in the backpack field tested positive for marijuana. Further investigation including a search of the student's cell phone as well as Snapchat screenshots provided by other students learned that the student had been offering the items for sale. On May 19<sup>th</sup>, the DuPage County State's Attorney's Office approved a charge of Possession of 100- 500 grams of Cannabis. The charges will be direct filed with the DuPage County Juvenile Court.

#2200769 On May 12<sup>th</sup>, Officers Perry, Nielsen, Detectives Eversole and Herbert and Detective Sergeant Reavley responded to a reported burglary to motor vehicle in progress at Wheaton Academy located at 900 N. Prince Crossing Rd. Responding officers were able to locate three subjects, two of whom fled on bicycles. All were located and taken into custody. Interviewed at the Police Station, and admitted to entering several vehicles. Taken was an unknown amount of change. Two juveniles admitted to entering cars in the same lot on May 1<sup>st</sup>. Surveillance video from the school assisted in identifying the subjects as being offenders in the incidents on the 1<sup>st</sup> and 12<sup>th</sup>. The DuPage County State's Attorney's Office approved charges of Burglary to Motor Vehicle against the suspects, who were processed and released to their parents.



#2200801 On May 17<sup>th</sup>, officers were dispatched to Reed-Keppler Park for a reported fight. Two subjects were located near the skate park while others ran toward the Prairie Path. The three individuals running toward the prairie path were located and interviewed. It was learned that the three individuals were in the park when they were approached by the two suspects, who asked one of them to "throw up their gang signs." The victim stated he was not in a gang, and the suspects then began to strike and kick the victim. One of the victim's friends tried to intervene to assist and also was struck. The victims were taken back to the skate park, where they positively identified the suspects as their assailants. The suspects were placed in custody and transported to the Police Station, where Detectives Herbert and Eversole interviewed them. One suspect admitted to only pushing one of the victims and denied striking the second victim. The DuPage County State's Attorney's Office approved a charge of Mob Action against this suspect. He was fingerprinted photographed and transported to the DuPage County Jail. The second suspect was interviewed and admitted to striking the victim as the result of a past disagreement. The DuPage County State's Attorney's Office also approved a charge of Mob Action against this suspect. As the second suspect is a juvenile, the paperwork will be forwarded to the Juvenile Division of the State's Attorney's Office. The juvenile suspect was released to a parent's custody.

#2200828 On May 22<sup>nd</sup>, Officer Hunt was dispatched to a residence in the 500 block of Fieldcrest Dr. for a report of an individual choking. Upon arrival, an individual led him to the kitchen where an individual was found lying on the floor. It was learned that the victim had been eating pizza, started choking and eventually stopped breathing. A person in the residence removed the piece of pizza from the victim's mouth before officers arrived. Officers Gary, McGuire and Schoonhoven, and Sergeant Gaztambide arrived to assist. The subject was not breathing and his face began to turn purple. A check of the victim's pulse resulted in a negative finding. The subject was lifted, and abdominal thrusts were performed with negative results. Placed back on the floor, the subject was checked for an obstruction in his mouth/throat. None were observed. Chest compression began, and the victim began to emit small gasps of air although the individual remained unresponsive. The victim's neck was checked and indicated a pulse. Chest compressions continued until West Chicago Fire Protection District personnel arrived and transported the individual to Northwestern Medicine Central DuPage Hospital.

#2200120 On January 26<sup>th</sup>, Officer O'Neil responded to Tampico Supermercado, located at 516 Main St., for a reported fraud in progress. Dispatch related the subject had cashed fraudulent checks at the business in the past and was attempting to cash another check. Upon arrival, employees pointed out the suspect to the officer. As the officer approached, the suspect ran through the back door, entered the passenger side of a vehicle and the car fled the area southbound on Neltner Blvd. Tampico management provided two fraudulent checks that had previously been cashed by the same suspect. One check was for \$985.64 and the second was for \$965.84. The checks were on an account of a business in Riverwoods, IL. The employees provided a copy of an Illinois identification card that the suspect had provided when cashing the checks. Detectives Eversole and Herbert unsuccessfully checked numerous addressees listed for the suspect. A photo lineup was presented to the Tampico employee who positively identified/selected the suspect. Detectives confirmed that the suspect never worked for the companies listed on the fraudulent checks, and the bank accounts had been closed. On May 30<sup>th</sup>, the DuPage County State's Attorney's Office approved a charge of Forgery against the suspect, and an arrest warrant was obtained the same day. On May 30<sup>th</sup>, Aurora Police arrested the suspect on unrelated local charges and learned of the West Chicago warrants. The suspect was transported to the Police Station and interviewed by Detectives Eversole and Herbert. He was fingerprinted, photographed and transported to the DuPage County Jail.



# **WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT**



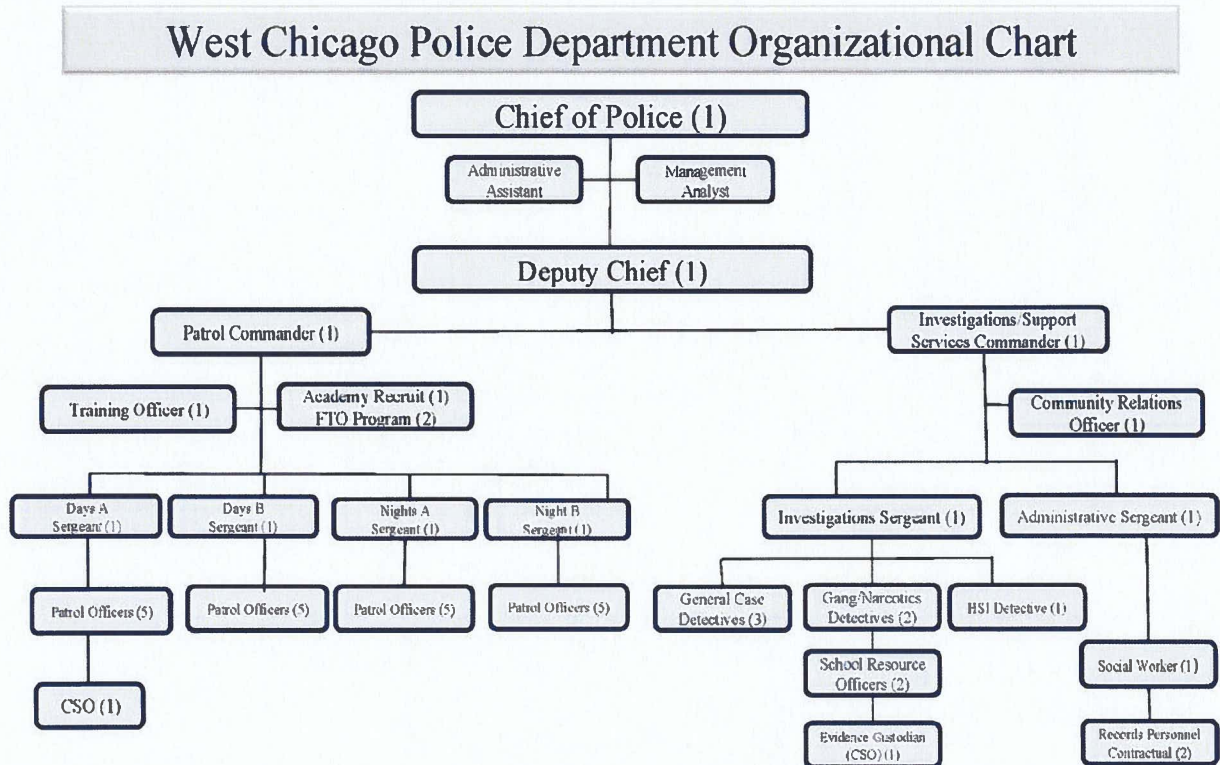
**JUNE 2022**  
Colin Fleury, Chief of Police

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## Organizational Chart

### West Chicago Police Department



**As of April 2022**  
Chart reflects current staffing of 42 sworn officers



## **Department Overview**

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

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

## Personnel

On June 4<sup>th</sup>, Department personnel participated in Touch a Truck held at Reed Keppler Park. Meeting residents at the event were: Chief Fleury, Sergeants Gaztambide, Peterson and Reyes, Officers Nielsen and Rigler and K9 Mondo. West Chicago CERT and ESDA were also on hand with vehicles and to answer citizens' questions.



On June 15<sup>th</sup>, Jean-Claude Chassagne was sworn in as the Department's newest officer. He will begin attending the Police Academy on Monday, June 20<sup>th</sup>.



## **Criminal Activities**

### **Criminal Defacement:**

#2200934 Person(s) unknown spray painted graffiti on a fence in the 1200 block of Kings Cir.

#22001065 Person(s) unknown spray painted gang-related graffiti on the north side of an apartment building in the 1200 block of Kings Cir.

### **Criminal Damage to Property:**

#2200923 Person(s) unknown damaged two vehicles parked behind a business in the 1600 block of Atlantic Dr. One van had the front passenger side window broken. A second van had a damaged side door key assembly.

#2200955 A known person damaged a car in the 500 block of Carriage Dr. The vehicle owner heard a noise and looked outside. The suspect was seen near the vehicle. The suspect fled the area and when the owner checked the car, the front passenger side tire was flat.

#2200969 A known person damaged a vehicle parked in the 100 block of W. Roosevelt Rd. The suspect confronted the car owner in the bar and was ejected by management. He then returned to the car and scratched the exterior paint before leaving the scene on foot. A check of the area for the suspect was unsuccessful.

#22001014 Person(s) unknown damaged a vehicle parked in the 400 block of E. Forest Ave. Two subjects exited a small white vehicle, shattered the rear passenger side window of the victim's car with an unknown object, and left the scene.

#22001028 Person(s) unknown damaged a vehicle parked in the 400 block of Belleview Ave. A subject exited a small white vehicle, shattered the rear window of the victim's car with an unknown object, and left the scene.

#22001066 Person(s) unknown damaged a vehicle parked in the 100 block of E. Geneva St. The driver's side window of the car had been broken by unknown means.

#22001059 Person(s) unknown damaged a school bus parked at Norton Creek School in the 2000 block of Smith Rd. Two windows on the front entrance door had been shattered by a brick paver found in the bus.

### **Burglary From Motor Vehicle:**

#2200995 Person(s) unknown removed cash and old coins from a vehicle parked in a garage in the 400 block of E. Pomeroy St. The homeowner allowed his granddaughter and her friends into the garage where the vehicle was parked and locked. After the subjects had left the garage, the owner noted pry marks on the vehicle's driver side door. The victim does not know where his granddaughter lives and does not know the identity of her friends.



**Fraud:**

#22001062 Person(s) unknown cashed three separate fraudulent checks from the bank account of Winfield Township located in the 100 block of Arbor Ave. The three fraudulent checks totaled \$2,863.20 and were deposited into a Navy Federal Credit Union account. Investigation is ongoing.

**Theft Over \$500.00:**

#2200918 Person(s) unknown removed a trailer from a driveway in the 100 block of Ridgeland Ave. Two subjects backed a vehicle into the driveway, hitched the trailer to the SUV and then drove off with the trailer. Loss is estimated at \$1,000.00.

#2200921 Person(s) unknown removed the tool box from a vehicle parked in the 300 block of Arbor Ave. The tail gate to the vehicle had been left down, allowing access to the box. A tool box and miscellaneous tools inside were taken. Loss is estimated at \$2,000.00.

#22001049 Person(s) unknown forcibly entered the victim's storage unit at an apartment complex in the 800 block of Burr Oaks Dr. A lock to the unit had been cut. Removed were antique Christmas decorations, a Craftsman tool kit and an impact wrench. Loss is estimated at \$1,000.00.

**Retail Theft:**

#22001029 Over the course of four months, three unknown suspects have stolen food from the Speedway located at 1501 W. Roosevelt Rd. Two of the subjects would distract the cashier while the third individual would take food and exit the store without paying. The cost of the thefts is estimated to be less than \$500.00. Investigation is ongoing.

**Theft of Motor Vehicle Parts/Accessories:**

#2200939 Person(s) unknown removed the catalytic converters from two vehicle parked at a business in the 1600 block of Downs Dr.

#2200920 Person(s) unknown removed the catalytic converter form a vehicle parked in the 100 block of Tara Ln.

**Aggravated Battery:**

#22001003 Person(s) unknown battered three victims in the area of Pioneer School located at 615 Kenwood Ave. Two of the victims had been walking behind the school when between eight and fifteen individuals began to strike the victims. The suspects were stated to have knives and bats, and one offender was wielding a machete. When the third victim arrived to intervene, he also was battered. The suspects ran from the scene toward Lyman Ave. Officers located two individuals in the 600 block of W. Forest Ave. carrying baseball bats. These subjects stated they were playing baseball at Pioneer Park when they were "jumped" by eight to ten individuals. Investigation is ongoing.

**Battery:**

#22001032 Person(s) unknown battered the victim in the 1200 block of Kings Cir. The victim was the passenger in a vehicle driving through the parking lot. The driver heard someone yell and stopped the vehicle. The driver and suspect exchanged words. The suspect then walked to the vehicle's passenger side and struck the victim in the face with a closed fist. The driver and victim then drove from the scene. Investigation is ongoing.

**Residential Burglary:**

#2200970 Person(s) unknown removed \$6,800.00 from the victim's purse at a facility in the 900 block of Joliet St. The resident had placed the money in a purse and then placed the purse in an unlocked dresser in her room. When the purse was opened months later, the money was noted to be missing.

**Burglary- Non-Residential:**

#22001054 Person(s) unknown removed items from a storage unit located in the 1200 block of S. Neltnor Blvd. A DJ Controller, LED light, spot light, two wireless microphones, three hard drives containing music, and miscellaneous cables were taken from the unit. Loss is estimated at \$1,000.00. The items were last seen in the unit in April 2022. Management noted the unit's lock was missing on May 10<sup>th</sup> and placed a temporary lock on the door. Investigation is ongoing.

**Criminal Trespass/Battery:**

#2200998 Person(s) known entered the victim's apartment and battered the victim in the 500 block of Carriage Dr. The suspects followed the victim into his apartment without permission. Once in the apartment the suspects battered the victim and pushed the victim's parent. The victim stated the offenders believe he had stolen money from them. Interviewed later, the suspect stated he wanted the victim return \$2,500 that was missing from his family's apartment after the victim had stayed there for two nights. The suspect stated he was pushed down the stairs and a punch was thrown at him. He denies starting the physical confrontation.



## Monthly Totals

Activities	Mar 2022	Apr 2022	May 2022	Jun 2022	YTD 2022	YTD 2021	Total 2021
Traffic Stops	474	504	494	542	2,914	2,997	5,954
Traffic Citations	196	174	160	178	1,011	828	1,940
Traffic Warnings	208	209	221	242	1,245	1,300	2,606
Parking Citations	139	258	205	180	1,233	2,215	3,860
Traffic Crashes	63	59	74	60	397	399	804
Incident Reports	296	239	267	262	1,505	1,383	2,780

## Officer Activities

#2200903 On June 1<sup>st</sup>, Officers Richards and Gary and Sergeant Reyes responded to a residence in the 800 block of Bishop St for a reported overdose. Upon arrival, the individual was found in the basement. The individual was unconscious with shallow and labored breathing. Sternum rubs were unsuccessful in waking the subject, so a dose of Narcan was administered. The single dose of Narcan did not have any effect, and three more doses of Narcan were given. The subject's eyes opened, and his breathing improved. West Chicago Fire Protection District personnel arrived and provided the subject with medical attention before transporting him to Northwestern Medicine Central DuPage Hospital.

#2200997 On June 17<sup>th</sup>, Officers Rigler, Hunt, Gary and Schoonhoven responded to a call of a subject threatening an individual with a weapon in the 800 block of Burr Oaks. Two subjects were located at the bottom level of the 814 building. One individual initially had his hands in his pocket and would not remove them. During a pat down of the subject, a large kitchen knife was recovered. The suspect was placed under arrest and transported to the Police Station. The victim stated he owed the suspect \$5,000.00 and the offender threatened him to return the money. The suspect was fingerprinted, photographed and released from custody.

#2201036 On June 22<sup>nd</sup>, Officers Cummings, Alaniz, Gary, Rigler and McGuire, Sergeant Reyes and Detective Calabrese were all dispatched to the 500 block of Main St. for the report of a man with a gun call. No disturbance or individuals were located. Officers were informed that parties involved had relocated to a gas station in the 200 block of Neltnor Blvd. Two subjects were found at the gas station in a vehicle. The occupants stated three subjects had struck them, knocked them to the ground, kicked them, and then sprayed them with pepper spray before fleeing the area. While investigating this incident, officers were advised of another fight/disturbance in the 100 block of Geneva St. While arriving in the area, they located a suspect from the battery at the gas station. The suspect was placed under arrest. While this first individual was being placed under arrest a second person who approached officers was determined to have been involved in the gas station battery. He was also placed under arrest. On the 23<sup>rd</sup>, Detectives Calabrese and Herbert interview the third suspect at the Police Station. This suspect admitted to arguing with the victim over gang affiliation and then pepper spraying the victim when he thought the victim was going to strike his brother. When the victim's girlfriend exited the vehicle to help her boyfriend, the suspect knocked her to the ground and kicked her. The DuPage County State's Attorney's Office approved a charge of Aggravated Battery. As this suspect was a juvenile, charges were direct filed with the Juvenile Court. The suspect was then released to a parent.

#22001078 On June 30<sup>th</sup> at approximately 1:44 a.m., Officer Moore was conducting a directed patrol in the area of Wood St. and Ann St. when he observed three subjects dressed in black with two wearing black ski masks although the temperature was in the 70s. As the area has been the subject of gang activity, the subjects were approached. Officers Jacobs, Mielke, and Richards all arrived to assist. Based on the crime in the area, time, and clothing worn by the individuals a pat down was conducted. One of the subjects turned over a small bag of cannabis. One of the subjects opened his sweater, revealing an extended magazine. The firearm had no markings or serial numbers. This subject was placed in secure custody and handcuffed. A custodial search of the suspect discovered a handgun with a twenty round magazine inserted. The suspect was transported to the Police Station and interviewed by Officer Moore and Detective Flanigan. The arrestee admitted to buying the "ghost gun" for \$250.00 stating he was worried about school shootings. The DuPage County State's Attorney's Office approved charges of Unlawful Use of a Weapon or Ammunition by a Felon and Aggravated Unlawful Use of a Weapon. The arrestee was fingerprinted, photographed and

transported to the DuPage County Jail.