

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

Monday, April 24, 2023
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 January 23, 2023
3. Public Participation / Presentations
4. Items for Consent
 - A. First Amendment to IGA for Ride DuPage
 - B. Railroad Days – Special Event Permit
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Monthly Reports
 - B. City Museum FY2022 Year-End Report
 - C. Gallery 200 FY 2022 Year-End Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday January 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 in attendance.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of November 28, 2022. Alderman Brown made a motion, seconded by Alderman Swiatek to approve the minutes of the Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Short and Jakabcsin. Voting Nay: 0. Abstain: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Consent.

A. Blooming Fest – Alderman Birch Ferguson made a motion, seconded by Alderman Short 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. Abstain: 0. Motion carried.

B. Food Fest – Alderman Birch Ferguson made a motion, seconded by Alderman Short 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. Abstain: 0. Motion carried.

5. Items for Discussion.

A. Preliminary Master Park Plan

B. Educare – If any issues arise with the STOP signs added to the intersection then the topic will be revisited.

6. Unfinished Business.

7. New Business.

8. **Reports from Staff.**

A. West Chicago Police Department Monthly Reports.

9. **Adjournment.** Alderman Birch Ferguson made a motion to adjourn, seconded by Alderman Hallett. The motion approved by voice vote, and the meeting adjourned at approximately 7:50pm.

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:

First Amendment to IGA with Pace Bus
Ride DuPage Transportation Program

Resolution No. 23-R-0042

AGENDA ITEM NUMBER: 4. A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: April 24, 2023

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner, AICP

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR: Michael
Guttman

SIGNATURE _____

Pace Bus will be providing the City with a subsidy in the amount of \$937 for calendar year 2023 to cover expenses for the West Chicago Ride DuPage transportation program. Multiple payments for this subsidy will be received throughout the year from Pace. This money was received by Pace as part of Federal Coronavirus Relief Funding to use for local transportation services, such as Ride DuPage. Pace has also partnered with Uber to provide rides for registered Ride DuPage riders at a discounted rate. This is a convenient option for those riders who are physically able to use a passenger vehicle and do not require the use of a Pace bus.

Pace has submitted an amendment to the existing Intergovernmental Agreement between the City and Pace to reflect these items. A draft resolution is attached authorizing the Mayor to execute the First Amendment to the IGA with Pace.

ACTION PROPOSED:

Consideration of the First Amendment to the IGA between Pace Bus and West Chicago.

COMMITTEE RECOMMENDATION:**ATTACHMENTS:**

Draft Resolution
First Amendment to the IGA

RESOLUTION NO. 23-R-0042

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A FIRST AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF WEST CHICAGO AND PACE, THE SUBURBAN BUS DIVISION OF THE REGIONAL TRANSPORTATION AUTHORITY

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 Executive Office Manager is authorized to attest a First Amendment to the Intergovernmental Agreement between the City of West Chicago and Pace, the Suburban Bus Division of the Regional Transportation Authority, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this _____ day of _____, 2023.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

Attest: _____
Executive Office Manager Valeria Perez

FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

This First Amendment to Intergovernmental Agreement (“First Amendment”) is made between the City of West Chicago, an Illinois body corporate and politic (“CITY”), and Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation (“PACE”). CITY and PACE are sometimes individually referred to herein as a “Party) and collectively as the “Parties.”

RECITALS

WHEREAS, the Parties previously entered into an Intergovernmental Agreement for the provision of paratransit services (“Agreement”).

WHEREAS, Section 8.4 of the Agreement provides that the Agreement may be amended in a writing signed by the duly authorized signatory of each Party.

WHEREAS, the Parties wish to amend the Agreement as forth in this First Amendment.

NOW THEREFORE, in consideration of the mutual promises hereinafter set forth, the Parties agree as follows:

1. Section 3.0 of the Agreement is hereby amended to add the following provision:

“3.3 Notwithstanding anything to the contrary in this Agreement, Pace will provide a subsidy to Sponsor in the total amount of \$937, for 2023 only. The total \$937 subsidy amount will be evenly apportioned among each of the 12 months in 2023 with the monthly apportioned subsidy amount being deducted from the monthly invoice sent by PACE to the CITY.”

2. Exhibits A though C of the Agreement are hereby deleted in their entirety. The Agreement is hereby amended to incorporate Exhibits A through D attached hereto and made a part of this First Amendment.

3. The remainder of the Agreement is unchanged and remains in full force and effect.

4. The introductory recitals are hereby incorporated into and made a part of this First Amendment.

5. This First Amendment may be executed in counterparts, each of which when so executed and delivered shall be deemed an original First Amendment and all of which when taken together shall constitute one and the same First Amendment. This First Amendment may be executed through the use of electronic signatures. Electronic signatures and signatures transmitted by facsimile or scanned and transmitted electronically shall be deemed original signatures for purposes of this First Amendment.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to be executed by their duly authorized representatives on the dates below.

CITY OF WEST CHICAGO

PACE

Ruben Pineda

Melinda J. Metzger

Executive Director

Print Title

Print Title

Date

Date

EXHIBIT A
SERVICE DESCRIPTION
West Chicago- Ride DuPage Sponsor

The Ride DuPage service description or parameters are subject to change and approval by the participating Sponsors, DuPage County, and PACE.

TYPE OF SERVICE	Demand response curb to curb paratransit services will be provided for eligible riders of the CITY, as a participating Sponsor in the Ride DuPage Program.
SERVICE OPERATED BY	PACE will contract with transportation provider(s) (the "Contractor") to provide the service, which is the subject of this Agreement. This includes paratransit service providers and taxi providers.
TRIP RESERVATION METHOD	Monday through Friday: 6:00am to 6:00pm Saturday, Sunday and Holidays: 8:00am to 5:00pm Reservations shall be accepted at the PACE call center maximum of seven (7) days in advance and a minimum of one 1 day in advance of the day of service. Trips requested on the same day of service may be accommodated if the day's schedule allows. Subscription service is allowable, as defined by PACE. Passengers are to contact the CITY to apply for subscription service.
SERVICE AREA	DuPage County and the surrounding areas
SERVICE HOURS	7 days a week, 24 hours a day including holidays. Whenever possible, pick-up times are negotiated to optimize the efficiency of daily routes.
ONE-WAY FARE	\$2.00 to load vehicle and \$1.00 for every mile thereafter Personal Care Attendant (PCA) or Companions: Registered riders are allowed one PCA or travel companion at no additional charge. Additional PCA or companions are limited to the vehicle capacity and must pay the full applicable fare. This includes children of all ages.
SERVICE CAPACITY	Service demand dictates service capacity. Denials are not allowed for reservations made 1 to 7 days in advance.
RIDER ELIGIBILITY	The participating sponsors of the Ride DuPage Program or their respective designee(s) assigned shall determine rider eligibility. The CITY as a Ride DuPage sponsor will determine the eligibility of rider(s) requesting service.
RIDER REGISTRATION FOR SERVICE	The participating sponsors shall submit registration forms to the PACE call center through a designated e-mail box. PACE shall enter registrations within three to five business days. PACE shall maintain a database of registered riders. Riders must be registered for service.

EXHIBIT B
SERVICE AREA MAP
City of West Chicago- Ride DuPage Sponsor

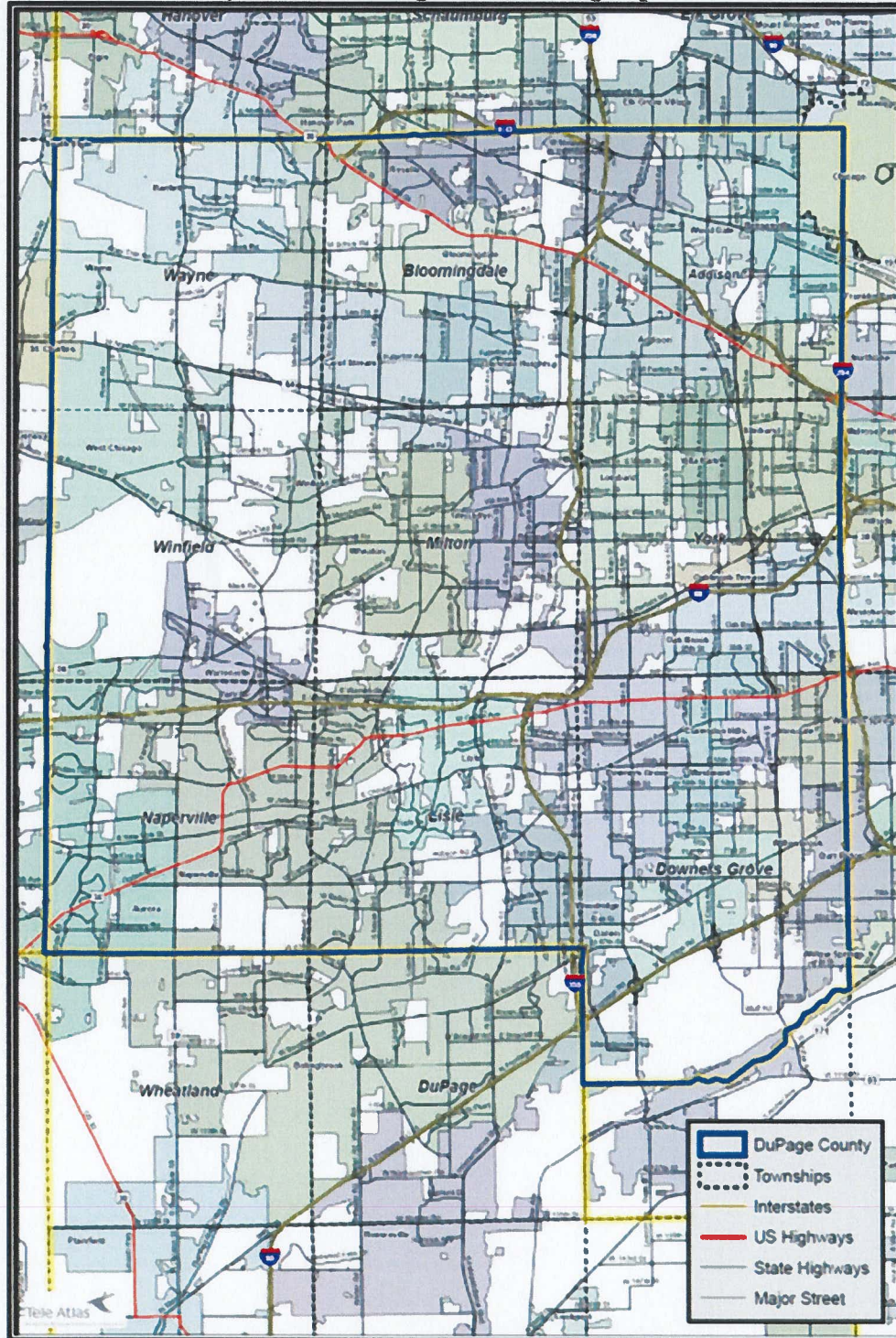


EXHIBIT C

REPORTS DESCRIPTION

The following is a description of the reports available for the Ride DuPage Program.

1. **Detailed Funding Source (Sponsor) Report/Detailed Provider Report**

This report is a detailed listing of one-way trips delivered for each Ride DuPage funding source (Sponsor) for a specified period of time. Data provided for each trip will include associated trip data such as rider name, scheduled pick-up time, actual pick-up time, point of origin address, destination address, funding sources (Sponsors), total cost of the trip, fare for the trip, distance of the trip, and revenue hours (if applicable). The report period is generally monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods as specified by the user.

2. **Monthly Funding Source (Sponsor) Invoice Report**

This report is a summary of trips delivered for each funding source (Sponsor) for the purpose of generating an invoice type report which may be used to bill funding sources for transportation provided. The report is generally monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods as specified by the user.

Data provided for each trip will include associated trip data necessary to provide an accounting of the amount owed by each funding source for the specified period, such as the number of one-way trips by fare type, total cost of the trips, total expected fare, liquidated damages deducted, and the total net reimbursement.

3. **Missed Trip Report**

This report produces a list of all trips picked up 61 or more minutes after the scheduled time. Sufficient detail will be provided to identify the trip and to give the user the necessary information for review.

4. **On-Time Performance Report**

This report (late pickups) produces a list of all trips picked up 31 or more minutes late. Sufficient detail will be provided to identify the trip and to give the report user the necessary information for review.

5. **Ridership by Category Report**

This report is a summary, by funding source, indicating trips by fare type, late trips, missed trips, revenue hours, denials, and miles.

6. **Client Trip List Report**

This report is a detailed listing, alphabetically by rider last name, of all trips provided during the specified period. Data included for each trip is rider name, pick-up address, drop-off address, fare type, and funding source.

NOTE: Pace, in its sole discretion, may design additional reports, as needed.

EXHIBIT D
RIDE DUPAGE UBER ACCESS SERVICE DESCRIPTION

TRIP RESERVATION METHOD	<p>Monday through Friday: 6:00 am to 6:00 pm Saturday, Sunday, and Holidays: 8:00 am to 5:00 pm</p> <p>Reservations will be accepted at the Pace call center one to seven days in advance of the day of the Service.</p> <p>Trips requested on the same day of the Service may be accommodated if the schedule allows.</p> <p>Subscription service (as defined by Pace) is allowable. Passengers are to contact the Sponsor to apply for subscription service.</p> <p>Uber may be accessed through the Uber application on a mobile device or through the Uber call center.</p>
SERVICE AREA	<p>DuPage County and the surrounding areas.</p> <p>Uber will be available for trips specified within DuPage County only. Ride DuPage Uber access area includes all of the DuPage County(blue), all of Wheatland Township(blue) and all of the City of Naperville(purple)including the portion of the City of Naperville within DuPage Township. (See Exhibit B)</p>
SERVICE HOURS	<p>Seven days a week, 24 hours a day, including holidays.</p> <p>Whenever possible, pick-up times are negotiated to optimize the efficiency of daily routes.</p>
ONE-WAY FARE	<p>\$2.00 to load vehicle and \$1.00 for every mile thereafter.</p> <p>Registered passengers are allowed one personal care attendant (PCA) or companion at no additional charge. Additional PCAs or companions are limited to vehicle capacity and must pay the full applicable fare, this includes children of all ages.</p> <p>Registered passengers will be responsible for the first \$5.00 of an Uber trip cost and for the Uber trip cost in excess of the maximum \$25.00 per trip subsidy.</p>
SERVICE CAPACITY	<p>Service demand dictates service capacity. Denials of trip reservations are not allowed for trip reservations made one to seven days in advance of the Service.</p>

**PASSENGER
ELIGIBILITY**

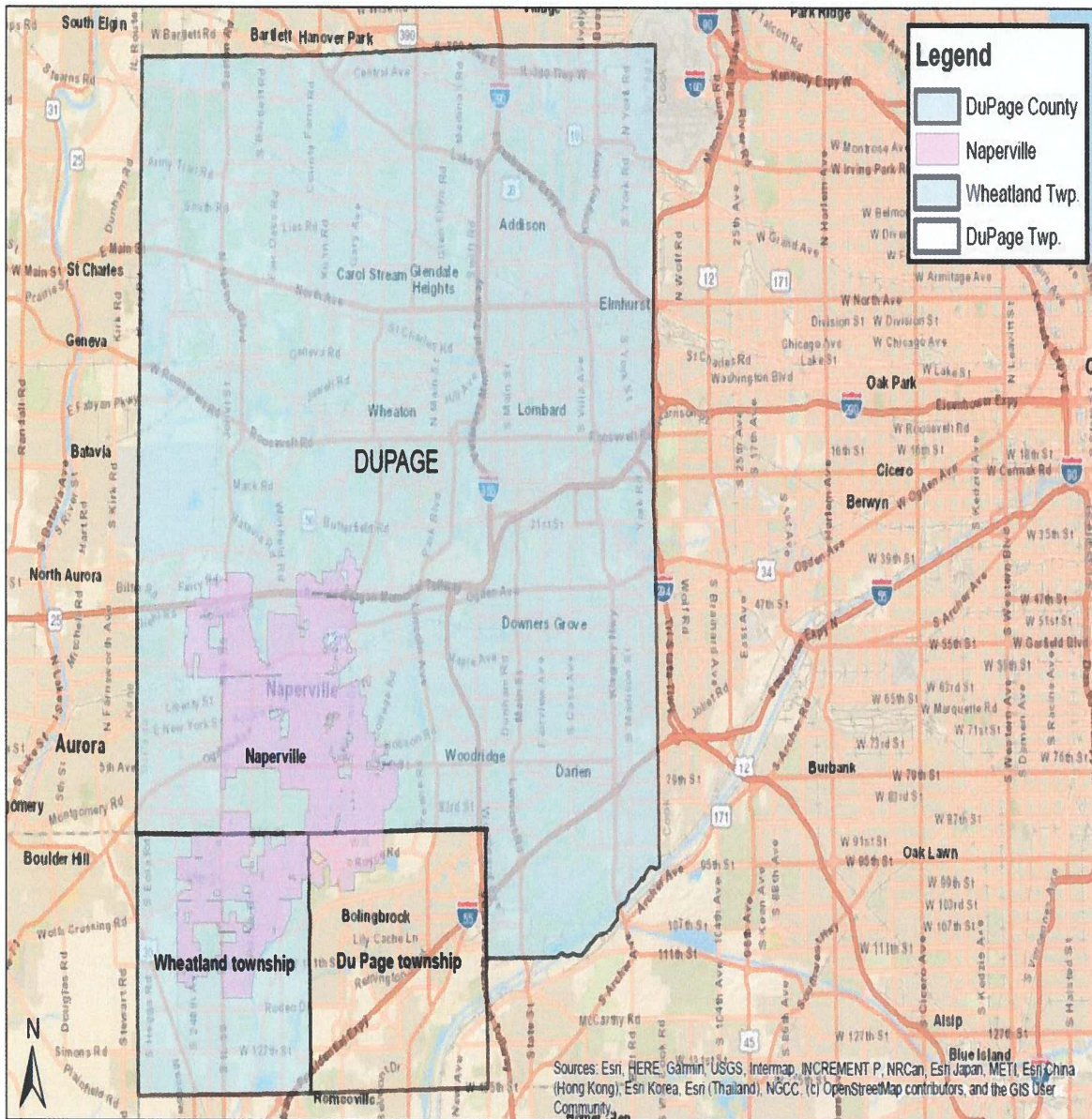
Sponsors of Ride DuPage or their respective designee(s) determine passenger eligibility.

**PASSENGER
REGISTRATION**

Sponsors shall submit registration forms to the PACE call center through an email box designated by PACE. PACE shall enter registrations within three to five business days. PACE shall maintain a database of registered passengers. Passengers must be registered for the Service.

Sponsors shall provide PACE with the name, address, email address, and mobile phone number for each eligible passenger that Sponsors want registered to use Uber and PACE shall provide that information to Uber on a weekly basis.

**EXHIBIT D
RIDE DUPAGE UBER ACCESS SERVICE AREA (Map 1)**



CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE
AGENDA ITEM SUMMARY

ITEM TITLE:

West Chicago Railroad Days
Western DuPage Chamber of Commerce

AGENDA ITEM NUMBER: 4.B.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: April 24, 2023

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

The Western DuPage Chamber of Commerce has submitted the attached Special Event Permit Application for West Chicago Railroad Days scheduled to take place Thursday, June 22 through Sunday, June 25, 2023 at Pioneer Park in accordance with the terms outlined in Resolution 23-R-0029.

As in previous years, the event will include a carnival, food vendors, entertainment, beer garden, and merchant vendors. There will also be fireworks on Saturday.

The proposed plans will be reviewed by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District and Park District during the upcoming monthly coordination meetings. Proposed event components are contingent upon approval from the above noted staff, departments, and districts.

ACTIONS PROPOSED:

Recommend proposed event plans to proceed as outlined, contingent upon submittal and approval of required insurance documentation.

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 must be submitted 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 and/or city personnel. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. For any late submittals (applications submitted less than 90 days prior to the event), a \$50 late fee must be paid with the application. Further, the applicant runs the risk of their Special Event request being denied.

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: 4/10/23

Fee Paid: \$ _____

Receipt # _____

Check # _____

Event Acknowledgement Form returned by:

Police Dept. Fire Dist. PW Park Dist. CDD

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

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

Must be returned prior to application review by City staff

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

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

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

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

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

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

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

I, David P Sabathne, representing Western DuPage Chamber
(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)

4/4/2023
(date)

West Chicago Railroad Days
(name of event)

June 22-25
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: West Chicago Railroad Days

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: Pioneer Park

Date(s) of Event: June 22-25 Hours of Event: _____ to _____ Est. Attendance: 10,000

Event Website: WesternDupagechamber.com & WestChicagoRailroadDays.com

Purpose of event: Community Festival

Name of Sponsoring Organization(s): City, Chamber, Park District, Fire Protection Dist.

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Corp (501C6) NFP

Contact person from sponsoring organization: David J. Sabathne

Organizer address: 306 Main Street

City/State/Zip: West Chicago, IL 60185 Phone: 630-231-3003

Cell Phone: 630-675-5368 E-mail: Team@westerndupagechamber.com

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

1st Contact: David J. Sabathne Phone: [REDACTED]

2nd Contact: Wayne Lofton Jr. Phone: [REDACTED]

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

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

No incident to report

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

N/A Will continue effective operation model

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? Yes No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Will your event include a fireworks display? Yes No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Are you holding a raffle at your event? Yes No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? Yes No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? Yes No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

Police Fire District / Paramedics Public Works

Specify services: Police, water, dumpsters, barricades, fencing (temporary fence & poles)
Fire dept. as determined.

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.

Festival is on property owned by Park District. Limited parking on public roads to be managed by City.

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: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	
Submit Carnival Permit Application	90 days	
Submit Fireworks Permit Application	30 days	
Submit Temporary Liquor License Application	30 days	
Submit Building (Temporary Tent) Permit Application	30 days	
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	
Submit Original 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 Western Dupage Chamber of Commerce (name of organization) and its Members, employees, volunteers or guests, being allow to participate in West Chicago Railroad Days, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Western Dupage Chamber of Commerce (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Western Dupage Chamber of Commerce (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 Western Dupage Chamber of Commerce (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 Western Dupage Chamber of Commerce (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 Western Dupage Chamber of Commerce (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 Western Dupage Chamber of Commerce (name of organization).

Agreed this 4th day of April, 2023

Western Dupage Chamber of Commerce
Name of Organization

David F Sabathne
Print Name of Authorized Person


Signature of Authorized Person

President / CEO
Title

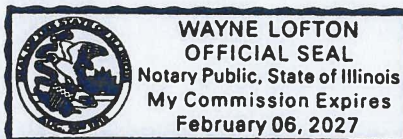
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

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.**

Western Dupage Chamber of Commerce David J. Sabathne 4/4/2023
(Name of Organization) (Print Name of Signatory) (Date)

By _____
(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 4 day of APRIL, 2023.

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

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

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

FOR OFFICE USE ONLY

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

Approved Permit No. _____

Denied
Remarks:

Authorized Signature

Title

Date

West Chicago Railroad Days

June 22-25, 2023

Narrative

2023 will see the return of West Chicago Railroad Days to Pioneer Park but with a major change, the event will now be held in June rather than July. While this is a departure from the decades long tradition of a festival being held the weekend following Independence Day, we believe that it may work in our favor.

West Chicago Railroad Days is the most popular city-wide event of the year sponsored by the City of West Chicago. It has become a favorite activity for both residents and visitors. Much of the popularity is the atmosphere of the event and the many attractions.

The carnival, free concerts, food and merchant vendors and the beer garden work well to provide a family environment. Pioneer Park also has a splash pad and walking trails that visitors enjoy while spending the day at the festival or to simply take a break away from the activities.

The fireworks display has been scheduled for Saturday evening once again but is now managed by the Chamber of Commerce.

Most Bands have been signed and the infrastructure necessary to support such a major event are being secured, stage, generators, sanitation and of course a carnival contract has been secured with Fantasy Amusements.

Kids Zone was introduced in 2022 and was well received so it will be expanded in 2023. This is for our youngest residents to enjoy a free activity for 2 hours on Saturday. This year we have hired a professional entertainer that will do a 1-hour show exclusively for young children. We will also have various groups adding their own activity or attraction to enhance the fun.

Marketing has already begun through the city newsletter and on social media. As final details are put in place, we will continue our campaign up to and throughout the event.

Respectfully,

David J Sabathne, President

2023 West Chicago Railroad Days

Request for City Services

As per our contract and application requirements, the Western DuPage Chamber of Commerce wishes to make a formal request for the following City services regarding the 2023 West Chicago Railroad Days.

Tuesday June 20th :

Water meter hook: by Tuesday July 5th

Dumpster delivered to area near east end of parking lot on North edge of park: see map

Wednesday June 21st

Preliminary site inspection for equipment and ride license verification and general safety inspection

Thursday June 22nd

Inspection of festival to provide necessary approvals to open/operate: Approximate time of 2 PM

Police services for security and general event visibility: 4 PM to 10:30 PM

Friday June 23rd

Police services for security and general event visibility: 4 PM to 11:30 PM

Saturday June 24th

Inspection and/or necessary support for evening fireworks.

Police services for security and general event visibility: Noon to Midnight

Sunday June 25th

Police services for security and general event visibility: 3 PM to 10:30 PM

Monday July 11th

Removal of water meters from two locations at approximately 3 PM

Pick-up of barricades

Final Dumpster Removal NO SOONER THAN 2pm

In addition to the above, would like to have Railroad Days advertising on City sign at 59 and Main Street and assistance from staff to provide written summary of event for future improvements.



2023 RAILROAD DAYS FOOD VENDOR APPLICATION RAILROAD DAYS APPLICATION & AGREEMENT



The Western DuPage Chamber of Commerce as a manager of the 2023 West Chicago Railroad Days Festival and Food Vendor agree to the terms and conditions of the agreement. The Food Vendor shall sell only the products specified and approved in this agreement at Pioneer Park during the 2023 Railroad Days event.

Date & Times of the Railroad Days 2023 festival are as follows:

- Thursday, June 22, 2023 4:30 pm - 10:00 pm
Friday, June 23, 2023 4:30 pm - 11:00 pm
Saturday, June 24, 2023 2:30 pm - 11:00 pm
Sunday, June 25, 2023 2:30 pm - 10:00 pm

ARTICLE 1: Food Vendor: Company/Product Information & Electrical Requirements

Company Name: _____

Contact: _____ Phone: (____) _____ Fax (____) _____

Street Address: _____

City: _____ State: _____ Zip: _____

E-mail(s): _____

Description of products/items that will be distributed (including prices, if applicable): (If you need more space to write down additional items, please use the additional page section on application.)

- 1) _____ \$ _____ 2) _____ \$ _____
3) _____ \$ _____ 4) _____ \$ _____
5) _____ \$ _____ 6) _____ \$ _____
7) _____ \$ _____ 8) _____ \$ _____
9) _____ \$ _____ 10) _____ \$ _____
11) _____ \$ _____ 12) _____ \$ _____
13) _____ \$ _____ 14) _____ \$ _____
15) _____ \$ _____ 16) _____ \$ _____

Beverage Sales: SOFT DRINKS OR WATER MAY BE SOLD BY ANY FOOD VENDOR during Railroad Days Festival 2023. NO GLASS CONTAINERS.

Vendor may provide any other non-alcoholic beverage, i.e. lemonade, ice tea etc. In any size and price, as long as it is not in a glass container.

A) Will you provide soda? Yes No

B) Will you provide other beverages? Yes No Specify: _____

Vendors will be notified on the acceptance/rejection of application and food items by email. Approved food items will be outlined in email as well as setup times, parking information/ permits, & procedures. If you submitted your application and have not heard back from the Western DuPage Chamber of Commerce, please contact our office at 630-231-3003 or email us at Team@WesternDuPageChamber.com

Electrical Requirements:

- This section must be complete and accurate. In order to ensure that all Food Vendors have enough electricity, we must have all of your information. Your application will not be accepted unless it is complete.
- No changes will be allowed the day of the event, only requested electrical requirements will be supplied.
- Vendors are solely responsible for their own heavy-duty extension cords (#12 3 - prong conductor).
- Vendor will be provided one 110 outlet; additional 110 outlets will be charged at \$50 each.
- Vendors who need 220 outlets will be charged \$150.00 per 220 outlet.
- Please list each electrical need individually. If necessary, use the additional page for any additional needs. Direct Connect Available on-site only, call for quote!

A) Types of application (Need)	Qty.	Volts	Watts	Amps	Outlet Type (220 or 110)	
1) _____	_____	_____	_____	_____	<input type="checkbox"/> 110	<input type="checkbox"/> 220
2) _____	_____	_____	_____	_____	<input type="checkbox"/> 110	<input type="checkbox"/> 220
3) _____	_____	_____	_____	_____	<input type="checkbox"/> 110	<input type="checkbox"/> 220
4) _____	_____	_____	_____	_____	<input type="checkbox"/> 110	<input type="checkbox"/> 220
5) _____	_____	_____	_____	_____	<input type="checkbox"/> 110	<input type="checkbox"/> 220

B) Total number of outlets needed: (REQUIRED): _____

C) Total number of 20 Amp circuits needed: (REQUIRED): _____

Parking, RV, Trailers & Other Storage Units:

D) If vendor wishes to stay on-site during setup and through the end of the festival and will bring an RV trailer or motor home to facilitate such stay, vendor will be required to pay a fee for accessibility of water and electricity. No dumping or service to sanitation systems will be provided or available.

A standard fee of \$300 per trailer, truck, motor home, or ancillary unit will apply and includes one, 220 or less connection to on-site generators. Any unit requiring direct hookup or special electrical needs must provide details and a quote will be provided. All fees must be paid in advance and no changes or modifications will be made after electric has been connected to listed units.

Water service is limited, and no hoses are provided by the Western DuPage Chamber of Commerce. Priority will be given to Food trailers and Food Preparation needs before temporary housing units.

RV, TRAILERS & OTHER STORAGE UNIT ORDER:

Yes, I need None @ \$300.00 per unit= \$ 0.00

Grand Total = \$ 0.00

Special Electrical Requests:

() Most RV's or storage units can operate on 110 or 220 volts with a standard plug. If direct connect or special power or plug is required, every attempt will be made to accommodate but there are no guarantees that the necessary hook-up will be available. No refunds will be provided so please make sure you are prepared to provide these at time of installation by our generator contractor. They will not return to hook-up power after they have left the site.*

TENT & SPACE NOTIFICATION:

E) Acceptance by the Western DuPage Chamber of Commerce entitles approved vendor to a 15' frontage x 25' depth space suitable for a tent/trailer or other temporary food service booth. One 110 volt 20-amp standard electrical circuit is also provided at no additional fee.

The Western DuPage Chamber of Commerce **does not provide a tent**. If vendor chooses to place a tent in their designated space it must be secured to the ground with weights and/or stakes sufficient to withstand high winds. All temporary tents and the method of securing them fall under the authority of the City of West Chicago or their designee and must be removed if not acceptable to them.

Food trailer/trucks exceeding 15' of frontage and/or requiring additional electrical supply must submit a request detailing the size of unit and ALL ELECTRICAL NEEDS. This includes but is not limited to type of plugs, direct wire or cam connections and type, max power load and current (220, 3-phase ETC). Any portable generators must be inspected and approved by the City of West Chicago and the West Chicago Fire Protection District before use; **ANY CHANGES MADE AFTER APPROVAL WILL SUBJECT VENDOR TO BEING REMOVED FROM THE FESTIVAL AND NO REFUND WILL BE GIVEN.**

ARTICLE II - Rules & Compliance

1. This application must be completed and received by the Western DuPage Chamber of Commerce, not later than **FRIDAY, JUNE 2ND BY NOON** and shall not be in effect until accepted by the Western DuPage Chamber of Commerce.

2. Please send your application to:

Western DuPage Chamber of Commerce
306 Main Street,
West Chicago, IL 60185
Email: team@westerndupagechamber.com

3. This agreement must be submitted along with the following:

- a) All Fees (per attached fee schedule).
- b) See Attached Insurance requirements!

4. Vendor must remain open from the beginning of the event until the end of the event each day.

5. Vendor site must be kept clean, and garbage discarded properly. Discarded food shall not be left on site after event. Cleaning up fees will be billed to vendor and vendor may be refused future participation in Railroad Days festivals.

6. Vendors must supply their own sign with their name and prices (if applicable) on it.

7. Vendor is solely responsible for compliance with the DuPage County Health Department regulations. This year's Railroad Days Health inspector is: *(click the logo to visit website.)*



Contact: Rick Johnson
Main Phone: (630) 682-7400
Cell: (630) 541-7181
Email: rjohnson@dupagehealth.org

Permit Applications and Forms can be found at <https://www.dupagehealth.org/285/Permit-Applications-and-Forms> through the DuPage County Health Department.

Mobile Food Vending Requirements can be found here <https://www.dupagehealth.org/DocumentCenter/View/7722/Mobile-Food-Vending-Checklist2022-PDF>

ARTICLE III - Agreement

The Western DuPage Chamber of Commerce reserves the absolute right to terminate the Agreement in the event the vendor sells or attempts to sell any product or service other than those specified in Article I or breaches any of the terms and conditions contained in Article II or the rules and regulations for Railroad Days 2023 Exhibitor/Vendor Agreement. In the event the Western DuPage Chamber of Commerce terminates this agreement, the Exhibitor/Vendor shall immediately forfeit the security deposit and all fees paid, cease any activities at Railroad Days 2023 and remove all equipment, personnel and other property from Pioneer Park.

I have read and understand the above agreement.

Exhibitor/Vendor: _____
(Please Print Company Name)

Signature: _____ Date: _____

(Staff Use Only)

Accepted by: _____ Date: _____

Please keep a copy of the completed application for your records.

VENDOR INDEMNITY AGREEMENT:

As a part of your participation in Railroad Days 2023 the below vendor hereby agrees to indemnify and hold harmless the City of West Chicago, its officials, employees, agents and volunteers who are listed as additional insured; the Western DuPage Chamber of Commerce, West Chicago Park District and the West Chicago Fire Protection District against any and all claims, suits, cost, damages and expenses at Railroad Days 2023 they may sustain by reason of any acts of omission by the below vendor and/or employees, associates, affiliates and/or partners of the below vendor. The below vendor agrees to pay any judgment or settlement resulting from such suit, demean or claim, and to pay all reasonable attorney fees incurred by the City of West Chicago, the Western DuPage Chamber of Commerce, West Chicago Park District or the West Chicago Fire Protection District in defending against such suit, demean or claim. In the event of any dispute between the vendor, the City of West Chicago, the Western DuPage Chamber of Commerce, West Chicago Park District, and the West Chicago Fire Protection District concerning the terms of this indemnity agreement, it is hereby understood and agreed that the proper venue for litigating any such dispute is DuPage County, Illinois.

Company Name (printed): _____

Signature Name (printed): _____ Date: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

(Staff Use Only)

Accepted by: _____ DATE: _____

(Western DuPage Chamber of Commerce Only)

ARTICLE IV – Insurance Requirements

2023 West Chicago Railroad Days Insurance

Additional Insured: Endorsement Requirement

The City of West Chicago, as the Major Sponsor of the 2023 Railroad Days Festival requires that the following statement appear on all certificates of insurance:

Additional Insured: The City of West Chicago, West Chicago Park District, West Chicago Fire Protection District, Western DuPage Chamber of Commerce, its officials, employees, agents and volunteers.

***See sample of an acceptable certificate below.**

Please provide this information to your insurance carrier to avoid any potential problems that would result in an unacceptable certificate being submitted and the rejection of your participation.

Additional Comments:

Checklist:

- Foods & Beverages Listed with Prices.
- Electrical & On-Site Needs Requested.
- Contacted the DuPage County Health Department.
- Certificate of Insurance Submitted.
- Vendor & Indemnity Agreements Signed.
- Meal Ticket Agreement Signed. *(optional)*

Save Button

Print Button

Email Button

ARTICLE V - Payment

Payments must be made in full before the first operation day of Railroad Days, starting Thursday, June 22nd, 2023. Please contact Chamber staff if you have any questions regarding payments at 630-231-3003.

Food Booth Rental 15' (frontage)x25'(deep) Booth Space \$ 995.00

On-Site Trailers, RV, or other Storage Unit(s) \$ 0.00

Electricity: (Two 110 Outlet provided) Additional 110-outlet _____ x \$50.00 ea. \$ 0.00

Additional 220-outlet _____ x \$150.00 ea. \$ 0.00

SUBTOTAL \$ 995.00

Western DuPage Chamber Members & West Chicago Business Discount

None \$100 discount if applicable LESS \$ 0.00

AMOUNT \$ **995.00**

MAKE CHECKS PAYABLE TO: **WESTERN DUPAGE CHAMBER OF COMMERCE**

Mailing address: Western DuPage Chamber of Commerce
306 Main Street, West Chicago, IL 60185
Phone: 630-231-3003 Fax: 630-231-3009

No checks will be accepted without a completed vendor agreement and no vendor is considered to have been accepted as a participant in the 2023 Railroad Days event until receiving an Approval email from the 2023 Railroad Days Committee of the Western DuPage Chamber of Commerce.

Credit Card:

Enter the complete credit card number: _____

Expiration Date: _____ CVS (#): _____ Payment Amount: \$ **995.00**

Billing Address for Credit Card:

Street: _____

City: _____ State: _____ Zip Code: _____

I authorize Western DuPage Chamber of Commerce to charge the above credit card for the amount noted above.

Cardholder Name (printed): _____ Date: _____

Cardholder Signature: _____

Once credit card is processed for payment, we immediately destroy the original application and any digital copies. For our vendor's security, no portion will be retained for our records.

Checklist VI – Food Vendor Meal Ticket Agreement

Meal ticket reimbursement program is designed to ensure food vendors who provide food to Police Officers, Fire Department, EMT Personnel, Volunteers, or Special Guests are properly reimbursed for the meals. The Western DuPage Chamber of Commerce manages these meal tickets (example below); and will have our signatures/Initials on the opposite side for security purposes.

Your Responsibilities:

Each meal ticket will be honored at **\$6.00** per ticket for anyone who wishes to exchange their ticket at your booth for a complete meal. In exchange we ask you to provide a complete meal for each ticket; drink (optional), main food item, and side item. For example. (hotdog, and bag of chips or equivalent). Please indicate what food items you are willing to provide in exchange for a meal ticket. Please provide two options.

- a) All items in the meal options must be given to the meal ticket holder.
- b) All meal vouchers must be submitted for reimbursement by **Sunday, June 25 at 9 PM** to staff.
- c) Verify that there are signatures/initials in the following area *(without the initials & stamp, the ticket is not valid and **NO reimbursement will be made**)*.

Our Responsibilities:

We will provide meal tickets (example below) to our Police Officers, Fire Department, EMT Personnel, volunteers or special guests. Our staff will place a meal ticket examples at your booth to ensure that meal ticket recipients see you're a participant in the program.

- (a) We create a menu for volunteers, officers, guest, & staff; listing all participants and what is offered.

Notes:

1. No substitutions allowed.
2. Items purchased other than meal options must be paid for by employee, Police, Fire Dept., Volunteer or Guest.

Option #1 *(Example Only)*

Drink: None

Main Item: 2 (Beef, Pork, or Chicken) Tacos

Side Item: Spanish Rice

Option #1

Option #2 *(Example Only)*

Drink: Coke Products

Main Item: Hot Dog

Side Item: Chips

Option #2

Drink:

Main Item:

Side Item:

Drink:

Main Item:

Side Item:

As a Railroad Days food vendor, I have read and understand the terms of this agreement. By signing below I agree to the terms of this agreement and will honor meal tickets during the hours of operations.

Signature: _____ Date: _____

(front)



(back with initials/signature)



ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER Your Insurance Company	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Your Name and Address	INSURERS AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy Number	mm/dd/yy	mm/dd/yy	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy Number	mm/dd/yy	mm/dd/yy	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	Policy Number	mm/dd/yy	mm/dd/yy	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Policy Number	mm/dd/yy	mm/dd/yy	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured: The City of West Chicago, West Chicago Park District, West Chicago Fire Protection District, Western DuPage Chamber of Commerce, its officials, employees, agents and volunteers.

This is how this section is to read. No exceptions

CERTIFICATE HOLDER Western DuPage Chamber of Commerce 306 Main Street West Chicago, IL 60185	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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2023 RAILROAD DAYS
NON-PROFIT APPLICATION
RAILROAD DAYS APPLICATION & AGREEMENT



The Western DuPage Chamber of Commerce as a manager of the 2023 West Chicago Railroad Days Festival and Exhibitor/Vendor agree to the terms and conditions of the agreement. The Exhibitor/Vendor shall sell only the products specified and approved in this agreement at Pioneer Park during the 2023 Railroad Days event.

Date & Times of the Railroad Days 2023 festival are as follows:

- Thursday, June 22, 2023 4:30 pm - 10:00 pm
Friday, June 23, 2023 4:30 pm - 11:00 pm
Saturday, June 24, 2023 2:30 pm - 11:00 pm
Sunday, June 25, 2023 2:30 pm - 10:00 pm

ARTICLE 1: Exhibitor/Vendor: Contact and Product Information

Company Name: _____

Contact: _____ Phone: (____) _____ Fax (____) _____

Street Address: _____

City: _____ State: _____ Zip: _____

E-mail(s): _____

Description of products/items that will be distributed (including prices, if applicable):
(if you need more space to write down additional items, please use the additional page section on application.)

- 1) _____ \$ _____ 2) _____ \$ _____
3) _____ \$ _____ 4) _____ \$ _____
5) _____ \$ _____ 6) _____ \$ _____
7) _____ \$ _____ 8) _____ \$ _____
9) _____ \$ _____ 10) _____ \$ _____
11) _____ \$ _____ 12) _____ \$ _____
13) _____ \$ _____ 14) _____ \$ _____

8) Food and/or Beverage Sales: the sale of food and/or beverages is limited to Approved Food Vendors. No Exhibitor or Vendor may sell any food or beverage without the prior written consent of the Western DuPage Chamber of Commerce and 2023 Railroad Days Committee. No Exceptions!

Electrical Requirements:

- This section must be complete and accurate. In order to ensure that all Exhibitors/Vendors have enough electricity, we must have all of your information. Any application that is not completed will not be accepted. **NOTE:** No changes will be allowed the day of the event, only requested electrical requirements would be supplied.
- Vendors are solely responsible for their own heavy-duty extension cords (#12 3 - prong conductor).
- Vendor will be provided one 110 outlet; additional 110 outlets will be charged at \$50 each.
- List each electrical need individually. If necessary, please use the reverse side for any additional needs.

A) Types of application (Need)	Qty.	Volts	Watts	Amps	Outlet needed
1) _____	_____	_____	_____	_____	<input type="checkbox"/> 110 Outlet
2) _____	_____	_____	_____	_____	<input type="checkbox"/> Additional outlets needed (see fees)
3) _____	_____	_____	_____	_____	

B) Total number of outlets needed: (REQUIRED): _____

ARTICLE II – Rules & Compliance

1) This application must be completed and received by the Western DuPage Chamber of Commerce, not later than **FRIDAY, JUNE 9TH at 12:00 Noon** and shall not be in effect until accepted by the Western DuPage Chamber of Commerce.

2) Please send your application to:

Western DuPage Chamber of Commerce
306 Main Street
West Chicago, IL 60185
Email: team@westerndupagechamber.com

3) This agreement must be submitted along with the following:

- a) All Fees (per attached fee schedule).
- b) See Attached Insurance requirements!

4) Vendor must remain open from the beginning of the event until the end of the event each day.

5) Vendor site must be kept clean and garbage discarded properly.

6) Vendors must supply their own sign with their name and prices (if applicable) on it.

NOTICE OF TENT REQUIREMENTS:

Acceptance by the Western DuPage Chamber of Commerce entitles approved vendor to a 10' x 10' space suitable for a tent or other display and one 110 volt 15-amp standard electrical outlet.

The Western DuPage Chamber of Commerce **does not provide** a tent. If vendor chooses to place a tent in their designated space it must be secured to the ground with weights and/or stakes sufficient to withstand high winds. All temporary tents and the method of securing them fall under the authority of the City of West Chicago or their designee and must be removed if not acceptable to them.

ARTICLE III - Agreement

The Western DuPage Chamber of Commerce reserves the absolute right to terminate the Agreement in the event the vendor sells or attempts to sell any product or service other than those specified in Article I or breaches any of the terms and conditions contained in Article II or the rules and regulations for Railroad Days 2023 Exhibitor/Vendor Agreement. In the event the Western DuPage Chamber of Commerce terminates this agreement, the Exhibitor/Vendor shall immediately forfeit the security deposit and all fees paid, cease any activities at Railroad Days 2023 and remove all equipment, personnel and other property from Pioneer Park.

I have read and understand the above agreement.

Exhibitor/Vendor: _____
(Please Print Company Name)

Signature: x _____ Date: _____

(Staff Use Only)

Accepted by: _____ Date: _____
Please keep a copy of the completed application for your records.

VENDOR INDEMNITY AGREEMENT:

As a part of your participation in Railroad Days 2023, the below vendor hereby agrees to indemnify and hold harmless the City of West Chicago, its officials, employees, agents and volunteers who are listed as additional insured; the Western DuPage Chamber of Commerce, West Chicago Park District and the West Chicago Fire Protection District against any and all claims, suits, cost, damages and expenses at Railroad Days 2023 they may sustain by reason of any acts of omission by the below vendor and/or employees, associates, affiliates and/or partners of the below vendor. The below vendor agrees to pay any judgment or settlement resulting from such suit, demean or claim, and to pay all reasonable attorney fees incurred by the City of West Chicago, the Western DuPage Chamber of Commerce, West Chicago Park District or the West Chicago Fire Protection District in defending against such suit, demean or claim. In the event of any dispute between the vendor, the City of West Chicago, the Western DuPage Chamber of Commerce, West Chicago Park District, and the West Chicago Fire Protection District concerning the terms of this indemnity agreement, it is hereby understood and agreed that the proper venue for litigating any such dispute is DuPage County, Illinois.

Company Name (printed): _____

Signature Name (printed): _____ Date: _____

Signature: x _____ Date: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone: (_____) _____

(Staff Use Only)

ACCEPTED BY: _____ DATE _____
(Western DuPage Chamber of Commerce Only)

ARTICLE IV - Payment

The following Fees Apply to all Not-for-Profit Vendors participating in the 2023 Railroad Days festival on June 22 - 25, 2023.

Non-for-Profit Space Booth:
(Space is 10' x 10' suitable for a tent. Tents are not provided. Please see "Notice of Tent Requirements" section.)

Fee..... \$ 150.00

Electricity: (One 110 Outlet provided)

Additional 110-outlet _____ x \$50.00 ea. \$ 0.00

SUBTOTAL \$ 150.00

TOTAL AMOUNT \$ **150.00**

MAKE CHECKS PAYABLE TO: **WESTERN DUPAGE CHAMBER OF COMMERCE**

Mailing address: Western DuPage Chamber of Commerce
306 Main Street, West Chicago, IL 60185
Phone: 630-231-3003

No checks will be accepted without a completed vendor agreement and no vendor is considered to have been accepted as a participant in the 2023 Railroad Days event until receiving an Approval email from the 2023 Railroad Days Committee of the Western DuPage Chamber of Commerce.

Credit Card:

Enter the complete credit card number: _____

Expiration Date: _____ CVS (#): _____ Payment Amount: \$ **150.00**

Billing Address for Credit Card:

Street: _____

City: _____ State: _____ Zip Code: _____

I authorize Western DuPage Chamber of Commerce to charge the above credit card for the amount noted above.

Cardholder Name (printed): _____ Date: _____

Cardholder Signature: _____

Once credit card is processed for payment, we immediately destroy the original application and any digital copies. For our vendor's security, no portion will be retained for our records.

ARTICLE V – Insurance Requirements

2023 West Chicago Railroad Days Insurance

Additional Insured: Endorsement Requirement

The City of West Chicago, as the Major Sponsor of the 2023 Railroad Days Festival requires that the following statement appear on all certificates of insurance:

Additional Insured: The City of West Chicago, West Chicago Park District, West Chicago Fire Protection District, Western DuPage Chamber of Commerce, its officials, employees, agents and volunteers.

***See sample of an acceptable certificate below.**

Please provide this information to your insurance carrier to avoid any potential problems that would result in an unacceptable certificate being submitted and the rejection of your participation in this community event.

Additional Comments:

Checklist:

- Products Identified & Priced
- Electrical Requirements Addressed
- Certificate of Insurance Submitted
- Vendor & Indemnity Agreement Signed

Print Button

Save Button

Email Button

Vendors will be notified on the acceptance/rejection of application and items by email. Approved terms will be outlined in email as well as setup times, parking information/permits, & procedures. If you submitted your application and have not heard back from the Western DuPage Chamber of Commerce, please contact our office at 630-231-3003 or email us at Team@WesternDuPageChamber.com

ACORD™ CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)

PRODUCER Your Insurance Company	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Your Name and Address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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COVERAGES

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INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy Number	mm/dd/yy	mm/dd/yy	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy Number	mm/dd/yy	mm/dd/yy	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	Policy Number	mm/dd/yy	mm/dd/yy	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	Policy Number	mm/dd/yy	mm/dd/yy	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured: The City of West Chicago, West Chicago Park District, West Chicago Fire Protection District, Western DuPage Chamber of Commerce, its officials, employees, agents and volunteers.

This is how this section is to read, no exceptions.

CERTIFICATE HOLDER Western DuPage Chamber of Commerce 306 Main Street West Chicago, IL 60185	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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2023 RAILROAD DAYS EXHIBITOR APPLICATION

RAILROAD DAYS APPLICATION & AGREEMENT



The Western DuPage Chamber of Commerce as a manager of the 2023 West Chicago Railroad Days Festival and Exhibitor/Vendor agree to the terms and conditions of the agreement. The Exhibitor/Vendor shall sell only the products specified and approved in this agreement at Pioneer Park during the 2023 Railroad Days event.

Date & Times of the Railroad Days 2023 festival are as follows:

Thursday, June 22, 2023	4:30 pm - 10:00 pm
Friday, June 23, 2023	4:30 pm - 11:00 pm
Saturday, June 24, 2023	2:30 pm - 11:00 pm
Sunday, June 25, 2023	2:30 pm - 10:00 pm

ARTICLE 1: Exhibitor/Vendor: Contact and Product Information

Company Name: _____

Contact: _____ Phone: (____) _____ Fax (____) _____

Street Address: _____

City: _____ State: _____ Zip: _____

E-mail(s): _____

Description of products/items that will be distributed (including prices, if applicable):
(If you need more space to write down additional items, please use the additional page on application.)

1) _____ \$ _____	2) _____ \$ _____
3) _____ \$ _____	4) _____ \$ _____
5) _____ \$ _____	6) _____ \$ _____
7) _____ \$ _____	8) _____ \$ _____
9) _____ \$ _____	10) _____ \$ _____
11) _____ \$ _____	12) _____ \$ _____
13) _____ \$ _____	14) _____ \$ _____

8) Food and/or Beverage Sales: the sale of food and/or beverages is limited to Approved Food Vendors. No Exhibitor or Vendor may sell any food or beverage without the prior written consent of the Western DuPage Chamber of Commerce and 2023 Railroad Days Committee. **No Exceptions!**

Electrical Requirements:

- This section must be complete and accurate. In order to ensure that all Exhibitors/Vendors have enough electricity, we must have all of your information. Any application that is not completed will not be accepted. **NOTE:** No changes will be allowed the day of the event, only requested electrical requirements would be supplied.
- Vendors are solely responsible for their own heavy-duty extension cords (#12 3 - prong conductor).
- Vendor will be provided one 110 outlet; additional 110 outlets will be charged at \$50 each.
- List each electrical need individually. If necessary, please use the reverse side for any additional needs.

A) Types of application (Need)	Qty.	Volts	Watts	Amps	Outlet need
1) _____	_____	_____	_____	_____	<input type="checkbox"/> 110 Outlet
2) _____	_____	_____	_____	_____	<input type="checkbox"/> Additional Outlets needed (<i>see fees</i>)
3) _____	_____	_____	_____	_____	

B) Total number of outlets needed: (REQUIRED): _____

ARTICLE II – Rules & Compliance

1) This application must be completed and received by the Western DuPage Chamber of Commerce, not later than **FRIDAY, JUNE 9TH at 12:00 Noon** and shall not be in effect until accepted by the Western DuPage Chamber of Commerce.

2) Please send your application to:

Western DuPage Chamber of Commerce
306 Main Street
West Chicago, IL 60185
Email: team@westerndupagechamber.com

3) This agreement must be submitted along with the following:

- a) All Fees (per attached fee schedule).
- b) See Attached Insurance requirements!

4) Vendor must remain open from the beginning of the event until the end of the event each day.

5) Vendor site must be kept clean and garbage discarded properly.

6) Vendors must supply their own sign with their name and prices on it.

NOTICE OF TENT REQUIREMENTS:

Acceptance by the Western DuPage Chamber of Commerce entitles approved vendor to a 10' x 10' space suitable for a tent or other display and one 110 volt 15-amp standard electrical outlet.

The Western DuPage Chamber of Commerce **does not provide** a tent. If vendor chooses to place a tent in their designated space it must be secured to the ground with weights and/or stakes sufficient to withstand high winds. All temporary tents and the method of securing them fall under the authority of the City of West Chicago or their designee and must be removed if not acceptable to them.

ARTICLE III - Agreement

The Western DuPage Chamber of Commerce reserves the absolute right to terminate the Agreement in the event the vendor sells or attempts to sell any product or service other than those specified in Article I or breaches any of the terms and conditions contained in Article II or the rules and regulations for Railroad Days 2023 Exhibitor/Vendor Agreement. In the event the Western DuPage Chamber of Commerce terminates this agreement, the Exhibitor/Vendor shall immediately forfeit the security deposit and all fees paid, cease any activities at Railroad Days 2023 and remove all equipment, personnel and other property from Pioneer Park.

I have read and understand the above agreement.

Exhibitor/Vendor: _____
(Please Print Company Name)

Signature: x _____ Date: _____

(Staff Use Only)

Accepted by: _____ Date: _____
Please keep a copy of the completed application for your records.

VENDOR INDEMNITY AGREEMENT:

As a part of your participation in Railroad Days 2023, the below vendor hereby agrees to indemnify and hold harmless the City of West Chicago, its officials, employees, agents and volunteers who are listed as additional insured; the Western DuPage Chamber of Commerce, West Chicago Park District and the West Chicago Fire Protection District against any and all claims, suits, cost, damages and expenses at Railroad Days 2023 they may sustain by reason of any acts of omission by the below vendor and/or employees, associates, affiliates and/or partners of the below vendor. The below vendor agrees to pay any judgment or settlement resulting from such suit, demean or claim, and to pay all reasonable attorney fees incurred by the City of West Chicago, the Western DuPage Chamber of Commerce, West Chicago Park District, or the West Chicago Fire Protection District in defending against such suit, demean or claim. In the event of any dispute between the vendor, the City of West Chicago, the Western DuPage Chamber of Commerce, West Chicago Park District, and the West Chicago Fire Protection District concerning the terms of this indemnity agreement, it is hereby understood and agreed that the proper venue for litigating any such dispute is DuPage County, Illinois.

Company Name (printed): _____

Signature Name (printed): _____ Date: _____

Signature: x _____ Date: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone: (_____) _____

(Staff Use Only)

ACCEPTED BY: _____ DATE _____
(Western DuPage Chamber of Commerce Only)

ARTICLE IV - Payment

The following Fees Apply to all Vendors participating in the 2023 Railroad Days festival on June 22-25, 2023.

Exhibitor Space Rental: Fee..... **\$ 395.00**

(Space is 10' x 10' suitable for a tent. Tents are not provided. Please see "Notice of Tent Requirements" section.)

Electricity: (One 110 Outlet provided)

Additional 110-outlet _____ x \$50.00 ea. \$ 0.00

SUBTOTAL \$ 395.00

Western DuPage Chamber Members & West Chicago Business Discount

None \$100 discount if applicable LESS \$ 0.00

TOTAL AMOUNT \$ 395.00

MAKE CHECKS PAYABLE TO: **WESTERN DUPAGE CHAMBER OF COMMERCE**

Mailing address: **Western DuPage Chamber of Commerce**
306 Main Street, West Chicago, IL 60185
Phone: 630-231-3003
Email: team@westerndupagechamber.com

No checks will be accepted without a completed vendor agreement and no vendor is considered to have been accepted as a participant in the 2023 Railroad Days event until receiving an Approval email from the 2023 Railroad Days Committee of the Western DuPage Chamber of Commerce.

Credit Card:

Enter the complete credit card number: _____

Expiration Date: _____ CVS (#): _____ Payment Amount: \$ **395.00**

Billing Address for Credit Card:

Street: _____

City: _____ State: _____ Zip Code: _____

I authorize Western DuPage Chamber of Commerce to charge the above credit card for the amount noted above.

Cardholder Name (printed): _____ Date: _____

Cardholder Signature: _____

Once credit card is processed for payment, we immediately destroy the original application and any digital copies. For our vendor's security, no portion will be retained for our records.

ARTICLE V – Insurance Requirements

2023 West Chicago Railroad Days Insurance

Additional Insured: Endorsement Requirement

The City of West Chicago, as the Major Sponsor of the 2023 Railroad Days Festival requires that the following statement appear on all certificates of insurance:

Additional Insured: The City of West Chicago, West Chicago Park District, West Chicago Fire Protection District, Western DuPage Chamber of Commerce, its officials, employees, agents and volunteers.

***See sample of an acceptable certificate below.**

Please provide this information to your insurance carrier to avoid any potential problems that would result in an unacceptable certificate being submitted and the rejection of your participation in this community event.

Additional Comments:

Checklist:

- Products/Items Identified with Pricing
- Electrical Requirements Added
- Certificate of Insurance Submitted
- Vendor & Indemnity Agreement Signed

Print Button

Save Button

Email Button

Vendors will be notified on the acceptance/rejection of application and items by email. Approved terms will be outlined in email as well as setup times, parking information/permits,& procedures. If you submitted your application and have not heard back from the Western DuPage Chamber of Commerce, please contact our office at 630-231-3003 or email us at Team@WesternDuPageChamber.com

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER Your Insurance Company	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
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A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy Number	mm/dd/yy	mm/dd/yy	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
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B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	Policy Number	mm/dd/yy	mm/dd/yy	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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City of West Chicago CARNIVAL PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL BY CARNIVAL BUSINESS OWNER &
SUBMITTED 90 DAYS PRIOR TO THE EVENT

NOTE: A Special Event Permit Application shall be completed by the event coordinator in addition to the Carnival Permit Application and submitted to the City of West Chicago 90 days prior to the event. The form is available for download at www.westchicago.org/forms.

City of West Chicago
475 Main Street
West Chicago, IL 60185
(630) 293-2200

Applicant is: Corporation Partnership Individual

Legal Name of Business: Fantasy Amusement Company Inc.

Business Phone: 847-259-9090 Business Fax: N/A

Address of Business: [REDACTED]

Applicant's Name: William Johnson Title: President

Applicant's Address: [REDACTED]

Applicant's Phone: 847-259-9090 Applicant's Cell Phone: [REDACTED]

Applicant's Email Address: [REDACTED]

Location/address where carnival will be operated: Pioneer Park 479 Forest Ave.

Dates of carnival operation: Start June 22, 2023 Close June 25, 2023

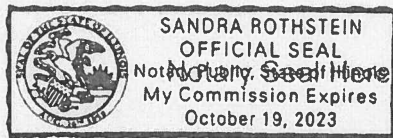
Estimate total number of employees* during event: 50

[REDACTED]

Applicant's Signature [REDACTED]

[REDACTED]

(Notary Public Signature)



Signed and sworn to before me this 3rd day of April, 2023.

***All employees, including those operating rides, games, amusement or food or beverage stalls, MUST submit to fingerprint background checks to be completed 21 days prior to the event. Contact the West Chicago Police Department at (630) 293-2222 to schedule fingerprinting.**

FOR OFFICE USE ONLY

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

Approved Denied Notes: _____

Authorized Signature – Police Dept. Representative _____ Date _____

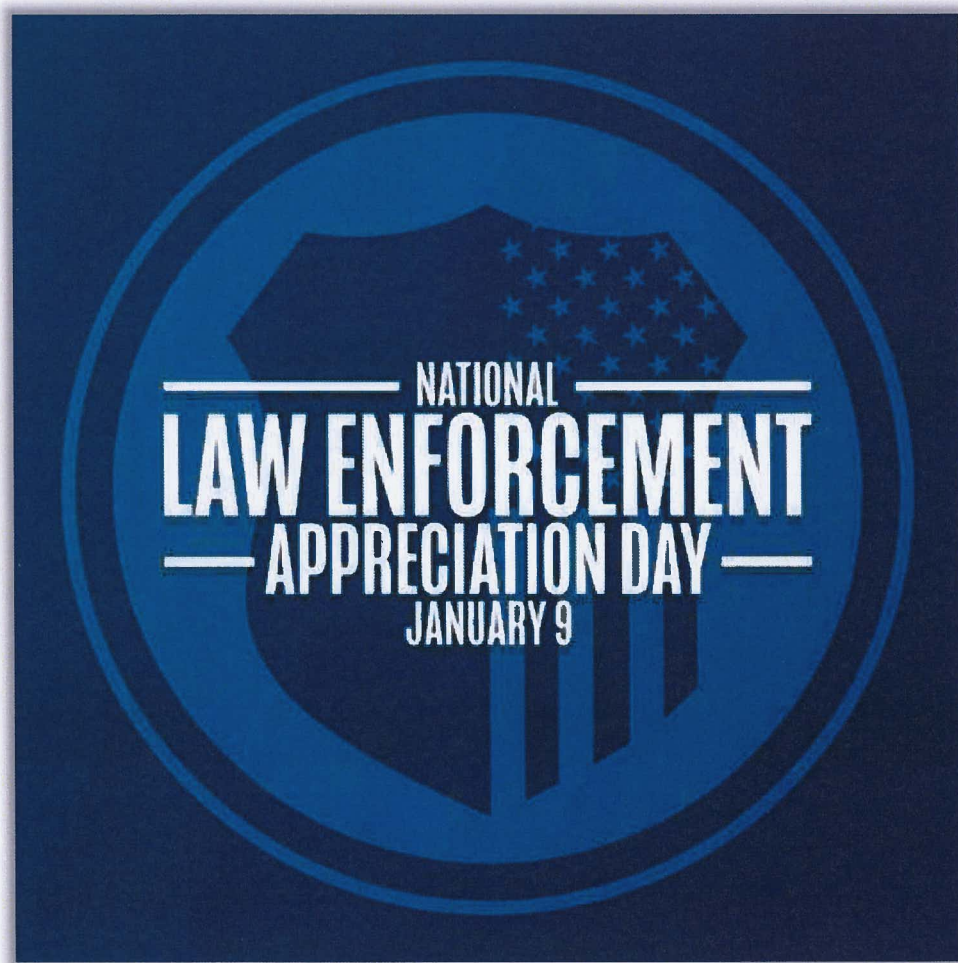
Print Name _____

Authorized Signature – Community Dev. Representative _____ Date _____

Print Name _____

Number of fingerprint background checks completed: _____

**WEST CHICAGO POLICE
DEPARTMENT
MONTHLY REPORT**



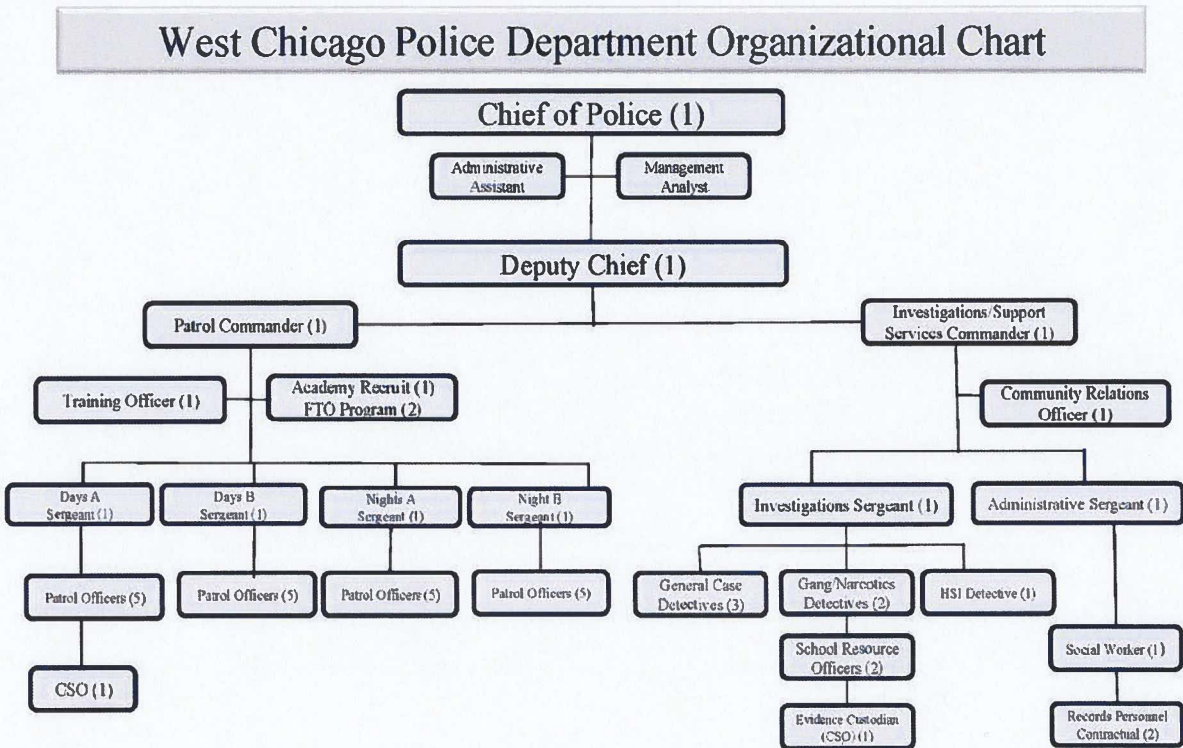
JANUARY, 2023
Colin Fleury, Chief of Police

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Monthly Totals.....	9
Officer Activities	10

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 January 15th, Officer Perry was promoted to the position of Sergeant.



On January 31st, Officer Zepeda completed his last day with the Department. We wish him well in his future endeavors.

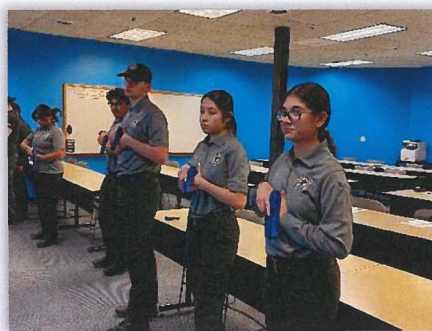


Officers Chapman, Chassagne, MacDougall, and Schiever completed the Field Training Program in January and were approved for solo patrol status.

On January 23rd, Officers Guerra and Solis were sworn in as the newest members of the Department.



On January 24th, the Police Explorers received instruction from Department Range Officers Flanigan and Mielke.



Criminal Activities

Motor Vehicle Theft:

#2300007 Person(s) unknown stole a vehicle from a parking lot in the 900 block of N. Neltnor Blvd. The Carol Stream Police Department attempted to stop this vehicle which fled the scene. The occupants of the vehicle were suspected of attempting a burglary to a liquor store in Bloomingdale as well as committing a burglary in West Chicago. The vehicle was later located abandoned at Army Trail Road and Gerber Road. Officers noted that the rear passenger side window was broken and the steering column had been damaged. The investigation is ongoing.

#2300094 Person(s) unknown removed a straight truck and 80 new semi-truck tires valued at \$25,000.00 from a parking lot in the 1000 block of Carolina Dr. Surveillance video shows a passenger vehicle entering and circling the lot before parking near the truck. Later the box truck exits the lot. GPS notified the owner of the truck that was moving. The owner located and retrieved the truck in Oak Lawn before reporting it as stolen. The GPS unit also showed that the stolen truck had stopped at several businesses. The owner contacted the business and learned that 30 semi-truck tires had been dropped off at one of the businesses. The investigation is ongoing.

Criminal Damage to Property:

#2300004 Person(s) unknown damaged a vehicle parked in the 1200 block of Elizabeth St. Both rear tires to the car had suffered three-inch punctures.

#2200055 Person(s) unknown damaged a vehicle parked in the 1800 block of N. Neltnor Blvd. The passenger side window of the SUV had been shattered by unknown means.

#2300066 Person(s) unknown damaged a vehicle parked in the driveway of a residence in the 400 block of W. Forest Ave. The SUV had scratches to the paint on the passenger, driver's side, and roof. There were also pry marks on the hood and some engine components.

#2300074 Person(s) unknown damaged a vehicle parked in the 300 block of W. Washington St. Large dents were incurred by the front and rear fenders of the car.

Criminal Defacement:

#2300028 Person(s) unknown used a red marker to draw illegible graffiti on a dumpster behind a business in the 100 block of N. Neltnor Blvd.

#2300133 Person(s) unknown spray painted gang-related graffiti on the fence and south side of a garage in the 100 block of E. Pomeroy St.

#2300039 Person(s) unknown spray painted gang-related graffiti on a fence in the 200 block of Glen Ave.

#2300145 Person(s) unknown spray painted both gang-related and non-gang-related graffiti on a building in the 900 block of E. Roosevelt Rd.

Criminal Sexual Assault:

#2300071 Unknown persons sexually assaulted the victim in a parking lot in the 4N400 block of Route 59. The victim and suspect communicated on a dating app and agreed to meet. They met and smoked cannabis. A second suspect arrived in the first suspect's truck. The victim stated she began to fade in and out of consciousness and, at that time, was sexually assaulted by the suspects. The victim was eventually able to run from the truck. The victim was transported to Northwestern Medicine Central DuPage Hospital. The investigation is ongoing.

Armed Robbery:

#2300072 Persons unknown robbed the victims in the 300 block of Barber St. The victims had been performing at a bar in Niles and were followed from Niles by the suspects' vehicle. The victims parked their car in the driveway and were rushed by four or five suspects dressed in dark clothing and wearing ski masks. One suspect was armed with a handgun. When one victim activated the emergency button on his cell phone, the armed suspect pistol-whipped him and removed his chain and cell phone. The suspects directed the victims to the residence's backyard. A backpack containing \$9,500.00 and a \$5,100.00 camera were taken from the car. The suspects reentered the vehicle and left the area northbound on Barber St. Investigation is ongoing.

Burglary:

#2300102 Person(s) unknown removed property from a storage facility in the 1200 block of S. Neltnor Blvd. The owners last checked on the unit in July 2021. When they returned in January 2023, they noted the lock on the door had been replaced. When they accessed the unit, they observed that most of the items had been removed.

Burglary to Motor Vehicle:

#2300119 Person(s) unknown entered the unsecured vehicle parked in the 1800 block of N. Neltnor Blvd. Removed from the vehicle were groceries, milk, bread, a backpack containing a chef coat, shoes, chef's knives, and a wallet containing a social security card, an unknown amount of cash, and medication. The total loss is estimated at \$1,000.00.

Monthly Totals

Activities	Oct 2022	Nov 2022	Dec 2022	Jan 2023	YTD 2023	YTD 2022	Total 2022
Traffic Stops	490	492	479	605	605	492	5,923
Traffic Citations	193	172	162	223	223	162	2,001
Traffic Warnings	164	163	139	209	209	203	2,305
Parking Citations	205	118	188	157	157	255	2,134
Traffic Crashes	73	71	78	59	59	67	858
Incident Reports	232	246	220	236	236	214	3,014

OfficerActivities

#2300017 On January 5th, Officers Bertany, Schiever, Hunt, and Sergeant Gaztambide responded to a residence in the 200 block of Parker St. for a report of an individual who was not breathing. Upon arrival, Officer Hunt found the victim lying on the floor of the living room, unresponsive and not breathing. Officer Hunt began cardiopulmonary resuscitation (CPR) on the victim. Moments later, West Chicago Fire Protection District personnel arrived on the scene and assumed lifesaving efforts. The subject was transported to Northwestern Medicine Central DuPage Hospital.

#2300012 On January 4th, 2023, the West Chicago Police Department responded to a call of an armed robbery that had just occurred. Following an investigation into the matter, it is alleged that the victim and a suspect, who met via Facebook with the suspect using an alias, had arranged to meet that evening at the suspect's apartment. The victim went to the suspect's apartment, and the two then went out for food to return to the suspect's apartment. It is alleged that when they returned to the apartment, the suspect escorted the victim to the second floor of the building and opened a door, at which time the victim turned on the lights to discover he was in the laundry room where a second suspect was waiting. It is alleged that the first suspect left the laundry room and that the second suspect showed the victim a knife and a firearm magazine in his pocket. The second suspect allegedly stole the victim's phone, wallet, and keys. The victim stated the first suspect returned to the laundry room and punched the victim in the face with a closed fist. The victim alleges that both suspects then forced the victim into the back seat of his car and that the second suspect then drove to an ATM and forced the victim to withdraw approximately \$300 from his account and give it to them. It is alleged that the suspects dropped the victim off at a random intersection and fled, ultimately leaving the victim's car in the apartment complex parking lot. Detectives were able to use the information on the Facebook profile to determine possible information on suspect 1. Detective Herbert and Officer Montgomery interviewed the second suspect, who admitted to his role in the offenses. The DuPage County State's Attorney's Office approved charges of Armed Robbery and Unlawful Restraint against both suspects. They were fingerprinted, photographed, and transported to the DuPage County Jail.

#2300047 On January 11th, 2023, the Department received a call from a woman at the Speedway gas station located at 1501 W. Roosevelt Rd., claiming she was the victim of domestic violence by her boyfriend. The victim alleged to Officer MacDougall that she was at home with the suspect when a verbal altercation began. It is then alleged that the altercation became physical. The suspect hit the woman approximately one hundred times with a belt over several hours and refused to allow the victim to leave home. The victim stated she left her residence and was able to call 911 from the gas station. The victim was transported to Northwestern Medicine Central DuPage Hospital for medical attention, where Detective Flanigan met her. The victim advised that she could track the alleged suspect, and Detective Flanigan relayed the location information to other officers. Detective Herbert located the suspect in his vehicle at the same gas station. Officer Chapman and Detective Eversole attempted to speak with the suspect, but he drove off. Officers pursued the suspect, who ignored commands to pull over and, at times, drove approximately 70 mph in a 35-mph zone. It is alleged as the suspect attempted to flee, he struck two police cars, one from West Chicago and one from Warrenville, before the suspect's vehicle came to a stop on I-88 near Winfield Rd. Officers Chapman, MacDougall, Lukaszek, Detective Flanigan, and Eversole placed the suspect under arrest. The DuPage County State's Attorney's Office approved Aggravated Domestic Battery and Aggravated Fleeing and Eluding charges. The suspect was fingerprinted, photographed, and transported to the DuPage County Jail.

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



FEBRUARY, 2023
Colin Fleury, Chief of Police

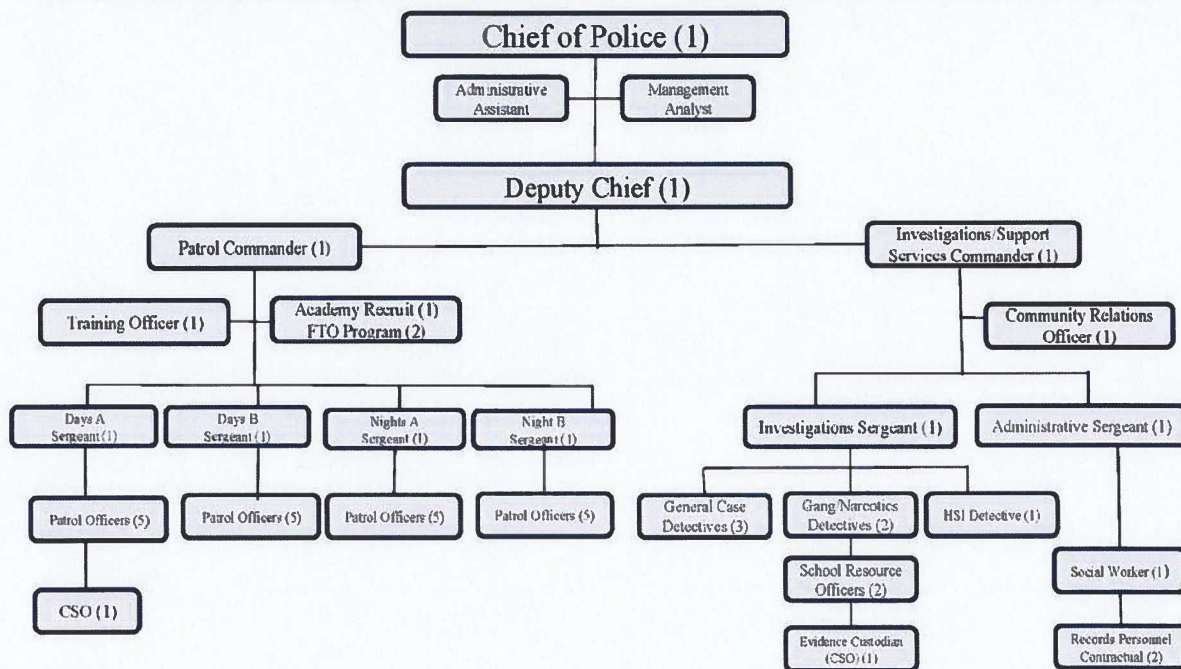
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Organizational Chart

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 February 11th, Sergeant Gaztambide completed his last day of service with the Police Department. The Department thanks him for his service and wishes him well in future endeavors.

On February 14th, the Police Explorers concluded their firearms lessons. Detective Flanigan and Officer Mielke were on hand to provide instruction.



On February 25th, Officer Landbo completed his last day of service with the Police Department. The Department thanks him for his service and wishes him well in future endeavors.



During the month of February, the Department received a bronze level fundraising award for raising almost \$50,000.00 for the Illinois Law Enforcement Torch Run for Special Olympics in 2022. Sergeant Peterson accepted the award on behalf of the Department as a thanks for his dedication in supporting the Illinois Special Olympics.



Criminal Activities

Criminal Damage to Property:

#2300224 Person(s) unknown damaged a vehicle parked in the 1200 block of Kings Cross. The rear bumper of the car had been scratched. On a previous unreported occasion the driver's side of the front bumper had also been scratched.

#2300303 Person(s) unknown damaged a vehicle parked in the 1200 block of Kings Cir. A rock had been thrown through the car's rear window.

Criminal Defacement:

#2300190 Person(s) unknown spray painted gang related graffiti on a railroad electrical box just north of Church St. near Clara St.

#2300245 Person(s) unknown spray painted gang-related graffiti on a vending machine and wall of the laundry room of an apartment building in the 1200 block of Kings Cir.

#2300277 Person(s) unknown spray painted gang-related graffiti on a fence in the 100 block of Peachtree Ln.

Criminal Sexual Assault:

#2300299 A known person sexually assaulted a minor victim at a residence in West Chicago approximately ten years ago. The DuPage County Children's Center was notified and will investigate.

Burglary:

#2300173 Person(s) unknown approached the homeowner in the driveway of a residence in the 400 block of Spring Kress Ln. The subject stated he was a subcontractor for the City working on trimming trees for new underground electric lines. The homeowner was asked to bring his wife out to the garage. The homeowner and spouse talked in the garage. The subject used a walkie talkie while in the garage. The subject then stated he needed to get paperwork for the homeowners to sign. The suspect went to a truck and left the area. When the homeowners went back into the residence they noted that bedrooms had been ransacked. Missing from the master bedroom was a Rolex box of unknown value. Also missing was a jewelry box containing \$1,000.00 in pins, rings, bracelets, necklaces and seasonal jewelry. Investigation is ongoing.

#2300304 Person(s) unknown forcibly entered a business in the 200 block of W. North Ave. and removed \$1,240.00 in product. Two subjects were observed on surveillance video approach and shatter the front door with a pipe-like object. One subject then enters the store and removes vape cartridges and an Ooze backpack. The suspect momentarily exits the store before reentering and shattering a cell phone left on the counter, grabbing more cartridges and the exiting the store. Investigation is ongoing.

#2300182 Person(s) unknown entered the Jewel Osco located at 177 E. Roosevelt Rd. and remained in the store until it closed. The suspect is then seen placing four cases of Tito's vodka and three cases of Jack Daniel's whiskey on a flat cart. The suspect then pushes the cart out through the store's rear receiving door without paying for the items. Loss is given at \$1,662.74. Investigation is ongoing.

Retail Theft:

#2300164 A known person entered the Jewel Osco located at 177 E. Roosevelt Rd. and took two bottles of Evan Williams's whiskey and one bottle of Fireball whiskey, all valued at \$75.00, then exited the store without paying. The suspect was confronted by store personnel in the parking lot and asked to put down the liquor. The suspect refused and left the area on foot westbound on Roosevelt Rd. Investigation is ongoing.

Forgery:

#2300198 Person(s) unknown without authority, altered and deposited a check into a Chase bank account. School District 94 had issued a check to a vendor in the amount of \$10,710.88 and then placed the check in the mail. The vendor later contacted district staff advising they had not received payment. Staff looked into the issue and learned that the payee had been altered and deposited into a Chase Bank account not belonging to the vendor. Investigation is ongoing.

Fraud:

#2300293 Person(s) unknown obtained a loan in the name of a business located in the 600 block of Town Rd. The business received a letter from the Small Business Administration stating a loan in the amount of \$1,462.00 was past due. The company never applied for any such loan.

Child Pornography:

#2300239 Person(s) unknown are alleged to have downloaded two videos of child pornography through the Snapchat app. Investigation is ongoing.

#2300210 Person(s) unknown are alleged to have downloaded a video of child pornography and saved it to the Google Drive infrastructure. Investigation is ongoing.

Monthly Totals

Activities	Nov 2022	Dec 2022	Jan 2023	Feb 2023	YTD 2023	YTD 2022	Total 2022
Traffic Stops	492	479	605	613	1,218	900	5,923
Traffic Citations	172	162	223	218	441	303	2,001
Traffic Warnings	163	139	209	238	447	365	2,305
Parking Citations	118	188	157	90	247	451	2,134
Traffic Crashes	71	78	59	49	116	141	858
Incident Reports	246	220	236	251	487	441	3,014

Officer Activities

#2300206 On February 8th, Officer Lukaszek was dispatched to Menards, located at 220 W. North Ave., in reference to unknown person(s) who attempted to return three items valued at \$153.88 without a receipt. When questioned by employees, the suspects stated they would return with a receipt and left with the items. An employee checked the store's inventory and determined the three items were missing from stock. Surveillance video was viewed and the suspects were observed entering the yard, picking up items they paid for, but also taking the three items that had not been purchased. Officers were able to obtain the suspects' vehicle's registration plate and were able to identify the registered owner. Officers Winton and Lukaszek went to the owner's residence and were advised that h had sold the vehicle to an associate. Shown a photo of the suspect from Menard's surveillance system, the registered owner provided a tentative name for the suspect. Detective Flanigan ran the suspect through an investigative database, which provided a full name and address. Officers Winton and Lukaszek contacted the suspect and requested he come down to the Police Station. When the suspect arrived, he was interviewed and admitted to the theft of the items. He was issued a local ordinance citation for Retail Theft.

#2300172 On February 2nd, Officer Chassagne was dispatched to an aggravated assault call. A person was observed pulling on car door handles in the parking lot of the Steak and Shake. A Steak and Shake employee went outside to confront the suspect who entered a vehicle and fled the scene at a high rate of speed southbound on Neltnor Blvd. The employee entered his vehicle and followed. The suspect entered a parking lot in the 100 block of N. Neltnor Blvd. The Steak and Shake employee also entered the lot where the suspect is alleged to have pointed a black and silver gun at the employee. The suspect then fled eastbound from the lot and the employee returned to the Steak and Shake. The employee was able to videotape the suspect's license plate as it fled the Steak and Shake. Officers were able to run the plate and identify a possible suspect. Sergeant Bowers and Officer O'Neil went to the address on the suspect's driver's license and were informed by family that the suspect no longer lives there and suffers mental illness. On February 3rd, Officer Chassagne and Detective Eversole followed up in an attempt to locate the suspect and were advised the suspect had just left his apartment and was in the parking garage. When officers attempted to speak with the subject, he sped up and returned to his apartment and would not answer the door. The Metropolitan Emergency and Investigation Team SWAT was called out to the scene while search warrants were obtained for the suspect's apartment and vehicle. DuPage County State's Attorney's Office personnel approved a charge of Aggravated Assault- Use Deadly Weapon against the suspect and a warrant was obtained. The SWAT team entered the apartment and the suspect was taken into custody and transported to the Glen Ellyn Police Station to be interviewed by Detective Eversole and Sergeant Peterson. The subject was then fingerprinted, photographed and transported to the DuPage County Jail.

9

On November 25th, 2001, Officers took a report of a sexual assault that occurred. The suspect opened through an open door or window to the apartment and assaulted the sleeping victim. Despite investigative efforts no suspect was identified at the time. On December 19th, 2022, the DuPage County Crime Lab notified the Department that a DNA profile was obtained from the sexual assault kit submitted in 2001. Detective Herbert was assigned to follow up. A criminal check of the suspect's name revealed multiple arrests from the area. A booking photo from an arrest chronologically closest to the assault in West Chicago was obtained and the photo was very similar to the composite picture the victim created. It was also determined that the suspect's DNA profile was tied to a sexual assault committed in Warrenville in 2010. Detective Herbert contacted the DuPage County Crime Lab and learned that the suspect's DNA profile had been entered into the Combined DNA Index System (CODIS) by the Federal Bureau of Investigation and that the suspect was last in custody with the United States Probation Office in Tucson, Arizona. The Probation Office was contacted and they advised the subject was now being held by the U.S. Marshal's Office. The Marshal's Office stated a hold can be placed on the suspect if a warrant for

his arrest is obtained. The DuPage County State's Attorney's Office approved a charge of Criminal Sexual Assault against the suspect and a judge approved the issuance of a warrant.

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



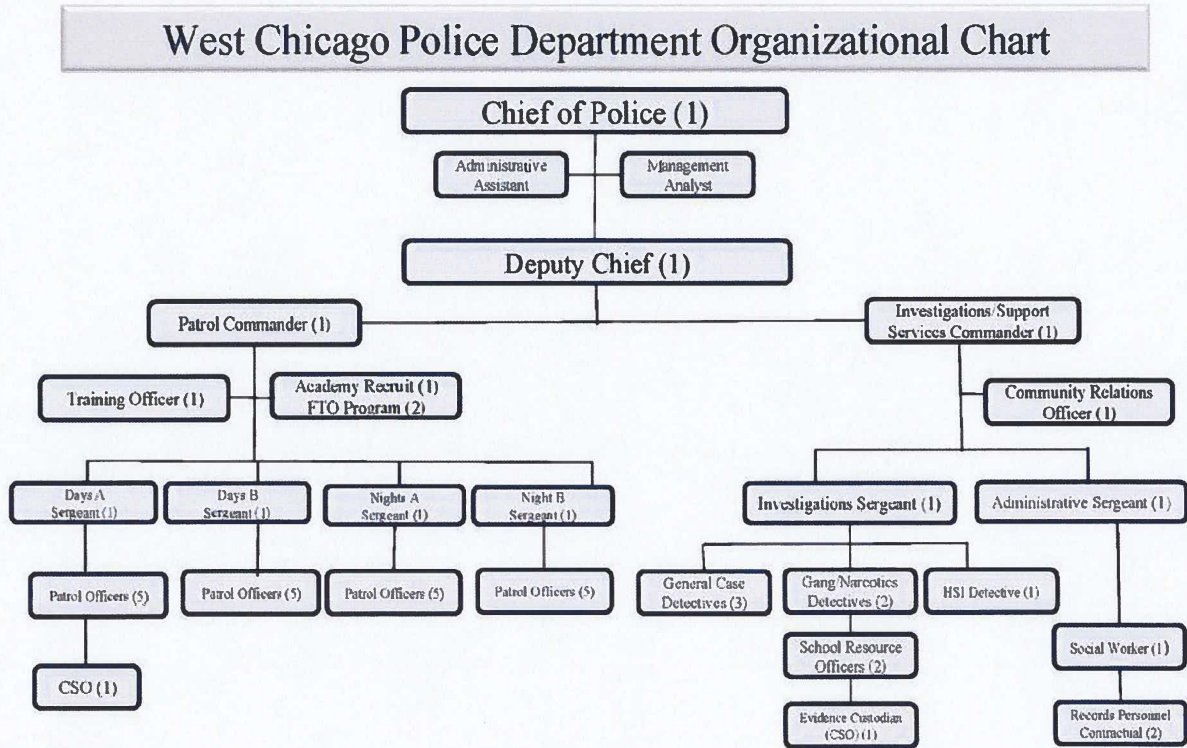
MARCH, 2023
Colin Fleury, Chief of Police

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Personnel

On March 8th, Honor Guard members Detectives Flanigan, and Calabrese, and Sergeant Reyes presented the Colors. Community Relations Officer Arms was on hand at Lemman Middle School for the Unified Basketball game. The Lemman Chargers won the game.



On March 11th, personnel from the City of West Chicago, Fire Protection District, Lehman Middle School, West Chicago Community High School, and the DuPage County State's Attorney's Office, family, and friends were all on hand at Hawthorne's Backyard to participate in the Polar Plunge Benefitting Special Olympics.



On March 14th, the Explorers continued their active shooter training by participating in scenarios. Officers Jones and Rigler were on hand to assist Officer Arms with the training.



Officers MacDougall and Chapman were assigned to the Targeted Response Unit effective March 26th.

Criminal Activities

Motor Vehicle Theft:

#2300442 Person(s) unknown removed a vehicle from a driveway in the 700 block of Elmwood Ave. The car had been left unlocked with the keys in the middle compartment. It was learned that the vehicle had been run through LEADS by the Chicago Police Department. Officers learned that the vehicle had been found abandoned near Ida B Wells Drive and Halsted Street and had been towed to an impound lot. The investigation is ongoing.

#2300455 Person(s) unknown removed a vehicle parked in the 1200 block of Kings Cross. The vehicle had been left unlocked with the keys in the ignition. The vehicle was last seen northbound on Neltor Blvd.

Delivery Container Theft:

#2300433 Person(s) unknown removed a semi-trailer from a business parking lot in the 1300 block of Nuclear Dr. The owner was able to track the trailer's GPS unit to a gas station in Gary, Indiana. The owner went to that location in an attempt to locate the trailer and found the destroyed GPS unit but not the trailer.

Burglary from Motor Vehicle:

#2300440 Person(s) unknown entered the unsecured vehicle parked in the 300 block of Fairview Ave. and removed approximately fifty CDs and several phone power cords. Loss is estimated at \$40.00.

#2300441 Person(s) unknown entered two unsecured vehicles parked in the 300 block of E. Grand Lake Blvd. Removed were a GPS unit and phone charging power cords. The GPS unit was later found in the alley in the 300 block of Fairview Ave.

#2300456 Person(s) unknown entered a vehicle parked in the 200 block of N. Neltor Blvd. Removed were three keys to houses and apartments.

#2300526 Person(s) unknown entered an unsecured trailer parked in a lot in the 200 block of W. North Ave. The suspect parked next to the trailer entered it, and removed a \$900.00 miter saw. The investigation is ongoing.

Theft of Motor Vehicle Parts or Accessories:

#2300353 Person(s) unknown removed the catalytic converter from a vehicle in the parking lot of a business in the 900 block of Atlantic Dr.

#2300392 Person(s) unknown removed the catalytic converter from a vehicle parked in the 700 block of W. Forest Ave.

#2300393 Person(s) unknown removed the catalytic converter from a vehicle parked in the 1400 block of S. Neltor Blvd.

Criminal Damage to Property:

#2300377 Person(s) unknown damaged a vehicle parked in the 800 block of Lyman St. The minivan's exterior had been spray painted with white paint.

Criminal Sexual Assault:

#2300477 A known person allegedly sexually assaulted the victim in an apartment in the 1200 block of Kings Cir. The investigation is ongoing.

Burglary:

#2300374 Person(s) unknown forced entry to an airplane hangar at the DuPage Airport. Access had been gained by prying the bottom of the main entry door outward. Inside the hangar, a plastic tote was broken open.

#2300444 Person(s) unknown entered the shed on school property in the 800 block of Pearl Rd. The shed had been forcibly entered by damaging the door knob. Removed was a speaker/amp combination valued at \$450.00.

Theft:

#2300447 Person(s) unknown obtained \$440,528.04 from three companies in the 1200 block of Powis Rd. A financial company in Missouri handles payments for these three companies. On February 10th, the financial payment company stated it received an email from one of the victim companies directing that the money transfers be redirected to an account at Bank of America. Three transfers occurred in the amounts of \$105,776.38, \$280,700.65, and \$54,051.05. The victim companies have no ties to the Bank of America account and have not sent the email. The investigation is ongoing.

Deceptive Practice:

#2300416 A known person cashed two checks at a business in the 500 block of Main St. One check was issued for \$873.02, and the second for \$176.61. A week later, the owner was notified by his bank that the checks were returned as "duplicate presentments". The investigation is ongoing.

#2300505 A known person purchased paint supplies at a business in the 1800 block of N. Neltnor Blvd. The subject then paid with a \$912.39 check. The victim unsuccessfully attempted to deposit the check twice with negative results. The owner called his bank and was told the subject's bank account had been closed. The investigation is ongoing.

Monthly Totals

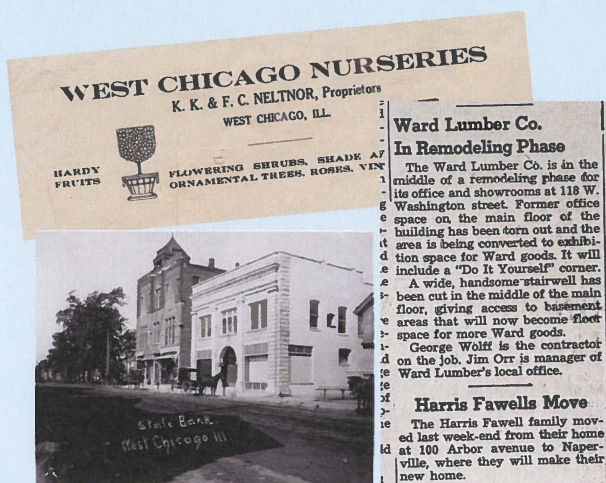
Activities	Dec 2022	Jan 2023	Feb 2023	Mar 2023	YTD 2023	YTD 2022	Total 2022
Traffic Stops	479	605	613	742	1,960	1,374	5,923
Traffic Citations	162	223	218	262	703	499	2,001
Traffic Warnings	139	209	238	266	713	573	2,305
Parking Citations	188	157	90	153	400	590	2,134
Traffic Crashes	78	59	60	49	176	204	858
Incident Reports	220	236	251	284	771	737	3,014

Officer Activities

#2300395 On March 9th, Officers Guerra, Sauseda, McGuire, and Rigler responded to a gas station in the 60 block of W. Roosevelt Rd. for a glass break alarm. Upon arrival, officers observed the front door to be shattered. The building was checked, and no suspects were located. While on the scene, officers received a notification through the Flock camera system that a stolen white Elantra was in the Wilson St. and Joliet St. area. This vehicle was then observed traveling eastbound on Roosevelt Rd. at a high rate of speed. Officer Rigler attempted to catch up to the vehicle, but was unsuccessful. DUCOMM was advised of the stolen vehicle and gave the information to surrounding police agencies. Several departments spotted the vehicle, and a pursuit ensued. The Illinois State Police and the Chicago Police Department helicopters tracked the vehicle. The suspects broke into a residence in Chicago and were eventually taken into custody by the Illinois State Police. A backpack containing \$620.00 was found in close propinquity to the suspects. One of the subjects had \$420.00 USC in his pocket. The business owner arrived at the gas station and determined that \$300.00-\$400.00 had been taken from the cash register and \$600.00 from the lottery register. Additionally, a video from the gas station provided clothing descriptions of the three suspects. The suspects were transported to the Police Station to be interviewed. In the meantime, Sergeant Perry discovered that the Dunkin Donuts located at 110 E. Roosevelt Rd. had its front door shattered and had also been burglarized. Officer Castro soon learned that the Subway located at 1491 W. Roosevelt Rd also shattered its front door and had been burglarized. Video from both of these stores showed offenders who matched the description of those at the Mobil gas station. Detectives Moore, Eversole, and Herbert attempted to interview the suspects. One declined to talk. The second suspect advised that he had used a bat to shatter a business window. He admitted entering four separate businesses and stealing a cash register drawer from each location. The vehicle was towed to the Station and inventoried. The baseball bat used to smash windows was located. Other items located included five cartons of cigarettes, a bank money pouch, a Subway tip jar, and five cash register drawers. The car's steering column had been peeled, and the back passenger side window had been broken to access the vehicle. The DuPage County State's Attorney's Office approved a charge of Burglary against both suspects.

#2300509 On March 28th, Officer Kowalik met with a victim at the Citgo gas station at Main Street and Neltnor Blvd. The victim advised that he was at his residence in the 800 block of Farm Road when he saw someone through his Ring camera on his front porch. The victim opened the door, and the subject fled. The victim chased after the suspect and fell, dropping his cell phone. The suspect picked up the cell phone, entered a vehicle, and fled the scene. The victim chased the suspect in his vehicle and lost sight of it westbound on Main Street. Detectives Moore and Calabrese also responded to the scene. The victim utilized the Detective's cell phone, and was able to track the victim's phone to an address in Elgin. The victim had also captured video showing a partial plate of the offender's vehicle. At the Station, the detectives ran the partial plate through the FLOCK camera system and obtained a vehicle match. The suspect vehicle was also registered at the Elgin address. The victim advised that his cell phone had been relocated to a Villa Park address. Villa Park and Oak Brook police officers located the vehicle and maintained visual contact. When the suspect attempted to reenter the vehicle, he was detained until Detectives Moore and Calabrese arrived, placed the suspect under arrest, searched the suspect's vehicle, and located the victim's iPhone. After being transported to the Police Station, the suspect was charged with one count of Theft and Unauthorized Control- Not Exceeding \$500.00. He was fingerprinted, photographed, and released from custody.

West Chicago City Museum 2022 Highlights



126 Research Requests

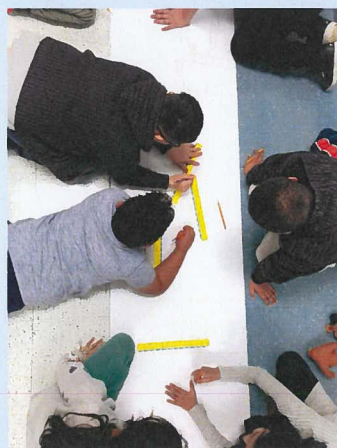
Assisting the public, businesses and organizations with building history, family history and general history requests.



3,108 Guests in Museum

1,000 more than 2021

1,200 hours cataloging and digitizing collection
Half of annual staff time



104 Museum School Programs

5 programs in museum;
9 in-person in school;
90 virtual classroom programs.



290 Volunteer Hours

Including Ball employee painting project at the 1860s depot



New Veterans' Memorial Exhibit Wall

Phalen Consulting, Inc.,

FY2022 Report for the Management and Operation of the West Chicago City Museum

Staff Time: 2,461 (average of 47.32 hours a week; FY20 average of 63.11 a week)

Main Projects:

- Staffing Museum open hours
- Collections: processing temporary receipts, accessioning artifacts, database entry, digitization of collection, inventory of collection, research files, newspaper collection, online digitization plan, Historical Preservation Commission files, artifact storage, online collection platform accessible to the public-CatalogIt, backlog processing, museum storage rehousing project
- Communications: email, mail, reports, social media, website updates, outreach
- Community outreach projects: Burlington Route Historical Society collaboration, Fire Department book, DuPage Foundation-Arts DuPage, WeGO Together for Kids, Healthy West Chicago, Cultural Arts Commission-Public Art, Friends of the Museum outreach, DuPage County Heritage Gallery, Midwest Museum Association, Illinois Arts Education Association, State of Illinois 250th Commission
- Conferences/Professional Development: Kane DuPage Regional Museum Association meetings and professional development; Illinois Association of Museums Professional Development Meetings & Annual Meeting, MASS Action-museum accountability, Chicago Museum Exhibitors Group meetings, CUSEUM programs, Association of State and Local History Conference, Past Forward-Historic Preservation Conference; Small Museums Committee
- Educational: Digital mini-kits; online resources on wegohistory.com; Library reading program collaboratives for adults and kids, in school programs, school/scout tours, school tours, art and history programs
- Events: Historiography, Blooming Fest, Food Fest, National Night Out, Tales Tombstones Tell, Downtown Trick or Treat, Frosty Fest
- Exhibits: CB&Q interior exhibit; outdoor interpretive signage for the CB&Q Depot, High Lake and Sesqui Park displays; Women of West Chicago exhibit April 2022- April 2023; virtual online mini exhibits; Sister Cities Exhibit on 2nd floor
- Grants: Resiliency Project
- Operations: bookkeeping, staffing, planning
- Programs: History Pin, Mobile Walking Tour, Historiography reading history book groups; Artist in Residency Chris Lucero Calaveras of West Chicago, Rail Trail, KDRMA Passport to Adventure & Encurate App; Tales Tombstones Tell; Strolls Through History; Outreach presentations in neighboring communities
- Research: organizing research files, working with researchers and processing research requests
- Volunteer management: Ball Heritage Committee Projects, museum volunteer program

Collection:

Accession Total:

- Collection total: 34,814 objects
- Collection processed into PastPerfect database: 15,691
- New donations YTD: local family materials, railroad history, World War II letter archive

- CatalogIt online database: 4,254 artifacts entered (767 items added in 2022)

Research Inquiries: 126 (average 10.5 a month) (house history, local business history, family history, cemetery history, local school history, local historic buildings, historic events, Native American history)

Visitation:

- Overview

Metric	2022	2021	2020
Open hours	654*	394*	126*
Museum Guests	3,108	2,182*	213*
External Program Attendance	545	273	352*
Virtual Program Attendance	597	1,246	552
Website Unique Visits	3,800	2,715	2,404
Facebook Followers	1,168	1,087	935
Twitter Followers	424	442	441
Instagram Followers	550	440	356

*In 2022 Museum was closed with City buildings in January, 2021 and 2020 had limited hours

o Breakout

Category	Date(s)	Guests
Walk-in Museum visitors during regular open hours	Feb-Dec 2022	Total 2,483 Morning 274 Afternoon 2,209
Museum specific visitors (researcher, museum related question)	Jan- Dec 2022	Total 625 Morning 126 Afternoon 499
Education: Ebook curriculum	Jan- Dec 2022	374 users
Education: Fire History Ebook	Jan- Dec 2022	160 users
Education: Digital Local History Lessons	Jan- Dec 2022	90 classrooms used
Program : Historiography, Nonfiction Monthly Book Club	March - November	69
Education: Girl Scout Troop, early farming in DuPage History program	April 27, 2022	5
Event: Blooming Fest Museum Guests	May 21, 2022	124
Program/Tour: CB&Q Depot	July 8, 2022	8

Event: Local History and Kids Toys Tent at RR Days	July 9, 2022	65
Education/Tour: 5 th Grade D33 Summer School Tour	July 14, 2022	20
Education/Tour: Educare Families Tour	July 28, 2022	33
Event: National Night Out	August 2, 2022	120
Education/Tour: Kindercare Tour	August 5, 2022	14
Event: Food Fest Museum Visits	August 27, 2022	184
Tour: Sister Cities German Guests Visit & Tour	September 12, 2022	15
Program: Tales Tombstones Tell	October 14, 2022 (rained out)	In-person 40 Virtual 301
Education: In-school Mapping Project Art & History Program, Pioneer 3 rd Grade Art	October 25, 26 & 28, 2022	38
Event: Downtown Trick or Treat	October 29, 2022	1431
Education: In-school 3 rd Grade Pioneer School Mapping Project Art & History Program	November 1, 2 & 10, 2022	40
Education: Girl Scout Democracy Badge Program	November 5, 2022	8
Program: Photo Marathon Virtual Project	November 8, 24, & December 3, 2022	27
Education: In-school 3 rd Grade Pioneer School Mapping Project Art & History Program	November 11, 15 & 18, 2022	42
Education: In-school 1st Grade Currier School Mapping Project Art &	November 11 & 18, 2022	38

History Program		
Education: In-school 5 th Grade Currier School Mapping Project Art & History Program	November 11 & 18, 2022	46
Education: In-school 3 rd Grade Art Indian Knoll School Mapping Project Art & History Program	November 15 & 17, 2022	43
Education: In-school 3 rd Grade Art Pioneer School Mapping Project Art & History Program	December 2, 2022	14
Education: In-school 5 th Grade Currier School Mapping Project Art & History Program	December 2 & 9, 2022	46
Event: Frosty Fest Museum Visits	December 3, 2022	432
Education: In-school High School ESL Visit-Maps and Train history	December 16, 2022	14

*Museum had reduced hours and periods of closure due to the COVID-19 pandemic

Volunteer hours: 290 (FY2021: 210) (docent hours, file organizing, event staffing, newspaper collection, genealogy, research requests, virtual programs, Ball volunteer projects)

Goal Achievement per statements made in Attachment B

- Education: Annual Goal of 6 total programs during school year including 4 in museum group tours; MET as of December 31, 2022; 5 programs in museum; 9 in-person in school; 90 virtual classroom programs.
- Summer Passport Program goal of attracting 75 additional visitors through program, the majority of which from out of town; MET as of December 31, 2022; 80 passport visitors
- Exhibits/Displays: Annual Goal of at least one new large exhibit MET as of December 31, 2022 (Women of West Chicago opened April 2022)
- Outreach Exhibits: Expand current Depot Days open public hours from four Saturdays a year to twelve Saturdays a year: unmet as of December 31, 2022 due to staffing issues
- Exhibits/Displays: Accessibility goal of maintaining at least 12 hours a week during winter months and 16 hours a week during spring/summer/fall months unmet as of December 31, 2022 due to COVID limitations
- Volunteers: monthly goal of utilizing volunteers for 30 hours a month MET as of December

31, 2022

- Collection: annual goal of accessioning 50% of the backlog of artifacts MET as of December 31, 2022
- Collection: annual goal of accessioning 75% of 2022 donations MET as of December 31, 2022
- Collection: digitizing 10% of the collection during inventory process MET as of December 31, 2022
- Research library: monthly goal of serving 10 researchers a month MET as of December 31, 2022
- Programs: annual goal of 8 programs open to the public MET as of December 31, 2022

Financial Overview

For the fiscal year of 2022 under the ninth year of the executed contract with the City of West Chicago for management of the City Museum, Phalen Consulting, Inc. had total cash inflows of \$88,200.00 and total cash outflows of \$89,299.08. Per the February 4, 2019, Agreement between the City of West Chicago and Phalen Consulting for the Operation of the West Chicago City Museum, City Resolution No. 19-R-0008 \$88,200 of cash inflows came from the City. While operating with a net deficit, Phalen Consulting, Inc. has maintained positive cash bank balances, primarily through the delayed payments to the Museum Director; funds will be transferred from the Friends of the Museum Trust account to cover budget deficits.

Category	Amount budgeted	YTD (Dec. 31, 2020)
Staff	\$60,000	\$59,122.80
Training and Tuition	\$1,000	\$847.57
Membership dues/subscription	\$1,500	\$1,467.49
Printing and binding	\$100	\$0
Advertising and promotions	\$200	\$136.30
Other contractual services	\$2,000	\$1,898.55
Tech/office supplies	\$5,000	\$5,180.04
Tools & equipment	\$2,200	\$3,174.33
Educational exhibitions	\$5,000	\$5,315.14
Educational programming	\$7,000	\$6,857.08
Miscellaneous	\$1,000	\$1,058.11
Collection maintenance	\$2,000	\$3,175.17
Additional arts programming	\$1,000	\$1,060.00
Other	\$200	\$6.50
Total	\$88,200	\$89,299.08

For the fiscal year of 2022 the West Chicago City Museum's Trust Fund had total cash inflows of \$725.07 and total cash outflows of \$1099.08, for a net deficit of \$374.01.

- Inflows
 - \$720 donations

- \$373.65 from service/product fees
- \$5.43 from interest revenue on account

FY2023 Preview

- Launch work on the 175th Anniversary of West Chicago (2024), the 150th Anniversary of the incorporation of the City (2023), the 175th Anniversary of the Burlington Route (2025), 60th Anniversary of the Prairie Path (2023) and the 250th Anniversary of the United States (West Chicago represented on the Illinois Commission for the 250th through Director Sara Phalen)
- Continue events and museum programs that partner with other community entities
- Expanded outdoor events (walking tours, cemetery tours, educational programs)
- Continue to strengthen relationships with schools and increase community collaborations
- Continue to address collections backlog and storage issues
- Plan for digital asset maintenance
- Expand online collections database

People Made Visible, Inc. End of Year Report for Fiscal Year 2022

For the fiscal year of 2022 under the ninth year of the executed contract with the City of West Chicago for the operation of Gallery 200, People Made Visible had total cash inflows of \$8,572.00 and total cash outflows of \$7,232.21 for a net surplus of \$1,339.79. It is anticipated that the net surplus will be added to the Gallery 200/200 Main Projects Fund for continued projects and enhancements to the Gallery 200 which is anticipated to be spent in the FY2023.

Financial highlights from the fiscal year 2022 include:

➤ **Inflows: \$8,572.00**

- Cash receipts of \$6,000.00 from the City of West Chicago per the contractual agreement between the City and People Made Visible, Inc.
- Cash receipts of \$440.00 from the Gallery artist fees
- Cash receipts of \$2,132 from donations from the public for the Gallery 200/200 Main Projects Fund

➤ **Outflows: \$7,232.21**

- Supplies & Event expenses: \$ 213.85
- Cleaning: \$ 480
- Insurance & Registration fees costs totaled \$645
- Phone & Internet: \$2,715.24
- Staff: \$2,203.00
- Tech & Communication Tools: \$ 235.12
- Website with online store: \$ 740.00

Events at 103 W. Washington:

January 2022:

- None closed with other city buildings for COVID-19 restrictions

February 2022:

- Gallery 200 artists group show “Unique Art Sale” February 11th opening reception
- Mexican Cultural Center Guest Artist Exhibit Giovanni Arellano
- BYOC, crafting meet up, February 12th
- Experiment with Paint Community Art Workshop, February 19th

March 2022:

- District 33 Elementary Art Show, “Art is the Heart of the City” Youth Art Month exhibit, opening reception, March 3rd
- Mexican Cultural Center Guest Artist Exhibit Giovanni Arellano
- Self care, Community Art Workshop, March 5th
- BYOC, crafting meet up, March 12th
- Weaving as Meditation, Community Art Workshop, March 19th

April 2022:

- Community Art Workshop “Language Rugs” April 2nd
- West Chicago Community High School Art Show, opening reception, April 8th
- Mexican Cultural Center Guest Gallery Exhibit “Maquetas y Bocetos” The Story Behind the DuPage Alebrijes, April 8th
- Seed Paper Community Art Workshop, Saturday, April 9th

- Community Art Workshop “Rooted-mixed media” April 16th

May 2022:

- Mexican Cultural Center Guest Gallery Exhibit “Maquetas y Bocetos” The Story Behind the DuPage Alebrijes
- Fredericka Howard artist award ceremony and reception, May 1st
- “Art in Full Bloom” group exhibit opening reception, Friday, May 6th
- Community Art Workshop with Artist Fiorella Gomez, Saturday, May 7th
- Seed Paper Community Art Workshop, Saturday, May 14th
- Blooming Fest Artist Demos, Saturday, May 21st

June 2022:

- Maggie Capettini “Floral Impressions” featured artist exhibit, opening reception, Friday, June 3rd
- Mexican Cultural Center Guest Gallery Exhibit “Maquetas y Bocetos” The Story Behind the DuPage Alebrijes
- Juan Chawuk Mural painting window display

July 2022:

- Kathi Kuchler “Botanicals 2022” featured artist exhibit opening reception, Friday, July 1st
- Mexican Cultural Center Guest Gallery Exhibit “Maquetas y Bocetos” The Story Behind the DuPage Alebrijes

August 2022:

- Nature Artists Guild of Morton Arboretum “Visions of Nature” featured group artist exhibit, opening reception Friday, August 5th
- Mexican Cultural Center Guest Gallery Exhibit “Maquetas y Bocetos” The Story Behind the DuPage Alebrijes

September 2022:

- Sharon Malec Fiber Art featured artist exhibit with opening reception, Friday, September 2nd
- Mexican Cultural Center Guest Gallery Exhibit “Maquetas y Bocetos” The Story Behind the DuPage Alebrijes
- Alebrije Window Exhibit
- We Go Walks: PMV/HWC Sensory Community Walk, September 10th
- BYOC, crafting meet up, September 10th
- We Go Walks: PMV/HWC Sensory Community Walk, September 17th
- We Go Walks: PMV/HWC Sensory Community Walk, September 24th
- We Go Walks: PMV/HWC Sensory Community Walk, September 31st

October 2022:

- Artoberfest Group Exhibit, with opening reception, October 7th
- Mexican Cultural Center Guest Gallery Exhibit Juan Chawuk visiting artist gallery opening, October 7th
- Alebrije Window Exhibit

- We Go Walks: PMV/HWC Sensory Community Walk, October 22nd
- Mexican Cultural Center Artist Talk Juan Chawuk October 27th
- We Go Walks: PMV/HWC Sensory Community Walk, October 29th
- Downtown Trick or Treat and COVID/Flu Vaccine Clinic with DuPage County Health Department, October 29th

November 2022:

- “Fused for You” Fused Glass Group Exhibit, Opening Reception, November 4th
- Mexican Cultural Center Guest Gallery Exhibit Juan Chawuk visiting artist
- We Go Walks: PMV/HWC Sensory Community Walk, November 5th
- Small Business Saturday Open House, November 26th

December 2022:

- Holiday Window Display
- Small Gifts of Art Group Exhibit, opening reception, December 2nd
- Mexican Cultural Center Guest Gallery Exhibit Juan Chawuk visiting artist
- Frosty Fest, Saturday, December 3rd

Other Group Utilization Throughout the Year:

Art Meet-up: Fiber Artists Meet-up held monthly

Mexican Cultural Center DuPage Monthly Meetings

District 33 Ballet and Mariachi groups practices

Local Girl Scout Troop meetings

Visitation at 200 Main:

	FY22	FY21	FY20	FY19
Guests	2,927*	1,004*	1,387*	3,650

- Breakout: Walk-in Gallery visitors during regular open hours (Thurs noon-6pm, Fri noon-6pm, Sat 10am-4pm, Sun noon-4pm)
- *limited hours due to COVID restrictions

Category	Date(s)	Guests
Total Visitors	January 2022	0*
Total Visitors	February 2022	228
Total Visitors	March 2022	283
Total Visitors	April 2022	432
Total Visitors	May 2022	219
Total Visitors	June 2022	222
Total Visitors	July 2022	322
Total Visitors	August 2022	207
Total Visitors	September 2022	202
Total Visitors	October 2022	332
Total Visitors	November 2022	202
Total Visitors	December 2022	278

Online Engagement

Category	Date(s)	2022	2021
Website-Online Gallery Views	January	63	N/A
Website-Online Gallery Views	February	38	93
Website-Online Gallery Views	March	45	98
Website-Online Gallery Views	April	80	69
Website-Online Gallery Views	May	43	86
Website-Online Gallery Views	June	47	38
Website-Online Gallery Views	July	51	60
Website-Online Gallery Views	August	41	31
Website-Online Gallery Views	September	25	27
Website-Online Gallery Views	October	40	116
Website-Online Gallery Views	November	30	72
Website-Online Gallery Views	December	88	93

Gallery 200 Artist Sales

	FY22	FY21	FY20	FY19
Total Sales	\$ 13,063.00	\$ 10,675.50	\$ 4,774.50*	\$16,086.95

*sales limited due to COVID

- Breakout

Category	Date(s)	Guests
Total Sales	January 2022	\$0*
Total Sales	February 2022	\$1,671.50*
Total Sales	March 2022	\$493.50*
Total Sales	April 2022	\$1,096.50
Total Sales	May 2022	\$512.00
Total Sales	June 2022	\$671.00
Total Sales	July 2022	\$900.00
Total Sales	August 2022	\$654.50
Total Sales	September 2022	\$1,042.00
Total Sales	October 2022	\$976.00
Total Sales	November 2022	\$2,568.50

Total Sales	December 2022	\$2,477.50
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Progress towards Goals for 2022

- Increase visibility of Gallery 200 and downtown West Chicago cultural activities
- Promote West Chicago artist community and offerings through state and national organizations
- Market West Chicago as a destination for artists and a place to purchase affordable art
- Continue to expand classes offered at Gallery 200, including virtual offerings
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project

Goals for 2023

- Continue to increase visibility of Gallery 200 and downtown West Chicago cultural activities
- Continue to promote West Chicago artist community and offerings through state and national organizations
- Continue to Market West Chicago as a destination for artists and a place to purchase affordable art
- Continue to expand classes offered at Gallery 200, including virtual offerings
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project
- Reinstate Visiting Artist-in-Residency
- Work with the City Museum on Anniversary Community Art Offerings