

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## NOTICE

### PUBLIC AFFAIRS COMMITTEE

**Monday, June 3, 2024**  
**6:15 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 April 15, 2024
3. Public Participation / Presentations
4. Items for Consent
  - A. Ordinance No. 24-O-0016 - Fireworks
  - B. Resolution No. 24-R-0049 – Funding Agreement MID Festival Mexican Cultural Center DuPage
  - C. West Chicago Railroad Days Western DuPage Chamber of Commerce
  - D. CF Cycle for Life
  - E. FIT4FALL 5K
  - F. Prohibition of Farm-Type Animals Text Amendment to Section 11-85 of the Code of Ordinances
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Adjournment

## MINUTES

### PUBLIC AFFAIRS COMMITTEE

Monday, April 15, 2024, 6:15 P.M.

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

Chairman Chassee called the meeting to order at 6:15pm. Roll Call found Alderman Brown, Hallett, Birch Ferguson, Smith and Short.

**2. Approval of Minutes.**

A. Public Affairs Committee Minutes of March 18, 2024. Alderman Birch Ferguson made a motion, seconded by Alderman Brown to approve the minutes of the Public Affairs Committee. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith and Short. Voting Nay: 0. Abstain: 0. Motion carried.

**3. Public Participation / Presentations.**

**4. Items for Consent.**

B. Resolution No. 24-R-0042 – A Resolution Approving Guiding Principles of Strategic Communications. Alderman Hallett made a motion, seconded by Alderman Birch Ferguson to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith and Short. Voting Nay: Abstain: 0. Motion carried.

C. Olmec Trails Sponsorship Agreement with Mexican Cultural Center DuPage. Alderman Hallett made a motion, seconded by Alderman Birch Ferguson to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith and Short. Voting Nay: Abstain: 0. Motion carried.

**5. Items for Discussion.**

A. St. Mary's Corpus Christi. Chief Fleury informed the Committee that the parade will be limited to the sidewalk, and they will pay for extra patrol officers to guide the crowd and traffic.

**6. Unfinished Business.**

**7. New Business.**

A. Resolution No. 24-R-0041 – A Resolution Approving Guidelines for Film Production Permit Applications. Alderman Hallett made a motion, seconded by

Alderman Birch Ferguson to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Hallett, Birch Ferguson, Smith and Short. Voting Nay: Abstain: Alderman Brown. Motion carried.

B. Chairman Chassee asked for a show of hands from the Committee to file a complaint against Alderman Brown for Code of Conduct. Motion carried by a show of hands by Chairman Chassee, Alderman Hallett, Birch Ferguson, Smith and Short.

**8. Reports from Staff.**

A. West Chicago Police Department Monthly Report.

**9. Adjournment.** Alderman Birch Ferguson made a motion to adjourn, seconded by Alderman Short. The motion approved by voice vote, and the meeting adjourned at approximately 6:40pm.

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:**

Ordinance No. 24-O-0016 - Fireworks

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

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

**COMMITTEE AGENDA DATE:** June 3, 2024

**COUNCIL AGENDA DATE:** June 3, 2024

**PREPARED BY:** Colin Fleury, Chief of Police

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

**APPROVED BY:** Michael Guttman, City Administrator

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

**ITEM SUMMARY:**

Illinois law related to the sale of fireworks (425 ILCS 35/2 Section 2) contains language allowing local governments the right to allow the sale of fireworks within their jurisdiction, which are considered consumer-grade. Ordinance No. 24-O-0035 adds language to further clarify the type of Approved Consumer Fireworks that can be sold by any Consumer Fireworks Retailer. The following language will be added after Subsection (a):

“(b) It shall be unlawful for any person to possess, offer for sale, expose for sale, sell at retail or use or explode any fireworks within the City without the written approval of the City Administrator or their designee.

(c) Any Consumer Fireworks Retailer offering for sale in the City any approved Consumer Fireworks, as defined in the Pyrotechnic Use Act, must be registered with the Office of the Illinois State Fire Marshal (OSFM) and adhere to the regulations promulgated thereunder.

(d) Any such approved firework must comply with construction, chemical composition, and labeling regulations of the U.S. Consumer Products Safety Commission, as set forth in the 16 C.F.R. Parts 1500 and 1507 and classified as “fireworks” UN 0336 or UN 0337 by the United States Department of Transportation, under 49 C.F.R. 172.101. Further, all such permitted fireworks must contain the labeling by law.”

**ACTIONS PROPOSED:**

Staff recommends approval of Resolution No. 24-O-0035.

**COMMITTEE RECOMMENDATION:**

The PAC is considering this item prior to the City Council meeting.

**ORDINANCE NO. 24-O-0016**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES  
OF THE CITY OF WEST CHICAGO – CHAPTER 11 OFFENSES AND  
MISCELLANEOUS PROVISIONS, ARTICLE II, OFFENSES; DIVISION 8.  
CONCERNING FIRE, SANITATION AND HEALTH; SECTIONS 11-102  
DESIGNATED; FIREWORKS**

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

Section 1. That Chapter 11, Section 11-102 Designated; Fireworks, of the Code of Ordinances of the City of West Chicago is hereby amended by replacing the existing subsection (b) and adding new subsections (c) and (d), as follows:

“(b) It shall be unlawful for any person to possess, offer for sale, expose for sale, sell at retail or use or explode any fireworks within the City without the written approval of the City Administrator or their designee.

(c) Any Consumer Fireworks Retailer offering for sale in the City any approved Consumer Fireworks, as defined in the Pyrotechnic Use Act, must be registered with the Office of the Illinois State Fire Marshal (OSFM) and adhere to the regulations promulgated thereunder.

(d) Any such approved firework must comply with construction, chemical composition, and labeling regulations of the U.S. Consumer Products Safety Commission, as set forth in the 16 C.F.R. Parts 1500 and 1507 and classified as “fireworks” UN 0336 or UN 0337 by the United States Department of Transportation, under 49 C.F.R. 172.101. Further, all such permitted fireworks must contain the labeling by law.”

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

Section 3. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 3<sup>rd</sup> day of June, 2024.

Alderman D. Beebe \_\_\_\_\_  
Alderman J. Sheahan \_\_\_\_\_  
Alderman A. Hallett \_\_\_\_\_  
Alderman M. Birch-Ferguson \_\_\_\_\_  
Alderman J. Smith, Jr. \_\_\_\_\_  
Alderman R. Stout \_\_\_\_\_  
Alderman J. Morano \_\_\_\_\_

Alderman L. Chassee \_\_\_\_\_  
Alderman H. Brown \_\_\_\_\_  
Alderman C. Dettmann \_\_\_\_\_  
Alderman S. Dimas \_\_\_\_\_  
Alderman C. Swiatek \_\_\_\_\_  
Alderman J. Short \_\_\_\_\_  
Alderman J. Banas \_\_\_\_\_

APPROVED as to form: \_\_\_\_\_  
Patrick K. Bond, City Attorney

APPROVED this 3<sup>rd</sup> day of June, 2024.

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

ATTEST:

\_\_\_\_\_  
Executive Office Manager Valeria Perez

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

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE  
AGENDA ITEM SUMMARY

ITEM TITLE:

Resolution No. 24-R-0049  
Funding Agreement  
Mexican Independence Day Festival  
Mexican Cultural Center DuPage

AGENDA ITEM NUMBER: 4. B.

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

COMMITTEE AGENDA DATE: June 3, 2024

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

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:  
Michael Guttman

SIGNATURE \_\_\_\_\_

ITEM SUMMARY:

The Mexican Cultural Center (MCC) and City Staff seek approval of the attached 2024 Funding Agreement for the Mexican Independence Day Festival (MID), now a one-day event, which is proposed to take place September 15, 2024 at Lemay Middle School. As outlined in the Agreement, the MCC is responsible for all aspects of planning, organizing and managing the event. The City provides financial support as well as in-kind services for both the festival and parade, which covers overtime costs.

The City will provide the financial support of \$8,500 to be paid in installments, in order to help cover the cost of Festival activities and the MCC's role in producing the Festival for community-wide benefit. Funds will be released so long as the submittal requirements have been met. The City will also equally match the amount of cash donations the MCC raises in excess of \$2,000, with the City's matched contribution not to exceed \$8,000. The City's maximum total contribution to the MCC shall not exceed \$16,500.

ACTIONS PROPOSED:

Staff recommends approval of the Resolution No. 24-R-0049 as proposed.

COMMITTEE RECOMMENDATION:

**RESOLUTION NO. 24-R-0049**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A FUNDING AGREEMENT WITH THE MEXICAN CULTURAL CENTER TO SUPPORT THE 2024 MEXICAN INDEPENDENCE DAY EVENT**

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 a Funding Agreement to support the 2024 Mexican Independence Day Event between the City of West Chicago and the Mexican Cultural Center, in substantially the form attached hereto, and incorporated herein as Exhibit "A".

APPROVED this 3<sup>rd</sup> day of June 2024.

AYES: \_\_\_\_\_  
NAYES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Executive Office Manager



**Exhibit A**  
**Funding Agreement for Mexican Independence**  
**Day Festival**

This funding agreement (hereinafter referred to as "Agreement") is made and entered into on the 3 day of June 2024 by and between the Mexican Cultural Center (hereinafter referred to as "MCC") and the City of West Chicago, (hereinafter referred to as "City").

1. In consideration of the covenants and agreements hereinafter contained, as well as other good and valuable considerations, the MCC and the City hereby agree that the MCC is an independent entity with respect to the City and agrees to perform all services to create, plan, develop and execute the Mexican Independence Day Festival on September 15, 2024, (hereinafter referred to as "Festival") and that the City will provide a designated amount of financial support for such Festival. The MCC has no authority or power to incur debts, obligations or commitments of any kind whatsoever for or on behalf of the City or to bind the City to any contract, agreement or employment agreement.
2. This will include, but is not limited to, accomplishing the following tasks and purveyance of services:
  - A. The MCC will serve as the lead event planner and execute the following duties:
    1. Plan, organize and supervise the Festival, making arrangements for the Festival site, negotiate contracts with responsible independent contractors or vendors, apply for all permits and licenses, comply with all insurance requirements as defined in the Special Event Permit Application, and coordinate with City officials.
    2. Comply with the City's Municipal Code, ordinances, and Special Events Policy in effect at the time this Agreement becomes fully executed, including the posting of signs in conformance with the City's regulations regarding concealed carry at special events. Should a higher level of government mandate any new laws that the City is required to enforce and should the City Council approve a new law that does not specifically deal with festivals but rather improves and addresses the health, safety and welfare of West Chicago residents and its visitors, then the MCC shall be obligated to comply.
    3. Solicit volunteers and vendors as needed.
    4. Undertake additional fundraising efforts.
    5. Ensure at least one supervisor attends and supervises the entire Festival.
    6. Pay all contractual obligations associated with the Festival and

- obtain all required licenses and deposits.
7. Ensure that the Festival does not open to the public until: all inspections are completed and signed off on; all applicable permits are obtained; all approvals are granted; all insurance requirements are satisfied; and, all posting of signs is fulfilled.
  8. Ensure that the Festival area is maintained in a clean and sanitary condition during the Festival, and that proper cleanup is completed after the Festival in order to return City and host property to its original condition. This shall include, but is not limited to, prompt removal of animal waste from festival grounds or the parade route by MCC staff or hired contractor.
  9. The Special Event Permit Application must include, but is not limited to: a written request for City services, food and general vendor applications, parade applications, schedule of events, and an event map. The food and vendor applications must include a Hold Harmless Agreement to be signed by vendors, deadline dates for registration, no alcohol permitted information, certificate of insurance needs, and DuPage County Health Department information for food vendors.
  10. If there is a parade, Staff must receive a final list of parade participants, in the order they will be walking, no later than one week prior to the event date. The parade application must include rules, including but not limited to, no alcohol, registration deadline date, time of step off, assembly time and location, parade route length, waiver and hold harmless agreement for participants. The parade route must be agreed upon with City Staff prior to submittal of Special Event Permit Application. If MCC does not make every effort to prohibit non-registered participants into the parade after final list is submitted, the final \$500 shall be forfeited.
  11. City Staff to receive final festival layout by final coordination meeting, including, but not limited to, vendor locations, entertainment locations, restroom facilities, arrival instructions that vendors received, etc.
- B. The MCC shall promote the Festival through various media channels. Promotional efforts for each media source shall be detailed in the post-event report to include the name of each media source, copy of the advertisement, length of promotion, and a summary of reach, if available. The MCC shall also promote the Festival through its organizational website and social media platforms. The MCC must post the vendor applications, parade applications and schedule of events. Staff is to receive a copy of the vendor application and parade application in the Special Event Permit Application.
  - C. The MCC shall recognize the City in any and all marketing, promotional and social media materials as a primary contributor and sponsor of the Festival.
  - D. There shall be no entrance fee for the Festival. There will neither be

a carnival nor fireworks at the Festival. Alcohol shall neither be served nor permitted at the Festival.

- E. The MCC shall provide adequate safety and security throughout the Festival duration. As such, the MCC shall ensure that all horses at the Festival, whether they are part of the parade or other activities, shall be separated from the general public by means of barricades or a distance of at least 10 feet.
  - F. A plan must be set for weather cancellations and/or pauses. This plan must be coordinated with City Staff.
  - G. The MCC must attend the Public Affairs Committee meetings when the Festival is being discussed, including but not limited to: the Funding Agreement, the Special Event Permit Application, and the final report. The City can withhold final payment if an MCC representative is not present at the meetings.
3. The City's responsibilities are limited to the following:
- A. The City will provide financial support of \$8,500 to be paid in installments, in order to help cover the cost of Festival activities and the MCC's role in producing the Festival for community-wide benefit. Funds will be released so long as the submittal requirements have been met.
    - 1. The City agrees to pay the MCC (or its designee, as specified in writing) \$4,500 for contractual obligations directly related to the Festival by the end of the week following the July 15, 2024 City Council meeting.
    - 2. The City agrees to pay the MCC (or its designee, as specified in writing) \$3,500 for contractual obligations directly related to the Festival by the end of the week following the August 5, 2024 City Council meeting.
    - 3. The City agrees to pay the MCC (or its designee, as specified in writing) the final \$500 in consideration of all contractual requirements being met.
  - B. The City will equally match the amount of cash donations the MCC raises in excess of \$2,000, with the City's matched contribution to not exceed \$8,000. The City's maximum total contribution to the MCC shall not exceed \$16,500.
    - 1. The MCC shall submit a copy of acknowledgment of cash donations received to support the Festival.
    - 2. The MCC shall be paid the equivalent of the submitted receipt totals, once the \$2,000 minimum has been received by the MCC and then verified by the City.
    - 3. The MCC will be paid no later than 30 days of the City receiving a complete and satisfactory submittal.
  - C. The MCC shall provide the City copies of all invoices, receipts and checks to vendors for the expense receipts of not less than \$8,500 in addition to the total amount of cash contributions provided by the City match. A breakdown of the festival revenues, vendor fees,

and sponsorships must be included in the final report. These items shall be submitted with the MCC's final written report, which shall include a summary financial report as outlined in Section 4.E. Copies of the final report must be provided to Staff no later than November 1, originals will not be accepted.

1. The MCC shall seek the written pre-approval from the City's Special Event Coordinator when making purchases outside of essential festival expenditures. The Special Event Coordinator shall have the sole authority in determining whether a purchase meets the standard of an essential expenditure. This shall apply only to purchases above \$750.00, but serial purchases of the same item or service less than that shall also be subject to review.
  2. Funding cannot be used for travel expenses.
- D. The MCC shall make its final appearance at the earliest available Public Affairs Committee meeting after the Festival, no later than the November 18, 2024 meeting, to present the final written report. The City can withhold final payment if a MCC representative is not present at the meeting. If for any reason the November 18, 2024 meeting is canceled, the MCC will appear at the following Public Affairs Committee meeting.
- E. Should any submittal deadline not be met and/or should the information submitted be deemed incomplete, the City will withhold payment until the submittal is satisfactory. The MCC will be paid within 30 days of the City receiving complete and satisfactory submittals.
- F. The City will provide the following in-kind services with approval of the City Administrator:
1. Police and Public Works to provide in-kind services for parade if MCC chooses to have a parade. Parade route must be coordinated and agreed upon with City Staff. Please see 2. A. 10 for more information.
  2. Public Works Department employees will assist with Festival set-up, arrange for a dumpster from Groot Industries at no cost to MCC, ensure water hook-up, and provide Festival banner and 'papel picado' (perforated banner sign) installation along downtown light posts three weeks prior to the event.
  3. Public Works Department employees shall provide barricades at the Festival entrances. The MCC may request additional barricades from the Public Works Department which will be provided if inventory is available and if Public Works can reasonably accommodate the request.
  4. Public Works staff will provide standard special event street cleanup assistance; not included is animal related waste or feed product disposal. The MCC is responsible for completing all other event-related cleanup before leaving the Festival site. If a cleanup project requires additional time and/or the hiring of an external contractor, the MCC must notify the Special Events Coordinator.

The MCC must provide the Special Events Coordinator with details regarding the nature of the work to be done, the name and contact information of the person(s) scheduled to perform the work, and the expected timeline of completion. If the MCC is unable to complete the work in a manner deemed acceptable by City staff, the City will conduct the work and charge the MCC the applicable municipal rate.

5. Police Department employees will provide staff and provide security during the hours of operation of the Festival.
  6. Community Development Department employees and/or City contractors will inspect the general layout of the site and conduct any other inspections deemed necessary once all Festival components are known. The site inspection shall take place at least one hour prior to the time the Festival is scheduled to open to the public. All event components requiring inspection shall be completely set up at the time of the scheduled inspection. At least one representative of the MCC shall be present during the entire inspection.
  7. Marketing and Communications Division staff will assist the MCC with the marketing of the Festival via the City's website, community calendar and email newsletter; however, paid advertising will be the sole responsibility of the MCC. In order for City staff to provide marketing assistance, the MCC shall submit event-specific marketing materials to the City at least 60 days prior to the Festival. These materials may include, but are not limited to photos, graphics, logos, link to the event website, and links to social media event page(s). The MCC shall submit any new or additional marketing materials to the City no later than 30 days prior to the Festival. These materials may include, but are not limited to the entertainment schedule, tentative list of parade participants, tentative list of vendors, and programming updates. MCC will update the City as new parade participants and vendors are added on a weekly basis following the tentative list submission.
4. The MCC shall communicate progress and compliance with the terms of this Agreement at the request of the City. The MCC shall comply with the following coordination and submittal deadlines and all other submittal dates as indicated on the Special Event Permit Application.
- A. July 1, 2024 or sooner – Submit Special Event Permit Application and required supporting documentation.
  - B. July 15, 2024 – Attend the Public Affairs Committee meeting
  - C. July, August, & September 2024 - The MCC is required to attend at least three coordination meetings to be held with City officials in preparation of the Festival. The meetings shall be scheduled by the City after the Special Event Permit Application has been submitted. The City reserves the right to cancel the Festival by the third

coordination meeting if the Agreement terms have not been satisfied or have not been adequately addressed. All monies provided by the City to MCC prior to any cancellation shall be repaid in accordance with Section 12 of this Agreement.

- D. September 1, 2024 – Not less than 14 days prior to the Festival, the MCC shall provide written notice, via hand-delivery and/or U.S. Mail, to all residents, business tenants, and property owners in the host area that will be affected by road closures, change to traffic patterns, etc. where the Festival will take place and along the parade route. At the MCC's request, the City will provide the MCC with a current list of addresses located within these defined areas. The MCC shall provide a written affidavit to the City confirming delivery of these notices no later than seven days prior to the Festival.
  - E. November 1, 2024 – Submit final draft of the post-Festival report. The report shall include a recap of the Festival and detail the logistical successes and challenges of the event. It shall also include the accounting of expenses related to the Festival, totaling not less than \$8,500 plus the total amount of the City's matched contributions as described in Section 3.B. All associated expenses shall be accompanied by copies of invoices, receipts, and verification of payments made to vendors.
- 5. If either party elects to enforce the provisions of this contract in a court of law, the venue shall be in the Circuit Court of DuPage County. The successful party in any action to enforce the terms of this Agreement is entitled to reimbursement for its reasonable costs and attorney's fees.
  - 6. The MCC agrees to maintain general liability insurance in amounts not less than \$2,000,000 aggregate and shall name the City of West Chicago and its respective officials, agents, employees and volunteers all as additional insureds under the policy. The MCC's insurance coverage shall be primary as respects the City and its respective officials, agents, employees and volunteers. Any insurance or self- insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of the MCC's insurance and shall not contribute with it. The MCC shall ensure that the City receives original certificates of insurance and endorsements evidencing the existence of such coverage with its completed Special Event Permit Application, which shall be continued during any periods in which this Agreement is in force.
  - 7. The MCC hereby agrees to indemnify and hold harmless the City and its directors, officers, agents and employees from and against any and all claims, demands, actions, causes of action and other liabilities and expenses, including but not limited to attorney's fees, arising out of or in connection with the Festival, including but not limited to any such claims that may be asserted by any employees and/or volunteers of the MCC, any contractor, vendor or other service provider for the Festival. This indemnification provision shall survive the term of this Agreement or any

cancellation or abandonment of the terms and conditions contemplated herein.

8. The MCC is responsible for obtaining, verifying and retaining all vendor and participant Certificates of Insurance and waivers when applicable.
9. The MCC hereby agrees that any and all work conducted at the Festival site shall be performed in accordance with all applicable laws of the City to provide a safe working environment for the Festival workers, volunteers and general public. Any insurance or self-insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of any vendor's insurance and shall not contribute with it. The MCC is responsible for ensuring that all insurance requirements are met, and all required documentation is provided to the City.
10. If necessary, the MCC hereby grants the City permission to communicate directly with its insurance company to ensure that the Certificate of Insurance and the endorsements comply with the terms of this Agreement, the Special Events Policy, and the City's Municipal Code.
11. Neither this Agreement nor any interest herein, or claim hereunder, shall be assigned or transferred by either the City or the MCC.
12. Should the MCC fail to comply with the terms of this Agreement, all monies provided and not accounted for in expenditures towards the planning of the Festival by the City shall be returned to it within 60 days of the written notice of the termination of this Agreement. The Festival may be canceled by mutual written agreement of both Parties as a result of extreme weather on the day of the Festival; in this instance, no repayment to the City is required.
13. If the Festival is canceled arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action or arising out of acts of God, fire, flood, war, acts of terrorism, pandemic, epidemic, sabotage, accidents, or any other similar circumstance, the City will notify the MCC and immediately discontinue payments to the MCC and the accounting procedure in Paragraph 12 shall apply.

**CITY OF WEST CHICAGO**

By: \_\_\_\_\_

Name: Ruben Pineda  
Title: Mayor

**MEXICAN CULTURAL CENTER**

By: \_\_\_\_\_

Name: Fernando Ramirez  
Title: President

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attest:**

**Attest:**

**By:** \_\_\_\_\_

Name: Valeria Perez  
Title: Executive Office Manager

**By:** \_\_\_\_\_

Name:  
Title:



# 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.C.

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

**COMMITTEE AGENDA DATE:** June 3, 2024

**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 27 through Sunday, June 30, 2024 at Pioneer Park in accordance with the terms outlined in Resolution 23-R-0094.

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: \_\_\_\_\_ 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 IML-RMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.
2. **\*\*\*PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:  
  
"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".
3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name "The City of West Chicago, its officials, agents, employees, and volunteers" as primary and non-contributory.
4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.
5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to [specialevents@westchicago.org](mailto:specialevents@westchicago.org) or fax (630-293-1257) to be considered an original document.

I, David J. Sabathne, representing Western DuPage Chamber of Commerce  
(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)

3/21/2024  
\_\_\_\_\_  
(date)

West Chicago Railroad Days  
\_\_\_\_\_  
(name of event)

June 27-30  
\_\_\_\_\_  
(date of event)

**SECTION 1 – GENERAL INFORMATION**

Name of Event: 2024 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 27-30 Hours of Event: \_\_\_\_\_ to \_\_\_\_\_ Est. Attendance: 10,000

Event Website: www.westerndupagechamber.com

Purpose of event: Community Festival

Name of Sponsoring Organization(s): City of West Chicago - West Chicago Park Dist. - WDC Chamber

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

Contact person from sponsoring organization: David Sabathne

Organizer address: 306 main street

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

Cell Phone: [REDACTED] E-mail: Team@westerndupagechamber.com

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

1<sup>st</sup> Contact: David Sabathne Phone: [REDACTED]

2<sup>nd</sup> Contact: Wayne Lofton Jr. Phone: [REDACTED]

Is this an annual event?  Yes  No If Yes, provide next year's event date: NOT KNOWN

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

None reported

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

N/A

**SECTION 2 – NARRATIVE**

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

**SECTION 3 – PERMITS**

Will your event include a carnival?  Yes  No

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

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

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

Will your event include a fireworks display?  Yes  No

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

Are you holding a raffle at your event?  Yes  No

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

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

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

Will you be serving food at your event?  Yes  No

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

Are you requesting services from these departments?

Police  Fire District / Paramedics  Public Works

Specify services: Please see separate "Request for Service"

Will you be utilizing any of the following services?

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

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

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

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

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of "No Firearms" signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

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

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

---



---

Would you like to request the closing of City streets?  Yes  No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

# West Chicago Railroad Days

June 27-30, 2024

## Narrative

Pioneer Park has been the home of West Chicago Railroad Days for almost a decade now and has grown in attendance over the years compared to the early years in the new location. This will be the 2<sup>nd</sup> year that it will be held at the end of June rather than following the Independence Day weekend.

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.

Returning in 2024 are the carnival, free concerts, food and merchant vendors, beer garden and if an approved launch site can be secured, fireworks too will return as a feature of the 2024 Railroad Days.

The 2023 fireworks display was cut short due to extremely dry conditions and the premature eruption of one of the shells that caused a fire which needed to be extinguished. Special attention will be given should a similar environmental risk be present in 2024. Watering down vegetation for example may be necessary in extremely dry conditions.

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.

The Kids Zone which was introduced in 2022 is being reimagined for 2024. This is for our youngest residents to enjoy a free activity for 2 hours on Saturday. Crafts, games, and entertainment will be provided.

Marketing has already begun on social media which has become the number one source for festival inquiry and interest. Marketing of special "featured" acts and events we will continue up to and throughout the event. All applications and downloadable schedules and attractions will remain on our website throughout the event.

Respectfully,

David J Sabathne, President

# 2024 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 25th :

Water meter hook: by Tuesday June 25<sup>th</sup>

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

### Wednesday June 26th

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

### Thursday June 27th

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 28th

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

### Saturday June 29<sup>th</sup>

Inspection and/or necessary support for evening fireworks.

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

### Sunday June 30<sup>h</sup>

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

### Monday July 1<sup>st</sup>.

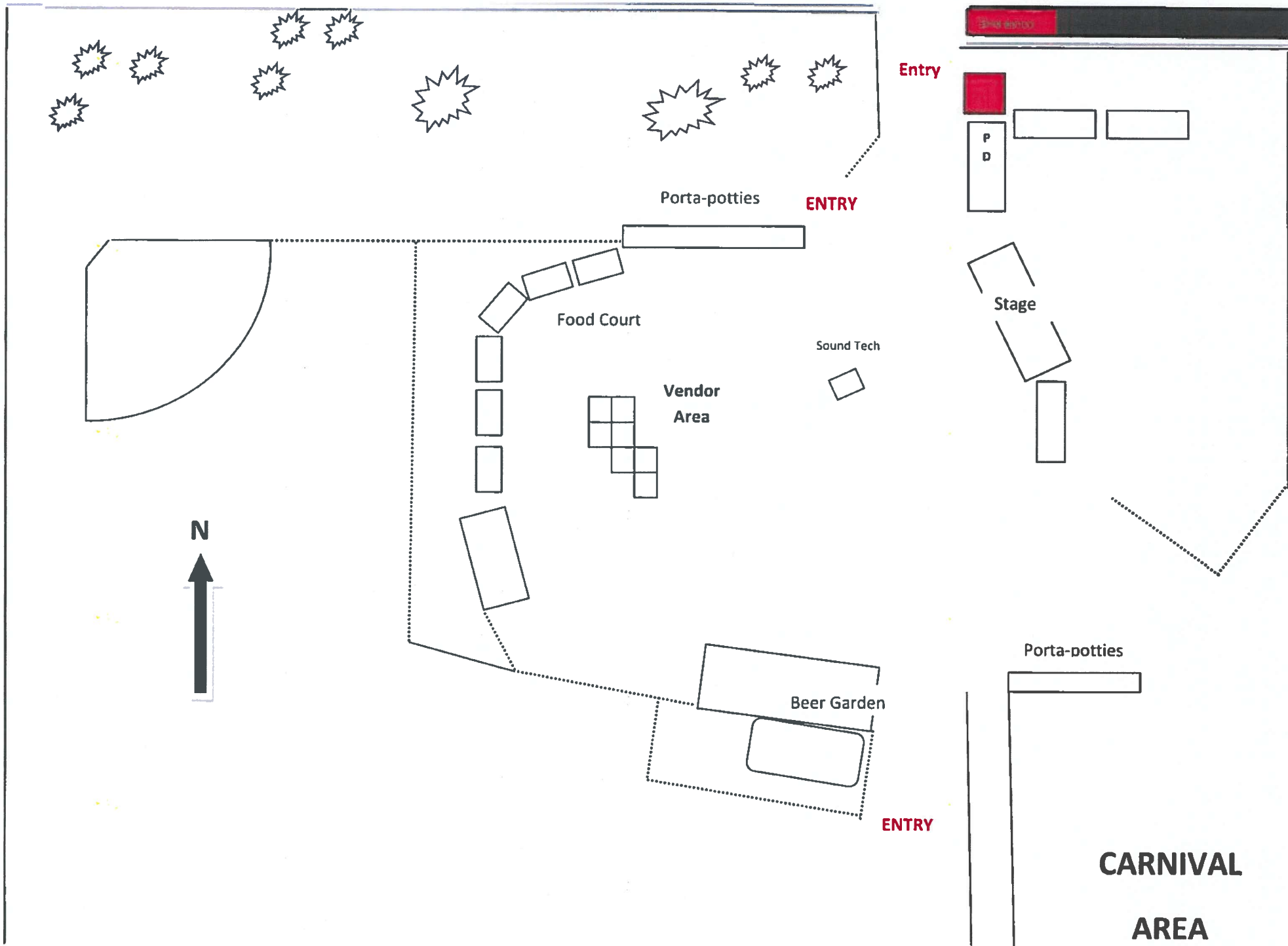
Removal of water meters from two locations at approximately 3 PM

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.





**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: \_\_\_\_\_

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

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

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

In consideration of the Western DuPage Chamber of Commerce (name of organization) and its Members, employees, volunteers or guests, being allow to participate in 2024 Rautened 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 21<sup>ST</sup> day of March, 2024

Western DuPage Chamber of Commerce  
Name of Organization

David J. Sabathine  
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.**

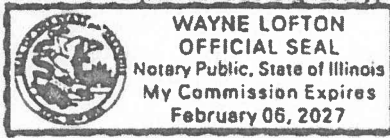
**\*All applications must be signed and notarized.**

Western Duluth Chamber of Commerce  
(Name of Organization)

David J. Salathine  
(Print Name of Signatory)

3/21/2024  
(Date)

By \_\_\_\_\_  
(Authorized Signatory)



\_\_\_\_\_  
(Notary Public)

Signed and sworn to before me this 21 day of MARCH, 2024.

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

**CITY OF WEST CHICAGO**

**PUBLIC AFFAIRS COMMITTEE  
AGENDA ITEM SUMMARY**

**ITEM TITLE:**

**CF Cycle for Life  
Special Event Permit Application  
Cystic Fibrosis Foundation**

**AGENDA ITEM NUMBER:** 4.D.

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

**COMMITTEE AGENDA DATE:** June 3, 2024

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

**STAFF REVIEW:** Tom Dabareiner

**SIGNATURE** 

**APPROVED BY CITY ADMINISTRATOR:**  
Michael Guttman

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

**ITEM SUMMARY:**

The Cystic Fibrosis Foundation is seeking approval for their CF Cycle for Life bike ride scheduled for Saturday, September 28, 2024 from 8:00 a.m. – 2:00 p.m. with an estimate of 75 attendees. They will be starting at Pollyanna in St Charles with routes utilizing the IL Prairie Path throughout DuPage County. The estimated time that the riders will be in the West Chicago area is between 11:00 and 1:00pm.

The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the Park District and Fire Protection District. The Special Event Permit Application is attached, which includes the course maps.

**ACTIONS PROPOSED:**

Recommend event for approval as proposed, 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: 4/9/24 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 IML-RMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

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

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


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

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

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

I, Meg Schneider, representing Cystic Fibrosis Foundation  
(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)

CF Cycle for Life

\_\_\_\_\_  
(name of event)

4/6/24  
\_\_\_\_\_  
(date)

9-28-2024

\_\_\_\_\_  
(date of event)

**SECTION 1 – GENERAL INFORMATION**

Name of Event: Cycle for Life

Type of Event:

Parade  Walk/Run/Bike  Carnivals  Fireworks  Festival

Other a bike ride utilizing the Illinois Prairie Path requiring no street closures

Location of Event: Illinois Prairie Path-Elgin Branch

Date(s) of Event: 9/28/2024 Hours of Event: 8:00AM to 2:00PM Est. Attendance: 75 Event

Website: https://fightcf.cff.org/site/TR/Cycle/45\_Greater\_Illinois\_Chicago?fr\_id=10128&pg=entry Purpose of

event: A fully supported bike ride benefiting the Cystic Fibrosis Foundation that is starting at Pollyanna in St. Charles with routes utilizing the IL Prairie Path throughout DuPage Co.

Name of Sponsoring Organization(s): Cystic Fibrosis Foundation

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

Contact person from sponsoring organization: Naomi Ishihara

Organizer address: 200 N. LaSalle St., Suite 2300

City/State/Zip: Chicago, IL 60601 Phone: 312-236-4491

Cell Phone: \_\_\_\_\_ E-mail: nishihara@cff.org

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

1<sup>st</sup> Contact: Naomi Ishihara Phone: [REDACTED]

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

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

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

This is our second year riding on the Illinois Prairie Path, however, there have been no problems or incidents that have occurred.

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

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

**SECTION 2 – NARRATIVE**

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



**SECTION 3 – PERMITS**

Will your event include a carnival?  Yes  No

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

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

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

Will your event include a fireworks display?  Yes  No

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

Are you holding a raffle at your event?  Yes  No

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

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

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

Will you be serving food at your event?  Yes  No

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

Are you requesting services from these departments?

Police  Fire District / Paramedics  Public Works

Specify services: We are requesting no services from any of your departments unless the City of Chicago requires we use their police department for any needed crossing guards.

---

Will you be utilizing any of the following services? No

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?*

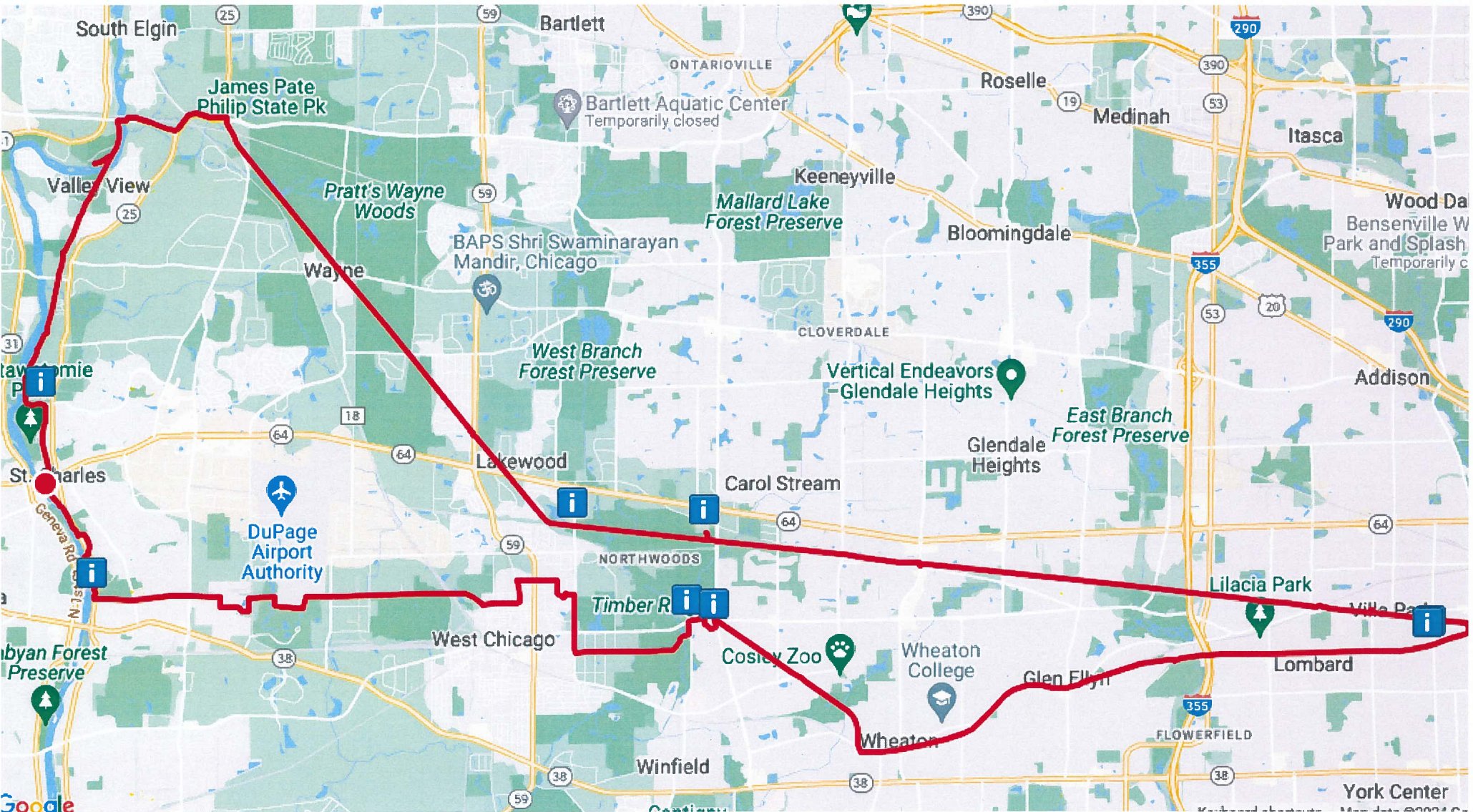
Yes  No If yes, please indicate the property that you are requesting to use.

Bike route is situated along the IL Prairie Path, going through West Chicago

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 <b>Original</b> Certificate of Insurance*	21 days*	
Submit Raffle Registration Application	14 days	
Notify residents/businesses of special event	14 days	
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i> )	N/A	Day of Event

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

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

In consideration of the Cystic Fibrosis Foundation (name of organization) and its Members, employees, volunteers or guests, being allow to participate in CF Cycle for Life, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Cystic Fibrosis Foundation (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Cystic Fibrosis Foundation (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 Cystic Fibrosis Foundation (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 Cystic Fibrosis Foundation (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 Cystic Fibrosis Foundation (name of organization) at its own expense, satisfy and discharge the same.

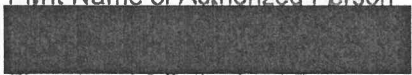
The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the Cystic Fibrosis Foundation (name of organization).

Agreed this 6 day of April, 2024

Cystic Fibrosis Foundation  
Name of Organization

Meg Schneider  
Print Name of Authorized Person

  
Signature of Authorized Person

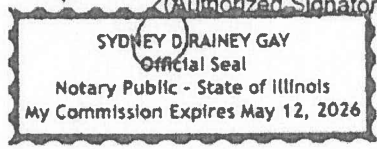
Executive Director  
Title

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.**

Cystic Fibrosis Foundation \_\_\_\_\_ Meg Schneider \_\_\_\_\_ 4/6/24  
(Name of Organization) (Print Name of Signatory) (Date)

By \_\_\_\_\_  
(Authorized Signatory)



\_\_\_\_\_  
(Notary Public)

Signed and sworn to before me this 6 day of April, 2024.

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

# CITY OF WEST CHICAGO

## PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

**FIT4FALL 5K**  
**Special Event Permit Application**  
**Healthy West Chicago & City of West Chicago**

**AGENDA ITEM NUMBER:** 4.E.**FILE NUMBER:** \_\_\_\_\_**COMMITTEE AGENDA DATE:** June 3, 2024**COUNCIL AGENDA DATE:** \_\_\_\_\_**STAFF REVIEW:** Tom Dabareiner**SIGNATURE**  \_\_\_\_\_**APPROVED BY CITY ADMINISTRATOR:**  
Michael Guttman**SIGNATURE** \_\_\_\_\_**ITEM SUMMARY:**

Healthy West Chicago & The City of West Chicago are seeking approval for a 5K Run scheduled for Saturday, September 21, 2024 from 6:00 a.m. – 10:00 a.m. with an estimate of 300 attendees. All proceeds from this event will be used to support Healthy West Chicago programming and sustainability.

Set-up is scheduled to begin at 6:00 a.m. The race begins at 7:30 a.m. The event is expected to end at approximately 10:00 a.m.

Event organizers have requested use of the public walkway along Yale Street as well as National Street east of Yale Street for the race route.

The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the Park District and Fire Protection District. The Special Event Permit Application is attached, which includes the course map.

**ACTIONS PROPOSED:**

Recommend event for approval as proposed, 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: 4/29/24

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 IML-RMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

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

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

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

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

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

I, Carly Smitherman, representing Healthy West Chicago  
(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)

4/26/2024  
(date)

Fit4Fall 5K

(name of event)

Saturday, September 26, 2024

(date of event)

**SECTION 1 – GENERAL INFORMATION**

Name of Event: Fit4Fall 5K

Type of Event:

Parade  Walk/Run/Bike  Carnivals  Fireworks  Festival

Other \_\_\_\_\_

Location of Event: Reed-Kepler Park, 129 W National St, West Chicago, IL

Date(s) of Event: 9.21.2024 Hours of Event: 6:00 am to 10:00 am Est. Attendance: 225

Event Website: https://raceroster.com/events/2024/87943/west-chicago-fit4fall-5k

Purpose of event: Community engagement

Name of Sponsoring Organization(s): Healthy West Chicago and City of West Chicago

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

Contact person from sponsoring organization: Nicolette Stefan and Sara Phalen

Organizer address: 475 Main Street

City/State/Zip: West Chicago, IL 60185 Phone: 630.293.2200, ext. 176

Cell Phone: [REDACTED] E-mail: info@healthywestchicago.org or nstefan@westchicago.org

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

1<sup>st</sup> Contact: Nicolette Stefan Phone: 630.293.2200, ext. 176

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

Is this an annual event?  Yes  No If Yes, provide next year's event date: 9.20.2025

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

No problems or incidents last year.

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

N/A

**SECTION 2 – NARRATIVE**

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

**SECTION 3 – PERMITS**

Will your event include a carnival?  Yes  No

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

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

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

Will your event include a fireworks display?  Yes  No

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

Are you holding a raffle at your event?  Yes  No

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

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

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

Will you be serving food at your event?  Yes  No

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

Are you requesting services from these departments?

Police  Fire District / Paramedics  Public Works

Specify services: None

---

Will you be utilizing any of the following services? No

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

**Fit4Fall 5K**  
Special Event Proposal:  
Saturday September 21, 2024

**Event Overview:**

The Fit4Fall 5K will be sponsored by Healthy West Chicago and the City of West Chicago, with the support of Race Time Inc. This event will take place on Saturday, September 21, 2024 at Reed-Keppler Park, West Chicago with the race beginning at 7:30 a.m. This event will attract participants from West Chicago and surrounding communities. The event will include features such as a race t-shirt, 5K race medals, food truck offering free waffle with unlimited toppings, swag bags, and wellness vendors.

Race Time Inc. is offering their services at a discounted rate. The Healthy West Chicago's Program Administrator and City of West Chicago's Event Coordinator will coordinate the event day activities with Race Time Inc., Healthy West Chicago Volunteer Committee, and West Chicago Park District.

**General Information:**

**Main Contacts:**

Carly Smitherman  
Healthy West Chicago  
Email: [info@healthywestchicago.org](mailto:info@healthywestchicago.org)  
HWC Phone: (630) 230-6370

Nicolette Stefan  
City of West Chicago Special Events Coordinator  
Email: [nstefan@westchicago.org](mailto:nstefan@westchicago.org)  
Phone: 630.293.2200, ext. 176

**Proposed Course:**

USATF course Run to Remember on the Illinois Prairie Path. Proposed map of racecourse submitted with permit application. Course length: 3.1 miles.

**Registration & Fee Structure:**

- 5K Run/Walk Adult (18 and older): \$35.00
- 5K Run/Walk Student (17 and under) \$15.00
- 1 Mile Youth Run (10 and under) \$5.00

- Early Registration Discount: \$5 off.
- West Chicago Staff Discount for West Chicago City, Park District, and school staff: \$10 off.
- Families running the 5K with 4 or more people will receive \$5 off the total.
- All proceeds from the event will be used to continue with Healthy West Chicago programming and sustainability.

**Main Event Schedule:**

6:00 AM Staff & Volunteer Set-Up

6:30 AM Registration Opens

7:00 AM Registration Closes

7:30 AM 5K Walk/Run starts

8:30 AM (or when last 5K participant crosses finish line) 1 Mile Youth Run starts

9:20 AM Awards Announced/Distributed

9:40 AM Site Clean Up Begins

10:00 AM Site Clean Up Ends

**Race Timing and 5k Course Organizer:**

Organizer: Race Time Finish Line Management & Timing Company

Website: <http://www.racetime.info>

Contact: Julie Pearson

Email: [racetime21@hotmail.com](mailto:racetime21@hotmail.com)

**Awards Participants Receive:**

5K Walk/Run: Trophies will be distributed to one overall male and one overall female winner.

**5k Walk/Run Participants Receive:**

- Short sleeved 5K t-shirt
- Official Chip time
- Finisher medal

1 Mile Youth Run: All participants will receive a finisher ribbon.

**All Event Attendees Receive the Following:**

Participants that register by September 6<sup>th</sup> will receive a free waffle with unlimited toppings from All Belgium Food Truck. Waffles for purchase will be available for bystanders, 1k, or those that register after September 6.

The first 100 registered receive a swag bag filled with giveaways.

Pre and post stretching provided by Athletico Physical Therapy.

Music and announcer at the Start/Finish.

Race day pictures by professional photographer.

Water: water stations at Start/Finish and near mile markers 1 and 2 along the course.

First-aid tents will be located at Start/Finish and near mile marker 2 near the turnaround.

#### Cancelation:

The event will only be canceled in the event of extreme weather conditions that pose a threat to safety. This includes severe thunderstorms, lightning, high winds, or any other weather conditions deemed hazardous by event organizers.

Utilization of Thor-Guard System: To assess the potential risk of lightning strikes and severe weather, we rely on the West Chicago's Park District Thor-Guard system. This state-of-the-art integrated lightning prediction and warning system provides real-time data and alerts, enabling us to make informed decisions regarding event safety.

#### Website & Registration Structure:

Participants will register using Race Time Inc.'s online platform.

Electronic signature of liability "Waiver & Release" will be required. A volunteer sign-up option will also be available.

**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.

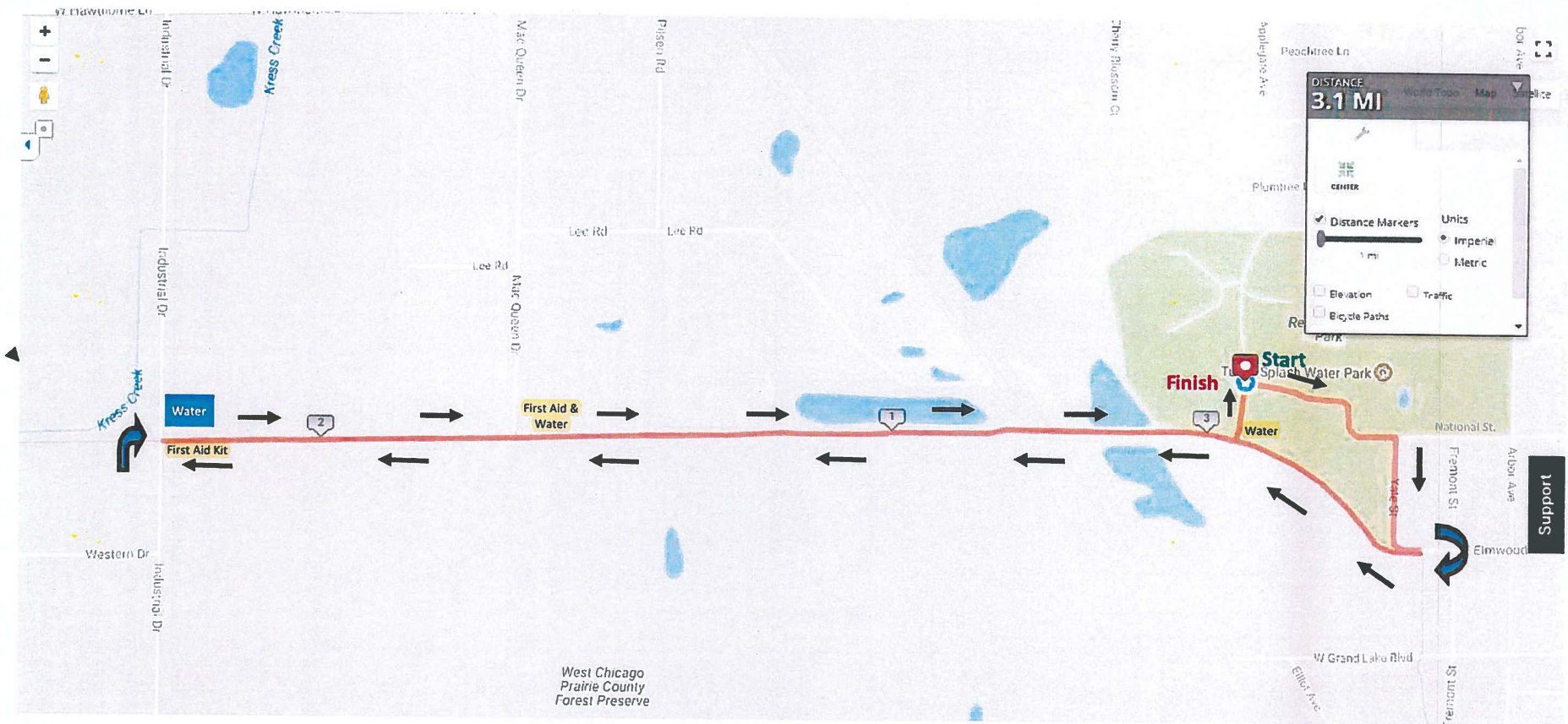
Reed-Kepler Park and associated parking lots as permitted by Park District.

Turtle Splash parking lot will be use for participant parking. Rolling closure at Yale St. and National St.

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
<u>Park District</u>	<u>Wiggly Field and Zone 250</u>	<u>parking lots</u>	<u>9.21.2024</u>	<u>6:00-10:00 am</u>
<u>Yale St.</u>	<u>Use of public walkway along Yale St.</u>	<u>(5K)</u>	<u>9.21.2024</u>	<u>7:30- 7:40 am</u>
<u>National St.</u>	<u>National St. east of Yale St. for race route.</u>	<u>(5K)</u>	<u>9.21.2024</u>	<u>7:30- 7:40 am</u>
<u>Yale St.</u>	<u>Use of public walkway along Yale St.</u>	<u>(1 Mile Youth Run)</u>	<u>9.21.2024</u>	<u>8:30-8:50 am</u>
<u>National St.</u>	<u>National St. east of Yale St. for race route.</u>	<u>(1 Mile Youth Run)</u>	<u>9.21.2024</u>	<u>8:30-8:50 am</u>



Water: water stations at Start/Finish, and at the turnaround, near mile marker 2, and mile marker 3 along the course.  
 First-aid tents will be located at Start/Finish, between mile marker 1 and 2 (off MacQueen Dr) and a first aid kit will be at the turn around.





Road Running Technical Council  
USA Track & Field

Measurement Certificate



Name of the course Run to Remember Distance 5 km

Location (state) Illinois (city) West Chicago

Type of course: road race  calibration  track  Configuration: Out and Back

Type of surface: paved 23 % dirt        % gravel 77 % grass        % track        %

Elevation (meters above sea level) Start 234 Finish 234 Highest 240 Lowest 228

Straight line distance between start & finish Same Point Drop 0 m/km Separation 0 %

Measured by (name, address, phone & e-mail) Winston Rasmussen [REDACTED]

Race contact (name, address, phone & e-mail) Robbi Peterson, West Chicago Police Dept, 325 Spencer  
West Chicago, IL 60185 (630) - RPeterson@West Chicago.org

Measuring Methods: bicycle  steel tape  electronic distance meter

Number of measurements of entire course: 2 Date(s) when course measured: April 14, 2015

Race date: April 19, 2015 Course certification effective date: April 15, 2015

Certification code: IL15011WR

Notice to Race Director: Use this Certification Code in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

*Verification of Course* — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2025

AS NATIONALLY CERTIFIED BY:

[REDACTED] Date: April 15, 2015  
Winston C. Rasmussen — USATE/RRTC Certifier  
[REDACTED]

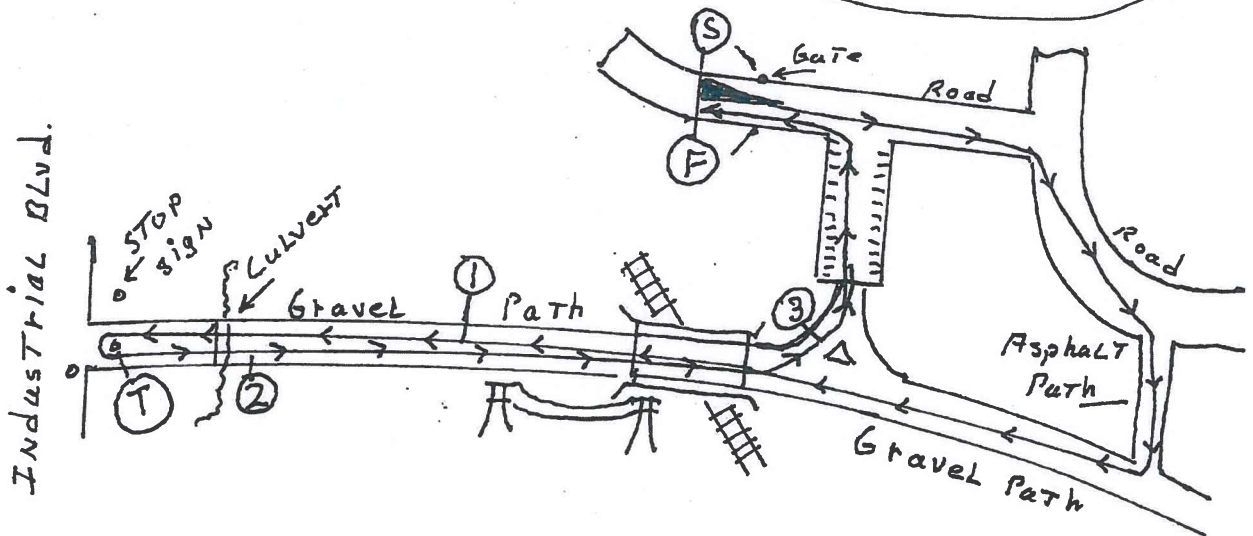
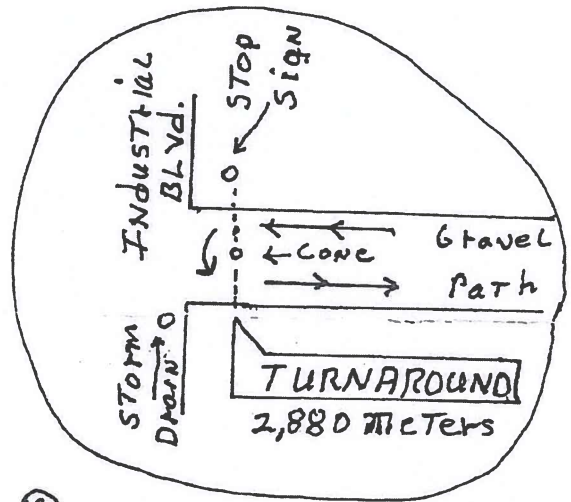
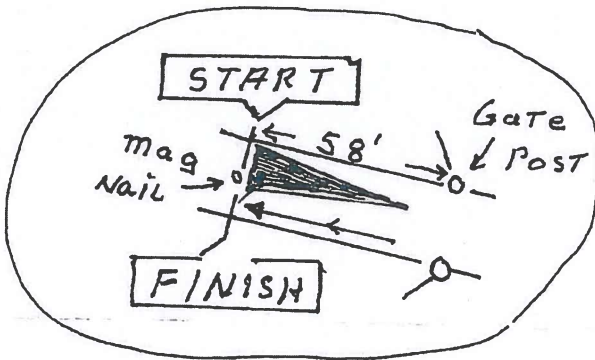


**Run to Remember**  
 5 kilometers  
 West Chicago, Illinois  
 USATF Certification # IL15011WR  
 Effective April 15, 2015 – Dec 31, 2025



**NORTH**  
Map Not to Scale

- START:** Mag nail, center of road, 58' W of edge of gate post on N side of road (See detail)  
**1 MILE:** North edge of gravel path, 147' W of 2<sup>nd</sup> electrical tower W of RR tracks  
**Turnaround:** Center of path, even with stop sign (21'6" E of center of round storm drain on Industrial Drive)  
**2 MILE:** South edge of gravel path, 23'6" E of center of culvert  
**3 MILE:** West edge of gravel path, 44'6" S of S end of parking lot  
**Finish:** Same as the start  
 Measured by Winston Rasmussen April 14, 2015 (w.rasmussen@comcast.net)



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

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

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

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

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

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



- R: Registration Tent
- FV/RV: Vendor Booths
- T: Toilets
- S/F: Start and Finish
- FA: First Aid
- FT: Food Truck

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

In consideration of the Healthy West Chicago (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Fit4Fall 5K, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Healthy West Chicago (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Healthy West Chicago (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 Healthy West Chicago (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 Healthy West Chicago (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 Healthy West Chicago (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 Healthy West Chicago (name of organization).

Agreed this 26 day of April, 2024

Healthy West Chicago  
Name of Organization

Carly Smitherman  
Print Name of Authorized Person



Signature of Authorized Person

Program Administrator  
Title

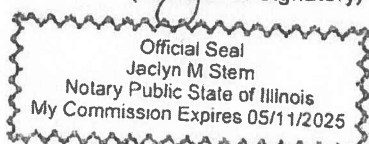
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*


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.

Healthy West Chicago (Name of Organization)      Carly Smitherman (Print Name of Signatory)      4/26/24 (Date)

By  (Authorized Signatory)



 (Notary Public)

Signed and sworn to before me this 26<sup>th</sup> day of April, 2024.

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

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

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

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

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

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

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

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

Denied  
Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CITY OF WEST CHICAGO

## PUBLIC AFFAIRS AGENDA ITEM SUMMARY

**ITEM TITLE:**

Prohibition of Farm-Type Animals  
Text Amendment to Section 11-85 of  
the Code of Ordinances

Ordinance No. 24-O-0015

**AGENDA ITEM NUMBER:** 4. F.

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

**COMMITTEE AGENDA DATE:** June 3, 2024

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

**STAFF REVIEW:** Tom Dabareiner, AICP

**SIGNATURE** 

**APPROVED BY CITY ADMINISTRATOR:** Michael  
Guttman

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

Section 11-85 of Chapter 11 of the Code of Ordinances (Offenses and Miscellaneous Provisions) prohibits the possession of several types of animals throughout the City. Most of these prohibited animals include exotic or wild type animals such as lions, bears, cheetahs, crocodilians, etc. The possession of fowl such as roosters and chickens are also specifically prohibited. Per the Zoning Code, the only type of animals that are permitted, aside from domestic household animals such as cats, dogs, etc., are horses and are permitted only in Estate Residential districts. All other types of farm animals, such as cows, goats, lamas, etc. are prohibited because they are not specifically listed as permitted anywhere in the City.

To reinforce and clarify this prohibition, staff has proposed a text amendment to the Code of Ordinances that specifically lists farm-type animals as being prohibited throughout the City. This includes a prohibition on cattle, calves, sheep, swine, goats, or other farm type animal. Horses shall also be listed as prohibited with an exception that they are permitted in the estate residential districts.

**ACTION PROPOSED:**

Consideration of a proposed amendment to Section 11-85 of Chapter 11 of the Code of Ordinances to specifically prohibit the possession of farm-type animals throughout the City.

**COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**  
Draft Ordinance

## ORDINANCE NO. 2024-O-0015

### AN ORDINANCE AMENDING SECTION 11-85 OF THE CODE OF ORDINANCES OF THE CITY OF WEST CHICAGO TO PROHIBIT THE POSSESSION OF FARM-TYPE ANIMALS

WHEREAS, the City of West Chicago regulates the use of land in the City to protect, promote, and improve the public health, safety, morals, convenience, order, appearance, prosperity and the general welfare of the citizens of West Chicago; and

WHEREAS, to achieve this purpose, the City Council believes it is in the best interest of the City to prohibit the possession of farm-type animals on all properties in the City; and

WHEREAS, possessing farm-type animals is not permitted anywhere within the City except horses within estate residential districts according to Appendix A of the Code of Ordinances (the Zoning Code); and

WHEREAS, Section 11-85 of Chapter 11 of the Code of Ordinances contains a list of animals specifically prohibited but does not include farm-type animals; and

WHEREAS, the City Council believes it is in the best interest of the City to clarify that possessing farm-type animals is prohibited throughout the City by amending Section 11-85 of the Code of Ordinances; and

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago Illinois, in regular session assembled as follows:

Section 1. That Section 11-85 (Certain animals prohibited) in Division 6 (Animal Control and Care) of Article II (Offenses) of Chapter 11 (Offenses and Miscellaneous Provisions) of the Code of Ordinances of the City of West Chicago be amended as follows:

Possession of a lion, tiger, leopard, ocelot, jaguar, cheetah, margay, mountain lion, lynx, bobcat, jaguarundi, any hybrid thereof, or any other similar feline animal, bear, hyena, wolf coyote, wolf-dog or coyote-dog hybrid, any member of the crocodylian family, poisonous reptile, or any other life threatening reptile or any other animal which is *ferae naturae* in the eyes of the law shall be prohibited except by any person or institution possessing state and/or federal permits enabling them to keep such animals.

Possession of any roosters, chickens or any similar fowl, or hybrid thereof is also prohibited.

Possession of any livestock including but not limited to cattle, calves, horses, sheep, swine, goats, or other farm-type animals shall be prohibited except that horses may be kept on a property zoned ER-1, in accordance with Section 9.1 of Appendix A of this code of ordinances, and on a property zoned ER-2, in accordance with Section 9.1-1 of Appendix A (the Zoning Code) of this Code of Ordinances.



PASSED this \_\_\_\_ day of \_\_\_\_\_, 2024.

Alderman D. Beebe \_\_\_\_\_

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

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

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

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

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

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

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

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

Alderman J. Smith \_\_\_\_\_

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

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

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

Alderman J. Banas \_\_\_\_\_

APPROVED as to form: \_\_\_\_\_  
City Attorney

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2024.

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

ATTEST:

\_\_\_\_\_  
Executive Office Manager Valeria Perez

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