

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

**Monday, January 20, 2025
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 December 16, 2024
3. Public Participation / Presentations
4. Items for Consent
 - A. Stations of the Cross – St. Andrew Lutheran Church
 - B. Blooming Fest
 - C. Food Fest
 - D. Frosty Fest
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Monthly Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday, December 16, 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 Banas.

Alderman Short via phone

2. Approval of Minutes.

A. Public Affairs Committee Minutes of October 21, 2024. Alderman Hallett made a motion, seconded by Alderman Banas to approve the minutes of the Public Affairs Committee. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith, Short and Banas. Voting Nay: 0. Abstain: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Consent.

A. Resolution No. 24-R-0093 – Extension of Ride DuPage Transportation Program - Alderman Banas made a motion, seconded by Alderman Smith to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

B. 2025 West Chicago Railroad Days Agreement - Alderman Banas made a motion, seconded by Alderman Smith to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

C. Resolution 24-R-0095 – Contract with Phalen Consulting Inc. for City Museum management services beginning January 1, 2025. - Alderman Birch Ferguson made a motion, seconded by Alderman Hallett to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Hallett, Birch Ferguson, Short and Banas. Voting Nay: Abstain: Alderman Brown and Smith. Motion carried.

5. Items for Discussion.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

A. West Chicago Police Department Monthly Reports

- 9. Adjournment.** Alderman Banas made a motion to adjourn, seconded by Alderman Hallett. The motion was approved by voice vote, and the meeting adjourned at approximately 6:36pm.

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:

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

AGENDA ITEM NUMBER: 4. A.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** January 20, 2025**COUNCIL AGENDA DATE:** January 20, 2025**STAFF REVIEW:** Kelley Chrisse, AICP, CEcD**SIGNATURE** *Kelley Chrisse***APPROVED BY CITY ADMINISTRATOR:**

Michael Guttman

SIGNATURE _____**ITEM SUMMARY:**

St. Andrew Lutheran Church is seeking approval for their annual Stations of the Cross religious event scheduled for Friday, April 18, 2025 from 12:00 p.m. – 1:00 p.m. with an estimate of 150 attendees.

The Church has requested use of City streets for a procession and Police services for assistance with traffic control and a rolling street closure.

Members of the Church will gather at the corner of Easton Avenue before the procession begins at 12:00 p.m. The procession will walk East on Main Street, turn North onto Prince Crossing, cross Geneva Road, and end at the Church.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, Business & Community Relations, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the procession route map.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



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

PERMIT NO. _____

Special Event Permit Application

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

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

Submittal Checklist

1. Completed and signed Special Event Application
 - Intent to Meet Insurance Requirements
 - Section 1 – General Information
 - Section 2 – Narrative
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Task List and Due Dates
 - Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - Carnival Permit Application - \$50 per employee
 - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - Building Permit Application (temporary tents – see min. requirements) - \$50
 - Raffle Registration Application – requires separate application
 - Temporary Liquor License Application – requires separate application
 - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: _____ Fee Paid: \$ _____

Receipt # _____ Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

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

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

Must be returned prior to application review by City staff

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

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

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

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

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

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

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

I, Mayra Vazquez, representing St. Andrew Lutheran Church
(print name of authorized person) (organization)

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

[Redacted Signature]
(signature)
Stations of the Cross
(name of event)

1/7/25
(date)
4/18/25
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Stations of the Cross

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: Main Street and Prince crossing Rd.

Date(s) of Event: 4/18/25 Hours of Event: 12 noon to 1 pm Est. Attendance: 150

Event Website: _____

Purpose of event: Religious event

Name of Sponsoring Organization(s): St. Andrew Lutheran Church

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

Contact person from sponsoring organization: Rev. Alex Molina

Organizer address: 155 N. Prince Crossing Rd.

City/State/Zip: West Chicago, IL 60185 Phone: 630-231-3787

Cell Phone: [REDACTED] E-mail: office@standrewlutheran.net

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

1st Contact: Pastor Alex Molina Phone: [REDACTED]

2nd Contact: Ignacio Pablo Phone: [REDACTED]

Is this an annual event? Yes No If Yes, provide next year's event date: 4/3/26

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

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

SECTION 2 – NARRATIVE

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

SECTION 3 – PERMITS

Will your event include a carnival? Yes No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

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

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? Yes No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? Yes No

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

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

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

Will you be serving food at your event? Yes No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department 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: Bolling Street Closure

Will you be utilizing any of the following services?

Water Electric/Generator Other 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.

Main Street and Prince crossing Rd.

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

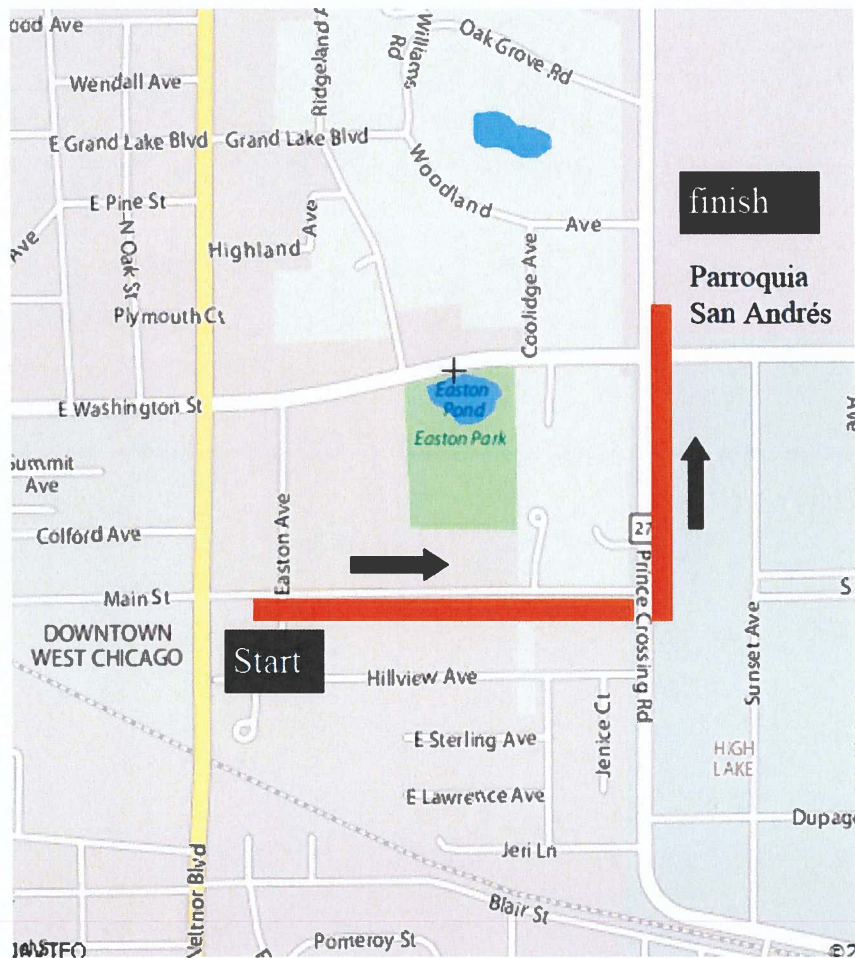
The Stations of the Cross

On Good Friday, April 18, 2025, at 12pm (noon), there will be a re-enactment of Jesus Christ's cross stations, also known as "Via Crucis." The re-enactment will be performed by members of St. Andrew Lutheran Church.

The Via Crucis begins on Easton Ave. & Main St. and finish at St. Andrew Church with a brief service.

We invite all members of the church and community of West Chicago to come and experience the journey that our Savior, Jesus Christ, lived through.

Via Crucis



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: 4/18/25

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

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

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the St. Andrew Lutheran Church (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Station of the cross (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to St. Andrew Lutheran Church (name of organization) participation in the Activity.

To the fullest extent permitted by law, the St. Andrew Lutheran Church (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of St. Andrew Lutheran Church (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The St. Andrew Lutheran Church (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the St. Andrew Lutheran Church (name of organization) at its own expense, satisfy and discharge the same.

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

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

Agreed this 10 day of January, 2025

St. Andrew Lutheran church
Name of Organization

Rev. Alex Molina
Print Name of Authorized Person


Signature of Authorized Person

Pastor
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.*

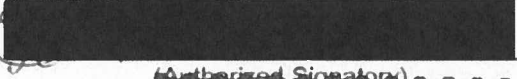
Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

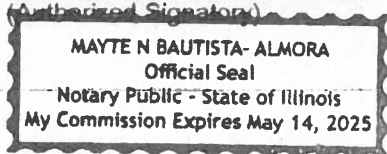
***All applications must be signed and notarized.**

St. Andrew Lutheran Church
(Name of Organization)

Alex Molina
(Print Name of Signatory)

1/10/25
(Date)

By 





(Notary Public)

Signed and sworn to before me this 10th day of January, 2025.

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:

Blooming Fest

AGENDA ITEM NUMBER: 4.B.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 20, 2025

COUNCIL AGENDA DATE: January 20, 2025

STAFF REVIEW: Kelley Chrusse, AICP, CEcD

SIGNATURE Kelley Chrusse

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Blooming Fest is scheduled for Saturday, May 17, 2025 from 9:00 a.m. to 3:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. Blooming Fest includes, but is not limited to: the West Chicago Garden Club plant sale, other garden-related vendors, a craft sale, local music/entertainment, kidZone, and food vendors.

The layout implemented in 2023 will be utilized again this year. The event will take place outside, primarily along Main Street and Galena Street.

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

ACTIONS PROPOSED:

Approval for:

- Use of City streets for vendor staging and event activities.
- Use of Police and Public Works services to support the event.
- Closure of Turner Court and Main Street from W. Washington Street to Chicago Street on the event day from 5:00 a.m. to 6:00 p.m. while maintaining clearance for emergency vehicles.
- Closure of Galena Street from Main Street to Tye Court from 10:00 a.m. Friday, May 17th through 6:00 p.m. on Saturday, May 18th while maintaining clearance for emergency vehicles.
- Use the public right-of-way for the posting of signs promoting the event and its supporting activities.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

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



Name of Event: Blooming Fest
 Location of Event: Downtown West Chicago City streets
 Date(s) of Event: May 17, 2025 Hours of Event: 9:00 a.m. to 3:00 p.m. Est. Attendance: 2,000
 Name of Sponsoring Organization(s): City of West Chicago
 Contact person from sponsoring organization: Nicolette Stefan
 Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: May 16, 2026

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

Nicolette Stefan Nicolette Stefan 01/08/2025
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

Based on the information which has been submitted, 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:

Food Fest

AGENDA ITEM NUMBER: 4.C.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 20, 2025

COUNCIL AGENDA DATE: January 20, 2025

STAFF REVIEW: Kelley Chrise, AICP, CEcD

SIGNATURE Kelley Chrise

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Food Fest is scheduled to take place on Saturday, August 23, 2025 from 4:00pm to 8:00pm in Downtown West Chicago.

The event is free to the public, and sponsored by the City. Food Fest includes, but is not limited to: food vendors, live music, and an alcohol vendor. The vendor would provide Basset certified staff, Certificate of Insurance, and liquor licensing that meets City requirements. Staff and Police will work to create boundaries for consumption.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for vendor staging and event activities
- Use of Police and Public Works services to support the event
- Street closures for the event from 11:00am to 12:00am
- Use the public right-of-way for posting of signs promoting the event

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-Sponsored Events



Name of Event: West Chicago Food Fest
 Location of Event: Downtown West Chicago
 Date(s) of Event: August 23, 2025 Hours of Event: 4:00 p.m. to 8:00 p.m. Est. Attendance: 2,000
 Name of Sponsoring Organization(s): City of West Chicago
 Contact person from sponsoring organization: Nicolette Stefan
 Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: August 22, 2026

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

Nicolette Stefan Nicolette Stefan 01/08/2025
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

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

Approved Permit No. _____

 Authorized Signature

 Title Date

Denied

Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Frosty Fest

AGENDA ITEM NUMBER: 4.D.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 20, 2025

COUNCIL AGENDA DATE: January 20, 2025

STAFF REVIEW: Kelley Chrusse, AICP, CEcD

SIGNATURE Kelley Chrusse

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Frosty Fest is scheduled for Saturday, December 6, 2025 from 4:30pm to 7:00pm in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. Frosty Fest includes, but is not be limited to: tree lighting ceremony, visits with Santa and Mrs. Claus, food truck/s, horse-drawn trolley rides, electric train, reindeer, craft vendors, and more.

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

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

ACTIONS PROPOSED:

Approval for:

- Use of Police and Public Works services to support the event.
- Closure of Main Street from Chicago Street to Washington Street from 12:00 p.m. – 11:00 p.m.
- Center Street to High Street to Galena Street for horse-drawn ride from 4:30 – 7:00 p.m. Street closure begins at 12:00 p.m. in preparation for the event.
- Use the public right-of-way for the posting of signs promoting the event and its supporting activities.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

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



Name of Event: Frosty Fest
 Location of Event: Main St. – Downtown West Chicago
 Date(s) of Event: December 6, 2025 Hours of Event: 4:30 p.m. to 7:00 p.m. Est. Attendance: 1,000
 Name of Sponsoring Organization(s): City of West Chicago
 Contact person from sponsoring organization: Nicolette Stefan
 Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: December 5, 2026

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

Nicolette Stefan _____ Nicolette Stefan _____ 01/08/2025 _____
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

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

Approved Permit No. _____

 Authorized Signature

 Title Date

<input type="checkbox"/> Denied Remarks: _____ _____ _____
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WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



DECEMBER 2024
Colin Fleury, Chief of Police

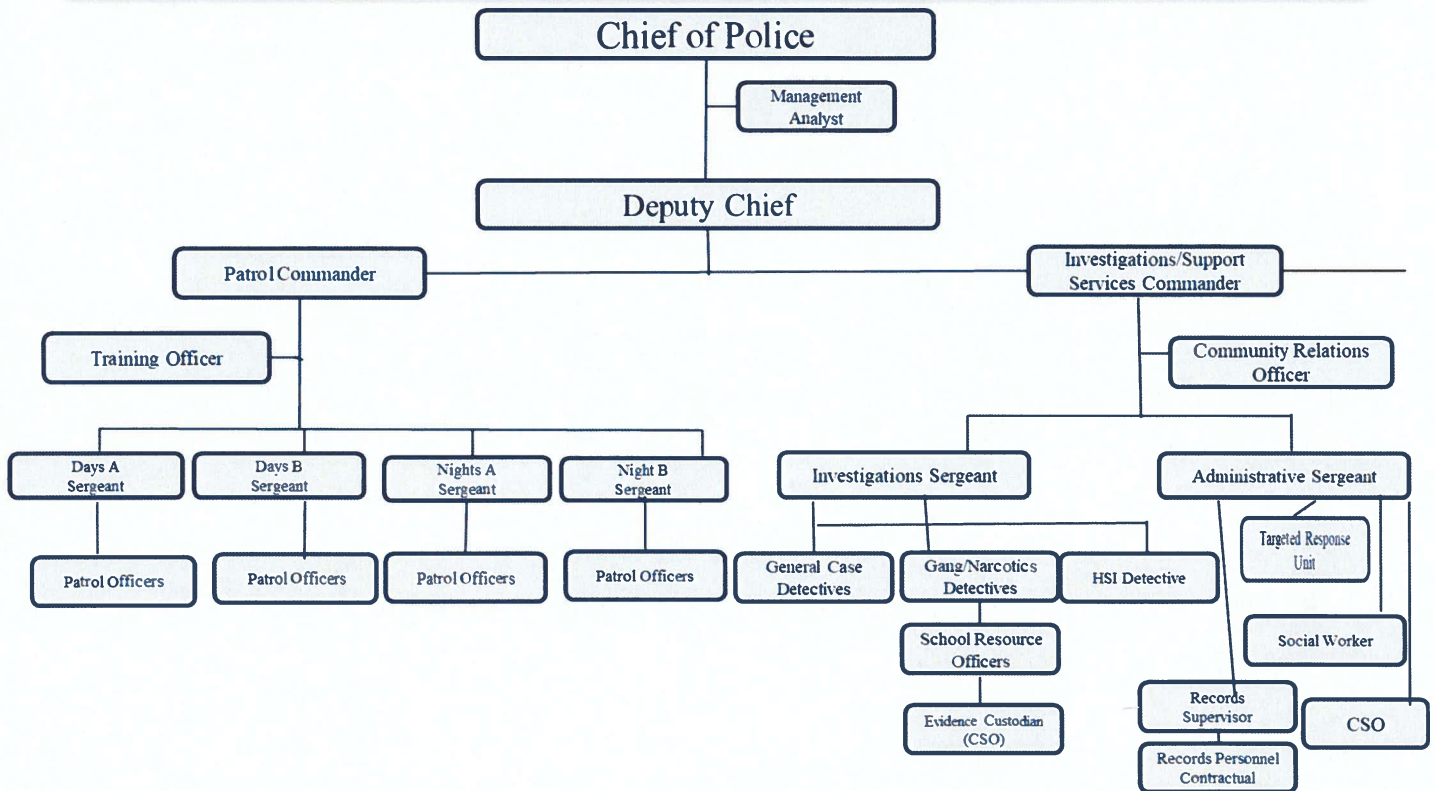
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Organizational Chart

West Chicago Police Department

West Chicago Police Department Organizational Chart



Department Overview

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

The police department has three divisions: the Office of the Chief of Police, the Patrol Division, and the Investigations/Administrative Division.

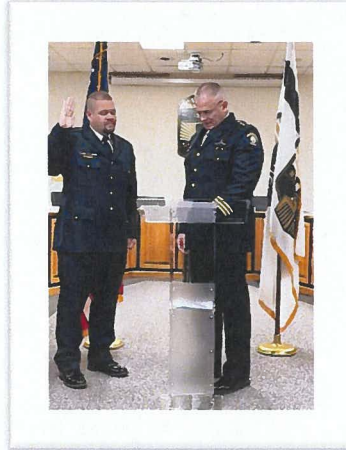
The primary responsibility of the Office of the Chief of Police is to provide general management direction and control for the Department. The Office of the Chief of Police consists of the Chief of Police, the Deputy Chief of Police, and the Management Analyst.

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

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

Personnel

On December 3rd, the Department promoted Officer Jones to the rank of Sergeant.



On December 13th, Officer La Porta graduated from the Suburban Law Enforcement Academy at the College of DuPage in Glen Ellyn.



On December 13th, Sergeant Reyes participated in this year's Shop with a Cop hosted by the DuPage County Sheriff's Office.



Between November 22nd and December 2nd, the Department participated in "Drive Sober or Get Pulled Over" and "Click It or Ticket" campaigns to reduce traffic fatalities. The Department announced the following results: 10 speeding citations, 19 occupant restraint citations, three electronic device use citations, 34 other citations, and one criminal arrest.

Criminal Activities

Criminal Defacement:

#2402427 Person(s) unknown spray-painted gang-related graffiti on the westbound railroad signal and the railroad electric building near Clara St. and Church St.

#2402430 Person(s) unknown spray-painted gang-related graffiti on the retaining wall of a residence in the 800 block of Elizabeth St.

Criminal Damage to Property:

On three separate occasions, person(s) unknown scratched the exterior paint of a vehicle parked in the 100 block of McConnell Ave.

#2402401 Person(s) unknown damaged the paint on the driver's side rear of a vehicle parked in the 1500 block of Harvester Rd.

#2402420 Person(s) unknown damaged a fence in the 400 block of E. Washington St. Tire tracks leading up to the fence indicate a vehicle had caused the damage.

#2402499 Person(s) unknown damaged street signs at the intersections of Chicago St. at High St. and Fulton St. at Center St.

Theft:

#2402390 A known person dropped off a truck tractor for work at a business in the 900 block of Washington St. The company installed four drive tires for \$1,360.00. The truck owner was allowed to leave with the vehicle and was instructed to Zelle the money to the business. The customer never provided the money and has not answered any of the business's calls. The investigation is ongoing.

#2402456 Person(s) unknown removed a package in front of the apartment door in the 900 block of Windsor Ct. The package contained a backpack valued at \$34.38.

#2402466 An unknown person illegally hooked up to a fire hydrant in the 500 block of Shingle Oak Dr. and removed approximately 500 gallons of water. When confronted, the suspect quickly left the area in a white van.

Theft/Battery:

#2402490 A known person battered the victim and then ran into the victim's residence in the 1100 block of Oak St. The suspect was convinced to exit the room and shortly afterward left the house. On a later date, the victim determined that two tablets and a phone were missing. The total value of the loss is at \$2,900.00. The investigation is ongoing.

Theft of Lost/Mislaid Property:

#2402464 Person(s) unknown removed the victim's iPhone after she left it at a restaurant in the 1700 block of N. Neltnor Blvd. She returned home, realized she had forgotten the phone, and discovered that the phone was gone when she returned to the restaurant. The total value of the phone is \$1,200.00.

Retail Theft:

#2402410 Person(s) unknown entered the Walgreens at 125 N. Neltnor Blvd., cleared the shelves in the vitamin section, and exited the store without paying. The suspects entered a vehicle and left in an unknown direction. At the time of the initial report, the cost of the loss was unknown.

#2402402 An unknown person entered Menards at 220 W. North Ave., concealed three rolls of copper wire valued at \$854.00 in a shopping cart, and entered the garden center. The suspect hid the copper wire behind patio blocks, went inside, and paid for ten patio blocks. The suspect left the store, drove to the garden center, placed the wire into a pickup truck, and then left the area. Surveillance cameras caught photos of the suspect and the vehicle's registration plate. Kane County deputies responded to the truck's registration address. They observed an individual fitting the description of the suspect exit the vehicle, run into the house, and turn out the lights. Attempts to have the suspect exit the house were unsuccessful. Officers towed the suspects' car to the Police Station.

Theft By Deception:

#2402453 Person(s) unknown contacted the victim and advised they could help her with Com Ed bills. The victim provided the suspect(s) with her bank information and password. The suspect then made a series of deposits into the victim's account and asked the victim to Zelle \$1,600.00. The victim did as instructed and later learned it was a scam.

Identity Theft:

#2402493 Person(s) unknown, without permission, opened a Verizon account in the victim's name. The account included five devices and had a balance of \$686.77.

Burglary:

#2402436 Person(s) unknown entered the victim's storage locker in the 1200 block of S. Neltnor Blvd. The owner was last at the storage unit in November. There was a different lock on the storage unit when the owner returned. The victim cut the new lock off and noticed several items missing. Items taken included a band saw, a drill, a subwoofer, and a pair of speakers. The total loss of the items is \$1,850.00.

Burglary to Motor Vehicle:

#2402330 Person(s) unknown entered a truck parked in a lot in the 1100 block of Powis Rd. and removed an underground magnetic system valued at \$23,000.00. The investigation is ongoing.

Monthly Totals

Activities	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total 2024	Total 2023
Traffic Stops	1,114	873	898	920	11,493	9,668
Traffic Citations	579	330	354	392	5,064	4,255
Traffic Warnings	196	179	165	169	2,698	3,226
Parking Citations	389	388	262	263	4,515	4,083
Traffic Crashes	74	65	77	66	811	809
Incident Reports	323	327	270	264	4,515	3,291

Officer Activities

#2402344 On December 4th, Officers McClelland, MacDougal, and Kowalik, and Detective Montgomery responded to a residence in the 2300 block of Kidwell Drive for a report of a subject who entered a home without permission. Upon arrival, a resident and neighbor were outside the house and advised the subject was still inside. Officers observed an open garage door and an open door to the residence from the garage. Officers entered the residence and placed the subject under arrest. There was substantial damage inside the home. Officers transported the subject to the Police Station, where he made statements of self-harm. Officers requested an ambulance from the West Chicago Fire Protection District to transport the subject to Northwestern Medicine Central DuPage Hospital for an evaluation. After the hospital cleared the individual for incarceration, officers transported him back to the Police Station. Detective Herbert and Officer McClelland interviewed the suspect who admitted to entering the residence and destroying property inside. The suspect stated an "entity" told him to do so. The DuPage County State's Attorney's Office approved charges of Burglary and Criminal Damage to Property Over \$10,000.00 but less than \$100,000.00. Officers fingerprinted, photographed, and transported the subject to the DuPage County Jail.

#2402226 Detective Calabrese followed up on a criminal defacement of the Turner Ct. tunnel on November 8th. The walls of the tunnel and walking path had "Surenos 13" gang graffiti painted all over it. A review of the camera system showed the suspect committing the defacement without a facemask. SRO Arms saw the photo of the suspect and was able to provide a name. On December 18th, Detectives Herbert and Calabrese approached the suspect outside his residence. Due to the fact the subject is a juvenile, a parent was contacted and arrived on the scene. She allowed investigators to speak with the suspect. Detectives showed the parent an image of the offender from the surveillance footage. The parent positively identified her son and gave consent to Detectives to search her son's cell phone. The suspect was transported to the Police Station and interviewed. The suspect admitted to doing the Surenos graffiti in the Turner St. tunnel. Detective Montgomery extracted the suspect's cell phone and discovered photos that matched the graffiti. Detectives released the juvenile suspect to his parent. Detectives will direct file through the DuPage County State's Attorney's Office for Criminal Defacement charges.