



WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

**Monday, March 17, 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 January 20, 2025
3. Public Participation / Presentations
4. Items for Consent
 - A. Stations of the Cross – St. Mary’s Church
5. Items for Discussion
 - A. Downtown Parking
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Monthly Report
 - B. City Museum 2024 Annual Report
 - C. People Made Visible, Inc. FY 2024 Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday, January 20, 2025, 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, Smith, Short and Banas.

Alderman Birch Ferguson Short was not present.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of December 16, 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, Smith, Short and Banas. Voting Nay: 0. Abstain: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Consent.

A. Stations of the Cross – St. Andrew Lutheran Church - Alderman Short made a motion, seconded by Alderman Banas to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

B. Blooming Fest - Alderman Short made a motion, seconded by Alderman Banas to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

C. Food Fest – Alderman Short made a motion, seconded by Alderman Banas to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

D. Frosty Fest – Alderman Short made a motion, seconded by Alderman Banas to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Smith, Short and Banas. Voting Nay: Abstain: 0. 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 Hallett made a motion to adjourn, seconded by Alderman Banas. The motion was approved by voice vote, and the meeting adjourned at approximately 6:29pm.

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. Mary's Church**

AGENDA ITEM NUMBER: 4. A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: March 17, 2025

COUNCIL AGENDA DATE: March 17, 2025

STAFF REVIEW: Kelley Chrise, AICP, CEcD

SIGNATURE Kelley Chrise

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

St. Mary's Church is seeking approval for their annual Stations of the Cross religious event scheduled for Friday, April 18, 2025 from 12:00 p.m. – 5:00 p.m. with an estimate of 500 attendees.

The Church has requested use of City streets and barricades for a procession. Barricades will be provided, and the church will set up and take down the barricades.

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.

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 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: 2/10/25

Fee Paid: \$ 2/12/25 \$50 late fee e pay

Receipt # —

Check # —

Event Acknowledgement Form returned by:

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

- | | |
|---|---------------|
| ☐ Background checks completed by Police Dept. | Date <u>—</u> |
| ☐ DuPage Co. Health Department notified | Date <u>—</u> |
| ☐ Certificate of Insurance received and approved | Date <u>—</u> |

***** 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 or fax (630-293-1257) to be considered an original document.

I, Rev. David Lawrence, representing St. Mary's Catholic 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.



(signature)

2/10/25

(date)

Stations of the Cross

(name of event)

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 Religious Procession

Location of Event: St. Mary's Church Grounds and field on Garden St.

Date(s) of Event: April 18, 2025 Hours of Event: 12 noon to 5pm Est. Attendance: 500

Event Website: _____

Purpose of event: Reinact Good Friday death of Jesus

Name of Sponsoring Organization(s): St Mary's

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

Contact person from sponsoring organization: Father David Lawrence

Organizer address: 140 N. Oakwood Ave

City/State/Zip: West Chicago, IL 60185 Phone: 630-231-0013

Cell Phone: [REDACTED] E-mail: Father.David@stmarywc.org

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

1st Contact: Father David Lawrence Phone: [REDACTED]

2nd Contact: _____ Phone: _____

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: un 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.

no problems

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 for an application.

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

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms for an application.

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms for an application.

Are you holding a raffle at your event? ☐ Yes ☒ No

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

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

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

Will you be serving food at your event? ☐ Yes ☒ No

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

Are you requesting services from these departments?

☐ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: Barricades necessary if street closure

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other N/A

Narrative for Living Stations of the Cross

The Living Stations of the Cross is a reenactment of the Passion and Death of our Lord Jesus Christ. The event starts at the Church with the trial of the Lord Jesus and then continues by the way of the Cross to the Hill of Calvary which is in the grassy area behind the parking lot on Garden Street. There are several actors involved in the procession and the crowds of people follow behind. We will have amplified sound so that the crowds can hear and participate.

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 of toilets (T)

Location of hand washing sinks (HWS)

Location of retail vendors (RV)

Location of food vendors (FV)

Location of first aid (FA)

Location and number of barricades (B)

Location of fire lane (FL)

Location of fire extinguishers (FE)

Public entrances and exits (PE)

Location of "No Firearms" signage (NF)

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.

Oakwood, York and Garden Streets

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>York</u>	<u>Oakwood</u>	<u>Garden</u>	<u>April 18</u>	<u>12-5</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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	1/19
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 <u>Original</u> Certificate of Insurance*	21 days*	3/28
Submit Raffle Registration Application	14 days	-
Notify residents/businesses of special event	14 days	4/4
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. Mary's Catholic Church (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Good Friday Remot (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to St. Mary's Catholic Church (name of organization) participation in the Activity.

To the fullest extent permitted by law, the St. Mary's Catholic 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. Mary's Catholic 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. Mary's Catholic 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. Mary's Catholic 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. Mary's Catholic Church (name of organization).

Agreed this 10th day of February, 2025

St. Mary's Catholic Church
Name of Organization

Rev. David Lawrence
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. Mary's Catholic Church
(Name of Organization)

Rev. David Lawrence
(Print Name of Signatory)

2/10/25
(Date)

By _____
(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 10 day of February, 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. _____

Authorized Signature

Title

Date

☐ Denied
Remarks:

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



JANUARY 2025
Colin Fleury, Chief of Police

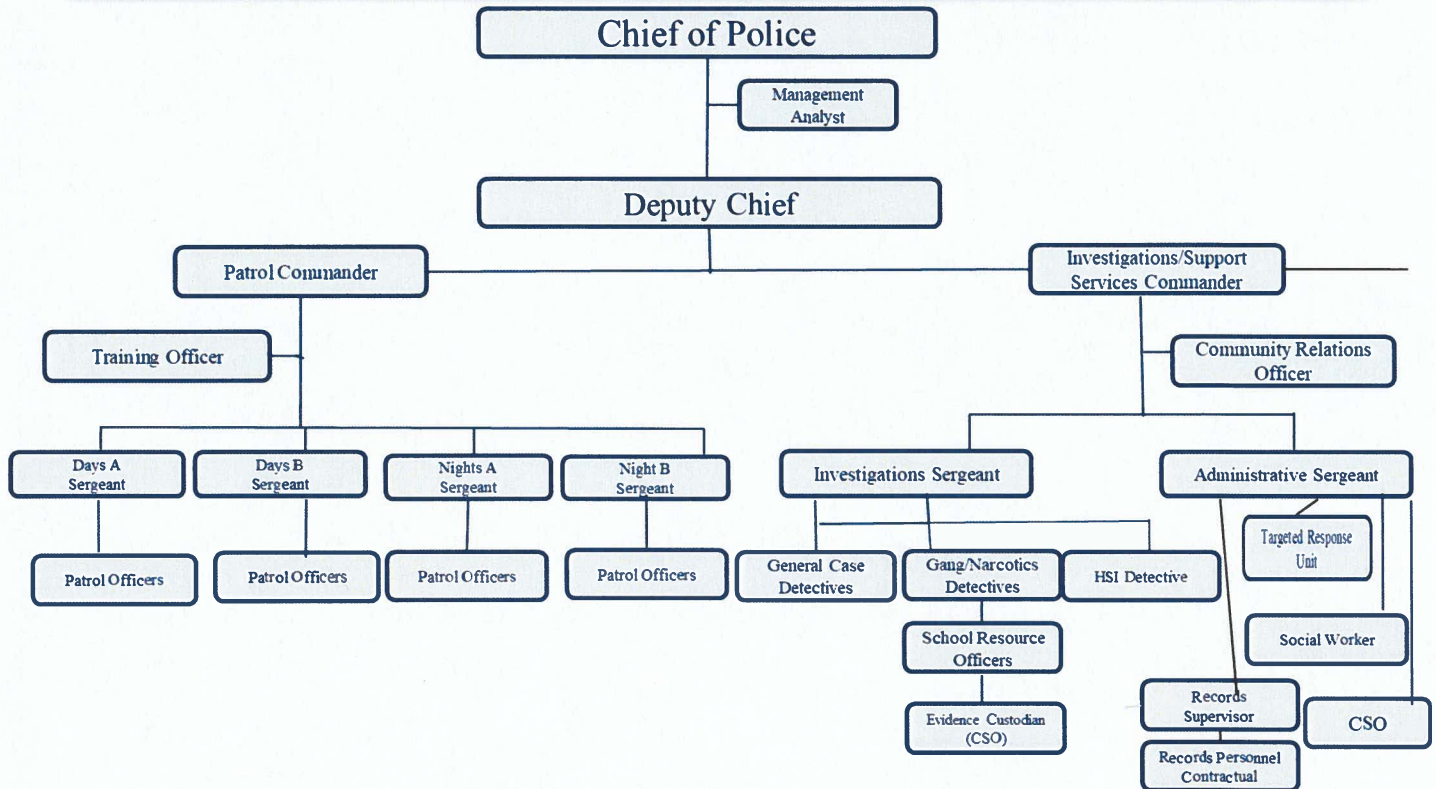
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Organizational Chart

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 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

The following officers celebrated work anniversaries with the Department:

Sergeant Berg- 29 years
School Resource Officer O'Neil- 23 years
Sergeant Peterson- 21 years
Officer Alaniz- 17 years
Officer Fuller- 15 years
Officer Bertany- 9 years
Officer Mielke- 7 years
Detective Moore- 6 years
Officer Hunt- 5 years
Detective Eversole 5 years
Officer Solis- 2 years
Officer Guerra- 2 years

In January, K9 Kane celebrated his 3rd birthday.



On January 16th and 29th, the Cadets trained with the Department's APEX virtual training system. Sergeants Bowers, and Jones, and Officer Fuller were all on hand to help.



On January 24th, Officer McClelland resigned from his position with the Department.

On January 24th, Sergeant Berg Completed his final day as a sworn officer with the Department after 29 years of dedicated service.



Criminal Activities

Criminal Defacement:

#2500014 Person(s) unknown spray-painted gang-related graffiti on a retaining wall at the northeast corner of Brown St. and Barber St.

#2500092 Person(s) unknown spray-painted gang-related graffiti on a garage in the 300 block of Fulton St.

#2500186 Person(s) unknown spray-painted gang-related graffiti on dumpsters near the 521 Carriage Dr. building.

Criminal Damage to Property:

#2500005 Person(s) unknown damaged a vehicle parked in the 1200 block of Kings Ct. Both side view mirrors had been broken off the vehicle and a cinderblock had damaged the windshield, driver's side windows, and driver's side door.

#2500011 Person(s) unknown damaged a vehicle parked in the 200 block of N. Neltnor Blvd. The driver's side door lock had been removed and was found lying on the ground.

#2500010 A known person damaged a vehicle near the intersection of Elizabeth St. and Dayton Ave. The victim had driven to the location with the intent of fighting when the suspect approached, shattered the victim's rear driver's side window, and then fled in a black vehicle.

#2500023 Person(s) unknown scratched the rear window and paint on the trunk of a vehicle parked in the 500 block of Main St.

#2500037 A known person shattered a window on the south side of a residence in the 800 block of S. Neltnor Blvd.

#2500048 Person(s) unknown damaged the windshield of a vehicle parked in the 800 block of Burr Oaks Dr.

#2500067 Person(s) unknown damaged a vehicle parked in the 800 block of Burr Oaks Dr. The front driver's side tire's sidewall had been punctured.

#2500080 Person(s) unknown hit a streetlight with a vehicle in the 1700 block of Brookwood Dr.

#2500174 Person(s) unknown threw two bricks through the front window of a residence in the 400 block of E. Forest Ave. When an occupant of the residence looked out the window, he reported seeing three subjects holding handguns who then ran from the area eastbound on Forest Ave.

Motor Vehicle Theft:

#2500079 Person(s) unknown removed the victim's truck from a business in the 1600 block of Powis Ct. The vehicle was recovered on January 24th from the garage of a residence in Aurora, IL. The investigation is ongoing.

Aggravated Discharge of a Firearm:

#2500075 Person(s) unknown fired one round with a handgun through the window of a residence in the 800 block of Lyman Ave. The investigation is ongoing.

#2500156 On January 25th, Officers Richards, Hunt, McGuire, Rigler, and Lukaszek, and Sergeant Perry responded to the 200 block of W. Pomeroy St. after receiving several calls of shots fired. A caller advised that several subjects exited a garage, fired several shots, and then re-entered the garage. Responding officers located several subjects in the garage as well as shell casings near the garage door. The garage was cleared, and the subjects were transported to the Police Station to be interviewed.

Mob Action/Aggravated Battery:

#2500125 Two known offenders repeatedly struck the victim in the head with a beer bottle and closed fists while at a bar in the 100 block of W. Roosevelt Rd. The victim exchanged words with the suspects and flashed gang signs before being struck. The suspects then fled the scene northbound on Joliet St. after flashing gang signs at the victim. The victim suffered a severe laceration to his head and was transported by West Chicago Fire Protection District personnel to Northwestern Medicine Central DuPage Hospital.

Deceptive Practice:

#2500183 Three individuals cashed fraudulent checks at Amigo Plaza Express, located at 543 Main St. One check was issued on September 27th for \$835.14. The second check was issued on December 26th for \$1,504.36. The third check was issued on November 5th for \$398.15. Amigo Express Plaza was later notified that all three checks were fraudulent. The investigation is ongoing.

Arson:

#2500034 Person(s) unknown set fire to a dumpster behind a business in the 500 block of Main St. The investigation is ongoing.

Monthly Totals

Activities	Oct 2024	Nov 2024	Dec 2024	Jan 2024	YTD 2025	YTD 2024	Total 2024
Traffic Stops	873	898	920	899	899	883	11,493
Traffic Citations	330	354	392	322	322	314	5,064
Traffic Warnings	179	165	169	221	221	282	2,698
Parking Citations	388	262	263	336	336	359	4,515
Traffic Crashes	65	77	68	66	66	86	811
Incident Reports	327	270	264	301	301	243	3,670

Officer Activities

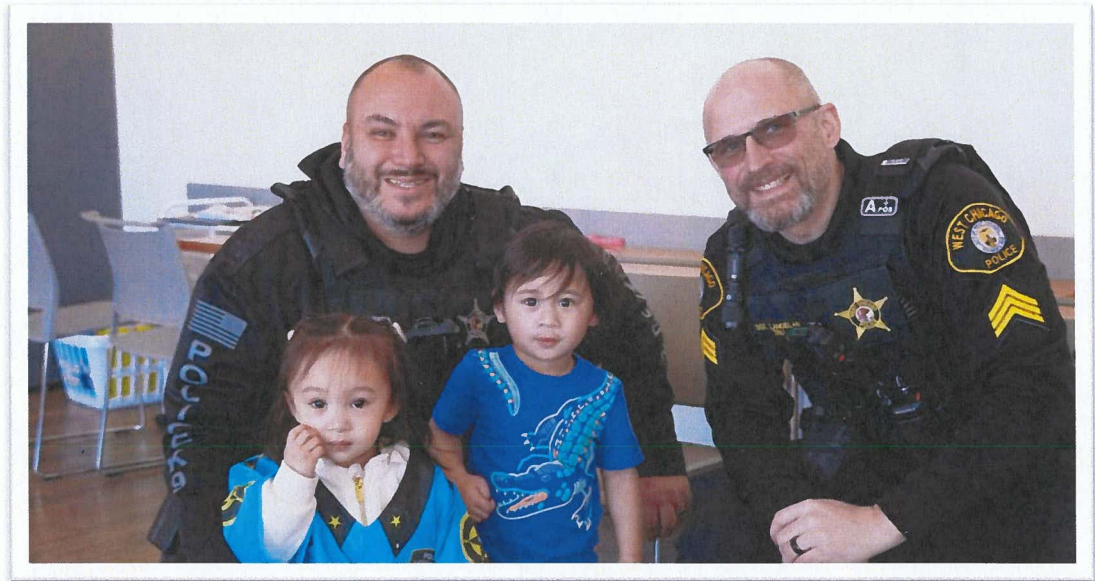
#2500051 On January 8th, 2025, Officers McGuire, Castro, Jacobs, and LaPorta responded to a criminal damage call in the 800 block of Main St. The victim reported that a rock had been thrown through her apartment window. The victim also added that she saw her ex-boyfriend running from the scene. Officers checked the area and located the suspect as he ran into a neighboring apartment building. The subject was placed in custody and transported to the Police Station, where he was interviewed. The suspect admitted that he threw the rock through the window. A search of court records showed that the suspect had numerous outstanding cases with pretrial conditions of release that he continues to violate. The suspect was charged with one count of Criminal Damage to Property, Disorderly Conduct, and Violating Pretrial Conditions. He was fingerprinted, photographed, and transported to the DuPage County Jail.

#2402402 On December 12th, 2024, Officer Schane responded to Menards, located at 220 W. North Ave., for a delayed theft report. An unknown person placed three rolls of copper wire valued at \$854.00 in a shopping cart, concealed them, and then went to 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 captured photos of the suspect and the vehicle's registration plate. Officers requested Kane County deputies to respond to the address on the truck registration. The deputies saw 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. The vehicle was towed to the police station. Surveillance videos from Menards were viewed, and various law enforcement databases were checked. The Kane County Sheriff's Office was contacted, and a suspect's name and information were developed. A photo was obtained from Menards that matched the suspect. It was also learned that the suspect had sold the copper tubing to a recycling company. On January 10th, Detectives Herbert and Montgomery and Officer Schane conducted surveillance for a suspect in unincorporated Kane County. The suspect was observed driving a black SUV, stopped, and placed in custody on Farnsworth Ave. in Aurora. While conducting a search incident to arrest, a plastic baggie containing a white powdery substance was found in the suspect's pants pocket. The suspect was transported to the Police Station and declined to make a statement. The DuPage County State's Attorney's Office approved felony charges of Retail Theft and Burglary against the suspect, who was fingerprinted, photographed, and transported to the DuPage County Jail.

#2500199 On January 31st, Officer Solis observed a driver traveling southbound on Neltnor Blvd. near Dayton Ave. commit lane violations. The vehicle was stopped in the area of Neltnor Blvd., and Joliet St. A DuPage County deputy was in the area and assisted with the stop. The driver consented to a search of the vehicle, and nothing was located. The rear passenger was requested to step from the vehicle and asked if he had any drugs or weapons on him. He stated that he had "his 9". A search of the passenger uncovered a 9mm Taurus handgun tucked in the subject's waistband. The subject was asked if he had a concealed carry license, and he replied no, he had a FOID card. The subject was placed under arrest and transported to the Police Station. When interviewed, the suspect added that he had researched the FOID card statute and

believed it had entitled him to carry a firearm on his person. The DuPage County State's Attorney's Office approved a charge of Aggravated Unlawful Use of Weapon- No Concealed Carry. The subject was fingerprinted, photographed, and released from custody on pretrial release on his own recognizance.

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



FEBRUARY 2025

Colin Fleury, Chief of Police

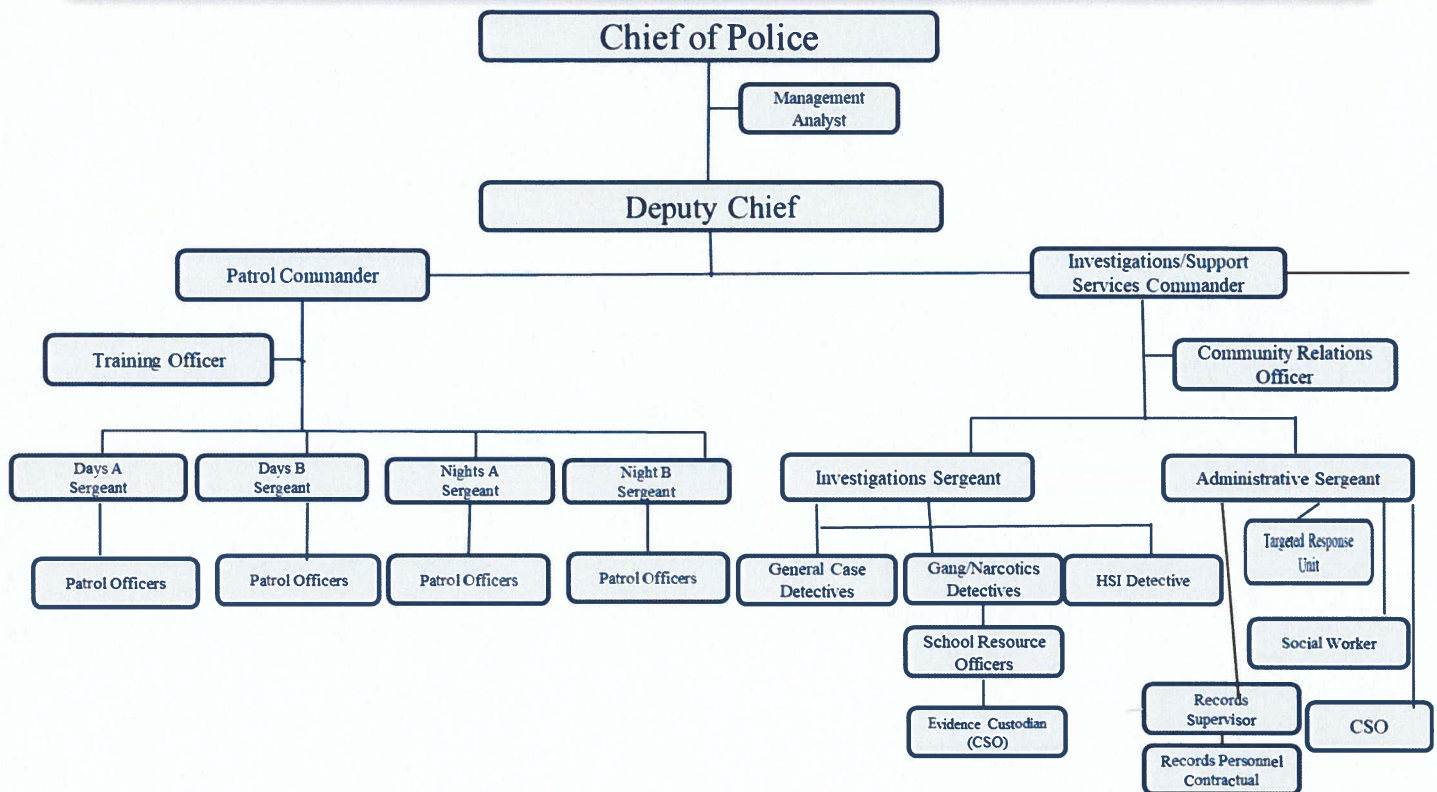
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The Investigations/Administrative Division consists of Detectives, School Resource Officers, Evidence/Property, the Targeted Response Unit, the Community Relations Officer, the Administrative Sergeant, the Records Unit, and Social Services.

Personnel

On February 11th and 25th, the Cadets worked on tactical movements, rapid deployment, and room entry. Officers MacDougall and Fuller, and Detective Calabrese provided instructions.



On February 20th, K9 Officer Sauseda, Sergeant Langelan, and K9 Kane of the Department's Targeted Response Unit (TRU) visited with children attending the West Chicago Park District's Off 2 School Program.



Criminal Activities

Retail Theft:

#2500221 An unknown person purchased \$221.99 worth of Cedarstone at Menards, located at 220 W. North Ave. The suspect then went to the lumber yard and took Cedarstone, valued at \$571.56. Menard's management added that the suspect had done the same thing at their location in Melrose Park. The investigation is ongoing.

Criminal Damage to Property:

#2500226 Person(s) unknown damaged a vehicle parked in the 500 block of Carriage Dr. The paint on the car's passenger side had been scratched from the front quarter panel to the rear door.

#2500295 Person(s) unknown threw paint on a door and the steps of the north stairwell of an apartment building in the 1200 block of Kings Ct.

Motor Vehicle Theft:

#2500266 Person(s) unknown removed a vehicle from a lot in the 1800 block of W. Hawthorne Ln. The vehicle's GPS unit had been removed from the truck tractor.

#2500276 Person(s) unknown removed a vehicle from a lot in the 1800 block of W. Hawthorne Ln. The truck tractor had been left unlocked with the keys inside.

Unauthorized Video Recording:

#2500277 A known suspect took a photograph of a shirtless boy in the locker room of Leman Middle School located at 238 E. Hazel St. The suspect then showed the picture to several students. The State's Attorney's Office declined charges due to the suspect's young age.

Theft From Motor Vehicle:

#2500248 Person(s) unknown entered two unsecured Terex cranes parked in a lot in the 0S300 block of Town Rd. Removed were two display screens. Loss is estimated at \$20,000.00.

#2500320 Person(s) unknown entered the unlocked vehicle in the 1200 block of Kings Cir. and removed the owner's backpack. Contained in the backpack were the owner's green card, a social security card, debit card, and driver's license.

Deceptive Practice:

#2500319 Person(s) unknown used a counterfeit \$20.00 bill at a business in the 900 block of N. Neltor Blvd.

Residential Burglary/Criminal Damage to Property:

#2500297 Person(s) unknown entered a garage in the 100 block of Ingaltan Ave. and removed property and damaged items. The suspect entered the garage through an unlocked side door. The suspect entered an unlocked vehicle and removed a brown Portland cross-body purse. The individual also damaged the garage door, wall-mounted door opener, and garage door control unit. A suspect arrested on charges for another incident was found possessing the purse. DNA samples were obtained from the suspect, and further investigation is ongoing.

Burglary:

#2500334 A Person(s) unknown entered the victim's storage unit in the 1200 block of S. Neltnor Blvd. A gun locker containing a 16-gauge shotgun, a 30-06 rifle, a .22 caliber Remington rifle, a U.S. passport, military paperwork, and tax paperwork was taken from the unit. The victim's lock had been cut off and was replaced by a lock sold by the storage company.

Armed Robbery:

#2500331 Person(s) unknown entered a business in the 500 block of Main St. The suspect, wearing a black hooded sweatshirt, white hat, and black surgical mask, grabbed a hooded sweatshirt and approached the counter. The suspect then pulled a black handgun, walked around the counter, and demanded the victim open the cash register. The victim didn't open the register, so the suspect grabbed a bag containing the hooded sweatshirt and fled westbound Main Street on foot. A K9 arrived on the scene and tracked to the dumpsters behind apartments on Geneva St. Located in the dumpster were the suspect's hooded sweatshirt, black surgical mask, and white hat. Also in the dumpster were a black airsoft handgun and the black bag containing the hooded sweatshirt that the suspect took. The suspect was not located. The investigation is ongoing.

Monthly Totals

Activities	Nov 2024	Dec 2024	Jan 2025	Feb 2025	YTD 2025	YTD 2024	Total 2024
Traffic Stops	898	920	899	744	1,643	1,974	11,493
Traffic Citations	354	392	322	202	524	648	5,064
Traffic Warnings	165	169	221	143	364	558	2,698
Parking Citations	262	263	336	249	585	785	4,515
Traffic Crashes	77	68	73	49	122	139	811
Incident Reports	270	264	301	252	553	547	3,670

Officer Activities

#2500211 On February 2nd, Officer Solis and Detective Moore responded to the Jewel Store located at 177 E. Roosevelt Rd. They were advised two known people approached the victim in the store. The victim left the store as he feared receiving "a beat down," eventually running eastbound from the scene. The victim's car keys fell from his pocket while running. The suspects picked up the keys, entered the victim's car, and left the parking lot westbound. The stolen vehicle was later located by Officer Lukaszek, unoccupied, near Lincoln Ave. and Brown St. The truck was towed back to the Police Station, where it was processed for fingerprints and DNA. The suspect's vehicle information was entered into the Law Enforcement Agency Data System (LEADS). The suspect's vehicle was later captured on Waukegan's FLOCK license plate reader system. The Waukegan Police were notified of the vehicle, located and boxed it in, and took four people into custody. The keys to the victim's vehicle were located on one of the suspects. Three suspects were transported back to the Police Station and interviewed by Detectives Calabrese, Montgomery, Moore, and Herbert. The DuPage County State's Attorney's Office approved charges of Possession of a Stolen Motor Vehicle and Mob Action against the three suspects. They were fingerprinted, photographed, and transported to the DuPage County Jail.

#2500278 On February 14th, Officer Solis stopped a vehicle in the 1300 block of Neltnor Blvd. due to a few traffic violations. A strong odor of cannabis was emanating from the vehicle. The vehicle's driver was recognized from an earlier parking complaint call in the 400 block of E. Forest Ave. The driver was observed wearing a black cross-body bag on the earlier call. Asked about the cannabis odor, the driver stated the vehicle could be searched. No cannabis was found in the vehicle, but the cross-body bag was found where the driver had been seated. The bag had some weight to it, and when it was lifted, the shape of a firearm could be felt. When opened, the bag contained a .40 caliber handgun with a laser sight and seven rounds in the magazine. The driver and passenger were arrested and transported to the Police Station. The DuPage County State's Attorney's Office approved two counts of Aggravated Unlawful Use of a Weapon against the driver. He was fingerprinted, photographed, and transported to the DuPage County Jail. The passenger was issued a local ordinance citation for Possession of Drug Paraphernalia and was released from custody.

#2300181 On February 4th, 2023, the Department received a Federal Trade Commission (FTC) identity theft report. The victim, from the 2500 block of Amelia Ln., stated that an unknown suspect used the victim's social security number to access the victim's home equity line of credit, take an advance of \$17,500.00 and draw funds until only \$128.00 was left in the account. Additionally, the suspect opened an account at PNC Bank using the victim's information. It was later learned that \$86,000.00 had been taken from the victim's accounts, with \$51,000.00 transferred to PNC Bank. A subpoena issued to PNC Bank resulted in a surveillance video of a subject opening an account in the victim's name and depositing \$51,373 in the account. PNC also provided surveillance videos of the subject at additional PNC locations. Detective Eversole learned that a bank transaction had been made in Michigan. The surveillance video of the suspect was sent to Michigan for possible identification. In May of 2023, Detective Eversole received a response from the Michigan State Police Statewide Network of Agency Photos

regarding a facial recognition request. A photo of the suspect resembled the photo from the bank's surveillance images. A search of Illinois Secretary of State driver's license images resulted in an image that matched the bank video. Contacting authorities in Michigan, it was learned that the suspect had opened accounts and borrowed against victims' home equity lines of credit. On April 23rd, 2024, Detective Eversole appeared before the Grand Jury and provided the case facts. A "true bill" was returned for the charges of Identity Theft, Forgery, Financial Institution Fraud, and Continuing Financial Crimes Enterprise. The DuPage County State's Attorney's Office completed an arrest warrant for the suspect. On February 25th, the Wheaton Police Department took the suspect into custody on an unrelated case. Detective Eversole went to the Wheaton Police Department, advised the suspect of his rights, and interviewed him. Initially, the suspect denied any knowledge of the identity theft in West Chicago. Eventually, the suspect stated that another subject made him commit the offense. The suspect further added he committed the offense because he was in debt. The subject was transferred to the DuPage County Jail, where he was processed and served with the warrant.

#24002232 On November 15th, 2024, officers were dispatched to a call where a suspect walked into Ace Hardware, 319 N. Neltner Blvd., and removed two leaf blowers valued at \$359.98. Detective Calabrese followed up on the case and obtained photos from an informational intelligence bulletin and surveillance video of the suspect at Ace Hardware. The photos matched. Additionally, Detective Calabrese learned that the suspect was wanted on four warrants out of Kane County. The surveillance video from the store also showed the suspect exiting a tan vehicle. Detective Calabrese searched the FLOCK license plate reader cameras and was able to locate images of the vehicle providing registration and owner information. Detectives Montgomery and Calabrese attempted to interview the suspect at the Kane County jail, but he declined to speak with investigators. On February 5th, 2025, the DuPage State's Attorney's Office approved Retail Theft and Burglary charges against the suspect. A warrant was issued and forwarded to the Kane County Jail, where the suspect was being held.

West Chicago City Museum 2024 Highlights



From Depot Street To Nelvor Boulevard: A History Of Street Names In West Chicago

In 12 Days of History Page 12 Days of History

The history of West Chicago's street names mirrors the town's journey from a railroad hub to a thriving suburb. Early names celebrated the railroads that gave life to the community, while later changes reflected a growing diversity and honored influential citizens. Each name offers a glimpse into the town's past and its evolving character.

EARLY STREET NAMES: A TRIBUTE TO THE RAILROADS

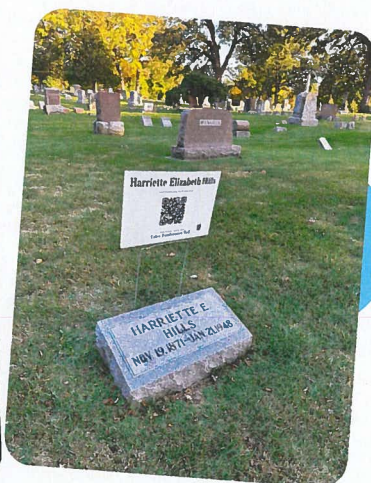


3,836 Guests in
Museum

120 more than 2023



1,069 people reached
through 10 external
events



35th Annual Tales Tombstones Tell
with new self-guided mobile walk through November 2



Collection Inventory
Project finished
mapping collection
storage holding 36,000
artifacts

Phalen Consulting, Inc.,

FY2024 Report for the Management and Operation of the West Chicago City Museum

Staff Time: 2,338.61 (average of 44.97 hours a week; FY23 average of 54.77 a week)

Main Projects:

- Staffing Museum open hours
- Collections: processing temporary receipts, accessioning artifacts, database entry, digitization of collection, inventory of collection, research files, newspaper collection, online digitization plan, Historical Preservation Commission files, artifact storage, online collection platform CatalogIt, backlog processing, museum storage rehousing project, museum storage mapping project
- Communications: email, mail, reports, social media, website updates, outreach, community partners events
- Community outreach projects: Burlington Route Historical Society collaboration, Fire Department book, DuPage Foundation-Arts DuPage, WeGO Together for Kids, Healthy West Chicago, Cultural Arts Commission-Public Art, Friends of the Museum outreach, DuPage County Heritage Gallery, Midwest Museum Association, Illinois Arts Education Association, State of Illinois 250th Commission, We Go History collaboration with the Kruse House Museum/West Chicago Historical Society
- Conferences/Professional Development: Kane DuPage Regional Museum Association meetings and professional development; Illinois Association of Museums Annual Conference, Professional Development Meetings & Annual Meeting, American Association of State and Local History Annual Conference; American Association of State and Local History Small Museums Committee; American Association of State and Local History Standards & Ethics Committee; American Association of State and Local History America 250 Handbook Committee
- Educational: online resources on wegohistory.com; school tours; art and history programs; virtual tours; District 33 outreach events
- Events: Museum open house, Germans in West Chicago, Historiography, Blooming Fest, Food Fest, Tales Tombstones Tell, Downtown Trick or Treat, West Chicago 175th Anniversary Programming, West Chicago Trains Programming, Frosty Fest
- Exhibits: outdoor interpretive signage for the CB&Q Depot; 50th Anniversary of the Village of Turner April 2023-April 2024; 175th Anniversary of the Community of West Chicago Exhibit May 2024-April 2025; virtual online mini exhibits; Veterans Exhibit on 2nd floor; Railroad Exhibit on 2nd floor
- Grants: none
- Operations: bookkeeping, staffing, planning
- Programs: History Pin, Mobile Walking Tour, Historiography reading history book groups; Rail Trail; KDRMA Passport to Adventure; Tales Tombstones Tell; Outreach presentations in neighboring communities; History presentations at the library and Historical Society meeting; Artist-in-Residency Program
- Research: organizing research files, collection of items for the research collection, working with researchers and processing research requests
- Volunteer management: museum volunteer program

Collection:

Accession Total:

- Collection total: 35,483 objects
- Collection processed into PastPerfect database: 15,691
- New donations YTD: local family materials, railroad history, veterans items, local organizational items
- CatalogIt online database: 4,861 artifacts entered

Research Inquiries: 131 (average 10.9 a month) (railroad history, house history, local business history, family history, cemetery history, local school history, local historic buildings, historic events)

Visitation:

- Overview

Metric	2024	2023	2022
Open hours	742	701.50	654*
Museum Guests	3,836	3,706	3,108
External Program Attendance	1,069	987	545
Virtual Program Attendance	483	0	597
Website Unique Visits	3,981	3,680	3,800
Facebook Followers	1,369	1,258	1,168
Twitter Followers	N/A	417	424
Instagram Followers	622	604	550

*In 2022 Museum was closed with City buildings in January

o Breakout

Category	Date(s)	Guests
Walk-in Museum visitors during regular open hours	Jan-Dec 2024	Total 2,155 Morning 616 Afternoon 1,539
Museum specific visitors (researcher, museum related question)	Jan- Dec 2024	Total 1,681 Morning 897 Afternoon 784
Education: Ebook curriculum	Jan- Dec 2024	364 users
Education: Fire History Ebook	Jan- Dec 2024	114 users
Education: Digital Local History Lessons	Jan- Dec 2024	55 classrooms used
Program : Historiography, Nonfiction Monthly Book Club	February - November	77

Virtual Program: Germans in West Chicago	Jan 31, 2024	139
Tour: Museum & Downtown History walking tour for German Foreign Exchange Students	February 23, 2024	11
External Event: Tea: Tasting the 1930s	April 13, 2024	36
Tour: Museum & Downtown History Tour: German Sister Cities	May 10, 2024	21
Event: Blooming Fest Museum Guests	May 16, 2024	104
Event: Blooming Fest Kid Zone Table	May 16, 2024	150
Program: Artist-in- Residence Gitte Bog “Sounds of West Chicago” Community Project	May 15 – June 15, 2024	125
Event: Museum outreach at We Go Together for School Back Pack Event	August 18, 2024	300
Event: Food Fest Museum Visits	August 24, 2024	174
Program: Artist-in- Residence Gitte Bog “Sounds of West Chicago” Community Project	September 17 – October 15, 2024	135
Tour & Presentation: Bridge Communities	September 24, 2024	12
Program: Tales Tombstones Tell	October 4, 2024	182
Virtual Program: Self- Guided Tales Tombstones Tell	October 4 – November 3, 2024	176
Tour: Leman Middle School to Museum/Downtown	October 10, 2024	177

Event: Downtown Trick or Treat	October 26, 2024	1065
Program: West Chicago & the Railroads @ Library	November 6, 2024	34
Education: Leman Middle School Literacy Night Historic Games	November 12, 2024	82
Program: West Chicago & the Railroads @ Community Center	November 13, 2024	25
Event: Frosty Fest Museum Visits	December 7, 2024	636

Volunteer hours: 385 (FY2023: 370) (docent hours, file organizing, event assistance, newspaper collection, genealogy, research requests)

Goal Achievement per statements made in Attachment B

- Education: Annual Goal of 6 total programs during school year including 4 in museum group tours; MET as of December 31, 2024
- Summer Passport Program goal of attracting 75 additional visitors through program, the majority of which from out of town; MET as of December 31, 2024
- Exhibits/Displays: Annual Goal of at least one new large exhibit MET as of December 31, 2024
- Outreach Exhibits: Expand current Depot Days open public hours from four Saturdays a year to twelve Saturdays a year: unmet as of December 31, 2024 due to Turner Court construction
- Exhibits/Displays: Accessibility goal of maintaining at least 10 hours a week during winter months and 16 hours a week during spring/summer/fall months MET as of December 31, 2024
- Volunteers: monthly goal of utilizing volunteers for 30 hours a month MET as of December 31, 2024
- Collection: annual goal of accessioning 50% of the backlog of artifacts MET as of December 31, 2024
- Collection: annual goal of accessioning 75% of 2024 donations MET as of December 31, 2024
- Collection: digitizing 10% of the collection during inventory process MET as of December 31, 2024
- Research library: monthly goal of serving 10 researchers a month MET as of December 31, 2024
- Programs: annual goal of 8 programs open to the public MET as of December 31, 2024

Financial Overview

For the fiscal year of 2024 under the twelfth year of the executed contract with the City of West Chicago for management of the City Museum, Phalen Consulting, Inc. had total cash inflows of \$88,200.00 and total cash outflows of \$92,105.40. Per the February 4, 2019, Agreement between the City of West Chicago and Phalen Consulting for the Operation of the West Chicago City Museum, City Resolution No. 19-R-0008 \$88,200 of cash inflows came from the City. While operating with a net deficit, Phalen Consulting, Inc. has maintained positive cash bank balances, primarily through the delayed payments to the Museum Director; funds will be transferred from the Friends of the Museum Trust account to cover budget deficits.

Category	Amount budgeted	YTD (Dec. 31, 2024)
Staff	\$60,000	\$60,334.31
Training and Tuition	\$1,000	\$953.32
Membership dues/subscription	\$1,500	\$1,694.50
Printing and binding	\$100	\$151.06
Advertising and promotions	\$200	\$278.40
Other contractual services	\$2,000	\$1,272.69
Tech/office supplies	\$5,000	\$5,060.32
Tools & equipment	\$2,200	\$2,352.20
Educational exhibitions	\$5,000	\$5,572.20
Educational programming	\$7,000	\$9,122.17
Miscellaneous	\$1,000	\$996.00
Collection maintenance	\$2,000	\$2,971.01
Additional arts programming	\$1,000	\$1,000.00
Other	\$200	\$347.22
Total	\$88,200	\$92,105.40

For the fiscal year of 2024 the West Chicago City Museum's Trust Fund had total cash inflows of \$514.82 and total cash outflows of \$1,371.00, for a net deficit of \$856.18.

- Inflows
 - \$504.30 donations
 - \$10.32 from interest revenue on account

FY2025 Preview

- Launch the 175th Anniversary of the Burlington Route (2025), and work towards the 250th Anniversary of the United States in 2026 (West Chicago represented on the Illinois

Commission for the 250th through Director Sara Phalen); March launch new downtown programming in collaboration with People Made Visible/Gallery 200

- Expand outreach events: Host 5 Museum Outdoor events (walking tours, cemetery walk) and take part in 5 Outdoor Community Events
- Expand our education work with local schools by adding three new local history based programs
- Expand our reach to West Chicago history lovers by adding 1,500 new items to our online database
- Plan for digital asset maintenance

People Made Visible, Inc. End of Year Report for Fiscal Year 2024

For the fiscal year of 2024 under the thirteenth year of the executed contract with the City of West Chicago for the operation of Gallery 200, People Made Visible had total cash inflows of \$16,028.00 and total cash outflows of \$29,860.00, for a net deficit of \$13,832.00. The net deficit will be covered by organizational savings for our expansion of staff and anticipated inflows during the FY25.

Financial highlights from the fiscal year 2024 include:

➤ **Inflows: \$16,028.00**

- Cash receipts of \$6,000.00 from the City of West Chicago per the contractual agreement between the City and People Made Visible, Inc.
- Cash receipts of \$890.00 from the Gallery artist fees
- Cash receipts of \$9,138.00 from donations from the public for the Gallery 200 Programming and 200 Main Projects Fund

➤ **Outflows: \$29,860.00**

- Printing & Advertising: \$ 152.80
- Supplies & Event expenses: \$ 842.55
- Equipment: \$ 399.97
- Cleaning: \$ 520
- Insurance & Registration fees costs totaled \$ 2,875.63
- Phone & Internet: \$ 3,017.64
- Staff: \$ 21,311.41
- Website with online store: \$ 740.00

Events at 103 W. Washington:

January 2024:

- “Unique Art Sale” exhibit

February 2024:

- “Walk with Me: An Art Show Through Different Styles & Bodies of Work” by Asia Bell exhibit, opening reception, Friday, February 2nd
- “Tree of Love” Window Display
- Host Girl Scouts Service Unit, February 4th
- Host Girl Scouts Troop, February 24th

March 2024:

- “Youth Art Month” exhibit, student reception, Thurs., March 21st
- Hour expansion started 13th with the addition of Wednesday hours (new hours Wed-Fri noon-6pm, Sat 10am-4pm, Sun noon-4pm)
- Host Girl Scouts Troop, March 16th

April 2024:

- “West Chicago Community High School Art Showcase” exhibit, opening reception Thurs., April 4th
- “Becoming America: a photography exhibit through the eyes of young immigrants” D94 exhibit, opening reception Thurs., April 4th
- Host D33 Ballet Folklorico Practice, April 6th
- Host D33 Ballet Folklorico Practice, April 13th

- Host D33 Ballet Folklorico Practice, April 27th

May 2024:

- “Art in Full Bloom” Group Show exhibit, opening reception, Friday, May 3rd
- Five Art Classes: Sculpture, painting, kids art
- Sister Cities Tour, May 10th
- Host D33 Ballet Folklorico Practice, May 11th
- Host Mexican Cultural Center Olmec Head Artists
- Game Night, May 7th
- PMV Artist-in-Residency: Mexico City based Danish artist Gitte Bog “Sounds of West Chicago” project May 15-June 15
- Blooming Fest: Art Demos

June 2024:

- “21 Years in the Making: Hope and Healing Through Art” by Starla Snead exhibit, opening reception Friday, June 7th
- Host Mexican Cultural Center Olmec Head Exhibit
- Three Art Classes: kids art
- Participated at Vineyard Art Fair 2024 in Wheaton to promote our programs, gallery and classes

July 2024:

- Elisa Rijos featured artist exhibit opening reception, Friday, July 5th
- Host Mexican Cultural Center Olmec Head Exhibit
- Host D33 Summer CAPE Art Community Classes
- Host Mexican Cultural Center DuPage Alebrije Artist and work
- Participated at West Chicago Park District Taco & Art Fest to promote our programs, gallery and classes
- Three Art Classes: kids art, plaster

August 2024:

- Shari Hohl featured artist exhibit, opening reception Friday, August 2nd
- West Chicago Food Fest chalk art in front of 103 W. Washington Street and artist demonstrations
- Host Mexican Cultural Center Olmec Head Exhibit
- Host Mexican Cultural Center DuPage Alebrije Artist and work
- Three Art Classes: kids art, knotted necklace

September 2024:

- Blue Kubica featured artist exhibit with opening reception, Friday, September 6th
- Marketing Your Art event, Sat., September 14th
- Host Mexican Cultural Center DuPage Alebrije Artist and work
- Host Mexican Cultural Center Olmec Head Exhibit
- Five Art Classes: glass art, crafting, jewelry, kids art, journaling

October 2024:

- Artoberfest Group Exhibit, with opening reception, October 4th

- Carving Community Event & Contest, October 24th
- Host Mexican Cultural Center DuPage Alebrije Artist and work
- Host Mexican Cultural Center Olmec Head Exhibit
- Downtown Trick or Treat
- Four Art Classes: kids art, painting, calligraphy

November 2024:

- Sue Tripp Memorial Featured Artist, Opening Reception, November 1st
- Host Mexican Cultural Center DuPage Alebrije Artist and work
- Four Art Classes: kids art, fiber, calligraphy

December 2024:

- Small Gifts of Art Group Exhibit, opening reception, December 6th
- Frosty Fest, Saturday free craft and artist demo
- West Chicago Cultural Arts Commission Banner Competition Winner Reception and Exhibit Rosalie White, Dec 13th
- Seven Art Classes: kids art, paper craft, glass, jewelry

Other Group Utilization Throughout the Year:

Mexican Cultural Center DuPage Regular Meetings

District 33 Ballet practices

Local Girl Scout Troop meetings and Service Unit events

Visitation at 200 Main:

	FY24	FY23	FY22	FY21
Guests	5,769	2,931	2,927	1,004*

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

Category	Date(s)	Guests
Total Visitors	January 2024	79
Total Visitors	February 2024	139
Total Visitors	March 2024	148
Total Visitors	April 2024	380
Total Visitors	May 2024	854
Total Visitors	June 2024	292
Total Visitors	July 2024	334
Total Visitors	August 2024	488
Total Visitors	September 2024	424
Total Visitors	October 2024	1225
Total Visitors	November 2024	597
Total Visitors	December 2024	809

Gallery 200 Artist Sales

	FY24	FY23	FY22	FY21
Total Sales	\$ 26,005.50	\$ 17,779.25	\$ 13,063.00	\$ 10,675.50*

*sales limited due to COVID

- Breakout

Category	Date(s)	Sales
Total Sales	January 2024	\$1,516.00
Total Sales	February 2024	\$331.00
Total Sales	March 2024	\$602.50
Total Sales	April 2024	\$1,244.50
Total Sales	May 2024	\$4,070.50
Total Sales	June 2024	\$1,444.00
Total Sales	July 2024	\$1,913.00
Total Sales	August 2024	\$1,653.00
Total Sales	September 2024	\$2,178.00
Total Sales	October 2024	\$1,822.00
Total Sales	November 2024	\$5,089.00
Total Sales	December 2024	\$4,142.00

Progress towards Goals for 2024

- Expanded open hours: completed hours expansion started March 13
- Continue to increase visibility of Gallery 200 and downtown West Chicago cultural activities: met
- Continue to promote West Chicago artist community and offerings through state and national organizations: met
- Continue to Market West Chicago as a destination for artists and a place to purchase affordable art: met
- Continue to expand classes offered at Gallery 200, including virtual offerings: new class schedule launch in May
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project: in progress
- Reinstate Visiting Artist-in-Residency: Mexico based Danish Artist Gitte Bog May and

September visit

- Work with the City Museum on Anniversary Community Art Offerings: met

Goals for 2025

- Introduce additional hours at 200 Main Street
- Continue to increase visibility of Gallery 200 and downtown West Chicago cultural activities
- Continue to promote West Chicago artist community and offerings through state and national organizations
- Continue to Market West Chicago as a destination for artists and a place to purchase affordable art
- Expand classes offered at Gallery 200, including virtual offerings, and increase registration with the goal of eight classes a month and one free community art making offering
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project
- Expand Visiting Artist-in-Residency and welcome two visiting artists in the 2025 year
- Work with the City Museum on IL250 (America250) Commemoration

Gallery 200 KPIs

	ANNUAL VISITATION	ANNUAL SALES*
200 MAIN: 2014	1,881	\$8,386.06
2015	2,351	\$10,716.55
103 W. WASH: 2016	2,173	\$8,066.55
2017	2,859	\$13,223.25
2018	3,126	\$8,153.25
2019	3,650	\$16,086.95
2020	1,387	\$4,774.50
2021	1,004	\$10,675.50
2022	2,927	\$13,063.00
2023	2,931	\$17,779.25
2024**	5,769	\$26,005.50

*Gallery 200 takes no commission on artist sales.

**2024 significant increase in visitation and sales due to the implementation of our attached business plan made possible by the first paid part-time dedicated Gallery 200 Manager.

Additional partners utilizing space at 103 W. Washington Street:

- Healthy West Chicago
- Mexican Cultural Center DuPage
- Community Events & Space Use
 - Scout Events, District 33 Ballet Folklorico, Community Group Meetings, Birthday Party Space Use, Community Nonprofit Fundraiser VIP Host, Emergency Response Location

Business Plan for Gallery 200

Executive Summary As a program of People Made Visible, Gallery 200 aims to transform downtown into a vibrant hub for creativity, community engagement, and mental wellness through art. By hosting monthly rotating art exhibitions, offering art classes, hosting community partners and organizing community events, we seek to foster a love for art while contributing to downtown redevelopment. Our gallery will serve as a platform for local artists, a resource for art education, and a center for community connection.

Mission Statement To enrich the community through art by showcasing diverse talents, promoting mental health through creative expression, and revitalizing the downtown area as a cultural and social destination.

Goals and Objectives

1. **Promote Local Art and Artists:** Host monthly rotating art shows to spotlight emerging and established artists. Goal achievement: first Friday monthly opening exhibit receptions in 2024 averaged per event 92 visitors per 2 hour reception.
2. **Provide Art Education:** Offer art classes and workshops for all ages and skill levels. Goal achievement: quarterly class offerings launched in May of 2024, to date 52 classes held in variety of mediums (painting, fiber, fused glass, jewelry making) for adults and kids.
3. **Foster Community Connections:** Organize community events, such as open mic nights, art demonstrations, and collaborative community projects. Goal achievement: 18 free community event/art creation programs help in 2024.
4. **Promote Mental Health:** Use art as a tool for mental wellness by offering therapeutic art workshops and partnerships with mental health organizations. Goal achievement: 3 Mental Health focused free community art programs hosted with an additional 15 art creation events. Art therapist classes scheduled to start in March 2025 and be supplemented for Police Department programming.
5. **Contribute to Downtown Redevelopment:** Partner with local businesses, civic groups, and developers to integrate art into downtown revitalization efforts. Goal achievement: cross-promotional publicity, joint community programming and space use (Food Pantry Fundraiser November& December 2024).

Market Analysis

- **Target Audience:** Residents of all ages, local artists, art enthusiasts, families, educators, and professionals seeking creative outlets.
- **Community Need:** The downtown area is underutilized and lacks cultural spaces that can draw people together for relationship building. Art as a form of community building and mental health support is gaining recognition and aligns with growing trends.

Community economic impact is seen through attracting visitors to downtown West Chicago (it is estimated 60% of our visitation is from out of town guests).

- **Competitive Advantage:** Unlike commercial galleries, we prioritize accessibility, inclusivity, and community impact. Our nonprofit status enables us to attract grants and donations, reducing barriers to entry for both artists and participants.

Programs and Services

1. Monthly Art Shows: (goals met in 2024)

- Themes highlighting diverse cultures, social issues, or artistic styles.
- Opportunities for local artists to exhibit and sell their work.
- Opening receptions with artist talks, demos and live music.

2. Art Classes and Workshops: (goals met in 2024)

- Regular classes in painting, sculpture, photography, and more. (Classes launched in May 2024)
- Special workshops focused on art therapy and mindfulness. (Additional art therapist led programming to kick off in March 2025).
- Collaborations with schools and scout programs. (goal met in 2024).

3. Community Events: (in progress)

- Art walks, live demonstrations, and pop-up markets. (Trial at Blooming Fest and Food Fest).
- Collaborative projects like murals or installations in public spaces. (2025 collaboration with CAC and City Museum)
- Social gatherings, including family days and networking events for artists. (goal met in 2024).
- Free community craft/art making during City of West Chicago downtown events (goal met in 2024).

Partnerships

- **Community Organizations:** Collaborate with mental health nonprofits, schools, and civic groups. (expanding our work with art therapist to launch in March 2025)
- **Local Businesses:** Work with restaurants, cafes, and retailers to host events and sponsor initiatives. 2025 goal to create restaurant postcard for out-of-town guests looking for places to dine while visiting West Chicago.

Funding Strategy 2025

1. Grants and Donations:

- Apply for arts and cultural grants from local, state, and federal sources.
- Establish a business sponsorship program with tiered recognition levels.

2. Membership & Rewards Program:

- Offer annual memberships with perks such as discounts on classes and exclusive event invitations.
- Provide class discounts to those who enroll in multiple classes.

3. Event Revenue:

- Charge nominal fees for classes and workshops.
- Host ticketed events like galas, benefit auctions, and performances.

4. Additional Sales:

- Sell branded merchandise and art supplies/kits.
- Operate a pop-up shop for visiting artists and crafters.
- Host non-gallery artist on a commission-fee basis.

Operational 2025 Goals

- **Staffing:** Supplement PT Gallery Manager and Gallery artists with Art Student Interns
- **Technology:** Relaunch online art purchasing platform. Invest in new fully digital POS.

Metrics for Success

1. Number of visitors to monthly exhibitions and events.
2. Growth in class and workshop enrollment.
3. Increase in partnerships and collaborations.
4. Positive feedback from the community on mental health and downtown redevelopment impact.
5. Financial sustainability through diverse funding streams.

Conclusion By fostering creativity, connection, and community well-being, Gallery 200 will not only elevate the arts but also play a pivotal role in revitalizing downtown and community building. We invite community members, partners, and funders to join us in building a vibrant future through the power of art.