

AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. STEVE WEBER, CHAIR
MONDAY, MARCH 3, 2025
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

1. Call to Order

2. Roll Call

3. Administrative

4. Omnibus Vote

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

5. Economic Development

- a. Recommendation to approve Unwind Wednesday Event on the First Street Plaza on June 11th, 2025.

6. Public Comment

7. Additional Items from Mayor, Council or Staff


8. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Pending, Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

9. Adjournment

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

 CITY OF ST. CHARLES ILLINOIS • 1834	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5a
	Title:	Recommendation to approve Unwind Wednesday Event on the First Street Plaza on June 11 th , 2025	
	Presenter:	Derek Conley, Economic Development Director Kyle Pop, Traffic Safety Officer	
Meeting: Government Operations Committee		Date: March 3, 2025	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
Executive Summary (if not budgeted, please explain): <p>The Business Alliance is seeking approval to bring back the Unwind Wednesday event, which was an event in downtown St. Charles before the 2020 pandemic. This revived event would take place on Wednesday, June 11th, from 5:30 PM to 8:00 PM, featuring a live performance by STC Live! from 6:00 PM to 7:30 PM.</p> <p>The event will be held in the new First Street Plaza, with attendees able to purchase both alcoholic and non-alcoholic beverages from adjacent restaurants and enjoy them within the designated event area. Participants will be required to wear wristbands for identification.</p> <p>The Business Alliance has worked closely with city officials and the St. Charles Police Department to ensure proper logistics and safety measures are in place. Security will be provided by 3-4 guards on-site, along with staff and volunteers to help manage the event. Fencing will be installed in specific places around plaza to clearly mark the event boundaries. Alter Brewing will provide Dram Shop insurance coverage for the event, while the Business Alliance will cover costs for the band, fencing, extra temporary trash receptacles, wristbands, and marketing. No additional City services are expected for the event.</p> <p>This event will serve as a pilot, and if successful, the Business Alliance and City officials will explore the possibility of adding future dates, while ensuring the event continues to benefit downtown businesses and the community while maintaining high standards of organization.</p>			
Attachments (please list): Special Event Application			
Recommendation/Suggested Action (briefly explain): Recommendation to approve Unwind Wednesday Event on the First Street Plaza on June 11 th , 2025			

SPECIAL EVENT APPLICATION



☐ \$50 Application Fee ☐ Cash ☐ Check No. _____ Date: _____

Event Information

Name of Event: UNWIND WEDNESDAY	
Date(s) of Event: Wednesday, June 11, 2025	Hours of Event: 5:30PM - 8:00PM
Type of Event: <input type="checkbox"/> Parade <input type="checkbox"/> Walk/Run/Bike <input type="checkbox"/> Festival <input checked="" type="checkbox"/> Other	
Location(s) of Event: First Street Plaza	
Event Website: https://www.stcalliance.org/stclive	
Is this an annual event? <input type="radio"/> Yes <input type="radio"/> No	Estimated Attendance: _____
If yes, date(s) for next year: TBD	Last year's actual attendance: _____
Purpose of Event: To bring people to St. Charles and into the businesses.	
Name(s) of Sponsoring Organization(s): ST. CHARLES BUSINESS ALLIANCE	
Organization Type: <input type="checkbox"/> Government/D303 Entity <input type="checkbox"/> Private/For Profit <input checked="" type="checkbox"/> Not-for-Profit	

Contact Information

Contact Person: Susan Stark	Cell Phone: 630.797.1142
Address (city/state/zip): 2 E. Main Street, St. Charles, IL 60174	
E-mail Address: ssark@stcalliance.org	
Secondary Contact: Jenna Sawicki	Cell Phone: 217.494.5676
Address (city/state/zip): 2 E. Main Street, St. Charles, IL 60174	
E-mail Address: jsawicki@stcalliance.org	

Event Permits & Details

Will this event include any of the following – if yes , please refer to the Special Event Guide for the required documentation to support any of these event specifics:			
Alcohol <input type="radio"/> Yes <input type="radio"/> No	Amplification <input checked="" type="radio"/> Yes <input type="radio"/> No	Tents <input type="radio"/> Yes <input type="radio"/> No	Electricity <input type="radio"/> Yes <input type="radio"/> No
Drone <input type="radio"/> Yes <input type="radio"/> No	Fireworks <input type="radio"/> Yes <input type="radio"/> No	Food Service <input type="radio"/> Yes <input type="radio"/> No	
Raffle(s) <input type="radio"/> Yes <input type="radio"/> No	Retail Sales <input type="radio"/> Yes <input type="radio"/> No	Amusement Rides <input type="radio"/> Yes <input type="radio"/> No	
Closure of City-owned property (i.e. parking lots) <input type="radio"/> Yes <input type="radio"/> No		Police Services <input type="radio"/> Yes <input type="radio"/> No	
Closure of City-owned streets <input type="radio"/> Yes <input type="radio"/> No		EMS Services <input type="radio"/> Yes <input type="radio"/> No	

Emergency Phone Tree

Emergency Contact Information

Primary Contact: Susan Stark	Secondary Contact: Jenna Sawicki
Title: Events Manager	Title: Executive Director
Phone No.: 630-797-1142	Phone No: 217-494-5676
Tertiary Contact: Laura Purdy	Operations Manager:
Title: Senior Manager of Tourism & Sales	Title:
Phone No.: 630-880-6139	Phone No.:

Site Managers and Miscellaneous Contacts

Location:	Location:
Date(s):	Date(s):
Name:	Name:
Phone No.:	Phone No.:
Location:	Location:
Date(s):	Date(s):
Name:	Name:
Phone No.:	Phone No.:
Location:	Location:
Date(s):	Date(s):
Name:	Name:
Phone No.:	Phone No.:

Emergency or Crisis Management Procedures

Please submit your Emergency Crisis Management Procedures for your event or use the provided example. If you need additional space, please attach a separate document.

Emergency/Crisis Management Procedures

1. In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential effects on patrons, property and/or equipment).

The St. Charles Business Alliance has designated Jenna Sawicki with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of The St. Charles Business Alliance coordinate with local authorities for an action plan and to make any statements to the press (if applicable).

2. In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential effects on patrons, property and/or equipment) ALL staff will be instructed to:
 - a. Act as quickly and professionally as possible;
 - b. To contact their immediate supervisor and/or the on-site management representative;
 - c. Have as much factual information available as possible - not to speculate as to the cause of the incident, accident, etc., unless requested by the CM;
 - d. Follow the directions of the immediate supervisor and/or the on-site management representative explicitly;
 - e. If applicable, recommend that people leave the area, seek shelter, or go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks (West Side, Walnut St & 1st St), (East Side, Walnut Ave & 3rd Ave). In the event of Tornado Warnings on Saturday or Sunday, Park District staff will open the Pottawatomie Park Community Center so people can seek shelter there, if desired. If at a location with food, vendors and/or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.
3. These steps should be taken immediately following any incident/accident:
 - a. Get medical help to the parties involved (if applicable);
 - b. Call the police or other authorities and report any accident;
 - c. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patrons' attention;
 - d. Identify witnesses to the incident(s) to obtain statements if necessary;
 - e. Contact a Site Manager for an Incident Report;
 - f. Resume scheduled activity as soon as possible (subject to #5 below).
4. The CM will communicate to all staff, volunteers, and other personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone will cooperate with the police department. We will not interfere with police investigations and/or action plans and we will provide the police with materials available upon their request.
5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with the Police and Fire Departments to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.

Site Plan and/or Route Map

Please use the space provided to accurately outline the event's site plan. If requesting or using any of the resources shown, please indicate as such with the corresponding symbol below.

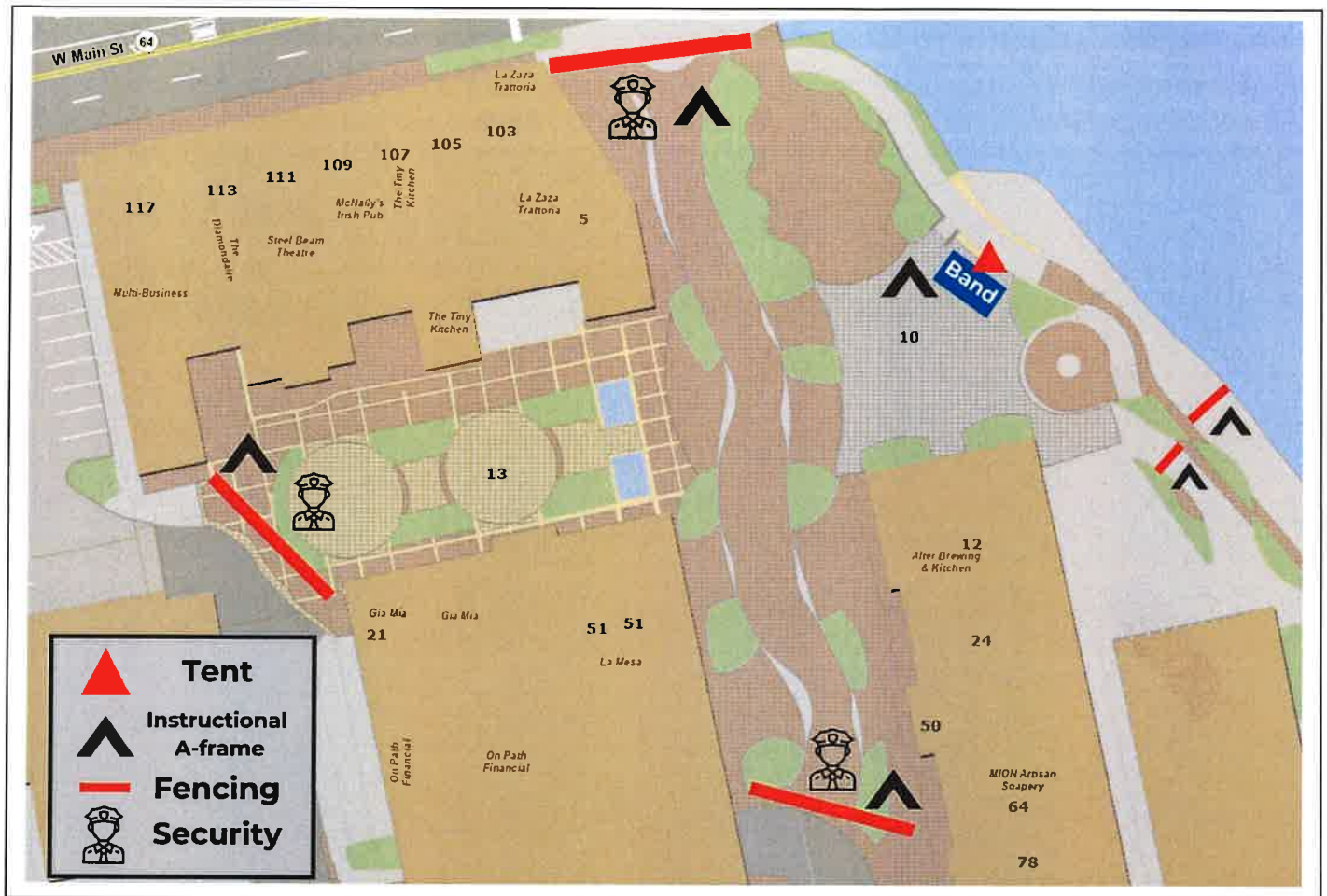
SEE ATTACHED

▲ Tent / Covered Structure	— Event Perimeter	R Restrooms	----- Race / Walk Route
E Electric / Power Generation	T Tables	B Barricade	FV Food Vendor
✚ Paramedics/Aid Station	xxx Liquor Sales/Consumption Area	→ FL Fire Lane	→ Directional
V Volunteer	★ Security Checkpoint	G Garbage Can	D Dumpster
S Stage	WS Water Station	C Carnival / Midway Rides	

First Street Plaza

STC Live! – Unwind Wednesday

Wednesday, June 11, 2025



First Street Plaza:

Four Security Checkpoints, as shown:

- 1st Street & Main Street
- Near "Be You" Statue
- South Entrance to First Street Plaza between La Mesa and Mion
- In Plaza next to @Properties

Dram Shop Insurance

- Alter Brewing will be paying for the Dram Shop Insurance
- Patrons will purchase beverages inside the 5 restaurants and will receive a plastic cup and wristband that indicates they are participating in the event.

Unwind Wednesday will be in conjunction with STC Live!

- There will be an STC Live! performance during the event
- No extra power will be needed. We will utilize the standard electric already installed on the Plaza
- 10X10 Tent

Indemnification / Hold Harmless

In consideration of the City of St. Charles permitting the St. Charles Business Alliance
("Organization") to conduct UNWIND WEDNESDAY ("Event"), the Organization
(name of organization)
(name of event)

recognizes, acknowledges and assumes any and all risks arising from or in any way related to the Event.

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the City of St. Charles, its officers, officials, employees and agents from and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, cost, and expenses (including all attorney's fees and costs), arising from, or resulting from or in any way related, directly and/or indirectly to the Event, except that arising out of the sole legal cause of the City of St. Charles, its officers, officials, employees, and agents.

The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgment shall be rendered against the City of St. Charles, its officers, officials, employees and/or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provision(s) of this INDEMNIFICATION/HOLD HARMLESS or unenforceability of any of its provisions shall not affect the validity or enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS.

The Organization and the authorized signatory below warrant and represent that the authorized signatory below has full authority to execute and submit this application, including, but not by way of limitation, the INDEMNIFICATION/HOLD HARMLESS provisions contained herein.

The Organization and the authorized signatory below agree to inform the City of St. Charles of any changes in the application at least thirty (30) days prior to the event.

St. Charles Business Alliance

Name of Organization Date by Authorized Signatory Signature

Signed and sworn to before me this _____ day of _____, 202__

Notary Public Signature

All applications must be signed and notarized.

(Notary Stamp)

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 and scheduling of other events.**

The City of St. Charles 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: St. Charles Police Department, Attn: Special Events, 1515 W. Main Street, St. Charles, IL 60174 or stcspecialevents@stcharlesil.gov.

FOR OFFICE USE ONLY

Date Application Received:		Permit Fees:			
Permit Number:		Check No.		Cash	
Special Event Meeting Date:		Gov Svcs	LCC	Gov Ops	P&D
City Committee Date:		City Council Date:			
Approval from IDOT:		Approval from Park Dist:			
Fee estimates:	Police:	PW:		Fire/EMA:	
Other fees:					

Special Event Meeting Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



DEPARTMENT: BUILDING & CODE ENFORCEMENT

PHONE: 630.377.4406

FAX: 630.443.4638

LOUDSPEAKER/AMPLIFIER LICENSE APPLICATION

Important: this application must be fully and accurately complete.

1. License term: FROM June 11, 2025 TO June 11, 2025 Number of Days 1
2. Applicant is: ☐ Corporation ☒ Partnership ☐ Individual
3. Applicant's Name St. Charles Business Alliance Telephone # 630.443.3967
D/B/A _____ Email address sstark@stcalliance.org
Address 2 E. Main Street City/State/Zip St. Charles, IL 60174
4. Device Owner's Name TBD Telephone # _____
Address _____ City/State/Zip St. Charles, IL 60174
5. Device(s) to be used, specific to power amplification (wattage) and output:
Standard amp(s) and microphone(s) that will utilize standard power.

6. Area where device(s) is/are to be used:
First Street Plaza

7. Amplification system will be used for:
☒ Music
☐ Public Speaking
☐ Other (describe) _____
8. If used for music, what type (include name of artist/band if applicable):
STC Live! Band - A variety of popular music

9. Time of day device(s) is/are to be used: 5:30PM - 8:00PM

By signing this application, the applicant agrees to all the provisions of Chapter 9.24 of the City of St. Charles Municipal Code.

Applicant _____
Signature

The fee for such a license will be \$5.00 per day, payable when the application is submitted for review. The city's police chief will reserve the right to review the application, and in conjunction with the Public Health and Safety Committee, either approve or deny the license request.

Approved: _____

Denied: _____

by: _____
Chief of Police

Date: _____