

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. MAUREEN LEWIS, CHAIR**

**MONDAY, JUNE 17, 2019  
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Administrative**
  - a. City of St. Charles Fuel Tax Receipts, April 2019 – Information Only
  - b. Site Relocation and Floor Plan for Puebla Restaurant, Moving from 51 S. 1st St. to 305 W. Main St., St. Charles. – Information Only
- 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. Information Systems**
  - \*a. Recommendation to authorize staff to award Harris Computer Systems the annual contract for CityView software support and maintenance for \$25,612.
- 6. Police Department**
  - a. Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for a Special Event, a Random Acts Matter Fundraiser, to be held in Mt. St. Mary's Park.
  - b. Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for a Special Event - Sunset Cider Stroll to be held in Downtown St. Charles and Mt. St. Mary's Park.
- 7. Finance Department**
  - \*a. Budget Revisions – May, 2019
  - b. Recommendation of Approval of the Funding Allocation Requests of the Visitors Cultural Commission for FY 2019-2020.

- c. Recommendation of Approval of the Funding Allocation Requests of the 708 Mental Health Board for FY 2019-2020.

**8. Executive Session**

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- 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. Additional Items from Mayor, Council, Staff, or Citizens.**

**10. 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](mailto: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).



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 3.a

Title:

City of St. Charles Fuel Tax Receipts May, 2019 –  
Information Only

Presenter:

Chris Minick, Director of Finance

Meeting: Government Operations Committee

Date: June 17, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

**Attachments** *(please list):*

FY 18/19 City of St. Charles Local Fuel Tax Receipts – May, 2019

**Recommendation/Suggested Action** *(briefly explain):*

None – For Information Only

**City of St. Charles**  
**Local Fuel Tax Receipts**  
**Fiscal Year 2018-2019**

LIABILITY PERIOD	PAYMENT RECEIVED	TOTAL REVENUE RECEIVED
May-18	June-18	\$ -
June-18	July-18	\$ -
July-18	August-18	\$ -
August-18	September-18	\$ -
September-18	October-18	\$ -
October-18	November-18	\$ -
November-18	December-18	\$ 42,212.80
December-18	January-19	\$ 42,956.97
January-19	February-19	\$ 39,588.42
February-19	March-19	\$ 37,293.81
March-19	April-19	\$ 40,187.71
April-19	May-19	\$ 39,306.93
<b>TOTALS</b>		<b>\$ 241,546.64</b>

*The local fuel tax rate is two cents per gallon (\$0.02/gallon) and applies to motor fuel retail purchases within the City of St. Charles.*



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 3.b

Title: Site Relocation and Floor Plan for Puebla Restaurant, Moving from 51 S. 1<sup>st</sup> St. to 305 W. Main St., St. Charles – Information Only

Presenter: Police Chief James Keegan

Meeting: Government Operations Committee

Date: June 17, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

Puebla Restaurant has been a local restaurant for six years. They are looking to relocate their business and would like to remain in St. Charles. The business owner has signed a lease agreement at 305 W. Main St., in the space that was most recently known as The Finery.

The liquor license classification and hours of operation will remain the same as Puebla’s current license.

The following information from the City of St. Charles Municipal Code indicates that a current liquor license holder may change their location upon the issuance of written permission from the Local Liquor Control Commissioner, providing the new location is in compliance with the regulations of the City Code.

5.08.160 – License – Licensed Premises – Change of Location A local liquor license issued under this chapter shall permit the sale of alcoholic liquor only in the premises described in the application and local liquor license. Such location may be changed only when and upon the written permit to make such change is issued by the Local Liquor Control Commissioner. No change of location shall be permitted unless the proposed new location is in compliance with the provisions and regulations of this chapter.

**Attachments** *(please list):*

Summary, Floor Plan, Letter, Liquor License

**Recommendation/Suggested Action** *(briefly explain):*

Site relocation and floor plan for Puebla Modern Mexican, moving from 51 S. 1<sup>st</sup> St. to 305 W. Main St., St. Charles – Information Only

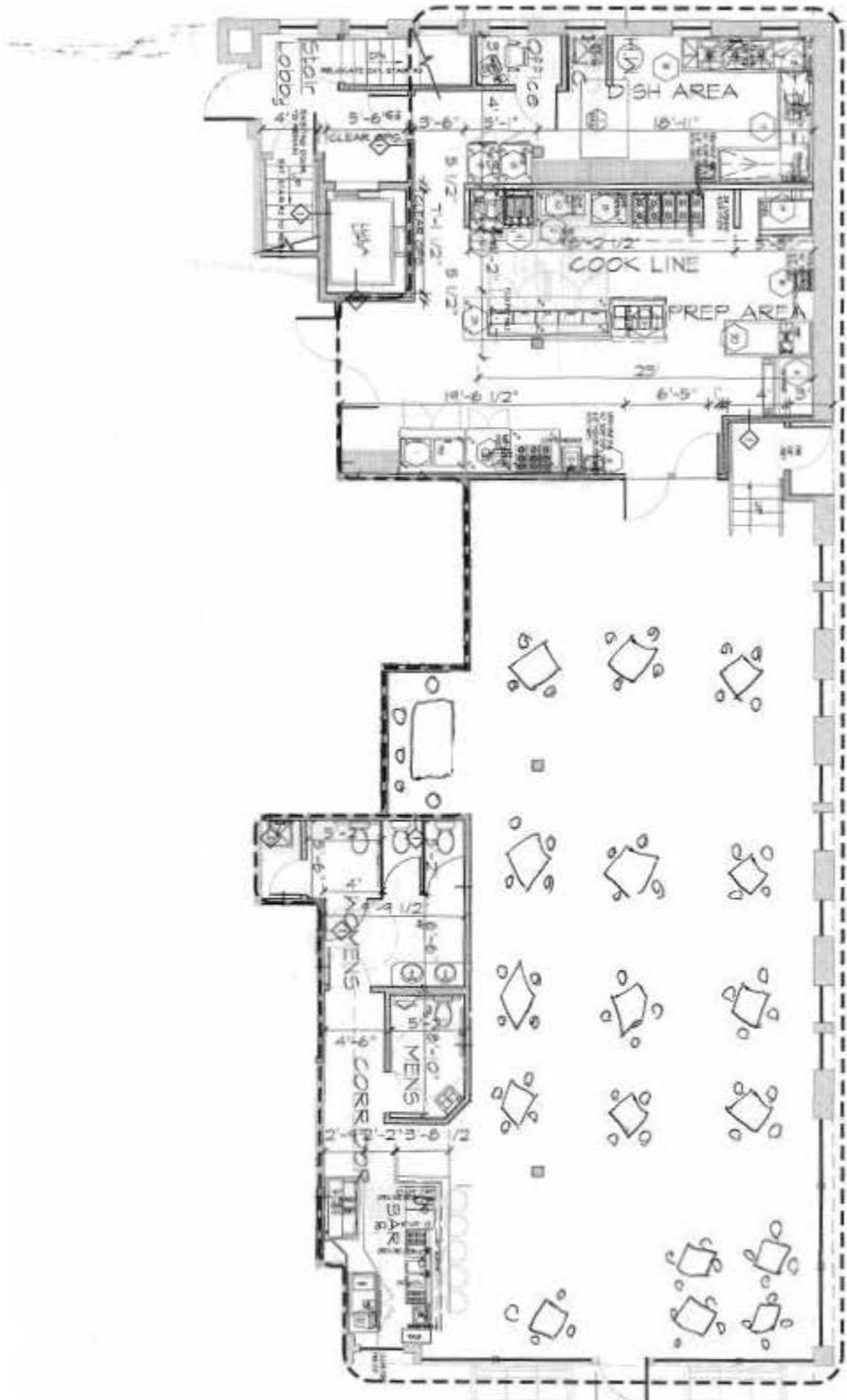
Mayor Rogina,

I am asking for a location transfer of my liquor license. I have been in business with Puebla Restaurant for 6 years. I love St. Charles and I am in the process of purchasing a home in St. Charles. I plan on continuing being an upstanding and responsible business in downtown St. Charles. My lease is up at my current location and the high rent and cost of doing business on First street is no longer an option. I found a spot that is ready to go and sixty percent cheaper to operate. I know my customers will love and appreciate the new spot. I appreciate your help in this matter. Please let me know if you have any questions.

Sincerely,



Tony Alfonso



LICENSE

Granting this license does not entitle the licensee to operate or maintain a business in violation of any other law or ordinance

CITY OF ST. CHARLES MUNICIPAL LICENSE

KEEP POSTED IN PUBLIC VIEW

LICENSE NO:

8286-2

VALID FROM 05 01 2019 TO 04 30 2020

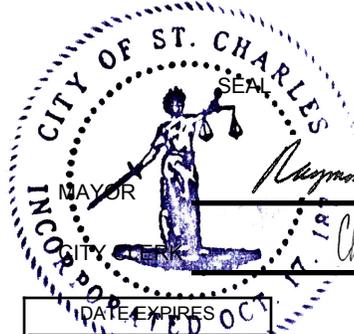
B2 LIQUOR LICENSE

ACCOUNT NUMBER

43299

UNDER THE MUNICIPAL CODE OF THE CITY OF ST. CHARLES, THIS CERTIFICATE WHEN PROPERLY VALIDATED, AFFIRMS THAT THE APPROPRIATE LICENSE FEE HAS BEEN PAID

LICENSEE: Puebla Modern Mexican LLC
51 S First St
St. Charles IL 60174



PUEBLA MODERN MEXICAN LLC

ANNUAL QUARTER DAILY
[X] [ ] [ ]

Table with columns: DATE ISSUE, MONTH, DAY, YEAR. Values: 05, 01, 2019

Table with columns: DATE DUE, MONTH, DAY, YEAR. Values: 04, 30, 2019

Table with columns: DATE EXPIRES, MONTH, DAY, YEAR. Values: 04, 30, 2020

Table with columns: AMOUNT DUE. Value: \$1,800.00



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*5.a

Title:

Recommendation to authorize staff to award Harris Computer Systems the annual contract for CityView software support and maintenance for \$25,612.

Presenter:

Meeting: Government Operations Committee

Date: June 17, 2019

Proposed Cost: \$25,612

Budgeted Amount: \$30,078

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

The City's community development tracking and permitting software system, CityView, has been in use since 2004. CityView software is used by the Community and Economic Development Department to track and manage the submittal, review and approval of development projects, the review and issuance of building permits, and the management of code enforcement violations. In addition, the software is used by the City Administrator's office and the Police Department for managing the liquor license application process.

This maintenance contract provides technical support and product upgrades for CityView software for the covered period of one year, July 1, 2019 to June 30, 2020. Since CityView software is only licensed and supported by Harris Computer Systems, Harris is the sole provider of these services.

**Attachments** *(please list):*

**Recommendation/Suggested Action** *(briefly explain):*

Authorize staff to award Harris Computer Systems the annual contract for CityView software support and maintenance for \$25,612.



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.a

Title:	Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for a Special Event, a Random Acts Matter Fundraiser, to be held in Mt. St. Mary's Park
Presenter:	Police Chief Keegan

Meeting: Government Operations Committee

Date: June 17, 2019

Proposed Cost: \$ 444.18

Budgeted Amount: \$

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

This is an application request for a Class E-1 Temporary License, authorizing for consumption of wine and beer in Mt. St. Mary's Park. This temporary license request is for Sunday, September 15, 2019 from 1:00 to 5:00 p.m.

This is the third year for this request. No issues were reported regarding this event last year. St. Charles Park District approval has been granted for this event.

This is a family event. Several local music groups will perform throughout the event. Participants must pre-register for this event – all food and alcohol will be pre-purchased. Upon check-in, all participants who are 21 and older will be given wrist bands; those under 21 will be given a different wristband to wear during the event. Fencing will be installed around the entire area, which has been mutually agreed on with the event organizer and the Park District so that participants can consume wine and beer within the fenced-in area. Approximately 450 participants are expected for this event.

The wine, beer, and servers for this event will be provided by Vintage 53.

This event is being organized by a 501C3 and the reduced fees for City services are being requested for this event. The RAM total estimate for two officers for three hours is \$444.18. The City and the event organizer are each be responsible for half the cost at approximately \$222.09.

*Pursuant to this item being presented at the Government Operations Committee meeting on June 17, 2019 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 p.m., the same day, to process and move it forward to this Committee. This item will then continue on to the City Council meeting scheduled on July 15, 2019 for final approval.*

**Attachments** *(please list):*

- Site Plan
- Hold Harmless Form
- Special Event Application

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve at proposal for a new Class E-1 temporary liquor license for a special event – a Random Acts Matter fundraiser - to be held in Mt. St. Mary's Park.



Building & Code Enforcement  
St. Charles, IL



**CITY OF ST CHARLES**  
**SPECIAL EVENT APPLICATION**  
**THIS FORM MUST BE COMPLETED IN**  
**FULL & SUBMITTED 90 or 30 DAYS PRIOR TO THE EVENT**

Permit No. 19-29948 Date of Meeting: 5/2/19 <sup>9:00</sup> Revised date 700 S. Second St.  
Name of the Event: An Afternoon of Random Acts Date(s) of Event: 9-15-19

**Special Event Application – 90 Days**

The Special Event Application is due to the City of St. Charles a minimum of ninety (90) days prior to the event if it requires closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

**Special Event Application – 30 Days**

The Special Event Application is due to the City of St. Charles, at a minimum, thirty (30) days prior to the event if it does not require closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted.

A copy of the Application and Funding of Special Events is attached for your information.

**Special Event Submittal Check List**

- **Special Event Application**

- Section 1 – Task List and Due Dates –90 day or 30 day submittal
- Section 2 – General Information
- Section 3 – Permits
- Section 4 – Site Plan and/or Route Map
- Section 5– Emergency Phone Tree and Contact
- Section 6 – Emergency Crisis Management Procedures
- Section 7 – Retail Merchants
- Section 8 – St. Charles Police Department – Request for Police Services
- Section 9 – Hold Harmless Agreement
- Any outstanding funds owed to the City of St. Charles**

**Application(s) for other permit(s) (See answers in Section 3)**

- Loudspeaker/Amplifier License Application and Submittal Fee
  - \$5 per day**
- Class E Liquor License Application and Submittal Fee
  - \$50 per day – E-1 (Not-for-Profit)**
  - \$100 per day – E-2 (Special Civic Event)**
- Carnival License Application and Submittal Fee
  - \$30 each – Rides**
  - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other**

**If your event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.**

Would you like to be contacted by the Convention and Visitor's Bureau to help with your event?  
(Finding event space, restaurants, caterers, suppliers, etc.)

Please mark Yes  No

If you marked yes please let the Convention and Visitor's Bureau know the best way to contact you:

Phone:

Email:

Received:

Fee Paid: \$

Receipt #

Check #

## SECTION 1 - TASK LIST AND 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.

Task to be completed for Events that require <b>90 days</b> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	9-15-19
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	N/A
Submit Special Event Application	90 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation <b>A copy of 501(C)3 document is to be submitted with application.</b>	At time of submittal	
Submit Class E Liquor License Application	90-days	
Submit Outdoor Sales Permit Application	90-days	
Submit Loudspeaker/Amplifier License Application	90-days	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Carnival License Application	90 days	
Submit Fireworks Permit Application	60 days	
Submit <b>Original</b> Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/businesses of special event	14 days	

City Services Requested:			Comments
Police	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Security - Police officers onsite
Fire/EMS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
EMA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Public Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<u>Electric</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	for sound system - Board from park district
Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>Task to be completed for Events that require 30 days (All items due to City unless noted)</b>	<b>Days Due Before Event</b>	<b>Due Date</b>
Date of the Special Event	- N/A -	
Submit Special Event Application	30 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation <b>A copy of 501(C)3 document is to be submitted with application</b>	At time of submittal	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Outdoor Sales Permit Application	At time of submittal	
Submit <b>Original</b> Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/business of special event	14 days	

<b>City Services Requested:</b>			<b>Comments</b>
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

**SECTION 2 – GENERAL INFORMATION** Permit No. 19-29948

Name of Event: An Afternoon of Random Acts

Type of Event:  Parade  Walk/Run/Bike  Festival  Other

Location of Event: Mount St. Mary's Park

Date(s) of Event: 9-15-19 Hours of Event: 2 to 6 Estimated Attendance: 450

Event Website: www.randomactsmatter.com

Purpose of the event: Fundraiser for Random Acts Matter (RAM)

Name of sponsoring organization(s): Random Acts Matter (RAM)

Please list the organization's legal status (i.e. NFP, Partnership, and Corporation) : **A copy of the 501(C)3 document is to be submitted with application.**

(Documentation will need to be submitted providing status)

Type of Entity	Check Box that Applies	City Supporting - Existing Event	City Support - New Event
Governmental Entity		100%	100%
Private/For Profit Entity	<input checked="" type="checkbox"/>	0%	0%
Non-Governmental/Non-Profit Entity		50%	0%

Contact person from sponsoring organization: Lori GEORGINSON

Organizer address: 7 E Main Street, St-Charles IL 60174

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ -mail: \_\_\_\_\_

Second contact person (emergency): Jim D. Ciavola Phone: \_\_\_\_\_

Is this an annual event?  YES  NO If yes, please provide event date(s) for next year: 1st or 2nd of Sept

If the event is a recurring event, please state any problems and/or incidents that have occurred in past Sunday of Sept. 2020 years, such as sound amplification, neighborhood parking complaints, etc.

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

**SECTION 3 - PERMITS**

Will you be having a fireworks display are your event?  YES  NO

If yes, you have to submit a **Fireworks Permit Application** sixty (60) days prior to the event. Please contact the St. Charles Fire Department to complete the application.

Does your event include the use of a tent?  YES  NO

If yes, you must submit an **Outdoor Sales Permit Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact Building and Code Enforcement to obtain an outdoor sale permit application.

Will you be using speakers and/or sound equipment at your event?  YES  NO

If yes, you must submit a **Loudspeaker/Amplifier License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact the Mayor's Office to obtain a loudspeaker/amplifier license application.

Are you holding a raffle at your event?  YES  NO

If yes, you may have to submit a **Raffle Permit Application**. For the raffle permit application for Kane County, please visit [www.co.kane.il.us/COC](http://www.co.kane.il.us/COC), or contact the Kane County Clerk's Office at 630.232.5950. For the raffle permit application for DuPage County, please visit [http://www.dupageco.org/countyclerk/generic.cfm?doc\\_id=631](http://www.dupageco.org/countyclerk/generic.cfm?doc_id=631) or contact the DuPage County Clerk's Office at 630-407-5500.

Will you serve alcohol at your event?  YES  NO

If yes, you must submit **Class E Liquor License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact the Mayor's Office to obtain a Class E liquor license application.

Will there be amusement rides at the event?  YES  NO

If yes, you must submit **Carnival License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov) or contact the Mayor's Office to obtain a carnival license application.

Will you serve food at your event?  YES  NO

If yes, please indicate the number of vendors \_\_\_\_\_

Note: A list of food vendors must be submitted prior to the inspection of your event.

But food is brought in

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.?  YES  NO

If yes, please indicate the property that you are requesting to use.

adjacent public streets, parking near St. Mary's downtown parking

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:

Sidways

STREET	FROM	TO	DATES	TIMES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does your event require the use of city sidewalks?  YES  NO

Does your event require temporary electric service?  YES  NO

- If yes, please indicate location(s) electric is needed on next sheet.

Does your event require temporary water/hydrant meter?  YES  NO

- If yes, please indicate locations(s) for hydrant meter(s) on next sheet.

as provided at park - By gazebo

---

## SECTION 4 - SITE PLAN AND/OR ROUTE MAP

---

Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

*See Attached*

If applicable, the following must be included:

Location of food vendors (FV)  
Location of beverage vendors (BV)  
Location of garbage receptacles (G)  
Location of toilets (T)  
Location of hand washing sinks (HWS)  
Location of retail merchants (RM)  
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 sound stages and amplified sound (S)  
Location of residential streets surrounding events  
Electric (E)  
(Hydrant Meter (H20)

# Trail Map



**ST. CHARLES PARK DISTRICT**

- Trail Start Informational Kiosk
- Parking
- Drinking Fountain
- Restroom
- Secondary Trails
- Overall Trail 0.73 mile

**Section 5 – Emergency Phone Tree**

Please use the space below to illustrate the Emergency Phone Tree for your event or submit a separate form detailing your Emergency Phone Tree. If you need additional space, please attach a separate sheet.

Event Title An Afternoon of Lander #43 Date(s) of Event 9/15/19

**Emergency Contact Information**

Primary Contact: Jim DiCicula Secondary Contact: Lou Groggson

Title: President KAN Title: Event Chair

Phone No: 

Tertiary Contact: \_\_\_\_\_ Operations Manager: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Phone No: \_\_\_\_\_ Phone no.: \_\_\_\_\_

**Site Managers and miscellaneous contacts**

Location: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Phone #: \_\_\_\_\_

Location: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

Location: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone # \_\_\_\_\_

## Section 6- Emergency or Crisis Management Procedures

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

### 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 affects on patrons, property and/or equipment).  
RAM has designated Jim DiCicula with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of An Afternoon of 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 affects on patrons, property and/or equipment) ALL RAM staff will be instructed to:
  - a. Act as quickly and professionally as possible;
  - b. To contact their immediate supervisor and/or the on-site Event Chair Lou George 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 RAM directions of the immediate supervisor and/or the on-site management representative explicitly;
  - e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks. (West Side, Walnut Street & 1<sup>st</sup> Street), (East Side, Walnut Avenue & 3<sup>rd</sup> Avenue). In the event of Tornado Warnings on Saturday and 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. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron's attention;
  - c. Resume scheduled activity as soon as possible (subject to #5 below);
  - d. Call the police or other authorities and report any accident;
  - e. Identify witnesses to the incident to obtain statements if necessary;
  - f. Contact a Site Manager for an Incident Report.
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 associated with

RAM 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. Any and all materials requested should not be given out until copies of all information can be reproduced for \_\_\_\_\_.

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 \_\_\_\_\_ to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by RAM management. 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.
7. Always remember to follow these guidelines:
  - a. Keep as cool and calm as possible;
  - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including RAM personnel;
  - c. Direct any and all media questions to CM, and only read official statements prepared by RAM Management;
  - d. Use common sense. Think before you act, and always be professional;
  - e. Fill out a Festival Incident Report as accurately as possible;
  - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

---

---

---

---

---

---

---

---

---

---

**SECTION 7 – RETAIL MERCHANTS**

It is the responsibility of the event organizer to ensure that all participating retail merchants are properly collecting, reporting and filing City sales taxes from sales generated at the event, in accordance with State Statutes. The City's current sales tax rate is 8%. Sales tax collections and forms are to be submitted to the State and not the City. For further information on how and where tax payments are to be submitted, please contact the Illinois Department of Revenue Registration Office at 1-800-732-8866.

Please answer the following question regarding the use of retail merchants in conjunction with your event:

**Will your event include:**

- Merchants selling retail merchandise? YES: \_\_\_\_\_ NO: X
- Food and/or beverages for immediate consumption? YES: \_\_\_\_\_ NO: X

If no, no further action is necessary. *Food being brought in by guests*

If yes to either, you must provide a list of all participating vendors, including business name, address and State IBT number to the City's Finance Department within 14 days of the event. A sample form in Excel format will be emailed to the event organizer's email address. In addition, you must read and sign the following certification:

*I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with a complete listing of all merchants, including their name, address and State IBT number, within 14 days of the event.*

Signature: *Lori Georgeson*

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

Name: *Lori Georgeson*

Title: *RAM Event Chair*  
*RAM Vice President*

**SECTION 8 – St. Charles Police Department – Request for Police Services**



**ST. CHARLES POLICE DEPARTMENT**

**REQUEST FOR POLICE SERVICES**

DATE SUBMITTED: 4-18-19

Call 630-269-6203 - LOM

Individual Requesting Services

Home Telephone

*Lowri* Georgeson / Random Acts Matter

630-447-8083

Person/Organization to be Billed

Business Telephone

7 E. Main Street Suite 101

Cell Phone

Address

St Charles IL 60175

Signature

St. Charles PD has the authority to determine the number of officers needed based on the circumstances and conditions of the event. I hereby agree to reimburse the city of St. Charles for all compensation paid to its officers for the services and at the rates described above.

*Lowri Georgeson*  
Signature of Person Agreeing to Pay

TYPE OF EVENT: Fundraiser for Rann - An Afternoon of Random Acts  
LOCATION: Mount St Mary's Park

DATE(S)	TIME(S)	NUMBER OF OFFICERS REQUESTED
<u>9-15-19</u>	<u>S</u> to	
<u>9-15-19</u>	<u>R</u> to	
	to	
	to	

HOURLY RATE - TIME & 1/2  
NUMBER EXPECTED TO ATTEND 2  
officers

Still working on this

\*\*\*\*\* DO NOT WRITE BELOW THIS SPACE \*\*\*\*\*

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Comments: \_\_\_\_\_

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

**OFFICER SIGNUP SECTION      HOURLY RATE - TIME & 1/2**

DATE	TIME	OFFICERS REQUESTED	NAME	NAME
	to			

Billing to City of St. Charles

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
**SECTION 9 – INDEMNIFICATION/HOLD HARMLESS**  
-----

In consideration of the City of St. Charles permitting the RAM  
("Organization") to conduct An Afternoon of Random Acts ("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.

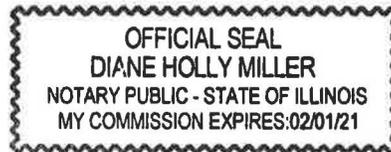
Random Acts Matter  
(Name of Organization)

4/18/19  
(Date)

by [Signature]  
Authorized Signatory

Signed and sworn to before me this 18<sup>th</sup> day of April, 2019.

[Signature]  
Notary Public



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

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:**  
City of St. Charles  
Attn: Building & Code Enforcement  
2 E. Main Street  
St. Charles, IL 60174



## **Downtown Events Review Process & Evaluation**

### **Summary**

The Downtown St. Charles Partnership wishes to support events and promotions that will strengthen the retail, dining, entertainment, and hospitality sectors of downtown, diversify the downtown event calendar, and invite people downtown by offering compelling, free or low-cost events. The desired result is a coordinated offering of downtown events and promotions that:

- Engage and strengthen the downtown business community.
- Increase the frequency and/or length of the visits to the downtown.
- Provide a comprehensive and coordinated offering of quality events.
- Enhance the image of the downtown as a destination.
- Celebrate the vibrancy and unique assets of the downtown.
- Ensure diversity and uniqueness in the events offered.

### **Requirements**

Events approved in Downtown St. Charles will meet the following requirements:

- The events are complimentary or have a minimal admission charge and are appealing to the general public.
- The event will benefit downtown businesses and not create a significant negative impact on them.
- The event organizer will meet with affected downtown businesses to help make the event a positive experience for them.
- The application and review is required for all events within the downtown area (view map at <http://www.downtownstcharles.org/map-and-directions/downtown-map/>)

## **Evaluation**

Proposals submitted will be evaluated based on the quality of the proposal and the following strategies and requirements:

- 1. Benefit to the downtown:**
  - o Downtown businesses will realize benefits from the event.
  - o The event will enhance the downtown's reputation as a destination for shopping, dining, hospitality, and entertainment.
  - o The event/promotion creates a positive image of the downtown.
- 2. Ease and Ability of Production**
  - o The organization coordinating the event has the capacity to carry out the event/promotion. This will require a business plan detailing the financial and marketing plans.
  - o The event is pedestrian friendly.
  - o All elements (security, promotion, staffing, clean up) are the responsibility of, and financed by, the event organizer.
- 3. Broad Popularity**
  - o The event can be enjoyed by a variety of audiences.
  - o The event is complimentary, or has a minimal admission charge, and is appealing to the general public.
- 4. Coordination and Collaboration**
  - o The event meets with approval from the City and the DSCP.
  - o The marketing plan for the event/promotion includes communication with the City and the DSCP.
  - o The event organizers collaborate with downtown businesses. Opportunities are created to encourage interaction between businesses and the event attendees. First Priority for event participation, particularly with respect to event food/beverage and retail vending, shall be given to downtown businesses.
  - o For merchant promotions, participation is available to all downtown merchant businesses.
- 5. Expansion and Diversity of the Downtown Event Calendar**
  - o The event will assist in creating a diverse menu of downtown programming and give people a new reason to come downtown that does not currently exist.
  - o The event will bring diverse clientele into the downtown and brings people into the downtown at a time that doesn't conflict with other events.

## **Process**

**Please complete the Downtown Event Review Proposal questions with the City of St. Charles Special Events Application. Please answer all questions to the best of your knowledge. Proposals submitted will be evaluated based on the quality of the proposal and the evaluation requirements.**

- 1. Please return the Downtown St. Charles Event Review Proposal and any attachments to the City of St. Charles 120 days before your Intended Event Date.
  - a. It is strongly encouraged that the event organizers meet with the businesses that will be impacted in advance of submitting the proposal. Feedback from those meetings should be included with the event application.****
- 2. The DSCP Events Review Committee will review your proposal within 14 days and follow up with any questions they may have.
  - a. If modifications are needed, you will be asked to resubmit any changes within two weeks time.****
- 3. Then if a positive recommendation is given by the Events Review Committee, the City of St. Charles will schedule a Special Events Review Meeting with you and City Staff to discuss logistics and any issues and/or concerns related to traffic, safety, etc.**
- 4. Then, your event will be brought before City Council within the 90 Days for final review accompanied by the DSCP recommendation.**

## **Downtown St. Charles Event Review Proposal**

- 1. Please describe the purpose of your event including proposed date(s)/time(s).**
  
- 2. Explain how your event will comply with the evaluation criteria, as described in the Downtown Events Evaluation summary.**
  - a. Benefit to Downtown Business**
  - b. Ease and Ability of Production**
  - c. Broad Popularity**
  - d. Coordination and Collaboration**
  - e. Expansion and Diversity of the Downtown Event Calendar**
  
- 3. What distances will people travel to participate in the event? Please justify. (i.e. local participants who live within a 5 – 10 mile radius or regional event attracting people from 3 – 5 states with a 5 – 10 hour driving distance)**
  
- 4. What is the estimated number of event a) Participants b) Attendees? Please justify.**
  
- 5. Safety and the impact on downtown businesses, residents and the City are major priorities. Please describe what street closures, detours, and parking you would request and how you would address concerns from these stakeholders?**

**6. Please describe what makes this event unique to Downtown St. Charles.**

**7. How will you measure success?**

**8. If success, as you have defined it, is reached, please describe future plans for this event.**

**9. Attach the business and marketing plans with expected revenue, expenses, and sponsors secured.**

**10. How will your organization secure funding necessary to pay for any requested or required City resources?**

**11. Provide a list of downtown businesses you have identified as likely to be affected by your event/promotion and a brief summary of your communication with them to date.**

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**

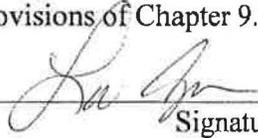
**Important: this application must be fully and accurately complete.**

1. License term: FROM 9-15-19 TO 9-15-19 Number of Days 1
2. Applicant is:  Corporation  Partnership  Individual  Change 501C(3)
3. Applicant's Name Random Acts Matter Telephone # [REDACTED]  
D/B/A ?  
Address 7E Main St Suite 101 City/State/Zip StC IL 60174
4. Device Owner's Name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_
5. Device(s) to be used, specific to power amplification (wattage) and output:  
TBD
6. Area where device(s) is/are to be used:  
Near gazebo - in Mount St Marys Park
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):  
X Local High Schools  
X other groups TBD

9. Time of day device(s) is/are to be used: \_\_\_\_\_

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

**For Office Use**

Date Received

4/18/2019

Fee Paid

\$5.00

Receipt No. \_\_\_\_\_

Permit No.

19-29948

**For Office Use**  
 Received:  
 Fee Paid: \$  
 Receipt #

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



**CITY LIQUOR DEALER LICENSE APPLICATION**  
**CLASS E1 – NOT-FOR-PROFIT LICENSE**  
**CLASS E3 – KANE COUNTY FAIR**

Pursuant to the provisions of Chapter 5.08, Alcoholic Beverages, of the City of St. Charles Municipal Code regulating the sale of alcoholic liquors in the City of St. Charles, State of Illinois and all amendments thereto now in force and effect.

The undersigned hereby makes application for a Liquor Dealer License, Class E1 – Not-For-Profit License or E3 – Kane County Fair  
 Commencing 9-15-19 and ending 9-15-19  
 Time Starting 1 and ending 5 pm  
 Location of Event MOUNT St Mary's Park

Name of Business Random Acts Matter / Vintage 53 will provide alcohol  
 Address of Business 7E Main Street, ST. IL Business Phone [REDACTED]  
 Is the Applicant a Not-For-Profit Organization? YES  
 Authorized Agent Lori O'Grigson Title Vice President, Chair of Event  
 Has Applicant had a Class E1 License in the previous 365 days? YES. If YES, on what date? 9/18 An Afternoon of Random Acts  
 Does Applicant have Dram Shop Insurance? NO. If YES, attach evidence of insurance.

**Requirements of a Class E1 / E3 – Not-For-Profit License**

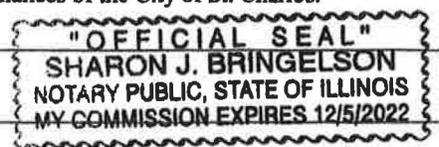
1. The Class E1 license fee is \$50.00 per day.
2. A minimum of three (3) liquor supervisors shall monitor liquor service during all times of operation. **Please provide a list of all supervisors with this application.**
3. Liquor supervisors shall be members of the organization holding the license.
4. Beer and/or Wine are the only alcoholic beverages to be sold.
5. Hours are restricted to 12 noon to 11:00 p.m.
6. Licensee must rope/fence off the licensed premises.
7. Are children/minors permitted in the licensed premises? Y/N
8. Each patron must wear a wristband after having identification checked for legal alcohol consumption age.
9. A sign limited beer and/or wine consumption to the roped off area must be conspicuously displayed at all times.
10. Each server of alcohol must be **BASSET** certified – need copy of **BASSET** certification. yes - Vintage 53 employees
11. A copy of site plan diagram to include roped area shall accompany this application.
12. All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.

**Affidavit**

State of Illinois )  
 County of Kane )

I/We, the undersigned, being first duly sworn, say that I/we have read the foregoing application and that the statements therein are true, complete, and correct and are upon my/our personal knowledge and information and are made for the purpose of inducing the City of St. Charles to issue the Liquor Dealer License, Class E1 to me/us for the location hereinbefore indicated; that I/we will not violate any of the laws of the United States, the State of Illinois or the City Ordinances of the City of St. Charles.

Signed: [Signature] Signed: \_\_\_\_\_  
 Sworn to before me this 18 day of 2019 April.  
 Notary Public [Signature]



**ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Chief of Police: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Liquor Commissioner: \_\_\_\_\_



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.b

Title: Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for a Special Event - Sunset Cider Stroll - to be held in Downtown St. Charles and Mt. St. Mary's Park

Presenter: Police Chief Keegan

Meeting: Government Operations Committee

Date: June 17, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

**Executive Summary** (if not budgeted please explain):

This is an application request for a Class E-1 Temporary License, authorizing for consumption of hard cider and craft beer on City property, specifically, downtown St. Charles and in Mt. St. Mary's Park. This temporary license request is for Friday, September 13, 2019.

This is the second year for this event and St. Charles Park District approval has been granted. Once approved, the Park District will work with downtown businesses to help promote and sponsor this event.

New this year is a fenced-in beer garden with ticket sales for alcohol consumption. Ticket sales will be limited per individual. Since this is Jazz Weekend in St. Charles, the Park District is working with the Downtown Partnership to secure a jazz band for this event.

This is a 21 and older only event. Participants must pre-register for this event; same day sales will be available for purchase at The Wine Exchange. Upon check-in, which begins at 5 p.m., all participants will be given wrist bands. All hard cider and craft brew samples will be provided in roped off areas along the path. Fencing will be installed between the two pavilion areas.

The Park District event organizers are working with local businesses Pollyanna and the Home Brew Shop to pair food with the cider and craft beer samples. There are six tastings planned and the experience. The event is expected to end at 9 p.m.; last call for the beer garden will take place at 8 p.m. Approximately 200 participants are anticipated for this event.

*Pursuant to this item being presented at the Government Operations Committee meeting on June 17, 2019 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 p.m., the same day, to process and move it forward to this Committee. This item will then continue on to the City Council meeting scheduled on July 15, 2019 for final approval.*

**Attachments** (please list):

Site Plan

Hold Harmless Form

Special Event Application

**Recommendation/Suggested Action** (briefly explain):

Recommendation to approve at proposal for a new Class E-1 temporary liquor license for a special event - Sunset Cider Stroll - to be held in downtown St. Charles and Mt. St. Mary's Park.

**CITY OF ST CHARLES  
SPECIAL EVENT APPLICATION**



**THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 90 or 30 DAYS PRIOR TO THE EVENT**

Permit No. PRSE 201900278 Date of Meeting: 5/21/19 @ 9:00 Revised date 06/06/2018

Name of the Event: Sweet Cider Strail Date(s) of Event: 9/13/2019

**Special Event Application – 90 Days**

The Special Event Application is due to the City of St. Charles a minimum of ninety (90) days prior to the event if it requires closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

**Special Event Application – 30 Days**

The Special Event Application is due to the City of St. Charles, at a minimum, thirty (30) days prior to the event if it does not require closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted.

A copy of the Application and Funding of Special Events is attached for your information.

**Special Event Submittal Check List**

**Special Event Application**

- Section 1 – Task List and Due Dates –90 day or 30 day submittal
- Section 2 – General Information
- Section 3 – Permits
- Section 4 – Site Plan and/or Route Map
- Section 5– Emergency Phone Tree and Contact
- Section 6 – Emergency Crisis Management Procedures
- Section 7 – Retail Merchants
- Section 8 – St. Charles Police Department – Request for Police Services
- Section 9 – Hold Harmless Agreement
- Any outstanding funds owed to the City of St. Charles**

**Application(s) for other permit(s) (See answers in Section 3)**

- Loudspeaker/Amplifier License Application and Submittal Fee
  - \$5 per day**
- Class E Liquor License Application and Submittal Fee
  - \$50 per day – E-1 (Not-for-Profit)**
  - \$100 per day – E-2 (Special Civic Event)**
- Carnival License Application and Submittal Fee
  - \$30 each – Rides**
  - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other**

**If your event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.**

Would you like to be contacted by the Convention and Visitor's Bureau to help with your event?  
(Finding event space, restaurants, caterers, suppliers, etc.)

Please mark Yes  No

If you marked yes please let the Convention and Visitor's Bureau know the best way to contact you:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Received: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Check # \_\_\_\_\_



**Taylor Krawczyk**  
Recreation Supervisor  
Baker Station, Special Events & Teen Camp

Ph: 630-513-4331  
Fax: 630-584-9172  
[tkrawczyk@stcparks.org](mailto:tkrawczyk@stcparks.org)

8 North Avenue  
St. Charles, IL 60174  
[stcparks.org](http://stcparks.org)

## SECTION 1 - TASK LIST AND 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.

<b>Task to be completed for Events that require 90 days (All items due to City unless noted)</b>	<b>Days Due Before Event</b>	<b>Due Date</b>
Date of the Special Event	- N/A -	/
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	✓
Submit Special Event Application	90 days	✓
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	n/a
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation <b>A copy of 501(C)3 document is to be submitted with application.</b>	At time of submittal	✓
Submit Class E Liquor License Application	90-days	
Submit Outdoor Sales Permit Application	90-days	
Submit Loudspeaker/Amplifier License Application	90-days	n/a
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	n/a
Submit Carnival License Application	90 days	n/a
Submit Fireworks Permit Application	60 days	n/a
Submit <b>Original</b> Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	✓
Emergency Phone Tree	At time of submittal	✓
Emergency /Crisis Management Procedures	At time of submittal	✓
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/businesses of special event	14 days	

<b>City Services Requested:</b>			<b>Comments</b>
Police	Yes	<input checked="" type="radio"/> No	
Fire/EMS	Yes	<input checked="" type="radio"/> No	
EMA	Yes	<input checked="" type="radio"/> No	
Public Services	Yes	<input checked="" type="radio"/> No	
Electric	Yes	<input checked="" type="radio"/> No	
Water	Yes	<input checked="" type="radio"/> No	
Other:	Yes	<input type="radio"/> No	

**SECTION 2 – GENERAL INFORMATION** Permit No. PRSE 201900278

Name of Event: Sunset Cider Stroll

Type of Event:  Parade  Walk/Run/Bike  Festival  Other

Location of Event: Downtown STC through Mount Saint Mary Park

Date(s) of Event: 9/13/19 Hours of Event: 5p to 7p Estimated Attendance: 200

Event Website: steparks.org

Purpose of the event: adult walk and hard cider / food sampling

Name of sponsoring organization(s): St. Charles Park District

Please list the organization's legal status (i.e. NFP, Partnership, and Corporation) : **A copy of the 501(C)3 document is to be submitted with application.**

(Documentation will need to be submitted providing status)

Type of Entity	Check Box that Applies	City Supporting - Existing Event	City Support - New Event
Governmental Entity	<input checked="" type="checkbox"/>	100%	100%
Private/For Profit Entity	<input type="checkbox"/>	0%	0%
Non-Governmental/Non-Profit Entity	<input type="checkbox"/>	50%	0%

Contact person from sponsoring organization: Taylor Krawczyk

Organizer address: 8 North Avenue

City: St. Charles State: IL Zip: 60174

~~Home~~ Phone: [redacted] Cell Phone: [redacted] E-mail: [redacted]

Second contact person (emergency): Jennifer Bruggeman Phone: [redacted]

Is this an annual event?  YES  NO If yes, please provide event date(s) for next year: unknown September

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

\_\_\_\_\_

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

\_\_\_\_\_

<b>Task to be completed for Events that require 30 days (All items due to City unless noted)</b>	<b>Days Due Before Event</b>	<b>Due Date</b>
Date of the Special Event	- N/A -	
Submit Special Event Application	30 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation <b>A copy of 501(C)3 document is to be submitted with application</b>	At time of submittal	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Outdoor Sales Permit Application	At time of submittal	
Submit <b>Original</b> Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/business of special event	14 days	

<b>City Services Requested:</b>			<b>Comments</b>
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

**SECTION 3 - PERMITS**

Will you be having a fireworks display are your event?  YES  NO

If yes, you have to submit a **Fireworks Permit Application** sixty (60) days prior to the event. Please contact the St. Charles Fire Department to complete the application.

Does your event include the use of a tent?  YES  NO

If yes, you must submit an **Outdoor Sales Permit Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact Building and Code Enforcement to obtain an outdoor sale permit application.

Will you be using speakers and/or sound equipment at your event?  YES  NO

If yes, you must submit a **Loudspeaker/Amplifier License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact the Mayor's Office to obtain a loudspeaker/amplifier license application.

Are you holding a raffle at your event?  YES  NO

If yes, you may have to submit a **Raffle Permit Application**. For the raffle permit application for Kane County, please visit [www.co.kane.il.us/COC](http://www.co.kane.il.us/COC), or contact the Kane County Clerk's Office at 630.232.5950. For the raffle permit application for DuPage County, please visit [http://www.dupageco.org/countyclerk/generic.cfm?doc\\_id=631](http://www.dupageco.org/countyclerk/generic.cfm?doc_id=631) or contact the DuPage County Clerk's Office at 630-407-5500.

Will you serve alcohol at your event?  YES  NO

If yes, you must submit **Class E Liquor License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact the Mayor's Office to obtain a Class E liquor license application.

Will there be amusement rides at the event?  YES  NO

If yes, you must submit **Carnival License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov) or contact the Mayor's Office to obtain a carnival license application.

Will you serve food at your event?  YES  NO

If yes, please indicate the number of vendors 4-6

Note: A list of food vendors must be submitted prior to the inspection of your event.

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.?  YES  NO

If yes, please indicate the property that you are requesting to use.

public parking in C10 - a few spaces for event start

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

Does your event require the use of city sidewalks?  YES  NO

Does your event require temporary electric service?  YES  NO

- If yes, please indicate location(s) electric is needed on next sheet.

Does your event require temporary water/hydrant meter?  YES  NO

- If yes, please indicate locations(s) for hydrant meter(s) on next sheet.

---

## **SECTION 4 - SITE PLAN AND/OR ROUTE MAP**

---

Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

If applicable, the following must be included:

Location of food vendors (FV)  
Location of beverage vendors (BV)  
Location of garbage receptacles (G)  
Location of toilets (T)  
Location of hand washing sinks (HWS)  
Location of retail merchants (RM)  
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 sound stages and amplified sound (S)  
Location of residential streets surrounding events  
Electric (E)  
(Hydrant Meter (H20)





**Section 5 – Emergency Phone Tree**

Please use the space below to illustrate the Emergency Phone Tree for your event or submit a separate form detailing your Emergency Phone Tree. If you need additional space, please attach a separate sheet.

Event Title Sunset Cider Strail Date(s) of Event 9/13/19

**Emergency Contact Information**

Primary Contact: Taylor Krawczyk Secondary Contact: Jennifer Bruggeman

Title: Recreation Supervisor Title: Asst Supt of Rec

Phone No 

Tertiary Contact: Katie Miller Operations Manager: \_\_\_\_\_

Title: Asst Supt of Rec Title: \_\_\_\_\_

Ph  Phone no.: \_\_\_\_\_

**Site Managers and miscellaneous contacts**

Location: 1 Location: 2

Date(s): 9/13/19 Date(s): 9/13/19

Name: Cayla Greenfield Name: Megan Hatheway

Ph 

Location: 3 Location: 4

Date(s): 9/13/19 Date(s): 9/13/19

Name: Lara Piner Name: Cori Hedlund



Location: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Section 6– Emergency or Crisis Management Procedures

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

### 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 affects on patrons, property and/or equipment).  
Director Cabel has designated Mike Kies with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of Park District, 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 affects on patrons, property and/or equipment) ALL Park District staff will be instructed to:
  - a. Act as quickly and professionally as possible;
  - b. To contact their immediate supervisor and/or the on-site Park District 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 Park District management representative explicitly;
  - e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks. (West Side, Walnut Street & 1<sup>st</sup> Street), (East Side, Walnut Avenue & 3<sup>rd</sup> Avenue). In the event of Tornado Warnings on Saturday and 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. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron’s attention;
  - c. Resume scheduled activity as soon as possible (subject to #5 below);
  - d. Call the police or other authorities and report any accident;
  - e. Identify witnesses to the incident to obtain statements if necessary;
  - f. Contact a Site Manager for an Incident Report.
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 associated with

Park District 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. Any and all materials requested should not be given out until copies of all information can be reproduced for Park District.

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 Director Cabel to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by Park District management. 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.
7. Always remember to follow these guidelines:
  - a. Keep as cool and calm as possible;
  - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including Park District personnel;
  - c. Direct any and all media questions to CM, and only read official statements prepared by Park District Management;
  - d. Use common sense. Think before you act, and always be professional;
  - e. Fill out a Festival Incident Report as accurately as possible;
  - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

---

---

---

---

---

---

---

---

---

---

**SECTION 7 – RETAIL MERCHANTS**

It is the responsibility of the event organizer to ensure that all participating retail merchants are properly collecting, reporting and filing City sales taxes from sales generated at the event, in accordance with State Statutes. The City's current sales tax rate is 8%. Sales tax collections and forms are to be submitted to the State and not the City. For further information on how and where tax payments are to be submitted, please contact the Illinois Department of Revenue Registration Office at 1-800-732-8866.

Please answer the following question regarding the use of retail merchants in conjunction with your event:

**Will your event include:**

- Merchants selling retail merchandise? YES: X NO: \_\_\_\_\_
- Food and/or beverages for immediate consumption? YES: X NO: \_\_\_\_\_

If no, no further action is necessary.

If yes to either, you must provide a list of all participating vendors, including business name, address and State IBT number to the City's Finance Department within 14 days of the event. A sample form in Excel format will be emailed to the event organizer's email address. In addition, you must read and sign the following certification:

*I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with a complete listing of all merchants, including their name, address and State IBT number, within 14 days of the event.*

Signature: Taylor Krawczyk

Date: 4/25/19

Name: Taylor Krawczyk

Title: Recreation Supervisor

**SECTION 8 – St. Charles Police Department – Request for Police Services**



**ST. CHARLES POLICE DEPARTMENT**

**REQUEST FOR POLICE SERVICES**

DATE SUBMITTED: \_\_\_\_\_

Individual Requesting Services \_\_\_\_\_

Home Telephone \_\_\_\_\_

Person/Organization to be Billed \_\_\_\_\_

Business Telephone \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

St. Charles PD has the authority to determine the number of officers needed based on the circumstances and conditions of the event. I hereby agree to reimburse the city of St. Charles for all compensation paid to its officers for the services and at the rates described above.

Signature of Person Agreeing to Pay \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE(S)	TIME(S)	NUMBER OF OFFICERS REQUESTED
	to	

HOURLY RATE – TIME & 1/2  
NUMBER EXPECTED TO ATTEND \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS SPACE \*\*\*\*\*

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Comments: \_\_\_\_\_

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

**OFFICER SIGNUP SECTION      HOURLY RATE – TIME & 1/2**

DATE	TIME	OFFICERS REQUESTED	NAME	NAME
	to			

Billing to City of St. Charles

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 9 – INDEMNIFICATION/HOLD HARMLESS**

In consideration of the City of St. Charles permitting the St. Charles  
Sunset Park District  
*(name of organization)*  
 (“Organization”) to conduct Sunset Cider Stroll (“Event”), the 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

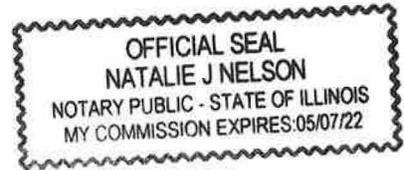
provisions contained herein.

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 Park District  
(Name of Organization)

4/25/2019  
(Date)

by Holly Carl  
Authorized Signatory



Signed and sworn to before me this 7<sup>th</sup> day of May, 2019.

Natalie J Nelson  
Notary Public

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

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:**  
City of St. Charles  
Attn: Building & Code Enforcement  
2 E. Main Street  
St. Charles, IL 60174



## **Downtown Events Review Process & Evaluation**

### **Summary**

The Downtown St. Charles Partnership wishes to support events and promotions that will strengthen the retail, dining, entertainment, and hospitality sectors of downtown, diversify the downtown event calendar, and invite people downtown by offering compelling, free or low-cost events. The desired result is a coordinated offering of downtown events and promotions that:

- Engage and strengthen the downtown business community.
- Increase the frequency and/or length of the visits to the downtown.
- Provide a comprehensive and coordinated offering of quality events.
- Enhance the image of the downtown as a destination.
- Celebrate the vibrancy and unique assets of the downtown.
- Ensure diversity and uniqueness in the events offered.

### **Requirements**

Events approved in Downtown St. Charles will meet the following requirements:

- The events are complimentary or have a minimal admission charge and are appealing to the general public.
- The event will benefit downtown businesses and not create a significant negative impact on them.
- The event organizer will meet with affected downtown businesses to help make the event a positive experience for them.
- The application and review is required for all events within the downtown area (view map at <http://www.downtownstcharles.org/map-and-directions/downtown-map/>)

## **Downtown St. Charles Event Review Proposal**

Submitted by: Taylor Krawczyk, Recreation Supervisor, St. Charles Park District  
Tkrawczyk@stcparks.org (630) 513-4331

**1. Please describe the purpose of your event including the proposed date(s)/time(s).**

Friday, September 13, 5-7pm

This adults only (ages 21+) event will encourage enjoyment of outdoor walking within downtown St. Charles while providing participants seasonal food and hard cider samples.

Following the event, participants will be encouraged to dine downtown to continue the evening of fun.

**2. Explain how your event will comply with the evaluation criteria, as described in the Downtown Events evaluation summary.**

**a. Benefit to Downtown Business**

Promotional materials and participation will direct adults to downtown St. Charles for food and beverage consumption.

**b. Ease and Ability of Production**

Park District staff has many years of event planning experience combined with good working relationships with City, Police and local businesses.

**c. Broad Popularity**

The target market of adults, ages 21+ is broad and will draw athletes and non-athletes with the 1.1 mile, untimed stroll.

**d. Coordination and Collaboration**

Conversations and permit applications are already underway with the Park District, City of St. Charles and liquor commission. Collaboration with the downtown businesses has also begun. Finalization of partnerships will occur once the event has been approved by all necessary authorities.

**e. Expansion and Diversity of the Downtown Event Calendar**

This event provides the excitement and draw of a beer sampling 5k race without the need to compete 3+ miles in a timed race.

**3. What distances will people travel to participate in the event? Please justify. (i.e. local participators who live within a 5-10 mile radius or regional event attracting people from 3-4 states with a 5-10 hour driving distance.)**

This event will be marketed in the Park District activity guide, website and through social media. We anticipate local and semi-local (within 30 minute drive) attendees.

**4. What is the estimated number of event a) Participants b) Attendees? Please justify.**

We are hoping for 200 participants. There will be no "attendees" that are not participants or volunteers/staff.

- 5. Safety and the impact on downtown businesses, residents and the City are major priorities. Please describe what street closures, detours, and parking you would request and how you would address concerns from these stakeholders?**

No street closures are requested. Starting in the Fox Island Square parking lot allows participants pedestrian only access to Mount Saint Mary Park, following the path beneath Prairie Street. Employees or volunteers will be stationed near the neighborhood access points through the walking path.

The event ends in Mount Saint Mary Park and participants will be encouraged to exit the park and re-enter downtown St. Charles through the same walking path on which they entered.

- 6. Please describe what makes this event unique to Downtown St. Charles.**

This event is unique in location-walkways along the Fox River and through downtown St. Charles and Mount Saint Mary Park. It is also unique in that it promotes walking outdoors to people who may or may not be avid exercisers. Unlike a 5k events, participation pace will not be timed. The length of the route is mapped at 1.1 miles which we feel will seem achievable to most non-athletes.

- 7. How will you measure success?**

Should we reach a minimum participation level (60 participants), post-event surveys will be emailed to participants and partners/vendors. Staff will also discuss successes and challenges following the event. Mostly positive reports with minimal incidents or concerns will be deemed as success. Ending the event in a positive financial position will also be necessary to consider the event a success.

- 8. If success, as you have defined it, is reached, please describe future plans for this event.**

Park District staff will evaluate the financial position, participant and partner comments prior to determining if the event will be held again.

- 9. Attach the business and marketing plans with expected revenue, expenses and sponsors secured.**

Attached.

- 10. How will your organization secure funding necessary to pay for any requested or required City resources?**

The Park District will engage its special event budget and participation fees to cover expenses related to this event.

**11. Provide a list of downtown businesses you have identified as likely to be affected by your event/promotion and a brief summary of your communication with them to date.**

The following downtown businesses have been approached through email and in-person to partner on this event. Opportunities are available to provide food or drink samples, inclusion in promotional materials and sales at the event. We are still waiting confirmations from these businesses:

- The Wine Exchange

Once confirming the beginning location, other downtown businesses will be contacted.

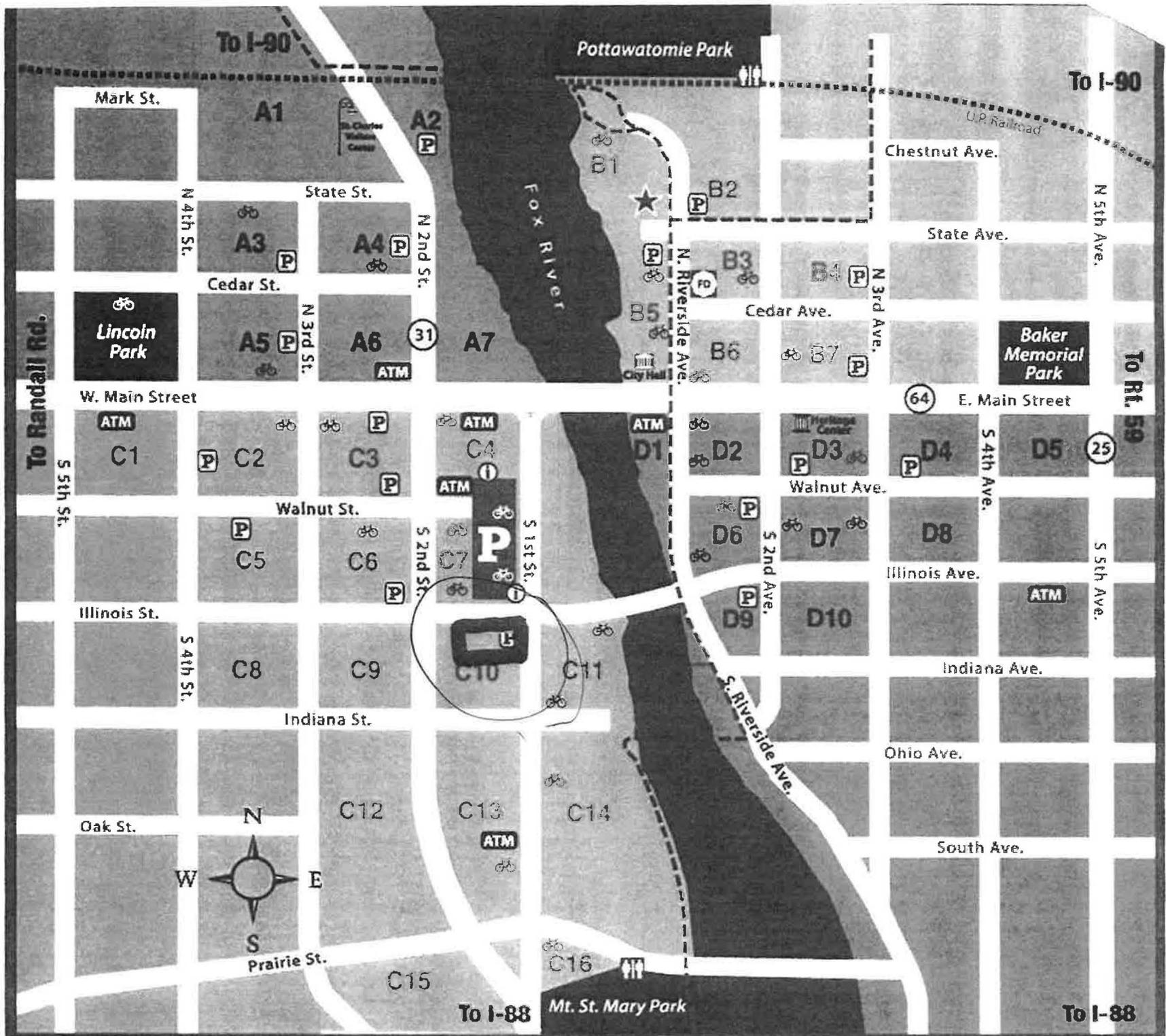
Potential businesses will include:

- Blue Goose
- Brunch Café
- Kimmer's Ice Cream
- Kava Diem
- Main Street Pub
- Puebla Modern Mexican

<b>Sunset Cider Stroll Budget</b>	
<b>Revenue</b>	
Participation Fee-Early	\$30 x 150 participants = \$4,500
<b>Total Revenue</b>	<b>\$4,500</b>
<b>Expenses</b>	
Special Event Application	
Outdoor Sales Permit	
Class E-1 Liquor License	\$50
Marketing	\$500
Participant Take-Home Gift	\$7.50 x 150=\$1,125
SCPD Parks Staff	\$20/hr x 3 hrs x 4 staff = \$240
SCPD Recreation Staff	\$25/hr x 6 hrs x 8 staff = \$1,200
Supplies	\$500
<b>Total Expenses</b>	<b>(\$3,615)</b>
<b>Net Profit</b>	<b>\$885</b>

## Marketing Plan

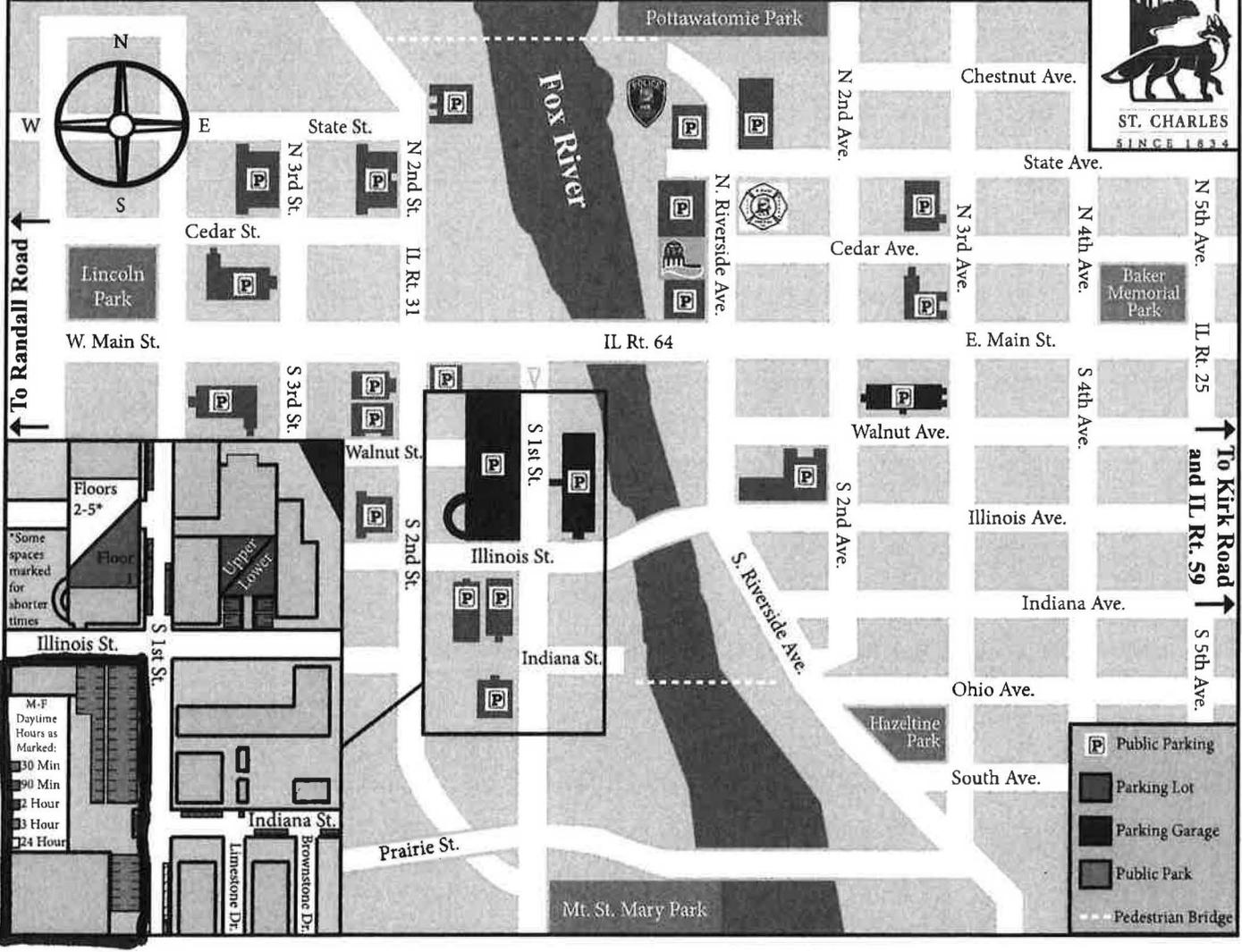
- Inclusion in St. Charles Park District fall Activity Guide
- Paid social media posts targeting:
  - Date night
  - Girls night
  - Seasonal stroll along the Fox River
- Posters in Park District, partners and other local businesses
- Mobile marketing message to Park District database in mid-August
- Inclusion in e-blasts to Norris Recreation Center and Park District pool season pass holders





2/18/19

# City of St. Charles, Illinois Downtown Public Parking Map



To Randall Road

To Kirk Road and IL Rt. 59

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

If not, contact us immediately.

**Do not discard** - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

## Illinois Sales Tax Exemption Certificate

ST CHARLES PARK DISTRICT

101 S SECOND ST  
ST CHARLES IL 60174-2812

### Sales Tax Exemption Certificate

**Issue date:**

01/02/2015

**Expiration date:**

03/01/2020

**Sales Tax Exemption**

E99960427

**Organization type:**

Governmental

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.





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

For Office Use  
Received:  
Fee Paid: \$  
Receipt #

CITY LIQUOR DEALER LICENSE APPLICATION  
CLASS E1 – NOT-FOR-PROFIT LICENSE  
CLASS E3 – KANE COUNTY FAIR

Pursuant to the provisions of Chapter 5.08, Alcoholic Beverages, of the City of St. Charles Municipal Code regulating the sale of alcoholic liquors in the City of St. Charles, State of Illinois and all amendments thereto now in force and effect.

The undersigned hereby makes application for a Liquor Dealer License, Class E1 – Not-For-Profit License or E3 – Kane County Fair  
Commencing 9/13/2019 and ending 9/13/2019  
Time Starting 5pm and ending 7:30pm  
Location of Event Mount Saint Mary's Park

Name of Business St. Charles Park Dismal - Sunset Cider Stall  
Address of Business 8 North Avenue Business Phone 630 513 6200  
Is the Applicant a Not-For-Profit Organization: government-local  
Authorized Agent Mike Kees Title Supt of Recreation  
Has Applicant had a Class E1 License in the previous 365 days? Y. If YES, on what date:  
Does Applicant have Dram Shop Insurance? Y. If YES, attach evidence of insurance.

Requirements of a Class E1 / E3 – Not-For-Profit License

- 1. The Class E1 license fee is \$50.00 per day.
- 2. A minimum of three (3) liquor supervisors shall monitor liquor service during all times of operation. **Please provide a list of all supervisors with this application.**
- 3. Liquor supervisors shall be members of the organization holding the license.
- 4. Beer and/or Wine are the only alcoholic beverages to be sold.
- 5. Hours are restricted to 12 noon to 11:00 p.m.
- 6. Licensee must rope/fence off the licensed premises.
- 7. Are children/minors permitted in the licensed premises? Y/N
- 8. Each patron **must wear a wristband** after having identification checked for legal alcohol consumption age.
- 9. A sign limited beer and/or wine consumption to the roped off area must be conspicuously displayed at all times.
- 10. **Each server of alcohol must be BASSET certified – need copy of BASSET certification.**
- 11. A copy of site plan diagram to include roped area shall accompany this application.
- 12. All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.

Affidavit

State of Illinois )  
County of Kane )

I/We, the undersigned, being first duly sworn, say that I/we have read the foregoing application and that the statements therein are true, complete, and correct and are upon my/our personal knowledge and information and are made for the purpose of inducing the City of St. Charles to issue the Liquor Dealer License, Class E1 to me/us for the location hereinbefore indicated; that I/we will not violate any of the laws of the United States, the State of Illinois or the City Ordinances of the City of St. Charles.

\* Signed: [Signature] Signed: \_\_\_\_\_  
Sworn to before me this 7 day of June, 2019.  
Notary Public Connie J. Kurr

ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: [Signature] Date: 6-10-19 Chief of Police: [Signature]  
Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Liquor Commissioner: \_\_\_\_\_





# Certificate of Coverage

## Name and Address of Agency

Park District Risk Management Agency  
 2033 Burlington Avenue  
 Lisle, IL 60532-1646  
 (630) 769-0332

## Name and Address of Member

St. Charles Park District  
 101 S. Second Street  
 St. Charles, IL 60174

## Scope of Coverage

The Park District Risk Management Agency (PDRMA) is an intergovernmental self-insurance and risk management pool established under the Constitution and the statutes of the State of Illinois to provide coverage for its members against certain claims and losses. Each member of PDRMA is entitled to the scope and amounts of coverage set forth below. In addition, PDRMA may extend the same scope of coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, and amendments which are applicable to the members.

The above named entity is a member in good standing of the Park District Risk Management Agency. The scope of coverage provided by the Agency may, however, be revised at any time by the actions of PDRMA's governing body. As of the date this certificate is issued, the information set out below accurately reflects the scope of coverage established for the current coverage year.

Scope of Coverage	Coverage Document	Coverage Dates	Limits Each Occurrence	
General Liability x commercial general liability x occurrence x liquor liability	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage Combined	\$3,000,000
			Personal Injury	\$3,000,000
Automobile Liability x any auto	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage Combined	\$3,000,000
Workers' Compensation	WC010119	01/01/2019 - 12/31/2019		Statutory
Employer's Liability	WC010119	01/01/2019 - 12/31/2019		\$3,000,000
Property	P0700119	01/01/2019 - 12/31/2019		
Other		01/01/2019 - 12/31/2019		

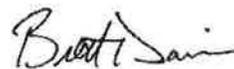
## Description of Operations/Locations/Vehicles/Special Items

The Pottawatomie Golf Course is part of the St. Charles Park District and fully covered by its insurance.

### Certificate Holder

St. Charles Park District  
 Pottawatomie Golf Course  
 845 N. 2nd Avenue  
 St. Charles, IL 60174

**Date Issued:** 02/13/2019



Authorized Representative

# CERTIFICATE OF COVERAGE

**Name and Address of Agency**

Park District Risk Management Agency  
 2033 Burlington Avenue  
 Lisle, Illinois 60532-1646  
 630-769-0332

**Name and Address of Member**

St. Charles Park District  
 101 S. Second Street  
 St. Charles, IL 60174

**SCOPE OF COVERAGE**

The Park District Risk Management Agency (PDRMA) is an intergovernmental self-insurance and risk management pool established under the constitution and the statutes of the State of Illinois to provide coverage for its members against certain claims and losses. Each member of PDRMA is entitled to the scope and amounts of coverage set forth below. In addition, PDRMA may extend the same scope of coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, and amendments that are applicable to the members.

The above named entity is a member in good standing of the Park District Risk Management Agency. The scope of coverage provided by the agency may, however, be revised at any time by the actions of PDRMA's governing body. As of the date this certificate is issued, the information set out below accurately reflects the scope of coverage established for the current coverage year.

Scope of Coverage	Coverage Document	Coverage Dates	Limits Each Occurrence	In millions (000,000)
General Liability * Commercial general liability * Occurrence * Liquor liability	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage combined	\$2,000,000
			Personal Injury	\$2,000,000
Automobile Liability * any auto	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage combined	\$2,000,000
Workers' Compensation	WC010119	01/01/2019 - 12/31/2019		Statutory
Employer's Liability	WC010119	01/01/2019 - 12/31/2019		\$3,000,000
Property	P0700119	01/01/2019 - 12/31/2019		
Other		01/01/2019 - 12/31/2019		

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

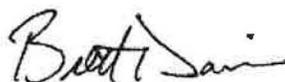
City St. Charles is/are additionally insured for use of property.

Coverage is for general liability with respect to the operations of the St. Charles Park District. Additional insured coverage shall not apply to any liability resulting from the certificate holder's own negligence or the negligence of its servants agents or employees.

**Certificate Holder**

City of St. Charles  
 2 East Main St.  
 St. Charles, IL 60174

**Date Issued:** 12/1/2018



\_\_\_\_\_  
 Authorized Representative



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*7.a

Title: Budget Revisions for the City of St. Charles – May, 2019  
Presenter: Chris Minick, Finance Director

Meeting: Government Operations Committee Date: June 17, 2019

Proposed Cost: \$ -0- Budgeted Amount: Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

May, 2019 listing of monthly budget revisions for the City of St. Charles.

**Attachments** *(please list):*  
Budget Revisions –May, 2019

**Recommendation/Suggested Action** *(briefly explain)*

Budget Revisions for the City of St. Charles – May, 2019







**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7.b

Title:

**A Recommendation to Approve the Visitors Cultural Commission Funding Allocations Schedule FY19-20 and the Related Funding Agreements**

Presenter:

Chris Minick, Finance Director

Meeting: Government Operations Committee

Date: June 17, 2019

Proposed Cost: \$90,000

Budgeted Amount: \$ 90,000

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

Annually, the City budgets funds to promote the arts and cultural events in the City from the proceeds of the hotel/motel tax. Groups supporting the arts and culture within the community submit funding requests for grants to support their programs on an annual basis. The Visitors Cultural Commission meets annually to hear presentations from these groups and recommend funding allocations based on those presentations and the programs identified for funding. The Cultural Commission heard those presentations May 8, 2019.

The Visitors Cultural Commission met again on May 15, 2019 to discuss the presentations and funding allocations for FY 19-20. The recommended funding allocations are attached.

Dr. Anne Becker will be present to outline highlights of the Visitors Cultural Commission's activities and groups supported through the funding allocations.

**Attachments** *(please list):*

- \*Visitors Cultural Commission Recommended Funding Allocations Schedule for FY 19-20
- \*Funding Agreements

**Recommendation/Suggested Action** *(briefly explain):*

**A Motion to Recommend Approval of the Visitors Cultural Commission Funding Allocations Schedule FY 19-20 and the related Funding Agreements.**

## Final Funding FY 19-20

Organization	Rating Criteria						Total	% of Total	Calculated Award	2019-20 Funding Requested	Final Award
	Economic impact	Enhance Community Culture	Resident benefit	Enhance St. Charles Reputation							
Fineline Creative Arts Center	8	8	8	7			31	12.39%	11,155	16,000	12,000
St. Charles Singers	7	7	8	8			30	11.77%	10,597	14,500	12,000
Sculpture in the Park	6	6	8	8			29	11.27%	10,141	10,000	9,600
Preservation Partners of Fox Valley	5	8	8	7			27	10.82%	9,735	10,000	9,700
Steel Beam Theater	7	7	7	7			27	10.70%	9,634	20,000	11,000
Norris Cultural Arts Center	6	6	8	7			27	10.59%	9,532	16,000	9,500
St Charles Art Council	6	6	7	7			26	10.37%	9,330	17,200	9,300
Marquee Youth Stage	6	7	7	6			26	10.08%	9,076	18,214	8,900
Fox Valley Concert Band	6	6	7	6			25	10.03%	9,025	12,500	8,000
River Corridor Foundation	1	1	1	2			5	1.97%	1,775	20,000	
<b>TOTAL</b>							<b>254</b>	<b>100.00%</b>	<b>90,000</b>	<b>154,414</b>	<b>90,000</b>

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the The Fine Line Creative Arts Center, an Illinois not-for-profit corporation, (hereinafter referred to as "the Arts Center," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Arts Center shall devote its exclusive energies to promote a quality image of St. Charles by providing various art forms in the City.

II. In consideration of the foregoing services provided by the Arts Center, the City agrees to pay to the Arts Center, the amount of Twelve Thousand dollars and no/100 cents (\$12,000.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Arts Center assists the City in obtaining shall be treated as a separate matter.

III. The Arts Center will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Arts Center is an independent contractor and has no authority to bind the City in any matter. The Arts Center further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Arts Center shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Arts Center will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Arts Center and not used or otherwise subject to pending contract requirements of the Arts Center shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**THE FINE LINE CREATIVE ARTS CENTER**

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

**CITY OF ST. CHARLES**

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

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the Fox Valley Concert Band, an Illinois not-for-profit corporation, (hereinafter referred to as the "the Band," ) can provide those services desired by the City.

**NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Band shall devote its exclusive energies to provide volunteer adult community concert band entertainment in accordance with the presentation of St. Charles based artists.

II. In consideration of the foregoing services provided by the Band, the City agrees to pay to the Band, the amount of Eight Thousand dollars and no/100 cents (\$8,000.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Band assists the City in obtaining shall be treated as a separate matter.

III. The Band will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Band is an independent contractor and has no authority to bind the City in any matter. The Band further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Band shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Band will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Band and not used or otherwise subject to pending contract requirements of the Band shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**FOX VALLEY  
CONCERT BAND**

**CITY OF ST. CHARLES**

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

\_\_\_\_\_  
Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, Marquee Youth Stage, an Illinois not-for-profit corporation, (hereinafter referred to as "MY Stage") can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the MY Stage shall devote its exclusive energies to provide performances and exhibits of a cultural nature within the City of St. Charles.

II. In consideration of the foregoing services provided by the MY Stage, the City agrees to pay to the MY Stage, the amount of Eight Thousand Nine Hundred dollars and no/100 cents (\$8,900.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the MY Stage assists the City in obtaining shall be treated as a separate matter.

III. The MY Stage will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The MY Stage is an independent contractor and has no authority to bind the City in any matter. The MY Stage further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The MY Stage shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The MY Stage will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the MY Stage and not used or otherwise subject to pending contract requirements of the MY Stage shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**MARQUEE YOUTH STAGE**

**CITY OF ST. CHARLES**

By \_\_\_\_\_  
\_\_\_\_\_ President

Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the Dellora A. Norris Cultural Arts Center, an Illinois not-for-profit corporation, (hereinafter referred to as the "Cultural Center," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Cultural Center shall devote its exclusive energies to provide performances and exhibits of a cultural nature within the City of St. Charles.

II. In consideration of the foregoing services provided by the Cultural Center, the City agrees to pay to the Cultural Center, the amount of Nine Thousand Five Hundred dollars and no/100 cents (\$9,500.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Cultural Center assists the City in obtaining shall be treated as a separate matter.

III. The Cultural Center will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Cultural Center is an independent contractor and has no authority to bind the City in any matter. The Cultural Center further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Cultural Center shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefor may be renewed by a written instrument executed by both parties.

VI. The Cultural Center will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Cultural Center and not used or otherwise subject to pending contract requirements of the Cultural Center shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**DELLORA A. NORRIS**  
**CULTURAL ARTS CENTER**

**CITY OF ST. CHARLES**

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

\_\_\_\_\_  
Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the Preservation Partners of the Fox Valley, an Illinois not-for-profit corporation, (hereinafter referred to as "the Preservation Partners," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Preservation Partners shall devote its exclusive energies to promote a quality image of St. Charles by providing historic restoration services desired by the City.

II. In consideration of the foregoing services provided by the Preservation Partners, the City agrees to pay to the Preservation Partners, the amount of Nine Thousand Seven Hundred dollars and no/100 cents (\$9,700.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Preservation Partners assists the City in obtaining shall be treated as a separate matter.

III. The Preservation Partners will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Preservation Partners is an independent contractor and has no authority to bind the City in any matter. The Preservation Partners further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Preservation Partners shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Preservation Partners will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Preservation Partners and not used or otherwise subject to pending contract requirements of the Preservation Partners shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**PRESERVATION PARTNERS**

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

**CITY OF ST. CHARLES**

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

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the St Charles Parks Foundation, an Illinois not-for-profit corporation sponsoring the Sculpture in the Park event, (hereinafter referred to as "the Sculpture," ) can provide those services desired by the City.

**NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Sculpture shall devote its exclusive energies to promote a quality image of St. Charles by providing various art forms in the City.

II. In consideration of the foregoing services provided by the Sculpture, the City agrees to pay to the Sculpture, the amount of Nine Thousand Six Hundred dollars and no/100 cents (\$9,600.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Sculpture assists the City in obtaining shall be treated as a separate matter.

III. The Sculpture will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Sculpture is an independent contractor and has no authority to bind the City in any matter. The Sculpture further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Sculpture shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Sculpture will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Sculpture and not used or otherwise subject to pending contract requirements of the Sculpture shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**ST CHARLES PARKS FOUNDATION**

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

**CITY OF ST. CHARLES**

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

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the St. Charles Singers, an Illinois not-for-profit corporation, (hereinafter referred to as "the Singers," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Singers shall devote its exclusive energies to providing subscription series concerts and benefit concerts for worthy causes.

II. In consideration of the foregoing services provided by the Singers, the City agrees to pay to the Singers, the amount of Twelve Thousand dollars and no/100 cents (\$12,000.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Singers assists the City in obtaining shall be treated as a separate matter.

III. The Singers will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Singers is an independent contractor and has no authority to bind the City in any matter. The Singers further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Singers shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Singers will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Singers and not used or otherwise subject to pending contract requirements of the Singers shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**ST. CHARLES SINGERS**

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

**CITY OF ST. CHARLES**

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

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the St. Charles Arts Council, an Illinois not-for-profit corporation, (hereinafter referred to as "the Arts Council," ) can provide those services desired by the City.

**NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Arts Council shall devote its exclusive energies to provide various art forms within the City of St. Charles.

II. In consideration of the foregoing services provided by the Arts Council, the City agrees to pay to the Arts Council, the amount of Nine Thousand Three Hundred dollars and no/100 cents (\$9,300.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Arts Council assists the City in obtaining shall be treated as a separate matter.

III. The Arts Council will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Arts Council is an independent contractor and has no authority to bind the City in any matter. The Arts Council further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Arts Council shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Arts Council will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Arts Council and not used or otherwise subject to pending contract requirements of the Arts Council shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**ST. CHARLES ARTS COUNCIL**

**CITY OF ST. CHARLES**

By \_\_\_\_\_  
\_\_\_\_\_ President

Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the Steel Beam Theatre, an Illinois not-for-profit corporation, (hereinafter referred to as "the Theatre," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Theatre shall devote its exclusive energies to provide performances and exhibits of a cultural nature within the City of St. Charles.

II. In consideration of the foregoing services provided by the Theatre, the City agrees to pay to the Theatre, the amount of Eleven Thousand dollars and no/100 cents (\$11,000.00) for the period beginning May 1, 2019 and ending April 30, 2020. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Theatre assists the City in obtaining shall be treated as a separate matter.

III. The Theatre will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Theatre is an independent contractor and has no authority to bind the City in any matter. The Theatre further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Theatre shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2020, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Theatre will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Theatre and not used or otherwise subject to pending contract requirements of the Theatre shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**IN WITNESS WHEREOF**, the undersigned have hereto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2019.

**STEEL BEAM THEATRE**

**CITY OF ST. CHARLES**

By \_\_\_\_\_  
\_\_\_\_\_ President

Mayor

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7.c

Title:

Seeking a Recommendation of Approval of the Funding Allocation Requests of the 708 Mental Health Board for FY 2019-2020

Presenter:

Chris Minick, Finance Director  
Carolyn Waibel, 708 Mental Health Board Chair

Meeting: Government Operations Committee

Date: June 17, 2019

Proposed Cost: \$592,000

Budgeted Amount: \$592,000

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

The City of St. Charles levies a \$0.04/\$100 EAV property tax to support agencies that provide mental health services to residents of the City of St. Charles. This tax levy was approved by voters by referendum in the spring of 1986, and has been in place ever since. The City's 708 Mental Health Board administers the funding application and presentation process and makes annual recommendations of funding allocations to the various agencies providing these services. The total amount of funding available for approval for FY 19/20 is \$592,000. The recommended funding allocations for the 2019-2020 funding cycle are attached.

Carolyn Waibel, Chair of the 708 Mental Health Board, will present an overall summary on behalf of all the groups requesting funding for FY 2019-20. Additionally, representatives from the five individual groups receiving greater than \$25,000 in funding will be available should any detailed questions be posed. They are as follows:

- Association for Individual Development (AID)
- Ecker Center
- Lazarus House
- Renz Addiction Center
- TriCity Family Services
- YWCA Metro Chicago

**Attachments** *(please list):***Summary sheet of recommended funding allocations of the St. Charles 708 Mental Health Board for FY 19/20****Recommendation/Suggested Action** *(briefly explain):*

Seeking a recommendation of approval of the funding allocation requests of the 708 Mental Health Board for fiscal year 2019-2020.

<b>2019-2020 St. Charles 708 Mental Health Board Allocation Worksheet</b>			
	<b>2019 AMOUNT REQUESTED</b>	<b>2019 AMOUNT APPROVED 03/06/19</b>	<b>2019 AMENDED AMOUNT APPROVED 06/07/19</b>
<b>ASSOCIATON FOR INDIVIDUAL DEVELOPMENT 85</b>	\$76,000.00	\$64,000.00	\$64,900.00
<b>ECKER CENTER FOR MENTAL</b>	\$68,000.00	\$61,200.00	\$62,100.00
<b>LAZARUS HOUSE</b>	\$51,725.00	\$49,138.75	\$50,038.75
<b>FOX VALLEY HANDS OF HOPE</b>	\$24,000.00	\$20,400.00	\$21,300.00
<b>TRICITY FAMILY SERVICES</b>	\$215,000.00	\$204,250.00	\$205,150.00
<b>CASA KANE COUNTY</b>	\$10,000.00	\$8,500.00	\$9,400.00
<b>RENZ ADICTION COUNSELING</b>	\$77,000.00	\$61,600.00	\$62,500.00
<b>EASTER SEALS DuPAGE &amp; FOX</b>	\$10,000.00	\$8,000.00	\$8,900.00
<b>COMMUNITY CRISIS CENTER</b>	\$16,500.00	\$15,675.00	\$16,575.00
<b>FOX VALLEY SPECIAL</b>	\$5,000.00	\$4,500.00	\$5,400.00
<b>SUICIDE PREVENTION SERVICES</b>	\$17,000.00	\$14,450.00	\$15,350.00
<b>TRI-CITY HEALTH PARTNERSHIP</b>	\$15,000.00	\$14,250.00	\$15,150.00
<b>YWCA METRO CHICAGO</b>	\$31,742.00	\$24,931.80	\$25,831.80
<b>LIGHTHOUSE RECOVERY INC</b>	\$24,000.00	\$22,800.00	\$23,700.00
<b>DAYONE PACT</b>	\$5,000.00	\$4,250.00	\$5,150.00
<b>ELDERDAY CENTER INC</b>	\$17,500.00	\$14,000.00	\$0.00
<b>TOTAL</b>	<b>\$663,467.00</b>	<b>\$591,945.55</b>	<b>\$591,445.55</b>
<b>APPLICATIONS NOT</b>			
<i>Living Well Center</i>			
<i>Nami KDK</i>			
<i>Education Foundation</i>			
<i>Wredling</i>			
<i>City of St Charles Police</i>			
<i>Operation Snowball</i>			
<b>TOTAL WITH NON 2019 ORGS</b>			
<b>DIFFERENCE REQUESTED VS</b>		<b>\$72,021.45</b>	