



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Street and Parking Lot Closures for the 2012 Scarecrow Festival

Presenter: Chief Lamkin  
July 2012

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 07.23.12
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	Police: \$10,979.04	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	
	EMA: \$1,272.00					
	PW: \$10,804.37					
	Fire: \$4,272.00					
	<b>Total: \$27,327.41</b>					

If NO, please explain how item will be funded:

**Executive Summary:**

The 2012 Scarecrow Festival will be held on October 5-7, 2012. The event remains sponsored by the St. Charles Convention and Visitors Bureau, with the coordination being handled through Special Events Management from Chicago. Both have made application through the special events process and met with the city's special events committee.

Attached are the requested day/dates for parking lot and street closures. With Cedar Street being closed, special arrangements have been agreed on to retain access to Johnson's Statuary by way of 4<sup>th</sup> Street. The VFW has also made an agreement with the CVB to use their lot, so no access is needed.

In addition, they are requesting permission to use directional signage on the public parkway and use of sound amplification during the event. The Police Department requests authorization to modify the planned use area where it is operationally necessary.

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

List of City Property or Lots Needed for Vending Areas at Scarecrow Street Closure Requests

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

The Police Department recommends approval

*For office use only:* Agenda Item Number: 5.b

## **Property being requested for Vending/Sponsor Areas – Scarecrow Fest 2012**

1. Lincoln Park
2. 5<sup>th</sup> Street – from Cedar to Main
3. 4<sup>th</sup> Street – from Cedar to Main
4. Rt. 31 & Cedar Parking Lot (for Carnival)
5. VFW Lot - *NEW*
6. Old St. Charles Parking Lot
7. First Street Place and Grass Area adjacent to River
8. Grass Area across from Plaza & Parking Garage off First Street
9. Municipal Lot (north of building in between Police Station and Muni Building – off of Riverside)
10. Municipal Courtyard – off Main St. at Riverside
11. Commercial River Walk from Main Street to Pottawatomie Park
12. Pottawatomie Park

## **Street Closings, Parking Lot & Designated Handicapped Parking Requests**

### **St. Charles Scarecrow Fest**

**October 5-7, 2012 (including set-up October 3 & 4, 2012)**

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

**Updated: 7/5/2012**

#### **Street Closing, Temporary One-Way, Handicapped Parking Requests:**

##### ***East of Fox River***

1. Handicapped Parking: First Avenue on-street Parking west side designated Handicapped parking only: Friday, Saturday, and Sunday from 6am to 6pm.
2. Parking: First Avenue on-street parking east side (two spaces) along Armand's & Warehouse Antiques designated Handicap Parking: Friday 6 am to Sunday 6pm. (Signs need to be posted on Thursday).
3. The two, 30 minute parking spaces at 10 State Avenue in front of Door #1 designated as POLICE RELATED Business Parking only from Fri at 6am through Sun at 6pm.
4. Closure: 2<sup>nd</sup> Ave between State Ave and Cedar Ave from Fri at 6am to Sun 10pm.
5. No Parking on Cedar Ave between 1<sup>st</sup> Ave and 3<sup>rd</sup> Ave (Trolley Route and stops)
6. No Parking on State Ave between 1<sup>st</sup> Ave and #3<sup>rd</sup> Ave (Trolley Route and Stops)

#### **Parking Lot Closing Requests:**

##### ***East of Fox River***

1. Checkerboard lot (Municipal Center / Main & First Ave): Friday at 6am to Sunday at 10pm. (Children's activities)

#### **Street Closing, Temporary One-Way, Handicapped Parking Requests:**

##### ***West of Fox River***

1. Closure: North Third St. between Main & State Streets from Thurs 5am to Sun 10pm
2. Closure: North Fourth St. between Main & Cedar Streets from Fri 6am to Sun 10pm
3. Closure: North Fifth St. between Main & Cedar Streets from Thurs 6am to Sun 10pm.
4. Closure: Cedar St. between 2<sup>nd</sup> St and 4<sup>th</sup> St Fri 6am to Sun at 10pm. "Note: Access to driveway for Johnson's Statuary will be maintained."
5. Handicapped Parking: North Fifth St between Cedar and State Streets east side only handicapped parking: Fri at 6am to Sun at 6pm. (Signs need to be posted on Thursday.)
6. Handicapped Parking: North Fourth Street between Cedar and State Streets west side only from Friday at 6am to Sunday at 6pm. (Signs need to be posted on Thursday.)
7. Handicapped Parking: East side of 3<sup>rd</sup> St. between Cedar St. and Rt. 64 Fri 6am to Sun 10pm.
8. 6<sup>th</sup> Street at State Street... temporary NO parking on N 6<sup>th</sup> Street east side near State Street to allow radius turn for trolley.

#### **Parking Lot Closing Requests:**

##### ***West of Fox River***

1. River Plaza Parking lot "G" (west side of N. Second Street [Route 31] between Cedar and State Streets on Wed 6am to Sunday 10pm.

2. Windy City Carnival in this location.
3. VFW lot Thursday at 6am to Monday at 12pm.
4. Old St. Charles Court lot on north Third St., west side, between west Main and Cedar Streets, Friday at 5am to Sun at 10pm.
5. Municipal Lot (South portion of lot) adjacent to Municipal Building, Friday 5am to Sun at 10pm.

**Additional Requests:**

1. Grass area east side of 1<sup>st</sup> Street between Rt. 64 and Illinois for festival activities.
2. 1<sup>st</sup> Street Plaza.
3. Parking spaces on the south side of Cedar Street between Fourth and Fifth Streets to place dumpsters, toilets, and limited-time entertainment parking with permit. Thursday 6am to Sunday 10pm.
4. Permission to place toilets on grassy area at Municipal Center at northeast corner.
5. Permission to use land along the Freedom Walk from Main Street bridge north to Pottawatomie Park for vendors.
6. Permission to use walkway/courtyard to the south and west of the Municipal Center for children's activities and select vendors.
7. Permission to place tents on Fourth Street between Main and Cedar Streets, west side. (the East Side of Fourth Street will remain open for a Fire Lane).

**Scarecrow Festival 2012: October 5-7 (open to public dates)**

Lincoln Park tent set up (south side of park & gazebo) Wednesday and Thursday, October 3 & 4: 9am-10pm. As always, due consideration will be a priority for students of St. Patrick. Set up and Community night: Thursday, October 6: 9am-10pm.

**Event Days**

Friday and Saturday October 5 and 6: 9am-9pm;  
Sunday, October 7: 9am – 6pm.

**Trolleys**

Two trolleys will run Friday, Saturday, and Sunday

**Shuttles (School buses)**

Will run Saturday and Sunday. West of the river from Charlestown Mall Shopping Center to First Street. East of the river from Haines and Thompson Middle Schools to St. Patrick's Church.

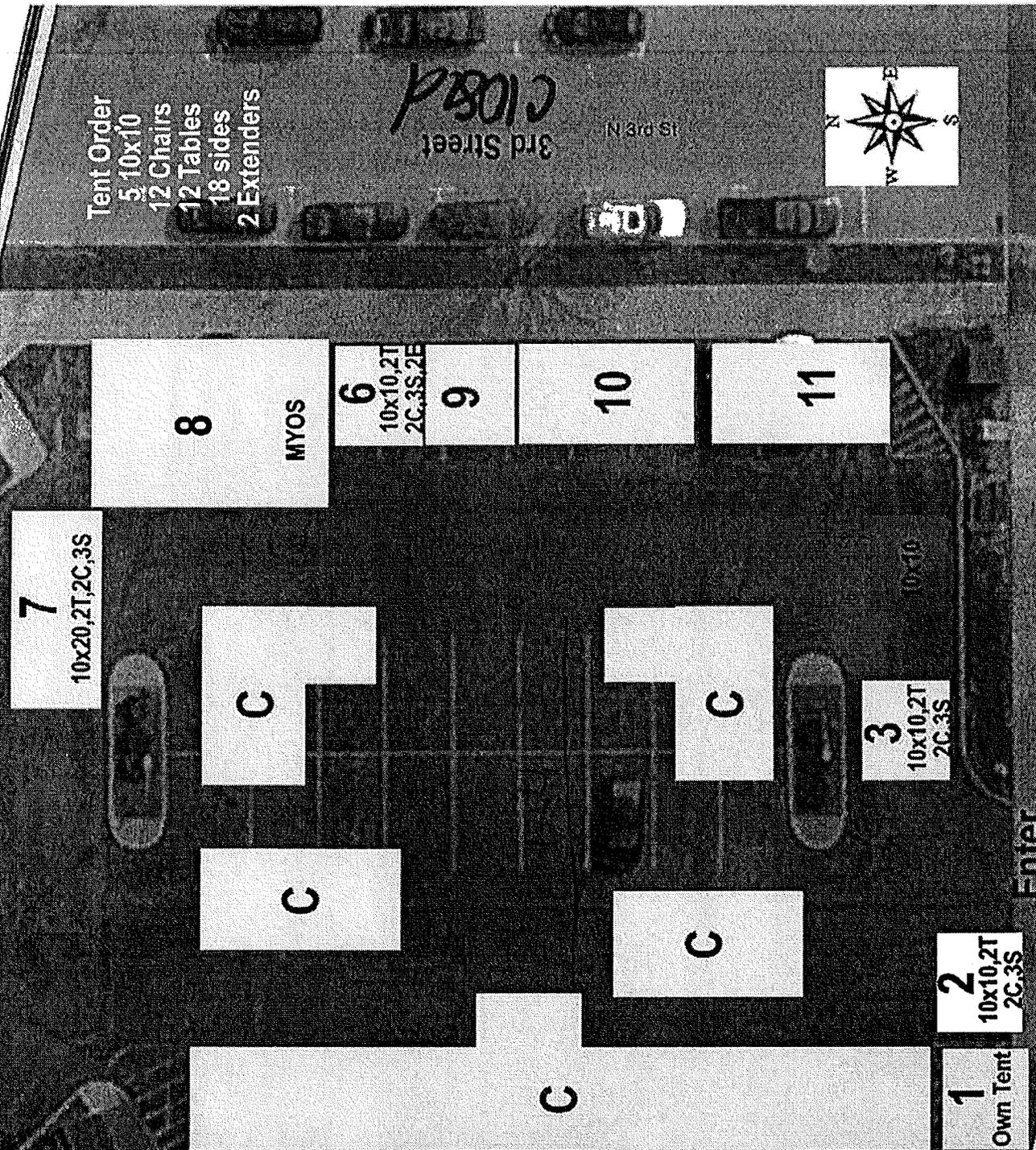
4 VFW Lot  
 Closes 6am Thursday October 7th; Opens 12pm Monday October 8th

Location #'s

1. Putnam Enterprises  
own tent
2. Kyuki-do Martial Arts  
10x10, 2T, 2C, 3S
3. Judge Family Chiropractic  
10x10, 2T, 2C, 3S
- 4.
5. The Frivole Barik  
10x10, 2T, 2C, 3S, 2 ext.
6. Hill Brothers Cabinetry &  
Design  
10x20, 2T, 2C, 3S
7. Set-up on # 7 is Friday  
Oct. 8 after 3pm
8. Make Your Own Scarescrow
9. R.S. Confections
10. Suzie's Fair Foods
11. Genof Pl.

Set-up for #1 is  
 Thursday Oct. 7 after 3pm  
 C. C. Levole  
 Set-up 5am Thursday Oct. 7

Please contact Melissa  
 630-377-6161 with any  
 questions.  
 On site: October 7-10  
 @ 630-339-6974



Tent Order  
 5 10x10  
 12 Chairs  
 12 Tables  
 18 sides  
 2 Extenders

8

MYOS

6  
 10x10, 2T  
 2C, 3S, 2E

9

10

11

3  
 10x10, 2T  
 2C, 3S

2  
 10x10, 2T  
 2C, 3S

1  
 Own Tent

Enter

Cedar Street - Closed

*This is NOT the 2012 layout.  
 This is 2010, and it will be somewhat  
 similar.*



**St. Charles Scarecrow Fest • October 5-7, 2012**

Produced by the Greater St. Charles Convention and Visitors Bureau  
Jenny O'Brien, Marketing Manager & Scarecrow Fest Liaison  
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**2012 Scarecrow Fest - Rental Agreement for  
VFW Hall and Parking Lot**

**Today's Date:** June 26, 2012

**Rental Fee:** \$4,000

**Business Name:** VFW Post 5036

**Contact Person:** Dick Leckbee

**Address:** 119 N. Third Street

**City / State / ZIP:** St. Charles, IL 60174

**Contact Phone – must be reachable from Oct. 3<sup>rd</sup> - 7<sup>th</sup>:** 630.742.9301

**E-mail:** [rleckbee@aol.com](mailto:rleckbee@aol.com)

**Website:** [www.stcharlesvfw.com](http://www.stcharlesvfw.com)

**The VFW Post 5036 will provide to St. Charles CVB/Scarecrow Fest:**

- VFW Parking lot – starting Thursday, October 4<sup>th</sup> at 6am.
- Main level of VFW Hall
- Use of tables and chairs in VFW hall
- Assistance in "Meet a Vet" - will provide members to participate Fri – Sun, 11am-5pm

**The CVB will provide to the VFW:**

- 4 VIP room passes, which is the official Sponsors Room and includes complimentary lunch, snacks, dessert and beverages Friday - Sunday from Noon-3pm. Located in the Nuova Italia lower level

**Description of festival activities in VFW parking lot:**

TENTATIVE: Car dealership sponsor; St. Charles Bowl – portable bowling lane; Portable Mini golf; Car, motorcycle, train related vendors/displays/activities – "Wheels" theme

**Description of festival activities in VFW hall:**

CONFIRMED: Valley Model Railroad Display – confirmed – north side of hall.

Troop/Veteran Support activity: Ideas, so far, include "Letter to the Troops" and "Meet a Vet"

**Additional requests:** \_\_\_\_\_

**Rental Payment:** Per the request of the VFW, a down payment of \$1,000 will be provided by July 15th. The rest of the rental fee, \$3,000, will be sent to the VFW by September 30<sup>th</sup>.

**Please note:** As of June 26<sup>th</sup>, the day this agreement was drafted, the festival committee has requested to close Cedar Street, from 4<sup>th</sup> Street to 2<sup>nd</sup> Street. This is due to safety concerns of pedestrians in past years festivals when the street has been open.

To confirm your agreement, please sign and return this form to Jenny O'Brien, as soon as possible. If you'd like, please enter the Scarecrow Contest, as an additional way to promote your organization to 150,000+ festival attendees! The contest is FREE to enter and applications will be available in July.

We truly thank you for your support & participation in the award-winning St. Charles Scarecrow Fest. If you have any questions or concerns, at *any* time prior to or during the festival, please do not hesitate to contact us. We are here to make this event a successful and FUN opportunity for your business. If you have a request that is not mentioned in this agreement, please let Jenny know ASAP.

Thank you,

*Jenny O'Brien*

Greater St. Charles Convention and Visitors Bureau

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Scarecrow Fest Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Agreement details**

- The Greater St. Charles CVB/Scarecrow Fest shall, at its own expense, procure and maintain all the necessary insurance indicated for special events as set forth by the City of St. Charles, the St. Charles Park District, and/or the State of Illinois. A copy of this certificate will be delivered to you upon request.
- The Greater St. Charles CVB/Scarecrow Fest shall not be liable for any failure to render the services when directly or indirectly caused by circumstance beyond its control, including but not to acts of God such as tornadoes, floods, fire, or other inclement weather or acts of man.