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**PRE-COUNCIL WORK SESSION —7:00 P.M.**

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Agenda of the Regular Meeting

of the City Council of the

**CITY OF DARIEN**

June 3, 2024

7:30 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Declaration of Quorum
5. Questions, Comments and Announcements — **General (This is an opportunity for the public to [make comments or ask questions on any issue](#) – 3 Minute Limit Per Person, Additional Public Comment Period - Agenda Item 18)**
6. Approval of Minutes
7. Receiving of Communications
8. Mayor's Report
9. City Clerk's Report
10. City Administrator's Report
11. Department Head Information/Questions
  - A. Police Department
  - B. Municipal Services
12. Treasurer's Report
  - A. Warrant Number — [23-24-27](#)
  - B. Warrant Number — [24-25-03](#)
13. Standing Committee Reports
14. Questions and Comments — **Agenda Related (This is an opportunity for the public to [make comments or ask questions on any item on the Council's Agenda](#) – 3 Minute Limit Per Person)**

15. Old Business
16. Consent Agenda
  - A. Consideration of a Motion to Approve an Ordinance Granting a Series of Variations to Allow the Installation of Electronic Message Board Signs (PZC2024-03: [7226 Clarendon Hills Road/401 Plainfield Road, Indian Prairie Public Library](#))
  - B. Consideration of a Motion to Approve an Ordinance Approving a Variation From the Darien Zoning Ordinance (PZC2024-04: [9004 Darien Woods Court](#))
  - C. Consideration of a Motion to Approve a Resolution Authorizing the [Purchase of 166 Banners](#) from Bannerville in an Amount not to Exceed \$15,770.00
  - D. Consideration of a Motion to Approve a Resolution Authorizing the [Purchase of One New Camera Trailer](#), Model LPD6X12SA, from A&W Auto Truck & Trailer in an Amount not to Exceed \$7,098.00
  - E. Consideration of a Motion to Approve a Resolution Waiving the Competitive Bid Process and Accepting a Proposal from Mosca Design for the [Purchase of Holiday Lighting and Decorative Displays](#) at a Cost not to Exceed \$85,000.00
  - F. Consideration of a Motion to Approve an Ordinance Authorizing the [Sale of Personal Property Owned by the City of Darien](#) (Microphones, Digital Processor, etc.)
17. New Business
  - A. Consideration of a Motion to Approve a Resolution Approving [An Event Management Agreement between the City of Darien and the City of Darien Chamber of Commerce for the Darien Fest in 2024](#)
  - B. Consideration of a Motion to Approve a Resolution Approving an Intergovernmental [Agreement between the Darien Park District and the City of Darien for the Use of Westwood Park](#) for Darien Fest in 2024, 2024 Summer Concert Series and 2024 Fall Fest
  - C. Consideration of a Motion to Approve a Resolution [Establishing Guidelines for the Issuance of Ceremonial Documents, Proclamations, and Supporting Resolutions by the City of Darien](#)
18. Questions, Comments and Announcements — **General (This is an opportunity for the public to [make comments or ask questions on any issue](#) – 3 Minute Limit Per Person)**
19. Adjournment

**CITY OF DARIEN**

**EXPENDITURE APPROVAL LIST  
FOR CITY COUNCIL MEETING ON  
June 3, 2024**

Approval is hereby given to have the City Treasurer of Darien, Illinois pay to the officers, employees, independent contractors, vendors, and other providers of goods and services in the indicated amounts as set forth.

A summary indicating the source of funds used to pay the above is as follows:

General Fund		<b>\$21,778.56</b>
Water Fund		<b>\$30,645.18</b>
Motor Fuel Tax Fund		<b>\$1,474.42</b>
Stormwater Management Fund		
Water Depreciation Fund		
Special Service Area Tax Fund		
Impact Fee Expenditures		
Capital Improvement Fund		<b>\$4,549.33</b>
Cannabis Fund		
Federal Equitable Sharing Fund		
	<b>Subtotal:</b>	<u><u>\$58,447.49</u></u>
General Fund Payroll	\$	-
Water Fund Payroll	\$	-
	<b>Subtotal:</b>	<u><u>\$ -</u></u>

<b>Total to be Approved by City Council:</b>	<u><u>\$58,447.49</u></u>
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**Approvals:**

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Joseph A. Marchese, Mayor

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JoAnne E. Ragona, City Clerk

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Michael J. Coren, Treasurer

\_\_\_\_\_  
Bryon D. Vana, City Administrator

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Administration**  
**From 4/24/2024 Through 4/24/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
DUPAGE COUNTY PUBLIC WORKS	CITY HALL SEWER BILL	AP042424-FY24	4271	Utilities (Elec,Gas,Wtr,Sewer)	98.89
OELSON,MURPHEY,FRAZIER,MCGRAT	LEGAL FEES - APRIL 2024	AP042424-FY24	4219	Liability Insurance	2,860.00
				Total Administration	2,958.89

**CITY OF DARIEN  
Expenditure Journal  
General Fund  
City Council  
From 4/24/2024 Through 4/24/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ALKAYE MEDIA GROUP	VIDEO SERVICES FOR MEETINGS	AP042424-FY24	4206	Cable Operations	400.00
DUPAGE MAYORS MANAGERS CONF.	SPRINGFIELD DRIVE DOWN CONFERENCE -2024	AP042424-FY24	4213	Dues and Subscriptions	1,950.00
				Total City Council	2,350.00

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Community Development**  
**From 4/24/2024 Through 4/24/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
CHRISTOPHER B. BURKE ENG, LTD	CONFERENCE CALL W/ CITY, BUILDER - 67TH & BENTLEY	AP042424-FY24	4328	Const/Prof Reimbursable	228.70
CHRISTOPHER B. BURKE ENG, LTD	REVIEW GARDEN VIEW PARK PLANS AND DISCUSSIONS /SPLASH PAD	AP042424-FY24	4328	Const/Prof Reimbursable	2,176.68
CHRISTOPHER B. BURKE ENG, LTD	CONCEPT LEVEL REVIEW- NE CORNER 83RD /LEMONT RD	AP042424-FY24	4328	Const/Prof Reimbursable	233.00
CHRISTOPHER B. BURKE ENG, LTD	MEETING ON APRIL 3, 2024	AP042424-FY24	4328	Const/Prof Reimbursable	394.00
CHRISTOPHER B. BURKE ENG, LTD	FINAL PLAT, PLANS, STORMWATER REPORT /87TH ST WOODLAND GLEN	AP042424-FY24	4328	Const/Prof Reimbursable	545.00
CHRISTOPHER B. BURKE ENG, LTD	PLAT REVIEW- CASS /75TH ST SUBDIVISION	AP042424-FY24	4328	Const/Prof Reimbursable	1,107.50
CHRISTOPHER B. BURKE ENG, LTD	GRADING PLAN REVIEW- 134 HOLLY AVE	AP042424-FY24	4328	Const/Prof Reimbursable	300.00
CODE ENFORCEMENT REPRESENTATIV	CODE ENFORCEMENT SERVICES -APRIL 2024	AP042424-FY24	4325	Consulting/Professional	1,568.00
OELSON,MURPHEY,FRAZIER,MCGRAT	LEGAL FEES - APRIL 2024	AP042424-FY24	4219	Liability Insurance	660.00
				Total Community Development	7,212.88

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Public Works, Streets**  
**From 4/24/2024 Through 4/24/2024**

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
CARON ZALDUENDO	REIMBURSE FOR SPRINKLER REPAIR -8410 GLENYRE	AP042424-FY24	4257	Supplies - Other	240.00
CINTAS #769	MAT RENTAL -1041 S FRONTAGE 2-15-24	AP042424-FY24	4223	Maintenance - Building	16.18
CINTAS #769	MAT RENTAL - 1710 PLAINFIELD RD 2-15-24	AP042424-FY24	4223	Maintenance - Building	29.50
CINTAS #769	MAT RENTAL - CITY HALL 2-15-24	AP042424-FY24	4223	Maintenance - Building	17.98
GENUINE PARTS COMPANY INC	BRAKE FLUID, CLEANER	AP042424-FY24	4225	Maintenance - Equipment	59.18
IMPACT NETWORKING, LLC	COPIER AGREEMENT- OVERAGE 1041 S FRONTAGE RD	AP042424-FY24	4225	Maintenance - Equipment	34.67
JX TRUCK CENTER- BOLINGBROOK	PART FOR #108	AP042424-FY24	4229	Maintenance - Vehicles	19.24
JX TRUCK CENTER- BOLINGBROOK	FILTER , FITTINGS , PARTS FOR #108	AP042424-FY24	4229	Maintenance - Vehicles	871.19
RAGS ELECTRIC	STREET LIGHT REPAIRS- VARIOUS LOCATIONS	AP042424-FY24	4359	Street Light Oper & Maint.	1,483.56
RED WING SHOES	BOOTS- DAVE BROWN	AP042424-FY24	4219	Liability Insurance	250.00
TITAN IMAGE GROUP INC	TOM MASEK- CLOTHING	AP042424-FY24	4269	Uniforms	499.00
TRAFFIC CONTROL AND PROTECTION	BUMP SIGN	AP042424-FY24	4257	Supplies - Other	240.55
VULCAN CONSTRUCTION MATERIALS	STONE FOR STREET REHAB 4-25-24	AP042424-FY24	4257	Supplies - Other	1,049.18
				Total Public Works, Streets	4,810.23

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Police Department**  
**From 4/24/2024 Through 4/24/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ADVANCE AUTO PARTS	CREDIT ON INVOICE 978633	AP042424-FY24	4229	Maintenance - Vehicles	(99.58)
ADVANCE AUTO PARTS	CREDIT ON INVOICE 978537	AP042424-FY24	4229	Maintenance - Vehicles	(129.00)
ADVANCE AUTO PARTS	BRAKE FLUID	AP042424-FY24	4229	Maintenance - Vehicles	(45.20)
ADVANCE AUTO PARTS	BRAKE FLUID	AP042424-FY24	4229	Maintenance - Vehicles	45.20
DUPAGE COUNTY ANIMAL SERVICES	STRAY DOG BOARDING AND VACCINATION	AP042424-FY24	4201	Animal Control	150.00
DUPAGE COUNTY PUBLIC WORKS	SEWER BILL FOR CITY HALL	AP042424-FY24	4271	Utilities (Elec,Gas,Wtr,Sewer)	136.48
I.R.M.A.	DEDUCTIBLE- APRIL 2024	AP042424-FY24	4219	Liability Insurance	147.63
I.R.M.A.	DEDUCTIBLE- MARCH 2024	AP042424-FY24	4219	Liability Insurance	3,086.03
OELSON,MURPHEY,FRAZIER,MCGRAT	LEGAL FEES - APRIL 2024	AP042424-FY24	4219	Liability Insurance	1,155.00
				Total Police Department	4,446.56
				Total General Fund	21,778.56

**CITY OF DARIEN**  
**Expenditure Journal**  
**Water Fund**  
**Public Works, Water**  
**From 4/24/2024 Through 4/24/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ADVANCE AUTO PARTS	BRAKE PAD FOR 404	AP042424-FY24	4225	Maintenance - Equipment	51.99
ADVANCE AUTO PARTS	ROTOR FOR 404	AP042424-FY24	4225	Maintenance - Equipment	192.38
APEX INDUSTRIAL AUTOMATION	EMERGENCY PUMP REPAIR	AP042424-FY24	4231	Maintenance - Water System	135.00
APEX INDUSTRIAL AUTOMATION	PUMPS, REPAIRS	AP042424-FY24	4231	Maintenance - Water System	18,137.00
CINTAS FIRST AID AND SAFETY	REPLENISH FIRST AID CABINET- PW 4-18-24	AP042424-FY24	4219	Liability Insurance	264.20
DUPAGE COUNTY PUBLIC WORKS	SEWER BILL- 1041 S FRONTAGE RD	AP042424-FY24	4271	Utilities (Elec,Gas,Wtr,Sewer)	45.19
TITAN IMAGE GROUP INC	DENNIS CABLE- CLOTHING	AP042424-FY24	4269	Uniforms	137.08
VILLAGE OF WOODRIDGE	WATER PURCHASE- DARIEN WOODRIDGE FIRE & SHELL GAS STATION	AP042424-FY24	4340	DuPage Water Commission	6,170.35
VULCAN CONSTRUCTION MATERIALS	STONE 4-25-24	AP042424-FY24	4231	Maintenance - Water System	1,910.92
WORK N GEAR	KOUDELIK- CLOTHING	AP042424-FY24	4269	Uniforms	147.62
XBE CHICAGO	TRUCKING 4-9-24	AP042424-FY24	4231	Maintenance - Water System	<u>3,453.45</u>
				Total Public Works, Water	<u>30,645.18</u>
				Total Water Fund	<u>30,645.18</u>

**CITY OF DARIEN**  
**Expenditure Journal**  
**Motor Fuel Tax**  
**MFT Expenses**  
**From 4/24/2024 Through 4/24/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
AEP ENERGY	3018018402 0 SW CIR 75TH ST ADAMS	AP042424-FY24	4840	Street Lights	1,065.43
AEP ENERGY	3017243647 75TH ST LEGS	AP042424-FY24	4840	Street Lights	337.54
COM ED	7953012222 6701 CLARENDON HILLS RD STREET LIGHT	AP042424-FY24	4840	Street Lights	66.15
COM ED	9845228000 7033 CLARENDON HILLS RD LIGHTING	AP042424-FY24	4840	Street Lights	5.30
				Total MFT Expenses	1,474.42
				Total Motor Fuel Tax	1,474.42

**CITY OF DARIEN**  
**Expenditure Journal**  
**Capital Improvement Fund**  
**Capital Fund Expenditures**  
**From 4/24/2024 Through 4/24/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
CHRISTOPHER B. BURKE ENG, LTD	RETAINING WALL- PLAINFIELD RD	AP042424-FY24	4390	Capital Improv-Infrastructure	4,549.33
				Total Capital Fund Expenditures	4,549.33
				Total Capital Improvement Fund	4,549.33
Report Total					58,447.49

**CITY OF DARIEN**

**EXPENDITURE APPROVAL LIST  
FOR CITY COUNCIL MEETING ON  
June 3, 2024**

Approval is hereby given to have the City Treasurer of Darien, Illinois pay to the officers, employees, independent contractors, vendors, and other providers of goods and services in the indicated amounts as set forth.

A summary indicating the source of funds used to pay the above is as follows:

General Fund				<b>\$319,557.07</b>
Water Fund				<b>\$16,166.20</b>
Motor Fuel Tax Fund				
Stormwater Management Fund				
Water Depreciation Fund				
Special Service Area Tax Fund				
Impact Fee Expenditures				
Capital Improvement Fund				
Cannabis Fund				
Federal Equitable Sharing Fund				
			<i>Subtotal:</i>	<u><u>\$335,723.27</u></u>
General Fund Payroll	05/30/24	\$	314,581.42	
Water Fund Payroll	05/30/24	\$	28,568.87	
			<i>Subtotal:</i>	<u><u>\$ 343,150.29</u></u>

<i>Total to be Approved by City Council:</i>	<u><u>\$678,873.56</u></u>
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**Approvals:**

\_\_\_\_\_  
Joseph A. Marchese, Mayor

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JoAnne E. Ragona, City Clerk

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Michael J. Coren, Treasurer

\_\_\_\_\_  
Bryon D. Vana, City Administrator

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Administration**  
**From 5/21/2024 Through 6/3/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
COMCAST BUSINESS	CABLE TV FOR CITY HALL	AP060324-FY25	4267	Telephone	42.04
MENARD CONSULTING INC	OPEB ACTUARIAL SERVICES	AP060324-FY25	4320	Audit	200.00
NICOR GAS	82541110001 1702 PLAINFIELD RD	AP060324-FY25	4271	Utilities (Elec,Gas,Wtr,Sewer)	145.12
ODP BUSINESS SOLUTIONS	SHARPIE MARKERS-BUILD DEPT	AP060324-FY25	4253	Supplies - Office	16.62
ODP BUSINESS SOLUTIONS	PENS /MARKERS- BUILD DEPT	AP060324-FY25	4253	Supplies - Office	134.45
SIKICH PROFESSIONAL SERVICES	PROFESSIONAL SERVICES RENDERED	AP060324-FY25	4320	Audit	5,500.00
WAREHOUSE DIRECT	JANITORIAL SUPPLIES-CITY HALL	AP060324-FY25	4253	Supplies - Office	128.24
				Total Administration	6,166.47

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**City Council**  
**From 5/21/2024 Through 6/3/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ALKAYE MEDIA GROUP	VIDEO SERVICES- MEETING 5-6-24	AP060324-FY2...	4206	Cable Operations	225.00
DUPAGE MAYORS MANAGERS CONF.	2024-25 CONFERENCE MEMBERSHIP	AP060324-FY25	4213	Dues and Subscriptions	19,825.24
				Total City Council	20,050.24

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Community Development**  
**From 5/21/2024 Through 6/3/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ELEVATOR INSPECTION SERVICE CO	ELEVATOR RE-INSPECTION - 7503 FARMINGDALE DR	AP060324-FY25	4328	Const/Prof Reimbursable	25.00
GRANICUS	WEB BASE WORK ORDER /SOFTWARE	AP060324-FY25	4325	Consulting/Professional	8,500.00
				Total Community Development	8,525.00

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Public Works, Streets**  
**From 5/21/2024 Through 6/3/2024**

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
A BLOCK MARKETING, INC	MULCH FOR 75TH ST	AP060324-FY25	4350	Forestry	600.00
A BLOCK MARKETING, INC	MULCH FOR 75TH ST	AP060324-FY25	4350	Forestry	600.00
A BLOCK MARKETING, INC	MULCH FOR 75TH ST	AP060324-FY25	4350	Forestry	600.00
A BLOCK MARKETING, INC	MULCH FOR 75TH ST	AP060324-FY25	4350	Forestry	700.00
CARLSEN'S ELEVATOR SERVICES	ANNUAL ELEVATOR TESTING-1710 PLAINFIELD RD /POLICE DEPT	AP060324-FY25	4223	Maintenance - Building	457.26
CARLSEN'S ELEVATOR SERVICES	EMERG ELEVATOR REPAIR- 1710 PLAINFIELD RD/POLICE DEPT	AP060324-FY25	4223	Maintenance - Building	412.84
CARROLL CONSTRUCTION SUPPLY	SUPPLIES	AP060324-FY25	4257	Supplies - Other	54.33
CHEMSEARCH	STING-X AEROSOL	AP060324-FY25	4223	Maintenance - Building	252.20
CINTAS #769	FINAL SERVICE 5-9-24	AP060324-FY25	4223	Maintenance - Building	17.98
CINTAS #769	FINAL SERVICE 5-9-24 /1041 S FRONTAGE	AP060324-FY25	4223	Maintenance - Building	16.18
CINTAS #769	FINAL SERVICE 5-9-24 / 1710 PLAINFIELD RD	AP060324-FY25	4223	Maintenance - Building	29.50
CINTAS FIRST AID AND SAFETY	REPLENISH FIRST AID CABINET- 1041 S FRONTAGE	AP060324-FY25	4219	Liability Insurance	527.91
GRAINGER	SHOP LIGHTS	AP060324-FY25	4223	Maintenance - Building	91.95
GRANICUS	WEB BASE WORK ORDER /SOFTWARE	AP060324-FY25	4325	Consulting/Professional	599.16
IMPACT NETWORKING, LLC	COPIER AGREEMENT-OVERAGE 1041 S FRONTAGE RD	AP060324-FY25	4225	Maintenance - Equipment	34.67
IMPERIAL SUPPLIES LLC	HYD WHEEL	AP060324-FY25	4259	Small Tools & Equipment	1,599.00
JX TRUCK CENTER- BOLINGBROOK	2025 PETERBILT TRUCK #110	AP060324-FY25	4815	Equipment	130,730.23
JX TRUCK CENTER- BOLINGBROOK	2025 PETERBILT - TRUCK #103	AP060324-FY25	4815	Equipment	130,730.23

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Public Works, Streets**  
**From 5/21/2024 Through 6/3/2024**

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
M & M HOME REMODELING SERVICES	ROOF REPAIR- 1710 PLAINFIELD RD /POLICE DEPT	AP060324-FY25	4223	Maintenance - Building	1,369.00
McMASTER-CARR	FOOT OPERATED DOOR MOUNT- 1041 S FRONTAGE RD	AP060324-FY25	4223	Maintenance - Building	90.21
McMASTER-CARR	MAGNETIC CHART HEADERS	AP060324-FY25	4223	Maintenance - Building	45.64
OCCUPATIONAL HEALTH CENTERS	PRE-EMPLOYMENT DRUG SCREEN	AP060324-FY25	4219	Liability Insurance	444.00
OCCUPATIONAL HEALTH CENTERS	PRE-EMPLOYMENT DRUG SCREEN	AP060324-FY25	4219	Liability Insurance	222.00
ODP BUSINESS SOLUTIONS	COLORED PAPER FOR PUBLIC WORKS	AP060324-FY25	4253	Supplies - Office	517.72
OLEARYS	SAW BLADE	AP060324-FY25	4225	Maintenance - Equipment	399.00
OLEARYS	PLATE COMPACTOR	AP060324-FY25	4815	Equipment	2,000.00
OLEARYS	WALK BEHIND SAW	AP060324-FY25	4815	Equipment	4,375.00
ROUTE 66 ASPHALT CO	ROAD PATCH	AP060324-FY25	4257	Supplies - Other	226.88
ROUTE 66 ASPHALT CO	ROAD PATCH	AP060324-FY25	4257	Supplies - Other	246.24
SHREVE SERVICES INC	TOPSOIL - 5-16-24 and 5-17-24	AP060324-FY25	4257	Supplies - Other	640.00
SITE ONE LANDSCAPE SUPPLY	SEED MIXTURE, KNIFE	AP060324-FY25	4257	Supplies - Other	511.82
STEVE PIPER & SONS, INC.	TUB GRINDING 5-22-24	AP060324-FY25	4243	Rent - Equipment	1,800.00
UNIQUE PRODUCTS & SERVICE CORP	JANITORIAL SUPPLIES- POLICE DEPT	AP060324-FY25	4223	Maintenance - Building	437.10
VULCAN CONSTRUCTION MATERIALS	STONE FOR ROAD REHAB - 5-3-24	AP060324-FY25	4257	Supplies - Other	1,047.87
WAREHOUSE DIRECT	SUPPLIES FOR PAUL DEVINE PRINTER	AP060324-FY25	4257	Supplies - Other	671.27
				Total Public Works, Streets	283,097.19

**CITY OF DARIEN**  
**Expenditure Journal**  
**General Fund**  
**Police Department**  
**From 5/21/2024 Through 6/3/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
BURR RIDGE VETERINARY CLINIC	3 STRAY DOGS /BOARDING	AP060324-FY25	4201	Animal Control	120.00
IL CRISIS NEGOTIATION ASSN	OFFICER KEOUGH - 2024 ICNA SEMINAR	AP060324-FY25	4263	Training and Education	325.00
OCCUPATIONAL HEALTH CENTERS	PRE-EMPLOYMENT DRUG SCREEN	AP060324-FY25	4219	Liability Insurance	74.00
RAY O'HERRON CO. INC.	UNIFORM- AAYAD	AP060324-FY25	4269	Uniforms	47.52
RAY O'HERRON CO. INC.	UNIFORM- PILIA	AP060324-FY25	4269	Uniforms	44.09
RAY O'HERRON CO. INC.	UNIFORM- CSO TENUTO	AP060324-FY25	4269	Uniforms	355.56
THEODORE POLYGRAPH SERVICE	PRE-EMPLOYMENT- POLYGRAPH	AP060324-FY25	4205	Boards and Commissions	200.00
VILLA PARK OFFICE EQUIP, INC.	CUBICLES FOR POLICE DEPT	AP060324-FY25	4225	Maintenance - Equipment	552.00
				Total Police Department	1,718.17
				Total General Fund	319,557.07

**CITY OF DARIEN**  
**Expenditure Journal**  
**Water Fund**  
**Public Works, Water**  
**From 5/21/2024 Through 6/3/2024**

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ADVANCE AUTOMATION & CONTROLS	SCADA- ZERO TUNNEL MODEM WORK	AP060324-FY25	4325	Consulting/Professional	720.00
BANK OF NEW YORK MELLON	GO REFUNDING 2012 ADMIN FEE	AP060324-FY25	4950	Debt Retire-Water Refunding	802.50
CORE & MAIN	BLIND FLAGS	AP060324-FY25	4231	Maintenance - Water System	332.50
CORE & MAIN	COLORIMETER AND TURBIDIMETER KIT	AP060324-FY25	4241	Quality Control	3,511.68
INTERSTATE BATTERY SYSTEM	2 BATTERIES	AP060324-FY25	4229	Maintenance - Vehicles	259.84
LAWSON PRODUCTS INCORPORATED	WATER SYSTEM SUPPLIES	AP060324-FY25	4231	Maintenance - Water System	737.85
NICOR GAS	12344110007 1897 MANNING DR	AP060324-FY25	4271	Utilities (Elec,Gas,Wtr,Sewer)	56.01
OLEARYS	WALK BEHIND CONCRETE SAW	AP060324-FY25	4815	Equipment	4,375.00
ROAD FABRICS INC	ROAD FABRIC FOR DUPAGE DOT PERMITS	AP060324-FY25	4231	Maintenance - Water System	864.00
VULCAN CONSTRUCTION MATERIALS	STONE FOR ROAD REHAB 5-3-24	AP060324-FY25	4231	Maintenance - Water System	357.22
XBE CHICAGO	YARD CLEAN UP 5-10-24	AP060324-FY25	4231	Maintenance - Water System	4,149.60
				Total Public Works, Water	16,166.20
				Total Water Fund	16,166.20
Report Total					335,723.27

**AGENDA MEMO**  
**CITY COUNCIL**  
**MAY 28, 2024**

**CASE**

PZC2024-03

Variation Requests (Electronic Message Board Signs)  
 Indian Prairie Public Library  
 7226 Clarendon Hills Road/401 Plainfield Road

**ORDINANCE**

**ISSUE STATEMENT**

Petitioner (Indian Prairie Public Library) seeks approval for variation requests from the City’s Sign Code. The petition specifically requests to allow for the installation of electronic message board signs. Property is located within the R-2 Single Family Residence District. The variation requests are from the following standards in the Sign Code:

- Sections 4-3-7(A)(11), 4-3-7(C)(4), and 4-3-10(A): Variation request to allow for the installation of electronic message board signs that have changing light intensity, brightness, and color.

**GENERAL INFORMATION**

Petitioner/Owner:	Indian Prairie Public Library
Property Location:	7226 Clarendon Hills Road/401 Plainfield Road
PIN Numbers:	09-27-207-012; 09-27-207-014; 09-27-207-022
Existing Zoning:	Single Family Residence District (R-2)
Existing Land Use:	Public Library
Comprehensive Plan:	Municipal/Government (Existing & Future)
Surrounding Zoning & Uses	
North:	Single Family Residence District (R-2); Gas Station, Park, and Animal Clinic
East:	Single Family Residence District (R-2); Single Family
South:	Single Family Residence District (R-2); Hinsdale Transition Center School
West:	Single Family Residence District (R-2); Fire District
Size of Property:	3.98 Acres
Floodplain:	N/A
Natural Features:	N/A
Transportation:	The petition site gains access from Plainfield Road and Clarendon Hills Road, as it is a corner lot.

**PETITIONER DOCUMENTS (ATTACHED TO MEMO)**

- 1) **[APPLICATION](#)**
- 2) **[JUSTIFICATION NARRATIVE](#)**
- 3) **[SITE PLAN & ELEVATIONS](#)**

**CITY STAFF DOCUMENTS (ATTACHED TO MEMO)**

- 4) **[LOCATION MAP & AERIAL IMAGE](#)**
- 5) **[SITE PHOTOS](#)**

## **PLANNING OVERVIEW/DISCUSSION**

The subject property is located at the southwestern corner of Plainfield Road and Clarendon Hills Road. According to the deed of record, the library assumed control of the property in the late 1980s and has maintained its location there since. The petitioner is proposing to install electronic message boards on each sign face of the existing monument signs along the aforementioned roads. There are two (2) monument signs, meaning four (4) total sign faces that would include an electronic message board. The square footage for each digital display would equal approximately 22 square feet.

It is important to note there is no overall height or size change to the monument signs. Instead, the petitioner has decided to reuse a static message display area on each sign with an electronic display if approved. The petitioner has filed for the variance application since the City's Sign Code does not allow electronic message boards.

### ***Site Plan Review & Findings of Fact***

City staff has reviewed the petitioner submitted documents. The project meets all City Code standards outside of the requested variances. The petitioner submitted a narrative detailing the request, which is attached to this memo.

*Per Section 4-3-18 of the Sign Code, the Planning and Zoning Commission shall consider the following in reviewing a sign variation:*

1. *The available locations for adequate signage on the property.*
2. *The effect of the proposed sign on pedestrian and motor traffic.*
3. *The cost to the applicant in complying with the Sign Code as opposed to the detriment, if any, to the public from granting the variation.*
4. *If undue hardships and practical difficulties result in complying with the Sign Code and if these hardships are a result of previous actions of the applicant.*
5. *The general intent of the Sign Code (see below).*

*Section 4-3-2 of the Sign Code provides the general intent of the code. It is adopted for the following purposes:*

1. *To promote and protect the public health, safety, comfort, morals, convenience, and general welfare of the residents of the City.*
2. *To enhance the physical appearance of the City by preserving the scenic and natural beauty of the area.*
3. *To promote the safety and recreational value of public travel.*
4. *To protect the public investment in streets and highways by reducing sign or advertising distractions that may increase traffic accidents.*
5. *To ensure compatibility of signs with surrounding land uses.*
6. *To enhance the economy of the City by promoting the reasonable, orderly, and effective display of outdoor advertising.*
7. *To protect the pedestrians and motorists within the City from damage or injury caused by distractions, obstructions, and hazards created by a proliferation of off-site advertising signs.*
8. *To prevent the proliferation of off-site advertising signs which distract from the development of the City in an aesthetically pleasing manner.*
9. *To preserve the character of the City which is a single-family residential community by assuring the compatibility of signs with the surrounding land uses.*

***Other/Historical Approval References***

<ul style="list-style-type: none"> <li>- PZC2018-09 The Auto-Mobile Center of Darien 6710 Route 83</li> </ul>	Height: 23.33' Size: 200 Square Feet (50 for EMS) Setback: 80'
<ul style="list-style-type: none"> <li>- PZC2020-09 University Dermatology 8110 Cass Avenue</li> </ul>	Height: 6' Size: 36 Square Feet (20 for EMS) Setback: 4'
<ul style="list-style-type: none"> <li>- PZC2022-02 First American Bank 2013 75<sup>TH</sup> Street</li> </ul>	Height: 12' Size: 59 Square Feet (28 for EMS) Setback: 4'

**PZC MEETING – 05/15/2024**

The Planning and Zoning Commission reviewed this petition at its May 15, 2024 meeting. The petitioner was present and answered questions after staff’s introduction of the case. One member of the public attended in order to better understand the appearance of the proposed signage.

**Based on testimony and discussion at the meeting, the Planning and Zoning Commission made a motion to forward the case with a favorable recommendation to the Municipal Services Committee. The motion passed with a 7-0 vote, subject to the following conditions:**

- 1. Messages will be held for at least 60 seconds.**
- 2. Messages will change all at once.**
- 3. Messages may display multiple colors.**
- 4. Illumination will maintain a constant light intensity or brightness.**
- 5. Illumination brightness must comply with the Sign Code and contain dimming capability sensor(s).**
- 6. Illuminated signage may be utilized every day between the hours of 7:00AM and 9:00PM.**
- 7. The electronic message board portion of the sign is limited to approximately 22 square feet per side.**

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee reviewed the petition at the May 28, 2024 meeting. The Committee has recommended favorably to move forward to the City Council.

**ALTERNATE CONSIDERATION**

As recommended/directed by the City Council.

**DECISION MODE**

This item will be placed on the June 3, 2024 City Council agenda for formal consideration.



**CITY OF DARIEN, ILLINOIS, Community Development Department**

Variation/Special Use/Rezoning petition to the Mayor and City Council of the City of Darien:

Staff Use Only	
Case No.:	PZC2024-03
Date Received:	03/01/2024
Fee Paid:	N/A
Check No.:	N/A
Hearing Date:	04/17/2024

**PETITIONER INFORMATION**

Indian Prairie Public Library

Petitioner's Name

Indian Prairie Public Library

Contact Name

Kristen Lawson

Address, City, State, Zip Code

401 Plainfield Rd., Darien, IL 60561

Phone #

(630)887-8760

Fax #

kristenl@ippl.info

Email

SAME as Petitioner

Owner's Name

Address, City, State, Zip Code

Phone #

Email



**PROPERTY INFORMATION**

401 Plainfield Rd., Darien, IL 60561

Property address

Acreage

09-27-207-012 09-27-207-014 09-27-207-022 - Governmental

PIN(s)

Zoning

Provide legal description on a separate sheet and attach, such as the plat of survey.

**REQUEST**

Brief description of the request(s):

Variation

Simple Variation

Special Use

Rezoning

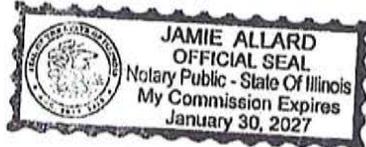
Requesting variance to sign code to allow intallation of new LED display on existing monuments.

I, Kristen Lawson, do hereby certify that I am the owner of record (or one of the owners of record or the attorney for the owners of record of the aforesaid described property) and I hereby make application as such.

[Signature]  
Signature

Subscribed and sworn to before this 27 day of February, 2024

[Signature]  
Notary Public



MEMO



401 Plainfield Road | Darien, Illinois 60561-4207

T 630/887-8760 F 630/887-1018 [ippl.info](mailto:ippl.info)

2/28/2024

Village of Darien

Attn: Jordan Yanke

RE: Indian Prairie Public Library Sign Variance Request

### Justification Narrative

The petitioner is requesting approval of electronic messaging displays to replace the existing static letter displays on their monument signs. A total of 4 electronic message displays will replace 4 existing static letter displays on two monument signs. The existing monument signs are located on Plainfield Road and Clarendon Hills Road adjacent to the library entrances.

The Indian Prairie Public Library offers multiple programs daily, in addition to providing public services and assistance. The existing static displays make it difficult for the library to inform the public in real time about the full range of services available. The replacement of static displays will allow the library to better serve the public by providing timely information about programming and services.

The frequency of screen changes and display hours can be limited programmatically to accommodate the Village of Darien's requirements. Display changes will be full screen replacements to ensure a tasteful presentation appropriate for a community organization.

This request will have no adverse effect on the surrounding properties nor present any public safety concerns.

#### Board of Trustees

Victoria Suriano /President Donald Damon /Vice President Themis Raftis/Treasurer Marian Krupicka /Secretary

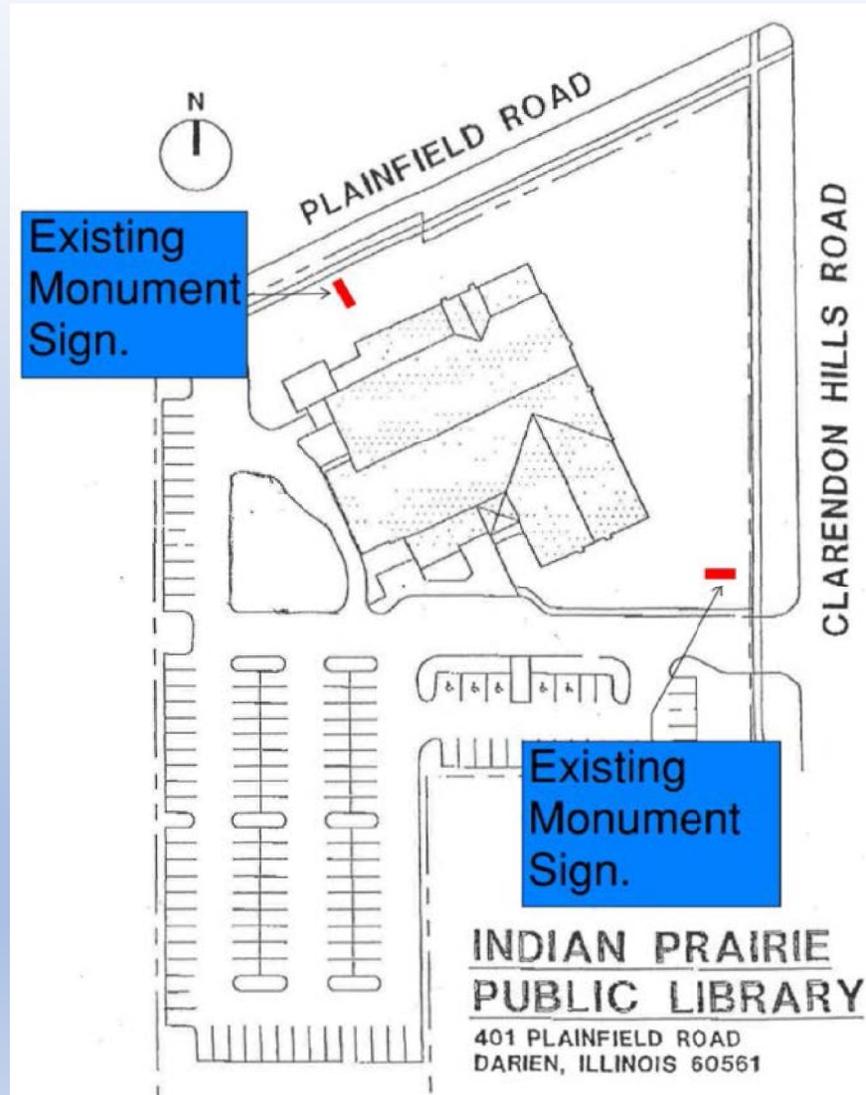
Stacy Palmisano/Trustee Sri Rao /Trustee Christina Rodriguez /Trustee Laura Birmingham /Library Executive Director



# Indian Prairie Public Library Proposed Changes to Monument Signs

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# Site Plan



## Proposed Monument Sign Changes

- Existing Brick Monument and Pylon Sign to Remain
- Remove Existing Static Letter Display (each side of two monument signs)
- Add New LED Electronic Message Display (each side of two monument signs)



## LED Sign Characteristics

- New Color Display
- Possibility For Scrolling Letters
- Multiple Messages
- Size to Closely Match the Existing Static Letter Display
- Actual Sign Package will be Submitted for Permit Upon Receipt of Variance and Award of Project



# Eastbound Plainfield Road

**Existing**



**Proposed**



# Westbound Plainfield Road

**Existing**



**Proposed**



# Southbound Clarendon Hills Road

**Existing**



**Proposed**



# Northbound Clarendon Hills Road

**Existing**



**Proposed**



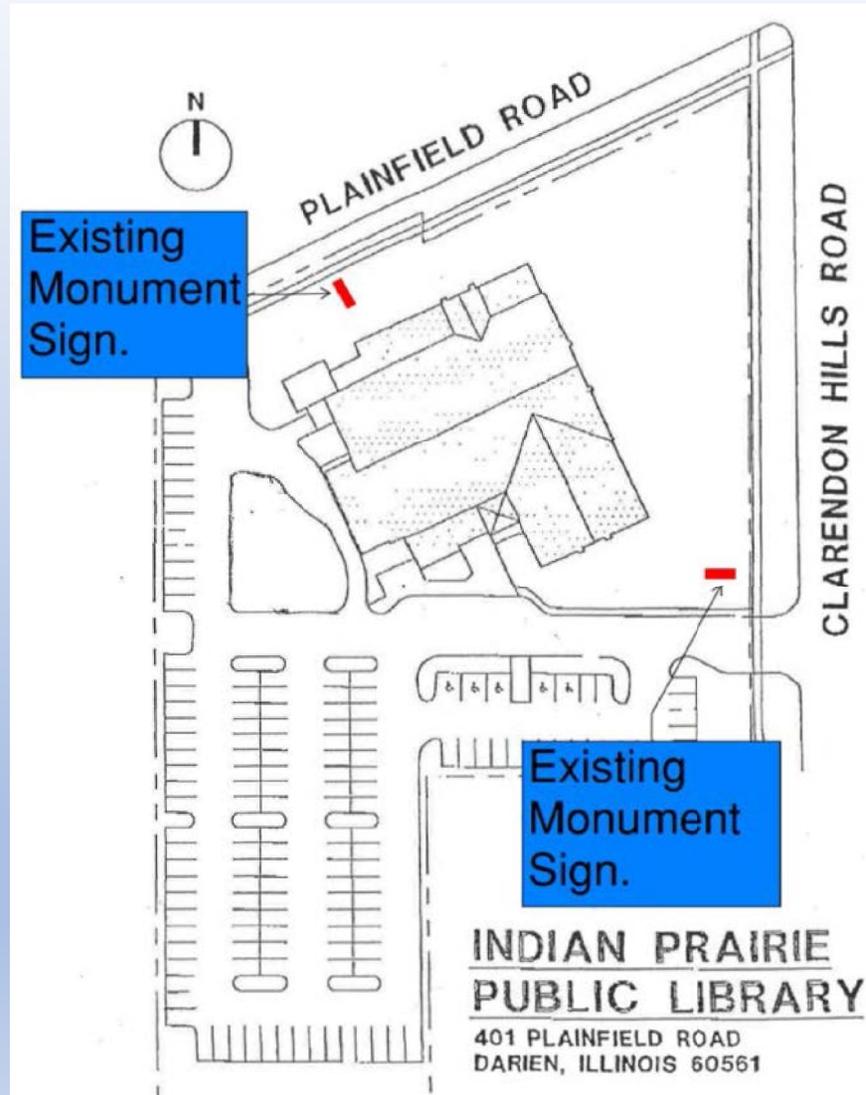


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Indian Prairie  
Public Library  
Proposed  
Changes to  
Monument Signs

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# Site Plan



## Proposed Monument Sign Changes

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- Remove Existing Static Letter Display (each side of two monument signs)
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- Actual Sign Package will be Submitted for Permit Upon Receipt of Variance and Award of Project



# Eastbound Plainfield Road

**Existing**



**Proposed**



# Westbound Plainfield Road

**Existing**



**Proposed**



# Southbound Clarendon Hills Road

**Existing**



**Proposed**



# Northbound Clarendon Hills Road

**Existing**



**Proposed**



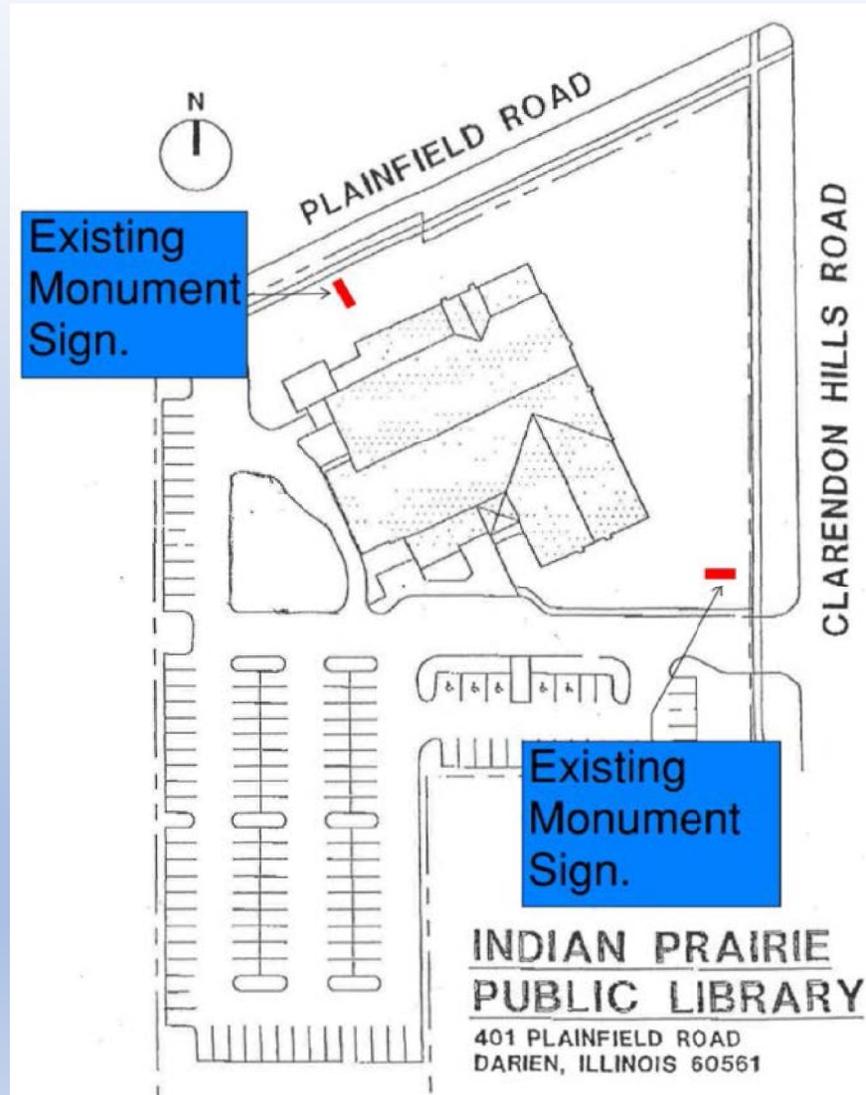


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Indian Prairie  
Public Library  
Proposed  
Changes to  
Monument Signs

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# Site Plan



## Proposed Monument Sign Changes

- Existing Brick Monument and Pylon Sign to Remain
- Remove Existing Static Letter Display (each side of two monument signs)
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# LED Sign Characteristics

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- Possibility For Scrolling Letters
- Multiple Messages
- Size to Closely Match the Existing Static Letter Display
- Actual Sign Package will be Submitted for Permit Upon Receipt of Variance and Award of Project



# Eastbound Plainfield Road

**Existing**



**Proposed**



# Westbound Plainfield Road

**Existing**



**Proposed**



# Southbound Clarendon Hills Road

**Existing**



**Proposed**



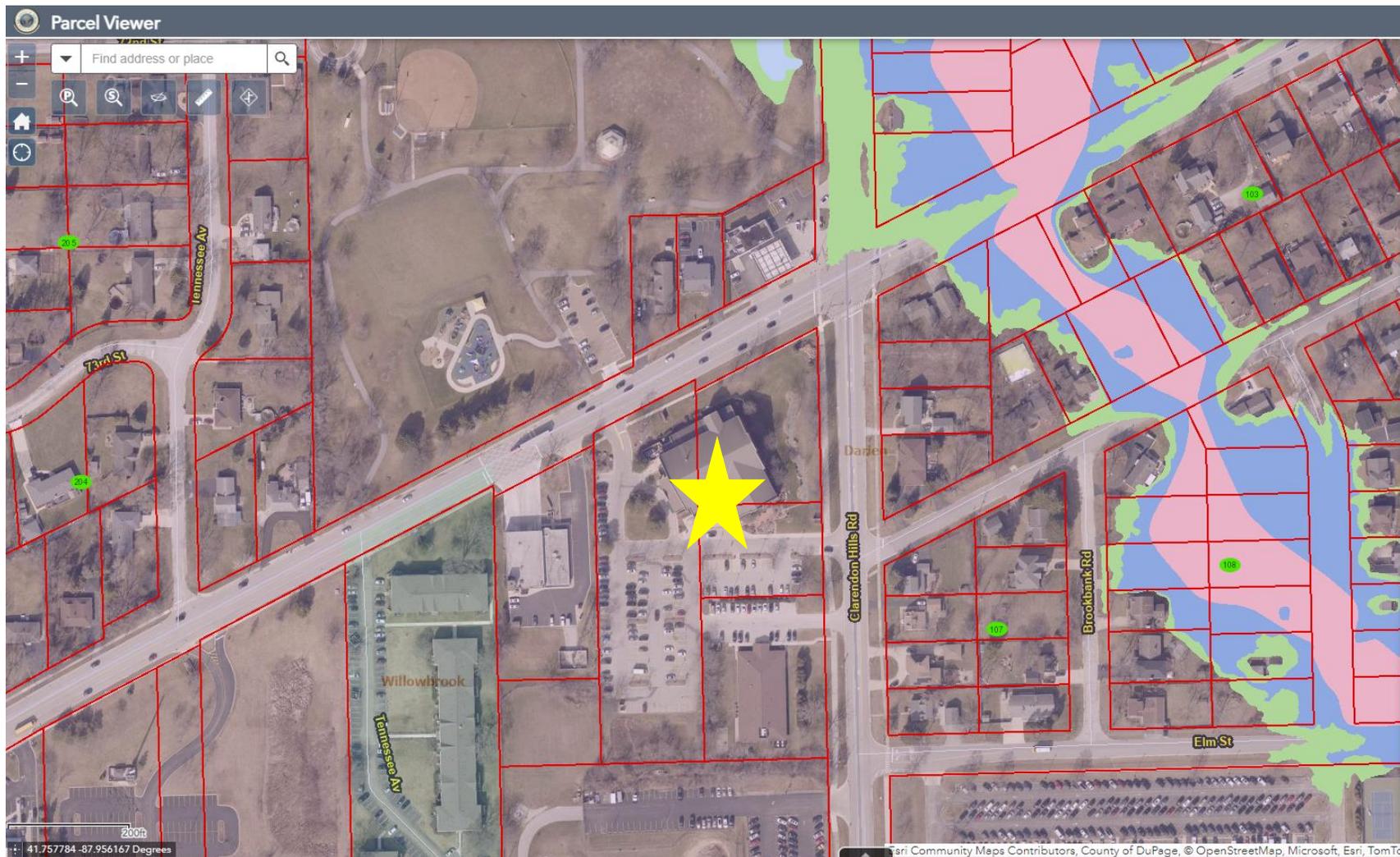
# Northbound Clarendon Hills Road

**Existing**



**Proposed**







02/28/2023

1 of 49

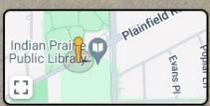
Select Date





Search Google Maps

← 419 Plainfield Rd  
 Darien, Illinois  
 Google Street View  
 May 2023 See more dates



Google

**CITY OF DARIEN**  
**DU PAGE COUNTY, ILLINOIS**

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE GRANTING A SERIES OF VARIATIONS TO ALLOW THE  
INSTALLATION OF ELECTRONIC MESSAGE BOARD SIGNS**

**PZC2024-03: INDIAN PRAIRIE PUBLIC LIBRARY**  
**(7226 CLARENDON HILLS ROAD/401 PLAINFIELD ROAD)**

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**ADOPTED BY THE**  
**MAYOR AND CITY COUNCIL**  
**OF THE**  
**CITY OF DARIEN**

**THIS 3<sup>rd</sup> DAY OF JUNE, 2024**

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**Published in pamphlet form by authority  
of the Mayor and City Council of the City  
of Darien, DuPage County, Illinois, this  
\_\_\_\_\_ day of June, 2024.**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE GRANTING A SERIES OF VARIATIONS TO ALLOW THE  
INSTALLATION OF ELECTRONIC MESSAGE BOARD SIGNS**

**PZC2024-03: INDIAN PRAIRIE PUBLIC LIBRARY  
(7226 CLARENDON HILLS ROAD/401 PLAINFIELD ROAD)**

**WHEREAS**, the City of Darien is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

**WHEREAS**, as a home rule unit of local government, the City may exercise any power and perform any function pertaining to its government except as limited by Article VII, Section 6; and

**WHEREAS**, the property legally described in Section 1 (the “Subject Property”), is zoned R-2 Single Family Residence District pursuant to the Darien Zoning Regulations;

**WHEREAS**, the petitioner has requested approval of a variation from the terms of the Darien Sign Code to allow the installation of illuminated electronic message board signs; and

**WHEREAS**, pursuant to notice as required by law, the Planning and Zoning Commission conducted a public hearing on May 15, 2024, and has forwarded its findings and recommendation of approval of this petition to the City Council; and

**WHEREAS**, on May 28, 2024, the Municipal Services Committee reviewed the petition and has forwarded its recommendation of approval of this petition to the City Council; and

**WHEREAS**, the City Council has reviewed the findings and recommendations described above and now determines to grant the petition subject to the terms, conditions, and limitations described herein below;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, ILLINOIS, as follows:**

**ORDINANCE NO. \_\_\_\_\_**

**SECTION 1: Subject Property.** This Ordinance is limited and restricted to the property generally located at 7226 Clarendon Hills Road/401 Plainfield Road, Darien, Illinois, and legally described as follows:

PARCEL 1: THAT PART OF THE EAST ½ OF THE NORTH EAST ¼ OF SECTION 27, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY COMMENCING AT THE SOUTH EAST CORNER OF SAID NORTH EAST ¼ AND RUNNING THENCE NORTH ALONG THE EAST LINE OF SAID NORTH EAST ¼ 1,246.8 FEET TO A POINT THAT IS 512.5 FEET SOUTH OF THE POINT OF INTERSECTION OF THE CENTER LINE OF THE PUBLIC HIGHWAY KNOWN AS PLAINFIELD ROAD WITH SAID EAST LINE OF THE NORTH EAST ¼ FOR A POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 55 MINUTES WEST PARALLEL WITH THE SOUTH LINE OF SAID NORTH EAST ¼ 250.0 FEET; THENCE NORTH PARALLEL WITH SAID EAST LINE OF THE NORTH EAST ¼ 390.2 FEET TO THE CENTER LINE OF SAID PLAINFIELD ROAD; THENCE NORTH 63 DEGREES 49 MINUTES EAST ALONG SAID CENTER LINE 278.6 FEET TO THE EAST LINE OF SAID NORTH EAST ¼; THENCE SOUTH ALONG SAID EAST LINE 512.5 FEET TO THE POINT OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

PARCEL 2: THAT PART OF THE EAST ½ OF THE NORTH EAST ¼ OF SECTION 27, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY COMMENCING AT THE SOUTH EAST CORNER OF SAID NORTH EAST ¼ AND RUNNING THENCE NORTH ALONG THE EAST LINE OF SAID NORTH EAST ¼ 982.8 FEET TO A POINT THAT IS 776.5 FEET SOUTH, MEASURED ALONG SAID EAST LINE, FROM THE POINT OF INTERSECTION OF THE CENTER LINE OF THE PUBLIC HIGHWAY KNOWN AS PLAINFIELD ROAD WITH THE EAST LINE OF SAID NORTH EAST ¼; THENCE SOUTH 89 DEGREES 55 MINUTES WEST PARALLEL WITH THE SAID SOUTH LINE OF SAID NORTH EAST ¼ 250.0 FEET FOR A POINT OF BEGINNING; THENCE CONTINUING SOUTH 89 DEGREES 55 MINUTES WEST PARALLEL WITH THE SOUTH LINE OF THE NORTH EAST ¼ 168.0 FEET; THENCE NORTH PARALLEL WITH THE EAST LINE OF SAID NORTH EAST ¼ 572.0 FEET TO THE CENTER LINE OF SAID PLAINFIELD ROAD; THENCE NORTH 63 DEGREES 49 MINUTES EAST ALONG SAID CENTER LINE 187.2 FEET TO A LINE THAT IS PARALLEL WITH AND 250.0 FEET WEST, MEASURED AT RIGHT ANGLES FROM THE EAST LINE OF SAID NORTH EAST ¼; THENCE SOUTH ALONG SAID PARALLEL LINE 654.2 FEET TO THE POINT OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

EXCEPTING FROM PARCELS 1 AND 2 ANY PART THEREOF FALLING WITHIN THE RIGHT OF WAY OF PLAINFIELD ROAD OR CLARENDON HILLS ROAD.

PINs: 09-27-207-012; 09-27-207-014; 09-27-207-022

**ORDINANCE NO. \_\_\_\_\_**

**SECTION 2: Variations from Sign Code Granted with Conditions.** The following variations are hereby granted to allow for the installation electronic message board signs on the Subject Property:

- A. A variation from Sections 4-3-7(A)(11) and 4-3-10(A) of the Darien Sign Code to permit the installation of electronic message board signs.
- B. A variation from Section 4-3-7(C)(4) of the Darien Sign Code to permit illuminated signage with changing light intensity, brightness, and color.

**SECTION 3: Conditions.** The variations are subject to the following conditions:

- 1) **Messages will be held for at least 60 seconds.**
- 2) **Messages will change all at once.**
- 3) **Messages may display multiple colors.**
- 4) **Illumination will maintain a constant light intensity or brightness.**
- 5) **Illumination brightness must comply with the Sign Code and contain dimming capability sensor(s).**
- 6) **Illumined signage may be utilized every day between the hours of 7:00AM and 9:00PM.**
- 7) **The electronic message board portion of the sign is limited to approximately 22 square feet per side.**

**SECTION 4: Home Rule.** This ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent the terms of this ordinance should be inconsistent with any non-preemptive state law, this ordinance shall supercede state law in that regard within the City of Darien.

**SECTION 5: Effective Date.** This Ordinance shall be in full force and effect upon its passage, approval, and publication as required by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE**

**ORDINANCE NO.** \_\_\_\_\_

**COUNTY, ILLINOIS**, this 3<sup>rd</sup> day of June, 2024.

AYES \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY,  
ILLINOIS**, this 3<sup>rd</sup> day of June, 2024.

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**AGENDA MEMO**  
**CITY COUNCIL**  
**JUNE 3, 2024**

**CASE**

PZC2024-04

Variation (Fence Height)  
 Jack Calo – 9004 Darien Woods Court

**ORDINANCE**

**ISSUE STATEMENT**

Petitioner requests variation from Section 5A-5-8 of the Zoning Regulations. The petition specifically requests to allow a fence to be erected and maintained within a corner side yard at a height of 8 feet, which exceeds the maximum permitted height of 6 feet. Property is located in the R-2 Single Family Residence District.

**GENERAL INFORMATION**

Petitioner/Owner:	Jack & Karen Calo
Property Location:	9004 Darien Woods Court
PIN Number:	10-04-105-017
Existing Zoning:	Single Family Residence District (R-2)
Existing Land Use:	Single Family
Comprehensive Plan:	Low Density Residential (Existing/Future)
Surrounding Zoning & Uses	
North:	Multi-Family Residence District (R-3); Single Family
East:	Single Family Residence District (R-2); Single Family
South:	Single Family Residence District (R-2); Single Family
West:	Single Family Residence District (R-2); Single Family
Size of Property:	0.35 Acres
Floodplain:	N/A
Natural Features:	N/A
Transportation:	The petition site gains access off Darien Woods Court.

**PETITIONER DOCUMENTS (ATTACHED TO MEMO)**

- 1) **[APPLICATION](#)**
- 2) **[JUSTIFICATION NARRATIVE](#)**
- 3) **[SITE PLAN](#)**
- 4) **[FENCE CONTRACT](#)**

**CITY STAFF DOCUMENTS (ATTACHED TO MEMO)**

- 5) **[LOCATION MAP & AERIAL IMAGE](#)**
- 6) **[SITE PHOTOS](#)**

**PLANNING OVERVIEW/DISCUSSION**

The subject property was platted in 1997 and is part of the Burnside Darin Woods Subdivision. The parcel is improved with a single-family residence and rear yard deck, patio, and pool. The property is primarily flat and does not contain any natural features or floodplain. According to the submitted application and site plan, the petitioner is proposing to replace an existing perimeter fence and increase the height of the fence to 8 feet within the corner side yard. In this instance, the corner side yard of the property abuts Frontage Road and is close to Interstate 55.

Although a 2013 zoning ordinance amendment allowed certain fences to be 8 feet in height, the amendment limited it to fences in the rear or corner side yards extending along or abutting Route 83, Cass Avenue, Plainfield Road, and 75<sup>TH</sup> Street. Due to the location of the subject property, the proposed 8-foot fence requires a variance.

***Site Plan Review & Justification Narrative***

City staff has reviewed the petitioner submitted documents and staff does not have any review comments on the site plan. Additionally, the petitioner submitted a narrative describing the project that includes a justification for the request. That narrative is attached to this memo.

**PZC MEETING – 05/15/2024**

The Planning and Zoning Commission reviewed this petition at its May 15, 2024 meeting. The petitioner was present and answered questions after staff's introduction of the case. The president/representative of the pertinent Homeowners Association (HOA) attended and spoke in favor of the request.

**Based on testimony and discussion at the meeting, the Planning and Zoning Commission made a motion to forward the case with a favorable recommendation to the Municipal Services Committee. The motion passed with a 7-0 vote.**

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee reviewed the petition at the May 28, 2024 meeting. The Committee has recommended favorably to move forward to the City Council.

**ALTERNATE CONSIDERATION**

As recommended/directed by the City Council.

**DECISION MODE**

This item will be placed on the June 3, 2024 City Council agenda for formal consideration.

MEMO



# ZONING APPLICATION

**CITY OF DARIEN**  
1702 Plainfield Road, Darien, IL 60561  
[www.darienil.us](http://www.darienil.us) 630-852-5000

### CONTACT INFORMATION

JACK CALO  
Applicant's Name  
9004 DARIEN WOODS CT. DARIEN  
Address, City, State, Zip Code  
630-430-8862  
Telephone  
JSCALO@YAHOO.COM  
Email

SAME  
Owner's Name  
SAME  
Address, City, State, Zip Code  
SAME  
Telephone  
SAME  
Email

RECEIVED  
MAR 19 2024  
Community Development  
City of Darien

### PROPERTY INFORMATION

9004 DARIEN WOODS CT. DARIEN  
Property address  
R-2  
Zoning District

10-04-105-017  
PIN Number(s)  
RESIDENTIAL  
Current Land Use(s)

(Attach additional information per the Submittal Checklist.)

### REQUEST

Brief description of the zoning approval requested. (Contact the City Planner for guidance.)

SEE ATTACHED LETTER

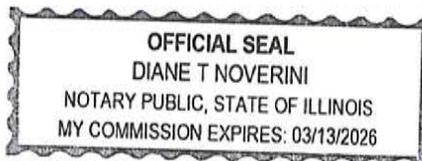
Karen Calo  
Applicant Signature

As Notary Public, in and for DuPage County in Illinois, I do hereby certify that KAREN CALO is personally known by me to be the same person whose name is subscribed above and has appeared before me this day in person and acknowledged that they have signed this document as their own free and voluntary act, for the purposes therein set forth.

Given under my hand and seal, this 19 day of MARCH 2024.

Diane J. Noverini  
Notary Public

For office use only	
Date Received:	<u>03/19/2024</u>
Case Number:	<u>PZC2024-04</u>
Fee Paid:	<u>\$360.00</u>
Hearing Date:	<u>04/17/2024</u>



MEMO

City of Darien

Zoning Variation Request

I am requesting a variance to the standard 6-foot fence height regulation for the North side of my backyard. The specific area in question runs along Highway 1-55 and S. Frontage Rd.

My property compared to most homes along S. Frontage Rd is unique in a way, that our backyard abuts the highway, and an 8-foot high fence would greatly enhance our quality of life and enjoyment of our backyard. Here are the reasons for our request:

Privacy and Safety - The taller fence would provide better privacy by shielding our backyard from the noise, visual distractions and pollution associated with highway traffic.

Benefit to Neighbors - Our request would not adversely affect our neighbors. In fact, the taller fence would positively impact their enjoyment of their own property.

Aesthetics - We intend to choose a fence design that complements the existing landscape and neighborhood aesthetics. The additional height would not be visually intrusive or disruptive.

We have discussed our plans with our immediate neighbor, and they are supportive of our request. We also believe this meets and adheres to the City's design criteria in justifying this zoning variation. Thank you for your consideration granting a variance to allow an 8-foot-high fence along the specified side of our backyard. We believe this modification will not adversely affect neighboring properties and in fact enhance our value, enjoyment and comfort.

Sincerely,

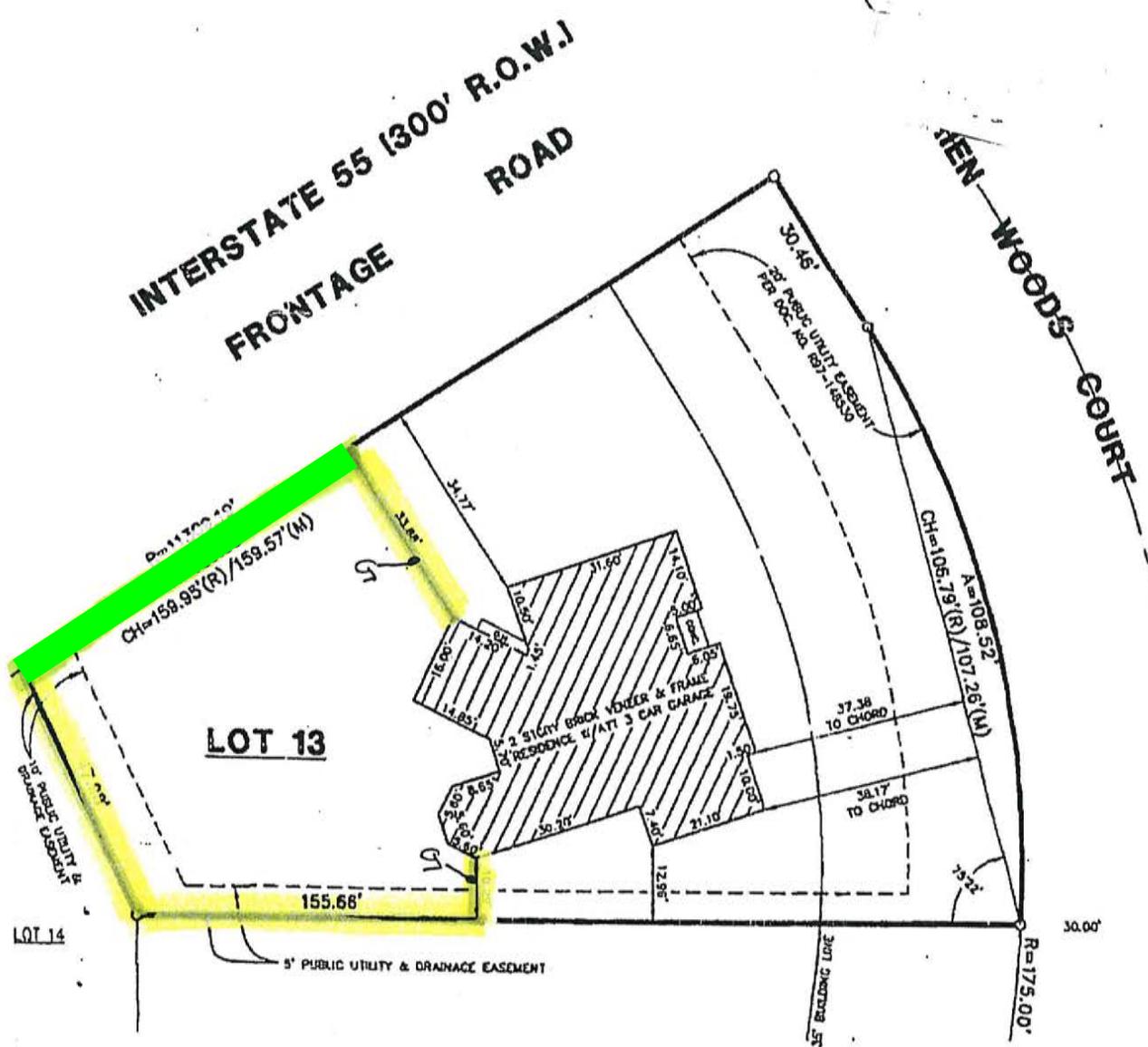
Jack Calo

MEMO



# PLAT OF SURVEY

LOT 13 IN BURNSIDES DARIEN WOODS, BEING A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 4, TOWNSHIP 37 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 8, 1997 AS DOCUMENT NO. R97-47975 AND CERTIFICATE OF CORRECTION RECORDED OCTOBER 2, 1997 AS DOCUMENT NO. R97-148530, ALL IN DUPAGE COUNTY, ILLINOIS.



**LOT 13**

LOT 14

LOT 12

THE ABOVE DESCRIBED PROPERTY WAS MEASURED DURING A PERIOD OF HEAVY SNOW COVER. EVERY EFFORT WAS MADE BY AES CONSULTANTS, LTD. TO ACCURATELY LOCATE ANY AND ALL IMPROVEMENTS, ADDITIONS, ETC., (SPECIFICALLY THOSE WHICH MAY ENDOUR UPON PROPERTY LINES). THIS COMPANY ASSUMES NO LIABILITY FOR LOCATING THOSE ITEMS WHICH ARE CLEARLY WITHIN PROPERTY LINE BOUNDARIES AND ARE NOT VISIBLE DUE TO THE SNOW COVER.



6'H vinyl  
8'H privacy

**LEGEND**

- FOUND IRON PIPE
- SET IRON PIPE
- FOUND IRON ROD
- + FOUND CROSS IN CONCRETE
- WOOD FENCE
- CHAIN LINK FENCE
- O.H. OVERHAND

1. COMPARE THE LEGAL DESCRIPTION ON THIS PLAT WITH YOUR DEED, ABSTRACT, OR CERTIFICATE OF TITLE; ALSO COMPARE ALL FIELD MEASURED LOT CORNERS AND BUILDING LINES WITH THIS PLAT BEFORE

**CERTIFICATION**

STATE OF ILLINOIS } SS  
 COUNTY OF DUPAGE }  
 THIS IS TO CERTIFY THAT MR. AES CONSULTANTS, LTD., AN ILLINOIS PROFESSIONAL LAND SURVEYING CORPORATION, HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY ACCORDING TO THE OFFICIAL RECORD AND THE PLAT HEREON DRAWN CORRECTLY REPRESENTS SAID SURVEY.

MEMO



Scope Of Work By Diamond Fence Corp

2127 N Ginger Circle Palatine, IL 60074

Dario(847)-730-7889

Junior(224)-245-8456

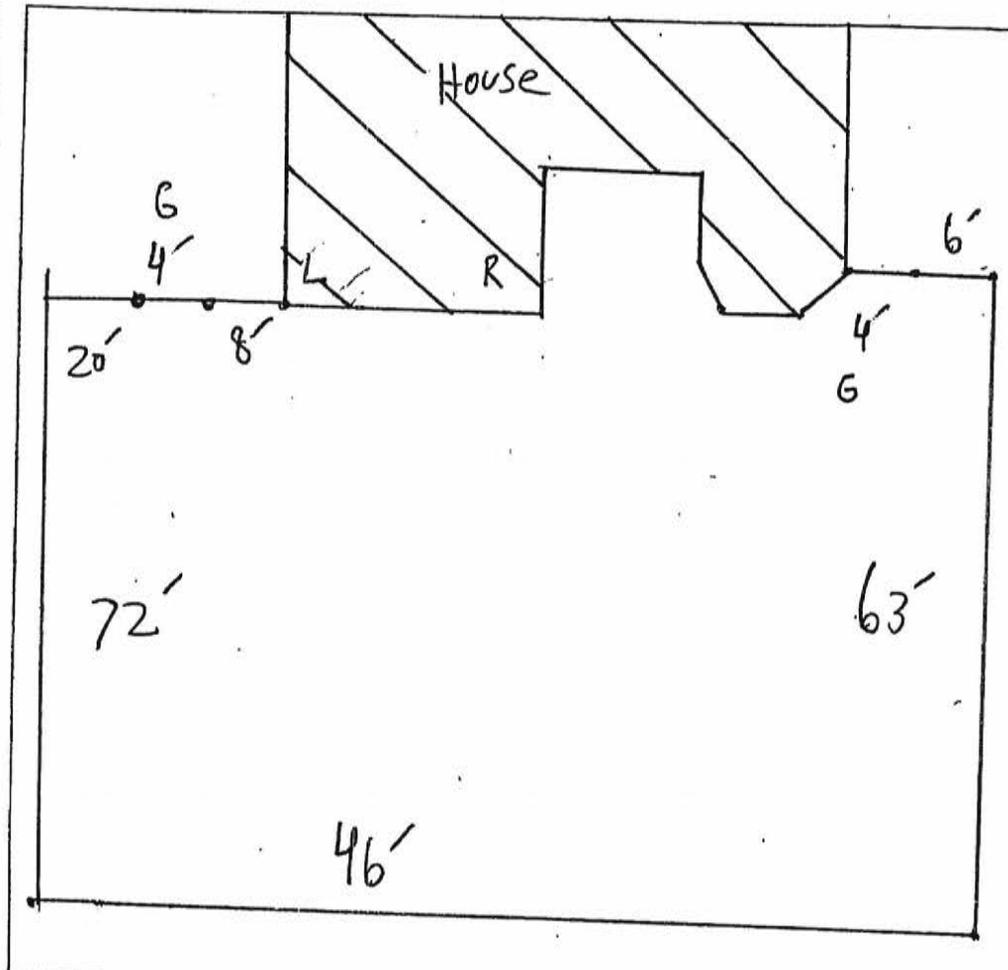
Email:info@diamondfencecorp.com

Name Jack C  
 Address 9004 Darien  
Woods Ct  
 City Darien zip 60561  
 Contact: Jack  
 Phone: 630-430-8862  
 Email jjcato@yahoo.com

Footage 223'  
 Height 6' & 8'  
 Take down 223' yes  
 Haul dirt yes

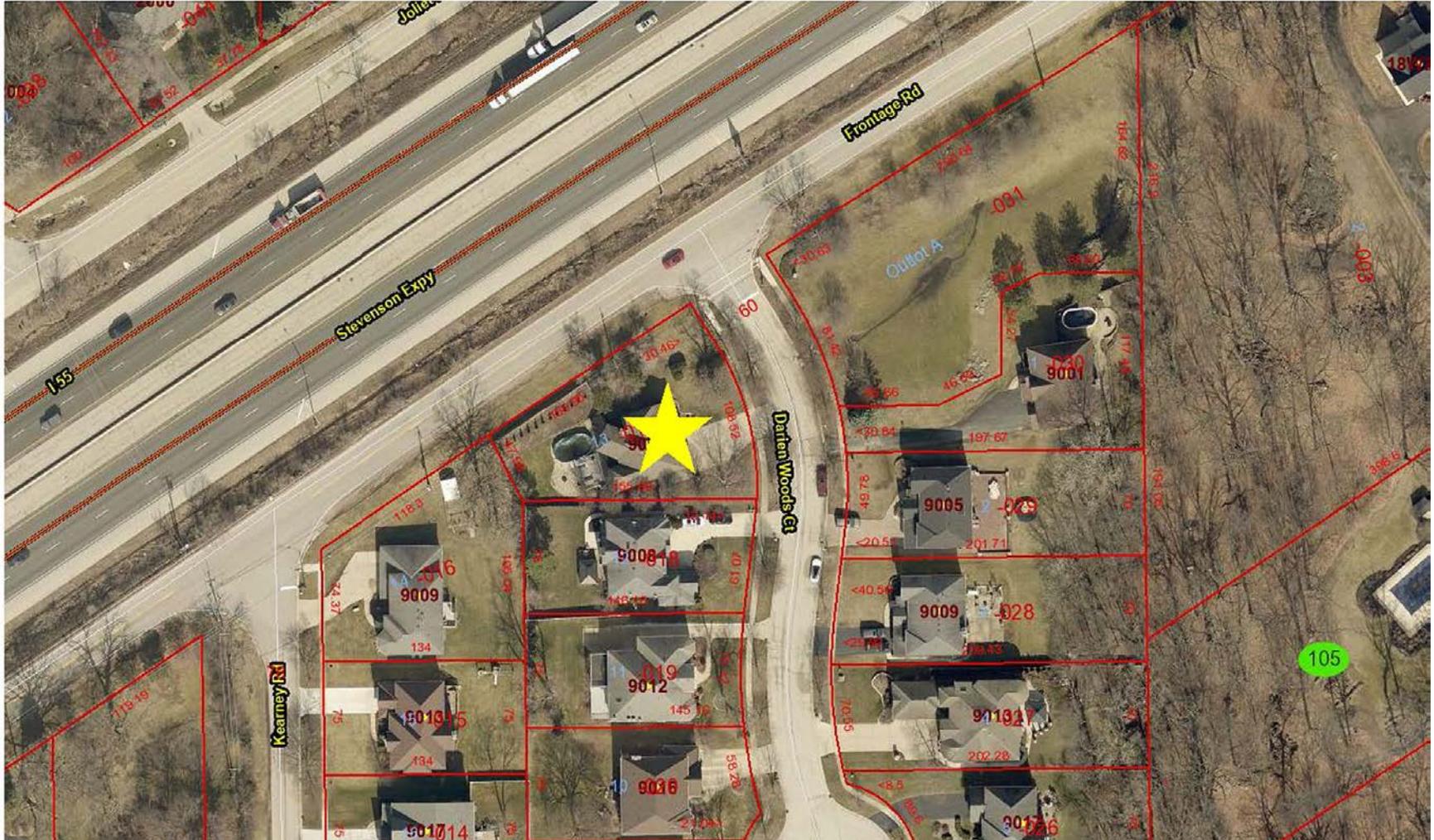
Julie dig # \_\_\_\_\_

Diamond Fence corp. is not liable for  
 sprinkle lines or personal utilities not  
 marked by J.u.l.e/uic.  
 Customers responsibility to clear out  
 fence lines before fence installation.  
 Bushes, trees, plants.



## Job description

- 215' of Privacy fence Tan Vinyl
- 2 10' wide gates Tan Vinyl
- 5-year Labor warranty
- limited life time warranty on  
Material. Manufactures



Pictometry





Search Google Maps

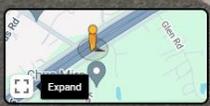
← **S Frontage Rd**  
Lemont, Illinois  
Google Street View  
May 2023 See more dates



Google

Search Google Maps

← Old Rte 66  
Darlen, Illinois  
Google Street View  
Jun 2023 See more dates



Google

**CITY OF DARIEN**

**DU PAGE COUNTY, ILLINOIS**  
**(PZC2024-04: 9004 DARIEN WOODS COURT)**

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING A VARIATION FROM THE**  
**DARIEN ZONING ORDINANCE**

**(PZC2024-04: 9004 DARIEN WOODS COURT)**

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**ADOPTED BY THE**  
**MAYOR AND CITY COUNCIL**  
**OF THE**  
**CITY OF DARIEN**

**THIS 3<sup>rd</sup> DAY OF JUNE, 2024**

**(PZC2024-04: 9004 DARIEN WOODS COURT)**

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**Published in pamphlet form by authority**  
**of the Mayor and City Council of the City**  
**of Darien, DuPage County, Illinois, this**  
**\_\_\_\_\_ day of June, 2024.**

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE APPROVING A VARIATION FROM THE  
DARIEN ZONING ORDINANCE**

**(PZC2024-04: 9004 DARIEN WOODS COURT)**

**WHEREAS**, the City of Darien is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

**WHEREAS**, as a home rule unit of local government, the City may exercise any power and perform any function pertaining to its government except as limited by Article VII, Section 6; and

**WHEREAS**, the property legally described in Section 1 (the “Subject Property”), is zoned R-2 Single Family Residence District pursuant to the Darien Zoning Regulations;

**WHEREAS**, the petitioner has requested approval of a variation from the terms of the Darien Zoning Ordinance, Section 5A-5-8 of the City Code, to allow for a fence to be erected and maintained within a corner side yard at a height of 8 feet, which exceeds the maximum permitted height of 6 feet; and

**WHEREAS**, pursuant to notice as required by law, the Planning and Zoning Commission conducted a public hearing on May 15, 2024, and has forwarded its findings and recommendation of approval of this petition to the City Council; and

**WHEREAS**, on May 28, 2024, the Municipal Services Committee reviewed the petition and has forwarded its recommendation of approval of this petition to the City Council; and

**WHEREAS**, the City Council has reviewed the findings and recommendations described

**ORDINANCE NO.** \_\_\_\_\_

above and now determines to grant the petition subject to the terms, conditions, and limitations described herein below;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, ILLINOIS, as follows:**

**SECTION 1: Subject Property.** This Ordinance is limited and restricted to the property generally located at 9004 Darien Woods Court, Darien, Illinois, and legally described as follows:

LOT 13 IN BURNSIDES DARIEN WOODS BEING A SUBDIVISION OF PART OF THE WEST ½ OF THE NORTHWEST ¼ OF SECTION 4, TOWNSHIP 37 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 8, 1997 AS DOCUMENT R97-097975 AND CERTIFICATE OF CORRECTION RECORDED OCTOBER 2, 1997 AS DOCUMENT R97-148530, IN DUPAGE COUNTY, ILLINOIS.

PIN: 10-04-105-017

**SECTION 2: Variation Granted.** A variation is hereby granted from the Zoning Ordinance, Section 5A-5-8 of the City Code, to allow a fence to be erected and maintained within a corner side yard at a height of 8 feet, which exceeds the maximum permitted height of 6 feet.

**SECTION 3: Home Rule.** This ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent the terms of this ordinance should be inconsistent with any non-preemptive state law, this ordinance shall supercede state law in that regard within the City of Darien.

**SECTION 4: Effective Date.** This Ordinance shall be in full force and effect upon its passage, approval, and publication as required by law.

**ORDINANCE NO.** \_\_\_\_\_

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 3<sup>rd</sup> day of June, 2024.**

**AYES** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 3<sup>rd</sup> day of June, 2024.**

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

**ATTEST:**

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

**APPROVED AS TO FORM:**

\_\_\_\_\_  
CITY ATTORNEY

**AGENDA MEMO**  
**City Council**  
**June 3, 2024**

**ISSUE STATEMENT**

A resolution authorizing the purchase of 166 banners from Bannerville in an amount not to exceed \$15,770.00.

**RESOLUTION**

**BACKGROUND/HISTORY**

The City displays various types of seasonal banners throughout the year on the following roadways;

Cass Avenue  
 75<sup>th</sup> Street  
 Clarendon Hills Road  
 Plainfield Road

The original banners were purchased in 2017 and in 2021, some spring and the winter banners were replaced. The autumn banners are faded and are no longer aesthetically pleasing. Many of the banners have also sustained damage from high winds and ultra violet light. The staff has been replacing the banners on as need basis and has determined that the existing 125 autumn banners have exceeded their useful life, in addition to the 16 remaining spring banners and 25 “change the clock banners”.

The City requested quotes for 166 mesh autumn banners and received one responsive bid from Bannerville USA. Pricing in comparison to prior purchases in FY2022-23 have risen 9%. The vendor is a local company and has been providing the City replacement banners with excellent service. See [Exhibit A](#).

The proposed item would be expended from the following account:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 24/25 BUDGET	PROPOSED EXPENDITURE	PROPOSED BALANCE
01-30-4815	Equipment Banner Replacements	\$15,000.00	\$15,770.00	(\$770.00)

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee recommends a resolution authorizing the purchase of 166 banners from Bannerville at a cost not to exceed \$15,770.00.

**ALTERNATE CONSIDERATION**

As recommended by the City Council.

**DECISION MODE**

This item will be on the June 3, 2024, City Council agenda for formal consideration.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PURCHASE OF 166 BANNERS FROM  
BANNERVILLE IN AN AMOUNT NOT TO EXCEED \$15,770.00**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU  
PAGE COUNTY, ILLINOIS, as follows:**

**SECTION 1:** The City Council of the City of Darien hereby authorizes the Mayor and City Clerk to accept a proposal from Bannerville for the purchase of 166 banners, in an amount not to exceed \$15,770.00, a copy of which is attached hereto as "[Exhibit A](#)",

**SECTION 2:** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE  
COUNTY, ILLINOIS, this 3<sup>rd</sup> day of June 2024.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY,  
ILLINOIS, this 3<sup>rd</sup> day of June 2024.**

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



**AGENDA MEMO**  
**City Council**  
**June 3, 2024**

**ISSUE STATEMENT**

A resolution authorizing the purchase of one new camera trailer, model LPD6X12SA, from A&W Auto Truck & Trailer in an amount not to exceed \$7,098.

**RESOLUTION**

**BACKGROUND/HISTORY**

The trailer would be utilized within the Street Department to house the existing sewer camera and miscellaneous equipment, including a 110-volt power source integrated within the trailer. The trailer will allow the Staff to house all related equipment in one designated mobile apparatus and allow for more efficient operations.

Staff requested competitive quotes for the trailer and received three quotes. Below, please find the results of the competitive quotes for the trailer.

VENDOR	COST
<b>A&amp;W Auto Truck &amp; Trailer</b>	<b>\$ 7,098</b>
Morris Trailer Sales, Inc.	\$ 7,183
Rondo Enterprises, Inc.	\$ 7,268

The FY24/25 budget included funding for the proposed trailer and would be expended from the following account:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 24-25 BUDGET	PROPOSED EXPENDITURE	PROPOSED BALANCE
01-30-4815	Capital Purchases-Equipment	\$ 9,000	\$ 7,098	\$ 1,902

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee recommends approval of a resolution authorizing the purchase of one new camera trailer, model LPD6X12SA, from A&W Auto Truck & Trailer in an amount not to exceed \$7,098.

**ALTERNATE CONSIDERATION**

As directed by the City Council.

**DECISION MODE**

This item will be placed on the June 3, 2024 City Council agenda for formal consideration. .

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PURCHASE OF ONE NEW CAMERA TRAILER, MODEL LPD6X12SA, FROM A&W AUTO TRUCK & TRAILER IN AN AMOUNT NOT TO EXCEED \$7,098**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:**

**SECTION 1:** The City Council of the City of Darien hereby authorizes the purchase of one new camera trailer, model LPD6X12SA, from A&W Auto Truck & Trailer in an amount not to exceed \$7,098, a copy of which is attached hereto as "[Exhibit A](#)".

**SECTION 2:** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 3<sup>rd</sup> day of June, 2024.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 3<sup>rd</sup> day of June, 2024.**

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

# ORDER / QUOTE

**CUSTOMER:** CITY OF DARIEN

DBROWN@DARIENIL.GOV

dfell@darienil.gov

NO.

## A&W Auto Truck & Trailer

17W411 North Frontage Road  
Darien, IL 60561

(630) 964-8897

(800) 258-6408

Fax (630) 964-4644

Date: 5-7-24

Serial #:

P.O. #

HAUL ABOUT

### STANDARDS:

MODEL #	LPD6X12SA
Axle	#3500
Brakes	N/A
Hitch	ADJUSTABLE PINTLE
Jack	TOP CRANK 2K
Tires	15" RADIAL
Wheels	STEEL MOD
Frame	4" TUBE
Floor	3/4"
CXM's	16" ON CENTER
Sidewall	3/8"
Side Door	CURBSIDE
Rear Door	DOUBLE DOORS
Rear Ramps	N/A
Color Body	WHITE
Wrap & Cap	BLACK
Inside Height	6'6"
Inside Length	12'
	LED LIGHTS
	UNDERCOATED FRAME

1.	TRAILER SUBTOTAL	\$5499
2.		
3.	ADDITIONAL OPTIONS	
4.		
5.	EXT. TONGUE W. ADJ PINTLE RING	\$300
6.	GENERATOR BOX WITH DOOR	\$850
7.	110V PACKAGE.....	\$800
8.	2 FLUORESCENT LIGHTS	
9.	1 - 110V SWITCH	
10.	1 - 30 AMP MOTORBASE PLUG	
11.	2 INTERIOR OUTLETS	
12.	30 AMP SERVICE WITH LIFELINE	
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
	<b>TOTAL</b>	<b>6,850</b>

### TRAILER PRINT NEEDED

**YES**

**NO**

Sales Tax	EXEMPT
License & Title	\$ 8 "M PLATE" \$165 TITLE
Doc. Fee	\$50 ELEC FILING \$25
<b>TOTAL</b>	<b>\$ 7,098.00</b>

APPROVED: \_\_\_\_\_

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

**AGENDA MEMO**  
**City Council**  
**June 3, 2024**

**ISSUE STATEMENT**

A resolution waiving the competitive bid process and accepting a proposal from Mosca Design for the purchase of holiday lighting and decorative displays at a cost not to exceed \$85,000.

**RESOLUTION**

**BACKGROUND/HISTORY**

The 2024/25 Budget calls out for the enhancement of the City's center of town corridor as well as various locations. The holiday decorations are targeted for the following sites:

- 1702-1710 Plainfield Road-City Hall and Police Department
- Plainfield and Cass Ave-Clock Tower
- 75<sup>th</sup> Street and Plainfield Rd-Berm area at the north east corner
- \*75<sup>th</sup> and Cass Ave-Historical Society

The project is a carryover from last year and Staff is presenting the item at this time as the products sellout relatively quick by early September and are not available until the following year. The proposed program would allow for the purchase of Christmas displays as per the attached presentation, [Attachment A](#).

\*Recently the evergreen tree, (Holiday Tree) at the Historical Society at 75<sup>th</sup> St. and Cass Ave., has been reviewed for its mortality. The tree is perishing and needs to be removed. The Historical Society Board is in concurrence with the assessment and the department will be removing the tree on their behalf. The Staff has a placeholder for a twenty-two foot tree. The tree is built in 4-foot sections and could be added onto in subsequent years. The tree is further decorated with lights and ornaments.

Staff has researched companies that manufacture and supply Holiday Decorations and has selected Mosca Designs. Mosca Designs has been in business for over 40 years and has been providing decorations and lighting products and installations to including cities, towns, shopping centers, public spaces, zoos, and community Christmas events. Mosca Design was further selected for their customer service and providing designs, products, power point presentation and pricing. Since we are pursuing the purchase earlier in the season there are limited opportunities for additional savings. The manufactures representative is local and has been very responsive to redesigns, technical questions and will provide field installation oversight as requested. The Municipal Services Department will be completing the install and takedown of the holiday decorations.

Due to the inconsistencies of products between manufacturers Staff is requesting to waive the competitive bid process and accept the proposal from Mosca Designs. References for Mosca Designs have been contacted with positive feedback.

*Update-Municipal Services Committee 05-28-24*

*Director Gombac informed the Municipal Services Committee that the cost for the freight would not be available until Wednesday, May 29, 2024. The freight cost was received on May 29, 2024 at a cost of \$2,650. The schedule of pricing was updated and is reflected within the agenda memo. The remaining funds in the amount of \$3,240 would be utilized for miscellaneous electrical components as required in the field. Staff confirmed that the warranty coverage is 3-5 years pending the item, (Items will be documented with warranty date tagged to item).*

*Staff had further requested additional discounting due to the freight cost and Mosca Design had agreed to provide a 4-foot Tree Topper Nativity Star, valued at \$756 at no cost. See email labeled as [Attachment B](#).*

*The proposed item would be expended from the following account:*

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT DESCRIPTION</i>	<i>FY 24/25 BUDGET</i>	<i>PROPOSED EXPENDITURE</i>	<i>PROPOSED BALANCE</i>
<i>01-30-4257</i>	<i>Building Maintenance</i>	<i>\$ 85,000</i>	<i>\$ 79,110</i>	<i>\$ 5,890</i>
	<i>Freight</i>		<i>\$ 2,650</i>	<i>\$ 3,240</i>
	<i>Contingency</i>		<i>\$ 3,240</i>	<i>\$ -0-</i>
<i>TOTAL</i>			<i>\$ 85,000</i>	<i>\$ -0-</i>

**COMMITTEE RECOMMENDATION**

The Municipal Services Committee recommends approving a resolution waiving the competitive bid process and accepting a proposal from Mosca Design for the purchase of holiday lighting and decorative displays at a cost not to exceed \$85,000.

**ALTERNATE CONSIDERATION**

As recommended by the City Council.

**DECISION MODE**

This item will be placed on the June 3, 2024 City Council agenda for formal consideration.

# Building Front Decor

Attachment A

*Special  
Pricing thru  
6/30 on  
decorations  
in  
PowerPoint*



## *Double Wreath Swag*

*24' Wide*

*158 C-7 LED Lamps*

*Reg \$2,521*

***Special Price \$1,816***

## 3D Illuminated Decor



### Illuminated Photo Op Star

4' - \$2,688 Special **\$2,311**

6 - \$4,592 Special **\$3,995**

10' - \$8,736 Special **\$7,512**

# Photo Ops



## **3D Band Arch**

9'w x 10h x 10D

Reg \$10,528

**Special Discount**

**\$8,949**

## **36" 10 Ball Stack**

Multi Color or

Solid Colors

Reg \$12,800

**Special Discount**

**\$10,880**

**OR**

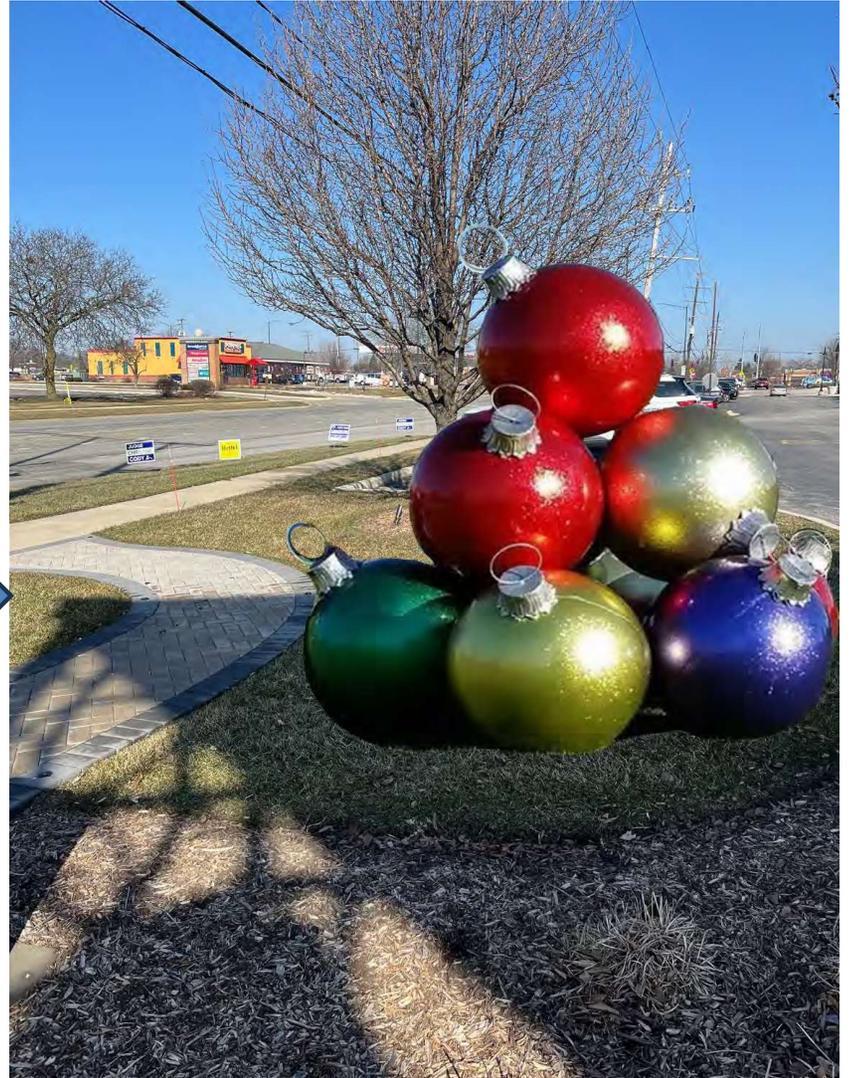
## **36" 4 Ball Stack**

Any Color

Reg \$5,320

**Special Discount**

**\$4,522**



# Pop up Trees

*Include a 5-point star*



*Ornament package include equal parts 4" and 6" shatterproof ornaments*

*Ornament color options: Red, Green, Gold & Silver*

*Ornaments are attached during production*

## Pricing including Ornaments

- **11' 125 C-9 LED \$2,864 Special \$2,063**
- **14' 145 C-9 LED \$3,945 Special \$2,841**
- **17' 240 C-9 LED \$5,341 Special \$3,846**

***Easy to Set up!  
5 Season Warranty***



## 3D Illuminated Decor



10' 3D  
Majestic Twinkle  
Snowflake

10' x 10'

Easy Assembly

\$11,648

Special Pricing

**\$10,250**



# Tree of Lights



- 8' SSTOL8 – Base 3' Reg \$1,464 - **Special \$1,055**
- 10' SSTOL10 – Base 3' Reg \$1,697 - **Special \$1,221**
- 12' SSTOL12 – Base 4' Reg \$2,009 – **Special \$1,446**
- 14' SS-406 – Base 5' Reg \$2,654 – **Special \$1,910**
- 17' SS-407 – Base 6' Reg \$3,597 – **Special \$2,589**

**Timers recommended if trees need to go off at a specific time to accommodate the citizens**

Star  
included  
in overall  
height



# Custom Darien Marquee

msds-2024  
(ss) Darien Lf-201-2  
(Seasons Greetings)  
31'6" x 18'  
silhouette  
ground mount  
stakes and cables



**Custom Darien Marquee**  
690 C-7 LED Lamps, 31.5'L x 18'H  
\$8,610— **Special Price \$6,457**

Choose  
Any color  
LED  
Lamps



# Panel Tree Options – 18'

Panel tree  
can be  
increased in  
4'  
increments



## 18' Panel Tree

738 C7 LED Bulbs  
10' Base Ring  
Any Color LED Lamps  
No Ornaments

\$11,273 *Special \$8,116*

Price with Lights &  
Standard

Ornament Package  
\$13,847 *Special \$9,969*

Ornaments will be attached  
during production

Tree topper  
3D Nativity Star 4'  
112 C7 LED's  
\$1,129 *Special \$756*



Added to  
proposal at no cost +  
E-MARK ATT DJ  
5/30/24

	Sale Price
1) 24' BFLF-144 LED Double Wreath Swag w/158 C-7 LED Lamps -	\$1,816.00
2) 4' Illuminated Photo Op STAR -	\$2,311.00
3) 6' Illuminated Photo Op STAR -	\$3,995.00
4) 10' Illuminated Photo Op STAR -	\$7,512.00
5) 10' 3D Band Arch 9'W x 10H x 10D -	\$8,949.00
6) 36" 10 Ball Stack - Multi Color or Solid Colors -	\$10,880.00
7) 11' Pop Up Tree w/ 125 C-9 LEDs TT Brown Core Garland - price includes 48 ornaments equal parts 4" & 6" shatterproof	\$2,063.00
8) 14' Pop Up Tree w/ 145 C-9 LEDs TT Brown Core Garland - price includes 62 ornaments equal parts 4" & 6" shatterproof	\$2,841.00
9) 17' Pop Up Tree w/ 240 C-9 LEDs TT Brown Core Garland - price includes 80 ornaments equal parts 4" & 6" shatterproof	\$3,846.00
10) 10' Illuminated Majestic Twinkle Snowflake -	\$10,250.00
11) 8' SSTOL8 Tree of Lights, Base 3' - Any color LED -	\$1,055.00
12) 10' SSTOL10 Tree of Lights, Base 3' - Any color LED -	\$1,221.00
13) 12' SSTOL12 Tree of Lights, Base 4' - Any color LED -	\$1,446.00
14) 14' SS-406 Tree of Lights, Base 5' - Any color LED -	\$1,910.00
15) 17' SS-407 Tree of Lights, Base 6' - Any color LED -	\$2,589.00
16) 18' Custom Season's Greetings Darien Marquee 31.5L x 18'H 690 C-7 Lamps - Your choice of Lamp color -	\$6,457.00
17) 18' Panel Tree w/TT Brown Core Garland, 10 Base with any color LED Lamps Standard Ornament Package included in Pricing -	<u>\$9,969.00</u>
	Total \$79,110.00
<b>If Mosca Design does the installation</b>	<b>\$</b>
	Total \$

Freight is not included and will be added to the invoice

# References & Videos

Todd Murphy, Public Works – North Aurora IL – [tmurphy@northaurora.org](mailto:tmurphy@northaurora.org)

Becky Nowell - Chairman of the Board for Grammy Museum MS, Tourism Board and Delta State activities chairman, 50 Nights of Lights Spearhead – City of Cleveland MS  
[beckynowell2731@gmail.com](mailto:beckynowell2731@gmail.com)

Lee Clark, Public Works Administrator - City of Lebanon TN – [lee@lebanontn.org](mailto:lee@lebanontn.org)

Jennifer Betenson, Parks & Recreation Director– City of Twinsburg OH  
[jbetenson@twinsburg.oh.us](mailto:jbetenson@twinsburg.oh.us)

Panel Tree installation Videos

<https://youtu.be/GHNLmxiX4gg> – Long Version

<https://youtu.be/pD0oEUKfZis> - Short Version

MEMO**Regina Kokkinis**

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**From:** Dawn Harmon <dawn@moscadesign.com>  
**Sent:** Wednesday, May 29, 2024 5:06 PM  
**To:** Dan Gombac  
**Subject:** Tree Topper

Hi Dan,

If the order is over \$75,000, I am able to include the 4' 3D Nativity Star at no charge. I went as low as possible on the other decorations, but we wanted to somehow show our appreciation for this opportunity.

Here are the Warranty details:

The Panel Tree, Custom Season's Greeting Sign, Tree of Lights, Pop Up Trees and Double Wreath Swag are all warrantied for 5 Seasons.

The remaining Premier Decorations are warrantied for 3 Seasons.

I'm still waiting on the pricing and details for the installation. Is that still on the table or are you wanting to go with the option of having me on site. All of the decorations we've proposed are pretty easy to install.

Feel free to call or email with any questions!

Thank you,

*Dawn Harmon*  
*Sales [LinkedIn](#)*  
***Mosca Design, Inc***  
*847-727-7690*  
*dawn@moscadesign.com*  
*[Website](#)*  
*[Champions Catalog](#)*

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**From:** Dan Gombac <dgombac@darienil.gov>  
**Sent:** Wednesday, May 29, 2024 1:59 PM  
**To:** Dawn Harmon <dawn@moscadesign.com>  
**Subject:** RE: Freight estimate

Thank You

**From:** Dawn Harmon <dawn@moscadesign.com>  
**Sent:** Wednesday, May 29, 2024 1:57 PM  
**To:** Dan Gombac <dgombac@darienil.gov>  
**Subject:** Re: Freight estimate

OK at this next stop I'll pull up the PowerPoint and go over it.

Dawn Harmon  
Mosca Design  
847-727-7690  
[Dawn@MoscaDesign.com](mailto:Dawn@MoscaDesign.com)



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND ACCEPTING A PROPOSAL FROM MOSCA DESIGN FOR THE PURCHASE OF HOLIDAY LIGHTING AND DECORATIVE DISPLAYS AT A COST NOT TO EXCEED \$85,000**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** The City Council of the City of Darien hereby approves waiving the competitive bid process and accepting a proposal from Mosca Design for the purchase of holiday lighting and decorative displays at a cost not to exceed \$85,000, a copy of which is attached hereto as "**Exhibit A**",

**SECTION 2:** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 3<sup>rd</sup> day of June 2024.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 3<sup>rd</sup> day of June 2024.

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



# Quote

355 Park Avenue  
 Youngsville, NC 27596  
 (800) 332-6798  
 www.moscadesign.com

Today's Date 5/30/2024  
 Valid Through 6/15/2024  
 Shipping Date TBD  
 Customer PO#:  
 Quote # DH-053024-A1

**Bill To:**  
 City of Darien IL  
 Dan Gombac  
 1702 Plainfield Rd  
 Darien, IL 60561  
 630-514-2519  
 Email: [dgmobac@darienil.gov](mailto:dgmobac@darienil.gov)

**Ship To:**  
 Darien Public Works Department  
 1041 S Frontage Rd.  
 Darien IL 60561  
 Attn: Dan Gombac

PO Number		Ship Date	Ship Via		F.O.B	Terms
		ASAP	Best Available		Origin	Net20
QTY	DESCRIPTION	Unit Price	Special Pricing			
1	BFLF-144 LED Double Wreath Swag 24' w/158 LED Lamps - Warm White LED	\$2,521.00	\$1,816.00	\$1,816.00		
1	4' Illuminated Photo Op Star	\$2,688.00	\$2,311.00	\$2,311.00		
1	6' Illuminated Photo Op Star	\$4,592.00	\$3,995.00	\$3,995.00		
1	10' Illuminated Photo Op Star	\$8,736.00	\$7,512.00	\$7,512.00		
1	3D Band Arch 9'w x 10h x 10D	\$10,528.00	\$8,949.00	\$8,949.00		
1	36" 10 Ball Giant Ornament Stack - Multi or Solid Colors	\$12,800.00	\$10,880.00	\$10,880.00		
1	11' - SS-411 Pop Up Tree - <b>Cool White</b> LED's, w/ Ornaments - Red, Gold & Silver TT Brown Core Garland and <b>Cool White</b> 5 Point Silhouette Star	\$2,864.00	\$2,063.00	\$2,063.00		
1	14' - SS-412 Pop Up Tree <b>Cool White</b> LED's, w/ Ornaments - Red, Gold & Silver TT Brown Core Garland and <b>Cool White</b> 5 Point Silhouette Star	\$3,945.00	\$2,841.00	\$2,841.00		
1	17' - SS-413 Pop Up Tree <b>Cool White</b> LED's, w/ Ornaments - Red, Gold & Silver TT Brown Core Garland and <b>Cool White</b> 5 Point Silhouette Star	\$5,341.00	\$3,846.00	\$3,846.00		
1	10' 3D Majestic Twinkle Snowflake	\$11,648.00	\$10,250.00	\$10,250.00		
1	8' SSTOL8 - Tree of Lights any color LED - Cool White Star	\$1,464.00	\$1,055.00	\$1,055.00		
1	10' SSTOL10 - Tree of Lights any color LED - Cool White Star	\$1,697.00	\$1,221.00	\$1,221.00		
1	12' SSTOL12 - Tree of Lights any color LED - Cool White Star	\$2,009.00	\$1,446.00	\$1,446.00		
1	14' SS-406 - Tree of Lights any color LED - Cool White Star	\$2,654.00	\$1,910.00	\$1,910.00		
1	17' SS-407- Tree of Lights any color LED -Cool White Star	\$3,597.00	\$2,589.00	\$2,589.00		

1	31.6'w x 18'h Custom Seasons Greetings Darien Marquee - Any color LEDs	\$8,610.00	\$6,457.00	\$6,457.00
1	18' Panel Tree, TT Brown Core Garland w/Ornaments any color LED's	\$13,847.00	\$9,969.00	\$9,969.00
1	3D Nativity Star 4' Cool White - <b>n/c appreciation</b> for order over \$75,000	\$1,129.00	\$0.00	\$0.00

**Subtotal** \$79,110.00  
**Freight Estimate** \$ 2,650.00  
**Tax Exempt**  
**Total by ACH or Check** \$81,760.00

**Freight is Additional. Estimate Provided. Actual Freight Billed at Cost Upon Delivery.**

**Quote Prepared By:**  
 Dawn Harmon  
 Sales Representative  
[dawn@moscadesign.com](mailto:dawn@moscadesign.com)  
 847-727-7690

\_\_\_\_\_

**Purchaser Signature**

\_\_\_\_\_

**Date:**

By signing above, purchaser agrees to all terms and conditions, and authorizes Mosca Design, Inc. to place order accordingly.

***Thank you for your business.***

**AGENDA MEMO**  
**City Council**  
**June 3, 2024**

**ISSUE STATEMENT**

Approval of an ordinance authorizing the disposal of surplus property.

**ORDINANCE**

**BACKGROUND/HISTORY**

Staff is requesting that the following property be declared as surplus property and auctioned using an on-line auction service, Public Surplus, or disposed of:

	ITEM	QUANTITY	EXPLANATION
1	Shure SCM810	3	Replaced
2	MMA 8 Channel Mixer	1	Replaced
3	Microphones	14	Replaced
4	Shure Digital Processor	1	Replaced
5	Shure Bros Inc antenna	1	Replaced
6	Panasonic Toughbooks Model CF-31	18	Replaced

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends the above be declared surplus property and auctioned using Public Surplus or disposed of.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will be placed on the June 3, 2024 City Council Agenda for formal approval.

**CITY OF DARIEN**

**DU PAGE COUNTY, ILLINOIS**

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING THE SALE  
OF PERSONAL PROPERTY  
OWNED BY THE CITY OF DARIEN**

---

**ADOPTED BY THE**

**MAYOR AND CITY COUNCIL**

**OF THE**

**CITY OF DARIEN**

**THIS 3<sup>rd</sup> DAY OF JUNE**

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**Published in pamphlet form by authority  
of the Mayor and City Council of the City  
of Darien, DuPage County, Illinois, this  
\_\_\_ day of June, 2024.**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE SALE  
OF PERSONAL PROPERTY  
OWNED BY THE CITY OF DARIEN**

WHEREAS, in the opinion of at least three fourths of the corporate authorities of the City of Darien, it is no longer necessary or useful, or for the best interests of the City of Darien, to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the Mayor and City Council of the City of Darien to sell said personal property at a Public Auction or dispose of said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

**SECTION 1:** The Mayor and City Council of the City of Darien find that the following described personal property, now owned by the City of Darien, is no longer necessary or useful to the City of Darien and the best interests of the City of Darien will be served by auctioning it using Public Surplus or disposing of said property.

	ITEM	QUANTITY	EXPLANATION
1	Shure SCM810	3	Replaced
2	MMA 8 Channel Mixer	1	Replaced
3	Microphones	14	Replaced
4	Shure Digital Processor	1	Replaced
5	Shure Bros Inc antenna	1	Replaced
6	Panasonic Toughbooks Model CF-31	18	Replaced

**SECTION 2:** The City Administrator is hereby authorized and directed to sell the aforementioned personal property, now owned by the City of Darien. Items will be auctioned using Public Surplus or disposing of said property.

**ORDINANCE NO.** \_\_\_\_\_

**SECTION 3:** This Ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such Ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent that the terms of this Ordinance should be inconsistent with any non-preemptive state law, that this Ordinance shall supersede state law in that regard within its jurisdiction.

**SECTION 4:** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS,** this 3rd day of June.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS,** this 3rd day of June.

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



**AGENDA MEMO**  
**City Council**  
**June 3, 2024**

**ISSUE STATEMENT**

**A RESOLUTION APPROVING AN EVENT MANAGEMENT AGREEMENT BETWEEN THE CITY OF DARIEN AND THE DARIEN CHAMBER OF COMMERCE FOR DARIEN FEST IN 2024**

**RESOLUTION**

**BACKGROUND/HISTORY**

In anticipation of Darien Fest at Westwood Park, the City and Chamber agreed to co-sponsor the fest. This agreement was part of the Memorandum of Understanding the city approved on February 5, 2024, as part of this year's chamber grant. The event management agreement includes the following:

- The City and Chamber will co-sponsor Darien Fest
- The City and Chamber agree that Darien Fest is a community event and intend on partnering with other local not for profit groups to participate and/or assist with the event
- The Chamber will serve as the fest event manager to plan, organize, finance, carry out, secure and pay necessary contracts in the name of the chamber and agreements and all other responsibilities as in previous Darien Fests
- The Chamber will retain profits from the fest. This excludes profits from local not for profit groups participating in the fest
- The City agrees to secure all required approvals from the Darien Park District to use the park and the chamber agrees to manage the fest in accordance with those approvals
- The City will provide police services as a contribution to the event
- The Chamber is permitted to obtain fest advertising sponsorships. The Chamber will retain all sponsorship fees collected. All sponsorships/advertising material will be provided to the city.
- The Chamber will secure liability insurance for their organization in the amount of \$1,000,000 to \$3,000,000 in a form required by the city. Additionally, the chamber will coordinate the collection/submittal of certificates of insurance from fest participants at policy form and levels as required by the city. All certificates of insurance will name the city and chamber as additional insured in form approved by the city.
- The chamber will provide the city with a revenue and expense financial report following the fest

**STAFF/COMMITTEE RECOMMENDATION**

The Administrative/Finance Committee will review this issue at its June 3, 2024 meeting

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will on the June 3, 2024, City Council Agenda for consideration.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AN EVENT MANAGEMENT AGREEMENT  
BETWEEN THE CITY OF DARIEN AND THE CITY OF DARIEN CHAMBER OF  
COMMERCE FOR THE DARIEN FEST IN 2024**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU  
PAGE COUNTY, ILLINOIS**, as follows:

**WHEREAS**, Darien will sponsor the 2024 Fest and desires the Chamber to provide event management services for the Fest

**WHEREAS**, the goal of the city is to return the Fest to Westwood Park owned by the Darien Park District, and

**WHEREAS**, the Chamber has held the Fest for many years and has extensive experience and success in conducting the Fest; and

**WHEREAS**, the City and Chamber believe the Event will provide considerable recreational benefits for the public, including, but not limited to, picnicking, playing, concerts, family gatherings, and other recreation; and

**WHEREAS**, Memorandum of Understanding approved on February 20, 2024 between the City of Darien and the Darien Chamber of Commerce stipulates co-sponsoring the event

**WHEREAS**, the Chamber is willing to serve as the event manager under the terms contained in exhibit A;

**SECTION 4:** The City Council of the City of Darien hereby authorizes approval of the Agreement, and authorizes the Mayor to sign the agreement, a copy of which is attached hereto as "[Exhibit A](#)" and is by this reference expressly incorporated herein.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE  
COUNTY, ILLINOIS**, this 3<sup>rd</sup> day of June 2024

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_**

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY,  
ILLINOIS, this 3<sup>rd</sup> day of June 2024.**

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

- 1 The Chamber and City agree to the following regarding Darien Fest**
  - 1. The City and Chamber will co-sponsor Darien Fest**
  - 2. The City and Chamber agree that Darien Fest is a community event and intend on partnering with other local not for profit groups to participate and/or assist with the event**
  - 3. The Chamber will serve as the fest event manager to plan, organize, finance, carry out, secure and pay necessary contracts in the name of the chamber and agreements and all other responsibilities as in previous Darien Fests**
  - 4. The Chamber will retain profits from the fest. This excludes profits from local not for profit groups participating in the fest**
  - 5. The City agrees to secure all required approvals from the Darien Park District to use the park and the chamber agrees to manage the fest in accordance with any of those approvals**
  - 6. The City will provide police services as a contribution to the event**
  - 7. The Chamber is permitted to obtain fest advertising sponsorships. The chamber will retain all sponsorship fees collected. All sponsorships/advertising material will be provided to the city.**
  - 8. The Chamber will secure liability insurance for their organization in the amount of \$1,000,000 to \$3,000,000 in a form required by the city. Additionally, the chamber will coordinate the collection/submittal of certificates of insurance from fest participants at policy form and levels as required by the city. All certificates of insurance will name the city and chamber as additional insured in form approved by the city.**
  - 9. The Chamber will provide the city with a revenue and expense financial report following the fest**

**AGENDA MEMO**  
**City Council**  
**June 3, 2024**

**ISSUE STATEMENT**

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE DARIEN PARK DISTRICT AND THE CITY OF DARIEN FOR THE USE OF WESTWOOD PARK FOR DARIEN FEST IN 2024, 2024 SUMMER CONCERT SERIES AND 2024 FALL FEST.

**RESOLUTION**   **BACKUP**

**BACKGROUND/HISTORY**

In November of 2023, the City made a request to conduct the Darien Fest, at a local park, ultimately agreeing on Westwood Park. In December of 2023, Mayor Marchese advised the park district that we would also like to have our summer concert series and fall fest at the park. In order to have these events on park property the park district required an intergovernmental agreement with the city. [Attached is the proposed agreement](#) for consideration.

As of 5-30-24, the intergovernmental agreement is still not in final form. Attached is the most recent version of the draft. If the final draft is completed prior to the council meeting, the staff will forward it to the council. If the final draft is not completed prior to the council meeting, the approval resolution allows the council to approve the agreement, subject to the city attorney's final review.

**STAFF/COMMITTEE RECOMMENDATION**

This item will be discussed by the Administrative/Finance at its June 3, 2024 meeting

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will on the June 3, 2024, City Council Agenda for consideration.

**Odelson, Murphey, Frazier & McGrath, Ltd.**

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3318 West 95<sup>th</sup> Street – Evergreen Park, Illinois 60805  
Phone (708) 424-5678 ~ Fax (708) 741-5053  
JBM Direct Dial (708) 634-0266  
JBM e-mail: [jmurphey@omflaw.com](mailto:jmurphey@omflaw.com)

**Memorandum**

VIA E-MAIL

To: Gina Madden  
From: John B. Murphey  
Date: May 24, 2024  
Re: Darien Fest IGA

Here are my edits to your clean version. In particular:

1. Many of my edits are non-substantive.
2. I have a number of margin comments. Make sure you can read them.
3. I left earlier margin comments in place, even though some may have been addressed.
4. The exhibit forms are fine, but the City won't be in a position to complete them until closer to the event, as the Mayor's recruiting efforts (which are going quite well) are continuing.
5. We don't want the police plans attached to the agreement...those plans will cover more security contingencies than weather.
6. The big issue is City insurance. I am not competent on the specifics, but...I thought this was resolved by way of IRMA coverage. Status?

I am around all weekend. Let me know what you think and happy to call you.

JBM/sml

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE DARIEN PARK DISTRICT AND THE CITY OF DARIEN FOR THE USE OF WESTWOOD PARK FOR DARIEN FEST IN 2024, 2024 SUMMER CONCERT SERIES AND 2024 FALL FEST**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, as follows:

**WHEREAS**, THE PARK DISTRICT owns property commonly known as Darien Westwood Park located in the CITY ("Park").

**WHEREAS**, the PARK DISTRICT and the CITY desire to cooperate in facilitating the annual Darien Fest for the year 2024 to take place at the PARK DISTRICT’S Westwood Park; (the “Event”); and

**WHEREAS**, the PARK DISTRICT will grant a limited license to the CITY to utilize Westwood Park for purposes of allowing the Event subject to the terms of this AGREEMENT; and

**WHEREAS**, the PARK DISTRICT and the CITY believe the event will provide considerable recreational benefits for the public, including, but not limited to, picnicking, playing, concerts, family gatherings, and other recreation; and

**SECTION 1:** The City Council of the City of Darien hereby authorizes approval of the Agreement, and authorizes the Mayor to sign the agreement, subject to attorney final review, a copy of which is attached hereto as “[Exhibit A](#)” and is by this reference expressly incorporated herein.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 3<sup>rd</sup> day of June 2024

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 3<sup>rd</sup> day of June 2024.

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE DARIEN PARK DISTRICT AND THE CITY OF DARIEN FOR THE USE OF  
WESTWOOD PARK FOR DARIEN FEST IN 2024**

**Approved by City Resolution No. \_\_\_\_\_**

This INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as the "AGREEMENT") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Darien Park District, an Illinois park district located at 7301 Fairview Avenue, Darien, IL 60561 (THE "PARK DISTRICT") and the CITY OF DARIEN, an Illinois home rule municipal corporation located at 1702 Plainfield Road, Darien, IL 60561 (THE "CITY") each individually referred to as "PARTY", and collectively referred to as "PARTIES".

**RECITALS**

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law; and,

**WHEREAS**, the PARK DISTRICT is an Illinois township park district and a unit of local government within the State of Illinois; and

**WHEREAS**, THE PARK DISTRICT owns property commonly known as Darien Westwood Park located in the CITY ("Park").

**WHEREAS**, the CITY is a municipal corporation and a unit of local government within the State of Illinois; and,

**WHEREAS**, the PARTIES are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and,

**WHEREAS**, the PARK DISTRICT and the CITY desire to cooperate in facilitating the annual Darien Fest for the year 2024 to take place at the PARK DISTRICT'S Westwood Park; (the "Event"); and

**WHEREAS**, the PARK DISTRICT will grant a limited license to the CITY to utilize Westwood Park for purposes of allowing the Event subject to the terms of this AGREEMENT; and

**WHEREAS**, the CITY agrees to be solely responsible for hosting, organizing and planning the Event; and

**WHEREAS**, the PARK DISTRICT and the CITY believe the Event will provide considerable recreational benefits for the public, including, but not limited to, picnicking, playing, concerts, family gatherings, and other recreation; and

**WHEREAS**, the PARTIES desire to establish their respective responsibilities toward the Event herein.

**NOW THEREFORE**, in consideration of the mutual promises contained in this AGREEMENT and other good and valuable consideration acknowledged by the PARTIES upon execution hereof, the PARK DISTRICT and the CITY agree to the following:

**1.0 RECITALS.**

1.1 The PARTIES acknowledge that the statements and representations made in the foregoing recitals are true and correct, and are incorporated herein as though fully set forth.

**2.0 CITY AND PARK DISTRICT RESPONSIBILITIES.**

**PARK DISTRICT:**

2.1. The PARK DISTRICT grants the CITY a limited license for purposes of the CITY hosting the Event on August 9, 10 and 11th, 2024 at the following times: .

**CITY: [CITY TO PROVIDE THE INCLUSIVE HOURS]**

2.1 The CITY shall be responsible for all organization, planning and facilitation of the Event including, but not limited to, coordination with any and all Vendors, Not-for-Profit Entities and City Volunteers. For purposes of this Agreement:

A. “Vendor” is hereby defined as any organization or entity involved with the Event in any way to provide a service, activity, product, food item, beverage or any and all items for sale or for profit at the Event, and who is neither a City volunteer nor a Not-for-Profit Entity as defined herein. The full list of Vendors is attached hereto and incorporated herein as listed on Exhibit A attached hereto.

B. “Not for Profit Entity” (“NFP”) is defined herein as an entity that is either organized with the State of Illinois as a Not for Profit business entity, a 501(c)(3) or similar tax exempt designation or both and will participate in the Event to raise money for its charitable organization and not to make a “profit” as a for-profit business entity. A list of all Not for Profit Entities are incorporated herein as listed on Exhibit B attached hereto.

C. “City Volunteers” are those individuals who are authorized by the City to participate in the Event in any capacity but who are unpaid and under the supervision and direction of the City and who are acting under the direction of the City. All such volunteers shall sign an acknowledgment with the City stating they are volunteer of the CITY. All volunteer forms shall be provided to the PARK DISTRICT at least 5 days prior to the Event.

The CITY shall require that all Vendors, NFPs and volunteers (the “CITY Invitees”) submit a statement that while on PARK DISTRICT property I connection with the

Event, the such Invitee shall at all times comply with all rules, regulations, ordinances and requirements of the PARK DISTRICT. The CITY shall collect a Certificate of Insurance from each Vendor and NFP, to the extent possible, no less than five (5) days prior to the Event naming the PARK DISTRICT as additional insured with the limits set forth herein. If any Vendor or NFP is unable to procure insurance or unable to procure insurance at the required limits, the CITY will so notify the PARK DISTRICT..

2.2 Securing the parking areas for the Event will be the responsibility of CITY. At the conclusion of the Event set up, no vehicles other than emergency vehicles or event carts will be permitted in the park except for those specifically designated and listed by the CITY. All event staff, City Vendors, NFPs and Volunteers must park in lots designated by the CITY.

2.3. CITY is solely responsible for any and all supervision and security services associated with its use of the Park in connection with the Event, including, but not limited to the supervision of Volunteers.

**2.4. CITY shall provide sanitation/portable restroom facilities adequate in numbers with an appropriate number of ADA-compliant units in area(s) designated by the PARK DISTRICT. CITY shall be responsible for servicing and maintaining these units, including cleaning the interior of the units and restocking supplies.**

2.5. INTENTIONALLY LEFT BLANK

2.6 CITY'S police department shall establish a written emergency evacuation plan for the Event in case of inclement weather. This plan must be reviewed and approved by the PARK DISTRICT Safety Committee staff, and, upon approval, CITY shall provide copies of said plan to all persons associated with the operation of the Event, including but not limited to the Darien Police Department and the PARK DISTRICT. . CITY is responsible for compliance with the emergency evacuation plan, monitoring weather conditions and determining whether the Event should be suspended or cancelled due to inclement weather or other cause. This plan is due to the PARK DISTRICT no later than \_\_\_\_\_, 2024.

2.7. CITY is solely responsible for determining whether the grounds are safe, suitable, and appropriate for any of its intended activities and shall inspect the Park prior to and subsequent to each use to determine the suitability of the Park for any contemplated use and to identify any potential safety hazards or dangerous conditions. Once set-up begins, CITY certifies that it has inspected the grounds and further certifies that the grounds are safe for conducting the Event. CITY shall take all reasonable measures to protect City volunteers, staff, participants, spectators, visitors, guests, officials, etc. from known safety hazards or potential risks. CITY shall promptly advise the PARK DISTRICT of any known safety hazards or potential dangerous condition.

**2.8 CITY shall have the sole responsibility and authority for contracting with the Event Vendors, Not for Profit entities and obtaining Volunteer acknowledgment forms, and shall determine the fees to be charged to the Event Vendors and NFPs. PARK DISTRICT reserves the right to inspect (but shall not be required to conduct any inspections), the operations of any and all Event Vendors and/or NFPs and City Volunteers prior to and during the Event with respect to their compliance with this Agreement.**

2.9. CITY shall require all City Vendors, NFPs and Volunteers to comply with all applicable local, state, and federal laws, regulations and ordinances.

**2.10. CITY** agrees that the PARK DISTRICT does not assume the care, custody, or control of any personal property or equipment brought to the Park.

**2.11. CITY** fully understands and agrees that the PARK DISTRICT does not assume any liability for property lost, damaged, or stolen on PARK DISTRICT Property, or for personal injuries, or injuries of any kind whatsoever, sustained on the premises during CITY's use of the Park.

2.12. CITY must provide copies of all necessary insurance certificates, and alcohol permits to the PARK DISTRICT as soon as possible, but no later than \_\_\_\_\_, 2024. Any and all insurance certificates shall specifically cover any and all vehicles used by CITY including, but not limited to, personal vehicles of employees, agents and Board members of CITY for any purpose related to the Event.

2.13. CITY shall provide a detailed setup map plan to the PARK DISTRICT for approval, no later than \_\_\_\_\_, 2024. The precise location of carnival rides and all vendors must be mutually agreed to between the Parties and the PARK DISTRICT retains the sole discretion for final approval of the proposed setup.

2.14 Any and all Food Vendors or Food Trucks shall be separately registered and/or permitted through the CITY pursuant to any Ordinance or Policy in effect at the time of the event.

~~2.15 The CITY shall provide police officers for any Park District event at the sole cost of the City. The City and the Park District will meet at least 30 day prior to any Park District event to coordinate responsibilities so the City can assure adequate staffing for the event.~~

2.16 CITY shall be responsible for any damage done to the Park beyond normal wear and tear resulting from the Event, , and shall fully and promptly reimburse PARK DISTRICT for all costs and expenses incurred by PARK DISTRICT in repairing and/or remedying said damage. CITY shall promptly advise the PARK DISTRICT of any such damage made to the Park.

#### 2.17 INSURANCE AND INDEMNIFICATION

CITY shall obtain insurance of the types and in the amounts listed below.

##### A. Commercial General, Liquor, and Umbrella Liability Insurance

Commercial General and Umbrella Liability Insurance Licensee shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$3,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, , host liquor liability, products-completed operations, personal injury and advertising injury, athletic participation, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

PARK DISTRICT shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to PARK DISTRICT.

If user is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages, liquor liability and Dram Shop liability coverage is also to be provided with a limit not less than \$1,000,000 per occurrence.

CITY must provide proof of all necessary hours

permits to the PARK DISTRICT by \_\_\_\_\_, 2024.

#### B. Business Auto and Umbrella Liability Insurance

If applicable, CITY shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

#### C. Workers Compensation Insurance

If applicable, CITY shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If PARK DISTRICT has not been included as an additional insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this contract, the CITY waives all rights against PARK DISTRICT and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the CITY's use of the premises.

#### D. General Insurance Provisions

##### a. Evidence of Insurance

Prior to using any PARK DISTRICT facility, CITY shall furnish PARK DISTRICT with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days written notice to PARK DISTRICT prior to the cancellation or material change of any insurance referred to therein. Written notice to PARK DISTRICT shall be by certified mail, return receipt requested.

Failure of PARK DISTRICT to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of PARK DISTRICT to identify a deficiency from evidence that is provided shall not be construed as a waiver of CITY's obligation to maintain such insurance.

PARK DISTRICT shall have the right, but not the obligation, of prohibiting from occupying the Property until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by PARK DISTRICT.

Failure to maintain the required insurance may result in termination of this use agreement at PARK DISTRICT's option.

CITY shall provide certified copies of all insurance policies required above within 10 days of PARK DISTRICT's written request for said copies.

b. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the PARK DISTRICT has the right to reject insurance written by an insurer it deems unacceptable. Coverage provided by a joint self-insured risk pool shall be acceptable for the CITY only and not any vendor(s). Cross-Liability Coverage

If CITY's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the PARK DISTRICT. At the option of the PARK DISTRICT, the CITY may be asked to eliminate such deductibles or self-insured retentions as respects the PARK DISTRICT, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

e. Indemnification

CITY shall indemnify, defend, and hold harmless the PARK DISTRICT and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with the Event, , except for the any loss, damage, claim arising solely out of the negligence of the PARK DISTRICT. To secure this obligation, CITY pledges its full faith and credit as a home rule municipality in the event the City's self insurance under IRMA or any Vendor or Not for Profit Entity insurance is inadequate to satisfy a claim arising out of the event. Further, and in conjunction with Section E(iii) below, in the event any Vendor or Not for Profit Entity is unable to procure insurance in the full amount required by the PARK DISTRICT, the City shall pledge its full faith and credit as a home rule municipality to satisfy a claim arising out of the event above the amount for which any such Vendor or Entity does provide insurance coverage. Finally, in the event any Vendor or Not for Profit Entity is unable to procure insurance at all, the City shall pledge its full faith and credit as a home rule municipality to satisfy a claim arising out of the event. Should the City's liability to pay any such claim arising out of the foregoing language, there shall be no maximum cap amount of coverage on any such claim and the PARK DISTRICT shall bear no liability in any such claim whatsoever. uch obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. CITY shall similarly protect, indemnify and hold and save harmless the PARK DISTRICT, its officers, employees, volunteers and agents against and from any and all claims,

costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of CITY's breach of any of its obligations under or CITY's default of any provision of the Contract.

**E. . VENDORS AND NOT FOR PROFIT ENTITIES**

(i) Vendors and NFPs shall be subject to all the requirements stated herein.

(ii) CITY agrees that it shall maintain, and it shall cause the party Vendors and Not for Profit Entities who will be participating in the Event to maintain general comprehensive liability insurance, naming the PARK DISTRICT as "additional insured". This insurance shall be primary insurance with respect to any other insurance or self insurance afforded to the PARK DISTRICT. Any insurance or self-insurance maintained by the PARK DISTRICT shall be in excess of the Vendor's insurance and shall not contribute with it.

(ii) To the extent the Vendors and Not for Profit Entities are unable to obtain insurance with the coverage limits set forth in this Agreement, the City hereby agrees to self-insure said Vendor(s) and Not for Profit Entities to the extent the vendor's or Not for Profit Entity's coverage limits are inadequate to cover a claim against said vendor.

**3.0 NOTICES.**

3.1 Any notice required to be given by this AGREEMENT shall be deemed sufficient if made in writing and sent by national courier such as UPS or FedEx , or by personal service, to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

FOR THE CITY OF DARIEN  
City Administrator, Bryon Vana

FOR THE DARIEN PARK DISTRICT  
Executive Director, Stephanie Gurgone

**4.0 AMENDMENTS AND MODIFICATIONS.**

4.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective and enforceable unless reduced to writing and duly authorized and signed by the authorized representatives of the PARTIES and approved by the governing Boards of the PARTIES.

**5.0 SAVINGS CLAUSE.**

5.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, the remaining parts or portions of this Agreement shall remain in full force and effect.

**6.0 CAPTIONS AND PARAGRAPH HEADINGS.**

6.1. Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

**7.0 ENTIRE AGREEMENT.**

7.1. This AGREEMENT sets forth all the covenants, conditions and promises between the parties. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this AGREEMENT.

**8.0 GOVERNING LAW.**

8.1. This AGREEMENT shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any dispute related to or arising out of this Agreement shall be in a court of competent jurisdiction situated in DuPage County, Illinois.

**9.0 SUCCESSORS AND ASSIGNS.**

9.1 The PARK DISTRICT and the CITY each bind themselves and their successors, and/or assigns to the other parties of the AGREEMENT and to their successors, and/or assigns of such other PARTY in respect to all covenants of this AGREEMENT. Except as set forth above, the PARTIES shall not assign, sublet or transfer their respective interests in this AGREEMENT without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the PARK DISTRICT or the CITY.

**10.0 NO DUTY TO THIRD PARTIES.**

10.1 This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and entity who is not a party to this AGREEMENT or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the PARK DISTRICT and/or the CITY and/or any of their respective officials, officers and/or employees.

**11.0 FREEDOM OF INFORMATION ACT.**

11.1 PARTIES agree that this AGREEMENT and all documents created as a result of its execution are subject to the Freedom of Information Act. 5 ILCS 140/1 *et seq.* As a

result, records related to this AGREEMENT are presumed to be open for public inspection and copying.

**12.0 TERM.**

12.1 This Intergovernmental Agreement shall commence upon the signed approval by both PARTIES and be in effect until the conclusion of the Event, unless modified otherwise renewed or extended, in writing, by the PARTIES, or terminated as set forth herein. The PARK DISTRICT reserves the right to alter the terms and conditions of the License or to terminate this License Agreement for misconduct of individuals or for misuse of property; for purposes deemed necessary for public safety or preservation of property; or because CITY has breached any of its obligations under this Agreement.

**13.0 COUNTERPARTS.**

13.1 This Agreement may be executed in two or more counterparts or duplicate originals, each of which, taken together, shall constitute one and the same instrument. Signatures which are delivered to either party by facsimile or other electronic transmission shall be considered originals and are enforceable as originals.

**14.0 AUTHORITY.**

14.1 Each party represents and warrants that the individual executing this Agreement on behalf of said party is duly authorized to execute and deliver this Agreement on behalf of said party in accordance with the governing documents of said party, and that this Agreement is binding upon said Party in accordance with the terms hereof.

IN WITNESS THEREOF, the PARTIES have executed this AGREEMENT on the dates indicated.

[SIGNATURE PAGES TO FOLLOW]

THE CITY OF DARIEN

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

Attest: \_\_\_\_\_  
City Clerk

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

DARIEN PARK DISTRICT

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

Attest: \_\_\_\_\_  
Secretary

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

EXHIBIT "A"

LIST OF VENDORS AND INSURANCE OBTAINED

Vendor	Insurance Provided	Amount

EXHIBIT "B"

LIST OF NOT FOR PROFIT ENTITIES AND INSURANCE OBTAINED

Not for Profit Entity                      Insurance Provided                      Amount

Not for Profit Entity	Insurance Provided	Amount

GROUP EXHIBIT "C"

LIST OF CITY VOLUNTEERS WITH COPIES OF VOLUNTEER ACKNOWLEDGMENT  
FORMS ATTACHED

EXHIBIT "D"

CITY OF DARIEN POLICE DEPARTMENT EMERGENCY EVACUATION PLAN

**AGENDA MEMO**  
**City Council**  
**June 3, 2024**

**ISSUE STATEMENT**

APPROVAL OF A RESOLUTION ESTABLISHING GUIDELINES FOR THE ISSUANCE OF CEREMONIAL DOCUMENTS, PROCLAMATIONS, AND SUPPORTING RESOLUTIONS BY THE CITY OF DARIEN.

**RESOLUTION**

**BACKGROUND/HISTORY**

At the May 20, 2024 City Council meeting the council approved a motion *directing staff to prepare a draft policy pertaining to votes that will be considered by the city council*, focusing on votes of a symbolic nature.

The purpose of this policy is to establish guidelines for the issuance of ceremonial documents, proclamations, and supporting resolutions by the City of Darien. These documents are strictly honorary and do not carry any legislative or legal significance. In summary, the attached proposed resolution and policy set forth certain guidelines pertaining to the adoption of a requested ceremonial document, proclamation, and/or resolution supporting the activities or endeavors of the requestor.

**STAFF/COMMITTEE RECOMMENDATION**

The Administrative/Finance Committee will review this topic at its June 3, 2024 meeting.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item is on the June 3, 2024, City Council Agenda for consideration.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ESTABLISHING GUIDELINES FOR THE ISSUANCE OF  
CEREMONIAL DOCUMENTS, PROCLAMATIONS, AND SUPPORTING  
RESOLUTIONS BY THE CITY OF DARIEN**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:

**WHEREAS**, municipalities are made up of various local governments including cities/villages and Fire, Library, Park, School and other special districts that each have a specific areas of statutory responsibilities in legally defined areas: and

**WHEREAS**, cities/villages are responsible for local matters such as building regulations and development, public safety, local roads and infrastructure, financial management of local revenues and expenses, environmental issues, waste disposal, and many other local community services;

**WHEREAS**, the City periodically receives requests from third parties to approve a ceremonial document, proclamation, and/or resolution supporting the activities or endeavors of the requestor;

**WHEREAS**, the City desires to adopt a policy setting forth certain guidelines pertaining to the adoption of a requested ceremonial document, proclamation, and/or resolution supporting the activities or endeavors of the requestor; and

**SECTION 1** the City Council of the City of Darien hereby authorizes approval of a policy establishing certain guidelines pertaining to the adoption of a requested ceremonial document, proclamation, and/or resolution supporting the activities or endeavors of the requestor, a copy of which is attached hereto as "[Exhibit A](#)" and is by this reference expressly incorporated herein.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 3<sup>rd</sup> day of June 2024

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS**, this 3<sup>rd</sup> day of June 2024.

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

## Exhibit A

Policy establishing guidelines pertaining to the adoption of a requested ceremonial document, proclamation, and/or resolution supporting the activities or endeavors of the requestor

### **I. Purpose**

The purpose of this policy is to establish guidelines for the issuance of ceremonial documents, proclamations, and supporting resolutions by the City of Darien. These documents are strictly honorary and do not carry any legislative or legal significance. The issuance of ceremonial documents, proclamations and supporting resolutions recognize and celebrate significant achievements, milestones, and events within the City of Darien.

### **II. Policy**

It is the policy of the City Council to consider requests for ceremonial documents, proclamations, and supporting resolutions only when:

1. such issuance positively and directly impacts the Darien community, pertain to a Darien event, person, organization, or cause with local implications
2. such issuance proclaims certain events or causes when such proclamations pertain to a Darien event, person, organization, or cause with direct local implications at determined by the city.
  - a. Examples of acceptable recognition include, but is not limited to:
    - Matters of public awareness about an issue for a community organization.
    - Arts, cultural or historical occasions.
    - A commemoration of a specific accomplishment, time, period, or event that impacts Darien residents.
    - Recognizing the diverse cultures in Darien
    - Recognition of action/service above and beyond the call of duty
    - Recognition of extraordinary action or achievement.
  - b. Examples of unacceptable recognition include, but is not limited to:
    - Events or organizations with no direct relationship to or location within the corporate limits of the City of Darien
    - Campaigns for events contrary to Darien's policy or the wellbeing of its businesses or residents
    - Political, religious or foreign issues not within the immediate responsibility or sphere of influence of the City as determined by the City.
    - Anything that may suggest an official city position on a matter under consideration by the city

All requests for a ceremonial document, proclamation, or a supporting resolution shall be submitted to the Mayor.

## **CITY OF DARIEN**

### **RULES FOR COMPLIANCE WITH PUBLIC COMMENT REQUIREMENTS OF THE ILLINOIS OPEN MEETINGS ACT**

#### **I. PURPOSE OF RULES.**

The purpose of these Rules is to comply with the requirement of Section 2.06 of the Illinois Open Meetings Act that a public comment section be provided at each meeting subject to the Open Meetings Act.

#### **II. DEFINITION OF “PUBLIC BODY” or “BODY.”**

For purposes of these Rules, the term “Public Body” or “Body” shall mean the City Council, any Committee of the City Council, and any Board and Commission established by the City Council.

#### **III. RULES GOVERNING PUBLIC COMMENT.**

A. Unless otherwise allowed by a majority vote of the Body, the public comment periods shall be as follows:

1. For the City Council, as set forth on the attached **Agenda template**.
2. For Council committees and advisory committees, at the conclusion of the meeting immediately before adjournment. At the direction of the Body, the floor may be opened for public comment in conjunction with specific agenda items.

B. Individuals seeking to make public comment to the Body shall be formally recognized by the Chair.

C. Individuals addressing the Body shall identify themselves by name, but need not provide their home address.

D. Individuals addressing the Body shall do so by addressing their comments to the Body

itself and shall not turn to address the audience.

E. Public comment time shall be limited to three (3) minutes per person.

F. An individual will be allowed a second opportunity to address the Body only after all other interested persons have addressed the Body and only upon the majority vote of the Body.

G. In the case of a special meeting, public comment will be limited to subject matters germane to the agenda of the special meeting.

#### **IV. PUBLIC HEARING REQUIREMENTS.**

Additional public comments periods will be allowed as required by law in the case of public hearing, subject to the same time constraints.

**Approved by a Motion on November 17, 2014**