RESOLUTION 2017-044      PASSED: MARCH 27, 2017

APPROVING THE CLOSURE OF A PORTION OF ILLINOIS ROUTE 38 ON MONDAY, MAY 29, 2017 FROM 8:00 A.M. THROUGH 10:00 A.M. FOR THE DEKALB CHAMBER OF COMMERCE MEMORIAL DAY PARADE.

WHEREAS, the DeKalb Chamber of Commerce is sponsoring a Memorial Day Parade in the City of DeKalb, Illinois, which constitutes a public purpose; and

WHEREAS, this event will require the temporary closure of Illinois Route 38/Lincoln Highway, a State Highway in the City of DeKalb, from 8:00 a.m. to 10:00 a.m. and from Illinois Fourth Street to First Street;

WHEREAS, Section 4.408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of State Highways for such public purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DEKALB, ILLINOIS, that permission to close off Illinois Route 38 from 8:00 a.m. to 10:00 a.m. and from Fourth Street to First Street as above designated, be requested of the Illinois Department of Transportation.

BE IT FURTHER RESOLVED that this closure shall occur during the approximate time period between 8:00 a.m. and 10:00 a.m. on Monday, May 29, 2017.

BE IT FURTHER RESOLVED that traffic from that closed portion of highway shall be detoured over routes with an all-weather surface that can accept the anticipated traffic, which will be maintained to the satisfaction of the Illinois Department of Transportation and, which is conspicuously marked for the benefit of traffic diverted from the State highway. The detour route shall be as follows:

WESTBOUND ROUTE 38, BEGINNING AT THE INTERSECTION OF ILLINOIS ROUTE 38 AND ILLINOIS ROUTE 23, THE DETOUR ROUTE WILL GO SOUTH ON FOURTH STREET TO FRANKLIN STREET, THEN WEST ON FRANKLIN STREET, THEN NORTH ON SOUTH FIRST STREET, RETURNING TO ILLINOIS ROUTE 38. EASTBOUND ROUTE 38 WILL BE THE REVERSE, BEGINNING AT THE INTERSECTION OF ILLINOIS ROUTE 38 AND FIRST STREET.

BE IT FURTHER RESOLVED that the City of DeKalb assumes full responsibility for the direction, protection, and regulation of the traffic during the time the detour is in effect.

BE IT FURTHER RESOLVED that police officers or authorized flaggers shall at the expense of the City of DeKalb, Illinois be positioned at each end of the closed section and
at other points (such as intersections) as may be necessary to assist in directing traffic through the detour.

**BE IT FURTHER RESOLVED** that police officers, flaggers, and officials shall permit emergency vehicles in emergency situations to pass through the closed area as swiftly as is safe for all concerned.

**BE IT FURTHER RESOLVED** that all debris shall be removed by the City of DeKalb, prior to reopening the State Highway.

**BE IT FURTHER RESOLVED** that such signs, flags, barricades, etc., shall be used by the City of DeKalb as may be approved by the Illinois Department of Transportation. These items shall be provided by the City of DeKalb.

**BE IT FURTHER RESOLVED** that the closure and detour shall be marked according to the Illinois Manual on Uniform Traffic Control Devices.

**BE IT FURTHER RESOLVED** that an occasional break shall be made in the procession so that traffic may pass through. In any event, adequate provisions will be made for traffic on intersecting highways pursuant to conditions noted above.

**BE IT FURTHER RESOLVED** that to the fullest extent permitted by law, the City of DeKalb shall be responsible for any and all injuries to persons or damages to property, and shall indemnify and hold harmless the Illinois Department of Transportation, its officers, employees and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorneys' fees and expenses) of every nature or description, arising out of, resulting from or connected with the exercise of authority granted by the Department, which is the subject of this Resolution. The obligation is binding upon the City of DeKalb, regardless of whether or not such claim, damage, loss or expense is caused in part by the act, omission or negligence of the Department or its officers, employees or agents.

**BE IT FURTHER RESOLVED** that the City of DeKalb shall provide a comprehensive general liability policy or an additional named insured endorsement in the minimum amount of $1,000,000 per person and $2,000,000 aggregate, which has the Illinois Department of Transportation, its officials, employees and agents as insureds and, which protects them from all claims arising from the requested road closing. A copy of said policy or endorsement will be provided to the Department before the road is closed.

**BE IT FURTHER RESOLVED** that a copy of this Resolution will be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this Resolution and to operate as part of the conditions of said permission.
BE IT FURTHER RESOLVED, that the City Clerk of the City of DeKalb, Illinois be authorized and directed to attest the Mayor's Signature and shall be effective thereupon.

PASSED BY THE CITY COUNCIL of the City of DeKalb, Illinois at a Regular meeting thereof held on the 27th day of March, 2017, and approved by me as Mayor on the same day. Passed by an Omnibus roll call vote of 8-0 under the Consent Agenda. Aye: Jacobson, Finucane, Marquardt, Snow, Noreiko, Baker, Faivre. Rey.

ATTEST:

[Signatures]

JENNIFER JEEP JOHNSON, City Clerk

JOHN A. REY, Mayor
Attention: Finance Department

Date of Application: 2.13.17

Notification is hereby given to the City of DeKalb as provided in Chapter 51.20 of the City of DeKalb Municipal Code to request an event (Parade, March, Run, Ride) as follows:

Please allow (4) weeks for processing the request.

Please allow two (2) months for processing if either Illinois route 23 or Illinois route 36 will be closed.

Name(s) of sponsoring organization(s): DeKalb Chamber of Commerce

Date of Event: May 29, 2017 Starting Time: 8:30 am Ending Time: 9:30 am

Name(s) of person(s) responsible for organizing and conducting event:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Antonacci</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of: people (250) animals (5) vehicles (20) expected to participate.

Describe the event in detail: Memorial Day Parade

Specify event route from starting point to termination point (a map of the event route is required):

Parade starts off at 2nd and W Lincoln Hwy, N on First, W on Locust, N on Linden Place, to rear entrance of Bilwood House.

Are you requesting streets to be closed? If so, list specifics below and provide notation on the event route you are providing: Yes, please see map.
Will either Illinois Route 23 or Illinois Route 38 be blocked (if YES, it will require approval from the Illinois Department of transportation): ☑ Yes □ No

Does this event require any of the following?
- Barricades ☑ Yes □ No
- Reflective vests for staff and/or volunteers □ Yes ☑ No
- Emergency Medical Services (an ambulance on site) □ Yes ☑ No
- Police Department presence (for traffic control) ☑ Yes □ No

A CERTIFICATE OF INSURANCE NAMING THE CITY OF DEKALB AS AN ADDITIONAL INSURED IS REQUIRED IN THE AMOUNT OF $1 MILLION DOLLARS. YOUR APPLICATION WILL NOT BE CONSIDERED OR APPROVED WITHOUT RECEIPT OF THIS DOCUMENT.

IF EITHER ROUTE 23 OR ROUTE 38 WILL BE CLOSED, A CERTIFICATE OF INSURANCE NAMING THE CITY OF DEKALB AS AN ADDITIONAL INSURED IS REQUIRED IN THE AMOUNT OF $1 MILLION DOLLARS. YOUR APPLICATION WILL NOT BE CONSIDERED OR APPROVED WITHOUT RECEIPT OF THIS DOCUMENT.

Signature of Person Making Application: __________________________
Printed Name of Person Making Application: __________________________
Address: __________________________
Telephone Number: __________________________
E-mail Address: __________________________

Return this form to (can be mailed, emailed or faxed):
City of DeKalb Finance Department
200 S. Fourth Street
DeKalb, Illinois 60115
E-mail: Rachel.pacey@cityofdekalb.com
Fax: (815) 748-2304

Please contact the Finance Department at (815) 748-2387 with questions regarding this application.

![Table]

<table>
<thead>
<tr>
<th>CHECKLIST (FOR USE BY CITY PERSONNEL ONLY)</th>
<th>EVENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Application</td>
<td>Police Dept.</td>
</tr>
<tr>
<td>☑ Event Map</td>
<td>Dep. Chief Hoadley</td>
</tr>
<tr>
<td>☑ Insurance Certificate</td>
<td>Dep. Chief Petragallo</td>
</tr>
<tr>
<td></td>
<td>Cmdr. McDougall:</td>
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<td></td>
<td>Date: 2-27-17</td>
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<td></td>
<td>Fire Dept.</td>
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<td></td>
<td>Dep. Chief. Hoyle</td>
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<td></td>
<td>Date: 2-27-17</td>
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<td></td>
<td>Engineering Dept.</td>
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<td></td>
<td>Mike Bauling</td>
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<td></td>
<td>Date: 2-27-17</td>
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<tr>
<td></td>
<td>Public Works/Street</td>
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<tr>
<td></td>
<td>Mark Eazy</td>
</tr>
<tr>
<td></td>
<td>Date: 2-27-17</td>
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</tbody>
</table>

Date and Time of Event Discussion Meeting (if required): ______________________________________

☑ Approved on: __________________________  □ Denied on: __________________________
# ACORD CERTIFICATE OF LIABILITY INSURANCE

**PRODUCER**
BRIAN R SCHOLLE  
850 S 4TH ST  
DEKALB IL 60115

**INSURED**
DEKALB CHAMBER OF COMMERCE  
164 E LINCOLN HWY  
DEKALB IL 60115

**DATE (MM/DD/YYYY)** 02/23/2017

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

<table>
<thead>
<tr>
<th>INSURERS AFFORDING COVERAGE</th>
<th>NAIC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSURER A:</td>
<td></td>
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<td>INSURER B:</td>
<td></td>
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<td>INSURER C:</td>
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<td>INSURER D:</td>
<td></td>
</tr>
<tr>
<td>INSURER E:</td>
<td></td>
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</tbody>
</table>

## COVERAGES

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.

### LIMITS

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>EVENT OR ACCIDENT LIMIT</th>
<th>LIMIT</th>
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</thead>
<tbody>
<tr>
<td>GENERAL LIABILITY</td>
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<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>$5,000.00</td>
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<tr>
<td>PERSONAL &amp; ADV INJURY</td>
<td>$2,000,000.00</td>
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</tr>
<tr>
<td>GENERAL AGGREGATE</td>
<td>$2,000,000.00</td>
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<tr>
<td>PRODUCTS - COMMER LIM</td>
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<tr>
<td>AUTOMOBILE LIABILITY</td>
<td>$</td>
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<tr>
<td>ANY AUTO</td>
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<tr>
<td>ALL OWNED AUTOS</td>
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<tr>
<td>SCHEDULED AUTOS</td>
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<td>HIRED AUTOS</td>
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<td>NON-OWNED AUTOS</td>
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<tr>
<td>DAMAGE LIABILITY</td>
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<td>ANY AUTO</td>
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<td>EXCESS/UMBRELLA LIABILITY</td>
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<td>CLAIMS MADE</td>
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<td>DEDUCTIBLE</td>
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<tr>
<td>RETENTION</td>
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<tr>
<td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</td>
<td>$100,000.00</td>
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<tr>
<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED</td>
<td>$100,000.00</td>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Memorial Day Parade on May 29, 2017 from 8:30 am – 9:30 am in Downtown DeKalb.

## CERTIFICATE HOLDER

**CITY OF DEKALB**

**CANCELLATION**

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurers, its agents or representatives.

**AUTHORIZED REPRESENTATIVE**

© ACORD CORPORATION 1988
### ACORD Certificate of Liability Insurance

#### PRODUCER
BRIAN R SCHOLLE  
850 S 4TH ST  
DEKALB IL 60115

#### INDEMNITY
DEKALB CHAMBER OF COMMERCE  
164 E LINCOLN HWY  
DEKALB IL 60115

#### COVERAGE

The policies of insurance listed below have been issued to the Insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.

<table>
<thead>
<tr>
<th>INSN</th>
<th>POLICY TYPE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YY)</th>
<th>LIMITS</th>
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<tbody>
<tr>
<td>X</td>
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<td>11/18/17</td>
<td>EACH OCCURRENCE $1,000,000.00</td>
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<td>DAMAGE TO NENTED PREMISES (EA occurrence) $</td>
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<td>MED EXP (Any One Person) $5,000.00</td>
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<td>PERSONAL &amp; ADJURG $2,000,000.00</td>
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<td>GENERAL AGGREGATE $2,000,000.00</td>
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<td>PRODUCTS - COM/OP AGG $0.00</td>
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</tbody>
</table>

**Automobile Liability**

- ANY AUTO
- ALL OWNED AUTOS
- SCHEDULED AUTOS
- HIRD AUTOS
- NON-OWNED AUTOS

**Garage Liability**

- ANY AUTO

**Excess/Umbrella Liability**

- OCCUR CLAIMS MADE
- DEDUCTIBLE
- RETENTION

**Workers Compensation and Employers' Liability**

- ANY PROPRIETOR/SHAREHOLDER/EXECUTIVE OFFICER/MEMBER EXCLUDED?
- IF YES, describe under SPECIAL PROVISIONS below

**Description of Operations / Locations / Vehicles / Exclusions Added by Endorsement / Special Provisions**

Memorial Day Parade on May 29, 2017 from 8:30 am – 9:30 am in Downtown DeKalb.

### Certificate Holder

**CITY OF DEKALB**

Memorial Day Parade for IDOT as additional insured

### Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall not impose no obligation or liability of any kind upon the insurer, its agents or representatives.

Authorized Representative

ACORD 25 (2001/08) © ACORD CORPORATION 1988
APPLICATION FOR MASS GATHERING

License Fees: $200.00 PER EVENT/PER DAY

Municipal Code Chapter 34, minimum 30 day advance notice must be given prior to issuance of license.

License requested as provided for in Chapter 34 of the City of DeKalb Municipal Code for a period beginning on May 19, 2017 and ending May 29, 2017, as indicated hereafter.

Describe Event Specifically: Memorial Day Parade. Small parade in Downtown DeKalb to honor those that made the ultimate sacrifice for our Country.

Company Name: DeKalb Chamber of Commerce

Company Address: (City/State/Zip):

Company Phone:

Applicant Name: Same as above

Applicant Address: (City/State/Zip):

Applicant Phone: Same as above

List the two most current cities in Illinois that you conducted this type of business and the dates business was conducted: N/A

Location of Event: Downtown DeKalb

Dates of Event: May 29, 2017 Including additional Set up/Take down days 2

Days/Hours of Operation: 8:30 am - 9:30 am

Number of Expected Participants: 250

Property
Owner: City of DeKalb

Property Address: Downtown DeKalb, Lincoln Hwy

Property Owner Telephone:

Will you be requiring (check all that apply):

Electrical Access: Water Access: Other: Specify Other:

Name, address, phone number of all responsible parties conducting, supervising and/or sponsoring the event

NAME: Jessica Antonacci
RESIDENTIAL ADDRESS: [Redacted]
CITY: [Redacted] STATE: IL PHONE: [Redacted]

NAME: [Redacted]
RESIDENTIAL ADDRESS: [Redacted]
CITY: [Redacted] STATE: [Redacted] ZIP CODE: [Redacted]

(Use additional sheet if necessary.)

THE FOLLOWING SHALL APPLY TO THIS APPLICATION:

Permit Application:

b) The permit application shall be accompanied by a site plan showing the proposed location and orientation of the event, and identifying: i) applicable occupancy limits; ii) temporary or permanent sanitation facilities; iii) all points of emergency ingress and egress; iv) any temporary structures, tents, facilities or utility connections anticipated to be utilized; and, v) the parking arrangements for anticipated attendees, showing that all anticipated attendees can be safely accommodated by planned parking. The site plan shall be accompanied by written letters from the owners of each parcel identified for use on the site plan (other than property owned by the applicant), consenting to the use of their property for the event.

c) The applicant shall be responsible for all costs of inspection or permitting for any inspection or permit which is required under applicable City Code. In addition, all permits shall be subject to review by the City of DeKalb Police Department, Fire Department and Public Works Department, which shall be authorized to require additional or supplemental inspections based on the nature of the proposed event; the cost of any such inspections shall be borne by the applicant. Any building within which an event including Hazardous Activity is proposed to be conducted within shall require a then-current Fire Life-Safety inspection and license (or such a License shall be acquired prior to issuance of a permit for the event).

d) For any Commercial Event or any event which requires a permit and is to be conducted on City-owned property, the applicant shall be responsible for entering into an agreement with the City of DeKalb which identifies a single person legally responsible for the ultimate collection and payment of any governmental fines, penalties, taxes or fees due in connection with the event, and which specifies any specific rules or regulations applicable to the event (including but not limited to regulations relating to the sale of any age-restricted items or services or the conduct of any Hazardous Activities).

1) Said agreement shall be in a form acceptable to the City Manager, and the City Manager is authorized to negotiate and enter into such agreements on behalf of the City. In the case of any event that is
identified by any City Department as requiring supplemental City services (e.g., an event with Hazardous Activity that the Fire Department determines requires standby ambulance service, an event that the Police Department determines requires supplemental police patrol, or an event that requires Public Works supervision and/or road closure, inspections or utility connections), the agreement shall require that the applicant post a cash escrow in an amount estimated to be adequate to cover the anticipated costs of such supplemental services prior to issuance of an event permit, and shall require that the applicant be responsible for the actual costs incurred by the City in providing any service, patrol, response, or other matter that requires an expenditure of City resources, services or funds in responding to, managing or patrolling such event or any conduct or occurrence arising out of such event.

2) Said agreement shall provide that the applicant shall be responsible for the payment of any cleanup, restoration, remediation or other similar expenses incurred by the City or any private property owner not affiliated with the event, occurring as a result of the event.

3) For any Commercial Event or event involving a Hazardous Activity, temporary structure, temporary utility connection or closure of a public street or right of way, said agreement shall also require the applicant to provide a certificate of insurance evidencing general commercial liability insurance coverage for the event and/or the premises at which the event is to be conducted, from an insurer licensed to do business in the State of Illinois, with policy limits not less than $1,000,000 per person, per occurrence, and listing the City of DeKalb as additional primary insured without right of subrogation.
   e) The applicant shall also be responsible for submitting a security plan providing for the safe and orderly conduct of the event in a fashion that protects the public health, safety, welfare and morals and minimizes or eliminates impact on surrounding property owners and the general public.

Proof of liability insurance in the minimum amount of One Million Dollars ($1,000,000) per person per occurrence listing the City of DeKalb as an additional insured must be attached.

Letters of permission by any property owner affected that may necessitate the acquisition of temporary easements, use of leased land or as otherwise required.

Building permit applications shall be submitted and signed by licensed and bonded contractors (where required) in accordance with DeKalb Municipal Code provisions.

I, THE UNDERSIGNED APPLICANT OR AUTHORIZED AGENT THEREOF, SWEAR OR AFFIRM THAT: THE MATTERS STATED IN THE FOREGOING APPLICATION ARE TRUE AND CORRECT; THEY ARE MADE UPON MY PERSONAL KNOWLEDGE AND INFORMATION; THEY ARE MADE FOR THE PURPOSE OF REQUESTING THE CITY OF DEKALB TO ISSUE THE LICENSE HEREBIN APPLIED FOR; AND THE APPLICANT WILL NOT VIOLATE ANY OF THE LAWS OF THE UNITED STATES OF AMERICA, THE STATE OF ILLINOIS, OR THE CITY OF DEKALB, IN PARTICULAR,

_2.24.17_ Jessica Antonacci
Print Name and Title

[Signature]

OFFICIAL SEAL
RACHEL PAGEY
Notary Public - State of Illinois
My Commission Expires Mar 28, 2017

Please return completed applications to: City of DeKalb/Finance Department
If you have any questions or require further assistance, please call (815)748-2503.

<table>
<thead>
<tr>
<th>OFFICE USE ONLY:</th>
<th>Date After Hours Inspection Fee Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Application: 2-27-17</td>
<td>Paid Stamp Here</td>
</tr>
<tr>
<td>Fee Received:</td>
<td></td>
</tr>
<tr>
<td>Amount Paid: YES</td>
<td></td>
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<tr>
<td>Check #: _________ Cash □</td>
<td></td>
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<tr>
<td>Plot Plan Included: YES [✓] NO</td>
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<tr>
<td>Scale Drawing Included: YES [✓] NO</td>
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<tr>
<td>Certificate of Insurance Included: YES [✓] NO</td>
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<tr>
<td>Letter from Property Owner Included: YES [✓] NO</td>
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</tr>
<tr>
<td>Amt. Paid: ____________________</td>
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<tr>
<td>Check #: _________ Cash □</td>
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</tbody>
</table>
Jessica Antonacci  
DeKalb Chamber of Commerce  
164 E Lincoln Highway  
DeKalb, IL 60115  
February 24, 2017

Anne Marie  
City Manager  
City of DeKalb  
200 South Fourth Street  
DeKalb, IL 60115

Dear Anne Marie:

I am requesting the $200 license fee be waived regarding the Application for Mass Gathering. I am requesting this as the Memorial Day Parade is one of the events listed to be organized by the DeKalb Chamber as a part of our agreement with the City of DeKalb.

Sincerely,

Jessica Antonacci  
Events Manager  
DeKalb Chamber of Commerce
April 3, 2017

Honorable John Rey
Mayor
200 South Fourth Street
DeKalb, IL 60115

Dear Mayor Rey:

In accordance with your request and in reliance upon the conditions noted in your resolution adopted March 27, 2017, the Illinois Department of Transportation grants the City of DeKalb permission, subject to the aforesaid conditions, to temporarily close Illinois Route 38, from Fourth Street to First Street, from 8:00 a.m. to 10:00 a.m. on May 29, 2017 for the purpose of a Memorial Day parade.

Your cooperation in minimizing confusion and delay to through traffic is earnestly solicited and a reminder that the roadway needs to be open to clear traffic after 15 minutes, if there is no detour route available for through traffic to utilize.

If you have any questions, please contact Tom Schaefer, Traffic Engineer, at 815-434-8446.

Sincerely,

Kevin Marchek, P.E.
Region Two Engineer

By: Tom Hufnagel, P.E.
District Operations Engineer

cc: Illinois State Police, District 2
DeKalb Police Department
S. Meiborg/D. Rennels
Julie Wielgolopolan