

## CITY OF O'FALLON

### GARY L. GRAHAM

Mayor

### PHILIP A. GOODWIN

City Clerk

Walter Denton  
City Administrator

### DAVID H. HURSEY

City Treasurer

### ALDERMAN

Gene McCoskey Ward 1 John Drolet Ward 4

Richie Meile Ward 1 Michael Bennett Ward 5

Ed True Ward 2 Courtney Cardona Ward 5

Jerry Albrecht Ward 2 Jim Hursey Ward 6

Jerry Mouser Ward 3 Ray Holden Ward 6

Kevin Hagarty Ward 3 David Cozad Ward 7

Herb Roach Ward 4 Harlan Gerrish Ward 7

## CITY COUNCIL MEETING

### A G E N D A

Monday, April 21, 2014

7:00 P.M. – Council Chambers

#### I. CALL TO ORDER

#### II. PLEDGE OF ALLEGIANCE

#### III. ROLL CALL

#### IV. APPROVAL OF MINUTES – [April 7, 2014](#)

#### V. PUBLIC HEARING –

#### VI. REPORTS

**A. Residents of O'Fallon** – This portion of the City Council meeting is reserved for any resident wishing to address Council. The Illinois Open Meetings Act (5 ILCS 120/1) mandates NO action shall be taken on matters not listed on this agenda, but Council may direct staff to address the topic or refer the matter to a committee. Please provide City Clerk with name & address; speak into microphone; limit presentation to 3 minutes; and avoid repetitious comments. Thank you.

#### B. Clerk's Report

1. Request from Spencer Pet Rescue to conduct a roadblock on Saturday, June 7, 2014 and Saturday, October 11, 2014 from 9:00 – 2:00 p.m. at the intersection of State and Lincoln
2. Request from OTHS Girls Soccer Boosters to conduct a raffle on April 25, 2014 for assorted baskets
3. Request from St. Clair County Extension and Education Garden Tour Committee to conduct a raffle from April 21 – June 7, 2014 for various prizes

#### C. Mayor's Report

1. Proclamation declaring April 21, 2014 as O'Fallon Township High School Hockey Day
2. Proclamation declaring April 26, 2014 as Arbor Day
3. This month's Southwestern Council of Mayors will be held Thursday, April 24, 2014 at the Falls Reception and Conference Center in Columbia

## VII. RESOLUTIONS –

**ITEM 1** – Resolution Authorizing the Mayor to execute a Resolution of support for the Savannah Hills Pavilion Grant in the amount of \$30,000 ([Item 1a](#) – Click here to view the staff report)

## VIII. ORDINANCES

### A. 1<sup>st</sup> reading –

**ITEM 2** – Ord. Approving the Franchise Agreement ([Item 2a](#) – Click here to view the staff report) (Voted on after Executive Session)

### B. 2<sup>ND</sup> Reading –

**ITEM 3** - Ord. amending Chapter 116 of the 2014 Code of Ordinances by establishing a not-for-profit corporation license classification – G-1 and G-2 (The ordinance may be viewed at <http://www.ofallon.org/city-council/agenda/city-council-2> from the April 7th meeting)

**ITEM 4** – Ord. amending Title XI, Chapter 116, Section 116.18 (c) regarding Fees for the 2014 Code of Ordinances ([Item 4a](#) – Click here to view the staff report) (Amended)

## IX. STANDING COMMITTEES

1. Community Development – *Minutes attached* – a) **Motion** to approve the Special Event request from the YMCA to place temporary mobile units for their summer camp program on their site from May 19 – August 22, 2014 with conditions ([a](#) – Click here to view the staff report)

b) **Motion** to approve the Special Event request from Frieze Harley-Davidson to conduct several events at their location on May 18, June 20, August 15, 2014 with conditions ([b](#) – Click here to view the staff report)

c) **Motion** to approve the Special Event request from Metro East Cycling “O’Fallon Grand Prix Bicycle Race” to conduct their event on June 14, 2014 with conditions ([c](#) – Click here to view the staff report)

2. Public Works

3. Public Safety

4. Finance/Administration

5. Parks/Environment – *Minutes attached*

**X. EXECUTIVE SESSION** – Occasionally, the Council may go into closed session in order to discuss such items covered under 5 ILCS 120/2 (b) which are as follows: Legal Matters; Purchase, Lease or Sale of Real Estate; Employment/appointment matters; Business matters or Security/criminal matters and may possibly vote on such items after coming out of closed session.

## XI. ACTION TAKEN ON EXECUTIVE SESSION ITEMS

## XII. ADJOURNMENT

**O’FALLON CITY COUNCIL  
MINUTES OF THE REGULAR COUNCIL MEETING  
Draft April 7, 2014**

The regular meeting was called to order at 7:00 p.m. by Mayor Graham who led the Council in “The Pledge of Allegiance to the Flag.”

Philip Goodwin, City Clerk, called the roll: Gene McCoskey, excused; Richie Meile, present; Ed True, present; Jerry Albrecht, present; Jerry Mouser, present; Kevin Hagarty, present; John Drolet, present; Herb Roach, present; Michael Bennett, present; Courtney Cardona, present; Jim Hursey, present; Ray Holden, present; David Cozad, present; Harlan Gerrish, present. A quorum was declared present.

Mayor Graham asked for approval of the minutes. Motion was made by J. Albrecht and seconded by J. Mouser to approve the minutes of March 17, 2014. All ayes. Motion carried

**PUBLIC HEARING** – Mayor Graham opened the Public Hearing for the adoption of the Municipal Budget for the Fiscal year 2014-2015 at 7:06. He called two more times for public input, and Vern Malare came forward. Mr. Malare inquired about the \$500,000 that was in the budget. W. Denton replied that it is reserved in a Special Project Fund such as the Strategic Plan that the City Council will vote on to use at their discretion. Mayor Graham closed the hearing at 7:10 p.m.

**RESIDENTS:** Mr. Malare stated that the recent rain caused problems in the presidential streets again. The water in his basement was seep water – not sewer.

**REPORTS:**

**Clerk’s Report:** City Clerk Goodwin read requests from the following:

1. Request from the Senior Citizens Club of O’Fallon to conduct a raffle from April 7<sup>th</sup> – September 17<sup>th</sup> for a quilt, cash, groceries, etc.
2. Request from the American Legion Post 137 to conduct a roadblock on Saturday, May 24, 2014 at the intersection of State and Lincoln (Insurance pending)
3. Request from the OTHS Marching Band to conduct a roadblock on Friday, April 18 and Saturday, April 19 from 8:00 a.m. to noon each day at the intersection of Lincoln and State and State and Smiley.

Motion by E. True and seconded by J. Mouser to approve the requests. All ayes. Motion carried.

**Mayor's Report:** Mayor Graham read a proclamation declaring March 12 and April 7, 2014 as Evan Saldana Day in honor of his relinquishing his Make-a-wish gift to go to Disney World to help his family by having the basement redone.

**RESOLUTIONS:**

Motion by J. Albrecht and seconded by J. Mouser to consider on 1st reading Items 1 - 3 under the Omnibus Agreement. All ayes. Motion carried.

Mayor Graham read the following resolutions:

**ITEM 1** - Resolution authorizing the Mayor to execute an agreement with Sherbut-Carson-Claxton, LLC for the Lincoln Farm Lift Station project in the amount of \$25,000

**ITEM 2** – Resolution authorizing the Mayor to execute an agreement with Quality Testing and Engineering, Inc. (QTE) for construction observation and materials testing at the site of the new Parks and Fire/EMS facilities in the amount of \$12,364.80

**ITEM 3** – Resolution authorizing the Mayor to execute an agreement with SCI Engineering, Inc. for construction testing and observation services at the site of the new Parks and Fire/EMS facilities in the amount of \$9,768.60

Motion by J. Albrecht and seconded by J. Mouser to approve Resolution Items 1 – 3 under the previous Omnibus Agreement.

**ROLL CALL:** Meile, aye; True, aye; Albrecht, aye; Mouser, aye; Hagarty, aye; Drolet, aye; Roach, aye; Bennett, aye; Cardona, aye; Hursey, aye; Holden, aye; Cozad, aye; Gerrish, aye. Ayes - 13; Nos – 0. Motion carried.

**ORDINANCES:**

**1<sup>st</sup> Readings** – Motion by J. Albrecht and seconded by J. Mouser to consider on 1<sup>st</sup> Reading, an Ordinance amending Chapter 116 of the 2014 Code of Ordinances by establishing a not-for-profit corporation license classification – G-1 and G-2.

**ROLL CALL:** Meile, aye; True, aye; Albrecht, aye; Mouser, aye; Hagarty, aye; Drolet, aye; Roach, aye; Bennett, aye; Cardona, aye; Hursey, aye; Holden, aye; Cozad, aye; Gerrish, aye. Ayes - 13; Nos – 0. Motion carried.

**2nd Readings** – Motion by J. Albrecht and seconded by E. True to approve on 2nd Reading, an Ordinance for Budgeting for all Corporate Purposes for the Fiscal Year beginning May 1, 2014 and ending April 30, 2015.

H. Roach thanked the staff and Council in doing a great job.

**ROLL CALL:** Meile, aye; True, aye; Albrecht, aye; Mouser, aye; Hagarty, aye; Drolet, aye; Roach, aye; Bennett, aye; Cardona, aye; Hursey, aye; Holden, aye; Cozad, aye, Gerrish, aye. Ayes - 13; Nos – 0. Motion carried.

Mayor Graham stated that number 6, an Ordinance amending Title XI, Chapter 116, Section 116.18 (c) regarding Fees for the 2014 Code of Ordinances is on hold.

### **STANDING COMMITTEES –**

**Community Development:** Motion by J. Albrecht and seconded by J. Mouser to approve the following Special Event requests under the Omnibus Agreement:

Special Event Request from Keller Farms to hold their Sweet Corn Stand at 1790 W. Hwy 50 from June 20 – August 15, 2014

Special Event Request from Happy Day Tropical Sno #1 to hold their stand at 6000 Old Collinsville Road from April through October with conditions

Special Event Request from Happy Day Tropical Sno #2 to hold their stand at 600 Southview, Ste #1 from April through October with conditions

Special Event Request from Team Fox to hold their Soul to Sole 5k Run/Walk on Sunday, April 27, 2014 with conditions

J. Albrecht announced that the next meeting is in the Mayor's Conference room at 6:00 p.m. in the Mayor's Conference room on April 14<sup>th</sup>.

**Public Works:** R. Meile asked for a motion to approve the proposal from Warnecke Building Restoration, Inc. for the Historical Museum Masonry restoration at a cost of \$13,345. Motion by J. Albrecht and seconded by E. True to approve the proposal.

**ROLL CALL:** Meile, aye; True, aye; Albrecht, aye; Mouser, aye; Hagarty, aye; Drolet, aye; Roach, aye; Bennett, aye; Cardona, aye; Hursey, aye; Holden, aye; Cozad, aye, Gerrish, aye. Ayes - 13; Nos – 0. Motion carried.

He stated they will meet April 28th at 7:00 p.m.

**Public Safety:** K. Hagarty announced they will meet April 14<sup>th</sup> at 5:00 p.m. in the Mayor's Conference Room.

**Finance/Administration:** Motion by M. Bennett and seconded by J. Albrecht to approve Warrant #298, in the amount of \$1,031,617.80.

**ROLL CALL:** Meile, aye; True, aye; Albrecht, aye; Mouser, aye; Hagarty, aye; Drolet, aye; Roach, aye; Bennett, aye; Cardona, aye; Hursey, aye; Holden, aye; Cozad, aye, Gerrish, aye. Ayes - 13; Nos – 0. Motion carried.

**Parks and Environment:** E. True stated they will meet April 14<sup>th</sup> at 5:30 p.m.

**EXECUTIVE SESSION:** None scheduled.

K. Hagarty invited the Ward 3 residents to attend a Town Hall meeting that J. Mouser and he will host at City Hall at 6:30 p.m. on Tuesday, April 15, 2014.

**ADJOURNMENT:** Motion by J. Albrecht and seconded by K. Hagarty to adjourn. All ayes. Motion carried.

The meeting was adjourned at 7:23 p.m.

Submitted by,

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Philip A. Goodwin  
City Clerk

Minutes recorded by  
Maryanne Fair, Deputy City Clerk  
Proper notice having been duly given

CITY OF O'FALLON, ILLINOIS  
RESOLUTION 2014 -

**AUTHORIZING THE MAYOR TO EXECUTE A RESOLUTION OF SUPPORT  
FOR THE SAVANNAH HILLS PAVILION GRANT IN THE AMOUNT OF  
\$30,000**

**WHEREAS**, the City of O'Fallon, a municipal corporation, has submitted a grant to St. Clair County Grant Commission for the purpose of purchasing and construction a Pavilion at Savannah Hills Park, and

NOW, THEREFORE, be it resolved by the Mayor and City Council of the City of O'Fallon, St. Clair County, Illinois as follows:

That the City of O'Fallon authorized its appropriate representatives to submit a grant application with St. Clair Grant Commission for the purpose of constructing the Savannah Hills Pavilion in Savannah Hills Park.

This Resolution shall become effective immediately upon its adoption by City Council.

Passed by the City Council this 21st day of April 2014

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ATTEST:

Approved by the Mayor this \_\_\_\_ day  
of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Philip A. Goodwin, City Clerk

\_\_\_\_\_  
Gary L. Graham, Mayor



## CITY COUNCIL AGENDA ITEMS

**To:** Mayor Graham and City Council  
**From:** MJ Hutchison, Parks & Recreation Director &  
Walter Denton, City Administrator  
**Date:** April 21, 2014  
**Subject:** St. CLAIR PARKS GRANT COMMISSION RESOLUTION OF SUPPORT FOR  
SAVANNAH HILLS GRANT

### List of committees that have reviewed:

**Background:** The St Clair Parks Grant Commission has released a new Funding Cycle for \$30,000. The Grant, if awarded would fund the construction of Savannah Hills Pavilion Construction. The pavilion project will include ADA access to the pavilion, grill, picnic tables, and trash cans. St. Clair County requires the governing authority to pass a resolution of support under agreement.

**Legal Considerations, if any:** None

**Budget Impact:** If awarded, O'Fallon would receive \$30,000 in grant support for the Savannah Hills Pavilion Grant. Pavilion Project is scheduled in the FY15 Budget at amount not to exceed \$65,000.

**Staff recommendation:** Staff recommends approval of resolution of support.



## CITY COUNCIL AGENDA ITEMS

**To:** Mayor and City Council  
**From:** Sandy Evans, Director of Finance  
Walter Denton, City Administrator  
**Date:** April 21, 2014  
**Subject:** Ordinance renewing Franchise Agreement with Ameren Illinois

**List of committees that have reviewed:** None

**Background:** As part of the agreement with Ameren, the City must renew the Franchise agreement we had with them since 1950 and had expired in 2000. The City was ready to negotiate a new agreement in 2010, but when the utility audit started, everything was put on hold. The new franchise agreement will be discussed during the closed executive session. After reconvening, Ordinance Reading 1 will need to be voted upon.

**Legal Considerations, if any:** Reviewed by Legal Counsel

**Budget Impact:** To be discussed in closed executive session.

**Staff recommendation:** Recommend approval

CITY OF O'FALLON, ILLINOIS  
ORDINANCE NO. \_\_\_\_\_

ORDINANCE AMENDING TITLE XI,  
CHAPTER 116, SECTION 116.18(C),  
FEE OF THE  
2014 CODE OF ORDINANCES

**WHEREAS**, the City determines it necessary to increase the fee for licenses for the sale of alcoholic liquor due to increase costs to the City in processing of liquor license applications and issuing liquor licenses; and

**WHEREAS**, the fees for liquor licenses for the sale of alcoholic liquor have not been increased since the 1992; and

**WHEREAS**, in order to better serve the community and adapt to changing business climate, the City is considering the implementation of two additional liquor license classifications, namely a Class "E" license and a Class "F" license.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL  
OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS AS FOLLOWS:

Section 1. The forgoing recitals are incorporated herein as findings of the City Council.

Section 2. Fees for sale of alcoholic liquor as set forth in Chapter 166.18(C) of the 2014 Code of Ordinances, shall be as follows:

The license fee for an original or renewal Class "A" or "C-1" license shall be \$500 per annum; the license fee for an original or renewal Class "B" or "C-2" license shall be \$600 per annum; The license fee for an original or renewal Class "D-1" or "D-2" shall be \$700 per annum.

Should the City Council provide by Ordinance, a Class "E" license, the fee for an original or renewal Class "E" license shall be \$1100 per annum.

Should the City Council provide by Ordinance a Class "F" license, the fee for an original or renewal Class "F" license shall be \$900.00 per annum.

Should the City Council provide by Ordinance a Class “G-1” license, the fee for an original or renewal shall be \$500.00 and Class “G-2” license the fee for an original or renewal shall be \$600.00 per annum.

Section 3. The change in or addition to the fee schedule for licenses for the sale of alcoholic liquor, shall take effect May 1, 2015, with the exception of Class E, F, G-1 and G-2, as the classifications are new.

Upon its passage and approval, this Ordinance shall be in full force and effect ten (10) days after its publication in pamphlet form as required by law.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\*\*\*\*\*

ATTEST:

Approved by the Mayor this \_\_\_\_\_ day

(seal)

of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Philip A. Goodwin, City Clerk

\_\_\_\_\_  
Gary L. Graham, Mayor

<b>ROLL CALL:</b>	McCoskey	Meile	True	Albrecht	Mouser	Hagarty	Drolet, J.	<b>SUB TOTALS</b>
Aye								
Nay								
Absent								

<b>ROLL CALL:</b>	Roach	Bennett	Cardona	Hursey	Holden	Cozad	Gerrish	<b>SUB TOTALS</b>	<b>SUM OF TOTALS</b>
Aye									
Nay									
Absent									



## CITY COUNCIL AGENDA ITEMS

**To:** Mayor and City Council

**From:** Maryanne Fair, Deputy City Clerk  
Philip Goodwin, City Clerk  
Walter Denton, City Administrator

**Date:** April 21, 2014

**Subject:** Liquor License Fee for current and new classifications

**List of committees that have reviewed:** Mayor Graham and City Attorney Funk, Community Development.

**Background:** Research of current fees and for additional classifications.

**Legal Considerations, if any:** Dale Funk has reviewed.

**Budget Impact:** All fees will be modestly increased by \$100.00, except for the newly created G classification which is unchanged. Current revenue: \$22,400 – Proposed revenue: \$27,300

**Staff recommendation:** Approval.

<b><u>CLASS</u></b>	<b><u>Fee Schedule</u></b>	
A AND C-1	\$500.00 YEARLY	
B AND C-2	\$600.00 YEARLY	
D-1 AND D-2	\$700.00 YEARLY	
E	\$1100.00 YEARLY	Proposed
F	\$900.00 YEARLY	Proposed (Brew Pub)
G-1	\$500 YEARLY	Proposed (Not for Profit)
G-2 entertainment)	\$600 YEARLY	Proposed (Not for Profit with live



MINUTES  
COMMUNITY DEVELOPMENT COMMITTEE  
5:30 PM Monday, April 14, 2014

Minutes of a regular meeting of the Community Development Committee of the City of O'Fallon, held in the City Council Chambers, 255 S. Lincoln, O'Fallon, Illinois.

CALL TO ORDER: 6:00 PM

- I) Roll Call** – *Committee members:* Jerry Albrecht (chair), Gene McCoskey (vice chair), Jerry Mouser, Harlen Gerrish, Ray Holden and David Cozad. *Other Elected Officials Present:* Herb Roach, Kevin Hagarty, Courtney Cardona and Michael Bennett. *Staff:* Walter Denton, Pam Funk, Ted Shekell, Jeff Stehman, Sandy Evans, Grant Litteken, Jim Cavins and Justin Randall. *Visitors:* Charles Pitts, Georgia Hillyer, and Vern Malare.
- II) Approval of Minutes from Previous Meeting**– All ayes. Motion carried.
- III) Items Requiring Council Action**
- A. SEPA – YMCA Summer Camp (Motion) – Justin Randall briefed the committee on the use of two mobile classrooms to be located in the rear parking area of the YMCA, where they have been located for a number of years. The committee recommended approval of the Special Event Permit with a vote of 6-0.
  - B. SEPA – Frieze Harley-Davidson Multiple Events (Motion) – Justin Randall gave a brief overview of the three events proposed by Frieze needing Council approval. For the 19<sup>th</sup> Annual Cancer Benefit Ride on May 18<sup>th</sup> the organizers are requesting a police presence to begin the ride leaving the Green Mount Road business location. The two Friday Night LIVE events are June 20<sup>th</sup> and August 15<sup>th</sup> from 5 PM to 10 PM. The events would serve alcohol and a live band from 6 PM to 10 PM. The events are consistent with the 2013 Special Event Permits for Frieze Harley-Davidson. The committee recommended approval of the Special Event Permits with a vote of 6-0.
  - C. SEPA – O'Fallon Grand Prix Road Race (Motion) – Justin Randall gave a brief overview of the proposed bicycle road race. The event is to be held on Saturday June 14<sup>th</sup> with the event scheduled from 6 AM to 4 PM. The route proposed is consistent with previous approvals, which results in the intermittent closure of Kyle Road from Simmons to Lincoln from 8 AM to 4 PM. Use of Kyle Road will be available to all homeowners with their only access of Kyle Road, which includes the new North Parc Grove development. The organizers are aware all police officer hours will be charged at the overtime rate of \$40.00 / hour. The committee recommended approval of the Special Event Permit with a vote of 6-0.
  - D. Liquor License Ordinance and Fees (2<sup>nd</sup> Reading) – There were no proposed amendments or additional information regarding the non-profit club licenses. The committee recommended approval with a vote of 6-0.
- IV) Other Business**
- A. Staff presented to the Committee with an update on projects relating to Economic Development. Staff introduced a project under development to create a community profile with important demographic statistics, incentives and quality of life narratives to send out to developers, real estate brokers and other interested parties in an attempt to showcase the City of O'Fallon. The staff showed how the document was meant to be a real time, interactive packet that has integrated into the City's website.

Community Development Department  
255 South Lincoln Avenue O'Fallon, IL 62269 ♦ P: 618.624.4500 x 4 ♦ F:618.624.4534

Staff demonstrated the provided a brief overview of the Economic Development website and some of the features being used by staff to create a serviceable website for those looking at O'Fallon to locate their business and/or family. Staff also provided a brief update on a project the City will be partnering with the Chamber of Commerce to provide feedback on the existing businesses located in O'Fallon. Finally, Ted Shekell updated the Committee on a number of on-going projects in the City.

**MEETING ADJOURNED: 6:30 PM**

**NEXT MEETING: Monday, April 28, 2014 – 6:00 PM – Mayor's Conference Room**

**Prepared by: Justin Randall, Senior City Planner**



**CITY COUNCIL AGENDA ITEM**

**To:** Mayor Graham and City Council

**From:** Ted Shekell, Planning Director  
Walter Denton, City Administrator

**Date:** April 21, 2014

**Subject:** Special Event Permit – YMCA Temporary Mobile Units for Summer Camp Program (MOTION)

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**List of committees that have reviewed:** The Community Development Committee reviewed this application at its April 14, 2014 meeting and recommended it for approval with a vote of 6-0 with the conditions recommended by staff.

**Background:**

- Applicant: Becky Schubert for O'Fallon YMCA (284 North Seven Hills Rd)
- Special Event Permit for two, 12' x 56' mobile units for summer day camp program
- Duration of Event: May 19<sup>th</sup> - August 22<sup>nd</sup>, hours 9:30 AM to 4:00 PM
- No more than 30 kids permitted for each mobile unit.
- Mobile units will utilize restrooms located in the Y and the pavilion.
- Each mobile unit will sit on the parking lot and occupy 13 parking spaces.
- In times of severe weather, kids will be moved with their counselors into the Y building.
- ADA ramps will be utilized to meet accessibility requirements.
- No City provided assistance is requested.

**Legal Considerations, if any:** None.

**Budget Impact:** None.

**Staff Review:** The application is consistent with 2013's approval. Fire and Police approved of the request with conditions incorporated below. Staff recommends approval of the Special Event Permit with the following condition:

- 1) The mobile units siting and placement must meet the provisions of the City Building Code, which include wind load anchorage, and the Illinois Accessibility Code. An electrical inspection shall be scheduled with the City for connection to nearby electrical source.

RECEIVED MAR 27 2014

cc

FD ok  
PD ok

**O'Fallon**  
ILLINOIS  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
255 S. Lincoln Avenue, 2<sup>nd</sup> Floor  
O'Fallon, IL 62269  
Ph: (618) 624-4500 x4  
Fax: (618) 624-4534

<input checked="" type="checkbox"/>	Attach proof of not-for-profit status with application
OR	
<input type="checkbox"/>	Provide \$50.00 application fee with application

**APPLICATION FOR A SPECIAL EVENT PERMIT**

Event Name: YMCA Summer Camp

Location of Event: 284 N. Seven Hills Rd; O'Fallon, IL 62269

Name of Event Organization: YMCA

Name of person in charge of event (applicant) and mailing address: Becky Schubert  
same address as above

Phone: (618) 628-7701 E-Mail: rschubert@ymcaswil.org

Secondary Contact Person: Dominic Santomassimo

Phone: (618) 628-7701 E-Mail: dsantomassimo@ymcaswil.org

Beginning Date / Times: May 19 Ending Date / Times: August 22

**THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.**

1. **NARRATIVE** (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...).

ATTACHED

2. Sketch plan of site.

ATTACHED

3. Permission letter from property owner, if applicant is not the property owner.

ATTACHED  NOT APPLICABLE

4. Proof of not-for-profit status (so that application fee can be waived.)

ATTACHED  NOT APPLICABLE

5. Proof of Liability Insurance should be provided and if event is held City property, **City of O'Fallon**, should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

ATTACHED  NOT APPLICABLE

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000.  PAID  NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): N/A  
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: N/A

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these Services.) **Please include specific considerations requested in narrative or as an attachment.**

NONE REQUESTED

Street Department, IDOT (for street closings, signalization, and detour routes)

Parks Department

Police Department

Fire and EMS Department

10. Coordinate all food concessions with St. Clair County Health Department at (618)233-7769.

PERMIT REQUIRED (please attach copy)

NOT APPLICABLE

11. American Disability Compliance

ATTACHED

NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.

Becky Schubert  
Signature of Applicant/ person in charge of event

3/20/2014  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES

NO 3/27/14

ADMINISTRATIVE APPROVAL CONDITIONS:

Set for 4.14.14  
CD Committee

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE \_\_\_\_\_

All other requests for "Special Events Permits" not approved by the Community Development Director shall go before the Community Development Committee and the City Council for their approval.

APPROVED: CITY COUNCIL \_\_\_\_\_ (DATE)



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA OF SOUTHWEST ILLINOIS • O'Fallon Center**

February 19, 2014

Ted K. Shekell  
Planning and Zoning Department  
255 South Lincoln  
O'Fallon, IL 62269

Dear Mr. Shekell,

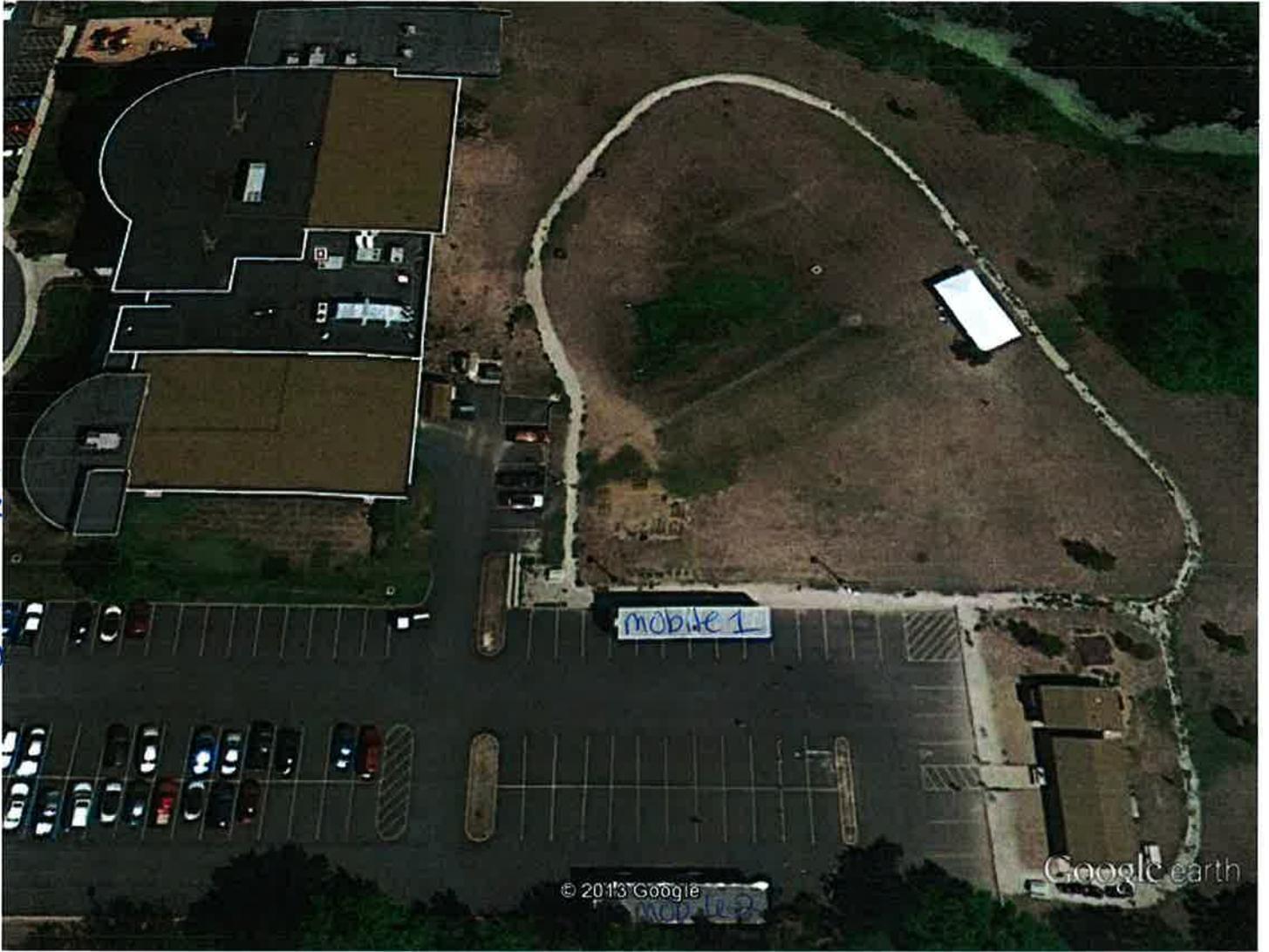
The O'Fallon YMCA is requesting through a Special Event permit for two 12' X 56' mobile units for our summer day camp program. The mobile units are necessary because of the size of our summer day camp program. Since June 30, 2009, our enrollment has increased 92%. The YMCA has capital improvement plans to expand our facility to meet the demand of membership and program growth but with the current state of our economy these plans have been put on hold. Each week camp runs a variety of different camps, such as Marine Biology, Fabulous Fashion, Basketball, Kinder Kamp, and Traditional Day camp in one week. All of these camps need individual program areas to ensure a successful and safe camp. This is why the Mobile Units are needed. We have utilized Mobile Units in this capacity for the past 4 summers. Please see below for answers for your questions.

- Hours of operation for the mobile units      9:00am-4pm
- How many kids?      30 per mobile
- Dates?      May 19<sup>th</sup>-August 22<sup>nd</sup>
- Bathrooms?
  - Campers will utilize restrooms located in the Y and the pavilion.
- How many parking spaces do the mobile units occupy?
  - 13 spaces—which are typically blocked off during the camp season to ensure camper safety.
- What if it rains?
  - In light rain, the kids will still utilize the mobiles. If the weather progresses to heavy rains, thunderstorms, tornado watch/warning, etc., the kids will be moved with their counselors into the Y building.
- ADA compliance?
  - Ramps will be rented as needed for the mobiles in order to comply with ADA guidelines.

Thank you for your consideration,

Becky Schubert  
Youth & Family Program Director  
O'Fallon YMCA

← Seven Hills Rd →



Google earth





## CITY COUNCIL AGENDA ITEM

**To:** Mayor Graham and City Council  
**From:** Ted Shekell, Planning Director  
Walter Denton, City Administrator  
**Date:** April 21, 2014  
**Subject:** Special Event Permits – Frieze Harley-Davidson (MOTIONS)

---

**List of committees that have reviewed:** The Community Development Committee reviewed these applications at its April 14, 2014 meeting and recommended approval with a vote of 6-0 with the conditions as amended during committee.

### **Background:**

- Applicant: Frieze Harley-Davidson
- Location: Frieze Harley-Davidson dealership (1560 N. Green Mount Rd)
- Special Event Permit requests for the following events:
  - 19<sup>th</sup> Annual Cancer Benefit Ride
    - Sunday, May 18, 2014
    - 8:30 am to 12:30 pm
    - 7 tables set up outside for registration
    - 90-mile ride will leave dealership at 12:30pm and will end in another community.
    - No liquor will be at this event; no food will be sold.
    - Special Signage – 2 signs (18 sq. ft. each) along Green Mount Rd, 1 banner (36 sq. ft.) on building, 2-4.5 sq. ft. directional signs on front doors, 1 banner (18 sq. ft.) in front of dealership
    - Assistance from Police Department is requested to direct traffic.
  - Friday Night LIVE
    - Fridays, June 20<sup>th</sup> and August 15<sup>th</sup>, 2014
    - 5 pm -10 pm
    - Live Band from 6 pm -10 pm on front parking lot.
    - Food and beer will be sold, beer sold from 5:00-9:30 pm by VFW Riders of Collinsville Post 5691. Liquor license will be provided at a later date. Proceeds benefit the Fisher House.
    - No Special Signage is requested for this event.
    - No City assistance is requested.
- Parking will be provided on site for all events.
- Toilet facilities for the public will be provided in the dealership for all events.
- Liquor will only be sold at the Friday Night LIVE events.
- Applicant has only requested City assistance for the 19<sup>th</sup> Annual Cancer Benefit Ride. Police Department is requested to direct traffic for this event.
- Consistent with 2013 Special Event Permits for Frieze Harley-Davidson.

**Legal Considerations, if any:** None

**Budget Impact:** None

**Staff Review:** The Fire and Police Departments have reviewed the Special Event Permit requests for the events. Staff recommends approval of all events, with the following amended conditions:

1. Provide a list of profit vendors and their sales tax numbers prior to the event.
2. Provide a copy of the liquor license and certificate of liquor liability prior to the event.
3. Signage is approved as requested for the 19<sup>th</sup> Annual Cancer Benefit Ride Special Event Permit.
4. Event, including live music, will be located on the front parking lot.



RECEIVED MAR 27 2014



cc

COMMUNITY DEVELOPMENT DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Ph: (618) 624-4500 x4
Fax: (618) 624-4534

Form with two radio button options: Attach proof of not-for-profit status with application OR Provide \$50.00 application fee with application

pd \$50 for all 5 apps 3/27/14 JW

FD - Ok
PD - Ok
PW - FYI

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: 19th Annual Cancer Benefit Ride
Location of Event: Frieze Harley-Davidson
Name of Event Organization: Maria Minton
Name of person in charge of event (applicant) and mailing address: 1560 N. Green Mount Rd. O'Fallon, IL 62269
Phone: (618) 622-0045 E-Mail: friezehd7@peaknet.net
Secondary Contact Person: Pam BenKirch
Phone: E-Mail: friezehd@peaknet.net
Beginning Date / Times: 5/18 8:30am Ending Date / Times: 5/18 12:30pm

THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. NARRATIVE (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...).

ATTACHED

2. Sketch plan of site.

ATTACHED

3. Permission letter from property owner, if applicant is not the property owner.

ATTACHED NOT APPLICABLE

4. Proof of not-for-profit status (so that application fee can be waived.)

ATTACHED NOT APPLICABLE

5. Proof of Liability Insurance should be provided and if event is held City property, City of O'Fallon, should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

ATTACHED NOT APPLICABLE

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000. PAID NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): \_\_\_\_\_  
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: \_\_\_\_\_

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these Services.) **Please include specific considerations requested in narrative or as an attachment.**

- NONE REQUESTED
  - Street Department, IDOT (for street closings, signalization, and detour routes)
  - Parks Department
  - Police Department
  - Fire and EMS Department
- Requesting a Police Officer to direct traffic. Will contact @ later date.*

10. Coordinate all food concessions with St. Clair County Health Department at (618)233-7769.

- PERMIT REQUIRED (please attach copy)
- NOT APPLICABLE

11. American Disability Compliance

- ATTACHED
- NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.

*Maria Winton*  
Signature of Applicant/ person in charge of event

3/11/14  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES  NO *NR*

ADMINISTRATIVE APPROVAL CONDITIONS: *4.14. Comm. Dev. Committee*

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE \_\_\_\_\_

All other requests for "Special Events Permits" not approved by the Community Development Director shall go before the Community Development Committee and the City Council for their approval.

APPROVED: CITY COUNCIL \_\_\_\_\_ (DATE)



**Frieze Harley-Davidson Sales, Inc.**  
1560 N. Green Mount Rd., O'Fallon, IL 62269  
Phone: (618) 622-0045 | Fax: (618) 622-0046

Dear City of O'Fallon,

Frieze Harley-Davidson is applying for our 19<sup>th</sup> Annual Cancer Benefit Ride. This event will be held Sunday, May 18, 2014 from 8:30AM – 12:30PM at our dealership, located at 1560 N. Green Mount Rd., O'Fallon, IL 62269. Registration booths will be set up outside the front doors. A sketch of the building with reference points for registration booths and signage is attached. Signs that we would like to have up that day are as followed:

- Two 3ft x 6ft signs along Green Mount Rd.
- 3ft x 12ft banner hung above our front doors
- Two 1.5ft x 3ft banners attached to either side of the front doors to let riders know where to register for the ride.
- One 3ft x 6ft banner in front of our dealership: "Welcome Riders"

The 90 mile ride will leave the dealership at 12:30pm. Parking will not be an issue; we have parking in front & back of dealership. No food will be sold. No Liquor will be at this event. No Merchandise will be sold outside the facility.

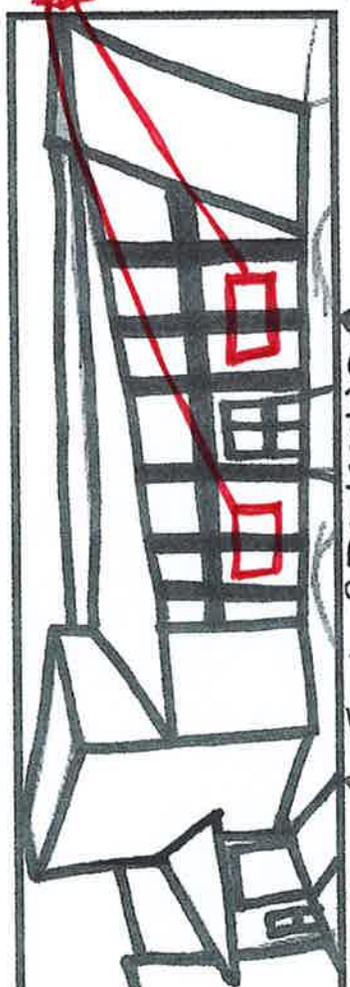
If you have any questions, please feel free to contact Etta Madura, Maria Minton or Pam Beykirch at (618) 622-0045.

Thank you,

Maria Minton

19th Annual Cancer Benefit Ride  
5/18/14

3'x3' Signs



Front of Dealership

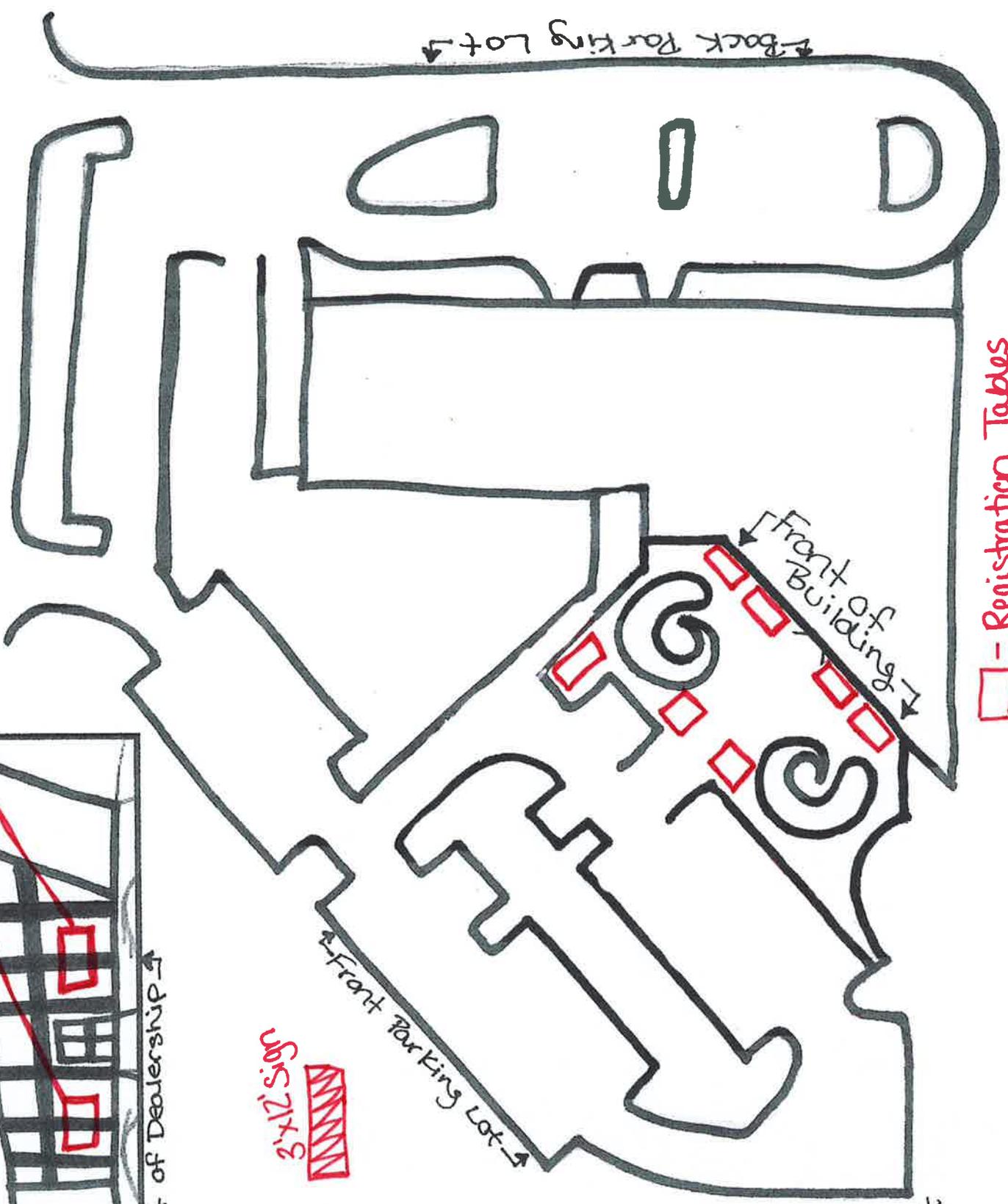
3'x2' Sign



3'x6' Sign



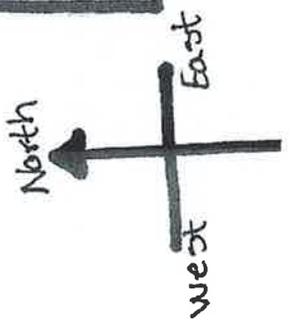
3'x6' Sign



Front of Building

Front Parking Lot

Back Parking Lot



Registration Tables



Attach proof of not-for-profit status with application

**OR**

Provide \$50.00 application fee with application

RECEIVED MAR 27 2014

COMMUNITY DEVELOPMENT DEPARTMENT  
 255 S. Lincoln Avenue, 2<sup>nd</sup> Floor  
 O'Fallon, IL 62269  
 Ph: (618) 624-4500 x4  
 Fax: (618) 624-4534

Pd \$50 for all 5 apps 3/27/14 JW

FD OK  
 PD OK  
 PW FYI

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Friday Night LIVE 1 (2)

Location of Event: Frieze Harley-Davidson

Name of Event Organization: Maria Minton

Name of person in charge of event (applicant) and mailing address: 11 11  
1500 N. Green Mount Rd O'Fallon, IL 62269

Phone: (618) 622-0045 E-Mail: friezehd1@peaknet.net

Secondary Contact Person: Pam Beykirch

Phone: 11 11 E-Mail: friezehd@peaknet.net

Beginning Date / Times: 6/20 + 8/15 5pm Ending Date / Times: 6/20 + 8/15 10pm

THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. NARRATIVE (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...).

ATTACHED

2. Sketch plan of site.

ATTACHED

3. Permission letter from property owner, if applicant is not the property owner.

ATTACHED

NOT APPLICABLE

4. Proof of not-for-profit status (so that application fee can be waived.)

ATTACHED

NOT APPLICABLE

5. Proof of Liability Insurance should be provided and if event is held City property, City of O'Fallon, should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

ATTACHED

NOT APPLICABLE

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000.  PAID  NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): See Letter  
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: Will provide @ a later date if we have them

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these Services.) **Please include specific considerations requested in narrative or as an attachment.**

- NONE REQUESTED
- Street Department, IDOT (for street closings, signalization, and detour routes)
- Parks Department       Police Department       Fire and EMS Department

10. Coordinate all food concessions with St. Clair County Health Department at (618)233-7769.

- PERMIT REQUIRED (please attach copy)
- NOT APPLICABLE

11. American Disability Compliance

- ATTACHED
- NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.

Maia Minton  
Signature of Applicant/ person in charge of event

3/17/14  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES

NO NR 3/27/14  
4.14 CD Committee

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE \_\_\_\_\_

All other requests for "Special Events Permits" not approved by the Community Development Director shall go before the Community Development Committee and the City Council for their approval.

APPROVED: CITY COUNCIL \_\_\_\_\_ (DATE)



**Frieze Harley-Davidson Sales, Inc.**  
1560 N. Green Mount Rd., O'Fallon, IL 62269  
Phone: (618) 622-0045 | Fax: (618) 622-0046

Dear City of O'Fallon,

Frieze Harley-Davidson is applying for two Friday Night LIVE events. The event dates are as followed:

- June 20, 2014 from 5:00pm-10:00pm
- August 15, 2014 from 5:00pm-10:00pm

Both events will be held at our dealership, located at 1560 N. Green Mount Rd., O'Fallon, IL 62269. We will be hosting each party in our front parking lot. There will be live band from 6:00PM – 10:00PM with a few vendors. We will also be having a food vendor that will be selling their product for profit.

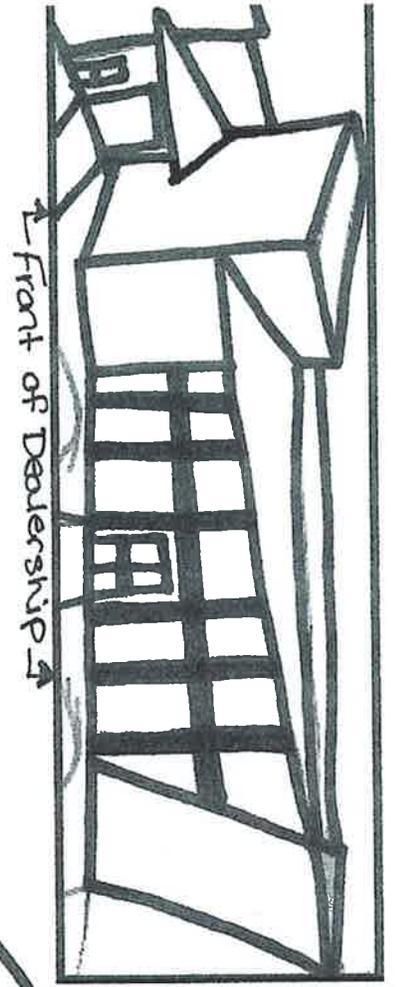
The VFW Riders of Collinsville Post 5691 will be selling beer at each event from 5:00PM – 9:30PM. A copy of their liquor license will be provided at a later date. All proceeds from beer sales will benefit the Fisher House. These are rain or shine events. Parking will not be a problem. We have parking in front and back of the Dealership. No signs or banners outside. No merchandise will be sold outside the facility. A sketch of event layout is attached.

If you have any questions, please feel free to contact Etta Madura, Maria Minton or Pam Beykirch at (618) 622-0045.

Thank you,

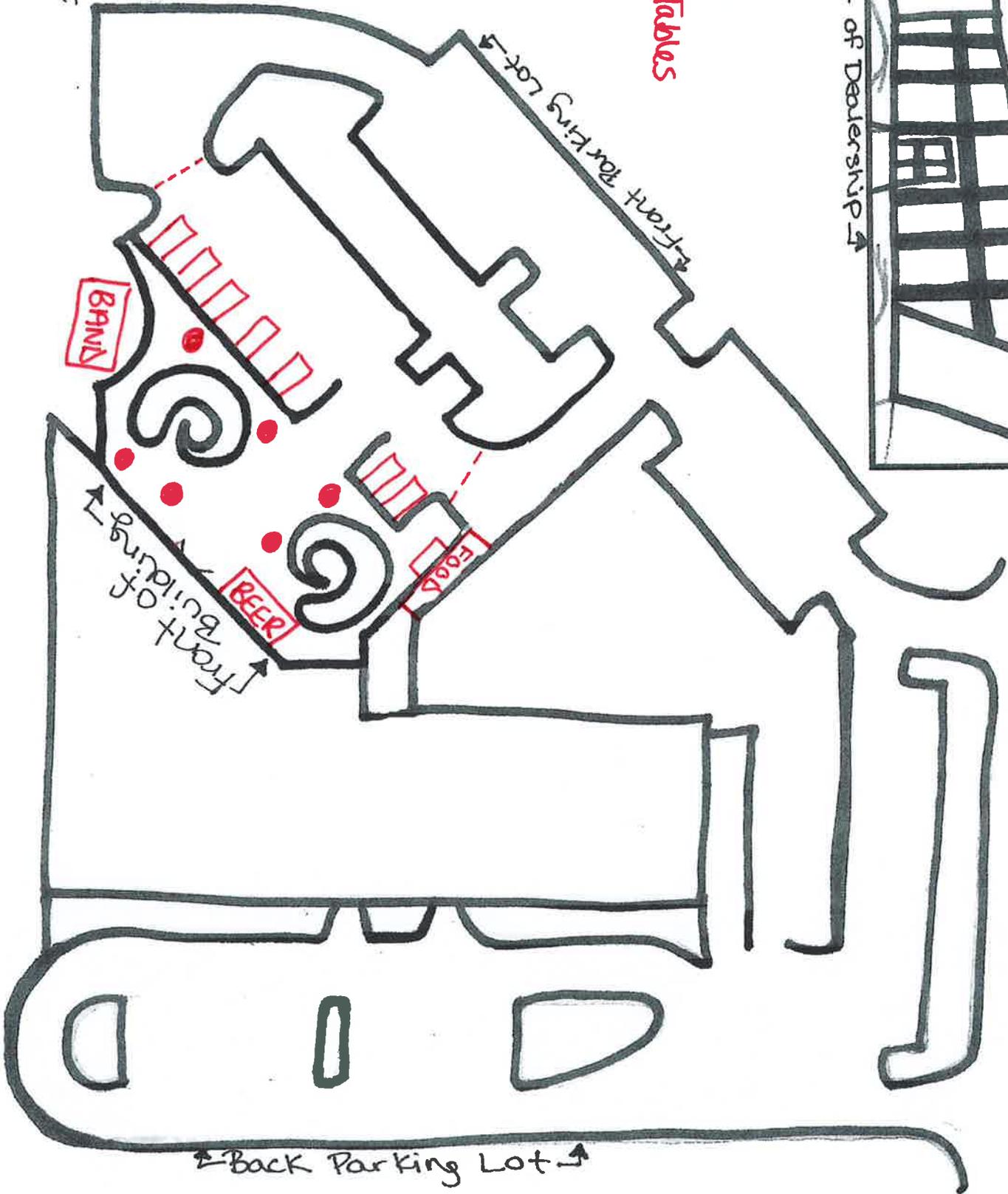
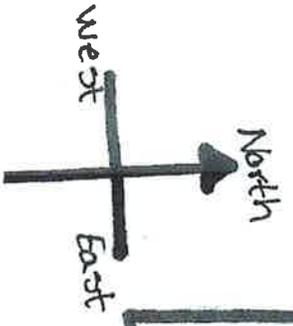
Maria Minton

Friday Night LIVES! (6/20/14 + 8/15/14)



□ - 8ft Tables

● - Roundtop Tables





## CITY COUNCIL AGENDA ITEM

**To:** Mayor Graham and City Council

**From:** Ted Shekell, Planning Director  
Walter Denton, City Administrator

**Date:** April 21, 2014

**Subject:** Special Event Permit – Metro East Cycling “O’Fallon Grand Prix Bicycle Race”  
(MOTION)

---

**List of committees that have reviewed:** The Community Development Committee reviewed this application at its April 14, 2014 meeting and recommended 5-0 for approval with conditions.

### **Background:**

- Applicant: Tom Jackson for Metro East Cycling
- Special Event Permit for a Bicycle Road Race
- Saturday, June 14, 2014
- 6:00 AM to 4:00 PM
- Starts and finishes around the 200 block of Kyle Rd
- 20 mile loop, mostly on county and township roads
- Minimum of 5 paid USA Cycling officials on staff
- Metro East Cycling will have more than 100 volunteers on hand.
- Request for intermittent closure of Kyle Rd from Simmons to Lincoln from 8:00am to 4:00pm.
  - Road would be open only for bicycles and support vehicles for the race, emergency vehicles, and residents whose only access is from Kyle Road. MEC staff will contact affected residents and the North Parc Grove development.
- Parking will be provided at Fulton Jr. High and on-street parking (Illini, Tazewell, and Vermillion)
- Permission has been granted by Fulton Junior High School to use their property.
- Special signage will be provided to direct attendees to race start and parking areas, to route traffic around Kyle Rd, and into the school.
- Anticipated attendance: 200 to 400 racers plus spectators.
- Insurance will be provided under USA Cycling.
- A list of profit vendors and their sales tax numbers shall be provided prior to the event.
- Portable toilet facilities will be provided.
- Event will be held rain or shine. In the event of rain, tents will be used for registration.
- Request for assistance from Streets, Police, Fire and EMS.

**Legal Considerations, if any:** None

**Budget Impact:** City expenses for service are to be reimbursed by the applicant.

**Staff Recommendation:** The Fire and Public Works Departments had no issues with the request. The Police Department noted the applicant is aware the police department will not be able to provide CSO's, so at this point all officer hours will be charged at the overtime rate of \$40.00 / hour. Staff recommends approval of the Special Event Permit with the following conditions:

1. The City of O'Fallon must be listed as an additional insured for the race at least 30 days prior to the event.
2. The applicant is required to pay the City of O'Fallon to cover personnel costs for the event.
3. The applicant must meet with appropriate police department personnel to plan for the road closures.
4. The applicant is responsible for providing any traffic control devices (barricades, pylons, signs etc.) necessary to safely stage the event. On the day of the race, the police department will oversee the placement of those items consistent with the plan(s) developed.
5. Proof of written permission must be provided from affected road entities – townships, counties, IDOT.
6. Applicant must notify all affected residents and North Parc Grove development of Kyle Road closure.

PD OK ✓ *comments/questions*  
FD OK ✓  
PW OK ✓



CC *to be provided*  
*need 3-25-14 to Justin*

Attach proof of not-for-profit status with application  
OR  
 Provide \$50.00 application fee with application



COMMUNITY DEVELOPMENT DEPARTMENT  
255 S. Lincoln Avenue, 2<sup>nd</sup> Floor  
O'Fallon, IL 62269  
Ph: (618) 624-4500 x4  
Fax: (618) 624-4534

RECEIVED MAR - 18 2014

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: O'Fallon Grand Prix Road Race  
Location of Event: Kyle Road - Fulton Junior High  
Name of Event Organization: Metro East Cycling  
Name of person in charge of event (applicant) and mailing address: Tom Jackson  
P.O. Box 126, O'fallon, IL 62269  
Phone: (618) 530-2648 E-Mail: director@ofallongrandprix.com  
Secondary Contact Person: Brady Jordan  
Phone: (618) 541-9309 E-Mail: director@ofallongrandprix.com  
Beginning Date / Times: June 14, 2014, 8:00am Ending Date / Times: June 14, 2014, 3:30pm

*4.00 per narrative*

THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. **NARRATIVE** (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...).

ATTACHED

2. Sketch plan of site.

ATTACHED

3. Permission letter from property owner, if applicant is not the property owner.

ATTACHED *need*  NOT APPLICABLE

4. Proof of not-for-profit status (so that application fee can be waived.)

ATTACHED  NOT APPLICABLE

*still need by 18-14 need 3-25-14*

5. Proof of Liability Insurance should be provided and if event is held City property, City of O'Fallon, should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

ATTACHED  NOT APPLICABLE -Permit applied for with USA Cycling. TJ

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000.  PAID  NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): N/A  
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: N/A

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these Services.) Please include specific considerations requested in narrative or as an attachment.

NONE REQUESTED

Street Department, IDOT (for street closings, signalization, and detour routes)

Parks Department

Police Department

Fire and EMS Department

10. Coordinate all food concessions with St. Clair County Health Department at (618)233-7769.

PERMIT REQUIRED (please attach copy)

NOT APPLICABLE

11. American Disability Compliance

ATTACHED

NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.

JACKSON.THOMAS.PATRICK.109  
0432210

Digitally signed by JACKSON.THOMAS.PATRICK.1090432210  
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USAF,  
cn=JACKSON.THOMAS.PATRICK.1090432210  
Date: 2014.03.04 15:31:14 -0600

Mar 4, 2014

Signature of Applicant/ person in charge of event

Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES

NO

JR 3/4/14 CDC: 3/24/14

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE \_\_\_\_\_

All other requests for "Special Events Permits" not approved by the Community Development Director shall go before the Community Development Committee and the City Council for their approval.

APPROVED: CITY COUNCIL \_\_\_\_\_ (DATE)

# "permission from property owner"

118 E. Washington  
O'Fallon, IL 62269

O'Fallon Community Consolidated School District No. 90  
Dr. Todd J. Koehl, Superintendent

Telephone: (618)631-3666  
Fax: (618)631-7864

## Application and Agreement for Use of School Facilities

Request is hereby made by: Metro East Cycling

Date: 7 MAR 14

For Use of the BLOG / GRANDS at Fulton Jr. High School

Event: Type of Program: Bicycle RACE  
 Purpose: Competitive Event (STATE championship)  
 Date(s): June 14, 2014  
 Meeting Time: From: 0600 To: 1600 4:00pm  
 Number of People Expected to Attend: 300-400  
 Admission: FREE (RACERS pay Entry fee to RACE)

Planned Use of Funds: Personal: \_\_\_\_\_ Civic: \_\_\_\_\_

I hereby declare the facts in the foregoing application are true of my own knowledge and that I have read and agree to the regulations listed on the back of this application. This statement is made under penalties of perjury.

Applicant: Tom JACKSON  
 Address: P.O. Box 126 O'FALLON, IL 62269  
 Phone: 618-530-2648

Joi M. Will  
Principal's Signature

3/7/14  
Date

\$250  
Charge for Facility

This figure represents the contracted charge and will be the same unless additional custodial service or school equipment is needed or damage is done to school equipment or property. In this event the above named person or organization will be billed for the additional fee.

Permission for the use of school facilities is automatically cancelled on those days when school has been cancelled or dismissed early because of weather conditions.

Permission for Use Granted: \_\_\_\_\_  
Superintendent

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

*Ok'd by  
Justin  
4-7-14*



# Metro East Cycling

## O'FALLON GRAND PRIX

### Description

Metro East Cycling (MEC) requests permission to hold a bicycle road race starting and finishing around the 200 block of Kyle Road in the city of O'Fallon on Saturday, June 14, 2014. Activities relating to the race will begin at approximately 6:00 a.m. and end about 4:00 p.m. This event is defined as a Road Race by the bicycle racing sanctioning body, USA Cycling, which MEC is a member. The race is an approximately 20-mile loop with all but three miles on township and county roads. Depending on the class of rider, the loop will be completed anywhere from one to four times during the day. This race is sanctioned by USA Cycling and will have a minimum of five paid officials on staff. MEC will have in excess of 100 volunteers on hand as Course Marshals, Registrars, and in other functions.

### Special Request

MEC would like to request the intermittent closure of Kyle Road to vehicular traffic from the corner of Simmons Road on the west and the corner of Lincoln on the east from the hours of 8:00 a.m. until 4:00 p.m. on race day. This would make Kyle available only to bicycles and support vehicles in the race, residents whose only access to their homes is on Kyle Road and emergency/police/fire vehicles. There are approximately seven homeowners whose only access is via Kyle Road. MEC will notify the homeowners on Kyle Road as to this request and arrange to allow the homeowners' unlimited access to their homes as the need arises.

### Parking and Staging

MEC is using, with permission, the parking facilities of E.A. Fulton Junior High. Fulton has approximately 150 parking places. The race start/finish line will be on Kyle Road in front of Fulton Junior High school. Other parking areas will be located along Ilini, Tazewell and Vermillion Drives. Special signs will be placed to direct race attendees to the race start and the parking areas. Additional signs will be made to route traffic around Kyle Road. We also have volunteers directing traffic into the school. MEC anticipates 200 to 400 racers and an additional number of spectators.

### Contingency

This race will be held rain or shine. In the event of rain, tents will be used for registration.

### Insurance

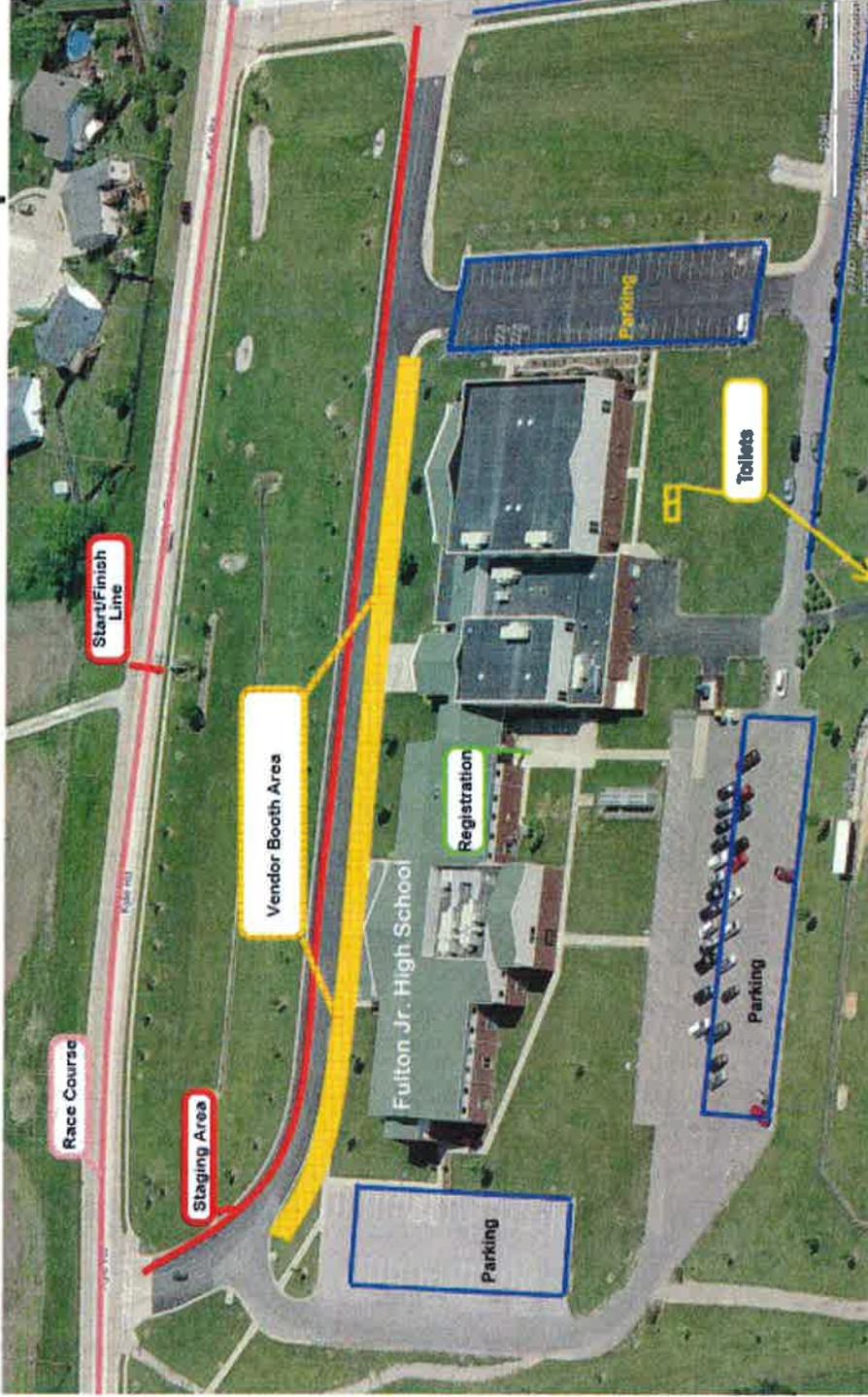
Insurance is required and issued under the auspices of USA Cycling and will be provided as soon as it is received from them.

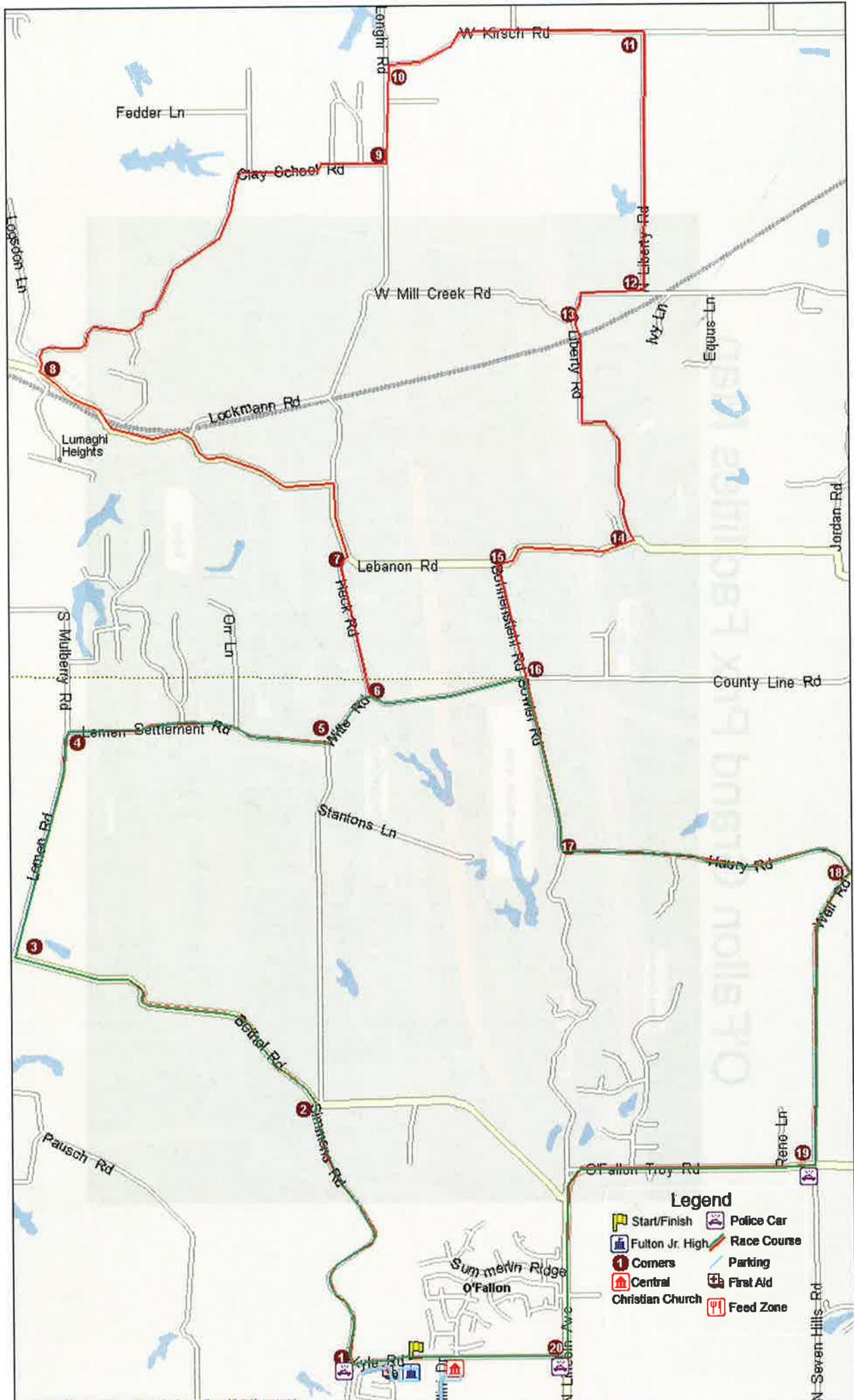
Doesn't account for the builders ~~and~~ and residents ~~in~~ in N. Parc Grave.

— according to GIS, none of the lots have been sold.



# O'Fallon Grand Prix Facilities Map





**CITY OF O'FALLON**  
**Park & Environment Committee**  
**April 14, 2014**  
**5:00 P.M**

**Mayor's Conference Room**

Minutes of a regular meeting of the Parks & Environment Committee of the City of O'Fallon, held in the Mayor's Conference Room, City Hall, 255 S. Lincoln, O'Fallon, Illinois April 14, 2014

- I. Attendance:** MEMBERS           X     True, Chair (2)  
  X     Mouser, Vice Chair (3)  
  Meile (1)  
  X     Hagarty (3)  
  X     Cardona (5)  
  X     Holden (6)
- II. Council:**           Albrecht; Bennett; Garrish; McCoskey; Roach  
**Park:**                 Kasten  
**Guests:**            Rheaume; Pitts; Malare  
**Staff:**               Denton; Evans; Funk; Litteken; Shekell; Hutchison  
Meeting called to order at 5:00 p.m.

- III. Minutes:        March 10, 2014**  
**Motion            Hagarty** motion to approve the minutes March 10, 2014 Meeting  
**Second:          Mouser**  
**Approved:        All**

- IV. Items:**
- A. **Luke Rheaume:** Veteran's Monument
1. Parking Lot Light: Issue-Timer & Light Level
- A. Timer kicks the light off at 10-10:30/Light needs to be "On" all night due an issue of individuals in the greenspace and parking lot area
- B. Light levels are too intense. Lumens need to be adjusted.
- C. Young adults are hanging out.
- Solution/Process:** Reviewed with Engineer/set-up on street lighting schedule(Dust/Dawn)  
    Ask for additional patrolling from OPD in this area.
2. Berms & Trees: Berms have settled and additional lights are shining onto Mr. Rheaume house and deck.
- A. Shields have been placed but may need to be adjusted. (Vet Committee)
- B. Light levels and angles adjusted
- C. Treeline: Request additional plannings in the area
- Solutions/Process:** Staff will contact Veteran's Monument about correcting these problems. (additional shields and light adjustments)  
    Review issues with Planning and Zoning/request they complete some nighttime light readings. P & Z can work with Veteran's Committee about procedures to adjust the light bleedover.

B. St. Clair Co Parks Grant Commission: Recommend support to the Council for the \$30,000 Grant Resolution.

If awarded, a pavilion with ADA access will be built in Savannah Hills Park. The total cost of the site project is around \$60,000-\$65,000.

**Motion: Holden**

**Second: Hagarty**

**Approved: All**

ADJOURN Motion: Mouser

Second: Hagarty

Approved: All

PREPARED BY: MJ Hutchison

Next Meeting: May 12, 2014