

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, June 2, 2014

7:00 P.M. – Council Chambers

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES – [May 19, 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 St. Clare Catholic School to conduct a raffle from August 20th – September 20, 2014 for a cash prize
2. Request from OTHS District 203 to conduct a raffle from June 3 – July 5, 2014 for a cash prize
3. Request from the Alzheimer's Association to conduct a roadblock on Saturday, June 21, 2014 from 8:00 a.m. – 12:00 p.m. at the intersection of State/Lincoln and State/Smiley

C. Mayor's Report

1. Proclamation declaring June 7th as Salute to Scott Day

VII. RESOLUTIONS –

ITEM 1 - Resolution ascertaining the Prevailing Rate of Wages for laborers, workmen, and mechanics employed by contractors or subcontractors in the performance of Public Works contracts from June 1, 2014 – May 31, 2015 ([Click](#) here to view the staff report)

VIII. ORDINANCES

A. 1st reading –

C. 2ND Reading –

2. Ord. amending Ord. 3483 and 3643, Planned Uses, Chapter 158, Section 116

<http://www.ofallon.org/sites/ofallonil/files/agenda/agenda-file/fullagendapacket5-19-2014.pdf>

3. Ord. Approving the Franchise Agreement (On Hold)

IX. STANDING COMMITTEES

1. Community Development – a) **Motion** to approve the Special Event request from the American Cancer Society to display signs for the Relay for Life – 2014 event, with conditions ([Click here to view the staff report and attachment](#))

b) Motion to approve the Special Event request from Valvoline Instant Oil Change to hold a weekly car wash with conditions ([Click here to view the staff report and attachment](#))

c) Motion to approve the Special Event request from the Regency Conference Center for signage from June 3rd – June 20th with conditions ([Click here to view the staff report and attachment](#))

2. Public Works

3. Public Safety

4. Finance/Administration

5. Parks/Environment

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 May 19, 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, present; 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. Mouser and seconded by E. True to approve the minutes of May 5, 2014. All ayes. Motion carried.

PUBLIC HEARING – None scheduled.

RESIDENTS: Vern Malare brought a possible code violation at the City Cemetery to the attention of the Council. Mayor Graham responded that he will have someone look into it.

REPORTS:

Clerk’s Report: City Clerk Goodwin read a request from the St. Clare Altar Sodality to conduct a raffle for a quilt and gift cards from June 1 – October 13, 2014. Motion by M. Bennett and seconded by R. Meile to approve the request. All ayes. Motion carried.

Mayor’s Report: Mayor Graham introduced Jack Schreiber as Mayor of the Day.

Mayor Graham asked Chief Van Hook to come forward. He presented an award to Paul and Trish Earnhart for their continued support of OPD and a recent donation of two thermal imaging devices that were valued over \$10,000. Patrolman, Brian Gimpel, submitted them for the award.

Chief Van Hook also presented a Life Saving Award to PTL Adam Taulbee who assisted the Shiloh Police Department on April 19, 2014. His actions ultimately saved a severely injured motorcyclist life.

Mayor Graham presented a Proclamation declaring the week of May 18 – May 24, 2014 as “National Public Works Week” to City Engineer, Dennis Sullivan on behalf of the Public Works department.

Mayor Graham presented a Proclamation declaring the week of May 18 – May 24, 2014 as EMS Week to several EMS employees. Kim Lamprecht, EMS Supervisor, invited everyone out to the Open House on Thursday from 4 – 7 p.m.

Mayor Graham presented a Proclamation declaring May 19, 2014 as O'Fallon Township High School Junior Air Force ROTC Drill Team Day to the members present at the meeting along with their instructors.

Mayor Graham announced that this month's Southwestern Illinois Council of Mayors meeting will be held May 22nd at the Carpenters Hall in Freeburg. Please contact Maryanne to make reservations by Friday, May 16th.

RESOLUTIONS: Motion by J. Albrecht and seconded by J. Mouser to approve Resolution item 1, a Resolution authorizing the Mayor to enter into an intergovernmental agreement between the City of O'Fallon and Central School District #104 relating to the shared use of park facilities.

ROLL CALL: McCoskey, aye; 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 - 14; Nos - 0. Motion carried.

ORDINANCES:

1st Reading - Motion by J. Albrecht and seconded by M. Bennett to consider on 1st reading Item 2, an Ordinance amending Ord. 3483 and 3643, Planned Uses, Chapter 158, Section 116.

ROLL CALL: McCoskey, aye; 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 - 14; Nos - 0. Motion carried.

2nd Readings – Motion by J. Albrecht and seconded by J. Mouser to consider on 2nd reading under the Omnibus Agreement item 3, 4, and 5. All ayes. Motion carried. Mayor Graham read the following Ordinances aloud:

An Ordinance amending Ord. 623, Zoning, Development known as DZ Trucking to be at 97 Betty Lane – 04-29.0-406-048, as amended

An Ordinance amending Ord. 623, Zoning, Development known as Sunrise Center II to be located at 1334 Central Park Drive – 03-25.0-301-009

An Ordinance amending Ord. 623, Zoning, Development known as Twin Peaks to be at 1180 Central Park Drive – 03-36.0-402-009

Motion by J. Albrecht and seconded by J. Mouser to approve Ordinance Item 3, 4 and 5 under the previous Omnibus Agreement.

ROLL CALL: McCoskey, aye; 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 - 14; Nos – 0. Motion carried.

The Ordinance approving the Franchise Agreement remains on hold.

STANDING COMMITTEES –

Community Development: Motion by J. Albrecht and seconded by J. Mouser to approve the Special Event Permit request from Sakura BBQ to hold an outdoor BBQ from May through September, as stated in the staff report. T. Shekell clarified that it will be held during their regular operating hours.

ROLL CALL: McCoskey, aye; 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 - 14; Nos – 0. Motion carried.

J. Albrecht announced that the next meeting is cancelled, but they will meet on June 9th.

Public Works: R. Meile stated they will not have a meeting in May.

Public Safety: K. Hagarty announced they will meet June 9th 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 #301, in the amount of \$1,428,853.57.

M. Bennett mentioned that he is opposed to the Gifts for Individuals as he does not think an alderman should make money from the City. It is based on principle. J. Mouser agreed with M. Bennett.

ROLL CALL: McCoskey, aye; Meile, aye; True, aye; Albrecht, aye; Mouser, no; Hagarty, aye; Drolet, recuse; Roach, aye; Bennett, no; Cardona, aye; Hursey, aye; Holden, aye; Cozad, aye, Gerrish, aye. Ayes - 11; Nos – 2; Recuse -1. Motion carried.

Mayor Graham responded that an alderman can receive up to \$4,000 in a year, so no one is breaking the law.

Parks and Environment: E. True stated they will not have a meeting in June.

EXECUTIVE SESSION: Mayor Graham said we will have closed session. Motion by J. Albrecht and seconded by J. Mouser to go into Closed Session to discuss property disposition.

ROLL CALL: McCoskey, aye; 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 - 14; Nos – 0. Motion carried.

The Council went into closed session at 7:35 p.m. and returned at 8:31 p.m. with no action.

ADJOURNMENT: Motion by J. Albrecht and seconded by J. Mouser to adjourn. All ayes. Motion carried.

The meeting was adjourned at 8:45 p.m.

Submitted by,

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 -

A RESOLUTION ASCERTAINING THE PREVAILING RATE OF WAGES FOR
LABORERS, WORKMEN, AND MECHANICS EMPLOYED BY CONTRACTORS OR
SUBCONTRACTORS IN THE PERFORMANCE OF PUBLIC WORKS CONTRACTS FROM
JUNE 1, 2014 TO MAY 31, 2015

WHEREAS, the State of Illinois has enacted “An act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works”, approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12 (the “Act”); and

WHEREAS, the aforesaid Act requires that the City of O'Fallon investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said City of O'Fallon employed in performing construction of public works for said City of O'Fallon.

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

SECTION 1: To the extent and as required by “An act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works”, approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in construction of public works coming under the jurisdiction of the City of O'Fallon is hereby ascertained to be the same as the prevailing rate of wages for construction work in the St. Clair County areas as determined by the Department of Labor of the State of Illinois as of June 1, 2014, a copy of that determination being attached hereto and incorporated herein by reference, and marked as Exhibit “A”. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by the City of O'Fallon. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing wages as herein ascertained to any work or employment except public works construction of the City of O'Fallon to the extent required by the aforesaid Act.

SECTION 3: The City Clerk shall publicly post or keep available for inspection by any interested party in the City Clerk’s office this determination and any revisions of such prevailing rate of wage.

SECTION 4: The City Clerk shall mail a copy of this determination to any employer, any association of employers, and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5. The City Clerk shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor in the State of Illinois.

SECTION 6: The City Clerk shall cause to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publications shall constitute notice that this is the determination of the City of O'Fallon and is effective.

This Resolution shall become effective immediately upon its adoption, approval, by City Council and publication as provided by law.

Passed by the City Council this ___th day of June 2014.

ATTEST:

(seal)

Approved by the Mayor this ___th day
of June 2014.

Philip A. Goodwin, City Clerk

Gary L. Graham, Mayor

Published: June __, 2014

Certified to Secretary of State: _____

STATE OF ILLINOIS)
) ss.
COUNTY OF ST. CLAIR

CLERK’S CERTIFICATE

I, Philip A. Goodwin, DO HEREBY CERTIFY, that I am the City Clerk of the City of O’Fallon, St. Clair County, Illinois, and as such official, I am the keeper of the records, ordinances, files and seal of said City, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of A RESOLUTION ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE CITY OF O’FALLON adopted at a duly called Regular Meeting of the City Council, held in O’Fallon, Illinois at 7:00 p.m. on the __ day of June 2014.

I DO FURTHER CERTIFY that the deliberations of the City Council on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the City Code of the City of O’Fallon, as amended, and that the City Council has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the City Council.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said City in O’Fallon, Illinois, 1__th day of June 2014.

Philip A. Goodwin
City Clerk
City of O’Fallon



CITY COUNCIL AGENDA ITEMS

To: Mayor Graham and the City Council

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

Date: June 2, 2014

Subject: Prevailing Wage Resolution

List of committees that have reviewed: N/A

Background: This resolution is a state requirement, therefore it does not require committee review.

Legal Considerations, if any: Regulated by State Statute 820/ILCS 130/1-12. The Clerk's office must post the resolution publicly, make copies available to any interested party, publish in the newspaper, and file a certified copy with the Secretary of State.

Budget Impact: n/a

Staff recommendation: Approve Resolution.



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council
From: Ted Shekell, Planning Director
Walter Denton, City Administrator
Date: June 2, 2014
Subject: Special Event Permit – Relay for Life – 2014 (MOTION)

List of committees that have reviewed: Since the Community Development Committee did not meet on Monday, May 26th, this application has not been reviewed by the committee. The request is similar to the one approved last year.

Background:

Applicant: Amanda Kernan - American Cancer Society
Event: Overnight relay to raise money for the American Cancer Society (and accompanying signage)
Date/Time: 6:00 PM on Friday, June 21th to 6:00 AM on Saturday, June 22th
Location: O'Fallon Township High School track/football field
Event Details:

- Event will include a relay, camping out, musical entertainment, food and games.
- Parking will be in the school parking lot.

Signage:

- Requesting permission to place ribbons on utility poles and yard signs throughout downtown O'Fallon (including Lincoln, Highway 50, State Street, and Smiley)
- Signage will be displayed from Saturday, June 7th to Monday, June 23rd.
- Past events associated with the Special Event has had problems with not taking the ribbons down, however the Director of the Metro East office of the American Cancer Society has personally assured all of the ribbons will be removed.

Notes:

- Event is consistent with previous year's requests.

Legal Considerations, if any: None

Budget Impact: None

Staff Review: Pending favorable comments from the Police and Fire departments, staff recommends approval of the Special Event Permit with the following condition:

1. All signage promoting the event shall be removed by the end of day on June 23rd. Any signage remaining up may result in future signage for the event being denied.



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

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

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Relay For Life of O'Fallon/Paint the Town Purple

Location of Event: RFL-OTHS/Paint the Town-Downtown O'Fallon, HWY 50, Smiley St.

Name of Event Organization: American Cancer Society

Name of person in charge of event (applicant) and mailing address: Amanda Kernan
#5 Schiber Ct. Maryville, IL 62062

Phone: 618-288-2320 E-Mail: amanda.kernan@cancer.org

Secondary Contact Person: Jordan Herrera

Phone: 308-672-6868 E-Mail: j_herrera@hotmail.com

Beginning Date / Times: RFL-6/21/14 Paint the Town-6/7/14 Ending Date / Times: RFL-6/22/14 Paint the Town-6/23/14

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

- 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
- Sketch plan of site.
 ATTACHED detailed in narrative
- Permission letter from property owner, if applicant is not the property owner.
 ATTACHED NOT APPLICABLE
- Proof of not-for-profit status (so that application fee can be waived.)
 ATTACHED NOT APPLICABLE
- 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
- 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.

via e-mail

Signature of Applicant/ person in charge of event

5/7/2014

Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO

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)



In order to increase awareness for our Relay For Life of O'Fallon event on June 21-22, 2014, we would again like the opportunity to "Paint the Town Purple". Our Paint the Town Purple efforts are used to increase awareness for Relay For Life and our community's fight against cancer. As we did in years past, we would like to decorate the downtown streets with purple bows and display 24"x 20" yard signs with information about this year's Relay For Life of O'Fallon around the high school campus.

We will begin displaying our materials on 6.7.2014 and will have the items removed by 6.23.2014. Our primary areas of focus would be along Lincoln, HWY 50, State Street, and Smiley Street. In previous years, this event has prompted residents to ask why purple ribbons are being hung, and has proven to be a way to spread the word about Relay For Life and get the community more involved in this great event.

The Relay For Life of O'Fallon is an overnight event that will take place at O'Fallon Township High School from 6 PM June 21, 2014 to 6 AM June 22, 2014. Throughout the evening we will conduct games, raffles, and other entertainment to promote activity and fund-raising toward our efforts to fight cancer.

If you have further questions please contact me at 618-288-2320 or our event chair, Jordan Herrera, at 308.672.6868.

Thanks for your support of the American Cancer Society Relay For Life and joining us to finish the fight against cancer!

Regards,

Amanda Kernan
American Cancer Society Relay For Life Specialist
618-288-2320
amanda.kernan@cancer.org



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council
From: Ted Shekell, Planning Director
Walter Denton, City Administrator
Date: June 2, 2014
Subject: Special Event Permit – Valvoline Instant Oil Change Weekly Car Wash (MOTION)

List of committees that have reviewed: Since the Community Development Committee did not meet on Monday, May 26th, this application has not been reviewed by the committee. The request is similar to the one approved last year, except that they are requesting the events continue through September (instead of August).

Background:

Applicant: Valvoline Instant Oil Change

Location: Valvoline Instant Oil Change (100 W. Highway 50)

Dates/Time:

- 10am to 5pm
- Each Saturday from May through September
- One Friday per month from May through September

Event Details:

- Applicant requests permission for non-profit organizations to be allowed to hold car wash fundraisers
- Management team member from Valvoline will be present at all times during events
- This event requires City council approval due to the number of times it will occur within one year

Legal Considerations, if any: None

Budget Impact: None

Staff Review: The Police and Fire Departments had no issues with the request. Staff recommends approval with the following conditions:

1. No individuals may be located in public right-of-way, the intersection medians, or on opposite sides of the street.
2. No human and/or hand held signs permitted on sidewalks or public right-of-way.
3. Sidewalks and public right-of-way must remain clear at all times.
4. Events are intended for community non-profits. Other types of events may require separate Special Event Permits.



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

<input 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: CAR WASH - WEEKLY CAR WASH

Location of Event: VALVOLINE INSTANT OIL CHANGE 100 W Hwy 50

Name of Event Organization: Valvoline instant oil change non profit car washes

Name of person in charge of event (applicant) and mailing address: *Christanne Jolliff

Phone: 624-4465 E-Mail: _____

Secondary Contact Person: * Tyler Greenwald

Phone: 624-4465 E-Mail: _____

Beginning Date / Times: Every Friday / Saturday 10-5 Ending Date / Times: SEPTEMBER 10-5

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

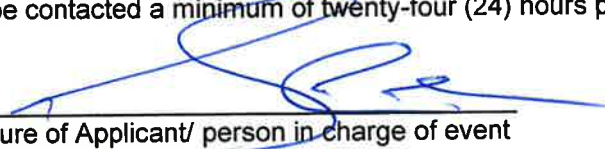
11. American Disability Compliance

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.


Signature of Applicant/ person in charge of event

5/12/14
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO MR

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)

NARRATIVE

Please include:

- hours of operation
- activities provided
- signage
 - dimensions,
 - quantity,
 - location, etc...
- traffic/parking plan
- contingency plans for rain
- plans for toilet facilities
- security plan
- expected attendance
- Any additional helpful information

Narrative:

~~Hours of operation - 4:30~~

WE VIOC ARE JUST PROVIDING A LOT
FOR NON-PROFIT ORGANIZATIONS TO USE.

EACH PERSON FOR EVENT WILL BE SENT
UP TO OFFICE TO PROVE IT'S NON-PROFIT

CAR WASHES WILL BE HELD ON SATURDAYS,

MAY - AUGUST AS WELL AS ONE FRIDAY PER
MONTH. THE HOURS WILL BE BETWEEN 10AM - 5PM.

~~AS WELL AS~~

AS WELL AS SEPTEMBER IF POSSIBLE.



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council
From: Ted Shekell, Planning Director
Walter Denton, City Administrator
Date: June 2, 2014
Subject: Special Event Permit – Regency Dinner Bridal Show (MOTION)

List of committees that have reviewed: Since the Community Development Committee did not meet on Monday, May 26th, this application has not been reviewed by the committee. The request is similar to the one approved last year.

Background

Applicant: Angela Morgan- Regency Conference Center
Event: Regency Dinner Bridal Show
Date/Time: 5:00 PM to 9:00 PM on Thursday, June 19th
Location: Regency Conference Center
Event Details:

- Event will include dinner and entertainment and vendors featuring wedding supplies and services

Signage Request:

- One off-premise sign to be located at PNC Bank (permission will be obtained)
- Sign will be displayed from approval date until June 20th

Notes:

- This event needs a special event permit due to the off-premise sign

Legal Considerations, if any: None

Budget Impact: none

Staff Review: Pending favorable comments from the Fire and Police Departments, staff recommends approval of the Special Event Permit with a condition:

1. Prior to the sign being located on the PNC Bank property, a permission letter must be obtained and a copy provided to the Community Development Department.



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

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

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Regency Boutique Bridal Show
Location of Event: The Regency Conference Center - 400 Regency Park Dr.
Name of Event Organization: The regency Conference Center
Name of person in charge of event (applicant) and mailing address: Angela Morgan
400 Regency Park Drive
Phone: 618-624-9999 E-Mail: amorgan@alliancehospitality.com
Secondary Contact Person: Maryanne Rogers
Phone: E-Mail:
Beginning Date / Times: June 19th @ 5:00 PM Ending Date / Times: June 19th @ 9:00 PM

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

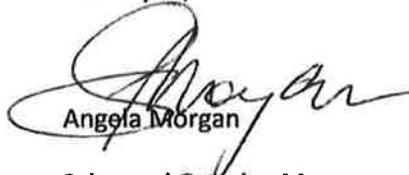
- 1. NARRATIVE (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...). [X] ATTACHED
2. Sketch plan of site. [X] ATTACHED
3. Permission letter from property owner, if applicant is not the property owner. [X] ATTACHED [] NOT APPLICABLE
4. Proof of not-for-profit status (so that application fee can be waived.) [] ATTACHED [X] 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 [X] 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 [X] NOT APPLICABLE

The Regency Conference Center is having a Dinner Bridal Show on June ¹⁹~~26~~, 201⁵~~4~~ from ⁵~~6~~pm – 9pm. We are having about 16 vendors come and expecting between 50-100 people (brides).

Banner will be placed on PNC Bank O'Fallon IL. We would like to have the banner up as soon as possible and will be taken down the day after the event, June ~~27~~²⁰, 201~~4~~.

We would greatly appreciate your approval on this permit.

Thank you,

A handwritten signature in cursive script, appearing to read 'Angela Morgan', written over the printed name.

Angela Morgan

Sales and Catering Manager

The Regency Conference Center



The Regency
Boutique Bridal Show

When: Thursday, June 19, 2014
Where: The Regency Conference Center
O'Fallon, Illinois
Time: 5:00pm registration
5:30pm - 8:30pm

Recently engaged? Circle the date on your calendar now!
The Regency Boutique Bridal Show will return to
The Regency Conference Center on June 19th.

Admission Includes:

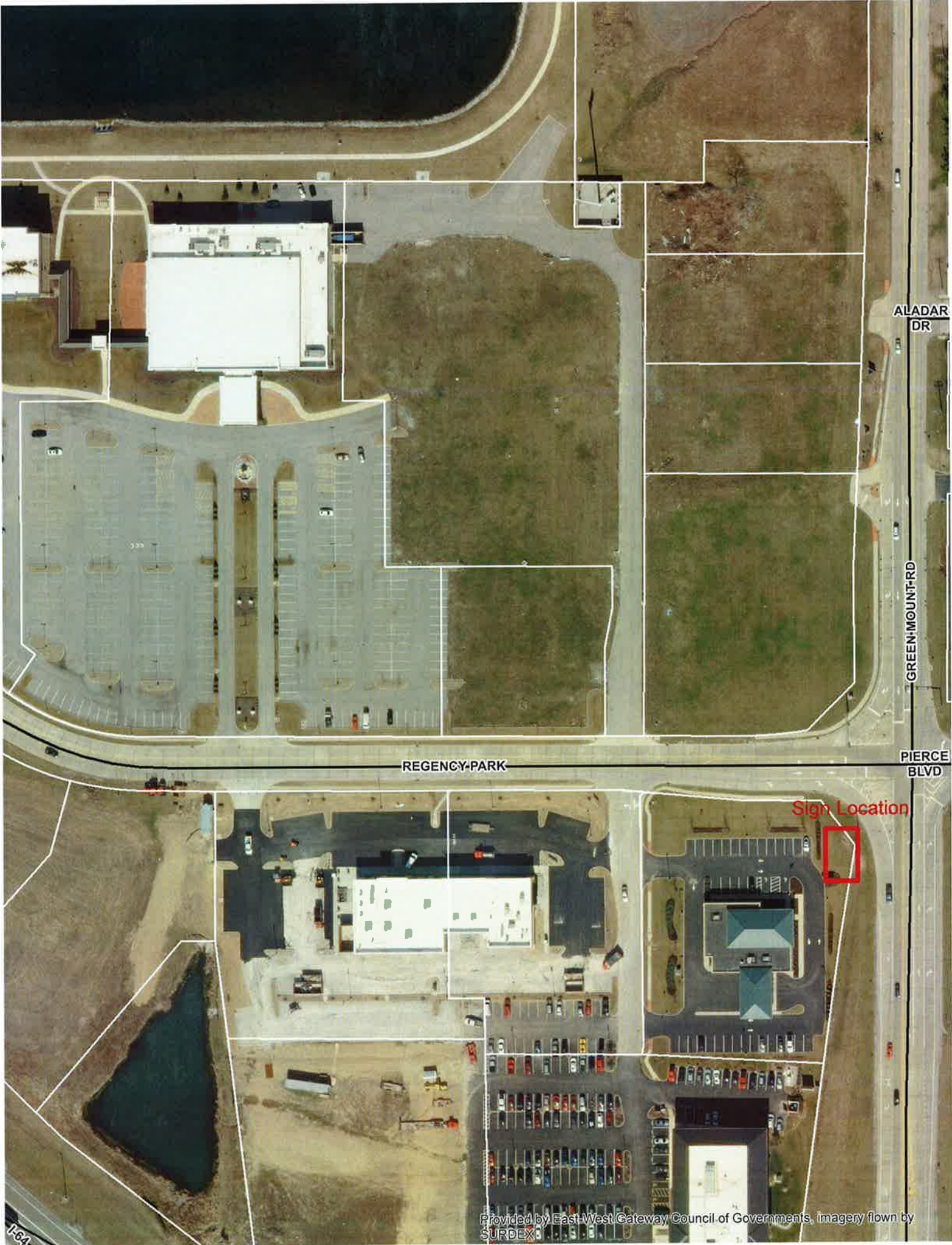
- ♥ a taste of *The Regency*
- ♥ a fashion show
- ♥ time to shop area wedding vendors
- ♥ and PRIZES

Don't miss your chance to taste the
Regency's Wedding Menu and shop
local wedding vendors in our intimate setting!
Tickets are \$15 per ticket or \$25 per couple
at the door on the day of the event.

RSVP before May 26, 2014 to
receive a \$5 discount

Contact: Angie Morgan
tel: 618.624.9999
email: amorgan@alliancehospitality.com
www.regencyconferencecenter.com

in cooperation with
perfect
wedding
guide



ALADAR DR

GREEN MOUNT RD

PIERCE BLVD

REGENCY-PARK

Sign Location

