

CITY OF O'FALLON

GARY L. GRAHAM

Mayor

PHILIP A. GOODWIN

City Clerk

Walter Denton

City Administrator

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, September 15, 2014

7:00 P.M. – Council Chambers

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES – [September 2, 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 the Tournament of Roses Parade Committee to conduct a raffle on September 19, 2014 at the high school
2. Request from the O'Fallon Rotary Club for the Children's Parade on October 25, 2014 starting at the Opera House parking lot and ending at the Santa Hut
3. Request from Frieze Harley-Davidson to sell raffle tickets for a poker table and cash from September 16th – May 17, 2015 for the Biker's Against Cancer cause
4. Request from Global Brew Tap House and Lounge to sell alcohol during the Strangefolk festival on 9/27 and 9/28
5. Request from Delores Moye Elementary PTO to conduct a raffle from October 15 – December 15, 2014 for a street sign and on November 14, 2014 for cash

C. Mayor's Report

1. Presentation of the Chief's Commendation to Robert Schmidtke
2. Proclamation declaring the month of October 2014 as Breast Cancer Awareness Month
3. Proclamation declaring the week of 9/14-9/20/14 as Rail Safety Week

VII. RESOLUTIONS –

ITEM 1 – Resolution authorizing the Mayor to execute an agreement with Tyco/SimplexGrinnell for the monitoring, annual testing, and inspection of fire alarms in all buildings owned or managed by the City with fire alarms and installation in certain buildings that are currently not protected by fire alarms (Click here to view the [staff report](#), [current](#) fire alarms, building [without](#) alarms, and [lease](#) option)

VIII. ORDINANCES

A. 1st reading –

B. 2ND Reading –

#. Ord. Approving the Franchise Agreement (**On Hold**)

IX. STANDING COMMITTEES

1. Community Development – [Minutes Attached](#) – **Motion** to approve the Special Event application from Schildknecht Funeral Home for their 65th Anniversary Celebration on Saturday, September 20, 2014 at their location (Click here to view the [staff report](#) and [application](#))

Motion to approve the Special Event application from Global Brew to hold their Oktoberfest on Saturday, October 4th at their location (Click here to view the [staff report](#) and [application](#))

Motion to approve the Special Event application from St. Elizabeth’s Hospital “Breast Health Awareness Month” from September 30th – October 31st (Click here to view the [staff report](#) and [application](#))

Motion to approve the Special Event application from Regency Park for the Boutique Bridal Show (Click here to view the [staff report](#) and [application](#))

Motion to approve the Special Event application from the Historic Preservation Commission to conduct a Bank Clock Rededication on Saturday, October 11th at Lincoln Avenue, between State and 1st Street (Click here to view the [staff report](#) and [application](#))

2. Public Works

3. Public Safety - [Minutes Attached](#)

4. Finance

5. Parks/Environment – [Minutes Attached](#) – **Motion** to approve the purchase of a Utility Work Machine in the amount of \$56,025.44 (Click here to view the [staff report](#) and [bid](#) tab)

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 September 2, 2014**

The regular meeting was called to order at 7:01 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 J. Albrecht to approve the minutes of August 18, 2014. All ayes. Motion carried.

PUBLIC HEARING – None scheduled.

RESIDENTS: Dan Stetman from the movie set “Belleville” announced that the movie will play at the O’Fallon Cine 15 this weekend. They asked the Council to attend the movie and support the local effort. Ms. McClain, the cast director, also said they will be auditioning for a sports theme movie. She is an O’Fallon high school graduate.

REPORTS:

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

1. Request from Sgt. Charles Fricke VFW Post 805 to conduct a Veteran’s Parade on November 11th from 2:00 – 3:00 p.m. from the corner of east 5th Street and Park Street and ending at the corner of 1st Street and South Oak
2. Request from the O’Fallon Bombers Traveling Baseball Team to conduct a raffle for a complete auto detail from Precise Mobile Detailing from September 3, 2014 - October 15, 2014

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

Mayor’s Report: No report.

RESOLUTIONS:

Motion by J. Albrecht and seconded by G. McCoskey to approve Item 1, A Resolution authorizing the Mayor to execute an agreement with Rooter’s Asphalt for the City

parking lot sealing and striping – CY 2014 project in an amount of \$47,018 on unit rates and quantities bid.

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 – None brought forward.

2nd Readings –

Motion by J. Albrecht and seconded by J. Mouser to approve on 2nd Reading, an Ordinance approving the Final Plat of the Parcs at Arbor Green – Phase 6.

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.

STANDING COMMITTEES –

Community Development: Motion by J. Albrecht and seconded by J. Mouser to approve the Special Event request from Frieze Harley-Davidson to conduct a New Model Year Open House on Saturday, September 6, 2014 at their location with noted conditions. All ayes. Motion carried.

He stated the committee will meet on September 8th at 6:00 p.m. at the Public Safety Building.

Public Works: R. Meile asked for a motion to approve the purchase of a single axle and tandem axle dump truck from Truck Centers, Inc. for a total of \$304,888. Motion by J. Hursey and seconded by J. Mouser to approve.

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.

R. Meile announced that they will meet September 22nd at 7:00 p.m. at the Public Safety Building.

Finance/Administration: M. Bennett announced that the Council would be doing the ALS Ice Bucket Challenge directly after the meeting. He said some aldermen will be donating their donation to a charity of their choice.

Motion by M. Bennett and seconded by J. Albrecht to approve Warrant #308 in the amount of \$1,870,936.35.

ROLL CALL: McCoskey, aye; Meile, aye; True, aye; Albrecht, aye; Mouser, aye; Hagarty, aye; Roach, aye; Drolet, aye; Bennett, aye; Cardona, aye; Hursey, aye; Holden, aye; Cozad, aye, Gerrish, aye. Ayes - 14; Nos – 0. Motion carried.

Public Safety: K. Hagarty announced they will meet September 8th at 5:00 p.m. at the Public Safety Building.

Parks and Environment: E. True stated they will meet at 5:30 p.m. on September 8th at the Public Safety Building.

EXECUTIVE SESSION: Mayor Graham announced the Council would go into closed session to discuss acquisition or disposition of real estate.

ROLL CALL: McCoskey, aye; Meile, aye; True, aye; Albrecht, aye; Mouser, aye; Hagarty, aye; Roach, aye; Drolet, aye; Bennett, aye; Cardona, aye; Hursey, aye; Holden, aye; Cozad, aye, Gerrish, aye. Ayes - 14; Nos – 0. Motion carried.

Council went into closed session at 7:16 p.m and returned at 7:30 p.m. with no action.

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

The meeting was adjourned at 7:30 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 –

**AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH
TYCO/SIMPLEXGRINNELL, FOR THE MONITORING, ANNUAL TESTING AND
INSPECTION OF FIRE ALARMS IN ALL BUILDINGS OWNED OR MANAGED BY
THE CITY WITH FIRE ALARMS AND INSTALLATION OF FIRE ALARMS IN
CERTAIN BUILDINGS THAT ARE CURRENTLY NOT PROTECTED BY FIRE
ALARMS**

WHEREAS, the City of O'Fallon, a municipal corporation, wants to ensure that every effort has been made to protect City owned buildings from the risk of fire, which also protects the life, safety and welfare of first responders by providing an early warning of fire at those buildings, and

WHEREAS, the City of O'Fallon wants to consolidate fire alarm monitoring and inspection services for city buildings to one company (currently 3), adding to that service yearly testing and inspections required by NFPA 72, and also wants to install additional fire alarms for certain buildings that are not currently protected by fire alarms.

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

The City of O'Fallon authorizes its appropriate representatives to sign a contract with Tyco/SimplexGrinnell for the above listed services for an amount not to exceed the total amount to be leased at \$82,614.48 which will be paid at \$1565.79 per month and monitoring, testing and annual inspection services at \$1528.08 per month, as specified in the attached lease agreement.

Passed and approved this 15th day of September 2014.

ATTEST:

Approved:

Philip A. Goodwin, City Clerk

Gary L. Graham, Mayor



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council

From: Ted Shekell, Community Development Director
Walter Denton, City Administrator
Jeff Stehman, Building and Zoning Supervisor

Date: September 15, 2014

Subject: City Building Fire Alarms (RESOLUTION)

List of committees that have reviewed: The Community Development Committee reviewed this proposal at its September 8, 2014 meeting and recommended the item to the full city council with a 5-0 vote.

Summary

We presented a proposal at the Public Works Committee Meeting on August 25th to consolidate service providers, add yearly testing and go to GSM communicators instead of dedicated phone lines to 8 City buildings that currently have fire alarms, plus the new fire dept. building and parks building. We also proposed adding fire alarms to 8 locations, some with multiple buildings that currently are not protected by fire alarms with the same above listed features. There were questions posed by several committee members at the first presentation at the Public Works Committee Meeting, those questions were answered with information provided at the CDC Meeting.

Legal Considerations, if any: None.

Budget Impact:

We solicited proposals from two alarms companies and thoroughly went over the proposals comparing,

1. Equipment cost
2. Monitoring cost
3. Company response and level of comfort in dealing with staff during the proposal process

The recommendation is to use Tyco/Simplex based on the above listed factors. The equipment needed to install GSM Communicators in all building and install alarms in the buildings not currently alarmed is \$82,614.48. That amount will be under a 5 year lease in order to retain obsolescence protection on the equipment. The lease payment will be \$1565.79 and the monthly service fee for monitoring, testing and annual inspections will be \$1528.08. See attached document from Tyco.

The Director of Public Works states that he has money in that budget to cover the monthly lease payment and PMA payment until the beginning of the next fiscal year. At that time, these costs will be budgeted from each department for their respective buildings.

City Building Fire Alarms Project

Building with Alarms Currently

O'Fallon City Hall
255 S. Lincoln
O'Fallon, IL 62269

O'Fallon Public Safety Building (Police Dept.)
285 N. Seven Hills Rd.
O'Fallon, IL 62269

Katy Cavins Community Center
308 E 5th
O'Fallon, IL 62269

O'Fallon Fire Dept. Headquarters
200 S. Lincoln
O'Fallon, IL 62269

O'Fallon Fire Dept.
Station #1
106 E. Washington
O'Fallon, IL 62269

O'Fallon Fire Dept.
Station #2
567 W. 3rd
O'Fallon, IL 62269

O'Fallon Fire Dept.
Station #3
102 Oak
Shiloh, IL 62221

O'Fallon Public Library
120 Civic Plaza
O'Fallon, IL 62269

City Building Fire Alarms Project
Building without Alarms
To Be Considered for Alarm Installation

Public Works Compound 4 buildings
505 W. State
O'Fallon, IL 62269

Waste Water Treatment Plant 3 buildings
10378 Reider Rd.
Lebanon, IL 62254

Sewer Dept. Office
8645 Highway 50
Lebanon, IL 62254

Rock Springs Nature Center
1428 E. 3rd
O'Fallon, IL 62269

IT Building
318 W. 2nd
O'Fallon, IL 62269

O'Fallon Police Gun Range
10306 Reider Rd.
Lebanon, IL 62254

O'Fallon History Museum
101 W. State
O'Fallon, IL 62269

Depot Building
116 E. 1
O'Fallon, IL 62269



Global Financial Solutions

September 10, 2014

Lessee: City of O'Fallon

Description: Municipality Lease Option
City of O'Fallon, SG Reference # 354427872, \$66,721.48; plus SG Reference #354427784, \$15,202; **(Plus Add'l \$691 in hardware)**

O'Fallon SG PMA Services: SG Proposal #327071, \$5,746 annually; plus SG Proposal # 330026, \$9,215 annually; plus SG Proposal # 367635, \$1,253 annually; plus SG Proposal # 367629, \$870 annually; **(Plus Add'l \$1,253 in PMA)**

Phase the Payment, Not Your Project

Financing the TycoGFS way:

- Up to 100% Financing Solutions
- Conserve Valuable Cash / Extend Your Capital Budget

Finance Quote:

Amount to be Leased	\$82,614.48
Lease Type	\$1 Buyout (Municipality)
Lease Term	60 Months
Periodic Payment	Monthly
Lease Rate	.018953
Lease Payment	\$1,565.79
PMA Monthly Payment	\$1,528.08
Total Monthly Payment	\$3,093.87

- One monthly **lease** payment and a \$125 documentation fee is due upon execution of signed lease agreement.
- The above pricing is budgetary. It is based on cost of funds and subject to credit review and approval.
- The above pricing does not include applicable sales tax. Tax pricing is based on the tax jurisdiction in which the equipment will be located.
- Purchase Order to reflect lease terms and agreement.
- These rates expire in 90 days.
- Financial Statements are required for transactions greater than \$75k – two most recent fiscal year end audited financial statements as well as most recent interim statements, if audits are not available two most recent years of tax returns along with comparable period company prepared statements are acceptable.

Please let me know how Tyco Global Financial Solutions can assist in structuring a finance program that meets your budget needs while maximizing its buying power.

Thank you,

Joe Dillon *Tyco Global Financial Solutions* 201.725.4507- Mobile



**DRAFT MINUTES
COMMUNITY DEVELOPMENT COMMITTEE
6:00 PM Monday, September 8, 2014**

Minutes of a regular meeting of the Community Development Committee of the City of O'Fallon, held at the Public Safety Building, 285 N. Seven Hills Road, O'Fallon, Illinois.

CALL TO ORDER: 5:30 PM

- I) Roll Call** – *Committee members:* Jerry Albrecht (chair), Gene McCoskey (vice chair), Jerry Mouser, Ray Holden and Harlan Gerrish. *Other Elected Officials Present:* Herb Roach, Richie Maile, Michael Bennett, John Drolet, Courtney Cardona, Ed True, Jim Hursey and Kevin Hagarty. *Staff:* Walter Denton, Pam Funk, Jeff Stehman, Eric Van Hook, Brent Saunders, Mick Hunter and Justin Randall. *Visitors:* Laura Winkler, Ryan Galfey, Vern Malore and Charlie Pitts.

- II) Approval of Minutes from Previous Meeting**– All ayes. Motion carried.

- III) Items Requiring Council Action**
 - A. SEPA – Schildknecht Funeral Home - 65th Anniversary Celebration (Motion) – Justin Randall provided a brief overview of the special event permit for Schildknecht Funeral Home. The committee discussed the special event permit and recommended approval of the special event with a vote of 5-0.

 - B. SEPA – Global Brew - Oktoberfest (Motion) – Justin Randall provided a brief overview of the special event permit for Global Brew's Oktoberfest including a 2-Mile Fun Run. The committee asked if there were any problems with the run last year, staff indicated they were unaware of any problems. The committee discussed the special event permit and recommended approval of the special event with a vote of 5-0.

 - C. SEPA – St. Elizabeth's Hospital – Breast Cancer Awareness Month (Motion) – Justin Randall provided a brief overview of the special event permit for St. Elizabeth's Hospital and indicated they are going to expand on the area they place the ribbon. The committee asked why council approval was need, staff indicated there is a provision in the code that all events with off-site signs or ribbons are required to be approved by council. The committee discussed the special event permit and recommended approval of the special event with a vote of 5-0.

 - D. SEPA – Regency Boutique Bridal Show - Fall (Motion) – Justin Randall provided a brief overview of the special event permit for the Regency Boutique Bridal Show. The committee discussed the special event permit and recommended approval of the special event with a vote of 5-0, with the recommended staff condition.

 - E. SEPA – Bank Clock Rededication (Motion) – Justin Randall provided a brief overview of the special event permit for the Bank Clock Rededication. The committee discussed the special event permit and recommended approval of the special event with a vote of 5-0, pending approval from the Police Department and Public Works Department.

IV) Other Business:

- A. City Building Fire Alarms – Jeff Stehman provided an overview of the cost associated with the having one monitoring company install some city buildings with fire alarms, monitor and inspect the fire alarms in all city buildings. The committee discussed the proposal and asked what it would take for the Police Department to act as the monitoring company for the city buildings. Staff indicated that the monitoring of fire alarms would take additional hardware and software and place a strain on the dispatching staff and potentially taking them off of important duties. The committee discussed the proposal further and asked if the council would need to vote on the contract. Staff discussed the next step and indicated staff would have a resolution for the contract at the next council meeting. The committee forwarded the item to the full council with a vote of 5-0.

MEETING ADJOURNED: 7:10 PM

NEXT MEETING: August 25, 2014 – Public Safety Building

Prepared by: Justin Randall, Senior City Planner



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council
From: Ted Shekell, Community Development Director
Walter Denton, City Administrator
Date: September 15, 2014
Subject: Special Event Permit – Schildknecht Funeral Home “65th Anniversary Celebration”
(MOTION)

List of committees that have reviewed: The Community Development Committee reviewed this application at its September 8, 2014 meeting and recommended it for approval with a 5-0 vote.

Background

Applicant: Curtis Schildknecht of Schildknecht Funeral Home
Event: 65th Anniversary Celebration
Date/Time: 10:00 AM – 3:00 PM - Saturday, September 20th
Location: Schildknecht Funeral Home – 301 South Lincoln Avenue

Event Details:

- 65th Anniversary celebration in the building and parking lot.
- Tours of the facility.
- Live music provided outside.
- Food catered from Roy-el Catering.
- Toilet facilities will be provided with the existing indoor facilities.
- Use of public parking for additional parking.

Signage Request:

- None

City Assistance Request:

- None

Notes:

- This event requires city council approval due to outdoor music.

Legal Considerations, if any: None.

Budget Impact: None.

Staff Recommendation

The Fire Department and Police Department had no issues with the request. Staff recommends approval of the Special Event Permit.

FP PD
CITY OF O'FALLON
AUG 29 2014
DATE PAID



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

Attach proof of not-for-profit status with application

OR

Provide \$50.00 ³³²⁴ application fee with application

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: 65th Anniversary Celebration

Location of Event: 301 South Lincoln Ave. O'Fallon, IL. 62269

Name of Event Organization: Schildknecht Funeral Home, Inc.

Name of person in charge of event (applicant) and mailing address: Curtis L. Schildknecht
301 South Lincoln Ave. O'Fallon, IL. 62269

Phone: 618-632-3713 E-Mail: curt@schildknechtffh.com

Secondary Contact Person: Kristie Freeman

Phone: 618-632-3713 E-Mail: kristie@schildknechtffh.com

Beginning Date / Times: 09/20/2014 10:00 am Ending Date / Times: 09/20/2014 3:00 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...).

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.

Justin L. Schulken
Signature of Applicant/ person in charge of event

August 22, 14
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES

NO

Justin L. Schulken

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:

Schildknecht Funeral Home is honored to celebrate our 65th year in business and third generation of service to O'Fallon and surrounding communities. We would like to request a special event permit from the city for a on site celebration of the founding of our business. We will begin at 10:00 am and conclude at 3:00 pm we will have a band providing some light music, tours of our facilities, food provided by Roy-el Catering, free promotional givaways. We plan on a blessing, redication and ribbon cutting for a new beginging on the next 65 years. Additional off site parking will be in the city lot.

Over the course of the day we may expect 300-400 visitors, but at any given time never more than 50 to 75.




We hereby make this request of the city of O'fallon to grant this special event permit.

Untitled Map

Write a description for your map.

W 3rd St

Legend

-  First Alliance Real Estate
-  S Lincoln Ave @ E 3rd St
-  Schildknecht Funeral Homes Inc





CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council
From: Ted Shekell, Community Development Director
Walter Denton, City Administrator
Date: September 15, 2014
Subject: Special Event Permit – Global Brew “Oktoberfest” (MOTION)

List of committees that have reviewed: The Community Development Committee reviewed this application at its September 8, 2014 meeting and recommended it for approval with a 5-0 vote.

Background

Applicant: Lauren Vardaman of Global Brew
Event: Oktoberfest
Date/Time: Saturday, October 4th; 10:00 AM to 11:59 PM
Location: Global Brew- 455 B Regency Park Drive
Event Details:

- 4' tall fencing will be temporarily installed around the outdoor patio area and 5 parking spaces.
- Live music provided outside.
- Food and drinks are available inside the lounge and in the fenced-in area, food provided by an outside vendor.
- The outdoor area is set up to maintain the fire lane access.
- Toilet facilities will be provided with the existing indoor facilities.
- Security will be provided by guards at each of the fence exits.
- 2 Mile Fun Run- out and back on Regency Park (see attached map).

Signage Request:

- None

City Assistance Request:

- None

Notes:

- This event requires city council approval due to outdoor liquor sales.
- Proposal is similar to last year's request.
- Fire lane access will be maintained (as shown on the attached site plan)

Legal Considerations, if any: None.

Budget Impact: None.

Staff Recommendation

The Clerk's Office, Police Department, and Fire Department had no issues with the request. Staff recommends approval of the Special Event Permit.

CITY OF O'FALLON

AUG 26 2014

DATE PAID



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: GLOBAL BREW OKTOBERFEST
Location of Event: 455 B REGENCY PARK OFALLON IL 62269 *back parking lot
Name of Event Organization: GLOBAL BREW TAP HOUSE & LOUNGE
Name of person in charge of event (applicant) and mailing address: RYAN HIGHT / LAUREN VARDAMAN • 455B REGENCY PARK OFALLON IL
Phone: 618 789 1241 E-Mail: laurenv@globalbrew.com
Secondary Contact Person: CHELSEA PINKEL
Phone: 618 719 7771 E-Mail: chelseap@globalbrew.com
Beginning Date / Times: 10/04/14 10A Ending Date / Times: 10/04/14 11:59 P

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.

[] ATTACHED

[X] 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).

[X] 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 [X] 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: _____
GLOBAL BREW TAP HOUSE & LOUNGE 4005-6023

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

22 AUG 2014
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES (X) 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)

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: 11 AM to 11:59 PM

Activities provided: FUN RUN (ROUTE ATTACHED), BEER TRAILER, GERMAN FOOD *
LIVE MUSIC

Signage: ONLY INSIDE OUR BAR

Traffic/parking plan: EXISTING PARKING LOT

Contingency for rain: N/A

Plans for toilet facilities: PROVIDED INSIDE GLOBAL BREW

Security plan: EXISTING AND ADDITIONAL GLOBAL BREW STAFF

Expected attendance: 500+ PEOPLE THROUGHOUT THE BUSINESS DAY

Additional information:

* FOOD WILL BE PROVIDED BY AN OUTSIDE VENDOR THAT WILL FULFILL

ALL NECESSARY ADDITIONAL PERMITS

FUN RUN ORGANIZED AND DIRECTED BY RICH LUERS AT

FINAL LAP RACING (FINALLAPRACING.COM)



Caseyville, IL 62232
618-977-8367

To: Ryan High
Global Brew

July 28, 2014

From: Terry Johnson
455 Regency Partners

Re: August 15th & October 4th Outdoor Event

The owners of 455 Regency have given approval of the usage of the parking lot for your event on Saturday, August 15, 2014 & October 4, 2014 for Global Brew.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Johnson", is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke at the end.

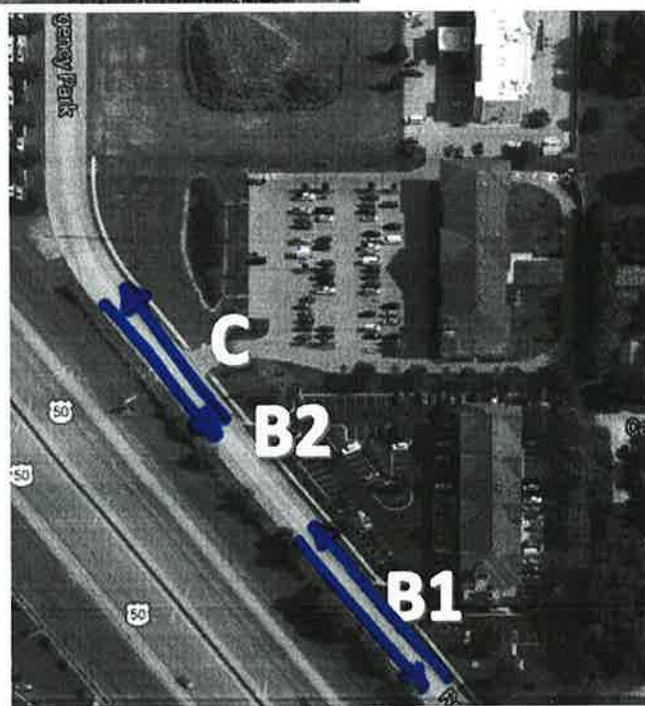
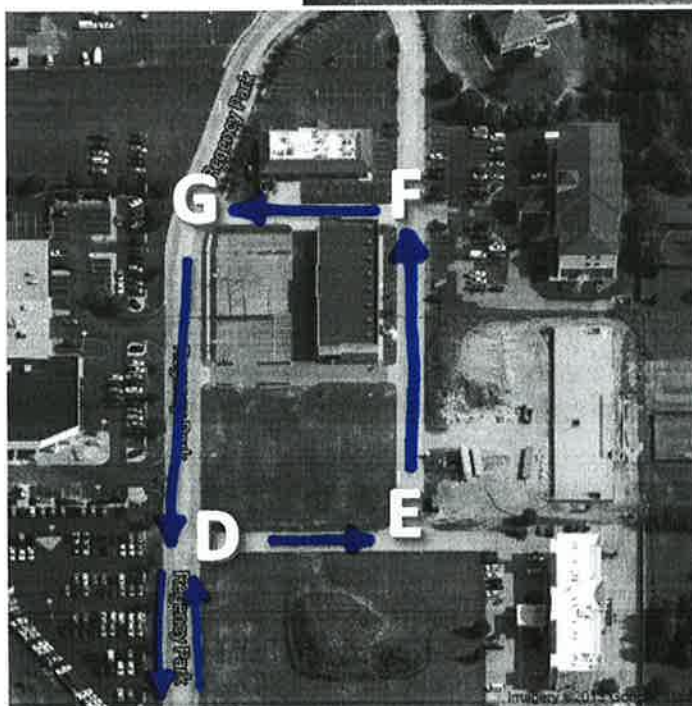
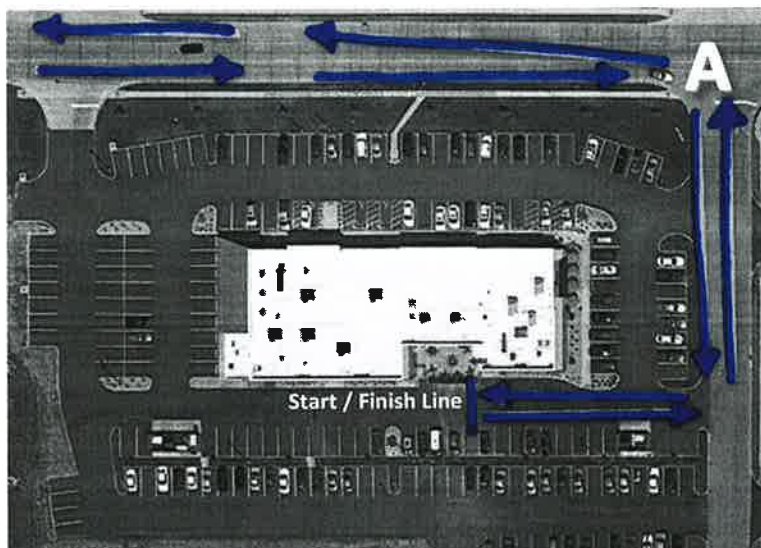
Terry Johnson

Final lap Race Management Course Design & Measurement



Course marshals along the course. Course marshals will be stationed along the route at the following locations. Each marshal will wear a reflective safety vest issued by Final Lap. There will also be arrow signs on side of road to direct participants.

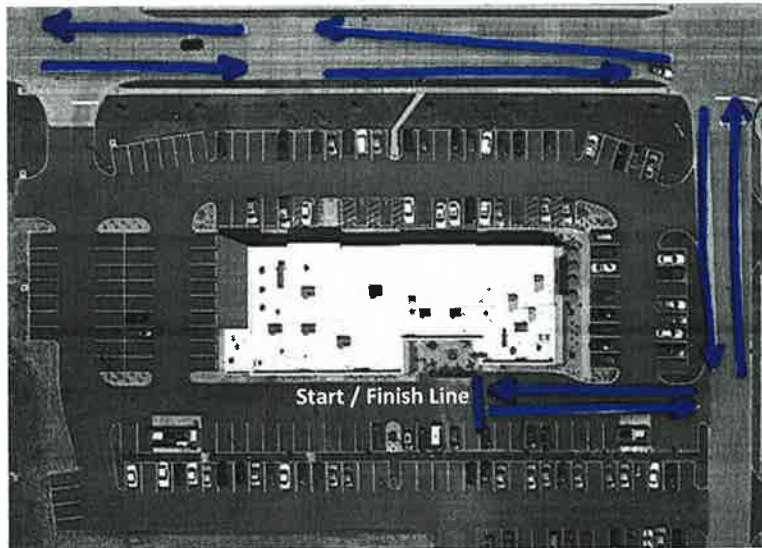
- A. Parking lot entrance at Regency Park
- B. Entrances (2) for Extended Stay America Hotel off Regency Park
- C. Entrance for Suburban Extended Stay Hotel off Regency Park
- D. Regency Park at side street / Econo Lodge Inn Entrance
- E. Corner of side street at Econo Lodge Inn at
- F. Country Inn & Suites Entrance
- G. Regency Park and side street



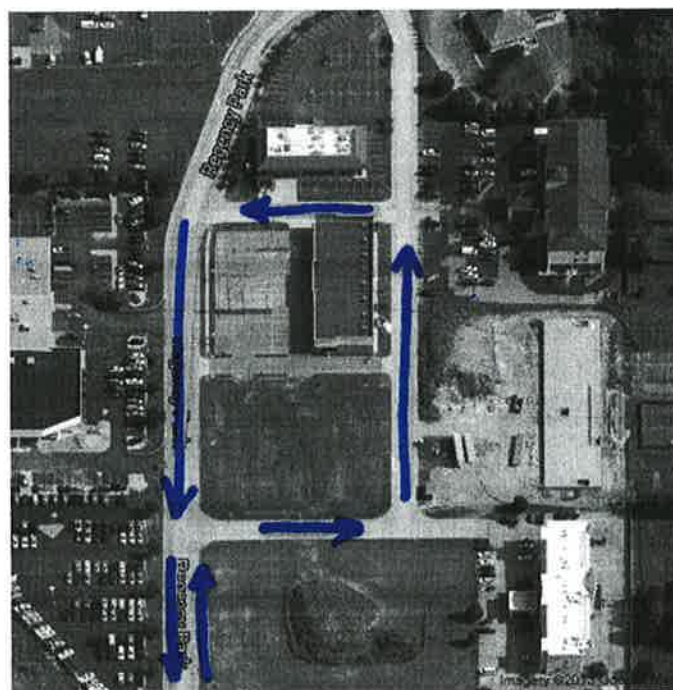
Final Lap Race Management Course Design & Measurement

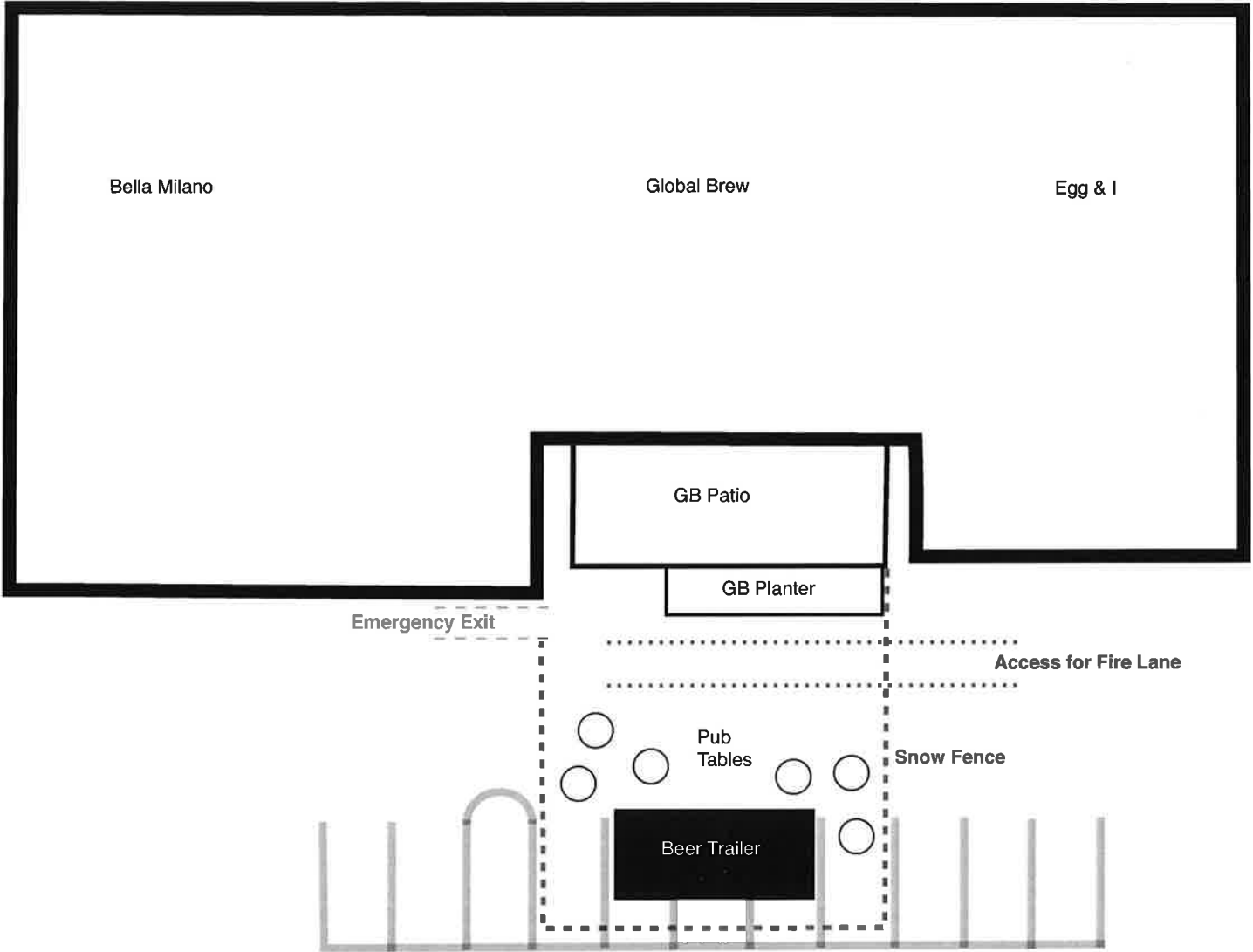


Start/ Finish Line: The starting line will be behind Global Beer in the fenced off parking lot. Course goes out of the parking lot and turns left then left again onto Regency Park (westbound). Participants will run on right side of roadway with traffic the entire course. The course return the same route back into parking lot behind Global Brew.



Turnaround: The course turns right off Regency Park and left at Econ Lodge Inn. Then left again at Country Inn & Suites behind Japanese Gardens







CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council
From: Ted Shekell, Community Development Director
Walter Denton, City Administrator
Date: September 15, 2014
Subject: Special Event Permit – St. Elizabeth’s Hospital “Breast Health Awareness Month”
(MOTION)

List of committees that have reviewed: The Community Development Committee reviewed this application at its September 8, 2014 meeting and recommended it for approval with a 5-0 vote.

Background

Applicant: Emily Wilson - St. Elizabeth’s
Event: Decorate medical building and place pink ribbons on light posts.
Date/Time: September 30th to October 31st.

Location: One block area near medical building and three blocks on East/West State Street from Vine Street to Oak Street, as well as on North/South Lincoln from Washington Street to 3rd Street.

Signage Request:

- Requesting permission to place ribbons on light poles in one block area near medical building and three blocks on East/West State Street from Vine Street to Oak Street, as well as on North/South Lincoln from Washington Street to 3rd Street.
- Ribbons will be displayed from September 30th – October 31st.

City Assistance Request:

- None

Notes:

- Event is similar with previous requests, however this year they have requested a larger three block area instead of just on East/West 1st Street.

Legal Considerations, if any: None.

Budget Impact: None.

Staff Recommendation

The Fire Department and Police Department had no issues with the request. Staff recommends approval of the Special Event Permit.

PD _____
FD _____
PW _____

RECEIVED SEP - 3 2014



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

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: Breast Health Awareness Month

Location of Event: St. Elizabeth's Medical Office Building and 3 blocks on East/West State St. (Vine to Oak Street), as well as on North/South Lincoln (Washington to 3rd St.)

Name of Event Organization: St. Elizabeth's Hospital

Name of person in charge of event (applicant) and mailing address: Gina Loeffelman
211 South Third St., Belleville, IL 62220

Phone: 618.234.2120, ext. 1880 E-Mail: Regina.Loeffelman@hshs.org

Secondary Contact Person: Kelly Barbeau

Phone: 618.234.2120, ext. 1270 E-Mail: Kelly.Barbeau@hshs.org

Beginning Date / Times: September 30, 2014 Ending Date / Times: October 31, 2014

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. State St: Vine to Oak
Lincoln: Washington to 3rd

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

September 2, 2014

Date of Submission

FOR OFFICE USE ONLY

=====

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO *vr* _____

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:

Dear Mr. Goodwin,

St. Elizabeth's Hospital is planning a variety of events for October 2014 to support Breast Health Awareness Month. One of the activities we would like to do to increase community awareness of this public service campaign is to decorate our O'Fallon Medical Building and light posts in O'Fallon as we have done in past years.

This year we are proposing to expand out light post decoration to include three blocks on East/West State Street from Vine Street to Oak Street, as well as on North/South Lincoln from Washington Street to 3rd Street. St. Elizabeth's will provide ribbons and labor for hanging and removing the ribbon. If approved, we would like to put the decorations up on September 30 and remove them on October 31.

Along with this visual awareness piece, we will also be distributing flyers to downtown businesses to explain the ribbons and share breast health education to the general public.

We look forward to partnering with the City of O'Fallon to increase awareness for breast health.

Gina Loeffelman
Manager, Radiology/Mammography/Ultrasound
St. Elizabeth's Hospital

Kelly Barbeau
Marketing Manager
St. Elizabeth's Hospital


**Renaissance Quality
Insurance, Ltd.**


This is to certify that the coverage's listed below are in force at this time and are subject to the terms, conditions and exclusions as stated in the Renaissance Quality Insurance, Ltd. policy.

NAME AND ADDRESS OF PARTY TO WHOM CERTIFICATE IS ISSUED:

City of O'Fallon
255 South Lincoln
O'Fallon, IL 62269

NAME AND ADDRESS OF INSURED:

St. Elizabeth's Hospital
211 S. Third Street
Belleville, IL 62220

Additional Insured: City of O'Fallon

Type of Insurance	Coverage Term	Policy #	Combined Single Limits Liability	
			Each Occurrence	Aggregate
General Liability (Includes Bodily Injury & Property Damage)	July 1, 2014 to June 30, 2015	P500-2014-15	\$1,000,000	\$3,000,000
Professional Liability "Occurrence"	July 1, 2014 to June 30, 2015	P500-2014-15	\$1,000,000	\$3,000,000

CANCELLATION: Should any of the above described coverage's be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the above named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

Caribbean Plaza, 2nd Floor,
North Building
878 West Bay Road
P.O. Box 1159
Grand Cayman, KY1-1102
Cayman Islands

Phone: 345-623-6611
Facsimile: 345-946-6612

BY: 
Assistant Secretary

DATED: September 2, 2014



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council
From: Ted Shekell, Community Development Director
Walter Denton, City Administrator
Date: September 15, 2014
Subject: Special Event Permit – “Regency Boutique Bridal Show – Fall” (MOTION)

List of committees that have reviewed: The Community Development Committee reviewed this application at its September 8, 2014 meeting and recommended it for approval with a 5-0 vote.

Background

Applicant: Angela Morgan – Regency Conference Center
Event: Regency Boutique Bridal Show - Fall
Date/Time: 6:00 PM – 9:00 PM - Thursday, October 23rd
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
- 5 yard signs along Regency Park Drive
- Signs are requested to be placed September 16th – October 23rd

City Assistance Request:

- None

Notes:

- This event requires city council approval due to off-premise sign.
- Proposal is similar to the Bridal Show that was approved back in June.

Legal Considerations, if any: None.

Budget Impact: None.

Staff Recommendation

The Fire Department and Police Department had no issues with the request. Staff recommends approval of the Special Event Permit with the following condition:

1. The signs located along Regency Park Place will be required to be placed outside of the right-of-way, approximately one foot behind the sidewalk.



CC

Attach proof of not-for-profit status with application

OR

Provide \$50.00 application fee with application

RECEIVED SEP 03 2014

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

CITY OF O'FALLON
 SEP 03 2014

APPLICATION FOR A SPECIAL EVENT PERMIT

DATE PAID

Event Name: Regency Boutique Bridal Show

Location of Event: Regency Conference Center

Name of Event Organization: Regency Conference Center

Name of person in charge of event (applicant) and mailing address: Angela Morgan-Director of Catering
400 Regency Park O'Fallon, IL 62269

Phone: 618.624.9999 E-Mail: amorgan@alliancehospitality.com

Secondary Contact Person: Lisa Smith - Director of Sales and Marketing

Phone: 618.624.4499 E-Mail: lisa.smith2@hilton.com

Beginning Date / Times: October 23, 2014 - 5pm Ending Date / Times: October 23, 2014 - 8pm

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

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

PERMIT REQUIRED (please attach copy)

NOT APPLICABLE

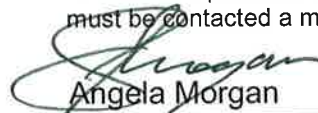
11. American Disability Compliance

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.


Angela Morgan

Digitally signed by Angela Morgan,
DN: cn=Angela Morgan, o=Regency Conference Center, ou=City of St. Clair, email=angela.morgan@regencyconf.com, c=US
Date: 2014.09.23 11:54:28 -0500

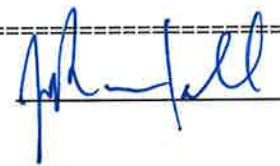
Signature of Applicant/ person in charge of event

9/23/14
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES

(X) 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)

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:

The Regency Conference Center is having its 2nd Boutique Bridal Show for 2014 on October 23, 2014. Time of event will be from 6pm to 9pm. We are having around 20-25 vendors come and expecting between 50-100 brides.

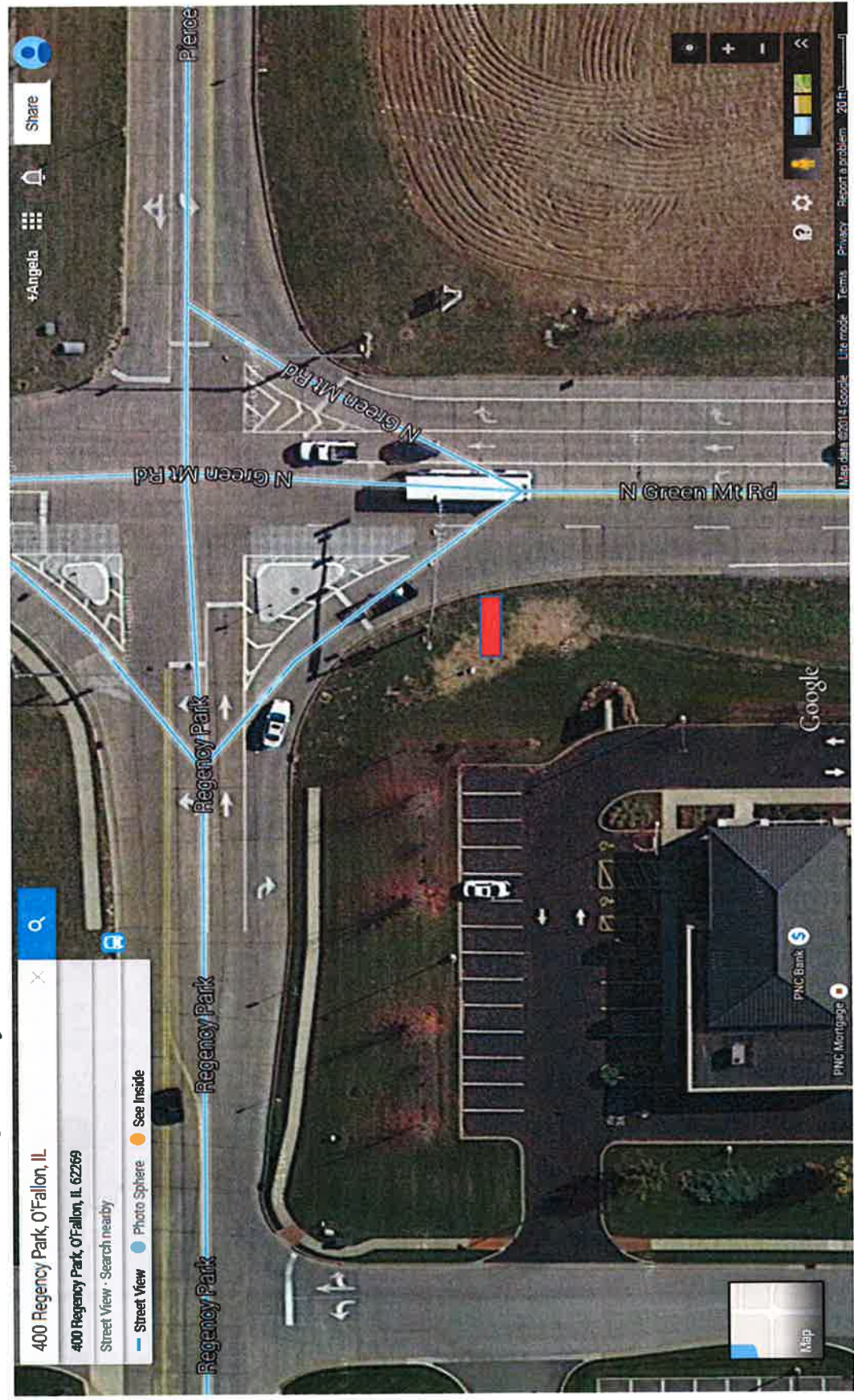
The event will include a food tasting and vendors from the wedding industry that features their supplies and services.

Signage Requests:

1. Banner - size 8x4ft back to back banner. (see attached design) ONE - location of banner will be at PNC Bank Property, facing Green Mount Road. 1385 N. Green Mount Road.
2. Yard Signs - (see attached design)
dimensions - 8x24
quantity - 5
location - by the Regency Conference Center wide walk (see attached diagram for location specific)

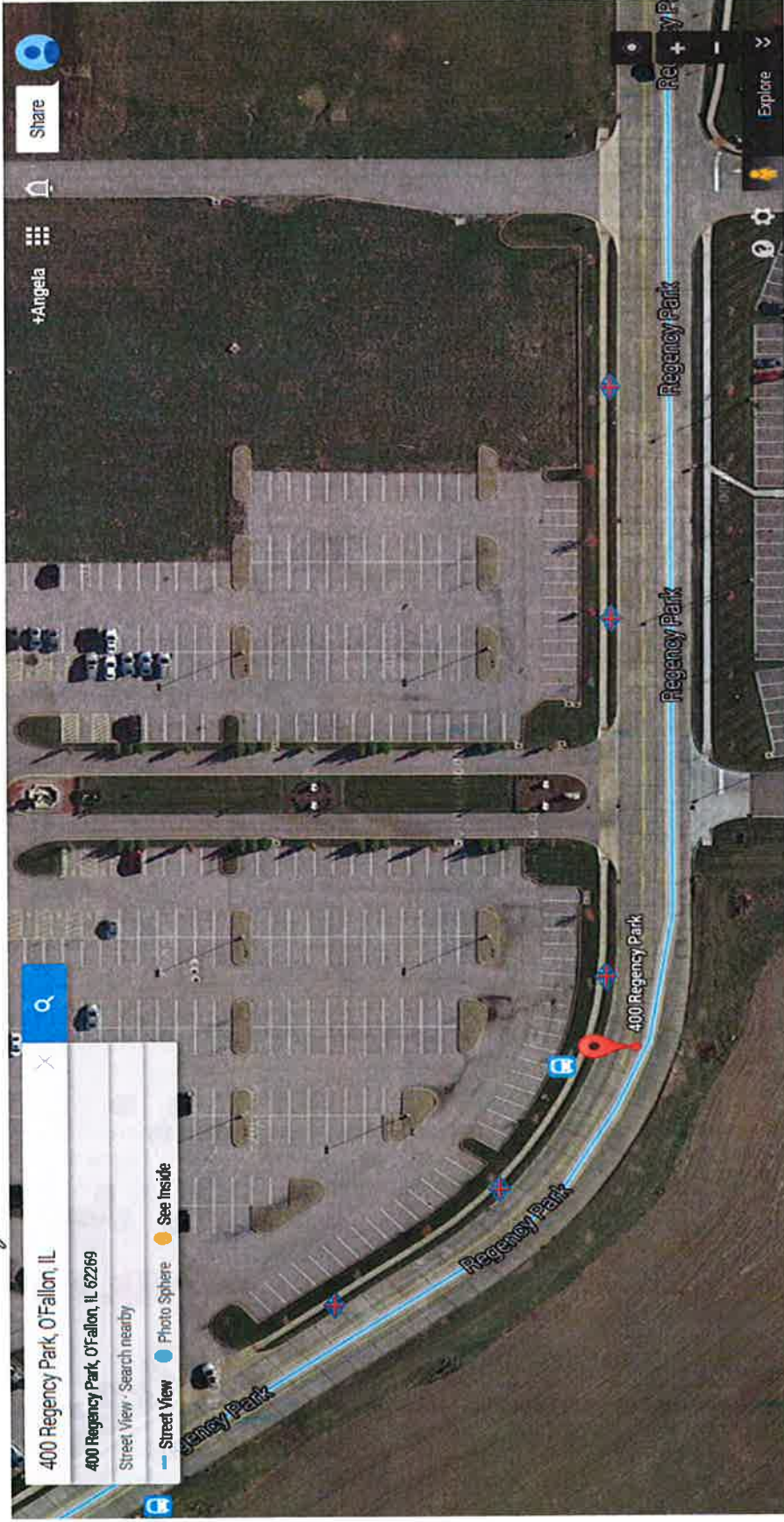
N ↑

Location Diagram for Banner



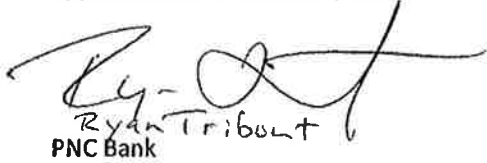
Location Dignens for Yard Signs

↑N



September 2, 2014

This letter is to authorize The Regency Conference Center to put up their banner for the Regency Boutique Bridal Show on October 23, 2014 on PNC Bank, O'Fallon Property from when the permit is approved until October 24, 2014



Ryan Tribut
PNC Bank

Address: 1385 N Green Mt Rd, O'Fallon IL, 62269

Phone: 6186325190



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council
From: Ted Shekell, Community Development Director
Walter Denton, City Administrator
Date: September 15, 2014
Subject: Special Event Permit – “Bank Clock Rededication” (MOTION)

List of committees that have reviewed: The Community Development Committee reviewed this application at its September 8, 2014 meeting and recommended it for approval with a 5-0 vote.

Background

Applicant: Brian Keller, Bank Clock Committee of the Historic Preservation Commission
Event: Bank Clock Rededication
Date/Time: Saturday October 11th 4:30 PM to 6:00 PM
Location: Lincoln Avenue, between State Street and 1st Street

Event Details

- Rededication of the restored bank clock at the corner of Lincoln Avenue and State Street.
- A quick presentation and thank you for support around 4:45 PM
- Clock chimes ring at 5:00 PM.
- U.S. Air Force Band to play music after the chimes.
- Museum will be open for tours and restroom facilities.
- Street cleared by 6:00 PM.

Signage Request:

- None

City Assistance Request:

- Street Closure:
 - Lincoln Avenue between State Street and 1st Street.

Notes:

- City's insurance will cover the quasi-city commission's event.
- Since Community Development Committee, staff has received approvals from Public Works and the Police Department.

Legal Considerations, if any: None.

Budget Impact: None.

Staff Recommendation:

The Fire, Public Works and Police Departments have approved the event, staff recommends approval of the Special Event Permit.



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: Bank Clock Rededication

Location of Event: Lincoln Avenue between State Street and 1st Street

Name of Event Organization: Bank Clock Committee of the Historic Preservation Committee

Name of person in charge of event (applicant) and mailing address: Brian Keller
703 East 2nd Street, O'Fallon, IL 62269

Phone: 618.239.2591 E-Mail: bkeller3@att.net

Secondary Contact Person: Stephen Brown

Phone: 618.650.3532 E-Mail: sbrownsparq@mac.com

Beginning Date / Times: 10/11/14 @ 4:30 PM Ending Date / Times: 10/11/14 @ 6:00 PM

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
- 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

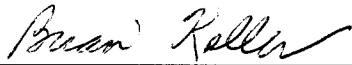
11. American Disability Compliance

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.



Signature of Applicant/ person in charge of event

9/5/14

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)

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:

The bank clock has been removed since April and is now nearing the completion of the restoration job. The Bank Clock Committee would like approval to throw an event to rededicate the bank clock on Saturday October 11, 2014 from 4:30 PM - 6:00 PM. The committee would like to begin with a short presentation and speech about the clock and important role the clock holds in the community. The presentation will end with the 5:00 ringing of the chimes and then the U.S. Air Force Band will play and the museum will be opened up for those wishing to tour the facility.

No signage is requested.

The museum will be open for use of toilet facilities.

Expected attendance: 100-200 people.



Public Safety Committee Minutes
September 8, 2014, 5:00 p.m.

Minutes of a regular meeting of the Public Safety Committee of the City of O'Fallon, held in the Community Room, Public Safety Building, 285 N. Seven Hills Road, O'Fallon, Illinois, September 8, 2014. Call to order 5:00 p.m.

ROLL CALL:

Members Present: Hagarty, Cardona, Hursey, Roach,
Members Not Present:
Staff Liaison: Chief Van Hook - OPD, Chief Saunders - OFD
Other Aldermen Present Albrecht, Holden, Meile, McCoskey, Mouser, True
Other Persons Present Walter Denton, City Adm.; Pam Funk, Asst. City Admin.;
Mark Berry, OPD; Mick Hunter, OPD; Charles Pitts,
Resident; Tom Mitchell, Resident; Vern Malare, Resident;
Misty McDonald, OPD;
Media Persons Present: None

Chairman Hagarty declared a quorum present and requested a Motion to approve the Minutes of August 11, 2014, Alderman Roach made a Motion to accept the minutes of July August 11, 2014 as presented and Alderman Cardona seconded the Motion. All Ayes.

New Business

Item 1. McGrath Study – Chief Van Hook presented the McGrath Study Executive Summary and the Summary of Recommendations to the council members. The full study will be placed on the Police Department web page September 09, 2014. Four areas in **OPD** that need to be reviewed:

Communications – Continued Open communications with OPD to City Administrator, elected & appointed officials. It has been noted that communications have improved and need to continue to be improved upon.

Secondary Employment – This will only affect Administration. In the past Administration could teach class specific to law enforcement. The union employees perform secondary employment within the city providing security to business in our community. (Examples are: Movie Theater and games at the schools) We believe this is a good outreach program because the officers know the community and how OPD is run. If these businesses were to bring in outside officers from neighboring communities, they may handle situations differently. This also can help OPD if a situation arises and we need additional "man" power, we can bring in this officer to help.

Minority Representation – We have been working with Jerril Jones, President of Racial Harmony to create interest in Law Enforcement in the African American

community. We are looking to meet with other leaders in the community that would be able to help create interest in Law Enforcement for the young African Americans as well.

Staffing – Study reports that we should be at 47 officers. OPD is at 44 full time positions; two of these positions are currently vacant. One will be to replace Officer John Stover who retired the beginning of September and one to replace an officer who didn't complete the Field Training Steps. This weekend is testing for the consortium and we will be looking to hire 2 full time employees to fill those vacancies, which will put OPD back to 44 full time officers.

Four areas in **EMS** that need to be reviewed:

Work Schedule – Current work schedule is a 48/96 schedule, which means you work a 48 hour shift, off for 96 hours and back on for another 48 hour shift if you are a full-time employee. Staffing and schedule have not changed since 1983. A new work schedule will be introduced in the beginning of the year. According to the study, we should have a Supervisor staffed 24 hours a day. Currently our Supervisor works a 12 hour shift in a Supervisor position and then the next 12 hours they are working in the ambulance as a paramedic.

In House Training – Study recommends that a current employee be assigned to a Training Coordinator position.

Reserve Ambulance – Study recommends selling off 2 reserve ambulances. Currently we have one ambulance up for bid in surplus vehicles.

Merging EMS & OFP – Study recommends that some point in the future the fire department will need to staff on duty personnel 24/7.

Action: None

Motion: None

Disposition: None

Item 2. Fire Department Vehicle Review – Per a request Chief Saunders has handed out a projected apparatus schedule for the OFD vehicles. This replacement schedule is based upon individual maintenance schedules of the vehicles as well as the technology available compared to what we have. The replacement year noted is based upon a calendar year. Currently there is a van approved in the budget for FY 15; however Chief Saunders says that it has been difficult to find a vehicle. State purchased vehicles through dealerships are sold even before they get to the dealerships. So at this time he has not been able to purchase the vehicle.

Action: None

Motion: None

Disposition: None

Item 3. Graffiti/ "Tags" – Requested that we look into a city ordinance citing building owners for not cleaning graffiti/ "Tags" off of their buildings. We will look at defining an ordinance at the public safety meeting in October

Action: None

Motion: None

Disposition: None

Old Business

Item 1. Center Lines on Smiley from State to Wesley – Resident Vern Malare brought up that center lines are not painted on Smiley near Estelle Kampmeyer School. Walter has spoken with Public Works and O'Fallon doesn't have the equipment to put down center striping. Alderman Meile discussed the situation with Dennis Sullivan and they are working on resolving the situation.

Action: None

Motion: None

Disposition: Open

Item 2. Solicitors Permits/ Panhandling – Ordinance is being finalized by Dale Funk City Attorney. It was requested to e-mail all Alderman the picture of the Solicitors Badge and possible supply them with an actual badge.

Action: None

Motion: None

Disposition: Open

Item 3. Truck Weight Ordinances – Officer Hancock and Officer Thomas have been working with Planning and Zoning on the ordinances. Walter Denton is reviewing the final ordinance.

Action: None

Motion: None

Disposition: Open

Item 4. Leads On Line – Captain Mick Hunter and Ted Shekell met with Dale Funk City Attorney. They want to write into the ordinance that household business will be exempt.

Action: Captain Hunter revised ordinance and gave to the City Attorney for final revisions.

Motion: None

Disposition: Open

Chairman Hagarty asked if anyone had any other New Business not on the Agenda, hearing no New Business, Chairman Hagarty called for a Motion to adjourn. A Motion to adjourn was made by Alderman Roach and Alderman Cardona seconded the Motion. All ayes.

Meeting Adjourned:

5:55 p.m.

Next PS Meeting:

October 13, 2014, 5:00 p.m.

Minutes Taken By:

Misty McDonald

CITY OF O'FALLON
Park & Environment Committee

September 8, 2014

5:30 P.M

Public Safety Building

Minutes of a regular meeting of the Parks & Environment Committee of the City of O'Fallon, held in the Public Safety Building Community Room,
285 S. Seven Hills Rd, O'Fallon, Illinois September 8, 2014

- I. Attendance:** MEMBERS X True, Chair (2)
 X Mouser, Vice Chair (3)
 X Meile (1)
 X Hagarty (3)
 X Cardona (5)
 X Holden (6)
- II. Council:** Albrecht; Bennett; Drolet; Garrish; Hursey; McCoskey; Roach
Park: Kasten
Guests: Mitchell; Rheume; Pitts; Malare
Staff: Denton; Funk; Randall; Hutchison
 Meeting called to order at 5:55 p.m.

- III. Minutes: July 14, 2014**
Motion Mouser motion to approve the minutes July 14, 2014 Meeting
Second: Holden
Approved: All

- IV. A. Item: Bid Utility Work Machine(UWM)**
Sealed bids for the purchase of a new Utility Work Machine were open on August 25, 2014 at 8:30 a.m. at City Hall. One bid was received. The total bid was \$56,025.44 which includes 68" Angle Broom, 48" Pallet Forks and Auger Drive Unit with three bit sizes. \$65,000 was budgeted in FY15. All bid packets are downloaded from the website.
Motion Hagarty
Second: Meile
Approved: All

- B. Class/Active Network Upgrade:**
Staff has been working since mid-July upgrading website interface with GIS upgrades. Migration should be completed by end of October.

- C. Report Review:**
1. September 27-28 Strange Folk Festival
 2. September 26 "Frozen" will be shown on Field 1 in CP with the appearance of "Elsa and Anna," sponsor by "Chick-fil-A" and O'Fallon Township.
 3. Comments: Sport Park numbers can be obtain by reviewing the semi-annual reports. Aquatic center is not the correct terminology for a possible new city "Centre."

- ADJOURN Motion: Cardona**
Second: Hagarty
Approved: All

PREPARED BY: MJ Hutchison Next Meeting: Nobember 10, 2014

PROJECT: Utility Work Machine

BID DATE: 8/25/14 8:30 a.m.

COMPANY	BID AMOUNT	BID BOND	CASHIER'S CHECK	OTHER (Money Orders, Etc.)	APPROVED BY COMMITTEE	APPROVED BY COUNCIL	DATE BID/TAB MAILED OUT	CONTRACT SIGNED	DATE CASHIER'S CHECK/ OTHER SENT BACK
Bobcats w/ bucket snow blade	59,534.68								
Auger	4,640.76								
Angle Broom	5,886.45								
Pallet	850								



CITY COUNCIL AGENDA ITEMS

To: Mayor Graham and City Council
From: MJ Hutchison, Parks & Recreation Director &
Walter Denton, City Administrator
Date: September 15, 2014
Subject: Motion- Purchase Utility Work Machine

List of committees that have reviewed: Parks & Environment reviewed the bid purchase on September 8, 2014.

Background: The City of O'Fallon Parks & Recreation Department formally requested bids for a Utility Work Machine (UWM). Bids were accepted until 8:30 a.m. on the 25th of August, 2014. Bobcat of St Louis-Fairview submitted the low and only bid of \$56,025.44. The total bid was \$56,025.44 which includes 68" Angle Broom, 48" Pallet Forks and Auger Drive Unit with three bit sizes. \$65,000 was budgeted in FY15.

Legal Considerations, if any: None

Budget Impact: Approved in the FY15 Budget in the amount of \$56,025.44.

Staff recommendation: Staff recommends purchase.