



Meeting Date: Thursday, March 12, 2026
Meeting Time: 5:00 P.M.
Meeting Location: Council Chambers
118 Hillsboro Avenue

ADMINISTRATIVE AND COMMUNITY SERVICES COMMITTEE AGENDA

Committee Members

Elizabeth Grant, Chair

Will Krause

Andrea Miracle

-
1. Roll Call
 2. Approval of Minutes from the February 26, 2026 ACS meeting [Pg. 3](#)
 3. Public Comment
 4. New Business
 - A. Approval to Award the Goshen Commons Contract to S.M. Wilson in the amount of \$3,950,000.00 [Pg. 5](#)
 - B. A Resolution Approving the Placement of Banners on Streetscape Light Poles in Downtown Edwardsville by The Land of Goshen Community Market [Pg. 7](#)
 - C. A Resolution Approving the Placement of Banners on Streetscape Light Poles in Downtown Edwardsville by the Bicycle and Pedestrian Advisory Committee [Pg. 14](#)
 - D. A Resolution Establishing an Administrative Review Period During which New Facilities Selling Alternative Nicotine Products and Accessories Shall Not Open [Pg. 20](#)
 - E. Approval of the Crocker Gardens and Gerber Park Contract to Gelly Excavating in the amount of \$792,869.23 [Pg. 23](#)
 - F. Approval of a Sole Source Resolution Authorizing the Awarding of a Contract to Gillihan Concrete for the Purchase and Installation of Concrete for the All Abilities Playground [Pg. 25](#)
 - G. Approval of a Sole Source Resolution Authorizing the Awarding of a Contract to WWCS in an amount not to exceed \$36,722.00 for the Purchase and Installation of Fencing for the All Abilities Playground [Pg. 29](#)
 - H. Approval of RASE Board Items from the March 3, 2026 meeting: [Pg. 33](#)
 - i. Cystic Fibrosis Charity Walk – Metro East Great Strides (Sunday, May 3)
 - ii. Goshen Market – Goshen Market Foundation (Saturday, May 9 to

If prospective attendees require an interpreter or other access accommodation, please contact the Edwardsville City Clerk's office at 618-692-7500 no later than 48 hours prior to the commencement of the meeting to arrange the accommodations.

Saturday, October 17)

- iii. Bonifest – St. Boniface Church (Friday, May 22 and Saturday, May 23)
- iv. Bonifest Run – St. Boniface Church (Saturday, May 23)
- v. Watershed Endurance Run – Final Lap Racing (Saturday, August 8)
- vi. Edwardsville Art Fair – Edwardsville Art Center (Friday, September 25 to Sunday, September 27)
- vii. Leclaire Parkfest – Friends of Leclaire (Saturday, October 18)

5. Old Business

6. Correspondence & Announcements:

- A. February Building Permit Report [Pg. 110](#)

7. Boards & Commissions:

- A. Plan Commission
- B. Zoning Board of Appeals
- C. Human Relations Committee
- D. Historic Preservation Commission
- E. Edwardsville Environmental Commission
- F. Bicycle and Pedestrian Advisory Committee – February 4, 2026 [Pg. 120](#)
- G. Recreation, Arts and Special Events Board
- H. Library Board
- I. Band Board

8. Next ACS Meeting: **Thursday, April 2, 2026 at 5:00 p.m.** in City Hall Council Chambers, 118 Hillsboro Ave

9. Adjournment

CITY COUNCIL MEETING: Monday, March 16, 2026 at 7:00 p.m. in City Hall Council Chambers, 118 Hillsboro Ave

Administrative and Community Services Committee Minutes

February 26, 2026 5:00 P.M. at City Hall

Approved Date: _____

Signature: _____

PRESENT:

Elizabeth Grant
Andrea Miracle
Eric Williams
Ryan Zwijack
Breana Buncher
Jack Vonderheide

Cathy Hensley
Chris Farrar
John Falcone
Don Munsch
Sarah Cundiff
Brendan Urban

EXCUSED

Will Krause

1. Roll Call
2. Approval of Minutes from the February 12, 2026 ACS meeting – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
3. Public Comment
4. New Business
 - A. A Resolution Approving a Special Use Permit for a Rooftop Solar Energy System at 5710 Inner Park Drive – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - B. Approval of an Ordinance Amending Chapter 1250.13 – Off-street parking and loading; tables of the Codified Ordinances of the City of Edwardsville – **Second Reading** – Motion to approve with discussed amendments (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - C. Approval of an Ordinance Amending Chapter 1228 – Landscaping and screening of the Codified Ordinances of the City of Edwardsville – **Second Reading** – Motion to approve with discussed amendments (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - D. Approval of an Ordinance Certifying the Official Zoning Map of the City of Edwardsville, Madison County, Illinois – **Second Reading** – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - E. Approval of a Sole Source Resolution to Slayden Glass, Inc. for the Purchase and Installation of a Storefront at 246 North Main Street – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - F. Approval of Inducement Resolution to University Park Plaza, LLC – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
5. Old Business
6. Correspondence & Announcements:
 - A. Letter from the Zoning Board of Appeals regarding a Special Use Permit for 5710 Inner Park Drive

7. Boards & Commissions:

- A. Plan Commission
- B. Zoning Board of Appeals – September 22, 2025
- C. Human Relations Committee
- D. Historic Preservation Commission – January 14, 2026
- E. Edwardsville Environmental Commission
- F. Bicycle and Pedestrian Advisory Committee
- G. Recreation, Arts and Special Events Board
- H. Library Board
- I. Band Board

9. Next ACS Meeting: Thursday, March 12, 2026 at 5:00 p.m. in City Hall Council Chambers, 118 Hillsboro Ave.

10. Adjournment – Motion to adjourn (Grant), seconded (Miracle)

CITY COUNCIL MEETING: Tuesday, March 3, 2026 at 7:00 p.m. at City Hall Council Chambers, 118 Hillsboro Ave.

DATE: March 11, 2026



ACTION ITEM TITLE: Approval to Award the Goshen Commons Contract to S.M. Wilson in the amount of \$3,950,000.00

ORIGIN: Public Works

SUMMARY:

This item is to award the Goshen Commons Contract to S.M. Wilson in the amount of \$3,950,000.00

RATIONALE:

This contract is for the construction of Goshen Commons located on St. Louis St. between N Main St. and N 2nd St. Features include outdoor recreation space, restroom facilities, pedestrian plaza and street lighting. This work is proposed to be completed by the fall of 2026.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN:

Not Applicable

SUGGESTED COUNCIL ACTION:

Approval



DATE: February 06, 2026

ACTION ITEM TITLE: A RESOLUTION APPROVING THE PLACEMENT OF BANNERS ON STREETSCAPE LIGHT POLES IN DOWNTOWN EDWARDSVILLE BY THE LAND OF GOSHEN COMMUNITY MARKET

ORIGIN: Administration

SUMMARY: The Land of Goshen Community Market request that their existing banners, which have normally been displayed on St. Louis during the market season, be displayed on East Park and South Kansas during the 2026 market season from May 1—October 17. The location of the market will not be on St. Louis Street due to construction.

RATIONALE: The Land of Goshen Community Market banners promote and create awareness of the Goshen Community Market, and seeing the banners in a new location will serve as a reminder of their new location for 2026.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN: NA

SUGGESTED COUNCIL ACTION:

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PLACEMENT OF BANNERS ON
STREETSCAPE LIGHT POLES IN DOWNTOWN EDWARDSVILLE FOR
THE LAND OF GOSHEN COMMUNITY MARKET**

WHEREAS, the City of Edwardsville owns and maintains the streetscape light poles in downtown Edwardsville; and

WHEREAS, banners placed on the streetlight poles add color and vitality to the downtown business district; and

WHEREAS, other organizations have submitted requests to hang banners on the streetscape light poles in order to promote artistic, cultural, tourism-related activities, and in order to recognize a specific milestone anniversary; and

WHEREAS, the City of Edwardsville has adopted guidelines for placing banners on streetscape light poles in downtown; and

WHEREAS, the Land of Goshen Community Market has submitted a Letter of Application for Banner Display on Streetscape Light Poles to have banners in place from May 1—October 17, 2026.

WHEREAS, the Administrative & Community Services Committee did on December __, 2026, recommend approval of the Letter of Application for Banner Display on Streetscape Light Poles submitted by the Land of Goshen Community Market with a vote of _ ayes and _nays; and

NOW, THEREFORE IT BE ORDAINED BY THE CITY COUNCIL OF THE CITY COUNCIL OF EDWARDSVILLE, MADISON COUNTY, ILLINOIS, that:

PASSED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, ILLINOIS, this _th day of _____ 2026, pursuant to a roll call vote as follows:

AYES:

NAYES:

ABSTENTION:

ABSENT:

APPROVED BY THE MAYOR OF THE CITY OF EDWARDSVILLE, ILLINOIS, this _th day of _____ 2026.

BY:

Art Risavy, Mayor
City of Edwardsville
Madison County, Illinois

ATTESTED:

Filed in my office this ____ day of _____, 2026

BY:

Michelle A. Boyer, City Clerk
City of Edwardsville
Madison County, Illinois



LETTER OF APPLICATION FOR BANNER DISPLAY ON STREETSCAPE LIGHT POLES

Applicant's Name	The Land of Goshen Community Market				
Phone:		Email:			
Address:					
City:		State:		Zip:	

Resolution # 88-6-2001 Endorsing Guidelines for Placing Banners on Streetscape Light Poles in Downtown Edwardsville states:

- **No banner shall be hung without an approved banner application.**
- **Banners shall be placed on City light poles by City of Edwardsville Public Works Department employees only after City Council approval.**
- **A detailed diagram of the proposed banner(s) showing accurate dimensions, dates of use, and a proposed number of banners is required to be attached to all banner applications upon submittal.**
- **Design and purchase of all banners are the responsibility of each applicant.**
- **This application shall be completed in its entirety and must include Signatures, Contact Information, and a proposed banner diagram that meets the “Guidelines for Placing Banners on Streetscape Light Poles” (*incomplete applications will be returned to the applicant for completion*).**
- **Applicants are encouraged to visit the City Administration Office at 118 Hillsboro Ave., Edwardsville, IL 62025 for assistance in completing the form. The contact number is 618-692-7531.**
- **Banners will be removed within 30 days after the passing of the activity or occasion and displayed no sooner than 3 months prior to the activity or occasion.**

City Administrator Approval: _____

Guidelines for Placing Banners on Streetscape Light Poles in Downtown Edwardsville

Banners are placed throughout the Streetscape program area to add color and vitality to the downtown business district, to create a sense of arrival upon entering the district, to unify the district and to promulgate information that is viewed as valuable to the community. Under certain conditions, the City will hang banners for other organizations.

- 1) Approval for use of the poles will only be granted to State or local government units or not-for-profit corporations whose primary purpose is the promotion of the arts, cultural activities or tourism. The design and/or content of the banner is limited to that which promotes the arts or a significant cultural or tourism-related activity open to the entire community, or recognizes a specific milestone anniversary (e.g. 25th, 50th, 100th, etc.)
- 2) No groups can use the poles unless approved by the City Council. Letters of application should be submitted to the Public Works Department and should include a drawing of the proposed banner, requested dates of use, and a proposed number of banners to be used (but no more than 25% of the existing poles). Banners will be removed within 30 days after the passing of the activity or occasion and displayed no sooner than three (3) months prior to the activity or occasion. Applicants are cautioned not to manufacture banners prior to City approval. Consideration of the applications will general occur within 30 days of submittal
- 3) Banners must not contain any corporate advertising or sponsorship recognition of any kind.
- 4) Only the City's banner arms can be used. No additional attachments may be installed.
- 5) Banners that become illegible, damaged, or otherwise in poor condition will be removed by the City. The City will not be responsible for any damage to applicant's banners.
- 6) All banners must be 22.75 inches x 62.5 inches, hemmed at the top and bottom with 3.5-inch pockets and made by a professional banner manufacturer with imprints on both sides. They must be made of a fabric sturdy enough to tolerate the elements.
- 7) No banners are to be placed on City light poles by anyone but employees of the City's Public Works Department. Please note that banners will not be placed on the street side of the light poles.
- 8) The City will try to accommodate the dates requested by the applicant. National holidays, municipal events, downtown festivals and promotions, and previously approved banner requests will take precedence.



The Land of Goshen Community Market Banners



DATE: March 10, 2026

ACTION ITEM TITLE: A RESOLUTION APPROVING THE PLACEMENT OF BANNERS ON STREETSCAPE LIGHT POLES IN DOWNTOWN EDWARDSVILLE BY THE BYCYCLE & PEDESTRIAN ADVISORY COMMITTEE

ORIGIN: Administration

SUMMARY: The Bicycle and Pedestrian Advisory Committee has their existing BPAC “Slow Down Town” Campaign that they implemented in 2024 and expanded upon in 2025. BPAC is proposing these 12 banner be displayed near crosswalks in downtown Edwardsville on Main Street, St. Louis Street and Vandalia Street.

RATIONALE: The Bicycle and Pedestrian Advisory Committee is promoting City tourism through their safe walking, running and bicycle riding in down town. They are encouraging those that walk, run and bike to visit out our local restaurants and shops to sip, savor and shop while in the business district. Visitors and residents alike can move about down town on foot or bicycle to eat, drink and shop in the City of Edwardsville.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN: NA

SUGGESTED COUNCIL ACTION:

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PLACEMENT OF BANNERS ON
STREETSCAPE LIGHT POLES IN DOWNTOWN EDWARDSVILLE BY THE
BICYLCE & PEDESTRIAN ADVISORY COMMITTEE**

WHEREAS, the City of Edwardsville owns and maintains the streetscape light poles in downtown Edwardsville; and

WHEREAS, banners placed on the streetlight poles add color and vitality to the downtown business district; and

WHEREAS, other organizations have submitted requests to hang banners on the streetscape light poles in order to promote artistic, cultural, tourism-related activities, and in order to recognize a specific milestone anniversary; and

WHEREAS, the City of Edwardsville has adopted guidelines for placing banners on streetscape light poles in downtown; and

WHEREAS, the Bicycle and Pedestrian Advisory Committee has submitted a Letter of Application for Banner Display on Streetscape Light Poles to be in place the summer through fall of 2026; and

WHEREAS, the Administrative & Community Services Committee did on _____, 2026, recommend approval of the Letter of Application for Banner Display on Streetscape Light Poles submitted by the Bicycle and Pedestrian Advisory Committee with a vote of ___ ayes and ___ nays; and

NOW, THEREFORE IT BE ORDAINED BY THE CITY COUNCIL OF THE CITY COUNCIL OF EDWARDSVILLE, MADISON COUNTY, ILLINOIS, that:

PASSED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, ILLINOIS, this ___th day of _____ 2026, pursuant to a roll call vote as follows:

- AYES:
- NAYES:
- ABSTENTION:
- ABSENT:

APPROVED BY THE MAYOR OF THE CITY OF EDWARDSVILLE, ILLINOIS, this ___th day of _____ 2026.

BY: _____
Art Risavy, Mayor
City of Edwardsville
Madison County, Illinois

ATTESTED:

Filed in my office this ____ day of _____, 2026

BY:
Michelle A. Boyer, City Clerk
City of Edwardsville
Madison County, Illinois



LETTER OF APPLICATION FOR BANNER DISPLAY ON STREETSCAPE LIGHT POLES

Applicant's Name	Aaron Newcom, Chair				
Phone:		Email:			
Address:	118 Hillsboro Ave.				
City:	Edwardsville	State:	IL	Zip:	62025

Resolution # 88-6-2001 Endorsing Guidelines for Placing Banners on Streetscape Light Poles in Downtown Edwardsville states:

- **No banner shall be hung without an approved banner application.**
- **Banners shall be placed on City light poles by City of Edwardsville Public Works Department employees only after City Council approval.**
- **A detailed diagram of the proposed banner(s) showing accurate dimensions, dates of use, and a proposed number of banners is required to be attached to all banner applications upon submittal.**
- **Design and purchase of all banners are the responsibility of each applicant.**
- **This application shall be completed in its entirety and must include Signatures, Contact Information, and a proposed banner diagram that meets the “Guidelines for Placing Banners on Streetscape Light Poles” (*incomplete applications will be returned to the applicant for completion*).**
- **Applicants are encouraged to visit the City Administration Office at 118 Hillsboro Ave., Edwardsville, IL 62025 for assistance in completing the form. The contact number is 618-692-7531.**
- **Banners will be removed within 30 days after the passing of the activity or occasion and displayed no sooner than 3 months prior to the activity or occasion.**

Banner Permit Application

Purpose:	<input type="checkbox"/> Event	<input type="checkbox"/> Specific Milestone Anniversary	<input checked="" type="checkbox"/> Other:
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Name of Event, Specific Milestone Anniversary, Other:
BPAC "Slow Down Town" Campaign

Event Coordinator:	BPAC - Aaron Newcom, Chair				
Phone:		Email:			
Address:	City Hall, 118 Hillsboro Ave				
City:	Edwardsville	State:	IL	Zip:	62025

Number of Banners:	12 (6 sets of 2)
Dates Banners will be Displayed:	April - September, 2026
Location Request (area of light poles to be installed):	Scattered throughout downtown - Main St., St. Louis St., Vandalia St.

I certify that the above statements and those contained in any documents or plans submitted herewith are true and accurate. I also understand that changes in plans or specifications shall not be made without written approval of this office.

Failure to comply with these regulations shall constitute a violation of the banner regulations and a citation through Municipal Court.

Banners erected without an approved application are illegal and the owner will be prosecuted.

Applicant Signature:  **Date:** 3/05/2026

Printed Name Aaron Newcom, Chair

CERTIFICATE OF COMPLIANCE

The plans and specifications submitted with this application are in conformity with the banner regulations. Changes in plans or specifications shall not be made without written approval of this office.

Failure to comply with the above shall constitute a violation of the banner regulations. Banners erected without an approved permit are illegal and the owner will be prosecuted.

Permit issued this _____ day of _____, 20____

City Administrator Approval: _____

Guidelines for Placing Banners on Streetscape Light Poles in Downtown Edwardsville

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- 1) Approval for use of the poles will only be granted to State or local government units or not-for-profit corporations whose primary purpose is the promotion of the arts, cultural activities or tourism. The design and/or content of the banner is limited to that which promotes the arts or a significant cultural or tourism-related activity open to the entire community, or recognizes a specific milestone anniversary (e.g. 25th, 50th, 100th, etc.)
- 2) No groups can use the poles unless approved by the City Council. Letters of application should be submitted to the Public Works Department and should include a drawing of the proposed banner, requested dates of use, and a proposed number of banners to be used (but no more than 25% of the existing poles). Banners will be removed within 30 days after the passing of the activity or occasion and displayed no sooner than three (3) months prior to the activity or occasion. Applicants are cautioned not to manufacture banners prior to City approval. Consideration of the applications will general occur within 30 days of submittal
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- 7) No banners are to be placed on City light poles by anyone but employees of the City's Public Works Department. Please note that banners will not be placed on the street side of the light poles.
- 8) The City will try to accommodate the dates requested by the applicant. National holidays, municipal events, downtown festivals and promotions, and previously approved banner requests will take precedence.



DATE: 3/9/26

ACTION ITEM TITLE: RESOLUTION ESTABLISHING AN ADMINISTRATIVE REVIEW PERIOD DURING WHICH NEW FACILITIES SELLING ALTERNATIVE NICOTINE PRODUCTS AND ACCESSORIES SHALL NOT OPEN

ORIGIN: Mayor’s Office

SUMMARY: The City currently licenses and regulates tobacco and alternative tobacco products sold in the City of Edwardsville. This Resolution would place a temporary moratorium on the licensing or opening of any new alternative tobacco product and accessory (“vape shops”) facilities from April 1, 2026 to October 1, 2026.

RATIONALE: City officials have noticed an increased in the number retailers primarily selling alternative tobacco products and accessories (vape shops) locating in the City. This proposed moratorium will allow the City Council and staff to identify opportunities to further manage and regulate these types of uses and ensure they do not proliferate in areas where they’re not desired. In turn, staff and the City Attorney’s Office will present appropriate updates to the City Code for the City Council to consider at a future meeting.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN: Approving the temporary moratorium is in compliance with the comprehensive plan.

SUGGESTED COUNCIL ACTION: Staff requests approval of the resolution establishing a temporary moratorium on new alternative tobacco product and accessories retailers in the City.

RESOLUTION NO. _____

RESOLUTION ESTABLISHING AN ADMINISTRATIVE REVIEW PERIOD DURING WHICH NEW FACILITIES SELLING ALTERNATIVE NICOTINE PRODUCTS AND ACCESSORIES SHALL NOT OPEN

WHEREAS, the City of Edwardsville is a Home Rule Municipal Corporation duly organized under the constitution and laws of the State of Illinois; and

WHEREAS, 65 ILCS 5/11-13-1 provides that a municipality may enact laws and regulations to protect the public health, safety, and welfare of its residents; and

WHEREAS, the City Council adopted Ordinance 4779-3-95, Zoning Ordinance, as part of the Codified Ordinances of the City of Edwardsville; and

WHEREAS, the City of Edwardsville’s Zoning Ordinance regulates uses of property within each of its zoning districts; and

WHEREAS, the City Council has adopted ordinances for the licensing and regulation of tobacco retailers in the City including facilities that market and sell alternative tobacco products and accessories; and

WHEREAS, the City has noticed a proliferation of alternative tobacco product and accessories retailers attempt to locate in the City of Edwardsville; and

WHEREAS, the City Council has determined that, in order to comprehensively consider the way the City regulates businesses providing alternative tobacco products and accessories (“vape shops”), a six month administrative review and evaluation period is necessary; and

WHEREAS, during the administrative review period, no alternative tobacco product retailers or vape shops may begin operations in the corporate limits of the City of Edwardsville.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE that between April 1, 2026 and October 1, 2026, no new alternative tobacco product retailers or vape shops shall be issued tobacco licenses or begin operating in the City of Edwardsville.

THE FOREGOING RESOLUTION PASSED BY MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE AND APPROVED BY THE MAYOR THIS _____ DAY OF _____, 20__.

RESOLVED this _____ day of _____, 20__, pursuant to a roll call vote as follows:

AYES:

NAYES:

ABSENT:
ABSTENTION:

APPROVED by me this _____ day of _____, 20____.

BY: _____
Art Risavy, Mayor
City of Edwardsville

ATTESTED:

Filed in my office this _____ day
of _____, 20____

BY: _____
Michell Boyer, City Clerk
City of Edwardsville, Madison County, Illinois



DATE: 3/11/2026

ACTION ITEM TITLE: Approval of the Crocker Gardens and Gerber Park contract to Gelly Excavating in the amount of \$792,869.23.

ORIGIN: Parks and Recreation

SUMMARY: This item would award the Crocker Gardens and Gerber Park contract to Gelly Excavating in the amount of \$792,869.23.

RATIONALE:

The City of Edwardsville has purchased these two properties with Edwardsville Enhancement Funds with the intent to develop the spaces into usable park space. With input from the public and funding from the Edwardsville Enhancement Fund, the Parks and Recreation department recommends moving forward with the development of these two park spaces.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN: N/A

SUGGESTED COUNCIL ACTION: Approval



City of Edwardsville
Bid Result Tabulation

Date: March 09, 2026

Time: 2 p.m.

Project Title / Item: Crocker Garden and Gerber Park

Contractor/Company	Bid Bond / Cashier's Check	Contract Amount	Alternate
Gelly Excavating, Inc.	Bid Bond	\$ 792,869.29	
Stutz Excavating, Inc.	Bid Bond	\$ 899,368.80	

City Clerk Signature & Date: Hickelia Boyer March 09 2026



DATE: February 3, 2026

ACTION ITEM TITLE: Approval of a Sole Source Resolution Authorizing the Awarding of a contract to Gillihan Concrete for the purchase and installation of a concrete for the all abilities playground

ORIGIN: Parks and Recreation

SUMMARY: This item is to approve the sole source resolution to authorize the approval of awarding a contract to Gillihan Concrete for the purchase and installation of concrete for the all abilities playground at the Edwardsville Lewis and Clark Community College campus adjacent to the Nickel Plate Station and the MCT parking lot.

RATIONALE:

The City Parks Superintendent has solicited and received multiple bids for concrete, and will do so for fencing, and landscaping as well for the all abilities playground project to limit expense for project management. Multiple bids for the purchase and install of concrete at prevailing wage rates were obtained and the low bid will be awarded upon approval of this sole source resolution. Project coordination between the concrete, playground, playground surface, fencing, and landscape contractors to be coordinated by the Parks Superintendent.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN: NA

SUGGESTED COUNCIL ACTION: Approval

**SOLE SOURCE RESOLUTION
AUTHORIZING THE AWARDING OF A CONTRACT TO GILLIHAN
CONCRETE FOR THE PURCHASE AND INSTALLATION OF CONCRETE
FOR THE ALL ABILITIES PLAYGROUND**

WHEREAS, the City of Edwardsville is home rule municipality pursuant to Section 6, Article VII of the Illinois Constitution of 1970 and owns and operates certain parks facilities; and

WHEREAS, the City of Edwardsville has recognized a need to contract out the installation of the concrete for the all-abilities playground at the Edwardsville Lewis and Clark Community College campus; and

WHEREAS, Parks staff solicited three bids for the work at prevailing wage rates and the low bid is \$34,970, which the Parks and Recreation Department has evaluated and determined is a fair and reasonable cost; and

WHEREAS, the City Code, Section 2-591, bid Purchasing Regulation, (d) Exemption from the Bidding Process; provides for the award of single source contracts for services without competitive bidding if such exemption is authorized by two-thirds of all the Aldermen then holding office.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE that:

The City of Edwardsville City Council has reviewed and hereby approves by two-thirds majority vote the awarding of a contract to Gillihan Concrete for the installation of specified concrete for the all-abilities playground at Lewis and Clark Community College Edwardsville campus in the amount of \$34,970.

THIS RESOLUTION PASSED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, MADISON COUNTY, ILLINOIS, AND APPROVED BY THE MAYOR OF SAID CITY THIS _____ DAY OF _____, 2026.

Art Risavy, Mayor

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

ATTEST: _____

Michelle Boyer, City Clerk, City of Edwardsville, Madison County, Illinois this day of _____, 2026.



2947 Old Troy Rd.
 Glen Carbon, IL 62034
 618-781-3914

PROPOSAL

January 30, 2026

REVISED II

Prepared for:

EDWARDSVILLE PARKS DEPARTMENT
 Attn: Darin Lee

Project:

NICKEL PLATE STATION
 INCLUSIVE PLAYGROUND

Scope of Work: Includes material and labor.

Form and pour 247' of 6" wide x 18" tall barrier curb. (Top of curb to be flush with finish grade.)

Includes sawed control joints @ 15' max spacing.

Form, grade, and pour 48'-10" x 17'-2" & 25' x 10' patio areas x 4" thick.

Form, grade, and pour 43'-8" x 5' & 33'-4" x 6' sidewalk x 4" thick.

Includes 4" compacted rock sub-base.

Includes control joints @ 12' on center each way in patio.

Includes control joints @ 6' on center max each way in sidewalk.

Concrete to be 4000 psi/6 bag mix.

*Excludes: Excavation/hauling, backfill/seed/straw/sod, landscaping, embeds/anchors, surveying/staking (elevations/dimensions), testing, demo/excavation of unforeseen structures, storm sewer modifications.

**Assumes access to site with concrete trucks and equipment.

**Not responsible for damage to existing sidewalks/curbs/etc. for access.

Total: \$34970.00

Jason Gillihan

All Abilities Playground Concrete Bid Sheet		
Date	Company	Bid
9/16/2025	Gillihan Concrete	\$ 34,970.00
11/14/2025	Limbaugh Construction	\$ 42,636.00
10/6/2025	Keller Construction	\$ 53,500.00



DATE: March 9, 2026

ACTION ITEM TITLE: Approval of a Sole Source Resolution Authorizing the Awarding of a contract to WWCS in an amount not to exceed \$36,722 for the purchase and installation of fencing for the all abilities playground

ORIGIN: Parks and Recreation

SUMMARY: This item is to approve the sole source resolution to authorize the approval of awarding a contract to WWCS for the purchase and installation of fencing for the all abilities playground at the Edwardsville Lewis and Clark Community College campus adjacent to the Nickel Plate Station and the MCT parking lot.

RATIONALE:

The City Parks Superintendent has solicited and received multiple bids for fencing, and will do so for concrete, and landscaping as well for the all abilities playground project to limit expense for project management. Multiple bids for the purchase and install of fencing at prevailing wage rates were obtained and the low bid will be awarded upon approval of this sole source resolution. Project coordination between the concrete, playground, playground surface, fencing, and landscape contractors to be coordinated by the Parks Superintendent.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN: NA

SUGGESTED COUNCIL ACTION: Approval

**SOLE SOURCE RESOLUTION
AUTHORIZING THE AWARDING OF A CONTRACT TO WWCS IN AN
AMOUNT NOT TO EXCEED \$36,722 FOR THE PURCHASE AND
INSTALLATION OF FENCING FOR THE ALL ABILITIES PLAYGROUND**

WHEREAS, the City of Edwardsville is home rule municipality pursuant to Section 6, Article VII of the Illinois Constitution of 1970 and owns and operates certain parks facilities; and

WHEREAS, the City of Edwardsville has recognized a need to contract out the installation of the fencing for the all-abilities playground at the Edwardsville Lewis and Clark Community College campus; and

WHEREAS, Parks staff solicited three bids for the work at prevailing wage rates and the low bid is \$36,722, which the Parks and Recreation Department has evaluated and determined is a fair and reasonable cost; and

WHEREAS, the City Code, Section 2-591, bid Purchasing Regulation, (d) Exemption from the Bidding Process; provides for the award of single source contracts for services without competitive bidding if such exemption is authorized by two-thirds of all the Aldermen then holding office.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE that:

The City of Edwardsville City Council has reviewed and hereby approves by two-thirds majority vote the awarding of a contract to WWCS for the installation of specified fencing for the all-abilities playground at Lewis and Clark Community College Edwardsville campus in the amount of \$36,722.

THIS RESOLUTION PASSED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, MADISON COUNTY, ILLINOIS, AND APPROVED BY THE MAYOR OF SAID CITY THIS _____ DAY OF _____, 2026.

Art Risavy, Mayor

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

ATTEST: _____

Michelle Boyer, City Clerk, City of Edwardsville, Madison County, Illinois this day of _____, 2026.



PROPOSAL

Date: February 24, 2026
 Proposal Submitted To: Edwardsville Parks and Rec Department
 Street: 118 Hillsboro Avenue
 City, State, Zip: Edwardsville, IL 62025
 Phone: XXXXXXXXXX
 Job Name: Nickle Plate Station All Abilities Playground Fencing

Attn: Darin Lee

WWCS, Inc. respectfully submits the following proposal for construction services:

- Provide and install new 6' tall Majestic, 3-Rail, Echelon Plus, Black Aluminum fence with associated 2 ½" x 7'3" posts and 6" x 6" x ¼" base plate anchored to top of concrete curb using (4) 3/8" x 5" concrete anchors
- Provide and install (2) 6' x 6' swing gates with 3" square, 12-gauge posts painted "Black" and 8" x 8" x 3/8" base plate anchored to top of concrete curb using (4) 3/8" x 5" concrete anchors (gates to have self-closing hinges and latch)
- Clean up and haul off all debris

Total Lump Sum: **\$36,722.00**

CLARIFICATIONS: All work to be done on a straight time basis. All wages paid on this project will be per Madison County Prevailing Wage Rates at a minimum.

EXCEPTIONS: Unforeseen conditions, permits, permit delays, testing, engineering, taxes, painting, electrical, locating underground utilities not marked by JULIE, excessive dewatering, unsuitable soils, weather protection, final grade and seed, bonds, grouting

*We appreciate the opportunity to quote this item. Please sign and return if acceptable.
Price good for 30 days. Terms Net 30.*

Bob Welch, President

ACCEPTANCE

WWCS, Inc., / 463 W. MacArthur Dr., Cottage Hills, IL 62018
 618-258-1222 / 618-258-1444 (fax) / wwcs@wwcsinc.com
www.wwcsinc.com

All Abilities Playground Fence Bid Sheet		
Date	Company	Bid
2/24/2026	WWCS	\$ 36,722.00
2/16/2026	Belleville Fence Company	\$ 38,125.00
2/11/2026	Collins & Hermann	\$ 45,735.00

EDWARDSVILLE PARKS DEPARTMENT MEMORANDUM

To: Elizabeth Grant, Chairman
Administrative & Community Services
From: Grace Pellock, Special Events and Marketing Coordinator
Parks and Recreation
Date: Friday, March 6 2026

Subject: Forwarded Items from Recreation, Arts & Special Events Board

At the regular meeting of Recreation, Arts & Special Events Board on Tuesday, March 3, the Board reviewed the following request for Community events:

1. Cystic Fibrosis Charity Walk – Metro East Great Strides (Sunday, May 3)
2. Goshen Market – Goshen Market Foundation (Saturday, May 9 – October 17)
3. Bonifest – St. Boniface Church (Friday, May 22 and Saturday, May 23)
4. Bonifest Run – St. Boniface Church (Saturday, May 23)
5. Watershed Endurance Run – Final Lap Racing (Saturday, August 8)
6. Edwardsville Art Fair – Edwardsville aRt Center (Friday, September 25-Sunday September 27)
7. LeClaire Parkfest – Friends of LeClaire (Saturday, October 18)

Cystic Fibrosis Charity Walk was approved as it stands in the application with no significant changes from previous years.

Goshen Market was approved as it stands in the application. The Goshen Market Foundation will be moving it's location for 2026 due to the downtown/Goshen Commons construction. They will be using City Park closing off East Park Street from Buchanan to S Kansas and South Kansas Street from East Vandalia to blank East Park Street. For big events such as Route 66 festival, Edwardsville Rotary Criterium, and the Edwardsville Art Fair, they will be located at the Cassens parking lot across from the post office.

Bonifest was approved as it stands in the application with no significant changes from previous years.

Bonifest Run was approved as it stands in the application with no significant changes from previous years.

Watershed Endurance Run was approved as it stands in the application with no significant changes from previous years.

Edwardsville Art Fair was approved as it stands in the application with no significant changes from previous years.

LeClaire Parkfest was approved as it stands in the application with no significant changes from previous years.

The events were approved and reviewed by the Recreation, Arts & Special Events Board. The event has also been reviewed by a representative from the police department.

The Board recommends the Administrative and Community Services Committee approve the above event for forwarding to the City Council at the next meeting.



Meeting Date: March 3

Meeting Time: 5:00 P.M.

Meeting Location: City Council Chambers

118 Hillsboro Ave

Recreation, Arts & Special Events (RASE) Board Meeting Agenda

RASE Board Members

Janet Haroian, Chair

Tanner Alexander

Tony Green

Suzanne Weiss

Jeanette Mallon

Josh Fark

Lauren Szakielo

- I. ROLL CALL**
- II. PUBLIC COMMENT**
- III. APPROVAL OF MINUTES**
 - A. February 3, 2026 - Regular Meeting Minutes
- IV. EVENTS & FACILITIES REQUEST**
 - A. Cystic Fibrosis Charity Walk – Metro East Great Strides (Sunday, May 3)
 - B. Goshen Market – Goshen Market Foundation (Saturday, May 9-October 17)
 - C. Bonifest – St. Boniface Church (Friday, May 22 & Saturday, May 23)
 - D. Bonifest Run – St. Boniface Church (Saturday, May 23)
 - E. Watershed Endurance Run – Final Lap Racing (Saturday, August 8)
 - F. Edwardsville Art Fair – Edwardsville Art Center (Friday, September 25-Sunday, September 27)
 - G. Leclaire Parkfest – Friends of Leclaire (Saturday, October 18)
- V. RECREATION REPORT**
- VI. PROGRAM REPORT**
- VII. WILDEY PROGRAM REPORT**
- VIII. RP LUMBER CENTER REPORT**
- IX. DIRECTOR’S REPORT**

**Recreation Arts and Special Events
Board Meeting Minutes
February 3, 2026**

Approved Signature: /s/ J. Haroian _____

By Approval Date:

- I. Meeting was called to order at 5:00 p.m. by Janet Haroian. The meeting was held in person at City Hall in Council Chambers. Members in attendance at City Hall were Lauren Szakielo, Josh Fark, and Tanner Alexander.

Parks staff in attendance at City Hall included Nate Tingley, Grace Pellock, Jeremy Dempsey, Phil Zamora, Amanda Prior-Alton, and Lydia Bond.

Lt. Michael Lybarger, Adam Davis, and Stephen Hanson were also in attendance.

- II. Please note that the special event application, Wags at the Watershed, was added to the agenda after it was posted.

- III. Minutes read from the October meeting –

Tanner Alexander motioned to approve the minutes as written, and Josh Fark seconded the motion. The minutes were approved as written.

Events and Facilities Requests:

Earth Day – Nature Preserve Foundation (Saturday, April 19):

Adam Davis presented the Earth Day special event application on behalf of the Nature Preserve Foundation.

The only significant change to the application is a community bike ride instead of their usual 5K run. The estimated start time is 8:30 AM, and the estimated end time is 12:00 PM.

Motion to approve (Szakielo) Earth Day, seconded (Alexander), and voted all ayes to forward to ACS.

Celebrating the Spirit of 1776 – Madison County Historical Society (Sunday, June 28):

Stephen Hansen presented the Celebrating the Spirit of 1776 special event application on behalf of the Madison County Historical Society.

The MCHS and EPL will provide a program to celebrate the 250th anniversary of the Declaration of Independence. Reenactments will portray Benjamin Franklin and Abigail Adams on the bandstand in City Park. The estimated start time is 1:30 PM, and the estimated end time is 3:30 PM.

Motion to approve (Fark) Celebrating the Spirit of 1776, seconded (Szakielo), and voted all ayes to forward to ACS.

Edwardsville Rotary Criterium – Edwardsville Rotary (Friday, August 14 and Saturday, August 15):

Nate Tingley presented the Edwardsville Rotary Criterium special event application on behalf of the Edwardsville Rotary.

Changes to the application include the addition of a Pre-Criterium Party in the Park on Friday evening. This new addition will feature a live concert at the bandstand alongside various food and beverage trucks to kick off the weekend festivities. Saturday's races have an updated course that will begin on South Buchanan Street, proceed with a left turn onto E. Vandalia Street, followed by a left onto South Main Street, a left onto East Schwarz Street, and a final left turn to return to the starting point on South Buchanan Street.

Motion to approve (Szakielo) Edwardsville Criterium, seconded (Fark), and voted three ayes and one nay to forward to ACS.

Unity Fest – Edwardsville Unity (Saturday, September 26):

Grace Pellock presented the Unity Fest special event application on behalf of Edwardsville Unity. There were no significant changes to the application from previous years.

Motion to approve (Fark) Unity Fest, seconded (Alexander), and voted all ayes to forward to ACS.

Edwardsville Book Fair – Edwardsville Library (Saturday, October 3):

Grace Pellock presented the Edwardsville Book Fair special event application on behalf of the Edwardsville Library. There were no significant changes to the application from previous years.

Motion to approve (Alexander) Edwardsville Book Fair, seconded (Szakielo), and voted all ayes to forward to ACS.

Living History Day – Madison County Historical Society (Sunday, October 4):

Steve Hansen presented the Living History Day special event application on behalf of the Madison County Historical Society. There were no significant changes to the application from last year.

Motion to approve (Alexander) Living History Day, seconded (Fark), and voted all ayes to forward to ACS.

Wags at the Watershed – Partners for Pets (Saturday, November 7):

Grace Pellock presented the Wags at Watershed special event application on behalf of Partners for Pets.

Wags at Watershed is a repeated event held at the Watershed. Community members will register to walk their dog(s) to raise money for Partners for Pets in honor of Dr. Brent Leh. Partners for Pets will have an informational tent and some adoptable pets. There were no significant changes to the application from last year.

Motion to approve (Fark) Wags at Watershed, seconded (Szakielo), and voted all ayes to forward to ACS.

IV. Recreation Report

Jeremy Dempsey gave the Recreation Report.

- a) Spring sports registration for the 2026 season successfully opened on January 1, with summer sports registration scheduled to follow on March 1.
- b) The youth basketball programs saw significant engagement this season, with over 120 participants enrolled across the Co-Ed Rookies and the 2nd through 5th-grade boys' divisions; these seasons are slated to conclude next week.
- c) The winter adult basketball session commenced the week of January 18, featuring competitive division games on Wednesdays and recreational play on Thursdays.
- d) The 2026 reservation calendar opened to residents of Edwardsville on January 12 and to non-residents on January 14.
- e) Weeknight rentals are set to begin on February 16, marked by the start of the Glen Ed soccer season.

- f) The tournament season at Plummer Family Park will officially kick off on February 28 with the Washington University Women's Ultimate Frisbee event.
- g) This marks the beginning of a busy 2026 schedule, as the facility prepares to host over 30 tournaments throughout the year.
- h) To support these expanded operations, the department is currently in the process of hiring additional staff members to join the team for the upcoming season.
- i) We will be hosting trainings for our new staff on February 21, with on-the-job training for all staff starting the following weekend at the Washington University Women's Ultimate Frisbee event.

V. Program Report

Grace Pellock gave the Program Report.

- a) We had another successful Winter Market Festival. The weather was nice, and we had 65 vendors come out that day.
- b) Free yoga at the Wildey Theatre started back in January, every Tuesday, and will run until May. The program has had great attendance with an average of about 80 people per night.
- c) Daddy Daughter dances will be taking place on Valentine's Day Weekend, Friday, February 13, Saturday, February 14, and Sunday, February 15.
- d) Tickets for both the Friday and Saturday evening dances are completely sold out. We currently have 90 people signed up for Sunday night. Participants will get to enjoy a DJ, photo booth, food, and friendship bracelet making.
- e) The lineup of bands for the summer concert series has been finalized.
- f) The schedule for our summer movie series has also been finalized.
- g) Planning for the Route 66 festival is progressing steadily. The musical lineup is now finalized, and all activities for the Kids Zone have been secured. Additionally, vendor applications have been distributed, and revisions to the car show format are currently being developed.

VI. R.P. Lumber Center Report

Phil Zamora gave the R.P. Lumber Center Report.

- a) The R.P. Lumber Center has had a high level of engagement in its skating programs, with the current "Learn to Skate" session reaching a total of 202 participants.
- b) In athletics, high school hockey playoffs are set to begin shortly, and the spring hockey schedule is currently being developed through a strategic partnership with the East Alton Ice Arena and Elite Hockey.
- c) The facility was also well-represented on a regional stage during the recent figure skating championships hosted in St. Louis, where five skaters from the rink were selected to serve as "sweepers" for the event.
- d) Looking ahead to the fall, the Center has tentatively booked the Texas Roadhouse meat-cutting competition for October 2026.

I. Wildey Theatre Report

Amanda Prior-Alton gave the Wildey Theatre Report.

- a) The Wildey Theatre had a successful start to the year, with January featuring two sold-out performances by Anthology, Breakfast in America, and Hard Promises.
- b) All three screenings of White Christmas as well as the Opera Edwardsville performance were sold out.
- c) The theatre also hosted the Municipal Band for a holiday show and facilitated eight private parties and two private movie screenings in its event spaces.
- d) The facility's schedule remains busy with Tuesday night yoga resuming and a lineup of upcoming performers, including John Waite, Dailey & Vincent, Chris Cain, Dogs of Society, and Texas Flood.
- e) February will host four private events alongside the well-loved Daddy-Daughter Dance.
- f) The theater is currently undergoing a lobby renovation project, which is halfway completed, and has recently upgraded its technical capabilities with the purchase of two new remote-operated spotlights and a high-definition movie projector.

II. Directors Report

Nate Tingley gave the Directors Report.

- a) The laborers have completed the removal of holiday decorations from the downtown area and City Park. In addition to seasonal snow removal, the labor team has focused on the repair and maintenance of vehicles and equipment, facility upkeep at Plummer Family Park, and various interior painting projects.
- b) Horticulture Coordinator Marc Miller continues to collaborate with the Edwardsville Enhancement Committee on strategic tree plantings and is currently working alongside Public Works to improve the Goshen island medians.
- c) Darin Lee, our Parks Superintendent, has been overseeing several key capital projects, including the resurfacing of the playground and ongoing concrete work at Springer Woods. Mr. Lee is also managing the procurement process for the all-abilities playground by securing concrete bids and establishing a construction timeline. Additional administrative focus is being directed toward ADA access quotes, the review of new park development plans, and City Park fountain plans.
- d) Director Nate Tingley is currently overseeing several infrastructure improvements at Richards Woods, with a primary focus on the development of parking facilities, restrooms, trails, and bridge work. In addition to these site projects, administrative efforts are being directed toward conducting internal employee evaluations and finalizing budget requests for the 2027 fiscal year. These tasks are being managed concurrently with ongoing planning sessions for new park developments.

Haroian adjourned the meeting at 6:06 PM.

The next meeting is scheduled for March 3rd, 2026.

Minutes submitted by: Lydia Bond



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Metro East, IL Cystic Fibrosis Foundation Great Strides Walk

(please provide final and full name of event)

Fundraising charity walk to raise awareness and funds so that we can get one step closer to curing cystic fibrosis

Date Requested for Event 05 / 03 / 26 Nature of Event to curing cystic fibrosis

Applicant Name Ali Reider Age 31 Date of Birth 07 / 25 / 1994

Daytime Contact # [REDACTED] Email: [REDACTED]

Business/Organization Name Cystic Fibrosis Foundation IRS 501(c) Tax Exempt # [REDACTED]

Address 10900 Manchester Road, Suite 206 City/State/Zip Kirkwood, MO 63122

Office Contact # [REDACTED] Email: [REDACTED]

Additional Responsible Parties: Name Anna McCloud Phone/Email [REDACTED]

Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time 7 : 30 a.m. / p.m. TO 3 : 00 p.m. a.m. / p.m. (Include set up and tear down)

Actual Event Time 10 : 00 a.m. a.m. / p.m. TO 2 : 00 p.m. a.m. / p.m.

Expected # of attendees 350

Purpose of Event Charity fundraising walk for local CF Community. We will walk together to bring hope and joy to those affected by CF and work towards a future where everyone can breathe easier.

Please provide a full description of your event in detail (REQUIRED).

Participants will arrive and turn in any funds they might have and check in with our volunteers starting at 10 a.m., breakfast and visit with our sponsors. At ~10:45 a.m. we will have a quick ceremony and start the walk. They will have the option to walk 1.5 or 3 miles. The route started/ended in the Watershed Nature Center parking lot and circled the lake along the trails. It is a casual walk with strollers and leashed dogs, not a timed event or race. The parking lot was set-up with 10x10 tents for our teams to congregate and sponsors to distribute information. Our registration tent is a 20x20 rental. We have an inflatable archway that is set-up at the start that needs electric.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park

Leclaire Park

Vadalabene Fields

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: Watershed Nature Center

(Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use

Security Fence

Trash Cans

City Barricades

Sidewalk Closure

Vendors

Electricity

Street Closure

Water Usage

Restrooms

Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

Inflatables

Carnival Rides

Decorations/Signs/Display

Port-a-pots

Tents

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a ***Temporary Food Event Coordinator Information Sheet*** at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. ***Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.*** If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
 Parks Department
 118 Hillsboro, PO Box 407
 Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature 

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

_____ **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

_____ In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

_____ Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

_____ **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

Charges For Use of City Equipment. The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

Contractor Usage and Fees. At the City’s discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

Potential Charges For The Use of Electrical Services. The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

Commercial Events Donation Requirement. All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant’s ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

- I am over 21 years of age.
- I agree to adhere to all policies set forth by the City of Edwardsville.
- I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.
- All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature [REDACTED]

Date 2 / 24 / 26 / _

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name The Land of Gshen Community Market
(please provide final and full name of event)

Date Requested for Event 5/9/26/10/17/26 Nature of Event Farmers Market

Applicant Name Ann Herrington Age 46 Date of Birth 11/22/1979/

Daytime Contact # [REDACTED] Email: [REDACTED]

Business/Organization Name Goshen Market Foundation IRS 501(c) Tax Exempt # [REDACTED]

Address [REDACTED] City/State/Zip [REDACTED]

Office Contact # [REDACTED] Email: [REDACTED]

Additional Responsible Parties: Name Sherrie Hickman Phone/Email [REDACTED]

Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time 6 :00 am a.m. / p.m. TO 1 : 30pm a.m. / p.m. (Include set up and tear down)

Actual Event Time 8 : 00am a.m. / p.m. TO 12 : 00pm a.m. / p.m.

Expected # of attendees 1200

Purpose of Event Farmers Market

Please provide a full description of your event in detail (REQUIRED).

~~30-70 local producers set up stalls on _____ and in the adjacent parking lot to sell their products. All products are _____ grown, raised, or made within 100 miles of the City of Edwardsville. We provide children's activities on the green space _____ as well as live music, and space for other nonprofit and community organizations. We have themed days that highlight _____ local agriculture and activities~~

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____

Leclaire Park _____

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: Market will be held in Cassens Transport Parking lot for (Please Call Parks Office)
The Art Fair, Criterium and Route 66,

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use

Security Fence

Trash Cans

City Barricades

Sidewalk Closure

Vendors

Electricity

Street Closure

Water Usage

Restrooms

Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Market staff will use Market barricades to close Kansas and Park Streets as shown on map

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

Inflatables

Carnival Rides

Decorations/Signs/Display

Port-a-pots

Tents

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
 Parks Department
 118 Hillsboro, PO Box 407
 Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

~~Single and small group musicians will play live music from the back of the bandstand between the hours of 8am and 12pm. Small amplifier will be used so that Market customers can hear the music. Music will be kept to a volume that does not disrupt the business of vendors or others~~

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature _____



If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

_____ **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

_____ In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

_____ Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

_____ **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

█ **Charges For Use of City Equipment.** The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

█ **Contractor Usage and Fees.** At the City’s discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

█ **Potential Charges For The Use of Electrical Services.** The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

█ **Commercial Events Donation Requirement.** All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant’s ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

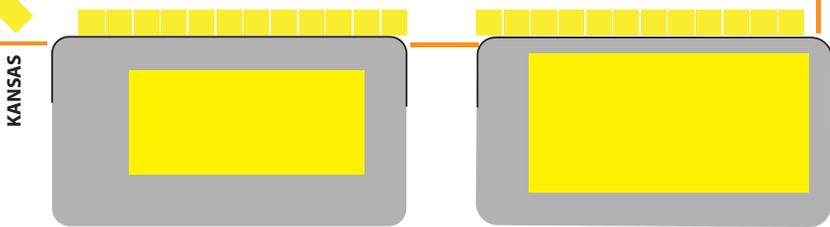
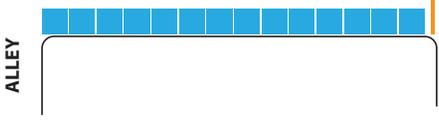
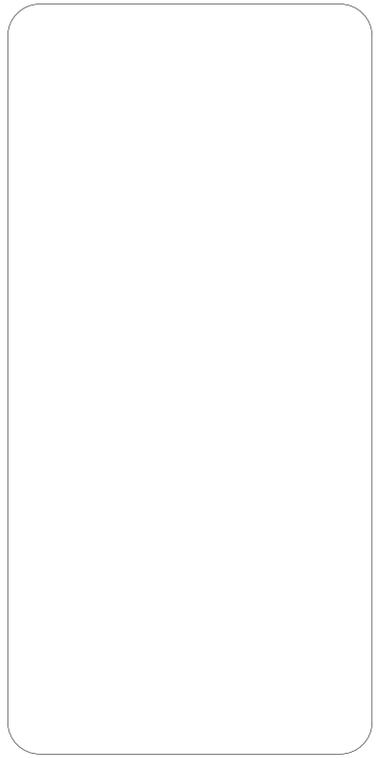
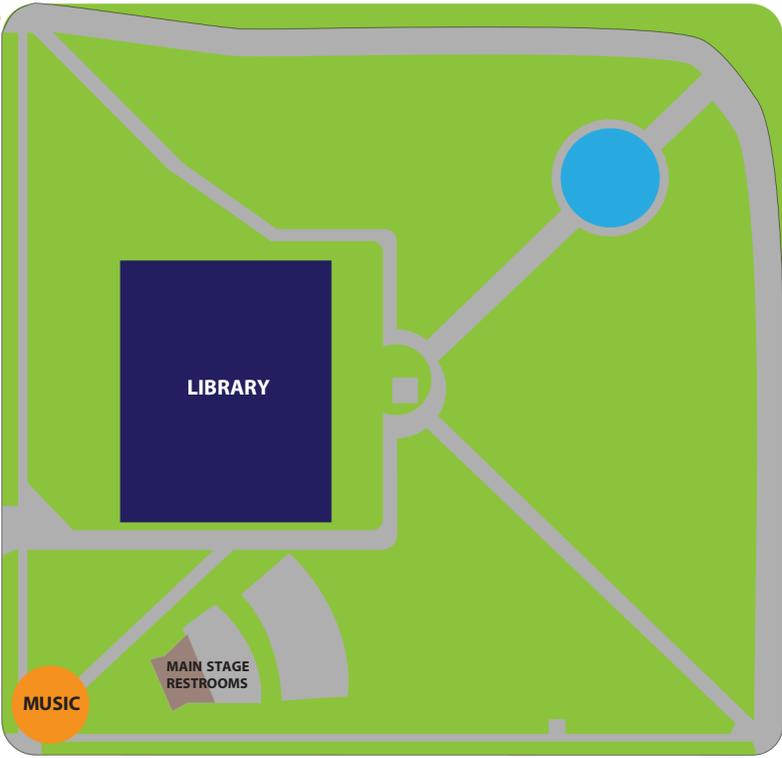
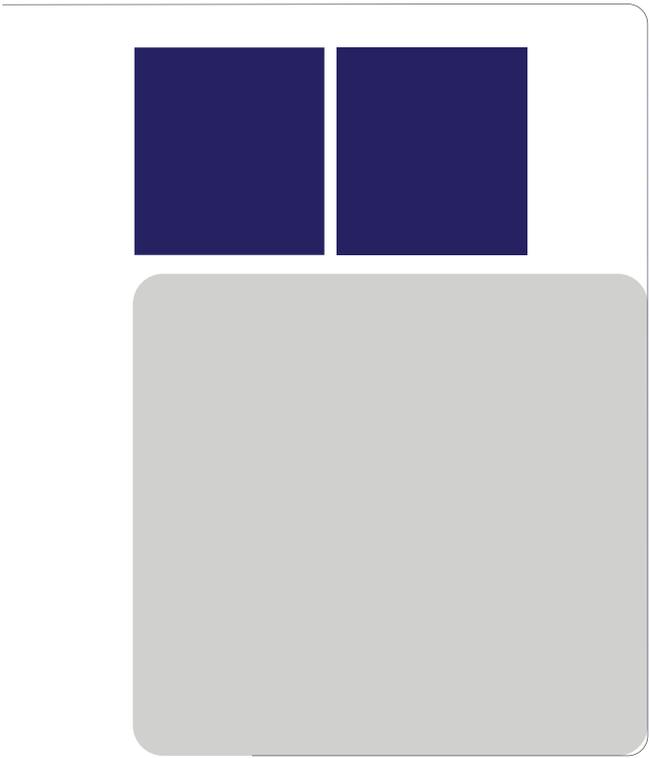
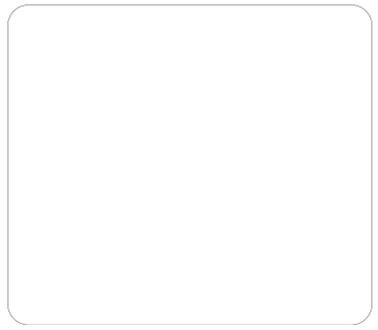
If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.





Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Bonifest
(please provide final and full name of event)

Date Requested for Event 05 22 2026 / 05 23 2026 Nature of Event Fundraiser

Applicant Name Ryan Hentz Age 50 Date of Birth 06 01 1975

Daytime Contact # [REDACTED] Email: [REDACTED]

Business/Organization Name St. Boniface Church IRS 501(c) Tax Exempt # [REDACTED]

Address [REDACTED] City/State/Zip [REDACTED]

Office Contact # [REDACTED] Email: [REDACTED]

Additional Responsible Parties: Name Emily Gates Phone/Email [REDACTED]

Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time Friday 6:00 a.m. / p.m. TO Sunday 12:00 a.m. / p.m. (Include set up and tear down)

Actual Event Time Saturday 10:00 a.m. / p.m. TO Saturday 12:00 a.m. / p.m. Friday- 4:00pm to midnight

Expected # of attendees _____

Purpose of Event Fundraiser

Please provide a full description of your event in detail (REQUIRED).

Annual Bonifest, Parish Carnival and Pickie
Rides food music.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____

Leclaire Park _____

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Bandstand Use | <input type="checkbox"/> Security Fence | <input type="checkbox"/> Trash Cans |
| <input checked="" type="checkbox"/> City Barricades | <input checked="" type="checkbox"/> Sidewalk Closure | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Electricity | <input checked="" type="checkbox"/> Street Closure | <input type="checkbox"/> Water Usage |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Lake Use |

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Buchanan from Vandalia to Hillsboro with acceptance for Businesses on Buchanan
Filmore From Vandalia to Hillsboro
Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

- | | | |
|---|--|---|
| <input type="checkbox"/> Inflatables | <input checked="" type="checkbox"/> Carnival Rides | <input checked="" type="checkbox"/> Decorations/Signs/Display |
| <input checked="" type="checkbox"/> Port-a-pots | <input checked="" type="checkbox"/> Tents | |

Other (Specify) _____

Event Has Alcohol? YES NO

How will you prevent alcohol from being sold to minors? (REQUIRED)

EPD Valid ID course for stand chairs and workers

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served. There is no fee for this application. Event coordinator must contact the Madison County Health

Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City's Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*
- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - o Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.

- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

_____ Stage with Bands and Music from 4pm - 12am on May 22
 _____ 10Am - 12Am May 23

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature _____



If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

— [REDACTED] **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

— [REDACTED] In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

— [REDACTED] Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

— [REDACTED] **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

_____ **Charges For Use of City Equipment.** The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

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_____ **Potential Charges For The Use of Electrical Services.** The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

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Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

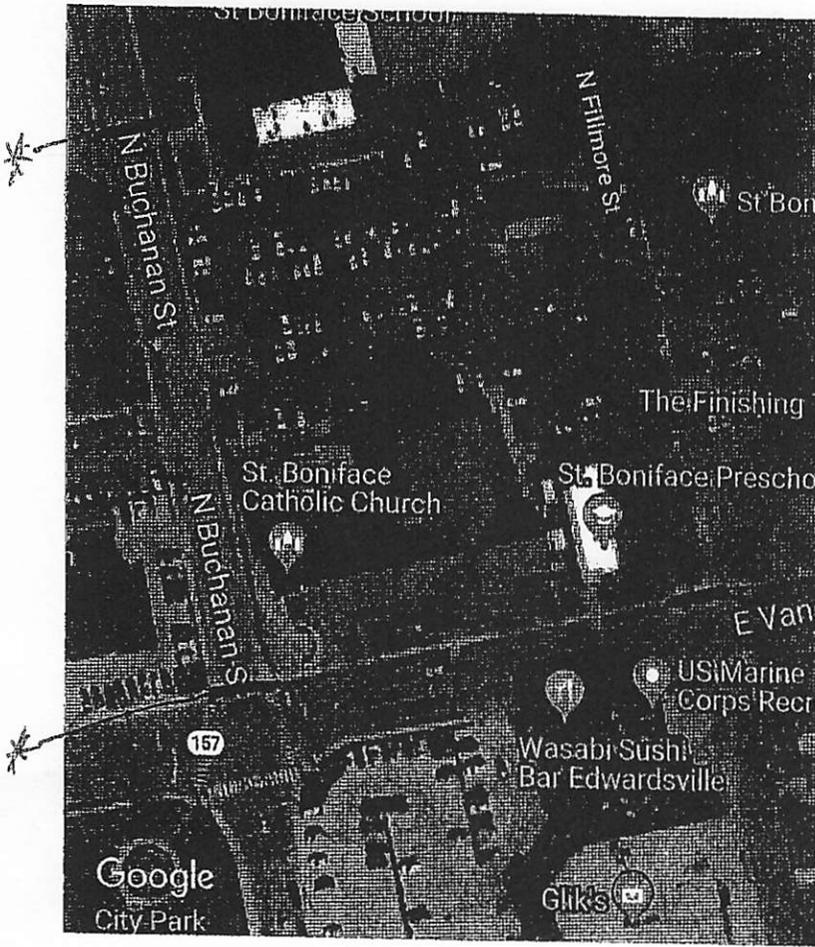
Applicant must initial all statements.

- I am over 21 years of age.
- I agree to adhere to all policies set forth by the City of Edwardsville.
- I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.
- All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____ Date 02/23/26

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Find a place



Tap to see quick actions

Buchanan St. Normal for Bonifest From Vandalia to the first Drive of Post office

Filmore - From Vandalia to first Residential Drive.



City of Edwardsville
**PARKS &
RECREATION**

PARADE/ASSEMBLY PERMIT -- APPLICATION --

PURSUANT TO SECT. 114-61 OF CODIFIED ORDINANCE OF CITY OF EDWARDSVILLE

Questions? Contact Parks and Recreation Department at 618-692-7538

EVENT NAME: Bona Run

SPONSOR (CLUB, ORGANIZATION, INDIVIDUAL)

NAME: St. Boniface

ADDRESS: [REDACTED]

TELEPHONE: [REDACTED] E-MAIL: [REDACTED]

SPONSOR'S REPRESENTATIVE

NAME: Ryan Hertz BIRTH DATE 6/1/75

ADDRESS: [REDACTED]

TELEPHONE: [REDACTED] E-MAIL: [REDACTED]

EVENT SPECIFICS

DATE OF PARADE OR ASSEMBLY: 5/23/24

PARADE/ ASSEMBLY SET UP TIME 5:30 Am TEAR DOWN TIME 10:00 Am

PARADE/ ASSEMBLY START TIME 8:00 Am ESTIMATED END TIME 10:30 Am

EVENT START/END ADDRESS/LOCATION(S) [REDACTED]

EVENT ROUTE (List affected streets below)

See rt. on file

Attach Map of Parade or Assembly Route

(Include Starting/Ending Point Layout)

ESTIMATED NUMBER OF TOTAL ENTRIES/PARTICIPANTS

FLOATS: _____

BANDS: _____

MARCHING GROUPS: _____

VEHICLES: _____

ATTENDANCE EXPECTED: 800

EVENT SUPPORT AND PLAN

NUMBER OF MARSHALS TO ASSIST WITH CROWD CONTROL 40

MARSHALS VOLUNTEER _____ PAID POLICE DEPARTMENT ?

DESIGNATED VIEWING AREA FOR HANDICAP OR IMPARED _____

DESIGNATED AREA FOR LOST CHILDREN main ticket booth

WILL CLEAN--UP PERSONNEL BE NEEDED? YES _____ NO f

IF YES, INDICATE REASON: (ANIMALS, CONFETTI, ETC) _____

IF YES, CLEAN UP PERSONNEL PROVIDED BY SPONSOR _____ PARKS LABOR _____

WEATHER CONDITIONS (CONTINGENCY):

RAIN DATE (ONLY IF DESIRED) _____

INSURANCE REQUIREMENT

____ YES NO Will there be floats or motorized vehicles not designated for normal road use as part of the event on the public right of way?

YES ____ NO Will the event consist of 25 people or more?

If "YES" to either above question, attach a Certificate of Insurance for \$1,000,000 comprehensive general liability naming the City of Edwardsville as additionally insured.

____ YES NO Is this event closing a state highway?

If "YES", attach an additional Certificate of Insurance for \$1,000,000 naming the Illinois Department of Transportation as the additionally insured.



EVENT FEES

(Please Initial After Reading)

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

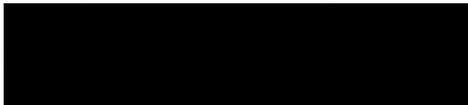
- APPLICATION FEE
- NEW EVENT DEPOSIT FEE
- STREET CLOSURE (costs will include equipment usage and Public Works staffing)
- SPECIAL SIGNAGE
- CITY EQUIPMENT COST
- POLICE DEPARTMENT ASSISTANCE
- PARKS LABORERS (trash, etc)

PARADE/ASSEMBLY FEES *(Please Initial After Reading)*

 An application fee of \$250 shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

Read and Agreed to all guidelines stated in this Parade and Assembly Application.

Signature



Date

02/23/26



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, its Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

█ I am over 21 years of age.

█ I agree to adhere to all policies set forth by the City of Edwardsville.

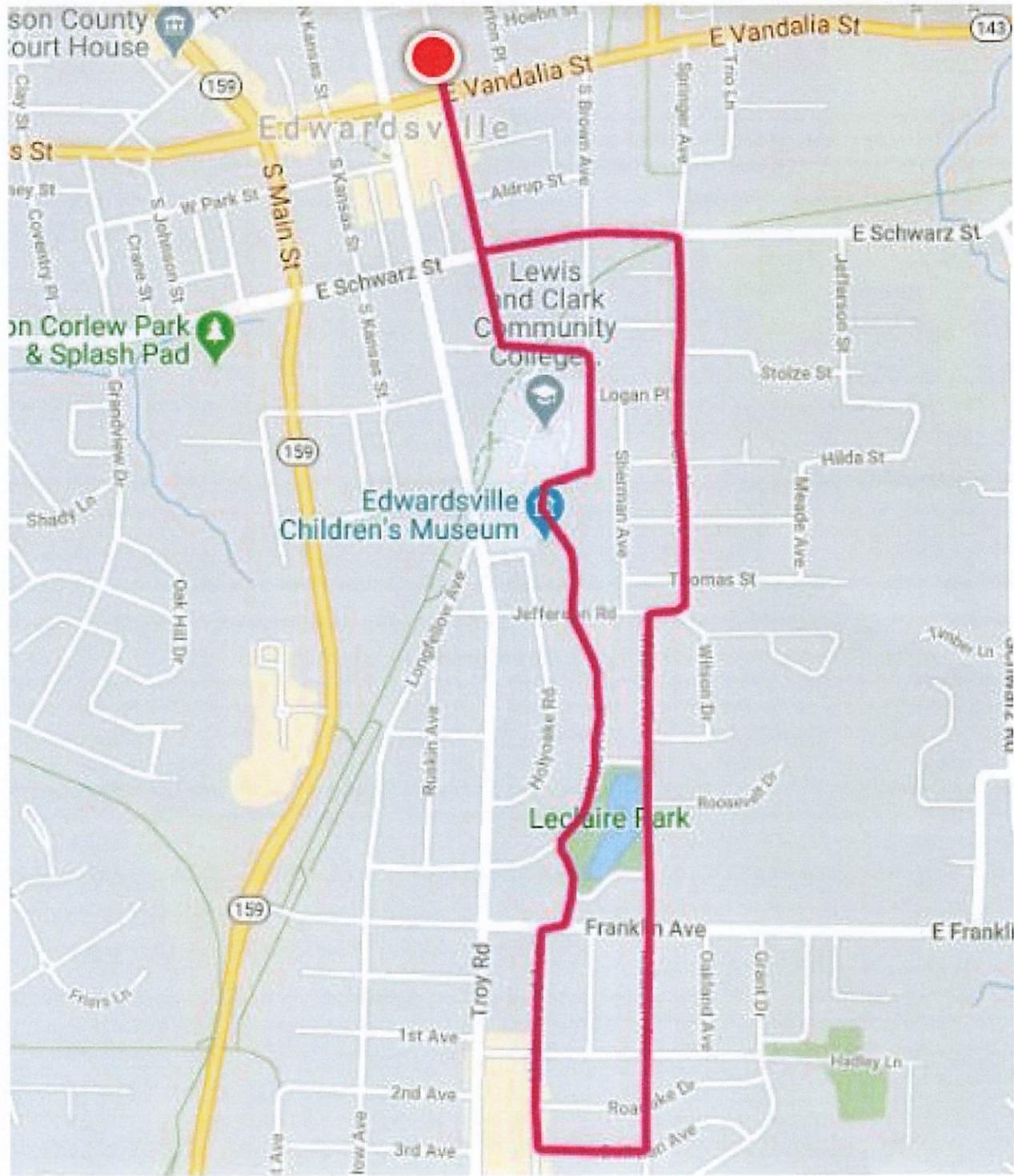
█ I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

█ All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____

Date 07/23/24

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. Permit is valid only for dates and times listed and must be posted on site during the event.



What: The Watershed Endurance 6HR/3Hr Runs**Where:** Watershed Nature Center, Edwardsville, IL 62025**When:** Saturday, August 8th, 2026, 6PM-12AM

Who: Final Lap Race Management is a small business based in Collinsville and has been in business since 2012. Final Lap Racing offers is the premier race service company in the Metro-East. Final Lap Racing provides services to many area events including Bonifest 5K, Route 66 10K, SIUE Homecoming 5K/10K and Edwardsville Turkey Trot. More information at <https://finallapracing.com>



Times: Event will be held in the evening to decrease exposure to the summer heat and humidity. Both distances will end at midnight Saturday, August 9th.

- Setup Times – 4:30PM – 6:00PM
- 6 HR – Start 6:00 PM - 12:00 AM
- 3 HR – Start 9:00 PM – 12:00 AM
- Cleanup Time: 12:00AM - 1:00AM

Event Description: The Watershed Endurance Runs is a unique event to challenge an individual's physical abilities. The event will consist of a 3-hour and 6-hour timed run taking place on the 1 Mile path around the Watershed Nature Center. The route surface is 50% gravel and 50% pavement. Participants can run, jog, walk or even take a break in between loops. The event is to see how many miles individuals can complete within the 3 or 6 hours limit. So, how far can you go?

Benefit: Proceeds from the event will directly benefit the Watershed Nature Center, Nature Preserve Committee to support its goal of re-connecting people of all ages, background and abilities to nature, protect and restore ecologically functional lands and waters, and promote active, healthy, sustainable communities and livelihoods. *Final Lap has donated \$7,685 to the Watershed Nature Preserve Committee the past 4 years from the event's proceeds!*

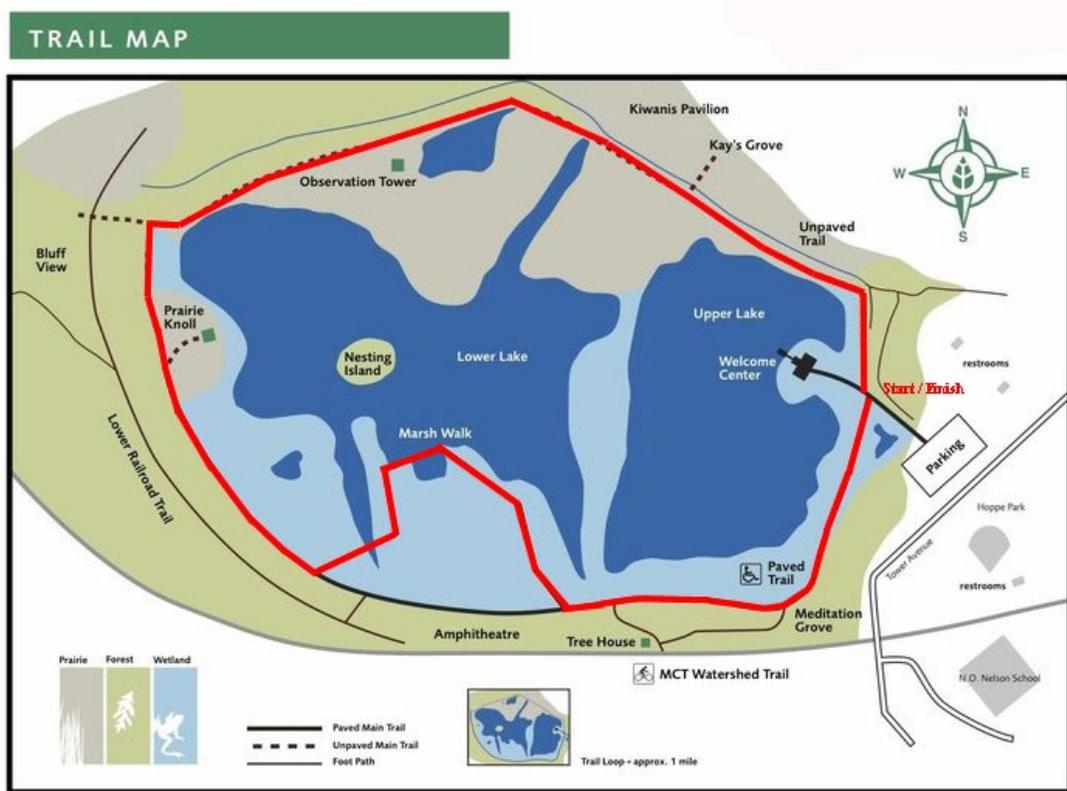
Field Limit: 140 total participants

Packet Pickup: Early packet pickup – Runwell on Friday, August 7th from 3pm to 6pm. Raceday packet pickup will be from 5:00PM – 9:00PM inside the Watershed Nature Center Welcome Center.

Awards: Male & Female Overall and Top 2 Male & Female age group winners – 29 & under, 30-30, 40-49, 50-59, 60+ in both races. Awards will be based on number of loops completed and finish time within the timed limit.

Aid Station: An aid station tent will be setup. This will be supplied with water, electrolyte drink, energy gels, fruit, snacks and first aid. There will no cooked food on-site. Participants are encouraged to provide their own aid during event. Event will be a cup-less event to minimize waste. Restrooms will be available inside the Welcome Center and in parking lot near basketball/sand volleyball courts.

Course Map & Layout: A 1.01 Mile loop clockwise starting and finishing at the walking path to the Welcome Center. Participants will continuous run around the path around Watershed in a clockwise direction. The marsh walk path will be used.



Event Waiver signed by each Participants

In consideration of you accepting this entry, I, the participant, intending to be legally bound do hereby waive and forever release any and all rights and claims for damages or injuries that I may have against the City of Edwardsville, Final Lap Race Management, Inc., Watershed Nature Center, Nature Preserve Foundation and all of their agents assisting with the event, sponsors and their representatives, volunteers and employees for any and all injuries to me or my personal property. This release includes all injuries, illnesses and/or damages suffered by me before, during or after the event. I recognize, intend and understand that this release is binding on my heirs, executors, administrators, or assignees.

I know that running a race is a potentially hazardous activity. I should not enter and run unless I am medically able to do so and properly trained. I assume all risks associated with running in this event including, but not limited to: falls, contact with other participants, the effects of weather, traffic, and course conditions, and waive any and all claims which I might have based on any of those and other risks typically found in running a race. I acknowledge all such risks are known and understood by me. I agree to abide by all decisions of any race official relative to my ability to safely complete the run. I certify as a material condition to my being permitted to enter this race that I am physically fit and sufficiently trained for the completion of this event and that a licensed Medical Doctor has verified my physical condition.

In the event of an illness, injury or medical emergency arising during the event I hereby authorize and give my consent to the Event Director to secure from any accredited hospital, clinic and/ or physician any treatment deemed necessary for my immediate care. I agree that I will be fully responsible for payment of any and all medical services and treatment rendered to me including but not limited to medical transport, medications, treatment and hospitalization.

As it applies to my participation in this event, I agree to abide by the Center for Disease Control (CDC)'s recommendations for the prevention of the spread of COVID-19 and attest to having read the CDC's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>. I also agree to abide by any COVID-19 distancing and other safety guidelines issued by the State of Illinois, Madison County Health Department, City of Edwardsville and by Final Lap Race Management, Inc. for my participation in this event.

Further, I grant permission to all the foregoing to use my name, voice and images of myself in any photographs, motion pictures, results, publications or any other print, videographic or electronic recording of this event for legitimate purposes.

This event follows the standard running industry policy: All entry fees are non-refundable. We reserve the right to postpone or cancel the event due to circumstances beyond our control such as a natural disaster or emergency or as required to protect the safety of participants and staff. No refunds will be issued under these circumstances. We reserve the right to change the details of the event without prior notice. I understand that my entry fee is nonrefundable.

By submitting this entry, I acknowledge (or a parent or adult guardian for all children under 18 years) having read and agreed to the above release and waiver including the no refund policy.



PARADE/ASSEMBLY PERMIT -- APPLICATION -

PURSUANT TO SECT. 114-61 OF CODIFIED ORDINANCE OF CITY OF EDWARDSVILLE

Questions? Contact Parks and Recreation Department at 618-692-7538

EVENT NAME: Watershed Endurance 6Hr/3Hr Runs

SPONSOR (CLUB, ORGANIZATION, INDIVIDUAL)

NAME: Final Lap Racing

ADDRESS: [REDACTED]

TELEPHONE: [REDACTED] E-MAIL: [REDACTED]

SPONSOR'S REPRESENTATIVE

NAME: Diana Pollow BIRTH DATE [REDACTED]

ADDRESS: [REDACTED]

TELEPHONE: [REDACTED] E-MAIL: [REDACTED]

EVENT SPECIFICS

DATE OF PARADE OR ASSEMBLY: August 8-9th, 2026

PARADE/ ASSEMBLY SET UP TIME 4:30pm, 8h August TEAR DOWN TIME 12:00am, 9 August

PARADE/ ASSEMBLY START TIME 6:00 pm, 8th August ESTIMATED END TIME 1:00am, 9 August

EVENT START/END ADDRESS/LOCATION(S) Watershed Nature Center

EVENT ROUTE (List affected streets below)

The event will be taking place in the 1 Mile path around the Watershed Nature Center.

Attach Map of Parade or Assembly Route

(Include Starting/Ending Point Layout)

ESTIMATED NUMBER OF TOTAL ENTRIES/PARTICIPANTS

FLOATS: 0 BANDS: 0

MARCHING GROUPS: 0 VEHICLES: 0

ATTENDANCE EXPECTED: 140

EVENT SUPPORT AND PLAN

NUMBER OF MARSHALS TO ASSIST WITH CROWD CONTROL 5

MARSHALS VOLUNTEER 0 PAID POLICE DEPARTMENT 0

DESIGNATED VIEWING AREA FOR HANDICAP OR IMPAIRED _____

DESIGNATED AREA FOR LOST CHILDREN N/A

WILL CLEAN--UP PERSONNEL BE NEEDED? YES X NO _____

IF YES, INDICATE REASON: (ANIMALS, CONFETTI, ETC) TRASH

IF YES, CLEAN UP PERSONNEL PROVIDED BY SPONSOR _____ PARKS LABOR X

WEATHER CONDITIONS (CONTINGENCY):

RAIN DATE (ONLY IF DESIRED) _____

INSURANCE REQUIREMENT

 YES X NO Will there be floats or motorized vehicles not designated for normal road use as part of the event on the public right of way?

 X YES NO Will the event consist of 25 people or more?

If "YES" to either above question, attach a Certificate of Insurance for \$1,000,000 comprehensive general liability naming the City of Edwardsville as additionally insured.

 YES X NO Is this event closing a state highway?

If "YES", attach an additional Certificate of Insurance for \$1,000,000 naming the Illinois Department of Transportation as the additionally insured.



EVENT FEES

(Please Initial After Reading)

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

- APPLICATION FEE
- NEW EVENT DEPOSIT FEE
- STREET CLOSURE (costs will include equipment usage and Public Works staffing)
- SPECIAL SIGNAGE
- CITY EQUIPMENT COST
- POLICE DEPARTMENT ASSISTANCE
- PARKS LABORERS (trash, etc)

PARADE/ASSEMBLY FEES *(Please Initial After Reading)*

[REDACTED] _____ **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

Read and Agreed to all guidelines stated in this Parade and Assembly Application.

Signature _____ [REDACTED] _____ Date 01/28/2026



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, its Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

- I am over 21 years of age.**
- I agree to adhere to all policies set forth by the City of Edwardsville.**
- I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.**
- All information, to the best of my knowledge, provided on this form is truthful.**

Applicant Signature



Date 01 / 28 / 2026

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. Permit is valid only for dates and times listed and must be posted on site during the event.



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name 12th Annual Edwardsville Art Fair
(please provide final and full name of event)

Date Requested for Event 09 / 25-27 2026 Nature of Event Art Fair

Applicant Name Beth Browne Age 47 Date of Birth 05 / 21 / 1978

Daytime Contact # () [REDACTED] Email: [REDACTED]

Business/Organization Name Edwardsville Arts Center IRS 501(c) Tax Exempt # [REDACTED]

Address 340 Montclair Ave City/State/Zip Edwardsville IL 62025

Office Contact # () [REDACTED] Email: [REDACTED]

Additional Responsible Parties: Name Carolyn Tidball Phone/Email _____
Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time 9/23/26 8 a.m. / p.m. TO 9/28/26 4 a.m. / p.m. (Include set up and tear down)

Actual Event Time : _____ a.m. / p.m. TO : _____ a.m. / p.m. Sept 25 5pm - 9pm, Sept 26 11am - 9pm, Sept 27 11am - 3pm

Expected # of attendees 10000

Purpose of Event Art & Cultural Community Event

Please provide a full description of your event in detail (REQUIRED).

The Edwardsville Art Fair is a three-day, juried cultural arts festival featuring approximately 100 local, regional, and national artists. Guests enjoy live performances by local musicians, free artist demonstrations, hands-on arts and crafts activities for children, a dedicated Children's Art Gallery, and a variety of local food vendors. With an estimated attendance of 10,000 visitors, the Art Fair serves as a major annual fundraiser supporting the mission of the Edwardsville Arts Center, a 501(c)(3) nonprofit organization connecting the community through the arts.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park	<input checked="" type="checkbox"/>	Leclaire Park	Vadalabene Fields
Joe Glik Park		Leon Corlew Park	Winston Brown Fields

Other: (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

<input checked="" type="checkbox"/> _Bandstand Use	Security Fence	<input checked="" type="checkbox"/> _Trash Cans
<input checked="" type="checkbox"/> _City Barricades	Sidewalk Closure	<input checked="" type="checkbox"/> _Vendors
<input checked="" type="checkbox"/> _Electricity	<input checked="" type="checkbox"/> Street Closure	<input checked="" type="checkbox"/> _Water Usage
<input checked="" type="checkbox"/> _Restrooms	_Traffic Control	

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Evening of 09/24 - 09/28. Street closures to include: S. Kansas St from the corner of Vandalia to E Park and E Park St from the corner of S. Buchanan to Taqueira Z lot entrance.

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

Inflatables	_Carnival Rides	Decorations/Signs/Display
_Port-a-pots	<input checked="" type="checkbox"/> _Tents	

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Alcohol will be provided by food service and will provide basset trained professionals for sales service.

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
 Parks Department
 118 Hillsboro, PO Box 407
 Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

Stage performances will run:

Sept 25; 5-9pm
 Sept 26; 11am-9pm
 Sept 27; 11am - 3pm

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signat 

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

_____ **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

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_____ Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

_____ **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

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Contractor Usage and Fees. At the City’s discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

Potential Charges For The Use of Electrical Services. The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

Commercial Events Donation Requirement. All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant’s ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.



I am over 21 years of age.

I agree to adhere to all policies set forth by the City of Edwardsville.

I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signatur



Date 2/16/2025 / /

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

GRASS ARTISTS (booths 21-81): 7am -10am Load-In on Friday

ARRIVAL AND UNLOADING:

1. Enter eastbound on Park St. (114 E. Park Street). See map for details.
2. Stop at the Artist Check-in to retrieve artist packet and unloading permit. **Place unloading permit on dashboard.**
3. For closest access to your booth location, park on Park St. or Kansas St. to unload your tent and your work. Please unload your tent, fixtures, and artwork, and **immediately move** your vehicle **prior** to setting up your space.
4. Vehicles **must** be off Park St. and Kansas St. by **10:00am.**
5. You may pick up your t-shirt and drop off your art donation, if applicable, at the information booth.

VOLUNTEER AND GATOR HELP To request unloading assistance or the gator to haul your things, visit the Information Booth or find a volunteer in an Art Fair shirt.

IMPORTANT:

1. Cars may **NOT** drive on the grass.
2. Cars may **NOT** park in the Dominoes parking lot, in spots designated for the Public Works Dept, or the Edwardsville Library.
3. Unload your vehicle and move your car **BEFORE** you begin setting up your tent.
4. ALL vehicles must be off Park St. and Kansas St. by 10:00 am.



STREET ARTISTS (booths 1-16 and 83-92): 10:30am-12:30pm on Friday

ARRIVAL AND UNLOADING:

1. Enter eastbound on Park St. (114 E. Park Street). See map for details.
2. Stop at the Artist Check-in to retrieve artist packet and unloading permit. **Place unloading permit on dashboard.**
3. Move onto Park St. or Kansas St. Artists may park their vehicles to unload in the **middle lane ONLY**.
4. See map for tent placement, parking lane, and exit lane dependent on which street your tent is on.
5. PLEASE practice **extreme caution** when parking your vehicle, unloading your vehicle, and exiting.
6. Unload your vehicle, move items to your space, and **immediately move your vehicle prior to setting up your space.**
7. **Vehicles must be off Kansas St. and Park St. by 12:30pm.**
8. You may pick up your t-shirt and drop off your art donation, if applicable, at the information booth.

LANE USAGE ON PARK ST:

- Right Lane:** Booth installation
- Middle Lane:** Parked vehicles
- Left Lane:** Exiting traffic

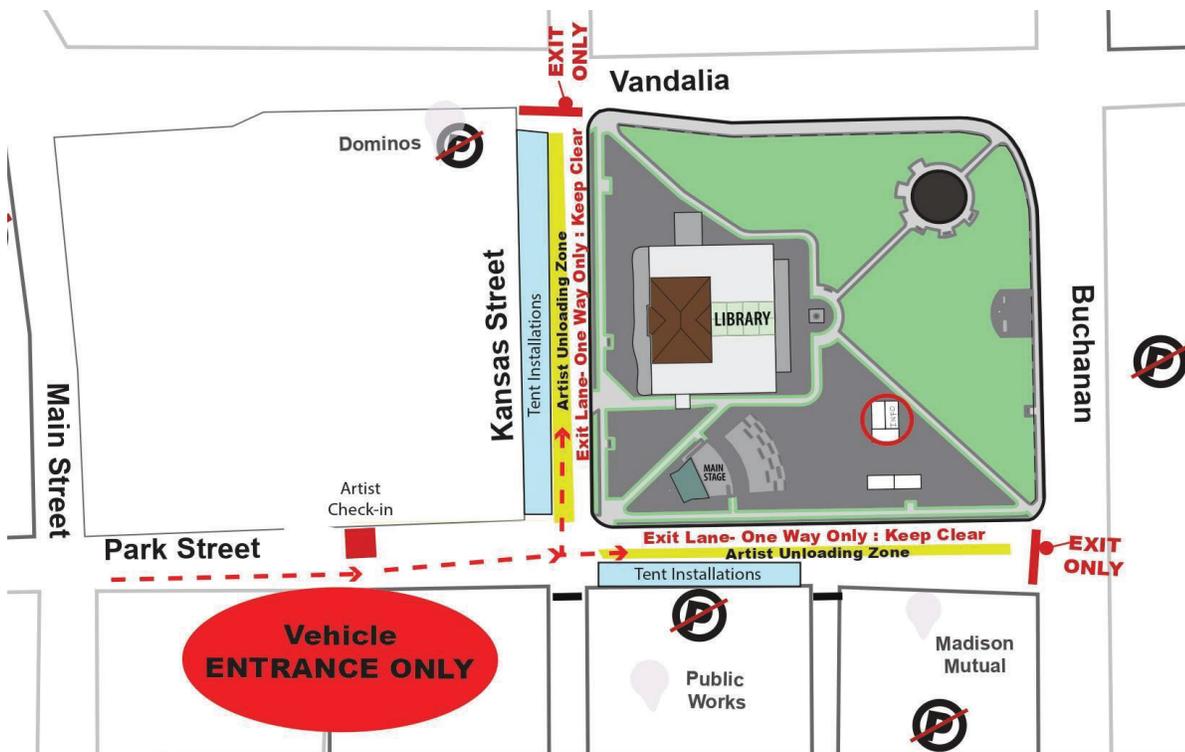
LANE USAGE ON KANSAS ST:

- Left Lane:** Booth installation
- Middle Lane:** Parked vehicles
- Right Lane:** Exiting traffic

VOLUNTEERS: To request unloading assistance, visit the Information Booth or find a volunteer in a lime green Art Fair shirt.

IMPORTANT:

1. Cars may **NOT** drive on the grass.
2. Cars may **NOT** park in the Dominoes parking lot, in spots designated for the Public Works Dept, or the Edwardsville Library.
3. Unload your vehicle and move your car **BEFORE** you begin setting up your tent.
4. ALL vehicles must be off Park St. and Kansas St. by **12:30 pm**.



**Street Artists Load-In
10:30am - 12:30pm ONLY**

EMERGING ARTISTS/STUDENT GROUPS: 12:30-4:00pm Load-In on Friday

ARRIVAL AND UNLOADING:

1. Enter eastbound on Park St. (114 E. Park Street). See map for details.
2. Move into the middle lane of Park St. Unloading should happen in the **middle lane ONLY**.
3. Booths will be installed on the right lane. Exit lanes for passing vehicles will be on the left. PLEASE practice **extreme caution** when parking your vehicle, unloading your vehicle, and exiting in the left lane. See map for exiting directions.
4. Unload your vehicle, move items to your space, and **immediately move** your vehicle prior to setting up your space.
5. When exiting your vehicle, turn right onto Kansas St., away from the fair grounds.

LANE USAGE ON PARK ST.:

Right Lane: Booth installation

Middle Lane: Parked vehicles

Left Lane: Exiting traffic

ARTIST PACKETS AND VOLUNTEERS: You may pick up your artist packets and request volunteers to assist with unloading at the Information Booth.

IMPORTANT:

1. Cars may **NOT** drive on the grass.
2. Cars may **NOT** park in the Dominoes parking lot, in spots designated for the Public Works Dept, or the Edwardsville Library.
3. Unload your vehicle and move your car **BEFORE** you begin setting up your tent.
4. ALL vehicles must be off Park St. by **4:00 pm**.



LOAD-OUT on SUNDAY, at 3pm:

VEHICLES AND UNLOADING:

1. **No cars are allowed on Park St. or Kansas St. until all artist booths are moved off of the road!**
2. **Street booths** - please break down your booth and move your items onto the grass or sidewalk in a timely manner so that we can allow cars to pull onto Park St. and Kansas St. as soon as possible.
3. Artists may utilize parking in the Kansas St. parking lot, Public Works Building lot, or behind the Madison Mutual building until cars are allowed to enter Park and Kansas streets.
4. **Cars may NOT drive on the grass.**
5. We will have a gator available to help artists who are far away from their vehicles, and many volunteers will be available to help. Look for art fair shirts.

VOLUNTEERS AND GATOR: To request help from the gator, let the Information Booth know that you need assistance and we will have him come to you as soon as possible. Once pavement artists have their tents/artwork off of the road, cars will be invited to pull into those roads for loading.

FREE ARTIST PARKING:

Fri, Sat and Sun:

- Parking lot next to and behind Madison County Courthouse. There will be a shuttle running during fair hours.
- Parking lot next to Library on Kansas St. (if possible, park further away to leave room for visitors)
- Parking lot between Park St. and Vandalia St. (next to Busey Bank)

Sat and Sun (and Friday after 5pm):

- Parking lot behind Public Works building. **DO NOT PARK IN THE PUBLIC WORKS FRONT LOT.** This is for loading in and out performers.
- Parking lot between Park St. and Vandalia
- **DO NOT PARK IN DOMINOS LOT.**

2025 Edwardsville Art Fair Parking/Shuttle Map

CITY PARK - DOWNTOWN EDWARDSVILLE

Shuttle Route
 Friday, Sept 26: 5pm - 9pm
 Saturday, Sept 27: 11am - 9pm
 Sunday, Sept 28: 11am - 3pm

Street Closure

Funded by:

Agency for
Community Transit

Services provided by:

Main Street
Community Center



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Leclaire Parkfest

(please provide final and full name of event)

Date Requested for Event 10 / 18 / 2026 Nature of Event community appreciation

Applicant Name Rebecca Reardon Age 59 Date of Birth [REDACTED]

Daytime Contact # [REDACTED] Email: [REDACTED]

Business/Organization Name Friends of Leclaire (FOL) IRS 501(c) Tax Exempt # N/A

Address [REDACTED] City/State/Zip [REDACTED] Office Contact # [REDACTED] (We don't have an

"office") Email: [REDACTED]

Additional Responsible Parties: Name Elizabeth Krause Phone/Email [REDACTED] : [REDACTED]

Name Mike Reinhart Phone/Email [REDACTED] : [REDACTED]

EVENT SPECIFICS

Total Reservation Time 6:00 a.m. TO 6:00 p.m. (Include set up and tear down)

Actual Event Time 11:00 a.m. TO 5:00 p.m.

Expected # of attendees 5,000 over the course of the day

Purpose of Event Promote awareness of and appreciation for historic Leclaire and Edwardsville by hosting a beloved family-friendly festival.

Please provide a full description of your event in detail (REQUIRED).

The 34th annual Leclaire Parkfest will be held from 11am to 5pm on Sunday, October 18, 2026. It takes several hours to set up with the assistance of FOL members and gracious volunteers, but take down goes swiftly.

Beginning at the north end of the park, there is typically a book sale benefitting the American Cancer Society at the picnic shelter. FOL hosts games near the playground equipment, administered by Edwardsville High School volunteers.

Food vendors are stationed immediately North of the bandstand, along with the required handwashing station; there are picnic tables for dining nearby. Food trucks set up on Hale. We hope that Sneaky's will once again vend beer and Samm's Last Chance Saloon will vend wine and a specialty cocktail; they will handle all of the required insurance needs.

Craft booths (wood workers, knitters, ceramics, glass, quilting, etc.), and not-for profit groups are typically on the south side of the band stand and wind around to the south end of the lake where there is a pet adoption booth. On the Madison Avenue side of the park, Mike Leitner organizes a popular exhibit of vintage cars, trucks and tractors. A corral with rescued mustangs delights the many children who attend the festival. They didn't attend last year due to the rain on Saturday, but we hope they will return. The Gaslight Squares and The Lodge Brothers performed in the bandstand. Sheafor and Simes and the VWs featuring Spencer McDole once again delighted guests at the picnic shelter on Madison Avenue. FOL members chattered about moving Sheafor and Simes to the bandstand in 2026, but Drew Sheafor told me they enjoy that side of the park.

A trolley stops by the park on Hale every half hour over the course of four hours; FOL members provide narrated tours of the historic district. FOL aims to assist other not-for-profits in raising needed funds they use to benefit the community throughout the year by providing booth space at a very reasonable rate. Vendors are typically limited to individual crafters, authors, not-for-profit organizations and select food and beverage vendors such as Sneaky's, Big T's Honey and kettle corn vendor Tricerapops.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____ Leclaire Park _____ Vadalabene Fields _____
Joe Glik Park _____ Leon Corlew Park _____ Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use _____ Security Fence Trash Cans
 City Barricades _____ Sidewalk Closure Vendors
 Electricity Street Closure Water Usage
 Restrooms _____ Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables _____ Carnival Rides Decorations/Signs/Display
 Port-a-pots Tents

Other (Specify): FOL coordinates with Leclaire Elementary School to provide overflow parking; we submit an additional COI for this purpose. We rent two hand washing stations, in accordance with requirements.

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Our alcohol vendor(s) check IDs.

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- ï **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- ï **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- ï The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- ï If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- ï Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- ï For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? X YES D NO

If yes, please note and follow all of the following:

Food trucks must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event. If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- ï **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- i **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.

- ii **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.

- iii **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? X YES D NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- **PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
 Parks Department
 118 Hillsboro, PO Box 407
 Edwardsville, Illinois 62025

- **GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- **ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

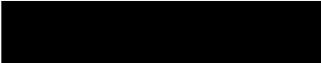
All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? X YES D NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

Two bands perform in the bandstand. Two bands perform at the picnic shelter on Madison Avenue. Amplification is controlled. Many guests actually thought the bandstand performers were too quiet last year. Performances do not start until 11am and wrap at or before 5pm.

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature _____  _____

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

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— **Commercial Events Donation Requirement.** All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant’s ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

I am over 21 years of age.

I agree to adhere to all policies set forth by the City of Edwardsville.

I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____

Date 02/08/2026 _____

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Southern Illinois Underwriters Agency Inc PO Box 463 Edwardsville, IL 62025-0463 Matthew C. Rogier	618-656-0120	CONTACT NAME: Matt Rogier, CIC PHONE (A/C, No, Ext): [REDACTED] FAX (A/C, No): [REDACTED] E-MAIL ADDRESS: [REDACTED]
	INSURER(S) AFFORDING COVERAGE	
INSURED Friends of Leclaire PO Box 644 Edwardsville, IL 62025		NAIC # 14117
INSURER A: Grinnell Mutual Reinsurance		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	[REDACTED]	06/26/2025	06/26/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is named Additional Insured for the use of Leclaire School parking lot for the Leclaire Parkfest
 e-mail: smiller@ecusd7.org
 Subject to form GMGL1805 - Additional Insured endorsement

CERTIFICATE HOLDER

CANCELLATION

EDWCOM7 Edwardsville Community School District #7 Susi Miller 708 St Louis Street Edwardsville, IL 62025	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE [REDACTED] Matthew C Rogier, CIC
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February 26, 2026
 RASE Board Report
 Jeremy Dempsey
 Sports and Recreation Coordinator

Updates

Sports Leagues	
Sports Registration	Summer sports registration opened up on Sunday, March 1 st .
Adult Basketball	We will be wrapping up the winter season this month.
Spring Sports	Towards the end of the month, we will be wrapping up the registration for some of our spring sports and begin putting together leagues and schedules to be able to start in early and mid-April.
Plummer Family Park	
Rentals	Our rental season officially started(with rentals every day) on March 1 st .
Plummer Sports Leagues	Our Plummer sports season will kick off with youth rugby on the 8 th and adult kickball towards the end of the month.
Tournament Season	Plummer tournament season kicked off this past weekend with Wash U Women’s Ultimate. We had schools like Iowa State, Arkansas, Marquette, Notre Dame, Michigan, and Wisconsin just to name a few.

- We hosted our all staff training on February 21st for all of our new hires as well as our returning staff who are not away at college.
- This month we will have 5 tournaments with Wash U finishing up their Women’s tournament on March 1st and the Wash U Men’s Tournament wrapping up the month of March on March 27th-29th.

March 3, 2025
 RASE Board Report
 Grace Pellock
 Special Events and Activities Report

Updates

Event Recap	
Daddy Daughter Dance	The dance took place on Valentine’s Day Weekend, Friday, February 13, Saturday, February 14, and Sunday, February 15. We were completely sold out for all three nights. Participants will get to enjoy a DJ, photo booth, food, and friendship bracelet making!
Yoga	Yoga instructor Donna Bartley is hosting a free yoga class at the Wildey Theatre every Tuesday till May. The program has had great attendance. An average about 50 people per night now!
Upcoming Events	
Paws in the Park	Our doggie Easter egg hunt is back! Registration is now up and we have around 25 dogs that have pre-registered. We will have a small variety of vendors in attendance to sell/giveaway items to dogs and their owners. We will also have goodie bags for the first 50 registered. All profit goes toward the MEHS.
Other Summer Prep	Bands for summer concerts have been finalized as well as the summer movie line-up. Route 66 planning is well underway! Festival bands are finalized, kids zone activities are booked, vendor applications are out, and car show changes are in the works

March 3, 2026
 RASE Board Report
 Amanda Prior-Alton
 Wildey Theatre

Updates

February Recap	
Notable Concerts	Sold out shows with John Waite, Dogs of Society, Texas Flood & Dailey&Vincent
Community Events	Hosted three nights of Daddy/Daughter Dance, Tuesday Night Yoga, League of Women Voters Primary Candidate Forum
Upcoming Events	
Notable Concerts	Sons of Cream, Mr. Blue Sky, HeadEast, Brooklyn Charmers, Angel and Boys in the Band
Private Events	Hosting two weddings and five private parties in March
Building Improvements	Lobby refresh is almost complete, trim work in final production stage
Personnel	Hired two new production members, two concessionaires, interviewing for shift supervisor

RP Lumber Center Updates

Programming	
Learn to Skate	Session 25 begins March 11, as of 2/26 we're at 115 registrations
Hockey	Season is winding down for both High School and club hockey. EHS wins Varsity and JV championships. 4 Twin Bridges teams headed to Blue Note Cup Final. 27 registered for Hockey Initiation program beginning Feb 28.
Figure Skating	Figure skating club hosting their annual spring show on March 21. This year's theme is Beauty and the Beast. Two shows are scheduled.
Special Events	SIUE spring skate booked for April 11-12 th .



MONTHLY PERMIT REPORT
ISSUED FOR MONTH OF:
FEBRUARY 2026

DEPARTMENT OF PUBLIC WORKS

PROJECTS: 0 -ZZZZZZZZZZ
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 2/01/2026 THRU 2/28/2026 USE SEGMENT DATES
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE		
SEGMENT	SEGMENT DT	DESCRIPTION	BUILDING CODE	SEG. CONT.	VALUATION	FEE		
031881	2/27/2026	NEWSONG FELLOWSHIP	201 ST LOUIS ST	MELGARA	COMMERCIAL REMODEL/ADDITION	BLD-COMREM		
BLD-REMCOM	2/27/2026	COMMERCIAL REMODEL	440 - COMMERCIAL REPAIRS/RE	MELGARA	30,000.00	30.00		
PRU	-	RAMP						
031968	2/10/2026	GRAPPERHAUS, BEN	525 GUELTIG	OWNER	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM		
BLD-REMRES	2/10/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	OWNER	1,000.00	30.00		
ELE-UPGRD	2/10/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	OWNER	1,000.00	20.00		
PLU-UPGRD	2/10/2026	PLUMBING UPGRADE	439 - RESIDENTIAL REPAIRS/R	OWNER	1,000.00	20.00		
PRU	-	INTERIOR REMODEL						
					TOTAL VALUE	3,000.00	TOTAL FEE	70.00
031983	2/13/2026	LASHLY & BAER	122 N MAIN	EBERHART	SIGN PERMIT	SIGN		
SIGN	2/13/2026	SIGN-PERMANENT	443 - SIGN	EBERHART	3,550.00	20.00		
PRU	-	SIGNS						
031996	2/02/2026	FRISBIE, JENNIFER	1420 MONTCLAIRE	SMAY	FENCE PERMIT	FENCE		
BLD-FENCE	2/02/2026	FENCE	442 - FENCE	SMAY	5,000.00	30.00		
PRU	-	FENCE						
032000	2/05/2026	STATE CONSTRUCTION	7613 CHARDONNAY CT	STATE	NEW RESIDENTIAL CONST	BLD-RES		
BLD-SFH	2/05/2026	SINGLE FAMILY HOME	101 - SINGLE FAMILY	STATE	690,000.00	281.54		
ELE	2/05/2026	ELECTRICAL	101 - SINGLE FAMILY	MDB	20,000.00	45.00		
PLU	2/05/2026	PLUMBING	101 - SINGLE FAMILY	DNS PLUMB	20,000.00	40.00		
SW	2/05/2026	SITE WORK	101 - SINGLE FAMILY	STATE	0.00	0.00		
SW-WTRON	2/05/2026	WATER TAP ON	101 - SINGLE FAMILY	STATE	0.00	4,025.00		
SW-SWRON	2/05/2026	SEWER TAP ON	101 - SINGLE FAMILY	STATE	0.00	4,130.00		
MEC	2/05/2026	MECHANICAL	101 - SINGLE FAMILY	TOENNIES	18,000.00	0.00		
PRU	-	HOUSE						
					TOTAL VALUE	748,000.00	TOTAL FEE	8,521.54
032001	2/05/2026	STATE CONSTRUCTION	3718 N ARBOR LAKE DR	STATE	NEW RESIDENTIAL CONST	BLD-RES		
BLD-SFH	2/05/2026	SINGLE FAMILY HOME	101 - SINGLE FAMILY	STATE	750,000.00	276.59		
ELE	2/05/2026	ELECTRICAL	101 - SINGLE FAMILY	MDB	20,000.00	45.00		
PLU	2/05/2026	PLUMBING	101 - SINGLE FAMILY	DNS PLUMB	20,000.00	40.00		
SW	2/05/2026	SITE WORK	101 - SINGLE FAMILY	STATE	0.00	0.00		
SW-WTRON	2/05/2026	WATER TAP ON	101 - SINGLE FAMILY	STATE	0.00	4,025.00		
SW-SWRON	2/05/2026	SEWER TAP ON	101 - SINGLE FAMILY	STATE	0.00	4,130.00		
MEC	2/05/2026	MECHANICAL	101 - SINGLE FAMILY	TOENNIES	18,000.00	0.00		
PRU	-	HOUSE						
					TOTAL VALUE	808,000.00	TOTAL FEE	8,516.59
032009	2/27/2026	FORE, RICHARD	1239 LINDENWOOD	FERGUSON	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM		
BLD-ADDRES	2/27/2026	RESIDENTIAL ADDITION	439 - RESIDENTIAL REPAIRS/R	FERGUSON	55,000.00	30.00		
ELE-UPGRD	2/27/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	FERGUSON	800.00	20.00		
PRU	-	ADDITION						
					TOTAL VALUE	55,800.00	TOTAL FEE	50.00

PROJECTS: 0 -ZZZZZZZZZZ
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 2/01/2026 THRU 2/28/2026 USE SEGMENT DATES
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE		
SEGMENT	SEGMENT DT	DESCRIPTION	BUILDING CODE	SEG. CONT.	VALUATION	FEE		
032031	2/03/2026	BOEDEKER, MARY E	127 DRAKE	OWNER	FENCE PERMIT	FENCE		
BLD-FENCE	2/03/2026	FENCE	442 - FENCE	OWNER	50.00	30.00		
PRU	- FENCE REPAIR							
032059	2/13/2026	FUESTING, ERIKA & CHAD	1900 MCKENDREE	STATHI	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM		
BLD-ADDRES	2/13/2026	RESIDENTIAL ADDITION	439 - RESIDENTIAL REPAIRS/R	STATHI	80,000.00	30.00		
ELE-UPGRD	2/13/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	JAELECTRIC	5,000.00	20.00		
PRU	- ADDITION							
					TOTAL VALUE	85,000.00	TOTAL FEE	50.00
032060	2/13/2026	SALT + SMOKE	410 N MAIN	EBERHART	SIGN PERMIT	SIGN		
SIGN	2/13/2026	SIGN-PERMANENT	443 - SIGN	EBERHART	17,999.00	20.00		
ELE-SIGN	2/13/2026	ELECTRICAL SERV FOR SIGN	443 - SIGN	EBERHART	1.00	20.00		
PRU	- SIGNS							
					TOTAL VALUE	18,000.00	TOTAL FEE	40.00
032069	2/13/2026	MUDGE, STEPHEN	1042 FLORIDA	MAACK	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM		
BLD-ADDRES	2/13/2026	RESIDENTIAL ADDITION	439 - RESIDENTIAL REPAIRS/R	MAACK	220,000.00	30.00		
ELE-UPGRD	2/13/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	MAACK	3,000.00	20.00		
PLU-UPGRD	2/13/2026	PLUMBING UPGRADE	439 - RESIDENTIAL REPAIRS/R	PONCE	2,000.00	20.00		
MEC	2/13/2026	MECHANICAL	439 - RESIDENTIAL REPAIRS/R	ENGEL	6,000.00	0.00		
PRU	- ADDITION & REMODEL							
					TOTAL VALUE	231,000.00	TOTAL FEE	70.00
032072	2/03/2026	MILEY, FRANCIS J	6 KENSINGTON CT	RENEWAL	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM		
BLD-REMRES	2/03/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	RENEWAL	38,935.00	30.00		
PRU	- WINDOWS (12)							
032073	2/03/2026	BECKER, JACKIE	315 OAK	MILLS	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM		
BLD-REMRES	2/03/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	MILLS	3,574.00	30.00		
PRU	- WINDOWS (5)							
032074	2/23/2026	CASTEEL, HEATHER	1703 LINCOLN KNOLLS	CHESLEY	FENCE PERMIT	FENCE		
BLD-FENCE	2/23/2026	FENCE	442 - FENCE	CHESLEY	10,300.00	30.00		
PRU	- FENCE							
032075	2/20/2026	CENTER GROVE PROPERTIES LLC	6455 CENTER GROVE RD	NEIKO	COMMERCIAL REMODEL/ADDITION	BLD-COMREM		
BLD-REMCOM	2/20/2026	COMMERCIAL REMODEL	440 - COMMERCIAL REPAIRS/RE	NEIKO	53,000.00	174.20		
ELE-UPGRD	2/20/2026	ELECTRICAL UPGRADE	440 - COMMERCIAL REPAIRS/RE	CAMP	22,000.00	275.00		
PLU-UPGRD	2/20/2026	PLUMBING UPGRADE	440 - COMMERCIAL REPAIRS/RE	PONCE	18,000.00	225.00		
MEC	2/20/2026	MECHANICAL	440 - COMMERCIAL REPAIRS/RE	PETERS	5,100.00	63.75		
PRU	- TENANT FINISH							
					TOTAL VALUE	98,100.00	TOTAL FEE	737.95
032076	2/02/2026	2 LLC	212 S FILLMORE	OWNER	ROOF	ROOF		
BLD-ROOF	2/02/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	OWNER	5,788.00	25.00		
PRU	- ROOF							

PROJECTS: 0 -ZZZZZZZZZZ
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 STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE
SEGMENT	SEGMENT DT	DESCRIPTION	BUILDING CODE	SEG. CONT.	VALUATION	FEE
032077	2/10/2026	STOCKHAUSEN, STEVE	7012 STONEY CREEK	JACOB	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	2/10/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	JACOB	23,000.00	30.00
PRU		- DECK REPLACEMENT				
032078	2/24/2026	YOUNG, JOSHUA	1025 ST LOUIS ST	OWNER	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	2/24/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	OWNER	2,500.00	30.00
BLD-SIDING	2/24/2026	SIDING	439 - RESIDENTIAL REPAIRS/R	OWNER	1,000.00	0.00
PRU		- WINDOW (1)				
				TOTAL VALUE	3,500.00	TOTAL FEE 30.00
032079	2/03/2026	HUME, SUSAN	1 HICKORY KNOLLS	EMBRICH	PLUMBING	PLU
PLU	2/03/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	EMBRICH	39,050.72	20.00
PRU		- SEWER REPAIR				
032080	2/05/2026	SLOSAR, JUDY	820 GRAND	CHESLEY	FENCE PERMIT	FENCE
BLD-FENCE	2/05/2026	FENCE	439 - RESIDENTIAL REPAIRS/R	CHESLEY	14,900.00	30.00
PRU		- FENCE				
032081	2/04/2026	KIEFFER, JAMES	139 PARK DR	PRIORITY R	ROOF	ROOF
BLD-ROOF	2/04/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	PRIORITY R	22,147.28	25.00
PRU		- ROOF				
032082	2/04/2026	WATKINS, KYLE/LADONNNA	7058 GOSHEN RD	BRDA	ELECTRICAL PERMIT	ELE
ELE	2/04/2026	ELECTRICAL	439 - RESIDENTIAL REPAIRS/R	BRDA	1,500.00	20.00
PRU		- CAR CHARGER				
032084	2/05/2026	KUERSCHGEN, PETER	136 E DUNN	RENEWAL	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	2/05/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	RENEWAL	10,988.00	30.00
PRU		- WINDOWS (5)				
032085	2/06/2026	GRAVES, DEBORAH	512 E LAKE DR	HOFFMANN	PLUMBING	PLU
PLU	2/06/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	HOFFMANN	7,600.00	20.00
PRU		- LAUNDRY RELOCATION				
032086	2/09/2026	MOORE, BILLY R	620 VOGUE	OWNER	ELECTRICAL PERMIT	ELE
ELE	2/09/2026	ELECTRICAL	439 - RESIDENTIAL REPAIRS/R	OWNER	600.00	20.00
PRU		- ELECTRICAL SERVICE REPLACEMENT				
032087	2/09/2026	SCHAAKE, MICHAEL	437 GRANDVIEW	EMBRICH	PLUMBING	PLU
PLU	2/09/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	EMBRICH	16,303.15	20.00
PRU		- SEWER REPAIR				
032088	2/09/2026	POORE, THOMAS	617 SUNSET DR	MORRISON	PLUMBING	PLU
PLU	2/09/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	MORRISON	2,421.92	20.00
PRU		- SEWER REPAIR				
032089	2/09/2026	QUIK TRIP CORP #694	2490 TROY RD	LAUGHLIN	PLUMBING	PLU
PLU	2/09/2026	PLUMBING	440 - COMMERCIAL REPAIRS/RE	LAUGHLIN	3,000.00	37.50
PRU		- PLUMBING UPGRADE				

PROJECTS: 0 -ZZZZZZZZZZ
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
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 STATUS: ALL

PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
032090 PLU PRU - SEWER REPAIR	2/09/2026 2/09/2026	BERKOWITZ, KENNETH PLUMBING	231 CRANE 439 - RESIDENTIAL REPAIRS/R	EMBRICH EMBRICH	PLUMBING 10,300.00	PLU 20.00
032091 BLD-STOR PRU - SHED	2/10/2026 2/10/2026	SHIHADDEH/BRAULT, ED & MARGO STORAGE SHED	311 W FOURTH ST 438 - RESIDENTIAL GARAGE/SH	STLSHEDS STLSHEDS	GARAGE/SHED/ACCESS. STRUCTU 7,100.00	ACCESSORY 30.00
032092 PLU PRU - SEWER REPAIR	2/10/2026 2/10/2026	DAHMS, HANNAH PLUMBING	102 GIBERSON 439 - RESIDENTIAL REPAIRS/R	DIGNDRAIN DIGNDRAIN	PLUMBING 4,800.00	PLU 20.00
032093 BLD-REMRES PRU - WINDOWS (4)	2/18/2026 2/18/2026	WAMHOFF, JARED RESIDENTIAL REMODEL	3401 ANTIETAM CT 439 - RESIDENTIAL REPAIRS/R	WINDOWORLD WINDOWORLD	RESIDENTIAL REMODEL/ADDTION 3,984.00	BLD-RESREM 30.00
032094 PLU PRU - WATER SERVICE REPAIR	2/11/2026 2/11/2026	WENDLER, JOHN & JOSEPHIN PLUMBING	119 PLEASANT RIDGE 439 - RESIDENTIAL REPAIRS/R	EMBRICH EMBRICH	PLUMBING 8,048.00	PLU 20.00
032095 PLU PRU - SEWER REPAIR	2/11/2026 2/11/2026	MCKENZIE, MARY PLUMBING	612 MONTCLAIRE 439 - RESIDENTIAL REPAIRS/R	EMBRICH EMBRICH	PLUMBING 6,845.72	PLU 20.00
032097 ELE PRU - GENERATOR	2/12/2026 2/12/2026	DUGAN, DAVID/SUSAN ELECTRICAL	3716 CABERNET LN 439 - RESIDENTIAL REPAIRS/R	BICKLE BICKLE	ELECTRICAL PERMIT 14,000.00	ELE 20.00
032098 PLU PRU - SEWER REPAIR	2/12/2026 2/12/2026	LANDING PLACE HOMES LLC PLUMBING	95 DEVON CT 439 - RESIDENTIAL REPAIRS/R	JD SEWER JD SEWER	PLUMBING 3,800.00	PLU 20.00
032099 BLD-REMRES ELE-UPGRD PRU - ROOFTOP SOLAR PANELS	2/25/2026 2/25/2026 2/25/2026	ARMOUR, BARBARA RESIDENTIAL REMODEL ELECTRICAL UPGRADE	2602 HUNTERS CROSSING 439 - RESIDENTIAL REPAIRS/R 439 - RESIDENTIAL REPAIRS/R	ONeworld ONeworld ONeworld	RESIDENTIAL REMODEL/ADDTION 4,570.25 1.00	BLD-RESREM 30.00 20.00
					TOTAL VALUE	4,571.25 TOTAL FEE 50.00
032100 ELE PLU PRU - WATER SOFTENER	2/12/2026 2/18/2026 2/12/2026	MCNEILL, DEE DEE ELECTRICAL PLUMBING	1408 RANDLE ST 439 - RESIDENTIAL REPAIRS/R 439 - RESIDENTIAL REPAIRS/R	HOFFMANN HOFFMANN HOFFMANN	PLUMBING 500.00 5,300.00	PLU 20.00 20.00
					TOTAL VALUE	5,800.00 TOTAL FEE 40.00
032101 PLU PRU - SEWER LINE REPAIR	2/12/2026 2/12/2026	SLY, ED PLUMBING	512 EAST AVE 439 - RESIDENTIAL REPAIRS/R	KAPILLA KAPILLA	PLUMBING 5,000.00	PLU 20.00

PROJECTS: 0 -ZZZZZZZZZZ
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 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE		
032102 PLU PRU - SEWER LINE REPAIR	2/12/2026 2/12/2026	HAMILTON, KATHERIN PLUMBING	103 THOMAS TERRACE 439 - RESIDENTIAL REPAIRS/R	KAPILLA KAPILLA	PLUMBING 3,500.00	PLU 20.00		
032103 BLD-ROOF PRU - ROOF	2/12/2026 2/12/2026	PATTERSON, MACKENZIE ROOFING	1921 APPLGATE LN 439 - RESIDENTIAL REPAIRS/R	H&FEXTERIO H&FEXTERIO	ROOF 23,798.00	ROOF 25.00		
032104 BLD-SIDING PRU - SIDING	2/12/2026 2/12/2026	PATTERSON, MACKENZIE SIDING	1921 APPLGATE LN 439 - RESIDENTIAL REPAIRS/R	H&FEXTERIO H&FEXTERIO	SIDING PERMIT 36,713.00	SIDING 30.00		
032105 BLD-REMRES PLU-UPGRD PRU - BATHROOM REMODEL	2/13/2026 2/13/2026 2/13/2026	MCCANN, KADEN RESIDENTIAL REMODEL PLUMBING UPGRADE	427 WOLF A 439 - RESIDENTIAL REPAIRS/R 439 - RESIDENTIAL REPAIRS/R	BREFELD BREFELD BREFELD	RESIDENTIAL REMODEL/ADDTION 1,000.00 14,000.00	BLD-RESREM 30.00 20.00		
					TOTAL VALUE	15,000.00	TOTAL FEE	50.00
032108 ELE-UPGRD PRU - ELECTRICAL UPGRADE	2/17/2026 2/17/2026	HOSE, ZACHARY ELECTRICAL UPGRADE	1703 MEADOW LN 439 - RESIDENTIAL REPAIRS/R	MORRISON MORRISON	ELECTRICAL PERMIT 3,257.29	ELE 20.00		
032109 PLU PRU - WATER SERVICE REPAIR	2/17/2026 2/17/2026	OPLT, DON PLUMBING	832 GRAND 439 - RESIDENTIAL REPAIRS/R	MORRISON MORRISON	PLUMBING 7,472.00	PLU 20.00		
032110 BLD-ROOF PRU - ROOF	2/13/2026 2/13/2026	SLABY, JOE ROOFING	13 SUGAR CREEK 439 - RESIDENTIAL REPAIRS/R	EVEREST EVEREST	ROOF 65,386.54	ROOF 25.00		
032111 BLD-ROOF PRU - ROOF	2/17/2026 2/17/2026	ROBERTS, TANIA ROOFING	10 BROOKSHIRE LN 439 - RESIDENTIAL REPAIRS/R	OASISCON OASISCON	ROOF 15,000.00	ROOF 25.00		
032112 BLD-REMRES PRU - EGRESS WINDOW	2/18/2026 2/18/2026	HANSON, MARY RESIDENTIAL REMODEL	2 SHILOH 439 - RESIDENTIAL REPAIRS/R	GHR GHR	RESIDENTIAL REMODEL/ADDTION 6,500.00	BLD-RESREM 30.00		
032114 PLU-UPGRD PRU - IRRIGATION	2/17/2026 2/17/2026	PRATTE, PAUL PLUMBING UPGRADE	1711 CAMERON CT 447 - IRRIGATION	COMMIRRIG COMMIRRIG	IRRIGATION 3,000.00	IRRIGATION 20.00		
032115 SIGN PRU - SIGNS	2/24/2026 2/24/2026	DEXAFIT EDWARDSVILLE SIGN-PERMANENT	6455 CENTER GROVE RD 443 - SIGN	OWNER OWNER	SIGN PERMIT 1,445.00	SIGN 30.00		
032116 BLD-REMRES PRU - WINDOWS (12)	2/18/2026 2/18/2026	RIGGS, TARA RESIDENTIAL REMODEL	46 WASHINGTON PL 439 - RESIDENTIAL REPAIRS/R	EAGLEWINDO EAGLEWINDO	RESIDENTIAL REMODEL/ADDTION 9,250.00	BLD-RESREM 30.00		

PROJECTS: 0 -ZZZZZZZZZZ
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 2/01/2026 THRU 2/28/2026 USE SEGMENT DATES
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 STATUS: ALL

PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
032117	2/19/2026	VEST, JAMES	209 FRANKLIN	CMC	ELECTRICAL PERMIT	ELE
ELE-UPGRD	2/19/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	CMC	6,500.00	20.00
PRU		- ELECTRICAL UPGRADE				
032118	2/18/2026	BROWN, STACEY	20 SHELL LN	FENDECDE	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	2/18/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	FENDECDE	38,749.00	30.00
PRU		- DECK				
032120	2/19/2026	ROHRKASTE, BRIAN	518 CHAPMAN	CONCEPTPLU	PLUMBING	PLU
PLU	2/19/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	CONCEPTPLU	6,000.00	20.00
PRU		- SEWER REPAIR				
032121	2/19/2026	HOLBERT, KENNETH	1718 CAMERON CT	H&FEXTERIO	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	2/19/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	H&FEXTERIO	11,056.00	30.00
PRU		- WINDOWS (3)				
032122	2/20/2026	MEIER, KELLY	322 E UNION	EMBRICH	PLUMBING	PLU
PLU	2/20/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	EMBRICH	13,005.25	20.00
PRU		- SEWER REPAIR				
032123	2/25/2026	POOL 5 INDUSTRIAL IL LLC	5715 INNER PARK DRIVE	COLLINS	FENCE PERMIT	FENCE
BLD-FENCE	2/25/2026	FENCE	440 - COMMERCIAL REPAIRS/RE	COLLINS	15,487.00	30.00
PRU		- FENCE				
032124	2/20/2026	FREE, DANIEL & JULIE	16 TIMBER MEADOWS	RENEWAL	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	2/20/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	RENEWAL	38,508.00	30.00
PRU		- WINDOWS (10)				
032125	2/27/2026	RUSSELL, SHARMAN/ANDREW	28 COUNTRY CLUB VIEW	BRECK	SITE WORK	SW
SW	2/27/2026	SITE WORK	441 - OTHER	BRECK	27,000.00	0.00
PRU		- RETAINING WALL				
032127	2/23/2026	PAULSMEYER, RYAN	422 W FOURTH ST	PINNROOF	ROOF	ROOF
BLD-ROOF	2/23/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	PINNROOF	11,000.00	25.00
PRU		- ROOF				
032132	2/23/2026	EIGENBRODT VISION CENTER	1950 EDW CLUB PLAZA	EMBRICH	PLUMBING	PLU
PLU	2/23/2026	PLUMBING	440 - COMMERCIAL REPAIRS/RE	EMBRICH	18,500.00	231.25
PRU		- SEWER REPAIR				
032134	2/24/2026	STROER, DAVID	606 BOLLMAN AVE	GHR	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	2/24/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	GHR	6,500.00	30.00
PRU		- EGRESS WINDOW				
032135	2/25/2026	FKG OIL	1905 N MAIN ST	FENCEDEPOT	FENCE PERMIT	FENCE
BLD-FENCE	2/25/2026	FENCE	440 - COMMERCIAL REPAIRS/RE	FENCEDEPOT	1,500.00	30.00
PRU		- FENCE				

PROJECTS: 0 -ZZZZZZZZZZ
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PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
032136	2/27/2026	BRASE, JUSTIN	10 MEADOW RUE	CHESLEY	FENCE PERMIT	FENCE
BLD-FENCE	2/27/2026	FENCE	439 - RESIDENTIAL REPAIRS/R	CHESLEY	12,430.00	30.00
PRU	-	FENCE				
032137	2/25/2026	GULLETT, JEFFREY	455 W LAKE DR	KENNEDYC	FENCE PERMIT	FENCE
BLD-FENCE	2/25/2026	FENCE	439 - RESIDENTIAL REPAIRS/R	KENNEDYC	1,420.00	30.00
PRU	-	FENCE				
032138	2/24/2026	S AND J JONES INVESTMENTS L	709-711 SLIPPERY ROCK	EAGLEWINDO	ROOF	ROOF
BLD-ROOF	2/24/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	EAGLEWINDO	11,000.00	25.00
PRU	-	ROOF				
032139	2/25/2026	HECK, KYLE	413 E PARK	AM	ELECTRICAL PERMIT	ELE
ELE-UPGRD	2/25/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	AM	1,600.00	20.00
PRU	-	ELECTRICAL UPGRADE				
032141	2/25/2026	MOORE, SCOTT	1116 FRANKLIN	OASISCON	ROOF	ROOF
BLD-ROOF	2/25/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	OASISCON	34,000.00	25.00
PRU	-	ROOF				
032142	2/26/2026	FERRELL, NICK	2002 BUTLER BL	HOFFMANN	ELECTRICAL PERMIT	ELE
ELE	2/26/2026	ELECTRICAL	439 - RESIDENTIAL REPAIRS/R	HOFFMANN	5,000.00	20.00
PRU	-	ELECTRIC WATER HEATER INSTALL				
032145	2/27/2026	MEADE, SETH	808 MEADE	UPRIGHT	ROOF	ROOF
BLD-ROOF	2/27/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	UPRIGHT	16,900.00	25.00
PRU	-	ROOF				
*** TOTALS ***		NUMBER OF PROJECTS:	70	VALUATION:	2,829,834.12	FEEES: 19,869.83

PROJECTS: 0 -ZZZZZZZZZZ
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 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD-ADDRES - RESIDENTIAL ADDITION	3	355,000.00	90.00
BLD-FENCE - FENCE	8	61,087.00	240.00
BLD-RECOM - COMMERCIAL REMODEL	2	83,000.00	204.20
BLD-REMRES - RESIDENTIAL REMODEL	15	200,114.25	450.00
BLD-ROOF - ROOFING	9	205,019.82	225.00
BLD-SFH - SINGLE FAMILY HOME	2	1,440,000.00	558.13
BLD-SIDING - SIDING	2	37,713.00	30.00
BLD-STOR - STORAGE SHED	1	7,100.00	30.00
ELE - ELECTRICAL	7	61,600.00	190.00
ELE-SIGN - ELECTRICAL SERV FOR SI	1	1.00	20.00
ELE-UPGRD - ELECTRICAL UPGRADE	9	43,158.29	435.00
MEC - MECHANICAL	4	47,100.00	63.75
PLU - PLUMBING	19	200,946.76	648.75
PLU-UPGRD - PLUMBING UPGRADE	5	38,000.00	305.00
SIGN - SIGN-PERMANENT	3	22,994.00	70.00
SW - SITE WORK	3	27,000.00	0.00
SW-SWRON - SEWER TAP ON	2	0.00	8,260.00
SW-WTRON - WATER TAP ON	2	0.00	8,050.00
*** TOTALS ***	97	2,829,834.12	19,869.83

PROJECTS: 0 -ZZZZZZZZZZ
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 STATUS: ALL

*** BUILDING CODE RECAP ***

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS	VALUATION	FEEES
101 - SINGLE FAMILY	2	14	1,556,000.00	17,038.13
438 - RESIDENTIAL GARAGE/SHED	1	1	7,100.00	30.00
439 - RESIDENTIAL REPAIRS/REMODEL/ADDITION	53	64	1,031,802.12	1,505.00
440 - COMMERCIAL REPAIRS/REMODEL/ADDITION	6	9	166,587.00	1,096.70
441 - OTHER	1	1	27,000.00	0.00
442 - FENCE	3	3	15,350.00	90.00
443 - SIGN	3	4	22,995.00	90.00
447 - IRRIGATION	1	1	3,000.00	20.00
*** TOTALS ***	70	97	2,829,834.12	19,869.83

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

February 4, 2026

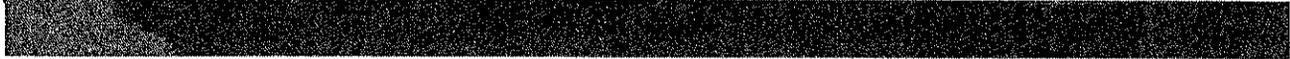
5:30 PM

MINUTES

Approved: [Signature]

Date: 3/4/26

The regularly scheduled meeting of the Edwardsville Bicycle and Pedestrian Advisory Committee was held at 5:30 p.m. at City Hall located at 118 Hillsboro Avenue in Edwardsville, Illinois.



D) ROLL CALL:

<u>Present</u>	<u>Absent</u>
Aaron Newcom, Chair	Emily Morrison, Vice Chair
Danielle Adair, Secretary	
Paul Brazier	
Ashley cox	
Bryan Frost	
Colin Gibbons	
Evie Hemphill	
Theresa Pauli	
Mason Schaefer	
Jason Stacy	
Jack Vonderheide, Staff	
Breana Buncher, Staff	
Cathy Hensley, Staff	

II) PUBLIC COMMENT: None.

III) APPROVAL OF MINUTES: Schaefer made a motion to approve the minutes of the December meeting, seconded by Brazier. Motion passed unanimously.

IV) OLD BUSINESS:

- a) Winter Sidewalk Clearance - Ordinance requires clearance within 3 business hours. Gibbons noted lack of clearance on City-owned shared-use paths. Stacy recommends an individual going to City Council meeting. Newcom will follow-up with Zwijack and Buncher if any progress could be made.
- b) Crosswalk Enforcement - Performed last summer, accompanied by social media posts. Hensley says EPD would be willing to do more, pending logistics. Adair will coordinate with EPD.
- c) 2026 Grand Illinois Bike Tour - Cox is still awaiting a reply. Hensley says Great Rivers & Routes is very involved; cox will reach out to them.

V) NEW BUSINESS:

- a) 2026 Earth Day Event at Watershed - Lara Jennings requested BPAC as a sponsor in a planned community bike ride for their Earth Day event. Stacy asked for clarification on one route versus many- Jennings said they would suggest a route but encourage others to use the trail as it makes sense for their commute. No BPAC funds will be necessary. BPAC could also have a table at the event if desired. Jennings requests a reply from the committee within a week ideally. Stacy inquired as to the reason for a one-way bike ride; Jennings said it is up for discussion. Gibbons likes the idea of one-way to allow individuals to spend their desired time. Perhaps should add stops - Adair suggests a bike bus approach. Newcom inquired about the logistics of planning- they are to be determined. Committee is in favor of participating; Newcom will communicate back to Jennings and loop in willing committee members.
- b) FY 2026-2027 Budget - Discussion regarding totals and recent updates. Stacy made a motion to approve the budget as drafted, seconded by Gibbons. Motion passed unanimously.
- c) Streetscape Light Pole Banner Application - No discussion.
- d) New Subgroup Items -
 - i. Education & Safety - Hemphill shared that the Spring Bike Bus will occur on the first three Fridays in May.
 - ii. Policy & Infrastructure - Gibbons shared that he plans to learn more about IDOT requirements in order to have a better presence at PSC meetings.
 - iii. Community Engagement - Frost said committee met with Musonda Kapatmoyo about a Draft event with Rotary. Rotary could approve 3 collaborative events with a budget of up to \$300/event.
 - iv. Marketing & Communications - First meeting among Newcom, Pauli, and Hensley went well.

VI) INFORMATIONAL

- VII) ADJOURNMENT:** With no further business to discuss, Adair made a motion to adjourn; seconded by Schaefer. Motion passed unanimously.