

# Mascoutah City Council

November 3, 2014

## REGULAR MEETING AGENDA

### City Council Meeting - 7:00 pm

1. PRAYER & PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL

4. **AMEND AGENDA** – consideration of items to be added/ deleted to /from the meeting agenda. *No action can be taken on added items, but may be discussed only. Exceptions – emergency items as authorized by law.*

5. MINUTES, October 20, 2014 City Council Meeting (Page 1 to Page 4)

6. PUBLIC COMMENTS (3 minutes) – opportunity for the public to comment.

7. REPORTS AND COMMUNICATIONS

- A. Mayor – Proclamation
- B. City Council
- C. City Manager
- D. City Attorney
- E. City Clerk

8. COUNCIL BUSINESS

A. Council Items for Action:

1. **Adoption of Ordinance Authorizing the Establishment of Tax Increment Financing “Interested Parties” Registries and Adopting Registration Rules for these Registries (Second Reading)** (Page 5 to Page 14)

Description: Council Approval and adoption of an Ordinance Authorizing the Establishment of Tax Increment Financing “Interested Parties” Registries and Adopting Registration Rules for these Registries.

Recommendation: Council Approval and Adoption of Ordinance

2. **Adoption of Ordinance Establishing a Public Hearing for Proposed Amendments to the Redevelopment Plan for TIF 2B (Second Reading)**

(Page 15 to Page 18)

Description: Council approval and adoption of an Ordinance Establishing a Public Hearing for Proposed Amendments to the TIF 2B Redevelopment Plan.

Recommendation: Council Approval and Adoption of Ordinance

**3. Resolution Supporting the Submission of a Metro East Park and Recreation District (MEPRD) Park and Trail Grant Matching Program Application for FY15** (Page 19 to Page 21)

Description: Approval of a resolution supporting the submission of a MEPRD Park and Trail Grant for improvements to Scheve Park, specifically to purchase and install skatepark equipment for Phase I and Phase 2 of the Five (5) Phase Skatepark Project

Staff Recommendation: Council Approval and Adoption of Resolution

**4. Adoption of Resolution Amending the Employee Handbook for the City of Mascoutah.** (Page 22 to Page 25)

Description: Council approval of resolution adopting amendments to the City of Mascoutah Employee Handbook.

Staff Recommendation: Council Approval and Adoption of Resolution

**5. Code Change – Snow Removal (First Reading)** (Page 26 to Page 30)

Description: Approval of revisions to Chapter 24 and Chapter 33 regarding Snow Removal of the City Code by adoption of ordinance.

Staff Recommendation: First Reading

**B. Council – Miscellaneous Items**

**C. City Manager**

- **TIF 2B Amended Redevelopment Plan**

**9. PUBLIC COMMENTS (3 MINUTES)**

**10. ADJOURNMENT TO EXECUTIVE SESSION**

**A. LITIGATION – Section 2(c)(11)**

**11. MISCELLANEOUS OR FINAL ACTIONS**

**12. ADJOURNMENT**

**POSTED 10/31/14 at 5:00 PM**

**CITY OF MASCOUTAH  
CITY COUNCIL MINUTES  
#3 WEST MAIN STREET  
MASCOUTAH, IL 62258-2030**

**OCTOBER 20, 2014**

The minutes of the regular meeting of the City Council of the City of Mascoutah.

**PRAYER AND PLEDGE OF ALLEGIANCE**

City prayer was delivered by City Clerk Kari Haas. The Council remained standing and recited the Pledge of Allegiance.

**CALL TO ORDER**

Mayor Gerald Daugherty called the meeting to order at 7:00 p.m.

**ROLL CALL**

*Present:* Mayor Gerald Daugherty and Council members Ben Grodeon, Paul Schorr, John Weyant, and Pat McMahan.

*Absent:* None.

*Other Staff Present:* City Manager Cody Hawkins, City Clerk Kari Haas, City Attorney Al Paulson, City Engineer Ron Yeager, Public Safety Director Bruce Fleshren, Finance Coordinator Lynn Weidenbenner, and Assistant City Manager Lisa Koerkenmeier.

*Establishment of a Quorum:* A quorum of City Council members was present.

**AMEND AGENDA**

Grodeon moved, seconded by Schorr, to remove Executive Session and add Policy Discussion under City Manager – Miscellaneous Items.

*Motion passed.* Passed by unanimous yes voice vote.

**MINUTES**

The minutes of the October 6, 2014 regular City Council meeting were presented and stood as presented.

*Motion passed.* Passed by unanimous yes voice vote.

**PUBLIC COMMENTS**

Rick Surmeier, owns business on South 6<sup>th</sup> Street – voiced concerns over stockpiling of dirt and rock material being done next to his business on property owned by Steve Beimfohr and business operated by Matt Stukenberg. Stated that he couldn't do it 12 years ago and was in court for 2 years over it and does not think it is fair and wants something done about it.

Voiced concerns over berm put up along Industrial Drive but is 6 foot tall that only get cuts once a year and the trees along the berm that are going to die.

Thiry Cameron – thanked City for road getting fixed on John Street next to the church.

## **DEPARTMENT REPORTS**

*Fire Chief Joe Zinck* – absent – September 2014 report was provided.

*Public Safety Director Bruce Fleshren* – September 2014 report was provided.

*Finance Coordinator Lynn Weidenbenner* – Monthly financials provided. Mayor asked about the taxes received and how much TIF 2B received in property taxes. Finance Coordinator stated that she would get that information together.

*City Engineer/Director of Public Works Ron Yeager* – Status report on public projects and monthly building permits report provided. Councilman Grodeon asked what the delay was on asphalt and why they couldn't start last week. City Engineer stated that the rock was too wet and the trucks would have lifted the rock causing problems with leveling of the asphalt.

## **REPORTS AND COMMUNICATIONS**

### *Mayor*

Attended the following meetings and functions: Chamber meeting, meeting in Springfield with IML staff, dedication of Habitat for Humanity house, Economic Development Commission meeting, Mayor's Prayer Breakfast, meeting with City Manager at Scott AFB regarding partnering, Habitat for Humanity board meeting, SLM Water Commission meeting, IMEA 30<sup>th</sup> Anniversary meeting and awards dinner, Fall Fest/Chili Cook-off, SWIL Leadership Council meeting, Bergheger's 25<sup>th</sup> Anniversary open house.

### *City Council*

Grodeon – Nothing to report.

Schorr – Attended the following meetings and functions: Chamber meeting, dedication of Habitat for Humanity house, Mayor's Prayer Breakfast, Fall Fest/Chili Cook-off.

Weyant – Attended the following meetings and functions: Chamber meeting, Rotary picnic, Rodeo, dedication of Habitat for Humanity house, Mayor's Prayer Breakfast, MIA meeting.

McMahan – Attended the following meetings and functions: Rodeo, Mayor's Prayer Breakfast, MIA meeting, Fall Fest/Chili Cook-off.

*City Manager* – Nothing to report.

*City Attorney* – Nothing to report.

*City Clerk* – Nothing to report.

## **COUNCIL BUSINESS**

### **CONSENT CALENDAR (OMNIBUS)**

The September 2014 Fund Balance Report and Claims & Salaries Report were provided under the omnibus consideration.

Schorr moved, seconded by Weyant, to accept all items under Omnibus consideration.

*Motion passed.* AYE's – Grodeon, Schorr, Weyant, McMahan, Daugherty. NAY's – none.

### **ADOPTION OF ORDINANCE AUTHORIZING THE ESTABLISHMENT OF TAX INCREMENT FINANCING "INTERESTED PARTIES" REGISTRIES AND ADOPTING REGISTRATION RULES FOR THESE REGISTRIES (FIRST READING)**

City Manager presented report for Council consideration of approval and adoption of an ordinance authorizing the establishment of a Tax Increment Financing "Interested Parties" Registries and adopting registration rules for these registries.

Mayor asked what the purpose of the registry is. Assistant City Manager stated that it is to allow anyone who is a resident, business owner or organization of the City to register with the City Clerk to obtain information regarding any amendments that may be made to the TIF.

First reading. No action required.

### **ADOPTION OF ORDINANCE ESTABLISHING A PUBLIC HEARING FOR PROPOSED AMENDMENTS TO THE REDEVELOPMENT PLAN FOR TIF 2B (FIRST READING)**

City Manager presented report for Council consideration of approval and adoption of an ordinance establishing a public hearing for proposed amendments to the TIF 2B Redevelopment Plan.

First reading. No action required.

### **COUNCIL – MISCELLANEOUS ITEMS**

Council reviewed and discussed the IML trip reports.

### **CITY MANAGER – MISCELLANEOUS ITEMS**

City Manager provided information regarding FMLA and wanted to obtain Council's input on formulating a policy with regards to how to handle an employee's leave if it goes beyond FMLA's 12 week period. City Attorney stated that a policy does need to be formulated for consistency. City Attorney stated that he knows some municipalities will keep the job open for up to 6 months or a year but stop paying benefits after the FMLA's 12 week period and others that terminate the employment after the 12 weeks FMLA leave is exhausted.

**PUBLIC COMMENTS**

None.

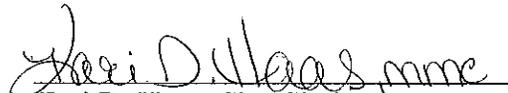
**MISCELLANEOUS OR FINAL ACTIONS**

None.

**ADJOURNMENT**

McMahan moved, seconded by Grodeon, to **adjourn at 8:15 p.m.**

*Motion passed.* Motion passed by unanimous yes voice vote.

  
Kari D. Haas, City Clerk

**CITY OF MASCOUTAH**

**Staff Report**

**TO:** Honorable Mayor & Council

**FROM:** Cody Hawkins – City Manager

**SUBJECT:** **Adoption of Ordinance Authorizing the Establishment of Tax Increment Financing “Interested Parties” Registries and Adopting Registration Rules for these Registries (Second Reading)**

**MEETING DATE:** November 3, 2014

**REQUESTED ACTION:**

Council approval and adoption of an Ordinance Authorizing the Establishment of Tax Increment Financing “Interested Parties” Registries and Adopting Registration Rules for these Registries.

**BACKGROUND & STAFF COMMENTS:**

Over the past several months, City staff has been reviewing and evaluating the effectiveness of the TIF 1 and TIF 2B Districts. Staff, with the assistance of the Economic Development Commission, will be recommending to the Council several amendments to the TIF 2B Redevelopment Plan which will require convening the Joint Review Board and conducting a public hearing prior to the adoption of an ordinance approving the proposed amendments.

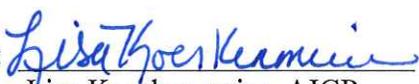
As per legal requirements, pursuant to the Illinois Tax Increment Allocation Redevelopment Act, the City is required to establish Tax Increment Financing “Interested Parties” Registries and adopt registration rules for these registries. This has been done in the past when the TIF 1 and TIF 2B Districts were created. Typically, these registries expire. In anticipation of amending TIF 2B and potentially amending TIF 1, staff recommends that Interested Parties Registries for TIF 1 and TIF 2B be noticed and reestablished.

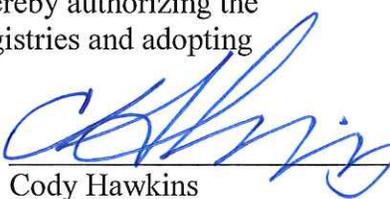
**RECOMMENDATION:**

The City Manager recommends that the Council approve and adopt an Ordinance thereby authorizing the establishment of Tax Increment Financing “Interested Parties” Registries and adopting registration rules for these registries.

**SUGGESTED MOTION:**

I move that the Council approve and adopt Ordinance 14-\_\_\_\_, thereby authorizing the establishment of Tax Increment Financing “Interested Parties” Registries and adopting registration rules for these registries.

Prepared By:   
Lisa Koerkenmeier, AICP  
Assistant City Manager

Approved By:   
Cody Hawkins  
City Manager

Attachment: A – Ordinance

**ORDINANCE NO. 14-\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MASCOUTAH, ILLINOIS AUTHORIZING THE ESTABLISHMENT OF TAX INCREMENT FINANCING "INTERESTED PARTIES" REGISTRIES AND ADOPTING REGISTRATION RULES FOR THESE REGISTRIES**

**WHEREAS**, the City of Mascoutah (the "City") is a municipality as described in Section § 6(a). Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and function pertaining to its government and affairs;

**WHEREAS**, pursuant to Section § 11-74.4-4.2 of the Tax Increment Allocation Redevelopment Act, 65 ILCS § 5/11-74.4-1, et seq. (the "TIF Act"), the City is required to establish certain "interested parties" registries and adopt registration rules for such registries;

**WHEREAS**, the City desires to adopt this ordinance in order to comply with such requirements of the TIF Act; now, therefore

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MASCOUTAH, IN ST. CLAIR COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1.** The above recitals are incorporated herein and made a part hereof.

**SECTION 2.** The Clerk or his or her designee, is hereby authorized and directed to create an "interested parties" registry in accordance with Section § 11-74.4-4.2 of the Act for each redevelopment project area created under the Act and not terminated by the City, whether now existing or created after the date of the adoption of this ordinance.

**SECTION 3.** In accordance with Section § 11-74.4-4.2 of the Act, the City hereby adopts the registration rules attached hereto as Exhibit A as registration rules for each such "interested parties" registry. The City, with the consent of the City Attorney as to form and legality, shall have the authority to amend such registration rules from time to time as may be necessary or desirable to comply with and carry out the purposes intended by the Act.

**SECTION 4.** If any provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect any of the other provisions of this ordinance.

**SECTION 5.** All ordinances, resolutions, motions or orders in conflict with this ordinance are hereby repealed to the extent of such conflict.

"Attachment A"

**SECTION 6.** This ordinance shall be in full force and effect immediately upon its passage.

**PASSED** by the Mayor and the City Council of the City of Mascoutah, County of St. Clair, State of Illinois, upon motion by Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_, adopted on the following roll call vote on the 3<sup>rd</sup> day of November, 2014, and deposited and filed in the Office of the City Clerk in said City on that date.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Benjamin Grodeon	___	___	___
Paul Schorr	___	___	___
John Weyant	___	___	___
Pat McMahan	___	___	___
Gerald Daugherty	___	___	___

**APPROVED** by the Mayor of the City of Mascoutah, Illinois, this 3<sup>rd</sup> day of November, 2014.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk  
(SEAL)

## Exhibit A

### City of Mascoutah, Illinois

#### TIF INTERESTED PARTIES REGISTRY REGISTRATION RULES

- A. Definitions. As used in these Registration Rules, the following terms shall have the definitions set forth below.

“Act” shall mean the Tax Increment Allocation Redevelopment Act 65 ILCS 5/11-74.4-1, et seq., as amended from time to time.

“Interested Party(s)” shall mean (i) any organization(s) active within the City (ii) any resident(s) of the City, and (iii) any other entity or person otherwise entitled under the Act to register in a specific Registry who has registered in such Registry and whose registration has not been terminated in accordance with these Registration Rules.

“Redevelopment Project Area” shall mean a redevelopment project area that (i) is intended to qualify (or has subsequently qualified) as a “redevelopment project area” under the Act and (ii) is subject to the “interested parties” registry requirements of the Act.

“Registration Form” shall mean the form appended to these Registration Rules or such revised form as may be approved by the City consistent with the requirements of the Act.

“Registry” or “Registries” shall mean each interested parties registry, and all such registries, collectively, established by the City pursuant to Section 5/11-74.4-4.2 of the Act for the Redevelopment Project Area.

“City” shall mean City of Mascoutah, a unit of government under Section 6(a) Article VII of the 1970 Constitution of the State of Illinois.

- B. Establishment of Registry The City shall establish a separate interested parties registry for each Redevelopment Project Area, whether existing as of the date of the adoption of these Rules or hereafter established. The City shall establish a new registry whenever it has identified an area for study and possible designation as a Redevelopment Project Area. In any event the process of establishing the new registry must be completed prior to the deadline for sending any of the notices required by Section (J) of these rules or any other notices required by the Act with respect to the proposed Redevelopment Project Area.
- C. Maintenance of Registry The Registries shall be maintained by the City Clerk or his or her designee. In the event the City determines that someone other than the Clerk should maintain the Registries, the City may transfer the responsibility for

maintaining the Registries to such other Department provided that the City (i) gives prior written notice to all Interested Parties not less than thirty (30) days prior to such transfer and (ii) publishes notice of such transfer in a newspaper of general circulation in the City.

- D. Registration by Residents An individual seeking to register as an Interested Person with respect to a Redevelopment Project Area must complete and submit a Registration Form to the City Clerk. Such individual must also submit a copy of a current driver's license, lease, utility bill, financial statement or such other evidence as may be acceptable to the Clerk to establish the individual's current City residency.
- E. Registration by Organizations An organization seeking to register as an Interested Person with respect to a Redevelopment Project Area must complete and submit a Registration Form to the City Clerk. Such organization must also submit a copy of a one-page statement describing the organization's current operations in the City.
- F. Determination of Eligibility All individuals and organizations whose Registration Form and supporting documentation complies with these Registration Rules shall be registered in the applicable Registry within ten (10) business days of the City Clerk's receipt of all such documents. The Clerk shall provide written notice to the registrant confirming such registration. Upon registration Interested Parties shall be entitled to receive all notices and documents required to be delivered under these Rules or as otherwise required under the Act with respect to the applicable Redevelopment Project Area. If the City Clerk determines that a registrant's Registration Form and/or supporting documentation is incomplete or does not comply with these Registration Rules, the Clerk shall give written notice to the registrant specifying the defect(s). The registrant shall be entitled to correct any defects and resubmit a new Registration Form and supporting documentation.
- G. Renewal Land Termination An Interested Person's registration shall remain effective for a period of three years. At any time after such three year period the City Clerk may provide written notice by regular mail to the Interested Person stating that such registration shall terminate unless the Interested Person renews such registration within thirty (30) days of the Clerk's mailing of written notice. To renew such registration, the Interested Person shall, within such thirty (30) day period, complete and submit the same Registration Form and supporting documentation then required of initial registrants in order to permit the Clerk to confirm such person's residency or such organization's operations in the City. The registration of all individuals and organizations whose Registration Form and supporting documentation is submitted in a timely manner and complies with these Regulation Rules shall be renewed for an additional, consecutive three year period. If the City Clerk determines that a registrant's renewal Registration Form and/or supporting documentation is incomplete or does not comply with these Registration Rules, the Clerk shall give written notice to the registrant at the

address specified in the renewal Registration Form submitted by such registrant, specifying the defect(s). The registrant shall be entitled to correct any defects and resubmit a new Registration Form and supporting documentation within thirty (30) days of receipt of the Clerk's notice. If all defects are not corrected within thirty (30) days of the Interested Person's receipt of the City Clerk's notice, the Interested Person's registration shall be terminated. Any Interested Person whose registration is terminated shall be entitled to register again as if a first-time registrant.

- H. Amendment to Registration An Interested Party may amend its registration by giving written notice to the City Clerk by certified mail of any of the following: (i) a change in address for notice purposes; (ii) in the case of organizations, a change in the name of the contact person; and (iii) a termination of registration. Upon receipt of such notice, the Clerk shall revise the applicable Registry accordingly.
  
- I. Registries Available for Public Inspection Each Registry shall be available for public inspection during normal City business hours. The Registry shall include the name, address and telephone number of each Interested Person and for organizations, the name and phone number of a designated contact person.
  
- J. Notices to be Sent to Interested Parties. Interested Parties shall be sent the following notices and any other notices required under the Act with respect to the applicable Redevelopment Project Area:
  - (i) pursuant to sub-section 5/11-74.4-5(a) of the Act, notice of the availability of a proposed redevelopment plan and eligibility report, including how to obtain this information, such notice shall be sent by mail within a reasonable period of time after the adoption of the ordinance fixing the public hearing for the proposed redevelopment plan;
  
  - (ii) pursuant to sub-section 5/11-74.4-5(a) of the Act, notice of changes to proposed redevelopment plans that do not (1) add additional parcels of property to the proposed redevelopment project area, (2) substantially affect the general land uses proposed in the redevelopment plan, (3) substantially change the nature of or extend the life of the redevelopment project, or (4) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of households will exceed 10; such notice shall be sent by mail not later than ten (10) days following the City's adoption by ordinance of such changes;

- (iii) pursuant to sub-section 5/11-74.4-5(c) of the Act, notice of amendments to previously approved redevelopment plans that do not: (1) add additional parcels of property to the redevelopment project area, (2) substantially affect the general land uses in the redevelopment plan, (3) substantially change the nature of the redevelopment project, (4) increase the total estimated redevelopment project costs set out in the redevelopment plan by more than 5% after adjustment for inflation from the date the plan was adopted, (5) add additional redevelopment project costs to the itemized list of redevelopment project costs set out in the redevelopment plan or (6) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of households will exceed 10; such notice shall be sent by mail not later than 10 days following the City's adoption by ordinance of any such amendment;
- (iv) pursuant to sub-section 5/11-74.4-5(d)(9) of the Act for redevelopment plans or projects that would result in the displacement of residents from 10 or more inhabited residential units or that contain 75 or more inhabited residential units, notice of the availability of the annual report described by sub-section 5/11-74.4-5(d), including how to obtain the annual report; such notice shall be sent by mail within a reasonable period of time after completion of the certified audit report;
- (v) pursuant to sub-section 5/11-74.4-6(e) of the Act, notice of the preliminary public meeting required under the Act for a proposed Redevelopment Project Area that will result in the displacement of 10 or more inhabited residential units or which will contain 75 or more inhabited residential units, such notice shall be sent by certified mail not less than 15 days before the date of such preliminary public meeting.

K. Non Interference These Registration Rules shall not be used to prohibit or otherwise interfere with the ability of eligible organizations and individuals to register for receipt of information to which they are entitled under the Act.

I. Amendment of Registration Rules These Registration Rules may be amended by the City subject to and consistent with the requirements of the Act.

## TIF INTERESTED PARTIES REGISTRATION FORM

**Registration for City Residents:** If you are a City of Mascoutah resident, and would like to register on the Interested Parties Registry for one or more tax increment financing (TIF) redevelopment project areas, please complete **Part A** of this form. Proof of residency is required. Please attach to this form a photocopy of one of the following: Driver's License, lease, utility bill, financial statement, or such other evidence as may be suitable to establish your current municipal residency.

**Registration for Organizations:** If your organization is active in the City of Mascoutah, and would like to register on the Interested Parties Registry for one or more tax increment financing (TIF) redevelopment project areas, please complete **Part B** of this form. Please attach a one-page statement which describes the organization's current operations in the municipality. Note: existing organizational documents that provide this information will also be accepted.

---

**PART A: CITY RESIDENT REGISTRATION (Please Print)**

Name:

Street Address:

City State Zip:

Home Telephone:

I have attached a copy of \_\_\_\_\_ as proof that I am a resident of the City of Mascoutah as of the date of this form.

Please list the TIF(s) you are interested in below:

Please return this form to:

TIF Interested Parties Registry  
City Clerk – City of Mascoutah  
3 West Main Street  
Mascoutah, IL 62258

**PART B: ORGANIZATION REGISTRATION (Please Print)**

Organization Name:

Contact Name:

Street Address:

City State Zip:

Phone Number:

Check here \_\_\_\_\_ if a statement describing your organization's current operations in the City of Mascoutah is attached.

Please list the TIF(s) you are interested in below:

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to:

TIF Interested Parties Registry  
City Clerk – City of Mascoutah  
3 West Main Street  
Mascoutah, IL 62258

**CITY OF MASCOUTAH**

**Staff Report**

**TO:** Honorable Mayor & Council  
**FROM:** Cody Hawkins – City Manager  
**SUBJECT:** **Adoption of Ordinance Establishing a Public Hearing for Proposed Amendments to the Redevelopment Plan for TIF 2B (Second Reading)**

**MEETING DATE:** November 3, 2014

**REQUESTED ACTION:**

Council approval and adoption of an Ordinance Establishing a Public Hearing for Proposed Amendments to the TIF 2B Redevelopment Plan.

**BACKGROUND & STAFF COMMENTS:**

City staff and the Economic Development Commission have completed several months of work on several amendments to the TIF 2B District Redevelopment Plan originally adopted by Council on March 20, 2000. The purpose of the amendments to the Redevelopment Plan is to include new cost estimates for the Main Street streetscape project and other public infrastructure projects and to encourage private investment through the development of a Façade Improvement Grant Program for commercial properties located in the TIF 2B District.

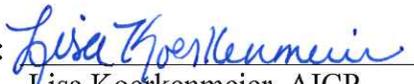
As per legal requirements, pursuant to the Illinois Tax Increment Allocation Redevelopment Act, the City is required to conduct a public hearing prior to the adoption of an ordinance approving the proposed amendments.

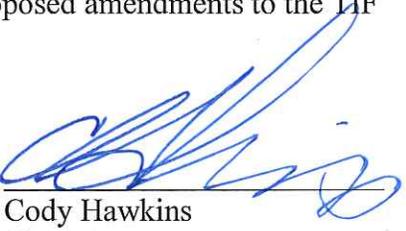
**RECOMMENDATION:**

The City Manager recommends that the Council approve and adopt an Ordinance thereby establishing a public hearing for proposed amendments to the TIF 2B Redevelopment Plan.

**SUGGESTED MOTION:**

I move that the Council approve and adopt Ordinance 14-\_\_\_\_, thereby establishing a time and date for a public hearing of January 5, 2015 at 6:30 p.m. for the proposed amendments to the TIF 2B Redevelopment Plan.

Prepared By:   
Lisa Koerkenmeier, AICP  
Assistant City Manager

Approved By:   
Cody Hawkins  
City Manager

Attachment: A – Ordinance

ORDINANCE NO. 14-\_\_\_\_

**AN ORDINANCE FIXING A TIME AND PLACE FOR A PUBLIC HEARING IN CONNECTION WITH PROPOSED AMENDMENTS TO THE REDEVELOPMENT PLAN FOR REDEVELOPMENT PROJECT AREA 2B AND RELATED MATTERS**

**WHEREAS**, pursuant to an ordinance (Ordinance No. 2000-017), adopted March 20, 2000, (the **"TIF 2B Ordinance"**) in connection with the Redevelopment Project Area 2B (the **"Redevelopment Project Area"**), the Mayor and City Council (the **"Corporate Authorities"**) of the City of Mascoutah, St. Clair County, Illinois (the **"Municipality"**) adopted the Tax Increment and Project Area Redevelopment Plan (the **"Redevelopment Plan"**) and related projects (the **"Redevelopment Projects"**), designated the Redevelopment Project Area and authorized tax increment finance (**"TIF"**) under the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 et seq.), as supplemented and amended (the **"Act"**); and

**WHEREAS**, the Corporate Authorities of the Municipality have determined that it is advisable for the Municipality to amend the Redevelopment Plan, which such amendments include, but are not limited to, substantially affecting the general land uses proposed in the Redevelopment Plan, substantially changing the nature of the Redevelopment Projects, providing additions to and increases in the estimated redevelopment project costs, if any (collectively, the **"Amendments"**), in accordance with the applicable provisions of Section 11-74.4-5(c) of the TIF Act; and

**WHEREAS**, the Act requires the Municipality to conduct a public hearing prior to the adoption of an ordinance or ordinances approving the proposed Amendments, at which public hearing any interested person or any affected taxing district may file written objections with the City Clerk of the Municipality and may be heard orally with respect to the proposed approval of the proposed Amendments; and

**WHEREAS**, the Act requires that certain notices of the availability of the proposed Amendments and of such public hearing be given by publication and by mailing; and

**WHEREAS**, the Act further requires that the Municipality convene a joint review board consisting of a representative designated by each community college district, local elementary school district and high school district, park district, library district, township, fire protection district, and county that will have the authority to directly levy taxes on the property within the proposed Redevelopment Project Area at the time the Amendments are to be approved, including a representative designated by the Municipality and a public member, for the purpose of reviewing the public record, planning documents and proposed ordinance approving the Amendments proposed to be adopted by the Municipality.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MASCOUTAH, IN ST. CLAIR COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1. Findings.** The Corporate Authorities hereby find, determine and declare as follows:

" Attachment A "

A. that the matters hereinabove set forth in the preambles and recitals to this Ordinance are true, correct and complete and are hereby incorporated herein by this reference thereto;

B. that the proposed Amendments are necessary and proper public purposes in order to promote and protect the health, safety, morals and welfare of the public and thereby eradicate blighted conditions, institute conservation measures, undertake the further redevelopment of the Redevelopment Project Area, remove and alleviate adverse conditions and encourage private investment and enhance the tax base of the various taxing districts; and

**SECTION 2. Public Hearing.** Under and pursuant to the requirements of the Act, the Corporate Authorities of the Municipality shall hold a public hearing on the proposed Amendments. The time, date and place of such public hearing is hereby fixed to be at 6:30 p.m. on January 5, 2015, at City Hall, 3 West Main Street, Mascoutah, Illinois.

**SECTION 3. Notices of Public Hearing.** The appropriate officers, employees and agents of the Municipality are hereby ordered and directed to give or cause to be given notice of such public hearing by publication and by mail addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each lot, block, tract or parcel of land lying within the proposed Amended Boundaries of the Redevelopment Project Area, to all taxing districts that have taxable property included within the proposed Amended Boundaries of the Redevelopment Project Area and to the Illinois Department of Commerce and Economic Opportunity, each such notice to include such information and be given at such times and in such manner as may be specified under and pursuant to the applicable provisions of the Act.

**SECTION 4. Public Inspection of Feasibility Study and Proposed Redevelopment Plan.** The proposed Amendments are on file with the City Clerk and such document have been and will continue to be made available for public inspection since at least ten (10) days prior to the adoption of this Ordinance. The appropriate officers, employees and agents of the Municipality are hereby ordered and directed to: (i) send by certified mail within a reasonable time after the adoption of this Ordinance a copy of the proposed Amendments, along with the name of the person to contact for further information, to each affected taxing district; and (ii) give or cause to be given notice of the availability of the proposed Amendments, including how to obtain this information, by mail within a reasonable time after the adoption of this Ordinance to all residential addresses that, after a good faith effort, are determined to be located within 750 feet of the boundaries of the Redevelopment Project Area.

**SECTION 5. Joint Review Board.** A joint review board as specified in the Act shall be convened by the Municipality and such joint review board shall meet, review the public record, planning documents and proposed ordinance approving the Amendments and submit any recommendation or report on the proposed approval of the Amendments within thirty (30) days after the convening of such joint review board. The first meeting of such joint review board shall be held at least 14 but not more than 28 days after the mailing of notice by the Municipality to the taxing districts as specified under and pursuant to the Act at City Hall, 3 West Main Street, Mascoutah, Illinois. The Mayor of the Municipality, or his designee, shall be the representative of the Municipality on such joint review board.

**SECTION 6. Effective Date.** This Ordinance shall become effective upon its passage and approval as required by law.

**PASSED** by the Mayor and the City Council of the City of Mascoutah, County of St. Clair, State of Illinois, upon motion by Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_, adopted on the following roll call vote on the 3<sup>rd</sup> day of November, 2014, and deposited and filed in the Office of the City Clerk in said City on that date.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Benjamin Grodeon	—	—	—
Paul Schorr	—	—	—
John Weyant	—	—	—
Pat McMahan	—	—	—
Gerald Daugherty	—	—	—

**APPROVED AND SIGNED** by the Mayor of the City of Mascoutah, Illinois, this 3<sup>rd</sup> day of November, 2014.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk  
(SEAL)

**CITY OF MASCOUTAH**

**Staff Report**

**TO:** Honorable Mayor & Council

**FROM:** Cody Hawkins – City Manager

**SUBJECT:** **Resolution Supporting the Submission of a Metro East Park and Recreation District (MEPRD) Park and Trail Grant Matching Program Application for FY15**

**MEETING DATE:** November 3, 2014

**REQUESTED ACTION:**

Approval of a resolution supporting the submission of a MEPRD Park and Trail Grant for improvements to Scheve Park, specifically to purchase and install skatepark equipment for Phase 1 and Phase 2 of the Five (5) Phase Skatepark Project.

**BACKGROUND & STAFF COMMENTS:**

The MEPRD was formed by voters in November 2000, and is responsible for the development of parks, greenways, and trails in Madison and St. Clair Counties in Illinois. The District supplements the efforts of local governments, special districts and other jurisdictions engaged in these efforts. The District will be distributing \$2.0 million through the Park and Trail Grant Matching Program in FY 15. Projects are eligible for funding up to 25% of the total project cost or \$300,000, whichever is less. The Project Sponsor must provide no less than 75% of the total project cost, and the project must be completed three (3) years from the date the Project Sponsor is notified by MEPRD to proceed.

A sub-goal in the Parks and Recreation Chapter of the 2008 Comprehensive Plan includes establishing a skatepark located at the tennis courts in Scheve Park. The former tennis courts were recently resurfaced to accommodate the installation of skatepark equipment. A recent estimate of the construction of a skate/BMX park is \$167, 241 to be developed in five (5) phases. Staff is recommending that the City proceed with Phase 1 and Phase 2 at a cost of \$56,992. Completing Phases 1 and 2 will allow the skatepark to open and be utilized.

**FUNDING:**

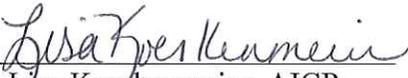
As noted, a MEPRD Grant pays for up to 25% of eligible costs, and the other 75% must be provided from a local match. If the MEPRD grant is received for an amount of \$14,248, the City's participation in funding would be \$42,744. In FY 2014/15, Council budgeted \$25,000 in Parks & Recreation to fund or provide matching funds for a park project. To make-up the City's remaining share, staff may 1) seek a St. Clair County Parks Grant to offset expenses, 2) work with MIA to provide some of the labor, and/or 3) budget \$25,000 in Parks & Recreation in FY 2015/16 and complete the project in May/June 2015. If the project receives MEPRD funding the City would have three (3) years from the date the City receives notice to proceed with the project. The attached resolution would authorize staff to submit the City's grant application to MEPRD for FY15.

**RECOMMENDATION:**

Council approval of Resolution as attached.

**SUGGESTED MOTION:**

I move that the City Council approve and adopt Resolution No. 14-15-\_\_\_ to support the submission of a Metro East Park and Recreation District Park and Trail Grant Application for FY15.

Prepared By:   
Lisa Koerkenmeier, AICP  
Assistant City Manager

Approved By:   
Cody Hawkins  
City Manager

Attachment: A – Resolution

RESOLUTION NO. 14-15-\_\_\_

**A RESOLUTION SUPPORTING THE METRO EAST PARK AND RECREATION DISTRICT PARK AND TRAIL GRANT MATCHING PROGRAM APPLICATION FOR FY15**

**WHEREAS**, The Metro East Park and Recreation District (MEPRD) Park and Trail Grant Matching Program was established to provide funding assistance to units of government, park districts, and municipal parks and recreation departments within St. Clair and Madison Counties; and

**WHEREAS**, MEPRD has committed \$2,000,000 for the FY15 Grant Matching Program to fund development and acquisition park and trail projects in St. Clair and Madison Counties; and

**WHEREAS**, Mascoutah desires to implement the goals of the Comprehensive Plan, Scheve Park, and Prairie Lake Master Plans, and improve the recreational opportunities for City residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MASCOUTAH AS FOLLOWS:**

1) Mascoutah will authorize and submit an application for a Metro East Park and Recreation District Park and Trail Grant for FY15, and will provide a good faith commitment to implement the projects in the grant application to improve recreational facilities in City parks.

2) Mascoutah will designate up to \$42,744, or no less than 75% of the total project cost, whichever is greater, as a City match to the project.

3) Mascoutah is hereby applying for funds through the Metro East Park and Recreation District Park and Trail Grant Matching Program for FY15, to assist with the following improvements to Scheve Park:

- *Purchase and installation of skatepark equipment for Phase 1 and Phase 2 of the Five (5) Phase Skatepark Project*

**PASSED AND APPROVED** by the Mascoutah Mayor and City Council this 3<sup>rd</sup> day of November, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

**CITY OF MASCOUTAH**

**Staff Report**

**TO:** Honorable Mayor & Council  
**FROM:** Cody Hawkins – City Manager  
**SUBJECT:** **Resolution Amending the Employee Handbook**  
**MEETING DATE:** November 3, 2014

**REQUESTED ACTION:**

Approval of resolution adopting amendments to the City of Mascoutah Employee Handbook.

**BACKGROUND & STAFF COMMENTS:**

Attached are the amendments to the Family Medical Leave Act policy within the City of Mascoutah Employee Handbook provided by the City Attorney per discussion at the previous City Council Meeting.

**RECOMMENDATION:**

Council approval of Resolution, as attached.

**SUGGESTED MOTION:**

I move that the City Council approve and adopt Resolution No. 14-15-\_\_ adopting amendments to the City of Mascoutah Employee Handbook and authorize appropriate officials to execute the required documents.

Prepared By: Melissa Schanz  
Melissa Schanz  
Executive Assistant

Approved By: Cody Hawkins  
Cody Hawkins  
City Manager

Attachments: A – Resolution

**RESOLUTION NO. 14-15-\_\_**

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK  
FOR THE CITY OF MASCOUTAH**

**WHEREAS**, the City Council adopted the City of Mascoutah Employee Handbook by Resolution No. 11-12-08 on August 15, 2011 in order to apply standard personnel practices and procedures for the equitable treatment of employees, and

**WHEREAS**, the City desires to amend "Family and Medical Leave" policy of the Employee Handbook to reflect its practices and procedures for its employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MASCOUTAH:**

**SECTION 1:** The City of Mascoutah does hereby adopt the amended "Family and Medical Leave" policy of the Employee Handbook, as attached.

**SECTION 2:** The foregoing notwithstanding, in the event that the Employee Handbook conflicts with any collective bargaining agreement to which the City is a party, said collective bargaining agreement shall prevail and apply.

**SECTION 3:** The City Manager shall provide each full-time or permanent part-time employee with a copy of the amended "Family and Medical Leave" policy.

**ADOPTED** and **APPROVED** by the Mayor and City Council of the City of Mascoutah this 3<sup>rd</sup> day of November, 2014, A.D.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk  
(SEAL)

" Attachment A"

## Family and Medical Leave

The City recognizes that a leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the provisions of the Family and Medical Act of 1993 (FMLA). In addition, please contact the Human Resource Office for proper forms to be completed and approved before leave.

Eligible Employees. Employees eligible for family and medical leave are those who: ~~(1) are one of 50 employees within a 75-mile radius;~~ (2) have been employed with the City of for at least twelve months; and (3) have worked at least 1,250 hours during the previous twelve-month period.

An eligible employee may take unpaid leave for the following reasons:

- (1) the birth of the employee's child;
- (2) the placement of a child with the employee for adoption or foster care;
- (3) the care of a child, spouse, or parent (family member) who has a serious health condition; or
- (4) the serious health condition of the employee.

Length of Leave. An eligible employee may be entitled to up to twelve weeks of unpaid leave within a twelve-month period without a break in continuous service or loss of benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken within the twelve-month period immediately preceding the requested leave. **An employee will be entitled to an additional 14 weeks of unpaid leave if such leave is taken for a serious medical condition resulting from a work related injury. During the additional 14 week leave period, the employee shall retain all benefits as if he or she was still on Family Medical Leave.** An employee who fails to return to work immediately following expiration of the authorized leave period will be considered to have voluntarily resigned. All leave taken under this policy and leave for any other reason which would qualify under FMLA, (e.g., sick leave, worker's compensation leave) will be counted against the employee's leave entitlement under FMLA.

Substitution of Paid Leave. During a family or medical leave provided under this policy, an employee shall first exhaust all accrued and unused vacation days before continuing such leave on an unpaid basis. During a leave related to the employee's serious health condition, the employee shall also exhaust any available sick pay or other paid leave before continuing such leave on an unpaid basis.

Certification. If an employee takes a leave of absence because of the serious health condition of the employee or the employee's family member, the employee must submit to the employee's Department Head written medical certification from a health care provider of the serious health condition. Failure to provide such certification upon request may result in a denial or delay of leave. The City reserves the right to require that the employee receive a second (and possibly a third) opinion from another health care provider (at the City's expense) certifying the serious health condition of the employee or the employee's family member. The City reserves the right to require that an employee provide the City with recertification of the medical condition for which leave is taken.

Before being returned to work, an employee who is on leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the

employee is able to return to work. The certification must state whether any restriction(s) exist in the employee's ability to perform their job duties. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave, the City may also periodically inquire as to the employee's intent to return to work.

Intermittent or Reduced Leave. Leave taken because of the employee's or family member's serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit medical certification, as discussed above, and additional certification from the health care provider that the intermittent or reduced schedule leave is medically necessary. The City may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave.

Insurance Premiums. During the employee's family or medical leave of absence, the City will continue to provide health insurance coverage for the employee; however, the employee will remain personally responsible for paying the established percentage of the employee's dependent portion of the insurance premium. Such payments may be made prior to the leave and must be submitted directly to the City. Failure to pay premiums in a timely manner may result in lapse of coverage.

Payments for all other benefits must be paid in full by the employee during the period of leave. If the employee chooses not to make such payments, the employee will nevertheless be restored to the plan with no break in service upon return from leave. An employee who does not return may be required to repay any insurance premiums paid by the City during leave.

Job Restoration. Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits which accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave will be considered to have voluntarily resigned.

Certain "key employees" may not be eligible to be restored to the same or an equivalent job at the conclusion of the leave. Key employees are those who are among the highest paid ten percent (10%) of the employees employed by the City. The City will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable.

Employee Notification. An employee who expects or anticipates taking a family or medical leave is required to notify his or her Department Head of the date of commencement and the expected duration of the leave at least 30 days in advance of the leave, or, if the need for the leave is not foreseeable, as soon as practicable. In cases where the need for leave is foreseeable, an employee's failure to provide the 30 days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a complete application for leave form to his or her Department Head.

If you anticipate the possibility of taking family or medical leave, or if you have any questions about the application of this policy to your particular situation, contact your supervisor or Department Head.

**CITY OF MASCOUTAH**

**Staff Report**

**TO:** Honorable Mayor & Council  
**FROM:** Cody Hawkins – City Manager  
**SUBJECT:** **Code Change – Snow Removal (first reading)**

**MEETING DATE:** November 3, 2014

**REQUESTED ACTION:**

Approval of revisions to Chapter 24 and Chapter 33 regarding Snow Removal of the City Code by adoption of ordinance.

**BACKGROUND & STAFF COMMENTS:**

With the winter season approaching, staff has drafted a snow and ice removal policy to address snow and ice response procedures. This policy has been incorporated into the City's Code as attached. Once adopted, this policy will be distributed to all residences and businesses via their utility bills and also posted on the City's website on the front page during the winter months.

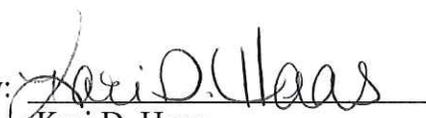
**RECOMMENDATION:**

Council approval of Ordinance, as attached.

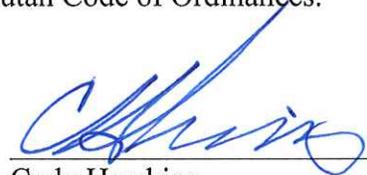
**SUGGESTED MOTION:**

I move that the City Council approve and adopt Ordinance 14-\_\_\_, thereby modifying Chapter 24 and Chapter 33 Regarding Snow Removal of the City of Mascoutah Code of Ordinances.

Prepared By:

  
Kari D. Haas  
City Clerk

Approved By:

  
Cody Hawkins  
City Manager

Attachments: A – Ordinance

**ORDINANCE NO. 14-\_\_**

**AN ORDINANCE AMENDING CHAPTER 24 AND CHAPTER 33 REGARDING SNOW REMOVAL OF THE CITY OF MASCOUTAH CODE OF ORDINANCES**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MASCOUTAH, IN ST. CLAIR COUNTY, ILLINOIS, AS FOLLOWS:

**SECTION 1:** That CHAPTER 24, SEC. 24-6-10 be removed and that CHAPTER 33, ARTICLE 8 – SNOW REMOVAL be amended as attached.

**SECTION 2:** That the Ordinance shall be in full force and effect from after its passage and approval as provided by law.

**PASSED** by the Mayor and the City Council of the City of Mascoutah, County of St. Clair, State of Illinois, upon motion by Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_, adopted on the following roll call vote on the \_\_\_\_ day of November, 2014, and deposited and filed in the Office of the City Clerk in said City on that date.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Benjamin Grodeon	___	___	___
Paul Schorr	___	___	___
John Weyant	___	___	___
Pat McMahan	___	___	___
Gerald Daugherty	___	___	___

**APPROVED** by the Mayor of the City of Mascoutah, Illinois, this \_\_\_\_ day of November, 2014.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk  
(SEAL)

Attachment A

**CHAPTER 24 – MOTOR VEHICLE CODE  
ARTICLE 6 – PARKING RULES**

~~Sec. 24-6-10. Snow Routes~~

~~It shall be unlawful to park a vehicle on the following designated streets in Schedule "S" at any time within 18 hours after a snowfall of three inches or more, unless the street has been cleared of snow:~~

**CHAPTER 33 – STREET REGULATIONS  
ARTICLE 8 – SNOW REMOVAL**

~~**Sec. 33-8-1. Definitions.**~~

~~———— The following definitions shall apply in the interpretation and enforcement of this article:~~

~~———— *Business day* is any day not a Sunday or a National Holiday.~~

~~———— *Business district* shall include all those areas zoned for business, commercial and industrial purposes in the Zoning Code as amended or other applicable regulations.~~

~~———— *Business hours* are the hours between 8:00 a.m. and 5:00 p.m. on any business day.~~

~~———— *Roadway* means that portion of a street or highway improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder.~~

~~———— *Sidewalk* means that portion of a street between the curb lines or the lateral lines of a roadway and the adjacent property lines intended for the use of pedestrians.~~

~~———— *Street or highway* means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.~~

~~**Sec. 33-8-2. Snow and ice to be removed from sidewalks by private persons.**~~

~~———— (a) Every person in charge or control of any building or lot of land within the city fronting or abutting on a paved sidewalk, whether as owner, tenant, occupant, lessee or otherwise, shall remove and clear away, or cause to be removed and cleared away, snow and ice from a path from so much of a sidewalk as is in front or abuts on said building or lot of land. Snow and ice shall be so removed from sidewalks in all business districts within the city by 24 hours after cessation of any fall of snow, sleet or freezing rain. The path required to be cleared in the business district shall be six feet in width, or the whole width of the sidewalk, whichever is smaller.~~

~~———— (b) However, in the event snow and ice on a sidewalk has become so hard that it cannot be removed without likelihood of damage to the sidewalk, the person charged with its removal shall, within the time mentioned in subsection (a) above, cause enough sand, cinders or other abrasive to be put on the sidewalk to make travel thereon reasonably safe; and shall then, as soon thereafter as weather permits, cause a path on said sidewalk of at least six feet in width to be thoroughly cleaned.~~

~~**Sec. 33-8-3. Depositing of snow and ice restricted.**~~

~~\_\_\_\_\_ No person shall deposit or cause to be deposited any snow and ice on or against a fire hydrant or on any sidewalk, roadway, or loading or unloading areas of a public transportation system, except that snow and ice may be windrowed on curbs incident to the cleaning of sidewalks in business districts.~~

**~~Sec. 33-8-4. Manager's authority.~~**

~~\_\_\_\_\_ The city manager is hereby authorized on behalf of the city to cause sidewalks to be cleared upon the request of the person or entity charged with snow and ice removal. Any person or entity whose sidewalk is cleared pursuant to this Section shall reimburse the city for the costs of such clearing.~~

**Sec. 33-8-1. Snow and Ice Removal Policy.**

(a) The following is intended to address snow and ice response procedures.

(b) The goal of the City of Mascoutah is to provide snow and ice response in a timely and cost-efficient manner. During ice or snow conditions, the City applies de-icer and plows snow. There are two phases for ice and snow response: (1) when snow or ice conditions exist, salt is applied based on public safety needs, starting with primary arterial streets and major intersections; and (2) depending on pavement conditions and forecast, snow plowing will likely commence when two inches of snow accumulates. It is standard practice to avoid salting either secondary streets or in newer subdivisions as repeated salting of concrete leads to deterioration of that material.

(c) Conditions such as blowing snow, continual freezing rain, accumulation, forecast conditions, or the need to assist with high priority state or county roadways vary for each snow and ice event. Accordingly, some streets may not be treated. Snow and ice response goals are set primarily to afford public safety crews the ability to provide emergency services. General travel, commerce or individual convenience issues take a lower priority and are not always able to be accommodated. An ongoing assessment is made during snow and ice removal operations regarding when to discontinue removal operations.

**Sec. 33-8-2. Parking prohibited.**

Parking restrictions shall be in enforce at any time within 12 hours preceding a prediction by the National Weather Service of two inches or more of snow, sleet or freezing rain. Parking shall be prohibited on the following: (1) Main Street, (2) cul-de-sacs, and (3) the side of street with odd address numbers on all streets not included in (1) or (2). Parking restriction will remain in effect for 18 hours after snow, sleet or freezing rain has occurred or sooner if the street has been cleared of snow or ice.

**Sec. 33-8-3. Snow and ice removal by residents or private persons.**

(a) Snow and ice shall be removed from public sidewalks in all business districts within the City by 24 hours after cessation of any fall of snow, sleet or freezing rain. The path required to be cleared in the business district shall be six feet in width, or the whole width of the sidewalk, whichever is smaller. Business district shall include all those areas

zoned for business, commercial and industrial purposes in the Zoning Code as amended or other applicable regulations.

However, in the event snow and ice on a sidewalk has become so hard that it cannot be removed without likelihood of damage to the sidewalk, the person charged with its removal shall, within the time mentioned above, cause enough sand, cinders or other abrasive to be put on the sidewalk to make travel thereon reasonably safe; and shall then, as soon thereafter as weather permits, cause a path on said sidewalk of at least six feet in width to be thoroughly cleaned.

Such snow shall not be deposited on any City street, except that snow and ice may be windrowed on curbs incident to the cleaning of sidewalks in business districts.

(b) No person shall deposit or cause to be deposited any snow or ice on or against a fire hydrant.

(c) Owners of private parking lots are responsible for removing their own snow. Such snow shall not be deposited on any sidewalk or City street.

(d) Property owners are responsible for clearing their driveway approaches and around mailboxes. Snow plowing operations may inconvenience property owners when snow is plowed in front of driveways or by mailboxes. It is impossible to efficiently and effectively plow the streets and avoid the ends of already cleared driveways. The City's priority is keeping roads open for emergency service providers and apologize for any inconvenience. Residents with medical conditions should contact the City Engineer at City Hall if they need assistance with snow removal from their driveway approaches and mailboxes. Those residents will be placed on a list and snow removal aid will be prioritized by the City Engineer.

(e) No person shall deposit or cause to be deposited any snow or ice on street gutters, storm drains, or other private property. Keep street gutters and storm drains clean for drainage; don't cause ponding of snow melt that can turn into ice.

**Sec. 33-8-4. Parking violation notice; penalty.**

(a) Whenever any motor vehicle shall be found illegally parked, abandoned or stalled in violation of this article, the police shall attempt to notify the owner or driver of such vehicle by any means and may issue a parking violation notice. Such vehicle may be removed and conveyed by means of towing by order of police in accordance with section 24-6-7 of this Code.

(b) Any person who violates or aids and abets in violation of this article shall be fined as provided in section 1-1-20 of this Code.