

Mascoutah City Council

December 5, 2022

REGULAR MEETING AGENDA

IN-PERSON MEETING with combined IN-PERSON and optional VIRTUAL PUBLIC PARTICIPATION – see below for instructions on attending virtually

6:30 pm – Public Hearing

- Proposed Property Tax Increase for Mascoutah Special Service Area

(Page 1 to Page 1)

7:00 pm – City Council Meeting

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**, November 21, 2022 City Council Meeting (Page 2 to Page 5)
November 21, 2022 Executive Session Meeting (confidential, see City Clerk)

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

7. REPORTS AND COMMUNICATIONS

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

8. COUNCIL BUSINESS

A. Council Items for Action

1. **PC 22-05 – Alley Vacation, Citizens Community Bank (second reading)**

(Page 6 to Page 10)

Description: Council approval of revisions to Chapter 27 Offenses, adding Sec. 27-1-10 – Vaping Prohibition in Enclosed Public Places by adoption of ordinance.

Recommendation: Council Approval and Adoption of Ordinance.

2. **PC 22-06 – Rezoning, Hawkins Point Townhomes (second reading)**

(Page 11 to Page 16)

Description: Council approval of rezoning request from Hawkins Point Townhomes, located at 9663-9680 Hayden Drive, from GC, General Commercial, to RM, Multiple-Family Residential.

Recommendation: Council Approval and Adoption of Ordinance.

3. Bid Award – North Substation Installation Package

(Page 17 to Page 20)

Description: Council consideration of approval of bid to furnish all labor, materials and equipment for the installation of required equipment for the North Substation Upgrades.

Recommendation: Council Approval.

4. 2022 Property Tax Levy (first reading)

(Page 21 to Page 28)

Description: Council approval and adoption of the 2022 Property Tax Levy Ordinance.

Recommendation: First Reading.

B. Council Miscellaneous Items

C. City Manager

- Industrial Electric Rate Classification

9. PUBLIC COMMENTS (3 MINUTES)

10. ADJOURNMENT TO EXECUTIVE SESSION

A. Purchase/Lease of Property – Section 2(c)(5)

B. Litigation – Section 2(c)(11)

11. MISCELLANEOUS OR FINAL ACTIONS – NONE

12. ADJOURNMENT

POSTED 12/1/22 at 4:00 PM

OPTIONAL VIRTUAL PUBLIC PARTICIPATION – see below for instructions on attending virtually

In-person public attendance is allowed. Optional virtual public attendance is also being provided virtually through Zoom Meeting (<https://zoom.us>).

Please join my meeting from your computer, tablet or smartphone.

<https://us02web.zoom.us/j/87876758114>

You can also dial in using your phone.

United States: +1 (312) 626-6799

Access Code: 878-7675-8114

CITY OF MASCOUTAH
Staff Report

TO: Honorable Mayor & Council

FROM: Becky Ahlvin, City Manager

SUBJECT: **Public Hearing – Special Service Area 2022 Tax Levy**

MEETING DATE: December 5, 2022

PUBLIC HEARING – MASCOUTAH SPECIAL SERVICE AREA 1:

The Truth in Taxation Act requires municipalities to publish a notice and have a public hearing when the tax levy extension necessary is more than 105% of the previous year's extension for a taxing district. The Notice of Proposed Property Tax Increase for Mascoutah Special Service Area 1 was published in the Mascoutah Herald on November 23rd and the public hearing is being conducted tonight, December 5th at 6:30 p.m.

The property taxes for residents within the Special Service Area are not increasing. The rate for the Special Service Area is remaining at 0.375%. The amount of property taxes owed within the Special Service Area will only increase if their EAV increases.

The rate setting EAV for 2021 for the Special Service Area was \$4,642,273 and the amount received by the City was \$17,408.52. The City's estimation for the rate setting EAV for 2022 is \$4,920,810 and an estimated amount to be received of \$18,453.04. The City is requesting \$144,018 in the levy ordinance which is the remaining balance on the loan.

A public hearing for the Special Service Area will be required for the remaining life of the Special Service Area in order to ensure that the entire 0.375% is collected each year.

History:

The Special Service Area was adopted by Ordinance No. 09-15 on August 3, 2009. The current SSA loan is financed through Farmers & Merchants National Bank with a maturity date of December 15, 2039.

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

NOVEMBER 21, 2022

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

AUDIT PRESENTATION

Mayor Pat McMahan called the discussion to order at 6:30 p.m.

Present:

Mayor Pat McMahan and Council members John Weyant, Walter Battas, Nick Seibert and Eric Kohrmann.

Absent:

None.

Other Staff Present:

Assistant City Manager Kari Speir, City Clerk Melissa Schanz and Finance Coordinator Lynn Weidenbenner.

Discussion:

Kevin Tepen with C.J. Schlosser & Company, LLC presented the audit and financial statements for Fiscal Year ended April 30, 2022.

Mayor Pat McMahan closed the discussion at 6:49 p.m.

PRAYER AND PLEDGE OF ALLEGIANCE

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

CALL TO ORDER

Mayor Pat McMahan called the meeting to order at 7:00p.m.

ROLL CALL

Mayor Pat McMahan and Council members John Weyant, Walter Battas, Nick Seibert and Eric Kohrmann.

Absent: None.

Other Staff Present: Assistant City Manager Kari Speir, City Clerk Melissa Schanz, City Attorney Al Paulson, Assistant Fire Chief Rob Stookey, Finance Coordinator Lynn Weidenbenner, City Engineer Tom Quirk and Police Chief Scott Waldrup.

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

AMEND AGENDA

None.

MINUTES

The minutes of the November 7, 2022 regular City Council meeting were presented and approved as presented. The minutes of the November 7, 2022 Executive Session meeting were presented and approved as presented.

Motion passed. Passed by unanimous yes voice vote.

PUBLIC COMMENTS

James Shanks was present and spoke about his high utility bill.

DEPARTMENT REPORTS

Assistant Fire Chief Rob Stookey – October 2022 monthly report was provided.

Police Chief Scott Waldrup – October 2022 monthly report was provided.

Finance Coordinator Lynn Weidenbenner – October 2022 monthly financials were provided.

Public Works Director Jesse Carlton was absent – October 2022 building and status report was provided by Assistant City Manager Kari Speir.

City Engineer Tom Quirk – October 2022 status report on public projects was provided.

REPORTS AND COMMUNICATIONS

Mayor – Worked in the park on Winter Wonderland Event

City Council

Weyant – Worked in the park on Winter Wonderland Event

Battas – Had several meetings with citizens.

Seibert – Attended MHS Football Games.

Kohrmann – Nothing to report.

City Manager – Nothing to report.

City Attorney – Nothing to report.

City Clerk – Nothing to report.

COUNCIL BUSINESS

CONSENT CALENDAR (OMNIBUS)

The October 2022 Fund Balance Report and Claims & Salaries Report were provided under the omnibus consideration.

Seibert moved, seconded by Battas, to accept all items under Omnibus consideration.

Motion passed. AYE's – Weyant, Battas, Seibert, Kohrmann, McMahan. NAY's – none. ABSENT – none.

**CODE CHANGE – ADOPTION OF ELECTRIC SERVICE REGULATIONS
(SECOND READING)**

Assistant City Manager presented report for Council approval of revisions to City Code, Chapter 11 – Electric System to adopt Electric Service Regulations by adoption of ordinance

There was no further discussion.

Battas moved, seconded by Seibert, to table item.

Motion passed. Motion passed by unanimous yes voice vote.

PC 22-05 – ALLEY VACATION, CITIZENS COMMUNITY BANK (SECOND READING)

Assistant City Manager presented report for Council approval of alley vacation request from Citizens Community Bank.

There was no further discussion.

Seibert moved, seconded by Kohrmann to table item.

Motion passed. Motion passed by unanimous yes voice vote.

ANNUAL MEETING SCHEDULE

Assistant City Manager presented report for Council approval of resolution adopting the annual meeting schedule

There was no further discussion.

Weyant moved, seconded by Battas to approve and adopt Resolution No. 22-23-24, a Resolution Adopting the Annual Meeting Schedule of the City of Mascoutah.

Motion passed. Motion passed by unanimous yes voice vote.

PC 22-06 – REZONING, HAWKINS POINT TOWNHOMES (FIRST READING)

Assistant City Manager presented report for Council consideration of approval of rezoning from Hawkins Point Townhomes, located at 9663-9680 Hayden Drive, from GC, General Commercial, to RM, Multiple-Family Residential.

There was no further discussion.

First Reading

COUNCIL – MISCELLANEOUS ITEMS

None.

CITY MANAGER – MISCELLANEOUS ITEMS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT TO EXECUTIVE SESSION

Battas moved, seconded by Kohrmann, to adjourn to Executive Session to discuss Purchase/Lease of Property – Section 2(c)(5) and Litigation – Section 2(c)(11) at 7:31p.m.

Motion passed. AYE's – Weyant, Battas, Seibert, Kohrmann, McMahan. NAY's – none. ABSENT – none.

RETURN TO REGULAR SESSION

Weyant moved, seconded by Battas, to return to regular session at 7:56 p.m.

MISCELLANEOUS OR FINAL ACTIONS

None.

ADJOURNMENT

Kohrmann moved, seconded by Weyant, to adjourn at 7:57 p.m.

Motion passed. Motion passed by unanimous yes voice vote.

Melissa Schanz, City Clerk

**CITY OF MASCOUTAH
Staff Report**

TO: Honorable Mayor & Council

FROM: Becky Ahlvin, City Manager

SUBJECT: PC 22-05 – Alley Vacation, Citizens Community Bank (second reading)

MEETING DATE: December 5, 2022

REQUESTED ACTION:

Council consideration of approval of alley vacation request from Citizens Community Bank.

BACKGROUND & STAFF COMMENTS:

The applicant, Citizens Community Bank, desires to vacate the 12' x 125' (approximate) alley that runs east to west south of 10 North Railway, north of Haas Park, and north of Citizens Community Bank between parcel numbers 10-32-0-136-003, 10-32-0-136-011, 10-32-0-136-012, and 10-32-0-136-026. The other half of the alley that ran east to west connecting to Market Street was vacated November 4th, 2002. Citizens Community Bank is purchasing the property located at 10 North Railway for business expansion. This alley vacation will allow the applicant to construct a breezeway between the two buildings for connectivity. The City has no need for the alley.

Location and aerial photo of alley to be vacated:



Utilities: There is an 8" sewer line located within the alley. There is one manhole located in the already vacated alley that provides service to Citizens Community Bank. There is another manhole located in the to be vacated portion of the alley that does not provide service to any building but is used as a clean-out. Our Water/Sewer Department has no issues with vacating the alley nor any issue with the breezeway to be constructed so long as both manholes remain accessible; given their location, accessibility will not be an issue.

Public Notice: A request for an alley vacation requires a public hearing before the Planning Commission. The legal notice for the public hearing was published and notices were sent to property owners within 250' of the subject property. As of the date of this report, staff has not received any comments.

Planning Commission: The Planning Commission held a public hearing to review this alley vacation on October 26, 2022. The Planning Commission recommended approval of the alley vacation as presented.

RECOMMENDATION:

Staff recommends approval of the alley vacation.

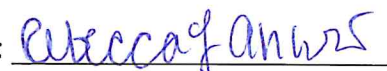
SUGGESTED MOTION:

I move that the City Council approve and adopt Ordinance No. 22-__, approving the alley vacation for Citizens Community Bank (approximate 12' x 125' alley that runs east to west generally located south of 10 North Railway, north of Haas Park, and north of Citizens Community Bank between parcel numbers 10-32-0-136-003, 10-32-0-136-011, 10-32-0-136-012, and 10-32-0-136-026).

Prepared By:


Kari Speir
Assistant City Manager

Approved By:


Becky Ahlvin
City Manager

Attachments: A – Ordinance
B – Aerial/Parcel Map of Site

ORDINANCE NO. 22-__

AN ORDINANCE VACATING AN ALLEY

WHEREAS, a plat has been recorded in the Office of the Recorder of Deeds of St. Clair County, Illinois, a copy of which is attached to this Ordinance, marked "Exhibit A" and incorporated herein; and

WHEREAS, the City of Mascoutah now desires to vacate an alley at that runs east to west south of 10 North Railway Street, north of Haas Park, and north of 9 East Main Street between parcel numbers 10-32-0-136-003, 10-32-0-136-011, 10-32-0-136-012, and 10-32-0-136-026 in manner and form as provided by the Statutes of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MASCOUTAH, IN ST. CLAIR COUNTY, ILLINOIS, THAT MASCOUTAH DOES HEREBY VACATE THE ALLEY OF THE PLAT AS SHOWN IN "EXHIBIT A" AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

SECTION 1: TO OWNERS OF RECORD –

The south Half of the 12 foot wide alley adjoining, Lot 11 except west 28 feet thereof and the west 25 feet of Lot 10 in Block 2 of the Town of Mechanicsburgh, now Mascoutah, reference being had to the plat thereof in the St. Clair County Recorder's Office in Book of Deeds "I" on page 382 a tract of land described in Document Numbers A01591438 and A01867809.

Said area being 47 feet more or less in length.

Said right of way contains 282 square feet, more or less.

Subject to easements, conditions and restrictions of record.

Parcel No. 10-32-0-136-026.

SECTION 2: TO OWNERS OF RECORD –

The south Half of the 12 foot wide alley which lies 78 feet more or less, east of the east right of way line of North Railway Avenue and north of and adjoining all of Lot 12 and the west 28 feet of Lot 11 in Block 2 of the Town of Mechanicsburgh, now Mascoutah, reference being had to the plat thereof in the St. Clair County Recorder's Office in Book of Deeds "I" on page 382 a tract of land described in Deed Book 1633 on page 551.

Said area being 78 feet more or less in length.

Said right of way contains 468 square feet, more or less.

Subject to easements, conditions and restrictions of record.

Parcel No. 10-32-0-136-011 and 10-32-0-136-012.

Attachment A

SECTION 3: TO OWNERS OF RECORD –

The north Half of the 12 foot wide alley which lies 125 feet more or less, east of the east right of way line of North Railway Avenue and south of and adjoining all of Lots 75 and 76 and the west Half of Lot 77 of Hillgard, Kraft and West Addition to Mascoutah, reference being had to the plat thereof in the St. Clair County Recorder's Office in Deed Book "K" on page 429 and being a tract of land described in Document Number A02546453, Parcel 7.

Said area being 125 feet more or less in length.

Said right of way contains 750 square feet, more or less.

Subject to easements, conditions and restrictions of record.

Parcel No. 10-32-0-136-003.

SECTION 4: That this Ordinance shall be in full force and effect from and after its passage and approval according to 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 5th day of December, 2022, and deposited and filed in the office of the City Clerk in said City on that date.

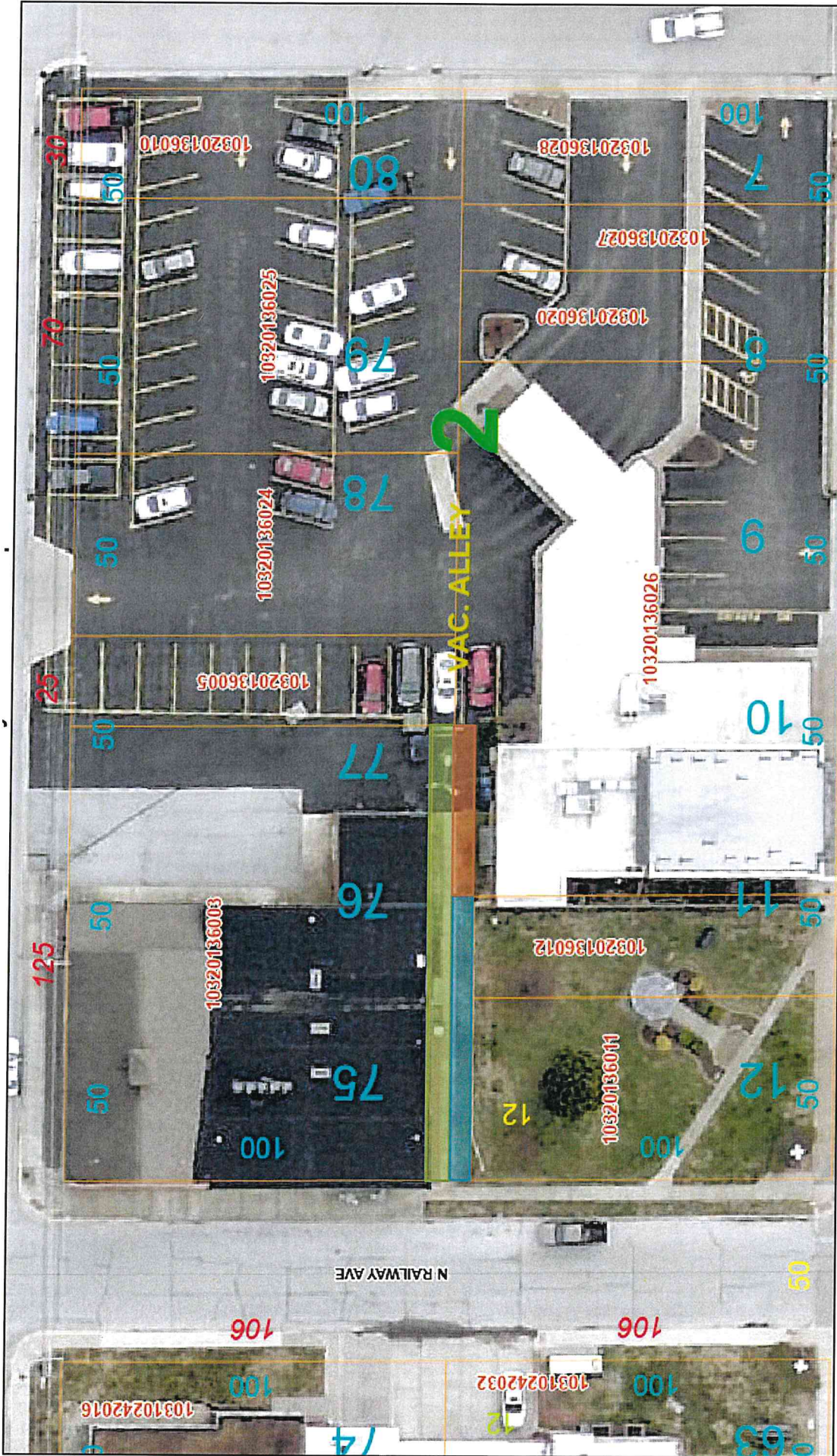
	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
John Weyant	_____	_____	_____
Walter Battas	_____	_____	_____
Nick Seibert	_____	_____	_____
Eric Kohrmann	_____	_____	_____
Pat McMahan	_____	_____	_____

APPROVED by the Mayor of the City of Mascoutah, Illinois, this 5th day of December, 2022.

Mayor

ATTEST:

City Clerk
(SEAL)



PC 22-05, Alley Vacation, Citizens Community Bank

Approximately 12' wide x 125' length

Alley dedicated as follows:

Green - approx. 6' x 125' to 10 North Railway

Blue - approx. 6' x 78' to City of Mascoutah (Haas Park)

Orange - approx. 6' x 47' to 9 East Main

Attachment B

**CITY OF MASCOUTAH
Staff Report**

TO: Honorable Mayor & Council

FROM: Becky Ahlvin, City Manager

SUBJECT: PC 22-06 – Rezoning, Hawkins Point Townhomes (second reading)

MEETING DATE: December 5, 2022

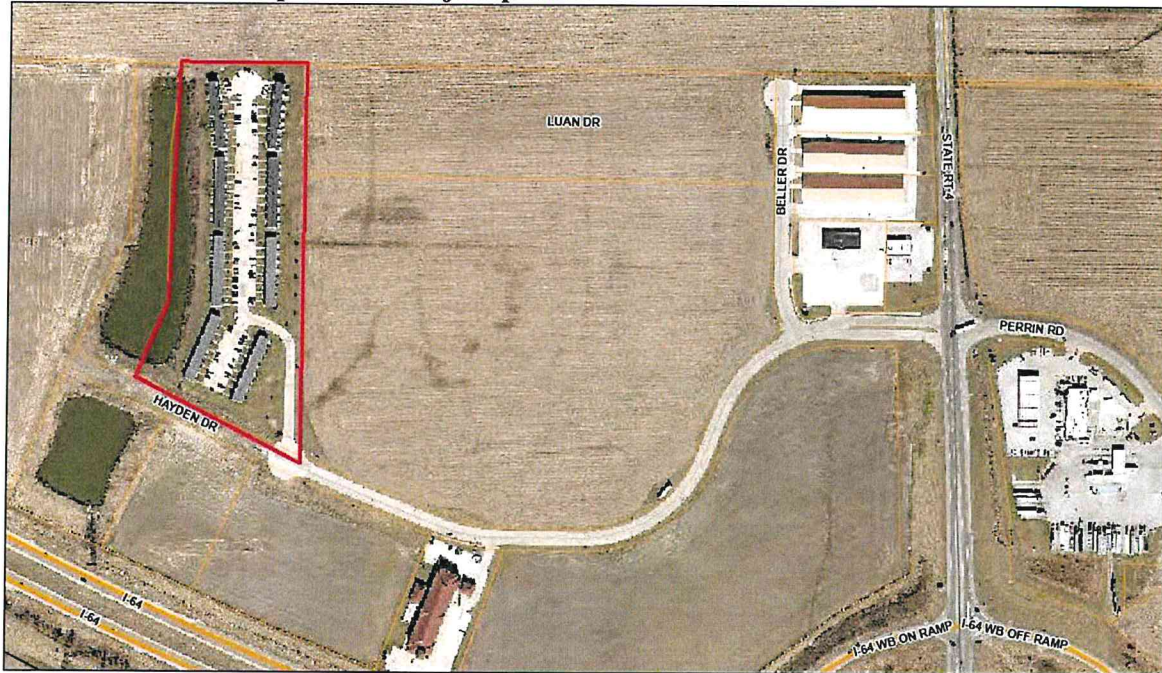
REQUESTED ACTION:

Council consideration of approval of rezoning request from Hawkins Point Townhomes, located at 9663-9680 Hayden Drive, from GC, General Commercial, to RM, Multiple-Family Residential.

BACKGROUND & STAFF COMMENTS:

The applicant for this rezoning petition is Hawkins Point Townhomes LLC. The subject properties are located at 9663-9680 Hayden Drive (PID #10-06-0-301-008). The property is currently zoned “GC” General Commercial. Hawkins Point Townhomes LLC is seeking to rezone this property totaling 8.64 acres to “RM” Multiple-Family Residential District. The current townhomes were built in 2011 and 2012. Hawkins Point Townhomes LLC purchased the townhomes in 2013. They have no plans to change the development as it stands.

Location and aerial photo of subject parcels



PC 22-06, Rezoning, Hawkins Point Townhomes

Land Use and Zoning of Surrounding Properties

Direction	Land Use	Zoning
North	Agriculture	Unincorporated Property
South	General Commercial	“GC” General Commercial
East	General Commercial and Multi-Family Residential	“GC” General Commercial and “RM” Multi-Family Residential
West	Agriculture	“GC” General Commercial

Zoning Considerations

The property has been in use as Multi-Family Residential since 2011 and currently meets the zoning regulations for the zoning district.

Standards of Review for Zoning Map Amendments and Findings of Fact

While not part of Mascoutah’s zoning code, the following Standards of Review for Rezonings are provided as “best practice” consideration designed to assist the Planning Commission and Council in considering the merits of the rezoning request.

Character of the Surrounding Area

There is currently a combination of multi-family residential use and commercial uses nearby and the current use of the property is multi-family residential. The proposed use is consistent with the character of the surrounding area.

Suitability of Zoning for Current or Future Use

The subject parcels are suitable for a multi-family residential use.

Whether the property is presently vacant and for how long it has been vacant.

The subject property is not currently vacant.

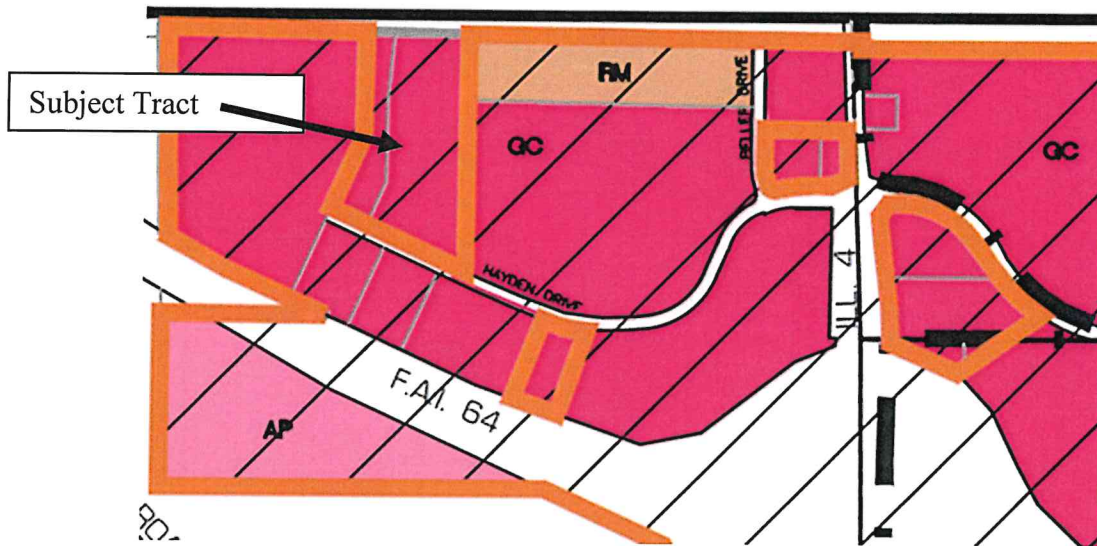
Current zoning district burden imposed on property owner vs gain in public health/safety/welfare

The current zoning limits the ability of the property owner to rebuild if there was a disaster. In addition, the property owner has had to purchase additional insurance due to the current zoning.

Impacts on public services and utilities

City has adequate electric, water and sanitary sewer in the area and the proposed use will not result in a significant impact on these available facilities.

Zoning Map



Planning Commission: The Planning Commission held a public hearing to review this rezoning request on November 16, 2022. The Planning Commission recommended approval of the rezoning request as presented.

RECOMMENDATION:

Staff recommends approval of the rezoning request.

SUGGESTED MOTION:

I move that the City Council approve and adopt Ordinance No. 22-__, approving the rezoning request from Hawkins Point Townhomes, located at 9663-9680 Hayden Drive (parcel no. 10-06-0-301-008), from GC, General Commercial, to RM, Multiple-Family Residential.

Prepared By:

Kari Speir

Kari Speir
Assistant City Manager

Approved By:

Becky Ahlvin

Becky Ahlvin
City Manager

Attachments: A – Findings of Approval
B – Ordinance

DRAFT
FINDINGS FOR APPROVAL – City Council Version

REZONING:

Hawkins Point Townhomes LLC
9663-9680 Hayden Drive
Parcel No. 10-06-0-301-008

DATE: December 5, 2022

FINDINGS: The Mascoutah City Council, pursuant to the applicant's initiated Zone Change for the tracts of land described, and after considering the effect of the requested use on the health, safety, morals and general welfare of the residents in the City, specifically finds:

1. The proposed zone change of the site is appropriate, in terms of land patterns in the entire City and the City's Zoning Code requirements.
2. The proposed zone change is in accordance with the City's Comprehensive Plan Land Use Map.
3. The rezoning application is consistent with good general planning.
4. The proposed zone change encourages land use compatibility with adjacent uses.
5. The proposed zone change is deemed desirable to promote the general welfare of the City.

Attachment A

ORDINANCE NO. 22-__

AN ORDINANCE AMENDING CHAPTER 34, ARTICLE IV, OFFICIAL CHANGE TO THE ZONING MAP PER ARTICLE XV OF THE CITY OF MASCOUTAH CODES, COMMONLY REFERRED TO AS THE UNIFIED LAND DEVELOPMENT CODE

WHEREAS, an application has been filed by Hawkins Point Townhomes LLC requesting that certain property within the zoning jurisdiction of the City of Mascoutah be rezoned from General Commercial (GC) to Multiple Family Residential (RM); and,

WHEREAS, a notice of the hearing stating its purpose was published in the Mascoutah Herald on the 27th day of October, 2022; and

WHEREAS, the administrative official served notice on all the property owners within 250 feet of said property according to Section 34-15-6 of the Unified Land Development Code of the City of Mascoutah; and

WHEREAS, a hearing of the Planning Commission of the City of Mascoutah was called at 7:00 p.m. on the 16th day of November, 2022, at the City Council Chambers in said City to consider the zoning classification of said property; and

WHEREAS, said Planning Commission conducted said hearing pursuant to the notice given and to the laws of the State of Illinois; and

WHEREAS, said Planning Commission thereafter filed with the City Council a report of its hearing; said report included a recommendation to approve the rezoning request from General Commercial (GC) to Multiple Family Residential (RM); and

WHEREAS, the City Council of the City of Mascoutah has considered the report filed by the Planning Commission, the record of the Commission's public hearing, and the provisions of the zoning ordinance, and based thereon, finds that said property should be rezoned.

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 34 "Unified Land Development Code," Article IV – Official Map, is hereby amended to officially change the property described as:

Legal Description, Exhibit A

Permanent Parcel No. 10-06-0-301-008.

Attachment B

as depicted in Exhibit A, from General Commercial (GC) to Multiple Family Residential (RM).

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 5th day of December, 2022, 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>	<u>Abstain</u>
John Weyant	_____	_____	_____	_____
Walter Battas	_____	_____	_____	_____
Nick Seibert	_____	_____	_____	_____
Eric Kohrmann	_____	_____	_____	_____
Pat McMahan	_____	_____	_____	_____

APPROVED by the Mayor of the City of Mascoutah, Illinois, this 5th day of December, 2022.

Mayor

ATTEST:

City Clerk
(SEAL)

CITY OF MASCOUTAH
Staff Report

TO: Honorable Mayor & Council

FROM: Rebecca Ahlvin, City Manager

SUBJECT: Bid Award – North Substation Upgrades, Installation Services

MEETING DATE: December 5, 2022

REQUESTED ACTION:

Council consideration of approval of bid to furnish all labor, materials and equipment for the installation of required equipment for the North Substation Upgrades.

BACKGROUND & STAFF COMMENTS:

In conjunction with the Major Electric Phase II Project, the North Substation Upgrades will provide the second point of service needed by the City's electric distribution system to provide redundancy and reliability within the system. This project is designed to provide a new 138kV distribution substation to the City's electric system. The project will include new site access road off IL 161, site grading and drainage for the new site, new fencing, equipment foundations, below grade and above grade electrical installation, and substation and switchgear installation.

Bids were received and opened on November 17, 2022. Three bids were received. The recommendation letter and bid tab from BHMFG is attached. J.F. Electric submitted the low bid in the total amount of \$2,073,433.55, excluding the relay testing and commissioning services. The City will need to contract with a provider for the relay testing and commission services.

FUNDING:

This project will be paid for with the Electric Phase II bank loan.

RECOMMENDATION:

Approval of bid to furnish all labor, materials and equipment for the installation of required equipment for the North Substation Upgrades and authorization to award a contract to J.F. Electric for a total amount of \$2,073,433.55.

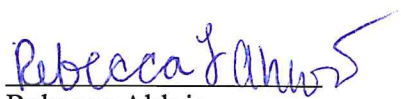
SUGGESTED MOTION:

I move that the Council approve the low bid of \$2,073,433.55 and award a contract to J.F. Electric of Edwardsville, IL to furnish all labor, materials and equipment for the installation of required equipment for the North Substation Upgrades and authorize appropriate officials to execute the necessary documents.

Prepared By:


Kari Speir
Assistant City Manager

Approved By:


Rebecca Ahlvin
City Manager

Attachment: A – BHMFG Recommendation Letter and Bid Tab



November 23, 2022

Mr. Larry Linck
City of Mascoutah
3 West Main Street
Mascoutah, IL 62258

Ref: 1688K004 – North Substation Upgrades
Installation Services Recommendation

Dear Mr. Linck:

The City received and opened bids on November 17, 2022 for the installation of the North Substation installation. A total of three (3) bids were received and have been reviewed for completeness and ability to meet specification requirements.

<u>Bidder</u>	<u>Total Bid Price</u>	<u>Notes</u>
JF Electric	\$2,073,433.55	Clarifications Listed
Haugland Electric	\$2,553,748.00	Clarifications Listed
BH Electric	\$2,800,000.00	None

The bid from JF Electric was the apparent low bid for Specification 1688K004, some major exceptions were listed. The major exclusions are no relay testing and commissioning, and not supplying termination kits, we estimate this total value at \$250,000. The city will need to source these items directly. Therefore, the bid from JF is the low bid following the evaluation. JF has a good list of reference completed projects. The company appears to be in good standing and employs certified and trained craftsmen.

The bid is higher than the previous engineer's estimate of \$1,200,000, but this budget line item had not been updated since 2018. Therefore, it is the recommendation of BHM to award the project to JF Electric.

With City's approval, release, and financial approval; BHM can assist with issuing contract documents. Should you have any questions concerning the bids or the project, please do not hesitate to contact us.

Sincerely:
BHM Engineers, Inc.

A handwritten signature in black ink, appearing to read "Jason F. Jackson".

Jason F. Jackson, P.E.
Enclosures: Bid tab, bid evaluation and Quotes

Attachment A



1688 K004 - Mascoutah 138kV North Substation Upgrades Installation Contract

BIDDERS / PROPOSALS	L.E. Myers	J.F. Electric	Kiewit	Plocher
BID SECURITY	/	/	/	/
Furnish the Goods & Special Services for the Equipment Purchase	No Bid	5% Bid Bond \$12,073,433.50	No Bid	No Bid
PROJECT COMPLETION TIME - PROPOSAL 1	/	/	/	/
	✓	✓	✓	✓
	Registered Bidder	Registered Bidder	Registered Bidder	Registered Bidder
	Non-Collusion Affidavit	Non-Collusion Affidavit	Non-Collusion Affidavit	Non-Collusion Affidavit
	Bid Bond	Bid Bond	Bid Bond	Bid Bond
	Bid Form	Bid Form	Bid Form	Bid Form
	Any other documents as required by the specification	Any other documents as required by the specification	Any other documents as required by the specification	Any other documents as required by the specification

BHM ENGINEERS, INC. Consulting Engineers 630 Jeffco Blvd. Arnold, MO 63010	City of Mascoutah, IL 138kV North Substation Upgrades Installation Contract Bids Received 11:00 AM, 11/17/2022	Bid Opening Witnesses: City: BHM: Jason Jackson
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1688 K004 - Mascoutah 138kV North Substation Upgrades Installation Contract

BIDDERS / PROPOSALS	BH Electric	3Phase Line Construction	A Star Electric	Haugland Energy Group LLC
BID SECURITY				
Furnish the Goods & Special Services for the Equipment Purchase	5% cashiers check \$2,800,000.00	No Bid	No Bid	5% Bid Bond \$2,553,748.00
PROJECT COMPLETION TIME - PROPOSAL 1				
	✓	✓	✓	✓
	Registered Bidder	Registered Bidder	Registered Bidder	Registered Bidder
	Non-Collusion Affidavit	Non-Collusion Affidavit	Non-Collusion Affidavit	Non-Collusion Affidavit
	Bid Bond	Bid Bond	Bid Bond	Bid Bond
	Bid Form	Bid Form	Bid Form	Bid Form
	Any other documents as required by the specification	Any other documents as required by the specification	Any other documents as required by the specification	Any other documents as required by the specification
BHM ENGINEERS, INC. Consulting Engineers 630 Jeffco Blvd. Arnold, MO 63010	City of Mascoutah, IL 138kV North Substation Upgrades Installation Contract Bids Received 11:00 AM, 11/17/2022			Bid Opening Witnesses: City: Jason Jackson BHM: Jason Jackson

**CITY OF MASCOUTAH
Staff Report**

TO: Honorable Mayor & Council
FROM: Becky Ahlvin, City Manager
SUBJECT: 2022 Property Tax Levy (First Reading)

MEETING DATE: December 5, 2022

REQUESTED ACTION:

Council approval and adoption of the 2022 Property Tax Levy Ordinance.

CITY TAX LEVY:

VALUATION:

The 2021 Rate Setting EAV was \$145,899,082. This year the calculated estimate is \$160,488,990 which results in a slight increase.

TAX LEVY:

Tax Levy can be defined as dollars needed by the City to run operations and to pay General Obligation Bonds.

- The Tax Levy dollars requested absorb only growth generated revenues related to estimate EAV calculations, no additional increase.
- The Tax Levy by fund line is accompanied with Finance Committee recommendations.

BACKGROUND & STAFF COMMENTS:

After discussing computations, explanations, calculations and distributions of dollars by fund with the Finance Committee members, the following recommendations are presented to Council.

Since the EAV for this year is not increasing beyond 5%, there is no need for a tax levy hearing. Finance Committee after meeting with staff, recommended increasing the levy amount to 4.99% (just under the 5% threshold for a public hearing) in order to ensure that any and all EAV increase is captured.

In April/May during the County/City certification step, the certified rate received from the County will be adjusted in order to capture the increased EAV and to keep the City's rate the same.

ADDITIONAL DETAIL ON EACH LEVY ITEMIZED LINE:

General Fund (Corporate)

\$532,150; increase = \$22,086.81

The General Fund levy distribution increases to capture the balance of the EAV computation estimated tax levy dollars available. Any increase in this fund assists with proposing a balanced budget for the consecutive year.

Bonds & Interest Fund

\$181,207; decrease = (\$1,166.35)

The Bond and Interest levy distribution covers the bond ordinance commitments for all of the City's GO Bonds. The only outstanding GO Bond is the 2008 GO Bond (County Road improvements). Principal and interest payment is fully levied. Payoff on bond is April 30, 2028.

IMRF Fund

\$178,000; increase = \$6,680.38

The IMRF Fund levy distribution captures the amount recommended from the State of IL based on an individual City of Mascoutah actuarial. The current IMRF regular employer rate is 7.11% and SLEP employer rate is 12.43%. The rate for 2023 is estimated at 8.08% for IMRF and 32.63% for SLEP.

Fire Protection Fund

\$169,000; increase = \$4,863.53

The Fire Department Fund levy distribution has a small increase to maintain its existing fund balance and will assist to pay back interfund borrow for new truck.

Police Pension Fund

\$420,000; increase = \$29,865.85

The Police Pension Fund levy distribution is the planned amount to capture the recommendation by the State of IL related to the downstate pension actuarial calculations for the City. Last year, the Police Pension Fund is 67% funded. In order to follow the actuarial report recommendation, the City does have a goal to have the Police Pension Fund 90% funded by the year 2040.

Parks & Recreation Fund

\$311,000; increase = \$30,873.76

The Parks and Recreation Fund levy distribution increases to assist the fund balance and/or fiscal year budget plus some updates/maintenance in the parks. The increase is needed this year for updates and a positive fund balance.

Ambulance Fund

\$405,000; increase = \$2,026.74

The Ambulance Fund levy distribution increases to assist with maintaining a positive fund balance and purchase of new ambulance in upcoming fiscal year.

Library Fund

\$459,100; increase = \$21,110.96

The Library is requesting enough funds to capture only the EAV growth and to keep their tax rate around the same amount as in previous years. The Library levies for their General Fund, Building Maintenance Fund, IMRF Fund, Medicare Fund, Social Security Fund and Liability Insurance Fund.

SSA #001

\$144,018; remaining loan balance

This amount captures the remaining loan balance; the loan payment amount is \$13,975 for the Crown Pointe (Murphy) Development improvements received from Farmers & Merchants National Bank.

FUNDING:

By the nature of levies, the action within this report is directed at increasing revenues only by capturing the estimated increase in the EAV for the FY23/24 Budget year. This is the implementation of our budgeting program which is intended to balance the City's budget by department and fund.

RECOMMENDATION:

Council approval and adoption of the 2022 Property Tax Levy Ordinance.

SUGGESTED MOTION:

I move that the Council approve the 2022 Property Tax Levy by adopting Ordinance No. 22-__.

Prepared By: Kari O. Speir
Kari Speir
Assistant City Manager

Approved By: Rebecca Ahlvin
Becky Ahlvin
City Manager

Attachments: A – Tax Rate Computation Sheet
B – Tax Levy Ordinance

Tax Rate Computation - November, 2022

2015 Rate Setting EAV	121,551,273	2019 Rate Setting EAV	139,146,429
2016 Rate Setting EAV	124,871,274	2020 Rate Setting EAV	141,987,320
2017 Rate Setting EAV	128,716,679	2021 Rate Setting EAV	145,899,082
2018 Rate Setting EAV	135,531,447	2022 Rate Setting EAV	160,488,990
		estimation (10%)	

	2021 Tax Computation			2022 Projected Computation			Request +/-	Cert. Rate	Levy Request		Request +/-	notes for finance committee:
	Levy Request	Cert. Rate	Extension									
Corporate	\$510,025.00	0.3496	\$510,063.19				\$38.19	0.3316	\$	532,150.00	\$22,086.81	104.33% increase balance for additional project costs
Bonds & Interest	\$182,368.00	0.1250	\$182,373.85				\$5.85	0.1129	\$	181,207.50	(\$1,166.35)	99.36% 2008 GO Bond amount per ordinance
IMRF	\$171,000.00	0.1173	\$171,139.62				\$139.62	0.1109	\$	178,000.00	\$6,860.38	104.01% funding itself but need to add some for full imrf staff
Fire Protection	\$164,000.00	0.1125	\$164,136.47				\$136.47	0.1053	\$	169,000.00	\$4,863.53	102.96% (pay back interfund borrow when get new ladder truck cost)
Police Pension	\$390,000.00	0.2674	\$390,134.15				\$134.15	0.2617	\$	420,000.00	\$29,865.85	107.66% per DOI actuarial - estimated
Playground	\$280,000.00	0.1920	\$280,126.24				\$126.24	0.1938	\$	311,000.00	\$30,873.76	111.02% need to increase some for parks and pool; updates and under funder
Ambulance	\$402,950.00	0.2762	\$402,973.26				\$23.26	0.2524	\$	405,000.00	\$2,026.74	slight increase but maintain positive fund balance for full staff
	\$2,100,343.00	1.4400	\$2,100,946.78				\$603.78	1.3685	\$	\$2,196,357.50	\$95,410.72	100.50% full-time and new ambulance
												104.54%
LJB Corporate	\$379,511.00	0.2602	\$379,629.41				\$118.41	0.2462	\$	395,190.00	\$15,560.59	104.10% per library meeting
LJB Building	\$16,087.00	0.0111	\$16,194.80				\$107.80	0.0120	\$	19,195.00	\$3,000.20	118.53%
LJB IMRF	\$23,399.00	0.0161	\$23,489.75				\$90.75	0.0153	\$	24,500.00	\$1,010.25	104.30%
LJB Liability Insurance	\$9,506.00	0.0066	\$9,629.34				\$123.34	0.0069	\$	11,000.00	\$1,370.66	100.00%
LJB Social Security	\$7,312.00	0.0051	\$7,440.85				\$128.85	0.0048	\$	7,680.00	\$239.15	100.00%
LJB Medicare	\$1,462.00	0.0011	\$1,604.89				\$142.89	0.0010	\$	1,535.00	(\$69.89)	100.00%
	\$437,277.00	0.3002	\$437,989.04				\$712.04	0.2861	\$	\$459,100.00	\$21,110.96	104.82%
Total w/out Bonds (for calculating % increase to determine need for public hearing)								\$		2,474,250.00		104.994% needs to be at 4.99% to avoid hearing
	\$2,537,620.00	1.7402	\$2,538,935.82				\$1,315.82	1.6546	\$	\$2,655,457.50	\$116,521.68	104.59%

Rate Difference -- (0.0856)

Special Service Area (Crown Pointe)

2015 Rate Setting EAV	3,030,984	2019 Rate Setting EAV	4,108,108
2016 Rate Setting EAV	3,375,796	2020 Rate Setting EAV	4,333,369
2017 Rate Setting EAV	3,533,435	2021 Rate Setting EAV	4,642,273
2018 Rate Setting EAV	3,821,829	2022 Rate Setting EAV	4,920,810
		estimation	

Special Service Area	\$150,113.00	0.3750	\$17,408.52	0.3750	\$	144,018.00	\$126,609.48	827.28%
	\$2,687,733.00	2.1152	\$2,556,344.34	2.0296	\$	\$2,799,475.50		

Will need to do public hearing each year for SSA if it is over 5% increase in order to keep separate from other City levies

SSA Loan refinanced 02/2018 - new loan payment amount is \$13,975.00 payable December of each year

NOTE: Per County Clerk's office - bonds are not included when figuring the 4.99%.

Attachment A

ORDINANCE NO. 22-__

ANNUAL TAX LEVY ORDINANCE FOR THE FISCAL YEAR
2023 - 2024

AN ORDINANCE PROVIDING FOR THE ANNUAL TAX LEVY FOR THE CITY OF MASCOUTAH, ST. CLAIR COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY, 2023, AND ENDING ON THE 30TH DAY OF APRIL, 2024.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MASCOUTAH, ILLINOIS, A HOME RULE UNIT PURSUANT TO ARTICLE VII, SECTION 6, CONSTITUTION OF ILLINOIS 1970.

SECTION 1: That there be and is hereby levied upon all real estates and personal property situated within the corporate limits of the City of Mascoutah, Illinois, subject to taxation, the sum of Two Million, Seven Hundred Ninety-Nine Thousand, Four Hundred Seventy-Five Dollars (\$2,799,475) which amount shall be raised by taxation upon all said property according to its value as same is assessed and equalized for state and county purposes for the current fiscal year commencing on the 1st day of May, 2023, and ending on the 30th day of April, 2024, and which amount is to defray the expenses of said City as provided in the Annual Budget Ordinance of said City heretofore passed, adopted and published and in force, said levy to be for the following corporate uses and purposes pursuant to the Home Rule Powers of the City of Mascoutah as granted in Article VII, Section 6 of the Constitution of the State of Illinois and previously authorized by State enabling legislation and city ordinances which are incorporated by reference as if fully set forth herein.

SECTION 2: The City of Mascoutah finds that the total amount of Five Hundred Thirty-Two Thousand One Hundred Fifty Dollars (\$532,150) herein above levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6 of the Constitution of the State of Illinois, to be raised by taxation, after deducting revenue from all sources, is necessary for the **general corporate purposes** of said City.

SECTION 3: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for **fire protection** of said City, the sum of One Hundred Sixty-Nine Thousand Dollars (\$169,000) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 4: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the establishment, maintenance and conduct of a supervised **playground and recreational system** of said City, the sum of Three Hundred Eleven Thousand Dollars (\$311,000) upon all taxable property within said City which shall be in

Attachment B

addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 5: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the **operation of the Mascoutah Public Library** of said City, the sum of Three Hundred Ninety-Five Thousand, One Hundred Ninety Dollars (\$395,190) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 6: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the operation of the **Ambulance Service** of said City, the sum of Four Hundred Five Thousand Dollars (\$405,000) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 7: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for a **Police Pension Trust** of said City, the sum of Four Hundred Twenty Thousand Dollars (\$420,000) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 8: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the participation in the **Illinois Municipal Retirement Fund** the sum of One Hundred Seventy-Eight Thousand Dollars (\$178,000) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 9: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the **Illinois Municipal Retirement Fund of the Mascoutah Public Library** of said City, the sum of Twenty-Four Thousand, Five Hundred Dollars (\$24,500) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 10: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the **building and maintenance of the Mascoutah Public Library** of said City, the sum of Nineteen Thousand, One Hundred Ninety-Five Dollars (\$19,195) upon all taxable property within said City which shall be in addition to the above levy

hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 11: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the **Medicare of the Mascoutah Public Library** of said City, the sum of One Thousand, Five Hundred Thirty-Five Dollars (\$1,535) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 12: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the **social security of the Mascoutah Public Library** of said City, the sum of Seven Thousand Six Hundred Eighty Dollars (\$7,680) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 13: The City of Mascoutah finds that there is to be raised by taxation and levied pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6, of the Constitution of the State of Illinois for the **liability insurance of the Mascoutah Public Library** of said City, the sum of Eleven Thousand Dollars (\$11,000) upon all taxable property within said City which shall be in addition to the above levy hereinabove set forth, and over and above and in addition to the rate required for other corporate purposes.

SECTION 14: The tax levy provided in Section 402 of the **Bond Ordinance** (Ordinance No. 08-05, filed March 20, 2008, with the County Clerk of the County of St. Clair, Illinois) is limited to the sum of One Hundred Eighty-One Thousand Two Hundred Seven Dollars (\$181,207) for the 2021 tax levy (to be received in 2022).

SECTION 15: Special Service Area. The tax levy provided in Section 4 of the **Special Service Area #001** Adopting Ordinance (Ordinance No. 09-15, adopted August 3, 2009) is hereby levied on the property and parcels identified in said ordinance for the sum of One Hundred Forty-Four Thousand Eighteen Dollars (\$144,018) and is set at a maximum rate of .375% of assessed valuation.

SECTION 16: That the City Clerk of the City of Mascoutah be and is hereby directed to file with the County Clerk of St. Clair County, Illinois, a duly certified copy of this ordinance, as provided by law.

SECTION 17: That conflicting ordinances or pertinent portions thereof in force at the time this ordinance shall take effect are hereby repealed.

SECTION 18: If any part of this Ordinance is held improper, such holding shall not affect any other part hereof and all other parts shall be, and remain, in full force and effect.

SECTION 19: This levy ordinance is adopted pursuant to the Home Rule powers of the City of Mascoutah as granted by Article VII, Section 6 of the Constitution of the State of Illinois and any tax rate limitation or any other substantive limitations as to tax levies in Illinois Municipal Code in conflict with this ordinance shall not be applicable to this ordinance pursuant to Section 6 of the Article VII of the Constitution of the State of Illinois.

SECTION 20: That this Ordinance shall be in full force and effect after its passage and approval according to law.

PASSED by the Mayor and 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 19th day of December 2022, 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>	<u>Abstain</u>
John Weyant	_____	_____	_____	_____
Walter Battas	_____	_____	_____	_____
Nick Seibert	_____	_____	_____	_____
Eric Kohrmann	_____	_____	_____	_____
Pat McMahan	_____	_____	_____	_____

APPROVED by the Mayor of the City of Mascoutah, Illinois, this 19th day of December, 2022.

Mayor

ATTEST:

City Clerk
(SEAL)