

Mascoutah City Council

June 5, 2023

REGULAR MEETING AGENDA

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

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, May 15, 2023 City Council Meeting (Page 1 to Page 3) May 15, 2023 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. IDOT Resolution/Expenditure of MFT Funds for Maintenance of Streets and Highways (Page 4 to Page 8)

Description: Council approval and adoption of Resolution approving the Motor Fuel Tax Maintenance Program beginning May 1, 2023 and ending April 30, 2024.

Recommendation: Council Approval and Adoption of Resolution.

2. IDOT Resolution for Improvement – Onyx Drive Reconstruction

(Page 9 to Page 10)

Description: Council approval and adoption of a Resolution for Improvement for the Onyx Drive Reconstruction Project.

Recommendation: Council Approval and Adoption of Resolution.

B. Council Miscellaneous Items

C. City Manager

- Business District Boundary Memo

(Page to Page 2)

9. PUBLIC COMMENTS (3 MINUTES)

10. ADJOURNMENT TO EXECUTIVE SESSION

A. Personnel – Section 2(c)(1)

11. MISCELLANEOUS OR FINAL ACTIONS

12. ADJOURNMENT

POSTED 6/1/23 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
CITY COUNCIL MINUTES
#3 WEST MAIN STREET
MASCOUTAH, IL 62258-2030**

MAY 15, 2023

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 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 Mike Baker.

Absent: None.

Other Staff Present: City Manager Becky Ahlvin, City Clerk Melissa Schanz, City Attorney Al Paulson, Chief Waldrup.

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

AMEND AGENDA

None.

MINUTES

The minutes of the May 1, 2023 regular City Council meeting and May 2, 2023 special City Council/EDC meeting were presented and approved as presented.

Motion passed. Passed by unanimous yes voice vote.

PUBLIC COMMENTS

Eric Mercer, a resident of Mascoutah, voiced his concerns about his civil rights.

MONTHLY DEPARTMENT REPORTS FOR APRIL WERE PROVIDED

REPORTS AND COMMUNICATIONS

Mayor – Assisted with the German visit, attended the Noon Lions golf outing, SAFB airshow and preparing.

City Council

Weyant – Attended the German visitors dinner.

Battas – Attended the Noon Lions golf outing.

Seibert – Hosted the German visitors at MHS, attended the MHS prom and preparing for MHS Graduation on Sunday.

Baker – Attended the Noon Lions golf outing.

City Manager – Attended the German visitors dinner, Noon Lions golf outing, Fire Department open house and IMEA Banquet.

City Attorney – Gave update on Mercer.

City Clerk – Nothing to report.

COUNCIL BUSINESS

CONSENT CALENDAR (OMNIBUS)

The March and April 2023 Fund Balance Report and Claims & Salaries Report were provided under the omnibus consideration.

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

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

APPOINTMENTS, REAPPOINTMENTS, AND RATIFICATIONS

City Manager presented a report for Council acceptance of various appointments, reappointments and ratifications.

There was no further discussion.

Weyant moved, seconded by Seibert, to accept the appointments, reappointments and ratifications.

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

PROFESSIONAL SERVICE CONTRACT – MORAN ECONOMIC DEVELOPMENT

City Manager presented a report for a Professional Services Contract with Moran Economic Development for Tax Increment Financing Consulting and for Business District consulting.

There was no further discussion.

Weyant moved, seconded by Battas, to approve a professional Services Contract for Tax Increment Financing Consulting not to exceed \$27,900 plus actual reimbursable expenses not

to exceed \$2,000 and to establish a business district not to exceed \$26,500 plus actual reimbursable expenses not to exceed \$2,000 with Moran Economic Development and authorize appropriate City officials to execute the necessary documents.

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

COUNCIL – MISCELLANEOUS ITEMS

Councilman Battas ask City Manager where we were with engineering. Becky stated that we were in the process of getting agreements together with our current engineering firms.

CITY MANAGER – MISCELLANEOUS ITEMS

None.

PUBLIC COMMENTS

Eric Mercer had more comments.

ADJOURNMENT TO EXECUTIVE SESSION

Seibert moved, seconded by Baker, to adjourn to Executive Session to discuss Litigation and Personnel at 7:28 p.m.

MISCELLANEOUS OR FINAL ACTIONS

None.

ADJOURNMENT

Meeting adjourned at 8:13 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: **IDOT Resolution/Expenditure of MFT Funds for Maintenance of Streets and Highways**

MEETING DATE: June 5, 2023

REQUESTED ACTION:

Adoption of Resolution approving the Motor Fuel Tax Maintenance Program beginning May 1, 2023 and ending April 30, 2024.

BACKGROUND & STAFF COMMENTS:

This is an action required by the City Council for the oil and chip program and purchasing various maintenance materials. The MFT Maintenance Program reimburses the City for funds expended on roadway-related maintenance. The maintenance allocation is on the basis of "per capita" in the City. Any funds not used will be stored in our MFT Fund.

The appropriate resolution is attached for Council action. Also attached is the Municipal Estimate of Maintenance Costs.

FUNDING:


None required.


RECOMMENDATION:

City Manager recommends that the Council approve and adopt this resolution.

SUGGESTED MOTION:

I move that the Council approve and adopt IDOT Resolution No. 23-24-____, a Resolution for Maintenance Under the Illinois Highway Code.

Prepared By: 
Becky Ahlvin
City Manager

Approved By: 
Becky Ahlvin
City Manager

Attachments: A – Resolution
B – Estimate of Maintenance Costs



**Illinois Department
of Transportation**

**Resolution for Maintenance
Under the Illinois Highway Code**

| | | | | |
|----------|-----------|-------------------|-----------------|----------------|
| District | County | Resolution Number | Resolution Type | Section Number |
| 8 | St. Clair | | Original | 24-00000-00-GM |

BE IT RESOLVED, by the Council of the City of Mascoutah of St. Clair County, Illinois that there is hereby appropriated the sum of Six Hundred and Twenty-Five Thousand Dollars (\$625,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/23 to 04/30/24 .
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Mascoutah shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Melissa Schanz City Clerk in and for said City of Mascoutah in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of Mascoutah at a meeting held on .
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of .
Day Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation



Illinois Department of Transportation

Local Public Agency General Maintenance

Submission Type

Estimate of Maintenance Costs

District Estimate of Cost for

Municipality

| Local Public Agency | | County | Section Number | Maintenance Period | |
|---------------------|--|-----------|----------------|-----------------------|--------------------|
| City of Mascoutah | | St. Clair | 24-00000-00-GM | Beginning 05/01/23 | Ending 04/30/24 |

Maintenance Items

| Maintenance Operation | Maint Eng Category | Insp. Req. | Material Categories/ Point of Delivery or Work Performed by an Outside Contractor | Unit | Quantity | Unit Cost | Cost | Total Maintenance Operation Cost |
|--------------------------------------|--------------------|------------|--|---------|----------|------------|--------------|--|
| 1. Oil and Chip Seal (A-1 Treatment) | III | Yes | CM-16 Crystalline Crushed Stone (Trap Rock) Furnish to Stockpile | Ton | 1,500 | \$35.00 | \$52,500.00 | |
| | III | Yes | Liquid Asphalt (CRS-2) Furnished and Applied | Ton | 140 | \$700.00 | \$98,000.00 | |
| | III | Yes | Truck and Motorized Chip Box Spread CM-16 | Ton | 1,664 | \$30.00 | \$49,920.00 | \$200,420.00 |
| | | | | | | | | |
| 2. Oil & Chip Patching | III | No | Liquid Asphalt (HFE-150) Furnished to Storage Tank | Ton | 30 | \$700.00 | \$21,000.00 | |
| | III | No | CM-16 Crystalline Crushed Stone (Trap Rock) Furnished to Stockpile | Ton | 300 | \$35.00 | \$10,500.00 | \$31,500.00 |
| | | | | | | | | |
| 3. Patching and Repair | IIA | No | Course Aggregate CA-6 | Ton | 300 | \$12.00 | \$3,600.00 | |
| | IIA | No | Cold Mix Asphalt Filler | Ton | 50 | \$125.00 | \$6,250.00 | \$9,850.00 |
| | | | | | | | | |
| 4. ADA Sidewalk Improvements | IIB | Yes | Sidewalk and Curb Replacement | Sq. Ft. | 25,000 | \$10.00 | \$250,000.00 | \$250,000.00 |
| | | | | | | | | |
| 5. Culvert Replacement | IIA | No | Pipe Culverts (various sizes) | Foot | 300 | \$20.00 | \$6,000.00 | \$6,000.00 |
| | | | | | | | | |
| 6A. Snow Removal | IIA | No | Salt | Ton | 75 | \$75.00 | \$5,625.00 | \$5,625.00 |
| | | | | | | | | |
| 7. Signs and Posts | IIA | No | Street Signs and Posts | Each | 150 | \$125.00 | \$18,750.00 | \$18,750.00 |
| | | | | | | | | |
| 8. Storm Sewers | IIA | No | Inlets, Frames & Grates | Each | 10 | \$1,000.00 | \$10,000.00 | |
| | IIA | No | Storm Sewers (various sizes) | Foot | 350 | \$16.00 | \$5,600.00 | \$15,600.00 |
| | | | | | | | | |
| 9. Crack Seal | IIB | Yes | Crack Sealer RD Saver 211 | Pound | 5,210 | \$5.30 | \$27,613.00 | \$27,613.00 |
| | | | | | | | | |
| 10. Seal Coat | IIA | No | Fog Seal | Sq. Yd. | 4,260 | \$3.30 | \$14,058.00 | \$14,058.00 |
| | | | | | | | | |

Estimate of Maintenance Costs

Submittal Type **Original**

| | | | | | | | | | |
|-----------------------------|-----|----|--------------------------------|-----------|---|----------------|------------|--------------------|--------------|
| Local Public Agency | | | | County | | Section | | Maintenance Period | |
| City of Mascoutah | | | | St. Clair | | 24-00000-00-GM | | Beginning | Ending |
| | | | | | | | | 05/01/23 | 04/30/24 |
| 11. Traffic Control | IIA | No | Traffic Control and Protection | L SUM | 1 | \$5,150.00 | \$5,150.00 | \$5,150.00 | |
| | | | | | | | | | |
| Total Operation Cost | | | | | | | | | \$584,566.00 |

Estimate of Maintenance Costs Summary

| Maintenance | MFT Funds | RBI Funds | Other Funds | Estimated Costs |
|--|--------------|-----------|-------------|-----------------|
| Local Public Agency Labor | | | | |
| Local Public Agency Equipment | | | | |
| Materials/Contracts(Non Bid Items) | \$65,183.00 | | | \$65,183.00 |
| Materials/Deliver & Install/Materials Quotations (Bid Items) | \$519,383.00 | | | \$519,383.00 |
| Formal Contract (Bid Items) | | | | |
| Maintenance Total | \$584,566.00 | | | \$584,566.00 |

Estimated Maintenance Eng Costs Summary

| Maintenance Engineering | MFT Funds | RBI Funds | Other Funds | Total Est Costs |
|--------------------------------------|--------------|-----------|-------------|-----------------|
| Preliminary Engineering | \$20,355.85 | | | \$20,355.85 |
| Engineering Inspection | \$17,605.19 | | | \$17,605.19 |
| Material Testing | | | | |
| Advertising | | | | |
| Bridge Inspection Engineering | | | | |
| Maintenance Engineering Total | \$37,961.04 | | | \$37,961.04 |
| Total Estimated Maintenance | \$622,527.04 | | | \$622,527.04 |

Remarks

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

| <u>Street</u> | <u>Limits</u> | | <u>Oil</u> | <u>Chips</u> |
|--------------------------|---|--------------------|---------------|--------------|
| | <u>From</u> | <u>To</u> | <u>Gallon</u> | <u>Ton</u> |
| Pheasant Bend | Hunters Trail | Quail Point | 663 | 33 |
| Quail Point | Pheasant Bend | culdesac | 1008 | 50 |
| Fox Run | Fuesser Rd | asphalt section | 656 | 33 |
| Oak Street | Railway | Lebanon St | 533 | 27 |
| Dere Bere Drive | Harnett | End | 1587 | 79 |
| Michelle Drive | Dere Bere Dr | culdesac | 683 | 34 |
| Cheryl Drive | Dere Bere Dr | culdesac | 683 | 34 |
| Harnett | Jefferson | Independence | 150 | 8 |
| Independence St | Harnett | Oak | 433 | 22 |
| Oak Street | Jefferson | John | 420 | 21 |
| John Street | E Corrington | E Patterson | 683 | 34 |
| Corrington Street | John | Independence | 200 | 10 |
| Donaphan St | John | August | 607 | 30 |
| August Street | Donaphan | Main | 1033 | 52 |
| Bernard Street | Poplar | Main | 867 | 43 |
| Poplar Street | Bernard | August | 360 | 18 |
| Oak Street | Bernard | August | 220 | 11 |
| Patterson Street | August | Bernard | 198 | 10 |
| Patterson Street | Bernard | John | 204 | 10 |
| Green Street | August | John | 544 | 27 |
| Green Street | Independence | Jefferson | 200 | 10 |
| Church Street | John | End | 510 | 26 |
| Mine Road | Main | S End | 880 | 44 |
| August Street | Main | State | 140 | 7 |
| Bernard Street | Main | South St | 333 | 17 |
| Independence St | State | L&N | 800 | 40 |
| George Street | Mine | South St | 192 | 10 |
| George Street | Jefferson | S Independence | 198 | 10 |
| Phillips Street | Jefferson | S Independence | 198 | 10 |
| Warner Street | Jefferson | S Independence | 220 | 11 |
| Independence St | L&N | Verner | 333 | 17 |
| Independence St | Verner | S End | 280 | 14 |
| Verner Street | Jefferson | Independence | 247 | 12 |
| S. Lebanon Street | Phillips | S End | 400 | 20 |
| S. Market | Phillips | Railway | 563 | 28 |
| S Railway Street | L&N | S End @ City Limit | 765 | 38 |
| Union Street | Railway | W End | 600 | 30 |
| Sewer Plant Road | Brickyard | end | 990 | 50 |
| Brickyard Road | Daniel | South End | 2400 | 120 |
| Industrial St | S 6th | end | 625 | 31 |
| N County (Sportsmans Rd) | N County | end | 456 | 23 |
| Progress Parkway | Concrete | west end | 492 | 25 |
| Country Lane South | Grodeon Rd | end | 1080 | 54 |
| Patterson Street | 4th | Railway | 1920 | 96 |
| Oak Street | 5th | Market | 1901 | 95 |
| Maple | South | Railway | 221 | 11 |
| Christ Rd | overlay 2,600 ft of patch done last year | | 1300 | 65 |
| S. Jefferson | Verner st | s end | 280 | 14 |
| Sub-Total | | | 30,256 | 1,513 |
| 10% Contingency | | | 3,026 | 151 |
| Total | | | 33,281 | 1,664 |

CITY OF MASCOUTAH
Staff Report

TO: Honorable Mayor & Council

FROM: Becky Ahlvin – City Manager

SUBJECT: IDOT Resolution for Improvement – Onyx Drive Reconstruction

MEETING DATE: June 5, 2023

REQUESTED ACTION:

Approval of an IDOT Resolution for Improvement for the Onyx Drive Reconstruction Project.

BACKGROUND & STAFF COMMENTS:

This project consists of the reconstruction of Onyx Drive to raise the profile of the street and add curb and gutter and sidewalks on the south side of the street. A ditch section will remain on the north side. The street will have a new aggregate base and asphalt pavement. The total length of this project is approximately .15 miles from IL Route 4 to Tanzanite Lane.

This request is for an estimate of construction costs. Staff recommends approving the IDOT Resolution for Improvement for the estimated construction costs of \$600,000.00 for the Onyx Drive Reconstruction Project.

FUNDING:

This project will be paid for with MFT funds.

RECOMMENDATION:

City Manager recommends that the Council approve and adopt this resolution.

SUGGESTED MOTION:

I move that the Council approve and adopt IDOT Resolution No. 23-24-____, a Resolution for Maintenance Under the Illinois Highway Code.

Prepared By: Becky Ahlvin
Becky Ahlvin
City Manager

Approved By: Becky Ahlvin
Becky Ahlvin
City Manager

Attachment: A – IDOT Resolution for Improvement



**Illinois Department
of Transportation**

**Resolution for Improvement
Under the Illinois Highway Code**

Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Supplemental

Resolution Number

Section Number

22-00029-00-PV

BE IT RESOLVED, by the Council of the City

Governing Body Type

Local Public Agency Type

of Mascoutah

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

| Name of Street(s)/Road(s) | Length (miles) | Route | From | To |
|---------------------------|-------------------|-------|------------|----------------|
| Onyx Drive | 0.15 | | IL Route 4 | Tanzanite Lane |

For Structures:

| Name of Street(s)/Road(s) | Existing Structure No. | Route | Location | Feature Crossed |
|---------------------------|---------------------------|-------|----------|-----------------|
| | | | | |

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Construction costs to reconstruct Onyx Drive to raise the profile of the street and add curb and gutter and sidewalk on the south side of the street. A ditch section will remain on the north side. The street will have a new aggregate base and asphalt pavement.

2. That there is hereby appropriated the sum of Six hundred thousand

Dollars (\$600,000.00) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Melissa Schanz

Name of Clerk

City

Local Public Agency Type

Clerk in and for said City

Local Public Agency Type

of Mascoutah

Name of Local Public Agency

in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council

Governing Body Type

of Mascoutah

Name of Local Public Agency

at a meeting held on _____ Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____

Day

Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation



City of Mascoutah

TO: Honorable Mayor and City Council; Economic Development Commission
FROM: Becky Ahlvin, City Manager
DATE: June 1, 2023
SUBJECT: Business District Boundary

The City of Mascoutah has a contract with Moran Economic Development to establish a Business District. The Council and the Economic Development Commission met on May 2, 2023, to discuss the business district and its proposed boundaries.

Business districts are areas where an extra 0.25 percent to 1.0 percent of sales and/or hotel taxes are collected as set by the City's ordinance. The funds collected through the business district can be used for several things, including public infrastructure improvements, building rehabilitation, and property assembly and site preparation costs, among other things. Business districts have a life of 23 years.

The current proposed business district boundary is outlined in red in the attached map. Staff is seeking input from the Council on any additional parcels that should be added to the district or any other comments about the boundaries. This boundary can be adjusted up until the public hearing on July 17 but Moran Economic Development needs to have the mostly finalized boundaries in order to complete the plan documents to bring back to Council June 19.

Establishing a business district aligns with several goals of the strategic plan:

- DT – Pursue downtown rehabilitation, improvements, and City beautification.
- ED – Enhance community and economic development activity.
- IP – Complete infrastructure planning and improvements.

