

# Mascoutah City Council

June 6, 2022

## 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 16, 2022 City Council Meeting (Page 1 to Page 5)

#### 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. Street Closing – Lighted Christmas Parade (Page 6 to Page 8)

Description: Council approval and adoption of a resolution to close Main Street (IL 177) on December 2, 2022 for the annual Lighted Christmas Parade.

Recommendation: Council Approval and Adoption of Resolution.

##### 2. Code Change – No Parking (Second Reading) (Page 9 to Page 10)

Description: Council approval and adoption of an Ordinance to amend Schedule E – No Parking Streets.

Recommendation: Council Approval and Adoption of Ordinance.

##### B. Council Miscellaneous Items

##### C. City Manager

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

**10. ADJOURNMENT TO EXECUTIVE SESSION - NONE**

**11. MISCELLANEOUS OR FINAL ACTIONS**

**12. ADJOURNMENT**

***POSTED 6/2/22 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/81869622860>

**You can also dial in using your phone.**

United States: +1 (312) 626-6799

**Access Code:** 818-6962-2860

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

**MAY 16, 2022**

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 Doug Elbe.

*Absent:* None.

*Other Staff Present:* City Manager Becky Ahlvin, Assistant City Manager Kari Speir, City Clerk Melissa Schanz, City Attorney Al Paulson, Finance Coordinator Lynn Weidenbenner, Public Works Director Jesse Carlton, City Engineer Tom Quirk, EMS Supervisor Jeremy Gottschammer, Fire Chief Joe Zinck, and Police Chief Scott Waldrup.

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

**AMEND AGENDA**

Weyant moved, seconded by Battas to amend the agenda to remove executive session.

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

**MINUTES**

The minutes of the May 2, 2022 regular City Council meeting were presented and approved as presented. The minutes of the May 2, 2022 Executive Session Meeting were presented and approved as presented.

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

**PUBLIC COMMENTS**

None.

**DEPARTMENT REPORTS**

*Fire Chief Joe Zinck* – April 2022 monthly report was provided.

*Police Chief Scott Waldrup* – April 2022 monthly report was provided.

*Finance Coordinator Lynn Weidenbenner* – April 2022 monthly financials were provided.

*Public Works Director Jesse Carlton* – April 2022 building and status report was provided.

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

## **REPORTS AND COMMUNICATIONS**

*Mayor* – Attended the Fire Department open house, Chariots of Honor parade in Mascoutah, EDC meeting and worked on Springfest.

*City Council*

Weyant – Nothing to report.

Battas –Nothing to report.

Seibert – Attended the EDC Meeting.

Elbe –Nothing to report.

*City Manager* – Tour of the City with the Mayor and meetings with staff.

*City Attorney* – Nothing to report.

*City Clerk* – Nothing to report.

## **COUNCIL BUSINESS**

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

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

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

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

### **STREET CLOSING – FALL FEST**

City Manager presented report for Council approval to Rescind Resolution No. 22-23-03 and approval and adoption of a Resolution to close Main Street (IL 177) on October 15, 2022 for the Fall Fest.

There was no further discussion.

Weyant moved, seconded by Battas, to rescind Resolution No. 22-23-03 and authorize the adoption of Resolution No. 22-23-04 approving the closing of Main Street (IL 177) from Sixth St. to Route 4 on October 15, 2022 from 7 a.m. to 5 p.m. for the annual Fall Fest.

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

#### **BID AWARD – POLICE VEHICLE PURCHASES**

City Manager presented report for Council approval of a bid through the state bidding process for a truck from Morrow Brothers Ford for a new 2022 Ford Police Responder F150 Crew Cab 4x4 in the amount of \$39,865.00. This vehicle will replace the 2013 Ford Police Interceptor SUV (M3) which will be sold or traded. In addition the vehicle will require approximately an additional \$7,800.00 for add on equipment (console, prisoner partition, weapon rack, lights, siren, laptop docking station, and graphics) and installation.

A bid was also received through the state bidding process for a SUV from Morrow Brothers Ford for a new 2022 Ford Police Interceptor SUV in the amount of \$36,720.00. This vehicle will replace the 2015 Dodge Durango (M2) which will be sold or traded. In addition the vehicle will require approximately an additional \$7,800.00 for add on equipment (console, prisoner partition, weapon rack, lights, siren, laptop docking station, and graphics) and installation

There was no further discussion.

Seibert moved, seconded by Elbe, to approve the purchase in the amount of \$39,865.00 to Morrow Brothers Ford Inc. of Greenfield, IL for furnishing a 2022 Ford Police Responder F150 Crew Cab 4x4 with the additional \$7,800.00 equipment and the purchase in the amount of \$36,720.00 to Morrow Brothers Ford Inc. of Greenfield, IL for furnishing a 2022 Ford Police Interceptor SUV with the additional \$7,800.00 equipment and authorize appropriate officials to execute the necessary documents.

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

#### **BID AWARD – SUPER DUTY PICK-UP TRUCK**

City Manager presented report for Council approval and authorization of bid for the purchase of a Ford F250 Super Duty Pick-Up Truck for the Fleet Maintenance Department.

There was no further discussion.

Battas moved, seconded by Weyant, to approve the bid for a new 2022 Ford F250 Truck to Morrow Brothers Ford of Greenfield, IL in the amount of \$51,230.00 and authorize appropriate officials to execute the necessary documents.

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

### **RESOLUTION AUTHORIZING SALE OF SURPLUS EQUIPMENT**

City Manager presented report for Council approval and adoption of a resolution authorizing the sale of a 2013 Ford Police Interceptor SUV and a 2015 Dodge Durango.

There was no further discussion.

Seibert moved, seconded by Battas, to approve and adopt Resolution No. 22-23-05, a resolution authorizing the sale of surplus equipment.

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

### **CODE CHANGE – NO PARKING (FIRST READING)**

City Manager presented report for Council approval and adoption of an Ordinance to amend Schedule E – No Parking Streets.

There was no further discussion.

First Reading.

### **BID AWARD – STREET LIGHTS AND POLES**

City Manager presented report for Council consideration of approval to purchase nine streetlights and poles to be installed along IL Route 4 from Laugh and Learn to Onyx Drive.

There was no further discussion.

Seibert moved, seconded by Elbe, to approve the purchase of nine streetlights and poles from Springfield Electric in the amount of \$31,258.00 and authorize appropriate officials to execute the necessary documents.

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

### **RESOLUTION AND APPROVAL OF ENGINEERING SERVICES – L&N RAILWAY TRAIL**

City Manager presented report for Council approval of a Resolution allocating funds in the amount of \$168,023.00 for the L&N Railway Trail Project, approval of an Engineering Services Agreement with Oates Associates in the amount of \$168,023.00 for the design and preparation of plans and specifications for the L&N Railway Trail Project, and approval of a Joint Funding Agreement with the Illinois Department of Transportation (IDOT).

Councilman Battas verified that homeowners will be notified. Assistant City Manager stated that as part of the process a public meeting will be held for the project and the homeowners will have an opportunity at that point to review the project and provide comments.

There was no further discussion.

Weyant moved, seconded by Battas, to approve and adopt Resolution No. 22-23-06, a Resolution allocating City funds in the amount of \$168,023.00 for the L&N Railway Trail Project, approve an Engineering Services Agreement with Oates Associates in the amount of \$168,023.00 for the design and preparation of plans and specifications for the L&N Railway Trail Project, and approve a Joint Funding Agreement with IDOT, and authorize appropriate City officials to execute the necessary documents.

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

#### **COUNCIL – MISCELLANEOUS ITEMS**

None.

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

None.

#### **PUBLIC COMMENTS**

None.

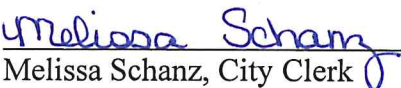
#### **MISCELLANEOUS OR FINAL ACTIONS**

None.

#### **ADJOURNMENT**

Battas moved, seconded by Weyant, to adjourn at 7:39 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:** Street Closing – Lighted Christmas Parade

**MEETING DATE:** June 6, 2022

**REQUESTED ACTION:**

Council approval and adoption of a resolution to close Main Street (IL 177) on December 2, 2022 for the annual Lighted Christmas Parade.

**BACKGROUND & STAFF COMMENTS:**

Mascoutah Chamber of Commerce will be holding the Lighted Christmas Parade on Friday, December 2<sup>nd</sup>. They are requesting closing of Main St. (IL 177) from Jefferson Street to Sixth Street from 5 p.m. to 8 p.m. This request is coming before the Council because it involves a State Highway and requires a Council resolution before we submit it to IDOT. Additionally, the Chamber has asked that in the event of a weather cancellation the parade may be held and the street closure approved for December 3, 2022 or December 4, 2022 during the same approximate time period between 5 p.m. to 8 p.m.

**RECOMMENDATION:**

Council approval of resolution to close Main Street for the Lighted Christmas Parade.

**SUGGESTED MOTION:**

I move that the Council authorize the closing of Main Street (IL 177) from Jefferson Street to Sixth Street on December 2, 2022 from 5 p.m. to 8 p.m. for the annual Lighted Christmas Parade by adopting Resolution No. 22-23-\_\_\_\_.

Prepared By: Melissa A. Schanz Approved By: Becky Ahlvin  
Melissa A. Schanz Becky Ahlvin  
City Clerk City Manager

Attachment: A – IDOT Resolution



## RESOLUTION NO. 22-23-\_\_

**WHEREAS**, the City of Mascoutah is sponsoring a Lighted Christmas Parade in the City of Mascoutah which constitutes a public purpose; and

**WHEREAS**, this Christmas Parade will require the temporary closure of Route 177, a State Highway in the City of Mascoutah from IL Route 4 to Sixth Street; and

**WHEREAS**, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of State Highways for such public purposes.

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

That permission to close off Route 177 from IL Route 4 to Sixth Street as above designated, be requested of the Department of Transportation.

**BE IT FURTHER RESOLVED**, that this closure shall occur during the approximate time period between 5:00 P.M. and 8:00 P.M. on December 2, 2022, or in the event of a weather cancellation may be held on December 3, 2022 or December 4, 2022 during the same approximate time period between 5:00 P.M. and 8:00 P.M.

**BE IT FURTHER RESOLVED**, that traffic from that closed portion of highway shall be detoured over routes with an all weather surface that can accept the anticipated traffic, which will be maintained to the satisfaction of the Department and which is conspicuously marked for the benefit of traffic diverted for the State Highway. (The parking of vehicles shall be prohibited on the detour routes to allow an uninterrupted flow of two-way traffic.)\* The detour route shall be as follows: traffic traveling west on Rt. 177: north on Rt. 4 to Harnett Street, west on Harnett Street to 6<sup>th</sup> Street, south on 6<sup>th</sup> Street to Rt. 177. Traffic traveling east to use same detour. Traffic traveling north on Rt. 4: west on Harnett to 6th Street, south on 6th Street to Rt. 177. Traffic traveling south on Rt. 4 to use the same detour.

\*To be used when appropriate.

**BE IT FURTHER RESOLVED**, that the City of Mascoutah assumes full responsibility for the direction, protection, and regulation of the traffic during the time the detour is in effect.

**BE IT FURTHER RESOLVED**, that police officers or authorized flaggers shall at the expense of the City of Mascoutah be positioned at each end of the closed section and at other points (such as intersections) as may be necessary to assist in directing traffic through the detour.

**BE IT FURTHER RESOLVED**, that police officers, flaggers, and officials shall permit emergency vehicles in emergency situations to pass through the closed area as swiftly as is safe for all concerned.

**BE IT FURTHER RESOLVED**, that all debris shall be removed by the City of Mascoutah prior to reopening the State Highway.

**BE IT FURTHER RESOLVED**, that such signs, flags, barricades, etc., shall be used by the City of Mascoutah as may be approved by the Illinois Department of Transportation. These items shall be provided by the City of Mascoutah.

**BE IT FURTHER RESOLVED**, that the closure and detour shall be marked according to the Illinois Manual on Uniform Traffic Control Devices.

**BE IT FURTHER RESOLVED**, that an occasional break shall be made in the procession so that traffic may pass through. In any event, adequate provisions will be made for traffic on intersecting highways pursuant to conditions noted above. (NOTE: This paragraph is applicable when the Resolution pertains to a Parade or when no detour is required.)

**BE IT FURTHER RESOLVED**, that to the fullest extent permitted by law, the City of Mascoutah shall be responsible for any and all injuries to persons or damages to property, and shall indemnify and hold harmless the Illinois Department of Transportation, its officers, employees and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorneys' fees and expenses) of every nature or description, arising out of, resulting from or connected with the exercise of authority granted by the Department which is the subject of this resolution. The obligation is binding upon the City of Mascoutah regardless of whether or not such claim, damage, loss of expense is caused in part by the act, omissions or negligence of the Department or its officers, employees or agents.

**BE IT FURTHER RESOLVED**, that the City of Mascoutah shall provide a comprehensive general liability insurance policy or an additional insured endorsement in the minimum amount of \$1,000,000 per person and \$2,000,000 aggregate, which has the Illinois Department of Transportation and its officials, employees, and agents as insureds and which protects them from all claims arising from the requested road closing. A copy of said policy or endorsement will be provided to the Department before the road is closed.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this resolution and to operate as part of the conditions of said permission.

**ADOPTED and APPROVED** by the Mayor and City Council of the City of Mascoutah this 6<sup>th</sup> day of June, 2022, A.D.

\_\_\_\_\_  
Mayor

ATTEST:

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

**CITY OF MASCOUTAH  
Staff Report**

**TO:** Honorable Mayor & City Council  
**FROM:** Becky Ahlvin – City Manager  
**SUBJECT:** Code Change – No Parking (Second Reading)

**MEETING DATE:** June 6, 2022

**REQUESTED ACTION:**

Council approval and adoption of an Ordinance to amend Schedule E – No Parking Streets.

**BACKGROUND & STAFF COMMENTS:**

Below is a recommendation from staff for no parking after review and consideration of a request from the Mascoutah Police Department.

**SCHEDULE “E” – NO PARKING STREETS**

**I. NO PARKING**

*Street – Side*

*Location*

Hayden Drive (both sides)

From Route 4 to City Limits

The Street Department will receive a work order to place no parking signs along these locations after passage of the attached Ordinance.

**RECOMMENDATION:**

Council approval and adoption of ordinance amending Schedule “E” – No Parking Streets.

**SUGGESTED MOTION:**

I move that the Council approve and adopt Ordinance No. 22-\_\_\_\_, amending Chapter 24, Schedule “E” – No Parking Streets.

Prepared By: Melissa A. Schanz  
Melissa A. Schanz  
City Clerk

Approved By: Becky Ahlvin  
Becky Ahlvin  
City Manager

Attachments: A – Ordinance

**ORDINANCE NO. 22-\_\_**

**AN ORDINANCE AMENDING CHAPTER 24,  
SCHEDULE "E" – NO PARKING STREETS 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, ARTICLE IV – ILLINOIS VEHICLE CODE (Schedule "E" – No Parking Streets) be amended to add the following:

**SCHEDULE "E" – NO PARKING STREETS**

**I. NO PARKING**

*Street – Side*

*Hayden Drive (both sides)*

*Location*

*From Route 4 to City limits*

**SECTION 3:** 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 Baker, seconded by Councilman Weyant, adopted on the following roll call vote on the 6<sup>th</sup> day of June, 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	_____	_____	_____
Doug Elbe	_____	_____	_____
Pat McMahan	_____	_____	_____

**APPROVED** by the Mayor of the City of Mascoutah, Illinois, this 6<sup>th</sup> day of June, 2022.

ATTEST:

\_\_\_\_\_  
Mayor

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