

The City Council of the City of Mattoon held a regular meeting in the City Hall Council Chambers on December 20, 2016.

Mayor Gover presided and called the meeting to order at 6:30 p.m.

Mayor Gover led the Pledge of Allegiance.

The following members of the Council answered roll call physically present: YEA Commissioner Dave Cox, YEA Commissioner Sandra Graven, YEA Commissioner Rick Hall, YEA Commissioner Preston Owen, and YEA Mayor Tim Gover.

Also physically present were City personnel: City Administrator Kyle Gill, City Attorney Janett Winter-Black, Finance Director/Treasurer Beth Wright, Public Works Director Dean Barber, Assistant Fire Chief Sean Junge, Police Chief Jeff Branson, Arts & Tourism Director Angelia Burgett, and City Clerk Susan O'Brien.

**CONSENT AGENDA**

Mayor Gover seconded by Commissioner Hall moved to approve the consent agenda consisting of minutes of the regular meeting December 6, 2016, and bills and payroll for the first half of December, 2016.

**Bills & Payroll**  
**first half of December, 2016**

**General Fund**

Payroll	\$	266,925.39
Bills	\$	<u>532,349.45</u>
Total	\$	799,274.84

**Hotel Tax Administration**

Payroll	\$	2,008.61
Bills	\$	<u>1,015.97</u>
Total	\$	3,024.58

**Festival Mgt. Fund**

Bills	\$	<u>9,188.31</u>
Total	\$	9,188.31

**Mobile Equipment Fund**

Bills	\$	<u>2,100.00</u>
Total	\$	2,100.00

**Insurance & Tort Judgment**

Bills	\$	<u>291,484.50</u>
Total	\$	291,484.50

**Capital Project Fund**

Bills	\$	<u>962.83</u>
Total	\$	962.83

	<b><u>I 57 East TIF Dist.</u></b>		
Bills		\$	5,834.43
		Total	\$ 5,834.43
	<b><u>Midtown TIF Fund</u></b>		
Bills		\$	106,183.47
		Total	\$ 106,183.47
	<b><u>So Rte. 45 TIF Dist. Fund</u></b>		
Bills		\$	4,740.04
		Total	\$ 4,740.04
	<b><u>Broadway East TIF Dist. Fund</u></b>		
Bills		\$	7,617.39
		Total	\$ 7,617.39
	<b><u>Broadway East Bus Dist. Fund</u></b>		
Bills		\$	2,821.81
		Total	\$ 2,821.81
	<b><u>Water Fund</u></b>		
Payroll		\$	29,810.93
Bills		\$	509,480.40
		Total	\$ 539,291.33
	<b><u>Sewer Fund</u></b>		
Payroll		\$	36,369.35
Bills		\$	983,860.14
		Total	\$ 1,020,229.49
	<b><u>Health Insurance Fund</u></b>		
Bills		\$	83,896.06
		Total	\$ 83,896.06
	<b><u>Motor Fuel Tax Fund</u></b>		
Bills		\$	16,712.45
		Total	\$ 16,712.45

Mayor Gover declared the motion to approve consent agenda carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

**PRESENTATIONS, PETITIONS AND COMMUNICATIONS**

Mayor Gover opened the floor for questions from the Public with no response.

Mattoon Middle School - Ready to Read Across Mattoon Mrs. Ingrid Minger, Coordinator, introduced the presenters to the Council as follows: T.J. Owens, Kaden Junge, and Cole Fogarty. The presenters explained the Reading Committee, endorsed the book, and described the process of passing the book onto others. Mrs. Minger noted 50 participants on the Reading Committee and thanked the Council. Mrs. Minger and presenters left the meeting.

**NEW BUSINESS**

Mayor Gover seconded by Commissioner Graven moved to adopt Ordinance No. 2016-5391, ratifying the Mattoon Code of Ordinances to update the City's Electrical Code with local amendments.

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**CITY OF MATTOON, ILLINOIS**

**ORDINANCE NO. 2016-5391**

**AN ORDINANCE UPDATING THE CITY'S ELECTRICAL CODE, ADOPTING ARTICLE 80 OF THE NATIONAL ELECTRICAL CODE WITH LOCAL AMENDMENTS, PROVIDING FOR THE REGISTRATION OF ELECTRICAL CONTRACTORS AND ESTABLISHING FEES FOR ELECTRICAL PERMITS**

**WHEREAS**, the City of Mattoon has previously acknowledged the need for and has adopted codes to regulate and control the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use and maintenance of electrical systems in the City of Mattoon; and

**WHEREAS**, by Ordinance No. 99-5001, Mattoon adopted regulations for installation of electrical work, including the *National Electrical Code*® and provided for the registration of electrical contractors, the issuance of permits and fees therefore; and

**WHEREAS**, the *National Electrical Code*® has become the most widely adopted code in the United States – it is the standard used in all 50 states and all U.S. territories; and

**WHEREAS**, building code enforcement officials have long recognized a need for uniform code provisions for administration of the *National Electrical Code*® and other national standards applicable to electrical systems; and

**WHEREAS**, Article 80 of the 2008 edition of the *National Electrical Code*® published by the National Fire Protection Association is designed to meet these needs through model code regulations.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS**, as follows:

**Section 1. Recitals.** The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

**Section 2. Amendments.** Chapter 151 of the Code of Ordinances of the City of Mattoon is hereby repealed and is replaced with the following:

**151.01 NATIONAL ELECTRIC CODE ADOPTED.** The National Electrical Code® (NEC®), as it may be amended from time to time, is hereby adopted as the code of the City of Mattoon for regulating the design, construction, quality of materials, erection, installation, alternation, repair, location, relocation, replacement, addition to, use or maintenance of electrical systems in the City of Mattoon.

**151.02 LOT LIGHTING.** Any light used for illumination of buildings, signs, parking areas, security, or for any other purposes shall be arranged so as to contain direct lighting on the property on which the light source is located and away from nearby residential properties and the vision of motorist on adjacent streets. The cone of light from any light source other than a street light shall not extend onto adjacent residential property or pavement.

### **A. Outdoor lighting design.**

- (1) All commercial and industrial outdoor lighting shall be fully-shielded (full-cutoff) as defined in this chapter. The City of Mattoon may waive this requirement to allow for appropriate historic or decorative lighting fixtures.
- (2) All outdoor lighting shall be so designed and placed as to limit light trespass onto adjacent lots. Light levels at lot lines, with the exception of ingress and egress points, shall be a maximum of one-half footcandles.
- (3) The average light level for all parking areas shall fall between one and two footcandles. Light levels shall not exceed a minimum to maximum ratio of 8:1, or an average to minimum ratio of 6:1. Increased light levels for gas stations and retail car dealerships may be granted, but shall not exceed a maximum of thirty (30) footcandles or an average of twenty-five (25) footcandles.
- (4) The mounting height of outdoor lighting shall not exceed the average roof height of the principle building to which it relates or forty (40) feet, whichever is less. Unshielded residential and pedestrian fixtures shall not exceed ten (10) feet in height.
- (5) In all multi-lot developments, unified lighting standards, including mounting height and fixture style, shall be required.

### **B. Exceptions.**

- (1) Luminaries used for public-roadway illumination shall be exempt from the requirements of this chapter.
- (2) All temporary emergency lighting needed by the police or fire departments, public utilities, or other emergency services, as well as all vehicular luminaries, shall be exempt from the requirements of this chapter.
- (3) All hazard-warning luminaries required by Federal and State regulatory agencies are exempt from the requirements of this chapter.
- (4) Outdoor lighting for recreational facilities shall be exempt from footcandle standards set forth in Section 2A. However, lighting at these types of facilities shall not exceed IES (Illuminating Engineering Society) standards for the type of field and use. Recreational facilities shall otherwise adhere to the standards set forth in Section 2 A.

**151.03 PROVISIONS SUPERSEDED BY LOCAL AMENDMENT.** The following sections of the 2008 NEC® are hereby superceded by local amendment.

**A. 110.12 Mechanical Execution of Work.** Electrical equipment, as defined in the NEC, shall be installed in a neat and workmanlike manner.

- (1) Neat and workmanlike manner will be reasonably determined by the electrical inspector.
- (2) Neat and workmanlike includes but is not limited to; proper bends in conduit, proper support, and

the elimination of exposed cable runs, field-bent, kinked, flattened, or poorly measured raceway, as well as cabinets, boxes, and enclosures not plumb or properly secured.

**B. 230.70(A)(1) Service Disconnect.** The service disconnecting means shall be installed at a readily accessible location either outside of a building or structure or inside nearest the point of entrance of the service conductors. Except where an electric utility may prescribe more stringent requirements, in locations where the main panel is greater than 15-cable feet from the meter, a weatherproof protective disconnect shall be installed adjacent to the meter installation.

**C. 250.122 Size of Equipment Grounding Conductor.** All new single phase wiring done will be four-wire with an equipment grounding conductor sized in accordance with table 250.122 in the 2008 NEC. All Three Phase WYE systems will have a separate grounding conductor sized as well.

(1) It will not be acceptable to use a metallic raceway for grounding conductor purposes.

**D. 300.5(F) Backfill in Underground Installations.** Backfill that contains large rocks, paving materials, cinders, large or sharply angular substances, or corrosive material shall not be placed in an excavation where materials may damage raceways, cable, or other substructures or prevent adequate compaction of fill or contribute to corrosion of raceway, cable, or other substructures. Where necessary to prevent physical damage to the raceway or cable, protection shall be provided in the form of granular or selected material, suitable running boards, suitable sleeves, or other approved means.

(1) "Large rocks" are defined as particles incapable of passing through a ½" sieve with square openings.

(2) Crushed gravel, as defined by the Illinois Department of Transportation's Standard Specifications for Road and Bridge Construction (adopted January 1, 2002) shall not be allowed.

**E. 334.10 Nonmetallic-sheathed Cable Uses Permitted.** Type NM, Type NMC and Type NMS nonmetallic-sheathed cable may ONLY be used in one and two-family dwellings and residential garages (residential installations for the purpose of this ordinance). Furthermore this cable shall be sized no smaller than #12, unless on a switched leg, or by special permission of the electrical inspector.

(1) Unless special permission is granted, anything other than the installations mentioned above (commercial installations for the purpose of this ordinance) shall be installed in approved metallic raceway, no smaller than metric designator 16 (trade size ½").

(2) Metallic sheathed cable of metric designator 12 (trade size 3/8") may be used in no lengths greater than 6', and where not exposed to physical damage, to facilitate the wiring of branch circuit receptacles, and lighting whip. Longer lengths may be permitted with special permission of the electrical inspector.

**F. 406.12 Tamper-Resistant Receptacles other than Dwelling Units.** Within the following areas all 125-volt, 15- and 20-ampere receptacles shall be listed tamper-resistant receptacles.

- (1) In all areas publicly accessible, this includes but is not limited to all dining areas, waiting areas and the like.
- (2) In all areas of transient occupancy such as hotel rooms, motel rooms, and extended stay suites.

**G. 550.32(A) Mobile Home Service Equipment.**

- (1) Mobile homes shall have a minimum 1-1/2 inch conduit for service entrance conductors. This conduit shall be run from the service disconnect to at least one foot inside the outer wall line of the mobile home.
  - (a) The conduit shall be run a minimum of 18 inches below grade from the service equipment to under the mobile home where it shall be brought up to a minimum of 6 inches above grade.
  - (b) This conduit shall have a weatherproof junction box sized in accordance with the latest edition of the NEC® for terminating the conductors from the service disconnect to the mobile home.
- (2) The mobile home park owner, rather than a tenant, shall furnish and install the mobile home service equipment.
- (3) The owner of a mobile home must obtain a permit before connecting to the main power supply. After the mobile home has been connected to the power supply, the owner or contractor who obtained the permit must call for a final inspection.

**151.04 ARTICLE 80 ADOPTED BY REFERENCE.** Article 80 of the 2008 edition of the NEC®, a copy of which is attached hereto, marked as “Exhibit A” and incorporated herein by reference, is hereby adopted to provide for the administration and enforcement of the NEC®, except as amended by Section 3 of this ordinance.

**151.05 PROVISIONS CHANGED OR SUPPLEMENTED.** The following sections of Article 80 of the 2008 edition of the NEC® are hereby changed or supplemented by local amendment.

**A. 80.9. Application.**

- (A) **New Installations.** This Code applies to new installations. Buildings with construction permits dated after the effective date of this Code shall comply with its requirements.
- (B) **Existing Installations.** Existing electrical installations that do not comply with the provisions of this Code shall be permitted to continue in use unless the Electrical Inspector determines that the lack of conformity with this Code presents an imminent danger to occupants. Where changes are required for correction of hazards, a reasonable amount of time shall be given for compliance, depending on the degree of the hazard.
- (C) **Additions, Alterations or Repairs.** Additions, alterations or repairs to any building, structure or premises shall conform to that required of a new building without requiring the existing building to comply with all the requirements of this Code. Additions, alterations, installations or repairs shall not cause an existing building to become unsafe or to adversely affect the performance of the building as determined by the Electrical Inspector. Electrical

wiring added to any existing service, feeder or branch circuit shall not result in an installation that violates the provisions of the Code in force at the time the additions are made.

(D) **Policy Regarding Existing Installations.** Strict enforcement of updated versions of national codes could make continued use or reuse of existing buildings and structures technically unfeasible or impose disproportionate costs due to characteristics that may not be in compliance with updated versions of the national codes. The various national codes occasionally grant interpretative latitude and administrative discretion to the officials responsible for code enforcement. It is the policy of the City Council to encourage the continued use or reuse of existing buildings and structures throughout the City of Mattoon. The provisions of updated versions of national building, electrical and fire codes relating to the repair, alteration, restoration and change of occupancy shall not be mandatory for existing structures where such structures are judged to not constitute a distinct life safety hazard. Where the building code, electrical code, fire code and other development codes grant discretion and judgment in approving alternative materials, alternative structural or dimensional design features, alternative construction and/or operational features, officials responsible for code enforcement are directed to employ discretion and judgment in the most liberal manner possible provided public safety is not endangered thereby.

(E) **Appeals.** A person, who perceives he has been adversely affected by determinations of the Electrical Inspector regarding imminent dangers, unsafe conditions, electrical system performance or compliance time, may appeal to the Electrical Board. The Electrical Board may sustain, modify or reverse determinations of the Electrical Inspector pursuant to the foregoing policy and procedures provided at 80.15 (G) of this Article.

**B. 80.13 (13).** Whenever any installation subject to inspection prior to use is covered or concealed without having first been inspected, the authority having jurisdiction shall be permitted to require that such work be exposed for inspection. The authority having jurisdiction shall be notified when the installation is ready for inspection and shall conduct the inspection within 2 business days.

**C. 80.15(A). Creation of the Electrical Board.** There is hereby created the Electrical Board of the City of Mattoon, hereinafter designated as the Board, consisting of six (6) members, as follows: The Chief Electrical Inspector of the City in an advisory capacity; a registered professional or Electrical engineer; an electrical contractor licensed within the City of Mattoon; Journeyman Wireman or equivalent as recognized by the Dept. Of Labor; current or acting Mattoon Fire Chief; and a representative of an electric supply utility serving the City of Mattoon.

**D. 80.15(C). Terms.** Members shall be appointed by the Mayor, by and with the advice and consent of the Council. Each appointment shall be for a term of 4 years or until a successor is appointed. The Chair of the Board shall be appointed for a term not to exceed 2 years.

**E. 80.15(D). Compensation.** Each appointed member of the Board shall serve without compensation. Subject to the prior approval of the Mayor, a member of the Board may be reimbursed for direct lodging, travel and meal expenses as covered by policies and procedures established by the City Council.

**F. 80.17 (F) (3).** When any portion of the electrical installation within the jurisdiction of an Electrical Inspector is to be hidden from view by the permanent placement of parts of the building, the person, firm, or corporation installing the equipment shall notify the Electrical Inspector, and such equipment shall not be concealed until it has been approved by the Electrical Inspector or until 2 business days have elapsed from the time of such notification, provided that on large installations, where the concealment of equipment proceeds continuously, the person, firm, or corporation installing the equipment shall give the Electrical Inspector due notice in advance, and inspections shall be made periodically during the progress of the work.

**G. 80.19(E). Fees.** An applicant for an electrical permit shall pay fees before the permit is issued. The schedule of fees shall be found in section “35.01 (E) 2” and is attached hereto for reference.

**H. 80.21. Plans Review.** Review of plans and specifications shall conform to 80.21(A) through (C), and (1) through (2).

(1) All “commercial installations” or above as determined by Section 334.10 of this ordinance shall be required to submit comprehensive electrical plans. These plans must include panel schedules and load calculations to determine service sizing

(2) All “residential installations” as determined by section 334.10 of this ordinance which planned service size exceeds 400 Amperes shall be held to the same standards as (1) above.

**I. 80.23 Penalties.** Any person who fails to comply with the provisions of this Code or who fails to carry out an order made pursuant to this Code or violates any condition attached to a permit, approval or certificate shall be subject to penalties established at §10.99 of the City of Mattoon Code of Ordinances.

**J. 80.25(C). Notification.** If, within 2 business days, after the Electrical Inspector is notified of the completion of an installation of electric equipment, other than a temporary approval installation, the Electrical Inspector has neither authorized connection nor disapproved the installation, the supplier of electricity is authorized to make connections and supply electricity to such installation.

**K. 80.27 Appointment, Qualifications and Experience of Electrical Inspector.**

(A) **Appointment.** The Community Development Coordinator with the advice of the Electrical Board and consent of the City Council shall appoint the Electrical Inspector and an Interim Electrical Inspector, who serves in the absence of the Electrical Inspector. The Public Works Director and the Electrical Board evaluate the performance of the Electrical Inspectors. A person appointed to an Electrical Inspector position shall be nominated solely on the basis of his or her qualifications and experience consistent with a job description adopted by the City Council.

(B) **Experience.** A person appointed to an electrical inspector position must demonstrate the following experience:



- (1) Have a demonstrated knowledge of the standard materials and methods used in the installation of electric equipment.
  - (2) Be well versed in the approved methods of construction for safety to persons and property.
  - (3) Have a demonstrated knowledge of the statutes of the Illinois relating to electrical work and the National Electrical Code.
  - (4) Have had at least 3 years' experience as an Electrical Inspector or 5 years in the installation of electrical equipment. In lieu of such experience, the applicant shall be a graduate in electrical engineering or of a similar curriculum of a college or university considered by the Board as having suitable requirements for graduation and shall have had two years' practical electrical experience.
- (C) **Certificate.** A nationally recognized inspector certification program accepted by the Board shall certify the Electrical Inspector within 6 months of appointment. The certification program shall specifically qualify the inspector in electrical inspections. No person shall be employed as an Electrical Inspector unless that person is the holder of an Electrical Inspector's certificate of qualification issued by the Board. A person appointed on an interim basis during the absence of the Electrical Inspector or the person serving as the Electrical Inspector on the date this ordinance goes into effect shall be issued a special certificate permitting him or her to continue to serve as the Electrical Inspector in the City of Mattoon.
- (D) **Recertification.** Electrical inspectors shall be recertified as established by the provisions of the applicable certification program.
- (E) **Revocation and Suspension of Authority.** The Community Development Coordinator with the consent of the Electrical Board shall have the authority to revoke an inspector's authority to conduct inspections within the City of Mattoon.

**L. 80.29. Liability for Damages.** Article 80 shall not be construed to affect the responsibility or liability of any party owning, designing, operating, controlling or installing any electric equipment for damages to persons or property caused by a defect therein, nor shall the City of Mattoon or any of its officers or employees be held as assuming any such liability by reason of the inspection, re-inspection or other examination authorized.

**M. 80.35. Effective Date.** Article 80 shall take effect 30 days after its passage and publication.

**151.06 CERTIFICATE OF REGISTRATION.** It shall be unlawful for any person to engage in the business of "Electrical Contractor" or "Electrical Serviceperson", as herein defined, in Mattoon, Illinois, without a Certificate of Registration from the Electrical Board which may be obtained in the manner as hereinafter set forth. No person, firm or corporation shall engage in business as an Electrical Contractor

or an Electrical Serviceperson unless it's supervising official shall be registered as herein above required. An Electrical Contractor or Electrical Serviceperson who has furnished proof of having paid a registration fee in any city or village within the State of Illinois having at least the minimum requirements including a comparable examination showing knowledge for qualification as required herein, must be issued registration ~~at the current registration fee~~ without charge for such year in Mattoon, Illinois.

**A. Definitions.** Unless otherwise expressly stated the following words and terms shall, for the purposes of this code, have the following meanings:

**1. Direct light.** Light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminary.

**2. Electrical Contractor.** Any person engaged in the business of installing, altering, erecting, repairing, or contracting to install, alter, erect or repair electrical equipment or wiring to supply light, heat or power, not including radio apparatus or equipment for wireless reception of sound or signals, and not including apparatus, conductors and other equipment installed for or by public utilities, including common carriers that are under the jurisdiction of the Illinois Commerce Commission, for use in their operations as public utilities. The term "Electrical Contractor" includes any person who supervises and is responsible for the electrical business. It does not include employees employed by such contractors. Nothing in this section shall preclude the principal owner of a single family residence from installing and erecting electrical equipment and wiring to supply light, heat and power in his personal place of residence.

**3. Electrical Board.** An examination and registration authority of the City of Mattoon, created and established by Article 80.15 of the NEC® as supplemented by Section 3 of this ordinance.

**4. Electrical Serviceperson.** A person authorized by registration to perform limited installation, alteration or repair of electrical equipment or wiring for laundry washing and drying appliances, dishwashing appliances, refrigerators, freezers, ranges, furnaces, garbage and trash compacting appliances, garage door openers, air conditioning units, sump pumps, security, alarm and telecommunication systems.

**5. Fixture.** The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

**6. Flood or spotlight.** Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

**7. Fully-shielded (full-cutoff) light.** Outdoor light fixtures shielded or constructed so that no light rays are emitted by the installed fixture at angles above the horizontal plane as certified by a photometric test report.

**8. Glare.** means light emitting from a luminary with an intensity great enough to reduce a viewer's ability to see, and in extreme cases causing momentary blindness.

**9. Grandfathered luminaries.** Luminaries not conforming to this chapter that were in place at the

time this chapter was voted into effect. When an ordinance "grandfathers" a luminary, it means that such already existing outdoor lighting does not need to be changed.

**10. Height of luminary.** The height of a luminary shall be the vertical distance from the ground directly below the centerline of the luminary to the lowest direct-light-emitting part of the luminary.

**11. Indirect light.** Direct light that has been reflected or has scattered off of other surfaces.

**12. Lamp.** The component of a luminary that produces the actual light.

**13. Light trespass.** means the shining of light produced by a luminary beyond the boundaries of the property on which it is located.

**14. Luminary.** This is a complete lighting system, and includes a lamp or lamps and a fixture.

**15. Mounting height.** Includes the total height of any proposed base combined with the height of the light pole and fixture.

**16. Outdoor lighting.** The nighttime illumination of an outside area or object by any man-made device located outdoors that produces light by any means.

**17. Temporary outdoor lighting.** The specific illumination of an outside area of object by any man-made device located outdoors that produces light by any means for a period of less than seven days, with at least one hundred eighty (180) days passing before being used again.

**B. Examination and Registration Duties of the Electrical Board.** The Electrical Board is charged with the duty of examining and providing Certificates of Registration of persons applying to engage in the business of "Electrical Contractor" or "Electrical Serviceperson", as herein defined, in Mattoon, Illinois. The Electrical Board shall meet at regular times at an established place not less than two (2) times a year, and more often as circumstances may require. Special meetings may be called by the Chair, or by any three members of the Board. The Electrical Board shall establish its own rules, not inconsistent with the provisions of this Ordinance, which shall be in printed form. Forty-eight (48) hour advance notice shall be given to all members before a special meeting. A majority shall constitute a quorum, and a majority of members present and voting shall be required to pass any proposition.

**C. Application for a Certificate of Registration; Fee.** Any person desiring to engage in the business of Electrical Contractor in the City of Mattoon shall make a written application for a certificate of registration on forms provided by the Electrical Board. The application must contain a resume documenting the applicant's work experience for the last five years, names, addresses and phone numbers of employers, their business, work performed and supervisors' names. The application must contain a notarized affidavit statement indicating that the applicant has been doing electrical work (both installation and maintenance) for at least four (4) years. Said application shall be filed with the City Clerk together with the sum of twenty-five dollars (\$25.00) for Electrical Contractor Registration. If the applicant thereafter is issued a Certificate of Registration, the fee paid shall be for the current year, and the Certificate shall expire December 31st of each year. If an applicant is denied a certificate of registration, the fee shall be retained for the time and expense of reviewing the application and conducting the examination.

**D. Application for a Serviceman's Registration; Fee.** Any person desiring to engage in the business of

Electrical Serviceperson in the City of Mattoon shall make a written application for a certificate of registration on forms provided by the Electrical Board. The application must contain a resume documenting the applicant's work experience for the last five years, names, addresses and phone numbers of employers, their business, work performed and supervisors' names. The application must contain a notarized affidavit statement indicating that the applicant has been doing electrical service work (both installation and maintenance) for at least four (2) years. Said application shall be filed with the City Clerk together with the sum of twenty-five dollars (\$25.00) for Electrical Serviceman's Registration. If the applicant thereafter is issued a Certificate of Registration, the fee paid shall be for the current year, and the Certificate shall expire December 31st of each year. If an applicant is denied a certificate of registration, the fee shall be retained for the time and expense of reviewing the application and conducting the examination.

- E. Examination.** Before a Certificate of Registration shall be issued to an applicant by the Electrical Board, the applicant shall, following reasonable advance notice, present himself or herself for examination as instructed by the Electrical Board at a time and place set by it. The Electrical Board shall examine such applicant as to his/her practical knowledge of the installation and alteration of electrical equipment as set forth in the rules and regulations of City's Electrical Code. Such examination shall be in whole or in part in writing and shall be of practical character, but sufficiently strict to thoroughly test the experience and qualifications of the applicant. The applicant must receive a favorable evaluation from the Electrical Board before he or she may receive a Certificate of Registration. If the applicant fails the first test, he or she must wait 30 days before repeating the examination. If the applicant fails the second test, he or she must wait 60 days before repeating the examination.
- F. Bond and Liability Insurance Requirements.** The Electrical Board shall issue a Certificate of Registration as an Electrical Contractor or as an Electrical Serviceman to any person who shall have filed a proper application, paid the required fee, satisfactorily passed the examination, filed proof of bonding and liability insurance. The bond shall be ten thousand dollars (\$10,000), issued by a bonding company authorized to do business in Illinois that will indemnify and save harmless the City of Mattoon from all liability arising out of any work done under or by virtue of any permit that may be issued to the registrant by the City. A Certificate of Insurance shall be provided giving evidence that the registrant has insurance coverage in limits not less than \$1 million per occurrence, covering both personal injury, death and property damage exposures.
- G. Registration Fee; Duration.** The fee for registration as an Electrical Contractor shall be twenty-five dollars (\$25.00) per annum and shall permit an Electrical Contractor to do all phases of electrical wiring within the City of Mattoon. The fee for registration as an Electrical Serviceman shall be twenty-five dollars (\$25) per annum, Any registration fee shall be paid to the Finance Department and deposited in the city' treasury, in advance, with the application. The Certificate of Registration issued shall expire on the 31st day of December of the year in which it is issued; provided that any business manager, building or plant engineer or electrician who shall engage in electrical installation work or repairs solely upon the premises of his employer shall secure a Certificate of Registration without charge, which Certificate shall, however, be confined to the premises of his employment and shall not permit engaging in such work in any place other than upon such premises. Registrants shall be issued a new Certificate of Registration for the ensuing year provided that they have paid the required fee not later than December 31st of the ensuing year; they had been issued valid Certificate of Registration for the previous calendar year and submit evidence of bonding and insurance. All other applicants shall be examined as provided in Paragraph C or D as applicable hereof.

**H. Certificate of Registration Not Transferable or Assignable.** A Certificate of Registration issued by the Electrical Board shall not be transferable or assignable.

**I. Suspension or Revocation.** A Certificate of Registration may, after hearing, be suspended or revoked by the City Council upon the recommendation of the Electrical Board for failure or refusal to comply with this Ordinance or with the City's Electrical Code.

**151.99 PENALTY.** Any person, firm, or corporation that shall engage in the business of Electrical Contractor without obtaining a Certificate of Registration as herein provided, or fails to comply with the provisions of this ordinance, or fails to carry out an order made pursuant to this ordinance, or violates any condition attached to a permit or approval or certificate shall be subject to penalties established at §10.99 of the City of Mattoon Code of Ordinances.

**Section 3.** Ordinance No. 99-5001 of the City of Mattoon entitled "AN ORDINANCE REGULATING THE INSTALLATION OF ALL ELECTRICAL WORK IN THE CITY OF MATTOON, ILLINOIS AND PROVIDING FOR THE REGISTRATION AND LICENSING OF ELECTRICAL CONTRACTORS" and all other ordinances or parts of ordinance in conflict herewith are hereby repealed.

**Section 4.** If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clause and phrases may be declared unconstitutional.

**Section 5.** The City Clerk is hereby directed to cause this ordinance to be published in pamphlet form, to mail it to all electrical contractors and servicemen presently registered by the City of Mattoon and to make it available for public inspection in the Mattoon Public Library and in the Office of the City Clerk.

**Section 6.** This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect 10 days after its publication in pamphlet form as herein provided.

Upon motion by Mayor Gover, seconded by Commissioner Graven, adopted this 20th day of December, 2016, by a roll call vote, as follows:

AYES (Names):           Commissioner Cox, Commissioner Graven,  
                                  Commissioner Hall, Commissioner Owen,  
                                  Mayor Gover  
NAYS (Names):           None  
ABSENT (Names):       None

Approved this 20th day of December, 2016.

/s/ Timothy D. Gover

Timothy D. Gover, Mayor  
City of Mattoon, Illinois

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O'Brien  
Susan J. O'Brien, City Clerk

/s/ Janett S. Winter-Black  
Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on December 20, 2016.

Mayor Gover opened the floor for questions/comments/discussion. Commissioner Graven inquired as to the reduction of the fee. Administrator Gill stated the State changed the statutes to reduce the fees, but noted a possible increase in permit fees. Mayor Gover opened the floor for further questions with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Commissioner Owen seconded by Commissioner Cox moved to adopt Ordinance No. 2016-5392, ratifying the maximum allowable for travel, meal, and lodging expenses by members of the governing board and City employees. (PA 99-604)

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**CITY OF MATTOON, ILLINOIS**

**ORDINANCE NO. 2016-5392**

**AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY  
IN ACCORDANCE WITH  
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT  
(PUBLIC ACT 099-0604)**

**WHEREAS**, the City of Mattoon is a non-home rule unit of local government; and

**WHEREAS**, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

**WHEREAS**, the City Council of the City Mattoon finds it to be in the best interest of the City to adopt such a policy.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS**, as follows:

**Section 1.** The above recitals are incorporated into and made part of this Ordinance.

**Section 2.** The City Council repeals the current travel policy, CDR 2002-77, attached as Exhibit A.

**Section 3.** The City Council adopts the "Reimbursement of Travel, Meal and Lodging Expenses Policy" attached as Exhibit B.

**Section 4.** All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 5.** This Ordinance is effective beginning March 01, 2017.

Upon motion by Commissioner Owen, seconded by Commissioner Cox, adopted this 20<sup>th</sup> day of December, 2016, by a roll call vote, as follows:

AYES (Names): Commissioner Cox, Commissioner Graven,  
Commissioner Hall, Commissioner Owen,  
Mayor Gover

NAYS (Names): None

ABSENT (Names): None

Approved this 20<sup>th</sup> day of December, 2016.

/s/ Timothy D. Gover  
Timothy D. Gover, Mayor  
City of Mattoon, Illinois

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O'Brien  
Susan J. O'Brien, City Clerk

/s/Janett S. Winter-Black  
Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on December 20, 2016.

Mayor Gover opened the floor for questions/comments/discussion. Council and Administrator Gill discussed the maximum meal reimbursement and potential abuse of the maximum. Administrator Gill stated the maximum would be reduced in the future if abuse was found.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Mayor Gover seconded by Commissioner Hall moved to adopt Special Ordinance No. 2016-1648, declaring personal property owned by the municipality surplus and authorizing the sale or disposal of the property.

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**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2016-1648**

**A SPECIAL ORDINANCE DECLARING PERSONAL PROPERTY OWNED BY THE MUNICIPALITY SURPLUS AND AUTHORIZING THE SALE OR DISPOSAL OF THE PROPERTY**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:**

**Section 1.** Supplies and equipment identified on Exhibit A to this ordinance are no longer necessary or useful to, or for the best interest of, the City of Mattoon, and are hereby declared surplus to the needs of the City of Mattoon.

**Section 2.** The City of Mattoon, Illinois does not express any warranty or imply any statement of condition of this surplus property. The Department Heads are hereby authorized to administratively sell by the most advantageous means and to negotiate the conditions for the sale, recycle, or other disposition of the property without further formal consideration or approval by the City Council. The City of Mattoon shall reserve the right to accept or reject any and/or all offers for this property.

**Section 3.** The Mayor and City Clerk are authorized and directed to execute any documents necessary to complete the sale or disposal of the property.

**Section 4.** This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

**Section 5.** This ordinance shall be effective upon its approval as provided by law.

Upon motion by Mayor Gover, seconded by Commissioner Hall, adopted this 20th day of December, 2016, by a roll call vote, as follows:

AYES (Names): Commissioner Cox, Commissioner Graven,  
Commissioner Hall, Commissioner Owen,  
Mayor Gover  
NAYS (Names): None  
ABSENT (Names): None

Approved this 20<sup>th</sup> day of December, 2016.

/s/ Tim Gover  
Tim Gover, Mayor  
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O'Brien  
Susan J. O'Brien, City Clerk

/s/ Janett S. Winter-Black  
Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on December 20, 2016.

Mayor Gover opened the floor for comments/questions/discussion with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Commissioner Owen seconded by Commissioner Hall moved to adopt Special Ordinance No. 2016-1649, authorizing the Mayor to sign an outright grant agreement by and between the City of



Mattoon and Cole Harmon reimbursing up to \$45,000 from Mid-town TIF Revenues for the sole purpose of façade improvements and architectural fees; and authorizing the mayor to sign the grant agreement.

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**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2016-1649**

**AN ORDINANCE APPROVING A GRANT AGREEMENT BY AND BETWEEN THE CITY OF MATTOON, ILLINOIS AND COLE HARMON, FOR 1300 BROADWAY (PIN 07-1-03857-000), IN CONNECTION WITH THE MATTOON MID-TOWN REDEVELOPMENT PROJECT AREA**

**WHEREAS**, Cole Harmon (the “**Grantee**”), has submitted a proposal to the City of Mattoon, Illinois (the “**Municipality**”) for redevelopment of a part of the Municipality’s Mattoon Mid-town Redevelopment Project Area (the “**Redevelopment Project Area**”); and, thereafter, the Municipality and the Grantee has engaged in negotiations related to a Grant Agreement (including all exhibits and attachments in connection therewith, referred to as the “**Grant Agreement**”) concerning redevelopment incentives and assistance related to the preservation, development and redevelopment of a part of the Redevelopment Project Area.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS**, as follows:

**Section 1.** The Grant Agreement, in substantially the form thereof presented before the meeting of the City Council at which this ordinance is adopted, shall be and is hereby ratified, confirmed and approved, and the Mayor and City Clerk are authorized to execute and deliver the Grant Agreement for and on behalf of the Municipality; and upon the execution thereof by the Municipality and the Grantee, the appropriate officers, agents, attorneys and employees of the Municipality are authorized to take all supplemental actions, including the execution and delivery of related supplemental opinions, certificates, agreements and instruments not inconsistent with the Grant Agreement, desirable or necessary to implement and otherwise give full effect to the Grant Agreement. Upon full execution thereof, the Grant Agreement shall be attached to this ordinance as EXHIBIT “A”.

**Section 2.** This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

**Section 3.** This ordinance shall be effective upon its approval as provided by law.

Upon motion by Commissioner Owen, seconded by Commissioner Hall, adopted this 20th day of December, 2016, by a roll call vote, as follows:

AYES (Names):           Commissioner Cox, Commissioner Graven,  
                                  Commissioner Hall, Commissioner Owen,

NAYS (Names): Mayor Gover  
None  
ABSENT (Names): None

Approved this 20th day of December, 2016.

/s/ Timothy D. Gover  
Timothy D. Gover, Mayor  
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O'Brien  
Susan J. O'Brien, City Clerk

/s/ Janett S. Winter-Black  
Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on December 20, 2016.

Mayor Gover opened the floor for comments. Administrator Gill stated the grant was for reskinning the building at 1300 Broadway. Mr. Harmon explained his plans for the property with a March 1<sup>st</sup> completion date. Mayor Gover opened the floor for questions with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Mayor Gover seconded by Commissioner Graven moved to approve Council Decision Request 2016-1731, ratifying the Mattoon Public Library Board appointments of Jennifer Bullock for a term ending 06/30/2019 and Carla Bradbury for a term ending 06/30/2018.

Mayor Gover opened the floor for questions/ comments/discussion with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Mayor Gover seconded by Commissioner Graven moved to approve Council Decision Request 2016-1732, ratifying the re-appointments of Jeff Collings, Mark Cox, and Cheryl Sweet and the appointment of Kirk Miller to the Public Works Advisory Board with terms ending 12/31/2019.

Mayor Gover opened the floor for questions/comments/discussion with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Mayor Gover seconded by Commissioner Cox moved to approve Council Decision Request 2016-1733, authorizing the purchase of one 2017 Ford Utility Police Interceptor AWD vehicle from Landmark Ford in the amount of \$30,710.10 for the Mattoon Police Department.

Mayor Gover opened the floor for questions/comments/discussion. Commissioner Hall questioned the purchase of utility vehicles. Chief Branson explained the functionality of utility vehicles.

Administrator Gill noted the similar gas mileage and resale value of utility vehicles. Mayor Gover opened the floor for further questions with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

#### DEPARTMENT REPORTS

CITY ADMINISTRATOR/COMMUNITY DEVELOPMENT noted the travel expense and code change ordinance preparation, TIF meeting, upcoming negotiation preparation and budget preparation with Treasurer Wright. Mayor Gover opened the floor for questions. Commissioner Cox inquired about delayed sales tax receipts. Administrator Gill stated the State was two months behind. Commissioner Owen stated the State was three months in March. Mayor Gover opened the floor for further questions with no response.

CITY ATTORNEY had nothing to report. Mayor Gover opened the floor for questions with no response.

CITY CLERK noted 5 incumbent candidates filed petitions, continued migration from Coventry to Aetna; updating 2017 FSA, and 10 outstanding Liquor Licenses out of 29; otherwise, business as usual. Mayor Gover opened the floor for questions with no response.

FINANCE distributed and reviewed the November Financial Report; noted TIF District distributions and projection preparations. Mayor Gover opened the floor for questions with no response.

PUBLIC WORKS updated Council on Curry Construction and the Public Works Building progress. Mayor Gover opened the floor for questions with no response.

FIRE updated Council on Operation Sleighride and thanked Firefighter Mike Ueleke for his efforts in a successful Operation Sleighride. Mayor Gover opened the floor for questions with no response.

POLICE updated Council on the Shop with a Cop program and thanked Sgt. John Hedges for his efforts in a successful Shop with a Cop; and announced and explained a Community Policing program. Mayor Gover opened the floor for questions. Mayor Gover announced the graduation of an officer from PTI.

ARTS AND TOURISM – noted the last week of Lightworks and review of the grant process. Mayor Gover inquired as to the number of cars through Lightworks. Director Burgett stated there were approximately 1,000 more cars over last year as well as increased donations. Mayor Gover opened the floor for further questions with no response.

#### COMMENTS BY THE COUNCIL

Commissioner Cox noted appreciation of everyone's work and wished everyone a Merry Christmas which was echoed by Council.

Commissioner Hall seconded by Commissioner Cox moved to adjourn at 7:11 p.m.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, NAY Commissioner Owen, YEA Mayor Gover.

/s/Susan J. O'Brien  
City Clerk