

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on March 18, 2025. Mayor Hall presided and called the meeting to order at 6:30 p.m.

Mayor Hall led the Pledge of Allegiance.

The following members of the Council answered roll call physically present in person: YEA Commissioner Jim Closson, YEA Commissioner Dave Cox, YEA Commissioner Sandra Graven, YEA Commissioner David Phipps and YEA Mayor Rick Hall.

Also physically present were City personnel: City Administrator Kyle Gill, City Attorney Daniel C. Jones, Finance Director/Treasurer Beth Wright, Arts & Tourism Director Angelia Burgett, Public Works Director Dave Clark, Fire Chief Jeff Hilligoss, Police Chief Sam Gaines, Community Development & Code Enforcement Manager Alex Benishek and City Clerk Susan O'Brien

CONSENT AGENDA

Mayor Hall seconded by Commissioner Cox moved to approve the consent agenda consisting of Regular Meeting minutes of March 4, 2025, bills and payroll for the first half of March 2025 and Mayor's Expenses for ILCMA training.

<u>Bills and payroll for the first half of March, 2025</u>			
<u>General Fund</u>			
Payroll		\$	288,223.53
Bills		\$	179,870.38
	Total	\$	468,093.91
<u>Hotel Tax Administration</u>			
Payroll		\$	5,092.04
Bills		\$	49,554.51
	Total	\$	54,646.55
Bills	<u>Festival Mgmt Fund</u>	\$	30,000.00
	Total	\$	30,000.00
Bills	<u>Mobile Equipment Fund</u>	\$	44,890.00
	Total	\$	44,890.00
Bills	<u>Insurance & Tort Jdgmnt</u>	\$	120,975.25
	Total	\$	120,975.25
Bills	<u>Capital Project Fund</u>	\$	13,630.75
	Total	\$	13,630.75
Bills	<u>Broadway East Bus Dist</u>	\$	3,271.85
	Total	\$	3,271.85
Bills	<u>Remington Rd & I-57 Bus Dist</u>	\$	126,792.40
	Total	\$	126,792.40
<u>Water Fund</u>			

Payroll		\$	41,727.06
Bills		\$	81,857.40
	Total	\$	123,584.46

Sewer Fund

Payroll		\$	39,339.42
Bills		\$	83,753.55
	Total	\$	123,092.97

Health Insurance Fund

Bills		\$	3,389.45
	Total	\$	3,389.45

Motor Fuel Tax Fund

Bills		\$	35,084.04
	Total	\$	35,084.04

Mayor Hall declared the motion carried by the following omnibus vote: YEA Commissioner Closson, YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Phipps, YEA Mayor Hall.

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

This portion of the City Council meeting is reserved for persons who desire to address the Council. The Illinois Open Meetings Act mandates that the City Council may NOT take action on comments received on matters that have not been identified on this agenda, but the Council may direct staff to address the topic or refer the matter for action on the agenda for another meeting. Persons addressing the Council are requested to limit their presentations to three minutes and to avoid repetitious comments. We would also ask you to state your name and address for the record as well as stand when speaking.

Mayor Hall opened the floor for Public comments from those in attendance and online. Mr. Ed Dowd stated his disappointment with the non-attendance of council candidates. Ms. Delinda Sellers, 1812 Western Avenue, voiced her concerns with some areas of the City and requested to speak with someone regarding raising funds for the City; and inquired as to the purpose of the Council meeting. Mayor Hall explained the purpose of the Council meeting. Administrator Gill stated he would speak with Ms. Sellers after the meeting.

NEW BUSINESS

Mayor Hall seconded by Commissioner Phipps moved to adopt Ordinance No. 2025-5487, approving and causing publication of the Official Zoning Map of the City of Mattoon, Illinois.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2025-5487

ORDINANCE APPROVING AND CAUSING PUBLICATION OF THE UPDATED OFFICIAL ZONING MAP OF THE CITY OF MATTOON, ILLINOIS

WHEREAS, the Illinois Municipal Code requires the City Council of the City of Mattoon, Illinois to cause to be published each year a map showing the existing zoning classifications and revisions made during the preceding year and the map so published shall be the Official Zoning Map for the City of Mattoon; and

WHEREAS, the Community Development Office has submitted a request to approve the revised Official Zoning Map; and

WHEREAS, after due and proposed consideration, the Mattoon City Council has deemed it to be in the best interest of the City of Mattoon to approve the new Official Zoning Map.

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

Section 1. The attached map entitled Official Zoning Map of Mattoon, Illinois dated March 31, 2025 is hereby approved as the Official Zoning Map of the City of Mattoon, Illinois pursuant to the Illinois Municipal Code and Section 159.20 of the Mattoon Code of Ordinances, which said map reflects the correct location of the official zoning districts in the City of Mattoon between March 31, 2024 and March 31, 2025.

Section 2. Updated versions of the Official Zoning Map may be printed in the interim between the approval of this Official Zoning Map and the approval of the Official Zoning Map next year.

Section 3. The City Clerk is hereby directed to publish a full-sized copy of the Official Zoning Map and to make copies available in her office for inspection and purchase by the public.

Section 4. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the Corporate Authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with the terms of Section 1-2-4 of the Illinois Municipal Code.

Upon motion by Mayor Hall, seconded by Commissioner Phipps, adopted this 18th day of March, 2025, by a roll call vote, as follows:

AYES (Names): Commissioner Closson, Commissioner Cox,
Commissioner Graven, Commissioner Phipps,
Mayor Hall

NAYS (Names): None

ABSENT (Names): None

Approved this 18th day of March, 2025.

/s/Rick Hall
Rick Hall, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

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

/s/Daniel C. Jones
Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on _____03-18_____, 2025.

Mayor Hall opened the floor for comments. Administrator Gill noted the annual Zoning Map with changes being reflected, CDCE Manager Benishek and the Clerk's Office assisted with updates provided to Coles County Regional Planning and Development Commission (CCRP-DC) which prepared the new maps.

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

Mayor Hall seconded by Commissioner Phipps moved to adopt Ordinance No. 2025-5488, amending Chapter 159 Zoning Code of the municipal code to establish and regulate Short-Term Rentals and to modify hotel/motel structures within Sections 159.04, 159.46, 159.55, 36.45, 36.46, 36.47, 36.48, 36.49, 36.50 of the municipal code.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2025-5488

AN ORDINANCE TO MODIFY HOTEL / MOTEL TAX STRUCTURES AND ESTABLISH SHORT-TERM RENTAL UNIT REGULATIONS

WHEREAS, The City of Mattoon has received numerous requests from residents and prospective business owners regarding the establishment of short-term rental units within the corporate boundaries of the City of Mattoon and the 1.5 mile Extraterritorial Boundary; and

WHEREAS, The City of Mattoon recognizes the potential economic impact short-term rentals can have for local business owners and tourism efforts; and

WHEREAS, The City of Mattoon recognizes the need to preserve the character of our neighborhoods while simultaneously adapting to changing markets and economic trends.

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. Establishment of Short-Term Rentals in Chapter 159 ZONING, Section 159.04 of the Code of Ordinances of the City of Mattoon is hereby amended with the addition as follows:

§ 159.04 DEFINITIONS.

Short-Term Rental (STR). A rental of a residential unit for a short period of time not to exceed thirty (30) days, which collects hotel/motel taxes as part of its operation and employs a Property Manager. Requires a Special Use Permit in all Zoning Districts, not permitted in Industrial Districts.

Property Manager: An individual who is responsible for managing a rental property. May additionally include designees. The Property Manager of a Short-Term Rental shall reside within 40 miles of the corporate boundary of the City of Mattoon. A Property Manager may also be a STR Property Owner.

STR Property Owner: An individual, business partnership, LLC, or other similar legal entity, that is the legal owner of a Short-Term Rental. A STR Property Owner shall appoint

a Property Manager for day-to-day operations of the STR.

Guest: An individual who pays to reside at a Short-Term Rental.

Section 3. Amendments. Establishment of Short-Term Rentals in Chapter 159 ZONING, Section 159.55 of the Code of Ordinances of the City of Mattoon is hereby amended with the addition as follows:

§ 159.55 Short-Term Rental Standards.

All Short-Term Rentals (STR) shall adhere to the following requirements:

- (A) Guests, The Property Manager, and STR Property Owner of a STR may not use or allow the use of sound equipment that produces sound in excess of 70 decibels at the property line between 10:00 a.m. and 10:00 p.m.
- (B) Guests, The Property Manager, and STR Property Owner of a STR may not use or allow use of sound equipment that produces sound audible beyond the property line between 10:00 p.m. and 10:00 a.m.
- (C) Guests, The Property Manager, and STR Property Owner of a STR shall not make or allow another to make noise or play a musical instrument audible to an adjacent business or residence between 10:00 p.m. and 7:00 a.m.
- (D) If a building permit prohibiting occupancy of the structure is active, no person may occupy, for sleeping or living purposes, the structure until final inspections have been passed and the building permit is closed.
- (E) The Property Manager, and STR Property Owner of a STR shall not advertise or promote or allow another to advertise or promote a short-term rental without including:
 - (1) A Special Use Ordinance Number which authorized its use as an STR (OR) an STR amnesty period waiver number.
 - These may be obtained from the Community Development Department of the City of Mattoon.
 - (2) the applicable occupancy limit for the short-term rental.
 - (3) Disclosure of any barriers to access for Guests with ADA needs on the property.
- (F) The Property Manager and STR Property Owner of a STR, may not advertise or promote, or allow another to advertise or promote, the dwelling as a short-term rental if they have not obtained a Special Use Permit for a Short-Term rental.
- (G) The following information shall be provided to all Guests of an STR property.
 - The name and contact information of the Property Manager of the Short-Term rental or their designee. This contact information shall include a working phone number that the Property Manager or their designee has immediate access to.
 - Occupancy limits are no more than 2 adults per bedroom

and no more than two additional adults as guests per dwelling.

- Restrictions on noise as outlined in § 159.55 (A) and (B).
- Applicable parking restrictions.
- Applicable trash collection schedule.
- Information on relevant burn bans.
- Disclose any barriers to access for Guests with ADA needs on the property.

(H) The Property Manager of a STR shall:

- a. Present relevant information to renters as outlined in 159.04 (G) at the start of their stay.
- b. Post a packet of said relevant information conspicuously in the common area of each Short-Term rental.
- c. The Property Manager or their designee shall be able and available to respond to maintenance and public nuisance related needs upon request of the tenant or city of Mattoon, within a reasonable timeframe given the nature of the circumstance, during the time in which the Short-Term Rental is hosting tenants.

(I) Short-Term Rentals shall be categorized into four tiers:

- i. Short-Term Rental Tier I: A Short-Term rental that is rented for less than 30 consecutive days and is owner-occupied or associated with an owner occupied principal residential unit.
- ii. Short-Term Rental Tier II: A Short-Term rental that is rented for less than 30 consecutive days, includes the rental of an entire dwelling, is not part of a multi-family residential use, and is not owner occupied or associated with an owner occupied principal residential unit.

a) A Tier II rental shall not:

1. include the rental of less than an entire dwelling unit
2. operate without providing notification of city ordinance related to Short-Term rentals to rentals
3. be located on a lot that is within 1200 feet of the property boundary of a lot on which another Short-Term Rental Tier II is located.

iii. Short-Term Rental Tier III: A Short-Term rental that is rented for less than 30 consecutive days and is part of a multi-family or condominium residential unit with no more than 50% of dwelling units allocated for the purposes of a Short-Term rental. Multifamily properties with more than 50% of units allocated for Short-Term rentals shall be considered Tier II Short-Term rentals and shall adhere to their standards and requirements.

iv. Short-Term Rental Tier IV: A Short-Term rental that is owned by an employer located in Coles County, IL that only permits employees to occupy the dwelling as tenants. Tier IV STR's shall not be subject to taxes on gross rental receipts from renting of hotel or motel rooms.

Section 4. Amendments. Chapter 159 ZONING of Sections 159.46 of the Code of Ordinances of the City of Mattoon is hereby amended with the addition as follows:

§ 159.46 TABLE 2 SPECIAL USES, DISTRICTS AND PARKING REQUIREMENTS

<u><i>Type of Use</i></u>	<u><i>Permitted In</i></u>	<u><i>Parking Identifiers</i></u>
<i>Short-Term Rental Tier 1</i>	<i>All Districts, excluding I</i>	<i>29</i>
<i>Short-Term Rental Tier 2</i>	<i>All Districts, excluding I</i>	<i>29</i>
<i>Short-Term Rental Tier 3</i>	<i>All Districts, excluding I</i>	<i>29</i>
<i>Short-Term Rental Tier 4</i>	<i>All Districts, excluding I</i>	<i>29</i>

Section 5. Amendments. Chapter 36: TAXATION of Sections 36.45, 36.46, 36.47, 36.48, 36.49, 36.50, 36.51, 36.52, 36.53, 36.54 of the Code of Ordinances of the City of Mattoon is hereby repealed and replaced with the following:

TAX ON GROSS RENTAL RECEIPTS FROM RENTING OF HOTEL OR MOTEL ROOMS OR SHORT-TERM RENTALS

§ 36.45 TAX IMPOSED.

A tax in the amount of 5% on gross rental receipts is hereby imposed upon all persons engaged in the business of renting, leasing or letting rooms in a hotel or motel or short- term rental located within the corporate limits of the city. A tax in the amount of 6% on gross rental receipts is hereby imposed upon all persons engaged in the business of renting, leasing or letting rooms in a hotel or motel or short-term rental located within the Business Districts of the city.

(Ord. 91-4662, passed 6-18-1991; Am. Ord. 99-5002, passed 11-2-1999)

§ 36.46 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

GROSS RECEIPTS OR REVENUE. The total of all income or revenue received by any person subject to the tax provided for in this chapter from the business of operating a hotel or motel.

HOTEL OR MOTEL. Any business which derives more than 50% of its gross receipts from or devotes more than 50% of the floor space under roof in this building or buildings to the renting or leasing of rooms equipped with one or more beds.

PERSON. Any natural person, partnership, corporation or other entity.

SHORT TERM RENTAL. Short Term Rental (STR). A rental of a residential home unit for a short period of time not to exceed thirty (30) days which collects hotel/motel taxes as part of its operation and employs a Property Manager. Requires a Special Use in all Zoning Districts, not permitted in Industrial Districts.

§ 36.47 TAX.

(A) There is levied and imposed upon the use and privilege of renting a hotel or motel room or short-term rental within the city a tax of 5% of the rental or leasing charge for each such hotel and motel room and short-term rental rented for each 24-hour period or any portion thereof; provided, however, that the tax shall not be levied and imposed upon any person who rents a hotel or motel room for more than seven consecutive days or upon any person who works and lives in the same hotel or motel. Short-term rentals are not subject to the seven-day exclusion and shall pay the levied tax.

(B) The tax herein levied shall be paid in addition to any and all other taxes and charges. It shall be the duty of the owner, manager or operator of every hotel or motel or short-term rental to pay over to the City Clerk the tax under procedures prescribed by the City Clerk or as otherwise provided in this chapter.

(C) Every person required to pay the tax levied by this chapter shall indicate the amount of the tax separately upon any invoice, receipt, statement or memorandum provided to the customers of the person.

§ 36.48 RULES AND REGULATIONS.

The City Clerk may promulgate rules and regulations not inconsistent with the provisions of this chapter concerning enforcement and application of this chapter. The term "rules and regulations" includes, but is not limited to, case by case determination of whether or not the tax imposed by this chapter applies.

§ 36.49 BOOKS AND RECORDS.

The City Clerk, or any person certified as her or his deputy or representative, may enter the premises of any hotel or motel or short-term rental for inspection and examination of books and records in order to effectuate the proper administration of this chapter and to assure the enforcement of the collection of the tax imposed. It shall be unlawful for any person to prevent, hinder, or interfere with the City Clerk or her/his duly authorized deputy or representative in the discharge of her/his duties and the performance of this chapter. It shall be the duty of every owner to keep accurate and complete books and records to which the City Clerk or her/his deputy or authorized representative shall at all times have access, which records shall include a daily sheet showing:

(A) The number of hotel or motel or short-term rental rooms rented during the 24-hour period, including multiple rentals of the same rooms where such shall occur; and

(B) The actual hotel or motel or short-term rental tax receipts collected for the date in question.

§ 36.50 PAYMENT OF TAX.

(A) On a monthly basis, the owner or owners of each hotel or motel or short-term rental within the city shall file tax returns with the City Treasurer showing tax receipts with respect to each hotel and motel. This obligation shall commence on January 1, 1992. The returns shall be filed on or before the 30th day of the calendar month following the end of the month for which the return is filed. Forms prescribed by the City Treasurer shall be used.

(B) The first taxing period for the purpose of this chapter shall commence January 1, 1992, and the tax return and payment for such period shall be due on or before March 2, 1992. Thereafter reporting periods and tax payments shall be in accordance with the provisions of this chapter. The owner shall pay to the City Treasurer all taxes due at the time of the filing of the return.

(C) If for any reason any tax is not paid when due, a penalty at the rate of 2% per 30-day period, or portion thereof, from the day of delinquency shall be added and collected. In addition, the general penalty section of the Mattoon Code of Ordinances (§ 10.99) shall apply to any failure to file any return when due or pay any taxes when owed under this section.

§ 36.51 COLLECTION.

Whenever any person shall fail to pay any tax as herein provided, the corporation counsel shall, upon the request of the City Clerk, bring or cause to be brought any action to enforce the payment of the tax on behalf of the city in any court of competent jurisdiction.

§ 36.52 PROCEEDS OF TAX AND FINES.

All proceeds resulting from the imposition of the tax under this chapter, including penalties, shall be paid into the treasury of the city and shall be credited to and deposited in the corporate fund of the city.

§ 36.53 SUSPENSION OF LICENSE.

The Mayor, after notice and hearing, may suspend or revoke all city licenses held by such person provided that the Mayor finds that such person has willfully avoided payment of the tax imposed by this chapter.

§ 36.54 USE OF RECEIPTS.

(A) The amounts collected by the municipality pursuant to this chapter shall be expended by the municipality solely to promote tourism and conventions within the municipality or otherwise to attract non-resident overnight visitors to the municipality. No funds received pursuant to this chapter shall be used to advertise for or otherwise promote new competition in the hotel business.

(B) Expenditures of funds collected by the municipality pursuant to this chapter shall be subject to an annual budget adopted by the City Council for the Hotel/Motel Tax Special Revenue Fund before the beginning of the fiscal year to which it applies. The fiscal year of the municipality begins May 1 and ends April 30.

(C) The Tourism and Arts Director submits requests for appropriation of Hotel/Motel Tax funds as recommended by the Tourism Advisory Committee. The City Administrator uses the request of the Committee as the starting point for formulating a tentative budget. The tentative budget is published and made conveniently available for public inspection for at least ten days prior to the passage of the budget. Not less than one week after the publication of the tentative budget and prior to final action on the budget, the City Council holds at least one public hearing, after which hearing or hearings, the budget may be further revised and passed without any further inspection, notice or hearing. Notice of the budget hearing is given by publication in a newspaper having a general circulation in the municipality at least one week prior to the time of the hearing.

(D) The budget is presented in account code classifications that enable reporting of financial data by fund, function and objects of expenditure. The City Council delegates authority to the departmental Commissioner responsible for tourism development to delete, add to, change or create sub-classes within object classes budgeted previously, subject to prior approval by the City Administrator. On recommendation of the Tourism Advisory Committee and a vote of two-thirds of the City Council members, the annual budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

(E) The Tourism and Arts Director is responsible for managing expenditures within limits established by the approved budget. No person shall obligate hotel/motel tax funds for any purpose unless the Tourism and Arts Director has given prior approval as to budget and account coding by signing a source document authorizing the transaction. Expenditures greater than \$5,000 require signature approval of the City Administrator. The Tourism and Arts Director may authorize expenditures exceeding individual line item amounts in the approved budget with the prior approval of the Departmental Commissioner, but formal City Council approval at a regular or special meeting shall be required in all of the following circumstances:

(1) For any deviation that would increase the number of full or part-time positions authorized by the budget;

(2) For any deviation from the approved budget that will exceed the "bottom line" established for total expenditures for the Hotel/Motel Tax Fund;

(3) For any deviation from the approved budget that will transfer money between funds; and

(4) For expenditures valued greater than \$10,000, regardless if the project or program has been authorized in the approved budget.

Section 6. 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 7. The City Clerk is hereby directed to cause this ordinance to be published in pamphlet form.

Section 8. 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 Hall, seconded by Commissioner Phipps, adopted this 18th day of March, 2025, by a roll call vote, as follows:

AYES (Names):	<u>Commissioner Closson, Commissioner Cox,</u> <u>Commissioner Graven, Commissioner Phipps,</u> <u>Mayor Hall</u>
NAYS (Names):	<u>None</u>
ABSENT (Names):	<u>None</u>

Approved this 18th day of March, 2025.

/s/Rick Hall
Rick Hall, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM

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

/s/Daniel C. Jones
Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on 03-18, 2025.

Mayor Hall opened the floor for comments. CDCE Manager Benishek explained the zoning requests for short-term rentals with the Emerald Acres development, ordinance provides a clear definition, the four systems, requirement of a special use permit, collection of hotel/motel taxes with systems 1-3, and requirement of a locally-based property manager located within 40 miles of the City. Council discussed to the hotel/motel tax and the additional one percent for the Business Districts, Tier I as a short-term AirBnB requiring a special use permit, one-time application, renter having an owner-occupied residence, the 1,200 foot limit, parking restrictions and application to family members. CDCE Manager Benishek and Administrator Gill responded with a need for an amendment to add the one-percent tax in Business Districts, special use permit would be good until the owner sold the property with a one-time application, special use permit to rent out a room, 1,200 foot limits would control the number of short-term rentals which could be revisited in the future, and every room would require a parking space onsite or on-street parking.

Mr. Eric and Marcy Anderson, 3005 Prairie, inquired as to the hotel/motel tax, neighbor's shared driveway, parking restrictions, and future owner of property. CDCE Manager Benishek explained the employer-based rentals requirements of the employer to own, providing parking spaces, one off-street space with preference on the property, code enforcement to assist with determination of the parking spaces and requested Mr. Anderson to apply for a special use permit. Administrator Gill explained the neighbor to apply for the special use and Mr. Anderson to apply for the special use with CDCE Manager noting they would have the radius.

Commissioner Graven seconded by Commissioner Phipps moved to amend Section 36.45 to include a tax in the amount of 6% on gross rental receipts imposed upon all persons engaged in the

business of renting, leasing or letting rooms in a hotel or motel or short-term rental located within the Business Districts of the city.

Mayor Hall declared the motion to amend carried by the following vote: YEA Commissioner Closson, YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Phipps, YEA Mayor Hall.

Mayor Hall declared the amended motion carried by the following vote: YEA Commissioner Closson, YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Phipps, YEA Mayor Hall.

Mayor Hall seconded by Commissioner Phipps moved to adopt Resolution No. 2025-3296, establishing a Short-Term Rentals Amnesty Period from March 18, 2025 to June 24, 2025 to allow time for operators to comply.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2025-3296

A RESOLUTION ESTABLISHING A SHORT-TERM RENTAL AMNESTY PERIOD

WHEREAS, the City of Mattoon seeks to ensure compliance with its ordinances and regulations governing short-term rental properties to promote public safety, fairness, and proper collection of taxes; and

WHEREAS, it is recognized that some short-term rental operators may be unaware of the requirements for registration and tax compliance; and

WHEREAS, the City of Mattoon wishes to provide a temporary amnesty period to encourage operators to register their properties without fear of retroactive penalties or fines; and

WHEREAS, the City has determined that an amnesty period of three months from the date of this resolution is appropriate to achieve these goals while providing operators ample time to comply.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS:

1. The City of Mattoon hereby establishes a short-term rental amnesty period beginning March 18, 2025, and ending June 24, 2025.
2. During this period, existing short-term rental operators who operated a short-term rental before December 31, 2024, who voluntarily comply with the waiver requirements outlined in Exhibit A, shall not be subject to retroactive penalties, fines, or enforcement actions for prior noncompliance.
3. Effective June 24, 2025, the City of Mattoon will undertake rigorous enforcement actions, including penalties and legal measures, against short-term rental operators who fail to comply with the waiver and tax requirements.
4. The City of Mattoon Code Enforcement Office is authorized to oversee and implement this program and ensure compliance with all applicable ordinances.

5. Exhibit A, attached hereto and made a part of this resolution, outlines the compliance requirements for operators.
6. That this resolution shall be in full force and effect from and after its passage and approval as provided by law.

Upon motion by Mayor Hall, seconded by Commissioner Phipps, adopted this 18th day of March, 2025, by a roll call vote, as follows:

AYES (Names):	<u>Commissioner Closson, Commissioner Cox,</u>
	<u>Commissioner Graven, Commissioner Phipps,</u>
	<u>Mayor Hall</u>
NAYS (Names):	<u>None</u>
ABSENT (Names):	<u>None</u>

Approved this 18th day of March, 2025.

/s/Rick Hall
Rick Hall, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM

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

/s/Daniel C. Jones
Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on 03-18, 2025.

Mayor Hall opened the floor for comments. CDCE Manager Benishek stated an amnesty period for existing operators. Commissioner Phipps inquired if there was a grandfather provision and if two were within 1,200 feet. CDCE Manager Benishek and Administrator Gill responded for operators to apply, agree to follow regulations, and then would be grandfathered.

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

Mayor Hall seconded by Commissioner Phipps moved to adopt Ordinance No. 2025-5489, amending Chapter 160 Signs of the municipal code to establish and regulate Digital Display Signs within Sections 160.03, 160.06, 160.09, 106.10, and Chapter 159 Zoning Section 159.46.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2025-5489

AN ORDINANCE TO ESTABLISH AND REGULATE DIGITAL DISPLAY SIGNS

WHEREAS, multiple businesses have approached the City of Mattoon requesting the installation of digital billboards; and

WHEREAS, the City of Mattoon sees the potential benefit of such devices for the purposes of emergency broadcasting and local tourism efforts but also understands the need to regulate them throughout the city limits; and

WHEREAS, current zoning presents barriers to the installation of such devices.

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. Establishment of Digital Display Signs in Title XV: LAND USAGE, Chapter 160 SIGNS of the Code of Ordinances of the City of Mattoon is hereby amended with the following amendment and addition to the subsections listing:

160.09 Establishment of City Entry Corridor Overlay Sign District
160.10 City Entry Corridor Overlay Sign District Regulations
160.11 Special Signs permitted
160.12 Nonconforming signs and removal
160.13 Obsolete signs and removal
160.14 Construction and maintenance performance standards for signs
160.15 Variance procedure

160.99 Penalty

Section 3. Amendments. Section 160.03 DEFINITIONS of Chapter 160 of the Code of Ordinances of the City of Mattoon is hereby amended with the following additions:

DIGITAL DISPLAY SIGN. A type of an off-premises sign, or any portion of a sign, made up of internally illuminated components capable of changing the message periodically with images that appear to have movement or that appear to change. Digital displays may include but are not limited to LCD, LED, or plasma displays.

LUMINANCE. The photometric measure of luminous intensity per unit area of light traveling in any given direction. Luminance is measured in foot candles, with one foot candle equivalent to one lumen of light density per square foot.

NITS. A unit of measurement of brightness or luminance emitted from a digital display sign. One nit is equivalent to one candle per square meter of digital display sign area.

TWIRL TIME. The time it takes for static text, images or graphics on a digital display sign to change to different text, images or graphics.

Section 4. Amendments. Section 160.06 ILLUMINATION of Chapter 160 of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

All signs except those allowed for off-premise signs in the City's Entryway Corridor Sign District and for one-, two-, three-, and four-unit dwellings and for home occupations may be illuminated provided that it conforms to the following restrictions:

Section 5. Amendments. Chapter 160 of the Code of Ordinances of the City of Mattoon is hereby amended with the following Section 160.09 Establishment of City Entry Corridor Overlay Sign District addition:

§ 160.09 ESTABLISHMENT OF CITY ENTRY CORRIDOR OVERLAY SIGN DISTRICT:

- (A) The City Entry Corridor Overlay Sign District is established in the following locations and depicted on the City's zoning map, as amended, as an overlay district that adds the specific regulations set forth Section 160.10 of this Chapter 160 to those in the applicable base district.

City Entry Corridor Overlay Sign District Locations
Route 45 north of the City
Route 45 south of the City
Route 16 east of the City
Route 16 west of the City
Route 121 west of the City
Route 57 east of the City

- (B) The purpose of the City Entry Corridor Overlay Sign District is to limit the location of off premises digital display signs to City-owned properties within the City Entry Corridor Overlay Sign District. The major highways that serve as corridors into and out of the City serve as ideal sites to promote businesses and entertainment that are located both within and near the City of Mattoon. Off premise digital display signs are primarily oriented towards motor vehicles and require a special use permit. In addition, off premise digital display signs must comply with the Illinois Highway Advertising Control Act, 225 ILCS 440/1 *et seq.*, as amended.

Section 6. Amendments. Chapter 160 of the Code of Ordinances of the City of Mattoon is hereby amended with the following Section 160.10 City Entry Corridor Overlay Sign District Regulations addition:

§160.10 CITY ENTRY CORRIDOR OVERLAY SIGN DISTRICT REGULATIONS:

- (A) Procedures for Off Premise Digital Display Signs:
- (1) Special Use Permit. All off-premises digital display signs require a Special Use Permit duly adopted by the City Council following a public hearing before and recommendations from the City's Planning and Zoning Commission.
 - (a) as a condition of this Special Use Permit, if the company requesting this sign already possesses at least one Digital Display sign or regular non-digital billboard within the Corporate Boundaries of the City of Mattoon and/or the Extra-Territorial Boundary, one billboard of any type must be decommissioned or removed in a satisfactory manner prior to the construction of the Digital Display Sign.
 - (2) Special Use Permit application. The permit for an off-premise digital display sign shall include a site plan prepared by a licensed surveyor and drawn to scale. The site plan shall, at a minimum, show the location and the footprint of the off-premise digital display sign and the location of the footprint of any buildings and commercial free standing signs within four hundred feet of the proposed footprint of the off premise digital display sign. The following signs need not be included in any survey:
 - (a) instructional or directional signs,
 - (b) temporary signs
 - (c) traffic control or directional sign.

- (3) Inspections. The Zoning Administrator, or his or her designee, shall make or cause to be made, original and subsequent inspections for all off premise digital display sign and associated structures.
- (a) Subsequent inspections shall be conducted by the Zoning Administrator or his or her designee to periodically determine the electrical and structural safety of all off premises digital display signs.
 - (b) Off-premise digital display signs are subject to an additional inspection fee as determined by the City.
- (4) Location of Signs:
- (a) City-owned property. Off-premise digital display signs must be located on City-owned property located within the City Entry Corridor Overlay District.
 - (b) Required setbacks. All off-premise digital display signs shall follow all applicable federal, state and local laws related to signage near transportation routes that are in any business, commercial or industrial district in compliance with the Highway Advertising Control Act of 1971, as amended.
 - (c) Proximity to another off-premise digital display sign. Digital display signs will not be allowed within 5,000 feet of another off-premise digital display sign located on the same side of a public street as the proposed off premises digital display sign.
 - (d) No off premises digital display sign will be located within a utility easement.
 - (e) No off premise digital display sign shall be closer than 400 feet to a residential zoning district boundary line.
 - (f) No digital display sign shall be located within 100 feet of another building or commercial free standing sign.
 - (g) No off premise digital display sign may project over any adjacent public right of way.
 - (h) No off premise digital display sign may be constructed on the roof of any building.
- (5) Sign Height and Area. No digital display sign shall exceed the following limits: (All dimensions include border and trim, but exclude supports)
- (d) Maximum area: 400 square feet
 - (e) Maximum height: 10 feet
 - (f) Maximum length: 40 feet
- (6) Dimensions. Off premise digital display signs shall be supported from the ground by a structure that shall have a minimum distance of nine feet from the bottom of the structure or display, whichever is lower, to the ground. No exposed live parts (lamps, sockets, neon tubes, etc.) shall be within nine feet of the ground.
- (7) Double Facing Off Premise Digital Display Signs. Off premises digital display signs may be double faced and each side shall be considered as facing traffic flowing in the opposite direction. There will be no vertical stacking of these types of signs.
- (a) Digital Display Sign Operation. All off premise digital display signs must comply with the provisions of Chapter 151 of the City's Code. In addition, the following regulations apply to digital display signs:
- (8) Luminance: The maximum luminance for any such sign shall not be greater than:
- (a) 7,000 nits between 5 a.m. and sunset; and
 - (b) 300 nits between sunset and midnight
- (9) Dwell time: The text, image, or display on the sign shall not change more than once every ten seconds. Twirl time shall not exceed 0.25 seconds.
- (10) Motion. All motion is prohibited on the off premise digital display sign.
- (11) Control/testing:

- (a) All off premise digital display signs shall be equipped with an automatic dimmer control or other mechanism that automatically controls the sign's luminance in compliance with this section. In instances where the sign malfunctions, the sign shall either automatically shut off or turn to a black screen;
 - (b) Prior to the issuance of any special use permit for an off premise digital display sign, the applicant shall submit an affidavit that the sign has been tested and complies with the dwell time, luminance, motion and other requirements of this section, and that the luminance intensity, motion and dwell times requirements are protected from manipulations by password-protected software or other method satisfactory to the Zoning Administrator.
- (12) Public Service Announcements (PSA's). Off premise digital display sign owners agree to provide PSA's to the City as related to police, fire, emergency alerts, city events and tourism.

Section 7. Amendments. Section 159.46 Table 2 Special Uses, Districts and Parking Requirements of Chapter 159 ZONING of the Code of Ordinances of the City of Mattoon is hereby amended with the following addition:

§ 159.46 TABLE 2 SPECIAL USES, DISTRICTS AND PARKING REQUIREMENTS.

<i>Type of Use</i>	<i>Permitted In</i>	<i>Parking Identifiers</i>
Digital Display Sign	All Districts	N/A

Section 8. Severability. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision of its application. Each unconstitutional or invalid provision or application of such provision, is severable.

Section 9. This ordinance shall be effective upon its publication and approval as provided by law. The Clerk is hereby directed to publish this Ordinance in pamphlet form.

Upon motion by Mayor Hall, seconded by Commissioner Phipps, adopted this 18th day of March, 2025, by a roll call vote, as follows:

AYES (Names): Commissioner Closson, Commissioner Cox,
Commissioner Graven, Commissioner Phipps,
Mayor Hall
 NAYS (Names): None
 ABSENT (Names): None

Approved this 18th day of March, 2025.

/s/Rick Hall
 Rick Hall, Mayor
 City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM

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

/s/Daniel C. Jones
 Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on _____ 03-18 , 2025.

Mayor Hall opened the floor for comments. CDCE Manager Benishek explained the requests for digital display signs, off-premises signs, passed the Planning Commission unanimously, six main areas, sites on City property, special use approval, mandates that an existing sign in town would have to be taken down before a new one is allowed. Commissioner Phipps inquired about IDOT requirements with CDCE Manager Benishek stating the following of Federal and State laws. Administrator Gill added that the State regulations were strict.

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

Mayor Hall seconded by Commissioner Phipps moved to adopt Special Ordinance No. 2025-1946, approving the re-plat of Lot 8 of the Emerald Acres Subdivision. Petitioner: AJM L.L.C.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1946

**AN ORDINANCE APPROVING THE REPLAT OF
EMERALD ACRES LOT 8 SUBDIVISION**

WHEREAS, AJM, L.L.C. owner of the following described property:

Lot 8 in Emerald Acres Subdivision, in the City of Mattoon,
Part of Section 17, T-12-N, R-8-E, 3RD P.M., Coles County, Illinois.
(PIN 06-0-00562-009)

has caused said premises to be surveyed and subdivided into 2 lots, be granted a re-plating of the subdivision to allow for additional commercial development; and

WHEREAS, said plat of the subdivision to be known as the Emerald Acres Lot 8 Subdivision, a Commercial Subdivision in the City of Mattoon, Coles County, Illinois has been submitted to the City Council of the City of Mattoon for approval in the manner as by law required, which plat is attached hereto as Exhibit "A" and made a part hereof by reference thereto; and

WHEREAS, it appears from an examination of said plat that the same is in due form as required by law and complies with all rules, regulations, and requirements relative to subdivisions in the City of Mattoon, Illinois, and that by said plat should be approved; and

WHEREAS, the Planning Commission of the City of Mattoon, on March 11, 2025 recommended said re-plat be approved.

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

Section 1. Pursuant to enabling authority, that the re-plat of Lot 8, of Emerald Acres Subdivision, a Commercial Subdivision in the City of Mattoon, Coles County, Illinois, with a legal description as:

Lot 8 in Emerald Acres Subdivision, in the City of Mattoon,

Part of Section 17, T-12-N, R-8-E, 3RD P.M., Coles County, Illinois.
(PIN 06-0-00562-009)

be hereby approved and certificate of such approval be endorsed upon said plat signed by the Mayor and the City Clerk in the manner as provided by law.

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.

Section 4. The City Clerk shall make and record a duly certified copy of this ordinance with the Clerk and Recorder's Office of Coles County, Illinois.

Upon motion by Mayor Hall, seconded by Commissioner Phipps, adopted this 18th day of March, 2025, by a roll call vote, as follows:

AYES (Names):	<u>Commissioner Closson, Commissioner Cox,</u>
	<u>Commissioner Graven, Commissioner Phipps,</u>
	<u>Mayor Hall</u>
NAYS (Names):	<u>None</u>
ABSENT (Names):	<u>None</u>

Approved this 18th day of March, 2025.

/s/Rick Hall
Rick Hall, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

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

/s/Dan Jones
Dan Jones, City Attorney

Recorded in the Municipality's Records on 03-18, 2025.

Mayor Hall opened the floor for comments. Administrator Gill explained that Lot 8 was to be occupied by a hotel which did not need the whole lot, the lot would be considered Lot 8A and Lot 8B to allow for a smaller business on the corner.

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

Commissioner Closson seconded by Commissioner Phipps moved to adopt Special Ordinance No. 2025-1947, ratifying the promotion and employment agreement of Douglas Homann to Assistant Public Works Director position with an annual salary of \$91,520; and authorizing the mayor and city clerk to sign the agreement.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025- 1947

**AN ORDINANCE RATIFYING THE EMPLOYMENT AGREEMENT OF
DOUGLAS HOMANN FOR THE POSITION OF ASSISTANT PUBLIC WORKS DIRECTOR**

WHEREAS, the City Council desires to prioritize enhancing the City’s existing infrastructure and long-term planning of the Public Works Department; and,

WHEREAS, the City Council has created the position of Assistant Public Works Director in support of said efforts with Special Ordinance 2024-1889; and,

WHEREAS, Douglas Homann has been recommended to fill the vacant position of Assistant Public Works Director; and,

WHEREAS, the City of Mattoon enters into employment agreements with member of its management team; and,

WHEREAS, the City appoints Douglas Homann as the Assistant Public Works Director, effective March 22, 2025; and the parties wish to memorialize the terms of Douglas Homann’s employment agreement with the City.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, A MUNICIPAL CORPORATION, as follows:

Section 1. Douglas Homann is hereby named as the Assistant Public Works Director, effective March 22, 2025.

Section 2. The City Council hereby approves an Employment Agreement with Douglas Homann for the position of Assistant Public Works Director, a copy of which is attached hereto and incorporated herein by reference.

Section 3. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 4. This ordinance shall be effective upon its approval as provided by law.

Upon motion by Commissioner Closson, seconded by Commissioner Phipps,
adopted this 18th day of March, 2025, by a roll call vote, as follows:

AYES (Names):	<u>Commissioner Closson, Commissioner Cox,</u> <u>Commissioner Graven, Commissioner Phipps,</u> <u>Mayor Hall</u>
NAYS (Names):	<u>None</u>
ABSENT (Names):	<u>None</u>

Approved this 18th day of March, 2025.

/s/Rick Hall
Rick Hall, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

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

/s/Dan C. Jones
Dan C. Jones, City Attorney

Recorded in the Municipality's Records on _____ 03-18 , 2025.

Mayor Hall opened the floor for comments. Director Clark provided a background on Mr. Homann including five years as Superintendent at the Waste Water Treatment Plant, brings a lot of Water Treatment and Waste Water Treatment experience, and was looking forward to working with Mr. Homann.

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

Mayor Hall seconded by Commissioner Closson moved to approve Council Decision Request 2025-2578, authorizing the purchase of one 2025 Ford Explorer Police Interceptor Squad car in the amount of \$49,544.00 from Pilson Auto Center.

Mayor Hall opened the floor for comments. Administrator Gill explained purchasing this year with video gaming funds would help next year's budget. Commissioner Closson inquired as to a State bid price with Administrator Gill answering affirmatively. Chief Gaines noted this was a K-9 squad replacement.

Mayor Hall declared the motion carried by the following vote: YEA Commissioner Closson, ABSTAIN Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Phipps, YEA Mayor Hall.

Commissioner Closson seconded by Commissioner Cox moved to approve Council Decision Request 2025-2579, awarding the bid in the amount of \$600,000 to FabTech WWS for the repairs and upgrades to Clarifiers #3 and #4 at the Waste Water Treatment Plant.

Mayor Hall opened the floor for comments. Assistant Public Works Director Homann explained both clarifiers were built in the 2000s and were a major process to treat waste water. Administrator Gill noted the budget was for \$650,000, so bids came in under budget. Commissioner Closson inquired if the purchase was out of Capital Improvements with Administrator Gill stating from the Sewer Funds.

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

DEPARTMENT REPORTS:

CITY ADMINISTRATOR reported on finishing the budgets, CDCE Manager Benishek and his attendance at the productive housing meetings, and busy with everyday items. Mayor Hall opened the floor for questions with no response.

CITY ATTORNEY noted business as usual. Mayor Hall opened the floor for questions with no response.

CITY CLERK noted business as usual with personnel and health and P/C insurance issues; and reminder to return your Statements of Economic Interest.

FINANCE distributed and reviewed the February Financial Report including the revenues/expenditures, cash position, would make a recommendation to use deferred revenues to the auditors, Major Sources of Revenue, unrestricted cash, cash position and budget preparation. Mayor Hall inquired whether the budget was in the black with Director & Treasurer Wright answering affirmatively. Mayor Hall opened the floor for questions with no response.

PUBLIC WORKS updated Council on general maintenance performed by crews, pump project progress, cost-share projects, sanitary sewer hookup complete, Cleanup Day on April 12th, and iWorQ program up and running. Mayor Hall opened the floor for questions with no response.

FIRE reported on calls for service, four inspections and follow-ups, training including the former Grant hotel used for training. Mayor Hall opened the floor for questions with no response.

POLICE reported on the Department was doing a good job, calls for service and 54 arrests. Mayor Hall opened the floor for questions with no response.

ARTS AND TOURISM updated the Council on Lightworks for this year with nine new displays, plans for Heritage Park, lighted trees in Wolfe Pocket Park, Dog Park display, fireworks, and Bagelfest with six summer events, four Bagel Bites and two markets. Mayor Hall opened the floor for questions with no response.

COMMUNITY DEVELOPMENT reported on three new demos for bids, two cleanups this week, Panda Express to open April 7th and Texas Roadhouse to start construction on April 14th, and the Hampton Inn replat approved tonight; and had a very productive housing and childcare meeting with possible large in-fill and new subdivision. Mayor Hall opened the floor for questions with no response.

COMMENTS BY THE COUNCIL

Council congratulated Mr. Homann on his promotion and expressed appreciation to Mr. Benishek for his efforts. Commissioner Closson noted with the OSLAD grant the new playground equipment will be installed at the campgrounds and beach area, and Dodge Grove Cemetery has its cleanup next week. Commissioners Cox, Graven and Phipps had no further comments. Mayor Hall had no further comments.

Mayor Hall seconded by Commissioner Cox moved to recess to closed session at 7:14 p.m. pursuant to the Illinois Open Meetings Act for the purpose of the discussion of the appointment, compensation, discipline, performance, or dismissal of specific employees of the City or legal counsel for the City under (5ILCS 120 (2)(C)(1)). (Hall)

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

Council reconvened at 7:39 p.m.

Commissioner Cox seconded by Commissioner Phipps moved to adjourn at 7:39 p.m.

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

/s/Susan J. O'Brien
City Clerk