

Virtual City Council Meetings Details

Cisco WebEx hosts the virtual Council Chamber. Join the meetings using the information shown below.

Visit the [City Council Meeting page](#) to view the agenda for upcoming meetings. For those unable to attend, recordings of any virtual City Council Meetings will be posted to our [YouTube Channel](#).

May 20, 2025, Virtual Meetings Details:

A Regular City Council meeting is scheduled for **6:30 PM – 8:00 PM** on **Tuesday, May 20, 2025**.

Regular City Council Meeting

At no sooner than 6:20 pm, visit the Cisco WebEx meeting site by clicking the link below.

<https://bit.ly/MattoonCC052025>

Meeting number (access code): 2559 814 3246

Meeting password: 20819

Additional Instructions

Join meetings by telephone by **dialing 415-655-0001** and use the **meeting number** and **password** shown above.

Participants may be muted when initially connected to the meeting.

If using a phone to call in, you can press ***6** to unmute and mute yourself when public comment is invited.

If you wish to be heard during the public comment portion of the meeting or wish to comment during the discussion period on an open motion, you need to send your comments in advance to the City Clerk's office. Your comments will be read into the record, or you will be called upon to speak at the appropriate time. Contact the City Clerk's office before 4:00 p.m. on the day of the meeting by calling 217-235-5655 or by sending an email message to cityclerk@mattoonillinois.org. NOTE: All those speaking during the meeting must first identify themselves by providing their full name for the record.

CITY OF MATTOON, ILLINOIS

CITY COUNCIL AGENDA

May 20, 2025

6:30 P.M.

6:30 P.M. BUSINESS MEETING

Pledge of Allegiance

Roll Call

Electronic Attendance

CONSENT AGENDA:

Items listed on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. No separate discussion of these items will occur unless a Council Member requests the item to be removed from the Consent Agenda. If an item is removed from the Consent Agenda, it will be considered elsewhere on the agenda for this meeting. Prior to asking for a motion to approve the Consent Agenda, the Mayor will ask if anyone desires to remove an item from the Consent Agenda for public discussion.

- 1. Minutes of the Regular Meeting of May 6, 2025**
- 2. Bills and Payroll for the first half of May 2025.**

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.

NEW BUSINESS

- 1. Motion – Adopt Ordinance No. 2025-5495: Approving the amendments to the municipal code under Chapter 114 Liquor Control, defining video game parlors, non-video gaming establishments, establishing microbrewery, winery and distillery licensing, extension of Sunday hours; and approving the amendments to the municipal code under 35.01 Fees and Charges for fees associated with the licenses.**
- 2. Motion – Adopt Special Ordinance No. 2025-1960: Approving an underground gas line right-of-way easement on City property located on Lot 10 in Block 2 in Urban Heights subdivision for the purpose of supplying gas to a communications equipment station; and authorizing the mayor to sign the easement. Part of PIN 06-0-03920-000**
- 3. Motion – Adopt Special Ordinance No. 2025-1961: Granting a Special Use for a Tier II Short-Term Rental located at 3009 Prairie Avenue. Petitioner: Eric Anderson 07-2-10804-000**
- 4. Motion – Approve Council Decision Request 2025-2601: Authorizing the purchase of a 2015 Ford F550 Regular Cab Bucket Truck with boom in the amount of \$20,000 plus trade-ins of surplus equipment (2007 F450 Utility Truck and a 2006 Vermeer Chipper) from Old Route Trucking, L.L.C. for use at the Public Works Department; and authorizing the city manager to sign the invoice.**

COMMENTS BY THE COUNCIL

Recess to closed session pursuant to the Illinois Open Meetings Act for the purpose of collective negotiating matters between the City of Mattoon and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees under (5ILCS 120 (2)(C)(2)).

Reconvene.

Adjourn.

CONSENT AGENDA ITEMS:

UNAPPROVED MINUTES:

Regular Meeting – May 06, 2025

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on May 6, 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: Interim & City Manager Kyle Gill, City Attorney Daniel C. Jones, Finance Director/Treasurer Beth Wright, Arts & Tourism Director Angelia Burgett, Assistant Public Works Director Doug Homann, Fire Chief Jeff Hilligoss, Police Chief Sam Gaines, Code Enforcement 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 April 15, 2025, bills and payroll for the last half of April 2025 and Mayor's Lobby Day bills.

Bills and payroll for the last half of April, 2025

General Fund

Payroll		\$	344,011.94
Bills		\$	463,086.02
	Total	\$	807,097.96

Hotel Tax Administration

Payroll		\$	8,265.51
Bills		\$	50,571.30
	Total	\$	58,836.81

Festival Mgmt Fund

Bills		\$	18,694.86
	Total	\$	18,694.86

Mobile Equipment Fund

Bills		\$	50,182.00
	Total	\$	50,182.00

Insurance & Tort Jdgmnt

Bills		\$	500.00
	Total	\$	500.00

Capital Project Fund

Bills		\$	82,186.60
	Total	\$	82,186.60

Broadway East Bus Dist

Bills		\$	2,872.04
	Total	\$	2,872.04

Payroll	<u>Water Fund</u>	\$	45,356.29
Bills		\$	84,266.27
	Total	\$	129,622.56
	<u>Sewer Fund</u>		
Payroll		\$	42,738.85
Bills		\$	48,691.10
	Total	\$	91,429.95
	<u>Health Insurance Fund</u>		
Bills		\$	458,108.12
	Total	\$	458,108.12
	<u>Motor Fuel Tax Fund</u>		
Bills		\$	24,833.53
	Total	\$	24,833.53

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.

Mayor Hall recognized the service of Commissioner Graven by acknowledging her three terms in office, thanked her for all the years and what she had accomplished with the Council and provided Commissioner Graven with a picture of the Council. Commissioner Graven thanked everyone and stated it was great working with the group.

Commissioner-Elect Erica Butler joined the Council for the administration of the Oath of Office by the City Clerk. All Council members were sworn into Office.

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 requested all comments on the cannabis issue to be held until Council considered the issue later in the meeting. He opened the floor for Public comments both in person and online. Mrs. Dixie Freeland (109 Arborgate Drive) inquired as to the varying sales taxes within the City. Interim Manager Kyle Gill explained the 7.75% rate across the City with an additional 1% in Business Districts and Mall for a total of 8.75% and a 2% economic development fee by Rural King in the Sports Complex area for a total of 10.75%. Mayor Hall added the 2% economic development fee was to pay for the bonds by the businesses.

Presentation: Dr. Julie Elbert, 1439 County Highway 5, Shelbyville, Illinois, of the Daughters of the American Revolution Governor Edward Coles-Sally Lincoln Chapter presented the distinguished Citizens Medal to first responders and military once in a lifetime recognizing Officer Anthony J. Roley for his actions in rescuing several people and pets from a fire.

Presentation: Police Chief Sam Gaines acknowledged the retirement of Lt. Scott Robison with 20 years of service from the Police Department on May 2, 2025, provided his background with the City including Head of the CSI program, and wished him the best in retirement. Lt. Robison was not able to attend the meeting in person.

Presentation: Police Chief Sam Gaines acknowledged the promotions of Sergeant Peter Lusk to Lieutenant effective May 3, 2025, Officer Mike Bennett to Sergeant effective May 3, 2025, and Probationary Officer Grant Gaines to Regular Officer status effective May 5, 2025.

NEW BUSINESS

Commissioner Butler seconded by Commissioner Cox moved to adopt Ordinance No. 2025-5492 (SUBSTITUTE), Updating the municipal code to reflect the change in government including the city manager.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2025-5492 (SUBSTITUTE)

AMENDING CITY CODE PROVISIONS CONSISTENT WITH STATUTORY MANAGER GOVERNMENT FORM

WHEREAS, the City of Mattoon is a non-home rule municipality and is organized, operates and elects its officers under Article 4 of the Illinois Municipal Code, known as the Commission Form Government, 65 ILCS 5/4-1-1 et seq.; and

WHEREAS, at the general election held Tuesday, November 5, 2024, a majority of the registered voters casting their vote at the election approved a public referendum to change the form of government in the City of Mattoon by adopting the statutory manager form of government under Article 5 of the Illinois Municipal Code, known as the Managerial Form of Municipal Government, 65 ILCS 5/5-1-1 et. seq.; and

WHEREAS, with the adoption of the statutory manager form of government, the City of Mattoon will retain its governmental structure while adopting and implementing the new features of the manager form; and

WHEREAS, with the adoption of the manager form of government, the manager will be hired by the City Council and will become the administrative and executive head of the City of Mattoon for most purposes, while the City Council establishes goals, strategic plans, sets policy and approves the budget for the City; and

WHEREAS, the City Council has provided for and created the statutory office of City Manager, as approved by the voters of the City of Mattoon, by prior amendment of the City Code and now adopts the following amendments to its City Code to render the provisions of said Code consistent with the powers of the City Manager within the City of Mattoon.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Mattoon, Coles County, Illinois, as follows:

SECTION 1: Code Amendments – Chapter 31. The current provisions of §31.02 Bonds, §31.04 Compensation, §31.10 Authority to Sign Documents, § 31.21 City Treasurer, § 31.22 City Clerk, § 31.36 City Attorney, § 31.37 City Engineer and § 31.39 Health Officer of Chapter 31 CITY OFFICIALS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 31: CITY OFFICIALS

Section

General Provisions

- [31.02](#) Bonds
- [31.04](#) Compensation
- [31.10](#) Authority to sign documents

Appointed City Officials

- [31.21](#) City Treasurer
- [31.22](#) City Clerk

Other Officials

- [31.36](#) City Attorney
- [31.37](#) City Engineer
- [31.39](#) Health Officer

§ 31.02 BONDS.

(A) *Amount.* Every officer of the city shall execute a bond before entering upon the duties of the office, with good and sufficient security to be approved by the Council, payable to the city, conditioned as hereinafter provided, and in the penal sums respectively as follows:

- (1) Mayor, \$3,000.
- (2) City Council members ~~Commissioner of Accounts and Finances~~, \$3,000.
- (3) ~~Commissioner of Public Health and Safety~~, \$3,000.
- ~~—(4) Commissioner of Streets and Public Improvements, \$3,000.~~
- ~~—(5) Commissioner of Public Property, \$3,000.~~
- (6) City Treasurer. Not less than three times the latest Federal census population or any subsequent census figure used for motor fuel tax purposes.
- (7) City Clerk. Double the estimated amount of all receipts coming into or remaining in his hands in any one time during the year, but in no event less than \$50,000.
- (8) City Manager. Double the estimated amount of the unilateral spending authority of the City Manager authorized by the City Council, but in no event less than \$50,000.

(~~8~~ 9) Other officers. In such amount as the Council shall specify by resolution.

(B) *Surety; premium.* The City Manager, City Treasurer and City Clerk shall each furnish a bond secured by a responsible surety company. The bond shall be accompanied with a sworn financial statement of such surety company. Where personal bonds are given they shall be secured by two responsible sureties, at least one of whom must be a property owner of the county.

(C) *Officer surety for another.* No member of the Council and no person holding any office in this city shall become surety on the official bond of any other officer of this city.

§ 31.04 COMPENSATION.

(A) Salaries of city officers and employees shall be as established by ordinance.

(B) All salaries of officers and employees of the city shall be paid every other Friday, unless provision is made to the contrary, by the City Council. The City Clerk shall prepare changes to payroll every other week, which when signed by the City Manager ~~Administrator or commissioner in charge~~, the Clerk shall authorize the issuance of checks for the salaries indicated to be due. Deductions as provided by law shall be made for pension funds, social security, withholding tax (income tax), insurance, and also for voluntary deductions as authorized by employees.

§ 31.10 AUTHORITY TO SIGN DOCUMENTS.

Unless otherwise provided by the City Council, ~~a~~All contracts, bonds of every description, obligations, city warrants, licenses, permits, franchises and every document required by the action of the Council, or requiring the signature of any city officer to make it valid, shall be signed by the City Manager ~~Mayor~~ (except as otherwise especially provided) and countersigned by the City Clerk, who shall also affix the seal of the city thereto.

§ 31.21 CITY TREASURER.

(A) *Position established.* There is hereby created the office of City Treasurer. The Treasurer plans, organizes and directs the activities and staff of the Finance Department. The Treasurer prepares various financial and policy analysis reports relating to the city's financial position. The work of the Treasurer is performed in accordance with statutory procedures. The City ~~Administrator~~ Manager and City Council prescribe policies for departmental operations and hold the Treasurer responsible for the effectiveness of departmental programs.

§ 31.22 CITY CLERK.

(A) *Position established.* There is hereby created the office of City Clerk. The Clerk plans, organizes and directs the activities and staff of the City Clerk Department. The City Clerk Department is responsible for the human resource functions of municipality, as delegated by the City Manager. The work of the Clerk is performed in accordance with statutory procedures. The City ~~Administrator~~ Manager and City Council prescribe policies for departmental operations and hold the Clerk responsible for the effectiveness of departmental programs.

(B) *Appointment.* ~~The Mayor with the advice and consent of the City Council shall appoint and evaluate the performance of the City Clerk. The person appointed by the Mayor to the position of City Clerk shall be nominated solely on the basis of his or her training, and administrative qualifications and experience in personnel administration. His or her qualifications and experience shall be consistent with a job description adopted by the City Council.~~

(C) *Tenure of office.* ~~The term of the office of the City Clerk shall be coterminous with the term of the Mayor. The City Council and the City Clerk may enter into an agreement with respect to other terms and provisions of employment and may provide for salary, salary adjustments, fringe benefits, severance provisions and payment, and other remuneration and benefits of office.~~

(D) *Compensation.* The City Clerk shall receive compensation in such amount and manner, as the Council shall affix from time to time by ordinance or resolution and by agreement.

(E) *Statutory duties.* The City Clerk's duties are prescribed by ILCS Ch. 65, Act 5, § 3.1-35-90 as these state statutes may be amended from time to time, except as otherwise provided within this Code, consistent with the law.

(1) The Municipal Clerk shall keep the corporate seal, to be provided by the corporate authorities, and all papers belonging to the municipality the custody and control of which are not given to other officers.

(2) The Clerk shall attend all meetings of the corporate authorities and keep a full record of their proceedings in the journal. The record of those proceedings shall be made available for public inspection within seven days after being approved or accepted by the corporate authorities as the official minutes of their proceedings.

(3) The Municipal Clerk shall have other duties prescribed by the corporate authorities.

(4) Copies of all papers duly filed in the Clerk's office and transcripts from the journals and other records and files of the Clerk's office, certified by the Clerk under the corporate seal, shall be evidence in all courts in like manner as if the originals were produced.

(F) *Other duties of the City Clerk.* Other prescribed duties of the City Clerk and the departmental staff include, but are not limited to:

(1) Directs and oversees preparation and distribution of the City Council meeting agendas; ensures compliance with legal requirements regarding official postings, public notices and advertising.

(2) Develops, implements and manages the records management system and responds to citizen inquiries.

(3) Processes all requests for access to city records in compliance with state and federal freedom of information laws.

(4) Serves as a local registrar for the State of Illinois Office of Vital Records for Coles County for birth and death certificates.

(5) Administers the municipality's employment policies and procedures as prescribed by personnel ordinances, employee handbooks and collective bargaining agreements. The Clerk manages document preparation and retention pertaining to job descriptions, employee classification and compensation, recruitment, selection, performance appraisal, discipline, grievances and termination, as delegated by the City Manager.

(6) Facilitates organization wide training to assure employer compliance with state and federal equal employment opportunity, affirmative action and discrimination laws, as delegated by the City Manager.

(7) Administers the municipality's risk management program including property, casualty, auto, inland marine, law enforcement liability, public officials liability, employment practices liability, workers compensation, medical, dental, life and disability insurance, as delegated by the City Manager.

(8) ~~Staffs~~ Serves on the safety committee. The Safety Committee consists of the City ~~Administrator~~ Manager, as Committee Chair and representatives of each department of the municipality. It meets on a quarterly basis for the purpose of identifying and correcting unsafe or unhealthy working conditions.

(a) The Safety Committee reviews and approves written policies and procedures for each of the written programs required by state and federal occupational health and safety regulations.

(b) The Safety Committee conducts safety audits; reviews accident reports, formulates accident prevention recommendations and otherwise critiques the city's safety and risk management program.

(c) The Safety Committee makes personal inspections, participates in government inspections and investigates complaints concerning allegations of unsafe or unhealthy conditions.

(d) The Safety Committee promotes education programs, which will motivate adoption of safe working habits.

(9) Issues licenses in accordance with state statutes and the ordinances of the municipality and keeps a record in a suitable book of each license granted, to whom granted, for what purpose, for what length of time granted, the location of the place of business for which the license was obtained and the amount of the license fee paid.

(10) Serves as the authorized agent of the municipality for administration of the Illinois Municipal Retirement Fund.

(11) Serves as a member of the Board of Trustees for the Firemen's Pension Fund and maintains the accounting system for both the Firemen's and Police Pension Funds.

(12) Records payments received on the Economic Development Revolving Loan Fund and files semi-annual reports on principal and interest recaptured to the Illinois Department of Commerce and Community Affairs.

(13) Manages billings to commercial property owners outside the city limits for stand-by fire protection contracts.

(14) ~~Supervise absentee election balloting for the Coles County Clerk.~~ Serves as the Administrator of the City's 457 and 125 plans.

(15) Directs rental of the Burgess Osborne Auditorium building public buildings and parking lots, issues boat permits and maintains records of campground rentals.

§ 31.36 CITY ATTORNEY.

(A) The Mayor with the advice and consent of the City Council City Manager shall appoint a City Attorney. The term of office of the City Attorney shall be coterminous with the term of the Mayor. The person appointed by the Mayor City Manager to the position of City Attorney shall be nominated solely on the basis of training, qualifications and experience. The City Attorney shall have a Juris Doctor degree and be a licensed attorney under the laws of the State of Illinois, authorized to practice in the Illinois Circuit and Appellate Courts and the Federal District Court for the Central District of Illinois. The City Attorney shall be a member in good standing with the Illinois State Bar Association. The City Council may enter into an agreement with the City Attorney that prescribes legal services to be performed, the compensation for such services and residency requirements equivalent to requirements that apply to employees of the municipality.

(B) It shall be the duty of the City Attorney to prosecute or defend in behalf of the city (when the services of an attorney are necessary) in all cases in which the interest of the city or the official acts of any officer or agent of the city are involved, except in local improvement matters. He shall pass upon all fee bills of officers and courts and the liability of the city therefor. He shall attend all City Council meetings, and, when required, advise the Council, or any city officers, in relation to all matters of law arising, in which the interests of said city are in question. He shall make reports concerning any suits as to which the city may be a party, whenever directed to do so by the Council.

(C) The City Attorney shall prepare and draft ordinances. He shall furnish opinions, orally or written, as requested by the Council, or any officer, board or department of the city government, on any legal question concerning the rights and liabilities of the city. He shall advise the officials of the city with reference to their duty. He shall draw contracts, bonds, or instruments in writing, in behalf of the city, or examine and approve the same when required by the Council, ~~or the Mayor~~ or the City Manager, so to do.

(D) It shall be his duty when his services are necessary, to prosecute any suit brought in the name of the city for the recovery of any penalty, or fine, for the violation of any of the laws or ordinances of the city. He shall cause execution to issue upon all judgments recovered in favor of the city, and shall direct the Chief of Police to attend to their prompt collection. The City Manager shall be the regular contact for the City Attorney and ~~He~~ he shall report to the Council, ~~or the~~ and Mayor, all cases in which he shall deem it expedient to take an appeal or writ of error on behalf of the city, and the Mayor, or City Manager as authorized, shall enter into such bonds, or other obligations as required, on the part of the city, under the corporation seal, and the sureties on said bond shall be indemnified by the city from all loss and damage. The City Clerk shall deliver to the City Attorney any bond or other paper necessary to be used in any suit or other proceeding, taking his receipt for same.

§ 31.37 CITY ENGINEER.

(A) The City Council may from time to time as ~~needed, necessity~~ authorize the employment of ~~requires employ~~ a competent civil engineer or engineers to do the general engineering work of the city, exclusive of engineering work to be performed in connection with any local or public improvement instituted under the Local Improvement Act of the state. The City Engineer shall be paid such compensation as shall be fixed by the Council. The City Manager shall be responsible for the selection and employment of such City Engineer or Engineers.

(1) The City Engineer shall prepare and submit plans, estimates and specifications for such work as the ~~Council~~ City Manager may direct. He shall supervise the construction of all public work for which he is employed and see that it is properly executed; and if the contractor fails or refuses to execute the work in accordance with his contract, the Engineer shall suspend the work and report the facts to the City Manager ~~Mayor~~.

(2) He shall, when required, receive, inspect and measure all material to be used in any public work of the city, and if necessary, shall keep an accurate account of the quantity and quality of the same, the cost thereof, from whom received and for what purpose used, or to be used; he shall examine all bills for material so received by him or in connection with his department, and, if found correct, shall certify same to the Council for allowance.

(3) He shall give or mark the grade of any street or alley, where established, at the request of any person desiring to erect any building or enclosure or to lay any sidewalk thereon. He shall make surveys within and for the city that he may be called upon to make by the City Manager ~~Mayor, Council~~ or Board of Local Improvements, and shall employ the necessary chairpeople and such other assistants as the City Manager or Council may authorize.

(4) All records, plans, specifications, and maps prepared or kept by him in connection with the foregoing services shall be the property of the city.

~~§ 31.39 HEALTH OFFICER.~~

~~—(A) There is hereby created the office of Health Officer. He shall be a competent, experienced, licensed physician of recognized medical reputation.~~

~~—(B) The Health Officer shall examine into, report and act upon all matters pertaining to public health and the sanitary condition of the city. He shall cause inspections to be made and all nuisances to be abated, and in case of any contagious diseases he shall take all necessary steps to prevent the spread thereof. He shall enforce all ordinances relating to public health.~~

~~(68 Code, § 11.01)~~

SECTION 2: Code Amendments – Chapter 32. The current provisions of § 32.03 Rules of Order, § 32.05 Powers, Functions and Duties, § 32.16 Insurance Study Committee, of Chapter 32: CITY COUNCIL of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 32: CITY COUNCIL

Section

General Provisions

32.03 Rules of order

32.05 Powers, functions and duties

Council Committees

§ 32.03 RULES OF ORDER.

At a City Council meeting:

(A) The Mayor shall take the chair at the appointed hour and call to order, and at the instance of any two members present compel the attendance of absent members. Should the Mayor fail to appear for a quarter hour thereafter, the City Clerk shall call the meeting to order and the Council shall appoint one of its members to act as Chairperson and Mayor pro tem, during such absence of the Mayor.

(B) (1) The order of business at all regular meetings shall be as follows:

(a) Pledge of Allegiance.

(b) Roll call.

(c) Consent agenda. Items listed on the consent agenda are considered to be routine in nature and will be enacted by one motion. Prior to asking for a motion to approve the consent agenda, the Mayor will ask if anyone desires to remove an item from the consent agenda for public discussion. No separate discussion of these items will occur unless a Council member requests the item to be removed from the consent agenda. If an item is removed from the consent agenda, it will be considered elsewhere on the meeting agenda.

(d) Minutes of previous meetings.

(e) Reports of ~~special committees~~ the City Manager.

~~(f) Reports of municipal officers, departmental commissioners or department heads.~~

~~(g)~~(f) Approval of the payroll and bills submitted since the last Council meeting.

~~(h)~~(g) Public 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.

(i) Unfinished business.

(j) New business.

(k) Miscellaneous business.

(l) Recess to closed session. The agenda must cite the specific statutory exception to the Illinois Open Meetings Act, being ILCS Ch. 5, Act 120, §2(c), that allows discussion of topics in closed session.

(m) Reconvene from closed session; consider motions or notice of motions pertaining to topics discussed in closed session, if noticed in the agenda.

(n) Adjourn.

(2) This order of business may be changed during any meeting as may be convenient by a vote of a majority of all the members elected.

(C) The Mayor shall preserve order and decorum and shall decide all questions of order, subject to an appeal to the Council. A majority of all the members elected shall carry the appeal, unless the subject matter sought to be considered requires a large vote for its adoption, in which case a like vote shall be necessary to overrule the decision of the chair.

(D) Any member called to order shall immediately take his seat until the point of order is decided.

(E) Appeals shall be decided without debate, but the chair and the appealing member may each speak once to explain.

(F) On appeal the question shall be in the following form, "Shall the decision of the chair be sustained?"

(G) Any member desiring to speak on any question (or proposing a motion) shall rise and address the chair, but shall not proceed until recognized by the chair. He shall not speak longer than ten minutes, or more than once, except by general consent. The mover may, however, speak to close debate for not to exceed five minutes.

(H) Any member indulging in personalities, reflections injurious to any member of the Council or not speaking in order, or smoking, shall be called to order.

(I) All petitions and other communications shall be in writing.

(J) While any member has the floor and is speaking no other member shall engage in conversation, or pass between him and the chair or otherwise interrupt the speaker.

(K) When a question is stated every member present shall vote, unless excused by the Council, or unless pecuniarily or personally, directly or indirectly, interested in the result of the vote, in which case he shall not vote.

(L) No motion shall be entertained unless seconded; when seconded it shall be stated by the chair, and if he or any other member requires it, reduced to writing.

(M) When a motion or resolution has been so stated it shall be in the possession of the Council, but it may by consent of the Council be withdrawn at any time before it is acted upon.

(N) If a question contains more than one distinct proposition, it may be divided by the chair on the request of any member.

(O) When a blank is to be filled or the motion is to strike out and insert, and different sums or times are proposed, the question shall first be put upon the largest sum or the longest time.

(P) When a question is under debate no motion shall be entertained unless for the previous question, to refer, to postpone, to adjourn to a certain day, to lay on the table, to amend, or to adjourn the Council.

(Q) A motion for the "previous question," or to lay on the table, until decided, preclude all amendment and all debate or to adjourn to a certain day, shall, until decided, preclude all amendment to the main question.

(R) The previous question shall be put as follows: "Shall the main question be now put?"

(S) A motion to adjourn (without conditions or time) shall always be in order and decided without debate.

(T) The name of a member offering a motion, ordinance, resolution or other proposition, shall be entered with it upon the journal.

(U) The following city officers shall attend all regular meetings of the Council unless excused by the Mayor: City Clerk, City Attorney, Treasurer, Chief of Police, ~~Health Officer~~, Fire Chief, Community Development and Planning Director, Tourism Director, City Engineer and ~~Superintendent of Streets~~, Public Works Director.

(V) No vote of the Council shall be reconsidered or rescinded at any meeting of the Council, unless at such meeting there be present as many members as were present when such vote was taken.

(W) All ordinances, resolutions or other propositions or motions in writing, which are finally disposed of unfavorably shall, unless returned to the introducer at his request, be destroyed by the Clerk after 30 days.

(X) All ordinances, resolutions or other motions and propositions in writing which shall remain on file for more than 90 days without any action being taken thereon shall be deemed abandoned, and shall be destroyed by the Clerk.

(Y) All ordinances or resolutions for the consideration of the Council shall be filed with the City Clerk at least 72 hours before the meeting at which they are to be presented and considered, and the Clerk shall furnish copies thereof to each member of the Council and the City Attorney 48 hours before the meeting at which same are to be considered, unless waived by a vote of at least four members of the Council.

(Z) On all questions of order not herein specially provided for, Roberts Rules of Order for Parliamentary Practice is adopted and made the law governing the deliberations of the Council.

§ 32.05 POWERS, FUNCTIONS AND DUTIES.

(A) The City Council has and shall exercise all legislative powers, functions and duties conferred upon the city or its officers.

(1) It shall make all orders ~~for the doing of work, or~~ the making or construction of any improvements, bridges or buildings. It shall levy all taxes, apportion and appropriate all funds, and audit and allow all bills, accounts, payrolls, and claims, and order payment thereof. It shall make or authorize the making of all contracts, and no contract shall bind or be obligatory upon the city unless either made by ordinance or resolution adopted by the Council or reduced to writing and approved by the Council, or expressly authorized by ordinance or resolution adopted by the Council.

(2) ~~All commissioners of departments and officers are the agents of the Council only, and all their acts shall be subject to review or approval or revocation by the Council. Every commissioner or officer shall, from time to time, as required by law or ordinance, or when requested by the Council, or whenever he or she shall deem necessary for the good of the public service, report to the Council in writing respecting the business of his or her department, office or matters connected therewith. Each commissioner or department head may make such rules and regulations or issue such commands and directions as he or she may deem wise and expedient for the proper conduct of the business of his or her department.~~

(3) The Council may, by ordinance or resolution, assign to an ~~commissioner~~, officer or employee, duties in respect to the business of any other City departments, offices or employment, and such service shall be rendered without additional compensation.

(B) The Council shall adopt rules governing its order of business and prescribe the manner in which legislation shall be considered, which rules shall not be inconsistent with the law and ordinance.

(C) Classification of employees.

(1) *Probationary employees.* Except for police officers and firefighters, an employee is a probationary employee for his or her first six months of employment unless otherwise stated in a collective bargaining agreement. A police officer or firefighter is a probationary employee for his or her first 12 months of employment. The City Manager may discharge the employee with or without cause during this probationary period.

(2) *Regular full-time employees.* A person working the regularly scheduled number of hours is considered a regular full-time employee. Temporary employees are not considered regular full-time employees.

(3) *Regular part-time employees.* A person working less than the regularly scheduled number of hours is considered a regular part-time employee.

(4) *Temporary employees.* A person expected to be employed for a period of less than six consecutive months or less than 1,000 hours in the next 12-month period is considered a temporary employee. Temporary

employees may work the regularly scheduled number of hours (full- time) or less than the regularly scheduled number of hours (part-time).

(5) *Exempt employees.* A person appointed to a management, supervisory or confidential position as defined by the Fair Labor Standards Act and/or the Illinois Labor Relations Board.

(6) *Non-exempt employees.* A person appointed to a position that is not an exempt position.

(D) Appointment authority. Except as otherwise provided by law, the City Manager shall determine the need for and hire ~~A new~~ probationary, regular full-time, regular part-time, exempt and non-exempt employees of the municipality ~~may be hired only by the affirmative vote of a super majority (75% or more) of the total members of the City Council then holding office.~~ If such authority is delegated by the City Manager, ~~T~~ temporary employees may be appointed by departmental directors. ~~with the approval of the departmental commissioner.~~

§ 32.16 INSURANCE STUDY COMMITTEE.

(A) An Insurance Study Committee is hereby appointed with each member to serve until replaced by a subsequent appointee.

(B) The Committee shall consist of nine members, with the membership electing a chairperson and a secretary at its first meeting subsequent to the adoption of this section.

(C) The Committee shall adopt its own rules of procedure, and, in the absence of such rules of procedure, shall follow “Robert's Rules of Order.”

(D) The Committee is a public body and shall comply with the Illinois Open Meetings Act by giving public notice of its meetings.

(E) The Committee shall receive its assignments from the City Council and the City Manager. ~~through the Finance Commissioner.~~

(F) The Committee shall make recommendations to the City Council and City Manager, in its advisory capacity with respect to insurance coverages purchased by the city in all forms and all coverages.

SECTION 3: Code Amendments – Chapter 33. The current provisions of § 33.001 Distribution of Powers, § 33.002 Appointment of Assistants and Employees, § 33.015 Powers and Duties of Mayor as the Commissioner of the Department of Public Affairs, § 33.025 Powers And Duties of the Commissioner of Accounts and Finances, § 33.035 Powers and Duties of the Commissioner of Streets and Public Improvement, § 33.045 Powers and Duties of the Commissioner of Public Property, § 33.055 Powers and Duties of the Commissioner of Public Health and Safety, § 33.065 Arts Council Regulations, § 33.075 Establishment, § 33.076 Appointment, § 33.077 Qualifications, § 33.078 Compensation, § 33.079 Officers and § 33.095 Membership of Chapter 33 CITY COUNCIL of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. **text**), as follows:

CHAPTER 33: DEPARTMENTS, BOARDS AND COMMISSIONS

Section

General Provisions

33.001 Distribution of powers

33.002 Appointment of assistants and employees

Department of Public Affairs

33.015 Powers and duties of Mayor and City Manager ~~as the Commissioner of the Department of Public Affairs~~

Department of Accounts and Finances

33.025 Powers and duties of the Finance Director ~~Commissioner of Accounts and Finances~~

Department of Streets and Public Improvement

33.035 Powers and duties of the ~~Public Works Director~~ Commissioner of Streets and Public Improvement

Department of Public Property

33.045 Powers and duties of the ~~Public Works Director~~ Commissioner of Public Property

Department of Public Health and Safety

33.055 Powers and duties of the ~~Fire Chief~~ Commissioner of Public Health and Safety

City Arts Council

33.065 Arts Council regulations

Public Works Advisory Board

33.075 Establishment

33.076 Appointment

33.077 Qualifications

33.078 Compensation

33.079 Officers

Community Planning and Zoning Commission

33.095 Membership

§ 33.001 DISTRIBUTION OF POWERS.

The executive and administrative powers, authority and duties in the city are generally vested in the City Manager. ~~distributed into and among the several departments and powers and duties to be performed are determined and assigned to the appropriate departments and officers, all as hereinafter set forth in §§ 32.05, 33.002, 33.003, and 33.015 through 33.055.~~

(Ord. 2001-5083, passed 9-18-2001)

§ 33.002 APPOINTMENT OF ASSISTANTS AND EMPLOYEES.

- (A) Except as otherwise provided by law or ordinance, the City Manager ~~the Superintendent of each department~~ shall make and enforce such rules and regulations adopted by the Council as may be necessary to secure efficient conduct of the service of the ~~Commissioner's~~ City departments and of the business in charge thereof.
- (B) Except as otherwise provided by statute, the ordinances of the city, applicable labor agreements, and the applicable personnel codes, the ~~Council~~ City Manager is vested with the right, power and authority to approve and confirm all appointments and has the power to discharge at any time the heads of all departments ~~subordinate to the Commissioners thereof~~, as well as any and all employees within such departments. ~~All ex-officio members and officers shall have the right to vote.~~
- (C) The ~~Commissioner or Mayor in charge of any department~~ City Manager shall submit to the Council for its approval his or her candidate for appointment to fill a vacancy of a department head, if the vacancy be created by reason of retirement, resignation or discharge, not less than 15 days before the vacancy shall exist as soon as possible if not before the vacancy exists. If the Commissioner or Mayor fails or refuses to submit a candidate for consideration and approval, or if the candidate submitted is not acceptable to the Council, then the Council shall proceed to fill the vacancy. In the event of a vacancy by death, or otherwise without notice, the Commissioner or Mayor in charge of such department shall submit his or her candidate to the Council to fill the vacancy not later than 30 days thereafter.

~~DEPARTMENT OF PUBLIC AFFAIRS~~

~~§ 33.015 POWERS AND DUTIES OF MAYOR AND CITY MANAGER AS THE COMMISSIONER OF THE DEPARTMENT OF PUBLIC AFFAIRS.~~

(A) The Mayor shall be the president of the Council and preside at its meetings. The ~~Mayor~~ City Manager shall supervise all departments and report to the Council for its action all matters requiring Council attention in any department. The City Manager shall be the chief executive officer, responsible for the day-to-day

operations and implementing the policies set by the Mayor and City Council. The ~~Mayor~~ City Manager shall have and exercise all the powers and perform all the duties provided or prescribed by law or the ordinances of the city, not in conflict with the provisions of this chapter. ~~The Mayor shall be Commissioner of the Department of Public Affairs, and as such shall be the chief executive officer of the municipal corporation.~~ The Mayor or City Manager shall sign all contracts on behalf of the city. ~~and The City Manager~~ shall have charge of and cause to be prepared and published all statements and reports required by law or ordinance or by resolution of the Council.

(B) The ~~Mayor~~ City Manager shall grant all licenses or permits, unless otherwise provided by law or ordinance, ~~and in the absence or inability of any of the Commissioners to act, shall exercise temporary supervision over the department assigned to said Commissioner. He or she~~ The City Manager shall have supervision of all purchases of all materials, apparatus and supplies ~~of his or her department or the offices and departments assigned thereto.~~

(C) The ~~Mayor~~ City Manager shall have general supervision and control of the Police Department and all officers and members thereof. The ~~Mayor~~ City Manager shall see that all police officers are prompt and faithful in the discharge of their respective duties and from time to time shall take such measures as he or she may deem expedient for the preservation of peace and good order and the enforcement of the laws and ordinances of the city.

(D) The ~~Mayor~~ City Manager shall have general supervision and control of the Community Development and Planning Department and its land use regulatory functions, including planning, zoning and building code enforcement. The ~~Mayor~~ City Manager shall provide general supervision and control of the office of the City Clerk and all business regulatory functions of the municipality. The Public Library trustees shall be appointed under by the supervision of the Mayor in the manner and form prescribed by statute.

(E) The ~~Mayor~~ City Manager appoints the City Attorney and the City Council appoints the Treasurer, and City Clerk and City Administrator with the advice and consent of the City Council. Except when another appointment authority is prescribed by statute or ordinance, the Mayor appoints members of boards, commissions and advisory committees of the municipality with the advice and consent of the Council. The Mayor may appoint another commissioner or official to represent the city's interest in organizations of which the city is a member, subject to advice and consent of the Council. the mayor retains the appointment power over membership on certain boards and commissions, subject to advice and consent of the council. Thus, the mayor appoints, with the approval of the council, the members of the board of local improvements, the zoning board of appeals, and the plan commission.

(F) The City Manager, or his/her designee, shall have charge and supervision of Arts Council.
Cross-reference: § 33.065 ARTS COUNCIL REGULATIONS

(G) The City Manager shall have charge of and supervision over the Tourism Department, including operations of the Hotel/Motel Tax Fund and Festival Management Fund.

~~(F) All other officers or employees not by statute or ordinance apportioned or assigned to some other department are hereby assigned to the Department of Public Affairs and shall be under the control and supervision of the Mayor.~~

~~(G) The Commissioner of the Department of Public Affairs shall have charge of and supervision of organizational technology for the municipality.~~

(H) When not otherwise provided for by law or in this Code, the City Manager shall have the authority to appoint or designate such department heads, superintendents, directors as may be established by the City Council or this Code, or to delegate such authority to appropriate administrative personnel.

(I) *Local state of emergency.*

(1) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this division, except where the context clearly indicates a different meaning:

CURFEW. A prohibition against any person walking, running, loitering, standing or motoring upon any alley, street, highway, public property or vacant premises within the corporate limits of the city except officials of any governmental unit and persons officially designated to duty with reference to said civil emergency.

EMERGENCY. (a) A riot or unlawful assembly characterized by the use of actual force or violence or any threat to use force if accompanied by immediate power to execute by three or more persons acting together without authority of law; or (b) Any natural disaster, epidemic, or manmade calamity, including outbreak of disease, flood, conflagration, cyclone, tornado, earthquake or explosion, or eminent threat of any of those events within the corporate limits of the city, resulting in or threatening the death or injury of persons or the destruction of property to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare.

(2) *Declaration.* Whenever an emergency, as defined in division (H)(1) of this section exists, the Mayor is authorized to declare the existence of a local state of emergency by means of a written declaration of the Mayor, under oath, setting forth the facts which constitute the emergency, describing the nature of the emergency and declaring that a local state of emergency exists in accordance with the definitions set forth in this section. This declaration must be filed with the Municipal Clerk as soon as practicable after issuance.

(3) *Curfew authorized.* After proclamation of a local state of emergency by the Mayor, he or she may order a general curfew applicable to such geographical areas of the city or to the city as a whole, as he or she deems reasonable and advisable, and applicable during such hours of the day or night as he or she deems necessary in the interest of the public safety and welfare.

(4) *Orders authorized.* After the proclamation of a local state of emergency, the Mayor may also, in the interest of public safety and welfare, and to address this issues caused threatened by the emergency, make take any or all of the following actions by executive order during the state of emergency:

(a) All actions reasonably necessary to respond to the emergency;

(b) Approve previously appropriated expenditures of the city for the purpose of continuing the operations of the municipality;

(c) In the event the local state of emergency extends beyond the current fiscal year and a new budget has not been approved, Mayor shall be authorized to approve new spending by the city during the existence of the local state of emergency.

(d) Order the closing of all retail liquor stores, including taverns and private clubs or portions thereof wherein the consumption of intoxicating liquor and beer is permitted;

(e) Order the discontinuance of the sale of alcoholic liquor by any wholesaler or retailer;

(f) Order the discontinuance of selling, distributing or giving away gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;

(g) Order restrictions on ingress or egress to parts of the city to limit the occupancy of any premises;

(h) To make provisions for the availability and use of temporary emergency housing;

(i) Temporarily postpone, all meetings of the City Council, and any city committee, commission, board authority, or other city body as deemed appropriate by the Mayor;

(j) Temporarily close any and all streets, alleys, sidewalks, bike paths, public parks or public ways;

(k) Approve application for local, state, or federal assistance;

(l) Establish and control routes of transportation, ingress and egress;

(m) To the extent not superseded by authorities with superior jurisdiction, control ingress and egress from any designated disaster or emergency area or home, building or structures located therein;

(n) Accept services, gifts, grants loans, equipment, supplies, and /or materials whether from private, nonprofit, or governmental sources;

(o) Close or cancel the use of any municipally owned or operated building or public facility; or

(p) Issue any and all such other orders or undertake such other functions and activities as the Mayor reasonably believes is required to protect the health, safety, and welfare of persons or property within the city or otherwise preserve the public peace or abate, clean up, or mitigate the effects of any emergency or disaster.

(5) *Duration.* The declaration herein authorized shall be effective for a period of up to 21 days or until the adjournment of the next regular or special meeting of the City Council, whichever comes first, unless sooner terminated by a proclamation of the Mayor, or, his or her interim emergency successor, indicating that the civil emergency no longer exists. The Mayor or his or her interim emergency successor, shall have the power to re-proclaim the existence of an emergency at the end of each 21-day period during the time said emergency exists.

(6) *Notice.* Upon issuing the proclamation herein authorized, the Municipal Clerk shall notify the news media situated within the city, and shall cause at least four copies of the proclamation declaring the existence of the emergency and any curfew to be posted at the following places within the city: the city hall, the police station and in the area of any curfew.

(7) *Violations.* Any person violating the provisions of this section or executive orders issued pursuant hereto shall be guilty of an offense against the city and shall be punished as provided by § 10.99.

(8) *Effect on other ordinances.* Nothing contained in this section shall be construed to impair the powers contained in this code, giving powers to the police and fire departments, but shall be construed together with existing ordinances now in effect for the safety and welfare of the citizens of the city.

~~DEPARTMENT OF ACCOUNTS AND FINANCES~~

§ 33.025 POWERS AND DUTIES OF THE FINANCE DIRECTOR ~~COMMISSIONER OF ACCOUNTS AND FINANCES.~~

(A) The Finance Director shall be appointed by the City Manager. ~~Commissioner of Accounts and Finances~~ Finance Director shall have charge of and supervision over all accounts and records of the city, and of all officers, boards or departments required to keep or make accounts, records or reports. Said ~~Commissioner~~ Finance Director shall inspect or cause to be inspected all records or accounts required to be kept in any of the offices or departments of the City and shall cause proper accounts and records to be kept and proper reports to be made. The ~~Commissioner~~ Finance Director shall audit or cause to be audited at frequent intervals the accounts of every officer or employee who does or may receive or disburse money. The ~~Commissioner~~ Finance Director shall examine or cause to be examined and report to the Council upon all bills, accounts, payrolls and claims before they are acted upon or allowed, unless otherwise provided by law.

(B) The ~~Commissioner of Accounts and Finances~~ Finance Director shall procure, from all persons or corporations operating public service utilities on, in or about the city, and cause to be placed on file, such reports as they are by law or ordinance or otherwise required to make to the city, or any of its officers, and shall procure copies of such reports as are made to the state or any public office or department, and shall cause same to be placed on file, and shall collect, or cause to be collected, all license fees, franchise taxes, rentals or other monies which may be due or become due to the city; the ~~Commissioner~~ Finance Director shall report to the Council any failure to make reports or pay money due to the city, which such recommendations in relation thereto as the ~~Commissioner~~ Finance Director may deem proper. The ~~Commissioner~~ Finance Director shall, whenever the city

has authority so to do, cause to be examined the accounts and records of any person or corporation operating a public service utility in the city, and shall report to the Council any refusal to permit such examination.

(C) ~~The Commissioner of Accounts and Finances~~ Finance Director, with approval of the Council, shall have control and supervision over all matters of bonds and insurance purchased or to be purchased, including any renewals or re-issuance thereof, in all departments of the city with the advice and consent of the Council.

(D) ~~The Commissioner of Accounts and Finances shall be the Vice President of the Council, and in case of a vacancy in the office of Mayor or the absence or inability of the Mayor to act, shall perform the duties of the Mayor.~~

(E) ~~The Commissioner of Accounts and Finances~~ Finance Director shall have charge of all accounts, collections and disbursements of all departments and all bills for city salaries, and all demands coming from the judicial branch of the city government, and shall approve same if just and correct.

(F) ~~The Commissioner of Accounts and Finances~~ City Manager, of his/her designee, shall have charge of city beautification and the environmental committee.

(G) ~~The Commissioner of Accounts and Finances~~ Finance Director shall, upon application, be entitled to such assistance from other departments as may be necessary for any purpose pertaining to his or her department, and the ~~Commissioner~~ Finance Director shall have control and supervision over all department employees or officers as may be assigned authorized or delegated by the City Manager to the ~~Commissioner's~~ Finance Director department.

~~DEPARTMENT OF STREETS AND PUBLIC IMPROVEMENT~~

§ 33.035 POWERS AND DUTIES OF THE PUBLIC WORKS DIRECTOR ~~COMMISSIONER OF STREETS AND PUBLIC IMPROVEMENT.~~

(A) ~~The Commissioner of Streets and Public Improvement~~ Public Works Director, ~~who ex-officio shall be Commissioner of Public Works,~~ shall have authority over and charge of the cleaning, sprinkling and repair of streets, alleys, and public places, except as otherwise provided herein, and the entire erection, making and reconstruction of all street improvements, paving, curbing, sidewalks, bridges, viaducts, subways and all public improvements and the repair thereof, including the improvement and repair of water and sewer mains, unless otherwise provided by law or by ordinance.

(B) ~~The Commissioner of Streets and Public Improvement~~ Public Works Director shall have charge of and supervision of all right-of-way owned by the city together with the care and maintenance of trees, other landscape and street furniture within the right-of-way.

(C) ~~The Commissioner of Streets and Public Improvement~~ Public Works Director shall approve the estimates ~~of the Public Works Director,~~ which may be made from time to time, of the cost of such work, as the same progresses, and shall recommend to the Council the acceptance of the work done or improvement made, when completed according to contract, and perform such other duties as may be required by ordinance or resolution.

(D) ~~The Commissioner of Streets and Public Improvement~~ Public Works Director shall have charge of, and have the control, management and direction of lighting of streets, alleys, parking lots, public grounds, bridges, viaducts, subways and buildings not otherwise assigned by law and this chapter. ~~The Commissioner~~ Public Works Director shall have charge of, control and management of the connection of all electric wiring to and with the wires of any public utility corporation, or person rendering service under any franchise, grant or contract; and to issue permits for the same.

(E) ~~The Commissioner of Streets and Public Improvement~~ Public Works Director shall have charge of the location of the excavations to be made in paved streets or alleys or other places for the purpose of repairing, tapping, inspecting or otherwise, but the issuing of permits for said excavations shall be by the Community

Development and Planning Department, provided the ~~written~~ consent of the Street Superintendent is first had and obtained. The ~~Commissioner~~ Public Works Director shall have charge of keeping open all catch basins and of making ordinary repairs thereon.

(F) The ~~Commissioner of Streets and Public Improvement~~ Public Works Director shall have charge and control of the inspections made upon matters pertaining to the ~~Commissioner's~~ Public Works Director's department and collect for same according to law. The ~~Commissioner~~ Public Works Director shall have supervision of the purchasing of all material, apparatus and supplies to the ~~Commissioner's~~ Public Works Director's department, and of the offices and departments assigned thereto. The ~~Commissioner~~ Public Works Director shall, upon application, be entitled to such assistance from any other department as may be necessary for any purpose pertaining to the ~~Commissioner's~~ Public Works Director's department and the ~~Commissioner~~ Public Works Director shall have control and supervision over all ~~department~~ employees or officers as may be assigned ~~authorized or delegated by the City Manager~~ to the ~~Commissioner's~~ Public Works Director.

(G) The ~~Commissioner of Streets and Public Improvement~~ Public Works Director shall have supervision of the purchase of material and supplies for construction or repair work or for use in the ~~Commissioner's~~ Public Works Director's department or the offices and departments assigned thereto, the Superintendent of Streets and all employees, all sidewalk work, all officers and employees employed in connection with the work of the department, are apportioned and assigned to the ~~Commissioner of Streets and Public Improvement~~ Public Works Director and shall be under the supervision and direction of the ~~Commissioner~~ Public Works Director, as may be authorized or delegated by the City Manager thereof.

(H) The ~~Commissioner of Streets and Public Improvement~~ Public Works Director shall have charge of and supervision over the placement, installation, repair and maintenance of traffic signs and traffic control lights.

(J) ~~Except for water, sewer, cemetery, park and lake operations, t~~ The ~~Commissioner of Streets and Public Improvement~~ Public Works Director shall have general supervision and control over sanitation, construction inspection and equipment maintenance functions.

(J) The ~~Commissioner of Public Property~~ Public Works Director shall have charge of and supervision and control over the water and sewer treatment plants, the Lake Mattoon and Lake Paradise water reservoirs, and all officers, employees, as may be authorized or delegated by the City Manager, and the property, apparatus and equipment used or capable of being used therewith.

(K) The ~~Commissioner of Public Property~~ Public Works Director shall have charge of and supervision and control over all buildings and grounds owned by the city.

~~DEPARTMENT OF PUBLIC PROPERTY~~

§ 33.045 POWERS AND DUTIES OF THE PARKS AND RECREATION DIRECTOR ~~COMMISSIONER OF PUBLIC PROPERTY.~~

(A) The ~~Commissioner of Public Property~~ shall have charge of and supervision and control over the water and sewer treatment plants, the Lake Mattoon and Lake Paradise water reservoirs, and all officers, employees, property, apparatus and equipment used or capable of being used therewith.

~~—(B) The Commissioner of Public Property shall have charge of and supervision and control over all buildings and grounds owned by the city.~~

(C) (A) The ~~Commissioner of Public Property~~ Parks and Recreation Director shall have general supervision and control of all public parks, playgrounds and pleasure grounds within or belonging to the city, and all animals, birds, livestock, plants, trees and shrubbery contained therein or kept or used in connection with parks.

~~—(D) (B) The Commissioner of Public Property~~ Parks and Recreation Director shall have charge of and supervision over the improvement, maintenance and care of Dodge Grove Cemetery.

~~(E) The Commissioner of Public Property shall, upon application, be entitled to such assistance from other departments as may be necessary for any purpose pertaining to the Commissioner's department and the Commissioner shall have control and supervision over all employees or officers as may be assigned to the Commissioner's department.~~

~~DEPARTMENT OF PUBLIC HEALTH AND SAFETY~~

~~§ 33.055 POWERS AND DUTIES OF THE~~ **FIRE CHIEF** ~~COMMISSIONER OF PUBLIC HEALTH AND SAFETY.~~

(A) ~~The Commissioner of Public Health and Safety~~ **Fire Chief** shall have general supervision and control of the Fire Department and all fire fighters, officers and employees therein and supervision over all Fire Stations, property and apparatus used in or by the Fire Department.

~~—(B) The Commissioner of Public Health and Safety shall have charge of and supervision over the Tourism Department, including operations of the Hotel/Motel Tax Fund and Festival Management Fund.~~

~~—(C) The Commissioner of Public Health and Safety shall have charge and supervision of the Mattoon Arts Council.~~

CITY ARTS COUNCIL

§ 33.065 ARTS COUNCIL REGULATIONS.

(A) *Purpose.*

(1) *Vision.* The Mattoon Arts Council envisions a vibrant, creative community where arts activities are frequent and evident, where members of the community have opportunities to experience and engage in the arts directly and where arts activities are appreciated as an asset for the community and economic development.

(2) *Mission.* The Mattoon Arts Council supports, develops, facilitates and promotes high-quality, affordable arts programs and events for people of all ages.

(3) *Values.*

(a) Our work must be done in collaboration with others to make the most of our assets as a small community.

(b) We define **ART** to include the widest possible interpretation of the language, visual and performing arts.

(c) The presence of arts intrinsically enhances a community's quality of life.

(d) We especially value, seek out and support events that offer opportunities to educate.

(e) Engagement in artistic activities stimulates community creativity and attracts people to a community in ways that have long term social and economic benefits.

(B) *Council Board of Directors.*

(1) *General powers.* The affairs of the Mattoon Arts Council shall be managed by its Board of Directors.

(2) *Membership.* Directors of the Mattoon Arts Council are appointed by the Mayor with confirmation by the City Council from the nominations of the Mattoon Arts Council Board of Directors. The Board will consist of 11 voting members, a majority of whom shall be residents of the City. The City ~~Administrator~~ **City Manager**, ~~the designated City Council member overseeing the Arts Council~~ and the Tourism Director will serve as ex officio (non-voting) members of the Board.

(3) *Terms.* Length of term is two years. The terms of the Board membership are staggered. Annual appointments by the City Council take place in September. Directors are limited to three full terms. Past Board Directors may be re-appointed to an additional term after being off the Board for a minimum period of one year. Term limits can be waived one time in a special circumstance by a two-thirds vote of the Board of Directors.

(4) *Compensation.* No Director of the Mattoon Arts Council shall be compensated for the performance of services for the Council, but may, by resolution of the Council, be reimbursed for expenses incurred on behalf of the Council. No part of net earnings or other assets of the Council shall inure to the benefit of, or be distributable to its members, directors or any private persons.

(5) *Responsibilities.* Council Board Directors are expected to be active in the management and activities of the Mattoon Arts Council. Council Directors are expected to attend a minimum of two-thirds of all meetings, be actively involved in at least one committee and publicly support the arts and the Arts Council.

(a) The Mattoon Arts Council Board members shall make final approval, by majority vote, of any expenditures greater than \$500 from funds collected by donations, membership fees and other fundraising activities.

(b) Any expenditures greater than \$100, but less than \$500 shall be approved by any two of the four sitting Arts Council officers.

(c) Any expenditures less than \$100 shall be approved by the Tourism Director or the Arts Coordinator at the Director's discretion.

(d) Upon approval of expenditures as set forth herein above, the ~~Commissioner of Accounts and Finance~~ **Finance Director** of the City shall prepare or shall direct the preparation of checks and distribute said checks for payment in a timely manner.

(6) *Resignation.* Any Council Board Director may resign by submitting a letter of resignation to the Chairman.

(7) *Removal.* A Director who misses 50% of the meetings or three consecutive meetings during a one-year period may be removed from the Board by the Chairman.

(8) *Vacancies.* For any vacancy on the Council Board, the Board Chairman will make the appointment, with approval by the Board and the City Council. A Director appointed to fill a vacancy shall serve for the unexpired term of his/her predecessor.

(9) *Council advisers.* The Chairman may invite members of the community to sit as Council advisers, with the approval of the Council Board, on such terms as determined by the Council Board. Advisers will be welcomed to share knowledge and expertise that may assist Council Board in attaining the Mattoon Arts Council's objectives. There shall be no fixed term or maximum number of Council advisers. Council advisers shall not have voting privileges at Board meetings but may make recommendations to the Council Board.

(C) *Officers.*

(1) *Officers.* The officers of the Mattoon Arts Council shall be Chairman, Vice-Chairman, Secretary and Treasurer and other such officers as the Board may direct. No two offices may be held by the same person.

(2) *Elections and terms of office.* The officers shall be elected annually in October. The officers shall hold an office for a two-year term. The Board may grant up to two one-year extensions to an officer's term. A Director may return to an office after one year.

(3) *Removal.* An officer elected or appointed by the Board of Directors may be removed by a two-thirds vote of the members of the Board of Directors.

(4) *Vacancies.* A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

(5) *Chairman.* The Chairman shall preside at all meetings of the Mattoon Arts Council and shall have general supervision over all business, affairs and activities of the Mattoon Arts Council. The Chairman shall appoint all standing committees.

(6) *Vice Chairman.* The Vice Chairman shall preside in the absence of the Chairman.

(7) *Secretary.* The Secretary shall be responsible for the usual duties including keeping minutes of all meetings, and other duties, from time to time, as assigned by the Chairman.

(8) *Treasurer.* The Treasurer shall be responsible for the usual duties including maintaining all financial accounts and records and presenting a financial report at each Board meeting, and other duties, from time to time, as assigned by the Chairman.

(D) *Meetings.*

(1) *Regular meetings.* Meetings shall be held monthly. Time and location will be determined by the Council Board.

(2) *Quorum.* A quorum shall consist of a simple majority of all appointed voting Mattoon Arts Council Directors. Routine business shall be transacted by a simple majority vote. If a quorum is present, the affirmative vote of a majority of those present at the meeting shall be the act of the Mattoon Arts Council. Each Director of the Mattoon Arts Council is entitled to cast one vote. There shall be no proxy voting. Whenever permissible, a Director may attend by telephone or web connection.

(3) *Notice.* Notice of Board meetings shall be given at least five days prior to the meeting. Each Director shall receive notice by regular mail, phone or email. The notice shall include the date, time and place of the meeting.

(4) *Special meeting.* Special meetings of the Directors may be called at any time by the Chairman, or by any three Directors. Notice of a special meeting of the Council Board shall be given five days prior to the meeting.

(5) *Rules of Order.* Current Robert's Rules of Order shall govern the Mattoon Arts Council when not inconsistent with the by-laws of the Mattoon Arts Council or any other special rules of order the Council may adopt.

(6) *Fiscal year.* The fiscal year shall begin on the first day of May and end on the last day of April.

(E) *Committees.* The Mattoon Arts Council shall have the following committees and such other committees as the Council deems appropriate. Each committee shall choose a chair and may appoint community advisers to assist with committee activities.

(1) *Governance Committee.* Create and oversee structured mechanisms and tools that ensure competent management and high quality operations, guided by the objectives of our strategic plan.

(2) *Program Committee.* Provide compelling and coherent programming, competently offered, that provides value to our community and makes optimal use of our resources, guided by the objectives of our strategic plan.

(3) *Development Committee.* Provide or create increased fundraising efforts, for both the short term and long term financial operations of the Mattoon Arts Council, guided by the objectives of our strategic plan.

(4) *Nomination Committee.* Annually accept nominations and prepare a slate of officers for the Board of Directors. Develop policies and procedures that it deems necessary to ensure the successful succession of the Council.

(F) *Records and reports.*

(1) *Records.* The Mattoon Arts Council shall maintain adequate and correct books, records and accounts of its operations. All such books, records and accounts shall be kept by the Secretary and/or Treasurer, and surrendered upon completion of their term of office. Accurate minutes shall be kept of the proceedings of the Board of Directors. A record of the names and addresses of each member of the Council shall be kept on file, and updated annually. Past records shall be kept permanently in files for future reference.

(2) *Reports.* All books and accounts of the Mattoon Arts Council shall be open to inspection by the members of the Board of Directors and subject to public inspection under the Illinois Freedom of Information Act. All committees are expected to give monthly reports of their activities or non-active time. Any event needs to provide a written report to the secretary of details including income, expenses and attendance. The calendar year shall be used for annual reporting to City Council during the month of January.

(3) *Financial reporting.* The ~~Commissioner of Accounts and Finance~~ **Finance Director** shall provide financial reporting and financial accounting in a manner consistent with the achievement of the stated vision, mission and values of the Mattoon Arts Council. The ~~Commissioner~~ **Finance Director** shall be charged with providing financial services including check writing responsibility; generating and circulating monthly financial reports; segregating Mattoon Arts Council funds; reviewing internal financial control; and providing a regular annual audit of financial records.

(G) *Other.*

(1) *Conflict of interest.* No Director of the Mattoon Arts Council shall use their position, or knowledge gained therefrom, in such a manner that a conflict between the organization and their personal interests arise. Each Council Director has a duty to place the interest of the Mattoon Arts Council foremost in dealings with the organization. If any Council Director has a personal interest in business or activity proposed, they are expected to fully disclose such interest. Any Director aware of a potential conflict should not be present for any discussion or vote in connection with the matter. Official minutes will reflect any abstaining votes.

(2) *Political activism.* The Mattoon Arts Council shall use neither its monies nor its name in furtherance of, nor engage in, political activity in support of any candidate for public office or issue for referendum. This shall not be construed to limit the exercising of the constitutional rights of any individual Director.

(3) *Non-discrimination.* The Mattoon Arts Council will not discriminate against people on the basis of race, color, sex, religion, income, national origin, age, disability, sexual orientation, political affiliation or any other legally protected characteristic in any of its policies, recommendations or actions.

(4) *Endowment.* The Board of Directors shall have the power to accept gifts of money or securities from donors and to designate the gifts as an endowment fund. The Mattoon Arts Council shall spend only the income from the interest generated by the endowment fund. The Board of Directors shall designate the institution for the deposit of funds.

(5) *Amendments to by-laws.* These by-laws may be amended or revised by the Board of Directors at any time, with 30 days prior notice of the amendment and a two-thirds vote of the Board quorum present at a regular meeting of the Mattoon Arts Council. By-laws then will go to the City Council for approval.

PUBLIC WORKS ADVISORY BOARD

§ 33.075 ESTABLISHMENT.

A Public Works Advisory Board is hereby created to advise the Public Works Director, ~~the Parks and Recreation Director~~ and the City Council on policy matters pertaining to the activities and functions of both the Public Works Department ~~and Parks and Recreation Department~~. All ~~corporate~~ **legislative** powers of the city and its Public Works Department ~~and Parks and Recreation Departments~~ are vested in the City Council. No individual member of the Board or collective action of the Board may direct action to be taken by the City Council, the Public Works Director, Parks and Recreation Director, employees or contractors of the city.

COMMUNITY PLANNING AND ZONING COMMISSION

§ 33.095 MEMBERSHIP.

The City Planning Commission authorized by this section shall consist of 11 members, with the power to vote so as to represent practically all the industrial, commercial, service, civil and labor interests. By virtue of their offices, the Superintendent of Schools, or his or her appointed designee, and the executive director of the Mattoon Chamber of Commerce shall be two of the 11 representing the community. Said 11 members are to be appointed by the Mayor, on the basis of their particular fitness or competency for their duty on said Commission, and who shall hold no other office in said city government, and such appointments are to be officially ratified by the City Council. The City ~~Administrator~~ **Manager**, City Attorney and the ~~City Building Inspector~~ **Community Development and Planning Director** shall serve in an advisory capacity only, without the power to vote. Members of the Planning Commission shall reside within the City of Mattoon or within territory contiguous to the municipality and not more than one and one-half miles beyond the corporate limits and not included within any other municipality.

SECTION 4: Code Amendments – Chapter 34. The current provisions of § 34.016 Police Chief, § 34.017 Deputy Police Chief, § 34.019 Auxiliary, Special and Temporary Police, § 34.026 City Jail, § 34.041 Fire Chief, § 34.043, Other Fire Officials, § 34.048 Safety Inspection of Public Buildings, § 34.049 Scene of Fire, § 34.050 Reports and § 34.090 Definitions of Chapter 34: **POLICE AND FIRE DEPARTMENTS** of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. **text**), as follows:

CHAPTER 34: POLICE AND FIRE DEPARTMENTS

Section

Police Department

- 34.016 Police Chief
- 34.017 Deputy Police Chief
- 34.019 Auxiliary, special, and temporary police
- 34.026 City jail

Fire Department

- 34.041 Fire Chief
- 34.043 Other fire officials
- 34.048 Safety inspection of public buildings
- 34.049 Scene of fire
- 34.050 Reports

Private Medical Transportation; Ambulance Service Regulations

- 34.090 Definitions

POLICE DEPARTMENT

§ 34.016 POLICE CHIEF.

(A) The Police Chief shall be the highest-ranking position of the Police Department. The ~~Police Commissioner with the advice and consent of the City Council~~ **City Manager** shall appoint and evaluate the performance of the Police Chief. The person appointed to the position of Police Chief shall be nominated solely on the basis of training, qualifications and experience in the administration of a local law enforcement agency. The City Council and the Police Chief may enter into an employment agreement with respect to terms and

provisions of employment that may provide for salary, salary adjustments, fringe benefits, severance provisions and payment and other remuneration and benefits of office.

(B) The Police Chief shall be the departmental director of the Police Department. The Chief shall manage the affairs of the department subject to general policy ~~guides~~ oversight and guidance provided by the City Manager ~~Police Commissioner and City Council~~. The Chief implements departmental strategies consistent with goals and objectives approved by the City Council. The Chief assigns officers and employees to different tasks and shifts and evaluates performance of departmental employees.

(C) The Police Chief manages the human resource and financial administration functions of the department with the oversight of and in coordination with the City Manager, ~~City Administrator~~, City Attorney and Treasurer. The Chief, with the approval of the City Council, prescribes departmental policies and rules as may be necessary to the discipline and efficiency of the police service. The Chief assists in the negotiation of successor collective bargaining agreements. The Chief has custody of property of the municipality assigned to the Police Department.

(D) The Police Chief shall cause to be served all writs, summons, warrants, processes and executions placed in his or her hands. The Chief shall assist the City Attorney in the prosecution of municipal ordinance violations and in the collection of fines.

(E) The Police Chief shall keep a record of all arrests, the nature of the charge, the final disposition of the case, the amount of the fine if imposed and other statistics required by state and federal law enforcement agencies. From such records, the Chief shall make monthly reports to the City Council of activities of the department.

(F) The Police Chief or his or her designee attends all meetings of the City Council.

(G) If a member of the Mattoon Police Department is appointed Police Chief prior to being eligible to retire on pension, he or she shall be considered as on furlough from the rank he or she held immediately prior to his or her appointment as Chief. If he or she resigns as Chief or is discharged as Chief prior to attaining eligibility to retire on pension, he or she shall revert to and be established in whatever rank he or she currently holds, except for previously appointed positions, and thereafter be entitled to all the benefits and emoluments of that rank, without regard as to whether a vacancy then exists in that rank.

(H) A Police Chief having been appointed from among members of the Mattoon Police Department shall be permitted, regardless of rank, to take promotional exams and be promoted to a higher classified rank than he or she currently holds, without having to resign as Police Chief.

(K) The Police Chief may be removed or discharged from the Police Chief position by the City Manager with or without cause according to procedures specified by ILCS, Ch. 65, Act 5, 10-2.1-4. In such case, the ~~Police Commissioner~~ City Manager shall file with the City Council the written reasons for such removal or discharge, which removal or discharge shall not become effective unless confirmed by a majority vote of the City Council, 65 ILCS 5/5-3-7(2).

§ 34.017 DEPUTY POLICE CHIEF.

(A) There is established authority for one Deputy Police Chief position as may be authorized by the City Council. The Deputy Chief position shall be an exempt rank immediately below that of Chief.

(B) The Deputy Police Chief may be appointed from any rank of sworn, full-time officers of the Police Department but must have at least five years of full-time service as a police officer in that department. The Deputy Chief shall serve at the discretion of the Police Chief, subject to the approval of the City Manager, and, if removed from that position, shall revert to the rank currently held without regard as to whether a vacancy exists in that rank.

(C) The Deputy Police Chief, having been appointed from any rank of sworn full-time officers of the Police Department, shall be permitted, regardless of rank, to take promotional exams and be promoted to a higher classified than he or she currently holds without having to resign as Deputy Police Chief.

~~§ 34.019 AUXILIARY, SPECIAL, AND TEMPORARY POLICE.~~

~~—(A) Establishment of Auxiliary Police Department. This section is amended to include the official establishment and recognition of the unit to be officially known as the “Mattoon Auxiliary Police Department”.~~

~~—(B) Auxiliaries. The Auxiliary Police Department shall be under the direction and control of the Mayor. Auxiliary police, in number from time to time authorized by the Council, may be appointed by the Police Chief, and such appointees may be removed by the Chief at will.~~

~~—(C) Appointment. Before any such auxiliary police officer is so appointed, an investigation of the character and reputation of the candidate for appointment of such depth and scope as shall be deemed sufficient by the~~

Police Chief shall be made. Prior to such appointment of any auxiliary police officer, his or her fingerprints shall be taken and no person shall be appointed as such auxiliary police officer if he or she has been convicted of a felony or other crime involving moral turpitude.

~~—(D) *Qualifications and limitations on duties.* Auxiliary police officers shall not be members of the regular Police Department of the city and shall not supplement members of the regular Police Department in the performance of their assigned and normal duties except as otherwise provided in this chapter or as provided by applicable statute. The identification symbols worn by such auxiliary police officers shall be different from those worn and used by members of the regular Police Department which symbols shall be selected by the Police Chief. Auxiliary police officers shall at all times during the performance of their duties be subject to the direction and control of the Police Chief or his or her designee.~~

~~—(E) *Powers and duties.* When properly assigned and on duty and so authorized by the Police Chief, auxiliary police officers shall have the following powers and duties:~~

~~—(1) To aid or direct traffic, both pedestrian and vehicular, within the municipality;~~

~~—(2) To aid in the control of natural or man-made disasters;~~

~~—(3) To aid in case of civil disorder;~~

~~—(4) Auxiliary officers do not possess “conservator of the peace” powers;~~

~~—(5) Auxiliary officers shall only have arrest powers as provided by Illinois State Statute regarding “Assisting a Peace Officer” or “Arrest by Private Person”.~~

~~—(F) *Firearms.* Auxiliary police officers shall not carry firearms except with the permission of the Police Chief and then only while in uniform and in the performance of their duties.~~

~~—(G) *Training.* Auxiliary police officers prior to entering upon any of their duties shall complete the 40-hour Mandatory Firearms Training Course and other police procedures as shall be conferred upon them hereunder, which training and course of study shall be determined and provided by the Police Chief and which shall be reasonably sufficient to equip such auxiliary police officers to perform their duties; said training shall be as outlined in the Mattoon Auxiliary Police Department’s by-laws. The Police Chief shall file with the City Clerk a certificate attesting to the successful completion of such training by each auxiliary police officer before such auxiliary police officer enters upon any duty.~~

~~—(H) *Compensation.* Auxiliary police officers shall serve without any compensation or benefits, except as may be from time to time otherwise authorized by the City Council.~~

~~—(I) *Special and temporary police officers.* On the petition of any persons interested, the Mayor, by and with the consent of the Council, may appoint any qualified person as special police officer without pay, who shall hold office for a term not beyond the fiscal year, and shall qualify and give a like bond as a regular police officer. The Mayor may, when an emergency so demands, appoint temporary police officers, who shall give like bond and take a like oath as regular police officers, but who shall not hold office longer than until the next regular meeting of the Council.~~

~~(Ord. 2008-5252, passed 3-18-2008)~~

§ 34.026 CITY JAIL.

(A) The city jail or prison is hereby declared and established in the rooms provided in the city building. The county jail may be also used as a prison for the incarceration of persons who shall have been arrested or convicted of offenses against the ordinances of the city.

(B) The Chief of Police shall have charge and control of the city jail and shall be responsible for the custody and safe keeping of every person committed therein. With the consent of the ~~Mayor~~ **City Manager** or by order of a court he or she shall be authorized to transfer prisoners to the county jail. For such time as such prisoner is confined in the county jail, the city shall be liable for the legal expenses of transferring and the board of such prisoner.

FIRE DEPARTMENT

§ 34.041 FIRE CHIEF.

(A) The Fire Chief shall be the highest-ranking position of the Fire Department. The ~~Fire Commissioner with the advice and consent of the City Council~~ **City Manager** shall appoint and evaluate the performance of the Fire Chief. The person appointed to the position of Fire Chief shall be nominated solely on the basis of training, qualifications and experience in the administration of a fire department. The City Council and the Fire Chief may enter into an employment agreement with respect to terms and provisions of employment that may provide for salary, salary adjustments, fringe benefits, severance provisions, payment and any other remuneration and benefits of office.

(B) The Fire Chief shall be the departmental director of the Fire Department. The Chief shall manage affairs of the department subject to general policy guidelines and oversight provided by the ~~City Manager Fire Commissioner and City Council~~ City Manager. The Chief implements departmental strategies consistent with the goals and objectives approved by the City Council. The Chief assigns captains, driver/engineer and firefighters to different tasks and shifts and evaluates performance of all departmental employees.

(C) The Fire Chief manages the human resource and financial administration functions of the department with the oversight of and in coordination with the ~~City Manager City Administrator~~ City Manager, City Attorney and Treasurer. The Chief, with the approval of the City Council, prescribes departmental policies and rules as may be necessary to the discipline and efficiency of the fire service. The Chief assists in the negotiation of successor collective bargaining agreements. The Chief has custody of property of the municipality assigned to the Fire Department.

(D) Investigation of fires; records. The Chief shall investigate the cause of all fires which shall occur in the city and keep a record of his or her investigation and the circumstances of each case. The Chief shall insure that the department works closely with all law enforcement agencies in the investigation of all fires of a suspicious nature or origin. From such records, the Chief shall make monthly reports to the City Council of activities of the Department.

(E) The Fire Chief or his or her designee attends all meetings of the City Council.

(F) If a member of the Fire Department is appointed Fire Chief prior to being eligible to retire on pension, he or she shall be considered as on furlough from the rank he or she held immediately prior to his or her appointment as Chief. If he or she resigns as Chief or is not discharged for cause as Chief prior to attaining eligibility to retire on pension, he or she shall revert to and be established in whatever rank he or she currently holds, except for previously appointed positions, and thereafter be entitled to all the benefits and emoluments of that rank, without regard as to whether a vacancy then exists in that rank.

(G) A Fire Chief having been appointed from among members of the Fire Department shall be permitted, regardless of rank, to take promotional exams and be promoted to a higher classified rank than he or she currently holds, without having to resign as Fire Chief.

(H) The Fire Chief may be removed or discharged from the Fire Chief position by the City Manager with or without cause ~~by the Fire Commissioner~~ according to procedures specified by ILCS Ch. 65, Act 5, § 10-2.1-4. In such case, the ~~Fire Commissioner~~ City Manager shall file with the City Council the reasons for such removal or discharge, which removal or discharge shall not become effective unless confirmed by a majority vote of the City Council. 65 ILCS 5/5-3-7(2)

§ 34.043 OTHER FIRE OFFICIALS.

(A) *Shift Captains.*

(1) There is hereby created three positions within the rank of Shift Captain in the Fire Department of said city, who shall hold office until replaced and their successor or successors appointed and qualified. The rank of Shift Captain in the Fire Department shall be appointed by the rules and regulations governing the Board of Fire and Police Commissioners of said city.

(2) Any appointment to the rank of Shift Captain in the Fire Department shall be from within the ranks of Captain of said department.

(B) *Captains.*

(1) There is hereby created three positions within the rank of Captain in the Fire Department of said city, who shall hold office until replaced and their successor or successors appointed and qualified. The rank of Captain in the Fire Department shall be appointed by the rules and regulations governing the Board of Fire and Police Commissioners of said city.

(2) Any appointment to the rank of Captain in the Fire Department shall be from within the ranks of Engineer of said department.

(C) *Engineers.*

(1) There are hereby created nine positions within the rank of Engineer in the Fire Department of said city, who shall hold office until replaced and their successor or successors appointed and qualified. The rank of Engineer in the Fire Department shall be appointed by the rules and regulations governing the Board of Fire and Police Commissioners of said city.

(2) Any appointment to the rank of Engineer in the Fire Department shall be from within the ranks of Firefighter of said department.

(D) *Cause and origin fire investigators.*

(1) ~~The City Manager can delegate to~~ the Fire Chief ~~is hereby authorized~~ the authority to appoint any and all members of the Fire Department as cause and origin fire investigators and to assign to such investigators the responsibility of determining the cause and origin of suspicious fires within the city; and

(2) All members of the Fire Department appointed as a Cause and Origin Investigator shall possess the following minimum qualifications:

(a) Have obtained the certification of Fire Fighter II by the State of Illinois;

(b) Have successfully completed the Fire/Arson Investigation Training Modules I, II and III as provided by the Fire Service Institute of the University of Illinois, or equivalent thereof;

(c) Have successfully completed a Basic Arson Investigator Course as approved by the Illinois Law Enforcement Training and Standards Board, or equivalent thereof;

(d) Shall have been appointed as a Certified Fire Investigator by the Office of the Illinois State Fire Marshal;

(e) Shall have been appointed a Certified Arson Investigator by the Office of the Illinois State Fire Marshal; and

(f) Shall have successfully completed a course on the Reid Technique of Interviewing and Interrogation as offered by John E. Reid and Associates, or an equivalent thereof.

(3) As delegated by the City Manager, the Fire Chief shall make his or her appointments in his or her sole discretion, and shall have the authority to remove any such appointment, in his or her sole discretion.

§ 34.048 SAFETY INSPECTION OF PUBLIC BUILDINGS.

(A) The Chief of the Fire Department shall at least once in every six months inspect or cause to be inspected all public school buildings, public halls, churches and all buildings used for manufacturing purposes and all flats, apartments and tenement houses designed or used for the residence of more than two families, all hotels and lodging houses, for the purpose of determining the safety of the building, the sufficiency of its doors, passage ways or aisles and stairway and generally its facilities for egress in case of fire or other accident happening, the overloading of floors and the storage of combustibles, and shall cause to be prosecuted all violations of law or ordinance, in any way concerning the prevention or extinguishment of fires.

(B) The Chief and his or her agents or assistants under his or her direction, are authorized to enter into any premises or buildings in the city at any and all reasonable hours for the purpose of inspection, relative to compliance with the ordinances of the city relating to fire hazards, fire appliances or apparatus.

(C) Whenever upon such inspection any building or structure is in any respect liable to become dangerous to life or property in panic, or fire, the Chief shall thereupon issue any orders or directions necessary in his or her judgment to the owner, lessee or occupant of said premises to alter, remove, or remedy same within such reasonable time as the Chief may direct and every owner, lessee and occupant of said premises shall within the time prescribed within said order and direction cause such alteration, removal or other work necessary to be done.

(D) In the event of the failure of any owner, lessee or occupant to cause such alteration, removal or remedy or other necessary act, or work necessary to be done in accordance with the order and direction of the Chief and within the time prescribed in said order or direction, the Chief shall cause same to be done or shall close the building, as circumstances may necessitate, and the person so neglecting to comply with the order and direction of the Chief aforesaid, shall be deemed guilty of a violation of this section. The refusal to comply with the orders of the Chief after the expiration of the time limited in the order and direction shall constitute a separate offense.

(E) The Chief of the Fire Department shall examine all buildings and walls reported dangerous, or damaged by fire, or accident and shall when requested by the City Manager ~~Commissioner in charge of the department~~, examine all buildings under application to raze, enlarge, alter or rebuild and make a report of the condition thereof to the Council.

§ 34.049 SCENE OF FIRE.

(A) It shall be the duty of the Chief of the Fire Department, if in his or her power, to attend all fires happening in the city. He or she shall not leave the city without the consent of the City Manager ~~Commissioner in charge of the Department~~.

(B) *Powers at fires.*

(1) The Chief of the Fire Department or other officer in command may prescribe limits in the vicinity of any fire within which no persons excepting those who reside therein, firefighters, police officers and those

admitted by order of any officer of the Fire Department, shall be permitted to go. The Police Department shall on request of the Chief of the Fire Department, or other officers in command of the Fire Department at any fire, enforce the provisions of this division.

(2) Removal of property. The Chief of the Fire Department shall have the right and power to cause the removal of any property from any building, whenever it shall become necessary for the preservation of such property from fire, or to prevent the spreading of fire or to protect adjoining property.

(3) Destroying buildings. The Chief, or in his or her absence the officer in command at any fire shall have the right and power to direct the members of the Fire Department to cut down and remove any building, erection or fence for the purpose of checking the progress of the fire, and the Chief or officer in command shall have the power to blow up, or cause to be blown up with powder, or otherwise any building or structure, during the progress of any fire for the purpose of extinguishing or checking the same.

(4) Authority of Chief. Every person who shall be present at a fire, shall obey the orders of the Chief or other officer in command of the Fire Department extinguishing the fire and in the removal and protection of property.

(5) Assistance. The Chief or other officer in command of the Fire Department shall have the power to require the aid of any citizen, inhabitant or bystander at a fire. Refusal or neglect of any person to comply with such requisition, shall be a violation of this section.

(C) No person shall take away any property in the possession of the Fire Department saved from any fire until proof of ownership is made to the satisfaction of the Chief of the Fire Department or Acting Chief and his or her consent obtained thereto.

(D) The Chief of the Fire Department shall have the right to enter upon the premises wherein any fire has occurred, if necessary, in order to investigate the origin of the fire.

§ 34.050 REPORTS.

(A) The Chief of the Fire Department shall make a report to the ~~City Manager~~ ~~Commissioner in charge of the department~~ once every month showing the number of fires happening during the month, the causes thereof, all accidents by fire, the number and description of the buildings destroyed or injured and the amount of property destroyed by fire.

(B) He or she shall in the month of April in each year make a full and complete report to the ~~City Manager~~ ~~Commissioner in charge of the Department~~ of all transactions in the Department for the preceding year. Such report shall also show as nearly as can be ascertained, the number of fires, causes thereof, accidents by fire, the number and descriptions of the buildings destroyed and injured, together with the names of the owners and occupants, the amount of property destroyed by fire and the insurance thereon, together with such other statistics and suggestions he or she may deem suitable. Such report shall also show all moneys received, from what source same was received, together with the amounts paid out and for what paid and also all expenditures of every kind and nature whatsoever an account of the Fire Department.

PRIVATE MEDICAL TRANSPORTATION; AMBULANCE SERVICE REGULATIONS

§ 34.090 DEFINITIONS.

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

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT). Staff or employees of an ambulance service operating at the intermediate life support currently licensed by the Department of Public Health who has completed a Department-approved course of instruction in specific advanced life support-mobile intensive care services and who is currently functioning in a program approved by the Illinois Department of Public Health to provide such services under the supervision and control of a EMS Medical Director.

ADVANCED LIFE SUPPORT/MOBILE INTENSIVE CARE (ALS/MIC). An advanced level of pre-hospital and inter-hospital emergency care that includes basic life support functions (including cardiopulmonary resuscitation (CPR) plus cardiac monitoring, cardiac defibrillation, telemetered electrocardiography, administration of antiarrhythmic agents, intravenous therapy, administration of medications, drugs and solutions, use of adjunctive medical devices, trauma care, and other authorized techniques and procedures) initiated for the treatment of real or potential acute life threatening conditions under the direction of a physician licensed to practice medicine in all of its branches or a registered professional nurse/MICN or registered professional

nurse/field RN, and where authorized by a medical director in an Illinois Department of Public Health approved advanced life support system.

ADVANCED PROVIDER. A person who has successfully completed an Illinois Department of Public Health approved course of instruction in advanced life support-mobile intensive care services and is currently certified by the Illinois Department of Public Health as a Paramedic (P).

AMBULANCE. Any vehicle that is specifically designed, constructed or modified and equipped, and is intended to be used for, and is maintained or operated for the emergency transportation of persons who are sick, injured, wounded or otherwise incapacitated or helpless and is licensed by the State of Illinois to operate as an ambulance.

AMBULANCE REVIEW COMMITTEE. The **AMBULANCE REVIEW COMMITTEE** will review recommendations of the Fire Chief and make final decisions (a majority vote is need for final decisions) on all fines, suspensions or revocation of licenses of an ambulance service for any violation of the provisions of this chapter. The **AMBULANCE REVIEW COMMITTEE** is made up of the City Manager ~~City Administrator~~, the City Finance Director ~~and the Commissioner of Public Health and Safety.~~ and the City Attorney.

AMBULANCE SERVICE. The operation of an enterprise which has one of its purposes the operation, or use on the streets, alleys, or any public way within the city, an ambulance which responds to emergency calls for the transportation of persons who are reported to be sick, injured, wounded, otherwise incapacitated or helpless and is licensed as a provider agency with the State of Illinois.

AMBULANCE SERVICE LOCATION. The location at which ambulances are stored, maintained or from which ambulances are dispatched by an ambulance service.

BASIC LIFE SUPPORT SERVICES. The rendering of basic level of pre-hospital and inter-hospital emergency care, including but not limited to, airway management, cardiopulmonary resuscitation, control of shock and bleeding and splinting of fractures, as outlined in a basic emergency care course approved by the Illinois Department of Public Health and meeting the current national curriculum requirements of the United States Department of Transportation.

CHANGE IN AMBULANCE. A change by either adding or removing from service an ambulance from the list of those previously approved by the Fire Chief.

CHANGE IN AMBULANCE SERVICE LOCATION. A change by either adding or removing from use as part of the ambulance service storage, dispatch or maintenance facility used in the ambulance service.

CONTINUOUS QUALITY IMPROVEMENT. The process by which the performance of individual ambulance service providers will be continuously monitored to ensure compliance with operational policies with the objective of identifying areas of improvement.

EMERGENCY. A condition or situation in which an individual declares a need for immediate medical attention or when that need is declared by emergency medical personnel or a public safety official.

EMERGENCY RESPONSE BUSINESS RECORDS. Those records kept in the ordinary course of business which include the staff on duty for the ambulance service at any time, records which establish the staff's minimum qualifications required by this subchapter, documents which record the number of responses to emergency calls, response times to emergency calls, maintenance records of the ambulance agency IDPH license, agency certificates of insurance, ambulance inspections forms, Secretary of State corporation documents listing business name and all ambulance service trade names, copies of any variance granted by IDPH, signed mutual aid agreements and survey forms.

EMERGENCY CALL. The request by radio, telephone, text message, telecommunications device for the deaf (TDD), any other means of communication, or in person for an emergency response by the Fire Department or ambulance service.

EMERGENCY MEDICAL TECHNICIAN BASIC (EMT-B). Staff or employees of an ambulance service operating at the basic life support who has successfully completed a course of instruction in basic life support services as required by and is currently certified by the Illinois Department of Public Health in accordance with standards prescribed by the Emergency Medical Services (EMS) Systems Act for the State of Illinois or by rules adopted pursuant to said Act, who provides emergency medical services.

EMERGENCY NON-TRANSPORT RESPONSE VEHICLE. Any publicly or privately-owned vehicle that is specifically designed, constructed or modified and equipped, and is intended to be used for, and is maintained or operated by an ambulance service licensed in the State of Illinois and by the city for the emergency response but is not for the transportation of persons who are sick, injured, wounded or otherwise incapacitated or helpless.

EMS RESPONSE RULES AND REGULATIONS. Procedures as defined by the city in conjunction with Cecom and IDPH for the purposes of establishing ambulance response times and the standards by which ambulances respond.

FIRE CHIEF. The duly appointed chief of the City of Mattoon Fire Department or the Fire Chief's designee.

FIRE DEPARTMENT. The Fire Department of the City of Mattoon.

HOSPITAL. The meaning ascribed to that term in the State of Illinois Hospital Licensing Act, as that Act is now or may hereafter be amended.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH. The Department of Public Health, State of Illinois, or its successor in function.

THE INCIDENT COMMAND SYSTEM (ICS). The standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

INTERMEDIATE LIFE SUPPORT CARE. Intermediate level of pre-hospital and inter-hospital emergency care that includes BLS care, plus intravenous cannulation and fluid therapy, invasive airway management, trauma care, and other authorized techniques and procedures initiated for the treatment of real or potential acute life-threatening conditions, under the direction of a physician licensed to practice medicine in all its branches or a pre-hospital registered professional nurse or registered professional nurse, and where authorized by a medical director in a Department-approved EMS system.

MUTUAL AID AGREEMENT. An intergovernmental or interagency agreement providing for shared and common assistance when requested by one of the member agencies. The equipment and personnel provided by a mutual aid request may be predetermined for a particular type of incident or determined at the time of the request in consideration of available resources.

PARAMEDIC (P). Staff or employees of an ambulance service operating at the advanced life support who has successfully completed an Illinois Department of Public Health approved course of instruction in advanced life support-mobile intensive care services and is currently certified by the Illinois Department of Public Health.

POLICE CHIEF. The duly appointed Chief of the City of Mattoon Police Department or the Police Chief's designee.

POLICE DEPARTMENT. The Police Department of the City of Mattoon.

PRE-HOSPITAL REGISTERED PROFESSIONAL NURSE (PHRN). A registered professional nurse, licensed under the Nurse Practice Act (ILCS Ch. 225, Act 65, §§ 50-1 *et seq.*) who has successfully completed supplemental education in accordance with rules adopted by the Department of Financial and Professional Regulation pursuant to the Act, and who is approved by an EMS Medical Director (EMSMD) to practice within an EMS system, Illinois EMS system as emergency medical services personnel for pre-hospital and inter-hospital emergency care and non-emergency medical transports.

REPORTING CYCLE. A one-month period for which a licensed ambulance company must submit reports of calls to which it responded in that time period.

SERVICES ZONE. A geographical area defined by boundaries mutually agreed to by the City of Mattoon Chief and ambulance services and illustrated by a map.

TRANSFER. A non-emergency transport of a patient from one location to another.

SECTION 5: Code Amendments – Chapter 35. The current provisions of § 35.03 Checks; Facsimile Signatures, § 35.18 Purchase Authority, § 35.20 Invoice Processing, § 35.21 Purchasing Procedures, § 35.23 Service Contracts, § 35.24 Budget Amendments, § 35.25 Bond; Failure to Enter Into, § 35.26 Special Clauses in Contracts, § 35.27 Payment on Contract, § 35.28 Contractual Liabilities, Limitation, § 35.29 Procurements Using Federal Grants, § 35.35 Revolving Loan Fund Committee, § 35.40 Revolving Loan Fund Strategy, § 35.51 Appointment of Budget Officer and § 35.70 Interfund Loans Within the Pooled Cash Fund of CHAPTER 35: FINANCE AND REVENUE of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. **text**), as follows:

CHAPTER 35: FINANCE AND REVENUE

Section

General Provisions

[35.03](#) Checks; facsimile signatures

Purchasing Policies and Procedures

[35.18](#) Purchase authority

[35.20](#) Invoice processing

[35.21](#) Purchasing procedures

[35.23](#) Service contracts

- [35.24](#) Budget amendments
- [35.25](#) Bond; failure to enter into
- [35.26](#) Special clauses in contracts
- [35.27](#) Payment on contract
- [35.28](#) Contractual liabilities, limitation
- [35.29](#) Procurements using federal grants

Revolving Loan Fund Lending and Management Procedures

- [35.35](#) Revolving Loan Fund Committee
- [35.40](#) Revolving Loan Fund strategy

Budget Officer; Annual Budget

- [35.51](#) Appointment of Budget Officer

Interfund Loans

- [35.70](#) Interfund loans within the Pooled Cash Fund

§ 35.03 CHECKS; FACSIMILE SIGNATURES.

The Mayor ~~and~~, City Treasurer and City Clerk of the city are hereby authorized to sign checks issued by the city by stamping thereon facsimile signatures. At least one signature on every check issued by the City of Mattoon shall bear an original signature of the City Treasurer or City Clerk.

§ 35.18 PURCHASE AUTHORITY.

(A) In general, all supplies, materials, equipment and contractual/professional services required for operational efficiency will have been included in the annual budget.

(B) Purchase of same as required during the fiscal year shall proceed in accordance with these procedures upon approval of the annual budget by the City Council.

(C) Department directors may authorize purchases, as identified in the operating budget, up to \$9,999.99. The City Manager Administrator, or his/her designee, must approve all purchases in excess of \$10,000. Purchases in excess of \$25,000 require City Council approval.

(D) Each department director of the city shall be responsible for its own department's purchasing needs in strict compliance with the procedures set forth herein.

(E) The City Manager Administrator, or his/her designee, is responsible for determining if an item is budgeted, if adequate funds are available and if the proper purchasing procedures have been followed.

(F) If a budgeted expenditure is to be financed by an anticipated grant, the expenditure shall not be authorized until the grant is actually received or the City Council has authorized an agreement that assures reimbursement.

(G) Contracts for a public improvement or for the maintenance of the public property of the municipality that will exceed \$25,000 may only be authorized by a contract let to the lowest responsible bidder after advertising for bids. The specifications for such contracts shall be formally approved by the City Council before the contract is advertised for bids. The City Council may waive the bidding process when deemed necessary.

(H) Procurements of supplies and services need not be formally advertised for bids, but departmental directors shall endeavor to locally shop the procurement, choose from a pre-approved vendor list and assure that the municipality is receiving the best value for its expenditures.

(I) Department directors may authorize expenditures exceeding individual line item amounts in the approved budget with the prior approval of the City Manager Administrator. A formal budget amendment with City Council approval at a regular or special meeting, at the time of the transaction or by the end of the fiscal year, 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 departmental expenditures;

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

(4) For expenditures valued greater than \$25,000, regardless if the project or program has been authorized in the approved budget.

(J) Procurements shall not be broken up into less expensive transactions to avoid the expenditure approval limitations prescribed by this policy.

§ 35.20 INVOICE PROCESSING.

(A) Generally, the payment process for invoices received shall not be initiated until such time as goods or services are received and accepted by the department initiating the purchase. Exceptions to this practice may include pre-payment of dues and subscriptions, expenses associated with conferences or training seminars, insurance premiums, certain service contracts and other purchases where pre-payment is approved by the City ~~Manager Administrator~~.

(B) Invoices received directly by Administration will be promptly forwarded to the department initiating the purchases. In the interest of expediting payments to vendors, at the time of the order, departments may request vendors to remit invoices directly to the attention of their department. It is the responsibility of the department initiating the purchase to ensure all invoices have been processed and forwarded to the Assistant Finance Director for payment.

(C) All invoices submitted for payment must be approved by the department director responsible for the purchase. In the absence of the department director, invoices may be approved by the department director's immediate subordinate.

(D) Invoices shall be submitted with the account number, the department director's initials and date. The Treasurer or City ~~Manager Administrator~~ reserve the right to change the account number charged if he/she believes that the nature of the goods or services purchased are not properly classified.

(E) All approved invoices presented for payment as part of the next Schedule of Bills must be received by the Finance Department no later than 12 noon on the Wednesday preceding the following Tuesday's Council meeting. Invoices received after 12 noon on Wednesday the week prior to a Council meeting will not be paid until the next regularly scheduled Council meeting.

(F) A final copy of the Schedule of Bills will be reviewed by the Treasurer and provided to the City ~~Manager's Administrator's~~ office no later than 1:00 p.m. on the Friday preceding a City Council meeting.

(G) Following City Council approval of invoices, all payments will be promptly mailed to vendors unless otherwise specified in writing by a department director. Checks may be held for vendor pick-up following the Council meeting if prior arrangements are made by the vendor. Unless the vendor's representative picking up the check is personally known to city staff, then the vendor must be notified, they must specify the representative and the representative will need to show identification before release of the check.

§ 35.21 PURCHASING PROCEDURES.

(A) *Purchases less than \$5,000.*

(1) Purchases in this category can best be described as those day to day purchases needed to perform a job or service.

(2) Department directors are responsible for the purchases made by personnel within their department. They may delegate this purchasing authority to subordinates, but still bear responsibility that these procedures are followed.

(3) Although day to day purchasing will be done without prior approval, the responsibility still exists for making the most economical purchases. Spot price checks and surveys must be made from time to time to ensure that the price being paid is the best price available and that the quality is the best that is required.

(4) Day to day purchasing shall be made through that vendor who offers the best usable product at the lowest price. Also, accepting deliveries shall rate preference over picking up where no delivery charges are involved and there is no immediate need for the item.

(5) Invoices are forwarded to the Finance Department with account code, initials and date for processing.

(B) *Purchases in excess of \$5,000 but less than \$10,000.*

(1) Every effort shall be taken to secure at least three quotations before deciding on a suggested vendor. The requesting department shall secure the quotations themselves.

(2) In the event that a department director feels that a purchase under this category should be made from one certain vendor rather than through quotations, he/she should submit a memo to the City ~~Manager Administrator~~ stating the reasons for the certain vendor preference.

(C) *Purchases in excess of \$10,000.*

(1) All paperwork for such purchases must be approved by signature of the City ~~Manager Administrator~~ or his/her designee.

(2) All other general purchasing policies will apply.

(D) *Purchases in excess of \$25,000.*

(1) City ordinance requires that all purchases made from one vendor for the particular item or like types of items exceeding a cost of \$25,000 must be accomplished through formal bidding procedures or by a bid waiver

approved by the City Council. The splitting of a purchase into two or more purchase orders for the purpose of avoiding the bidding process is not allowed.

(2) In certain circumstances it may be felt by the department director and/or City ~~Manager Administrator~~ that the best interests of the city would be served by a purchase from one particular vendor despite the amount of the purchase being in excess of \$25,000. In such case, a request to waive competitive bidding must be submitted to the City Council for their consideration and approval.

(3) If it is found that an emergency condition exists and a purchase in excess of \$25,000 must be made to remedy the emergency condition, the department director may make such purchase if verbally authorized by the City ~~Manager Administrator~~. The department director must report the purchase to the City Administration by memorandum as expeditiously as possible relating the full facts concerning the emergency and the costs incurred. A report shall then be sent to the City Council for their action as may be required. An emergency condition is described as a condition where the health and/or welfare of the city or its residents are affected.

(E) *Petty cash.*

(1) Petty cash drawers are maintained by the city at the City Clerk's office (\$200), Police Department (\$300), and Finance Department (\$300) for the purpose of reimbursing incidental costs incurred for city operations.

(2) The Finance Department's cash drawer maintains a cash balance of \$400 for the sole purpose of making change for transactions at the cash register. This drawer is balanced daily as part of the end of the day close process.

(3) Petty cash funds will be used primarily to reimburse employees for incidental expenses associated with bona fide city operations. Advances may be requested upon the approval of the department director.

(4) All requests for petty cash reimbursement must be submitted with appropriate receipts and documentation supporting the amount of the request. All requested information must be completed prior to making any disbursements including date of request, payee, account number to be charged, amount due, signature of requestor and a description of the nature of the expense.

(5) Unless otherwise authorized by the City ~~Manager Administrator~~ or his/her designee, petty cash reimbursements shall be limited to no more than \$50 per request. Separate requests for one purchase exceeding \$50 will not be accepted.

(6) Responsibility for the safety, security and proper control of each petty cash drawer rests with the head of the department to which the drawer is assigned. Each department director may assign the day to day duties of petty cash administration to an appropriate custodian. All reimbursements made by the petty cash custodian must be dated and include the initials of the custodian disbursing the funds. Advances should be clearly marked on the request and marked out and revised to the correct total once the proper change is returned with the receipt.

(7) When the balance of the drawer is getting low, the designated custodian shall prepare a reconciliation of the petty cash fund providing a count of cash currently in the box as well as a detailed listing of petty cash reimbursement slips received. Any discrepancies must be documented and reported to the Treasurer.

(8) Unannounced audits of petty cash drawers may be made at any time by the Treasurer or his/her designee.

(F) *Declared emergency purchases.* If an "emergency" has been declared by the Mayor, the following guidelines will be observed:

(1) Any employee designed by their department director may make purchases up to \$500 in estimated cost;

(2) Those emergency purchases with an estimated cost of \$500 to \$1,000 require the verbal approval of the department director or a designee prior to expenditure;

(3) Those emergency purchases with an estimated cost of \$1,000 to \$10,000 for goods and services and up to \$25,000 for Public Works construction or MFT funded projects require the verbal approval of the City ~~Manager Administrator~~ or a designee prior to expenditure;

(4) Those purchases in excess of \$10,000 for goods and services and \$25,000 for Public Works construction or MFT funded projects; the City ~~Manager Administrator~~ is required to ask the Mayor for approval prior to expenditure. If the Mayor is unavailable, the ~~City Manager Administrator~~ will be authorized to enter into an emergency purchase with follow-up notification to the Mayor and City Council.

§ 35.23 SERVICE CONTRACTS.

(A) From time to time, the city enters into contracts for essential services. The purpose of these contracts is varied and is often entered into without bids. When bids are waived, a contract is entered into through negotiations or acceptance of a proposal from the vendor who wishes to supply the service. It must be

remembered that in most cases where bids are waived, the same legal requirements as in a bid situation still apply.

(B) All contracts, to be valid, must be signed by an authorized representative of the company to supply the services and an authorized representative of the city. The City ~~Manager Administrator~~, or any authorized department director may enter into a contract for the city provided that all applicable procedures such as formal bidding, bid waivers, quotations, and the like have been met. Copies of the contract are to be immediately forwarded to the City Clerk and Treasurer to be filed.

§ 35.24 BUDGET AMENDMENTS.

(A) The City ~~Manager Administrator~~, as Budget Officer, is authorized to adjust the budget within the fund or department level as long as the total impact of the changes do not exceed the original budget for the department or fund. The City Council must approve all changes that will exceed the total original budget for a department or fund by ordinance.

(B) The City ~~Manager Administrator~~ and Treasurer will meet with department directors at the halfway mark of the fiscal year (after October monthly reports are issued), again after nine months and at the end of the year to discuss actual fiscal results compared to the budget. Based on the analysis of the actual revenues and expenditures, all necessary budget amendments will be documented by department directors. Generally, line items that are expected to exceed the budget by greater than \$1,000 will be adjusted given that a corresponding line item can be reduced so that the total budget of the department is not exceeded.

(C) All proposed changes that will exceed the originally passed department budget or fund budget must be presented in ordinance form to the City Council for approval.

§ 35.25 BOND; FAILURE TO ENTER INTO.

The performance of the contract awarded shall be secured by a sufficient bond. The sufficiency of the bonds, checks or drafts offered in connection with bids or contracts entered into in pursuance of bids accepted, shall be determined by the ~~Mayor~~ City Manager and City Attorney. In the event of the failure of any bidder to enter into contract and bond as may be required in said notice or specifications within ten days after the award has been made by the Council, or officers aforesaid, the award may be cancelled and the bid of the next lowest responsible bidder accepted, or all bids may then be rejected and the Clerk authorized to re-advertise for proposals.

REVOLVING LOAN FUND LENDING AND MANAGEMENT PROCEDURES

§ 35.35 REVOLVING LOAN FUND COMMITTEE.

(A) *Established.* There is hereby established a Revolving Loan Fund Committee, to consist of five persons each appointed to two-year terms, with two of such persons' terms ending on April 30 of odd-numbered years and three of such person's terms ending on April 30 of even-numbered years. Persons appointed to the Revolving Loan Committee shall be persons having economic development qualifications or experience. Candidates shall be recommended by the Mayor and confirmed by majority vote of the City Council. One member of the Committee shall be a representative of the Mattoon Area Industrial Development Corporation. When a vacancy occurs on the Committee, the Mayor shall seek nominations for replacement committee members from the Coles Together Economic Development Corporation and the Mattoon Chamber of Commerce.

(1) The Executive Directors of the Coles Together Economic Development Corporation and the Mattoon Chamber of Commerce are ex officio non-voting members of the Committee.

(2) The City ~~Manager Administrator~~ is the ex officio non-voting Chair of the Committee.

(3) The City Attorney is an ex officio, non-voting member of the Committee. In the absence of the City ~~Manager Administrator~~, the City Attorney is the ex officio non-voting Chair of the Committee.

(4) The City Clerk shall provide staffing for the Committee, unless the City Council authorizes a third party contractual agreement for administration and coordination of the Revolving Loan Fund.

(B) *Conflict of interest.* No person appointed to the Committee shall participate in any decision with respect to any loan application or other business brought before the Committee by or from any person with whom that committee member has had a significant business relationship within two years prior to the issue being presented to the Committee. Further, committee members shall not consider any loan application from any person with whom the Committee member is related by blood or marriage.

(C) *Rules of procedure.* The Revolving Loan Fund Committee shall follow Roberts Rules of Order.

§ 35.40 REVOLVING LOAN FUND STRATEGY.

(A) Eligible uses of funds.

- (1) Site development/infrastructure extension costs.
- (2) Construction of new facility or additions.
- (3) Renovation of existing facilities.
- (4) Leasehold improvements.
- (5) Purchase of new or used machinery or equipment.
- (6) Working capital.
- (7) For every \$15,000 of revolving loan funds provided, one full-time equivalent (FTE) job should be created or retained. One FTE job is a position consisting of a minimum of 1,950 hours worked a year. The Revolving Loan Fund participation will be limited to \$15,000 per job created or retained, but in no case will exceed 50% of the total project cost. Jobs created/retained as a result of Revolving Loan Fund investment are required to be in place within 24 months from the date the loan is closed.

(B) Ineligible uses of funds.

- (1) Refinancing of existing private debts.
- (2) Financing for speculative activities or purposes (such as commercial/retail development without lease agreements).
- (3) Expenses incidental to general marketing activities.
- (4) Expenses to prepare a CDAP grant application.
- (5) Except for relocations due to expansion, relocations from within the State of Illinois are ineligible for revolving loan fund participation, unless approved by the Illinois Department of Commerce and Economic Opportunity.
- (6) Forgivable loans are prohibited.

(C) *Geographic area.* Revolving Loan Funds will be expended for projects which are located within one and one-half miles of the corporate limits of the city or which are determined to principally benefit residents of the city.

(D) *Targets and priorities.* The funds will be targeted to assist existing industrial and commercial firms, start-up businesses, female and minority owned firms and businesses that will relocate from an out-of-state location on a first come, first served basis, subject to available funding. Applications that demonstrate the greatest potential for job creation/retention and meeting the goals and objectives of the fund will be given the highest priority.

(E) *Marketing of loan funds.* Economic development organizations within Mattoon will coordinate outreach and marketing endeavors to generate loan applications. Coles Together, the countywide economic development corporation, will be the primary contact for marketing loans to the primary job creation sector and "big box retailers." The Chamber of Commerce will be the primary contact for marketing loans to the small business retail and service sectors. Representative outreach and marketing endeavors may include, but will not be limited to:

- (1) Sending Revolving Loan Fund information to existing businesses within the city
- (2) Including Revolving Loan Fund information in the city's public relations and marketing endeavors;
- (3) Participation in business-related seminars or workshops held in the area;
- (4) Providing Revolving Loan Fund information to any local organizations that may represent chapters of the organizations representing minority groups and offering to periodically speak at meetings of such organizations;
- (5) Providing information to area women's entrepreneur associations and women's service organizations;
- (6) Publicizing approved loan projects by sending news releases to area media and holding news conferences, ribbon cuttings and groundbreakings to encourage media coverage;
- (7) Area lending institution will be provided with information about the Revolving Loan Fund and asked to inform potential borrowers of fund availability.

(F) Management plan.

(1) The Revolving Loan Fund shall have an administrative organizational structure sufficient to carry out responsibilities and assurances made to the State of Illinois for the day to day operations of the Revolving Loan Fund.

(2) If an employee of the city is not assigned responsibilities for administration of the Revolving Loan Fund, a written third-party agreement may be authorized by the City Council for the administration and coordination of the Fund by an RLF Fund Coordinator. Minimum terms that shall be included in the agreement are:

- (a) A scope of work (with a work description and budget, such as a breakdown of all fees and costs);
- (b) Requirements for the maintenance of records and reports;
- (c) Requirements for the management of the Revolving Loan Fund;
- (d) Applicability of other program requirements;
- (e) Provisions for an annual audit of the Revolving Loan Fund;
- (f) Provisions for suspension and termination of the agreement;
- (g) Terms that final authority for approving any loans made through the Revolving Loan Fund shall remain with the City Council.

(3) Eligible administrative costs of the Revolving Loan Fund include salaries, supplies, utilities and similar expenses necessary for managing the loan portfolio and implementing a revolving loan project. Administrative costs paid from the Fund shall not exceed 10% of the income received each fiscal year (loan repayments, interest earned on invested funds).

(4) Loan applications will be generated by designated marketing representatives of Coles Together and the Chamber of Commerce (the Economic Development Person). The Economic Development Person will generally be the single point of contact with the applicant. The Economic Development Person will meet with the applicant, visit the project site, meet with a representative of the applicant's participating lending institution, package the application and forward it for review by the RLF Fund Coordinator and City ~~Manager Administrator~~. A team consisting of the Economic Development Person, the RLF Fund Coordinator and the City Administrator will formulate proposed loan terms: the interest rate, the length of the loan, the security and such other conditions necessary to insure compliance with the program goals and objectives as well as consistency with other sources and uses of programs of financial assistance that may be utilized for the project. After consensus is reached among the team members as to proposed loan terms, the Economic Development Person will forward the proposed loan agreement to the applicant for review and approval. If the loan terms are not acceptable to the applicant, the Economic Development Person will attempt to broker the loan terms with the RLF Fund Coordinator and the City ~~Manager Administrator~~ in a fashion that will be mutually acceptable to the parties.

(5) If the terms are acceptable to the loan applicant, the RLF Fund Coordinator will prepare a report, schedule and give public notice of a meeting of the Revolving Loan Advisory Committee to consider the application. The RLF Fund Coordinator's report shall include a description of the project, project costs, sources and uses of funds, the security required, special conditions and a recommendation for approval or denial. All other information submitted pertaining to the loan application shall be confidential. The Revolving Loan Fund Committee will formally approve or deny the application.

(6) If the Revolving Loan Fund Committee denies the application, the loan application procedures shall terminate subject only to an appeal of the Committee's decision to the City Council.

(7) If the Committee approves the application, the RLF Fund Coordinator shall forward a report containing the recommendation along with a special ordinance that would authorize the loan for consideration at the next regularly scheduled meeting of the City Council. The City Council will formally approve or deny the application.

(8) Loan documents, including commitment agreements, liens, title policies, security obtained, recordings, transfer tax declarations, amortization schedules and security releases, shall be completed and maintained by the RLF Coordinator. The RLF Coordinator shall also monitor repayments of the loan, job creation and/or retention reports required to be provided semi-annually until the commitment is met and monitors other special conditions required by the loan.

(9) The City Clerk records payments received on loans made from the Revolving Loan Fund and files semi-annual reports on principal and interest recaptured to the Illinois Department of Economic Opportunity. The City Clerk gives notices to the RLF Coordinator, if a payment becomes more than ten days past due.

(10) Upon notice from the City Clerk of a non-performing loan, the RLF Coordinator will place a telephone call to the borrower and request payment. At 30 days past due, the City ~~Manager Administrator~~ will send a formal letter requesting payment. Should the payment become 45 days past due, the account receivable will be referred to the City Attorney for collection. All legal rights will be exercised by the city to reclaim funds. Legal counsel will be consulted during foreclosure and liquidation proceedings if events warrant.

(G) *Assurances*. Incidental to the approval of this Revolving Loan Fund Strategy, the City Council has provided these assurances to the Illinois Department of Commerce and Economic Opportunity.

(1) No more than 10% of the annual revenue to the Revolving Loan Fund will be used for administration of the Fund. Administrative expenses will be documented via receipts, bills, invoices, and the like.

(2) Assistance provided from the Revolving Loan Fund will result in at least 51% benefit to low-to-moderate income persons and these benefits will be documented by utilizing Job Training Service providers, Illinois Employment and Training Centers or the employee certification forms found in the Revolving Loan Fund Handbook.

(3) The city agrees to report semi-annually on the status of the Revolving Loan Fund to the Department of Commerce and Economic Opportunity.

(4) Any changes to this Revolving Loan Fund Strategy will be submitted to the Department of Commerce and Economic Opportunity for approval.

(5) The city shall agree to pursue legal remedy to recover delinquent loans. Legal action shall include that authorized by federal and state law, including, but not limited to, efforts to collect and pursue the interests of the Revolving Loan Fund through bankruptcy court.

(6) A minimum leverage ratio of \$1 non-CDAP funds to \$1 CDAP Revolving Loan Funds must be obtained for each project. Revolving Loan Funds may not comprise more than 50% of the financing for any project.

(7) The city shall assure that environmental reviews will be completed for each project funded as well as prevailing wages paid if applicable.

BUDGET OFFICER; ANNUAL BUDGET

§ 35.51 APPOINTMENT OF BUDGET OFFICER.

The ~~Commissioner of Accounts and Finances~~ City Manager shall designate the budget officer, ~~with the approval of the Council.~~ The budget officer shall take an oath and post a bond as provided in ILCS Ch. 65, Act 5, § 3.1-10-25. The budget officer may hold another municipal office, either elected or appointed, and may receive compensation for both offices. The Budget Officer shall serve at the pleasure of the City Manager ~~Mayor.~~ 65 ILCS 5/8-2-9.1

INTERFUND LOANS

§ 35.70 INTERFUND LOANS WITHIN THE POOLED CASH FUND.

The City Treasurer is hereby authorized to administer an interfund loan program within the Pooled Cash Fund. The interfund loans administered under this section must relate to the cash contained in the Pooled Cash Fund. Any loan made under this section must be short-term in nature and the fund receiving the loan must have the foreseeable resources to pay the interfund loan back within a three-month period. If the fund receiving the loan does not have the foreseeable resources to repay the loan within a three-month period the interfund loan and/or a permanent transfer of funds must be approved by the City Council. The interfund loans within the Pooled Cash Fund must be balanced at the end of every fiscal quarter. Any loan greater than \$100,000 that is also outstanding for longer than seven calendar days must be reported to the City Manager ~~Administrator and Finance Commissioner.~~ Within the above guidelines, the City Treasurer shall make interfund loans within the Pooled Cash Funds as needed to keep the funds of the city solvent.

SECTION 6: Code Amendments – Chapter 36. The current provisions of §36.53 Suspension of License and §36.54 Use of Receipts of CHAPTER 36: TAXATION of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 36: TAXATION

Section

Tax on Gross Rental Receipts from Renting of Hotel or Motel Rooms

36.53 Suspension of license

36.54 Use of receipts

§ 36.53 SUSPENSION OF LICENSE.

The City Manager ~~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 ~~Manager~~ 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 ~~Manager~~ 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 ~~Manager~~ Administrator. The Tourism and Arts Director may authorize expenditures exceeding individual line item amounts in the approved budget with the prior approval of the ~~City Manager~~ 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.

(Ord. 91-4662, passed 6-18-1991; Am. Ord. 2004-5192, passed 10-5-2004; Am. Ord. 2005- 5211, passed 11-15-2005; Am. Ord. 2012-5359, passed 12-18-2012)

SECTION 7: Code Amendments – Chapter 38. The current provisions of §38.04 Form for Notice of Denial of Request of CHAPTER 38: PUBLIC RECORDS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 38: PUBLIC RECORDS

Section

38.04 Form for notice of denial of request

§ 38.04 FORM FOR NOTICE OF DENIAL OF REQUEST.

NOTICE OF DENIAL

Your request for copies of public records has been denied on:

(Date)

based on the following:

Names & Titles or Positions of each person responsible for the denial:

REQUEST FOR REVIEW RIGHT

Pursuant to law you are entitled to contact the Office of the Attorney General's Public Access Counselor (PAC) for a Request for Review on the decision of denying your request for certain information. Contact information for the PAC is: Public Access Counselor; Office of the Attorney General; 500 S. 2nd Street; Springfield, Illinois 62701 or at 1-877-299-FOIA (1-877-299-3642) or at: publicaccess@ilag.gov.

SECTION 8: Code Amendments – Chapter 39. The current provisions of §39.05 Non-discrimination Policy on the Basis of Disabilities of CHAPTER 36: CITY POLICIES of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 39: CITY POLICIES

Section

39.05 Non-discrimination policy on the basis of disabilities

§ 39.05 NON-DISCRIMINATION POLICY ON THE BASIS OF DISABILITIES.

(A) *Purpose.* The City of Mattoon has established this policy in accordance with Section 504 of the Rehabilitation Act of 1973 (29 USC 794) as amended.

(B) *Policy.*

(1) The City of Mattoon resolves that no otherwise qualified person shall, on the basis of a physical or mental disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in which the City of Mattoon receives federal financial assistance.

(2) The City of Mattoon further resolves that no otherwise qualified person shall, on the basis of physical or mental disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the City of Mattoon independent of the funding source.

(C) *Definitions.*

CITY SERVICES. The City of Mattoon provides a variety of public services including, but not limited to:

- (a) Police protection;
- (b) Fire protection;
- (c) Parks;
- (d) Recreational activities;
- (e) Arts and tourism;
- (f) Streets;
- (g) Sidewalks;
- (h) Public buildings and grounds; and
- (i) Water and sewer service.

OTHERWISE QUALIFIED PERSON.

(a) With respect to employment, a person with a physical or mental disability who, with reasonable accommodation, can perform the essential functions of the job in question.

(b) With respect to services, a person with a physical or mental disability who meets the essential eligibility requirements for the receipt of such services.

REFERENCE MATERIALS. Copies of 29 USC 794 and 29 USC 705 (Definitions) are available on-line and at the City Clerk's Office at 208 North 19th Street, Mattoon, IL 61938.

SECTION 504 COORDINATOR. The Section 504 Coordinator for the City of Mattoon shall be the City Manager Administrator, or a duly appointed designee. The contact information for the Section 504 Coordinator is:

City of Mattoon Section 504 Coordinator
Attn: City Administrators Office

208 North 19th Street
Mattoon, IL 61938
217-258-7931

(D) *Notice of non-discrimination.* A notice of non-discrimination is attached to Ordinance No. 2020-5433 as Exhibit 'X' and incorporated herein by reference. The notice of non-discrimination shall be posted in a conspicuous location in City Hall.

(E) *Employment practices.*

(1) *Employment advertisements.* Employment advertisements shall include the following closing "Equal Opportunity Employer: disability/veteran".

(2) *Processing of applications.* Applications shall not include questions about mental or physical disabilities. Mental and physical disabilities shall not be considered during the review of applications for interview selection. Mental and physical disabilities shall only be taken into consideration at the time of selection of the final candidate. At that time, a review shall be performed to determine if "reasonable accommodation" can be implemented if/when the most qualified candidate is a person with disabilities.

(3) *Physical requirements and testing criteria.* Employment advertisements and position descriptions may include physical performance requirements and testing criteria. Physical or testing requirements shall be reviewed by the Department Director and the City Administrator to verify that all requirements are necessary for the position.

(4) *Interviews.* All interviews shall be conducted in ADA accessible facilities. Interview questions shall be consistent from candidate to candidate, and shall not be discriminatory to persons with disabilities.

(5) *Confidentially.* Disclosure of disabilities and/or requests for reasonable accommodations shall remain confidential within the interview and hiring team.

(6) *Promotions, transfers, demotions, lay-offs, and reinstatements.* The process for promotions, transfers, demotions, lay-offs, and reinstatements shall follow a similar process as described for hiring. Selection of the most qualified individual shall be made without consideration of physical or mental disabilities, then the appropriateness of reasonable accommodations shall be considered if/when the most qualified candidate is a person with disabilities.

(7) *Job assignments.* Existing accommodations for persons with disabilities shall be taken into account when making job assignments. Job assignments shall not be made in a manner which would result in embarrassment for a person with disabilities.

(8) *Leave time and benefits.* Leave time and other benefits shall be uniform based on employee job classifications without disparity between persons with, and without, disabilities.

(9) *Training.* Training opportunities shall be uniform based on employee job classifications without disparity between persons with, and without, disabilities.

(F) *Grievance procedure.*

(1) Grievances shall be submitted to the City of Mattoon Section 504 Coordinator at 208 N 19th Street, Mattoon, IL 61938, within 30 days of the action to be investigated.

(2) Grievances shall be submitted in writing, and shall include the following:

(a) Grievant's name and address;

(b) Grievant's preferred means of contact email, mail, video, phone, or text; and

(c) Brief description of the grievance including the location, date, and item or action to be investigated.

(3) Grievances shall be investigated by the Section 504 Coordinator, or a duly appointed designee, and a response returned to the grievant within 30 days of receipt.

(4) Responses shall include a determination as to whether further action by the city is warranted, a timeline for such action if deemed necessary, or a description of why further is not justified.

(5) Person's with non-city related complaints, or unsatisfied grievants, may contact the following agencies:

(a) State of Illinois, Office of the Attorney General

500 S. Second Street

Springfield, IL 62701

217-524-2660

877-844-5461 (TTY);

(b) State of Illinois, Secretary of State

213 State Capital

Springfield, IL 62756

800-252-8980

888-261-7864 (TTY); or

(c) Chicago Regional Office/Fair Housing Enforcement Center
US Department of Housing and Urban Development
Robert Metcalf Federal Building
77 West Jackson Boulevard, Room
2101
Chicago, IL 60604-3507
312-353-6236
312-353-7143 (TTY).

SECTION 9: Code Amendments – Chapter 51. The current provisions of §51.021 Bill Adjustments; Leaks in Service Lines, Fixtures or Hydrants of CHAPTER 51 TAXATION of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. **text**), as follows:

CHAPTER 51: WATER

Section

Terms and Conditions of Service

51.021 Bill adjustments; leaks in service lines, fixtures or hydrants

§ 51.021 BILLING ADJUSTMENTS; LEAKS IN SERVICE LINES, FIXTURES OR HYDRANTS.

(A) The City Treasurer and **City Manager** ~~Commissioner of Finance~~ have the authority to order that a customer's service not be discontinued, to delay service disconnections, to accept partial payments, to adjust or waive fees, penalties and charges, and to make billing adjustments. The Treasurer's adjustment authority shall not exceed a value of \$500. ~~Account adjustments valued between \$500.01 to \$1,000.00 require signature approval by the Commissioner of Finance.~~ Adjustments valued in excess of \$1,000 require formal approval by the City Council.

(B) Upon discovery of a leak in service lines, fixtures, hydrants or valves on the customer's side of a water meter, written notice will be given by the Finance Department to the customer to make necessary repairs.

(C) If a leak occurs on a service line, fixture, hydrant or valve on the customer's side and if it can be reasonably determined that the customer could not have easily ascertained that such a leak existed, an adjustment may be made in the customer's water and sewer bill. Such adjustments shall be made in accordance with the following procedures:

(1) The average monthly water bill during the preceding 12 months shall be computed and deducted from the bill accumulated during the period of the concealed leakage.

(2) From the remainder, the customer shall be credited an amount equal to 50% of the remainder.

(3) The City Treasurer may require written evidence that repairs were made to the customer's service line or fixtures before approving an adjustment authorized by this section, if the Treasurer has reason to believe that the excess water consumption was not caused by estimated or erroneous meter readings.

(4) Billing adjustments are allowed only once per customer in a 12-month rolling period.

(D) No further billing adjustment shall be made to sewer charges for any reason, including the filling of a swimming pool.

(E) No billing adjustments shall apply to leakage from any service line that is constructed of unapproved plastic materials. All plastic material used in service lines must meet city and state plumbing codes.

(F) Customers who have received a billing adjustment due to a high bill may enter into a payment arrangement with the city whereby the adjusted bill is paid off over time. All subsequent bills must be paid in a timely manner in order for the payment arrangement to remain in effect.

SECTION 10: Code Amendments – Chapter 52. The current provisions of §52.48 Public Hearing and §52.49 City Council Approval Use of CHAPTER 52: GARBAGE AND REFUSE of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. **text**), as follows:

CHAPTER 52: GARBAGE AND REFUSE

Section

Site Approval of New Pollution Control Facilities

52.48 Public hearing

52.49 City Council approval

§ 52.48 PUBLIC HEARING.

(A) At least one public hearing shall be held by the City Council no sooner than 90 days but no later than 120 days from receipt of the application for site approval.

(B) Within 60 days of receipt of the application, the City Manager ~~Mayor~~ shall notify the applicant, in writing, of the scheduled public hearing date.

(C) The applicant shall be responsible for publishing notice of the public hearing in two newspapers of the largest general circulation in the city. The applicant shall also notify by certified mail all members of the General Assembly from the district in which the proposed site is located, and the agency.

(D) The public hearing shall develop a record sufficient to form the basis of appeal of the decision in accordance with ILCS Ch. 415, Act 5, § 40.1.

(E) The City Manager ~~Mayor~~ shall, with consent of the City Council, appoint an independent hearing officer to preside over and conduct the public hearing. The City Manager ~~Mayor~~ may request that the City Legal Counsel, the Coles County Regional Planning and Development Commission and the County Health Department be present at the hearing to assist the hearing officers.

(F) The hearing officer, based upon the application, written comments, transcript of the public hearing and other pertinent documents, shall determine compliance or noncompliance with the review criteria and make recommendations on site approval to the City Manager ~~City Council~~ no sooner than 30 days after the last public hearing but no later than 60 days after the last public hearing.

(G) Any time prior to completion by the applicant of the presentation of the applicant is factual evidence and an opportunity for cross-questioning by the City Council representatives and any participants, the applicant may file not more than one amended application upon payment of additional fees pursuant to § 52.50 in an additional period of 90 days.

§ 52.49 CITY COUNCIL APPROVAL.

(A) No sooner than 30 days after the last public hearing; but no later than 180 days from the receipt of the application for site approval, the City Manager ~~City Council~~ shall, ~~at a regular or special meeting~~, approve or deny the application for a new pollution control facility site.

(B) After reviewing the recommendation of the hearing officer, the City Manager ~~City Council~~ shall base its decision on the application for a new pollution control facility in accordance with ILCS Ch. 415, Act 5, § 39.2(a), as follows:

(1) The facility is necessary to accommodate the waste needs of the area it is intended to serve;

(2) The facility is so designed, located and proposed to be operated that the public health, safety and welfare will be protected;

(3) The facility is located so as to minimize incompatibility with the character of the surrounding area and to minimize the effect on the value of the surrounding property;

(4) The facility is located outside the boundary of the 100-year flood plain or the site is flood-proofed;

(5) The plan of operations for the facility is designed to minimize the danger to the surrounding area from fire, spills, or other operational accidents;

(6) The traffic patterns to or from the facility are so designed as to minimize the impact on existing traffic flows;

(7) If the facility will be treating, storing or disposing of hazardous waste, an emergency response plan exists for the facility, which includes notification, containment and evacuation procedures to be used in case of an accidental release;

(8) If the facility is to be located in a county where the County Board has adopted a solid waste management plan, the facility is consistent with that plan; and

(9) If the facility will be located within a regulated recharge area, any applicable requirements specified by the City Manager or City Council for such areas have been met;

(10) The City Manager ~~City Council~~ may also consider as evidence the previous operating experience and the past records of convictions or admissions of violations of the applicant (and any subsidiary or parent corporation) of any state and/or federal Pollution Control Facilities (PCF) laws, policies, and regulations.

(C) A statement of the decision, reasons for the decision based on the criteria, and conditions imposed by the City Manager or the City Council shall be made in writing. The Illinois Environmental Protection Agency and the applicant shall be notified by registered mail of the decision.

(D) The City Manager's ~~City Council's~~ written decision and any imposed conditions shall be made available for public inspection at the office of the City Clerk and may be copied upon payment of the actual cost of reproduction.

(E) If there is no final action by the City Manager ~~City Council~~ within 180 days of the filing of the application for site approval, the applicant may deem the request approved.
(Ord. 2001-5096, passed 12-21-2001)

SECTION 11: Code Amendments – Chapter 92. The current provisions of §92.21 Authority of Fire Department Chief to Seize or Remove Fireworks, §92.23 License Required for Public Display of Fireworks and §92.23 Storage of Fireworks for Public Display; License Required of CHAPTER 92: FIRE PREVENTION; FIREWORKS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 92: FIRE PREVENTION; FIREWORKS

Section

Fireworks

92.21 Authority of Fire Department Chief to seize or remove fireworks

92.22 License required for public display of fireworks

92.23 Storage of fireworks for public display; license required

§ 92.21 AUTHORITY OF FIRE DEPARTMENT CHIEF TO SEIZE OR REMOVE FIREWORKS.

The Chief of the Fire Department, with the approval of the City Manager ~~Mayor~~, shall seize, take, remove or cause to be removed, at the expense of the owner, all stocks or fireworks or combustibles offered or exposed for sale, stored or held in violation of this subchapter.

§ 92.22 LICENSE REQUIRED FOR PUBLIC DISPLAY OF FIREWORKS.

Licenses for the public display of fireworks by properly qualified individuals or corporations, or by the city officials, under the direct supervision of experts in the handling of fireworks, may be issued by the City Manager ~~Mayor~~ in such form as may be prescribed, and upon furnishing such information as he and the Chief of the Fire Department may require. Such display or displays shall be of such character and so located, discharged or fired, as in the opinion of the Chief of the Fire Department, after proper inspection, shall not be hazardous to property or endanger any person or persons. Application for such licenses shall be made 15 days in advance of the date of display.

§ 92.23 STORAGE OF FIREWORKS FOR PUBLIC DISPLAY; LICENSE REQUIRED.

Such fireworks or devices for pyrotechnic display may be stored within the limits of the city when the license for such storage has been issued by the City Manager ~~Mayor~~. The buildings or premises in or upon which such storage is to be made shall be properly inspected by the Chief of the Fire Department and certified as a proper place for such storage. No license shall be issued for such storage within 500 feet of a school, hospital, church or other public institution or any building used as a place of public assembly.

SECTION 12: Code Amendments – Chapter 97. The current provisions of §97.04 Crossings and Approaches; Construction; Maintenance of CHAPTER 97: RAILROADS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 97: RAILROADS

Section

97.04 Crossings and approaches; construction; maintenance

§ 97.04 CROSSINGS AND APPROACHES; CONSTRUCTION; MAINTENANCE.

(A) At all of the railroad crossings of public highways, streets and alleys, the several railroad corporations shall construct and maintain within their respective right-of-way, sidewalks, culverts and approaches either across, over or under their tracks as the case may be, so that at all times such crossings shall be safe as to persons and property.

(B) Whenever any railroad corporation shall neglect to construct or maintain in good repair any crossing or approach, as aforesaid, the City Manager ~~Mayor~~ shall cause written notice to be given, specifying the nature of the work required, and if within ten days after service of such notice such work is not done, the city may forthwith cause such construction or repairs to be made and recover from the railroad company the cost thereof with all necessary expenses incurred.

(C) Railroad grade crossings over any streets or alleys shall be protected as required by the U.S. Interstate Commerce Commission and the State Commerce Commission.

SECTION 13: Code Amendments – Chapter 99. The current provisions of §99.41 Board of Officers, §99.51 Acceptance of Improvement; Payment, §99.55 Use of Sidewalks for Cafes, §99.60 Bicycle Committee and §99.73 Tree Commission of CHAPTER 99: STREETS AND SIDEWALKS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 99: STREETS AND SIDEWALKS

Section

Sidewalk Construction

99.41 Board of Officers

99.51 Acceptance of improvement; payment

99.55 Use of sidewalks for cafes

Bicycle Committee

99.60 Bicycle Committee

Trees

99.73 Tree Commission

SIDEWALK CONSTRUCTION

§ 99.41 BOARD OF OFFICERS.

The Board of Officers provided for in ILCS Ch. 65, Act 5, § 11-84-2, shall consist of the City Manager ~~Mayor~~, City Clerk and City Engineer, or if there is no City Engineer, then the ~~Superintendent of Streets~~ Public Works Director. The City Manager ~~Mayor~~ shall act ex-officio as chairman of the Board, and the City Clerk as Clerk thereof. The Clerk shall be the keeper of the records of the Board.

§ 99.51 ACCEPTANCE OF IMPROVEMENT; PAYMENT.

Where the improvement provided for in the ordinance is constructed under contract with the city, the Board of Officers shall upon the completion and acceptance of said improvement report such completion and acceptance to the Council. The City Manager ~~Mayor~~ and City Clerk are thereupon authorized to issue noninterest bearing vouchers to the contractor in payment for such improvement, payable solely out of the special tax provided for in this code when the same is collected.

§ 99.55 USE OF SIDEWALKS FOR CAFÉS.

(A) *Permit required.* It shall be unlawful for any person, firm, corporation, organization or association to use the public sidewalk for the operation of a sidewalk café, whether offering direct service to the table or not, without obtaining a sidewalk café permit. Permits will be issued only to businesses owning or leasing property immediately adjacent to an improved sidewalk within a public right-of-way. No permit shall be issued to any business which is not in compliance with all provisions of this code.

(B) *Definition.* **OUTDOOR CAFÉ** shall mean a use of public sidewalk by a food service establishment for the serving of food and beverages. The use will be characterized by the outdoor use of tables, and chairs, umbrellas, and perimeter boundary defining barriers.

(C) *Application.* Application for an outdoor café permit shall be made on forms supplied by the city, and submitted to the City Clerk for review by the Community Development and Planning Director. The application shall require the following:

- (1) The name, address, and telephone number of the owners of the property and the food service establishment related to the permit.
- (2) A copy of a valid permit or license from the Coles County Health Department.
- (3) A drawing or sketch which will include the dimensions of the proposed permit area and which shows the location and type of the tables, chairs, trash receptacles, and other equipment proposed to be used, location of ingress and egress, the curb line and any existing public or utility-owned equipment facilities in or adjacent to the area proposed which are visible to the eye, including but not limited to parking meters, trees, manhole covers and utility poles or openings.
- (4) An operations plan specifying the proposed dates, days and hours of operation of the outdoor café, the hours of operation of the adjacent restaurant, scheduled maintenance of the permit area, maximum seating capacity, and method of providing security and maintenance.
- (5) An original of a certificate of insurance listing the required coverage amounts and policy periods of the permittee's general liability policies.
- (6) An executed waiver of liability in a form approved by the City Attorney.
- (7) Any other information related to the requirements of this chapter that the City Manager ~~Mayer~~ or City Clerk deems necessary.

(D) *Review of applications.* The City Clerk shall review the application for a sidewalk café permit and determine whether to issue the permit. No permit shall be issued pursuant to this chapter unless the Community Development and Planning Director has determined the following:

- (1) There are no outstanding fines, fees, taxes or other charges due and owed to the city by the applicant or the owners of the real property on which the establishment is located.
- (2) The applicant has supplied all of the information required on or by the application, and any additional information requested by the City Clerk.
- (3) All of the requirements of this chapter have been met.

(E) *Additional conditions.* The Clerk may impose conditions upon the issuance of a sidewalk café permit in order to protect the use of adjacent right-of-way for its intended purpose, to prevent congestion of vehicular or pedestrian traffic flow and to otherwise carry out the purpose and intent of this chapter and this code.

(F) *Regulations.* All permit holders are subject to the following regulations:

- (1) An outdoor café is permitted only on sidewalks. The permit area shall be immediately adjacent to the establishment requesting the permit, or on sidewalks contiguous to the sidewalk adjacent to the establishment.
- (2) No permit will be allowed if seats or equipment in the outdoor café result in the need for additional restrooms or additional parking and unless such additional restrooms or parking are provided.
- (3) Outdoor café permits are valid from April 1 to October 31 of each year. All permits shall expire annually on November 1 of each year.
- (4) The hours when service is permitted at the outdoor café shall be during business hours of the permittee.
- (5) Any person making use of an outdoor café shall do so in a reasonable manner with due regard for the health and safety of persons and property. No permittee shall make any physical alteration to public property without the written permission of the Public Works Director. A permittee shall owe a duty to the city and third persons to maintain the permit area in a clean, safe and sanitary condition.
- (6) The permittee shall keep the permit area free of litter, cans, bottles and spills at all times. The permittee shall promptly collect and dispose of all litter, trash and other waste materials associated with the outdoor café, including material in the adjacent public right-of-way or property originating from the outdoor café. The permittee shall dispose of any such waste in their trash containers only, no trash may be put into city-maintained trash receptacles.
- (7) No cooking or food preparation shall be permitted at any time within the permit area.
- (8) Upon the expiration or other termination of an outdoor café use permit, the permittee shall immediately remove all tables, chairs, furnishings, equipment and other items of personal property from the permit area. Any such items remaining on the public right-of-way may be removed and disposed of by the city at the sole cost and expense of the permittee.
- (9) No live entertainment shall be allowed at any time within the permit area. This provision shall not prohibit piped-in-sound, so long as such sound otherwise complies with the city's noise regulations.
- (10) Only the following types of furniture or other equipment may be located in an outdoor café; tables and chairs, umbrellas, waste receptacles, bussing carts, one sandwich board sign.

(11) All items placed on the sidewalk must be located in accordance with the approved drawing submitted with the application for permit. If the permittee wished to change the location of items on the sidewalk a drawing of the new configuration must be submitted to the Community Development and Planning Director for approval.

(12) All items must be placed so as not to create hazards. Incidental items placed in the public sidewalk during the operations of the permittee shall be properly weighted to prevent a wind-blown hazard and shall be removed at the end of each business day.

(13) Said furniture and other equipment shall be portable, shall not be chained, bolted or otherwise secured together as a unit, shall not be affixed to the surface of the permit area, and shall be removed on a nightly basis within 30 minutes after cessation of service in the outdoor café.

(14) Tables shall be freestanding with detached chairs or seating, unless it is determined that another design meets the intent of these regulations and a specific exception is permitted in writing by the Community Development and Planning Director.

(15) Umbrellas shall have a maximum diameter of six feet, a weighted base and be fabric covered.

(16) No signs, banners, sandwich boards or other like advertising, except for one sandwich board, no larger than six square feet in area on any one of two sides, no greater than four feet in height, shall be located in the permit area.

(17) Tables, chairs, umbrellas, sandwich boards, and other permissible equipment shall be located in the outdoor café area so that there remains open, at all times, a longitudinal walking space, the location of which shall be determined by the Community Development and Planning Director or designee, of a minimum of four feet in width, which distance may be increased if the Community Development and Planning Director deems it necessary for pedestrian safety, with a cross-slope not to exceed Americans and Disability Act (ADA) requirements.

(18) The placement of portable heaters must be reviewed and approved by the city's Fire Chief.

(19) The City Clerk and Community Development and Planning Director may promulgate administrative rules relating to the requirements contained in this chapter. Such rules shall be attached to the permit and be followed by the permittee.

(20) Subject to the requirements of the code, the permit holder shall, as part of the right granted pursuant to the permit, be entitled to remove or exclude persons from the permit area during hours of business operation, such permittee is authorized to give notice to any such person to prevent such entry. No cover charge or minimum purchase may be required for admittance to an outdoor café area in the public right-of-way.

(G) *Fees.* The fee for a sidewalk café permit shall be \$25 per table per season. The fee shall be paid upon the issuance of the permit.

(H) *Indemnification; payment for cleaning or damages.* As an express condition of the issuance of the permit, each permittee shall agree in writing to indemnify and hold harmless the city against all claims, liability, loss, injury, death or damage whatsoever in connection with or arising out of the use of the outdoor café by anyone, except where the claim is the result of the sole negligence of the city. Additionally, as an express condition of the issuance of the permit, the permittee shall agree to, within seven days after the billing date, pay to the city all costs associated with damage to the pavement or other city-owned facilities located in or adjacent to the permit area caused by operation of the food service establishment, or the cleaning of or trash removal from the permit area or adjacent premises occasioned by the failure of the permittee to clean or removed such trash.

(I) *Insurance requirements.* All persons, prior to receiving a permit, shall procure and maintain for the duration of the permit, public liability and property damage insurance pertaining to the permit area in a minimum amount of \$2,000,000 per person and \$2,000,000 in the aggregate per occurrence and property damage in a minimum amount of \$2,000,000, which shall name the City of Mattoon, its officers and employees as additional insureds and the same shall provide that the policy shall not be terminated or be canceled prior to the expiration date without 30 days advance written notice to the city. Proof of such insurance, issued by an insurance company licensed to do business in the State of Illinois in the form of a certificate of insurance, shall be attached to the application.

(J) *Enforcement.*

(1) The city may inspect the permit area at any time. The city shall mail or deliver the results of the inspection to the permittee.

(2) Any violation of the provisions of this section shall be remedied within the time given in the notice or if not stated in the notice, within seven calendar days from the date of delivery of post-mark on the notice.

(3) The use of a public sidewalk as an outdoor café shall be subject to temporary suspension or termination at any time by the city in the interest of the public health, safety and welfare. To the extent that a permit area is needed by the city for the purposes for which it was dedicated, or any other public purpose, the city may immediately terminate the revocable use permit by sending written notice to the permittee and assume full possession and control of the permit area. The permittee shall remove all furniture from the right-of-way within the time specified by the notice. If the furniture is not removed by the permittee, the city shall be authorized to remove all furniture and other objects of permittee from the permit area. If such furniture is not reclaimed by the permittee within seven days after removal by the city, the property shall be presumed abandoned and subject to disposal.

(4) The permittee shall be subject to the penalty provisions and procedures set forth in § [10.99](#) of this code.

BICYCLE COMMITTEE

§ 99.60 BICYCLE COMMITTEE.

(A) The Bicycle Committee shall consist of community members appointed by the ~~Mayor~~ [Commissioner of Public Property](#) with the approval of the City Council. The Bicycle Committee shall present findings and recommendations to the Public Works Advisory Board.

(B) The Bicycle Committee shall have the following duties:

(1) To advocate for, and promote, the city's efforts to establish a network of bicycle routes throughout the city;

(2) To advise and present recommendations to the ~~City Manager~~ [Commissioner of Public Property](#), the Public Works Director, and the Public Works Advisory Board for revisions to the City's Bikeway Plan;

(3) To assist with the preparation of grant applications, and securing of funding for the projects promoted by the Bicycle Committee; and

(4) To advise and present recommendations to the ~~City Manager~~ [Commissioner of Public Property](#), the Public Works Director, and the Public Works Advisory Board for the care and maintenance of the city's Bikeway Network.

TREES

§ 99.73 TREE COMMISSION.

(A) The Tree Commission shall consist of community members appointed by the ~~Mayor~~ [Commissioner of Public Property](#) with the approval of the City Council. The Tree Commission shall present findings and recommendations to the Public Works Advisory Board.

(B) The Tree Commission shall have the following duties:

(1) To advocate for, and promote, the proper management of the city's tree inventory;

(2) To assist with the preparation of tree inventories and other studies recommended by the Tree Commission;

(3) To advise and present recommendations to the ~~City Manager~~ [Commissioner of Public Property](#), the Public Works Director, and the Public Works Advisory Board for revisions to the city's standards for tree care and maintenance;

(4) To advise and present recommendations to the ~~City Manager~~ [Commissioner of Public Property](#), the Public Works Director, and the Public Works Advisory Board for new tree planting projects and programs; and

(5) To assist with the preparation of grant applications, and securing of funding for the projects promoted by the Tree Commission.

SECTION 14: Code Amendments – Chapter 110. The current provisions of §110.06 Issuance of Certificates; Exhibition and §110.11 Revocation of CHAPTER 110: GENERAL LICENSE REGULATIONS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. [text](#)), as follows:

CHAPTER 110: GENERAL LICENSE REGULATIONS

Section

[110.06](#) Issuance of certificates; exhibition

[110.11](#) Revocation

§ 110.06 ISSUANCE OF CERTIFICATES; EXHIBITION.

(A) Licenses or permit certificates shall show the name of the licensee or permittee, the date of issue, the activity licensed and the term of the license or permit, and shall be signed in the name of the city by the City Manager ~~Mayor~~ and City Clerk, and be impressed with the city seal.

(B) Every licensee or permittee shall carry his license or permit certificate upon his person at all times when engaged in the activity for which the license or permit was granted, except that where such activity is conducted at a fixed place or establishment, the license or permit certificate shall be exhibited at all times in some conspicuous place in his place of business. The licensee or permittee shall exhibit the license certificate when applying for a renewal and upon demand of any police officer or person representing the issuing authority.

Penalty, see § 10.99

§ 110.11 REVOCATION.

Any license or permit issued by the city may be suspended or revoked by the City Manager ~~Mayor or Council~~ for any of the following causes:

(A) Fraud, misrepresentation or incorrect statement contained in the application or made in carrying on the licensed or permitted activity.

(B) Conviction of any crime or misdemeanor.

(C) Conducting such activity in such manner as to constitute a breach of the peace, or a menace to the health, safety or welfare of the public, or a disturbance of the peace or comfort of residents of the city, upon recommendation of the appropriate city official.

(D) Expiration or cancellation of any required bond or insurance.

(E) Actions unauthorized or beyond the scope of the license or permit granted.

(F) Violation of any regulation or provision of this code applicable to the activity for which the license or permit has been granted, or any regulation or law of the state so applicable.

(G) Failure to continuously comply with all conditions required as precedent to the approval of the license or permit.

SECTION 15: Code Amendments – Chapter 112. The current provisions of §112.24 Revocation of CHAPTER 112: AMUSEMENTS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 112.: AMUSEMENTS

Amusement Devices

112.24 Revocation

§ 112.24 REVOCATION.

Any license issued under this subchapter may be revoked by the City Manager ~~Mayor or by the City Council~~ whenever in the judgment of either the public welfare requires such revocation, or when any mechanical amusement device is used in violation of the laws of the state or the ordinances of the city.

SECTION 14: Code Amendments – Chapter 110. The current provisions of §117.06 Inspection of Vehicles of CHAPTER 117: TAXICABS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 117: TAXICABS

Section

117.06 Inspection of vehicles

§ 117.06 INSPECTION OF VEHICLES.

All taxicabs shall be kept clean, sanitary and mechanically safe at all times. The City Manager ~~Mayor~~ may cause such taxicabs to be inspected from time to time, and if found in an unsanitary or unsafe condition he may order such taxicabs withdrawn from service until placed in a fit and serviceable condition, and upon failure to

comply with such order the license for such taxicab may be repealed and no portion of the license fee shall be refunded.

SECTION 15: Code Amendments – Chapter 118. The current provisions of §118.13 Appeal Rights of CHAPTER 118: SEXUALLY ORIENTED BUSINESSES of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 118: SEXUALLY ORIENTED BUSINESSES

Section

118.13 Appeal rights

§ 118.13 APPEAL RIGHTS.

(A) Any denial, suspension, or revocation of a new or renewal license under this chapter may be appealed to the mayor of the municipality by written notice filed with the municipality's clerk within ten days of the effective date of such denial, suspension, or revocation. A suspension or revocation of a license under this chapter shall be stayed pending appeal.

(B) The City Manager ~~mayor~~ shall notify the appellant in writing of the date for the hearing on the appeal. The written notice shall be either served on the appellant personally on or before five days before the hearing, or by placing it in a sealed envelope, addressed to the appellant at the address set forth in the application, and depositing it with the United States Postal Service, proper first class postage prepaid, on or before seven days before the hearing. The City Manager ~~mayor~~ may, but is not required to, serve the written notice by certified or registered mail, as set forth above.

(C) The City Manager ~~mayor~~ shall conduct a hearing on the appeal within 14 days of receipt of the written notice of appeal by the municipality's clerk, at which hearing the appellant may present witnesses or other evidence opposing the denial, suspension or revocation. The enforcement officer may also present witnesses or other evidence supporting the denial, suspension or revocation. Both parties shall have the right to cross-examine witnesses.

(D) The City Manager ~~mayor~~ shall determine whether the preponderance of the evidence presented at the hearing supported the decision of the enforcement officer to deny, suspend or revoke the license of the appellant.

(E) The City Manager ~~mayor~~ shall issue a written decision setting forth his findings regarding the evidence presented at the hearing, and his or her decision to affirm or overrule the decision of the enforcement officer. The City Manager ~~mayor~~ shall serve a copy of his or her written decision on the appellant and the enforcement officer in writing. The written decision shall be either served on the parties personally on or before five days after the date of the hearing, or by placing it in a sealed envelope, addressed to the respective parties at the address set forth in the application and at the enforcement officer's ordinary business address, and depositing it with the United States Postal Service, proper first class postage prepaid, on or before five days after the hearing. The mayor may, but is not required to, serve the written decision by certified or registered mail, as set forth above.

(F) The written decision of the City Manager ~~mayor~~ shall be considered a final decision.

SECTION 16: Code Amendments – Chapter 151. The current provisions of §151.05 Provisions Changed or Supplemented of CHAPTER 151: ELECTRICAL CODE of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 151: ELECTRICAL CODE

Section

151.05 Provisions changed or supplemented

§ 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 ~~City Manager~~ 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 ~~City Manager~~ 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) of the City of Mattoon Code of Ordinances.

(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 and Planning Director 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 and Planning Director 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 after 30 days after its passage and publication.

SECTION 17: Code Amendments – Chapter 157. The current provisions of §157.20 City Council, §157.21 City Planning Commission and §157.33 Final Plat Review Phase of CHAPTER 157: SUBDIVISION REGULATIONS of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby amended by showing those provisions to be deleted as stricken through (i.e. ~~stricken~~) and by showing those new provisions to be added as text highlighted in red (i.e. text), as follows:

CHAPTER 157: SUBDIVISION REGULATIONS

Administration

157.20 City Council

157.21 City Planning Commission

Procedure

157.33 Final plat review phase

ADMINISTRATION

§ 157.20 CITY COUNCIL.

Sections 157.20 through 157.23 are concerned with the administration of the regulations contained herein. The City Manager ~~City Council~~ administers regulations, exercises authority and fulfills responsibilities as required by these regulations. The city shall maintain all necessary records, administer the subdivision regulations, be the final authority in cases of appeal, and review the preliminary and final plat. Specifically, with regard to the recommendations of the Planning Commission regarding subdivision review, the role of the City Manager, or designee, ~~Council~~ shall be to consider the proposal in regard to: the regulations and standards within these regulations; reports of other bodies and agencies as they pertain to design standards and specifications herein contained; all other city regulations and ordinances, state statutes and codes and federal codes and regulations deemed to be applicable minimum requirements in the interests of health, safety and convenience of the public of the city and not in conflict with the intent and purpose of these regulations.

§ 157.21 CITY PLANNING COMMISSION.

The City Planning Commission shall review and examine the regulations contained in this chapter and recommend to the city such changes as may be necessary. The Commission shall review preliminary and final plat applications and make recommendations to the City Manager and City Council as applicable and necessary.

§ 157.33 FINAL PLAT REVIEW PHASE.

(A) *Final plat document specifications and support materials.* The developer or his or her representative shall request the Community Development and Planning Director at least 30 days before a regular or special Commission meeting, to place final plat review of the proposed subdivision on the Planning Commission agenda. Three oversized and 15 11x 17 sized copies of final plat documents shall be provided at application for use at the Commission meeting. The applicant will also submit a \$250 non-refundable filing fee at the time of application. The final plat shall meet the following specifications: the final plat shall be prepared by an Illinois Registered Land Surveyor and drawn in India ink on tracing cloth or reproducible mylar at the same scale as the preliminary plat. When more than one sheet is used for any plat, they shall be numbered consecutively and each sheet shall contain a notation showing the whole number of sheets in the plat and its relation to other sheets.

(B) *Final plat contents.*

- (1) Name of subdivision;
- (2) Date, bar scale, and north arrow;
- (3) Locations by distances and bearings from true north or grid north, as established by the Illinois State Plane Coordinate System, East Zone, and angles with reference to a corner or corners established in the United States Public Land Survey;
- (4) All angular and linear data along the exterior boundary of the tract, which meets the criteria for a "second order" accuracy survey, by Illinois Registered Land Surveyor's standards;
- (5) The width, course, and extent of all existing and recorded roads, streets, thoroughfares and other rights-of-way intersecting the boundaries of the subdivision with accurate dimensions in feet and decimal parts of feet (or metric equivalents if utilized in the preliminary plat) and accurate angles to streets, thoroughfares, alleys, and property lines;
- (6) The width, course and extent of all proposed roads, streets, thoroughfares and other rights-of-way with accurate dimensions in feet and decimal parts of feet (or metric equivalents if utilized in the preliminary plat) and accurate angles for all curves included in the plat;
- (7) Complete curve notes for all curves included in the plat;
- (8) Location, type and size of all monuments and lot markers;
- (9) The names of all existing and proposed roads, streets, and other thoroughfares;
- (10) The location and dimensions for all easements and any limitations thereupon;
- (11) Accurate location of all existing abutting tracts, parcels, lots, or blocks;
- (12) All tracts, parcels, lots and blocks contained within the subdivision shall be precisely dimensioned including any property to be dedicated or reserved for public, semipublic, common, or community use;
- (13) All tracts, parcels, lots and blocks contained within the subdivision shall be consecutively numbered;

(14) All setback lines required by these regulations or fixed within approved protective covenants shall be shown and dimensioned upon the plat;

(15) The centerlines of streams, rivers, or other similar flows; the normal pool elevation of any lake or impoundment; and, an elevation line indicating the elevation of the 100-year flood, if applicable;

(16) The name(s), address(es), and signature(s) of the owner(s) and developer(s) of the subdivision or their duly authorized representatives;

(17) The name, address, registration number and seal, and signature of the Illinois Registered Land Surveyor preparing the final plat;

(18) Certificates required by these regulations to be included upon the final plat; and

(19) A statement of maintenance responsibility for any public improvements.

(C) *Supplementary information required.*

(1) Final water and sewage disposal engineering plans;

(2) Final drainage and stormwater management engineering plans;

(3) Final water course and impoundment engineering plans. Complete plans shall be required for improvements, minimally, where impoundments or water courses affect the subdivision, elevations shall be included for the 100-year flood;

(4) Final topographic and profile studies, certified by the engineer and the owner for the entire site, where topographical change is contemplated;

(5) Final road and thoroughfare engineering design plans, profiles and cross-sections;

(6) Special studies and engineering plans in final form as required in preliminary plat presentation or as required to provide supporting information for final plat approval;

(7) Final copies of all covenants, restrictions and home owner's association charters and by-laws as intended to be filed simultaneously with the final plat of subdivision; and

(8) Applicable certificates as required by these regulations for final plat approval.

(D) *Reviewing agencies.* At the time of making final plat application to the Planning Commission, the developer shall forward copies of the final plat to all reviewing agencies receiving copies of the preliminary plat. Within 20 calendar days after receipt, interested review agencies shall prepare written reports which shall be available for use and review by the Planning Commission.

(E) *Guarantee of performance.* Prior to the final plat being approved by the City Council, a surety bond shall be posted, as follows:

(1) The improvements shall be completed within two years from approval of the final plat. Developer shall be responsible to maintain all such improvements for one year following acceptance by the City Council. To ensure the satisfactory completion of the required improvements and to ensure the maintenance of such improvements for one year following acceptance by the City Council, the developer shall:

(a) Deposit with the City ~~Manager Administrator~~, cash in an amount equal to 120% of the cost of construction estimate certified by the City Engineer; or

(b) Deposit with the City ~~Manager Administrator~~ a duly executed irrevocable letter of credit in the form as set forth in Appendix C at the end of this chapter, from a financial institution approved by the city and authorized to do business in the State of Illinois. The letter of credit shall name the city as beneficiary, shall be in effect for at least one year from its issuance date, and shall remain in effect thereafter until the city is given 90 days' notice of an expiration date. The amount of the irrevocable letter of credit shall be in an amount equal to 120% of the cost of construction estimate certified by the City Engineer. The letter of credit shall ensure the satisfactory completion of the improvements and their maintenance for one year following acceptance by the city.

(2) During construction of the improvements, the letter of credit or the developer's cash deposit (herein collectively "developer's security") may be periodically reduced upon approval by the City Council. However, in no event, shall be developer's security be less than 120% of the estimated cost of the improvements not yet completed as determined by the City Engineer plus a 10% retainage of the total cost for maintenance of the improvements.

NOTE: For release of surety, see § [157.71](#).

(F) *Final plat approval.*

(1) Upon a finding by the Commission that the final plat submitted is in accordance with the requirements of this chapter, the Chairman and Secretary shall so certify by placing their signatures upon the plat, and shall recommend it to City Council for review and final approval.

(2) Following final approval by the City Council, the final plat may be legally recorded in compliance with the laws of the State of Illinois. Such final approval shall be null and void if the said plat is not recorded within

90 days after the approval, unless application for an extension of time to so record is made in writing during said 90-day period to the City Council and by it granted.

SECTION 4: Elected Officials. Nothing in this Ordinance shall be deemed to diminish or detract from the statutory powers and authority of the City’s elected officials, except as provided by law for the implementation of the statutory manager form of government.

SECTION 5: Severability. The invalidity of any provisions of this Ordinance with respect to the law or any existing Code provisions or City ordinances shall not affect the validity of any other provisions herein or the surviving portions.

SECTION 6: Effective Date. This Ordinance shall become effective upon its passage and approval, as provided by law.

Upon motion by Commissioner Butler, seconded by Commissioner Cox, adopted this 6th day of May, 2025, by a roll call vote, as follows:

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

Approved this 6th day of May, 2025.

/s/Rick Hall
Rick Hall, Mayor
City of Mattoon, 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 05-06, 2025.

Mayor Hall opened the floor for comments. Interim Manager Gill explained the substitute ordinance as incorporating Resolution No. 2025-3307 allowing the signing of checks by facsimile with an original signature into the municipal codification; therefore, Council would not be considering Resolution No. 2025-3307 later in the meeting.

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

Commissioner Closson seconded by Commissioner Phipps moved to adopt Resolution No. 2025-3304, appointing Kyle M. Gill to the position of City Manager.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2025-3304

A RESOLUTION APPOINTING KYLE GILL AS CITY MANAGER

WHEREAS, the City Council for the City of Mattoon, Coles County, Illinois, deems that it is in the public interest and the interest of the citizens and taxpayers of the City of Mattoon that a City Manager be employed to manage the business affairs of the City of Mattoon consistent with Illinois statutes and the City of Mattoon Code of Ordinances: and,

WHEREAS, Kyle Gill has served as City Administrator over the past 13 years and has been selected to be in the position of the first City Manager; and,

WHEREAS, negotiations have taken place and an agreement has been reached between negotiators on behalf of the City of Mattoon and Kyle Gill, subject to the approval of the City Council for the City of Mattoon.

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

Section 1. That the Council hereby ratifies the Council's appointment of Kyle Gill as City Manager.

Section 2. That the Employment Agreement between the City of Mattoon and Kyle Gill, entered into between the City and Kyle Gill on or about March 25, 2025, and appointing Kyle Gill as the Interim City Manager shall terminate immediately upon the adoption of the Resolution appointing Kyle Gill as City Manager, and any money the City had placed in escrow relating to Kyle Gill's termination as Interim City Manager shall revert back to the City.

Section 3. This resolution shall be effective upon its approval in accordance with law.

Upon motion by Commissioner Closson, seconded by Commissioner Phipps,
adopted this 6th day of May, 2025 by a roll call vote, as follows:

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

Approved this 6th day of May, 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 05-06-2025.

Mayor Hall opened the floor for comments. Mayor Hall acknowledged Interim Manager Gill's 30 years with the City with various positions, the recruitment for position that was apparent and was honored to have Kyle Gill as City Manager.

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

Commissioner Cox seconded by Commissioner Closson moved to adopt Resolution No. 2025-3305, appointing Susan J. O'Brien to the Office of City Clerk and Beth Wright to the Office of City Treasurer.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2025-3305

A RESOLUTION APPOINTING SUSAN J. O'BRIEN TO THE OFFICE OF CITY CLERK AND BETH WRIGHT TO THE OFFICE OF CITY TREASURER

WHEREAS, the status of appointed officers of the municipality are traditionally re-evaluated after the election of new members to the City Council; and

WHEREAS, it is necessary to appoint a municipal clerk and treasurer at the first regular or special meeting of a newly-elected City Council to enable the business of the municipal corporation to continue without interruption.

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

Section 1. The Council hereby ratifies the mayor's appointment of Susan J. O'Brien to the Office of City Clerk.

Section 2. The Council hereby ratifies the mayor's appointment of Beth Wright to the Office of City Treasurer.

Upon motion by Commissioner Cox, seconded by Commissioner Closson, adopted this 6th day of May, 2025 by a roll call vote, as follows:

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

Approved this 6th day of May, 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 05-06-2025.

Mayor Hall opened the floor for comments. Manager Gill stated both do a tremendous job for the City.

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

Commissioner Phipps seconded by Commissioner Cox moved to adopt Resolution No. 2025-3306, designating the depositories in which the funds or moneys of the City may be deposited.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2025-3306

A RESOLUTION DESIGNATING DEPOSITORIES FOR FUNDS AND MONEYS OF THE CITY OF MATTOON, ILLINOIS

WHEREAS, pursuant to the terms of an Act of the General Assembly of the State of Illinois adopted and now in force and effect, it is required that a designation be made of a bank or banks, or other depository in which the funds and monies in the custody of the City Treasurer of the City of Mattoon, Illinois, may be deposited.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Mattoon, Coles County, Illinois, that all banks and financial institutions with facilities within the City limits of Mattoon are hereby designated depositories in which the funds and moneys of the City of Mattoon, Illinois, in the custody of the City Treasurer of the City of Mattoon, Illinois, may be deposited.

BE IT FURTHER RESOLVED that no bank herein designated as a depository shall be qualified to receive such funds or moneys until it has furnished the City of Mattoon with copies of the two last sworn statements of Resources and Liability, which such bank is required to furnish to the Auditor of Public Accounts, or to the Comptroller of Currency.

BE IT FURTHER RESOLVED that each bank designated as depository for such funds or moneys shall furnish the City Council of the City of Mattoon with a copy of all bank statements, which it is required to furnish to the Auditor of Public Accounts, or the Comptroller of Currency, while acting as such depository.

BE IT FURTHER RESOLVED that if such funds or moneys are deposited in a bank herein designated as a depository, the amounts of such deposits shall not exceed 75% of the capital stock and surplus of such banks, and the City Treasurer shall not be discharged from responsibility for any such funds or moneys deposited in any bank in excess of such limitation.

BE IT FURTHER RESOLVED that the depositories mentioned herein have furnished that body with copies of their past two statements as furnished to the Comptroller of Currency, or Auditor of Public Accounts, which statements are approved and accepted.

Upon motion by Commissioner Phipps, seconded by Commissioner Cox,
adopted this 6th day of May, 2025 by a roll call vote, as follows:

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

Approved this 6th day of May, 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 05-06-2025.

Mayor Hall opened the floor for comments. Manager Gill stated there were no changes to the depositories.

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

Resolution No. 2025-3307, authorizing the Mayor, City Treasurer and City Clerk to sign checks by facsimile signature was not considered due to incorporation in the municipal code by Ordinance No. 2025-5492 (Substitute).

Commissioner Butler seconded by Commissioner Phipps moved to adopt Special Ordinance No. 2025-1954, ratifying employment contracts with City Manager, City Clerk, Finance Director & City Treasurer.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1954

**AN ORDINANCE RATIFYING THE EMPLOYMENT AGREEMENTS OF
KYLE GILL, SUSAN O'BRIEN, AND BETH WRIGHT FOR MANAGERIAL POSITIONS**

BE IT ORDAINED by the City Council of the City of Mattoon as follows:

Section 1. The City Council hereby approves an Employment Agreements with:

Kyle Gill for the position of City Manager, and
Susan O'Brien for the position of City Clerk, and
Beth Wright for the position of Finance Director & City Treasurer,

a copy of which is attached hereto and incorporated herein by reference.

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 Butler, seconded by Commissioner Phipps,
adopted this 6th day of May, 2025 by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): None

Approved this 6th day of May, 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 05-06-2025.

Mayor Hall opened the floor for comments. Manager Gill noted the standard contracts. Commissioner Closson inquired as to every year with Manager Gill stating every four years.

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

Commissioner Closson seconded by Commissioner Cox moved to adopt Special Ordinance No. 2025-1955, granting a Special Use for a Tier II Short-Term Rental located at 808 Broadway Avenue. Petitioner: Toby Ferris 07-1-03948-000

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1955

AN ORDINANCE TO GRANT A SPECIAL USE FOR A TIER II SHORT-TERM RENTAL AT 808 BROADWAY AVENUE | Pin #: 07-1-03948-000

WHEREAS, the petitioner Toby Ferris has petitioned the City of Mattoon for a special use for a Short-term Rental; and

WHEREAS, a public hearing was held before the Mattoon Planning and Zoning Commission where no objectors were present; and

WHEREAS, The Planning and Zoning Commission of the City of Mattoon voted unanimously for the approval of said special use; and

WHEREAS, said special use conforms with the quality and character of the community.

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

Section 1. Pursuant to the abilities of City Council enshrined in Section 32.05 of the Mattoon Code of Ordinances, the City of Mattoon hereby grants the Special Use for a Tier II "short-term rental" for the address 808 Broadway Ave.

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 Closson, seconded by Commissioner Cox,
adopted this 6th day of May, 2025 by a roll call vote, as follows:

AYES (Names): Commissioner Butler, Commissioner Closson,

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

Approved this 6th day of May, 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 05-06-2025.

Mayor Hall opened the floor for comments. Manager Gill noted consideration at the Planning Committee meeting. CECD Director Benishek noted the Planning Committee passed this unanimously. Commissioner Phipps inquired if it was multi-use with CECD Director Benishek stated residential.

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

Commissioner Cox seconded by Commissioner Closson moved to adopt Special Ordinance No. 2025-1956, granting a Special Use for a Digital Display Sign located currently on a portion of 06-0-00588-000 that will be deeded to the City in the near future. Petitioner: Richard Rhodes of Dusty's Outdoor Media

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1956

AN ORDINANCE TO GRANT A SPECIAL USE ALLOWING FOR A 'DIGITAL DISPLAY SIGN' ON IL-16 | Pin# - TO BE DETERMINED (current is 06-0-00588-000)

WHEREAS, the petitioner, Dusty's Outdoor Media, has approached the City of Mattoon regarding the construction of a 'digital display sign' as part of their Special Use Application; and

WHEREAS, local businesses may be able to utilize the sign for marketing purposes; and

WHEREAS, sexually oriented businesses and/or politically oriented displays are not permitted by Dusty's Outdoor Media; and

WHEREAS, the Planning and Zoning Commission of the City of Mattoon voted unanimously to approve their Special Use petition on April 22, 2025.

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

Section 1. Pursuant to the abilities of City Council enshrined in Section 32.05 of the Mattoon Code of Ordinances, the City of Mattoon hereby approves adopts this ordinance as outlined in Exhibit A.

Section 2. Certain conditions are placed upon the issuance of this special use permit, and said special use permit shall be revoked if the following conditions are not adhered to: The operator/owner of the sign must ensure that the ground where the ‘digital display sign’ will be erected shall be located on city-owned property.

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.

Section 5. The City Clerk shall make and file a duly certified copy of this ordinance with the Clerk and Recorder’s Office of Coles County, Illinois.

Upon motion by Commissioner Cox, seconded by Commissioner Closson, adopted this 6th day of May, 2025 by a roll call vote, as follows:

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

Approved this 6th day of May, 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 05-06-2025.

Mayor Hall opened the floor for comments. Manager Gill explained this was the first one to apply and Director Benishek had worked on the sign regulations. CECD Director Benishek noted several attorneys also assisted and that the special use passed unanimously at the Planning Commission. Mayor Hall inquired as to the location. Manager Gill stated the location would be in the area of Phillips 66 and Jack Flash. Mayor Hall added across from the Wendy’s restaurant area.

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

Mayor Hall seconded by Commissioner Cox moved to adopt Special Ordinance No. 2025-1957, granting a Special Use for a Cannabis Dispensary located at 511 Lake Land Boulevard. Petitioner: T C APPLICO, L.L.C. 07-1-05018-000

**AN ORDINANCE TO ISSUE A SPECIAL USE PERMIT FOR A CANNABIS DISPENSARY
LOCATED AT 511 LAKE LAND BOULEVARD | PIN #: 07-1-05018-000**

WHEREAS, the petitioner T C APPLICCO, LLC has submitted an application for a Special Use for a Cannabis Dispensary; and

WHEREAS, adequate public notice was given related to this Special Use Permit application; and

WHEREAS, said application exceeds all required city ordinance related to distance from schools, preschools, and daycares; and

WHEREAS, said application exceeds all city ordinance related to parking requirements; and

WHEREAS, state law requires that the product sold at this facility will be secured and the city further recognizes a former bank building as being a suitable location for said Cannabis dispensary; and

WHEREAS, the City of Mattoon recognizes the positive impact the tax revenues generated from this business would have on our annual budget; and

WHEREAS, 22 employees consisting of 18 full-time and 4 part-time positions will be created locally to benefit our economy; and

WHEREAS, the Planning and Zoning Commission voted unanimously in favor of this Special Use on April 22, 2025 during a regularly scheduled meeting.

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

Section 1. Pursuant to the abilities of City Council enshrined in Section 32.05 of the Mattoon Code of Ordinances, the City of Mattoon hereby approves adopts this ordinance as outlined in 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.

Section 4. The City Clerk shall make and file 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 Cox _____,
adopted this ____ 6th ____ day of May _____, 2025 by a roll call vote, as follows:

AYES (Names): Commissioner Butler, Commissioner Closson,
 Commissioner Cox, Mayor Hall

NAYS (Names): None

ABSENT (Names): Commissioner Phipps

Approved this ____ 6th ____ day of May _____, 2025.

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

ATTEST:

APPROVED AS TO FORM:

/s/Susan J. O'Brien

/s/Daniel C. Jones

Recorded in the Municipality's Records on 05-06-2025.

Mayor Hall opened the floor for comments from the Public and online. Mrs. Dixie Freeland, Mr. Gary Stephen (216 Essex Avenue), Mr. Mike Croy (5 Manor Lane), Dr. John Coin (3519 DeWitt Avenue), Angela Hampton (4782 NCR 100E), and Melissa Hardin (21 Lafayette Avenue) spoke against the dispensary. Mr. Tom Wright and Mr. William Wright (116 Wabash Avenue) spoke for the dispensary. Mr. Craig Krandel of Zukowski Rogers Flood & McArdle representative of TC Applico, L.L.C. presented to the Council information including the special use request, meeting criteria of location, no drive thru, customers must be 21 years of age or older, limitation on quantities purchased, no schools within 1,000 feet, participate and support the community, employment in community, adequate parking, no advertisements, described interior design and customer process. Mayor Hall called for further questions with no response.

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

Commissioner Butler seconded by Commissioner Closson moved to adopt Special Ordinance No. 2025-1958, authorizing the city manager to sign an outright grant agreement by and between the City of Mattoon and First Neighbor Bank. reimbursing up to \$108,892.50 from Broadway Avenue East TIF Revenues over a three-year period for engineering costs, pavement removal, earthwork site utilities and seeding to the property located at 808 Broadway Avenue East; and authorizing the city manager to sign the agreement. 06-0-00554-006

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1958

AN ORDINANCE APPROVING A GRANT AGREEMENT BY AND BETWEEN THE CITY OF MATTOON, ILLINOIS AND FIRST NEIGHBOR BANK FOR 808 BROADWAY AVE EAST (06-0-00554-006) IN CONNECTION WITH THE MATTOON BROADWAY AVENUE EAST TIF DISTRICT

WHEREAS, FIRST NEIGHBOR BANK (the “**Grantee**”), has submitted a proposal to the City of Mattoon, Illinois (the “**Municipality**”) for redevelopment of a part of the Municipality’s Mattoon Broadway Avenue East Redevelopment Project Area (the “**Redevelopment Project Area**”); and, thereafter, the Municipality and the Grantee have 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 Butler, seconded by Commissioner Closson, adopted this 6th day of May, 2025 by a roll call vote, as follows:

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

Approved this 6th day of May, 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 05-06-2025.

Mayor Hall opened the floor for comments. Manager Gill explained the new building for investments, TIF, site work, utility work, payments over three years, and location between the former Blaw Knox and Annamet site.

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

Commissioner Closson seconded by Commissioner Cox moved to adopt Special Ordinance No. 2025-1959, granting a variance for Fire Station #3 to allow yard setback requirements for a building addition located at 2700 Marshall Avenue. Petitioner: City of Mattoon

Mayor Hall opened the floor for comments. Manager Gill explained the addition to Fire Station #3 including a new bay, other plans, setback and had unanimously passed at the Planning Commission.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1959

AN ORDINANCE TO ISSUE A VARIANCE TO THE YARD SETBACK REQUIREMENTS FOR THE FIRE STATION #3 BUILDING ADDITION

WHEREAS, the City of Mattoon desires to amend the zoning ordinance of the City of Mattoon to allow for a Variance to the yard setback requirements for the planned Fire Station #3 addition located at 2700 Marshall Ave | Pin Number 07-2-11799-000; and

WHEREAS, said Variance would enable the expansion of fire protection and EMS services; and

WHEREAS, the Planning and Zoning Commission of the City of Mattoon unanimously approved the request for Variance on April 22, 2025 at a regularly scheduled meeting.

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

Section 1. Pursuant to the abilities of City Council enshrined in Section 32.05 of the Mattoon Code of Ordinances, the City of Mattoon hereby approves adopts this ordinance as outlined in 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.

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

Upon motion by Commissioner Closson, seconded by Commissioner Cox, adopted this 6th day of May, 2025 by a roll call vote, as follows:

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

Approved this 6th day of May, 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 05-06-2025.

Mayor Hall opened the floor for comments. Manager Gill explained the addition to Fire Station #3 including a new bay, other plans, setback and had unanimously passed at the Planning Commission.

Mayor Hall noted the design was to allow expansion. Chief Hilligoss explained the engine and a drive through ambulance area, and the first time for an ambulance on the west side of the railroad track. Commissioner Cox commended Chief Hilligoss on his time and knowledge, explained the 60-year-old building which needed updates and extra space.

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

Commissioner Cox seconded by Commissioner Phipps moved to adopt Ordinance No. 2025-5493, updating the municipal code to increase the effectiveness of the Corridor Development by amending Sections 159.56, 159.57, 159.58, 159.59, 159.60 and 159.61.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2025-5493

**AN ORDINANCE TO INCREASE THE EFFECTIVENESS OF THE CORRIDOR
DEVELOPMENT DISTRICT**

WHEREAS, the City of Mattoon and City of Charleston have a collaborative and shared zoning district; and

WHEREAS, the City of Mattoon and City of Charleston have jointly agreed to streamline procedures to facilitate development opportunities in said shared zoning district; and

WHEREAS, the City of Mattoon desires to make housing development opportunities readily available for developers; and

WHEREAS, the Planning and Zoning Commission of the City of Mattoon unanimously approved these changes at their April 22, 2025 meeting.

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

Section 1. Pursuant to the abilities of City Council enshrined in Section 32.05 of the Mattoon Code of Ordinances, the City of Mattoon hereby approves the repeal of Sections 159.56, 159.57, 159.58, 159.59, 159.60 and 159.61 and replace as outlined as follows:

C/D CORRIDOR DEVELOPMENT DISTRICT

159.56 Purpose

159.57 District boundaries

159.58 Use controls

159.59 Lot controls

159.60 General requirements and restrictions

159.61 Approval process

C/D CORRIDOR DEVELOPMENT DISTRICT

§ 159.56 PURPOSE.

The purpose of the C/D (Corridor Development) District is to encourage economic development activity along the Route 16 corridor between the Cities of Charleston and Mattoon, thus expanding employment opportunities in Coles County and enhancing its tax base. This district is founded on a cooperative working relationship between those parties with an interest in encouraging the economic development in the county and facilitating quality development along the corridor. To that end, the requirements of this district are intended to encourage development that both enhances the economy of the county and the aesthetics of the area and maintains and encourages environmental quality.

§ 159.57 DISTRICT BOUNDARIES.

The C/D District extends along Route 16 and encompasses that area shown in "Appendix A", on file in the office of the City Clerk. It is the intent of the city to annex all properties within this area. Upon such annexation, it is the intent of the city to zone such property C/D.

§ 159.58 USE CONTROLS.

The designation of a proposed activity as a permitted, conditional or prohibited use shall be upon the determination of the City Clerk.

(A) Uses permitted. Except as specifically limited in this section, the following uses and no others shall be permitted in the C/D District:

(1) Agricultural uses and any other similar uses or enterprises customarily carried on in the field of general agriculture and not obnoxious or detrimental to the public welfare;

(2) Accessory structures to permitted uses;

(3) Commercial: retail;

(4) Commercial: wholesale;

(5) Distribution;

(6) Educational institutions/services;

(7) Health/medical services;

(8) Light manufacturing;

(9) Offices; and

(10) Storage.

(11) Planned Unit Development (PUD). See Planned Unit Development Code Ordinance Number 88-4851 and 2024 update.

(B) Special uses. Any use of land not specifically listed in division (A) or (C) of this section shall be classified as a "special use" and shall be permitted only when authorized under the requirements of the city Zoning Code.

(C) Prohibited uses. Permitted uses and conditional uses shall not be construed to include the following uses which are prohibited in the C/D District:

(1) Asphalt plants;

(2) Auto salvage yards;

(3) Batching plants;

(4) Commercial feed lots;

(5) Concrete plants;

(6) Foundry;

(7) Hides, skins and raw furs processing;

(8) Junkyards;

(9) Landfills;

(10) Refuse incinerators;

(11) Residential uses on zoning lots smaller than ten acres in size; and

(12) Slaughterhouses.

§ 159.59 LOT CONTROLS.

(A) Minimum lot size.

(1) The minimum lot size for a zoning lot, any part of which is located within 1,000 feet of Route 16, shall be two acres (87,120 square feet).

(2) The minimum lot size for a zoning lot located more than 1,000 feet from Route 16 shall be one acre (43,560 square feet).

(B) Minimum lot width.

(1) The minimum lot width for a zoning lot, any part of which is located within 1,000 feet of Route 16, shall be 200 feet.

(2) The minimum lot width for a zoning lot located more than 1,000 feet from the Route 16 right-of-way shall be 100 feet.

(C) Corridor open space.

(1) In order to ensure quality development and preserve views along Route 16, a corridor open space is established abutting Route 16. The open space corridor shall be located in the 100 feet closest to the property lines abutting Route 16. The 50 feet of the open space corridor closest to Route 16 shall be defined as the front 50 feet. The 50 feet of the open space corridor located farthest from Route 16 shall be defined as the rear 50 feet. Unless otherwise noted in this chapter, no activities or obstructions other than as listed in § 159.60 shall be allowed in the front 50 feet of this open space area as measured perpendicular from the property line abutting Route 16 and this area shall be planted and maintained with live landscape material.

(2) Parking as required under § 159.60(G) shall be permitted within the rear 50 feet from Route 16. Should parking be located within this portion of the corridor open space, it shall be landscaped as required in § 159.60(I)(4).

(3) Low profile ground signs as permitted in § 159.60(F)(3) shall be set back at least 25 feet from Route 16.

(4) Directional signs as permitted by § 159.60(F)(3)(d) shall be permitted in the corridor open space when said signs are used in indication of site ingress and egress.

(5) The 100-foot corridor open space is to be landscaped as required in § 159.60(I)(4).

(6) Pole signs as permitted by § 159.60(F)(3)(c) shall be set back at least 50 feet from Route 16.

(7) Signs not listed in this section are prohibited in the open space corridor.

(D) Yard requirements.

(1) All structures shall be set back a distance of at least 25 feet from all front, side and rear lot lines and the corridor open space.

(2) In the case of zoning lots adjacent to major roads in the C/D District, all structures shall be set back a distance of at least 50 feet from the road. Major roads shall be defined as Loxa Road, Lerna Road, Old State Road and Township Road 800N.

(E) Transitional yards.

(1) There shall be established a transitional yard of the first 50 feet abutting the edge of the zoning district. Open storage, refuse containers or other structures accessory or otherwise, shall not be located within the transitional yard and shall be adequately screened from view if visible

from any residential lot(s).

(2) Every parking lot in a transitional yard shall be buffered and screened by a perimeter landscaped open space having a width of at least five feet. The landscaping and screening treatment of such space shall be designed and maintained to a height of at least three feet above the surface of the parking lot.

(F) Height.

(1) Structures located on a zoning lot, any part of which is located within 1,000 feet of Route 16 shall have a maximum height of 60 feet.

(2) Structures located within 200 feet of the C/D District boundary shall have a maximum height of 35 feet.

(3) Notwithstanding the foregoing, all structures in the C/D District shall also be subject to the height limitation established by the Coles County Memorial Airport Hazard Zoning Regulations, as directed by § 159.60(B).

(G) Maximum lot coverage. The maximum coverage of any zoning lot within the C/D District by building, parking, roads or any other impervious surface shall not exceed 70%.

§ 159.60 GENERAL REQUIREMENTS AND RESTRICTIONS.

(A) Nonconforming uses. Where, at the effective date of adoption of this zoning district, a lawful use of land exists that is made no longer permissible under the terms of this district, such use may continue subject to the nonconforming use provisions of 159.45.

(B) Airport restrictions. Any development within the Corridor Development District that is also within the area controlled by the Coles County Memorial Airport Hazard Zoning Regulations must meet the requirements of both sets of regulations. In cases where differences exist between the two codes, the more restrictive standard shall apply.

(C) Performance standards. All uses in the C/D district which require buildings and/or open areas for manufacturing, fabrication, processing, extraction, heavy repairing, dismantling, storage or disposal of equipment, raw materials, manufactured products or wastes shall conform to the performance standards defined in 159.31(N) as concerns smoke, fly ash, dust, odor, gases and fumes, glare, vibration, noise and sound.

(D) Severe slope restrictions. To protect the visual and environmental quality of the C/D District, no building shall be constructed on any portion of a zoning lot that exceeds 30% slope. In addition, all buildings and structures shall be set back from the toe of the slope a minimum of ten feet and an average of 20 feet.

(E) Curb cuts.

(1) In order for the city to support an application to the Illinois Department of Transportation for a new vehicular ingress/egress onto Route 16, the zoning lot which will gain access to Route 16 must conform to the requirements of this division (E).

(2) Vehicular ingress/egress onto Route 16 shall be permitted only if it:

(a) Is at least 20 acres in size;

(b) Has a minimum frontage on Route 16 of 1,000 feet; and

(c) Is not within 1,250 feet of an existing road or curb cut.

(3) As a condition of approving any development with a curb cut onto Route 16, the

property owner shall grant an easement for the purpose of linking adjacent

properties with an access road. Such easement shall be 50 feet in width, parallel and abutting the property line along Route 16. The access road shall be centered within the easement. Such road will be utilized in cases where an applicant meets the requirements of § 159.60(E)(2)(a) and § 159.60(E)(2)(b) but not § 159.60(E)(2)(c).

(4) Access roads in the C/D District will be constructed to the specifications defined in the city's Subdivision Regulations, except as defined otherwise in this section. The applicant for whom the access road is constructed will bear responsibility of construction and maintenance of the access road and submit to the city a letter of credit, which shall ensure adequate design, construction and maintenance of the road. The terms of the letter of credit, as to period and amount, shall be established by the City Council.

(5) Where a zoning lot has access from a road that intersects with Route 16, the center line of the road providing that access shall be at least 150 feet from the Route 16 right-of-way.

(F) Signs.

(1) Master Sign Plan required. For any zoning lot on which the owner proposes to erect one or more signs, the owner, his or her agent or assignee shall submit a Master Sign Plan to the City Clerk. The City Clerk shall approve the Master Sign Plan, which will meet the requirements of this division (F) prior to the issuance of a building permit and all signs placed on the zoning lot shall conform to the Master Sign Plan and the requirements of this division (F). The Master Sign Plan shall contain the following information:

(a) An accurate plot plan of the zoning lot, at a specified scale;

(b) The location of all buildings, parking, driveways and landscaped areas on the zoning lot;

(c) The computation of the maximum total sign area, the maximum area for each individual sign, the height of each individual sign and the total number of signs to be erected on the zoning lot; and

(d) An accurate indication on the plan of the proposed location of each present and future sign, except temporary signs need not be shown. Such plan may be amended from time to time upon approval by the Zoning Administrator.

(2) Maximum sign area.

(a) Maximum total sign area. The maximum total sign area for all signs on a zoning lot in the C/D District, except incidental signs, building markers and temporary signs shall not exceed the lesser of the following:

1. Maximum number of total square feet: 500; and
2. Square feet of signage per linear foot of street frontage: 1.

(b) Area per frontage. Lots fronting on two or more streets are allowed the permitted sign area for each street frontage. However, the total sign area that is oriented toward a particular street may not exceed the portion of the lot's total sign area allocations that is derived from the lot, building or wall area frontage on that street.

(c) Computation of area of individual signs. The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle or combination thereof that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the

backdrop or structure against which it is placed but not including any supporting framework, bracing or decorative fence or wall when such fence or wall otherwise meets zoning ordinance regulations and is clearly incidental to the display itself.

(d) Computation of area of multi-faced signs. The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from any one point. When two identical sign faces are placed back to back so that both faces cannot be viewed from any point at the same time and when such sign faces are part of the same sign structure and are not more than 42 inches apart, the sign area shall be computed by the measurement of one of the faces.

(e) Computation of height. The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of the existing grade prior to construction; or the newly established grade after construction, exclusive of any filling, berming, mounding or excavating solely for the purpose of locating the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zone lot, whichever is lower.

(3) Permitted signs. The following signs are permitted in the C/D District:

(a) Flat signs, provided that such signs shall not extend more than 24 inches from the wall or building to which they are attached, the bottom of such signs shall be at least 10 feet above grade and such signs shall not cover or block any window, opening, architectural feature or architectural detail. The sign and any appurtenant devices or structural supports shall not project above the cornice or fascia of the building to which it is attached;

(b) Low profile ground signs, provided there shall be only one sign per street frontage and further provided that each such sign shall not exceed a height of eight feet and an area of 96 square feet;

(c) Pole signs, provided there shall be only one sign per street frontage and further provided that each such sign shall not exceed a height of 25 feet and an area of 125 square feet;

(d) Directional signs, provided the total aggregate sign area of all incidental signs shall not exceed 48 square feet and further provided that each individual sign shall not exceed a height of three feet;

(e) Temporary real estate signs, provided there shall be only one sign per street frontage and further provided that each sign shall not exceed an area 12 square feet and a height of five feet. Temporary real estate signs shall be removed from the property upon the completion or discontinuance of the sale of said property;

(f) Temporary construction signs, provided there shall be only one sign per street frontage and further provided that each sign shall not exceed an area of 12 square feet and a height of five feet. Temporary construction signs shall be removed from the property upon the completion or discontinuance of said construction;

(g) Temporary non-commercial signs, provided that such signs for purposes of public elections are displayed only during the duration of the campaign and shall be removed within seven days after the date of the election for which they are displayed;

(h) Governmental signs;

(i) Corporate flags, flags of the United States, the state, the city, foreign nations having diplomatic relations with the United States and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction, provided that such flags shall be limited to a total of four

and each flag shall not exceed 60 square feet in area and shall not be flown from a pole the top of which is more than 40 feet in height. These flags shall be flown in accordance with the protocol established by the Congress of the United States for the Stars and Stripes;

(j) Building marker, provided such sign shall not exceed an area of four square feet;
and

(k) An industrial/business park containing at least four sites or ten acres may be permitted one directory sign identifying the industrial/business park by name and identifying the occupants of the industrial/business park. Said sign shall not exceed 100 square feet in size for the first ten acres of the industrial/business park area plus 100 square feet for each additional ten-acre increment of the industrial /business park area, to a total of 400 square feet. The portion of the directory sign area dedicated any given tenant shall be deducted from that tenant's allowable sign area, as controlled by § 159.60(F)(2)(a).

(4) General requirements. The following general requirements shall apply to all signs in the C/D District.

(a) All signs except non-commercial messages shall be appurtenant to a permitted use of the property on which displayed.

(b) No sign shall exceed a height of 15 feet when said sign is located on a lot on which the primary use of the property is agricultural or the property is vacant.

(c) No sign shall be erected in any location where, by reason of its position, it will obstruct the view of any authorized traffic sign, signal or other traffic control device.

(d) No spotlight, floodlight or lighted sign shall be installed in any way which will permit the rays of such sign's light to penetrate beyond the property on which such light or lighted sign is located in such manner as to constitute a nuisance.

(e) All signs shall be imprinted with the sign owner's name and address and the sign erector's name and address. Signs not carrying such an imprint will be presumed to be owned by the person in possession of the property on which the sign is located.

(f) All signs shall comply with the applicable provisions of the Building Code, the Fire Code and the Electrical Code of the city.

(g) All signs shall be maintained in good structural condition and in compliance with all applicable city codes as well as the provisions contained in this chapter.

(h) No sign shall be animated in the C/D District.

(i) No signs shall be erected upon or project through the roof of any building nor shall any sign attached to a building extend above the roof line.

(j) Notwithstanding any other provisions in this chapter, the following signs shall be exempted from these regulations and need not be designated in the Master Sign Plan:

1. Official signs promulgated by municipalities, state government, special districts or the Department of Transportation; and

2. Signs affixed by public utilities to their poles and other facilities for identification.

(k) No sign may be erected or maintained which contains, includes or is illuminated by any flashing, intermittent or moving lights except those giving public service information such as weather, date and temperature.

(l) No sign may be erected or maintained which is not effectively shielded so as to prevent beams or rays of light from being directed at any portion of the traveled way of any street or road so as to cause glare or impair the vision of the driver of any motor vehicle.

(m) Structures for any ground or pole sign shall be more than 100 feet from any other structure for a ground or pole sign. This requirement shall not apply to structures which are separated or screened by buildings, natural surroundings or other obstructions in such a manner that only one sign facing located within such distance is visible at anyone time.

(n) Vehicles with exterior markings of any size, identifying or advertising a commercial enterprise, shall not be stored in any front or corner side yard. Such vehicles shall also be screened from view from all adjoining properties and streets.

(5) Legal non-conforming signs.

(a) Any legal non-conforming sign may continue in use and be maintained for the life of the sign in order to amortize the investment therein.

(b) A legal non-conforming sign shall not be enlarged upon, expanded or extended.

(c) Any legal non-conforming sign damaged by fire, flood, explosion, war, riot or act of God may be restored or reconstructed, provided that said restoration or reconstruction does not expand the pre-existing non-conformity and is completed within two months.

(G) Parking requirements.

(1) The off-street parking requirements for uses permitted in the C/D district shall be as follows:

Use type	Spaces per 1,000 square feet of building area
Use type	Spaces per 1,000 square feet of building area
Commercial: retail	4
Commercial: wholesale	1
Distribution	1
Educational institutions/ services	3
Health/medical services	3
Manufacturing/assembly/ production of materials	2.5
Offices	3
Storage	1

(2) Off-street parking shall not be located in any yards in the C/D District, exceptas otherwise permitted in this section.

(H) Loading requirements.

(1) The off-street loading berths required for uses permitted in the C/D district shall be as follows:

Use type	Square Feet Per One Off-Street Loading Berth
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Use type	Square Feet Per One Off-Street Loading Berth
Commercial: retail	10,000
Commercial: wholesale	10,000
Distribution	10,000
Educational institutions/ services	100,000
Health/medical services	100,000
Manufacturing/assembly/ production of materials	10,000
Offices	100,000
Storage	40,000

(2) No loading dock shall be located in the front yard of any zoning lot in the C/D District.

(3) No loading dock shall be located within the open space corridor or any transitional yard.

(4) Screening of the loading dock shall be in conformance with § 159.60(I)(4).

(I) Landscaping and screening.

(1) Landscape Plan. A Landscape Plan shall be required for all exterior construction and development activity. Such Landscape Plan shall be drawn in conformance with the requirements specified herein. Landscape Plans must be approved by the City Clerk prior to the issuance of a building permit for exterior construction and development. All Landscape Plans submitted for approval shall contain or have attached the following information unless certain requirements are waived by the City Clerk due to non- applicability:

(a) The location and dimensions of all existing and proposed structures, above- or below-ground utilities, parking lots and drives, roadways and rights-of-way, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, freestanding electrical equipment, tot lots and other recreational facilities and other freestanding structural features as determined necessary by the City Clerk. This drawing may be incorporated with the Master Sign Plan as determined in § 159.60(F)(1);

(b) The location, quantity, size and name, both botanical and common, of all proposed planting materials;

(c) The location of existing buildings, structures and plant materials on adjacent public or private property within 20 feet of the site;

(d) Existing and proposed grading of the site indicating contours at two-foot intervals. Proposed berming indicating contours at one-foot intervals;

(e) Specification of the size and type and boundaries of all proposed ground cover;

(f) The location, quantity, size and name, both botanical and common, of all existing planting materials;

(g) Elevations of all fences proposed for location on the site; and

(h) Elevations, cross-sections and other details as determined necessary by the City Clerk.

(2) Selection, installation and maintenance of plant materials.

(a) Planting materials used in conformance with the provisions contained herein shall be of good quality, of a species normally grown in Central Illinois and capable of withstanding the extremes of individual site microclimates. Size and density of plant material, both at the time of planting and at maturity, are additional criteria which must be considered when selecting plant materials.

(b) All landscaping materials shall be installed in accordance with the current planting procedures established by the American Association Nurserymen. The installation of all plant material required by this chapter may be delayed until the next optimal planting season, that being the period between April 1 and October 30.

(c) The owner of the premises shall be responsible for the maintenance, repair and replacement of all landscaping materials and barriers, including refuse disposal areas and street right-of-ways, as may be required by the provisions of this chapter.

(3) All landscaping materials shall be maintained in good condition so as to present a healthy, neat and orderly appearance and plant material not in this condition shall be replaced when necessary and shall be kept free of refuse and debris. Fences, walls and other barriers shall be maintained in good repair. Design criteria. Landscape plans described above shall be prepared based on the following design criteria. The evaluation and approval of landscape plans shall also be based on these design criteria:

(a) The scale and nature of landscaping materials should be appropriate to the size of the structures and surrounding existing materials. Large-scaled buildings, for example, should generally be complemented by larger- scaled plants.

(b) Plant material should be selected for its form, texture, color, pattern of growth and adaptability to local conditions.

(c) Evergreens should be incorporated into the landscape treatment of a site, particularly in those areas screening parking lots.

(d) All shade trees and ornamental trees shall have a minimum trunk size of two and one-half inches in diameter upon installation, as measured six inches above the established ground level.

(e) Plant material should be placed intermittently against long expanses of building walls, fences and other barriers to minimize their stark appearance and create a softening effect.

(f) Planting beds should be mulched with bark chips, feather rocks or similar materials. Mulch shall not be used as a substitute for plant materials.

(g) Detention/retention basins and ponds shall be landscaped. Such landscaping should include shade and ornamental trees, evergreens, shrubbery, hedges, sod and/or other planting materials.

(h) Deciduous trees should be placed on the south and west sides of buildings to provide shade from the summer sun. Evergreens and other materials should be concentrated on the north side of buildings to dissipate the effect of winter winds.

(i) Existing plant materials should be, wherever practical as determined by the City Clerk, incorporated into the landscape treatment of a site. The removal of trees within public rights-of-way is expressly forbidden without the approval of the City Clerk.

(j) Earthen berms and existing topographic features should be, whenever determined practical by the City Clerk, incorporated into the landscape treatment of a site, particularly when combined with plant material to facilitate screening.

(4) Open space corridor and transitional yards.

(a) Except as provided elsewhere in this chapter, the open space corridor and all transitional yards shall be devoted exclusively to landscaping. Driveways and sidewalks needed to serve a permitted use may be located within the open space corridor and transitional yards subject to the requirements of § 159.60(E) and approval of the City Clerk.

(b) Landscaping for the open space corridor and transitional yards shall consist of a combination of ground cover, shade trees, ornamental trees and shrubs, decorative paving material and appropriate screening devices such as decorative walls or berms. The use of shade trees and ornamental trees shall be provided at the rate of one tree for every 50 linear feet of landscaped open space. Evergreen trees may be substituted for shade trees or ornamental trees upon approval of the Building and Zoning Enforcement Officer.

Ornamental shrubs shall be provided at a rate of one shrub for every 50 linear feet of landscaped open space and except as otherwise required shall be maintained at a height of not more than four feet. A mixture of shrub species shall be provided, of which at least 25% shall be evergreen. Areas not planted with shrubs or trees shall be maintained with groundcover.

(c) Where, as permitted under § 159.59(C)(2), parking is provided in the rear 50 feet of the corridor open space, the parking lot shall be buffered and screened by a perimeter landscaped open space having a width of at least five feet. The landscaping and screening treatment of such space shall be designed and maintained to a height of at least three feet above the surface of the parking lot.

(5) Refuse containers, outdoor storage.

(a) All refuse containers and all areas of permitted outdoor storage shall be fully enclosed by an opaque fence, wall or densely planted evergreen hedge of a height sufficient to completely screen such containers or storage areas from view from all adjoining properties and all streets.

(b) No refuse containers or storage areas shall be located within any required yard.

(c) Outdoor storage of semi-tractor trailers, heavy construction vehicles and agricultural vehicles, as permitted in this section, shall not require screening.

(6) Parking lots. Every parking lot shall be buffered by a perimeter landscaped open space of at least five feet. The landscaping treatment of such space shall be designed and maintained with ground cover or a combination of ground cover, ornamental shrubs and trees, unless otherwise specified in this chapter.

§ 159.61 APPROVAL PROCESS.

Site plan review shall be required pursuant to the provisions of this chapter in addition to the other requirements of this code before building permits may be issued and shall apply to all uses whether permitted, conditional or accessory. The following regulations shall apply generally to all uses contained within the C/D District.

(1) Intent. The intent of these regulations is to promote safe and efficient use of land, to contribute to an orderly and harmonious appearance of the Route 16 corridor and to further enhance property values. The site plan review process is intended to help ensure that newly developed properties and redeveloped properties are compatible with adjacent development and that adverse impacts of development are minimized. The site plan review process in the C/D District is to provide for review of: Compatibility of a project with its environment, other land uses and existing buildings in the area;

(2) Compatibility of a project with the site plan review criteria for development of the Route 16 corridor, as defined in division (E) of this section.

(3) Compliance of a project with the use, lot and general requirements of this zoning district, as depicted in Route 16 Corridor Design Manual.

(B) Hearing body. A Corridor Review Committee (hereafter referred to as the CRC) is hereby authorized to hear and make recommendations to the City Council on uses proposed in the C/D district. The CRC shall consist of a representative from each of the following:

- (1) The City of Charleston City Council;
- (2) The City of Mattoon City Council;
- (3) The City of Charleston Board of Zoning Appeals and Planning;
- (4) The City of Mattoon Plan Commission;
- (5) Coles Together;
- (6) Coles County Airport Authority; and
- (7) Corridor Zone Land Owners' Associations.

(C) Procedures. Prior to issuance of a building permit, all development within the C/D District that does not conform to the requirements of this section, must be approved by the City Council in conformance with the following process:

(1) Applicant will complete an application for zoning compliance in the C/D District on forms provided by the city.

(2) Within 15 days of receipt of an application for zoning compliance approval, the City Clerk shall schedule the applicant before the next available plan review meeting of the CRC and shall notify the public of such meeting in conformance with the requirements of § 159.05(C).

(3) The CRC shall conduct a plan review hearing to consider the merits of the development proposal and its compliance with the standards of the C/D District.

(4) Upon completion of the hearing, the CRC shall make a recommendation to the Mattoon City Council regarding compliance of the proposed development with the requirements of this section.

(5) The City Clerk shall schedule a public hearing before the City Council within 30 days and shall make a public notice regarding the City Council hearing, in compliance with § 159.05(C).

(6) Upon completion of the public hearing, the Council shall vote to approve or deny the plan or to approve the plan subject to specific modifications. The Mayor shall sign a concept plan, noting any approved or required changes from said plan, and file it with the City Clerk.

(7) Upon application for building permit, the City Clerk shall compare the building permit application to the filed concept plan. The building permit application must substantially conform to the concept plan and fully comply with the requirements of this section.

(8) Requests for departures from approved plans will be required to follow the same procedure as outlined in this chapter.

(D) Submission requirements.

(1) A concept plan including the following information shall be prepared by the applicant and submitted to the CRC at the formal review meeting:

- (a) Land use on the site;
- (b) Land uses within 1,000 feet of the property;
- (c) Location of available utilities;

- (d) Property boundaries;
- (e) Topographical data showing flood plain if any;
- (f) Access points to the site;
- (g) Location of buildings;
- (h) Distances for setbacks and height;
- (i) Tabulation of relevant lot and building data;
- (j) Address and phone of applicant;
- (k) Scale and north arrow; and
- (l) Location and direction of surface and subsurface drainage and retention.

(2) At the time of pre-application the CRC may, by majority vote, require that the Landscape Plan as required by § 159.60(I) and Master Sign Plan as required by § 159.60(F) be presented at their formal review meeting.

- (3) Review criteria. In evaluating a concept plan for development in the C/D District the CRC shall consider how the proposed plan meets the following land use and design criteria:
Land use criteria:

(a) Avoid incompatibilities with larger existing users in corridor (i.e., Coles County Memorial Airport and Sarah Bush Lincoln Hospital), understanding that they are important economic development components of the corridor and county;

(b) Focus office, commercial and light industrial development (enclosed activities) along the frontage of Route 16 to enhance its appearance and image;

(c) Locate industrial uses which may have an adverse impact on the appearance and image of the corridor away from Route 16;

(d) Attract airport-related uses near the airport;

(e) Attract additional medical-related uses near the hospital; and

(f) Facilitate reuse or redevelopment of residential structures along Route 16 for commercial uses.

- (4) Design criteria:

(a) Avoid overburdening of soil, air, water or infrastructure in the Route 16 corridor;

(b) Protect and enhance open/recreation uses in the study area, particularly the Charleston Country Club, the hiking/biking trail, wooded areas and creeks and rivers;

(c) Encourage redevelopment of older nonproductive uses;

(d) Build private roads to public standards;

(e) Protect residential uses from adverse impacts of non-residential activities;

(f) Minimize changes in natural terrain;

(g) Separate residential uses from major noise-producing sources;

(h) Separate internal traffic circulation from parking aisles;

- (i) Minimize visual impact of parking visible from the street; and
- (j) Minimize impacts of airport noise.

ADMINISTRATION AND ENFORCEMENT

§ 159.65 PLANNING COMMISSION.

(A) Creation and membership.

(1) The Planning Commission is hereby established. The word "Commission" when used in this section shall be construed to mean the Planning Commission. The Commission shall consist of nine members who shall be freeholders appointed by the Mayor upon approval by the City Council. The terms of office of the members of the Commission shall be for five years, excepting that the nine members first appointed shall serve respectively for terms of one for one year, two for two years, three for three years, two for four years and one for five years.

(2) Vacancies shall be filled for the unexpired term of the member whose place has become vacant by the Mayor upon approval by the City Council. The City Council shall have the power to remove any member of the Planning Commission for cause and after notice and public hearing. The Planning Commission shall elect its own Chairperson and Vice President each of whom shall serve for one year. The Planning Commission shall adopt from time to time such rules and regulations as it may deem necessary to carry into effect the powers herein given it.

(B) Meetings.

(1) All meetings of the Planning Commission shall be held at the call of the Chairperson and at such other times as the Commission may determine.

(2) All meetings of the Commission shall be open to the public. The Commission shall keep minutes of its proceedings and shall also keep records of its examinations and other official actions. Findings of fact shall be included in the minutes of each case of a requested variation, specifying the reasons for making or denying such variation.

(3) Every rule, regulation, every amendment or repeal thereof, and every order, requirement, decision or determination of the Commission shall immediately be filed in the office of the City Clerk and shall be a public record. The Commission shall adopt its own rules of procedure not in conflict with the statute in such cases made and provided.

(C) Appeal and review.

(1) An appeal shall be taken within such time as shall be prescribed by the Planning Commission by general rule, by filing with the Building Inspector and with the Commission, a notice of appeal, specifying the grounds thereof. The Building Inspector shall forthwith transmit to the Commission all of the papers constituting the record upon which the action appealed from was taken.

(2) An appeal stays all proceedings in furtherance of the action appealed from, unless the Building Inspector certifies to the Commission after the motion of appeal has been filed with him or her that by reason of facts stated in the certificate, a stay would, in his or her opinion, cause imminent peril to life or property, in which case the proceedings shall not be staid otherwise than by a restraining order which may be granted by the Commission or by a court of record on application, on notice to the Building Inspector and on due cause shown.

(3) The Commission shall fix a reasonable time for the hearing of the appeal and give due notice thereof to the parties and decide the same within a reasonable time. Upon the hearing, any party may appear in person, or by agent, or by attorney. The Planning Commission may reverse or affirm wholly or partly or may modify the order, requirements, decision or determination as in its opinion ought to be made in the premises and to that end shall have the power of the Building Inspector from whom appeal is taken.

- (4) All final administrative decisions of the Commission made under ILCS Ch. 65, Art. 5, §§ 11-13-1 through 11-13-20 as now enacted and may be hereafter amended or modified, shall be subject to judicial review pursuant to the provisions of the "Administrative Review Act" approved May 8, 1945, Chapter 110, Section 264 et seq., and all amendments and modifications thereof, and the rule adopted pursuant thereto.

(D) Jurisdiction.

(1) The Planning Commission shall hear and decide appeals for the review of any order, requirement, decision or determination made by the Building/Code Official, who is charged with the enforcement of this chapter.

(2) It shall also hear and decide all matters referred to it or upon which it is required to pass under this chapter. The concurring votes of five members of the Commission shall be necessary to reverse any order, requirement, decision or determination of the Building/Code Official or to decide in favor of the applicant any matter upon which it is required to pass under this chapter or to effect any variation in this chapter.

(3) Where in specific cases permits are applied for and there are practical difficulties or particular hardships in the way of carrying out the strict letter of any of the provisions or regulations of this chapter relating to the use, construction or alteration of buildings or structures, or the use of land, the Planning Commission may determine and vary their application in harmony with their general purpose and intent and in accordance with the following rules.

(4) No variation in the application of the provision of this chapter shall be made by the Council concerning the use of land, the intensity of such use, the size, shape or location of yards or open spaces, or the height of structures now existing or to be constructed, unless, after a hearing by the Planning Commission as provided for in this section, the Council shall find that such variation will not:

- (a) Impair an adequate supply of light and air to adjacent property;
- (b) Will not increase the hazard from fire and other dangers to said property;
- (c) Will not diminish the taxable value of lands and buildings throughout the city, the area, nor the immediate vicinity;
- (d) Will not increase the congestion in the public streets; and
- (e) Will not otherwise impair the public health, safety, comfort, morals and welfare of the inhabitants of said city; nor shall any such variation be made in any case unless the same shall comply with the following limitations:

1. Such variation, whether applicable to new buildings, or to addition to or alterations or extensions of existing buildings, shall not reduce the required dimensions of open spaces by more than 20%, nor reduce the required total area to open spaces by more than 10%, nor reduce the required total lot area by more than 5%.

2. Such variation shall not permit an increase in the height of structure of more than 10% above the maximum height permitted by this chapter.

3. Such variation shall not permit the extension of a nonconforming use throughout a building or lot contrary to the limitations imposed in the immediately preceding paragraphs.

4. Any variation or other zoning amendments described in this section shall conform with the general review procedures as defined in § 159.05.

Each application for a building permit shall be accompanied by a plat, in duplicate, drawn to the scale, showing the actual dimensions of the lot to be built upon, the size of the building to be erected, and such other information as shall be necessary to provide for the enforcement of this chapter. A careful record of such application and plats shall be kept in the office of the Building/Code Official.

§ 159.67 OCCUPANCY AND COMPLIANCE PERMITS.

(A) No land shall be occupied or used and no building hereafter erected or altered shall be occupied or used in whole or in part for any purpose whatsoever until a certificate shall have been issued by the Building/Code Official stating that the building and use comply with all the building and health laws and chapters and with the provisions of this chapter. No change of use shall be made in any building or part thereof now or hereafter erected or altered, without a permit having been issued by the Building/Code Official, and no permit shall be issued to make such change unless it is in conformity with the provisions of this chapter or amendments thereto duly enacted.

(B) Nothing in this section shall prevent the continuances of the present occupancy or use of any existing building, except as may be necessary for safety of life or property.

(C) Certificate for occupancy and compliance shall be applied for coincidentally with the application for a building permit and shall be issued within ten days after the lawful erection or alteration of such building shall have been completed. A record of all certificates shall be kept on file in the office of the Building/Code Official and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the building affected.

(D) No building or premises shall be occupied until such certificate has been issued.

§ 159.68 BOUNDARIES OF DISTRICTS.

Where uncertainty exists with respect to the boundaries of the various districts, as shown on the zone map, the following rules shall apply:

(A) The district boundaries are either streets or alleys, unless otherwise shown, and where the designation on the zone map indicates that the various districts are approximately bounded by street or alley lines, such alleys or streets shall be construed to be the boundaries of such districts.

(B) Where the district boundaries are not shown to be streets or alleys, and where the property has been or may hereafter be divided into blocks and lots, and where the designations on the zone map indicate that the various districts are approximately bounded by lot lines, such lot lines shall be construed to be the boundaries of such districts.

(C) Where the district boundaries are not shown by streets or alleys, or lot or block lines, the district boundaries shall be determined by use of scale shown on the zone map.

§ 159.69 AMENDMENTS AND CHANGES.

(A) The regulations imposed and the districts created by this chapter may be amended from time to time by ordinance, but no such amendments shall be made without a hearing before the Planning Commission.

(B) Any application for re-zoning inside the corporate limits will be considered by the Planning Commission if, and only if, the physical area to be re-zoned, or the area resulting from re-zoning is at least 40,000 coterminous square feet, as defined herein.

(C) The Commission may, of its own motion, or upon petition signed by 50% or more of the

property owners of the area in question, or upon instruction from City Council, cause to be prepared a notice indicating the changes proposed to be made in the regulations or in the district boundary lines, describing the boundaries or the territory to be affected. Such notice shall state the time and place of the public hearing for consideration of such proposed amendments, supplement or change, and the place where maps of the proposed amendment, supplement or change will be accessible for examination by interested parties.

(D) Notice of such public hearing shall be published no more than 30 days nor less than 15 days in advance thereof in at least one newspaper of general circulation in the city. After such public hearing, the Commission shall submit a copy of the decision together with the pertinent considerations in the proposed amendment to the City Council for its decision.

(E) The Commission shall report to the City Council on the proposed amendment, supplement, or change and may cause an ordinance authorizing such amendment, supplement, or change to be introduced in the City Council. Such hearing may be adjourned from time to time. Whenever a written protest against such proposed amendment, supplement, or change, signed and acknowledged by the owners of the following property:

(1) Owners of 20% of the frontage property proposed to be altered;

(2) Owners of 20% of the property immediately adjoining or across an alley; or,

(3) Owners of 20% of the property located within a distance of 150 feet from any boundary line of the property sought to be altered; shall have been filed with the City Clerk within 30 days after said public hearing, the chapter providing for such proposed amendment, supplement, or change shall not be passed except by the favorable vote of three-fourths of the members of the City Council.

(F) At the time application is made to zone or rezone, alter or vary the use of property under the provisions of this chapter, the applicant therefore shall pay to the City Clerk the sum of \$100.

§ 159.70 VIOLATIONS.

(A) Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any of the provisions of this chapter shall, upon conviction, be fined as set forth in § 159.99. The Zoning Official is hereby designated and authorized to enforce this chapter.

(B) In case any building or structure is erected, constructed, reconstructed, altered, repaired, converted, or maintained, or any building, structure, or premises is used in violation of this chapter or other regulations made under the authority conferred thereby, the city, in addition to other remedies, may institute any appropriate action or proceedings to prevent such unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance, or use; to restrain, correct, or abate such violation; to prevent the occupancy of such building, structure, or premises; or to prevent any illegal act, conduct, or use in or about such premises.

§ 159.99 PENALTY.

Whoever violates any provision of this chapter shall be subject to a fine according to the general penalty of § 10.99 upon conviction. Each day that a violation is permitted to exist shall constitute a separate offense.

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 file a duly certified copy of this ordinance with the Clerk and Recorder's Office of Coles County, Illinois.

Upon motion by Commissioner Cox, seconded by Commissioner Phipps, adopted this 6th day of May, 2025, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): None

Approved this 6th day of May, 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 05-06, 2025.

Mayor Hall opened the floor for comments. Manager Gill noted the changes to encumbrance codes, speed up processes, and eliminated extra meetings. CECD Director Benishek explained Charleston approached the City about the changes and planning developments.

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

Commissioner Phipps seconded by Commissioner Butler moved to approve Council Decision Request 2025-2597, approving Change Order #5 in the amount of \$313,989.65 for the Sports Complex Roadway Project to extend Wooddell Way west of Dettro Drive; and authorizing the Public Works Director to sign the request. 23-00353-00-PV

Mayor Hall opened the floor for comments. Manager Gill explained the EDP grant through DCEO to match spending for the rest of the grant, and will open area for development, and DCEO grant will pay for half of the expenses.

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

Commissioner Butler seconded by Commissioner Closson moved to approve Council Decision Request 2025-2598, waiving the formal bidding requirement; approving the proposal in the amount of \$34,300.00 from Midwest Marine Construction to construct a sea wall at the Lake Paradise Pump House; and authorizing the city manager to sign the proposal.

Mayor Hall opened the floor for comments. Manager Gill noted there were three companies that unload on our lakes, waived the formal bidding, and chose the low bidder.

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

Commissioner Closson seconded by Commissioner Phipps moved to approve Council Decision Request 2025-2599, waiving the formal bidding requirement; approving the proposal in the amount of \$72,118.00 from

Hydro-Kinetics for the replacement of the modulating electric actuators on Filter #4 at the Water Treatment Plant; and authorizing the city manager to sign the proposal.

Mayor Hall opened the floor for comments. Manager Gill noted not many companies do the work and have performed the last replacements and were the only bidder.

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

Mayor Hall seconded by Commissioner Butler moved to Approve Council Decision Request 2025-2600, ratifying the appointment of Toby Ferris to the Planning Commission with an unexpired term of 08/17/2028.

Mayor Hall opened the floor for comments. CECD Director Benishek explained Mr. Ferris' background in real estate and looked forward to working with him.

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

Commissioner Phipps seconded by Commissioner Cox moved to adopt Ordinance No. 2025-5494, authorizing the boundary modifications amendment to the area known as the Coles County Enterprise Zone for boundary expansion to include the Rural King Hangar Project; and authorizing the mayor to sign the intergovernmental agreement.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2025-5494

CITY OF MATTOON AN ORDINANCE AUTHORIZING BOUNDARY MODIFICATIONS TO THE AREA KNOWN AS THE COLES COUNTY ENTERPRISE ZONE AMENDMENT 1 - RURAL KING HANGAR -

WHEREAS, the City of Charleston, the City of Mattoon, the City of Oakland and the County of Coles, entered into an agreement on November 30, 2018, and adopted ordinances and resolutions establishing an Enterprise Zone including incorporated portions of the City of Charleston, the City of Mattoon, the City of Oakland and unincorporated portions of the County of Coles; and,

WHEREAS, the Coles County Enterprise Zone was certified by the Illinois Department of Commerce and Economic Opportunity effective January 1, 2020; and,

WHEREAS, there is a need to expand the boundary of the Coles County Enterprise Zone to include the area as described in Exhibits A and B; and,

WHEREAS, the proposed area to be added is contiguous to the existing Coles County Enterprise Zone boundaries; and,

WHEREAS, there is adequate available acreage in the Coles County Enterprise Zone to accommodate the expanded boundary; and,

WHEREAS, a public hearing regarding such amendments has been held as provided by law on April 30, 2025; and,

WHEREAS, this Ordinance and the related Amendment to the Coles County Enterprise Zone Intergovernmental Agreement found in Exhibit C shall be in effect from and after their passage, approval and recording according to law.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MATTOON, ILLINOIS:

SECTION 1. The City of Mattoon hereby approves and concurs with expanding the boundary of the Coles County Enterprise Zone to include those areas as described in Exhibits A and B, also referred to as Amendment 1 to the Zone.

SECTION 2. That the Mayor of the City of Mattoon is authorized to execute the Amendment to the Enterprise Zone Intergovernmental Agreement between the City of Charleston, the City of Mattoon, the City of Oakland and the County of Coles (the "Enterprise Zone Intergovernmental Agreement") attached as Exhibit C.

SECTION 3. That this Ordinance shall become effective immediately upon the adoption thereof, subject to approval by the Illinois Department of Commerce and Economic Opportunity.

SECTION 4. That the City Clerk is hereby directed and authorized to publish this Ordinance in pamphlet form as required by law and forward one original and two certified copies of this Ordinance to the Coles County Enterprise Zone Administrator for inclusion in the Illinois Department of Commerce and Economic Opportunity's Application to Add Territory- Option 1 for its approval and to file a certified copy of this Ordinance.

Upon motion by Commissioner Phipps, seconded by Commissioner Cox, adopted this 6th day of May, 2025, by a roll call vote, as follows:

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

Approved this 6th day of May, 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 05-06, 2025.

Mayor Hall opened the floor for comments. Manager Gill explained the addition to the Enterprise Zone, 15 square miles and had an extra 5 square miles to add per the State, potential for additional hangars and building at the airport property with more on Charleston side. Commissioner Cox noted the great project for the Airport as well as future development. Mayor Hall noted the Airport's expansion would be good for economic growth.

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

COMMENTS BY THE COUNCIL

Council welcomed Commissioner Butler to the Council. Commissioner Butler thanked everyone for welcoming her. Commissioner Closson announced the Professional Municipal Clerks Week and thanked Clerk O'Brien for her service. Mayor Hall thanked her as well. Commissioner Cox added Mr. Ferris was a great addition to the Planning Commission and looked forward to working with the new council. Commissioner Phipps thanked former Commissioner Graven for her 12 years, respected attendees' views and appreciated their comments, appreciated the Council's decision as well, noting the accountability and more regulated. Mayor Hall noted this Council has a bright future in working together, good things going on by the work established by former Commissioner Graven and the Council.

Commissioner Butler seconded by Commissioner Cox moved to adjourn at 7:44 p.m.

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

/s/Susan J. O'Brien
City Clerk

BILLS & PAYROLL:

BILLS & PAYROLL BEGIN ON THE NEXT PAGE.

CITY OF MATTOON
5/9/2025 PAYROLL
4/19/2025-5/2/2025

	G/L ACCOUNT	ACCOUNT NAME	AMOUNT
CITY COUNCIL	110 5110-111	SALARIES OF REG EMPLOYEES	\$ 590.73
CITY CLERK	110 5120-111	SALARIES OF REG EMPLOYEES	\$ 4,823.56
CITY ADMINISTRATOR	110 5130-111	SALARIES OF REG EMPLOYEES	\$ 2,202.89
	110 5130-114	COMPENSATED ABSENCES	\$ 27.89
FINANCIAL ADMINISTRATION	110 5150-111	SALARIES OF REG EMPLOYEES	\$ 2,306.33
	110 5150-114	COMPENSATED ABSENCES	\$ 226.70
COMPUTER INFO SYSTEMS	110 5170-111	SALARIES OF REG EMPLOYEES	\$ 5,546.68
	110 5170-114	COMPENSATED ABSENCES	\$ 93.60
POLICE ADMINISTRATION	110 5211-111	SALARIES OF REG EMPLOYEES	\$ 17,655.68
CRIMINAL INVESTIGATION	110 5212-111	SALARIES OF REG EMPLOYEES	\$ 13,480.00
PATROL	110 5213-111	SALARIES OF REG EMPLOYEES	\$ 101,712.54
	110 5213-113	OVERTIME	\$ 1,174.95
	110 5213-114	COMPENSATED ABSENCES	\$ 34,002.35
K-9 SERVICE	110 5214-111	SALARIES OF REG EMPLOYEES	\$ 6,607.14
	110 5214-113	OVERTIME	\$ 61.94
SCHOOL RESOURCE PROGRAM	110 5227-111	SALARIES OF REG EMPLOYEES	\$ 8,052.77
FIRE PROTECTION ADMIN	110 5241-111	SALARIES OF REG EMPLOYEES	\$ 57,411.28
	110 5241-112	SALARIES OF PART-TIME EMPLOYEE	\$ 960.00
	110 5241-113	OVERTIME	\$ 9,292.37
	110 5241-114	COMPENSATED ABSENCES	\$ 8,790.18
AMBULANCE SERVICE	110 5242-111	SALARIES OF REG EMPLOYEES	\$ 23,561.78
	110 5242-113	OVERTIME	\$ 3,828.17
	110 5242-114	COMPENSATED ABSENCES	\$ 3,525.59
CODE ENFORCEMENT ADMIN	110 5261-111	SALARIES OF REG EMPLOYEES	\$ 3,145.21
	110 5261-112	SALARIES OF TEMP EMPLOYEES	\$ 1,605.69
PUBLIC WORKS ADMIN	110 5310-111	SALARIES OF REG EMPLOYEES	\$ 6,857.42
	110 5310-113	OVERTIME	\$ 205.62
	110 5310-114	COMPENSATED ABSENCES	\$ 415.80
STREETS	110 5320-111	SALARIES OF REG EMPLOYEES	\$ 14,115.76
	110 5320-113	OVERTIME	\$ 1,123.42
	110 5320-114	COMPENSATED ABSENCES	\$ 886.61
CUSTODIAL SERVICES	110 5381-111	SALARIES OF REG EMPLOYEES	\$ 1,782.98
PARK ADMINISTRATION	110 5511-111	SALARIES OF REG EMPLOYEES	\$ 6,361.66
	110 5511-112	SALARIES OF TEMP EMPLOYEES	\$ 2,574.00
	110 5511-113	OVERTIME	\$ 1,553.15
LAKE MATTOON	110 5512-111	SALARIES OF REG EMPLOYEES	\$ 2,713.70
	110 5512-112	SALARIES OF TEMP EMPLOYEES	\$ 852.00
CEMETERY	110 5570-111	SALARIES OF REG EMPLOYEES	\$ 2,542.88
	110 5570-112	SALARIES OF TEMP EMPLOYEES	\$ 3,106.00
	110 5570-113	OVERTIME	\$ 91.79
	110 5570-114	COMPENSATED ABSENCES	\$ 244.77
		*** FUND 110 TOTALS ***	\$ 356,113.58

CITY OF MATTOON
5/9/2025 PAYROLL
4/19/2025-5/2/2025

HOTEL TAX ADMINISTRATION	122 5653-111	SALARIES OF REG EMPLOYEES	\$ 5,353.26
	122 5653-113	OVERTIME	\$ 72.00
	122 5653-114	COMPENSATED ABSENCES	\$ 224.06
		*** FUND 122 TOTALS ***	\$ 5,649.32
WATER TREATMENT PLANT	211 5353-111	SALARIES OF REG EMPLOYEES	\$ 14,856.51
	211 5353-113	OVERTIME	\$ 1,187.44
	211 5353-114	COMPENSATED ABSENCES	\$ 1,264.25
WATER DISTRIBUTION	211 5354-111	SALARIES OF REG EMPLOYEES	\$ 10,586.83
	211 5354-113	OVERTIME	\$ 597.27
	211 5354-114	COMPENSATED ABSENCES	\$ 664.95
ACCOUNTING & COLLECTION	211 5355-111	SALARIES OF REG EMPLOYEES	\$ 5,542.57
	211 5355-113	OVERTIME	\$ 56.62
	211 5355-114	COMPENSATED ABSENCES	\$ 844.57
ADMINISTRATIVE & GENERAL	211 5356-111	SALARIES OF REG EMPLOYEES	\$ 9,380.92
	211 5356-112	SALARIES OF TEMP EMPLOYEES	\$ 268.27
	211 5356-113	OVERTIME	\$ 154.20
	211 5356-114	COMPENSATED ABSENCES	\$ 332.77
		*** FUND 211 TOTALS ***	\$ 45,737.17
SANITARY SEWER MTCE & CLEAN	212 5342-111	SALARIES OF REG EMPLOYEES	\$ 10,586.83
	212 5342-113	OVERTIME	\$ 471.21
	212 5342-114	COMPENSATED ABSENCES	\$ 664.95
WASTEWATER TREATMENT PLANT	212 5344-111	SALARIES OF REG EMPLOYEES	\$ 10,045.78
	212 5344-114	COMPENSATED ABSENCES	\$ 836.68
ACCOUNTING & COLLECTION	212 5345-111	SALARIES OF REG EMPLOYEES	\$ 5,542.60
	212 5345-113	OVERTIME	\$ 56.62
	212 5345-114	COMPENSATED ABSENCES	\$ 844.63
ADMINISTRATIVE & GENERAL	212 5346-111	SALARIES OF REG EMPLOYEES	\$ 9,380.92
	212 5346-112	SALARIES OF TEMP EMPLOYEES	\$ 268.27
	212 5346-113	OVERTIME	\$ 154.20
	212 5346-114	COMPENSATED ABSENCES	\$ 332.77
		*** FUND 212 TOTALS ***	\$ 39,185.46
		*** GRAND TOTALS ***	\$ 446,685.53

CITY OF MATTOON
5/9/2025 PAYROLL
4/19/2025-5/2/2025

*** PAY CODE TOTALS ***

PAY CODE	# OF TIMES	HOURS	AMOUNT
SALARY PAY	134	10,801.83	\$ 352,933.19
SICK PAY-AFSCME	8	51.5	\$ 1,725.30
REGULAR PAY	21	715.25	\$ 13,259.64
OVERTIME PAY	39	495.75	\$ 19,712.46
HOLIDAY PAY-REGULAR	30	190.66	\$ 5,870.30
VACATION PAY	18	177.5	\$ 5,977.04
SICK-FD UNION	5	108	\$ 3,306.83
VACATION PAY	5	144	\$ 4,058.91
VACATION PAY OUT	1	178.5	\$ 8,103.36
COMP PAID	1	129.5	\$ 5,878.91
SICK PAY OUT	1	540.5	\$ 24,537.08
SICK-NON UNION	4	17.5	\$ 644.30
SHIFT PAY	4	291	\$ 226.98
CAPTAIN PAY	2	72	\$ 72.00
STRAIGHT OT POLICE	3	10	\$ 368.51
SHIFT PAY	4	104	\$ 70.72
COMP EARNED	2	51.38	\$ -
BACK PAY	1		60.00CR

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-017200	MATTOON FIRE PENSION	I-202505080289	110 2172-001	DUE TO FIREFI:	MAY PPRT	001666	78,865.96
VENDOR 01-017200 TOTALS							78,865.96
01-030100	MATTOON PUBLIC LIBRARY	I-202505120339	110 2172-000	DUE TO LIBRAR:	MAY PPRT	162408	12,789.07
VENDOR 01-030100 TOTALS							12,789.07
01-038700	MATTOON POLICE PENSION	I-202505080288	110 2172-002	DUE TO POLICE:	MAY PPRT	001667	78,865.95
VENDOR 01-038700 TOTALS							78,865.95
			DEPARTMENT	NON-DEPARTMENTAL	TOTAL:		170,520.98
01-000117	FULLER-WENTE INC	I-12585	110 5110-825	GRANTS	: CLEAN METER PITS	001682	11,340.00
VENDOR 01-000117 TOTALS							11,340.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5110-827	VGT ALLOCATIO:	USPS	162460	23.74
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5110-829	VGT ALLOCATIO:	MIDWAY USA	162460	599.99
VENDOR 01-000720 TOTALS							623.73
01-001886	RICK HALL	I-MAY2025-CELLRH	110 5110-533	CELLULAR PHON:	CELL PHONE	001707	50.00
VENDOR 01-001886 TOTALS							50.00
01-003024	DAVID COX	I-MAY2025-CELLDC	110 5110-533	CELLULAR PHON:	CELL PHONE	001708	50.00
VENDOR 01-003024 TOTALS							50.00
01-003767	AXON ENTERPRISE, INC.	I-INUS329931	110 5110-829	VGT ALLOCATIO:	TASER CARTRIDGES	001692	2,103.75
VENDOR 01-003767 TOTALS							2,103.75
01-004232	DAVID M PHIPPS	I-MAY2025-CELLDP	110 5110-533	CELLULAR PHON:	CELL PHONE	001713	50.00
VENDOR 01-004232 TOTALS							50.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 110 CITY COUNCIL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004233	JAMES E CLOSSON	I-MAY2025-CELLJC	110 5110-533	CELLULAR PHON:	CELL PHONE REIMBURSE	162444	50.00
						VENDOR 01-004233 TOTALS	50.00
01-004730	DENZIN SOLTANZADEH LLC	I-19732	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162456	83.00
01-004730	DENZIN SOLTANZADEH LLC	I-19733	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162456	814.00
01-004730	DENZIN SOLTANZADEH LLC	I-19734	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162456	83.00
01-004730	DENZIN SOLTANZADEH LLC	I-19740	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162456	83.00
01-004730	DENZIN SOLTANZADEH LLC	I-19741	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162456	564.00
						VENDOR 01-004730 TOTALS	1,627.00
01-004796	ERICA J. BUTLER	I-MAY2025-CELLEB	110 5110-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001727	50.00
						VENDOR 01-004796 TOTALS	50.00
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5110-532	TELEPHONE	: 235-5654	010363	37.13
						VENDOR 01-023800 TOTALS	37.13
						DEPARTMENT 110 CITY COUNCIL TOTAL:	15,981.61
01-002721	INTERNATIONAL SECURITY	I-241863	110 5120-519	OTHER PROFESS:	DEATH CERT PAPER	162421	1,725.10
						VENDOR 01-002721 TOTALS	1,725.10
01-003646	SCHEFF'S OFFICE SUPPLI	I-4003	110 5120-311	OFFICE SUPPLI:	OFFICE SUPPLIES	162500	36.93
01-003646	SCHEFF'S OFFICE SUPPLI	I-4010	110 5120-311	OFFICE SUPPLI:	COPY PAPER	162500	24.00
01-003646	SCHEFF'S OFFICE SUPPLI	I-4010	110 5120-311	OFFICE SUPPLI:	COPY PAPER	162500	247.41
						VENDOR 01-003646 TOTALS	308.34
01-004758	MARLIN LEASING CORPORA	I-40507678	110 5120-814	PRINT/COPY MA:	COPIER	162485	621.53
						VENDOR 01-004758 TOTALS	621.53
01-009800	COLES COUNTY	I-4104856	110 5120-519	OTHER PROFESS:	RECORD ORDINANCE	162449	51.00
01-009800	COLES COUNTY	I-4105124	110 5120-519	OTHER PROFESS:	RELEASE & RECORD LIE	162449	102.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 120 CITY CLERK

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-009800	COLES COUNTY	I-4105584	110 5120-519	OTHER PROFESS:	RECORD ORDINANCE	162449	51.00
					VENDOR 01-009800 TOTALS		204.00
01-010900	D TO Z SPORTS	I-29984	110 5120-519	OTHER PROFESS:	RETIREMENT PLAQUE RO	162453	60.00
					VENDOR 01-010900 TOTALS		60.00
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5120-532	TELEPHONE	: 235-5654	010363	218.59
					VENDOR 01-023800 TOTALS		218.59
01-024075	IL DEPT OF PUBLIC HEAL	I-202505130355	110 5120-801	VITAL RECORDS:	APRIL VR FEES	162468	1,504.00
					VENDOR 01-024075 TOTALS		1,504.00
			DEPARTMENT 120	CITY CLERK		TOTAL:	4,641.56
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5130-562	TRAVEL & TRAI:	SUBWAY	162460	22.47
					VENDOR 01-000720 TOTALS		22.47
01-018700	KYLE GILL	I-MAY2025-CELLKG	110 5130-565	CELLULAR PHON:	CELL PHONE	001729	100.00
					VENDOR 01-018700 TOTALS		100.00
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5130-532	TELEPHONE	: 235-5654	010363	37.15
					VENDOR 01-023800 TOTALS		37.15
			DEPARTMENT 130	CITY MANAGER		TOTAL:	159.62
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5150-571	DUES & MEMBER:	IL CPA SOCIETY	162460	375.00
					VENDOR 01-000720 TOTALS		375.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 150 FINANCIAL ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002931	BETH WRIGHT	I-MAY2025-CELLBW	110 5150-532	TELEPHONE	: CELL PHONE	162511	100.00
						VENDOR 01-002931 TOTALS	100.00
01-003527	INB	I-202505130369	110 5150-811	BANK SERVICE	: EPAY FEES 4/2025	162471	14.76
						VENDOR 01-003527 TOTALS	14.76
01-003880	NCR PAYMENT SOLUTIONS	I-202505130362	110 5150-811	BANK SERVICE	: EPAY FEES 4/2025	010394	107.46
						VENDOR 01-003880 TOTALS	107.46
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5150-532	TELEPHONE	: 235-5654	010363	74.27
						VENDOR 01-023800 TOTALS	74.27
						DEPARTMENT 150 FINANCIAL ADMINISTRATION TOTAL:	671.49
01-004765	KLEIN, THORPE AND JENK	I-249258	110 5160-519	OTHER PROFESS:	LEGAL SERVICES	162478	2,640.00
						VENDOR 01-004765 TOTALS	2,640.00
						DEPARTMENT 160 LEGAL SERVICES	TOTAL: 2,640.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5170-516	TECHNOLOGY SU:	JOTFORM	162460	348.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5170-863	COMPUTERS	: WALMART	162460	19.44
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5170-852	NETWORK SECUR:	DUO SECURITY	162460	30.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5170-325	SOFTWARE	: TODOIST	162460	16.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5170-316	TOOLS & EQUIP:	HARBOR FREIGHT	162460	131.96
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5170-852	NETWORK SECUR:	UBIQUITI STORE	162460	408.30
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5170-852	NETWORK SECUR:	UBIQUITI STORE	162460	431.30
						VENDOR 01-000720 TOTALS	1,385.00
01-020975	HEART TECHNOLOGIES INC	I-79234	110 5170-841	WIDE AREA NET:	CLOUD BACKUP	001700	1,725.00
						VENDOR 01-020975 TOTALS	1,725.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 170 COMPUTER INFO SYSTEMS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE:	DR-DEPARTMENT REQUESTED
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VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5170-854	WIDE AREA NET:	235-5654	010363	774.60
					VENDOR 01-023800	TOTALS	774.60
				DEPARTMENT 170	COMPUTER INFO SYSTEMS	TOTAL:	3,884.60
01-000143	EMERGENCY TELEPHONE SY	I-202505130364	110 5211-579	MISC OTHER PU:	ANNUAL DISPATCH FEES	162461	195,982.35
					VENDOR 01-000143	TOTALS	195,982.35
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	BUC-CEE'S	162460	27.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	BUC-CEE'S	162460	40.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	PILOT	162460	47.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	SHELL	162460	37.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	QUIKTRIP	162460	28.50
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	S & H GAS	162460	33.61
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	SPRING VALLEY MARATH	162460	37.06
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	JOY SPEED MART	162460	36.86
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	SHELL	162460	22.52
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	CASEYS	162460	25.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	JACKSON FOOD MART	162460	18.83
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	CIRCLE K	162460	21.51
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	MARATHON	162460	15.30
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-311	OFFICE SUPPLI:	STAPLES	162460	128.54
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-313	MEDICAL & SAF:	STAPLES	162460	21.59
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	SIRCHIE	162460	1,042.50
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-562	TRAVEL & TRAI:	SIRCHIE	162460	347.50
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5211-522	NOTARY FEES :	NOTARY PUBLIC ASSOC	162460	98.95
					VENDOR 01-000720	TOTALS	2,029.27
01-001663	ADVANCED DIGITAL	I-IN63334	110 5211-814	PRINT/COPY MA:	XEROX 6600	162432	8.06
					VENDOR 01-001663	TOTALS	8.06
01-002177	IACP	I-0415723	110 5211-571	DUES & MEMBER:	SUBSCRIPTION	162467	875.00
					VENDOR 01-002177	TOTALS	875.00
01-002666	COLES CO CRISIS RESPON	I-202505130363	110 5211-571	DUES & MEMBER:	CRT ANNUAL TRAINING	162446	3,000.00
					VENDOR 01-002666	TOTALS	3,000.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 211 POLICE ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003120	TREVOR EASTON	I-202505140375	110 5211-562	TRAVEL & TRAI:	TRAVEL 4/6 TO 4/12	001709	199.29
					VENDOR 01-003120 TOTALS		199.29
01-003387	GPS INTERNATIONAL TECH	I-32624	110 5211-533	CELLULAR PHON:	ANNUAL RENEWAL	162465	240.00
					VENDOR 01-003387 TOTALS		240.00
01-003705	EDWARDS CARPENTRY, INC	I-2580	110 5211-579	MISC OTHER PU:	MOWING 4/25 & 5/2	162459	300.00
					VENDOR 01-003705 TOTALS		300.00
01-004361	KEP'S COOKING	I-261690	110 5211-319	MISCELLANEOUS:	RETIREMENT LUNCH	162476	480.00
					VENDOR 01-004361 TOTALS		480.00
01-004797	COPPERS' TOWING	I-70	110 5211-579	MISC OTHER PU:	TOW SEIZED VEHICLE	162452	300.00
					VENDOR 01-004797 TOTALS		300.00
01-011661	DEFENSE TECHNOLOGY, LL	I-158086	110 5211-562	TRAVEL & TRAI:	TRAINING 7/24/2025	162455	575.00
					VENDOR 01-011661 TOTALS		575.00
01-019020	GLOBAL TECHNICAL SYSTE	I-103006616-1	110 5211-535	RADIOS	: BATTERIES	162464	1,600.00
					VENDOR 01-019020 TOTALS		1,600.00
01-023800	CONSOLIDATED COMMUNICA	I-202505080307	110 5211-532	TELEPHONE	: 235-2677	010362	2,490.74
					VENDOR 01-023800 TOTALS		2,490.74
01-037800	RAY O'HERRON CO	I-2409496	110 5211-315	UNIFORMS & CL:	CAPTAIN BARS	162497	36.11
01-037800	RAY O'HERRON CO	I-2410020	110 5211-315	UNIFORMS & CL:	BADGE	162497	167.40
					VENDOR 01-037800 TOTALS		203.51

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 211 POLICE ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT	
01-047000	THOMSON REUTERS-WEST	I-851834809	110 5211-579	MISC OTHER PU:	SUBSCRIPTION CHARGES	162505	1,185.26	
						VENDOR 01-047000	TOTALS	1,185.26
				DEPARTMENT 211	POLICE ADMINISTRATION	TOTAL:	209,468.48	
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5212-319	MISCELLANEOUS:	NARTEC	162460	188.18	
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5212-319	MISCELLANEOUS:	SIRCHIE	162460	1,042.50	
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5212-319	MISCELLANEOUS:	SIRCHIE	162460	347.50	
						VENDOR 01-000720	TOTALS	1,578.18
01-001112	COLES CO CRIMESTOPPERS	I-202505140385	110 5212-579	MISC OTHER PU:	TIP SOFT SOFTWARE	162445	1,290.00	
						VENDOR 01-001112	TOTALS	1,290.00
01-004023	TRANSUNION RISK AND AL	I-4800121-202504-1	110 5212-579	MISC OTHER PU:	SEARCHES 4/2025	162506	110.00	
						VENDOR 01-004023	TOTALS	110.00
				DEPARTMENT 212	CRIMINAL INVESTIGATION	TOTAL:	2,978.18	
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5213-319	MISCELLANEOUS:	STAPLES	162460	18.19	
						VENDOR 01-000720	TOTALS	18.19
01-004528	WSI TECHNOLOGIES	I-IN55605	110 5213-579	MISC OTHER PU:	WSI TECHNOLOGIES	162512	4,219.16	
						VENDOR 01-004528	TOTALS	4,219.16
				DEPARTMENT 213	PATROL	TOTAL:	4,237.35	
01-001487	AUTOZONE, INC.	I-00637920337	110 5223-318	VEHICLE PARTS:	CLEANER,TOWELS,BRUSH	162437	90.64	
						VENDOR 01-001487	TOTALS	90.64
				DEPARTMENT 223	AUTOMOTIVE SERVICES	TOTAL:	90.64	

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 224 POLICE BUILDINGS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001612	ARAB	I-475898	110 5224-432	REPAIR OF BUI:	SEMI ANNUAL PEST CON	162435	135.00
					VENDOR 01-001612	TOTALS	135.00
01-003953	AMAZON CAPITAL SERVICE	I-1YXC-1XF7-RHCQ	110 5224-432	REPAIR OF BUI:	ANTENNA KIT	001694	300.98
					VENDOR 01-003953	TOTALS	300.98
01-004253	SYCAMORE ENGINEERING	I-700010812	110 5224-432	REPAIR OF BUI:	HVAC PUMP REPAIRS	162503	3,162.11
					VENDOR 01-004253	TOTALS	3,162.11
01-011600	DEBUHR'S SEED STORE	I-64458	110 5224-432	REPAIR OF BUI:	WEED KILLER	162454	119.98
					VENDOR 01-011600	TOTALS	119.98
01-030000	KULL LUMBER CO	I-202505130365	110 5224-316	TOOLS & EQUIP:	ADAPTERS	162479	1.39
					VENDOR 01-030000	TOTALS	1.39
01-031000	LORENZ SUPPLY CO.	I-653208	110 5224-312	CLEANING SUPP:	TOWELS,LINERS,BLEACH	001702	635.64
					VENDOR 01-031000	TOTALS	635.64
DEPARTMENT 224 POLICE BUILDINGS						TOTAL:	4,355.10
01-000115	MABAS IL	I-202505130359	110 5241-571	DUES & MEMBER:	DUES	162484	472.00
					VENDOR 01-000115	TOTALS	472.00
01-000143	EMERGENCY TELEPHONE SY	I-202505130360	110 5241-579	MISC OTHER PU:	ANNUAL DISPATCH FEES	162461	27,057.60
					VENDOR 01-000143	TOTALS	27,057.60
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5241-562	TRAVEL & TRAI:	HOTELS.COM	162460	816.40
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5241-562	TRAVEL & TRAI:	IDPH	162460	21.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5241-562	TRAVEL & TRAI:	IL FIRE CHIEFS ASSOC	162460	185.00
					VENDOR 01-000720	TOTALS	1,022.40

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-202505080330	110 5241-321	UTILITIES	: 1801 PRAIRIE	010335	108.35
01-001070	AMEREN ILLINOIS	I-202505130354	110 5241-432	REPAIR OF BUI:	RELOCATE GAS SERVICE	162433	1,397.90
VENDOR 01-001070 TOTALS							1,506.25
01-001984	BOUND TREE MEDICAL, LL	I-85757536	110 5241-313	MEDICAL & SAF:	GLOVES	162439	135.90
VENDOR 01-001984 TOTALS							135.90
01-003097	CINTAS	I-4230286322	110 5241-312	CLEANING SUPP:	CLEANERS	162443	112.64
01-003097	CINTAS	I-4230286441	110 5241-312	CLEANING SUPP:	CLEANERS	162443	193.80
VENDOR 01-003097 TOTALS							306.44
01-003646	SCHEFF'S OFFICE SUPPLI	I-4010	110 5241-311	OFFICE SUPPLI:	COPY PAPER	162500	22.50
VENDOR 01-003646 TOTALS							22.50
01-004419	TALBERT, LLC	I-1923	110 5241-742	VEHICLES	: C20 DOWNPAYMENT	162410	2,018.62
VENDOR 01-004419 TOTALS							2,018.62
01-004758	MARLIN LEASING CORPORA	I-40507682	110 5241-814	PRINT/COPY MA:	COPIER	162485	48.44
VENDOR 01-004758 TOTALS							48.44
01-009093	CONNOR CO	I-S011333620.001	110 5241-432	REPAIR OF BUI:	CLAMPS,BUSHING	162451	214.27
VENDOR 01-009093 TOTALS							214.27
01-011875	DENNING AUTOMOTIVE	I-202505140381	110 5241-434	REPAIR OF VEH:	FORD EXPLORER REPAIR	001696	954.31
VENDOR 01-011875 TOTALS							954.31
01-019020	GLOBAL TECHNICAL SYSTE	I-116001749-1	110 5241-535	RADIOS	: MOBILE MIC	162464	63.50
VENDOR 01-019020 TOTALS							63.50

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-021515	JEFF HILLIGOSS	I-MAY2025-CELLJH	110 5241-533	CELLULAR PHON:	CELL PHONE	001730	100.00
						VENDOR 01-021515 TOTALS	100.00
01-023800	CONSOLIDATED COMMUNICA	I-202505080303	110 5241-532	TELEPHONE	: 235-0933	010359	293.34
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5241-532	TELEPHONE	: 235-5654	010363	37.13
						VENDOR 01-023800 TOTALS	330.47
01-025600	ILMO PRODUCTS COMPANY	I-0001553712	110 5241-313	MEDICAL & SAF:	CYLINDER RENTAL	001701	37.80
						VENDOR 01-025600 TOTALS	37.80
01-030000	KULL LUMBER CO	I-202505130357	110 5241-319	MISCELLANEOUS:	TWIST NOZZLE	162479	17.98
01-030000	KULL LUMBER CO	I-202505130357	110 5241-432	REPAIR OF BUI:	HOSE,PIPE,TEES	162479	128.33
						VENDOR 01-030000 TOTALS	146.31
01-031000	LORENZ SUPPLY CO.	I-653175	110 5241-312	CLEANING SUPP:	SOAP,FRAGRANCE REFIL	001702	164.75
						VENDOR 01-031000 TOTALS	164.75
01-033800	MATTOON WATER DEPT	I-202505080321	110 5241-321	UTILITIES	: 1801 PRAIRIE	010368	27.91
						VENDOR 01-033800 TOTALS	27.91
						DEPARTMENT 241 FIRE PROTECTION ADMIN. TOTAL:	34,629.47
01-001984	BOUND TREE MEDICAL, LL	I-85757536	110 5242-313	MEDICAL & SAF:	GLOVES	162439	158.15
01-001984	BOUND TREE MEDICAL, LL	I-85759442	110 5242-313	MEDICAL & SAF:	MEDICAL SUPPLIES	162439	22.25
						VENDOR 01-001984 TOTALS	180.40
01-011875	DENNING AUTOMOTIVE	I-202505140382	110 5242-434	REPAIR OF VEH:	EXPLORER REPAIRS	001696	766.50
						VENDOR 01-011875 TOTALS	766.50

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 242 AMBULANCE SERVICE

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5242-532	TELEPHONE	: 235-5654	010363	37.14
VENDOR 01-023800 TOTALS							37.14
01-025600	ILMO PRODUCTS COMPANY	I-0001553712	110 5242-313	MEDICAL & SAF:	CYLINDER RENTAL	001701	92.70
01-025600	ILMO PRODUCTS COMPANY	I-0001557150	110 5242-313	MEDICAL & SAF:	OXYGEN	001701	26.17
VENDOR 01-025600 TOTALS							118.87
01-039600	NEAL TIRE MATTOON	I-202505130353	110 5242-434	REPAIR OF VEH:	TIRE REPAIRS	162491	45.00
01-039600	NEAL TIRE MATTOON	I-202505130353	110 5242-434	REPAIR OF VEH:	TIRE REPAIRS	162491	385.48
VENDOR 01-039600 TOTALS							430.48
DEPARTMENT 242 AMBULANCE SERVICE						TOTAL:	1,533.39
01-000196	INTERNATIONAL CODE COU	I-Q15.000030508	110 5261-571	DUES & MEMBER:	MEMBERSHIP	162474	170.00
VENDOR 01-000196 TOTALS							170.00
01-000467	PECKHAM GUYTON ALBERS	I-121397	110 5261-511	PLANNING & DE:	CONSULTING SERVICES	162494	450.00
01-000467	PECKHAM GUYTON ALBERS	I-121398	110 5261-511	PLANNING & DE:	CONSULTING SERVICES	162494	562.50
VENDOR 01-000467 TOTALS							1,012.50
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5261-511	PLANNING & DE:	NIEMANNS	162460	62.32
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5261-562	TRAVEL & TRAI:	MONICALS	162460	23.15
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5261-511	PLANNING & DE:	VILLA	162460	311.65
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5261-562	TRAVEL & TRAI:	FACEBOOK	162460	48.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5261-863	COMPUTERS	: REMARKABLE	162460	493.46
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5261-571	DUES & MEMBER:	ADOBE	162460	63.74
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5261-571	DUES & MEMBER:	ELEVATE	162460	50.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5261-541	SOFTWARE	: OPEN AI	162460	20.00
VENDOR 01-000720 TOTALS							1,072.32
01-003646	SCHEFF'S OFFICE SUPPLI	I-4010	110 5261-311	OFFICE SUPPLI:	COPY PAPER	162500	31.50
VENDOR 01-003646 TOTALS							31.50

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 261 COMMUNITY DEVELOPMENT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003749	STEVE SUDKAMP	I-MAY2025-CELLSS	110 5261-533	CELLULAR PHON:	CELL PHONE	001711	50.00
					VENDOR 01-003749 TOTALS		50.00
01-004499	ALEX BENISHEK	I-MAY2025-CELLAB	110 5261-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001717	50.00
					VENDOR 01-004499 TOTALS		50.00
01-004758	MARLIN LEASING CORPORA	I-40507680	110 5261-814	PRINTER/COPY :	COPIER	162485	35.73
					VENDOR 01-004758 TOTALS		35.73
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5261-532	TELEPHONE :	235-5654	010363	170.28
					VENDOR 01-023800 TOTALS		170.28
DEPARTMENT 261 COMMUNITY DEVELOPMENT TOTAL:							2,592.33
01-000126	COLES CO HEALTH DEPT	I-2502	110 5310-519	OTHER PROFESS:	MOSQUITO CONTROL	162447	11,330.00
					VENDOR 01-000126 TOTALS		11,330.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5310-319	MISCELLANEOUS:	HONEY BEE CAFE	162460	88.09
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5310-319	MISCELLANEOUS:	HUCKS	162460	20.71
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5310-562	TRAVEL & TRAI:	U OF I	162460	50.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5310-562	TRAVEL & TRAI:	TRAINING.COM	162460	110.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5310-540	ADVERTISING :	CENTRAL IL NEWSPAPER	162460	30.99
					VENDOR 01-000720 TOTALS		299.79
01-003488	S.S.C. SERVICES, INC.	I-9078	110 5310-460	OTHER PROFESS:	JANITORIAL SERVICES	001691	66.00
01-003488	S.S.C. SERVICES, INC.	I-9081	110 5310-460	OTHER PROFESS:	JANITORIAL SERVICES	001691	66.00
					VENDOR 01-003488 TOTALS		132.00
01-003646	SCHEFF'S OFFICE SUPPLI	I-4010	110 5310-311	OFFICE SUPPLI:	COPY PAPER	162500	112.50
					VENDOR 01-003646 TOTALS		112.50

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 310 PUBLIC WORKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003953	AMAZON CAPITAL SERVICE	I-1CND-CCTJ-HCYD	110 5310-311	OFFICE SUPPLI:	MAILBOX NUMBERS,CORK	001694	41.79
01-003953	AMAZON CAPITAL SERVICE	I-1QTW-PVYT-C147	110 5310-316	TOOLS & EQUIP:	BATTERY & USB	001694	20.99
					VENDOR 01-003953	TOTALS	62.78
01-004564	DOUGLAS A HOMANN	I-MAY2025-CELLDH	110 5310-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001719	40.00
					VENDOR 01-004564	TOTALS	40.00
01-004593	JAMES TRAVIS MILLER	I-MAY2025-CELLJM	110 5310-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001721	20.00
					VENDOR 01-004593	TOTALS	20.00
01-004630	DAVID L CLARK	I-MAY2025-CELLDC	110 5310-533	CELLULAR PHON:	CELLULAR PHONE	001722	40.00
					VENDOR 01-004630	TOTALS	40.00
01-004658	RUMPKE WASTE SERV OF I	I-0030068	110 5310-421	DISPOSAL SERV:	TRASH SERVICES	010370	156.57
					VENDOR 01-004658	TOTALS	156.57
01-004721	JAXON L BOYCE	I-MAY2025-CELLJB	110 5310-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001725	16.67
					VENDOR 01-004721	TOTALS	16.67
01-004758	MARLIN LEASING CORPORA	I-40507683	110 5310-814	PRINT/COPY MA:	COPIER	162485	284.21
					VENDOR 01-004758	TOTALS	284.21
				DEPARTMENT 310	PUBLIC WORKS	TOTAL:	12,494.52
01-000195	STEVE BALLINGER	I-202505150389	110 5320-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001706	25.00
					VENDOR 01-000195	TOTALS	25.00
01-000550	NAPA OF MATTOON	I-202505140383	110 5320-318	VEHICLE PARTS:	AIR HOSE	001683	23.34
					VENDOR 01-000550	TOTALS	23.34

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001582	AUTO, TRUCK AND FARM R	I-87034	110 5320-434	REPAIR OF VEH:	F150 REPAIRS	162436	29.05
					VENDOR 01-001582 TOTALS		29.05
01-003488	S.S.C. SERVICES, INC.	I-9073	110 5320-460	OTHER PROP MA:	JANITORIAL SERVICES	001691	233.33
					VENDOR 01-003488 TOTALS		233.33
01-003953	AMAZON CAPITAL SERVICE	I-1WM9-L7FK-CXG4	110 5320-316	TOOLS & EQUIP:	BITS,BUNGEE CORD	001694	13.86
					VENDOR 01-003953 TOTALS		13.86
01-004034	R & R SERVICES OF ILLI	I-19504	110 5320-519	OTHER PROFESS:	WASTE GRINDING & LOG	162496	40,150.00
					VENDOR 01-004034 TOTALS		40,150.00
01-004207	ROEPKE OVERHEAD DOORS	I-10081	110 5320-432	REPAIR OF BUI:	DOOR REPAIRS	162498	135.00
					VENDOR 01-004207 TOTALS		135.00
01-004419	TALBERT, LLC	I-1928	110 5320-318	VEHICLE PARTS:	GASOLINE LETTERING	162504	28.33
					VENDOR 01-004419 TOTALS		28.33
01-004448	RICKY D PEMBERTON	I-202505150390	110 5320-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001714	25.00
					VENDOR 01-004448 TOTALS		25.00
01-004487	DENNIS COLE	I-MAY2025-CELLDC	110 5320-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001715	40.00
					VENDOR 01-004487 TOTALS		40.00
01-004489	FATBOYS OFFROAD, LLC	I-0376	110 5320-434	REPAIR OF VEH:	FRONT BUMPER ASSEMBL	162463	495.00
					VENDOR 01-004489 TOTALS		495.00
01-004666	AUSTIN HILGENBERG	I-202505150386	110 5320-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001723	25.00
					VENDOR 01-004666 TOTALS		25.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004720	THOMAS A OATMAN	I-202505150388	110 5320-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001724	25.00
					VENDOR 01-004720 TOTALS		25.00
01-004758	MARLIN LEASING CORPORA	I-40507684	110 5320-814	PRINT/COPY MA:	COPIER	162485	130.58
					VENDOR 01-004758 TOTALS		130.58
01-004761	WILLIAM MCDANIEL	I-202505150391	110 5320-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001726	25.00
					VENDOR 01-004761 TOTALS		25.00
01-004910	BRIAN BUTLER	I-202505150387	110 5320-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001728	25.00
					VENDOR 01-004910 TOTALS		25.00
01-007820	COE EQUIPMENT INC	C-87283	110 5320-318	VEHICLE PARTS:	RETURN PARTS	001695	183.39-
01-007820	COE EQUIPMENT INC	I-87198	110 5320-434	REPAIR OF VEH:	REBUILT RODDER PUMP	001695	9,522.97
01-007820	COE EQUIPMENT INC	I-87439	110 5320-318	VEHICLE PARTS:	VACTOR PARTS	001695	154.49
01-007820	COE EQUIPMENT INC	I-87460	110 5320-434	REPAIR OF VEH:	VACTOR REPAIRS	001695	4,380.26
					VENDOR 01-007820 TOTALS		13,874.33
01-011600	DEBUHR'S SEED STORE	I-64455	110 5320-315	LANDSCAPING S:	STRAW	162454	7.99
					VENDOR 01-011600 TOTALS		7.99
01-016000	JOHN DEERE FINANCIAL	I-202505140372	110 5320-314	CHEMICALS :	COFFEE,LINERS,GLYPHO	162475	117.46
01-016000	JOHN DEERE FINANCIAL	I-202505140372	110 5320-319	MISCELLANEOUS:	COFFEE,LINERS,GLYPHO	162475	117.47
01-016000	JOHN DEERE FINANCIAL	I-202505140372	110 5320-318	VEHICLE PARTS:	BEDDING	162475	23.33
					VENDOR 01-016000 TOTALS		258.26
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5320-532	TELEPHONE :	235-5654	010363	12.37
01-023800	CONSOLIDATED COMMUNICA	I-202505080311	110 5320-321	UTILITIES :	101-5460	010364	166.36
					VENDOR 01-023800 TOTALS		178.73

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-025600	ILMO PRODUCTS COMPANY	I-0001555722	110 5320-440	RENTALS	: CYLINDER RENTAL	001701	35.10
						VENDOR 01-025600 TOTALS	35.10
01-030000	KULL LUMBER CO	I-202505130351	110 5320-460	OTHER PROP MA:	DISH SOAP	162479	1.53
01-030000	KULL LUMBER CO	I-202505130351	110 5320-319	MISCELLANEOUS:	FASTENERS,BOLTS,SCRE	162479	12.08
01-030000	KULL LUMBER CO	I-202505130351	110 5320-316	TOOLS & EQUIP:	DRILL BITS,BLADE,UTI	162479	30.71
						VENDOR 01-030000 TOTALS	44.32
01-039600	NEAL TIRE MATTOON	I-202505130356	110 5320-433	REPAIR OF MAC:	NEAL TIRE MATTOON	162491	1,133.44
01-039600	NEAL TIRE MATTOON	I-202505130356	110 5320-434	REPAIR OF VEH:	NEAL TIRE MATTOON	162491	321.00
						VENDOR 01-039600 TOTALS	1,454.44
01-045523	VERMEER SALES & SERVIC	I-P01331	110 5320-316	TOOLS & EQUIP:	NOTCH CHAINSAW	162508	168.66
						VENDOR 01-045523 TOTALS	168.66
01-048642	WOODY'S MUNICIPAL SUPP	I-01-39657	110 5320-318	VEHICLE PARTS:	CARBIDE BLADES	162510	482.93
						VENDOR 01-048642 TOTALS	482.93
DEPARTMENT 320 STREETS						TOTAL:	57,933.25
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5381-435	ELEVATOR SERV:	STATE FIRE MARSHAL	162460	76.69
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5381-435	ELEVATOR SERV:	STATE FIRE MARSHAL	162460	76.69
						VENDOR 01-000720 TOTALS	153.38
01-001070	AMEREN ILLINOIS	I-202505080324	110 5381-321	UTILITIES	: 19TH ST	010338	40.79
01-001070	AMEREN ILLINOIS	I-202505080331	110 5381-321	UTILITIES	: 208 N 19TH	010336	534.86
						VENDOR 01-001070 TOTALS	575.65
01-001919	STUARD & ASSOCIATES, I	I-53495	110 5381-435	ELEVATOR SERV:	ANNUAL ELEVATOR INSP	162502	226.60
						VENDOR 01-001919 TOTALS	226.60

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 381 CUSTODIAL SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003488	S.S.C. SERVICES, INC.	I-9078	110 5381-460	OTHER PROP MA:	JANITORIAL SERVICES	001691	268.00
01-003488	S.S.C. SERVICES, INC.	I-9081	110 5381-460	OTHER PROP MA:	JANITORIAL SERVICES	001691	268.00
						VENDOR 01-003488 TOTALS	536.00
01-003953	AMAZON CAPITAL SERVICE	I-1CND-CCTJ-HCYD	110 5381-319	MISCELLANEOUS:	MAILBOX NUMBERS,CORK	001694	13.99
						VENDOR 01-003953 TOTALS	13.99
01-012025	DETECTION SECURITY CO	I-199738	110 5381-460	OTHER PROP MA:	DEPOT SECURITY	001697	45.00
						VENDOR 01-012025 TOTALS	45.00
01-023800	CONSOLIDATED COMMUNICA	I-202505080301	110 5381-532	TELEPHONE	: 234-7376	010354	148.87
01-023800	CONSOLIDATED COMMUNICA	I-202505080302	110 5381-532	TELEPHONE	: 235-5622	010355	446.61
						VENDOR 01-023800 TOTALS	595.48
01-031000	LORENZ SUPPLY CO.	I-652671	110 5381-312	CLEANING SUPP:	DUST MOPS	001702	33.84
						VENDOR 01-031000 TOTALS	33.84
01-033800	MATTOON WATER DEPT	I-202505080320	110 5381-321	UTILITIES	: 208 N 19TH	010367	221.84
						VENDOR 01-033800 TOTALS	221.84
01-035600	KONE INC	I-871671129	110 5381-435	ELEVATOR SERV:	ELEVATOR MNTCE 5/202	001705	627.00
01-035600	KONE INC	I-871671130	110 5381-435	ELEVATOR SERV:	ELEVATOR MNTCE 5/202	001705	199.22
						VENDOR 01-035600 TOTALS	826.22
				DEPARTMENT 381	CUSTODIAL SERVICES	TOTAL:	3,228.00
01-000117	FULLER-WENTE INC	I-12591	110 5511-432	REPAIR OF BUI:	REINSTALL SLEEVES FO	001682	2,104.00
						VENDOR 01-000117 TOTALS	2,104.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 511 PARKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-202505080318	110 5511-321	UTILITIES	: 1200 CHAMPAIGN	010347	40.40
01-001070	AMEREN ILLINOIS	I-202505120349	110 5511-321	UTILITIES	: 500 B'DWAY	010340	126.35
VENDOR 01-001070 TOTALS							166.75
01-002297	LAWSON PRODUCTS, INC.	I-9312436965	110 5511-319	MISCELLANEOUS:	EAR PLUGS	162483	65.78
VENDOR 01-002297 TOTALS							65.78
01-002934	SOUTH CENTRAL FS, INC.	I-202505140379	110 5511-326	FUEL	: FUEL	001688	1,165.17
VENDOR 01-002934 TOTALS							1,165.17
01-002958	BATTERY SPECIALISTS, I	I-209467	110 5511-319	MISCELLANEOUS:	BATTERY SPECIALISTS,	162438	89.95
VENDOR 01-002958 TOTALS							89.95
01-003485	TJ HESSE	I-MAY2025-CELLTH	110 5511-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001710	100.00
VENDOR 01-003485 TOTALS							100.00
01-004547	MICKEY S GARTLAN	I-MAY2025-CELLMG	110 5511-533	CELLULAR PHON:	CELL PHONE	001718	50.00
VENDOR 01-004547 TOTALS							50.00
01-011600	DEBUHR'S SEED STORE	I-63397	110 5511-315	LANDSCAPING S:	PEAT MOSS,GRASS SEED	162454	149.97
VENDOR 01-011600 TOTALS							149.97
01-013902	DRAKE SCRUGGS EQUIP	I-0017695-IN	110 5511-434	REPAIR OF VEH:	INSPECTION	162458	772.02
VENDOR 01-013902 TOTALS							772.02
01-016000	JOHN DEERE FINANCIAL	I-202505080290	110 5511-319	MISCELLANEOUS:	TOOL BOXES,FUEL	162407	84.94
01-016000	JOHN DEERE FINANCIAL	I-202505080290	110 5511-319	MISCELLANEOUS:	GLUE TRAPS	162407	3.99
VENDOR 01-016000 TOTALS							88.93

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 511 PARKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	110 5511-532	TELEPHONE	: 235-5654	010363	37.15
					VENDOR 01-023800 TOTALS		37.15
01-025600	ILMO PRODUCTS COMPANY	I-0001553765	110 5511-319	MISCELLANEOUS:	CYLINDER RENTAL	001701	17.10
					VENDOR 01-025600 TOTALS		17.10
01-030000	KULL LUMBER CO	I-202505130352	110 5511-432	REPAIR OF BUI:	ADAPTERS, FAUCET, VALV	162479	136.79
01-030000	KULL LUMBER CO	I-202505130352	110 5511-319	MISCELLANEOUS:	WASHER, DECK SCREWS	162479	17.33
					VENDOR 01-030000 TOTALS		154.12
01-031000	LORENZ SUPPLY CO.	I-653229	110 5511-319	MISCELLANEOUS:	TISSUE, TOWELS	001702	210.80
					VENDOR 01-031000 TOTALS		210.80
01-035450	MONITOR SIGN SERVICE	I-33017	110 5511-432	REPAIR OF BUI:	LIGHT REPAIRS	001704	590.00
					VENDOR 01-035450 TOTALS		590.00
DEPARTMENT 511 PARKS						TOTAL:	5,761.74
01-000481	PANA WHOLESALE BAIT CO	I-2715301	110 5512-317	CONCESSION & :	CONCESSIONS	162493	418.10
01-000481	PANA WHOLESALE BAIT CO	I-2715558	110 5512-317	CONCESSION & :	CONCESSIONS	162493	1,023.30
01-000481	PANA WHOLESALE BAIT CO	I-2715645	110 5512-317	CONCESSION & :	CONCESSIONS	162493	209.25
					VENDOR 01-000481 TOTALS		1,650.65
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5512-317	CONCESSION & :	WALMART	162460	92.04
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5512-317	CONCESSION & :	WALMART	162460	190.12
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5512-317	CONCESSION & :	WALMART	162460	26.89
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5512-317	CONCESSION & :	WALMART	162460	125.56
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	110 5512-450	CONSTRUCTION :	ESCALADE SPORTS	162460	7,921.89
					VENDOR 01-000720 TOTALS		8,356.50
01-002250	COMMERCIAL REFRIGERATI	I-W12457	110 5512-433	REPAIR OF MAC:	ICE MAKER REPAIRS	001686	1,004.47
					VENDOR 01-002250 TOTALS		1,004.47

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 512 LAKE MATTOON

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002934	SOUTH CENTRAL FS, INC.	I-202505140377	110 5512-327	FUEL - RESALE:	FUEL	001688	2,401.86
01-002934	SOUTH CENTRAL FS, INC.	I-202505140380	110 5512-326	FUEL	: FUEL	001688	449.20
					VENDOR 01-002934 TOTALS		2,851.06
01-003142	VARNER & RAWLINGS	I-15687	110 5512-432	REPAIR OF BUI:	A/C REPAIRS	162507	602.03
					VENDOR 01-003142 TOTALS		602.03
01-003394	KOERNER DISTRIBUTOR, I	I-4495645	110 5512-317	CONCESSION &	: CONCESSIONS	010393	230.55
					VENDOR 01-003394 TOTALS		230.55
01-003646	SCHEFF'S OFFICE SUPPLI	I-4010	110 5512-311	OFFICE SUPPLI:	COPY PAPER	162500	35.99
					VENDOR 01-003646 TOTALS		35.99
01-004228	KIRKELY CONSTRUCTION,	I-1082	110 5512-450	CONSTRUCTION :	INSTALL SEAWALL	162477	6,000.00
					VENDOR 01-004228 TOTALS		6,000.00
01-004650	DONNEWALD DISTRIBUTING	I-677331	110 5512-317	CONCESSION &	: CONCESSIONS	010365	241.65
01-004650	DONNEWALD DISTRIBUTING	I-677332	110 5512-317	CONCESSION &	: CONCESSIONS	010365	191.50
					VENDOR 01-004650 TOTALS		433.15
01-004675	AMERIGAS PROPANE LP	I-806236901	110 5512-317	CONCESSION &	: PROPANE EXCHANGE	162434	112.00
					VENDOR 01-004675 TOTALS		112.00
01-006256	HEARTLAND COCA COLA BO	I-46780605014	110 5512-317	CONCESSION &	: CONCESSIONS	162466	297.35
					VENDOR 01-006256 TOTALS		297.35
01-007060	CLEAR WATER SERVICE CO	I-202505080325	110 5512-321	UTILITIES	: 2 CO RD 1200 NORTH R	010353	30.17
01-007060	CLEAR WATER SERVICE CO	I-202505080326	110 5512-321	UTILITIES	: 1298 CO RD 000 EAST	010353	31.21
01-007060	CLEAR WATER SERVICE CO	I-202505080327	110 5512-321	UTILITIES	: 1290 CO RD 000 EAST	010353	30.55
01-007060	CLEAR WATER SERVICE CO	I-202505080328	110 5512-321	UTILITIES	: 1296 CO RD 000 EAST	010353	23.65

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 512 LAKE MATTOON

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-007060	CLEAR WATER SERVICE CO	I-202505080329	110 5512-321	UTILITIES	: 3586 975 NORTH RD	010353	29.60
VENDOR 01-007060 TOTALS							145.18
01-011600	DEBUHR'S SEED STORE	I-64454	110 5512-352	AGGREGATE SUR:	STRAW	162454	31.96
VENDOR 01-011600 TOTALS							31.96
01-012025	DETECTION SECURITY CO	I-199734	110 5512-576	SECURITY SERV:	MARINA SECURITY	001697	47.00
VENDOR 01-012025 TOTALS							47.00
01-016000	JOHN DEERE FINANCIAL	I-202505080290	110 5512-319	MISCELLANEOUS:	P TRAP,TOWELS	162407	30.96
01-016000	JOHN DEERE FINANCIAL	I-202505080290	110 5512-319	MISCELLANEOUS:	BLEACH,STRAW	162407	38.94
01-016000	JOHN DEERE FINANCIAL	I-202505080290	110 5512-319	MISCELLANEOUS:	FASTENERS,SCREWS	162407	11.11
01-016000	JOHN DEERE FINANCIAL	I-202505080290	110 5512-319	MISCELLANEOUS:	PRO LINE	162407	102.00
01-016000	JOHN DEERE FINANCIAL	I-202505080290	110 5512-319	MISCELLANEOUS:	CARB CLEANER,BRASS S	162407	179.93
VENDOR 01-016000 TOTALS							362.94
01-017400	TSYS	I-202505130368	110 5512-319	MISCELLANEOUS:	LAKE CC FEES	010397	1,611.17
VENDOR 01-017400 TOTALS							1,611.17
01-024060	IL DEPT OF NATURAL RES	I-202505120337	110 5512-802	HUNTING/FISHI:	FISHING LICENSES	010366	257.75
01-024060	IL DEPT OF NATURAL RES	I-202505140374	110 5512-802	HUNTING/FISHI:	FISHING LICENSES	010392	635.25
VENDOR 01-024060 TOTALS							893.00
01-037050	NIEMEYER REPAIR SERVIC	I-142786	110 5512-433	REPAIR OF MAC:	KUBOTA REPAIRS	162492	172.16
VENDOR 01-037050 TOTALS							172.16
01-039600	NEAL TIRE MATTOON	I-202505130356	110 5512-433	REPAIR OF MAC:	NEAL TIRE MATTOON	162491	465.26
VENDOR 01-039600 TOTALS							465.26
01-041755	SHELBY ELECTRIC COOPER	I-202505120340	110 5512-321	UTILITIES	: HUFFMANS	010371	400.96

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 512 LAKE MATTOON

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-041755	SHELBY ELECTRIC COOPER I-202505120341		110 5512-321	UTILITIES	: CAUSEWAY BRIDGE	010372	68.00
01-041755	SHELBY ELECTRIC COOPER I-202505120342		110 5512-321	UTILITIES	: CAUSEWAY	010373	29.90
01-041755	SHELBY ELECTRIC COOPER I-202505120343		110 5512-321	UTILITIES	: CAMPGROUND	010374	863.41
01-041755	SHELBY ELECTRIC COOPER I-202505120344		110 5512-321	UTILITIES	: RESTROOMS	010375	272.71
01-041755	SHELBY ELECTRIC COOPER I-202505120345		110 5512-321	UTILITIES	: MARINA	010376	534.77
01-041755	SHELBY ELECTRIC COOPER I-202505120346		110 5512-321	UTILITIES	: BEACH	010377	135.03
01-041755	SHELBY ELECTRIC COOPER I-202505120347		110 5512-321	UTILITIES	: NEW TRF	010378	527.37

VENDOR 01-041755 TOTALS 2,832.15

DEPARTMENT 512 LAKE MATTOON TOTAL: 28,134.57

01-001070	AMEREN ILLINOIS I-202505080312	110 5551-321	UTILITIES	: 311 N 6TH GIRLS COMP	010341	111.83
01-001070	AMEREN ILLINOIS I-202505080313	110 5551-321	UTILITIES	: 312 N 10TH BOYS COMP	010342	171.33
01-001070	AMEREN ILLINOIS I-202505080314	110 5551-321	UTILITIES	: 421 SHELBY JFL COMPL	010343	199.19
01-001070	AMEREN ILLINOIS I-202505080315	110 5551-321	UTILITIES	: 312 N 10TH	010344	39.04
01-001070	AMEREN ILLINOIS I-202505080316	110 5551-321	UTILITIES	: 311 N 6TH BLDG 2	010345	39.26
01-001070	AMEREN ILLINOIS I-202505080317	110 5551-321	UTILITIES	: 221 SHELBY T-BALL	010346	112.97

VENDOR 01-001070 TOTALS 673.62

01-003200	FRED BIGGS ELECTRIC SU I-404064	110 5551-319	MISCELLANEOUS: BULBS	001689	352.80
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VENDOR 01-003200 TOTALS 352.80

DEPARTMENT 551 SPORTS FACILITIES TOTAL: 1,026.42

01-001070	AMEREN ILLINOIS I-202505120350	110 5570-321	UTILITIES	: 917 N 22ND	010348	153.65
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VENDOR 01-001070 TOTALS 153.65

01-002934	SOUTH CENTRAL FS, INC. I-202505140378	110 5570-326	FUEL	: FUEL	001688	548.77
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VENDOR 01-002934 TOTALS 548.77

01-003095	ADVANCE AUTO PARTS I-202505140384	110 5570-319	MISCELLANEOUS: BULBS,LUBE,WASH & WA	162431	24.71
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VENDOR 01-003095 TOTALS 24.71

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 570 DODGE GROVE CEMETERY

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003206	BIRKEYS	I-P62405	110 5570-316	TOOLS & EQUIP:	BLADE BOLTS	001690	28.05
						VENDOR 01-003206 TOTALS	28.05
01-004498	ROB PIERCE	I-MAY2025-CELLRP	110 5570-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001716	100.00
						VENDOR 01-004498 TOTALS	100.00
01-011600	DEBUHR'S SEED STORE	I-63374	110 5570-319	MISCELLANEOUS:	2-4D	162454	239.96
						VENDOR 01-011600 TOTALS	239.96
01-016000	JOHN DEERE FINANCIAL	I-202505080290	110 5570-316	TOOLS & EQUIP:	HAND RAPS,CHAIN SAW	162407	32.49
						VENDOR 01-016000 TOTALS	32.49
01-023800	CONSOLIDATED COMMUNICA	I-202505080304	110 5570-532	TELEPHONE	: 234-2055	010360	92.48
						VENDOR 01-023800 TOTALS	92.48
01-030000	KULL LUMBER CO	I-202505130352	110 5570-319	MISCELLANEOUS:	MARKERS,SPRAY PAINT,	162479	61.92
						VENDOR 01-030000 TOTALS	61.92
01-033800	MATTOON WATER DEPT	I-202505080322	110 5570-321	UTILITIES	: 917 N 22ND	010369	20.53
						VENDOR 01-033800 TOTALS	20.53
						DEPARTMENT 570 DODGE GROVE CEMETERY TOTAL:	1,302.56
01-008801	COLES TOGETHER	I-6442	110 5651-571	DUES & MEMBER:	PLEDGE	162450	50,000.00
						VENDOR 01-008801 TOTALS	50,000.00
						DEPARTMENT 651 ECONOMIC DEVELOPMENT TOTAL:	50,000.00
						VENDOR SET 110 GENERAL FUND TOTAL:	618,265.86

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 122 HOTEL TAX FUND

DEPARTMENT: 653 HOTEL TAX ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	122 5653-311	OFFICE SUPPLI:	CREATIVE COURTNEY	162460	80.00
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	122 5653-311	OFFICE SUPPLI:	ADOBE	162460	63.74
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	122 5653-561	BUSINESS MEET:	JIMMY JOHNS	162460	129.21
VENDOR 01-000720 TOTALS							272.95
01-001235	ANGELIA D BURGETT	I-MAY2025-CELLAB	122 5653-533	CELLULAR PHON:	CELL PHONE	162441	100.00
VENDOR 01-001235 TOTALS							100.00
01-001413	IL HOTEL & LODGING ASS	I-19401	122 5653-571	DUES & MEMBER:	DUES	162469	500.00
VENDOR 01-001413 TOTALS							500.00
01-001663	ADVANCED DIGITAL	I-IN63197	122 5653-814	PRINTING/COPY:	XEROX C405	162432	71.21
VENDOR 01-001663 TOTALS							71.21
01-002398	MATTOON HIT-MEN BASEBA	I-202505150394	122 5653-825	TOURISM GRANT:	TOURISM GRANT	162486	10,000.00
VENDOR 01-002398 TOTALS							10,000.00
01-002454	COLES CO SPEEDWAY	I-202505150396	122 5653-825	TOURISM GRANT:	TOURISM GRANT	162448	12,000.00
VENDOR 01-002454 TOTALS							12,000.00
01-004520	DISCOVER DOWNSTATE ILL	I-7691	122 5653-572	COMMUNITY PRO:	FLYERS	162457	105.00
VENDOR 01-004520 TOTALS							105.00
01-004798	LAKE MATTOON RIVIERA R	I-202505150395	122 5653-825	TOURISM GRANT:	TOURISM GRANT	162480	3,500.00
VENDOR 01-004798 TOTALS							3,500.00
01-017400	TSYS	I-202505130367	122 5653-311	OFFICE SUPPLI:	LAKE CC FEES	010396	235.15
VENDOR 01-017400 TOTALS							235.15

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 122 HOTEL TAX FUND

DEPARTMENT: 653 HOTEL TAX ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-202505080306	122 5653-532	TELEPHONE	: 800-500-6286	010361	18.54
01-023800	CONSOLIDATED COMMUNICA	I-202505080310	122 5653-532	TELEPHONE	: 258-6286	010357	408.69
						VENDOR 01-023800 TOTALS	427.23
01-045603	WMCI/WCBH/WWGO	I-235-00295-0000	122 5653-572	COMMUNITY PRO: ADVERTISING		162509	195.00
01-045603	WMCI/WCBH/WWGO	I-235-00296-0000	122 5653-572	COMMUNITY PRO: ADVERTISING		162509	170.00
01-045603	WMCI/WCBH/WWGO	I-235-00297-0000	122 5653-572	COMMUNITY PRO: ADVERTISING		162509	145.00
01-045603	WMCI/WCBH/WWGO	I-235-00298-0000	122 5653-572	COMMUNITY PRO: ADVERTISING		162509	100.00
						VENDOR 01-045603 TOTALS	610.00

DEPARTMENT 653 HOTEL TAX ADMINISTRATION TOTAL: 27,821.54

VENDOR SET 122 HOTEL TAX FUND TOTAL: 27,821.54

VENDOR SET: 01 CITY OF MATTOON
FUND : 123 FESTIVAL MGMT FUND

BANK: APBNK

DEPARTMENT: 584 BAGELFEST

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	123 5584-579	MISC OTHER PU:	CROWN AWARDS	162460	47.28
VENDOR 01-000720 TOTALS							47.28
01-003953	AMAZON CAPITAL SERVICE	I-1TYT-L6WL-NQYX	123 5584-834	ENTERTAINMENT:	CROWNS, WRIST BANDS	001694	278.34
01-003953	AMAZON CAPITAL SERVICE	I-1TYT-L6WL-NQYX	123 5584-833	QUEEN PAGEANT:	CROWNS, WRIST BANDS	001694	60.76
VENDOR 01-003953 TOTALS							339.10
01-004735	LAMAR COMPANIES	I-117053098	123 5584-540	ADVERTISING :	ADVERTISING	162481	12,000.00
VENDOR 01-004735 TOTALS							12,000.00
01-045603	WMCI/WCBH/WWGO	I-235-00294-0000	123 5584-540	ADVERTISING :	ADVERTISING	162509	280.00
VENDOR 01-045603 TOTALS							280.00
DEPARTMENT 584 BAGELFEST TOTAL:							12,666.38
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	123 5586-540	ADVERTISING :	NEXSTAR	162460	309.58
VENDOR 01-000720 TOTALS							309.58
DEPARTMENT 586 LIGHTWORKS TOTAL:							309.58
VENDOR SET 123 FESTIVAL MGMT FUND TOTAL:							12,975.96

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 124 MOBILE EQUIPMENT FUND

DEPARTMENT: 320 STREETS VEHICLES & MACH

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003748	MORROW BROTHERS FORD,	I-202505120338	124 5320-742	STREET VEHICL:	FORD F550	162409	27,294.34
					VENDOR 01-003748	TOTALS	27,294.34
				DEPARTMENT 320	STREETS VEHICLES & MACH	TOTAL:	27,294.34
01-003748	MORROW BROTHERS FORD,	I-202505120338	124 5342-742	SEWER COLLECT:	FORD F550	162409	27,294.33
					VENDOR 01-003748	TOTALS	27,294.33
				DEPARTMENT 342	SEWER COLL VEH & MACH	TOTAL:	27,294.33
01-003748	MORROW BROTHERS FORD,	I-202505120338	124 5354-742	WATER DIST VE:	FORD F550	162409	27,294.33
					VENDOR 01-003748	TOTALS	27,294.33
				DEPARTMENT 354	WATER VEHICLES & MACHINE	TOTAL:	27,294.33
				VENDOR SET 124	MOBILE EQUIPMENT FUND	TOTAL:	81,883.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 125 INSURANCE & TORT JDGMNT

DEPARTMENT: 150 FINANCIAL ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-040463	SARAH BUSH LINCOLN HEA I-6741510		125 5150-519	OTHER PROFESS: DRUG SCREENS, HEP B		162499	654.00
01-040463	SARAH BUSH LINCOLN HEA I-6816181		125 5150-519	OTHER PROFESS: DRUG SCREENS, HEP B		162499	705.00
VENDOR 01-040463 TOTALS							1,359.00

DEPARTMENT 150 FINANCIAL ADMINISTRATION TOTAL: 1,359.00

VENDOR SET 125 INSURANCE & TORT JDGMNT TOTAL: 1,359.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 130 CAPITAL PROJECT FUND

DEPARTMENT: 211 POLICE ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
=====							
01-001408	INDUSTRIAL MECHANICAL	I-11030	130 5211-720	POLICE BUILDI	CHILLER REPLACEMENT	162472	96,866.75
						VENDOR 01-001408 TOTALS	96,866.75
				DEPARTMENT 211	POLICE ADMINISTRATION	TOTAL:	96,866.75

01-035154	MID-ILLINOIS CONCRETE	I-288775	130 5321-730	IMPROVEMENTS	: 24-058-CCSP	162487	1,882.81
01-035154	MID-ILLINOIS CONCRETE	I-288776	130 5321-730	IMPROVEMENTS	: 24-055-CCSP	162487	6,572.50
01-035154	MID-ILLINOIS CONCRETE	I-288927	130 5321-730	IMPROVEMENTS	: 24-057-CCSP	162487	3,693.00
01-035154	MID-ILLINOIS CONCRETE	I-288929	130 5321-730	IMPROVEMENTS	: 24-048-CCSP	162487	3,842.00
						VENDOR 01-035154 TOTALS	15,990.31
				DEPARTMENT 321	STREETS	TOTAL:	15,990.31

01-002742	CHASE	I-1277	130 5795-817	INTEREST EXPE	: CHASE	162442	19,337.50
						VENDOR 01-002742 TOTALS	19,337.50
				DEPARTMENT 795	INTEREST EXPENSE	TOTAL:	19,337.50

				VENDOR SET 130	CAPITAL PROJECT FUND	TOTAL:	132,194.56

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 154 BROADWAY EAST BUS DIST

DEPARTMENT: 604 BROADWAY EAST BUSINESS DI

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002962	LARSON ENTERPRISES	I-202505130361	154 5604-825	BUSINESS DIST:	FEBRUARY SALES TAX R 162482		2,972.47
VENDOR 01-002962 TOTALS							2,972.47
DEPARTMENT 604 BROADWAY EAST BUSINESS DI TOTAL:							2,972.47
01-002742	CHASE	I-1278	154 5795-817	INTEREST EXPE:	CHASE	162442	20,935.75
VENDOR 01-002742 TOTALS							20,935.75
DEPARTMENT 795 INTEREST EXPENSE TOTAL:							20,935.75
VENDOR SET 154 BROADWAY EAST BUS DIST TOTAL:							23,908.22

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	211 5353-432	REPAIR OF STR:	FERGUSON	162460	866.10
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	211 5353-312	CLEANING SUPP:	WALMART	162460	16.88
VENDOR 01-000720 TOTALS							882.98
01-000799	POLYDYNE, INC.	I-1926635	211 5353-314	CHEMICALS	: CLARIFLOC	001684	5,313.00
VENDOR 01-000799 TOTALS							5,313.00
01-000839	BRENNTAG MID-SOUTH, IN	C-BMS919757	211 5353-314	CHEMICALS	: RETURN	162440	1,500.00-
01-000839	BRENNTAG MID-SOUTH, IN	I-BMS922087	211 5353-314	CHEMICALS	: CHLORINE	162440	5,086.00
VENDOR 01-000839 TOTALS							3,586.00
01-001075	HEATHER MCFARLAND	I-MAY2025-CELLHM	211 5353-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001685	100.00
VENDOR 01-001075 TOTALS							100.00
01-001663	ADVANCED DIGITAL	I-IN63391	211 5353-814	PRINTING & CO:	XEROX C405	162432	27.98
VENDOR 01-001663 TOTALS							27.98
01-003095	ADVANCE AUTO PARTS	I-202505140384	211 5353-318	VEHICLE PARTS:	BULBS,LUBE,WASH & WA	162431	6.64
VENDOR 01-003095 TOTALS							6.64
01-003097	CINTAS	I-4228927306	211 5353-439	OTHER REPAIR :	MOPS,TOWELS,MATS	162443	42.72
01-003097	CINTAS	I-4229666402	211 5353-439	OTHER REPAIR :	MOP,TOWELS,MATS	162443	42.72
VENDOR 01-003097 TOTALS							85.44
01-003953	AMAZON CAPITAL SERVICE	I-1164-MTC1-Q6VW	211 5353-439	OTHER REPAIR :	SIGNS	001694	79.66
01-003953	AMAZON CAPITAL SERVICE	I-11TW-JFGC-4RM6	211 5353-377	PLANT EQUIPME:	FLOAT,DEPTH FINDER	001694	89.76
01-003953	AMAZON CAPITAL SERVICE	I-1F1W-4LJH-7W4G	211 5353-378	PLANT MTCE & :	CLAMPS	001694	44.11
VENDOR 01-003953 TOTALS							213.53
01-004217	DAVID OLLESCH	I-MAY2025-CELLDO	211 5353-533	CELLULAR PHON:	CELL PHONE	001712	50.00
VENDOR 01-004217 TOTALS							50.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-202505080291	211 5353-532	TELEPHONE	: 234-2454	010358	710.39
						VENDOR 01-023800 TOTALS	710.39
01-031000	LORENZ SUPPLY CO.	I-653546	211 5353-312	CLEANING SUPP:	TOWELS, TISSUE, LINERS	001702	152.18
01-031000	LORENZ SUPPLY CO.	I-653546	211 5353-439	OTHER REPAIR :	TOWELS, TISSUE, LINERS	001702	161.87
						VENDOR 01-031000 TOTALS	314.05
01-035365	MISSISSIPPI LIME COMPA	I-CD92066	211 5353-314	CHEMICALS	: LIME	162489	11,476.92
						VENDOR 01-035365 TOTALS	11,476.92
01-039600	NEAL TIRE MATTOON	I-202505130356	211 5353-434	REPAIR OF VEH:	NEAL TIRE MATTOON	162491	29.69
01-039600	NEAL TIRE MATTOON	I-202505130356	211 5353-318	VEHICLE PARTS:	NEAL TIRE MATTOON	162491	339.70
						VENDOR 01-039600 TOTALS	369.39
						DEPARTMENT 353 WATER TREATMENT PLANT TOTAL:	23,136.32
01-000117	FULLER-WENTE INC	I-12574	211 5354-519	OTHER PROFESS:	INSTALL PITS & LIDS	001682	6,610.00
						VENDOR 01-000117 TOTALS	6,610.00
01-000195	STEVE BALLINGER	I-202505150389	211 5354-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001706	25.00
						VENDOR 01-000195 TOTALS	25.00
01-000550	NAPA OF MATTOON	I-202505140383	211 5354-318	VEHICLE PARTS:	AIR HOSE	001683	23.34
						VENDOR 01-000550 TOTALS	23.34
01-001070	AMEREN ILLINOIS	I-202505080297	211 5354-321	NATURAL GAS &:	SWORDS DR STANDPIPE	010351	84.07
						VENDOR 01-001070 TOTALS	84.07
01-001582	AUTO, TRUCK AND FARM R	I-87034	211 5354-434	REPAIR OF VEH:	F150 REPAIRS	162436	29.05
						VENDOR 01-001582 TOTALS	29.05

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 354 WATER DISTRIBUTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003488	S.S.C. SERVICES, INC.	I-9073	211 5354-460	OTHER PROPERT:	JANITORIAL SERVICES	001691	233.33
					VENDOR 01-003488 TOTALS		233.33
01-003953	AMAZON CAPITAL SERVICE	I-1WM9-L7FK-CXG4	211 5354-316	TOOLS & EQUIP:	BITS,BUNGEE CORD	001694	13.86
					VENDOR 01-003953 TOTALS		13.86
01-004419	TALBERT, LLC	I-1928	211 5354-318	VEHICLE PARTS:	GASOLINE LETTERING	162504	28.33
					VENDOR 01-004419 TOTALS		28.33
01-004448	RICKY D PEMBERTON	I-202505150390	211 5354-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001714	25.00
					VENDOR 01-004448 TOTALS		25.00
01-004487	DENNIS COLE	I-MAY2025-CELLDC	211 5354-533	CELL PHONES :	CELL PHONE REIMBURSE	001715	30.00
					VENDOR 01-004487 TOTALS		30.00
01-004489	FATBOYS OFFROAD, LLC	I-0376	211 5354-434	REPAIR OF VEH:	FRONT BUMPER ASSEMBL	162463	495.00
					VENDOR 01-004489 TOTALS		495.00
01-004666	AUSTIN HILGENBERG	I-202505150386	211 5354-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001723	25.00
					VENDOR 01-004666 TOTALS		25.00
01-004720	THOMAS A OATMAN	I-202505150388	211 5354-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001724	25.00
					VENDOR 01-004720 TOTALS		25.00
01-004761	WILLIAM MCDANIEL	I-202505150391	211 5354-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001726	25.00
					VENDOR 01-004761 TOTALS		25.00
01-004910	BRIAN BUTLER	I-202505150387	211 5354-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001728	25.00
					VENDOR 01-004910 TOTALS		25.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 354 WATER DISTRIBUTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
=====							
01-007820	COE EQUIPMENT INC	C-87283	211 5354-318	VEHICLE PARTS:	RETURN PARTS	001695	183.39-
01-007820	COE EQUIPMENT INC	I-87198	211 5354-434	REPAIR OF VEH:	REBUILT RODDER PUMP	001695	9,522.98
01-007820	COE EQUIPMENT INC	I-87439	211 5354-318	VEHICLE PARTS:	VACTOR PARTS	001695	154.49
01-007820	COE EQUIPMENT INC	I-87460	211 5354-434	REPAIR OF VEH:	VACTOR REPAIRS	001695	4,380.26
						VENDOR 01-007820 TOTALS	13,874.34
=====							
01-016000	JOHN DEERE FINANCIAL	I-202505140372	211 5354-318	VEHICLE PARTS:	BEDDING	162475	23.33
						VENDOR 01-016000 TOTALS	23.33
=====							
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	211 5354-532	TELEPHONE :	235-5654	010363	12.38
01-023800	CONSOLIDATED COMMUNICA	I-202505080311	211 5354-321	NATURAL GAS &:	101-5460	010364	166.36
						VENDOR 01-023800 TOTALS	178.74
=====							
01-025600	ILMO PRODUCTS COMPANY	I-0001555722	211 5354-440	RENTALS :	CYLINDER RENTAL	001701	35.10
						VENDOR 01-025600 TOTALS	35.10
=====							
01-025682	IMCO UTILITY SUPPLY	I-1138822-01	211 5354-371	WATER PIPE :	IMCO UTILITY SUPPLY	162470	3,859.00
01-025682	IMCO UTILITY SUPPLY	I-1140125-00	211 5354-371	WATER PIPE :	GATE VALVES,ADAPTERS	162470	3,330.56
01-025682	IMCO UTILITY SUPPLY	I-1140125-01	211 5354-371	WATER PIPE :	ADAPTERS	162470	598.00
01-025682	IMCO UTILITY SUPPLY	I-1140274-00	211 5354-375	LEAK REPAIR M:	CLAMPS	162470	555.00
01-025682	IMCO UTILITY SUPPLY	I-1140274-01	211 5354-375	LEAK REPAIR M:	CLAMPS	162470	679.00
01-025682	IMCO UTILITY SUPPLY	I-1140274-02	211 5354-375	LEAK REPAIR M:	CLAMP	162470	405.00
01-025682	IMCO UTILITY SUPPLY	I-1140354-00	211 5354-371	WATER PIPE :	PIPE,ADAPTERS,ACC KI	162470	3,920.32
						VENDOR 01-025682 TOTALS	13,346.88
=====							
01-030000	KULL LUMBER CO	I-202505130351	211 5354-376	BACKFILL & SU:	LUMBER	162479	18.50
01-030000	KULL LUMBER CO	I-202505130351	211 5354-379	OTHER WATER M:	CLEAR FILM	162479	41.99
01-030000	KULL LUMBER CO	I-202505130351	211 5354-460	OTHER PROPERT:	DISH SOAP	162479	1.53
01-030000	KULL LUMBER CO	I-202505130351	211 5354-319	MISCELLANEOUS:	FASTENERS,BOLTS,SCRE	162479	12.08
01-030000	KULL LUMBER CO	I-202505130351	211 5354-316	TOOLS & EQUIP:	DRILL BITS,BLADE,UTI	162479	30.71
						VENDOR 01-030000 TOTALS	104.81
=====							
01-039600	NEAL TIRE MATTOON	I-202505130356	211 5354-433	REPAIR OF MAC:	NEAL TIRE MATTOON	162491	1,133.44
01-039600	NEAL TIRE MATTOON	I-202505130356	211 5354-434	REPAIR OF VEH:	NEAL TIRE MATTOON	162491	321.00
						VENDOR 01-039600 TOTALS	1,454.44

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 354 WATER DISTRIBUTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-045523	VERMEER SALES & SERVIC	I-P01331	211 5354-316	TOOLS & EQUIP:	NOTCH CHAINSAW	162508	168.66
					VENDOR 01-045523 TOTALS		168.66
01-048642	WOODY'S MUNICIPAL SUPP	I-01-39657	211 5354-318	VEHICLE PARTS:	CARBIDE BLADES	162510	482.93
					VENDOR 01-048642 TOTALS		482.93
DEPARTMENT 354 WATER DISTRIBUTION						TOTAL:	37,366.21
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	211 5355-311	OFFICE SUPPLI:	STAPLES	162460	56.48
					VENDOR 01-000720 TOTALS		56.48
01-002553	EXPRESS SERVICES, INC.	I-32270870	211 5355-519	OTHER PROFESS:	OFFICE CLERK 4/21-25	001687	378.27
01-002553	EXPRESS SERVICES, INC.	I-32304252	211 5355-519	OTHER PROFESS:	OFFICE CLERK 4/28-5/	001687	493.51
					VENDOR 01-002553 TOTALS		871.78
01-002589	QUADIENT LEASING USA,	I-Q1848626	211 5355-815	POSTAGE METER:	POSTAGE METER LEASE	162495	155.92
					VENDOR 01-002589 TOTALS		155.92
01-002603	MIDWEST CREDIT & COLLE	I-010009242504300000	211 5355-579	COLLECTION FE:	WATER BILL COLLECTIO	162488	366.74
					VENDOR 01-002603 TOTALS		366.74
01-003206	BIRKEYS	I-W38880	211 5355-439	OTHER REPAIR :	PUMP REPAIR	001690	151.15
					VENDOR 01-003206 TOTALS		151.15
01-003490	INFOSEND, INC.	I-285987	211 5355-531	POSTAGE :	WATER BILL PRINTING	162473	1,277.21
01-003490	INFOSEND, INC.	I-285987	211 5355-519	OTHER PROFESS:	WATER BILL PRINTING	162473	390.69
					VENDOR 01-003490 TOTALS		1,667.90
01-003527	INB	I-202505130370	211 5355-811	BANK SERVICE :	EPAY FEES 4/2025	162471	9.13
					VENDOR 01-003527 TOTALS		9.13

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 355 ACCOUNTING & COLLECTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003880	NCR PAYMENT SOLUTIONS	I-202505130362	211 5355-811	BANK SERVICE :	EPAY FEES 4/2025	010394	1,430.62
						VENDOR 01-003880 TOTALS	1,430.62
01-004060	MONRO, INC	I-151948	211 5355-434	REPAIR OF VEH:	OIL CHANGE	162490	30.75
						VENDOR 01-004060 TOTALS	30.75
01-004579	TALEN A TRUMMEL	I-202505150392	211 5355-319	MISCELLANEOUS:	ADD'L BOOT REIMBURSE	001720	37.50
						VENDOR 01-004579 TOTALS	37.50
01-004758	MARLIN LEASING CORPORA	I-40507679	211 5355-814	PRINTING/COPY:	COPIER	162485	89.80
						VENDOR 01-004758 TOTALS	89.80
01-017400	TSYS	I-202505130366	211 5355-811	BANK SERVICE :	FINANCE CC FEES	010395	156.39
						VENDOR 01-017400 TOTALS	156.39
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	211 5355-532	TELEPHONE :	235-5654	010363	85.09
						VENDOR 01-023800 TOTALS	85.09
01-030000	KULL LUMBER CO	I-202505130358	211 5355-319	MISCELLANEOUS:	KULL LUMBER CO	162479	4.30
						VENDOR 01-030000 TOTALS	4.30
01-035266	MIDWEST METER INC	I-0177633-IN	211 5355-373	WATER METERS :	GASKETS	001703	62.25
						VENDOR 01-035266 TOTALS	62.25
						DEPARTMENT 355 ACCOUNTING & COLLECTION TOTAL:	5,175.80
01-003488	S.S.C. SERVICES, INC.	I-9078	211 5356-460	OTHER PROPERT:	JANITORIAL SERVICES	001691	66.00
01-003488	S.S.C. SERVICES, INC.	I-9081	211 5356-460	OTHER PROPERT:	JANITORIAL SERVICES	001691	66.00
						VENDOR 01-003488 TOTALS	132.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 356 ADMINISTRATIVE & GENERAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004564	DOUGLAS A HOMANN	I-MAY2025-CELLDH	211 5356-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001719	30.00
VENDOR 01-004564 TOTALS							30.00
01-004593	JAMES TRAVIS MILLER	I-MAY2025-CELLJM	211 5356-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001721	15.00
VENDOR 01-004593 TOTALS							15.00
01-004630	DAVID L CLARK	I-MAY2025-CELLDC	211 5356-533	CELLULAR PHON:	CELLULAR PHONE	001722	30.00
VENDOR 01-004630 TOTALS							30.00
01-004721	JAXON L BOYCE	I-MAY2025-CELLJB	211 5356-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001725	16.67
VENDOR 01-004721 TOTALS							16.67
DEPARTMENT 356 ADMINISTRATIVE & GENERAL TOTAL:							223.67
VENDOR SET 211 WATER FUND TOTAL:							65,902.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000195	STEVE BALLINGER	I-202505150389	212 5342-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001706	25.00
					VENDOR 01-000195 TOTALS		25.00
01-000550	NAPA OF MATTOON	I-202505140383	212 5342-318	VEHICLE PARTS:	AIR HOSE	001683	23.35
					VENDOR 01-000550 TOTALS		23.35
01-001582	AUTO, TRUCK AND FARM R I-87034		212 5342-434	REPAIR OF VEH:	F150 REPAIRS	162436	29.05
					VENDOR 01-001582 TOTALS		29.05
01-003488	S.S.C. SERVICES, INC.	I-9073	212 5342-460	OTHER PROPERT:	JANITORIAL SERVICES	001691	233.34
					VENDOR 01-003488 TOTALS		233.34
01-003953	AMAZON CAPITAL SERVICE I-1WM9-L7FK-CXG4		212 5342-316	TOOLS & EQUIP:	BITS,BUNGEE CORD	001694	13.86
					VENDOR 01-003953 TOTALS		13.86
01-004419	TALBERT, LLC	I-1928	212 5342-318	VEHICLE PARTS:	GASOLINE LETTERING	162504	28.34
					VENDOR 01-004419 TOTALS		28.34
01-004448	RICKY D PEMBERTON	I-202505150390	212 5342-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001714	25.00
					VENDOR 01-004448 TOTALS		25.00
01-004487	DENNIS COLE	I-MAY2025-CELLDC	212 5342-533	CELL PHONES :	CELL PHONE REIMBURSE	001715	30.00
					VENDOR 01-004487 TOTALS		30.00
01-004489	FATBOYS OFFROAD, LLC	I-0376	212 5342-434	REPAIR OF VEH:	FRONT BUMPER ASSEMBL	162463	495.00
					VENDOR 01-004489 TOTALS		495.00
01-004666	AUSTIN HILGENBERG	I-202505150386	212 5342-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001723	25.00
					VENDOR 01-004666 TOTALS		25.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004720	THOMAS A OATMAN	I-202505150388	212 5342-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001724	25.00
					VENDOR 01-004720	TOTALS	25.00
01-004761	WILLIAM MCDANIEL	I-202505150391	212 5342-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001726	25.00
					VENDOR 01-004761	TOTALS	25.00
01-004910	BRIAN BUTLER	I-202505150387	212 5342-313	MEDICAL & SAF:	ADD'L BOOT REIMBURSE	001728	25.00
					VENDOR 01-004910	TOTALS	25.00
01-007820	COE EQUIPMENT INC	C-87283	212 5342-318	VEHICLE PARTS:	RETURN PARTS	001695	183.39
01-007820	COE EQUIPMENT INC	I-87198	212 5342-434	REPAIR OF VEH:	REBUILT RODDER PUMP	001695	9,522.98
01-007820	COE EQUIPMENT INC	I-87439	212 5342-318	VEHICLE PARTS:	VACTOR PARTS	001695	154.50
01-007820	COE EQUIPMENT INC	I-87460	212 5342-434	REPAIR OF VEH:	VACTOR REPAIRS	001695	4,380.25
					VENDOR 01-007820	TOTALS	13,874.34
01-016000	JOHN DEERE FINANCIAL	I-202505140372	212 5342-318	VEHICLE PARTS:	BEDDING	162475	23.32
					VENDOR 01-016000	TOTALS	23.32
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	212 5342-532	TELEPHONE	: 235-5654	010363	12.38
01-023800	CONSOLIDATED COMMUNICA	I-202505080311	212 5342-321	UTILITIES	: 101-5460	010364	166.36
					VENDOR 01-023800	TOTALS	178.74
01-025600	ILMO PRODUCTS COMPANY	I-0001555722	212 5342-440	RENTALS	: CYLINDER RENTAL	001701	35.10
					VENDOR 01-025600	TOTALS	35.10
01-030000	KULL LUMBER CO	I-202505130351	212 5342-369	OTHER SEWER M:	OSB	162479	41.98
01-030000	KULL LUMBER CO	I-202505130351	212 5342-460	OTHER PROPERT:	DISH SOAP	162479	1.53
01-030000	KULL LUMBER CO	I-202505130351	212 5342-319	MISCELLANEOUS:	FASTENERS,BOLTS,SCRE	162479	12.08
01-030000	KULL LUMBER CO	I-202505130351	212 5342-363	BACKFILL & SU:	OSB,LUMBER,GREAT STU	162479	55.37
01-030000	KULL LUMBER CO	I-202505130351	212 5342-316	TOOLS & EQUIP:	DRILL BITS,BLADE,UTI	162479	30.71
					VENDOR 01-030000	TOTALS	141.67

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE:	DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-039600	NEAL TIRE MATTOON	I-202505130356	212 5342-433	REPAIR OF MAC:	NEAL TIRE MATTOON	162491	1,133.45
01-039600	NEAL TIRE MATTOON	I-202505130356	212 5342-434	REPAIR OF VEH:	NEAL TIRE MATTOON	162491	321.01
						VENDOR 01-039600 TOTALS	1,454.46
01-045523	VERMEER SALES & SERVIC	I-P01331	212 5342-316	TOOLS & EQUIP:	NOTCH CHAINSAW	162508	168.66
						VENDOR 01-045523 TOTALS	168.66
01-048642	WOODY'S MUNICIPAL SUPP	I-01-39657	212 5342-318	VEHICLE PARTS:	CARBIDE BLADES	162510	482.94
						VENDOR 01-048642 TOTALS	482.94
				DEPARTMENT 342	SEWER COLLECTION SYSTEM	TOTAL:	17,362.17
01-001070	AMEREN ILLINOIS	I-202505080293	212 5344-321	NATURAL GAS &:	206 MCFALL RD	010349	43.75
01-001070	AMEREN ILLINOIS	I-202505080296	212 5344-321	NATURAL GAS &:	1221 REMINGTON RD	010350	57.91
01-001070	AMEREN ILLINOIS	I-202505080299	212 5344-321	NATURAL GAS &:	N 45 LIFT STA	010352	135.19
01-001070	AMEREN ILLINOIS	I-202505080319	212 5344-321	NATURAL GAS &:	N 19TH LIFT STA	010339	44.89
01-001070	AMEREN ILLINOIS	I-202505080323	212 5344-321	NATURAL GAS &:	28TH LIFT STA	010337	62.58
01-001070	AMEREN ILLINOIS	I-202505120334	212 5344-321	NATURAL GAS &:	820 S 5TH PLACE SLUD	010334	137.13
						VENDOR 01-001070 TOTALS	481.45
01-003943	FESSI	I-249901	212 5344-313	MEDICAL & SAF:	EXTINGUISHER MNTCE	001693	646.25
01-003943	FESSI	I-249903	212 5344-313	MEDICAL & SAF:	EXTINGUISHER MNTCE	001693	171.00
01-003943	FESSI	I-249905	212 5344-313	MEDICAL & SAF:	EXTINGUISHER MNTCE	001693	49.25
01-003943	FESSI	I-249906	212 5344-313	MEDICAL & SAF:	EXTINGUISHER MNTCE	001693	105.75
01-003943	FESSI	I-E134582	212 5344-313	MEDICAL & SAF:	EXTINGUISHER MNTCE	001693	146.07
						VENDOR 01-003943 TOTALS	1,118.32
01-004568	FAB TECH WASTEWATER SO	I-25068	212 5344-366	PLANT MTCE & :	FLIGHT CHANNEL	162462	5,041.00
						VENDOR 01-004568 TOTALS	5,041.00
01-016140	FASTENAL COMPANY	I-ILMAT172603	212 5344-313	MEDICAL & SAF:	GLOVES	001699	61.95
01-016140	FASTENAL COMPANY	I-ILMAT172634	212 5344-313	MEDICAL & SAF:	GLOVES	001699	139.00
						VENDOR 01-016140 TOTALS	200.95

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 344 WASTEWATER TREATMNT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-202505080305	212 5344-532	TELEPHONE	: 234-6828	010356	965.13
					VENDOR 01-023800 TOTALS		965.13
01-039600	NEAL TIRE MATTOON	I-202505130356	212 5344-318	VEHICLE PARTS: NEAL TIRE MATTOON		162491	164.24
					VENDOR 01-039600 TOTALS		164.24
01-041800	SHERWIN WILLIAMS CO	I-7896-2	212 5344-366	PLANT MTCE & : PAINT, ROLLER		162501	56.53
					VENDOR 01-041800 TOTALS		56.53
DEPARTMENT 344 WASTEWATER TREATMNT PLANTTOTAL:							8,027.62
01-000720	ELAN FINANCIAL SERVICE	I-202505150393	212 5345-311	OFFICE SUPPLI: STAPLES		162460	56.48
					VENDOR 01-000720 TOTALS		56.48
01-002553	EXPRESS SERVICES, INC.	I-32270870	212 5345-519	OTHER PROFESS: OFFICE CLERK 4/21-25	001687		378.28
01-002553	EXPRESS SERVICES, INC.	I-32304252	212 5345-519	OTHER PROFESS: OFFICE CLERK 4/28-5/	001687		493.50
					VENDOR 01-002553 TOTALS		871.78
01-002589	QUADIENIT LEASING USA,	I-Q1848626	212 5345-815	POSTAGE METER: POSTAGE METER LEASE		162495	155.93
					VENDOR 01-002589 TOTALS		155.93
01-003206	BIRKEYS	I-W38880	212 5345-439	OTHER REPAIR : PUMP REPAIR		001690	151.14
					VENDOR 01-003206 TOTALS		151.14
01-003490	INFOSEND, INC.	I-285987	212 5345-531	POSTAGE : WATER BILL PRINTING		162473	1,277.20
01-003490	INFOSEND, INC.	I-285987	212 5345-519	OTHER PROFESS: WATER BILL PRINTING		162473	390.69
					VENDOR 01-003490 TOTALS		1,667.89
01-003527	INB	I-202505130370	212 5345-811	BANK SERVICE : EPAY FEES 4/2025		162471	9.13
					VENDOR 01-003527 TOTALS		9.13

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 345 ACCOUNTING & COLLECTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003880	NCR PAYMENT SOLUTIONS	I-202505130362	212 5345-811	BANK SERVICE :	EPAY FEES 4/2025	010394	1,430.62
					VENDOR 01-003880 TOTALS		1,430.62
01-004060	MONRO, INC	I-151948	212 5345-434	REPAIR OF VEH:	OIL CHANGE	162490	30.74
					VENDOR 01-004060 TOTALS		30.74
01-004579	TALEN A TRUMMEL	I-202505150392	212 5345-319	MISCELLANEOUS:	ADD'L BOOT REIMBURSE	001720	37.50
					VENDOR 01-004579 TOTALS		37.50
01-004758	MARLIN LEASING CORPORA	I-40507679	212 5345-814	PRINTING/COPY:	COPIER	162485	89.80
					VENDOR 01-004758 TOTALS		89.80
01-017400	TSYS	I-202505130366	212 5345-811	BANK SERVICE :	FINANCE CC FEES	010395	156.40
					VENDOR 01-017400 TOTALS		156.40
01-023800	CONSOLIDATED COMMUNICA	I-202505080308	212 5345-532	TELEPHONE :	235-5654	010363	85.08
					VENDOR 01-023800 TOTALS		85.08
01-030000	KULL LUMBER CO	I-202505130358	212 5345-319	MISCELLANEOUS:	KULL LUMBER CO	162479	4.29
					VENDOR 01-030000 TOTALS		4.29
01-035266	MIDWEST METER INC	I-0177633-IN	212 5345-373	WATER METERS :	GASKETS	001703	62.25
					VENDOR 01-035266 TOTALS		62.25
				DEPARTMENT 345	ACCOUNTING & COLLECTION TOTAL:		4,809.03
01-003488	S.S.C. SERVICES, INC.	I-9078	212 5346-460	OTHER PROPERT:	JANITORIAL SERVICES	001691	66.00
01-003488	S.S.C. SERVICES, INC.	I-9081	212 5346-460	OTHER PROPERT:	JANITORIAL SERVICES	001691	66.00
					VENDOR 01-003488 TOTALS		132.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 346 ADMINISTRATIVE & GENERAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004564	DOUGLAS A HOMANN	I-MAY2025-CELLDH	212 5346-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001719	30.00
VENDOR 01-004564 TOTALS							30.00
01-004593	JAMES TRAVIS MILLER	I-MAY2025-CELLJM	212 5346-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001721	15.00
VENDOR 01-004593 TOTALS							15.00
01-004630	DAVID L CLARK	I-MAY2025-CELLDC	212 5346-533	CELLULAR PHON:	CELLULAR PHONE	001722	30.00
VENDOR 01-004630 TOTALS							30.00
01-004721	JAXON L BOYCE	I-MAY2025-CELLJB	212 5346-533	CELLULAR PHON:	CELL PHONE REIMBURSE	001725	16.66
VENDOR 01-004721 TOTALS							16.66
DEPARTMENT 346 ADMINISTRATIVE & GENERAL TOTAL:							223.66
VENDOR SET 212 SEWER FUND TOTAL:							30,422.48
REPORT GRAND TOTAL:							1,100,794.79

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	LINE ITEM=====	BUDGET OVER AVAILABLE BUDG	GROUP BUDGET=====	BUDGET OVER AVAILABLE BUDG
2024-2025	110-5120-519	OTHER PROFESSIONAL SERVICE	1,725.10	18,720		1,931.79-	Y	
		TOTAL:	1,725.10					
	110-2172-000	DUE TO LIBRARY FUND	12,789.07					
	110-2172-001	DUE TO FIREFIGHTERS PENSIO	78,865.96					
	110-2172-002	DUE TO POLICE PENSION FUND	78,865.95					
	110-5110-532	TELEPHONE	37.13	800		762.87		
	110-5110-533	CELLULAR PHONE	250.00	3,000		2,750.00		
	110-5110-825	GRANTS	11,340.00	30,000		9,945.00		
	110-5110-827	VGT ALLOCATION-DEMOLITIONS	1,650.74	128,000		126,349.26		
	110-5110-829	VGT ALLOCATION-EQUIPMENT	2,703.74	128,000		123,022.77		
	110-5120-311	OFFICE SUPPLIES	308.34	2,740		2,431.66		
	110-5120-519	OTHER PROFESSIONAL SERVICE	264.00	18,720		18,456.00		
	110-5120-532	TELEPHONE	218.59	5,400		5,181.41		
	110-5120-801	VITAL RECORDS FEE REMITTAN	1,504.00	12,000		10,496.00		
	110-5120-814	PRINT/COPY MACH LEASE & MA	621.53	8,400		7,778.47		
	110-5130-532	TELEPHONE	37.15	420		382.85		
	110-5130-562	TRAVEL & TRAINING	22.47	4,000		3,977.53		
	110-5130-565	CELLULAR PHONE EXP REIMB	100.00	1,200		1,100.00		
	110-5150-532	TELEPHONE	174.27	2,000		1,825.73		
	110-5150-571	DUES & MEMBERSHIPS	375.00	1,500		1,125.00		
	110-5150-811	BANK SERVICE CHARGES	122.22	3,000		2,877.78		
	110-5160-519	OTHER PROFESSIONAL SERVICE	2,640.00	80,000		73,610.00		
	110-5170-316	TOOLS & EQUIPMENT	131.96	500		368.04		
	110-5170-325	SOFTWARE	16.00	6,450		6,434.00		
	110-5170-516	TECHNOLOGY SUPPORT SERVIC	348.00	111,000		102,160.59		
	110-5170-841	WIDE AREA NETWORK SOFTWARE	1,725.00	88,000		86,275.00		
	110-5170-852	NETWORK SECURITY SYSTEMS	869.60	9,720		6,091.15		
	110-5170-854	WIDE AREA NETWORK WIRING A	774.60	7,200		6,425.40		
	110-5170-863	COMPUTERS	19.44	10,000		8,818.27		
	110-5211-311	OFFICE SUPPLIES	128.54	4,500		4,371.46		
	110-5211-313	MEDICAL & SAFETY SUPPLIES	21.59	750		728.41		
	110-5211-315	UNIFORMS & CLOTHING	203.51	6,500		6,296.49		
	110-5211-319	MISCELLANEOUS SUPPLIES	480.00	2,000		1,520.00		
	110-5211-522	NOTARY FEES	98.95	100		1.05		
	110-5211-532	TELEPHONE	2,490.74	27,000		24,509.26		
	110-5211-533	CELLULAR PHONE	240.00	10,500		10,260.00		
	110-5211-535	RADIOS	1,600.00	30,000		28,400.00		
	110-5211-562	TRAVEL & TRAINING	2,554.48	24,000		20,523.05		
	110-5211-571	DUES & MEMBERSHIPS	3,875.00	4,000		125.00		
	110-5211-579	MISC OTHER PURCHASED SERVI	197,767.61	240,000		42,209.81		
	110-5211-814	PRINT/COPY MACH LEASE & MA	8.06	5,500		5,491.94		
	110-5212-319	MISCELLANEOUS SUPPLIES	1,578.18	9,000		7,421.82		
	110-5212-579	MISC OTHER PURCHASED SERVI	1,400.00	22,900		21,500.00		
	110-5213-319	MISCELLANEOUS SUPPLIES	18.19	3,000		2,981.81		
	110-5213-579	MISC OTHER PURCHASED SERVI	4,219.16	20,000		15,780.84		
	110-5223-318	VEHICLE PARTS	90.64	7,000		6,909.36		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	110-5224-312	CLEANING SUPPLIES	635.64	3,500	2,864.36				
	110-5224-316	TOOLS & EQUIPMENT	1.39	1,000	998.61				
	110-5224-432	REPAIR OF BUILDINGS	3,718.07	30,000	25,830.30				
	110-5241-311	OFFICE SUPPLIES	22.50	250	227.50				
	110-5241-312	CLEANING SUPPLIES	471.19	7,000	6,384.96				
	110-5241-313	MEDICAL & SAFETY SUPPLIES	173.70	3,500	3,288.50				
	110-5241-319	MISCELLANEOUS SUPPLIES	17.98	3,000	2,982.02				
	110-5241-321	UTILITIES	136.26	8,500	7,837.78				
	110-5241-432	REPAIR OF BUILDINGS	1,740.50	7,000	5,259.50				
	110-5241-434	REPAIR OF VEHICLES	954.31	30,000	29,045.69				
	110-5241-532	TELEPHONE	330.47	7,500	7,169.53				
	110-5241-533	CELLULAR PHONE	100.00	1,200	1,100.00				
	110-5241-535	RADIOS	63.50	4,000	3,936.50				
	110-5241-562	TRAVEL & TRAINING	1,022.40	45,000	43,977.60				
	110-5241-571	DUES & MEMBERSHIPS	472.00	2,000	1,528.00				
	110-5241-579	MISC OTHER PURCHASED SERVI	27,057.60	37,000	9,942.40				
	110-5241-742	VEHICLES	2,018.62	37,000	34,981.38				
	110-5241-814	PRINT/COPY MACH LEASE & MA	48.44	1,000	951.56				
	110-5242-313	MEDICAL & SAFETY SUPPLIES	299.27	14,000	13,465.21				
	110-5242-434	REPAIR OF VEHICLES	1,196.98	20,000	18,591.17				
	110-5242-532	TELEPHONE	37.14	3,000	2,962.86				
	110-5261-311	OFFICE SUPPLIES	31.50	1,500	1,405.47				
	110-5261-511	PLANNING & DESIGN SERVICES	1,386.47	60,000	58,613.53				
	110-5261-532	TELEPHONE	170.28	2,800	2,629.72				
	110-5261-533	CELLULAR PHONE	100.00	2,000	1,900.00				
	110-5261-541	SOFTWARE	20.00	5,000	4,980.00				
	110-5261-562	TRAVEL & TRAINING	71.15	6,000	5,928.85				
	110-5261-571	DUES & MEMBERSHIPS	283.74	4,000	3,466.26				
	110-5261-814	PRINTER/COPY MACH LEASE	35.73	0	35.73-	Y			
	110-5261-863	COMPUTERS	493.46	0	493.46-	Y			
	110-5310-311	OFFICE SUPPLIES	154.29	1,000	819.76				
	110-5310-316	TOOLS & EQUIPMENT	20.99	1,500	1,479.01				
	110-5310-319	MISCELLANEOUS SUPPLIES	108.80	500	391.20				
	110-5310-421	DISPOSAL SERVICES	156.57	65,000	64,843.43				
	110-5310-460	OTHER PROFESSIONAL SERVICE	132.00	4,000	3,736.00				
	110-5310-519	OTHER PROFESSIONAL SERVICE	11,330.00	17,500	6,170.00				
	110-5310-533	CELLULAR PHONE	116.67	1,200	1,083.33				
	110-5310-540	ADVERTISING	30.99	3,000	2,969.01				
	110-5310-562	TRAVEL & TRAINING	160.00	1,500	1,340.00				
	110-5310-814	PRINT/COPY MACH LEASE & MA	284.21	2,200	1,915.79				
	110-5320-313	MEDICAL & SAFETY SUPPLIES	150.00	8,000	7,850.00				
	110-5320-314	CHEMICALS	117.46	750	632.54				
	110-5320-315	LANDSCAPING SUPPLIES	7.99	3,000	2,992.01				
	110-5320-316	TOOLS & EQUIPMENT	213.23	15,000	14,003.33				
	110-5320-318	VEHICLE PARTS	529.03	20,000	19,330.26				
	110-5320-319	MISCELLANEOUS SUPPLIES	129.55	2,000	1,849.78				
	110-5320-321	UTILITIES	166.36	6,000	5,404.49				
	110-5320-432	REPAIR OF BUILDINGS	135.00	8,000	7,865.00				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	110-5320-433	REPAIR OF MACHINERY	1,133.44	25,000	23,136.64		
	110-5320-434	REPAIR OF VEHICLES	14,748.28	40,000	23,931.50		
	110-5320-440	RENTALS	35.10	10,000	9,933.50		
	110-5320-460	OTHER PROP MAINT SERVICES	234.86	6,000	5,737.19		
	110-5320-519	OTHER PROFESSIONAL SERVICE	40,150.00	125,000	84,850.00		
	110-5320-532	TELEPHONE	12.37	2,200	2,187.63		
	110-5320-533	CELLULAR PHONE	40.00	1,000	960.00		
	110-5320-814	PRINT/COPY MACH LEASE & MA	130.58	750	619.42		
	110-5381-312	CLEANING SUPPLIES	33.84	6,000	5,966.16		
	110-5381-319	MISCELLANEOUS SUPPLIES	13.99	3,500	3,486.01		
	110-5381-321	UTILITIES	797.49	50,000	47,404.55		
	110-5381-435	ELEVATOR SERVICE AGREEMEN	1,206.20	12,000	9,526.58		
	110-5381-460	OTHER PROP MAINT SERVICES	581.00	25,000	23,816.25		
	110-5381-532	TELEPHONE	595.48	5,000	4,404.52		
	110-5511-315	LANDSCAPING SUPPLIES	149.97	7,000	6,850.03		
	110-5511-319	MISCELLANEOUS SUPPLIES	489.89	25,000	24,510.11		
	110-5511-321	UTILITIES	166.75	35,000	33,535.24		
	110-5511-326	FUEL	1,165.17	15,000	13,834.83		
	110-5511-432	REPAIR OF BUILDINGS	2,830.79	15,500	12,309.94		
	110-5511-434	REPAIR OF VEHICLES	772.02	9,500	8,591.49		
	110-5511-532	TELEPHONE	37.15	1,200	1,162.85		
	110-5511-533	CELLULAR PHONE	150.00	1,200	1,050.00		
	110-5512-311	OFFICE SUPPLIES	35.99	900	864.01		
	110-5512-317	CONCESSION & SOUVENIR SUPP	3,158.31	47,000	43,841.69		
	110-5512-319	MISCELLANEOUS SUPPLIES	1,974.11	25,000	23,025.89		
	110-5512-321	UTILITIES	2,977.33	51,000	48,022.67		
	110-5512-326	FUEL	449.20	4,000	3,550.80		
	110-5512-327	FUEL - RESALE	2,401.86	35,000	32,598.14		
	110-5512-352	AGGREGATE SURFACE COAT	31.96	9,000	8,968.04		
	110-5512-432	REPAIR OF BUILDINGS	602.03	20,000	15,535.26		
	110-5512-433	REPAIR OF MACHINERY	1,641.89	12,000	10,358.11		
	110-5512-450	CONSTRUCTION SERVICES	13,921.89	48,000	34,078.11		
	110-5512-576	SECURITY SERVICES	47.00	1,000	953.00		
	110-5512-802	HUNTING/FISHING REMITTANCE	893.00	12,000	11,107.00		
	110-5551-319	MISCELLANEOUS SUPPLIES	352.80	13,000	12,647.20		
	110-5551-321	UTILITIES	673.62	35,000	34,326.38		
	110-5570-316	TOOLS & EQUIPMENT	60.54	5,000	4,939.46		
	110-5570-319	MISCELLANEOUS SUPPLIES	326.59	4,000	3,613.44		
	110-5570-321	UTILITIES	174.18	4,000	3,781.23		
	110-5570-326	FUEL	548.77	8,000	7,451.23		
	110-5570-532	TELEPHONE	92.48	1,100	1,007.52		
	110-5570-533	CELLULAR PHONE	100.00	1,200	1,100.00		
	110-5651-571	DUES & MEMBERSHIPS	50,000.00	50,000	0.00		
	122-5653-311	OFFICE SUPPLIES	378.89	4,500	4,121.11		
	122-5653-532	TELEPHONE	427.23	6,000	5,572.77		
	122-5653-533	CELLULAR PHONE	100.00	1,800	1,700.00		
	122-5653-561	BUSINESS MEETING EXPENSE	129.21	1,200	1,070.79		
	122-5653-571	DUES & MEMBERSHIPS	500.00	1,500	1,000.00		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	122-5653-572	COMMUNITY PROMOTION & RELA	715.00	35,000	32,485.00				
	122-5653-814	PRINTING/COPY MACH LEASE/M	71.21	1,000	928.79				
	122-5653-825	TOURISM GRANTS	25,500.00	130,000	58,500.00				
	123-5584-540	ADVERTISING	12,280.00	18,000	5,720.00				
	123-5584-579	MISC OTHER PURCHASED SERVI	47.28	10,000	9,952.72				
	123-5584-833	QUEEN PAGEANT	60.76	500	439.24				
	123-5584-834	ENTERTAINMENT	278.34	114,000	100,221.66				
	123-5586-540	ADVERTISING	309.58	5,000	4,690.42				
	124-5320-742	STREET VEHICLES	27,294.34	5,000	22,294.34-	Y			
	124-5342-742	SEWER COLLECTION VEHICLES	27,294.33	5,000	22,294.33-	Y			
	124-5354-742	WATER DIST VEHICLES	27,294.33	5,000	22,294.33-	Y			
	125-5150-519	OTHER PROFESSIONAL SERVICE	1,359.00	7,000	5,641.00				
	130-5211-720	POLICE BUILDINGS	96,866.75	42,000	54,866.75-	Y			
	130-5321-730	IMPROVEMENTS OTHER THAN BL	15,990.31	1,360,000	1,344,009.69				
	130-5795-817	INTEREST EXPENSE	19,337.50	38,675	19,337.50				
	154-5604-825	BUSINESS DISTRICT GRANTS	2,972.47	32,000	29,027.53				
	154-5795-817	INTEREST EXPENSE	20,935.75	41,872	20,936.25				
	156-5604-825	BUSINESS DISTRICT GRANTS	106,062.17	1,456,000	1,349,937.83				
	211-5353-312	CLEANING SUPPLIES	169.06	1,000	830.94				
	211-5353-314	CHEMICALS	20,375.92	500,000	480,344.08				
	211-5353-318	VEHICLE PARTS	346.34	2,000	1,653.66				
	211-5353-377	PLANT EQUIPMENT	89.76	30,000	30,090.24				
	211-5353-378	PLANT MTCE & REPAIR	44.11	25,000	24,955.89				
	211-5353-432	REPAIR OF STRUCTURES	866.10	35,000	34,133.90				
	211-5353-434	REPAIR OF VEHICLES	29.69	2,000	1,970.31				
	211-5353-439	OTHER REPAIR & MAINT. SERV	326.97	8,500	8,173.03				
	211-5353-532	TELEPHONE	710.39	4,000	3,289.61				
	211-5353-533	CELLULAR PHONE	150.00	3,000	2,850.00				
	211-5353-814	PRINTING & COPY MACHINE LE	27.98	3,000	2,972.02				
	211-5354-313	MEDICAL & SAFETY SUPPLIES	150.00	3,000	2,850.00				
	211-5354-316	TOOLS & EQUIPMENT	213.23	16,000	15,003.33				
	211-5354-318	VEHICLE PARTS	529.03	10,000	9,330.26				
	211-5354-319	MISCELLANEOUS SUPPLIES	12.08	2,000	1,967.25				
	211-5354-321	NATURAL GAS & ELECTRIC	250.43	30,000	26,990.87				
	211-5354-371	WATER PIPE	11,707.88	100,000	88,292.12				
	211-5354-375	LEAK REPAIR MATERIALS	1,639.00	25,000	23,361.00				
	211-5354-376	BACKFILL & SURFACE MATERIA	18.50	45,000	44,981.50				
	211-5354-379	OTHER WATER MAINT. MATERIA	41.99	2,500	2,458.01				
	211-5354-433	REPAIR OF MACHINERY	1,133.44	20,000	18,136.64				
	211-5354-434	REPAIR OF VEHICLES	14,748.29	20,000	3,931.49				
	211-5354-440	RENTALS	35.10	10,000	9,933.50				
	211-5354-460	OTHER PROPERTY MAINT. SERV	234.86	6,000	5,737.19				
	211-5354-519	OTHER PROFESSIONAL SERVICE	6,610.00	36,000	29,390.00				
	211-5354-532	TELEPHONE	12.38	2,000	1,987.62				
	211-5354-533	CELL PHONES	30.00	1,500	1,470.00				
	211-5355-311	OFFICE SUPPLIES	56.48	2,500	2,443.52				
	211-5355-319	MISCELLANEOUS SUPPLIES	41.80	1,500	1,458.20				
	211-5355-373	WATER METERS	62.25	40,000	39,340.05				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====	=====GROUP BUDGET=====
				ANNUAL BUDGET OVER	ANNUAL BUDGET OVER
				BUDGET AVAILABLE BUDG	BUDGET AVAILABLE BUDG
	211-5355-434	REPAIR OF VEHICLES	30.75	3,000	2,969.25
	211-5355-439	OTHER REPAIR & MAINT. SERV	151.15	1,000	848.85
	211-5355-519	OTHER PROFESSIONAL SERVICE	1,262.47	5,000	2,544.57
	211-5355-531	POSTAGE	1,277.21	24,000	22,722.79
	211-5355-532	TELEPHONE	85.09	3,000	2,914.91
	211-5355-579	COLLECTION FEES	366.74	2,500	2,133.26
	211-5355-811	BANK SERVICE CHARGES	1,596.14	22,500	20,903.86
	211-5355-814	PRINTING/COPY MACH LEASE/M	89.80	1,500	1,410.20
	211-5355-815	POSTAGE METER LEASE & MAIN	155.92	1,500	1,344.08
	211-5356-460	OTHER PROPERTY MAINT SVCS	132.00	1,500	1,236.00
	211-5356-533	CELLULAR PHONE	91.67	1,000	908.33
	212-5342-313	MEDICAL & SAFETY SUPPLIES	150.00	5,000	4,850.00
	212-5342-316	TOOLS & EQUIPMENT	213.23	12,000	11,003.33
	212-5342-318	VEHICLE PARTS	529.06	25,000	24,330.24
	212-5342-319	MISCELLANEOUS SUPPLIES	12.08	1,500	1,467.26
	212-5342-321	UTILITIES	166.36	5,000	4,260.23
	212-5342-363	BACKFILL & SURFACE MATERIA	55.37	45,000	44,944.63
	212-5342-369	OTHER SEWER MTCE SUPPLIES	41.98	2,500	2,458.02
	212-5342-433	REPAIR OF MACHINERY	1,133.45	30,000	28,136.63
	212-5342-434	REPAIR OF VEHICLES	14,748.29	35,000	18,931.50
	212-5342-440	RENTALS	35.10	20,000	19,933.50
	212-5342-460	OTHER PROPERTY MTCE SERVIC	234.87	7,500	7,237.18
	212-5342-532	TELEPHONE	12.38	2,000	1,987.62
	212-5342-533	CELL PHONES	30.00	1,500	1,470.00
	212-5344-313	MEDICAL & SAFETY SUPPLIES	1,319.27	1,500	690.77- Y
	212-5344-318	VEHICLE PARTS	164.24	3,000	2,835.76
	212-5344-321	NATURAL GAS & ELECTRIC	481.45	275,000	268,870.50
	212-5344-366	PLANT MTCE & REPAIR MATERI	5,097.53	50,000	44,902.47
	212-5344-532	TELEPHONE	965.13	8,000	7,034.87
	212-5345-311	OFFICE SUPPLIES	56.48	2,500	2,443.52
	212-5345-319	MISCELLANEOUS SUPPLIES	41.79	1,500	1,458.21
	212-5345-373	WATER METERS	62.25	40,000	39,340.05
	212-5345-434	REPAIR OF VEHICLES	30.74	3,000	2,969.26
	212-5345-439	OTHER REPAIR & MTCE SERVIC	151.14	1,000	848.86
	212-5345-519	OTHER PROFESSIONAL SERVICE	1,262.47	5,000	2,544.57
	212-5345-531	POSTAGE	1,277.20	22,500	21,222.80
	212-5345-532	TELEPHONE	85.08	3,000	2,914.92
	212-5345-811	BANK SERVICE CHARGES	1,596.15	22,500	20,903.85
	212-5345-814	PRINTING/COPY MACH LEASE/M	89.80	1,500	1,410.20
	212-5345-815	POSTAGE METER LEASE & MTCE	155.93	1,500	1,344.07
	212-5346-460	OTHER PROPERTY MAINT SVCS	132.00	3,500	3,236.00
	212-5346-533	CELLULAR PHONE	91.66	1,000	908.34
	TOTAL:		1,099,069.69		

** DEPARTMENT TOTALS **

ACCT

NAME

AMOUNT

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
110	NON-DEPARTMENTAL	170,520.98
110-110	CITY COUNCIL	15,981.61
110-120	CITY CLERK	4,641.56
110-130	CITY MANAGER	159.62
110-150	FINANCIAL ADMINISTRATION	671.49
110-160	LEGAL SERVICES	2,640.00
110-170	COMPUTER INFO SYSTEMS	3,884.60
110-211	POLICE ADMINISTRATION	209,468.48
110-212	CRIMINAL INVESTIGATION	2,978.18
110-213	PATROL	4,237.35
110-223	AUTOMOTIVE SERVICES	90.64
110-224	POLICE BUILDINGS	4,355.10
110-241	FIRE PROTECTION ADMIN.	34,629.47
110-242	AMBULANCE SERVICE	1,533.39
110-261	COMMUNITY DEVELOPMENT	2,592.33
110-310	PUBLIC WORKS	12,494.52
110-320	STREETS	57,933.25
110-381	CUSTODIAL SERVICES	3,228.00
110-511	PARKS	5,761.74
110-512	LAKE MATTOON	28,134.57
110-551	SPORTS FACILITIES	1,026.42
110-570	DODGE GROVE CEMETERY	1,302.56
110-651	ECONOMIC DEVELOPMENT	50,000.00

110 TOTAL	GENERAL FUND	618,265.86
122-653	HOTEL TAX ADMINISTRATION	27,821.54

122 TOTAL	HOTEL TAX FUND	27,821.54
123-584	BAGELFEST	12,666.38
123-586	LIGHTWORKS	309.58

123 TOTAL	FESTIVAL MGMT FUND	12,975.96
124-320	STREETS VEHICLES & MACH	27,294.34
124-342	SEWER COLL VEH & MACH	27,294.33
124-354	WATER VEHICLES & MACHINE	27,294.33

124 TOTAL	MOBILE EQUIPMENT FUND	81,883.00
125-150	FINANCIAL ADMINISTRATION	1,359.00

125 TOTAL	INSURANCE & TORT JDGMNT	1,359.00
130-211	POLICE ADMINISTRATION	96,866.75
130-321	STREETS	15,990.31
130-795	INTEREST EXPENSE	19,337.50

130 TOTAL	CAPITAL PROJECT FUND	132,194.56
154-604	BROADWAY EAST BUSINESS DI	2,972.47

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
154-795	INTEREST EXPENSE	20,935.75

154 TOTAL	BROADWAY EAST BUS DIST	23,908.22
156-604	REMINGTON RD & I57 BD	106,062.17

156 TOTAL	REMINGTON RD & I-57 BUS D	106,062.17
211-353	WATER TREATMENT PLANT	23,136.32
211-354	WATER DISTRIBUTION	37,366.21
211-355	ACCOUNTING & COLLECTION	5,175.80
211-356	ADMINISTRATIVE & GENERAL	223.67

211 TOTAL	WATER FUND	65,902.00
212-342	SEWER COLLECTION SYSTEM	17,362.17
212-344	WASTEWATER TREATMNT PLANT	8,027.62
212-345	ACCOUNTING & COLLECTION	4,809.03
212-346	ADMINISTRATIVE & GENERAL	223.66

212 TOTAL	SEWER FUND	30,422.48

** TOTAL **		1,100,794.79

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: EHBK

FUND : 221 HEALTH INSURANCE FUND

DEPARTMENT: 412 HEALTH PLAN ADMIN

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003493	WAGEWORKS, INC.	I-0425-TR39409	221 5412-211	HEALTH PLAN A:	APRIL COBRA	162515	74.03
						VENDOR 01-003493 TOTALS	74.03
				DEPARTMENT 412	HEALTH PLAN ADMIN	TOTAL:	74.03
01-001982	DEARBORN LIFE INSURANC	I-202505130371	221 5414-212	VISION PREMIU:	JUNE VISION	162513	709.00
						VENDOR 01-001982 TOTALS	709.00
				DEPARTMENT 414	RX CLAIMS	TOTAL:	709.00
01-001982	DEARBORN LIFE INSURANC	I-202505130371	221 5417-212	LIFE INSURANC:	JUNE LIFE	162513	2,646.96
						VENDOR 01-001982 TOTALS	2,646.96
				DEPARTMENT 417	LIFE INSURANCE	TOTAL:	2,646.96
01-002761	OPTUM	I-0001751569	221 5418-212	SECTION 125 B:	APRIL FSA	162514	150.00
						VENDOR 01-002761 TOTALS	150.00
				DEPARTMENT 418	SECTION 125 PLAN	TOTAL:	150.00
						VENDOR SET 221 HEALTH INSURANCE FUND TOTAL:	3,579.99
						REPORT GRAND TOTAL:	3,579.99

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE
2025-2026	221-5412-211	HEALTH PLAN ADMINISTRATION	74.03	85,000	84,925.97			
	221-5414-212	VISION PREMIUMS	709.00	8,320	7,611.00			
	221-5417-212	LIFE INSURANCE	2,646.96	30,926	28,279.04			
	221-5418-212	SECTION 125 BENEFIT PLAN A	150.00	2,000	1,850.00			
TOTAL:			3,579.99					

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
221-412	HEALTH PLAN ADMIN	74.03
221-414	RX CLAIMS	709.00
221-417	LIFE INSURANCE	2,646.96
221-418	SECTION 125 PLAN	150.00

221 TOTAL	HEALTH INSURANCE FUND	3,579.99

** TOTAL **		3,579.99

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: MFTBK

FUND : 121 MOTOR FUEL TAX FUND

DEPARTMENT: 321 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 5/07/2025 THRU 5/20/2025

BUDGET TO USE: DR-DEPARTMENT REQUESTED

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
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01-001001	NE-CO ASPHALT CO., INC	I-61133	121 5321-353	COLD MIX ASPH:	COLD MIX	162519	2,985.00
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VENDOR 01-001001 TOTALS						2,985.00
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01-021402	3 SISTERS LOGISTICS, L	I-93381	121 5321-352	AGGREGATE SUR:	CA6 ROADPACK	162517	2,554.78
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VENDOR 01-021402 TOTALS						2,554.78
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DEPARTMENT 321	STREETS	TOTAL:	5,539.78
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01-001070	AMEREN ILLINOIS	I-202505080292	121 5326-321	NATURAL GAS &:	700 B'DWAY	010383	48.70
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01-001070	AMEREN ILLINOIS	I-202505080294	121 5326-321	NATURAL GAS &:	1121 B'DWAY	010384	48.92
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01-001070	AMEREN ILLINOIS	I-202505080295	121 5326-321	NATURAL GAS &:	101 CHARLESTON	010385	46.21
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01-001070	AMEREN ILLINOIS	I-202505080298	121 5326-321	NATURAL GAS &:	REMINGTON RD LIGHTIN	010386	187.63
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01-001070	AMEREN ILLINOIS	I-202505080300	121 5326-321	NATURAL GAS &:	SWORDS DR LIGHTING	010387	117.63
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01-001070	AMEREN ILLINOIS	I-202505120332	121 5326-321	NATURAL GAS &:	208 N 19TH	010381	1,040.59
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01-001070	AMEREN ILLINOIS	I-202505120333	121 5326-321	NATURAL GAS &:	19TH & RICHMOND	010382	47.39
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01-001070	AMEREN ILLINOIS	I-202505120335	121 5326-321	NATURAL GAS &:	WABASH LIGHTING	010379	40.75
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01-001070	AMEREN ILLINOIS	I-202505120336	121 5326-321	NATURAL GAS &:	NANTUCKET DRIVE	010380	40.94
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VENDOR 01-001070 TOTALS						1,618.76
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01-023800	CONSOLIDATED COMMUNICA	I-202505080309	121 5326-321	NATURAL GAS &:	235-5663	010388	145.19
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VENDOR 01-023800 TOTALS						145.19
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DEPARTMENT 326	STREET LIGHTING	TOTAL:	1,763.95
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01-016000	JOHN DEERE FINANCIAL	I-202505140373	121 5327-359	OTHER STREET :	SPRAY PAINT	162518	89.90
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VENDOR 01-016000 TOTALS						89.90
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DEPARTMENT 327	TRAFFIC CONTROL DEVICES	TOTAL:	89.90
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VENDOR SET 121	MOTOR FUEL TAX FUND	TOTAL:	7,393.63
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REPORT GRAND TOTAL:		7,393.63
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** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2025-2026	121-5321-352	AGGREGATE SURFACE COAT	2,554.78	25,000	22,445.22		
	121-5321-353	COLD MIX ASPHALT	2,985.00	25,000	22,015.00		
	121-5326-321	NATURAL GAS & ELECTRIC	1,763.95	165,000	153,849.65		
	121-5327-359	OTHER STREET MAINT SUPPLIE	89.90	500	410.10		
		TOTAL:	7,393.63				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
121-321	STREETS	5,539.78
121-326	STREET LIGHTING	1,763.95
121-327	TRAFFIC CONTROL DEVICES	89.90

121 TOTAL	MOTOR FUEL TAX FUND	7,393.63

** TOTAL **		7,393.63

NO ERRORS

-----ACCOUNT-----	-----NAME-----	---DATE--	-----TYPE-----	-CK #-	-----AMOUNT-----	CODE	-----RECEIPT--	---AMOUNT---	-----MESSAGE-----
02-14800-03	VAULTONBURG, SIERRA T	5/12/25	FINAL BILL	162411	50.24CR	100	ONLINE	60.00CR	
06-13100-03	WARREN JR, LARRY E	5/12/25	FINAL BILL	162412	79.40CR	100	ONLINE	60.00CR	
06-40010-01	HIXSON, MICHAEL T	5/12/25	FINAL BILL	162413	38.02CR	100	47674	60.00CR	
07-03300-07	SMITH, ALEC & MACY	5/12/25	FINAL BILL	162414	150.02CR	100	46005	60.00CR	

-----ACCOUNT-----	-----NAME-----	---DATE--	-----TYPE-----	-CK #-	-----AMOUNT-----	CODE	-----RECEIPT--	---AMOUNT---	-----MESSAGE-----
10-07300-09	LOUTHAN, DAZIN D	5/16/25	FINAL BILL	162422	50.41CR	100	ONLINE	60.00CR	
10-13600-06	RIECK, LISA M	5/16/25	FINAL BILL	162423	46.78CR	100	47788	60.00CR	
10-17400-02	GORDON, DIANA P	5/16/25	FINAL BILL	162424	50.68CR	100	34822	60.00CR	
14-07700-03	FOUR SEASONS REALTY INC	5/16/25	FINAL BILL	162425	53.84CR	100	ONLINE	60.00CR	
14-15400-09	BARRINGER, SPENCER H	5/16/25	FINAL BILL	162426	78.28CR	100	47524	100.00CR	
14-21710-22	MCBRIDE, RAVEN D	5/16/25	FINAL BILL	162427	19.31CR	100	ONLINE	60.00CR	
39-19000-03	FOWLER, SHELBY K	5/16/25	FINAL BILL	162428	27.54CR	100	ONLINE	60.00CR	

NEW BUSINESS:

1.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2025-5495

AN ORDINANCE TO MODERNIZE THE LIQUOR CONTROL & LICENSURE PROCESS OF THE CITY OF MATTOON

WHEREAS, the City of Mattoon has multiple waiting lists for new liquor licenses; and

WHEREAS, the City of Mattoon is investing in traveling sports tourism through the development of the Emerald Acres Sports Connection, which is estimated to attract more than 500,000 visitors to Mattoon on an annual basis; and

WHEREAS, to meet the need of aspiring entrepreneurs it has been determined that our liquor control ordinances should be updated to reflect modern standards and to attract new cultural businesses such as wineries and microbreweries to our community; and

WHEREAS, the City of Mattoon seeks to limit the spread of video gaming establishments in our community, while not restricting new entrepreneurial liquor dispensing businesses that could positively benefit the culture of our community.

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. Chapter 114 Liquor Control of the Code of Ordinances of the City of Mattoon is hereby repealed and replaced as follows:

CHAPTER 114: LIQUOR CONTROL

General Provisions

114.01 Short title

114.02 Adoption of state liquor control act

114.03 Definitions

114.04 Public possession, consumption of alcoholic liquor

114.05 Publication and availability of regulations

Licenses and Permits

114.15 Local Liquor Control Commissioner and powers

114.16 License or permit required

114.17 Applications

- 114.18 Application fee and conditions to granting license or permit
- 114.19 Insurance
- 114.20 Grant of license or permit by Commissioner
- 114.21 Restriction of license or permit
 - 114.21.1 Prohibited license holders
- 114.22 Classifications of licenses
 - 114.22.1 Caterer retail permit
 - 114.22.2 Outdoor café liquor permit
- 114.23 Payment of fees; disposition
- 114.24 Term
- 114.25 Limitation of number of licenses
 - 114.25.1 Downtown restricted numbers
- 114.26 Record of licenses and permits
- 114.27 Permit for new location
- 114.28 Nature of license or permit; privilege of renewal
- 114.29 Assignment of renewal privilege
- 114.30 Suspension or revocation of license or permit

Sales and Operation

- 114.40 Restrictions on establishment, use and operation of premises
 - 114.40.1 License or permit to be posted
 - 114.40.2 Product sampling
- 114.41 Consumption on premises
- 114.42 Zoning
 - 114.42.1 Drive up window
- 114.43 Curb service
- 114.44 Peddling
- 114.45 Sanitary conditions
- 114.46 Employees; employing minors
- 114.47 Advertising restrictions
- 114.48 Sales to minors, habitual drunkards, mental incompetents
- 114.49 Persons under 21 years frequenting licensed establishments

- 114.50 Possession of alcoholic liquor by underage persons
- 114.51 Misstatement of age
- 114.52 Gambling
- 114.53 Hours
- 114.54 Adult entertainment provision
- 114.55 Burgess-Osborne Auditorium
- 114.99 Penalty

GENERAL PROVISIONS

§ 114.01 SHORT TITLE.

This chapter shall be known, may be cited, and is hereafter designated as "The City of Mattoon Liquor Control Ordinance."

§ 114.02 ADOPTION OF STATE LIQUOR CONTROL ACT.

Because of the controlling nature of "An Act Relating to Alcoholic Liquors," enacted by the General Assembly of the State of Illinois, approved January 31, 1934, over and with respect to the subject matter of this chapter, and to eliminate any inconsistencies therewith except as modified herein, each and every part of said Act of the General Assembly commonly known and hereafter referred to as "Liquor Control Act," as the same is or may be hereafter amended, which relates in any manner to the sale at retail of alcoholic liquors, is hereby adopted and made a part of this chapter by reference thereto, to the same extent and with the same legal effect as if fully set forth herein, and any applicable and adopted provisions of said Liquor Control Act shall be deemed a violation of this chapter and be subject to the penalties herein fixed.

§ 114.03 DEFINITIONS.

Unless explicitly stated below or the context otherwise requires, words and phrases are used in this chapter in the sense given them by definition contained in Section 2 of Article I of said Liquor Control Act and in Rules and Regulations of Illinois Liquor Control Commission, hereby adopted by reference thereto and made a part of this section.

CATER RETAILER. A person or business who serves alcoholic liquors for consumption as an incidental part of food service that serves prepared food items. Prepared meals and alcoholic liquors are sold at a package price agreed upon under contract.

DISPENSE. The opening of a sealed container of an alcoholic beverage or the placing of an alcoholic beverage into a glass, cup or other container immediately prior to or as an incident to the sale of the alcoholic beverage.

LICENSEE. Any person, firm, corporation, club or association which has a current license for the sale of alcoholic beverages issued by the City of Mattoon, Coles County, Illinois, under Chapter 114 of the City of Mattoon, Illinois Code of Ordinances.

OUTDOOR CAFÉ. A use of public sidewalk by a food service establishment for the serving of food and beverages. The use will be characterized by the outdoor use of tables, chairs and umbrellas.

PERMITTEE. Any person, firm, corporation, club or association which has a current permit for the sale of alcoholic beverages issued by the City of Mattoon, Coles County, Illinois, under Chapter 114 of the City of Mattoon, Illinois Code of Ordinances.

PREPARED FOOD. Any food or beverage prepared on the restaurant and/or retail food establishment's premises using any cooking or food preparation technique. Prepared food shall not include any raw uncooked meat, fish or eggs unless provided for consumption without further food preparation nor shall it include alcoholic beverages unless they are brewed on the premises. Prepared food shall not include any prepackaged food items that only require re-heating, or heating in a microwave or similar appliance.

PREMISES SPECIFIED. The premises specifically described in the application and license. Only one location is permitted by each license.

RESTAURANT. Any public place kept, used, maintained, advertised and held out to the public as a place where meals are served, without sleeping accommodations, such space being provided with adequate and sanitary kitchen and dining room equipment and capacity and having employed therein a sufficient number and kind of employees to prepare, cook and serve suitable food for its guests and which during the preceding three-month period has generated more than 50% of its total gross revenues from the sale of prepared food.

RENTAL HALL BUSINESS. A business organized in such a way that it provides a place available for rental by member of the general public. The building housing the business must be designed to accommodate a minimum of 250 persons safely. Such a business is typified by wedding celebrations, parties, or dances by private clubs or individuals. In this type of business, the lessor or licensee is paid a fee by the lessee for use of the hall and for providing alcoholic liquor.

SERVE. The delivery of a prepared alcoholic beverage to a customer of the licensee.

SPECIAL EVENT. A "charity benefit", wedding reception, anniversary reception, or other such event during which a particular organization, person, or family has contracted with the licensee for the licensee's premises or a specifically segregated portion of his or her premises, to be available exclusively for the special event to the exclusion of the general public.

SPECIFICALLY SEGREGATED. A portion of a licensee's premises separated from the remainder of the licensee's premises by physical barricades, ropes, walls, or other devices which are effective to prevent persons attending the special event from frequenting the balance of the licensee's premises and persons frequenting the balance of the licensee's premises from moving freely into the area segregated for the special event.

Video Gaming Parlor: an establishment operating video gaming terminals, where operation of said video gaming terminals is no longer a minor source of income, as it comprises more than a third (33 1/3%) of total revenues. The establishment of the business and sale of alcoholic liquor is incidental to the

purpose of video gaming as the business could not survive without the operation of Video Gaming Terminals.

Video Gaming Terminal: means any electronic video game machine that, upon insertion of cash, electronic cards or vouchers, or any combination thereof, is available to play or simulate the play of a video game, including but not limited to video poker, line up, and blackjack, as authorized by the Board utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. The term does not include a machine that directly dispenses coins, cash, or tokens or is for amusement purposes only.

§ 114.04 PUBLIC POSSESSION, CONSUMPTION OF ALCOHOLIC LIQUOR.

(A) Public possession. It shall be unlawful for any person to carry or possess any alcoholic liquor other than in the original package with the seal unbroken on any public street, parkway, park, public or private school grounds or public place whatsoever, with the exception of that space occupied by a properly licensed outdoor café.

(B) Public consumption of alcoholic liquor. It shall be unlawful to drink any alcoholic liquor on any public street, parkway, park, public or private school grounds or public place, with the exception of that space occupied by a properly licensed outdoor café, that space occupied by a licensee with a Class T (Special Use) permit, or that space occupied by a properly licensed caterer or Class T licensee at a location approved by the Local Liquor Control Commissioner.

Penalty, see § [114.99](#)

§ 114.05 PUBLICATION AND AVAILABILITY OF REGULATIONS.

This chapter shall be published in book or pamphlet form. The City Clerk hereby is authorized by the City Council to make such publication, and have printed not less than 100 copies of the same, three of which shall at all times be kept on file in the office of the City Clerk and be available for public use and examination in the Clerk's office.

LICENSES AND PERMITS

§ 114.15 LOCAL LIQUOR CONTROL COMMISSIONER AND POWERS.

(A) The Mayor shall be the Local Liquor Control Commissioner and shall have the powers, functions and duties conferred and imposed by applicable provisions of Sections 2, 3, 4 and 5 of Article N of the Liquor Control Act, Section 20 of Article VI, and of other applicable provisions of said Liquor Control Act, hereby adopted by reference thereto and made a part of this section.

(B) The phrase “provisions of this Act,” as used in said Section 3, Article IV of the Liquor Control Act, shall be construed to include provisions of this chapter.

§ 114.16 LICENSE OR PERMIT REQUIRED.

(A) It shall be unlawful for any person, either by himself, herself, or agent, or any person acting as an agent, barkeeper, clerk or servant of another, to sell, display, or offer for sale at retail in the city any alcoholic liquor, without first having obtained a license or permit so to do as hereinafter provided, and it shall likewise be unlawful for any such person to sell or offer for sale any alcoholic liquor, in violation of the terms and conditions of such license or permit.

(B) The word "person," as used in this section, means any individual, partnership, club, association or corporation.

§ 114.17 APPLICATIONS.

Applications for a license or permit shall be made in writing to the Local Liquor Control Commissioner, signed by the applicant, if an individual; by all partners, if a partnership; or by a duly authorized officer thereof, if a club or corporation; verified by affidavit, and shall be submitted and filed with the Local Liquor Control Commissioner, and shall contain the following information and statements:

(A) The name, age and address of the applicant in the case of an individual; in the case of a co-partnership, the persons entitled to share in the profits thereof; and in the case of a corporation; for profit, or a club, the date of incorporation, the objects for which it was organized, the names and addresses of the officers and directors, and if a majority interest of the stock of such corporation is owned by one person or his or her nominees, the name and address of such person;

(B) The citizenship of the applicant, his or her place of birth and if a naturalized citizen, the time and place of his or her naturalization;

(C) The character of business of the applicant; and in case of a corporation, the objects for which it was formed;

(D) The length of time that the applicant has been in business of that character, or in the case of a corporation, the date on which its charter was issued;

(E) The amount of goods, wares and merchandise on hand at the time application is made;

(F) The location and description of the premises or place of business which is to be operated under such license, and that the licensee owns said premises or has a lease thereon for the full term for which the license is requested. In the event the applicant has a lease for the premises, a photostatic copy of the lease shall be attached to the application;

(G) A statement whether applicant has made similar application for a similar other license or permit on premises other than described in this application, and the disposition of such application;

(H) A statement that applicant has never been convicted of a felony and is not disqualified to receive a license or permit by reason of any matter or thing contained in this chapter, the laws of this state, or the ordinances of this city.

(I) Whether a previous license or permit by any state or subdivision thereof, or by the federal government has been revoked, and the reasons therefore;

(J) A statement of the length of time the applicant has resided in the city and in the State of Illinois prior to the submission of the application;

(K) A statement that the applicant will not violate any of the laws of the State of Illinois or of the United States, or any ordinance of the city, in the conduct of his or her place of business; and

(L) In addition to the foregoing information, such application shall contain such other and further information as the Local Liquor Control Commissioner may by rule or regulation, not inconsistent with law, prescribe.

§ 114.18 APPLICATION FEE AND CONDITIONS TO GRANTING LICENSE OR PERMIT.

(A) For a new liquor license or permit (with exception of a class “T” license), an applicant shall deliver, along with a completed application, a non-refundable fee in the amount of \$100. If the application is approved, the fee will be credited toward the cost of the license.

(B) Applications are valid for a period of six months from the date they are filed with the City Clerk. If the applicant is unable to meet the license or permit requirements within the application period, the application fee is forfeited and a new application must be completed (with a new application fee) before the applicant will be reconsidered for a liquor license or permit. Allowance is made for special circumstances, however. If the applicant can show evidence that the six-month limit is a hardship and if they contact the Local Liquor Control Commissioner within the initial six-month application period, they can be granted, in writing by the Local Liquor Control Commissioner, an extension of not more than six additional months.

(C) Renewals are not subject to the six-month application period and are not required to submit the \$100 application fee.

(D) Before a new liquor license or permit may be issued, the following requirements must be met:

- (1) A valid, signed application must be completed and filed with the City Clerk.
- (2) An Application fee of \$100 must be remitted (for all except a new Class A and B1 - the application fee is \$5,000, new Class D2 - the application fee is \$2,500 and Class T has no application fee).
- (3) Applicant must complete the waiver for background check and personal history form.
- (4) The background check must not reveal any history that would not allow the applicant to hold a liquor license or permit in the city.
- (5) Applicant must own a business that is open to the public, a business that is preparing to open to the public, or provide a letter of intent of a business opening and show significant progress toward that opening.
- (6) Provide a license and permit bond in the amount of \$500 payable to the city.
- (7) Provide proof of ownership/control of the property in the form of a purchase contract or lease agreement.

(8) Any valid license for the property that has been issued to another license holder must be surrendered.

(9) All fees for the license or permit must be paid according to the conditions stated herein.

§ 114.19 INSURANCE.

Evidence of dram shop liability insurance covering the entire period of the license in the form of a certificate of insurance issued by an insurance company licensed to do business in the State of Illinois. The certificate shall insure applicant and owner or lessor of the premises in such amounts as may be required by the Illinois Liquor Control Act, or in an amount of not less than \$ 1,000,000, whichever amount is greater. The certificate shall be submitted to the Local Liquor Commissioner upon application for or renewal of the liquor license.

§ 114.20 GRANT OF LICENSE OR PERMIT BY COMMISSIONER.

Subject to the limitations and restrictions herein set forth and all other lawful limitations and restrictions, the Local Liquor Control Commissioner may from time to time grant licenses or permits for the retail sale of alcoholic liquor within the corporate limits of the city to the person required to obtain a license or permit under § 114.16 hereof and eligible to hold a license or permit under this chapter, provided, however, that proper and prescribed application therefore be made in writing and be supported by sufficient evidence to satisfy the Local Liquor Control Commissioner of the eligibility of applicant to hold a license or permit.

§ 114.21 RESTRICTION OF LICENSE OR PERMIT.

No license or permit shall be issued to any such person declared to be ineligible to license or permit under the applicable provisions of Sections 2, 8, 8a or 21 of Article VI of said Liquor Control Act of the State of Illinois, hereby adopted by reference thereto and made a part of this section.

§ 114.21.1 PROHIBITED LICENSE HOLDERS.

(A) Any law enforcing public official. The City of Mattoon shall follow Illinois state statute and the Liquor Control Act of 1934.

(B) A person who is indebted to the city or other governmental entity for payment of any other fines, fees, charges, bills or taxes, which he or she is obligated to pay but have remained unpaid for more than 45 days.

(C) Any premises or for any locations where it is determined to be detrimental to the general character of the surrounding neighborhood and the projected impact of the

premises upon the surrounding neighborhood of the city as a whole would be considered detrimental.

(D) Any premises that is a nuisance property.

(E) Any store owner or other place of business when the majority of customers are less than 21 years of age or when the principal business transacted consists of schoolbooks, school supplies, food, lunches or drinks for such customers.

(F) A person who is not of good character and reputation in the community in which he or she resides.

§ 114.22 CLASSIFICATIONS OF LICENSES.

Such licenses shall be and hereby are divided into six major classifications:

(A) Class A licenses – Tavern License - as follows:

(1) Class A license shall authorize the sale of alcoholic liquor at retail in original package forms or by the drink on the premises specified, for consumption on or off said premises. Sales in original package form shall be secondary to sales for consumption on the premises of the licensee and shall not for any 30-day period exceed 50% of the total sales of alcoholic beverages for the licensed establishment.

(a) Prior to the issuance of any new Class A licenses, a \$5,000 fee shall be deposited with the City Treasurer's office. This fee shall be a one-time application fee payable at the time of application and only refundable if the license is ultimately denied by the City Liquor Commissioner. This fee shall not apply to a change in ownership of an entity or the transfer of a license between entities with the same ownership.

(2) Not more than 17 such licenses shall be issued and outstanding. No such license shall be issued to a hotel, restaurant or bowling alley. In the event that a licensee holding a Class A license applies for and is issued a Class R license at any time after the effective date of this chapter for the same premises for which the Class A license was issued, the total number of Class A licenses authorized to be issued and outstanding shall be reduced accordingly.

(3) All licensees holding a Class A license on the effective date of this chapter, who could qualify for a Class R license shall have the option of continuing as a Class A license, or as a Class R license, provided that all other requirements to be a licensee are met.

(A-NVG) Class A-NVG – Tavern Non-Video Gaming License - as follows:

(1) Class A-NVG license shall authorize the sale of alcoholic liquor at retail in original package forms or by the drink on the premises specified, for consumption on or off said premises. Sales in original package form shall be secondary to sales for consumption on the premises of the licensee and shall not for any 30-day period exceed 50% of the total sales of alcoholic beverages for the licensed establishment.

(a) No Video-Gaming-Terminals shall be permitted on the premises.

(b) Prior to the issuance of any new Class A-NVG licenses, a \$5,000 fee shall be deposited with the City Treasurer's office. This fee shall be a one-time application fee payable at the time of application and only refundable if the license is ultimately denied by

the City Liquor Commissioner. This fee shall not apply to a change in ownership of an entity or the transfer of a license between entities with the same ownership.

(2) The total amount of such licenses shall not be limited in number and may be granted upon the sole discretion of the liquor commissioner. No such license shall be issued to a hotel, restaurant or bowling alley.

(3) All licensees holding a Class A License on the effective date of this chapter, who could qualify for a Class A-NVG license shall have their license automatically transferred to an A-NVG license, provided that all other requirements to be a licensee are met.

(B) Class B Licenses as follows:

(1) Class B-1 - Package License - shall authorize the sale of alcoholic liquor at retail in original package forms on the premises specified, but not for consumption on the premises where sold. Not more than ~~six~~ twelve (12) such licenses shall be issued and outstanding.

(a) Prior to the issuance of any new Class B-1 licenses, a \$5,000 fee shall be deposited with the City Treasurer's office. This fee shall be a one-time application fee payable at the time of application and only refundable if the license is ultimately denied by the City Liquor Commissioner. This fee shall not apply to a change in ownership of an entity or the transfer of a license between entities with the same ownership.

(2) Class B-2 - Bowling and Hotel - license shall authorize the sale of alcoholic liquor at retail by a hotel or bowling alley, for consumption on the premises specified where sold. Not more than five such licenses shall be issued and outstanding.

(3) Class (B2-NVG) - Bowling and Hotel Non-Video Gaming - license shall authorize the sale of alcoholic liquor at retail by a hotel or bowling alley, for consumption on the premises specified where sold. The total amount of such licenses shall not be limited in number and may be granted upon the sole discretion of the liquor commissioner. No Video-Gaming-Terminals shall be permitted on the premises.

(C) Class C licenses shall authorize the sale of alcoholic liquor at retail by the drink by a club for consumption on the premises where sold. A Class C license shall be issued only to a club, and applicant therefore must have the qualifications as provided by the laws of the state and this chapter relating to alcoholic liquors.

(D) Class D licenses as follows:

(1) ~~(a)~~ Class D-I - Food, Beer, & Wine - license shall authorize the retail sale of beer and wine, only, upon the licensed premises to the general public for consumption in an enclosed structure on the premises only. The principal business of the license shall be the service of food and shall follow the public health department regulations and guidelines for operation of a business with the service of food being the principle business. The licensed premises shall seat not less than 25 customers at any one time. Not more than nine such licenses shall be issued and outstanding.

~~(ba)~~ The Local Liquor Control Commissioner may require the applicant of a Class D-I license or a licensee with a Class D-I license to submit reasonable proof, from time to time, that the licensee is in fact operating a business with the principal business of service of food, and which during the preceding three-month period has generated more than 50% of its total gross revenues from the sale of prepared food.

(2) Class D-2 – Convenience license - shall authorize the retail sale of beer and wine, only, upon the licensed premises in original packaged forms, but not for consumption on the premises where sold. The principal business of the licensee shall be a retail sale of groceries and/or convenience store items. Not more than 19 such licenses shall be issued and outstanding. The total amount of such licenses shall not be limited in number and may be granted upon the sole discretion of the liquor commissioner.

(a) Prior to the issuance of any new Class D-2 licenses, a \$2,500 fee shall be deposited with the City Treasurer's office. This fee shall be a one-time application fee payable at the time of application and only refundable if the license is ultimately denied by the City Liquor Commissioner. This fee shall not apply to a change in ownership of an entity or the transfer of a license between entities with the same ownership.

(E) Class R licenses as follows:

(1) Class R – Restaurant License - shall authorize the sale of alcoholic liquor by the drink on the premises specified, for consumption on the premises. The principal business of the licensee shall be the business of conducting a “restaurant”, which shall meet public health kitchen code regulations. The number of such licenses to be issued is not limited.

(2) The Local Liquor Control Commissioner may require the applicant for a Class R license or a licensee with a Class R license to submit reasonable proof, from time to time, that the licensee is in fact operating a restaurant, and which during the preceding three-month period has generated more than 50% of its total gross revenues from the sale of prepared food.

(3) No gaming terminals shall be permitted on the premises until three months of revenues have been submitted to the City of Mattoon and the requirements of 114.22 (E)(2) have been satisfied pertaining to total gross revenues from the sale of prepared food.

(F) Class T – Temporary Licenses - shall authorize the retail sale of alcoholic liquor at a picnic, outing, festival or other such special occasion, including, but not limited to “special events” as defined in this chapter, for consumption on the premises or within an area specifically designated in such licenses. Class T licenses shall be designated as Class T-1, T-2, or T-3 and shall be issued as follows:

(1) Class T-1 Special Event Nonprofit license may be issued to an educational, civic, service, charitable or other not-for-profit organizations. The provision that alcoholic liquor may not be consumed on public property shall not apply to such premises designated in the area specifically designated for the Class T-1 license; provided, however, that no alcoholic beverage may be sold or consumed in an area within ten feet of any public street open to vehicular traffic unless in a location currently designated as a Festival District. A licensee holding an event on public property shall provide a certificate of general liability insurance with combined single limits of not less than \$1,000,000 along with the required certificate of dram shop insurance. Each such certificate of insurance shall show the city as an additional insured. The time and days of operation shall be specifically requested in the application and shall be specifically provided for in the T-1 license and the licensee shall not sell alcoholic beverages at any other times except for those provided and allowed in the T-1 license.

(2) A Class T-2 Special Event license may be issued for special events to licensees holding other classifications of licenses for premises which the licensee otherwise owns or has a right to use and which is contiguous to and which extends no further than 100 feet

from the business premises for which the licensee holds an existing license. The provision that alcoholic liquor may not be consumed on public property shall not apply to such premises designated in the area specifically designated for the Class T-2 license; provided, however, that no alcoholic beverage may be sold or consumed in an area within ten feet of any public street open to vehicular traffic unless in a location currently designated as a Festival District. A licensee holding an event on public property shall provide a certificate of general liability insurance with combined single limits of not less than \$1,000,000 along with the required certificate of dram shop insurance. Each such certificate of insurance shall show the city as an additional insured. The license fee for a Class T-2 license shall be in the amount of \$100 for each 24-hour period or fraction thereof.

(3) A Class T-3 Off-Premise Special Event license may be issued a special use permit for licensees to allow for the transfer of alcoholic beverages from an existing licensed retail premises to a designated site for a special event with approval by the Local Liquor Commissioner. A licensee holding an event on public property shall provide a certificate of general liability insurance with combined single limits of not less than \$1,000,000 along with the required certificate of dram shop insurance. Each such certificate of insurance shall show the city as an additional insured. The license fee for a Class T-3 license shall be in the amount of \$100 for each 24-hour period or fraction thereof.

(4) Class T-1 and T-2 licenses shall be issued for a specific period of time not to exceed three consecutive days.

(5) No applicant or licensee shall be issued more than six Class T-1 or six Class T-2 licenses in anyone calendar year.

(6) A Class T license, if issued, shall not in any manner be regarded as to relieve the license holder from complying with all other requirements of law.

(7) When a picnic, outing, festival or other similar special event is held out of doors pursuant to any category of Class T license, the license holder shall:

- (a) Use only paper or plastic products to serve alcoholic liquor or food;
- (b) Provide fencing or a barricade with at least two means of ingress and egress around the area designated in the license;
- (c) Monitor each means of ingress and egress so as to provide adequate crowd control;
- (d) Prevent alcoholic liquor from being removed from the designated area by patrons, invitees or customers of the licensee;
- (e) Remove as quickly as feasible, and not longer than 24 hours after the ending time of the event, all refuse, litter, debris, garbage and the like from the property used for the event in the abutting public right-of-way. Failure to comply with this division (F)(6)(e) may be deemed a public nuisance and the licensee prosecuted under applicable provisions of the City of Mattoon, Illinois Code of Ordinances relating to public nuisances. Failure to comply with this division (F)(6)(e) may preclude the issuance of Class T license to the licensee at any time in the future and shall be considered by the Local Liquor Control Commissioner in determining whether the Local Liquor Commissioner should issue subsequent Class T licenses.

(f) Any portion of a Class T-1 and T-2 licensed event held outside shall cease operations at midnight or at a time communicated by the Liquor Commissioner in writing prior to the event license approval.

(8) Festival District as follows:

(a) The Liquor Commissioner, by special order, may designate a particular geographic area as a Festival District for a period of time not to exceed three consecutive days, with an alcoholic beverage consumption period of time determined by the Liquor Commissioner. The Liquor Commissioner may declare an end to a Festival District at any time.

(b) During such time that a geographic area is designated as a Festival District, open containers of alcohol may be carried out of a licensed premises and possessed or consumed on the public way within that designated area, so long as the individual is of legal age to possess and consume alcohol and the individual is in compliance with all rules and regulations related to the Festival District that are promulgated by the Liquor Commissioner, including but not limited to wearing any required wristbands, displaying any required credentials, or utilizing any required beverage containers required within the Festival District.

(c) A Festival District location shall be presented to the Liquor Commissioner officially in writing at least 30 days before the formal start date in order for vendors to have adequate time to submit applications. Variations to this division (F)(8) may be considered by the Liquor Commissioner on a case- by-case basis.

(d) In order to participate in the Festival District, any vendors possessing a valid license for onsite consumption that wish to operate within the designated Festival District area shall submit an application to the Liquor Commissioner in the form designated by the Liquor Commissioner, pay any associated fee or fees as designated by rule of the Liquor Commissioner, and at all times comply with any rules and regulations promulgated by the Liquor Commissioner. All alcohol purchased must be dispensed by a server aged 21 or older.

(e) The Liquor Commissioner shall provide a clearly drawn map of the area designated as a Festival District to be publicly displayed in a digital format at least 48 hours prior to the enactment of the Festival District. No open containers of alcohol purchased within a Festival District shall be allowed outside of the boundaries of said district.

1. Visible physical signage shall be posted at all Festival District boundaries for attendees.

2. Festival District maps shall be given to all businesses selling alcohol within the Festival District.

3. Festival District maps shall be displayed physically at all businesses selling alcohol within the Festival District for the entirety of its duration.

a. Businesses selling alcohol that do not display this map to customers shall be considered in violation of this section.

(f) The Liquor Commissioner may promulgate fees, rules, and regulations implementing this section.

(g) Alcoholic beverages for consumption in the Festival District must be contained in plastic or paper cups only. Possession of an open alcoholic beverage in a container other

than a plastic or paper cup from a participating licensee within a Festival District shall be subject to penalty as per § 114.99.

(G) Class H license shall authorize the licensee to sell alcoholic liquor at retail, by the drink or pitcher only, for consumption on the premises only, in the course of a rental hall business. In the course of this business, the licensee is totally responsible for control of patron in the business premises and the licensee's employees must dispense all alcoholic liquor. At all times that the premises are used for the sale of alcoholic liquor, the licensee or a manager acting for the licensee must be on the premises.

(H) Class MWD license - Microbrewery, Winery, or Distillery License - shall authorize the manufacture and retail sale for consumption of beer, cider, spirits, and wine on the premises. This license further authorizes the sale of alcohol brewed or manufactured on the licensed premises in its original package form for the purposes of off premise consumption. Alcohol brewed or manufactured by another company off premise is not allowed for the purposes of off premise consumption, but is allowed for the purposes of on site consumption provided alcohol brewed or manufactured on the licensed premises is also available for the same purpose. Businesses or organizations granted this licensure shall be permitted the ability to host tours to members of the public and are hereby granted Continuous Product Sampling Status by right. There shall be no limitations to the amount of available Class MWD licenses.

(1) Licensee shall not operate video gaming terminals or a video gaming parlor on the premises.

(2) The initial fee for a Class MWD license shall be \$1,400. This figure shall be refunded in the event that an application for such a license is denied.

(3) A business holding a Class MWD license must have brewing facilities on site or within a reasonable distance within the corporate limits of the City of Mattoon.

(I) Class VGPS – Video Gaming Parlor Supplementary - liquor license shall authorize and allow the retail sale and serving of alcoholic beverages, including beer, wine and liquor, for consumption on the licensed premises only, in a video gaming parlor subject to the following conditions:

Qualification: Businesses which currently possess any classification of liquor license that derive more than 34% of their annual gross revenue from video gaming activities shall be required to obtain a Class VGP supplementary license in addition to their current liquor license classification. No existing businesses shall be "grandfathered" into an exemption from this requirement. Licensed fraternal establishments or 501c3 organizations shall be exempt from the need to acquire a VGP Supplementary Liquor License.

1. Businesses that derive 34% or more of their annual gross revenue from video gaming activities that do not obtain a Class VGP supplementary license shall be considered in violation of this chapter.
2. Annual License Fee: The initial annual fee for a Class VGP supplementary license shall be \$10,000.

3. Businesses currently operating Video Gaming Parlors as defined in this chapter at the time of implementation of this ordinance shall adhere to the requirements of this section by June 30th, 2025.

(M) Should any section of this ordinance amended on the date of adoption be declared illegal or unconstitutional, all ordinance excluded by such a ruling shall remain in effect.

§ 114.22.1 CATERER RETAIL PERMIT.

(A) Upon approval of application and payment of application fees as set forth in §§ 114.17 and 114.18, a Caterer Retail Permit shall be issued to a caterer retailer, as defined by § 114.03 and shall allow the permit holder to serve alcoholic liquors as an incidental part of a food service that serves prepared food items. The issuance of the Caterer Retail Permit shall be subject to the following conditions:

(1) All restrictions contained in § 114.17 shall apply to all Caterer Retail Permit applications with the exception of § 114.17(F).

(2) All application procedures contained in § 114.18 shall apply for an applicant for a Caterer Retail Permit with the exception of § 114.18(D)(7) and (8).

(3) All applicants for a Caterer Retail Permit shall comply with the requirement for a bond as contained in § 114.19.

(4) All holders of Caterer Retail Permit may renew their permits pursuant to the terms and conditions of § 114.28.

(5) All caterer retailers shall provide a written list of catered events, including the location and hours, no less than ten working days prior to the catered event on a form provided by the Local Liquor Control Commissioner.

(6) All applicants shall submit proof of dram shop insurance with their completed application.

(7) No holder of a Caterer Retail Permit shall sell, offer for sale or dispense any alcoholic liquor during the following hours;

Monday through Saturday 1:00 a.m. until 6:00 a.m.

Sunday 1:00 a.m. until ~~12:00 noon~~ 9:00am.

(B) A copy of the Caterer Retail Permit shall be displayed in accordance with § 114.31.

(C) Each Caterer Retail Permit shall be for a period of one year, or otherwise is determined by this chapter by suspension or revocation, and shall commence on July 1 and terminate on June 30.

§ 114.22.2 OUTDOOR CAFÉ LIQUOR PERMIT.

Upon approval of application and payment of application fees as set forth in §§ 114.17 and 114.18, a Class R restaurant license holder may operate an outdoor café where alcohol may be served. The liquor licensee shall:

(A) Not allow or permit any customer, employee or other person to remove alcoholic liquor from the area designated in the outdoor café permit or the service premises of the licensee.

(B) Not serve, allow or permit any person to be served, be in possession of, or consume alcoholic liquor in the area designated in the outdoor café permit unless that person is utilizing the seating which has been approved in accordance with the site plan approved with the outdoor café permit.

(C) Provide table service, which shall include food service, in the outdoor café area during the hours when alcoholic liquor is permitted to be served.

(D) The outdoor café area shall be subject to all provisions of this chapter and § 99.55 as though the outdoor café was part of the licensee's service premises during the times permitted by this section for alcoholic liquor sales.

(E) Prior to issuance of an Outdoor Café Liquor Permit the licensee shall provide proof of dram shop insurance. The policy shall name the city as an additional insured and will indemnify and hold it harmless from any action, proceeding or claim of liability asserted against it as a result of the operation of an outdoor café. Failure by the licensee to maintain the insurance requested by this section shall result in the revocation of the license.

(F) This permit shall expire December 31 of each year.

§ 114.23 PAYMENT OF FEES; DISPOSITION.

(A) All license and permit fees except Class T-2 license may be paid in two installments of 50% each. The first installment to be paid on or before the first day of July and the second installment to be paid on or before the first day of January of the following year. In the event that a payment is made after the due date for such payment, a penalty in the amount of 10% of the amount due shall be assessed if paid during the first 30 days after the due date. If the payment due is not paid within 30 days after the applicable due date, the Local Liquor Control Commissioner shall hold a hearing to determine whether such license or permit shall be renewed. The hearing shall be pursuant to notice and the cost of the hearing shall be assessed against the licensee or permittee.

(B) All such application fees paid to the Local Liquor Control Commissioner at the time application is made shall be forthwith turned over to the City Treasurer. If the license or permit is granted, then the additional license or permit fee shall also be turned over to the City Treasurer to be deposited in the general corporate fund, or in such other fund as shall have been designated by the City Council by proper action of that body.

§ 114.24 TERM.

Each such license or permit shall terminate at the end of the semi-annual period of the calendar year next following its issuance, unless sooner revoked. The fee to be paid shall be reduced in proportion to the full calendar months which have expired in the semi-annual period prior to the issuance of the license or permit.

§ 114.25 LIMITATION OF NUMBER OF LICENSES.

So that the health, safety and general welfare of the people of the city shall be protected and persons under 21 years of age shall be prevented from purchasing alcoholic liquors, ~~and temperance in the consumption of alcoholic liquors shall be fostered and promoted,~~ all lawful licenses of any class issued and in force on and after the effective date of this chapter shall be renewed or re-issued upon strict compliance with the laws and ordinances in force in the city at the time of the application for such renewal or re-issue ~~but no new licenses of Classes "A" or "B" shall be issued under the provisions of this chapter as to any new location so as to increase the total number thereof in force within the corporate limits of the city in excess of the number specified in § 114.21 hereof. Provided, however, that such limitation shall not affect the right of a licensee to a renewal of such license, nor shall it affect the right of any owner or lessee of a licensed location to procure a license, No requirement of this section nor shall it~~ affect the right of the surviving spouse or children of a deceased licensee to procure a license for the location of the deceased licensee in continuance of deceased's business.

§ 114.25.1 DOWNTOWN RESTRICTED NUMBERS.

(A) A maximum of ten Class A and five Class B-1 retail liquor licenses shall be permitted within the area which is described as follows:

Beginning at the intersection of 21st Street and Richmond Avenue extending east to the intersection of Richmond Avenue and 6th Street, then extending south to the intersection of Charleston Avenue and 6th Street, then extending west along Charleston Avenue to the intersection of Charleston Avenue and 21st Street and then extending north the intersection of 21st Street and Richmond Avenue.

(B) Should any of the ten Class A or five Class B-1 retail liquor licenses referenced in this division become available for issuance due to the death of the licensee; termination of a partnership or corporation, or bankruptcy of a licensee, or due to the revocation of a license or for any other reason, the number of Class A or B-1 retailer's licenses issued or available in the above described area shall be reduced until there are no more than a total of ten Class A or five Class B-1 retailer's licenses issued or available in the above described area. No Class A or Class B-1 retailer's licenses shall be transferred to locations within the above described area which would increase the total number of Class A or Class B-1 retailer's licenses issued or available in that area to a number of in excess of ten or five. Nothing in this section shall be construed to prevent a Class A or Class B-1 retailer's license in existence and located within the above described area on the effective date of this section from transferring to another location within the above described area.

§ 114.26 RECORD OF LICENSES.

The Local Liquor Control Commissioner shall keep or cause to be kept a complete record of all such licenses or permits issued by him or her, and shall furnish the City Clerk a copy thereof. Upon the issuance of any new license, or the revocation of any old license, or the suspension of any license, the Local Liquor Control Commissioner shall give written notice thereof to the City Clerk within 48 hours of such action, and shall keep such record and give such notice as required by the Liquor Control Act hereby adopted by reference thereto and made a part of this section.

§ 114.27 PERMIT FOR NEW LOCATION.

The location described in the license and application may be changed only upon a written permit to make such change issued by the Local Liquor Control Commissioner, and only then if the proposed new location is a proper one for the retail sale of alcoholic liquor under the ordinances of the city and the laws of the State of Illinois. Such permit fee shall be \$25.

§ 114.28 NATURE OF LICENSE OR PERMIT; PRIVILEGE OF RENEWAL.

(A) A license or permit issued under this chapter shall be good for a period of not to exceed the end of the semi-annual period of the calendar year next following its issuance, unless sooner revoked as herein provided, and shall permit the sale of alcoholic liquor on or in the premises described in the application, license or permit, and only under the conditions and restrictions imposed in this chapter on the particular class of license or permit described herein.

(B) A license or permit issued under this chapter shall be purely a personal privilege and shall not constitute property, nor shall it be subject to attachment, garnishment, or execution, nor shall it be alienable or transferable, voluntarily or involuntarily, or subject to being encumbered or hypothecated. Such license or permit shall not descend by the laws of estate or intestate devolution, but shall cease upon the death of the licensee or permittee; provided, that executors or administrators of the estate of any deceased licensee or permittee and the trustee of any insolvent or bankrupt licensee or permittee, when such estate consists in part of alcoholic liquor, may continue the business of the sale of alcoholic liquor under order of the appropriate court, and may exercise the privileges of the deceased or insolvent or bankrupt licensee or permittee after the death of such decedent, or such insolvency or bankruptcy, until the expiration of the license or permit, but no longer than six months after the death, bankruptcy or insolvency of such licensee or permittee. Upon the death of a licensee or permittee, if the executor or administrator does not continue the business under such license or permit, there shall be a refund made of that portion of the license or permit fee paid for any period in which the executor or administrator may not operate.

(C) There shall be no refund of any license or permit fee paid hereunder except as above provided, but any licensee or permittee hereunder shall have and be given the right to a renewal or reissue of such license at the same place upon compliance with the ordinances now in force in the city, or which may hereafter be enacted, governing the issuance of such licenses, and provided that the renewal privilege herein provided for shall not be construed as a fixed right which shall in any case prevent the City Council from decreasing the number of licenses to be issued within its jurisdiction.

§ 114.29 ASSIGNMENT OF RENEWAL PRIVILEGE.

(A) A licensee or permittee hereunder may assign or convey the privilege or right of renewal or re-issue of a license or permit provided for herein to another person, firm or corporation, in accordance with the procedure hereinafter set forth, who, upon full compliance with the ordinances then in force in the city, governing the issuance of such licenses or permits, shall be entitled to a renewal or re-issue of such license or permit in his, her, their, or its own name, and which holder of a license or permit, in turn, may assign

or convey such privilege or right to renewal or re-issue of such license or permit upon the same terms and conditions as the original owner and holder thereof could do hereunder; provided, however, that the privilege or right of renewal, and re-issue provided in this chapter shall apply only so long as the license or permit in each case shall have been kept in force continually and uninterruptedly in the name of the licensee, permit or his or her successor in interest, and nothing herein provided shall be deemed to restrict the right of the Local Liquor Control Commissioner to revoke any such license or permit.

(B) All such assignments shall be in writing, signed by the licensee or permit, and shall be filed with the Local Liquor Control Commissioner of the city, who shall keep, or cause to be kept, a true and complete record of all such assignments. Upon the filing of any such assignment, the Local Liquor Control Commissioner shall endorse thereon the time of filing, and upon compliance by the assignee with all the laws and ordinances then in force in the city pertaining to the qualifications of an applicant for such license or permit and the surrender of the old license or permit for cancellation, there shall (unless the old license or permit shall have been revoked and not thereafter restored) be issued to the assignee named in such assignment, a license or permit for the same place as that specified in the old license or permit, in lieu of the one so surrendered, for the unexpired portion of the period covered by the license or permit so surrendered; upon condition, however, that such new license or permit shall be issued only upon the payment of a fee to the issuing officer of \$25.

(C) If a licensed or permitted business suspends operation, the licensee or permittee has 30 days in which to notify the Local Liquor Control Commissioner of their intent. If the Local Liquor Control Commissioner is not contacted within 30 days from the close of business, the liquor license or permit held at that address may be voided and surrendered to the City Clerk at the discretion of the Local Liquor Control Commissioner. After being contacted by the licensee or permittee, the Local Liquor Control Commissioner may extend the validity of the license or permit, in writing, for a reasonable period not to exceed six months.

§ 114.30 SUSPENSION OR REVOCATION OF LICENSE OR PERMIT.

The Local Liquor Control Commissioner may revoke or suspend any license or permit for the sale of alcoholic liquor at retail for any violation of any provision of this chapter, or other valid ordinances or resolutions enacted by the City Council, or any applicable rule or regulation established by the Local Liquor Control Commissioner which is not inconsistent with law, or for any violation of any state law pertaining to the sale of alcoholic liquor, or any applicable rule or regulation established by the Illinois Liquor Control Commission which is not inconsistent with law, according to the power and manner provided by Sections 5 and 6 of Article VII of the Liquor Control Act of the State of Illinois; and such revocation or suspension may be in addition to any fine or penalty imposed for the violation. Any appeal of a decision of the Local Liquor Control Commissioner to the Illinois Liquor Control Commission shall be heard "on the record," and shall only involve a review of the official record of proceedings before the Local Liquor Control Commissioner, with no additional evidence being offered.

SALES AND OPERATION

§ 114.40 RESTRICTIONS ON ESTABLISHMENT, USE AND OPERATION OF PREMISES.

It shall be unlawful to establish, maintain, use or operate the licensed premises contrary to or in violation of license granted or contrary to or in violation of the prohibitions, impositions and requirements of Sections 8, 8a, 9, 10, 12b, 18, 20, 21 or 22 of Article VI of said Liquor Control Act of the State of Illinois, or of other applicable provisions thereof, hereby adopted by reference thereto and made a part of this section.

Penalty, see § [114.99](#)

§ 114.40.1 LICENSE OR PERMIT TO BE POSTED.

Every license or permit issued under the provisions of this code shall be framed and hung in plain view in a conspicuous place on the licensed premises or at the catered event and the same shall be visible to customers.

§ 114.40.2 PRODUCT SAMPLING.

(A) A Class B-1 or D-2 liquor licensee may hold a product sampling event at its licensed retail location once per month. For the purpose of this section a PRODUCT SAMPLING EVENT is defined as an event encompassing no more than eight continuous hours at which wine, beer or spirits is dispensed to consumers. Up to three samples, consisting of no more than:

- (1) One-quarter ounce of distilled spirits;
- (2) One ounce of wine; or
- (3) Two ounces of beer may be served to one consumer at any event for which the license holder makes no charge and receives no monetary consideration.

(B) The license holder must comply with the then current policy of the Illinois Liquor Control Commission, and the Mayor must be notified by the license holder, in writing, five days in advance of the product sampling event, of the time, date and location of the event.

(C) The product sampling event will take place within the licensed premises as specified in the original license application. The product sampling event will not conflict with or otherwise violate this or any other ordinance of the city.

(D) A Class B-1 liquor licensee that has constructed a sampling area, with the express written consent of the Liquor Commissioner, may be granted Continuous Product Sampling Status during their regular operating hours.

(1) For the purpose of this section a SAMPLING AREA shall be defined as: a location on the premises of a business possessing a Class B-1 liquor license that is designated entirely for tasting events, with an area of at least 100 square feet and also contains seating.

(2) Continuous Product Sampling Status shall follow the regular product sampling ordinance outlined within this section with the following exception(s):

(a) Continuous Product Sampling Status licensees may hold product sampling events in perpetuity during the regular operating hours of their business, during times when products of such a nature are able to be purchased pursuant to § 114.53.

(3) Continuous Product Sampling Status shall ~~not be granted to~~ not be permitted for customers visiting a B-1 liquor licensee ~~s~~ if patronizing the establishment for ~~that operate~~ drive-through services.

(4) The Liquor Commissioner may revoke Continuous Product Sampling Status from any licensee at any time when the granting of such a status is deemed detrimental to public health and safety.

§ 114.41 CONSUMPTION ON PREMISES.

It shall be unlawful for anyone not having a Caterer Retail Permit, Class A, Class B-2, Class C, Class D-1, Class R, Class H or Class T license or their Non-Video Gaming equivalent licensure to sell, or offer for sale, alcoholic liquor for consumption on the premises where sold, or to permit the same to be consumed on the premises where sold.

Penalty, see § 114.99

§ 114.42 ZONING.

Nothing herein contained shall be construed to permit the sale of alcoholic liquors in any place where the conduct of such business is prohibited under the terms and provisions of zoning ordinances of the city.

§ 114.42.1 DRIVE UP WINDOW.

(A) Drive-up windows maintained and operated on premises duly licensed for the sale of alcoholic liquors within the corporate limits of the city shall be adequately lighted during business hours by natural or artificial white light so that all persons or vehicles transacting business at such windows shall be clearly visible. From sunset until closing time, said drive-up windows shall be directly lighted by no less than two, 300-watt incandescent lamps or their equivalent, spaced at least eight feet apart, located directly over or near said drive-up window, with light rays so directed as to most effectively light the outside area immediately adjacent to said window. Existing drive-up window liquor sales will be grandfathered in this provision until ownership has changed or the business has been out of operation for more than six months.

(B) In order to enforce this section, the city shall have the right to require the filing with it of plans, drawings and photographs showing the lighting as above required. This division shall constitute an additional regulation of premises licensed for the sale of alcoholic liquors.

(C) Only "package sales" are permitted at drive-up windows.

(D) Only a licensee having a Class B-1 license shall maintain and operate a drive-up window at which alcoholic liquors are sold.

§ 114.43 CURB SERVICE.

No curb service for the sale of alcoholic liquor shall be carried on in connection with premises for which a license has been granted for the sale of alcoholic liquor for

consumption upon the premises, either upon the public street, or private property, contiguous to such premises so licensed.

§ 114.44 PEDDLING.

It shall be unlawful to peddle alcoholic liquor within the corporate limits of the city.

Penalty, see § [114.99](#)

§ 114.45 SANITARY CONDITIONS.

All premises used for the retail sale of alcoholic liquor or for the storage of such alcoholic liquor for such sale, shall be kept in a clean and sanitary condition, and shall be kept in full compliance with the ordinances regulating the condition of the premises used for the storage or sale of food for human consumption.

§ 114.46 EMPLOYEES; EMPLOYING MINORS.

(A) It shall be unlawful to employ in any premises used for the retail sale of alcoholic liquor any person who is afflicted with, or who is a carrier of any contagious, infectious, or venereal disease; and it shall be unlawful for any person who is afflicted with, or a carrier of any such disease, to work in, or about any such premises or to engage in any way in the handling, preparation or distribution of such liquor; provided, the Coles County Health Department may require such employee to submit to a physical examination, if such officer suspects such employee of being afflicted as herein set forth.

(B) (1) With the exception of division (B)(2) hereof, it shall be unlawful and a violation of this chapter for any licensee or permittee to allow or to employ any person under the age of 21 years to dispense or sell alcoholic liquor in any place licensed under this chapter.

(2) It shall be unlawful and a violation of this chapter for any licensee or permittee to employ or permit any person, under the age of 18 years, to serve any alcoholic liquor or beverage. This division is limited to Caterer Retail Permit, Class R, Class D-1, Class D-2 and Class H licensees.

(C) Manager of a liquor establishment.

(1) Anything stated in this chapter to the contrary notwithstanding, any corporation, limited liability company, association, trust, partnership or other similar entity, which is granted a liquor license by the city shall identify and designate a bona fide manager of the facility licensed to sell alcoholic liquors by the city.

(2) Each licensee shall submit to the city the name and address of such manager and upon the effective date of any change in said manager, the licensee shall notify the city of the new manager's name and address. Failure to give notice of a change in manager could result in the suspension or revocation of said liquor license.

Penalty, see § [114.99](#)

§ 114.47 ADVERTISING RESTRICTIONS.

No licensee shall advertise any alcoholic liquor by means of a sign or lights in any form hanging over or on any public street, sidewalk, or other public property, within the city, provided that this section shall not apply to existing installations.

§ 114.48 SALES TO MINORS, HABITUAL DRUNKARDS, MENTAL INCOMPETENTS.

It shall be unlawful for any licensee or permittee, or any officer, associate, members, representative, agent or employee of any licensee or permittee to sell, give or deliver alcoholic liquor to any person under the age of 21 years, or to any intoxicated person or to any person known by him or her to be an habitual drunkard, spendthrift, insane, mentally ill, mentally deficient or person in need of mental treatment. Any person, after purchasing or otherwise obtaining alcoholic liquor, shall not sell, give, or deliver such alcoholic liquor to another person under the age of 21 years, except in performance of a religious ceremony.

Penalty, see § [114.99](#)

§ 114.49 PERSONS UNDER 21 YEARS FREQUENTING LICENSED ESTABLISHMENTS.

It shall be unlawful and a violation of this chapter for any licensee to permit or allow any person under the age of 21 years to frequent any premises licensed under the city Code of Ordinances, with the following exceptions:

(A) Persons under the age of 21 years may frequent the dining room or dining rooms of a restaurant of any licensed establishment provided said individual is in said establishment for the purpose of purchasing prepared food.

(B) Persons under the age of 21 years may frequent licensed establishments, or that portion of a licensed establishment specifically segregated, for the purpose of attending special events when such attendance is denied to the general public and when that person is accompanied by a parent, legal guardian, or other person over the age of 21 years.

Penalty, see § [114.99](#)

§ 114.50 POSSESSION OF ALCOHOLIC LIQUOR BY UNDERAGE PERSONS..

It shall be unlawful and a violation of this chapter for any person to whom the sale, gift or delivery of alcoholic liquor is prohibited because of age, to purchase or accept a gift of alcoholic liquor or have alcoholic liquor in his or her possession.

Penalty, see § [114.99](#)

§ 114.51 MISSTATEMENT OF AGE.

It shall be unlawful and a violation of this chapter for any person under the age of 21 years to represent that he or she is of sufficient age for the purpose of gaining entrance to any licensed premises in violation of this chapter or for the purpose of acquiring by purchase, gift or delivery of alcoholic liquor in violation of this chapter. No person shall transfer, alter or deface an official identification card; carry or use a false or forged identification card; obtain an identification card by means of false information; or, use the identification card of another for the purpose of avoiding the age restrictions of this chapter.

Penalty, see § [114.99](#)

§ 114.52 GAMBLING.

(A) It shall be unlawful for any licensee hereunder to permit or allow anyone to play for money, or other valuable thing, at any game with cards, dice or chips, or with any other article, instrument or thing whatsoever, which may be used for the purpose of playing or betting upon or winning or losing money, or any other thing or article of value, or to bet on any game others may be playing, upon any premises licensed under this chapter. This shall not include the operation of Video Gaming Terminals at locations which are permitted to dispense alcohol for consumption where Video Gaming Terminals are not prohibited.

(B) Failure to maintain adequate fee verification and/or registration (i.e. Video Gaming Stickers) per 35.01 (G)(11) shall result in the mandatory revocation of Video Gaming Terminals on the premises and the automatic transference of the applicable licensure to its Non-Video Gaming equivalent.

(C) All Video Gaming Terminal locations constructed after the passage of this section shall be required to locate in a separate room where the Video Gaming Terminals are not directly visible by patrons of the establishment. Permitted signage to designate the intended purpose of the room shall be limited to "Gaming" or "Video Gaming" written in plain text and shall not contain any imagery or be associated adjacently with imagery or any kind.

Penalty, see § [114.99](#)

§ 114.53 HOURS.

(A) It shall be unlawful for any licensee to sell or offer for sale at retail, serve, dispense, or provide free of charge, any alcoholic liquor in the city between the hours of 1:00 a.m. and 6:00 a.m. of any day except Sunday, when it shall be unlawful to sell or offer for sale, any alcoholic liquor from 1:00 a.m. on Sunday morning until ~~12:00 noon~~ 9:00AM on the same Sunday.

(B) It shall be unlawful to keep open for business, or admit the public to any licensed premises where alcoholic liquor is sold at retail, during the hours the sale of such liquor is prohibited; provided, however, that in the case of restaurants, grocery stores, clubs and hotels, hall rental businesses and other separate business conducted on said premises, such establishment may be kept open during such hours, but no alcoholic liquor may be sold during said hours.

(C) Class A Liquor license holders may be open during the hours of 6:00 a.m. and 12:00 p.m. on Sundays for the purposes of serving food only. No alcoholic liquor may be sold or given during those hours.

Penalty, see § [114.99](#)

§ 114.54 ADULT ENTERTAINMENT PROVISION.

(A) The sale or dispensing of alcoholic liquor is prohibited at premises whereat, or at premises which have any access which leads from said premises to any premises whereat, the following acts or conduct is permitted:

(1) The employment or use of any person in the sale or service of alcoholic liquors or for the entertainment or diversion of others while such person is unclothed or in such attire, costume or clothing as to expose to view or to

show with less than a fully opaque covering any portion of the breast below the top of the areola or any portion of the pubic hair, anus, buttocks, vulva or genitals.

(2) The performance of acts, or simulated acts, of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual acts prohibited by law.

(3) The actual or simulated exhibition, displaying, touching or caressing or fondling of or on the breasts, buttocks, anus or genitals.

(4) The permitting or encouragement of any person to remain in or upon said premises who expose to view any portion of the body described in divisions (1), (2) or (3) hereof.

(5) The showing of film, still pictures, electronic reproduction or other visual reproduction depicting the acts or conduct described in division (2) hereof, or any person being touched, caressed or fondled on the breasts, buttocks, anus or genitals, or scenes wherein artificial devices or inanimate objects are employed to depict, or drawings are employed to portray the activities described in this division.

(B) Obscenity prohibited. The engaging in, or performance of, any act or conduct described in division (A) above on premises as to which a license has been issued under the provisions of this chapter is prohibited.

§ 114.55 BURGESS-OSBORNE AUDITORIUM.

(A) Alcohol shall only be allowed to be served and/or consumed at Burgess-Osborne Auditorium under the following conditions:

(1) When served by a caterer licensed by the city in accordance with § 114.22.1.

(2) When served by a licensed alcohol retailer in accordance with § 114.22(F)(2), (Class T-3 license) subject to approval of the Liquor Control Commissioner.

(B) Alcohol use at Burgess-Osborne Auditorium shall only be allowed for the following events:

(1) Wedding receptions;

(2) Class reunions;

(3) Family reunions;

(4) Corporate meetings and/or corporate holiday parties.

(C) Alcohol use shall be limited to events hosting the families and company employees traditionally associated the type of events listed in division (B) above. Alcohol use shall not be allowed for use under the provisions of divisions (A) and (B) above for events which are open to the public.

(D) Alcohol use allowed under divisions (A), (B) and (C) above shall be confined to the inside of the facility, and shall be prohibited outside.

(E) Alcohol use for events other than those specifically described in divisions (A) through (D) above may be considered for approval, on a case-by-case basis, by the Liquor Commissioner.

§ 114.99 PENALTY.

Any person, firm or corporation violating any provision of this chapter shall be fined not less than \$100 nor more than \$1,000 for each offense; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues. In addition to any fine imposed, the Liquor Commissioner may also suspend or revoke any license issued under this chapter.

Section 3. Chapter 35 Finance and Revenue, Section §35.01 Fees and Charges (A) Liquor Control of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

§ 35.01 FEES AND CHARGES.

The following lists fees and charges and other information related to permits and licenses required by the city.

(A) *Liquor control.*

<i>Class of License</i>	<i>Fee</i>
<i>Class of License</i>	<i>Fee</i>
A <u>Tavern License</u> Initial/new license holder fee	\$1,500 \$5,000
<u>A-NVG Tavern License Non-Video Gaming</u> <u>Initial/new license holder fee</u>	<u>\$1,500</u> <u>\$5,000</u>
B-1 <u>Package License</u> Initial/new license holder fee	\$1,300 \$5,000
B-2 <u>Bowling and Hotel License</u>	\$1,500
<u>B2-NVG Bowling and Hotel License Non-Video Gaming</u>	<u>\$1,500</u>
C <u>Club License</u>	\$500
D-1 <u>Food, Beer, & Wine License</u>	\$800
D-2 <u>Convenience License</u> Initial/new license holder fee	\$1,000 \$2,500
Brewery- MWD <u>Microbrewery, Winery, or Distillery</u>	\$1,400
<u>Winery license</u>	<u>\$1,400</u>
R <u>Restaurant License</u>	\$1,500
T-2 <u>Special Event</u> T-3 <u>Off-Premise Special Event</u>	\$100/day
Caterer	\$500
Outdoor Cafe	\$100
<u>VGPS Video Gaming Parlor Supplementary (if applicable)</u>	<u>\$10,000</u>

Section 4. 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 5. This ordinance shall be effective upon its adoption, publication and approval as provided by law. The Clerk is hereby directed to publish this Ordinance in pamphlet form.

Upon motion by _____, seconded by _____, adopted this 20th day of May, 2025, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this 20th day of May, 2025.

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

ATTEST:

APPROVED AS TO FORM

Susan J. O'Brien, City Clerk

Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on 05-20, 2025.

2.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1960

**AN ORDINANCE APPROVING A RIGHT-OF-WAY EASEMENT
TO AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS**

WHEREAS, the City of Mattoon owns Lots 01, 02, 10 & 11 of Block 02 in Urban Heights, for the City's Elevated Water Tank located between 1st Street and First Division Street with the following legal description:

Property Description from Trustee's Deed recorded in the Coles County
Recorder's Office in Volume 437, Page 3 as Document Number 343455:

Lot Ten (10) in Block Two (2) in Urban Heights, being a plat of a subdivision of part of Section Eighteen (18), Township Twelve (12) North, Range Eight (8) East of the Third Principal Meridian, Coles County, Illinois.

Part of PIN: 06-0-03920-000

Easement Description, (hereinafter "Easement Area"):

The Southerly 10 feet of the Westerly 150 feet of the above-described property;
and

WHEREAS, The City of Mattoon has granted an easement to Bluebird Network L.L.C. for the construction of a fiberoptics and communications equipment station, Special Ordinance No. 2024-1926; and

WHEREAS, Ameren Illinois desires to install a gas supply line to the fiberoptics and communications equipment station; and

WHEREAS, a portion of the work would be located on property owned by City of Mattoon; and

WHEREAS, a Right-of-Way Easement is required to established long-term access rights for maintenance, repair, and/or future replacement of said gas supply.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, that

Section 1. 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. The attached Right-of-Way Easement to Ameren Illinois Company d/b/a Ameren Illinois be approved.

Section 3. The City Council authorizes the mayor to sign the attached Easement for a gas line on a portion of 324 N. 1st Street, P.I.N. 06-0-03920-000.

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.

Section 6. 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 _____, seconded by _____,
adopted this 20th day of May, 2025, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this 20th day of May, 2025.

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

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Dan Jones, City Attorney

Recorded in the Municipality's Records on 05-20, 2025.

REMS INFORMATION

Agreement ID: AIC-202503-57455

Project ID: 75537

EASEMENT

(Pipeline)

324 N 1st Street
Mattoon, IL 61938

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 2025, that **CITY OF MATTOON, ILLINOIS, A MUNICIPAL CORPORATION**, its successors and assigns, whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantor"), for and in consideration of the sum of One and No/100th Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby grant unto **AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS**, an Illinois corporation, its successors and assigns (hereinafter "Grantee"), a perpetual easement (hereinafter "Easement") with the right, privilege, and authority of Grantee, its agents, contractors, and subcontractors to survey, stake, construct, reconstruct, replace, use, operate, maintain, patrol, test, inspect, protect, repair, relocate, modify, add to the number of, abandon or retire in place, and remove a pipeline or pipelines for the transportation of gas or other substances, consisting of piping, hardware, valves, communication lines, and other appurtenances thereto (hereinafter individually and collectively "Facilities"), together with all rights and privileges for the exercise and enjoyment of the Easement rights and the authority to extend to any other party the right to use, pursuant to the provisions hereof, upon, over, across and under the following described land in Section 18, Township 12 North, Range 8 East, of the 3rd Principal Meridian, in Coles County, State of Illinois, to-wit:

Property Description - from Trustee's Deed recorded in the Coles County Recorder's Office in Volume 437, Page 3 as Document Number 343455:

Lot Ten (10) in Block Two (2) in Urban Heights, being a plat of a subdivision of part of Section Eighteen (18), Township Twelve (12) North, Range Eight (8) East of the Third Principal Meridian, Coles County, Illinois.

Part of PIN: 06-0-03920-000

Easement Description, (hereinafter "Easement Area"):

The Southerly 10 feet of the Westerly 150 feet of the above-described property.

The above-described Easement Area shown on Exhibit A, attached hereto and made a part hereof.

Grantor also conveys the right of ingress and egress to and over the Easement Area and premises of Grantor adjoining the same, for all purposes herein stated; together with the right to trim, control the growth, cut and remove or cause to be removed at any time and from time to time, by any means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches, and other obstructions upon, over, and under the surface of said Easement Area and of the premises of Grantor adjoining the same deemed by Grantee to interfere with the exercise and enjoyment of Grantee's rights hereunder or endanger the safety of the Facilities.

Grantee shall be responsible for actual damages (except the trimming, controlling of growth, cutting, and removal of trees and other vegetation) occurring as a result of the Grantee's exercise of the Easement rights hereinabove conveyed and shall reimburse the owner thereof for such loss or damages.

Grantor, for itself, its successors and assigns, does hereby warrant and covenant unto Grantee, (1) that Grantor is the owner of the Easement Area and has the full right and authority to grant this Easement, (2) that Grantee may quietly enjoy the Easement for the purposes herein stated, and (3) that Grantor will not create or permit any building or other obstruction or condition of any kind or character upon Grantor's premises that will interfere with the Grantee's exercise and enjoyment of the Easement rights hereinabove conveyed.

Grantor hereby waives and releases any and all homestead and other marital rights it may have pursuant to Illinois law.

This Easement shall be governed by the laws of the State of Illinois.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Grantor has hereunto caused this Easement to be executed on the date hereinabove written.

CITY OF MATTOON, ILLINOIS,
a Municipal Corporation

By: _____
Rick Hall, Mayor

ALL PURPOSE NOTARY ACKNOWLEDGMENT

STATE OF ILLINOIS }
COUNTY OF _____ } SS

On this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said State, personally appeared (print or type names):

Rick Hall

to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his authorized capacity(ies), and that by his signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

Capacity Claimed By Signator(s)			
<input type="checkbox"/> Individual(s)	<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partner(s)
<input type="checkbox"/> Trustee(s)	Title(s) of Officer(s):	Member(s)/Manager(s):	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Executor(s)	<u>Mayor</u>	_____	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Administrator(s)	_____	_____	<input type="checkbox"/> Other (Specify Below):
<input type="checkbox"/> Attorney-In-Fact	_____	_____	_____
<input type="checkbox"/> Conservator(s)	_____	_____	_____
<input type="checkbox"/> Guardian(s)	_____	_____	_____

My Commission Expires _____

Notary Public

Affix Notary Stamp Below

Prepared By and Return To:

Ameren Illinois
Attn: Dee Hortenstine, H-15
2460 North Jasper Street
Decatur, IL 62526

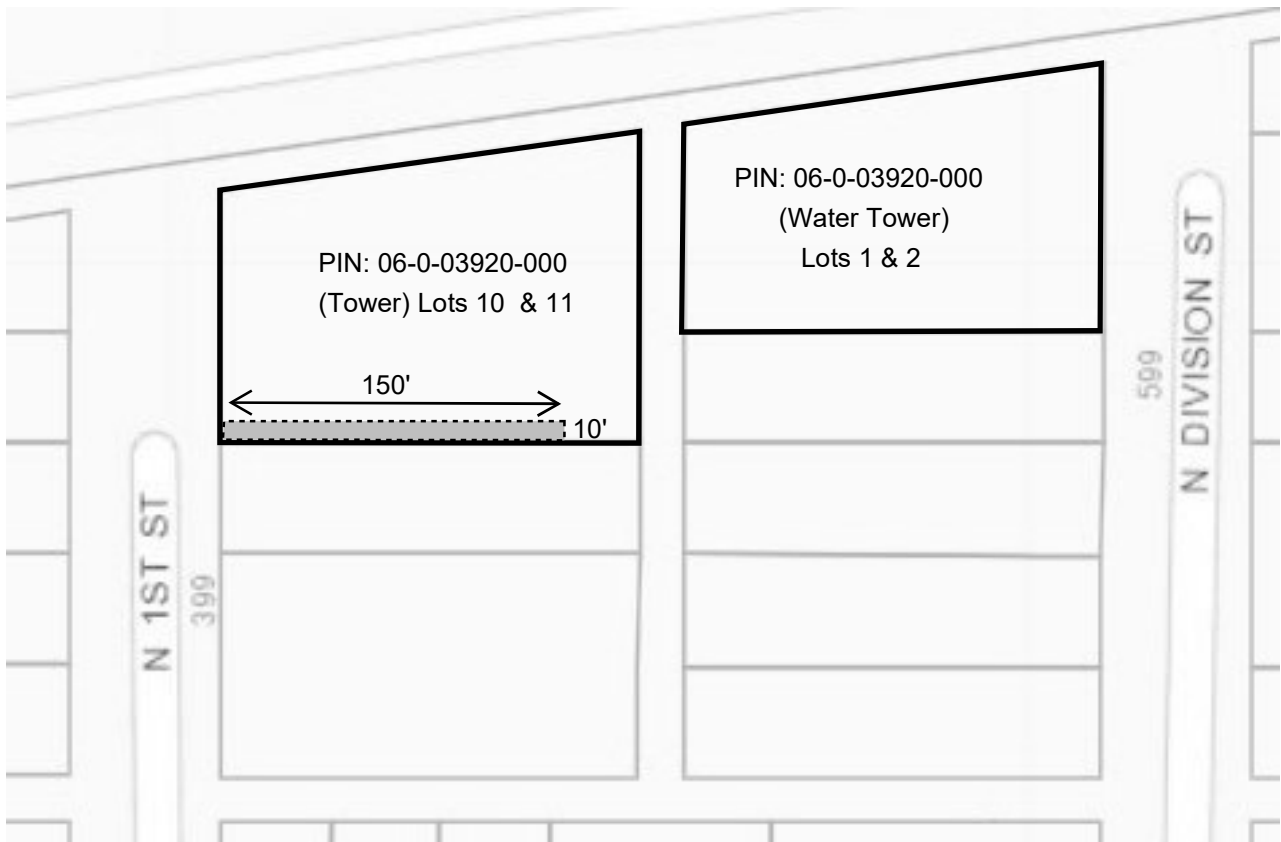
DMH
WR#: MH17692
Latitude: 39.48592 / Longitude: -88.35299
04/04/2025

Exhibit A

Agreement ID: AIC-202503-57455

Southeast Quarter of the Northwest Quarter

Section 18, Township 12 North, Range 8 East of the Third P.M., Coles County, Illinois



 - 10' Gas Pipeline Easement

NOTE: NOT TO SCALE

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2025-1961

**AN ORDINANCE TO GRANT A SPECIAL USE FOR A TIER II SHORT-TERM
RENTAL AT 3009 PRAIRIE AVE | Pin #: 07-2-10804-000**

WHEREAS, The petitioner Eric Anderson has petitioned the City of Mattoon for a Special Use for a Short-Term Rental; and

WHEREAS, a public hearing was held before the Mattoon Planning and Zoning Commission where no objectors were present; and

WHEREAS, The Planning and Zoning Commission of the City of Mattoon voted unanimously for the approval of said special use; and

WHEREAS, said special use conforms with the quality and character of the community.

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

Section 1. Pursuant to the abilities of City Council enshrined in Section 32.05 of the Mattoon Code of Ordinances, the City of Mattoon hereby grants the special use for a Tier II “short-term rental” located at 3009 Prairie Avenue.

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 _____, seconded by _____, adopted this 20th day of May, 2025, by a roll call vote, as follows:

AYES (Names):

NAYS (Names):

ABSENT (Names):

Approved this 20th day of May, 2025.

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

ATTEST:

APPROVED AS TO FORM

Susan J. O'Brien, City Clerk

Dan Jones , City Attorney

Recorded in the Municipality's Records on _____ 05-20 , 2025.

RECEIVED

PETITION FOR SPECIAL USE

APR 14 2025

STATE OF ILLINOIS)
COUNTY OF COLES)
CITY OF MATTOON)

OFFICE OF THE CITY CLERK
MATTOON, ILLINOIS

1. The undersigned Petitioners, being the property owners of the area for which amendment to the Zoning Ordinance is sought, hereby petition for a **Special Use** within the City of Mattoon, Coles County, Illinois, in compliance with Section 5 and Section 18 of said Ordinance No. 96-4835.
2. The undersigned Petitioners respectfully request a Special Use for the property described as: NOYES ADDITION BLK 96, LOT 3 NW 1/4 SEC 14 T12N R07E. Commonly Known As: 3009 Prairie Avenue, Mattoon IL 61938 and Parcel Number 07-2-10804-000.
3. The requested Special Use is for short term rental. This special use is contingent upon ownership of property by the Petitioner(s)
4. Granting this Special Use will provide short term rental dwelling to the community if the Special Use is granted.
5. Granting this variance will not adversely affect the character of the surrounding area or impair property values.

WHEREFORE, the Petitioners request that this petition be placed on file in the Office of the City Clerk of Mattoon, Coles County, Illinois; that it be set for public hearing in accordance with the city ordinance, and that prescribed notices be given. Upon hearing, Petitioners request the variance be granted as described above.

Dated this 14th day of April, 2025.

Petitioner(s)

Eric Anderson

_____ Date: April 14, 2025

4.

**City of Mattoon
Council Decision Request**

MEETING DATE: 05/20/2025 CDR NO: 2025-2601

SUBJECT: Purchase of a used Ford F550 Bucket Truck

SUBMITTAL DATE: 05/14/2025

SUBMITTED BY: Dennis Cole, Public Works Superintendent

APPROVED FOR	Kyle Gill,	<u>05/01/2025</u>
COUNCIL AGENDA:	City Administrator	Date

EXHIBITS: Sales Quotation

EXPENDITURE	AMOUNT	FUNDS	CONTINGENCY
ESTIMATE:	BUDGETED:	REMAINING:	FUNDING:
\$20,000.00	\$20,000 MEF	\$ 20,000 MEF	\$0

IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED
IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to approve the purchase of a used 2015 Ford F550 Bucket Truck from Old Route
Trucking LLC in the amount of \$20,000.00 plus the trade of surplus equipment (2007 F450
utility Truck and a 2006 Vermeer Chipper)”.

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

The purchase of this bucket truck will make it easier for low limbing trees around town by being able to maneuver a smaller truck around. We will still need the large bucket truck for taking down big trees. This will also allow us to run both trucks in the winter to help reduce the number of trees on our removal list.

We budgeted \$20,000 for this 1/3 General Fund, 1/3 Water Fund , and 1/3 Sewer Fund

Invoice

OLD ROUTE TRUCKING LLC
4670 W STATE STREET
CHARLESTON, IL 61920
Phone# 217-308-7001
Fax# 217-581-8474

Date: February 27, 2025
Invoice: 2025-7498

SOLD TO: City of Mattoon
Attn: Dennis Cole
401 Dewitt Ave East
Mattoon IL 61938
coled@mattoonillinois.org
217-273-2733

EQUIPMENT: 2015 Ford F550 Bucket Truck \$55,000
with ETI ETC35IH boom
VIN 1FDUF5GT9FED58038

Trade in
2007 F450 Utility Truck
VIN 1FDXX46P27EB22034 (\$10,000)

2006 Vermeer BC1500XL Chipper
Serial 1VRZ16V371000388 (\$25,000)

BALANCE \$20,000

EQUIPMENT
LOCATION: Charleston, IL 61920
217-259-5037

The seller makes no warranty of any kind as to the merchantability of the products. All sales are final.
Accuracy of odometer/hour meter, model year, horsepower and other machine specifics cannot be verified or guaranteed.
All Equipment is advertised to the best of our knowledge and everything is sold "as is" with no guarantees.

Nothing follows