

The City Council of the City of Mattoon held a regular meeting in the City Hall Council Chambers on July 16, 2013.

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

Mayor Gover led the Pledge of Allegiance.

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

Also physically present were City personnel: Interim City Administrator Kyle Gill, City Attorney Janett Winter-Black, Public Works Director Dean Barber, Fire Chief Tony Nichols, Police Chief Jeff Branson, and City Clerk Susan J. O'Brien.

CONSENT AGENDA

Mayor Gover seconded by Commissioner Hall moved to approve the consent agenda consisting of minutes of the regular meeting July 2, 2013; Fire department report for the month of June, 2013; and bills and payroll for the first half of July, 2013.

**Bills and Payroll for the first half of July, 2013**

	<b><u>General Fund</u></b>		
Payroll		\$	279,031.20
Bills		\$	<u>116,685.63</u>
	Total	\$	395,716.83
	<b><u>Hotel Tax Administration</u></b>		
Payroll		\$	3,152.93
Bills		\$	<u>1,406.48</u>
	Total	\$	3,152.93
	<b><u>Festival Management</u></b>		
Bills		\$	<u>49,956.25</u>
	Total	\$	49,956.25
	<b><u>Insurance &amp; Tort</u></b>		
Bills		\$	<u>5,804.95</u>
	Total	\$	5,804.95
	<b><u>Capital Projects</u></b>		
Bills		\$	<u>33,693.49</u>
	Total	\$	33,693.49
	<b><u>Broadway East Bus Dist</u></b>		
Bills		\$	<u>1,819.81</u>
	Total	\$	1,819.81

	<b><u>Water Fund</u></b>		
Payroll		\$	35,566.53
Bills		\$	<u>49,856.20</u>
	Total	\$	85,422.73
	<b><u>Sewer Fund</u></b>		
Payroll		\$	34,945.68
Bills		\$	<u>345,628.65</u>
	Total	\$	380,574.33
	<b><u>Heath Insurance Fund</u></b>		
Bills		\$	<u>119,137.15</u>
	Total	\$	119,137.15
	<b><u>Motor Fuel Fund</u></b>		
Bills		\$	<u>12,758.66</u>
	Total	\$	12,758.66

Mayor Gover opened the floor for discussion which was followed with no discussion.

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

**PRESENTATIONS, PETITIONS, AND COMMUNICATIONS:**

Mayor Gover opened the floor for public comments or questions. There were no public comments.

**NEW BUSINESS:**

Commissioner Cox seconded by Commissioner Graven moved to adopt Special Ordinance No. 2013-1527, authorizing the purchase of real estate in the amount of \$14,467.00 from First Baptist Church for the 9<sup>th</sup> Street Drainage Project. [Permanent Easement – R.O.W.] (07-1-00929-000)

**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2013-1527**

**AN ORDINANCE AUTHORIZING THE PURCHASE OF REAL ESTATE**

**WHEREAS**, the City of Mattoon is preparing to construct a set of drainage improvements known as the South 9th Street Drainage Project; and

**WHEREAS**, acquisition of property and related easements is required for the construction and maintenance of a drainage ditch from 9th Street to the Tate & Lyle Railroad; and

**WHEREAS**, the owners of a portion of said property, First Baptist Church of Mattoon, have agreed to compensation in the amount of \$14,467.00 in return for said property and permanent easement; and

**WHEREAS**, said property rights are further described on the attached Plat of Survey, Warranty Deed, and Permanent Easement marked as Exhibits ‘A’, ‘B’, and ‘C’ respectively.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, A MUNICIPAL CORPORATION**, 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.** The purchase of the property and the permanent easement detailed on the attached Plat of Survey, Warranty Deed, and Permanent Easement are approved in the amount of \$14,467.00.

**Section 3.** The Mayor and City Clerk are authorized and directed to execute any and all documents necessary to affect the purchase of property and the permanent easement from First Baptist Church of Mattoon.

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

Upon motion by Commissioner Cox, seconded by Commissioner Graven, adopted this 16th day of July, 2013, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): None

Approved this 16th day of July, 2013.

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

ATTEST:

APPROVED AS TO FORM:

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

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

Recorded in the Municipality’s Records on July 16th, 2013.

Mayor Gover opened the floor for discussion or comments which was followed with no discussion.

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

Commissioner Cox seconded by Commissioner Hall moved to adopt Special Ordinance No. 2013-1528, authorizing the purchase of real estate in the amount of \$7,020.00 from First Baptist Church for the 9<sup>th</sup> Street Drainage Project. [Permanent Easement – R.O.W.] (07-1-00934-000)

---

**CITY OF MATTOON, ILLINOIS**  
**SPECIAL ORDINANCE NO. 2013-1528**

**AN ORDINANCE AUTHORIZING THE PURCHASE OF REAL ESTATE**

**WHEREAS**, the City of Mattoon is preparing to construct a set of drainage improvements known as the South 9th Street Drainage Project; and

**WHEREAS**, acquisition of property and related easements is required for the construction and maintenance of a drainage ditch from 9th Street to the Tate & Lyle Railroad; and

**WHEREAS**, the owners of a portion of said property, First Baptist Church, have agreed to compensation in the amount of \$7,020.00 in return for said property and permanent easement; and

**WHEREAS**, said property rights are further described on the attached Plat of Survey, Warranty Deed, and Permanent Easement marked as Exhibits 'A', 'B', and 'C' respectively.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, A MUNICIPAL CORPORATION**, 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.** The purchase of the property and the permanent easement detailed on the attached Plat of Survey, Warranty Deed, and Permanent Easement are approved in the amount of \$7,020.00.

**Section 3.** The Mayor and City Clerk are authorized and directed to execute any and all documents necessary to affect the purchase of property and the permanent easement from First Baptist Church of Mattoon.

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

Upon motion by Commissioner Cox, seconded by Commissioner Hall, adopted this 16th day of July, 2013, by a roll call vote, as follows:

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

NAYS (Names):           None

ABSENT (Names):       None

Approved this 16th day of July, 2013.

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

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O'Brien

Susan J. O'Brien, City Clerk

/s/ Janett S. Winter-Black

Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on April 16th, 2013.

Mayor Gover opened the floor for discussion or comments which was followed with no discussion.

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

Commissioner Owen seconded by Commissioner Graven moved to adopt Special Ordinance No. 2013-1529, authorizing the Mayor to sign an outright grant agreement by and between the City of Mattoon and Harold Shores, Jr. reimbursing up to \$1,921.80 annually from Mid-town TIF Revenues over a ten-year period for installation of an accessibility code compliant elevator in the building located at 1614 Broadway Avenue.

---

**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2013-1529**

**AN ORDINANCE APPROVING A GRANT AGREEMENT BY AND BETWEEN THE CITY OF MATTOON, ILLINOIS AND HAROLD SHORES JR. IN CONNECTION WITH THE MATTOON MID-TOWN REDEVELOPMENT PROJECT AREA**

**WHEREAS**, Harold Shores Jr. (the "**Grantee**"), has submitted a proposal to the City of Mattoon, Illinois (the "**Municipality**") for redevelopment of a part of the Municipality's Mattoon Mid-town Redevelopment Project Area (the "**Redevelopment Project Area**"); and, thereafter, the Municipality and the Grantee have engaged in negotiations related to a Grant Agreement (including all exhibits and attachments in connection therewith, 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 to the meeting of the City Council at which this ordinance is adopted, shall be and is hereby ratified, confirmed and approved, and the Mayor and City Clerk are authorized to execute and deliver the Grant Agreement for and on behalf of the Municipality; and upon the execution thereof by the Municipality and the Grantee, the appropriate officers, agents, attorneys and employees of the Municipality are authorized to take all supplemental actions, including the execution and delivery of related supplemental opinions, certificates, agreements and instruments not inconsistent with the Grant Agreement, desirable or necessary to implement and otherwise give full effect to the Grant Agreement. Upon full execution thereof, the Grant Agreement shall be attached to this ordinance as EXHIBIT "A".

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

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

Upon motion by Commissioner Owen, seconded by Commissioner Graven, adopted this 16th day of July, 2013, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): None

Approved this 16<sup>th</sup> day of July, 2013.

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

ATTEST:

APPROVED AS TO FORM:

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

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

Recorded in the Municipality's Records on July 16, 2013.

Mayor Gover opened the floor for discussion or comments. Administrator Gill described the TIF request. Mayor Gover noted the approval by the TIF Review Committee.

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

Commissioner Hall seconded by Commissioner Owen moved to adopt Special Ordinance No. 2013-1530, amending Special Ordinance 2013-1516, the compensation plan for managerial and non-union non-managerial employees of the municipality for the inclusion of an Arts Coordinator position.

---

**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2013-1530**

**AN ORDINANCE AMENDING SPECIAL ORDINANCE 2013-1516, THE 2013-2014  
COMPENSATION PLAN FOR THE MANAGERIAL AND NON-UNION NON-MANAGERIAL  
EMPLOYEES OF THE MUNICIPALITY FOR THE INCLUSION OF AN ARTS  
COORDINATOR POSITION**

**WHEREAS**, The Mattoon Tourism Department has hired a Regular Part-Time Employee for the purpose of coordinating arts functions and other Tourism Department related office duties; and

**WHEREAS**, The Mattoon Tourism Department needs this position to be filled by a Regular Part-Time Employee with specific skills and duties other than the summer labor force; and

**WHEREAS**, The City Council deems the update to the WAGE AND SALARY SCHEDULE in APPENDIX "A" of Special Ordinance 2013-1516 appropriate.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Mattoon as follows:

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

**Section 2. Amendments.** The Regular Part-Time Arts Coordinator position is to be classified in the Pay Grade 7 of Appendix A of the City of Mattoon Compensation Plan effective July 8, 2013 and is to receive the Base Hourly Wage Rate of \$12 to \$15, and the amended Pay Grade 8 of Appendix "A" of the City of Mattoon Compensation Plan for adjustment to the Ambulance Billing Clerk/Coding Specialist position, and is hereby approved by the corporate authorities.

Pay Grade	Job Classification	Base Hourly Wage Rate
7	Arts Coordinator	\$12.00 to \$15.00
8	Ambulance Billing Clerk/Coding Specialist	\$14.00 to \$17.00

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

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

Upon motion by Commissioner Hall, seconded by Commissioner Owen, adopted this 16<sup>th</sup> day of July, 2013, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): None

Approved this 16th day of July 2013.

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

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O'Brien

/s/ Janett S. Winter-Black

Susan J. O'Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on July 16, 2013.

Mayor Gover opened the floor for discussion or comments which was followed with no discussion.

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

Commissioner Owen seconded by Commissioner Cox moved to adopt Resolution No. 2013-2892, approving a loan in the amount of \$135,740.00 from Prairie State Bank & Trust for the purchase of a new Street Sweeper.

---

**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2013-2892**

**A RESOLUTION AUTHORIZING A LOAN FROM PRAIRIE STATE BANK & TRUST**

**WHEREAS**, the City of Mattoon has approved the purchase of a new street sweeper; and

**WHEREAS**, it is prudent to purchase certain vehicles and equipment, such as a street sweeper, with outside financing in order to spread the cost impact on the overall fleet management program; and

**WHEREAS**, the City of Mattoon has collected price quotes from 3 local banking institutions; and

**WHEREAS**, Prairie State Bank & Trust offered the lowest annual interest rate.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Mattoon, Coles County, Illinois, that a loan in the amount of \$135,740.00 from Prairie State Bank & Trust for the purchase of a new Street Sweeper be approved at the following terms:

Life Cycle: 5 Years  
Annual Interest Rate: 1.885%  
Payment Cycle: Annual

Upon motion by Commissioner Owen, seconded by Commissioner Cox, adopted this 16th day of July 2013, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): None

ABSTAIN (Names): None

Approved this 16th day of July, 2013.

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

ATTEST:

APPROVED AS TO FORM:

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

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

Recorded in the Municipality's Records on July 16, 2013.

Mayor Gover opened the floor for discussion or comments which was followed with no discussion.

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

Commissioner Cox seconded by Commissioner Graven moved to approve Council Decision Request 2013-1435, approving the July 2013-June 2014 National Pollution Discharge Elimination System (NPDES) Permit Fee in the amount of \$37,500 for the operation of the Waste Water Treatment Plant.

Mayor Gover opened the floor for discussion or comments which was followed with no discussion.

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

Commissioner Cox seconded by Commissioner Hall moved to approve Council Decision Request 2013-1436, approving the plans and specifications for the Swords Drive Sidewalk Project.

Mayor Gover opened the floor for discussion or comments which was followed with no discussion.

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

#### DEPARTMENT REPORTS:

CITY ADMINISTRATOR/ COMMUNITY DEVELOPMENT – noted work on zoning changes, TIF policy changes; attendance at TIF and Corridor Review Committee; nuisances, and upcoming meeting with Charleston, distribution of Comprehensive Plan copies; a walk with the Learning Circle of the Lumpkin Foundation. Mayor Gover announced copies of Comprehensive Plan were available at the Mattoon Public Library and City Clerk's Office. Commissioner Hall inquired on the Depot flooring. Administrator Gill updated the Council on the Depot progress. Mayor Gover opened the floor for further questions with no one responding.

CITY ATTORNEY-noted a meeting with City staff regarding standard court fines with ordinance violations. Mayor Gover opened the floor for further questions with no one responding.

CITY CLERK-noted business as usual while preparing for the audit. Mayor Gover opened the floor for further questions with no one responding.

FINANCE – noted receipt of first installment of property taxes and auditor’s correspondence and management letter; work on the June 30<sup>th</sup> financial report, installation of budget, and preparation of the audit. Mayor Gover opened the floor for further questions with no one responding.

PUBLIC WORKS – updated Council on the Elm Ridge Project, Broadway Avenue Sidewalk completion with McFall/Swords Drive sidewalk call for bids, DCEO street resurfacing project, and Public Works Building and Downtown Streetscaping Plan to the Public Works Advisory Board. Commissioner Hall inquired as to the resurfacing of Elm Ridge. Director Barber stated new concrete and paving. Commissioner Hall inquired as to the remodeling at Peterson House. Director Barber explained the maintenance at the Peterson House. Commissioner Graven extended a citizen’s compliments on Director Barber and crews on the Elm Ridge work. Mayor Gover opened the floor for further questions with no one responding.

FIRE-noted fire extinguisher training, ambulance coverage at Junior Football League Complex, public relations at Douglas Care, and preparedness for Bagelfest. Mayor Gover opened the floor for further questions with no one responding.

POLICE – noted business as usual with increased security during Bagelfest weekend. Commissioner Cox noted his tour of the Police Department and appreciation of Chief Branson’s time. Mayor Gover opened the floor for further questions with no one responding.

#### COMMENTS BY THE COUNCIL

Commissioners Cox, Graven, and Owen had no further comments. Commissioner Hall reported on the latest figures for domestic travel in Illinois counties – sales generated from Tourism in 2012 with Coles County in the top one third.

Mayor Gover seconded by Commissioner Hall moved to recessed to closed session at 6:53 p.m. pursuant to the Illinois Open Meetings Act for the purpose of discussion of the employment, performance or dismissal of employees of the municipality (5 ILCS 120(2)(c)(1)); and the minutes of meetings lawfully closed for purposes of the semi-annual review as mandated by Section 2.06 (5 ILCS 120(2)(c)(21)).

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

Council reconvened at 7:08 p.m.

Mayor Gover seconded by Commissioner Cox moved to approve Council Decision Request 2013-1437, authorizing the release of all Executive Session minutes from October 14, 2009 through May 7, 2013, except for October 14, 20, 2009; May 18, 2010; September 7, 2010; August 16, 2011; October 18, 2011; January 10, 2012; February 01, 2012; March 06, 2012; April 17, 2012; May 01, 15, 29, 2012; June 12, 19, 2012; July 3, 2012; November 20, 2012; December 4, 2012; January 15, 2013; and May 7, 2013; and to approve the destruction of Executive Session verbatim records that have been approved for release in written form as follows: January 18, 2011; February 22, 2011; April 12, 2011; May 3, 17, 31, 2011; June 7, 2011.

Mayor Gover opened the floor for discussion or comments which was followed with no discussion.

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

Commissioner Hall seconded by Commissioner Cox moved to adjourned at 7:09 p.m.

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

/s/ Susan J. O'Brien  
City Clerk