

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on April 7, 2020.

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 (Commissioner Cox attended by virtual means per Governor Pritzker’s Executive Order 2020-07), YEA Commissioner Sandra Graven, YEA Commissioner Rick Hall (Commissioner Hall attended by virtual means per Governor Pritzker’s Executive Order 2020-07), YEA Commissioner Preston Owen, and YEA Mayor Tim Gover.

Also physically present were City personnel: City Administrator Kyle Gill, City Attorney Daniel C. Jones (virtual attendance), Finance Director/Treasurer Beth Wright, Public Works Director Dean Barber (virtual attendance), Deputy Police Chief Sam Gaines (virtual attendance), Information Technology Director Brian Johanpeter and City Clerk Susan O’Brien.

CONSENT AGENDA

Mayor Gover seconded by Commissioner Owen moved to approve the consent agenda consisting of minutes of the regular meeting March 17 and special meeting March 23, 2020; bills and payroll for the last half of March, 2020, and travel expenses for Commissioner & Administrator will appear on next set of bills.

Bills & Payroll  
last half of March, 2020

	<u>General Fund</u>		
Payroll		\$	491,424.97
Bills		\$	<u>123,203.88</u>
	Total	\$	614,628.85
	<u>Hotel Tax Administration</u>		
Payroll		\$	5,641.26
Bills		\$	<u>1,169.93</u>
	Total	\$	6,811.19
	<u>Festival Mgt Fund</u>		
Bills		\$	<u>29,790.66</u>
		\$	29,790.66
	<u>Insurance &amp; Tort Jdmt</u>		
Bills		\$	<u>63,525.57</u>
	Total	\$	63,525.57
	<u>Capital Project Fund</u>		
Bills		\$	<u>26,842.40</u>
	Total	\$	26,842.40
	<u>Water Fund</u>		
Payroll		\$	79,996.58
Bills		\$	<u>92,790.71</u>
	Total	\$	172,787.29

	<u>Sewer Fund</u>		
Payroll		\$	77,427.39
Bills		\$	<u>55,302.46</u>
		Total	\$ 132,729.85
	<u>Health Insurance Fund</u>		
Bills		\$	<u>208,268.26</u>
		Total	\$ 208,268.26
	<u>Motor Fuel Tax Fund</u>		
Bills		\$	<u>6,363.23</u>
		Total	\$ 6,363.23

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

Mayor Gover opened the floor for Public comment. Mr. Jonathan Kaye stated Administrator Gill, Code Enforcement/Electrical Inspector Matt Frederick and Building/Plumbing Inspector Steve Sudkamp had rectified the property of his previous concern. Administrator Gill noted the property was located at 2509 Broadway where the City demolished the property for redevelopment.

BUDGET HEARING – FY 2021

The Budget Hearing on the proposed FY21 Budget was opened by Mayor Gover at 6:33 p.m. in the City Hall Council Chambers on April 07, 2020. Administrator Gill reviewed the current FY20 status of an anticipated General Fund of (\$445,048), Water Fund (\$942,234) and Sewer Fund of \$188,480; FY21 Budget Process which included the cause and effect of the “stay-at-home” request due to COVID-19, General Fund Obstacles, Pension and Health Insurance, Health and Dental Insurance Overview, Property Tax Revenues of which 90% are for Pension obligations, Budgeted Revenues, Budgeted Expenditures, Projected Revenues and Projected Expenditures, General Fund Overview, Capital Project Fund and projects, TIF Districts, Business Districts Overview, Hotel/Motel Tax Fund and Festival Management Fund, Water & Sewer Fund Overview, Water Fund Projects, Sewer Fund Projects, Mobile Equipment Fund (MEF) Overview and FY21 Recommendations. Council discussed the postponement of taxes payable to the City by the State. Administrator Gill continued with the Projected FY22 outlook. Mayor Gover opened the floor for questions with no response. Mayor Gover thanked Administrator Gill, Finance Director & Treasurer Wright and the Department Heads for their work on the Budget. Council discussed the concerns of reduced revenues, taxes and personnel/pension costs; and expressed their appreciation for the work on the Budget. Mr. Kaye requested the City accumulate debt and not raise taxes; noted the need for high-end housing; and described Coles Together’s 10-year plan. Administrator Gill stated Mattoon in Motion was progressing, the Coles County Enterprise Zone expansion and possibility of a residential TIF. With no further questions or comments Mayor Gover closed the FY21 Budget Hearing at 7:04 p.m.

Mayor Gover thanked the Citizens for staying in, requested everyone to stay calm and use common sense as well as follow the CDC recommendations while combating the COVID-19 virus.

NEW BUSINESS

Mayor Gover seconded by Commissioner Graven moved to approve Council Decision Request 2020-2023, approving the re-appointments of Dennis Gathmann, Robert Grierson, and Jon Spitz to the Board of Fire & Police Commissioners with a term expiring 04/30/2023.

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

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

Mayor Gover seconded by Commissioner Cox moved to approve Council Decision Request 2020-2024, approving the re-appointment of John W. Taylor to the Electrical Board with a term expiring 04/30/2024.

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

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

Mayor Gover seconded by Commissioner Owen moved to approve Council Decision Request 2020-2026, approving the re-appointment of Susan O'Brien to the Fire Pension Board with a term expiring 04/30/2023.

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

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

Mayor Gover seconded by Commissioner Hall moved to approve Council Decision Request 2020-2027, approving the re-appointment of John W. Hedges to the Police Pension Board with a term expiring 04/30/2022.

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

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

Commissioner Owen seconded by Commissioner Hall moved to approve Council Decision Request 2020-2028, approving a proposal from Doehring, Winders & Co., LLP for auditing services in connection with the April 30, 2020, April 30, 2021 and April 30, 2022 financial statements; and authorizing the Mayor to sign all necessary documents to initiate the audit.

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

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

Commissioner Graven seconded by Commissioner Cox moved to approve Council Decision Request 2020-2029, approving the plans and specifications for the Coles Centre Subdivision Phase 2 Street Construction Project.

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

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

Commissioner Graven seconded by Commissioner Owen moved to adopt Resolution No. 2020-3070, adopting a Procurement Policy for the Community Development Block Grant (CDBG) Program for the Coles Centre Subdivision Phase 2 Street Construction Project; and authorizing the Public Works Director as Procurement Officer.

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**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2020-3070**

**A RESOLUTION ADOPTING A PROCUREMENT POLICY FOR THE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
FOR THE COLES CENTRE STREET CONSTRUCTION PROJECT**

**WHEREAS**, the City of Mattoon is preparing to initiate a street construction project for Phase 2 of Coles Centre Subdivision; and

**WHEREAS**, the estimated cost of said project is \$2,052,447.00, and

**WHEREAS**, the City of Mattoon has received a \$480,000.00 grant from the Department of Commerce and Economic Opportunity (DCEO) Community Development Block Grant (CDBG) Program for a portion of said project costs; and

**WHEREAS**, the Department of Commerce and Economic Opportunity has requested that the City of Mattoon adopt the attached “Community Development Block Program (CDBG) Procurement Policy for using CDBG Funds”.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Mattoon, Coles County, Illinois, that the attached “Community Development Block Program (CDBG) Procurement Policy for using CDBG Funds” be approved.

Upon motion by Commissioner Graven, seconded by Commissioner Owen, adopted this 7<sup>th</sup> day of April, 2020 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 7<sup>th</sup> day of April, 2020.

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

ATTEST:

APPROVED AS TO FORM:

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

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

Recorded in the Municipality's Records on April 7, 2020.

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

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

Commissioner Cox seconded by Commissioner Graven moved to approve Council Decision Request 2020-2030, approving the plans and specifications for the Waste Water Treatment Plant Ultra-Violet Disinfection Project.

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

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

Commissioner Cox seconded by Commissioner Graven moved to approve Council Decision Request 2020-2031, approving the specifications for the purchase of a 750k WA Medium Voltage Transformer and a Medium Voltage Switch Cabinet.

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

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

Commissioner Cox seconded by Commissioner Owen moved to approve Council Decision Request 2020-2032, approving the plans and specifications for the Waste Water Treatment Plant Transformer Relocation Project.

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

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

Commissioner Cox seconded by Commissioner Hall moved to approve Council Decision Request 2020-2033, waiving the formal bidding requirements, and authorizing the purchase in the amount of \$45,000 of one 2018 WL32 Canopy Wheel Loader from Birkey Construction Equipment for the Parks, Cemetery and Lake Departments.

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

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

Mayor Gover seconded by Commissioner Owen moved to adopt Resolution No. 2020-3071, approving the continuance of a Local State of Emergency (Coronavirus COVID-19).

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**CITY OF MATTOON, ILLINOIS  
RESOLUTION NO. 2020-3071**

**DECLARATION OF LOCAL STATE OF EMERGENCY**

State of Illinois  
County of Coles  
City of Mattoon

Pursuant to the authority vested in the office of Mayor by the Illinois Municipal Code Section 5/11-1-6, the Illinois Emergency Management Agency Act Section 3305/11 and Ordinance No. 2020-5430 of the City of Mattoon, I, Timothy D. Gover, the Mayor of the City of Mattoon do hereby declare that a Local State of Emergency exists as of this date, April 07, 2020, and shall continue until such time as provided in Ordinance No. 2020-5430.

**WHEREAS**, on January 30, 2020, the World Health Organization declared the outbreak of COVID-19 to be a public health emergency of international concern and on March 11, 2020 declared a worldwide pandemic; and

**WHEREAS**, on January 31, 2020, the U.S. Health and Human Services Secretary declared a public health emergency for the United States; and

**WHEREAS**, the Governor of the State of Illinois has issued a disaster proclamation on March 9, 2020 due to the impact of the COVID-19 virus and has activated the State Emergency Operations Center; and

**WHEREAS**, the State Emergency Management Agency has declared a public health emergency due to the impact of the COVID-19 virus; and

**WHEREAS**, the City Administration has coordinated its response with other Coles County governmental entities.

**The nature of the emergency is related to the COVID-19 virus which is causing or anticipated to cause widespread impacts on the health of members of the community.**

During the existence of the Local State of Emergency, the Mayor shall execute such authority as provided under the Illinois Municipal Code, the Illinois Emergency Management Agency Act and Ordinance No. 2020-5430.

This Declaration of Local State of Emergency shall be filed with the City Clerk as soon as practicable.

I, Timothy D. Gover, whose name is signed to this instrument, being first duly sworn, signed and executed the instrument as the Declaration of Local State of Emergency, and that I signed willingly, and that I executed it as my free and voluntary act for the purposes therein expressed.

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

**NOTARY ACKNOWLEDGMENT**

On this 7<sup>th</sup> of April, 2020, personally appeared the above-named and acknowledged the foregoing to be (his/her) free act and deed, before me.

/s/Susan J. O'Brien  
Notary Public

My Commission Expires: 6/10/2023

(Seal)

Print Susan J. O'Brien

Mayor Gover opened the floor for questions/comments/discussion. Mayor Gover noted the adoption at last meeting and the need to have approved every 21 days or next Council meeting.

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 Special Ordinance No. 2020-1738, authorizing the mayor to sign an outright grant agreement by and between the City of Mattoon and Justin and Lisa Hubbartt reimbursing up to \$155,950.00 from Mid-town TIF Revenues for the sole purpose of engineering, structural repairs and façade improvements to a building located at 1624 & 1626 Broadway Avenue; and authorizing the mayor to sign the grant agreement.

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**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2020-1738**

**AN ORDINANCE APPROVING A GRANT AGREEMENT BY AND BETWEEN THE CITY OF MATTOON, ILLINOIS AND JUSTIN AND LISA HUBBARTT FOR 1624 & 1626 BROADWAY (PIN 07-1-03807-000 AND 07-1-03808-000) IN CONNECTION WITH THE MATTOON MID-TOWN REDEVELOPMENT PROJECT AREA**

**WHEREAS**, Justin and Lisa Hubbartt (the “**Grantees**”), have 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 Grantees 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 Grantees, 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 Cox, adopted this 7th day of April, 2020, 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 7th day of April, 2020.

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

Recorded in the Municipality’s Records on April 7, 2020.

Attachment (1) - EXHIBIT “A”

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

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

DEPARTMENT REPORTS:

CITY ADMINISTRATOR/COMMUNITY DEVELOPMENT noted work on budgets with Director & Treasurer Wright and Clerk O’Brien, collaboration with Coles Together and Ed Dowd and DCEO community block grants for small business stabilization grants which would help struggling small businesses due to the Coronavirus, and explained the grant [Mr. Ed Dowd (virtual attendance), Executive



Director of the Mattoon Chamber of Commerce, stated the collaboration of grant writing with Kyle and urged the Council to strongly consider applications at the next meeting because of the possible loss of property tax and sales tax.]; and expressed appreciation of the Council and Director Johanpeter in setting up the Web meeting. Mayor Gover opened the floor for questions with no response.

CITY ATTORNEY noted County courts were closed at least through April. Mayor Gover opened the floor for questions with no response.

CITY CLERK noted surprisingly busy even though the office was closed to the Public with the processing of numerous birth, death certificates, boat registrations, Dodge Grove burials and lot purchases, FOIA; and work on the insurance budget. Mayor Gover added the Public could telephone to receive the items.

FINANCE reiterated the need to be very careful in spending by encouraging only purchasing the needs versus the wants, and pension values will impact contributions for Fiscal '22. Mayor Gover opened the floor for questions with no response.

PUBLIC WORKS crews were continuing work and had disinfecting supplies; and announced two groups who were making masks for the Public Works, Police and Fire Departments. Mayor Gover opened the floor for questions with no response.

FIRE Commissioner Hall stated the Fire Department was making procedure changes to be safe. Administrator Gill announced the Department had limited supplies and was proud of the Department to solve problems.

POLICE Deputy Chief Gaines stated the Department was being as careful as possible. Mayor Gover opened the floor for questions with no response.

ARTS AND TOURISM Administrator Gill had excused Director Burgett.

Mayor Gover thanked IT Director Johanpeter, Inspectors Sudkamp and Frederick for their work in setting up the virtual meeting.

#### COMMENTS BY THE COUNCIL

Commissioner Cox appreciated Director Johanpeter for providing the technology and commended all City employees for stepping up and providing services to the citizens. Commissioner Hall wished everyone to stay safe and shop locally. Commissioners Graven and Owen had no further comments.

Commissioner Hall seconded by Commissioner Cox moved to adjourn at 7:28 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