

The City Council of the City of Mattoon held a regular meeting in the City Hall Council Chambers on November 15, 2016.

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

Mayor Gover led the Pledge of Allegiance.

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

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

### CONSENT AGENDA

Mayor Gover seconded by Commissioner Hall moved to approve the consent agenda consisting of minutes of the regular meeting November 1, 2016, and bills and payroll for the first half of November, 2016.

#### **Bills & Payroll** **first half of November, 2016**

		<b><u>General Fund</u></b>	
Payroll		\$	311,885.10
Bills		\$	<u>85,289.79</u>
	Total	\$	397,174.89
		<b><u>Hotel Tax Administration</u></b>	
Payroll		\$	2,008.61
Bills		\$	<u>17,962.32</u>
	Total	\$	19,970.93
		<b><u>Festival Mgmt Fund</u></b>	
Bills		\$	<u>2,878.04</u>
	Total	\$	2,878.04
		<b><u>Insurance &amp; Tort Judgment</u></b>	
Bills		\$	<u>4,992.00</u>
	Total	\$	4,992.00
		<b><u>Capital Project Fund</u></b>	
Bills		\$	<u>1,541.00</u>
	Total	\$	1,541.00
		<b><u>Midtown TIF Fund</u></b>	
Bills		\$	<u>46,084.38</u>
	Total	\$	46,084.38

	<b><u>Revolving Loan Fund</u></b>		
Bills		\$	630.00
		Total	\$ 630.00
	<b><u>Broadway East Bus Dist.</u></b>		
Bills		\$	2,992.66
		Total	\$ 2,992.66
	<b><u>Water Fund</u></b>		
Payroll		\$	34,757.44
Bills		\$	30,196.06
		Total	\$ 64,953.50
	<b><u>Sewer Fund</u></b>		
Payroll		\$	38,659.60
Bills		\$	460,186.46
		Total	\$ 498,846.06
	<b><u>Health Insurance Fund</u></b>		
Bills		\$	118,885.35
		Total	\$ 118,885.35
	<b><u>Motor Fuel Tax Fund</u></b>		
Bills		\$	14,118.65
		Total	\$ 14,118.65

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

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

#### **PRESENTATIONS, PETITIONS AND COMMUNICATIONS**

Mayor Gover opened the floor for Public comment with no response.

Commissioner Cox presented former Administrative Assistant Anita Kaufman with a plaque in recognition of her more than 13 years of service with the City; acknowledged her compassion of the Cemetery; and thanked her for her service. Mayor Gover also expressed thanks to Mrs. Kaufman for her service to the City.

Mr. Larry Nichols, C.P.A. – Principal, of Doehring, Winders & Company, L.L.P. presented and reviewed the audited statements (FY2016 Audit), while answering questions from the Council. Mayor Gover opened the floor for additional questions with no response; and thanked Mr. Nichols and Mr. Arnholt for the audit.

#### **NEW BUSINESS**

Mayor Gover seconded by Commissioner Hall moved to adopt Special Ordinance 2016-1644, approving placement of the annual property and casualty insurance and workers compensation coverage for a term beginning December 1, 2016; and authorizing the mayor to sign all documents.

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**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2016-1644**

**AN ORDINANCE AUTHORIZING PLACEMENT OF THE CITY'S PROPERTY & CASUALTY, AND WORKERS COMPENSATION INSURANCE COVERAGE**

**WHEREAS**, Arthur Gallagher Risk Management Services, Inc., an insurance broker for the City, solicited proposals from insurance companies that underwrite property, casualty and workers compensation insurance for municipal government exposures; and

**WHEREAS**, proposals have been received from Lloyd's of London for General Liability, Auto Liability, Auto Physical Damage, Law Enforcement Liability, Public Officials Liability/Employment Practices Liability, Employee Benefits Liability, Umbrella Liability; and from Federal Insurance Company (Chubb) for Property, Inland Marine, Excess Liability, Fiduciary Liability and Volunteers AD&D; and from Hanover Insurance Company for Commercial Crime; and from American Bankers Insurance Company of Florida for Flood Insurance; and from Illinois Public Risk Fund for Workers Compensation. These proposals have been determined to be the most cost effective and secure solutions for managing the City's property & casualty and workers compensation exposures.

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

**Section 1.** The Mayor, City Clerk and Arthur Gallagher Risk Management Services, Inc. are hereby authorized to take such administrative action necessary to bind the coverages of the City of Mattoon from Lloyd's of London for General Liability, Auto Liability, Auto Physical Damage, Law Enforcement Liability, Public Officials Liability/Employment Practices Liability, Employee Benefits Liability, Umbrella Liability; and from Federal Insurance Company (Chubb) for Property, Inland Marine, Excess Liability, Fiduciary Liability and Volunteers AD&D; and from Hanover Insurance Company for Commercial Crime; and from American Bankers Insurance Company of Florida for Flood Insurance; and from Illinois Public Risk Fund for Workers Compensation for the policy year beginning December 1, 2016 and ending December 1, 2017 pursuant to the proposal 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 Mayor Gover, seconded by Commissioner Hall, adopted this 15th day of November, 2016, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): Commissioner Owen

Approved this 15<sup>th</sup> day of November, 2016.

/s/ Timothy D. 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 November 15, 2016.

Mayor Gover opened the floor for comments. Administrator Gill presented an updated version of the summary which included two newly purchased police vehicles and explained the two biggest contributors as workers compensation and flood insurance. Mayor Gover opened the floor for questions with no response.

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

Mayor Gover seconded by Commissioner Cox moved to adopt Resolution 2016-2975, authorizing a \$10,000 maximum agreement with the Coles County Regional Planning & Development Commission for Technical Assistance for Services to be rendered from December 1, 2016 to November 30, 2017 on a time and expense basis and authorizing the mayor to sign all documents.

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**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2016-2975**

**RESOLUTION TO ENTER INTO A TECHNICAL ASSISTANCE AGREEMENT BETWEEN THE CITY OF MATTOON AND THE COLES COUNTY REGIONAL PLANNING AND DEVELOPMENT COMMISSION**

**WHEREAS**, the City of Mattoon has selected the Coles County Regional Planning and Development Commission to provide certain Technical Assistance Services to the City; and

**WHEREAS**, the City Council has examined the proposed agreement, a copy of which is attached hereto and incorporated by reference and entitled "Technical Assistance Agreement between the City of Mattoon, Illinois and the Coles County Regional Planning and Development Commission," and finds said agreement to be acceptable.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mattoon, Illinois, that the City shall enter into and execute said Agreement with the Coles County Regional Planning and Development Commission. The Mayor is authorized to execute said Agreement.

Upon motion by Mayor Gover, seconded by Commissioner Cox adopted this 15th day of November, 2016 by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): Commissioner Owen

Approved this 15<sup>th</sup> day of November, 2016.

/s/ Timothy D. 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 November 15, 2016.

Mayor Gover opened the floor for questions/comments. Administrator Gill noted the annual renewal of the agreement and explained the use of technical assistance. Mayor Gover opened the floor for questions with no response.

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

Mayor Gover seconded by Commissioner Hall moved to adopt Resolution 2016-2976, authorizing an agreement with the Coles County Regional Planning & Development Commission with a maximum amount of \$3,000 for administration of the Mattoon Revolving Loan Fund for services to be rendered from December 1, 2016 to November 30, 2017 on a time and expense basis and authorizing the mayor to sign all documents.

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**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2016-2976**

**RESOLUTION TO ENTER INTO CONTRACTUAL AGREEMENT  
FOR REVOLVING LOAN FUND ADMINISTRATION & COORDINATION SERVICES WITH  
THE COLES COUNTY REGIONAL PLANNING & DEVELOPMENT COMMISSION**

**WHEREAS**, the City of Mattoon operates a State of Illinois capitalized Revolving Loan Fund, and;

**WHEREAS**, the Coles County Regional Planning and Development Commission has been deemed by the City Council as qualified to administer said Revolving Loan Fund, said Commission furnishing a proposed contractual agreement for Revolving Loan Fund administration services to the City, and

**WHEREAS**, The City Council has examined the proposed contractual agreement, entitled "Contract Agreement for Administration and Coordination Services for State Capitalized Revolving Loan Fund," and finds the agreement to be acceptable.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Mattoon, Coles County, Illinois that the City shall enter into and execute this Contract Agreement for Administrative Services with the Coles County Regional Planning and Development Commission. The Mayor is authorized to execute said contractual agreement.

Upon motion by Mayor Gover, seconded by Commissioner Hall, adopted this 15th day of November, 2016 by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): Commissioner Owen

Approved this 15<sup>th</sup> day of November, 2016.

/s/ Timothy D. 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 November 15, 2016.

Mayor Gover opened the floor for questions/comments. Commissioner Graven questioned the need for the agreement. Administrator Gill explained the transfer of the fund to the City and possible need for assistance. Commissioner Hall noted there was no commitment. Mayor Gover opened the floor for questions with no response.

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

Mayor Gover seconded by Commissioner Graven moved to adopt Special Ordinance 2016-1645, approving the additional modifications/clarifications to the City of Mattoon's Health Insurance Plan, effective January 1, 2017.

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## CITY OF MATTOON, ILLINOIS

### SPECIAL ORDINANCE NO. 2016-1645

#### AN ORDINANCE APPROVING THE ADDITIONAL MODIFICATIONS AND CLARIFICATIONS OF THE AETNA SELF-FUNDED MEDICAL AND PHARMACY BENEFIT PLAN FOR EMPLOYEES AND RETIREES OF THE MUNICIPALITY

**WHEREAS**, the City of Mattoon has approved the health insurance through Aetna; and

**WHEREAS**, the State of Illinois has directed certain modifications to be made to the City of Mattoon Benefits Plan; and

**WHEREAS**, the City of Mattoon has certain clarifications to be made to the City of Mattoon Benefits Plan; and

**WHEREAS**, it is the desire of the Mattoon City Council to ratify the modifications and clarifications to the Health Insurance Plan of the employees and retirees of the City of Mattoon.

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

**Section 1.** The City Council has determined that the Additional Modifications and Clarifications Summary be approved.

**Section 2.** The Mayor is authorized to initial the modifications and sign the Plan Additional Modifications and Clarifications Summary with Aetna for the administration of the self-funded medical and pharmacy benefit plan which is attached and incorporated by reference.

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

**Section 4.** This ordinance shall be effective January 1, 2017.

Upon motion by Mayor Gover, seconded by Commissioner Graven, adopted this 15<sup>th</sup> day of November 2016, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): Commissioner Owen

Approved this 15<sup>th</sup> day of November, 2016.

/s/ Timothy D. 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 November 15, 2016.

Administrator Gill stated the State passed modifications, which were partially covered by the City. Clerk O'Brien reviewed the modifications. 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, Absent Commissioner Owen, YEA Mayor Gover.

DEPARTMENT REPORTS:

CITY ADMINISTRATOR/COMMUNITY DEVELOPMENT noted preparation of the upcoming ordinance regarding travel due to State mandates; and updated Council on ongoing construction. Mayor Gover opened the floor for questions with no response.

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

CITY CLERK announced 2,082 voters through the office for the Presidential Election, retirement of Mrs. Kaufman, and preparation for filling the open position. Mayor Gover opened the floor for questions with no response.

FINANCE reviewed the October Financial Report including the cash position and pension contributions. Mayor Gover acknowledged the expectation of \$300,000 returned to the MEF upon completion of the Fire truck. Mayor Gover opened the floor for questions with no response.

PUBLIC WORKS updated Council on the Public Works Projects (Public Works Building, Marshall Avenue re-opening, Heritage Park, and 17<sup>th</sup> Street concrete work). Mayor Gover opened the floor for questions. Commissioner Hall praised the Marshall Avenue roadwork and noted the three-phase project. Director Barber stated the second phase to be in 2018 and third in 2020. Mayor Gover inquired as to the progress of the DeWitt/Western Avenue grant award with Director Barber stating no information was available at this time.

FIRE noted requests for and orientations with several grain facilities in the area, and Department-wide HIPAA training completion. Mayor Gover opened the floor for questions with no response.

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

ARTS AND TOURISM announced the upcoming 25<sup>th</sup> Anniversary for Lightworks, Downtown and Lone Elm Room activities, and purchase of a 25' Christmas Tree Display for Heritage Park. Mayor Gover opened the floor for questions with no response.

#### COMMENTS BY THE COUNCIL

Commissioner Cox thanked Clerk O'Brien and Administrative Assistant Debbie Crean for covering at the Cemetery; noted the Veterans Day Parade was well attended; and thanked Commissioner Hall for his military service. Commissioner Graven had nothing to report. Commissioner Hall reported on his facilitation of a meeting representing a county effort (Mattoon, Charleston, Coles Together, EIU, Lake Land College, and Coles County Regional Planning and Development Commission) to market the area's assets. Mayor Gover thanked Commissioner Hall for taking the lead on the marketing meeting.

Commissioner Hall seconded by Commissioner Cox moved to adjourn at 7:19 p.m.

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

/s/Susan J. O'Brien  
City Clerk