

The City Council of the City of Mattoon held a regular meeting in the City Hall Council Chambers on November 7, 2017.

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 Tim Gover.

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

Mayor Gover requested a moment of silence for the victims of the Texas church tragedy.

CONSENT AGENDA

Mayor Gover seconded by Commissioner Hall moved to approve the consent agenda consisting of minutes of the regular meeting October 17, 2017; Fire Department report for the month of September, 2017; bills and payroll for the last half of October, 2017.

Bills & Payroll
last half of October, 2017

General Fund

Payroll		\$	520,246.74
Bills		\$	117,905.20
	Total	\$	638,151.94

Hotel Tax Administration

Payroll		\$	5,624.39
Bills		\$	2,154.04
	Total	\$	7,778.43

Festival Mgmt Fund

Bills		\$	1,400.00
	Total	\$	1,400.00

Mobile Equipment Fund

Bills		\$	6,739.87
	Total	\$	6,739.87

Insurance & Tort Jdgmnt

Bills		\$	33,131.00
	Total	\$	33,131.00

Midtown TIF Fund

Bills		\$	31,943.29
	Total	\$	31,943.29

	<u>Capital Project Fund</u>		
Bills		\$	523,515.77
		Total	\$ 523,515.77
	<u>So Rte 45 TIF Dist Fund</u>		
Bills		\$	57,586.32
		Total	\$ 57,586.32
	<u>Broadway East Bus Dist</u>		
Bills		\$	260,943.75
		Total	\$ 260,943.75
	<u>Water Fund</u>		
Payroll		\$	76,567.90
Bills		\$	80,431.80
		Total	\$ 156,999.70
	<u>Sewer Fund</u>		
Payroll		\$	74,439.27
Bills		\$	61,802.50
		Total	\$ 136,241.77
	<u>Health Insurance Fund</u>		
Bills		\$	252,919.34
		Total	\$ 252,919.34
	<u>Motor Fuel Tax Fund</u>		
Bills		\$	28,625.96
		Total	\$ 28,625.96

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, YEA Commissioner Owen, YEA Mayor Gover.

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

Mayor Gover opened the floor for Public comments. Rex Dukeman, owner of Elliott’s Furniture, inquired whether the City has a deficit reduction plan. Administrator Gill stated the current budget was approaching a six-month review and would determine potential reductions, if necessary. There were no additional comments from the Public.

Mr. Larry Nichols of Doehring, Winders & Company accompanied by Mrs. Racheal Sudkamp presented the FY17 City Audit to the Council. Mr. Nichols reviewed the audit financial statements, communications letter, estimates of receivables and pension liabilities, Auditor’s statement, second opinion, compliance items, internal controls, findings, and fund-basis and government-wide basis presentations; and noted future additional accounting standards addressing OPEB in two years. The floor was opened for questions. Commissioner Hall noted the large amount of time Finance Director & Treasurer Wright spent on the audit preparation, the public meetings addressing the budget with tough decisions made to balance the budget, and the financial background of the City Council. Commissioner Owen stated the previous audits were available on the City’s website, and schedule of debt of \$9 million in General Fund and \$5 million debt related to the Mall/Business District and Business District of South

Route 45 as well as net pension and health insurance liabilities of \$80 million. Commissioner Hall added the City was not different than other municipalities with the debt. Mayor Gover noted the City was trying to reduce costs now, 20% of gaming revenues were allocated to pensions, and the refinancing of debt by Finance Director & Treasurer Wright. Mayor Gover thanked Mr. Nichols and Mrs. Sudkamp for the presentation.

NEW BUSINESS

Mayor Gover seconded by Commissioner Hall moved to adopt Ordinance No. 2017-5399, amending the municipal code to update the Rules and Regulations of the Board of Fire & Police Commissioners.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2017-5399

AN ORDINANCE RATIFYING THE MATTOON CODE OF ORDINANCES TO AMEND THE RULES AND REGULATIONS FOR THE OPERATION OF THE BOARD OF FIRE & POLICE COMMISSIONERS

WHEREAS, the City of Mattoon currently has Ordinance No. 2013-5364 establishing the rules and regulations for the Board of Fire and Police Commissioners; and,

WHEREAS, the Board of Fire and Police Commissioners wishes to amend and update the rules and regulations for the Board of Fire and Police Commissioners; and,

WHEREAS, the City wishes to ratify the amended rules and regulations for the Board of Fire and Police Commissioners.

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. Section 34.002 of Chapter 34 of the Code of Ordinances of the City of Mattoon is hereby repealed. Section 34.002 of Chapter 34 is reenacted in accordance with the attached and incorporated Exhibit A.

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 publication in pamphlet form and approval as provided by law.

Upon motion by Mayor Gover, seconded by Commissioner Hall, adopted this 7th day of November, 2017, 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 November, 2017.

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

Recorded in the Municipality's Records on November 7, 2017.

Mayor Gover opened the floor 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 Graven moved to adopt Resolution No. 2017-3004, 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, 2017 to November 30, 2018 on a time and expense basis and authorizing the mayor to sign all documents.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2017-3004

**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 Commissioner Owen, seconded by Commissioner Graven, adopted this 7th day of November, 2017 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 November, 2017.

/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 November 7, 2017.

Mayor Gover opened the floor questions/comments. Administrator Gill stated this was a yearly contract, the funds spent were close to the maximum, and the technical assistance consisted mainly of zoning maps and annexations.

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. 2017-3005, 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, 2017 to November 30, 2018 on a time and expense basis and authorizing the mayor to sign all documents.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2017-3005

**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 Commissioner Owen, seconded by Commissioner Cox, adopted this 7th day of November, 2017 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 November, 2017.

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

ATTEST:

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

APPROVED AS TO FORM:

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

Recorded in the Municipality's Records on November 7, 2017.

Mayor Gover opened the floor questions/comments/discussion. Administrator Gill reiterated the yearly contract and funding covers an update of revolving loan procedures.

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 Resolution No. 2017-3006, giving notice to the Illinois Department of Transportation of the “Celebrate Downtown” parade on December 1st to be sponsored by the City of Mattoon.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2017-3006

WHEREAS, the **City of Mattoon** is sponsoring a **Parade** in the **City of Mattoon** which event constitutes a public purpose;

WHEREAS, this **Parade** will require the temporary closure of **US 45 / IL 121**, a State Highway in the **City of Mattoon** from **Broadway Avenue to Western Ave**;

WHEREAS, Section 4-408 of the Illinois Highway Code Authorizes the Illinois Department of Transportation to issue permits to local authorities to temporarily close portions of State Highways for such public purposes.

NOW, THEREFORE, BE IT RESOLVED by the **Council** of the **City of Mattoon** that permission to close off **US 45 / IL 121** from **Broadway Avenue to Western Avenue** as above designated, be requested of the Illinois Department of Transportation.

BE IT FURTHER RESOLVED that this closure shall occur during the approximate time period between **7:30 PM** and **8:00 PM** on **December 01, 2017**.

BE IT FURTHER RESOLVED that this closure is for the public purpose of the **Celebrate Downtown Parade**.

BE IT FURTHER RESOLVED that traffic from the closed portion of highway shall be detoured over routes with an all weather surface that can accept the anticipated traffic, which will be maintained to the satisfaction of the Department and which is conspicuously marked for the benefit of traffic diverted from the State Highway. (The parking of vehicles shall be prohibited on the detour route to allow an uninterrupted flow of two-way traffic.)* The detour shall be as follows: **The parade will only be crossing the State route at an angle from Broadway Avenue to Western Avenue; therefore, a detour will not be necessary due to the ability to open the road to traffic as required.**

*To be used when appropriate.

BE IT FURTHER RESOLVED that the **City of Mattoon** assumes full responsibility for the direction, protection and regulation of the traffic during the time the detour is in effect.

BE IT FURTHER RESOLVED that the police officers or authorized flaggers shall at the expense of the **City of Mattoon** be positioned at each end of the closed section and at other points (such as intersections) as may be necessary to assist in directing traffic through the detour.

BE IT FURTHER RESOLVED that police officers, flaggers and officials shall permit emergency vehicles in emergency situations to pass through the closed area as swiftly as is safe for all concerned.

BE IT FURTHER RESOLVED that all debris shall be removed by the **City of Mattoon** prior to reopening the State Highway.

BE IT FURTHER RESOLVED that such signs, flags, barricades, etc., shall be used by the **City of Mattoon** as may be approved by the Illinois Department of Transportation. These items shall be provided by the **City of Mattoon**.

BE IT FURTHER RESOLVED that the closure and the detour shall be marked according to the Illinois Manual on Uniform Traffic Control Devices.

BE IT FURTHER RESOLVED that an occasional break shall be made in the procession so that traffic may pass through. In any event, adequate provisions will be made for the traffic on intersecting highways pursuant to conditions noted above. (Note: This paragraph is applicable when the Resolution pertains to a Parade or when a detour is required)

BE IT FURTHER RESOLVED that the **City of Mattoon** hereby agrees to assume all liabilities and pay all claims for any damage which shall be occasioned by the closing described above.

BE IT FURTHER RESOLVED that the **City of Mattoon** shall provide a comprehensive general liability insurance policy or an additional endorsement in the amount of \$100,000 per person and \$500,000 on aggregate which as the Illinois Department of Transportation and its officials, employees and agents as insured's and which protects them from all claims arising from the requested road closing.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Illinois Department of Transportation so serve as a formal request for the permission sought in this resolution and to operate as part of the conditions of said permission.

PRESENTED this 7th day of November, **2017** A.D.

APPROVED this 7th day of November, **2017** A.D.

ADOPTED this 7th day of November, **2017**. A.D.

/s/Timothy D. Gover
MAYOR

ATTEST:

/s/Susan J. O'Brien
MUNICIPAL CLERK

Mayor Gover opened the floor comments/questions 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 2017-1803, approving a water adjustment in the amount of \$1,020.03 for Tidal Wave Car Wash due to a water leak.

Mayor Gover opened the floor questions/comments. Commissioner Hall noted the Council does not consider adjustments unless over \$1,000. Commissioner Owen responded affirmatively.

Mayor Gover declared the motion carried by the 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 2017-1804, approving the payment in the amount of \$33,346.78 to Vermeer Midwest for repairs to the City's Tub Grinder.

Mayor Gover opened the floor 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 Cox moved to approve Council Decision Request 2017-1805, approving Change Order #1 in the amount of \$32,772.30 for ADA ramps, curb and gutter removal and replacement, additional sidewalk replacement, and driveway patching associated with the Marshall Avenue Sidewalk project. 17-00293-SW

Mayor Gover opened the floor questions/comments/discussion. Director Barber explained IDOT's requirement of reconstruction of three corners, curb and guttering, and road slopes due to the change in ADA standards.

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 2017-1806, approving the appointment and employment contract of Jason Taylor to Police Chief effective December 01, 2017, due to the retirement of Police Chief Jeffrey M. Branson.

Chief Branson expressed accolades of working with Jason Taylor and expounded on Deputy Chief Taylor's work ethic and moral character. Mayor Gover stated Deputy Chief Taylor's outstanding job as well as Chief Branson's mentoring over the last several years. Mr. Robb Perry stated the City's Police Department was the best police force after describing an incident involving his property.

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.

Deputy Chief Taylor introduced his family.

Commissioner Cox seconded by Commissioner Graven moved to adopt Resolution No. 2017-3007, authorizing the IEPA loan application for the piping project connecting the Combined Sewer Overflow Satellite Treatment Facility and the north side Combined Sewer System; and authorizing the public works director to sign all loan application forms and documents. L17-5118

Project: City of Mattoon – Riley Creek Conveyance Sewers
L17-5118

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2017-3007

SIGNATURE AUTHORIZATION FOR IEPA LOAN PROGRAM

WHEREAS, the City of Mattoon is in the process of designing a piping project to connect the newly constructed Combined Sewer Overflow (CSO) Satellite Treatment Facility to the Combined Sewer System on the north side of the community; and

WHEREAS, the City of Mattoon intends to seek funding for said project from the IEPA Water Pollution Control Loan Program; and

WHEREAS, the application provisions for loans from the IEPA Water Pollution Control Loan Program require that the City of Mattoon authorize a representative to sign the loan application forms and supporting documents; and,

WHEREAS, the loan application form and documents are in preparation for the final loan agreement which is expected to be presented to the Council for consideration in the Summer of 2018.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Mattoon, Coles County, Illinois, that the Public Works Director, Dean Barber, be authorized to sign all loan application forms and documents.

Upon motion by Commissioner Cox, seconded by Commissioner Graven, adopted this 7th day of November, 2017, 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 7th day of November, 2017.

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

ATTEST:

/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 November 7, 2017.

Mayor Gover stated the Illinois EPA had required the City to complete the project with no choice in the matter.

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 everyday business and mapping of strategic planning at Mattoon Public Library which held good discussions. Mayor Gover opened the floor for questions with no response.

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

CITY CLERK had nothing new to report, business as usual. Mayor Gover opened the floor for questions with no response.

FINANCE announced the closing of the refunding bonds, filed the unclaimed property report, acknowledged the completion of the audit, starting the management discussion section of the report, and preparing the tax levy. Mayor Gover opened the floor for questions with no response.

PUBLIC WORKS updated Council on Feutz paving of the Public Works Building with the parking lot to be completed next year, Marshall Avenue Sidewalks, and grinding bumps on DeWitt Avenue. Mayor Gover opened the floor for questions with no response.

FIRE announced the upcoming receipt of the new fire truck and in service training to be performed within the next few weeks. Assistant Chief Junge added the City received a \$300,000 grant toward the fire truck, which will be a fire engine and rescue truck all-in-one vehicle, with an additional \$280,000 for the City's portion. He further stated the City would surplus a 1988 Pierce Arrow which was not compliant, and a 1978 one-ton truck. Mayor Gover added Chief Nichols had applied for the grant twice before and finally received the grant.

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

ARTS AND TOURISM updated Council on the activities in the Lone Elm Room, several upcoming parades, an Improv workshop, Lightworks, and Annual Arts & Crafts Sale. Mayor Gover opened the floor questions with no response.

COMMENTS BY THE COUNCIL

Commissioners Cox and Graven thanked everyone in attendance, congratulated Chief Taylor, and sad to see Chief Branson retire. Commissioners Hall and Owen had nothing to add.

Commissioner Hall seconded by Commissioner Cox moved to adjourn at 7:15 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