

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on February 2, 2021.

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

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

Also physically present were City personnel: City Administrator Kyle Gill, City Attorney Daniel C. Jones, Finance Director/Treasurer Beth Wright, Arts & Tourism Director Angelia Burgett – Audio, Public Works Director Dean Barber – Audio, Fire Chief Jeff Hilligoss, Police Chief Jason Taylor and City Clerk Susan O’Brien.

CONSENT AGENDA

Commissioner Hall seconded by Commissioner Owen moved to approve the consent agenda consisting of minutes of the regular meeting January 19, 2021; bills and payroll for the last half of January, 2021.

**Bills & Payroll last half of
January, 2021**

	<u>General Fund</u>		
Payroll		\$	243,983.20
Bills		\$	<u>69,848.64</u>
	Total	\$	313,831.84
	<u>Hotel Tax Administration</u>		
Payroll		\$	2,309.82
Bills		\$	<u>154.11</u>
	Total	\$	2,463.93
	<u>Insurance & Tort Jdgmnt</u>		
Bills		\$	<u>127,780.88</u>
	Total	\$	127,780.88
	<u>Midtown TIF Fund</u>		
Bills		\$	<u>13,333.33</u>
	Total	\$	13,333.33
	<u>I-57 East TIF Dist</u>		
Bills		\$	<u>17,186.12</u>
	Total	\$	17,186.12
	<u>Water Fund</u>		
Payroll		\$	45,261.29
Bills		\$	<u>30,060.05</u>
	Total	\$	75,321.34
	<u>Sewer Fund</u>		
Payroll		\$	46,612.20
Bills		\$	<u>38,512.89</u>
	Total	\$	85,125.09

Health Insurance Fund

Bills		\$	284,683.68
	Total	\$	284,683.68

Motor Fuel Tax Fund

Bills		\$	11,718.10
	Total	\$	11,718.10

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

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

Acting Mayor Graven opened the floor for Public questions with no response.

NEW BUSINESS

Acting Mayor Graven seconded by Commissioner Hall moved to adopt Special Ordinance No. 2021-1766, approving the management contract for Sam Gaines as Police Chief.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2021-1766

**AN ORDINANCE RATIFYING THE EMPLOYMENT AGREEMENT OF
SAMUEL GAINES FOR THE POSITION OF POLICE CHIEF**

WHEREAS, the Police Chief position will become vacant with the retirement of Chief Jason Taylor on March 31, 2021 and the City wishes to fill the vacancy; and,

WHEREAS, the City of Mattoon enters into employment agreements with member of its management team; and,

WHEREAS, the City is naming Samuel Gaines as the next Mattoon Police Chief, effective April 1, 2021; and,

WHEREAS, the parties wish to memorialize the terms of Police Chief Gaines employment with the City.

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

Section 1. Samuel Gaines is hereby named as the Mattoon Police Chief, effective April 1, 2021.

Section 2. The City Council hereby approves an Employment Agreement with Samuel Gaines for the position of Police Chief, a copy of which is attached hereto and incorporated herein 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 upon its approval as provided by law.

Upon motion by Acting Mayor Graven, seconded by Commissioner Hall, adopted this 2nd day of February, 2021, by a roll call vote, as follows:

AYES (Names): Commissioner Cox, Commissioner Hall,
 Commissioner Owen, Acting Mayor Graven
NAYS (Names): None
ABSENT (Names): None

Approved this 2nd day of February, 2021.

/s/Sandra L. Graven
Sandra L. Graven, Acting 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 February 2, 2021.

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

Acting Mayor Graven seconded by Commissioner Owen moved to approve Council Decision Request 2021-2086, approving the fee proposal in the amount of \$82,485.31 from the Upchurch Group for the design of the Dewitt Avenue Resurfacing Project from 14th Street to Logan Street.

Acting Mayor Graven opened the floor for comments. Director Barber described the 2022 roadway project including sidewalk ramps at every intersection and use of MFT and Federal funds. Acting Mayor Graven opened the floor for questions with no response.

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

Acting Mayor Graven congratulated Sam Gaines on his promotion. Appointed Police Chief Sam Gaines appreciated and was honored by the appointment, provided accolades to the staff, and noted his father's attendance and retirement from the City after 30 years of service.

Acting Mayor Graven seconded by Commissioner Cox moved to approve Council Decision Request 2021-2087, approving the Plans and Specifications for the Broadway Avenue Streetscaping Project from 17th Street to 16th Street.

Acting Mayor Graven opened the floor for comments. Director Barber noted the project delayed due to COVID and was ready to go to bid with completion by Fall. Commissioner Cox added the project

was part of a five-year project and would be great for downtown; and appreciated Director Barber's work. Acting Mayor Graven announced the curbing and sidewalk replacements as well.

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

Acting Mayor Graven seconded by Commissioner Hall moved to adopt Resolution No. 2021-3120, approving the continuance of a Local State of Emergency due to the Coronavirus (COVID – 19).

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2021-3120

DECLARATION OF LOCAL STATE OF EMERGENCY

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, Sandra Graven, Acting Mayor of the City of Mattoon do hereby declare that a Local State of Emergency exists as of this date, February 02, 2021, 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, Sandra Graven, 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.

/s/Sandra L. Graven
Sandra L. Graven, Acting Mayor
City of Mattoon, Coles County, Illinois

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

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

DEPARTMENT REPORTS:

CITY ADMINISTRATOR/COMMUNITY DEVELOPMENT stated preparation of the Chief's contract, negotiations, budgets with Director & Treasurer Wright, and budget meetings with the Department Heads next week. Acting Mayor Graven opened the floor for questions with no response.

CITY ATTORNEY noted business as usual. Commissioner Hall inquired as to the progress of N. 33rd Street and Quakenbush properties with Attorney Jones summarizing the Court process for both violators. Acting Mayor Graven opened the floor for questions with no response.

CITY CLERK noted preparation of the work comp audit, insurance issues; otherwise, business as usual. Acting Mayor Graven opened the floor for questions with no response.

FINANCE distributed and reviewed the Revenue Tracking Report including the utility tax change, unrestricted cash and no shared revenues. Acting Mayor Graven opened the floor for questions with no response.

PUBLIC WORKS finished plans for the water main in front of the High School, finished plans for sidewalk replacements on Marshall Avenue, distributed Streetscaping project out to bidders; and announced a \$7.5 million project to construct sanitary sewers at the north end of town and CSO piping which was to be distributed to bidders on Wednesday. Acting Mayor Graven opened the floor for questions with no response.

FIRE described mutual aid at FS Plant fire, inspections, training and AFG grant submission. Mr. Mark Sural, Director of Business Development for Brycer, LLC, joined the meeting by audio means and answered questions posed by the Council. Chief Hilligoss thanked Mr. Sural for his availability to answer questions. Acting Mayor Graven opened the floor for questions with no response.

POLICE Chief Taylor stated Sam Gaines was an outstanding choice for Chief and all was well in the Department. Acting Mayor Graven opened the floor for questions with no response.

ARTS AND TOURISM announced working on events for 2021, Lightworks 2021 and Arts Council to fill a vacancy, and gathering letters of intent from grantees. Acting Mayor Graven opened the floor for questions with no response.

COMMENTS BY THE COUNCIL

Commissioners Cox, Hall, Owen and Acting Mayor Graven congratulated Chief Taylor on his upcoming retirement and Sam Gaines with his appointment as Police Chief.

Acting Mayor Graven seconded by Commissioner Cox moved to recess to closed session at 7:01 p.m. pursuant to the Illinois Open Meetings Act for the purpose of the discussion of the appointment, compensation, discipline, performance, or dismissal of specific employees of the City or legal counsel for the City. (5ILCS 120 (2)(C)(1)); and 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 (5ILCS 120 (2)(C)(2)).

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

Acting Mayor Graven seconded by Commissioner Cox moved to reconvened at 8:01 p.m.

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

Council with input from Administrator Gill discussed the revamping of liquor licenses after the election. Administrator Gill reminded Council for the need to replace Dennis Gathmann on the Board of Fire & Police Commissioners, due to his resignation.

Commissioner Hall seconded by Commissioner Cox moved to adjourn at 8:13 p.m.

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

/s/Susan J. O'Brien
City Clerk