

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on November 2, 2021. Mayor Hall presided and called the meeting to order at 6:30 p.m.

Mayor Hall led the Pledge of Allegiance.

The following members of the Council answered roll call physically present in person: YEA Commissioner Jim Closson, YEA Commissioner Dave Cox, YEA Commissioner Sandra Graven, YEA Commissioner David Phipps (attended by electronic means), and YEA Mayor Rick Hall.

Also physically present were City personnel in person: City Administrator Kyle Gill, City Attorney Dan C. Jones, Finance Director/Treasurer Beth Wright, Arts & Tourism Director Angelia Burgett, Public Works Director Dean Barber, Fire Chief Jeff Hilligoss, Police Chief Sam Gaines, and City Clerk Susan O'Brien.

**CONSENT AGENDA**

Mayor Hall seconded by Commissioner Graven moved to approve the consent agenda consisting of minutes of the Regular Meeting of October 19, 2021, bills and payroll for the last half of October, 2021.

**Bills and payroll for the last half of October, 2021**

	<b><u>General Fund</u></b>		
Payroll		\$	327,975.17
Bills		\$	<u>121,765.52</u>
	Total	\$	449,740.69
	<b><u>Hotel Tax Administration</u></b>		
Payroll		\$	3,164.59
Bills		\$	<u>1,379.08</u>
	Total	\$	4,543.67
	<b><u>Festival Management Fund</u></b>		
Bills		\$	<u>3,644.00</u>
	Total	\$	3,644.00
	<b><u>Capital Project Fund</u></b>		
Bills		\$	<u>396,168.25</u>
	Total	\$	396,168.25
	<b><u>South Rte 45 TIF Dist</u></b>		
Bills		\$	<u>57,935.98</u>
	Total	\$	57,935.98
	<b><u>Broadway East Bus Dist</u></b>		
Bills		\$	<u>283,478.75</u>
	Total	\$	283,478.75

	<b><u>Water Fund</u></b>		
Payroll		\$	44,474.39
Bills		\$	<u>35,120.64</u>
	Total	\$	79,595.03
	<b><u>Sewer Fund</u></b>		
Payroll		\$	39,930.49
Bills		\$	<u>26,497.59</u>
	Total	\$	66,428.08
	<b><u>Health Insurance Fund</u></b>		
Bills		\$	<u>89,059.62</u>
	Total	\$	89,059.62
	<b><u>Motor Fuel Tax Fund</u></b>		
Bills		\$	<u>6,684.14</u>
	Total	\$	6,684.14

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

**PRESENTATIONS, PETITIONS AND COMMUNICATIONS**

Mayor Hall opened the floor for Public comments. Mrs. Jennifer White of The Haven addressed the Council by announcing Hunger & Homeless Awareness Week and The Haven’s fundraisers of Drive-Thru Dinner and Night-in-the-Car with Sponsorship spots. Council inquired as to the distribution of information and an increase in number of clients with Mrs. White affirming the distribution of information and double the number of clients as well as those being turned away due to maximized space.

There were no additional Public comments.

**NEW BUSINESS**

Commissioner Graven seconded by Commissioner Cox moved to adopt Resolution No. 2021-3160, 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, 2021 to November 30, 2022 on a time and expense basis and authorizing the mayor to sign all documents.

**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2021-3160**

**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 Graven, seconded by Commissioner Cox, adopted this 2<sup>nd</sup> day of November, 2021 by a roll call vote, as follows:

AYES (Names):       Commissioner Cox, Commissioner Closson,  
                              Commissioner Graven, Commissioner Phipps,  
                              Mayor Hall  
NAYS (Names):       None  
ABSENT (Names):    None

Approved this 2<sup>nd</sup> day of November, 2021.

/s/Rick Hall  
Rick Hall, 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 2, 2021.

Mayor Hall opened the floor for discussion/questions. Administrator Gill noted the yearly agreement for technical service including grants for North American Lighting and other developments; and stated the City does not always use the full amount of the agreement.

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

Commissioner Graven seconded by Commissioner Closson moved to adopt Resolution No. 2021-3161, 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, 2021 to November 30, 2022 on a time and expense basis and authorizing the mayor to sign all documents.

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**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2021-3161**

**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 Graven, seconded by Commissioner Closson, adopted this 2nd day of November, 2021 by a roll call vote, as follows:

AYES (Names): Commissioner Closson, Commissioner Cox,  
Commissioner Graven, Commissioner Phipps, Mayor Hall

NAYS (Names): None

ABSENT (Names): None

Approved this 2nd day of November, 2021.

/s/Rick Hall  
Rick Hall, 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 2, 2021.

Mayor Hall opened the floor for questions/comments. Administrator Gill noted the yearly basis and assistance with requests and administration of the applications.

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

Commissioner Cox seconded by Commissioner Graven moved to approve Council Decision Request 2021-2192, authorizing the employment of Lucas Ruholl as a probationary firefighter for the Mattoon Fire Department effective November 15, 2021 or sooner, contingent upon successful completion of background, physical and psychological exams.

Mayor Hall opened the floor for comments. Chief Hilligoss provided a background of Mr. Ruholl including the achievement of paramedic.

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

Commissioner Cox seconded by Commissioner Closson moved to approve Council Decision Request 2021-2193, authorizing the employment of Kolton Rose as a probationary firefighter for the Mattoon Fire Department effective November 17, 2021 or sooner, contingent upon successful completion of background, physical and psychological exams.

Mayor Hall opened the floor for comments. Chief Hilligoss provided a background of Mr. Rose including service in the Army National Guard.

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

Mayor Hall seconded by Commissioner Graven moved to adopt Resolution No. 2021-3162, approving and accepting a revised engagement letter for legal services with Daniel C. Jones, City Attorney.

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**CITY OF MATTOON, ILLINOIS**

**RESOLUTION 2021-3162**

**A RESOLUTION APPROVING THE REVISED ENGAGEMENT AGREEMENT FOR  
LEGAL SERVICES WITH THE CITY ATTORNEY POSITION**

**WHEREAS**, Daniel C. Jones is the current City Attorney for the City of Mattoon; and,

**WHEREAS**, it is necessary to authorize a revised engagement agreement to enable the business of the municipal corporation to continue.

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

**Section 1.** The Council hereby approves the revised letter of engagement prepared by Daniel C. Jones regarding services as the City of Attorney (Exhibit A),.

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

AYES (Names): Commissioner Closson, Commissioner Cox,  
Commissioner Graven, Commissioner Phipps, Mayor Hall  
NAYS (Names): None  
ABSENT (Names): None

Approved this 2nd day of November, 2021.

/s/Rick Hall  
Rick Hall, 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 2, 2021.

Mayor Hall opened the floor for comments. Attorney Jones announced the Tapella Law Office closing and Attorney Jones' next location to be determined by next meeting.

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

Mayor Hall seconded by Commissioner Cox moved to adopt Resolution No. 2021-3163, approving the continuance of a Local State of Emergency due to the Coronavirus (COVID – 19).

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**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2021-3163**

**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, Rick Hall, Mayor of the City of Mattoon do hereby declare that a Local State of Emergency exists as of this date, November 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, Rick Hall, 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/Rick Hall  
Rick Hall, Mayor  
City of Mattoon, Coles County, Illinois

Mayor Hall noted the routine agenda item.

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

DEPARTMENT REPORTS:

CITY ADMINISTRATOR/COMMUNITY DEVELOPMENT noted busy since the announcement of the Sports Complex with meetings with groups, additional meetings with businesses relocating downtown requesting an Revolving Loan for remodeling and expansion, residential development requests, and ARPA guidance for more infrastructure projects. Mayor Hall opened the floor for questions with no response.

CITY ATTORNEY reported on the Quakenbush issue noting the Judge addressed Mr. Quakenbush's violation of the court order and the City to grant the Judge the authority for proposal of abatement on the property. Mayor Hall opened the floor for questions with no response.

FINANCE distributed and reviewed the Revenue Tracking Report, unrestricted cash including Federal grant money, transfer of Fire Pension assets to the Firefighters Pension Investment Fund on November 1<sup>st</sup>, unclaimed property report and notification of audit on the unclaimed property. Mayor Hall opened the floor for questions with no response.

PUBLIC WORKS updated Council on the Stark Excavating of sanitary sewer project, nearing completion of all construction projects, Bartels alley work on 19<sup>th</sup> Street and Marshall Avenue projects, and planning and design phases during this winter. Mayor Hall opened the floor for questions with no response.

FIRE thanked Council for the two new hires; reported on calls for service, inspections and follow-ups, training, completion of Academy by Donaldson, Welling and Dye, and updated on the burn permit for the Lake Land College building. Mayor Hall opened the floor for questions with no response.

POLICE reported on calls for service, 51 arrests, progress on Shoot House at Range, and progress of the Explorer Post. Mayor Hall opened the floor for questions with no response.

ARTS AND TOURISM announced a successful Trunk or Treat event, upcoming Veterans Day and Celebrate Christmas Parades, Lightworks walk-through and vehicle opportunities, a production entitled The Christmas Gnome, Arts & Crafts Sale, 13 new

Lightworks Sponsors, and receipt 94% of the hotel/motel tax compared to 2019. Council inquired as to a list of upcoming events and evening Christmas Parade with Director Burgett noting the email list or call and December 3<sup>rd</sup> evening was the Christmas Parade.

#### COMMENTS BY THE COUNCIL

Council congratulated and welcomed the two new Fire Department hires. Commissioner Closson provided updates on the 12 applicants for the Administrative Assistant position for the Parks with recommendation on next agenda; and requested an update on the recycle bins. Mayor Hall stated Howard's Disposal did not have enough employees to process the recycling with Director Barber adding Howard's Disposal was unable to hire enough people. Commissioners Cox, Graven and Phipps had no further comments. Mayor Hall noted the attention of the Sports Complex, several presentations, bonding meetings, non-use of existing revenues, website information [www.mattoonsportscomplex.com](http://www.mattoonsportscomplex.com), the Sports Complex Committee had met; and noted a meeting with Lake Land College which had asked about other projects to coordinate.

Mayor Hall seconded by Commissioner Cox moved to recessed to closed session at 7:04 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)); 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)); litigation which is affecting the City and an action is probable or imminent (5ILCS 120 (2)(C)(11)).

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

Council reconvened at 9:15 p.m.

Commissioner Cox seconded by Commissioner Closson moved to adjourn at 9:16 p.m.

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

/s/Susan J. O'Brien  
City Clerk