

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on November 16, 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 (attended by electronic means), YEA Commissioner Sandra Graven, YEA Commissioner David Phipps, 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 Phipps moved to approve the consent agenda consisting of minutes of the Regular Meeting of November 2, 2021, bills and payroll for the first half of November, 2021.

Bills and payroll for the first half of November, 2021

	<u>General Fund</u>		
Payroll		\$	327,975.17
Bills		\$	<u>82,967.33</u>
	Total	\$	410,942.50
	<u>Hotel Tax Administration</u>		
Payroll		\$	3,541.84
Bills		\$	<u>1,082.90</u>
	Total	\$	4,624.74
	<u>Festival Management Fund</u>		
Bills		\$	<u>2,134.36</u>
	Total	\$	2,134.36
	<u>Insurance & Tort Judgment</u>		
Bills		\$	<u>447.00</u>
	Total	\$	447.00
	<u>Midtown TIF Fund</u>		
Bills		\$	<u>280,851.42</u>
	Total	\$	280,851.42
	<u>Capital Project Fund</u>		
Bills		\$	<u>34,812.01</u>
	Total	\$	34,812.01

	<u>South Rt 45 Business Dist.</u>		
Bills		\$	29.57
		Total	\$ 29.57
	<u>Broadway East Bus. Dist.</u>		
Bills		\$	2,526.77
		Total	\$ 2,526.77
	<u>Water Fund</u>		
Payroll		\$	44,018.39
Bills		\$	249,619.50
		Total	\$ 293,637.89
	<u>Sewer Fund</u>		
Payroll		\$	40,312.95
Bills		\$	542,909.20
		Total	\$ 583,222.15
	<u>Health Insurance Fund</u>		
Bills		\$	203,113.32
		Total	\$ 203,113.32
	<u>Motor Fuel Tax Fund</u>		
Bills		\$	5,369.14
		Total	\$ 5,369.14

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 with no response.

NEW BUSINESS

Mayor Hall seconded by Commissioner Graven moved to adopt Special Ordinance No. 2021-1796, approving placement of the annual property and casualty insurance and workers compensation coverage for a term beginning December 1, 2021; and authorizing the mayor to sign all documents.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2021-1796

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

WHEREAS, Dimond Brothers Insurance, 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 Illinois Counties Risk Management Trust (ICRMT) for General Liability, Auto Liability, Auto Physical Damage, Law Enforcement Liability, Public Officials Liability/Employment Practices Liability, Employee Benefits Liability, Umbrella Liability, Cyber Liability, Property, Inland Marine, Commercial Crime, Workers Compensation; and Chubb for Volunteers AD&D, and Cincinnati for the dam policy; and Arlington Roe/Nexus for Fiduciary Liability. 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 Dimond Brothers Insurance, Inc. are hereby authorized to take such administrative action necessary to bind the coverages of the City of Mattoon from Illinois Counties Risk Management Trust (ICRMT) for General Liability, Auto Liability, Auto Physical Damage, Law Enforcement Liability, Public Officials Liability/Employment Practices Liability, Employee Benefits Liability, Umbrella Liability, Cyber Liability, Property, Inland Marine, Commercial Crime, Workers Compensation; and Chubb for Volunteers AD&D, and Cincinnati for the dam policy; and Arlington Roe/Nexus for Fiduciary Liability for the policy year beginning December 1, 2021 and ending November 30, 2022 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 Hall, seconded by Commissioner Graven, adopted this 16th 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 16th 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/Dan C. Jones

Dan C. Jones, City Attorney

Recorded in the Municipality's Records on November 2, 2021.

Mayor Hall opened the floor for discussion. Administrator Gill explained bidding process, bidders, and three percent increase overall.

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 Closson seconded by Commissioner Phipps moved to approve Council Decision Request 2021-2194, approving the Request for Proposals (RFP) for the Video Surveillance System Project at the Depot.

Mayor Hall opened the floor for comments/discussion. Director Barber explained the need for an updated security camera system for the Depot, Heritage Park and Progress Square areas of Downtown. Administrator Gill noted the current system was 10-15 years old.

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 Phipps moved to approve Council Decision Request 2021-2195, approving a water and sewer billing adjustment in the amount of \$1,499.34 on behalf of Sunrise Apartments located at 1817 S. 9th Street.

Mayor Hall opened the floor for comments. Director & Treasurer Wright noted the need for Council approval for adjustments over \$1,000.

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 Closson seconded by Commissioner Cox moved to approve Council Decision Request 2021-2196, authorizing the employment of Mickey Gartlan as an Administrative Assistant I with experience in the Parks & Lakes Department effective November 22, 2021.

Mayor Hall opened the floor for comments. Commissioner Closson commented on filling the position, applicants interview process, and Ms. Gartlan's qualifications.

Commissioner Cox commended Commissioner Closson on his and Administrator Gill's work filling the position and current Administrative Assistant Debbie Crean's work for the City.

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 Closson seconded by Commissioner Graven moved to approve Council Decision Request 2021-2197, approving the waiver of formal bidding requirements; and approving the price quote in the amount of \$31,990.20 from Water Solutions Unlimited for Powdered Activated Carbon for water treatment.

Mayor Hall opened the floor for comments with no response.

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 Phipps moved to adopt Resolution No. 2021-3164, approving the continuance of a Local State of Emergency due to the Coronavirus (COVID – 19).

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2021-3164

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 16, 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 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 mentioned the search and gathering of information for the potential Sports Complex, OSHA vaccination and testing requirements, attorney-requested lawsuit information, removal of two houses by Code Enforcement measures with current processing two additional and the possibility of two more with Video Gaming Revenues, review of maximizing nuisance cleanup procedures to remain within budget, and preparation of Parks Department replacements with pending retirements. Mayor Hall opened the floor for questions with no response.

CITY ATTORNEY had nothing to report. Mayor Hall inquired as to Attorney Jones' new law firm with Attorney Jones stating Smith Law Firm was his new residence.

CITY CLERK noted insurance, pensions and new hire processing; otherwise, business as usual.

FINANCE distributed and reviewed the October Financial Report including year-to-date revenues/expenditures, cash position, budget status, Revenue Tracking, unrestricted cash and audit update with presentation at the next meeting. Mayor Hall opened the floor for questions with no response.

PUBLIC WORKS updated Council on the Stark Excavating sanitary sewer progress and the Public Works Department's design and planning for next year. Mayor Hall opened the floor for questions with no response.

FIRE reported on calls for service, inspections and follow-ups, and an unoccupied residential structural fire at 2700 Western, ARP training, receipt of the EPA permit for Lake Land College former Police Building, completion of Academy by Donaldson, Welling and Dye, Spencer Romine's certification status, Chief's attendance of NIMS ICS class, and preparation of FGA grant application for \$100,000 of turnout gear. Mayor Hall opened the floor for questions with no response.

POLICE recognized the efforts of Officer Michael Johnson on locating a missing person in Reardon, Illinois using the thermal imaging drone; and reported on the completion of Shoot House at the Range to enhance training. Mayor Hall opened the floor for questions with no response.

ARTS AND TOURISM reported on Lightworks week including walkthrough with donations benefiting One Stop Christmas, 30th year of Lightworks, 13 new sponsors included with the 115 total sponsors, vehicle traffic starting on Friday expected to be extremely well received.

COMMENTS BY THE COUNCIL

Commissioner Closson noted application and job description preparation for the Lakes Position. Commissioner Cox recognized Fit-2-Serve's new director, Cheryl Lee, with best wishes when replacing Bill Duey due to his death. Commissioner Graven commented on the welcomed security cameras at the Depot to deter vandalism. Commissioner Phipps commended the great employees in the Public Works Department for clearing the line from Western Avenue to Route 16 in short order; and inquired about the status of the Dog Park with Commissioner Cox noting a delay with committee, Don Hance, Kurt Stretch and Dean Barber addressing prevailing wage issue and incorrect fence shipped. Mayor Hall reported on submission of Grant Writer job description to professional group for review, and Sports Complex consulting group's preparation of a financial plan before Council would conduct Public meetings to discuss project. Commissioner Phipps inquired as to additional information on the Sports Complex with Mayor Hall stating the need for the consulting group's financial plan first and the 200-page document the Council received containing majority of known information.

Mayor Hall seconded by Commissioner Graven moved to recess to closed session at 7:10 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 7:55 p.m.

Council and Administrator Gill discussed Dunkin Doughnuts' status and the potential of Habitat for Humanity's purchase of 33 Westwood.

Commissioner Phipps seconded by Commissioner Closson moved to adjourn at 7:59 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