

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on February 1, 2022. 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, 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 January 18, 2022; bills and payroll for the last half of January, 2022.

Bills and payroll for the last half of January, 2022

	<u>General Fund</u>		
Payroll		\$	240,130.95
Bills		\$	<u>57,678.90</u>
	Total	\$	297,809.85
	<u>Hotel Tax Administration</u>		
Payroll		\$	3,420.84
Bills		\$	<u>1,246.04</u>
	Total	\$	4,666.88
	<u>Festival Management</u>		
Bills		\$	<u>700.00</u>
	Total	\$	700.00
	<u>Insurance & Tort Jdgmnt</u>		
Bills		\$	<u>228.34</u>
	Total	\$	228.34
	<u>Midtown TIF Fund</u>		
Bills		\$	<u>588.00</u>
	Total	\$	588.00
	<u>Water Fund</u>		
Payroll		\$	43,830.71
Bills		\$	<u>29,176.48</u>
	Total	\$	73,007.19

Sewer Fund

Payroll		\$	39,874.45
Bills		\$	<u>46,838.00</u>
	Total	\$	86,712.45

Health Insurance Fund

Bills		\$	<u>130,242.66</u>
	Total		130,242.66

Motor Fuel Tax Fund

Bills		\$	<u>6,511.81</u>
	Total	\$	6,511.81

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 from the Public.

NEW BUSINESS

Mayor Hall seconded by Commissioner Cox moved to approve Council Decision Request 2022-2211, authorizing the employment of Travis R. Schumacher as a probationary patrol officer for the Mattoon Police Department effective February 12, 2022, contingent upon successful completion of background, physical and psychological exams.

Mayor Hall opened the floor for discussion. Chief Gaines provided a background on Mr. Schumacher.

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 2022-2212, approving the re-appointments of Sarah Dowell, Chris Suerdieck and Bob Zollmann to the Bike Trail Committee with terms ending 08/06/2023.

Mayor Hall opened the floor for discussion 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.

Commissioner Graven seconded by Commissioner Closson moved to adopt Resolution No. 2022-3176, authorizing the funds from the Economic Development Fund in the General Fund in the amount of \$25,000 for administration in conjunction with the Illinois Community Development Block Grant (CDBG) for North American Lighting.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2022-3176

**RESOLUTION OF SUPPORT AND COMMITMENT OF LOCAL FUNDS
FOR A CDBG GRANT**

WHEREAS, the City of Mattoon, is applying to the State of Illinois for a Community Development Block Grant (CDBG) grant on behalf of North American Lighting for a line expansion at their Mattoon facility, and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Illinois, and

WHEREAS, cost of the project are such that financial participation by the grantee is necessary in conjunction with CDBG funds.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor and City Clerk on behalf of the City execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor and City Clerk are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.
- 4) that the City of Mattoon does hereby commit funds from the Economic Development Fund (General Fund) in the amount of \$25,000 for use in conjunction with an Illinois Community Development Block Grant, for an estimated total project cost of \$485,252.00.

Upon motion by Commissioner Graven, seconded by Commissioner Closson, adopted this 1st day of February 2022 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 1st day of February, 2022.

/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 February 1, 2022.

Mayor Hall opened the floor for discussion. Administrator Gill provided a background on NAL. Mayor Hall noted the creation of jobs with Administrator Gill stating more than 25 new jobs.

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 adopt Resolution No. 2022-3177, giving notice to the Illinois Department of Transportation of the 4th of July parade to be sponsored by the City of Mattoon.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2022-3177

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 Western Avenue to Broadway Ave;

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the 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 Western Avenue to Broadway Avenue as above designated, be requested of the Department of Transportation.

BE IT FURTHER RESOLVED that this closure shall occur during the approximate time period between 9:00 AM and 10:30 AM on July 04, 2022.

BE IT FURTHER RESOLVED that this closure is for the public purpose of the 4th of July 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 Western Avenue to Broadway 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 to the fullest extent permitted by law, the City of Mattoon shall be responsible for any and all injuries to persons or damages to property, and shall indemnify and hold harmless the Illinois Department of Transportation, its officers, employees and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorney's fees and expenses) of every nature or description, arising out of, resulting from or connected with the exercise of authority granted by the Department which is the subject of this resolution. The obligation is binding upon the City of Mattoon regardless of whether or not such claim, damage or loss or expense is caused in part by the act, omission or negligence of the Department or its officers, employees or agents.

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 \$1,000,000 per person and \$2,000,000 on aggregate which as the Illinois Department of Transportation and its officials, employees and agents as insureds and which protects them from all claims arising from the requested road closing. A copy of said policy or endorsement will be provided to the Department before the road is closed.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the 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.

APPROVED, and ADOPTED by the City Council of the City of Mattoon this 1st day of February 2022 A.D.

/s/Rick Hall
MAYOR

ATTEST:

/s/Susan J. O'Brien
MUNICIPAL CLERK

Mayor Hall opened the floor for comments. Commissioner Cox noted this, and the next three motions were standard for our parades which closed Route 45 and provided IDOT a notice.

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 Phipps moved to adopt Resolution No. 2022-3178, giving notice to the Illinois Department of Transportation of the Bagelfest parade to be sponsored by the City of Mattoon.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2022-3178

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 Western Avenue to Broadway Ave.

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the 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 Western Avenue to Broadway Avenue as above designated, be requested of the Department of Transportation.

BE IT FURTHER RESOLVED that this closure shall occur during the approximate time period between 10:30 AM and 11:30 AM on July 23, 2022.

BE IT FURTHER RESOLVED that this closure is for the public purpose of the Bagelfest 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 Western Avenue to Broadway 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 to the fullest extent permitted by law, the City of Mattoon shall be responsible for any and all injuries to persons or damages to property, and shall indemnify and hold harmless the Illinois Department of Transportation, its officers, employees and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorney's fees and expenses) of every nature or description, arising out of, resulting from or connected with the exercise of authority granted by the Department which is the subject of this resolution. The obligation is binding upon the City of Mattoon regardless of whether or not such claim, damage or loss or expense is caused in part by the act, omission or negligence of the Department or its officers, employees or agents.

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 \$1,000,000 per person and \$2,000,000 on aggregate which as the Illinois Department of Transportation and its officials, employees and agents as insureds and which protects them from all claims arising from the requested road closing. A copy of said policy or endorsement will be provided to the Department before the road is closed.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the 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.

APPROVED, and ADOPTED by the City Council of the City of Mattoon this 1st day of February, 2022 A.D.

/s/Rick Hall
MAYOR

ATTEST:

/s/Susan J. O'Brien
MUNICIPAL CLERK

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 Phipps moved to adopt Resolution No. 2022-3179, giving notice to the Illinois Department of Transportation of the Veterans Day parade to be sponsored by the City of Mattoon.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2022-3179

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 Western Avenue to Broadway Ave;

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the 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 Western Avenue to Broadway Avenue as above designated, be requested of the Department of Transportation.

BE IT FURTHER RESOLVED that this closure shall occur during the approximate time period between 10:15 AM and 11:00 AM on November 11, 2022.

BE IT FURTHER RESOLVED that this closure is for the public purpose of the Veterans Day 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 Western Avenue to Broadway 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 to the fullest extent permitted by law, the City of Mattoon shall be responsible for any and all injuries to persons or damages to property, and shall indemnify and hold harmless the Illinois Department of Transportation, its officers, employees and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorney's fees and expenses) of every nature or description, arising out of, resulting from or connected with the exercise of authority granted by the Department which is the subject of this resolution. The obligation is binding upon the City of Mattoon regardless of whether or not such claim, damage or loss or expense is caused in part by the act, omission or negligence of the Department or its officers, employees or agents.

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 \$1,000,000 per person and \$2,000,000 on aggregate which as the Illinois Department of Transportation and its officials, employees and agents as insureds and which protects them from all claims arising from the requested road closing. A copy of said policy or endorsement will be provided to the Department before the road is closed.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the 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.

APPROVED, and ADOPTED by the City Council of the City of Mattoon this 1st day of February, 2022 A.D.

/s/Rick Hall
MAYOR

ATTEST:

/s/Susan J. O'Brien
MUNICIPAL CLERK

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 Phipps moved to adopt Resolution No. 2022-3180, giving notice to the Illinois Department of Transportation of the Celebrate Downtown parade to be sponsored by the City of Mattoon.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2022-3180

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 7:00 PM and 8:00 PM on December 02, 2022.

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 to the fullest extent permitted by law, the City of Mattoon shall be responsible for any and all injuries to persons or damages to property, and shall indemnify and hold harmless the Illinois Department of Transportation, its officers, employees and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorney's fees and expenses) of every nature or description, arising out of, resulting from or connected with the exercise of authority granted by the Department which is the subject of this resolution. The obligation is binding upon the City of Mattoon regardless of whether or not such claim, damage or loss or expense is caused in part by the act, omission or negligence of the Department or its officers, employees or agents.

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 \$1,000,000 per person and \$2,000,000 on aggregate which as the Illinois Department of Transportation and its officials, employees and agents as insureds and which protects them from all claims arising from the requested road closing. A copy of said policy or endorsement will be provided to the Department before the road is closed.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the 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.

APPROVED, and ADOPTED by the City Council of the City of Mattoon this 1st day of February, 2022 A.D.

/s/Rick Hall
MAYOR

ATTEST:

/s/Susan J. O'Brien
MUNICIPAL CLERK

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 Special Ordinance No. 2022-1802, authorizing the establishment of a Grant Writer position in the City of Mattoon.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2022-1802

**AN ORDINANCE AMENDING SPECIAL ORDINANCE 2019-1709, THE 2018-2019
COMPENSATION PLAN FOR THE MANAGERIAL AND NON-UNION NON-MANAGERIAL
EMPLOYEES OF THE MUNICIPALITY FOR THE ESTABLISHMENT OF A GRANT
WRITER POSITION**

WHEREAS, The City Council held a special council meeting on June 22, 2021 for a planning session to discuss long term goals; and

WHEREAS, The City Council narrowed down priorities to a list of seven items they would like to address within the next four years; and

WHEREAS, Hiring a grant writer is one the priorities that made the list; and

WHEREAS, The City Council is ready to move forward with the creation of a grant writer position; and

WHEREAS, The City Council deems the position be added to the WAGE AND SALARY SCHEDULE in APPENDIX B of Special Ordinance 2021-1777 appropriate.

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. The Grant Writer position is to be classified in the Pay Grade E-1 of Appendix B of the City of Mattoon Compensation Plan effective February 1, 2022, with a Base Annual Salary of \$45,000.00, and is hereby approved by the corporate authorities.

Pay	Job	Base Annual
Grade	Classification	Salary Range

E-1

Grant Writer

\$40,000- \$55,000

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 Mayor Hall, seconded by Commissioner Cox, adopted this 1st day of February, 2022, 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 1st day of February 2022.

/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 February 1st, 2022.

Mayor Hall opened the floor for comments. Mayor Hall expounded on the objective for the Council, a new position, and creation of additional revenues for the City as well as the grant writer's salary.

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 approve Council Decision Request 2022-2213, approving the employment of Whitney Carnes for the Grant Writer position with an annual salary of \$45,000 effective February 7, 2022 to fill the newly created position in order to enhance the City's ability to research, to write and to receive competitive grants for the City of Mattoon upon completion of a drug screen and background check.

Mayor Hall opened the floor for comments. Mayor Hall noted the employment filled the new position, four applicants, interviews and Ms. Carnes as the most qualified.

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 Phipps move to adopt Ordinance No. 2022-5446, amending the Code of Ordinances Chapter 34.055 Municipal Ambulance Service; Emergency Rescue Service Charges to reinstate the implement ALS Ambulance Service.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2022-5446

AN ORDINANCE AMENDING THE MATTOON CODE OF ORDINANCES TO UPDATE THE AMBULANCE SERVICES PROVISIONS AND RE-ESTABLISHING “MUNICIPAL AMBULANCE, EMERGENCY RESCUE SERVICE CHARGES”

WHEREAS, because the City of Mattoon deemed it in the best interests of its citizens and public safety, the City of Mattoon stopped operating the city ambulance service in July of 2018; and

WHEREAS, from July 2018 to February 2022, the residents of the City were provided prompt, cost-effective, and licensed ambulances services, without major cause or incident; and

WHEREAS, despite the availability of competent and cost-effective private ambulance services, and the City has been ordered by the Illinois Labor Relations Board to reinstate ambulance services as they existed July 24, 2018; and

WHEREAS, the City ambulance service will augment and not replace the current private ambulance service serving the City of Mattoon.

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 34.055 of Chapter 34 of the Code of Ordinances of the City of Mattoon are hereby reenacted as follows:

§ 34.055 MUNICIPAL AMBULANCE SERVICE; EMERGENCY

RESCUE SERVICE CHARGES.

(A) There is hereby established within the Fire Department of the City of Mattoon, a City ambulance service, under the command of the Fire Chief.

(B) The Fire Department, through appropriately trained personnel, shall operate and maintain emergency vehicles for Emergency Advanced Life Support Rescue Transport Services and, should it deem necessary, Emergency Non-transport Response.

(C) The Fire Department shall provide Emergency Advanced Life Support Ambulance Rescue Services.

(D) The charges for services shall be those provided for in Section 35.01 of the City of Mattoon Code of Ordinances.

(E) The Fire Department, with the advice and consent of the City Treasurer, shall establish billing practices and procedures; develop appropriate internal forms for the administration of the billing system; maintain a system of accounts receivable; render statements for services provided; and, administer the collection of unpaid accounts. This authority shall include, subject to approval of the City Council, outsourcing or contracting of ambulance billing services.

(F) It is the intention of the City Council that all of the services provided under the authority of this section be deemed "rescue" services as defined by the Local Governmental and Governmental Employees Tort Immunity Act, specifically 745 ILCS 10/5-101 *et.seq.*

(G) The Mattoon Fire Department shall operate the ambulance service in a rotation with the existing ambulance services currently serving the City of Mattoon and the western half of Coles County, including those which may be established in the future.

Section 3. Limitation. In the operation of the Ambulance Service authorized by this ordinance, the Fire Department shall provide only those services which were provided on July 24, 2018. No additional services, including without limitation, routes, and the number or variety of apparatus dedicated to the ambulance service are authorized or permitted. No additional personnel beyond the number present or required by Collective Bargaining Agreements on July 24, 2018 are authorized or permitted to be hired or used in the operation of the ambulance service.

Section 4. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 5. This ordinance shall be effective upon its approval as provided by law.

Section 6. This Ordinance, and its parts, are declared to be severable and any section, paragraph, clause, provision, or portion of this Ordinance that is declared invalid shall not affect the validity of any other provision of this Ordinance, which shall remain in full force and effect.

Section 7. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Upon motion by Commissioner Cox, seconded by Commissioner Phipps, adopted this 1st day of February 2022, by a roll call vote, as follows:

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

Approved this 1st day of February, 2022.

/s/Rick Hall
Rick Hall, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM

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

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

Recorded in the Municipality's Records on February 1st, 2022.

Commissioner Phipps seconded by Commissioner Graven moved to amend and insert a new Item "C: The Fire Department shall provide Emergency Advanced Life Support Ambulance Rescue Services.", and to change the date to "July 24, 2018" in the ordinance.

Administrator Gill noted Attorney Proscia viewed the original Item C as redundant and removed the item. Commissioner Phipps stated this was specifically laid out in the Court documents by addressing Item C in the prior ordinance, and felt Item C should be inserted. Mayor Hall stated the insertion would have the ordinance exactly as the ordinance was previously.

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

Mayor Hall declared the amended 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 Phipps moved to adopt Ordinance No. 2022-5447, amending the Code of Ordinance Chapter 35.01(D)(2) to reinstate charges for Ambulance Services.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2022-5447

**AN ORDINANCE AMENDING THE MATTOON CODE OF ORDINANCES TO UPDATE THE
FIRE DEPARTMENT AMBULANCE FEE SCHEDULE**

WHEREAS, the City of Mattoon currently has ordinances that regulate fees assessed by the Mattoon Fire Department; and

WHEREAS, the City wishes to update those fees.

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 35.01(D) of Chapter 35 of the Code of Ordinances of the City of Mattoon is hereby amended to include Section 35.01(D)(2) enacted as follows:

§35.01 Fees and Charges

(D) *Fire.*

(2) *Municipal ambulance service; emergency rescue service charges.*

(a) Residents of the city shall pay \$515 plus \$15.00 per mile from the scene to the hospital emergency room for basic life support, “BLS”, treatment.

(b) Residents of the city shall pay \$806 plus \$15.00 per mile from the scene to the hospital emergency room for advanced life support, “ALS”, treatment; residents shall pay \$966 plus \$15.00 per mile for ALS II treatment. Residents shall pay \$1,030 plus \$15.00 per mile for Specialty Care Transport, “SCT”, treatment.

(c) Non-residents of the city shall pay \$726 plus \$15.00 per mile from the scene to the hospital emergency room for BLS treatment.

(d) Non-residents of the city shall pay \$1,151 plus \$15.00 per mile from the scene to the hospital emergency room for ALS treatment, non-residents shall pay \$1,380.00 plus \$15.00 per mile for ALS II treatment. Non-residents shall pay \$1,480.00 plus \$15.00 per mile for SCT treatment.

(e) Patients shall be charged for advanced life support non-transport services rendered. Rates for this service shall be \$100 for residents and \$150 for a non-resident.

(f) The fee for non-emergency standby service to any commercial enterprise shall be \$100 per hour with the exception of special events authorized by the City Administration or the Fire Department and Mattoon Community Unit #2 sporting events.

(g) \$500 charge shall be assessed for any vehicle accident that requires extrication for a non-resident.

(h) Resident and non-resident public service calls will be assessed a charge of fifty dollars (\$50.00) per incident, after exceeding four (4) requests per calendar year at the discretion of the Fire Chief.

(i) Ambulance fees shall be evaluated on an annual basis and adjusted if deemed necessary by the City.

Section 3. This ordinance shall automatically increase by three (3) percent, rounded to the nearest dollar, annually beginning on May 1, 2023 and each May 1st following.

Section 4. This ordinance shall be effective upon its approval as provided by law.

Upon motion by Commissioner Cox, seconded by Commissioner Phipps, adopted this 1st day of February 2022, 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 1st day of February, 2022.

/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 February 1st, 2022.

Mayor Hall opened the floor for discussion. Administrator Gill noted the purpose of setting fees; and reviewed area ambulance fees and keeping with Charleston. Commissioner Closson inquired about the fees with Administrator Gill and Chief Hilligoss replying anytime we transport. Commissioner Cox complimented Chief Hilligoss on preparing the ambulances for service.

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 adopt Special Ordinance No. 2022-1803, authorizing the sale of real estate owned by the City located at 33 Westwood Avenue in the amount of \$5,000 to Habitat for Humanity; and authorizing the mayor and city clerk to execute any documents. 07-2-14896-000

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO 2022-1803

**A SPECIAL ORDINANCE AUTHORIZING THE SALE OF SURPLUS REAL ESTATE
LOCATED AT 33 WESTWOOD (PIN 07-2-14896-000)**

WHEREAS, the City of Mattoon demolished a residential structure and placed a lien on the property at 33 Westwood in Mattoon; and

WHEREAS, the City of Mattoon later purchased the property at 33 Westwood through the County Tax Sale for \$800.00; and

WHEREAS, the City Council declared the property no longer necessary and authorized the solicitation of bids for the sale of the property on December 7, 2021, Special Ordinance No. 2021-1799; and

WHEREAS, Coles County Habitat for Humanity has made a bid in the amount of \$5,000.00 to purchase 33 Westwood and described as follows:

Lot Thirty-three (33), of Westwood Addition to the City of Mattoon, Coles County, Illinois. (PIN 07-2-14896-000)

; and

WHEREAS, it would be in the best interest of the City to sell this property for development of a residence.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, 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. The City Attorney is authorized to prepare closing documents in the standard form for real estate transactions and the Mayor and City Clerk are authorized to sign documents conveying by a Municipal Corporation Deed the real estate described in Section 3. of this ordinance to Coles County Habitat for Humanity, subject to a payment in the amount of \$5,000.00.

Section 3. The real estate to be conveyed pursuant to this ordinance is legally described as:

Lot Thirty-three (33), of Westwood Addition to the City of Mattoon, Coles County, Illinois. (PIN 07-2-14896-000)

Section 4. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 5. This ordinance shall be effective upon its approval as provided by law.

Upon motion by Commissioner Closson, seconded by Commissioner Graven adopted this 1st day of February, 2022, 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 1st day of February, 2022.

/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 February 1st, 2022.

Mayor Hall opened the floor for discussion. Administrator Gill explained Habitat's search for lots to build and the recoup of most of the lien on the property. Mayor Hall noted a new house on the tax rolls.

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 2022-2214, authorizing the employment of John Wurtsbaugh for the Lakes Maintenance Worker position with the Parks/Lakes/Cemetery Department with a salary of \$53,622.40 effective February 28, 2022 upon completion of a drug screen and background check.

Mayor Hall opened the floor for comments. Administrator Gill reviewed the selection process and noted Mr. Wurtsbaugh's anticipation to work.

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 move to adopt Resolution No. 2022-3181, approving the continuance of a Local State of Emergency due to the Coronavirus (COVID – 19).

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2022-3181

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, February 01, 2022, 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 explained compliance with State laws and retaining funding.

Mayor Hall declared the motion to approved 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 processing of ordinances for meeting, community development inspecting new hotel, Hilton Garden Inn, and its opening in Summer of 2022, and other demos. Mayor Hall opened the floor for questions with no response.

CITY ATTORNEY noted business as usual with assistance on ordinances; and reported a continuance on the Quakenbush property for two weeks. Mayor Hall opened the floor for questions with no response.

CITY CLERK noted budget preparations, citizens' inquiries, insurance, pension; otherwise, business as usual. Mayor Hall opened the floor for questions with no response.

FINANCE announced in addition to water/sewer bills paid online, additional categories had been added for Cemetery charges and permits; reviewed Revenue Tracking through January 31st, eliminating one percent tax on groceries by the State, Unrestricted Cash of General Fund, budgets and first draft of the budget. Mayor Hall inquired as to a budget meeting with Director and Treasurer Wright stating meetings with Department Heads first. Mayor Hall opened the floor for questions with no response.

PUBLIC WORKS reviewed winter storm preparation including Public reminders and patience due to reduced labor. Mayor Hall reviewed the reduction of staff and appreciated Public Works' efforts.

FIRE reported on calls for service, inspections, training, ambulance preparation, and storm preparation. Mayor Hall noted the Chief as a key contact for a City-wide disaster plan. Chief Hilligoss noted the plan would cover all potential natural/manmade disasters and would have something to reference. Mayor Hall opened the floor for questions with no response.

POLICE reported on calls for service including 33 arrests. Mayor Hall opened the floor for questions with no response.

ARTS AND TOURISM reported on budget preparation, Bagelfest entertainment, Lightworks plan for new displays, and requests for letters of intent by grantees for grants for Board review. Mayor Hall opened the floor for questions with no response.

COMMENTS BY THE COUNCIL

Commissioner Closson reported on a meeting with Superintendent Stretch for tournaments and budgetary needs. Commissioner Cox noted a conversation with Chief Hilligoss and Administrator Gill for ambulance reinstatement, budgets and contract negotiations, and Tourism and vision of the Board. Commissioner Graven applauded Public Works, Police and Fire Departments in preparation for the winter storm. Commissioner Phipps spoke on a great meeting with Director Barber and a stakeholder on the west side drainage project. Mayor Hall acknowledged an Eagle Scout candidate in attendance and reported on the Sports Complex advancements, Public meetings, and liquor ordinance improvements.

Mayor Hall seconded by Commissioner Cox 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 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)).

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 8:06 p.m.

Chief Hilligoss requested to have the City's ambulances on standby as backup due to the winter storm. Commissioner Cox stated this would be a good lead-in, since the staff had catch-up training. There was no opposition expressed.

Commissioner Cox seconded by Commissioner Phipps moved to adjourn at 8:09 p.m.

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

/s/Susan J. O'Brien
City Clerk