

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on May 3, 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: YEA Commissioner Jim Closson, YEA Commissioner Sandra Graven, YEA Commissioner David Phipps, YEA Mayor Rick Hall and Commissioner Dave Cox arrived at 6:31 p.m.

Also physically present were City personnel: City Administrator Kyle Gill, City Attorney Dan C. Jones, Finance Director/Treasurer Beth Wright, Public Works Director Dean Barber, Arts & Tourism Director Angelia Burgett, 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 April 19, 2022; bills and payroll for the last half of April, 2022; and Resolution No. 2022-3191, approving the continuance of a Local State of Emergency due to the Coronavirus (COVID – 19).

**Bills and payroll for the last half of April, 2022**

**General Fund**

Payroll	\$	311,031.12
Bills	\$	<u>130,326.75</u>
Total	\$	441,357.87

**Hotel Tax Administration**

Payroll	\$	2,920.84
Bills	\$	<u>15,998.84</u>
Total	\$	18,919.68

**Festival Mgmt Fund**

Bills	\$	<u>360.27</u>
Total	\$	360.27

**Capital Project Fund**

Bills	\$	<u>31,503.55</u>
	\$	31,503.55

**Broadway East Bus Dist**

Bills	\$	<u>33,815.79</u>
	\$	33,815.79

**Water Fund**

Payroll	\$	44,473.55
Bills	\$	<u>28,458.42</u>
Total	\$	72,931.97

**Sewer Fund**

Payroll		\$	47,261.30
Bills		\$	<u>280,980.57</u>
	Total	\$	328,241.87

**Health Insurance Fund**

Bills		\$	<u>219,637.61</u>
	Total	\$	219,637.61

**Motor Fuel Tax Fund**

Bills		\$	<u>16,392.15</u>
	Total	\$	16,392.15

---

**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2022-3191**

**DECLARATION OF LOCAL STATE OF EMERGENCY**

State of Illinois  
County of Coles  
City of Mattoon

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, May 03, 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

### **PRESENTATIONS, PETITIONS AND COMMUNICATIONS**

Mayor Hall opened the floor for Public comments. Mr. David Myers, 1217 Champaign Avenue, noted the Kiwanis beautiful playground equipment; and requested the City to open up Shelby Avenue or place signage if remaining blocked and restrooms at Cunningham Park. Mayor Hall noted residents purchased the property knowing the street was closed and the street was not a through street; and appreciated his comments. Mayor Hall opened the floor for further questions with no response.

### **NEW BUSINESS**

Commissioner Closson seconded by Commissioner Cox moved to approve Council Decision Request 2022-2244, authorizing the employment of Chester C. Strohecker as a Water Treatment Plant Operator II effective May 08, 2022, pending background checks and drug testing.

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.

Mayor Hall seconded by Commissioner Closson moved to approve Council Decision Request 2022-2245. approving the promotion of Lieutenant John Hedges III to the rank of

Captain in the Mattoon Police Department effective May 7, 2022, due to the retirement of Captain Jeremy Clark.

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 approve Council Decision Request 2022-2246, approving the promotion of Sergeant Bradley Poehler to the rank of Lieutenant in the Mattoon Police Department effective May 7, 2022.

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 approve Council Decision Request 2022-2247, approving the promotion of Officer Adam Jenkins to the rank of Sergeant in the Mattoon Police Department effective May 7, 2022.

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.

Chief Gaines congratulated all three promotions and provided a background and pride for each promotion.

Commissioner Phipps seconded by Commissioner Closson moved to adopt Resolution No. 2022-3192, approving the use of Motor Fuel Tax Funds in the amount not to exceed \$10,000 for the material testing and construction engineering assistance by the Upchurch Group for the DeWitt Avenue Resurfacing Project from 14<sup>th</sup> Street to Logan Street; and authorizing the city clerk to sign the resolution. (19-00309-00-RS)

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 Closson seconded by Commissioner Graven moved to adopt Special Ordinance No. 2022-1810, declaring personal property owned by the municipality surplus; and authorizing the sale or disposal of the property.

---

**CITY OF MATTOON, ILLINOIS**  
**SPECIAL ORDINANCE NO. 2022-1810**

**A SPECIAL ORDINANCE DECLARING PERSONAL PROPERTY OWNED BY THE MUNICIPALITY SURPLUS AND AUTHORIZING THE SALE OR DISPOSAL OF THE PROPERTY**

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

Section 1. Supplies and equipment identified on Exhibit A to this ordinance are no longer necessary or useful to, or for the best interest of, the City of Mattoon, and are hereby declared surplus to the needs of the City of Mattoon.

Section 2. The City of Mattoon, Illinois does not express any warranty or imply any statement of condition of this surplus property. The Department Heads are hereby authorized to administratively sell by the most advantageous means and to negotiate the conditions for the sale, recycle, or other disposition of the property without further formal consideration or approval by the City Council. The City of Mattoon shall reserve the right to accept or reject any and/or all offers for this property.

Section 3. The Mayor and City Clerk are authorized and directed to execute any documents necessary to complete the sale or disposal of the property.

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 3rd day of May, 2022, 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 3rd day of May, 2022.

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

Mayor Hall opened the floor for discussion. Commissioner Closson and Commissioner Phipps inquired what the process after declaring surplus was and the extensive list. Administrator Gill explained the process and many items from the Lake Department.

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 approve Council Decision Request 2022-2248, approving a \$4,000 grant by the Tourism Advisory Committee from FY22/23 hotel/motel tax funds to the Coles County Airport in support of the Airshow to be held on August 20, 2022; and authorizing the mayor to sign the agreement.

Mayor Hall opened the floor for comments. Director Burgett noted after a several year hiatus, a well-attended Airshow was anticipated.

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

Commissioner Cox seconded by Commissioner Closson moved to approve Council Decision Request 2022-2249, approving a \$6,000 grant by the Tourism Advisory Committee from FY22/23 hotel/motel tax funds to the Eastern Illinois University Athletics in support of the Girls' State Track on May 19-21, 2022 and Boys' State Track on May 26-28, 2022; and authorizing the mayor to sign the agreement.

Mayor Hall opened the floor for comments. Director Burgett explained the two-weekend events which were a large portion of May tourism dollars. Commissioner Cox and Commissioner Closson inquired as to the length of the events and hotel bookings with Director Burgett noting more than 20 years and complete hotel bookings with overflow to neighboring towns.

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 Commissioner Graven moved to approve Council Decision Request 2022-2250, approving a \$4,733.93 grant by the Tourism Advisory Committee from FY22/23 hotel/motel tax funds to the Lake Mattoon Sailing Association in support the Y Flyer Riviera Regatta to be held on June 10-12, 2022; and authorizing the mayor to sign the agreement.

Mayor Hall opened the floor for comments. Director Burgett described the beautiful event with attendance from all over the country.

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 approve Council Decision Request 2022-2251, approving a \$500 grant by the Tourism Advisory Committee from FY22/23 hotel/motel tax funds to the Class Pack Car Club in support of the Peterson Park Car Show to be held on May 14, 2022; and authorizing the mayor to sign the agreement.

Mayor Hall opened the floor for comments/questions 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 Closson seconded by Commissioner Cox moved to adopt Special Ordinance No. 2022-1811, authorizing the establishment of a Parks/Lakes/Cemetery Coordinator position in the City of Mattoon.

---

**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2022-1811**

**AN ORDINANCE AMENDING SPECIAL ORDINANCE 2021-1787, THE 2021-2022  
COMPENSATION PLAN FOR THE MANAGERIAL AND NON-UNION NON-  
MANAGERIAL EMPLOYEES OF THE MUNICIPALITY FOR THE  
ESTABLISHMENT OF A PARKS, LAKES, CEMETERY COORDINATOR**

WHEREAS, the City's Parks, Lakes, and Cemetery has had recent retirements; and

WHEREAS, the City's Parks and Cemetery personnel have unofficially given future retirement dates; and

WHEREAS, hiring a Parks, Lake, Cemetery Coordinator position will help with a succession plan for the Department; and

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

WHEREAS, The City Council deems the position be added to the WAGE AND SALARY SCHEDULE in APPENDIX B of Special Ordinance 2021-1787 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 Parks, Lake, Cemetery Coordinator is to be classified in the Pay Grade E-1 of Appendix B of the City of Mattoon Compensation Plan effective May 17, 2022, with a Base Annual Salary range of \$52,000 to \$57,000; and is hereby approved by the corporate authorities.

Pay Grade	Job Classification	Base Annual Salary Range
E-1	Parks, Lake, Cemetery Coordinator	\$52,000- \$57,000

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 Commissioner Closson, seconded by Commissioner Cox, adopted this 3rd day of May, 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 3rd day of May 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 May 3, 2022.

Mayor Hall opened the floor for comments/questions. Administrator Gill noted no additional employees at the Parks Department, but a replacement for retired employee, Delbert Hamilton; and the position would require more learn about the Department.

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 approve Council Decision Request 2022-2252, authorizing the purchase of new digital radios, simulcast stations, accessory equipment, and installation in the amount of \$499,995.00 for the Police and Fire Departments from Global Technical Systems, Inc. through the Illinois State Contract.

Mayor Hall opened the floor for comments. Administrator Gill noted the extended project to purchase the radios after the State required the municipality to convert to digital radios; and the amount would complete the entire project. Commissioner Phipps inquired whether ARP funds would be used with Administrator Gill stating affirmatively. Global Technical Systems' Representatives appreciated the work with the City and employees.

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 applicants for several of the open positions, setting up interviews, fire negotiations, normal Sports Complex meetings; and updated Council on the Code Enforcement including vacant properties, demolitions, foundation inspections, parking lot at Hilton Garden Inn, zonings and permits. Mayor Hall opened the floor for questions. Commissioner Cox noted a good list of demolished properties and new activities in town.

CITY ATTORNEY noted business as usual and work with Administrator Gill on several items.

CITY CLERK noted business as usual with summer hires, insurance issues, personnel issues, mandated training, and upcoming insurance meetings. Mayor Hall opened the floor for questions with no response.

FINANCE distributed and reviewed the Revenue Tracking for Fiscal '22 including the unrestricted cash; and noted Audit schedules. Mayor Hall noted the 12-month job with Director & Treasurer Wright hoping no single audit. Commissioner Closson inquired as to video gaming with Director & Treasurer Wright noting with a three-month shutdown last year there was a significant increase.

PUBLIC WORKS updated Council on the Howell Asphalt DeWitt Avenue project noting the project would take most of the summer and explained the schedule of work. Mayor Hall opened the floor for questions with no response.

FIRE reported on calls for service, inspections and follow-ups, training, ambulance to have student ride-alongs, hose testing and a structure fire on S. 15<sup>th</sup> Street. Commissioner Closson inquired as to the number of calls for ambulance service in the seven days as primary with Chief Hilligoss noting 117 calls for ambulance. Mayor Hall opened the floor for questions with no response.

POLICE reported on calls for service, 54 arrests, bringing new hires up to speed, and thanked the Council for the radio purchase which should fix communication issues. Mayor Hall opened the floor for questions with no response.

ARTS AND TOURISM announced a successful hosting of the Southern Illinois Art Workshop and an upcoming Sound Source music recital; updated Council on the 4<sup>th</sup> of July, Bagelfest, 35 Artworks Artisans and Gardenfest advertising. Mayor Hall noted a busy May 14<sup>th</sup> this year with Director Burgett adding the Car Club Show, Heritage Park Artworks, Gardenfest, and more. Mayor Hall opened the floor for questions with no response.

#### COMMENTS BY THE COUNCIL

Council congratulated those promoted. Commissioner Closson commented on interviews for open positions, ball fields and walk trail not a good mix with need to address the situation. Commissioner Cox appreciated the Public in attendance and thanked the spouses of the promoted officers. Commissioner Graven had no further comments. Commissioner Phipps announced work with the stakeholders on the west side drainage, making Shelby and 12<sup>th</sup> Street a permanent closure and long-term project easements for future sidewalks. Mayor Hall updated Council on the Sports Complex and its fundraising, official name to be determined, design and legal entity to control; and noted the addressing of a payroll plan for non-union employees, recruitment for jobs and fences. Mayor Hall opened the floor for questions with no response.

Mr. David Myers invited everyone to the Car Club Show to support Mattoon Food Bank.

Mayor Hall seconded by Commissioner Cox moved to recess to closed session at 7:11 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 under (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 under (5ILCS 120 (2)(C)(2)).

Council reconvened at 7:25 p.m.

Chief Hilligoss updated the Council on the ambulance service. Council with Chief Hilligoss and Administrator Gill discussed the collections, transfers, software and reporting.

Council discussed a beekeeping ordinance.

Commissioner Cox seconded by Commissioner Closson moved to adjourned at 7:50 p.m.

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

/s/Susan J. O'Brien  
City Clerk