

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on November 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: City Administrator Kyle Gill, City Attorney Daniel 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 Cox move to approve the consent agenda consisting of Regular Meeting minutes of October 18, 2022; bills and payroll for the last half of October, 2022; mayor hall's travel training IML expenses; Resolution No. 2022-3216; and approving the continuance of a Local State of Emergency due to the Coronavirus (COVID – 19).

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

**General Fund**

Payroll		\$	276,447.44
Bills		\$	<u>76,062.65</u>
	Total	\$	352,510.09

**Hotel Tax Administration**

Payroll		\$	4,376.21
Bills		\$	<u>1,577.72</u>
	Total	\$	5,953.93

**Festival Mgmt Fund**

Bills		\$	<u>43.75</u>
	Total	\$	43.75

**South Rt 45 TIF Dist**

Bills		\$	<u>57,935.98</u>
	Total	\$	57,935.98

**Capital Project Fund**

Bills		\$	<u>14,105.76</u>
	Total	\$	14,105.76

**Broadway East Bus. Dist.**

Bills		\$	<u>2,789.71</u>
	Total	\$	2,789.71

**Insurance & Tort Jdgmnt**

Bills		\$	<u>6,940.57</u>
	Total	\$	6,940.57

	<b><u>Water Fund</u></b>		
Payroll		\$	43,383.99
Bills		\$	<u>51,196.14</u>
	Total	\$	94,580.13
	<b><u>Sewer Fund</u></b>		
Payroll		\$	43,698.31
Bills		\$	<u>715,091.56</u>
	Total	\$	758,789.87
	<b><u>Health Insurance Fund</u></b>		
Bills		\$	<u>176,453.83</u>
	Total	\$	176,453.83
	<b><u>Motor Fuel Tax Fund</u></b>		
Bills		\$	<u>72,768.11</u>
	Total	\$	72,768.11

**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2022-3216**

**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, November 1, 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 declared the motion carried by the following omnibus vote: YEA Commissioner Closson, YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Phipps, YEA Mayor Hall.

#### PRESENTATIONS, PETITIONS AND COMMUNICATIONS

*This portion of the City Council meeting is reserved for persons who desire to address the Council. The Illinois Open Meetings Act mandates that the City Council may NOT take action on comments received on matters that have not been identified on this agenda, but the Council may direct staff to address the topic or refer the matter for action on the agenda for another meeting. Persons addressing the Council are requested to limit their presentations to three minutes and to avoid repetitious comments. We would also ask you to state your name and address for the record as well as stand when speaking.*

Mayor Hall opened the floor for Public comments. Mr. Tony Nicholson, 2912 Moultrie, inquired whether additional staff would be required to assist the Community Development and Planning Manager. Administrator Gill stated no additional staffing, but the changing of duties for the Electrical and Zoning Inspector position. Mr. Gary Steffen, 216 Essex, voiced his opposition to marijuana dispensaries in Mattoon. Mayor Hall opened the floor for further questions of the attendees in person as well as those attending online with no further comments.

#### NEW BUSINESS

Mayor Hall seconded by Commissioner Cox moved to adopt Ordinance No. 2022-5459, Ratifying the amendment to the municipal code Chapter 34 Section 34.002 regarding the Rules & Regulations of the Fire & Police Commissioners.

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CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2022-5459

**AN ORDINANCE RATIFYING THE MATTOON CODE OF ORDINANCES TO AMEND THE RULES AND REGULATIONS FOR THE OPERATION OF THE BOARD OF FIRE & POLICE COMMISSIONERS**

**WHEREAS,** the City of Mattoon currently has Ordinance No. 2021-5445 updating the rules and regulations for the Board of Fire and Police Commissioners; and,

**WHEREAS,** the Board of Fire and Police Commissioners wishes to amend and further update the rules and regulations for the Board of Fire and Police Commissioners; and,

**WHEREAS,** the City wishes to ratify the amended rules and regulations for the Board of Fire and Police Commissioners.

**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 34.002 of Chapter 34 of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

The rules and regulations adopted by Ord. 2022-5459, as amended, for the operation of the Board of Police and Fire Commissioners are hereby adopted by reference and made a part of this code as if fully set out herein.

**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 publication in pamphlet form and approval as provided by law.

Upon motion by Mayor Hall, seconded by Commissioner Cox, adopted this 1st day of November, 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 November, 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 November 1, 2022.

Mayor Hall opened the floor for discussion. Administrator Gill explained the changes in the rules and regulations for promotions in the Police Department. Chief Gaines added the change of a ceiling on points topping out at 15 and allowing officers to test for sergeant after two years instead of after five years. Administrator Gill added previous changes were incorporated with these updates.

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 adopt Resolution No. 2022-3217, 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, 2022 to November 30, 2023 on a time and expense basis and authorizing the mayor to sign all documents.

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**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2022-3217**

**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 Phipps, adopted this 1st day of November, 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 November, 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 November 1, 2022.

Mayor Hall opened the floor for questions/comments. Administrator Gill noted the annual agreements with CCRP-DC for up to \$10,000 to assist with grants, zoning changes, etc.

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 adopt Resolution No. 2022-3218, 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, 2022 to November 30, 2023 on a time and expense basis and authorizing the mayor to sign all documents.

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**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2022-3218**

**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 Phipps, adopted this 1st day of November, 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 November, 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 November 1, 2022.

Mayor Hall opened the floor for questions/comments. Administrator Gill noted the annual agreement with CCRP-DC for assistance with administration of the RLF for loans.

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 2022-2306, approving the appointment of Firefighter Logan Ratliff to regular employment status with successful completion of his probationary period effective November 01, 2022.

Mayor Hall opened the floor for comments. Chief Hilligoss provided accolades for Firefighter Ratliff and noted his great work ethic. Commissioner Cox noted receiving good reports on his work ethic and commended him on a good first year.

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. 2022-1837, amending the 2022-2023 Compensation Plan for managerial and non-managerial employees of the municipality for the establishment of a Community Development & Planning Manager position.

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**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2022-1837**

**AN ORDINANCE AMENDING SPECIAL ORDINANCE 2022-1815, THE 2022-2023  
COMPENSATION PLAN FOR THE MANAGERIAL AND NON-UNION NON-MANAGERIAL**

**EMPLOYEES OF THE MUNICIPALITY FOR THE ESTABLISHMENT OF A COMMUNITY DEVELOPMENT AND PLANNING MANAGER 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 wanted to address within the next four years; and

**WHEREAS,** Economic development and marketing was the number one priority of the priorities that made the list; and

**WHEREAS,** The City Council believe hiring a community development and planning manager is the next step to move forward with economic development; and

**WHEREAS,** The City Council deems the position be added to the Confidential & FLSA Exempt Supervisory & Management Position in APPENDIX C of Special Ordinance 2022-1815 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 Community Development & Planning Manager position is to be classified in the Pay Grade E-1 of Appendix C of the City of Mattoon Compensation Plan effective January 2, 2023, with a Base Annual Salary of \$60,000.00, and is hereby approved by the corporate authorities.

<b>Pay Grade</b>	<b>Job Classification</b>	<b>Total Annual Salary</b>
E-1	Community Development & Planning Manager	\$60,000.00

**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 November, 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 November, 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 November 1, 2022.

Mayor Hall opened the floor for comments. Administrator Gill noted the creation of the position.

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 Special Ordinance No. 2022-1838, ratifying an employment contract with Alexander Benishek for the position of Community Development & Planning Manager with a salary of \$60,000; and authorizing the mayor and clerk to sign the contract.

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**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2022-1838**

**AN ORDINANCE RATIFYING THE EMPLOYMENT AGREEMENT OF ALEXANDER BENISHEK FOR THE POSITION OF COMMUNITY DEVELOPMENT & PLANNING MANAGER**

**WHEREAS**, the City Council desires to prioritize its effort in economic development and marketing of the City of Mattoon; and,

**WHEREAS**, the City Council created the position of Community Development & Planning Manager in support of economic development and marketing with Special Ordinance 2022-1837; and,

**WHEREAS**, Alexander Benishek has been recommended to fill the position of Community Development & Planning Manager; and,

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

**WHEREAS**, the City appoints Alexander Benishek as the Community Development & Planning Manager, effective January 2, 2023; and,

**WHEREAS**, the parties wish to memorialize the terms of Alexander Benishek's employment agreement with the City.

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

**Section 1.** Alexander Benishek is hereby named as the Community Development & Planning Manager, effective January 2, 2023.

**Section 2.** The City Council hereby approves an Employment Agreement with Alexander Benishek for the position of Community Development & Planning Manager, a copy of which is attached hereto and incorporated herein by reference.

**Section 3.** This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

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

Upon motion by Mayor Hall, seconded by Commissioner Graven, adopted this 1<sup>st</sup> day of November, 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 1<sup>st</sup> day of November, 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 November 1, 2022.

Mayor Hall opened the floor for comments. Mayor Hall announced a great opportunity with Mr. Benishek and looked forward to working with Mr. Benishek. Mr. Benishek noted his fulfilling time in Mattoon and working with Mattoon in Motion; and was looking forward to contributing to 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.

Council congratulated Mr. Benishek.

DEPARTMENT REPORTS:

CITY ADMINISTRATOR/COMMUNITY DEVELOPMENT noted several meetings including with First Mid Insurance on health insurance and Dimond Brothers' Broker Greg Smith on property casualty insurance; and updated Council on the Hilton Garden Inn's upcoming temporary occupancy permit, preparation of the Fire Department arbitration, beginning of the Brown Shoe Factory demolition, and interviews of the Community Development and Planning Manager applicants. Mayor Hall opened the floor for questions with no response.

CITY ATTORNEY updated Council on the Quakenbush property including the Judge's hearing on December 1<sup>st</sup> to show progress. Mayor Hall opened the floor for questions with no response.

CITY CLERK noted processing of employee benefits and insurance renewals. Mayor Hall opened the floor for questions with no response.

FINANCE distributed and reviewed the Revenue Tracking Sheet as well as unrestricted cash. Commissioner Graven reiterated the inclusion of ARPA funding with Director & Treasurer Wright answering affirmatively. Mayor Hall opened the floor for questions with no response.

PUBLIC WORKS updated Council on the progress of design projects for bidding the first of the year, and Buxton Subdivision upgrades. Mayor Hall opened the floor for questions with no response.

FIRE updated Council on calls for service, inspections and follow-ups, a fire at 2512 Pine, training, FAA inspections, MABIS conference in Peoria with an update to the master agreement for recoup of federal funds which requires an amendment to the ordinance before the first of the year. Commissioner Closson inquired as to the number of paramedics the City has currently with Chief Hilligoss stating 14 including himself. Mayor Hall opened the floor for questions with no response.

POLICE informed the Council on the detectives at CSI annual training and appreciated all the Council has done in preparing his department. Mayor Hall opened the floor for questions. Mr. Ed Dowd, Executive Director of the Chamber of Commerce, reported on a Trunk or Treat issue where the Police Department rejoined separated children with their parents, and thanked them for their efforts.

ARTS AND TOURISM distributed and reviewed an Arts Council brochure describing upcoming events; updated Lightworks and 15 new sponsors, local website developer to make website more user friendly, the Jones' family and Superintendent Kurt Stretch's efforts to have the Santa House which was built by the Fire Department in Peterson Park this year. Mayor Hall opened the floor for questions with no response.

#### COMMENTS BY THE COUNCIL

Council congratulated Mr. Benishek on his employment and Firefighter Ratliff on his regular employment with the Fire Department. Commissioner Closson reported the Waste Water Treatment Facility as 50 years and older in 2025, and the well-received Dog Park. Commissioner Cox expressed appreciation of Director Burgett and the efforts for Lightworks as well as Superintendent Kurt Stretch and staff. Commissioner Graven reminded that Holey Moley Donut Shop would be opening November 11<sup>th</sup>. Commissioner Phipps thanked Mr. Nicholson and Mr. Steffen for their comments. Mayor Hall expounded on the Trunk or Treat event put on by citizens of Mattoon with a crowd of estimated 7,000 people, Mattoon Community School District Unit #2 Lift Tours leading educational process, Hilton Garden Inn upcoming opening, and Emerald Area Sports Complex moving along.

Commissioner Cox seconded by Commissioner Phipps moved to adjourn at 7:06 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