

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on January 16, 2024. 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 Dave Clark, Fire Chief Jeff Hilligoss, Police Chief Sam Gaines, Code Enforcement Alex Benishek and City Clerk Susan O'Brien.

CONSENT AGENDA

Mayor Hall seconded by Commissioner Cox moved to approve the consent agenda consisting of Regular Meeting minutes of January 2, 2024; bills and payroll for the last half of December 2023.

	<u>Bills and payroll for the first half of January, 2024</u>		
	<u>General Fund</u>		
Payroll		\$	299,549.48
Bills		\$	<u>356,841.35</u>
	Total	\$	656,390.83
	<u>Hotel Tax Administration</u>		
Payroll		\$	4,493.12
Bills		\$	<u>10,603.57</u>
	Total	\$	15,096.69
	<u>Festival Mgmt Fund</u>		
Bills		\$	<u>2,048.15</u>
	Total	\$	2,048.15
	<u>Insurance and Tort Jdgmnt</u>		
Bills		\$	<u>4,649.17</u>
	Total	\$	4,649.17
	<u>Midtown TIF Fund</u>		
Bills		\$	<u>6,800.00</u>
	Total	\$	6,800.00
	<u>Capital Project Fund</u>		
Bills		\$	<u>14,072.50</u>
	Total	\$	14,072.50
	<u>I-57 East TIF Dist.</u>		
Bills		\$	<u>2,300.00</u>
	Total	\$	2,300.00
	<u>I-57 East Bus. Dist.</u>		
Bills		\$	<u>1,840.00</u>
	Total	\$	1,840.00
	<u>South Rt 45 TIF Dist.</u>		
Bills		\$	<u>2,300.00</u>

		Total	\$	2,300.00
Bills	<u>South Rt 45 Bus. Dist.</u>		\$	1,840.00
		Total	\$	1,840.00
Bills	<u>Broadway East TIF Dist.</u>		\$	2,300.00
		Total	\$	2,300.00
Bills	<u>Broadway East Bus. Dist.</u>		\$	1,840.00
		Total	\$	1,840.00
Bills	<u>Remington Rd I-57 Bus. Dist.</u>		\$	115,891.20
		Total	\$	115,891.20
	<u>Water Fund</u>			
Payroll			\$	55,215.79
Bills			\$	70,571.33
		Total	\$	125,787.12
	<u>Sewer Fund</u>			
Payroll			\$	53,340.17
Bills			\$	49,206.69
		Total	\$	102,546.86
	<u>Health Insurance Fund</u>			
Bills			\$	196,712.50
		Total	\$	196,712.50
	<u>Motor Fuel Tax Fund</u>			
Bills			\$	12,556.81
		Total	\$	12,556.81

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. David Paul of 2112 Champaign stated his interest in purchasing a lake lot property at Lake Mattoon. Administrator Gill explained the property near Woolery Subdivision where Mr. Paul resides and his interest in purchasing land to square off the property he maintains; and stated a discussion needed with Attorney Jones on easements and solidifying what needed to be done. The Council discussed being consistent, turnaround time, and research to be done. Mayor asked Council to contact Administrator Gill with comments. Mayor Hall opened the floor for additional comments from the Public with no response.

NEW BUSINESS

Commissioner Cox seconded by Commissioner Phipps moved to approve Council Decision Request 2024-2439, authorizing the employment of Cadet Hayden Faulkner as a probationary Firefighter with a base salary of \$47,753.92 for the Mattoon Fire Department effective January 27, 2024.

Mayor Hall opened the floor for comments. Mr. Faulkner thanked the Council and for the opportunity to train prior to employment. Chief Hilligoss explained Mr. Faulkner's passage of testing and psychological, attendance at Academy and enrolled in paramedic training. Commissioner Cox thanked the Chief for thinking outside the box to get a good employee and the collaboration between the City, Chief and union for a big positive. Chief Hilligoss added Mr. Faulkner worked 25 hours weekly to get familiar with the trucks and how that benefited him by having employees earlier than full-time.

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 Phipps seconded by Commissioner Closson moved to approve Council Decision Request 2024-2440, approving the final 2023 MFT Street Maintenance Expenditure Statement in the amount of \$682,509; and authorizing the mayor to sign the Municipal Maintenance Expenditure Statement. [23-00000-00-GM]

Mayor Hall opened the floor for comments. Commissioner Closson noted that Engineering Tech Campanella submitted this after much research.

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 Phipps seconded by Commissioner Closson moved to adopt Resolution No. 2024-3269, appropriating \$683,600 of Motor Fuel Tax funds for the 2024 Street Maintenance uses; approving the 2024 MFT Street Municipal Estimate of Maintenance Costs Statement in the amount of \$683,600; and authorizing the mayor and city clerk to sign the documents. [24-00000-00-GM]

**CITY OF MATTOON, ILLINOIS
RESOLUTION NO. 2024-3269**



**Resolution for Maintenance
Under the Illinois Highway Code**

District	County	Resolution Number	Resolution Type	Section Number
7	Coles	2024-3269	Original	24-00000-00-GM

BE IT RESOLVED, by the Council of the City of Mattoon Illinois that there is hereby appropriated the sum of Six Hundred Eighty Three Thousand Six Hundred Dollars and No/100 Dollars (\$683,600.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/24 to 12/31/24

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Mattoon shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Susan O'Brien City Clerk in and for said City of Mattoon in the State of Illinois, and keeper of the records and files thereof, as

provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of Mattoon at a meeting held on 01/16/2024

IN TESTIMONY WHEREOF, I have hereunto set my hand 16th day of January, 2024 and seal this

(SEAL, if required by the LPA)

Clerk Signature & Date

01/16/2024

APPROVED

Regional Engineer Signature
& Date Department of
Transportation

Mayor Hall opened the floor for comments with no response.

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

Commissioner Phipps seconded by Commissioner Cox moved to adopt Resolution No. 2024-3270, authorizing support for the Community Development Block Grant (CDBG) Application and Commitment to City Funds for the storm sewer construction improvements from the Little Wabash River to IL Route 16 at Marshall Avenue also known as the Little Wabash Drainage Project – Phase 1 Piping.

Mayor Hall opened the floor for 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.

Mayor Hall seconded by Commissioner Phipps moved to adopt Special Ordinance No. 2024-1889, amending Special Ordinance No. 2023-1857, the 2023-2024 Compensation Plan for the Managerial and Non-Union Non-Managerial Employees of the Municipality, for the establishment of an Assistant Public Works Director position.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2024-1889

AN ORDINANCE AMENDING SPECIAL ORDINANCE 2023-1857, THE 2023-2024 COMPENSATION PLAN FOR THE MANAGERIAL AND NON-UNION NON-MANAGERIAL EMPLOYEES OF THE MUNICIPALITY FOR THE ESTABLISHMENT OF AN ASSISTANT PUBLIC WORKS DIRECTOR POSITION

WHEREAS, The City Council desires to make a change to the organization in Public Works to further enhance the City’s long-term goals; and

WHEREAS, The City Council has seen the need for more long-term planning and adjusting some of the duties of the management organization of Public Works; and

WHEREAS, The City Council believe adding an Assistant Public Works Director position is a priority to accomplish the needs; and

WHEREAS, The City Council deems the position be added to the Confidential & FLSA Exempt Supervisory & Management Position in APPENDIX C of Special Ordinance 2023-1857 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 Assistant Public Works Director position is to be classified in the Pay Grade E-3 of Appendix C of the City of Mattoon Compensation Plan effective January 22, 2024, with a Base Annual Salary of \$88,000.00, and is hereby approved by the corporate authorities.

Pay Grade	Job Classification	Total Annual Salary
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E-3

Assistant Public Works Director

\$88,000.00

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 Phipps, adopted this 16th day of January, 2024, 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 16th day of January, 2024.

/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 01-16, 2024.

Mayor Hall opened the floor for comments. Administrator Gill noted the new Public Works Director duties of making changes to Public Works, the need for an assistant public works director to help with day-to-day operations at the Water Treatment Plant and Waste Water Treatment Plant, next motion to fill the position, and planning for the future as well as more efficiency.

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. 2024-1890, ratifying the promotion and employment agreement of Alexander Fuqua to the newly created Assistant Public Works Director position with an annual salary of \$88,000 effective January 22, 2024.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2024 -1890

AN ORDINANCE RATIFYING THE EMPLOYMENT AGREEMENT OF ALEXANDER FUQUA FOR THE POSITION OF ASSISTANT PUBLIC WORKS DIRECTOR

WHEREAS, the City Council desires to prioritize enhancing the City’s existing infrastructure and long-term planning of the Public Works Department; and,

WHEREAS, the City Council has created the position of Assistant Public Works Director in support of said efforts with Special Ordinance 2024-1889; and,

WHEREAS, Alexander Fuqua has been recommended to fill the position of Assistant Public Works Director; and,

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

WHEREAS, the City appoints Alexander Fuqua as the Assistant Public Works Director, effective January 22, 2024; and,

WHEREAS, the parties wish to memorialize the terms of Alexander Fuqua’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 Fuqua is hereby named as the Assistant Public Works Director, effective January 22, 2024.

Section 2. The City Council hereby approves an Employment Agreement with Alexander Fuqua for the position of Assistant Public Works Director, 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 Commissioner Closson, seconded by Commissioner Graven, adopted this 16th day of January, 2024, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): None

Approved this 16th day of January, 2024.

/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 _____ 01-16 , 2024.

Mayor Hall opened the floor for comments. Administrator Gill asked for 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 Phipps seconded by Commissioner Closson moved to adopt Special Ordinance No. 2024-1891, ratifying the promotion and employment agreement of Dennis Cole to the Public Works Superintendent position with an annual salary of \$78,000 effective January 22, 2024.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2024- 1891

**AN ORDINANCE RATIFYING THE EMPLOYMENT AGREEMENT OF
DENNIS COLE FOR THE POSITION OF PUBLIC WORKS SUPERINTENDENT**

WHEREAS, the Public Works Superintendent position will become vacant and the City wishes to fill the vacancy due to the promotion of Alexander Fuqua; and,

WHEREAS, Dennis Cole has been performing the duties of the Assistant Public Works Superintendent since July 06, 2023; and,

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

WHEREAS, the City is naming Dennis Cole as the Public Works Superintendent, effective January 22, 2024 and,

WHEREAS, the parties wish to memorialize the terms of Dennis Cole's employment 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. Dennis Cole is hereby named as the Public Works Superintendent, effective January 22, 2024.

Section 2. The City Council hereby approves an Employment Agreement with Dennis Cole for the position of Public Works Superintendent, 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 Commissioner Phipps, seconded by Commissioner Closson, adopted this 16th day of January, 2024, by a roll call vote, as follows:

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

NAYS (Names): None

ABSENT (Names): None

Approved this 16th day of January, 2024.

/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 01-16, 2024.

Mayor Hall opened the floor for comments. Administrator Gill noted Mr. Fuqua was the Public Works Superintendent and Mr. Cole was his assistant superintendent; and not replacing an assistant superintendent.

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 2024-2441, approving a \$2,750 grant by the Tourism Advisory Committee from FY23/24 hotel/motel tax funds to the Douglas Hart Nature Center in support of the Modern Homesteading Conference on February 16-17, 2024; and authorizing the mayor to sign the agreement. (Cox)

Mayor Hall opened the floor for comments. Mayor Hall inquired if Douglas Hart was the location for the conference and if bringing people from the outside. Commissioner Cox stated the conference would be held at Douglas Hart and people from outside of Mattoon for a two-day event. Manager Benishek added that the previous conference was held in Chicago, so this could be huge. Commissioner Cox noted the good time of the year for Tourism.

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 Phipps seconded by Commissioner Graven moved to approve Council Decision Request 2024-2442, rejecting all of the 2024 Street Sweeper bids.

Mayor Hall opened the floor for comments. Administrator Gill noted the bidding was not properly advertised, didn't see the purchase in the budget and would work with next year's budget. Director Clark explained examination of the current sweeper which was maintained well and could possibly get one to two years out of the sweeper, but would have a nine-to twelve month delivery.

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 noted the preparation of the public works items, restructuring of public works and Water Treatment Plant replacement and union negotiations. Mayor Hall opened the floor for questions with no response.

CITY ATTORNEY updated Council on the Quakenbush compliance hearing with additional fines for the judge to rule. Administrator Gill added no proof of movement on cleaning the property. Commissioner Closson asked for an update on the former Brown Shoe Factory with Attorney Jones noting a March 4th court date with the request for the owner to appear, request for daily fines to be larger beginning November 2023 and have action on it. Commissioner Closson noted the building's instability and nuisance. Commissioner Graven inquired as to the Robb Perry hearing with Attorney Jones noted the waiting for the Attorney General's Office for a date.

CITY CLERK noted working through insurance issues and budgets and the expectations of Economic Interest Statements in a couple of weeks. Mayor Hall opened the floor for questions with no response.

FINANCE distributed and reviewed the December Financial Report including taxes, revenue, cash position, revenue tracking and unrestricted cash. Mayor Hall opened the floor for questions with no response.

PUBLIC WORKS announced two water leaks and sewer leaks, upcoming Spring projects, weekly meetings with staff, weekly department meeting, maintenance and tours of departments and preparation of budgets. Mayor Hall noted positive comments. Mayor Hall opened the floor for questions with no response.

FIRE thanked Council for hiring Mr. Faulkner; reported on calls for service, training, structure fire at South 25th Street as well as two other calls within ten minutes, four firefighters did a phenomenal job, other calls resulting in assistance from Mitchell-Jerdan and Charleston, and new truck next month. Commissioner Closson inquired if the City assists with Coles County Emergency Management Agency on warming centers with Chief Hilligoss stating warming centers go through Coles County EMA.

POLICE reported on calls for service, 48 arrests, budget preparation, and year-end report next week. Mayor Hall opened the floor for questions with no response.

ARTS AND TOURISM Commissioner Cox reported on Director Burgett and Festivals Coordinator White were attending special event school with certification, Lightworks report including 114 displays and 132 sponsors, Bagelfest entertainment, Bagel bites this summer and outreach expansion of newsletter. Mayor Hall added the Jones family reported 2,500 visitors for the 2nd year of the Santa House. Mayor Hall opened the floor for questions with no response.

COMMUNITY DEVELOPMENT reported on the Housing survey and townhall in March for results from the survey, subdivision and the need for two Planning members, zoning with CCRP-DC, boulevard parking at the Little School House, excellent meeting with the Soli and Water Conservation

Board, funding and watershed management plans, and 12 junk house notices. Mayor Hall opened the floor for questions with no response.

COMMENTS BY THE COUNCIL

Council congratulated Mr. Faulkner on his employment. Commissioner Closson noted waiting on the \$600,000 OSLAD grant to provide major improvements to the Marina, parking lot and playground equipment. Commissioners Graven and Cox had no further comments. Commissioner Phipps appreciated the effort of the Public Works crews, Mattoon Police Department and Mattoon Fire Department during the cold spell. Mayor Hall acknowledged the teams working together, new potential manager for the sports complex indicating movement on the MSC, Inc. project with their board hiring and contracts to sign and good reputation on other locations with the sewers, sidewalks, roads, patrol and tourism.

Mayor Hall seconded by Commissioner Cox move 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)), and the minutes of meetings lawfully closed for purposes of the semi-annual review as mandated by Section 2.06 (5 ILCS 120(2)(c)(21)).

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 8:02 p.m.

Mayor Hall seconded by Commissioner Phipps moved to approve Council Decision Request 2024-2443, authorizing release of all Executive Session minutes from May 18, 2010 through December 31, 2023, except for May 18, 2010; February 1, 2012; July 2, 2013; January 07, 2020; June 16, 2020; April 06, 2021; October 19, 2021; November 07, 2023; December 05, 2023; and to approve the destruction of Executive Session verbatim records which have been approved for release in written form through June 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.

Administrator Gill requested comments from the Council on a part-time electrical inspector. Mayor Hall noted while not voting on anything, the Council was in support of the position.

Commissioner Cox seconded by Commissioner Phipps moved to adjourn at 8:04 p.m.

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

/s/Susan J. O'Brien
City Clerk