

# Virtual City Council Meetings Details

Cisco WebEx hosts the virtual Council Chamber. Join the meetings using the information shown below.

Visit the [City Council Meeting page](#) to view the agenda for upcoming meetings. For those unable to attend, recordings of any virtual City Council Meetings will be posted to our [YouTube Channel](#).

## April 01, 2025, Virtual Meetings Details:

A Regular City Council meeting is scheduled for **6:30 PM – 8:30 PM** on **Tuesday, April 01, 2025**.

### Regular City Council Meeting

At no sooner than 6:20 pm, visit the Cisco WebEx meeting site by clicking the link below.

<https://bit.ly/MattoonCC040125>

Meeting number (access code): 2554 668 1887

Meeting password: 20819

### Additional Instructions

Join meetings by telephone by **dialing 415-655-0001** and use the **meeting number** and **password** shown above.

Participants may be muted when initially connected to the meeting.

If using a phone to call in, you can press **\*6** to unmute and mute yourself when public comment is invited.

If you wish to be heard during the public comment portion of the meeting or wish to comment during the discussion period on an open motion, you need to send your comments in advance to the City Clerk's office. Your comments will be read into the record, or you will be called upon to speak at the appropriate time. Contact the City Clerk's office before 4:00 p.m. on the day of the meeting by calling 217-235-5655 or by sending an email message to [cityclerk@mattoonillinois.org](mailto:cityclerk@mattoonillinois.org). NOTE: All those speaking during the meeting must first identify themselves by providing their full name for the record.



## **PUBLIC HEARING**

### **CITY OF MATTOON, ILLINOIS CITY COUNCIL AGENDA**

**April 1, 2025**

**6:30 P.M.**

#### **6:30 P.M. BUSINESS MEETING**

Pledge of Allegiance

Roll Call

Electronic Attendance

#### **CONSENT AGENDA:**

*Items listed on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. No separate discussion of these items will occur unless a Council Member requests the item to be removed from the Consent Agenda. If an item is removed from the Consent Agenda, it will be considered elsewhere on the agenda for this meeting. Prior to asking for a motion to approve the Consent Agenda, the Mayor will ask if anyone desires to remove an item from the Consent Agenda for public discussion.*

1. Minutes of the Regular Meeting of March 18, 2025.
2. Bills and Payroll for the last half of March 2025.

#### **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.*

#### **PUBLIC HEARING – FY26 BUDGET**

#### **NEW BUSINESS**

1. Motion – Adopt Ordinance No. 2025-5490: Establishing the Manager Form of Government; and amending the municipal code of ordinances Chapter 31 CITY OFFICIALS Section 31.20 to codify the City Manager position.

**2. Motion – Adopt Special Ordinance No.2025-1948: Ratifying the Employment Agreement of Kyle Gill for the position of Interim City Manager; and authorizing the mayor and city clerk to sign the agreement.**

**3. Motion – Adopt Resolution No. 2025-3297: Approving the final MFT payment in the amount of \$45,223.02 for improvements on Marshall Avenue Project; and authorizing the city clerk to sign the document. 14-00266-03-PV**

**4. Motion – Adopt Resolution No. 2025-3298: Approving an intergovernmental agreement between the State of Illinois, Illinois Department of Transportation and the City of Mattoon for cost sharing of the Phase 1 Engineering Study of the IL 16 and Swords Intersection in the amount of \$114,350; and authorizing the mayor and city clerk to sign the agreement.**

**5. Motion – Approve Council Decision Request 2025-2580: Approving the engineering proposal in the amount of \$228,700 from the Farnsworth Group to conduct a Phase I Engineering Study of the IL Route 16 and Swords Drive Intersection; authorizing \$114,350 in Motor Fuel Tax Funds to fund the City’s portion of the work; and authorizing the mayor to sign the proposal.**

**6. Motion – Adopt Resolution No. 2025-3299: Approving an intergovernmental agreement between the State of Illinois, Illinois Department of Transportation and the City of Mattoon for the cost of the Lincoln Prairie Trail Lighting Design Agreement in the amount of up to \$14,000; and authorizing the mayor and city clerk to sign the agreement. (Agreement No. JN 725 012)**

**7. Motion – Approve Council Decision Request 2025-2581: Approving the engineering proposal from the Farnsworth Group for the design of solar lighting in the tunnel for the Lincoln Prairie Trail under I-57 in the amount of \$14,000; and authorizing the mayor to sign the proposal.**

**8. Motion – Approve Council Decision Request 2025-2582: Approving the water and sewer billing adjustment in the amount of \$1,038.17 on behalf of Katherine Wright located at 711 S. 16<sup>th</sup> Street.**

**9. Motion – Approve Council Decision Request 2025-2583: Approving the water and sewer billing adjustment in the amount of \$1,137.62 on behalf of Kristen Becker located at 2721 Commercial.**

**10. Motion – Approve Council Decision Request 2025-2584: Approving the bid of \$171,600 from Taylor Roofing for the roof restoration on the Police Department building through OMINIA Partners, Public Sector Contracting Services.**

**11. Motion – Approve Council Decision Request 2025-2585: Authorizing the employment of Tyler Borntrager as Maintenance Worker III with an annual salary of \$48,630.40 effective April 07, 2025, pending passage of a drug screening and background check.**

**12. Motion – Approve Council Decision Request 2025-2586: Ratifying the re-appointment of Mark Welton to the Police Pension Board with a term ending 04/30/2027.**

**DEPARTMENT REPORTS:**

**CITY ADMINISTRATOR  
CITY ATTORNEY  
CITY CLERK  
FINANCE  
PUBLIC WORKS  
FIRE  
POLICE  
ARTS AND TOURISM  
COMMUNITY DEVELOPMENT**

**COMMENTS BY THE COUNCIL**

**Adjourn.**



# CONSENT AGENDA ITEMS: UNAPPROVED MINUTES: Regular Meeting – March 18, 2025

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on March 18, 2025. 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, Arts & Tourism Director Angelia Burgett, Public Works Director Dave Clark, Fire Chief Jeff Hilligoss, Police Chief Sam Gaines, Community Development & Code Enforcement Manager 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 March 4, 2025, bills and payroll for the first half of March 2025 and Mayor's Expenses for ILCMA training.

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<u>Bills and payroll for the first half of March, 2025</u>			
<u>General Fund</u>			
Payroll		\$	288,223.53
Bills		\$	179,870.38
	Total	\$	468,093.91
<u>Hotel Tax Administration</u>			
Payroll		\$	5,092.04
Bills		\$	49,554.51
	Total	\$	54,646.55
Bills	<u>Festival Mgmt Fund</u>	\$	30,000.00
	Total	\$	30,000.00
Bills	<u>Mobile Equipment Fund</u>	\$	44,890.00
	Total	\$	44,890.00
Bills	<u>Insurance &amp; Tort Jdgmnt</u>	\$	120,975.25
	Total	\$	120,975.25

Bills	<b><u>Capital Project Fund</u></b>		\$	13,630.75
		Total	\$	13,630.75
Bills	<b><u>Broadway East Bus Dist</u></b>		\$	3,271.85
		Total	\$	3,271.85
Bills	<b><u>Remington Rd &amp; I-57 Bus Dist</u></b>		\$	126,792.40
		Total	\$	126,792.40
	<b><u>Water Fund</u></b>			
Payroll			\$	41,727.06
Bills			\$	81,857.40
		Total	\$	123,584.46
	<b><u>Sewer Fund</u></b>			
Payroll			\$	39,339.42
Bills			\$	83,753.55
		Total	\$	123,092.97
	<b><u>Health Insurance Fund</u></b>			
Bills			\$	3,389.45
		Total	\$	3,389.45
	<b><u>Motor Fuel Tax Fund</u></b>			
Bills			\$	35,084.04
		Total	\$	35,084.04

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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 from those in attendance and online. Mr. Ed Dowd stated his disappointment with the non-attendance of council candidates. Ms. Delinda Sellers, 1812 Western Avenue, voiced her concerns with some areas of the City and requested to speak with someone regarding raising funds for the City; and inquired as to the

purpose of the Council meeting. Mayor Hall explained the purpose of the Council meeting. Administrator Gill stated he would speak with Ms. Sellers after the meeting.

### **NEW BUSINESS**

Mayor Hall seconded by Commissioner Phipps moved to adopt Ordinance No. 2025-5487, approving and causing publication of the Official Zoning Map of the City of Mattoon, Illinois.

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## **CITY OF MATTOON, ILLINOIS**

### **ORDINANCE NO. 2025-5487**

#### **ORDINANCE APPROVING AND CAUSING PUBLICATION OF THE UPDATED OFFICIAL ZONING MAP OF THE CITY OF MATTOON, ILLINOIS**

**WHEREAS**, the Illinois Municipal Code requires the City Council of the City of Mattoon, Illinois to cause to be published each year a map showing the existing zoning classifications and revisions made during the preceding year and the map so published shall be the Official Zoning Map for the City of Mattoon; and

**WHEREAS**, the Community Development Office has submitted a request to approve the revised Official Zoning Map; and

**WHEREAS**, after due and proposed consideration, the Mattoon City Council has deemed it to be in the best interest of the City of Mattoon to approve the new Official Zoning Map.

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

**Section 1.** The attached map entitled Official Zoning Map of Mattoon, Illinois dated March 31, 2025 is hereby approved as the Official Zoning Map of the City of Mattoon, Illinois pursuant to the Illinois Municipal Code and Section 159.20 of the Mattoon Code of Ordinances, which said map reflects the correct location of the official zoning districts in the City of Mattoon between March 31, 2024 and March 31, 2025.

**Section 2.** Updated versions of the Official Zoning Map may be printed in the interim between the approval of this Official Zoning Map and the approval of the Official Zoning Map next year.

**Section 3.** The City Clerk is hereby directed to publish a full-sized copy of the Official Zoning Map and to make copies available in her office for inspection and purchase by the public.

**Section 4.** The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the Corporate Authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with the terms of Section 1-2-4 of the Illinois Municipal Code.

Upon motion by Mayor Hall, seconded by Commissioner Phipps,  
adopted this 18th day of March, 2025, 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 18th day of March, 2025.

/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 03-18, 2025.

Mayor Hall opened the floor for comments. Administrator Gill noted the annual Zoning Map with changes being reflected, CDCE Manager Benishek and the Clerk's Office assisted with updates provided to Coles County Regional Planning and Development Commission (CCRP-DC) which prepared the new maps.

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 Ordinance No. 2025-5488, amending Chapter 159 Zoning Code of the municipal code to establish and regulate Short-Term Rentals and to modify hotel/motel structures within Sections 159.04, 159.46, 159.55, 36.45, 36.46, 36.47, 36.48, 36.49, 36.50 of the municipal code.

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**CITY OF MATTOON, ILLINOIS**

**ORDINANCE NO. 2025-5488**

**AN ORDINANCE TO MODIFY HOTEL / MOTEL TAX STRUCTURES AND  
ESTABLISH SHORT-TERM RENTAL UNIT REGULATIONS**

**WHEREAS,** The City of Mattoon has received numerous requests from residents and prospective business owners regarding the establishment of short-term rental units within the corporate boundaries of the City of Mattoon and the 1.5 mile Extraterritorial Boundary; and

**WHEREAS,** The City of Mattoon recognizes the potential economic impact short-term rentals can have for local business owners and tourism efforts; and

**WHEREAS,** The City of Mattoon recognizes the need to preserve the character of our neighborhoods while simultaneously adapting to changing markets and economic trends.

**NOW, THEREFORE, BE IT ORDAINED 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. Amendments.** Establishment of Short-Term Rentals in Chapter 159 ZONING, Section 159.04 of the Code of Ordinances of the City of Mattoon is hereby amended with the addition as follows:

**§ 159.04 DEFINITIONS.**

**Short-Term Rental (STR).** A rental of a residential unit for a short period of time not to exceed thirty (30) days, which collects hotel/motel taxes as part of its operation and employs a Property Manager. Requires a Special Use Permit in all Zoning Districts, not permitted in Industrial Districts.

**Property Manager:** An individual who is responsible for managing a rental property. May additionally include designees. The Property Manager of a Short-Term Rental shall reside within 40 miles of the corporate boundary of the City of Mattoon. A Property Manager may also be a STR Property Owner.

**STR Property Owner:** An individual, business partnership, LLC, or other similar legal entity, that is the legal owner of a Short-Term Rental. A STR Property Owner shall appoint a Property Manager for day-to-day operations of the STR.

**Guest:** An individual who pays to reside at a Short-Term Rental.

**Section 3. Amendments.** Establishment of Short-Term Rentals in Chapter 159 ZONING, Section 159.55 of the Code of Ordinances of the City of Mattoon is hereby amended with the addition as follows:

## **§ 159.55 Short-Term Rental Standards.**

All Short-Term Rentals (STR) shall adhere to the following requirements:

- (A) Guests, The Property Manager, and STR Property Owner of a STR may not use or allow the use of sound equipment that produces sound in excess of 70 decibels at the property line between 10:00 a.m. and 10:00 p.m.
- (B) Guests, The Property Manager, and STR Property Owner of a STR may not use or allow use of sound equipment that produces sound audible beyond the property line between 10:00 p.m. and 10:00 a.m.
- (C) Guests, The Property Manager, and STR Property Owner of a STR shall not make or allow another to make noise or play a musical instrument audible to an adjacent business or residence between 10:00 p.m. and 7:00 a.m.
- (D) If a building permit prohibiting occupancy of the structure is active, no person may occupy, for sleeping or living purposes, the structure until final inspections have been passed and the building permit is closed.
- (E) The Property Manager, and STR Property Owner of a STR shall not advertise or promote or allow another to advertise or promote a short-term rental without including:
  - (1) A Special Use Ordinance Number which authorized its use as an STR (OR) an STR amnesty period waiver number.
    - These may be obtained from the Community Development Department of the City of Mattoon.
  - (2) the applicable occupancy limit for the short-term rental.
  - (3) Disclosure of any barriers to access for Guests with ADA needs on the property.
- (F) The Property Manager and STR Property Owner of a STR, may not advertise or promote, or allow another to advertise or promote, the dwelling as a short-term rental if they have not obtained a Special Use Permit for a Short-Term rental.
- (G) The following information shall be provided to all Guests of an STR property.

- The name and contact information of the Property Manager of the Short-Term rental or their designee. This contact information shall include a working phone number that the Property Manager or their designee has immediate access to.
- Occupancy limits are no more than 2 adults per bedroom and no more than two additional adults as guests per dwelling.
- Restrictions on noise as outlined in § 159.55 (A) and (B).
- Applicable parking restrictions.
- Applicable trash collection schedule.
- Information on relevant burn bans.
- Disclose any barriers to access for Guests with ADA needs on the property.

(H) The Property Manager of a STR shall:

- a. Present relevant information to renters as outlined in 159.04 (G) at the start of their stay.
- b. Post a packet of said relevant information conspicuously in the common area of each Short-Term rental.
- c. The Property Manager or their designee shall be able and available to respond to maintenance and public nuisance related needs upon request of the tenant or city of Mattoon, within a reasonable timeframe given the nature of the circumstance, during the time in which the Short-Term Rental is hosting tenants.

(I) Short-Term Rentals shall be categorized into four tiers:

- i. Short-Term Rental Tier I: A Short-Term rental that is rented for less than 30 consecutive days and is owner-occupied or associated with an owner occupied principal residential unit.
- ii. Short-Term Rental Tier II: A Short-Term rental that is rented for less than 30 consecutive days, includes the rental of an entire dwelling, is not part of a multi-family residential use, and is not owner occupied or associated with an owner occupied principal residential unit.

a) A Tier II rental shall not:

1. include the rental of less than an entire dwelling unit
2. operate without providing notification of city ordinance related to Short-Term rentals to renters
3. be located on a lot that is within 1200 feet of the property boundary of a lot on which another Short-Term Rental Tier II is located.

- iii. Short-Term Rental Tier III: A Short-Term rental that is rented for less than 30 consecutive days and is part of a multi-family or condominium residential unit with no more than 50% of dwelling units allocated for the purposes of a Short-Term rental. Multifamily properties with more than 50% of units allocated for Short-Term rentals shall be considered Tier II Short-Term rentals and shall adhere to their standards and requirements.
- iv. Short-Term Rental Tier IV: A Short-Term rental that is owned by an employer located in Coles County, IL that only permits employees to occupy the dwelling as tenants. Tier IV STR's shall not be subject to taxes on gross rental receipts from renting of hotel or motel rooms.

**Section 4. Amendments.** Chapter 159 ZONING of Sections 159.46 of the Code of Ordinances of the City of Mattoon is hereby amended with the addition as follows:

**§ 159.46 TABLE 2 SPECIAL USES, DISTRICTS AND PARKING REQUIREMENTS**

<u><i>Type of Use</i></u>	<u><i>Permitted In</i></u>	<u><i>Parking Identifiers</i></u>
<i>Short-Term Rental Tier 1</i>	<i>All Districts, excluding I</i>	<i>29</i>
<i>Short-Term Rental Tier 2</i>	<i>All Districts, excluding I</i>	<i>29</i>
<i>Short-Term Rental Tier 3</i>	<i>All Districts, excluding I</i>	<i>29</i>
<i>Short-Term Rental Tier 4</i>	<i>All Districts, excluding I</i>	<i>29</i>

**Section 5. Amendments.** Chapter 36: TAXATION of Sections 36.45, 36.46, 36.47, 36.48, 36.49, 36.50, 36.51, 36.52, 36.53, 36.54 of the Code of Ordinances of the City of Mattoon is hereby repealed and replaced with the following:

**TAX ON GROSS RENTAL RECEIPTS FROM RENTING OF HOTEL OR MOTEL ROOMS OR SHORT-TERM RENTALS**

**§ 36.45 TAX IMPOSED.**

A tax in the amount of 5% on gross rental receipts is hereby imposed upon all persons engaged in the business of renting, leasing or letting rooms in a hotel or motel or short-term rental located within the corporate limits of the city. A tax in the amount of 6% on gross rental receipts is hereby imposed upon all persons engaged in the business of renting, leasing or letting rooms in a hotel or motel or short-term rental located within the Business Districts of the city. (Ord. 91-4662, passed 6-18-1991; Am. Ord. 99-5002, passed 11-2-1999)

**§ 36.46 DEFINITIONS.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**GROSS RECEIPTS OR REVENUE.** The total of all income or revenue received by any person subject to the tax provided for in this chapter from the business of operating a hotel or motel.

**HOTEL OR MOTEL.** Any business which derives more than 50% of its gross receipts from or devotes more than 50% of the floor space under roof in this building or buildings to the renting or leasing of rooms equipped with one or more beds.

**PERSON.** Any natural person, partnership, corporation or other entity.

**SHORT TERM RENTAL.** Short Term Rental (STR). A rental of a residential home unit for a short period of time not to exceed thirty (30) days which collects hotel/motel taxes as part of its operation and employs a Property Manager. Requires a Special Use in all Zoning Districts, not permitted in Industrial Districts.

#### **§ 36.47 TAX.**

(A) There is levied and imposed upon the use and privilege of renting a hotel or motel room or short-term rental within the city a tax of 5% of the rental or leasing charge for each such hotel and motel room and short-term rental rented for each 24-hour period or any portion thereof; provided, however, that the tax shall not be levied and imposed upon any person who rents a hotel or motel room for more than seven consecutive days or upon any person who works and lives in the same hotel or motel. Short-term rentals are not subject to the seven-day exclusion and shall pay the levied tax.

(B) The tax herein levied shall be paid in addition to any and all other taxes and charges. It shall be the duty of the owner, manager or operator of every hotel or motel or short-term rental to pay over to the City Clerk the tax under procedures prescribed by the City Clerk or as otherwise provided in this chapter.

(C) Every person required to pay the tax levied by this chapter shall indicate the amount of the tax separately upon any invoice, receipt, statement or memorandum provided to the customers of the person.

#### **§ 36.48 RULES AND REGULATIONS.**

The City Clerk may promulgate rules and regulations not inconsistent with the provisions of this chapter concerning enforcement and application of this chapter. The term "rules and regulations" includes, but is not limited to, case by case determination of whether or not the tax imposed by this chapter applies.

#### **§ 36.49 BOOKS AND RECORDS.**

The City Clerk, or any person certified as her or his deputy or representative, may enter the premises of any hotel or motel or short-term rental for inspection and examination of books and records in order to effectuate the proper administration of this chapter and to assure the enforcement of the collection of the tax imposed. It shall be unlawful for any person to prevent, hinder, or interfere with the City Clerk or her/his duly authorized deputy or representative in the discharge of her/his duties and the performance of this chapter. It shall be the duty of every owner to keep accurate and complete books and records to which the City Clerk or her/his

deputy or authorized representative shall at all times have access, which records shall include a daily sheet showing:

(A) The number of hotel or motel or short-term rental rooms rented during the 24-hour period, including multiple rentals of the same rooms where such shall occur; and

(B) The actual hotel or motel or short-term rental tax receipts collected for the date in question.

#### **§ 36.50 PAYMENT OF TAX.**

(A) On a monthly basis, the owner or owners of each hotel or motel or short-term rental within the city shall file tax returns with the City Treasurer showing tax receipts with respect to each hotel and motel. This obligation shall commence on January 1, 1992. The returns shall be filed on or before the 30th day of the calendar month following the end of the month for which the return is filed. Forms prescribed by the City Treasurer shall be used.

(B) The first taxing period for the purpose of this chapter shall commence January 1, 1992, and the tax return and payment for such period shall be due on or before March 2, 1992. Thereafter reporting periods and tax payments shall be in accordance with the provisions of this chapter. The owner shall pay to the City Treasurer all taxes due at the time of the filing of the return.

(C) If for any reason any tax is not paid when due, a penalty at the rate of 2% per 30-day period, or portion thereof, from the day of delinquency shall be added and collected. In addition, the general penalty section of the Mattoon Code of Ordinances (§ 10.99) shall apply to any failure to file any return when due or pay any taxes when owed under this section.

#### **§ 36.51 COLLECTION.**

Whenever any person shall fail to pay any tax as herein provided, the corporation counsel shall, upon the request of the City Clerk, bring or cause to be brought any action to enforce the payment of the tax on behalf of the city in any court of competent jurisdiction.

#### **§ 36.52 PROCEEDS OF TAX AND FINES.**

All proceeds resulting from the imposition of the tax under this chapter, including penalties, shall be paid into the treasury of the city and shall be credited to and deposited in the corporate fund of the city.

#### **§ 36.53 SUSPENSION OF LICENSE.**

The Mayor, after notice and hearing, may suspend or revoke all city licenses held by such person provided that the Mayor finds that such person has willfully avoided payment of the tax imposed by this chapter.

#### **§ 36.54 USE OF RECEIPTS.**

(A) The amounts collected by the municipality pursuant to this chapter shall be expended by the municipality solely to promote tourism and conventions within the municipality or otherwise to attract non-resident overnight visitors to the municipality. No funds received pursuant to this chapter shall be used to advertise for or otherwise promote new competition in the hotel business.

(B) Expenditures of funds collected by the municipality pursuant to this chapter shall be subject to an annual budget adopted by the City Council for the Hotel/Motel Tax Special Revenue Fund before the beginning of the fiscal year to which it applies. The fiscal year of the municipality begins May 1 and ends April 30.

(C) The Tourism and Arts Director submits requests for appropriation of Hotel/Motel Tax funds as recommended by the Tourism Advisory Committee. The City Administrator uses the request of the Committee as the starting point for formulating a tentative budget. The tentative budget is published and made conveniently available for public inspection for at least ten days prior to the passage of the budget. Not less than one week after the publication of the tentative budget and prior to final action on the budget, the City Council holds at least one public hearing, after which hearing or hearings, the budget may be further revised and passed without any further inspection, notice or hearing. Notice of the budget hearing is given by publication in a newspaper having a general circulation in the municipality at least one week prior to the time of the hearing.

(D) The budget is presented in account code classifications that enable reporting of financial data by fund, function and objects of expenditure. The City Council delegates authority to the departmental Commissioner responsible for tourism development to delete, add to, change or create sub-classes within object classes budgeted previously, subject to prior approval by the City Administrator. On recommendation of the Tourism Advisory Committee and a vote of two-thirds of the City Council members, the annual budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

(E) The Tourism and Arts Director is responsible for managing expenditures within limits established by the approved budget. No person shall obligate hotel/motel tax funds for any purpose unless the Tourism and Arts Director has given prior approval as to budget and account coding by signing a source document authorizing the transaction. Expenditures greater than \$5,000 require signature approval of the City Administrator. The Tourism and Arts Director may authorize expenditures exceeding individual line item amounts in the approved budget with the prior approval of the Departmental Commissioner, but formal City Council approval at a regular or special meeting shall be required in all of the following circumstances:

(1) For any deviation that would increase the number of full or part-time positions authorized by the budget;

(2) For any deviation from the approved budget that will exceed the "bottom line" established for total expenditures for the Hotel/Motel Tax Fund;

(3) For any deviation from the approved budget that will transfer money between funds; and

(4) For expenditures valued greater than \$10,000, regardless if the project or program has been authorized in the approved budget.

**Section 6.** If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clause and phrases may be declared unconstitutional.

**Section 7.** The City Clerk is hereby directed to cause this ordinance to be published in pamphlet form.

**Section 8.** This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect 10 days after its publication in pamphlet form as herein provided.

Upon motion by Mayor Hall, seconded by Commissioner Phipps, adopted this 18th day of March, 2025, 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 18<sup>th</sup> day of March, 2025.

/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 03-18, 2025.

Mayor Hall opened the floor for comments. CDCE Manager Benishek explained the zoning requests for short-term rentals with the Emerald Acres development, ordinance provides a clear definition, the four systems, requirement of a special use permit, collection of hotel/motel taxes with systems 1-3, and requirement of a locally-based property manager located within 40 miles of the City. Council discussed to the hotel/motel tax and the additional one percent for the Business Districts, Tier I as a short-term AirBnB requiring a special use permit, one-time application, renter having an owner-occupied residence, the 1,200 foot limit, parking restrictions and application to family members. CDCE Manager Benishek and Administrator Gill responded with a need for an amendment to add the one-percent tax in Business Districts, special use permit would be good until the owner sold the property with a one-time application, special use permit to rent out a room, 1,200 foot limits would control the number of short-term rentals which could be revisited in the future, and every room would require a parking space onsite or on-street parking.

Mr. Eric and Marcy Anderson, 3005 Prairie, inquired as to the hotel/motel tax, neighbor's shared driveway, parking restrictions, and future owner of property. CDCE Manager Benishek explained the employer-based rentals requirements of the employer to own, providing parking spaces, one off-street space with preference on the property, code enforcement to assist with determination of the parking spaces and requested Mr. Anderson to apply for a special use

permit. Administrator Gill explained the neighbor to apply for the special use and Mr. Anderson to apply for the special use with CDCE Manager noting they would have the radius.

Commissioner Graven seconded by Commissioner Phipps moved to amend Section 36.45 to include a tax in the amount of 6% on gross rental receipts imposed upon all persons engaged in the business of renting, leasing or letting rooms in a hotel or motel or short-term rental located within the Business Districts of the city.

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.

Mayor Hall seconded by Commissioner Phipps moved to adopt Resolution No. 2025-3296, establishing a Short-Term Rentals Amnesty Period from March 18, 2025 to June 24, 2025 to allow time for operators to comply.

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## **CITY OF MATTOON, ILLINOIS**

### **RESOLUTION NO. 2025-3296**

#### **A RESOLUTION ESTABLISHING A SHORT-TERM RENTAL AMNESTY PERIOD**

**WHEREAS**, the City of Mattoon seeks to ensure compliance with its ordinances and regulations governing short-term rental properties to promote public safety, fairness, and proper collection of taxes; and

**WHEREAS**, it is recognized that some short-term rental operators may be unaware of the requirements for registration and tax compliance; and

**WHEREAS**, the City of Mattoon wishes to provide a temporary amnesty period to encourage operators to register their properties without fear of retroactive penalties or fines; and

**WHEREAS**, the City has determined that an amnesty period of three months from the date of this resolution is appropriate to achieve these goals while providing operators ample time to comply.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS:**

1. The City of Mattoon hereby establishes a short-term rental amnesty period beginning March 18, 2025, and ending June 24, 2025.
2. During this period, existing short-term rental operators who operated a short-term rental before December 31, 2024, who voluntarily comply with the waiver requirements outlined in Exhibit A, shall not be subject to retroactive penalties, fines, or enforcement actions for prior noncompliance.
3. Effective June 24, 2025, the City of Mattoon will undertake rigorous enforcement actions, including penalties and legal measures, against short-term rental operators who fail to comply with the waiver and tax requirements.
4. The City of Mattoon Code Enforcement Office is authorized to oversee and implement this program and ensure compliance with all applicable ordinances.
5. Exhibit A, attached hereto and made a part of this resolution, outlines the compliance requirements for operators.
6. That this resolution shall be in full force and effect from and after its passage and approval as provided by law.

Upon motion by Mayor Hall, seconded by Commissioner Phipps, adopted this 18th day of March, 2025, 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 18<sup>th</sup> day of March, 2025.

/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 03-18, 2025.

Mayor Hall opened the floor for comments. CDCE Manager Benishek stated an amnesty period for existing operators. Commissioner Phipps inquired if there was a grandfather provision and if two were within 1,200 feet. CDCE Manager Benishek and Administrator Gill responded for operators to apply, agree to follow regulations, and then would be grandfathered.

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 Ordinance No. 2025-5489, amending Chapter 160 Signs of the municipal code to establish and regulate Digital Display Signs within Sections 160.03, 160.06, 160.09, 106.10, and Chapter 159 Zoning Section 159.46.

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## **CITY OF MATTOON, ILLINOIS**

### **ORDINANCE NO. 2025-5489**

#### **AN ORDINANCE TO ESTABLISH AND REGULATE DIGITAL DISPLAY SIGNS**

**WHEREAS**, multiple businesses have approached the City of Mattoon requesting the installation of digital billboards; and

**WHEREAS**, the City of Mattoon sees the potential benefit of such devices for the purposes of emergency broadcasting and local tourism efforts but also understands the need to regulate them throughout the city limits; and

**WHEREAS**, current zoning presents barriers to the installation of such devices.

**NOW, THEREFORE, BE IT ORDAINED 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. Amendments.** Establishment of Digital Display Signs in Title XV: LAND USAGE, Chapter 160 SIGNS of the Code of Ordinances of the City of Mattoon is hereby amended with the following amendment and addition to the subsections listing:

- 160.09 Establishment of City Entry Corridor Overlay Sign District
- 160.10 City Entry Corridor Overlay Sign District Regulations
- 160.11 Special Signs permitted
- 160.12 Nonconforming signs and removal
- 160.13 Obsolete signs and removal

160.14 Construction and maintenance performance standards for signs

160.15 Variance procedure

160.99 Penalty

**Section 3. Amendments.** Section 160.03 DEFINITIONS of Chapter 160 of the Code of Ordinances of the City of Mattoon is hereby amended with the following additions:

***DIGITAL DISPLAY SIGN.*** A type of an off-premises sign, or any portion of a sign, made up of internally illuminated components capable of changing the message periodically with images that appear to have movement or that appear to change. Digital displays may include but are not limited to LCD, LED, or plasma displays.

***LUMINANCE.*** The photometric measure of luminous intensity per unit area of light traveling in any given direction. Luminance is measured in foot candles, with one foot candle equivalent to one lumen of light density per square foot.

***NITS.*** A unit of measurement of brightness or luminance emitted from a digital display sign. One nit is equivalent to one candle per square meter of digital display sign area.

***TWIRL TIME.*** The time it takes for static text, images or graphics on a digital display sign to change to different text, images or graphics.

**Section 4. Amendments.** Section 160.06 ILLUMINATION of Chapter 160 of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

All signs except those allowed for off-premise signs in the City's Entryway Corridor Sign District and for one-, two-, three-, and four-unit dwellings and for home occupations may be illuminated provided that it conforms to the following restrictions:

**Section 5. Amendments.** Chapter 160 of the Code of Ordinances of the City of Mattoon is hereby amended with the following Section 160.09 Establishment of City Entry Corridor Overlay Sign District addition:

**§ 160.09 ESTABLISHMENT OF CITY ENTRY CORRIDOR OVERLAY SIGN DISTRICT:**

- (A) The City Entry Corridor Overlay Sign District is established in the following locations and depicted on the City's zoning map, as amended, as an overlay district that adds the specific regulations set forth Section 160.10 of this Chapter 160 to those in the applicable base district.

<b>City Entry Corridor Overlay Sign District Locations</b>
Route 45 north of the City
Route 45 south of the City
Route 16 east of the City
Route 16 west of the City
Route 121 west of the City
Route 57 east of the City

- (B) The purpose of the City Entry Corridor Overlay Sign District is to limit the location of off premises digital display signs to City-owned properties within the City Entry Corridor Overlay Sign District. The major highways that serve as corridors into and out of the City serve as ideal sites to promote businesses and entertainment that are located both within and near the City of Mattoon. Off premise digital display signs are primarily oriented towards motor vehicles and require a special use permit. In addition, off premise digital display signs must comply with the Illinois Highway Advertising Control Act, 225 ILCS 440/1 *et seq.*, as amended.

**Section 6. Amendments.** Chapter 160 of the Code of Ordinances of the City of Mattoon is hereby amended with the following Section 160.10 City Entry Corridor Overlay Sign District Regulations addition:

**§160.10 CITY ENTRY CORRIDOR OVERLAY SIGN DISTRICT REGULATIONS:**

- (A) Procedures for Off Premise Digital Display Signs:
- (1) Special Use Permit. All off-premises digital display signs require a Special Use Permit duly adopted by the City Council following a public hearing before and recommendations from the City's Planning and Zoning Commission.
    - (a) as a condition of this Special Use Permit, if the company requesting this sign already possesses at least one Digital Display sign or regular non-digital billboard within the Corporate Boundaries of the City of Mattoon and/or the Extra-Territorial Boundary, one billboard of any type must be decommissioned or removed in a satisfactory manner prior to the construction of the Digital Display Sign.
  - (2) Special Use Permit application. The permit for an off-premise digital display sign shall include a site plan prepared by a licensed surveyor and drawn to scale. The site plan shall, at a minimum, show the location and the footprint of the off-premise digital display sign and the location of the footprint of any buildings and commercial free standing signs within four hundred feet of the proposed footprint of the off premise digital display sign. The following signs need not be included in any survey:
    - (a) instructional or directional signs,
    - (b) temporary signs
    - (c) traffic control or directional sign.

(3) Inspections. The Zoning Administrator, or his or her designee, shall make or cause to be made, original and subsequent inspections for all off premise digital display sign and associated structures.

(a) Subsequent inspections shall be conducted by the Zoning Administrator or his or her designee to periodically determine the electrical and structural safety of all off premises digital display signs.

(b) Off-premise digital display signs are subject to an additional inspection fee as determined by the City.

(4) Location of Signs:

(a) City-owned property. Off-premise digital display signs must be located on City-owned property located within the City Entry Corridor Overlay District.

(b) Required setbacks. All off-premise digital display signs shall follow all applicable federal, state and local laws related to signage near transportation routes that are in any business, commercial or industrial district in compliance with the Highway Advertising Control Act of 1971, as amended.

(c) Proximity to another off-premise digital display sign. Digital display signs will not be allowed within 5,000 feet of another off-premise digital display sign located on the same side of a public street as the proposed off premises digital display sign.

(d) No off premises digital display sign will be located within a utility easement.

(e) No off premise digital display sign shall be closer than 400 feet to a residential zoning district boundary line.

(f) No digital display sign shall be located within 100 feet of another building or commercial free standing sign.

(g) No off premise digital display sign may project over any adjacent public right of way.

(h) No off premise digital display sign may be constructed on the roof of any building.

(5) Sign Height and Area. No digital display sign shall exceed the following limits: (All dimensions include border and trim, but exclude supports)

(d) Maximum area: 400 square feet

(e) Maximum height: 10 feet

(f) Maximum length: 40 feet

(6) Dimensions. Off premise digital display signs shall be supported from the ground by a structure that shall have a minimum distance of nine feet from the bottom of the structure or display, whichever is lower, to the ground. No exposed live parts (lamps, sockets, neon tubes, etc.) shall be within nine feet of the ground.

(7) Double Facing Off Premise Digital Display Signs. Off premises digital display signs may be double faced and each side shall be considered as

facing traffic flowing in the opposite direction. There will be no vertical stacking of these types of signs.

- (a) Digital Display Sign Operation. All off premise digital display signs must comply with the provisions of Chapter 151 of the City's Code. In addition, the following regulations apply to digital display signs:
- (8) Luminance: The maximum luminance for any such sign shall not be greater than:
  - (a) 7,000 nits between 5 a.m. and sunset; and
  - (b) 300 nits between sunset and midnight
- (9) Dwell time: The text, image, or display on the sign shall not change more than once every ten seconds. Twirl time shall not exceed 0.25 seconds.
- (10) Motion. All motion is prohibited on the off premise digital display sign.
- (11) Control/testing:
  - (a) All off premise digital display signs shall be equipped with an automatic dimmer control or other mechanism that automatically controls the sign's luminance in compliance with this section. In instances where the sign malfunctions, the sign shall either automatically shut off or turn to a black screen;
  - (b) Prior to the issuance of any special use permit for an off premise digital display sign, the applicant shall submit an affidavit that attests that the sign has been tested and complies with the dwell time, luminance, motion and other requirements of this section, and that the luminance intensity, motion and dwell times requirements are protected from manipulations by password-protected software or other method satisfactory to the Zoning Administrator.
- (12) Public Service Announcements (PSA's). Off premise digital display sign owners agree to provide PSA's to the City as related to police, fire, emergency alerts, city events and tourism.

**Section 7. Amendments.** Section 159.46 Table 2 Special Uses, Districts and Parking Requirements of Chapter 159 ZONING of the Code of Ordinances of the City of Mattoon is hereby amended with the following addition:

**§ 159.46 TABLE 2 SPECIAL USES, DISTRICTS AND PARKING REQUIREMENTS.**

<i>Type of Use</i>	<i>Permitted In</i>	<i>Parking Identifiers</i>
Digital Display Sign	All Districts	N/A

**Section 8. Severability.** If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision of its application. Each unconstitutional or invalid provision or application of such provision, is severable.

**Section 9.** This ordinance shall be effective upon its publication and approval as provided by law. The Clerk is hereby directed to publish this Ordinance in pamphlet form.

Upon motion by Mayor Hall, seconded by Commissioner Phipps, adopted this 18th day of March, 2025, 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 18<sup>th</sup> day of March, 2025.

/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 03-18, 2025.

Mayor Hall opened the floor for comments. CDCE Manager Benishek explained the requests for digital display signs, off-premises signs, passed the Planning Commission unanimously, six main areas, sites on City property, special use approval, mandates that an existing sign in town would have to be taken down before a new one is allowed. Commissioner Phipps inquired about IDOT requirements with CDCE Manager Benishek stating the following of Federal and State laws. Administrator Gill added that the State regulations were strict.

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. 2025-1946, approving the re-plat of Lot 8 of the Emerald Acres Subdivision. Petitioner: AJM L.L.C.

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**CITY OF MATTOON, ILLINOIS**  
**SPECIAL ORDINANCE NO. 2025-1946**

**AN ORDINANCE APPROVING THE REPLAT OF  
EMERALD ACRES LOT 8 SUBDIVISION**

**WHEREAS**, AJM, L.L.C. owner of the following described property:

Lot 8 in Emerald Acres Subdivision, in the City of Mattoon,  
Part of Section 17, T-12-N, R-8-E, 3<sup>RD</sup> P.M., Coles County, Illinois.  
(PIN 06-0-00562-009)

has caused said premises to be surveyed and subdivided into 2 lots, be granted a re-plating of the subdivision to allow for additional commercial development; and

**WHEREAS**, said plat of the subdivision to be known as the Emerald Acres Lot 8 Subdivision, a Commercial Subdivision in the City of Mattoon, Coles County, Illinois has been submitted to the City Council of the City of Mattoon for approval in the manner as by law required, which plat is attached hereto as Exhibit “A” and made a part hereof by reference thereto; and

**WHEREAS**, it appears from an examination of said plat that the same is in due form as required by law and complies with all rules, regulations, and requirements relative to subdivisions in the City of Mattoon, Illinois, and that by said plat should be approved; and

**WHEREAS**, the Planning Commission of the City of Mattoon, on March 11, 2025 recommended said re-plat be approved.

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

**Section 1.** Pursuant to enabling authority, that the re-plat of Lot 8, of Emerald Acres Subdivision, a Commercial Subdivision in the City of Mattoon, Coles County, Illinois, with a legal description as:

Lot 8 in Emerald Acres Subdivision, in the City of Mattoon,  
Part of Section 17, T-12-N, R-8-E, 3<sup>RD</sup> P.M., Coles County, Illinois.  
(PIN 06-0-00562-009)

be hereby approved and certificate of such approval be endorsed upon said plat signed by the Mayor and the City Clerk in the manner as provided by law.

**Section 2.** This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

**Section 3.** This ordinance shall be effective upon its approval as provided by law.

**Section 4.** The City Clerk shall make and record a duly certified copy of this ordinance with the Clerk and Recorder’s Office of Coles County, Illinois.

Upon motion by Mayor Hall, seconded by Commissioner Phipps, adopted this 18<sup>th</sup> day of March, 2025, 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 18<sup>th</sup> day of March, 2025.

/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 Jones  
Dan Jones, City Attorney

Recorded in the Municipality's Records on 03-18, 2025.

Mayor Hall opened the floor for comments. Administrator Gill explained that Lot 8 was to be occupied by a hotel which did not need the whole lot, the lot would be considered Lot 8A and Lot 8B to allow for a smaller business on the corner.

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 adopt Special Ordinance No. 2025-1947, ratifying the promotion and employment agreement of Douglas Homann to Assistant Public Works Director position with an annual salary of \$91,520; and authorizing the mayor and city clerk to sign the agreement.

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**CITY OF MATTOON, ILLINOIS**  
**SPECIAL ORDINANCE NO. 2025- 1947**

**AN ORDINANCE RATIFYING THE EMPLOYMENT AGREEMENT OF  
DOUGLAS HOMANN 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**, Douglas Homann has been recommended to fill the vacant 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 Douglas Homann as the Assistant Public Works Director, effective March 22, 2025; and the parties wish to memorialize the terms of Douglas Homann’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.** Douglas Homann is hereby named as the Assistant Public Works Director, effective March 22, 2025.

**Section 2.** The City Council hereby approves an Employment Agreement with Douglas Homann 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 Phipps,  
adopted this 18<sup>th</sup> day of March, 2025, 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 18<sup>th</sup> day of March, 2025.

/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 03-18, 2025.

Mayor Hall opened the floor for comments. Director Clark provided a background on Mr. Homann including five years as Superintendent at the Waste Water Treatment Plant, brings a lot of Water Treatment and Waste Water Treatment experience, and was looking forward to working with Mr. Homann.

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 2025-2578, authorizing the purchase of one 2025 Ford Explorer Police Interceptor Squad car in the amount of \$49,544.00 from Pilson Auto Center.

Mayor Hall opened the floor for comments. Administrator Gill explained purchasing this year with video gaming funds would help next year's budget. Commissioner Closson inquired as to a State bid price with Administrator Gill answering affirmatively. Chief Gaines noted this was a K-9 squad replacement.

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

Commissioner Closson seconded by Commissioner Cox moved to approve Council Decision Request 2025-2579, awarding the bid in the amount of \$600,000 to FabTech WWS for the repairs and upgrades to Clarifiers #3 and #4 at the Waste Water Treatment Plant.

Mayor Hall opened the floor for comments. Assistant Public Works Director Homann explained both clarifiers were built in the 2000s and were a major process to treat waste water. Administrator Gill noted the budget was for \$650,000, so bids came in under budget. Commissioner Closson inquired if the purchase was out of Capital Improvements with Administrator Gill stating from the Sewer Funds.

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 reported on finishing the budgets, CDCE Manager Benishek and his attendance at the productive housing meetings, and busy with everyday items. Mayor Hall opened the floor for questions with no response.

CITY ATTORNEY noted business as usual. Mayor Hall opened the floor for questions with no response.

CITY CLERK noted business as usual with personnel and health and P/C insurance issues; and reminder to return your Statements of Economic Interest.

FINANCE distributed and reviewed the February Financial Report including the revenues/expenditures, cash position, would make a recommendation to use deferred revenues to the auditors, Major Sources of Revenue, unrestricted cash, cash position and budget preparation. Mayor Hall inquired whether the budget was in the black with Director & Treasurer Wright answering affirmatively. Mayor Hall opened the floor for questions with no response.

PUBLIC WORKS updated Council on general maintenance performed by crews, pump project progress, cost-share projects, sanitary sewer hookup complete, Cleanup Day on April 12<sup>th</sup>, and iWorQ program up and running. Mayor Hall opened the floor for questions with no response.

FIRE reported on calls for service, four inspections and follow-ups, training including the former Grant hotel used for training. Mayor Hall opened the floor for questions with no response.

POLICE reported on the Department was doing a good job, calls for service and 54 arrests. Mayor Hall opened the floor for questions with no response.

ARTS AND TOURISM updated the Council on Lightworks for this year with nine new displays, plans for Heritage Park, lighted trees in Wolfe Pocket Park, Dog Park display, fireworks, and Bagelfest with six summer events, four Bagel Bites and two markets. Mayor Hall opened the floor for questions with no response.

COMMUNITY DEVELOPMENT reported on three new demos for bids, two cleanups this week, Panda Express to open April 7<sup>th</sup> and Texas Roadhouse to start construction on April 14<sup>th</sup>, and the Hampton Inn replat approved tonight; and had a very productive housing and childcare meeting with possible large in-fill and new subdivision. Mayor Hall opened the floor for questions with no response.

## **COMMENTS BY THE COUNCIL**

Council congratulated Mr. Homann on his promotion and expressed appreciation to Mr. Benishek for his efforts. Commissioner Closson noted with the OSLAD grant the new

playground equipment will be installed at the campgrounds and beach area, and Dodge Grove Cemetery has its cleanup next week. Commissioners Cox, Graven and Phipps had no further comments. Mayor Hall had no further comments.

Mayor Hall seconded by Commissioner Cox moved to recess to closed session at 7:14 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)). (Hall)

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

Council reconvened at 7:39 p.m.

Commissioner Cox seconded by Commissioner Phipps moved to adjourn at 7:39 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

## **BILLS & PAYROLL:**

BILLS & PAYROLL BEGIN ON THE NEXT PAGE.

CITY OF MATTOON  
PAYROLL 3/28/2025  
3/8/2025-3/21/2025

	G/L ACCOUNT	ACCOUNT NAME	AMOUNT
CITY COUNCIL	110 5110-111	SALARIES OF REG EMPLOYEES	\$ 590.73
CITY CLERK	110 5120-111	SALARIES OF REG EMPLOYEES	\$ 4,150.48
	110 5120-114	COMPENSATED ABSENCES	\$ 436.56
CITY ADMINISTRATOR	110 5130-111	SALARIES OF REG EMPLOYEES	\$ 1,973.92
FINANCIAL ADMINISTRATION	110 5150-111	SALARIES OF REG EMPLOYEES	\$ 2,385.76
COMPUTER INFO SYSTEMS	110 5170-111	SALARIES OF REG EMPLOYEES	\$ 4,818.67
	110 5170-112	SALARIES OF TEMP EMPLOYEES	\$ 384.00
	110 5170-114	COMPENSATED ABSENCES	\$ 604.68
POLICE ADMINISTRATION	110 5211-111	SALARIES OF REG EMPLOYEES	\$ 16,662.14
CRIMINAL INVESTIGATION	110 5212-111	SALARIES OF REG EMPLOYEES	\$ 12,696.55
	110 5212-113	OVERTIME	\$ 2,381.81
PATROL	110 5213-111	SALARIES OF REG EMPLOYEES	\$ 90,863.44
	110 5213-113	OVERTIME	\$ 190.79
K-9 SERVICE	110 5214-111	SALARIES OF REG EMPLOYEES	\$ 6,252.60
	110 5214-113	OVERTIME	\$ 371.26
SCHOOL RESOURCE PROGRAM	110 5227-111	SALARIES OF REG EMPLOYEES	\$ 7,855.19
FIRE PROTECTION ADMIN	110 5241-111	SALARIES OF REG EMPLOYEES	\$ 58,215.27
	110 5241-112	SALARIES OF PART-TIME EMPLOYEE	\$ 960.00
	110 5241-113	OVERTIME	\$ 9,788.74
	110 5241-114	COMPENSATED ABSENCES	\$ 7,276.08
AMBULANCE SERVICE	110 5242-111	SALARIES OF REG EMPLOYEES	\$ 24,160.95
	110 5242-113	OVERTIME	\$ 4,040.88
	110 5242-114	COMPENSATED ABSENCES	\$ 2,895.92
CODE ENFORCEMENT ADMIN	110 5261-111	SALARIES OF REG EMPLOYEES	\$ 2,920.70
	110 5261-112	SALARIES OF TEMP EMPLOYEES	\$ 424.62
	110 5261-114	COMPENSATED ABSENCES	\$ 810.00
PUBLIC WORKS ADMIN	110 5310-111	SALARIES OF REG EMPLOYEES	\$ 5,268.76
	110 5310-113	OVERTIME	\$ 65.56
	110 5310-114	COMPENSATED ABSENCES	\$ 324.71
STREETS	110 5320-111	SALARIES OF REG EMPLOYEES	\$ 13,850.79
	110 5320-113	OVERTIME	\$ 865.97
	110 5320-114	COMPENSATED ABSENCES	\$ 632.55
CUSTODIAL SERVICES	110 5381-111	SALARIES OF REG EMPLOYEES	\$ 1,714.40
PARK ADMINISTRATION	110 5511-111	SALARIES OF REG EMPLOYEES	\$ 6,116.99
LAKE MATTOON	110 5512-111	SALARIES OF REG EMPLOYEES	\$ 2,523.73
	110 5512-112	SALARIES OF TEMP EMPLOYEES	\$ 504.00
	110 5512-114	COMPENSATED ABSENCES	\$ 85.59
CEMETERY	110 5570-111	SALARIES OF REG EMPLOYEES	\$ 2,680.43
	110 5570-113	OVERTIME	\$ 88.26
*** FUND 110 TOTALS ***			\$ 298,833.48

## CITY OF MATTOON

PAYROLL 3/28/2025

3/8/2025-3/21/2025

HOTEL TAX ADMINISTRATION	122 5653-111	SALARIES OF REG EMPLOYEES	\$ 4,926.31
	122 5653-114	COMPENSATED ABSENCES	\$ 165.73
		*** FUND 122 TOTALS ***	\$ 5,092.04
WATER TREATMENT PLANT	211 5353-111	SALARIES OF REG EMPLOYEES	\$ 15,188.91
	211 5353-113	OVERTIME	\$ 389.70
	211 5353-114	COMPENSATED ABSENCES	\$ 326.92
WATER DISTRIBUTION	211 5354-111	SALARIES OF REG EMPLOYEES	\$ 10,388.07
	211 5354-113	OVERTIME	\$ 477.74
	211 5354-114	COMPENSATED ABSENCES	\$ 474.38
ACCOUNTING & COLLECTION	211 5355-111	SALARIES OF REG EMPLOYEES	\$ 5,671.25
	211 5355-113	OVERTIME	\$ 98.17
	211 5355-114	COMPENSATED ABSENCES	\$ 434.02
ADMINISTRATIVE & GENERAL	211 5356-111	SALARIES OF REG EMPLOYEES	\$ 7,797.66
	211 5356-112	SALARIES OF TEMP EMPLOYEES	\$ 138.46
	211 5356-113	OVERTIME	\$ 49.16
	211 5356-114	COMPENSATED ABSENCES	\$ 342.96
		*** FUND 211 TOTALS ***	\$ 41,777.40
SANITARY SEWER MTCE & CLEAN	212 5342-111	SALARIES OF REG EMPLOYEES	\$ 10,388.07
	212 5342-113	OVERTIME	\$ 195.00
	212 5342-114	COMPENSATED ABSENCES	\$ 474.38
WASTEWATER TREATMENT PLANT	212 5344-111	SALARIES OF REG EMPLOYEES	\$ 11,817.46
	212 5344-113	OVERTIME	\$ 407.10
	212 5344-114	COMPENSATED ABSENCES	\$ 1,717.98
ACCOUNTING & COLLECTION	212 5345-111	SALARIES OF REG EMPLOYEES	\$ 5,671.27
	212 5345-113	OVERTIME	\$ 98.18
	212 5345-114	COMPENSATED ABSENCES	\$ 434.05
ADMINISTRATIVE & GENERAL	212 5346-111	SALARIES OF REG EMPLOYEES	\$ 7,797.66
	212 5346-112	SALARIES OF TEMP EMPLOYEES	\$ 138.46
	212 5346-113	OVERTIME	\$ 49.16
	212 5346-114	COMPENSATED ABSENCES	\$ 342.96
		*** FUND 212 TOTALS ***	\$ 39,531.73
		*** GRAND TOTALS ***	\$ 385,234.65

## CITY OF MATTOON

PAYROLL 3/28/2025

3/8/2025-3/21/2025

\*\*\* PAY CODE TOTALS \*\*\*

PAY CODE	NO OF TIMES	HOURS	AMOUNT
SALARY PAY	135	10,999.60	\$ 338,222.86
SICK PAY-AFSCME	4	28.5	\$ 857.55
VACATION PAY	15	168.5	\$ 5,620.94
OVERTIME PAY	39	441.25	\$ 18,097.04
HOLIDAY PAY-REGULAR	30	166.2	\$ 4,442.52
VACATION PAY	3	96	\$ 2,760.94
COMP PAID	8	106	\$ 3,091.00
SICK-FD UNION	3	68.5	\$ 1,837.43
STRAIGHT OT POLICE	3	35	\$ 1,460.44
SICK-NON UNION	4	16	\$ 727.90
SHIFT PAY	4	280	\$ 218.40
COMP EARNED	3	13.13	\$ -
CAPTAIN PAY	2	96	\$ 96.00
REGULAR PAY	13	307	\$ 6,264.16
SHIFT PAY	2	96	\$ 65.28
BACK PAY	1		60.00CR
VACATION PAY OUT	1	45	\$ 942.26
PERSONAL PAY OUT	1	10.51CR	220.07CR
PLAWA PAY	1	27	\$ 810.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002842	HEALTH ALLIANCE	I-202503209938	110 4436-010	AMBULANCE BIL:	AMBULANCE REFUND	162059	275.87
						VENDOR 01-002842 TOTALS	275.87
01-004766	BRUCE DANIELL	I-202503219941	110 4226-010	BOAT REGISTRA:	REFUND CHECK OVERPAY	162022	100.00
						VENDOR 01-004766 TOTALS	100.00
			DEPARTMENT	NON-DEPARTMENTAL	TOTAL:		375.87
01-000467	PECKHAM GUYTON ALBERS	I-121068	110 5110-825	GRANTS	: CONSULTING SERVICES	162083	4,087.50
						VENDOR 01-000467 TOTALS	4,087.50
01-003526	KIESLER'S POLICE SUPPL	I-SO240213	110 5110-829	VGT ALLOCATIO:	AMMO	162067	2,251.20
						VENDOR 01-003526 TOTALS	2,251.20
01-004444	PILSON AUTO CENTER OF	I-202503279962	110 5110-829	VGT ALLOCATIO:	2025 FORD EXPLORER	162025	46,090.00
						VENDOR 01-004444 TOTALS	46,090.00
01-004613	GET IT DONE LLC	I-1785	110 5110-827	VGT ALLOCATIO:	CLEAN OUT 1816 GRANT	162054	4,500.00
						VENDOR 01-004613 TOTALS	4,500.00
01-004705	GROUNDWORKS CONTRACTIN	I-202503269960	110 5110-825	GRANTS	: SPORTS COMPLEX SANIT	162057	20,328.02
						VENDOR 01-004705 TOTALS	20,328.02
01-004730	DENZIN SOLTANZADEH LLC	I-19402	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162046	288.00
01-004730	DENZIN SOLTANZADEH LLC	I-19403	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162046	426.00
01-004730	DENZIN SOLTANZADEH LLC	I-19404	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162046	684.10
01-004730	DENZIN SOLTANZADEH LLC	I-19405	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162046	488.35
01-004730	DENZIN SOLTANZADEH LLC	I-19406	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162046	371.50
01-004730	DENZIN SOLTANZADEH LLC	I-19409	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162046	194.00
01-004730	DENZIN SOLTANZADEH LLC	I-19410	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162046	276.50
01-004730	DENZIN SOLTANZADEH LLC	I-19411	110 5110-827	VGT ALLOCATIO:	LEGAL SERVICES	162046	164.77
						VENDOR 01-004730 TOTALS	2,893.22

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 110 CITY COUNCIL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-005640	CDW GOVERNMENT	I-AD3GH1S	110 5110-828	VGT ALLOCATIO:	FW REPLACEMENTS	001495	9,544.08
						VENDOR 01-005640 TOTALS	9,544.08
01-008200	COLES CO REGIONAL PLAN	I-8052	110 5110-825	GRANTS	: SAFETY ACTION PLAN 2	162039	397.75
01-008200	COLES CO REGIONAL PLAN	I-8053	110 5110-825	GRANTS	: LEAD SERVICE LINE IN	162039	1,746.72
						VENDOR 01-008200 TOTALS	2,144.47
01-020975	HEART TECHNOLOGIES INC	I-10263153	110 5110-828	VGT ALLOCATIO:	SUD CAMERA REPLACE I	001498	8,487.70
						VENDOR 01-020975 TOTALS	8,487.70
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5110-532	TELEPHONE	: 235-5654	010040	37.13
						VENDOR 01-023800 TOTALS	37.13
01-045400	THE UPCHURCH GROUP, IN	I-16478	110 5110-825	GRANTS	: LOOP ROAD PHASE 1 RE	162096	2,268.00
						VENDOR 01-045400 TOTALS	2,268.00
						DEPARTMENT 110 CITY COUNCIL TOTAL:	102,631.32
01-002721	INTERNATIONAL SECURITY	I-241863	110 5120-519	OTHER PROFESS:	DEATH CERT PAPER	162064	1,725.10
						VENDOR 01-002721 TOTALS	1,725.10
01-003953	AMAZON CAPITAL SERVICE	I-14HL-KFL4-4KWK	110 5120-311	OFFICE SUPPLI:	DAISY WHEEL FOR TYPE	001494	85.13
						VENDOR 01-003953 TOTALS	85.13
01-004619	COLUMN SOFTWARE PBC	I-30D2103C-0049	110 5120-540	ADVERTISING	: BUDGET HEARING NOTIC	162040	110.05
						VENDOR 01-004619 TOTALS	110.05
01-004758	MARLIN LEASING CORPORA	I-40301518	110 5120-814	PRINT/COPY MA:	COPIER	162073	769.09
						VENDOR 01-004758 TOTALS	769.09

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 120 CITY CLERK

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5120-532	TELEPHONE	: 235-5654	010040	218.56
					VENDOR 01-023800	TOTALS	218.56
01-033200	MATTOON PRINTING CENTE	I-202503209940	110 5120-519	OTHER PROFESS:	COIN OP & GAMING LIC 162075		158.00
					VENDOR 01-033200	TOTALS	158.00
			DEPARTMENT 120	CITY CLERK		TOTAL:	3,065.93
01-003953	AMAZON CAPITAL SERVICE	I-1NMF-X7GF-KFKD	110 5130-319	MISCELLANEOUS:	MOBILE TV CART	001494	199.90
					VENDOR 01-003953	TOTALS	199.90
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5130-532	TELEPHONE	: 235-5654	010040	37.15
					VENDOR 01-023800	TOTALS	37.15
			DEPARTMENT 130	CITY ADMINISTRATOR		TOTAL:	237.05
01-000715	IL MUNICIPAL TREASURER	I-49	110 5150-571	DUES & MEMBER:	MEMBERSHIP	162061	200.00
					VENDOR 01-000715	TOTALS	200.00
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5150-532	TELEPHONE	: 235-5654	010040	74.25
					VENDOR 01-023800	TOTALS	74.25
			DEPARTMENT 150	FINANCIAL ADMINISTRATION		TOTAL:	274.25
01-004299	SMITH, PAPPAS & JONES	I-APRIL25-LEGALSERV	110 5160-519	OTHER PROFESS:	LEGAL SERVICES	162088	3,750.00
					VENDOR 01-004299	TOTALS	3,750.00
01-004765	KLEIN, THORPE AND JENK	I-248156	110 5160-519	OTHER PROFESS:	LEGAL SERVICES	162068	3,990.00
					VENDOR 01-004765	TOTALS	3,990.00
			DEPARTMENT 160	LEGAL SERVICES		TOTAL:	7,740.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 170 COMPUTER INFO SYSTEMS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001620	VERIZON WIRELESS	I-6108605568	110 5170-533	CELLULAR PHON:	MOBILES	162097	78.36
01-001620	VERIZON WIRELESS	I-6108605568	110 5170-533	CELLULAR PHON:	MOBILES	162097	42.35
VENDOR 01-001620 TOTALS							120.71
01-005640	CDW GOVERNMENT	I-AD31E9L	110 5170-852	NETWORK SECUR:	FIREWALL RENEWAL	001495	1,598.91
VENDOR 01-005640 TOTALS							1,598.91
01-020975	HEART TECHNOLOGIES INC	I-10263139	110 5170-516	TECHNOLOGY SU:	CH CLEANUP INV 2	001498	1,483.22
VENDOR 01-020975 TOTALS							1,483.22
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5170-854	WIDE AREA NET:	235-5654	010040	744.21
VENDOR 01-023800 TOTALS							744.21
DEPARTMENT 170 COMPUTER INFO SYSTEMS TOTAL:							3,947.05
01-001620	VERIZON WIRELESS	I-6108605568	110 5211-533	CELLULAR PHON:	MOBILES	162097	36.01
01-001620	VERIZON WIRELESS	I-6108605568	110 5211-533	CELLULAR PHON:	MOBILES	162097	50.11
01-001620	VERIZON WIRELESS	I-6108605568	110 5211-533	CELLULAR PHON:	MOBILES	162097	505.52
VENDOR 01-001620 TOTALS							591.64
01-003930	LARRY J. FREDERICKS, L	I-2610	110 5211-315	UNIFORMS & CL:	VESTS	162070	1,928.00
VENDOR 01-003930 TOTALS							1,928.00
01-004758	MARLIN LEASING CORPORA	I-40286810	110 5211-814	PRINT/COPY MA:	COPIER	162073	129.38
01-004758	MARLIN LEASING CORPORA	I-40301201	110 5211-814	PRINT/COPY MA:	COPIER	162073	387.52
01-004758	MARLIN LEASING CORPORA	I-40301521	110 5211-814	PRINT/COPY MA:	COPIER	162073	204.30
VENDOR 01-004758 TOTALS							721.20
01-009057	TECHNOLOGY MANAGEMENT	I-T2519311	110 5211-537	I-WIN ACCESS :	COMM SVCS 2/2025	162092	437.47
VENDOR 01-009057 TOTALS							437.47

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 211 POLICE ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-019020	GLOBAL TECHNICAL SYSTE	I-160001116-1	110 5211-535	RADIOS	: REPLACE ANTENNA	162056	188.60
						VENDOR 01-019020 TOTALS	188.60
01-023800	CONSOLIDATED COMMUNICA	I-202503199903	110 5211-532	TELEPHONE	: 235-2677	010037	2,465.16
						VENDOR 01-023800 TOTALS	2,465.16
01-038331	P.F. PETTIBONE & CO	I-187338	110 5211-550	PRINTING & BI	: CITATIONS	162082	927.25
						VENDOR 01-038331 TOTALS	927.25
						DEPARTMENT 211 POLICE ADMINISTRATION TOTAL:	7,259.32
01-041990	SIRCHIE ACQUISITION CO	I-0685741-IN	110 5212-319	MISCELLANEOUS:	EVIDENCE TAPE	001503	52.90
						VENDOR 01-041990 TOTALS	52.90
						DEPARTMENT 212 CRIMINAL INVESTIGATION TOTAL:	52.90
01-004497	COBAN TECHNOLOGIES, IN	I-58931	110 5213-579	MISC OTHER PU:	BODY CAMERAS	162038	1,000.00
						VENDOR 01-004497 TOTALS	1,000.00
						DEPARTMENT 213 PATROL TOTAL:	1,000.00
01-001487	AUTOZONE, INC.	I-00637901142	110 5223-319	MISCELLANEOUS:	FUEL SYSTEM CLEANER	162030	23.26
						VENDOR 01-001487 TOTALS	23.26
01-004510	KC SUMMERS NISSAN MAZD	I-6150288	110 5223-434	REPAIR OF VEH:	OIL CHANGE	162066	56.61
01-004510	KC SUMMERS NISSAN MAZD	I-6150290	110 5223-434	REPAIR OF VEH:	OIL CHANGE	162066	56.61
01-004510	KC SUMMERS NISSAN MAZD	I-6150295	110 5223-434	REPAIR OF VEH:	OIL CHANGE	162066	56.61
01-004510	KC SUMMERS NISSAN MAZD	I-6150299	110 5223-434	REPAIR OF VEH:	OIL CHANGE	162066	56.61
01-004510	KC SUMMERS NISSAN MAZD	I-6150300	110 5223-434	REPAIR OF VEH:	OIL CHANGE	162066	56.61
01-004510	KC SUMMERS NISSAN MAZD	I-6150303	110 5223-434	REPAIR OF VEH:	OIL CHANGE	162066	56.61
01-004510	KC SUMMERS NISSAN MAZD	I-6150309	110 5223-434	REPAIR OF VEH:	OIL CHANGE	162066	26.61

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 223 AUTOMOTIVE SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004510	KC SUMMERS NISSAN MAZD	I-6150311	110 5223-434	REPAIR OF VEH:	OIL CHANGE	162066	56.61
VENDOR 01-004510 TOTALS							422.88
DEPARTMENT 223 AUTOMOTIVE SERVICES TOTAL:							446.14
01-009093	CONNOR CO	I-SO11267827.001	110 5224-432	REPAIR OF BUI:	FILTERS	162041	254.32
VENDOR 01-009093 TOTALS							254.32
01-033800	MATTOON WATER DEPT	I-202503199910	110 5224-321	UTILITIES	: 1710 WABASH	010043	196.40
01-033800	MATTOON WATER DEPT	I-202503199911	110 5224-321	UTILITIES	: 221 S 17TH	010044	32.71
VENDOR 01-033800 TOTALS							229.11
01-036810	C.R. NEFF PLUMBING, HE	I-75602	110 5224-432	REPAIR OF BUI:	TOILET REPAIRS IN BO	001501	215.00
01-036810	C.R. NEFF PLUMBING, HE	I-75673	110 5224-432	REPAIR OF BUI:	WATER COOLER REPAIRS	001501	133.50
VENDOR 01-036810 TOTALS							348.50
DEPARTMENT 224 POLICE BUILDINGS TOTAL:							831.93
01-001620	VERIZON WIRELESS	I-6108605568	110 5241-532	TELEPHONE	: MOBILES	162097	108.03
VENDOR 01-001620 TOTALS							108.03
01-002469	CRAIG ANTENNA SERVICE, I-	215741	110 5241-433	REPAIR OF MAC:	BATTERIES	162042	1,935.00
VENDOR 01-002469 TOTALS							1,935.00
01-002815	DUSTIN RHOADS	I-202503269956	110 5241-562	TRAVEL & TRAI:	MILEAGE 3/10-14	001504	350.35
VENDOR 01-002815 TOTALS							350.35
01-003097	CINTAS	I-4224368364	110 5241-312	CLEANING SUPP:	CLEANERS	162036	61.87
01-003097	CINTAS	I-4224368485	110 5241-312	CLEANING SUPP:	CLEANERS	162036	193.80
VENDOR 01-003097 TOTALS							255.67

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003218	TYLER JOHNS	I-202503269955	110 5241-562	TRAVEL & TRAI:	MILEAGE 3/17-21	001505	285.60
						VENDOR 01-003218 TOTALS	285.60
01-004359	AIR ONE EQUIPMENT, INC	I-217372	110 5241-315	UNIFORMS & CL:	FACE PIECE	162027	143.00
01-004359	AIR ONE EQUIPMENT, INC	I-219024	110 5241-315	UNIFORMS & CL:	HELMETS	162027	761.00
						VENDOR 01-004359 TOTALS	904.00
01-004362	IMAGE TREND, INC.	I-PS-INV114393	110 5241-541	SOFTWARE	: ANNUAL FEE	162062	6,748.07
						VENDOR 01-004362 TOTALS	6,748.07
01-004600	CITY OF PEORIA	I-59510	110 5241-562	TRAVEL & TRAI:	FIRE ACADEMY & LODGI	162037	19,500.00
						VENDOR 01-004600 TOTALS	19,500.00
01-004737	BUSHUE BACKGROUND SCRE	I-20241231	110 5241-519	OTHER PROFESS:	BACKGROUND SCREENING	162034	75.00
						VENDOR 01-004737 TOTALS	75.00
01-004758	MARLIN LEASING CORPORA	I-40315078	110 5241-814	PRINT/COPY MA:	COPIER	162073	34.23
						VENDOR 01-004758 TOTALS	34.23
01-005538	MT. VERNON TV & APPLIA	I-MTV-I00013	110 5241-432	REPAIR OF BUI:	WASHER & DRYER REPAI	162080	145.95
						VENDOR 01-005538 TOTALS	145.95
01-023800	CONSOLIDATED COMMUNICA	I-202503199905	110 5241-532	TELEPHONE	: 235-0933	010039	293.23
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5241-532	TELEPHONE	: 235-5654	010040	37.12
						VENDOR 01-023800 TOTALS	330.35
01-025600	ILMO PRODUCTS COMPANY	I-0001538700	110 5241-313	MEDICAL & SAF:	CYLINDER RENTAL	001499	50.40
						VENDOR 01-025600 TOTALS	50.40

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
=====							
01-031000	LORENZ SUPPLY CO.	I-649559	110 5241-312	CLEANING SUPP:	GLASS CLEANER,TOWELS	001500	157.83
						VENDOR 01-031000 TOTALS	157.83
01-037050	NIEMEYER REPAIR SERVIC	I-140929	110 5241-433	REPAIR OF MAC:	OIL	162081	89.60
						VENDOR 01-037050 TOTALS	89.60
01-040451	S & S SERVICE CO	I-80172	110 5241-434	REPAIR OF VEH:	UNIT 23 REPAIRS	001502	4,090.44
01-040451	S & S SERVICE CO	I-80182	110 5241-434	REPAIR OF VEH:	E-1 REPAIRS	001502	1,803.97
						VENDOR 01-040451 TOTALS	5,894.41
				DEPARTMENT 241	FIRE PROTECTION ADMIN.	TOTAL:	36,864.49
-----							
01-001620	VERIZON WIRELESS	I-6108605568	110 5242-532	TELEPHONE	: MOBILES	162097	72.02
01-001620	VERIZON WIRELESS	I-6108605568	110 5242-532	TELEPHONE	: MOBILES	162097	36.01
01-001620	VERIZON WIRELESS	I-6108605568	110 5242-532	TELEPHONE	: MOBILES	162097	36.01
01-001620	VERIZON WIRELESS	I-6108605568	110 5242-532	TELEPHONE	: MOBILES	162097	36.01
01-001620	VERIZON WIRELESS	I-6108605568	110 5242-533	CELLULAR PHON:	MOBILES	162097	72.02
						VENDOR 01-001620 TOTALS	252.07
01-002908	STERICYCLE, INC.	I-8010221807	110 5242-313	MEDICAL & SAF:	APRIL SUBSCRIPTION	162089	38.95
						VENDOR 01-002908 TOTALS	38.95
01-004356	EMSAR	I-SM-222301	110 5242-433	REPAIR OF MAC:	ANNUAL ANNUITY	162049	1,165.38
						VENDOR 01-004356 TOTALS	1,165.38
01-004362	IMAGE TREND, INC.	I-PS-INV114393	110 5242-541	SOFTWARE	: ANNUAL FEE	162062	11,000.00
						VENDOR 01-004362 TOTALS	11,000.00
01-004758	MARLIN LEASING CORPORA	I-40301522	110 5242-579	MISC OTHER PU:	COPIER	162073	52.13
						VENDOR 01-004758 TOTALS	52.13

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 242 AMBULANCE SERVICE

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-011875	DENNING AUTOMOTIVE	I-202503209937	110 5242-434	REPAIR OF VEH:	UNIT 28 REPAIRS	162045	2,581.84
01-011875	DENNING AUTOMOTIVE	I-202503209939	110 5242-434	REPAIR OF VEH:	UNIT 29 REPAIRS	162045	203.75
					VENDOR 01-011875	TOTALS	2,785.59
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5242-532	TELEPHONE	: 235-5654	010040	37.12
					VENDOR 01-023800	TOTALS	37.12
01-025600	ILMO PRODUCTS COMPANY	I-0001538700	110 5242-313	MEDICAL & SAF:	CYLINDER RENTAL	001499	80.10
01-025600	ILMO PRODUCTS COMPANY	I-0001543066	110 5242-313	MEDICAL & SAF:	OXYGEN	001499	20.35
					VENDOR 01-025600	TOTALS	100.45
				DEPARTMENT 242	AMBULANCE SERVICE	TOTAL:	15,431.69
01-000364	GLOBAL INDUSTRIAL	I-122984982	110 5261-311	OFFICE SUPPLI:	OFFICE CHAIR	162055	149.10
					VENDOR 01-000364	TOTALS	149.10
01-000732	LAKE LAND COLLEGE	I-1580320	110 5261-550	PRINTING & BI:	REZONING SIGNS	162069	190.46
					VENDOR 01-000732	TOTALS	190.46
01-004758	MARLIN LEASING CORPORA	I-40301520	110 5261-814	PRINTER/COPY :	COPIER	162073	55.13
					VENDOR 01-004758	TOTALS	55.13
01-008200	COLES CO REGIONAL PLAN	I-8051	110 5261-511	PLANNING & DE:	TA BILLING 2/2025	162039	172.00
					VENDOR 01-008200	TOTALS	172.00
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5261-532	TELEPHONE	: 235-5654	010040	170.23
					VENDOR 01-023800	TOTALS	170.23
				DEPARTMENT 261	COMMUNITY DEVELOPMENT	TOTAL:	736.92

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 310 PUBLIC WORKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001620	VERIZON WIRELESS	I-6108605568	110 5310-533	CELLULAR PHON:	MOBILES	162097	40.51
01-001620	VERIZON WIRELESS	I-6108605568	110 5310-533	CELLULAR PHON:	MOBILES	162097	12.00
						VENDOR 01-001620 TOTALS	52.51
01-003488	S.S.C. SERVICES, INC.	I-9051	110 5310-460	OTHER PROFESS:	JANITORIAL SERVICES	001492	66.00
01-003488	S.S.C. SERVICES, INC.	I-9053	110 5310-460	OTHER PROFESS:	JANITORIAL SERVICES	001492	66.00
						VENDOR 01-003488 TOTALS	132.00
01-003953	AMAZON CAPITAL SERVICE	I-1G67-7VCQ-7K9M	110 5310-863	COMPUTERS :	USB CHARGER	001494	15.98
01-003953	AMAZON CAPITAL SERVICE	I-1G67-7VCQ-7K9M	110 5310-311	OFFICE SUPPLI:	FILE FOLDERS	001494	20.14
01-003953	AMAZON CAPITAL SERVICE	I-1G67-7VCQ-7K9M	110 5310-311	OFFICE SUPPLI:	FILE FOLDERS	001494	20.62
01-003953	AMAZON CAPITAL SERVICE	I-1G67-7VCQ-7K9M	110 5310-863	COMPUTERS :	CASE	001494	9.99
01-003953	AMAZON CAPITAL SERVICE	I-1LN9-9QDN-HGKG	110 5310-316	TOOLS & EQUIP:	SANDING BELT	001494	34.29
01-003953	AMAZON CAPITAL SERVICE	I-1LN9-9QDN-HGKG	110 5310-311	OFFICE SUPPLI:	STORAGE BIN	001494	41.00
01-003953	AMAZON CAPITAL SERVICE	I-1LN9-9QDN-HGKG	110 5310-311	OFFICE SUPPLI:	LED REFILLS	001494	5.79
01-003953	AMAZON CAPITAL SERVICE	I-1MK1-RJK1-4VFP	110 5310-316	TOOLS & EQUIP:	MEMORY CARD	001494	11.49
01-003953	AMAZON CAPITAL SERVICE	I-1XRM-317T-96L4	110 5310-319	MISCELLANEOUS:	PLOTTER INK	001494	238.24
						VENDOR 01-003953 TOTALS	397.54
01-004298	WM CORPORATE SERVICES,	I-0181449-2754-0	110 5310-421	DISPOSAL SERV:	TRASH SERVICES	010069	1,183.20
01-004298	WM CORPORATE SERVICES,	I-0342676-4072-9	110 5310-421	DISPOSAL SERV:	TRASH SERVICES	010070	577.35
01-004298	WM CORPORATE SERVICES,	I-0343386-4072-4	110 5310-421	DISPOSAL SERV:	TRASH SERVICES	010070	184.79
						VENDOR 01-004298 TOTALS	1,945.34
01-004737	BUSHUE BACKGROUND SCRE	I-20250131	110 5310-579	MISC OTHER PU:	BACKGROUND SCREENING	162034	150.00
01-004737	BUSHUE BACKGROUND SCRE	I-20250228	110 5310-579	MISC OTHER PU:	BACKGROUND SCREENING	162034	282.45
						VENDOR 01-004737 TOTALS	432.45
01-004758	MARLIN LEASING CORPORA	I-40301523	110 5310-814	PRINT/COPY MA:	COPIER	162073	500.49
						VENDOR 01-004758 TOTALS	500.49
DEPARTMENT 310 PUBLIC WORKS						TOTAL:	3,460.33

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5320-319	MISCELLANEOUS: MARKERS,WASHERS,DUCT	162060		12.59
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5320-316	TOOLS & EQUIP: WRENCH LOCKNUTS,SWIV	162060		29.83
				VENDOR 01-000061	TOTALS		42.42
01-001582	AUTO, TRUCK AND FARM R	I-86179	110 5320-434	REPAIR OF VEH: UNIT 550 REPAIRS	162029		110.70
				VENDOR 01-001582	TOTALS		110.70
01-002990	CINTAS	I-5259739206	110 5320-313	MEDICAL & SAF: MEDICAL SUPPLIES	162035		29.83
				VENDOR 01-002990	TOTALS		29.83
01-003206	BIRKEYS	I-P60729	110 5320-318	VEHICLE PARTS: FITTINGS,HOSE	001491		122.05
01-003206	BIRKEYS	I-P60732	110 5320-318	VEHICLE PARTS: BUSHING,NIPPLE	001491		2.94
01-003206	BIRKEYS	I-P60784	110 5320-313	MEDICAL & SAF: LED BEACON	001491		87.68
01-003206	BIRKEYS	I-P60984	110 5320-318	VEHICLE PARTS: FILTER	001491		37.43
01-003206	BIRKEYS	I-P61096	110 5320-318	VEHICLE PARTS: OIL	001491		3.10
01-003206	BIRKEYS	I-W38508	110 5320-433	REPAIR OF MAC: LOADER REPAIRS	001491		180.30
01-003206	BIRKEYS	I-W38517	110 5320-433	REPAIR OF MAC: LOADER REPAIRS	001491		406.98
				VENDOR 01-003206	TOTALS		840.48
01-003943	FESSI	I-E132772	110 5320-313	MEDICAL & SAF: EXTINGUISHER MNTCE	001486		287.50
				VENDOR 01-003943	TOTALS		287.50
01-003953	AMAZON CAPITAL SERVICE	I-1P36-XF6N-9HFL	110 5320-319	MISCELLANEOUS: SPROCKET KITS FOR CH	001494		14.99
				VENDOR 01-003953	TOTALS		14.99
01-004419	TALBERT, LLC	I-1891	110 5320-432	REPAIR OF BUI: FREE MULCH SIGNS	162091		80.00
				VENDOR 01-004419	TOTALS		80.00
01-004489	FATBOYS OFFROAD, LLC	I-0353	110 5320-434	REPAIR OF VEH: TRUCK 517 REPAIRS	162051		635.00
01-004489	FATBOYS OFFROAD, LLC	I-0356	110 5320-434	REPAIR OF VEH: TRUCK 507 REPAIRS	162051		276.67
				VENDOR 01-004489	TOTALS		911.67

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004758	MARLIN LEASING CORPORA	I-40301524	110 5320-814	PRINT/COPY MA:	COPIER	162073	166.68
						VENDOR 01-004758 TOTALS	166.68
01-016000	JOHN DEERE FINANCIAL	I-202503269952	110 5320-318	VEHICLE PARTS:	FILTER, PUMP	162065	36.66
01-016000	JOHN DEERE FINANCIAL	I-202503269952	110 5320-319	MISCELLANEOUS:	TOWELS,GREASE,OIL	162065	89.57
01-016000	JOHN DEERE FINANCIAL	I-202503269952	110 5320-319	MISCELLANEOUS:	NOZZLES,DEGREASER	162065	19.99
						VENDOR 01-016000 TOTALS	146.22
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5320-532	TELEPHONE	: 235-5654	010040	12.37
01-023800	CONSOLIDATED COMMUNICA	I-202503199907	110 5320-532	TELEPHONE	: 101-5460	010041	166.35
						VENDOR 01-023800 TOTALS	178.72
01-025600	ILMO PRODUCTS COMPANY	I-0001538695	110 5320-440	RENTALS	: CYLINDER RENTAL	001499	9.00
						VENDOR 01-025600 TOTALS	9.00
01-031000	LORENZ SUPPLY CO.	I-649972	110 5320-319	MISCELLANEOUS:	LINERS,PLATES,FORKS,	001500	20.21
						VENDOR 01-031000 TOTALS	20.21
01-033800	MATTOON WATER DEPT	I-202503199909	110 5320-321	UTILITIES	: 401 DEWITT	010042	40.71
						VENDOR 01-033800 TOTALS	40.71
01-034250	RRSR, LLC DBA MCFARLAN	I-25-284	110 5320-434	REPAIR OF VEH:	WELD DUMP BED LATCH	162076	25.00
						VENDOR 01-034250 TOTALS	25.00
01-044325	TERMINIX	I-644277	110 5320-460	OTHER PROP MA:	PEST CONTROL	162094	31.67
						VENDOR 01-044325 TOTALS	31.67
DEPARTMENT 320 STREETS						TOTAL:	2,935.80

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 381 CUSTODIAL SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-202503199885	110 5381-321	UTILITIES	: 1718 B'DWAY UNIT B	010027	187.20
01-001070	AMEREN ILLINOIS	I-202503199886	110 5381-321	UTILITIES	: 1701 B'DWAY HERITAGE	010028	105.11
01-001070	AMEREN ILLINOIS	I-202503199900	110 5381-321	UTILITIES	: 1701 WABASH	010035	119.95
						VENDOR 01-001070 TOTALS	412.26
01-002250	COMMERCIAL REFRIGERATI	I-W11356	110 5381-460	OTHER PROP MA:	REPAIRS @ TRAIN STAT	001489	437.24
						VENDOR 01-002250 TOTALS	437.24
01-002806	SUDKAMP PLUMBING, HEAT	I-2106	110 5381-460	OTHER PROP MA:	TEST BACKFLOW DEVICE	162090	180.00
						VENDOR 01-002806 TOTALS	180.00
01-003488	S.S.C. SERVICES, INC.	I-9051	110 5381-460	OTHER PROP MA:	JANITORIAL SERVICES	001492	297.95
01-003488	S.S.C. SERVICES, INC.	I-9053	110 5381-460	OTHER PROP MA:	JANITORIAL SERVICES	001492	268.00
						VENDOR 01-003488 TOTALS	565.95
01-003943	FESSI	I-246398	110 5381-460	OTHER PROP MA:	EXTINGUISHER MNTCE	001493	61.25
						VENDOR 01-003943 TOTALS	61.25
01-004731	PLATINUM CHEMICALS INC	I-12150-01	110 5381-312	CLEANING SUPP:	HAND SANITATION WIPE	162085	448.00
						VENDOR 01-004731 TOTALS	448.00
01-009093	CONNOR CO	I-S011273878.001	110 5381-319	MISCELLANEOUS:	FILTER	162041	103.59
						VENDOR 01-009093 TOTALS	103.59
01-033800	MATTOON WATER DEPT	I-202503199912	110 5381-321	UTILITIES	: 420 N LOGAN	010045	34.80
01-033800	MATTOON WATER DEPT	I-202503199913	110 5381-321	UTILITIES	: 1701 B'DWAY	010046	8.20
01-033800	MATTOON WATER DEPT	I-202503199914	110 5381-321	UTILITIES	: 1701 WABASH	010047	29.09
						VENDOR 01-033800 TOTALS	72.09
01-038300	PERRY'S LOCKSMITH	I-7-85983	110 5381-460	OTHER PROP MA:	SERVICE CALL @ BURGE	162084	183.00
						VENDOR 01-038300 TOTALS	183.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 381 CUSTODIAL SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-044325	TERMINIX	I-644222	110 5381-460	OTHER PROP MA:	PEST CONTROL	162094	75.00
						VENDOR 01-044325 TOTALS	75.00
				DEPARTMENT 381	CUSTODIAL SERVICES	TOTAL:	2,538.38
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5511-319	MISCELLANEOUS:	ADAPTERS,PVC	162060	2.17
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5511-319	MISCELLANEOUS:	CANE BOLTS	162060	29.86
						VENDOR 01-000061 TOTALS	32.03
01-001070	AMEREN ILLINOIS	I-202503199890	110 5511-321	UTILITIES	: 500 B'DWAY	010029	290.77
01-001070	AMEREN ILLINOIS	I-202503199891	110 5511-321	UTILITIES	: 212 N 12TH	010030	74.46
01-001070	AMEREN ILLINOIS	I-202503199892	110 5511-321	UTILITIES	: 632 S 14TH LAWSON PA	010031	284.23
01-001070	AMEREN ILLINOIS	I-202503199894	110 5511-321	UTILITIES	: 500 B'DWAY	010033	162.04
01-001070	AMEREN ILLINOIS	I-202503199899	110 5511-321	UTILITIES	: 500 B'DWAY	010034	49.14
						VENDOR 01-001070 TOTALS	860.64
01-001620	VERIZON WIRELESS	I-6108605568	110 5511-533	CELLULAR PHON:	MOBILES	162097	36.01
						VENDOR 01-001620 TOTALS	36.01
01-002297	LAWSON PRODUCTS, INC.	I-9312311737	110 5511-316	TOOLS & EQUIP:	UTILITY CUTTERS,CABL	162071	1,181.03
01-002297	LAWSON PRODUCTS, INC.	I-9312311738	110 5511-319	MISCELLANEOUS:	PAINT	162071	178.35
						VENDOR 01-002297 TOTALS	1,359.38
01-004126	ESSENCE CHEMICAL COMPA	I-6385	110 5511-319	MISCELLANEOUS:	CASE OF QC ZYME	162050	240.72
						VENDOR 01-004126 TOTALS	240.72
01-011600	DEBUHR'S SEED STORE	I-64052	110 5511-319	MISCELLANEOUS:	GRASS SEED	162044	99.99
						VENDOR 01-011600 TOTALS	99.99
01-020975	HEART TECHNOLOGIES INC	I-78156	110 5511-863	COMPUTERS	: PARK CAM SYSTEM RENE	001498	1,745.28
						VENDOR 01-020975 TOTALS	1,745.28

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 511 PARKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	110 5511-532	TELEPHONE	: 235-5654	010040	37.14
						VENDOR 01-023800 TOTALS	37.14
01-025600	ILMO PRODUCTS COMPANY	I-0001538086	110 5511-319	MISCELLANEOUS:	CYLINDER LEASE	001499	115.00
						VENDOR 01-025600 TOTALS	115.00
01-033800	MATTOON WATER DEPT	I-202503199918	110 5511-321	UTILITIES	: 212 N 12TH BLDG 2	010051	12.57
01-033800	MATTOON WATER DEPT	I-202503199919	110 5511-321	UTILITIES	: 418 RICHMOND DEMARS	010052	31.66
01-033800	MATTOON WATER DEPT	I-202503199921	110 5511-321	UTILITIES	: 305 RICHMOND GRIMES	010054	16.40
01-033800	MATTOON WATER DEPT	I-202503199922	110 5511-321	UTILITIES	: 307 RICHMOND RR	010055	16.40
01-033800	MATTOON WATER DEPT	I-202503199923	110 5511-321	UTILITIES	: 500 B'DWAY PETERSON	010056	15.03
01-033800	MATTOON WATER DEPT	I-202503199924	110 5511-321	UTILITIES	: 500 B'DWAY PET PAV S	010057	18.43
01-033800	MATTOON WATER DEPT	I-202503199925	110 5511-321	UTILITIES	: 500 B'DWAY PETERSON	010058	18.43
01-033800	MATTOON WATER DEPT	I-202503199927	110 5511-321	UTILITIES	: BASEBALL DIAMOND LAW	010060	34.80
						VENDOR 01-033800 TOTALS	163.72
01-034250	RRSR, LLC DBA MCFARLAN	I-25-247	110 5511-319	MISCELLANEOUS:	TUBING	162076	84.48
						VENDOR 01-034250 TOTALS	84.48
DEPARTMENT 511 PARKS						TOTAL:	4,774.39
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5512-319	MISCELLANEOUS:	BRUSHES,BOILER DRAIN	162060	96.50
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5512-432	REPAIR OF BUI:	WATER FILTRATION SYS	162060	349.99
						VENDOR 01-000061 TOTALS	446.49
01-000575	MENARDS	I-81747	110 5512-319	MISCELLANEOUS:	PAINT	162077	53.98
01-000575	MENARDS	I-81873	110 5512-319	MISCELLANEOUS:	PAINT	162077	53.98
						VENDOR 01-000575 TOTALS	107.96
01-000732	LAKE LAND COLLEGE	I-1580320	110 5512-319	MISCELLANEOUS:	PARTNER SIGN	162069	52.84
						VENDOR 01-000732 TOTALS	52.84

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 512 LAKE MATTOON

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001620	VERIZON WIRELESS	I-6108605568	110 5512-533	CELLULAR PHON:	MOBILES	162097	54.86
VENDOR 01-001620 TOTALS							54.86
01-003200	FRED BIGGS ELECTRIC SU	I-401788	110 5512-432	REPAIR OF BUI:	WIRE,ROD CLAMP	162052	965.31
VENDOR 01-003200 TOTALS							965.31
01-004608	CHARLES WILLIAM FUQUA	I-202503269951	110 5512-450	CONSTRUCTION :	DEMO 2 TRAILERS,REMO	162053	10,000.00
VENDOR 01-004608 TOTALS							10,000.00
01-009093	CONNOR CO	I-SO11280099.001	110 5512-432	REPAIR OF BUI:	ADAPTERS,VALVES	162041	360.92
01-009093	CONNOR CO	I-SO11280588.001	110 5512-432	REPAIR OF BUI:	BRONZE, COUPLING,PIP	162041	109.76
VENDOR 01-009093 TOTALS							470.68
01-020803	HARRELSON PLUMBING & H	I-M3509	110 5512-432	REPAIR OF BUI:	RUN WATER TO 4 LOTS	001497	1,611.70
VENDOR 01-020803 TOTALS							1,611.70
01-024060	IL DEPT OF NATURAL RES	I-202503279961	110 5512-802	HUNTING/FISHI:	FISHING LICENSES	010084	16.50
VENDOR 01-024060 TOTALS							16.50
01-024101	IL DEPT OF REVENUE	I-202503219943	110 5512-803	SALES TAX REM:	FEBRUARY SALES TAX	010083	6.00
VENDOR 01-024101 TOTALS							6.00
01-041755	SHELBY ELECTRIC COOPER	I-202503199928	110 5512-321	UTILITIES :	MARINA	010061	389.25
01-041755	SHELBY ELECTRIC COOPER	I-202503199929	110 5512-321	UTILITIES :	BEACH AREA	010062	135.02
01-041755	SHELBY ELECTRIC COOPER	I-202503199930	110 5512-321	UTILITIES :	CAMPGROUND	010063	169.54
01-041755	SHELBY ELECTRIC COOPER	I-202503199931	110 5512-321	UTILITIES :	RESTROOMS	010064	223.00
01-041755	SHELBY ELECTRIC COOPER	I-202503199932	110 5512-321	UTILITIES :	CAUSEWAY BRIDGE	010065	68.00
01-041755	SHELBY ELECTRIC COOPER	I-202503199933	110 5512-321	UTILITIES :	CAUSEWAY	010066	25.75
01-041755	SHELBY ELECTRIC COOPER	I-202503199934	110 5512-321	UTILITIES :	NEW TRF	010067	118.58
01-041755	SHELBY ELECTRIC COOPER	I-202503199935	110 5512-321	UTILITIES :	HUFFMANS	010068	168.38
VENDOR 01-041755 TOTALS							1,297.52

DEPARTMENT 512 LAKE MATTOON TOTAL: 15,029.86

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 551 SPORTS FACILITIES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5551-319	MISCELLANEOUS:	DISHWASHER KIT,ADAPT	162060	71.13
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5551-319	MISCELLANEOUS:	SCREWS	162060	30.96
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	110 5551-432	REPAIR OF STR:	PVC,DISHWASHER KIT,P	162060	54.61
VENDOR 01-000061 TOTALS							156.70
01-001135	BEACON ATHLETICS LLC	I-0607263-IN	110 5551-319	MISCELLANEOUS:	FIELD NETTING @ GIRL	001488	1,961.97
VENDOR 01-001135 TOTALS							1,961.97
01-003953	AMAZON CAPITAL SERVICE	I-1497-D9HF-MJQC	110 5551-319	MISCELLANEOUS:	PENS,FLAGS	001494	62.42
VENDOR 01-003953 TOTALS							62.42
01-005538	MT. VERNON TV & APPLIA	I-MATT-I00403	110 5551-432	REPAIR OF STR:	ICE MACHINE	162080	4,249.00
01-005538	MT. VERNON TV & APPLIA	I-MATT-I00404	110 5551-319	MISCELLANEOUS:	MT. VERNON TV & APPL	162080	1,399.00
VENDOR 01-005538 TOTALS							5,648.00
01-011600	DEBUHR'S SEED STORE	I-64053	110 5551-424	LAWN CARE	: FERTILIZER	162044	1,279.60
VENDOR 01-011600 TOTALS							1,279.60
01-033800	MATTOON WATER DEPT	I-202503199915	110 5551-321	UTILITIES	: 421 SHELBY MJFL	010048	18.43
01-033800	MATTOON WATER DEPT	I-202503199916	110 5551-321	UTILITIES	: 713 SHELBY GIRLS	010049	34.80
01-033800	MATTOON WATER DEPT	I-202503199917	110 5551-321	UTILITIES	: 801 SHELBY MJBL	010050	34.80
01-033800	MATTOON WATER DEPT	I-202503199920	110 5551-321	UTILITIES	: 301 RICHMOND BF	010053	16.40
01-033800	MATTOON WATER DEPT	I-202503199926	110 5551-321	UTILITIES	: 421 SHELBY MJFL	010059	32.77
VENDOR 01-033800 TOTALS							137.20
DEPARTMENT 551				SPORTS FACILITIES	TOTAL:	9,245.89	
01-001070	AMEREN ILLINOIS	I-202503199880	110 5570-321	UTILITIES	: 500 B'DWAY	010024	188.94
01-001070	AMEREN ILLINOIS	I-202503199881	110 5570-321	UTILITIES	: 917 N 22ND	010025	23.30
VENDOR 01-001070 TOTALS							212.24

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 570 DODGE GROVE CEMETERY

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003206	BIRKEYS	I-P61478	110 5570-316	TOOLS & EQUIP:	TRIMMERS	001491	701.98
01-003206	BIRKEYS	I-W38536	110 5570-433	REPAIR OF MAC:	MOWER REPAIRS	001491	1,404.59
01-003206	BIRKEYS	I-W38537	110 5570-433	REPAIR OF MAC:	MOWER REPAIRS	001491	406.32
						VENDOR 01-003206 TOTALS	2,512.89
01-003953	AMAZON CAPITAL SERVICE	I-1LN9-9QDN-HGKG	110 5570-319	MISCELLANEOUS:	SANDING BELT	001494	30.59
01-003953	AMAZON CAPITAL SERVICE	I-1TJ3-N9PP-G41W	110 5570-316	TOOLS & EQUIP:	SAFETY GLASSES	001494	72.00
						VENDOR 01-003953 TOTALS	102.59
01-011600	DEBUHR'S SEED STORE	I-63067	110 5570-424	LAWN CARE	: GRASS SEED	162044	199.98
						VENDOR 01-011600 TOTALS	199.98
01-023800	CONSOLIDATED COMMUNICA	I-202503199904	110 5570-321	UTILITIES	: 234-2055	010038	92.47
						VENDOR 01-023800 TOTALS	92.47
						DEPARTMENT 570 DODGE GROVE CEMETERY TOTAL:	3,120.17
						VENDOR SET 110 GENERAL FUND TOTAL:	221,999.68

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 122 HOTEL TAX FUND

DEPARTMENT: 653 HOTEL TAX ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-202503199884	122 5653-321	NATURAL GAS &:	1718 B'DWAY UNIT C	010026	80.16
					VENDOR 01-001070 TOTALS		80.16
01-001910	ASCAP	I-202503269959	122 5653-572	COMMUNITY PRO:	LICENSE FEE	162028	440.72
					VENDOR 01-001910 TOTALS		440.72
01-003866	TEMPEST	I-2035	122 5653-562	TRAVEL & TRAI:	2025 UMCVB ATTENDEE	162093	375.00
					VENDOR 01-003866 TOTALS		375.00
01-003953	AMAZON CAPITAL SERVICE	I-19JY-JFVT-4N49	122 5653-311	OFFICE SUPPLI:	PHONE	001494	44.00
					VENDOR 01-003953 TOTALS		44.00
01-004520	DISCOVER DOWNSTATE ILL	I-7630	122 5653-540	ADVERTISING :	ADVERTISEMENT	162047	455.00
					VENDOR 01-004520 TOTALS		455.00
01-004768	MATTHEW S. PASSALACQUA	I-202503269957	122 5653-572	COMMUNITY PRO:	BAGEL BITES 5/23	162074	1,500.00
					VENDOR 01-004768 TOTALS		1,500.00
01-004769	THE BRAT PACK	I-202503279963	122 5653-572	COMMUNITY PRO:	BAGELBITES DEPOSIT	162095	2,000.00
					VENDOR 01-004769 TOTALS		2,000.00
01-023800	CONSOLIDATED COMMUNICA	I-202503199902	122 5653-532	TELEPHONE :	800-500-6286	010036	6.17
					VENDOR 01-023800 TOTALS		6.17
				DEPARTMENT 653	HOTEL TAX ADMINISTRATION TOTAL:		4,901.05
				VENDOR SET 122	HOTEL TAX FUND	TOTAL:	4,901.05

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 128 MIDTOWN TIF FUND

DEPARTMENT: 604 MIDTOWN TIF DISTRICT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000117	FULLER-WENTE INC	I-202503269954	128 5604-902	SIDEWALKS & C:	B'DWAY STREETSCAPING	001487	26,771.46
						VENDOR 01-000117 TOTALS	26,771.46
01-004760	WEATHERPROOFING TECHNO	I-97993511	128 5604-909	PUBLIC BUILDI:	ROOF MOISTURE SCAN @	162099	4,000.00
						VENDOR 01-004760 TOTALS	4,000.00
DEPARTMENT 604 MIDTOWN TIF DISTRICT						TOTAL:	30,771.46
VENDOR SET 128 MIDTOWN TIF FUND						TOTAL:	30,771.46

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 130 CAPITAL PROJECT FUND

DEPARTMENT: 321 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002681	ROBERT LEE	I-662001	130 5321-730	IMPROVEMENTS :	24-015-CCSP	162072	6,000.00
						VENDOR 01-002681 TOTALS	6,000.00
01-035154	MID-ILLINOIS CONCRETE	I-287123	130 5321-730	IMPROVEMENTS :	24-045-CCSP	162078	93.00
01-035154	MID-ILLINOIS CONCRETE	I-287124	130 5321-730	IMPROVEMENTS :	24-049-CCSP	162078	2,471.00
						VENDOR 01-035154 TOTALS	2,564.00
01-040469	DURWIN SANDERS	I-22501	130 5321-730	IMPROVEMENTS :	24-047-CCSP	162048	950.00
						VENDOR 01-040469 TOTALS	950.00
DEPARTMENT 321 STREETS						TOTAL:	9,514.00
VENDOR SET 130 CAPITAL PROJECT FUND						TOTAL:	9,514.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	211 5353-377	PLANT EQUIPME:	DOOR PULL	162060	4.93
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	211 5353-377	PLANT EQUIPME:	SPRAYER, TOOL BAG	162060	30.05
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	211 5353-377	PLANT EQUIPME:	CLAMPS	162060	7.52
VENDOR 01-000061 TOTALS							42.50
01-000839	BRENNTAG MID-SOUTH, IN	C-BMS889505	211 5353-314	CHEMICALS	: RETURN DRUM	162032	1,500.00-
01-000839	BRENNTAG MID-SOUTH, IN	I-BMS884629	211 5353-314	CHEMICALS	: CHEMICALS	162032	1,212.80
01-000839	BRENNTAG MID-SOUTH, IN	I-BMS889635	211 5353-314	CHEMICALS	: CHLORINE	162032	5,196.00
VENDOR 01-000839 TOTALS							4,908.80
01-001620	VERIZON WIRELESS	I-6108605568	211 5353-533	CELLULAR PHON:	MOBILES	162097	72.02
VENDOR 01-001620 TOTALS							72.02
01-002958	BATTERY SPECIALISTS, I	I-208418	211 5353-433	REPAIR OF MAC:	BATTERY SPECIALISTS,	162031	69.95
VENDOR 01-002958 TOTALS							69.95
01-003097	CINTAS	I-4223801120	211 5353-460	OTHER PROPERT:	MOP, TOWELS, MATS	162036	42.72
01-003097	CINTAS	I-4224504643	211 5353-460	OTHER PROPERT:	MOPS, TOWELS, MATS	162036	42.72
01-003097	CINTAS	I-4225387102	211 5353-460	OTHER PROPERT:	MOP, TOWELS, MATS	162036	42.72
VENDOR 01-003097 TOTALS							128.16
01-003206	BIRKEYS	I-W38543	211 5353-433	REPAIR OF MAC:	MOWER REPAIRS	001491	256.71
01-003206	BIRKEYS	I-W38585	211 5353-433	REPAIR OF MAC:	MOWER REPAIRS	001491	427.41
VENDOR 01-003206 TOTALS							684.12
01-003730	BROOKS & ASSOCIATES	I-10912099	211 5353-378	PLANT MTCE & :	ASCO REBUILD KIT	162033	411.24
VENDOR 01-003730 TOTALS							411.24
01-003953	AMAZON CAPITAL SERVICE	I-1JQT-F493-91R6	211 5353-377	PLANT EQUIPME:	CELL PHONE BOOSTER	001494	193.98
VENDOR 01-003953 TOTALS							193.98

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-009093	CONNOR CO	I-S011272219.002	211 5353-377	PLANT EQUIPME:	SPIGOT ADAPTER,CAP	162041	61.18
						VENDOR 01-009093 TOTALS	61.18
01-035365	MISSISSIPPI LIME COMPA	I-CD78063	211 5353-314	CHEMICALS	: LIME	162079	11,077.72
						VENDOR 01-035365 TOTALS	11,077.72
01-046603	WATER SOLUTIONS UNLIMI	I-7018159	211 5353-314	CHEMICALS	: CHEMICALS	162098	23,046.00
						VENDOR 01-046603 TOTALS	23,046.00
DEPARTMENT 353 WATER TREATMENT PLANT TOTAL:							40,695.67
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	211 5354-319	MISCELLANEOUS:	MARKERS,WASHERS,DUCT	162060	12.59
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	211 5354-316	TOOLS & EQUIP:	WRENCH LOCKNUTS,SWIV	162060	29.83
						VENDOR 01-000061 TOTALS	42.42
01-001070	AMEREN ILLINOIS	I-202503199879	211 5354-321	NATURAL GAS &:	3919 DEWITT WATER TO	010023	70.38
01-001070	AMEREN ILLINOIS	I-202503199893	211 5354-321	NATURAL GAS &:	401 N DIVISION WATER	010032	45.13
						VENDOR 01-001070 TOTALS	115.51
01-001582	AUTO, TRUCK AND FARM R	I-86179	211 5354-434	REPAIR OF VEH:	UNIT 550 REPAIRS	162029	110.70
						VENDOR 01-001582 TOTALS	110.70
01-001620	VERIZON WIRELESS	I-6108605568	211 5354-533	CELL PHONES	: MOBILES	162097	54.01
						VENDOR 01-001620 TOTALS	54.01
01-002990	CINTAS	I-5259739206	211 5354-313	MEDICAL & SAF:	MEDICAL SUPPLIES	162035	29.83
						VENDOR 01-002990 TOTALS	29.83
01-003206	BIRKEYS	I-P60729	211 5354-318	VEHICLE PARTS:	FITTINGS,HOSE	001491	122.05

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 354 WATER DISTRIBUTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003206	BIRKEYS	I-P60732	211 5354-318	VEHICLE PARTS: BUSHING,NIPPLE		001491	2.94
01-003206	BIRKEYS	I-P60784	211 5354-313	MEDICAL & SAF: LED BEACON		001491	87.68
01-003206	BIRKEYS	I-P60984	211 5354-318	VEHICLE PARTS: FILTER		001491	37.43
01-003206	BIRKEYS	I-P61096	211 5354-318	VEHICLE PARTS: OIL		001491	3.10
01-003206	BIRKEYS	I-W38508	211 5354-433	REPAIR OF MAC: LOADER REPAIRS		001491	180.30
01-003206	BIRKEYS	I-W38517	211 5354-433	REPAIR OF MAC: LOADER REPAIRS		001491	406.98
VENDOR 01-003206 TOTALS							840.48
01-003943	FESSI	I-E132772	211 5354-313	MEDICAL & SAF: EXTINGUISHER MNTCE		001486	287.50
VENDOR 01-003943 TOTALS							287.50
01-003953	AMAZON CAPITAL SERVICE	I-1P36-XF6N-9HFL	211 5354-319	MISCELLANEOUS: SPROCKET KITS FOR CH		001494	14.99
VENDOR 01-003953 TOTALS							14.99
01-004424	RILEY CREEK RANCH LLC	I-3313	211 5354-374	SERVICE LINE : WATER METER COVERS		162086	625.00
VENDOR 01-004424 TOTALS							625.00
01-004489	FATBOYS OFFROAD, LLC	I-0353	211 5354-434	REPAIR OF VEH: TRUCK 517 REPAIRS		162051	635.00
01-004489	FATBOYS OFFROAD, LLC	I-0356	211 5354-434	REPAIR OF VEH: TRUCK 507 REPAIRS		162051	276.67
VENDOR 01-004489 TOTALS							911.67
01-016000	JOHN DEERE FINANCIAL	I-202503269952	211 5354-318	VEHICLE PARTS: FILTER, PUMP		162065	36.66
01-016000	JOHN DEERE FINANCIAL	I-202503269952	211 5354-319	MISCELLANEOUS: TOWELS,GREASE,OIL		162065	89.57
01-016000	JOHN DEERE FINANCIAL	I-202503269952	211 5354-319	MISCELLANEOUS: NOZZLES,DEGREASER		162065	19.99
VENDOR 01-016000 TOTALS							146.22
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	211 5354-532	TELEPHONE : 235-5654		010040	12.38
01-023800	CONSOLIDATED COMMUNICA	I-202503199907	211 5354-532	TELEPHONE : 101-5460		010041	166.35
VENDOR 01-023800 TOTALS							178.73
01-025600	ILMO PRODUCTS COMPANY	I-0001538695	211 5354-440	RENTALS : CYLINDER RENTAL		001499	9.00
VENDOR 01-025600 TOTALS							9.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 354 WATER DISTRIBUTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
=====							
01-025682	IMCO UTILITY SUPPLY	I-1139018-00	211 5354-374	SERVICE LINE :	IMCO UTILITY SUPPLY	162063	2,867.83
					VENDOR 01-025682	TOTALS	2,867.83
01-031000	LORENZ SUPPLY CO.	I-649972	211 5354-319	MISCELLANEOUS:	LINERS,PLATES,FORKS,	001500	20.21
					VENDOR 01-031000	TOTALS	20.21
01-033800	MATTOON WATER DEPT	I-202503199909	211 5354-321	NATURAL GAS &:	401 DEWITT	010042	40.71
					VENDOR 01-033800	TOTALS	40.71
01-034250	RRSR, LLC DBA MCFARLAN	I-25-284	211 5354-434	REPAIR OF VEH:	WELD DUMP BED LATCH	162076	25.00
					VENDOR 01-034250	TOTALS	25.00
01-044325	TERMINIX	I-644277	211 5354-460	OTHER PROPERT:	PEST CONTROL	162094	31.67
					VENDOR 01-044325	TOTALS	31.67
				DEPARTMENT 354	WATER DISTRIBUTION	TOTAL:	6,351.48
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01-001620	VERIZON WIRELESS	I-6108605568	211 5355-532	TELEPHONE	: MOBILES	162097	36.01
					VENDOR 01-001620	TOTALS	36.01
01-002553	EXPRESS SERVICES, INC.	I-32042546	211 5355-519	OTHER PROFESS:	OFFICE CLERK 2/24-2/	001490	498.07
01-002553	EXPRESS SERVICES, INC.	I-32065421	211 5355-519	OTHER PROFESS:	OFFICE CLERK 3/3-3/7	001490	295.51
01-002553	EXPRESS SERVICES, INC.	I-32097069	211 5355-519	OTHER PROFESS:	OFFICE CLERK 3/10-3/	001490	394.31
					VENDOR 01-002553	TOTALS	1,187.89
01-004758	MARLIN LEASING CORPORA	I-40301519	211 5355-814	PRINTING/COPY:	COPIER	162073	89.80
					VENDOR 01-004758	TOTALS	89.80
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	211 5355-532	TELEPHONE	: 235-5654	010040	85.06
					VENDOR 01-023800	TOTALS	85.06
				DEPARTMENT 355	ACCOUNTING & COLLECTION	TOTAL:	1,398.76

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 356 ADMINISTRATIVE &amp; GENERAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001620	VERIZON WIRELESS	I-6108605568	211 5356-533	CELLULAR PHON:	MOBILES	162097	40.51
01-001620	VERIZON WIRELESS	I-6108605568	211 5356-533	CELLULAR PHON:	MOBILES	162097	12.00
						VENDOR 01-001620 TOTALS	52.51
01-003488	S.S.C. SERVICES, INC.	I-9051	211 5356-460	OTHER PROPERT:	JANITORIAL SERVICES	001492	66.00
01-003488	S.S.C. SERVICES, INC.	I-9053	211 5356-460	OTHER PROPERT:	JANITORIAL SERVICES	001492	66.00
						VENDOR 01-003488 TOTALS	132.00
DEPARTMENT 356 ADMINISTRATIVE & GENERAL TOTAL:							184.51
VENDOR SET 211 WATER FUND TOTAL:							48,630.42

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	212 5342-319	MISCELLANEOUS:	MARKERS,WASHERS,DUCT	162060	12.58
01-000061	HOME DEPOT CREDIT SERV	I-202503279964	212 5342-316	TOOLS & EQUIP:	WRENCH LOCKNUTS,SWIV	162060	29.83
					VENDOR 01-000061 TOTALS		42.41
01-001582	AUTO, TRUCK AND FARM R	I-86179	212 5342-434	REPAIR OF VEH:	UNIT 550 REPAIRS	162029	110.71
					VENDOR 01-001582 TOTALS		110.71
01-001620	VERIZON WIRELESS	I-6108605568	212 5342-533	CELL PHONES :	MOBILES	162097	54.02
					VENDOR 01-001620 TOTALS		54.02
01-002990	CINTAS	I-5259739206	212 5342-313	MEDICAL & SAF:	MEDICAL SUPPLIES	162035	29.84
					VENDOR 01-002990 TOTALS		29.84
01-003206	BIRKEYS	I-P60729	212 5342-318	VEHICLE PARTS:	FITTINGS,HOSE	001491	122.04
01-003206	BIRKEYS	I-P60732	212 5342-318	VEHICLE PARTS:	BUSHING,NIPPLE	001491	2.93
01-003206	BIRKEYS	I-P60784	212 5342-313	MEDICAL & SAF:	LED BEACON	001491	87.68
01-003206	BIRKEYS	I-P60984	212 5342-318	VEHICLE PARTS:	FILTER	001491	37.42
01-003206	BIRKEYS	I-P61096	212 5342-318	VEHICLE PARTS:	OIL	001491	3.10
01-003206	BIRKEYS	I-W38508	212 5342-433	REPAIR OF MAC:	LOADER REPAIRS	001491	180.30
01-003206	BIRKEYS	I-W38517	212 5342-433	REPAIR OF MAC:	LOADER REPAIRS	001491	406.98
					VENDOR 01-003206 TOTALS		840.45
01-003943	FESSI	I-E132772	212 5342-313	MEDICAL & SAF:	EXTINGUISHER MNTCE	001486	287.50
					VENDOR 01-003943 TOTALS		287.50
01-003953	AMAZON CAPITAL SERVICE	I-1P36-XF6N-9HFL	212 5342-319	MISCELLANEOUS:	SPROCKET KITS FOR CH	001494	14.99
					VENDOR 01-003953 TOTALS		14.99
01-004489	FATBOYS OFFROAD, LLC	I-0353	212 5342-434	REPAIR OF VEH:	TRUCK 517 REPAIRS	162051	635.00
01-004489	FATBOYS OFFROAD, LLC	I-0356	212 5342-434	REPAIR OF VEH:	TRUCK 507 REPAIRS	162051	276.66
					VENDOR 01-004489 TOTALS		911.66

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-016000	JOHN DEERE FINANCIAL	I-202503269952	212 5342-318	VEHICLE PARTS:	FILTER, PUMP	162065	36.65
01-016000	JOHN DEERE FINANCIAL	I-202503269952	212 5342-319	MISCELLANEOUS:	TOWELS,GREASE,OIL	162065	89.58
01-016000	JOHN DEERE FINANCIAL	I-202503269952	212 5342-319	MISCELLANEOUS:	NOZZLES,DEGREASER	162065	19.98
VENDOR 01-016000 TOTALS							146.21
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	212 5342-532	TELEPHONE	: 235-5654	010040	12.38
01-023800	CONSOLIDATED COMMUNICA	I-202503199907	212 5342-532	TELEPHONE	: 101-5460	010041	166.34
VENDOR 01-023800 TOTALS							178.72
01-025600	ILMO PRODUCTS COMPANY	I-0001538695	212 5342-440	RENTALS	: CYLINDER RENTAL	001499	9.00
VENDOR 01-025600 TOTALS							9.00
01-031000	LORENZ SUPPLY CO.	I-649972	212 5342-319	MISCELLANEOUS:	LINERS,PLATES,FORKS,	001500	20.20
VENDOR 01-031000 TOTALS							20.20
01-033800	MATTOON WATER DEPT	I-202503199909	212 5342-321	UTILITIES	: 401 DEWITT	010042	40.72
VENDOR 01-033800 TOTALS							40.72
01-034250	RRSR, LLC DBA MCFARLAN	I-25-284	212 5342-434	REPAIR OF VEH:	WELD DUMP BED LATCH	162076	25.00
VENDOR 01-034250 TOTALS							25.00
01-044325	TERMINIX	I-644277	212 5342-460	OTHER PROPERT:	PEST CONTROL	162094	31.66
VENDOR 01-044325 TOTALS							31.66
DEPARTMENT 342 SEWER COLLECTION SYSTEM TOTAL:							2,743.09
01-001620	VERIZON WIRELESS	I-6108605568	212 5343-533	CELLULAR PHON:	MOBILES	162097	36.01
VENDOR 01-001620 TOTALS							36.01
DEPARTMENT 343 SEWER LIFT STATIONS TOTAL:							36.01

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 344 WASTEWATER TREATMNT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000598	CURRY CONSTRUCTION, IN	I-145973710	212 5344-730	IMPROVEMENTS :	WWTP PRIMARY PUMP RE	162043	199,800.00
					VENDOR 01-000598 TOTALS		199,800.00
01-001070	AMEREN ILLINOIS	I-202503199878	212 5344-321	NATURAL GAS &:	1221 REMINGTON RD	010022	66.60
					VENDOR 01-001070 TOTALS		66.60
01-001620	VERIZON WIRELESS	I-6108605568	212 5344-533	CELLULAR PHON:	MOBILES	162097	72.02
01-001620	VERIZON WIRELESS	I-6108605568	212 5344-533	CELLULAR PHON:	MOBILES	162097	52.35
01-001620	VERIZON WIRELESS	I-6108605568	212 5344-533	CELLULAR PHON:	MOBILES	162097	36.01
					VENDOR 01-001620 TOTALS		160.38
01-004298	WM CORPORATE SERVICES, I	I-0181450-2754-8	212 5344-460	OTHER PROPERT:	TRASH SERVICES	010069	246.47
					VENDOR 01-004298 TOTALS		246.47
01-004758	MARLIN LEASING CORPORA	I-40298556	212 5344-814	COPY MACHINE :	COPIER	162073	117.00
					VENDOR 01-004758 TOTALS		117.00
01-009000	COMMERCIAL ELECTRIC, I	I-TM-000210	212 5344-433	REPAIR OF MAC:	REPLACE SURGE PROTEC	001496	2,560.00
					VENDOR 01-009000 TOTALS		2,560.00
01-016000	JOHN DEERE FINANCIAL	I-202503219942	212 5344-311	OFFICE SUPPLI:	BATTERIES	162023	27.98
01-016000	JOHN DEERE FINANCIAL	I-202503219942	212 5344-366	PLANT MTCE & :	HEATERS	162023	39.98
01-016000	JOHN DEERE FINANCIAL	I-202503219942	212 5344-318	VEHICLE PARTS:	WIRING HARNESS, CONNE	162023	85.95
01-016000	JOHN DEERE FINANCIAL	I-202503219942	212 5344-318	VEHICLE PARTS:	RAIN X	162023	9.99
					VENDOR 01-016000 TOTALS		163.90
01-020540	HACH COMPANY	I-14419713	212 5344-319	MISCELLANEOUS:	HACH COMPANY	162058	400.15
					VENDOR 01-020540 TOTALS		400.15
01-036810	C.R. NEFF PLUMBING, HE	I-75646	212 5344-432	REPAIR OF STR:	HVAC REPAIRS	001501	1,087.17
					VENDOR 01-036810 TOTALS		1,087.17

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 344 WASTEWATER TREATMNT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-037050	NIEMEYER REPAIR SERVIC	I-141235	212 5344-433	REPAIR OF MAC:	TRACTOR REPAIRS	162081	1,429.15
VENDOR 01-037050 TOTALS							1,429.15
01-041800	SHERWIN WILLIAMS CO	I-1881-5	212 5344-366	PLANT MTCE & :	PAINT	162087	119.74
VENDOR 01-041800 TOTALS							119.74
DEPARTMENT 344					WASTEWATER TREATMNT PLANT	TOTAL:	206,150.56
01-001620	VERIZON WIRELESS	I-6108605568	212 5345-532	TELEPHONE	: MOBILES	162097	36.01
VENDOR 01-001620 TOTALS							36.01
01-002553	EXPRESS SERVICES, INC.	I-32042546	212 5345-519	OTHER PROFESS:	OFFICE CLERK 2/24-2/	001490	498.06
01-002553	EXPRESS SERVICES, INC.	I-32065421	212 5345-519	OTHER PROFESS:	OFFICE CLERK 3/3-3/7	001490	295.50
01-002553	EXPRESS SERVICES, INC.	I-32097069	212 5345-519	OTHER PROFESS:	OFFICE CLERK 3/10-3/	001490	394.31
VENDOR 01-002553 TOTALS							1,187.87
01-004758	MARLIN LEASING CORPORA	I-40301519	212 5345-814	PRINTING/COPY:	COPIER	162073	89.80
VENDOR 01-004758 TOTALS							89.80
01-023800	CONSOLIDATED COMMUNICA	I-202503199906	212 5345-532	TELEPHONE	: 235-5654	010040	85.06
VENDOR 01-023800 TOTALS							85.06
DEPARTMENT 345					ACCOUNTING & COLLECTION	TOTAL:	1,398.74
01-001620	VERIZON WIRELESS	I-6108605568	212 5346-533	CELLULAR PHON:	MOBILES	162097	40.51
01-001620	VERIZON WIRELESS	I-6108605568	212 5346-533	CELLULAR PHON:	MOBILES	162097	12.01
VENDOR 01-001620 TOTALS							52.52
01-003488	S.S.C. SERVICES, INC.	I-9051	212 5346-460	OTHER PROPERT:	JANITORIAL SERVICES	001492	66.00
01-003488	S.S.C. SERVICES, INC.	I-9053	212 5346-460	OTHER PROPERT:	JANITORIAL SERVICES	001492	66.00
VENDOR 01-003488 TOTALS							132.00
DEPARTMENT 346					ADMINISTRATIVE & GENERAL	TOTAL:	184.52
VENDOR SET 212					SEWER FUND	TOTAL:	210,512.92
REPORT GRAND TOTAL:							526,329.53

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE
2024-2025	110-4226-010	BOAT REGISTRATI*NON-EXPENS	100.00	84,100-	35,270.10-			
	110-4436-010	AMBULANCE BILLI*NON-EXPENS	275.87	725,000-	564,387.87			
	110-5110-532	TELEPHONE	37.13	800	413.69			
	110-5110-825	GRANTS	28,827.99	1,000	1,527,149.03-	Y		
	110-5110-827	VGT ALLOCATION-DEMOLITIONS	7,393.22	132,000	13,154.14			
	110-5110-828	VGT ALLOCATION-CITY PROPER	18,031.78	132,000	87,268.10			
	110-5110-829	VGT ALLOCATION-EQUIPMENT	48,341.20	132,000	34,885.90			
	110-5120-311	OFFICE SUPPLIES	85.13	2,410	1,559.69			
	110-5120-519	OTHER PROFESSIONAL SERVICE	1,883.10	20,680	283.21			
	110-5120-532	TELEPHONE	218.56	5,400	1,959.57			
	110-5120-540	ADVERTISING	110.05	7,000	3,248.30			
	110-5120-814	PRINT/COPY MACH LEASE & MA	769.09	8,508	600.17			
	110-5130-319	MISCELLANEOUS SUPPLIES	199.90	300	70.10			
	110-5130-532	TELEPHONE	37.15	0	179.39-	Y		
	110-5150-532	TELEPHONE	74.25	2,100	641.38			
	110-5150-571	DUES & MEMBERSHIPS	200.00	1,500	127.30			
	110-5160-519	OTHER PROFESSIONAL SERVICE	7,740.00	75,000	150,164.79			
	110-5170-516	TECHNOLOGY SUPPORT SERVIC	1,483.22	120,000	44,041.45			
	110-5170-533	CELLULAR PHONE	120.71	1,450	122.59			
	110-5170-852	NETWORK SECURITY SYSTEMS	1,598.91	28,720	11,090.39			
	110-5170-854	WIDE AREA NETWORK WIRING A	744.21	7,200	273.40-	Y		
	110-5211-315	UNIFORMS & CLOTHING	1,928.00	6,500	5,200.24-	Y		
	110-5211-532	TELEPHONE	2,465.16	22,000	1,305.31-	Y		
	110-5211-533	CELLULAR PHONE	591.64	15,000	38.62-	Y		
	110-5211-535	RADIOS	188.60	30,000	1,166.06-	Y		
	110-5211-537	I-WIN ACCESS CHARGE	437.47	6,100	1,094.33			
	110-5211-550	PRINTING & BINDING	927.25	2,500	2,820.30-	Y		
	110-5211-814	PRINT/COPY MACH LEASE & MA	721.20	5,500	440.14-	Y		
	110-5212-319	MISCELLANEOUS SUPPLIES	52.90	9,000	977.59			
	110-5213-579	MISC OTHER PURCHASED SERVI	1,000.00	27,060	11,290.44			
	110-5223-319	MISCELLANEOUS SUPPLIES	23.26	1,000	261.31-	Y		
	110-5223-434	REPAIR OF VEHICLES	422.88	40,000	8,476.41			
	110-5224-321	UTILITIES	229.11	80,100	6,348.53			
	110-5224-432	REPAIR OF BUILDINGS	602.82	30,000	13,369.24-	Y		
	110-5241-312	CLEANING SUPPLIES	413.50	6,000	317.54-	Y		
	110-5241-313	MEDICAL & SAFETY SUPPLIES	50.40	4,000	100.12-	Y		
	110-5241-315	UNIFORMS & CLOTHING	904.00	38,000	10,378.93-	Y		
	110-5241-432	REPAIR OF BUILDINGS	145.95	9,000	6,472.58			
	110-5241-433	REPAIR OF MACHINERY	2,024.60	15,000	1,201.94-	Y		
	110-5241-434	REPAIR OF VEHICLES	5,894.41	25,000	16,990.40-	Y		
	110-5241-519	OTHER PROFESSIONAL SERVICE	75.00	10,000	2,367.04-	Y		
	110-5241-532	TELEPHONE	438.38	8,100	2,930.19			
	110-5241-541	SOFTWARE	6,748.07	44,000	21,532.45			
	110-5241-562	TRAVEL & TRAINING	20,135.95	55,000	8,132.53			
	110-5241-814	PRINT/COPY MACH LEASE & MA	34.23	1,000	59.08			
	110-5242-313	MEDICAL & SAFETY SUPPLIES	139.40	14,000	620.86			
	110-5242-433	REPAIR OF MACHINERY	1,165.38	1,000	1,647.70-	Y		

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE
	110-5242-434	REPAIR OF VEHICLES	2,785.59	22,000	5,464.25			
	110-5242-532	TELEPHONE	217.17	1,000	1,519.84-	Y		
	110-5242-533	CELLULAR PHONE	72.02	2,500	1,707.78			
	110-5242-541	SOFTWARE	11,000.00	11,000	0.00			
	110-5242-579	MISC OTHER PURCHASED SERVI	52.13	13,750	5,811.86			
	110-5261-311	OFFICE SUPPLIES	149.10	1,000	939.16-	Y		
	110-5261-511	PLANNING & DESIGN SERVICES	172.00	50,000	39,075.19			
	110-5261-532	TELEPHONE	170.23	2,800	1,411.50			
	110-5261-550	PRINTING & BINDING	190.46	500	1,320.99-	Y		
	110-5261-814	PRINTER/COPY MACH LEASE	55.13	0	55.13-	Y		
	110-5310-311	OFFICE SUPPLIES	87.55	800	304.49-	Y		
	110-5310-316	TOOLS & EQUIPMENT	45.78	600	260.35-	Y		
	110-5310-319	MISCELLANEOUS SUPPLIES	238.24	500	51.34			
	110-5310-421	DISPOSAL SERVICES	1,945.34	35,000	11,253.09-	Y		
	110-5310-460	OTHER PROFESSIONAL SERVICE	132.00	3,500	322.02			
	110-5310-533	CELLULAR PHONE	52.51	1,200	239.50			
	110-5310-579	MISC OTHER PURCHASED SERVI	432.45	16,000	11,583.15			
	110-5310-814	PRINT/COPY MACH LEASE & MA	500.49	1,500	985.46-	Y		
	110-5310-863	COMPUTERS	25.97	2,450	496.75			
	110-5320-313	MEDICAL & SAFETY SUPPLIES	405.01	8,000	3,780.69			
	110-5320-316	TOOLS & EQUIPMENT	29.83	8,000	7,259.36-	Y		
	110-5320-318	VEHICLE PARTS	202.18	12,000	8,539.26-	Y		
	110-5320-319	MISCELLANEOUS SUPPLIES	157.35	2,000	362.87			
	110-5320-321	UTILITIES	40.71	6,000	300.67			
	110-5320-432	REPAIR OF BUILDINGS	80.00	8,000	4,365.06			
	110-5320-433	REPAIR OF MACHINERY	587.28	25,000	191.68-	Y		
	110-5320-434	REPAIR OF VEHICLES	1,047.37	25,000	13,038.85-	Y		
	110-5320-440	RENTALS	9.00	10,500	9,473.56			
	110-5320-460	OTHER PROP MAINT SERVICES	31.67	6,000	2,178.22			
	110-5320-532	TELEPHONE	178.72	2,200	558.50			
	110-5320-814	PRINT/COPY MACH LEASE & MA	166.68	600	40.54			
	110-5381-312	CLEANING SUPPLIES	448.00	5,000	359.89			
	110-5381-319	MISCELLANEOUS SUPPLIES	103.59	3,200	1,187.36-	Y		
	110-5381-321	UTILITIES	484.35	56,500	13,775.63			
	110-5381-460	OTHER PROP MAINT SERVICES	1,502.44	18,000	1,347.29-	Y		
	110-5511-316	TOOLS & EQUIPMENT	1,181.03	5,200	2,645.05-	Y		
	110-5511-319	MISCELLANEOUS SUPPLIES	750.57	25,000	923.50-	Y		
	110-5511-321	UTILITIES	1,024.36	37,000	6,085.65			
	110-5511-532	TELEPHONE	37.14	1,120	718.46			
	110-5511-533	CELLULAR PHONE	36.01	1,400	624.00-	Y		
	110-5511-863	COMPUTERS	1,745.28	2,000	254.72			
	110-5512-319	MISCELLANEOUS SUPPLIES	257.30	25,000	6,938.08			
	110-5512-321	UTILITIES	1,297.52	51,000	9,453.23			
	110-5512-432	REPAIR OF BUILDINGS	3,397.68	20,000	2,685.50			
	110-5512-450	CONSTRUCTION SERVICES	10,000.00	639,800	80,524.24			
	110-5512-533	CELLULAR PHONE	54.86	750	146.94			
	110-5512-802	HUNTING/FISHING REMITTANCE	16.50	12,000	1,700.75			
	110-5512-803	SALES TAX REMITTANCE	6.00	6,000	1,019.71-	Y		

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	110-5551-319	MISCELLANEOUS SUPPLIES	3,525.48	13,000	3,066.57-	Y			
	110-5551-321	UTILITIES	137.20	35,500	8,891.06				
	110-5551-424	LAWN CARE	1,279.60	17,000	15,720.40				
	110-5551-432	REPAIR OF STRUCTURES	4,303.61	10,000	2,535.14				
	110-5570-316	TOOLS & EQUIPMENT	773.98	1,500	189.81				
	110-5570-319	MISCELLANEOUS SUPPLIES	30.59	3,500	509.61				
	110-5570-321	UTILITIES	304.71	6,000	2,831.24				
	110-5570-424	LAWN CARE	199.98	7,000	6,459.06				
	110-5570-433	REPAIR OF MACHINERY	1,810.91	10,000	6,693.68				
	122-5653-311	OFFICE SUPPLIES	44.00	2,000	3,365.23-	Y			
	122-5653-321	NATURAL GAS & ELECTRIC (CI	80.16	3,000	878.51				
	122-5653-532	TELEPHONE	6.17	6,000	1,402.26				
	122-5653-540	ADVERTISING	455.00	25,000	10,016.93				
	122-5653-562	TRAVEL & TRAINING	375.00	7,000	108.84				
	122-5653-572	COMMUNITY PROMOTION & RELA	3,940.72	75,000	46,310.25				
	128-5604-902	SIDEWALKS & CROSSWALKS	26,771.46	1,304,500	240,827.34-	Y			
	128-5604-909	PUBLIC BUILDINGS	4,000.00	200,000	196,000.00				
	130-5321-730	IMPROVEMENTS OTHER THAN BL	9,514.00	1,215,000	2,945,424.30-	Y			
	211-5353-314	CHEMICALS	39,032.52	450,000	76,535.69				
	211-5353-377	PLANT EQUIPMENT	297.66	20,000	471.64-	Y			
	211-5353-378	PLANT MTCE & REPAIR	411.24	20,000	3,620.92-	Y			
	211-5353-433	REPAIR OF MACHINERY	754.07	30,000	10,679.59				
	211-5353-460	OTHER PROPERTY MAINT. SERV	128.16	35,000	9,035.30				
	211-5353-533	CELLULAR PHONE	72.02	3,000	520.88				
	211-5354-313	MEDICAL & SAFETY SUPPLIES	405.01	3,000	1,139.33-	Y			
	211-5354-316	TOOLS & EQUIPMENT	29.83	16,000	4,948.45				
	211-5354-318	VEHICLE PARTS	202.18	10,000	10,366.62-	Y			
	211-5354-319	MISCELLANEOUS SUPPLIES	157.35	2,000	793.90				
	211-5354-321	NATURAL GAS & ELECTRIC	156.22	30,000	2,108.37				
	211-5354-374	SERVICE LINE MATERIALS	3,492.83	45,000	48,677.17-	Y			
	211-5354-433	REPAIR OF MACHINERY	587.28	20,000	5,191.68-	Y			
	211-5354-434	REPAIR OF VEHICLES	1,047.37	20,000	17,918.90-	Y			
	211-5354-440	RENTALS	9.00	10,000	8,973.56				
	211-5354-460	OTHER PROPERTY MAINT. SERV	31.67	6,000	2,274.22				
	211-5354-532	TELEPHONE	178.73	2,100	458.51				
	211-5354-533	CELL PHONES	54.01	1,100	4.11-	Y			
	211-5355-519	OTHER PROFESSIONAL SERVICE	1,187.89	5,000	4,335.66-	Y			
	211-5355-532	TELEPHONE	121.07	3,500	2,118.68				
	211-5355-814	PRINTING/COPY MACH LEASE/M	89.80	1,500	465.44				
	211-5356-460	OTHER PROPERTY MAINT SVCS	132.00	5,000	1,822.02				
	211-5356-533	CELLULAR PHONE	52.51	1,200	404.49				
	212-5342-313	MEDICAL & SAFETY SUPPLIES	405.02	5,000	860.62				
	212-5342-316	TOOLS & EQUIPMENT	29.83	12,000	2,309.65				
	212-5342-318	VEHICLE PARTS	202.14	25,000	4,633.34				
	212-5342-319	MISCELLANEOUS SUPPLIES	157.33	1,500	476.70				
	212-5342-321	UTILITIES	40.72	5,000	1,049.58-	Y			
	212-5342-433	REPAIR OF MACHINERY	587.28	30,000	4,808.24				
	212-5342-434	REPAIR OF VEHICLES	1,047.37	22,000	15,918.67-	Y			

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE
	212-5342-440	RENTALS	9.00	20,000	16,673.58			
	212-5342-460	OTHER PROPERTY MTCE SERVIC	31.66	6,000	2,934.21			
	212-5342-532	TELEPHONE	178.72	2,200	558.57			
	212-5342-533	CELL PHONES	54.02	1,200	71.76			
	212-5343-533	CELLULAR PHONE	36.01	2,750	935.72			
	212-5344-311	OFFICE SUPPLIES	27.98	1,000	132.68			
	212-5344-318	VEHICLE PARTS	95.94	1,000	1,329.78-	Y		
	212-5344-319	MISCELLANEOUS SUPPLIES	400.15	9,000	1,637.80			
	212-5344-321	NATURAL GAS & ELECTRIC	66.60	275,000	34,435.07-	Y		
	212-5344-366	PLANT MTCE & REPAIR MATERI	159.72	46,000	23,007.73			
	212-5344-432	REPAIR OF STRUCTURES	1,087.17	10,000	7,861.23			
	212-5344-433	REPAIR OF MACHINERY	3,989.15	90,000	45,843.57			
	212-5344-460	OTHER PROPERTY MTCE SERVIC	246.47	35,000	3,871.17-	Y		
	212-5344-533	CELLULAR PHONE	160.38	2,000	248.68-	Y		
	212-5344-730	IMPROVEMENTS OTHER THAN BL	199,800.00	3,544,000	3,119,024.41			
	212-5344-814	COPY MACHINE	117.00	1,500	263.59			
	212-5345-519	OTHER PROFESSIONAL SERVICE	1,187.87	5,000	4,335.64-	Y		
	212-5345-532	TELEPHONE	121.07	3,500	2,118.65			
	212-5345-814	PRINTING/COPY MACH LEASE/M	89.80	1,500	465.44			
	212-5346-460	OTHER PROPERTY MAINT SVCS	132.00	3,500	322.01			
	212-5346-533	CELLULAR PHONE	52.52	1,200	433.99			
		TOTAL:	526,329.53					

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
110	NON-DEPARTMENTAL	375.87
110-110	CITY COUNCIL	102,631.32
110-120	CITY CLERK	3,065.93
110-130	CITY ADMINISTRATOR	237.05
110-150	FINANCIAL ADMINISTRATION	274.25
110-160	LEGAL SERVICES	7,740.00
110-170	COMPUTER INFO SYSTEMS	3,947.05
110-211	POLICE ADMINISTRATION	7,259.32
110-212	CRIMINAL INVESTIGATION	52.90
110-213	PATROL	1,000.00
110-223	AUTOMOTIVE SERVICES	446.14
110-224	POLICE BUILDINGS	831.93
110-241	FIRE PROTECTION ADMIN.	36,864.49
110-242	AMBULANCE SERVICE	15,431.69
110-261	COMMUNITY DEVELOPMENT	736.92
110-310	PUBLIC WORKS	3,460.33
110-320	STREETS	2,935.80

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
110-381	CUSTODIAL SERVICES	2,538.38
110-511	PARKS	4,774.39
110-512	LAKE MATTOON	15,029.86
110-551	SPORTS FACILITIES	9,245.89
110-570	DODGE GROVE CEMETERY	3,120.17
-----		
110 TOTAL	GENERAL FUND	221,999.68
122-653	HOTEL TAX ADMINISTRATION	4,901.05
-----		
122 TOTAL	HOTEL TAX FUND	4,901.05
128-604	MIDTOWN TIF DISTRICT	30,771.46
-----		
128 TOTAL	MIDTOWN TIF FUND	30,771.46
130-321	STREETS	9,514.00
-----		
130 TOTAL	CAPITAL PROJECT FUND	9,514.00
211-353	WATER TREATMENT PLANT	40,695.67
211-354	WATER DISTRIBUTION	6,351.48
211-355	ACCOUNTING & COLLECTION	1,398.76
211-356	ADMINISTRATIVE & GENERAL	184.51
-----		
211 TOTAL	WATER FUND	48,630.42
212-342	SEWER COLLECTION SYSTEM	2,743.09
212-343	SEWER LIFT STATIONS	36.01
212-344	WASTEWATER TREATMNT PLANT	206,150.56
212-345	ACCOUNTING & COLLECTION	1,398.74
212-346	ADMINISTRATIVE & GENERAL	184.52
-----		
212 TOTAL	SEWER FUND	210,512.92
-----		
** TOTAL **		526,329.53

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: EHBK

FUND : 221 HEALTH INSURANCE FUND

DEPARTMENT: 412 HEALTH PLAN ADMIN

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 3/19/2025 THRU 4/01/2025

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004322	AETNA	I-202503269953	221 5412-213	MEDICARE ADVA:	MAPD APRIL MEDICAL	162100	23,017.28
01-004322	AETNA	I-202503269953	221 5412-213	MEDICARE ADVA:	MAPD APRIL RX	162100	31,746.56
VENDOR 01-004322 TOTALS							54,763.84
DEPARTMENT 412				HEALTH PLAN ADMIN		TOTAL:	54,763.84
01-002811	BLUE CROSS & BLUE SHIE	I-202503289965	221 5413-212	HEALTH PREMIU:	APRIL HEALTH INS	162109	369,371.38
VENDOR 01-002811 TOTALS							369,371.38
DEPARTMENT 413				MEDICAL CLAIMS		TOTAL:	369,371.38
01-002811	BLUE CROSS & BLUE SHIE	I-202503289965	221 5415-212	DENTAL PREMIU:	APRIL DENTAL INS	162109	13,135.23
VENDOR 01-002811 TOTALS							13,135.23
DEPARTMENT 415				DENTAL CLAIMS		TOTAL:	13,135.23
01-002052	DOROTHY ROLING	I-202503269947	221 5416-211	REFUNDS REIMB:	REIMB LIP 4/2025	162104	36.80
VENDOR 01-002052 TOTALS							36.80
01-004165	MAUREEN NICHOLS	I-202503269948	221 5416-211	REFUNDS REIMB:	REIMB LIP 4/2025	162103	36.80
VENDOR 01-004165 TOTALS							36.80
01-004412	CHARLES SHUMARD	I-202503269946	221 5416-211	REFUNDS REIMB:	REIMB LIP 4/2025	162105	36.80
VENDOR 01-004412 TOTALS							36.80
01-004637	BARBARA KING	I-202503269949	221 5416-211	REFUNDS REIMB:	REIMB LIP 4/2025	162102	36.80
VENDOR 01-004637 TOTALS							36.80
01-004647	BEVERLY BOLSEN	I-202503269950	221 5416-211	REFUNDS REIMB:	REIMB LIP 4/2025	162101	36.80
VENDOR 01-004647 TOTALS							36.80
DEPARTMENT 416				REFUNDS REIMB & MISC EXP		TOTAL:	184.00
VENDOR SET 221				HEALTH INSURANCE FUND		TOTAL:	437,454.45
REPORT GRAND TOTAL:							437,454.45

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024-2025	221-5412-213	MEDICARE ADVANTAGE PREMIUM	54,763.84	600,000	36,449.24		
	221-5413-212	HEALTH PREMIUMS	369,371.38	3,890,994	231,472.01		
	221-5415-212	DENTAL PREMIUMS	13,135.23	160,845	16,913.50		
	221-5416-211	REFUNDS REIMBURSEMENTS & M	184.00	5,000	1,235.77-	Y	
		TOTAL:	437,454.45				

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
221-412	HEALTH PLAN ADMIN	54,763.84
221-413	MEDICAL CLAIMS	369,371.38
221-415	DENTAL CLAIMS	13,135.23
221-416	REFUNDS REIMB & MISC EXPS	184.00
-----		
221 TOTAL	HEALTH INSURANCE FUND	437,454.45
-----		
** TOTAL **		437,454.45

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON  
FUND : 121 MOTOR FUEL TAX FUND  
DEPARTMENT: 321 STREETS  
INVOICE DATE RANGE: 1/01/1998 THRU  
PAY DATE RANGE: 3/19/2025 THRU  
BUDGET TO USE: CB-CURRENT BUDGE

BANK: MFTBK

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004536	WHITE CAP, L.P.	I-50030504563	121 5321-360	MISC CONCR SU:	ADA MATS	162108	3,277.25
						VENDOR 01-004536 TOTALS	3,277.25
01-004619	COLUMN SOFTWARE PBC	I-30D2103C-0050	121 5321-540	ADVERTISING :	BID NOTICE CONCRETE	162106	55.13
01-004619	COLUMN SOFTWARE PBC	I-30D2103C-0051	121 5321-540	ADVERTISING :	BID NOTICE-HOT MIX M	162106	58.35
						VENDOR 01-004619 TOTALS	113.48
				DEPARTMENT 321	STREETS	TOTAL:	3,390.73
01-001070	AMEREN ILLINOIS	I-202503199876	121 5326-321	NATURAL GAS &:	SWORDS DRIVE LIGHTIN	010071	149.97
01-001070	AMEREN ILLINOIS	I-202503199877	121 5326-321	NATURAL GAS &:	REMINGTON RD LIGHTIN	010072	166.18
01-001070	AMEREN ILLINOIS	I-202503199882	121 5326-321	NATURAL GAS &:	CHARLESTON TRAFFIC L	010073	48.63
01-001070	AMEREN ILLINOIS	I-202503199883	121 5326-321	NATURAL GAS &:	B'DWAY AVE LIGHTS	010074	208.37
01-001070	AMEREN ILLINOIS	I-202503199887	121 5326-321	NATURAL GAS &:	21ST & MARSHALL TRAF	010075	56.22
01-001070	AMEREN ILLINOIS	I-202503199888	121 5326-321	NATURAL GAS &:	17TH & CHARLESTON LI	010076	47.50
01-001070	AMEREN ILLINOIS	I-202503199889	121 5326-321	NATURAL GAS &:	CHARLESTON & 14TH LI	010077	47.08
01-001070	AMEREN ILLINOIS	I-202503199895	121 5326-321	NATURAL GAS &:	15TH & CHARLESTON LI	010078	47.46
01-001070	AMEREN ILLINOIS	I-202503199896	121 5326-321	NATURAL GAS &:	19TH & WESTERN	010079	133.20
01-001070	AMEREN ILLINOIS	I-202503199897	121 5326-321	NATURAL GAS &:	6TH & CHARLESTON	010080	48.13
01-001070	AMEREN ILLINOIS	I-202503199898	121 5326-321	NATURAL GAS &:	1600 B'DWAY	010081	62.51
						VENDOR 01-001070 TOTALS	1,015.25
01-023800	CONSOLIDATED COMMUNICA	I-202503199908	121 5326-321	NATURAL GAS &:	235-5663	010082	145.14
						VENDOR 01-023800 TOTALS	145.14
				DEPARTMENT 326	STREET LIGHTING	TOTAL:	1,160.39
01-004419	TALBERT, LLC	I-1890	121 5327-356	STREET SIGNS :	SIGN	162107	75.00
						VENDOR 01-004419 TOTALS	75.00
				DEPARTMENT 327	TRAFFIC CONTROL DEVICES	TOTAL:	75.00
				VENDOR SET 121	MOTOR FUEL TAX FUND	TOTAL:	4,626.12
						REPORT GRAND TOTAL:	4,626.12

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL	BUDGET OVER		ANNUAL	BUDGET OVER
				BUDGET	AVAILABLE BUDG		BUDGET	AVAILABLE BUDG
2024-2025	121-5321-360	MISC CONCR SUPPLIES, FORMS	3,277.25	20,000	7,598.90			
	121-5321-540	ADVERTISING	113.48	250	80.49			
	121-5326-321	NATURAL GAS & ELECTRIC	1,160.39	165,000	11,756.41			
	121-5327-356	STREET SIGNS	75.00	6,000	4,370.35			
		TOTAL:	4,626.12					

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
121-321	STREETS	3,390.73
121-326	STREET LIGHTING	1,160.39
121-327	TRAFFIC CONTROL DEVICES	75.00
-----		
121 TOTAL	MOTOR FUEL TAX FUND	4,626.12
-----		
** TOTAL **		4,626.12

NO ERRORS

-----DEPOSIT-----									
---ACCOUNT---	-----NAME-----	--DATE--	----TYPE-----	-CK #-	----AMOUNT----	CODE	-RECEIPT--	--AMOUNT--	----MESSAGE----
19-17100-12	HELM, TAMMY J	3/21/25	FINAL BILL	162012	55.42CR	100	ONLINE	60.00CR	
20-22200-02	WALKER, STACY K	3/21/25	FINAL BILL	162013	52.43CR	100	ONLINE	60.00CR	
21-09100-12	RISLEY, KEVIN D	3/21/25	FINAL BILL	162014	46.32CR	100	01844524	60.00CR	
21-13900-03	GRIFFIN, JOHN A	3/21/25	FINAL BILL	162015	33.65CR	000		0.00	
21-16000-05	LEITCH, BLAKE K	3/21/25	FINAL BILL	162016	54.35CR	100	EPAY	60.00CR	
22-04300-03	BLACK, MICHELLE M	3/21/25	FINAL BILL	162017	52.43CR	100	47639	60.00CR	
22-09200-15	GRIFFIN, AMBER M	3/21/25	FINAL BILL	162018	13.59CR	100	ONLINE	60.00CR	
22-19800-05	BURDICK, VALORIE A	3/21/25	FINAL BILL	162019	12.69CR	100	ONLINE	60.00CR	
22-24010-13	CRIFE, CURTIS E	3/21/25	FINAL BILL	162020	3.97CR	100	46778	60.00CR	
24-25400-04	SCHUMACHER, TRAVIS R	3/21/25	FINAL BILL	162021	48.98CR	100	ONLINE	60.00CR	

# NEW BUSINESS:

1.

## CITY OF MATTOON, ILLINOIS

### ORDINANCE NO. 2025-5490

#### ESTABLISHING STATUTORY MANAGER GOVERNMENT FORM

**WHEREAS**, the City of Mattoon is organized, operates and elects its officers under Article 4 of the Illinois Municipal Code, known as the Commission Form Government, 65 ILCS 5/4-1-1 et seq.; and

**WHEREAS**, at the general election held Tuesday, November 5, 2024, a majority of the registered voters casting their vote at the election approved a public referendum to change the form of government in the City of Mattoon by adopting the statutory manager form of government under Article 5 of the Illinois Municipal Code, known as the Managerial Form of Municipal Government, 65 ILCS 5/5-1-1 et. seq.; and

**WHEREAS**, with the adoption of the statutory manager form of government, the City of Mattoon will retain its governmental structure while adopting and implementing the new features of the manager form; and

**WHEREAS**, with the adoption of the manager form of government, the manager will be hired by the City Council and will become the administrative and executive head of the City of Mattoon for most purposes, while the City Council establishes goals, strategic plans, sets policy and approves the budget for the City; and

**WHEREAS**, the City Council hereby provides for and creates the statutory office of City Manager, as approved by the voters of the City of Mattoon, by this amendment of the City Code and integration and implementation of the powers of the City Manager within the City of Mattoon.

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Mattoon, Coles County, Illinois, as follows:

**SECTION 1: Code Amendment.** The current provisions of § 31.20 entitled “CITY ADMINISTRATOR” of Chapter 31, entitled “City Officials” of Title III entitled “Administration” of the City Code of the City of Mattoon (the Code of Ordinances for the City of Mattoon), are hereby deleted and replaced in their entirety with the following:

§ 31.20 CITY MANAGER.

- (A) *Office Established.* There is hereby created the office of City Manager pursuant to enabling statutory authority provided at 65 ILCS 5/5-1-1 et seq.

- (B) *Appointment.* The Mayor and City Council shall appoint the City Manager, by majority vote. The person appointed shall be selected on the basis of his or her training, executive and administrative qualifications and experience in the administration of municipal government and need not be a resident of the City at the time appointed. However, the City Manager shall make their permanent residence within the Mattoon, Illinois School District within 6 months of their appointment and installation as City Manager. His or her background and experience shall be consistent with the Manager's statutory duties, the responsibilities set forth herein and any job description adopted by the City Council. The person shall be appointed without regard to political affiliation, race, sex, national origin, religion or any other illegal discriminatory factor. Any person who has held the position of Mayor or member of the City Council, within one year prior to the appointment to the position of City Manager, is hereby deemed not qualified and shall not be appointed to the City Manager position.
- (C) *Tenure of office.* The City Manager shall be appointed for an indefinite term. The City Manager may at any time be removed from office by the Mayor and the City Council, by majority vote. The City Council and the City Manager may enter into an agreement with respect to other terms and provisions of employment and may provide for salary, salary adjustments, fringe benefits, severance provisions and payment, and other remuneration and benefits of office. The City Manager, with the approval of the Mayor and City Council, may appoint an Acting City Manager to act during the absence or disability of the City Manager to carry out the functions and duties of the City Manager. Preference will be given to the departmental directors or superintendents of the City in the selection of the Acting City Manager.
- (D) *Bond and oath.* Before entering upon the duties of office, the City Manager shall furnish a surety bond in the amount of \$50,000 to be approved by the City Council, said bond to be conditioned upon the faithful performance of his or her duties. The City shall pay the premium of the bond. Before entering upon the duties of office, the City Manager shall take and subscribe to any oath prescribed by the statutes of the State of Illinois.
- (E) *Compensation.* The City Manager shall receive compensation in such amount and manner, as the City Council shall affix from time to time by ordinance or resolution and by agreement.
- (F) *Powers and duties.* The City Manager shall, in all cases, be subject to the authority and direction of the Mayor and City Council. The City Manager shall be, pursuant to 65 ILCS § 5/5-3-7, the executive and administrative head of the City of Mattoon and responsible for the proper administration of all affairs of the City. The powers and duties of the City Manager shall be:
- (1) To enforce the laws and ordinances within the City of Mattoon.
  - (2) To provide proper support staff and services for the Mayor and members of the City Council.
  - (3) To appoint and, when necessary for the good of the service, suspend or remove all City employees, except when otherwise provided for by law. To appoint and remove

- all department heads. All decisions to appoint and remove employees shall be consistent with applicable policies approved by the City Council, applicable Federal and Illinois law, valid labor agreements, and consistent with the principles of good municipal administration and due process of law. No appointment shall be made upon any basis other than that of merit and fitness.
- (4) To develop, recommend and administer such appropriate personnel policies and procedures as the Manager concludes are needed to manage the staff of the City and as approved by the City Council.
  - (5) To serve as the human resource manager of the City. The City Manager is responsible to manage any and all collective bargaining processes of the City, as applicable, and recommend negotiated collective bargaining agreements for consideration and approval by the City Council. The City Manager shall be responsible for administering all collective bargaining agreements. The City Manager shall keep the City Council informed of human relation developments, disputes and staff matters, as well as the status of collective bargaining and the administration of any collective bargaining agreements. The City Council may determine to employ attorneys or other persons with specialized expertise to assist with the conduct of negotiations with bargaining units representing City employees.
  - (6) The City Manager may authorize any administrative officer, subject to the Manager's direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office or agency.
  - (7) To exercise oversight and control of all departments, offices and positions of the City, except as otherwise provided by law.
  - (8) To prepare an annual budget ordinance;
  - (9) To serve as Chief Financial and City Budget Officer, as provided at § 8-2-9.1 *et seq.* of the Illinois Municipal Code, and keep the City Council advised of the present financial status and the future needs of the City. As City Budget Officer, to prepare a report of estimated funds necessary to defray the expenses of the City for the fiscal year for the consideration of the City Council and to prepare and submit to the City Council, by the date set by the City Council, a recommended annual budget for City operations and a capital improvement plan and to administer the approved budget and capital improvement plan.
  - (10) To attend all meetings of the City Council with the right to take part in the discussions, but with no right to vote, unless there is an extreme situation preventing attendance at such a meeting, and in that case the City Manager will do everything possible to notify the Mayor in advance of their inability to attend such a meeting.
  - (11) Manage all purchasing and procurements of necessary goods, materials and services for the City and provide for policies and procedures for City staff to comply with regarding such purchasing and procurement.
  - (12) The City Manager shall, at least annually, report to the City Council with respect to the financial and fiscal affairs of the City. The City Manager will regularly report to the City Council regarding the status of the operations of City departments, services and programs and to assess such operations continuously, making appropriate recommendations for improvements.
  - (13) To perform such other duties as may be prescribed by law, including Article 5 of the Illinois Municipal Code (65 ILCS 5/5-5-1 *et. seq.*), or may be required of him or

her by ordinance or resolution of the City Council. The City Administrator shall perform all other executive and administrative duties not specifically enumerated herein with due regard to the executive, administrative and legislative powers granted to the City Council pursuant to 65 ILCS § 5/4-5-2.

- (14) Those powers vested in the prior position of City Administrator elsewhere in this Code, and outside of this Section 31.20, are hereby vested in the City Manager.
- (15) The City Manager shall serve as Chair of the Economic Development Revolving Loan Fund Advisory Committee.
- (16) The City Manager shall designate, in writing, an employee of the City who is not the Mayor or member of the City Council who will serve as the Acting City Manager at any time the City Manager is temporarily unable to fulfill their duties as City Manager, or is otherwise incapacitated. During the absence or disability of the City Manager, the Acting City Manager shall carry out all the functions and duties of the City Manager.

(G) *Appointment Limitations.* The City Manager is not authorized to make appointments to the board of local improvements, nor the zoning board of appeals or planning commission. Such appointments shall be made by the Mayor with the advice and consent of the City Council. 65 ILCS 5/5-3-11. The City Manager is not authorized to appoint members to boards and commissions that the City is authorized to establish pursuant to statutory authority, other than in applicable provisions of Articles 3.1 and 4 of the Illinois Municipal Code. 65 ILCS 5/5-3-1.

(H) *City Audit.* The City Council will provide for independent audits of all accounts of the City. Such audits shall be conducted independently of the City Manager by some person or firm selected by the City Council. Full reports of such audits are to be filed in the public records of the City.

**SECTION 2: Elected Officials.** Nothing in this Ordinance shall be deemed to diminish or detract from the statutory powers and authority of the City's elected officials, except as provided by law for the implementation of the statutory manager form of government.

**SECTION 3: Superseder.** This Ordinance supersedes and repeals any prior Code provisions, ordinances or part thereof that conflicts with the provisions herein, and to the extent of such conflict, all such prior ordinances are hereby repealed by this reference.

**SECTION 4: Severability.** The provisions of this Ordinance shall supersede any present provisions of the City Code of the City of Mattoon, along with any applicable rules and regulations, and the invalidity of any provisions of this Ordinance by reasons of any such existing Code provisions or City ordinances shall not affect the validity of the surviving portions.

**SECTION 5: Effective Date.** This Ordinance shall become effective upon its passage and approval, as provided by law.

**SECTION 6:** The City Clerk is hereby directed to cause this ordinance to be published in pamphlet form.

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_,  
adopted this 1st day of April, 2025, by a roll call vote, as follows:

AYES (Names): \_\_\_\_\_

\_\_\_\_\_

NAYS (Names): \_\_\_\_\_

ABSENT (Names): \_\_\_\_\_

Approved this 1st day of April, 2025.

\_\_\_\_\_  
Rick Hall, Mayor  
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Susan J. O'Brien, City Clerk

\_\_\_\_\_  
Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on 04-01, 2025.



2.

**CITY OF MATTOON, ILLINOIS**

**SPECIAL ORDINANCE NO. 2025-1948**

**AN ORDINANCE RATIFYING THE EMPLOYMENT AGREEMENT OF  
KYLE GILL FOR THE POSITION OF INTERIM CITY MANAGER**

**WHEREAS**, the City Council enacted Ordinance No. 2025-5490 on April 1, 2025, and thereby established the Managerial Form of Municipal Government under Article 5 of the Illinois Municipal Code, 65 ILCS 5/5-1-1 et seq., in the City of Mattoon; and,

**WHEREAS**, said Ordinance No. 2025-5490 creates the position of City Manager under Section 31.20 of the Mattoon City Code; and

**WHEREAS**, there is a need to appoint an Interim City Manager to perform the duties of City Manager until such time as a City Manager can be formally appointed and installed, and the City Council wishes to appoint such an Interim City Manager; and,

**WHEREAS**, Kyle Gill has been recommended to fill the position of Interim City Manager until such time as a permanent City Manager can be formally appointed and installed; and,

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

**WHEREAS**, the City appoints Kyle Gill as Interim City Manager, effective April 1, 2025, and such appointment shall last until such time as a person can be formally appointed and installed as the City Manager; and the parties wish to memorialize the terms of Kyle Gill's interim 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.** Kyle Gill is hereby named as City of Mattoon Interim City Manager, effective April 1, 2025, until such time as a City Manager is formally appointed and installed, or until such time as his employment as Interim City Manager is terminated.

**Section 2.** The City Council hereby approves an Employment Agreement with Kyle Gill for the position of Interim City 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 \_\_\_\_\_, seconded by \_\_\_\_\_,  
adopted this 1st day of April, 2025, by a roll call vote, as follows:

AYES (Names): \_\_\_\_\_  
\_\_\_\_\_

NAYS (Names): \_\_\_\_\_

ABSENT (Names): \_\_\_\_\_

Approved this 1st day of April, 2025.

\_\_\_\_\_  
Rick Hall, Mayor  
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Susan J. O'Brien, City Clerk

\_\_\_\_\_  
Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on 04-01, 2025.



March 25, 2025

Kyle M. Gill

Mattoon, IL 61938

RE: Employment Agreement with City of Mattoon as Interim City Manager

Dear Mr. Gill:

Subject to formal ratification by the City Council during its meeting of April 1, 2025, this letter outlines your employment with the City of Mattoon, Illinois, as Interim City Manager until such time as a City Manager is formally appointed and installed, or the contract is otherwise terminated.

**SALARY AND DUTIES**

You will receive a \$145,000.00 annual salary commencing on April 1, 2025. Any increase in this amount will be made annually, if at all, solely by the City Council at its discretion with its approval of the annual budget. The City shall not at any time during your term of employment as Interim City Manager reduce your salary, except in conjunction with an across-the-board reduction for employees of the City.

You will be an "exempt executive employee" as that term is defined by the Fair Labor Standards Act, exempt from set hours of work and overtime compensation standards. It is recognized that you must devote a great deal of time outside the normal office hours to business of the City, and to that end you will be allowed to take compensatory time off as you shall deem appropriate during said normal office hours.

You are required to perform the duties of the Interim City Manager as identified in the Interim City Manager Position Description approved by the City Council, a copy of which is attached

hereto, as well as adhere to all applicable policies, procedures, and ordinances required of the City Manager for the City of Mattoon, as set forth in 31.20 of the Mattoon City Code, as adopted by the City Council in Ordinance No. 2025-5490, establishing the Managerial Form of City Government, enacted April 1, 2025.

### **TERMINATION**

This contract will terminate immediately upon the appointment and installation of a City Manager by the City Council. The City shall provide three (3) months' pay at the end of the contract period as a lump sum into an escrow account only to be released by you if you are not retained by the City as the City Manager. In the event you are retained by the City, the funds in the account will automatically revert to the City on the effective date of the new contract between you and the City establishing you as the City Manager. In the event a new contract is not executed within one (1) month following the termination of this contract, the funds in the account will be paid to you within one (1) month.

In addition, your employment with the City will be "at will" and may be terminated with or without cause at any time before the appointment and installation of a City Manager by a majority vote of the City Council, at the convenience and discretion of the Council. If such a termination is "with cause" and before the appointment and installation of a City Manager, then no severance pay will be provided. If such a termination is "without cause" and before the appointment and installation of a City Manager, the Council will provide severance pay equivalent to the value of six (6) months' salary and accrued benefits to which you are entitled. You may resign at any time subject only to a requirement of one (1) month's written notice to the City Council. No severance pay will be provided if you resign. These termination provisions are contractual and supersede any other rule, regulation, ordinance, or resolution now or hereinafter in effect pertaining to termination of other city employees. The provisions of the City of Mattoon Personnel Code do not apply to the position of Interim City Manager or City Manager, except for those provisions referenced in the 'Other Benefits' Section below.

### **RETIREMENT**

The City will provide a defined retirement benefit for you with the IMRF. You will contribute 4.5% of your salary by payroll deduction to IMRF. The City's contribution to IMRF will vary on an annual basis based upon an independent actuarial evaluation of the pension benefit obligation provided to all employees participating in IMRF.

### **OTHER BENEFITS**

Should this contract be in effect for more than 6 months, you will receive five weeks' vacation and will earn future vacation, sick leave, holidays, personal leave benefits and sick and vacation payouts in accordance with the Mattoon Personnel Policy adopted by the City.

You will receive worker compensation, income disability, medical, dental and life insurance benefits equivalent to benefits provided to other city employees. Future payroll deductions for insurance will be equivalent to other city employees who have managerial responsibilities.

#### **VEHICLE AND EQUIPMENT**

You will use a personal vehicle for the business of the City if a City vehicle is not available to you during working hours. You will be reimbursed at the rate per mile in accordance with Internal Revenue Service rules governing the reimbursement of such expenses.

The City will reimburse you \$100 per month for cellular phone and associated data services associated with your position as Interim City Manager.

#### **PROFESSIONAL DEVELOPMENT**

The City will budget and pay for your professional dues and subscriptions in professional organizations necessary and desirable for professional growth and for the good of the City as approved by the City Council.

The City hereby agrees to budget for and pay for your travel and subsistence expenses for a reasonable number of professional and official travel, meetings, and occasions necessary to adequately pursue professional development and official City functions.

The City recognizes that certain job-related expenses are incurred by you and agrees to pay or reimburse such reasonable and necessary expenses as approved by the City Council.

#### **PERFORMANCE EVALUATION**

If this Interim City Manager contract is in existence for more than one year, the City Council, led by the Mayor, will conduct a review of your performance every year, during the budget process to evaluate progress towards goals and objectives, and to update strategies for the next evaluation period.

#### **INDEMNIFICATION**

In addition to that required under state and local law, the City shall defend, save harmless and indemnify you against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of your duties as Interim City Manager, except that the City shall not be liable to defend, save harmless, and indemnify you against any willful or wanton misconduct. The City may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

## **AMENDMENTS AND EXTENSIONS**

This Agreement may be amended and extended by the Mayor and Council members that assume subsequent terms of office.

Your signature below shall be deemed to be your consent and agreement to the provisions of this instrument for the terms and conditions of employment as the Interim City Manager for the City of Mattoon, Illinois.

Again, on behalf of the Mayor and the City Council and the entire "City Team" we would like to express how delighted we are to have you on board as the Interim City Manager.

Sincerely,

MATTOON CITY COUNCIL

By: ***Rick Hall***, Mayor

PASSED and APPROVED by the City Council for the City of Mattoon, Illinois at a regular meeting held April 1, 2025.

ATTEST:

---

***Susan J. O'Brien***

City Clerk

ACCEPTANCE

I, Kyle Gill, have read the above, accept and agree to the conditions of employment as stated herein. By my signature, I hereby waive any rights, which I may now or hereafter have different from the rights contained in this contract and agree not to assert any rights in regard to termination different from those contained in this instrument.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kyle Gill



**City of Mattoon, IL  
Position Description**

**Title:** Interim City Manager  
**Classification:** FLSA Exempt  
**Immediate Supervisor:** Mayor and City Council  
**Compensation Range:** \$145,000  
**Commensurate with Qualifications and Experience**

**POSITION SUMMARY:**

To serve as the City's interim Chief Administrative Officer (CAO), until a full-time City Manager is appointed and installed, as authorized by 65 ILCS 5/5-1-1 et seq., supervising and directing all city department directors. To oversee the daily operations of city, the development and administration of the city's annual operating and capital budget, and to implement policies set forth by the Mattoon City Council. To be responsible for the efficient and effective administration of all city departments.

**ESSENTIAL DUTIES:**

- Perform all duties, and adhere to all applicable policies, procedures, and ordinances required of the City Manager for the City of Mattoon, as set forth in Section 31.20 of the Mattoon City Code, as adopted by the City Council in the Special Ordinance establishing the Managerial Form of City Government, enacted April 1, 2025.
- Supervise and/or perform research activities and provide policy recommendations.
- Supervise daily operations across all city departments.
- Assists Department Directors with program implementation and administration.
- Keep the Mayor and City Council advised on the financial condition of the City, and at least annually, report to the City Council with respect to the financial and fiscal affairs of the City.
- Serve as the Chief Financial and Budget Officer of the City, and prepare an annual report of estimated funds necessary to defray the expenses of the City for the fiscal year, and prepare an annual recommended budget for City operations and a capital improvement plan.
- Oversee the city's investment program.
- Execute policies and directives established by the City Council.
- Partner and coordinate with the Mayor in performing public relations functions for the city.
- Implement with staff the City Council's long-term objectives and strategies for the city's growth and development.
- Attend all City Council meetings with the right to participate in the discussions but have no right to vote, unless there is an extreme situation preventing attendance at such a meeting, and in that case you will do everything possible to notify the Mayor in advance of your inability to attend such a meeting.
- Prepare and deliver oral and/or written reports as requested.
- Receive citizens' complaints and/or inquiries and attend to their disposition.
- Coordinate with the Mayor in your service as a liaison with various federal, state, and local agencies including the media.

- Oversee the human resources functions of the city and personnel actions, including staffing, hiring, promotions, demotions, salary increases, suspensions, dismissal, etc. in line with budget objectives.
- Appoint and remove all city department directors.
- Attend meetings at irregular hours and days.
- Perform related work as outlined within 65 ILCS 5/5-3-7 as amended.
- Participate in related community boards, committees, and activities.
- Perform such other duties as may be prescribed by ordinance or resolution of the City Council.

### **QUALIFICATIONS:**

- Bachelor's degree in Public Administration, Political Science, Business Administration, or a related field. A Master's degree is preferred. A combination of education and experience will be considered.
- Seven to ten years of organizational management experience, preferably in local government.
- Must possess and maintain a valid Illinois driver's license.

### **DESIRABLE KNOWLEDGE SKILLS AND ABILITIES:**

- Extensive knowledge of principles and practices of public administration with an emphasis on government finance, planning, and the development, implementation, and evaluation of public policy.
- Extensive knowledge of federal, state, and local laws and administrative regulations relating to local government management and operations.
- Extensive knowledge of parliamentary procedures for City Council meetings.
- Extensive knowledge of human resources management.
- Extensive organizational leadership skills.
- Extensive local government collective bargaining experience.
- Extensive economic development experience.
- Able to create computer-generated reports, and presentations, and effectively utilize computer databases.
- Able to establish and maintain effective working relationships with city officials, city employees, city unions, and the public.

### **PERFORMANCE EVALUATIONS:**

An employee's performance is primarily measured in accordance with the specifications of this job description. This job description is subject to change by the employer as needs of the employer and the requirements of the job change.

**3. Resolution on next page.**



Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Original

Resolution Number

2025-3297

Section Number

14-00266-03-PV

BE IT RESOLVED, by the Council of the City

Governing Body Type

Local Public Agency Type

of Mattoon Illinois that the following described street(s)/road(s)/structure be improved under

Name of Local Public Agency

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Marshall Ave.	0.22	NA	14th Street	17th Street

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

New concrete pavement, concrete curb and gutter, inlets, sidewalks, driveways and other associated items. Rebuild Illinois (RBI) will be used for this project.

2. That there is hereby appropriated the sum of Forty-five thousand, two hundred twenty-three, and 02/100

Dollars ( \$45,223.02 ) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

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

Name of Clerk

Local Public Agency Type

Local Public Agency Type

of Mattoon in the State aforesaid, and keeper of the records and files thereof, as provided by

Name of Local Public Agency

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

Council of Mattoon at a meeting held on April 01, 2025

Governing Body Type

Name of Local Public Agency

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of April, 2025

Day

Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

04/02/2025

Approved

Regional Engineer Signature & Date  
Department of Transportation

4.

**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2025-3298**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE STATE OF ILLINOIS, ILLINOIS DEPARTMENT OF  
TRANSPORTATION AND THE CITY OF MATTOON**

**WHEREAS**, the City of Mattoon is preparing to conduct a Phase I Engineering Study for the IL 16 and Swords Drive intersection; and

**WHEREAS**, the State of Illinois acting through its Department of Transportation is providing a portion of the project funding in the form of a \$114,350.00; and

**WHEREAS**, the terms and conditions for said grant are detailed in the attached Intergovernmental Agreement between the State of Illinois, Department of Transportation and the City of Mattoon.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Mattoon, Coles County, Illinois, that the attached Intergovernmental Agreement between the State of Illinois, Department of Transportation and the City of Mattoon be approved; and authorize the mayor and city clerk to sign the intergovernmental agreement.

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_,  
adopted this 1st day of April, 2025, by a roll call vote, as follows:

AYES (Names): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS (Names): \_\_\_\_\_  
ABSENT (Names): \_\_\_\_\_

Approved this 1st day of April, 2025.

\_\_\_\_\_  
Rick Hall, Mayor  
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Susan J. O'Brien, City Clerk

\_\_\_\_\_  
Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on 04-01, 2025.

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE ILLINOIS DEPARTMENT OF TRANSPORTATION AND THE CITY OF MATTOON  
REGARDING COMPLETION OF A PRELIMINARY ENGINEERING AND ENVIRONMENTAL  
PHASE I STUDY FOR THE INTERSECTION OF CHARLESTON AVENUE (IL 16, FAP 325)  
AND SWORDS DRIVE IN THE CITY OF MATTOON,  
COLES COUNTY ILLINOIS**

This Intergovernmental Agreement (the "Agreement") is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2025 (the "Effective Date"), by and between the City of Mattoon, an Illinois municipal corporation (the "City") and the State of Illinois, through the Illinois Department of Transportation, (the "Department"), (collectively the "Parties").

**RECITALS**

**WHEREAS**, the City of Mattoon is a municipality lawfully organized and existing under the Constitution and the laws of the State of Illinois; and

**WHEREAS**, the Illinois Department of Transportation is a public agency of the state of Illinois responsible for managing transportation throughout Illinois, including facilitating the free flow of traffic and ensuring the traveling public's safety; and

**WHEREAS**, Article VII, Section 10 of the 1970 Constitution of the State of Illinois authorizes units of government to contract among themselves to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance; and

**WHEREAS**, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, provides additional powers to units of government that work together; and

**WHEREAS**, in order to facilitate the free flow of traffic and ensure safety to the motoring public, the Illinois Department of Transportation and the City of Mattoon are desirous of improving the intersection of Charleston Avenue (IL 16; FAP 325) and Swords Drive, with additional turn lanes to increase vehicle capacity, hereinafter referred to as the PROJECT; and

**WHEREAS**, the Department and the City wish to complete a Preliminary Engineering and Environmental Study (Phase 1 Study) to determine the feasibility of the Project;

**WHEREAS**, the Parties have determined that the City will conduct the Phase 1 Study and the Department will contribute to a portion of the actual cost of the work to complete said study.

**NOW, THEREFORE**, in consideration of the mutual covenants, terms, and conditions contained herein, the Parties agree as follows:

- I. INCORPORATION OF RECITALS** The recitals set forth above are incorporated into and made part of this Agreement by reference as if fully set forth herein.
- II. PURPOSE** The Parties hereby enter into this agreement to delineate their respective roles, responsibilities, resources, and financial obligations associated with the completion of the Phase 1 Study for the Project.

### **III. TERM AND TERMINATION**

- A. This Agreement shall become effective upon execution by the Parties.
- B. Either Party may terminate the Agreement at any time by providing written notification to the other Party at least thirty (30) days prior to the selected termination date.
- C. This Agreement is contingent upon and subject to the availability of funds. The Department may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason.

### **IV. CITY RESPONSIBILITIES**

- A. City shall be responsible for procuring a consultant to provide services required to complete the Phase 1 Study including topographic survey, traffic counts, pavement study, preliminary environmental site assessment, environmental survey request, drainage study project development report, traffic impact study and intersection design study.
- B. City agrees that the selection of any consultant to perform any of the work associated with the Phase 1 Study shall be subject to the approval of the Department.
- C. City shall bear all costs associated with the Phase 1 Study except for those costs Department has agreed to reimburse as provided herein.
- D. City shall provide the Department with the completed Phase 1 Study Report for its review and approval.

### **V. DEPARTMENT RESPONSIBILITIES**

- A. Department shall review any information provided by City to determine qualification and approve the consultants
- B. Department shall review the completed Phase 1 Study
- C. Department upon approval of the Phase 1 Study Report, shall reimburse City for fifty percent (50%) of the actual costs related to the of the Phase 1 Study.

### **VI. REIMBURSEMENTS AND SUPPORTING DOCUMENTATION**

- A. City's estimated costs to complete the Phase 1 Study is \$228,700. City will receive reimbursement only for the actual costs relating to the completion of the Phase 1 Study subject to the approval by the Department.
- B. City shall submit to the Department a detailed final invoice and supporting documentation within thirty days (30) of City paying for services under this Agreement. Supporting documentation shall include an invoice number, the

amount invoiced and the service dates for the work performed for which City paid consultant. Final invoice and supporting documentation shall be addressed to:

Garrett Miller, P.E.  
Illinois Department of Transportation  
District 7  
400 West Wabash Avenue  
Effingham, Illinois 62401

- C. The Department may request from the City additional supporting documentation and shall cooperate in order to rectify the accounting of the funds.

## **VII. RECORDS**

The City shall keep an accurate and detailed account of the actual cost and expense as incurred by it, or for its account, in the performance of the work herein specified. The City agrees to maintain for a minimum of three (3) years after completion of the project and receipt of final payment under this AGREEMENT, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with this Agreement. The Agreement, and all books records, and supporting documents related to the construction, shall be available for review and audit conducted by the Auditor General and other State Auditors, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this paragraph shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which books, records, and supporting documentation are not available to support their purported disbursement.

## **VIII. CONFIDENTIALITY**

Any documents, data, records, or other information given to or prepared by the City pursuant to this Agreement shall not be made available to any individual or organization without prior written approval by the Department. All information secured by the City in connection with the performance of services pursuant to this Agreement shall be kept confidential unless disclosure of such information is approved in writing by mutual agreement of the Department. If the City receives a request from a third party for confidential information furnished by the other Party, or if a Party is served with a subpoena, court order, Freedom of Information Act request, or other process requiring production of confidential information or testimony related thereto, the City shall:

- A. Immediately notify the Department that production is being sought, and afford the Department the opportunity to take whatever lawful action deemed appropriate to protect the confidential nature and/or privileged nature of the confidential information; and

- B. Cooperate fully in preserving and protecting the full scope of all lawful privileges and claims of confidentiality that may apply to such confidential information.

## **IX. NOTICES**

Unless otherwise specified, all written notices, requests and communications may be made by electronic mail, and are to be sent to the e-mail addresses set forth below:

To the Department:       Garrett Miller, P.E.  
Illinois Department of Transportation  
District 7  
400 West Wabash Avenue  
Effingham, Illinois 62401

To the City:               David Clark, P.E.  
City of Mattoon  
208 N. 19<sup>th</sup> Street  
Mattoon, IL 61938

## **X. MISCELLANEOUS PROVISIONS**

- A. GOVERNING LAW: The terms of this Agreement shall be construed in accordance with the laws of the State of Illinois. Any obligations and services performed under this Agreement shall be performed in compliance with all applicable state and federal laws. The Parties hereby enter into this Agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*
- B. FREEDOM OF INFORMATION ACT: This Agreement and all related public records maintained by, provided to, or required to be provided to the State, are subject to the Illinois Freedom of Information Act (FOIA), 50 ILCS 140/, notwithstanding any provision to the contrary that may be found in this Agreement. Prior to responding to a FOIA request that involves records or information received by either Party as a result of this Agreement, each Party will consult with the other Party's FOIA Officer prior to responding and raise an exemption if one exists. (5 ILCS 140/7(2)).
- C. ETHICS: Each agency will assist the other on any ethics or professionalism issues which may arise as a result of this Agreement. This assistance includes, but is not limited to, investigations and complaints, whether made to an ethics officer of either Party or to the Office of the Inspector General.
- D. AMENDMENTS. This Agreement may be modified or amended at any time during its term by mutual consent of the Parties, expressed in writing and signed by the Parties.
- E. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties; no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Party.

- F. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document shall be deemed original for all purposes.

This agreement shall be binding upon and to the benefit of the parties hereto, their successors and assigns.

CITY of MATTOON

Attest:

\_\_\_\_\_  
Clerk

(SEAL)

By: \_\_\_\_\_

Rick Hall  
Mayor, City of Mattoon

Date: \_\_\_\_\_

STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
Gia Biagi  
Acting Secretary of Transportation

By:  
Jack Elston, P.E.  
Engineer of Design and Environment

Date: \_\_\_\_\_

5.

## City of Mattoon Council Decision Request

MEETING DATE: 04/1/2025 CDR NO: 2025-2580

SUBJECT: Swords Intersection Design – Phase I Study

SUBMITTAL DATE: 03/26/2025

SUBMITTED BY: Dave Clark, Public Works Director

APPROVED FOR	Kyle Gill,	<u>03/27/2025</u>
COUNCIL AGENDA:	City Administrator	Date

EXHIBITS (If applicable): Farnsworth's Proposal

EXPENDITURE	AMOUNT	CONTINGENCY FUNDING
ESTIMATE: \$228,700.00	BUDGETED: \$.00	REQUIRED: \$0.00

IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED  
IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to approve the engineering proposal in the amount of \$228,700 from the Farnsworth Group to conduct a Phase I Engineering Study of the IL 16 and Swords Drive; and to authorize \$114,350 in Motor Fuel Tax Funds to fund the City’s portion of the work; and to authorize the mayor to sign the proposal.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

This Phase I Study will be for performing engineering study of the redesign of the IL 16 and Swords Intersection. Farnsworth will do field surveys, data collection, soil and pavement borings, environmental survey, hydraulic study, traffic study and modeling that will ultimately produce a Project Design Report (PDR) with exhibits and an Intersection Design Study (IDS) for final City and IDOT approval. With all the development related to the Emerald Acres development there is anticipation of major demands that will be placed upon this intersection now and more in the future. IDOT plans improvements to the I-57 Interchange east of Swords Drive and resurfacing of Il 16 the west of Swords Drive, effectively omitting any improvements for this intersection. IDOT has agreed to share in the cost for this study and an Intergovernmental Agreement (IGA) between IDOT and the City of Mattoon is also attached, it will be a 50/50 split of the overall cost. The next step after the approval of this study will be to develop the Phase II Plan and Specifications to go out to bid and planned construction towards the end of the I-57 Interchange construction project.

Our portion of the work will be paid for using MFT Funds (121-5321-730). We will pay for all the work up front to Farnsworth and IDOT will reimburse us for their portion.



PROJECT SERVICES AGREEMENT

# IL Route 16 & Swords Drive – PH I Engineering

City of Mattoon, IL

February 24, 2025

February 24, 2025

Mr. David Clark, P.E.  
City of Mattoon Public Works Director/City Engineer  
208 N. 19<sup>th</sup> Street  
Mattoon, IL 61938

RE: Project Services Agreement for IL Route 16 & Swords Drive – PH I Engineering

Dear Dave:

We appreciate the opportunity to work with the City of Mattoon on the Swords Drive project. Farnsworth Group, Inc. ("Farnsworth Group") is pleased to present this Project Services Agreement ("Agreement") to City of Mattoon, IL ("Client") to provide architectural and engineering design services for the IL Route 16 & Swords Drive – PH I Engineering located in Mattoon, IL. We have prepared this Agreement to match the scope of the work as we understand it, and identified as follows:

Provide Phase I engineering services for the improvement of the intersection of IL Route 16 & Swords Drive

Please let me know if there are any questions regarding the scope as we've outlined above and included herein. The following pages provide more specific details regarding the scope of work, project approach, etc. Please indicate your acceptance of this Agreement, including the attached Schedule of Charges and General Conditions, by signing and returning one copy for our records. We appreciate your consideration and look forward to working with you on this project.

Sincerely,

FARNSWORTH GROUP, INC.



Ryan Uebinger  
Principal

## PROJECT OVERVIEW /

Our understanding of the project is based on the following communications:

- A. Scoping meeting held at the Mattoon City Hall on November 15, 2024. Attendees were as follows:
  - Dave Clark – City of Mattoon
  - Ryan Uebinger – Farnsworth Group, Inc.
  - Matt Davidson – Farnsworth Group, Inc.
  - Dirk Rannebarger – Farnsworth Group, Inc.
  - Bob Markunas – Farnsworth Group, Inc.
- B. IDOT comments received by email on January 8, 2025 and follow up emails received from the City of Mattoon on January 18, 2025 and January 31, 2025.
- C. City of Mattoon email dated February 19, 2025, per IDOT request add clarification in the proposal that IDOT review of Phase 1 deliverables is required.

## SCOPE OF PROFESSIONAL SERVICES /

### SCOPE OF WORK

Farnsworth Group's scope of work includes a full-service approach within the parameters set by the scope identified within this proposal. We have included survey, environmental, geotechnical, and transportation engineering design services, as well as necessary interface with the Client, review agencies, and other Client retained consultants and vendors. The scope of work includes the services generally described as follows:

- A. See attached Attachment A – Scope of Services

### DELIVERABLES

The scope of work includes the deliverables generally described as follows:

- A. Phase I Preliminary Engineering Services, providing IDOT Bureau of Design & Environment (BDE) forms where applicable for projects utilizing Federal Funds
  - 1. Field Topographic Survey Complete
  - 2. Data Collection and Existing Base Sheet Preparation
  - 3. Pavement Cores & Soil Borings with Geotechnical Report
  - 4. Preliminary Environmental Site Assessment Report (PESA)
  - 5. Environmental Survey Request Submittal
  - 6. Hydraulic Study
  - 7. BDE Project Development Report (PDR) with Exhibits (Typical Sections, Plan & Profiles, Cross Sections)
  - 8. Traffic Impact Study and Traffic Modeling
  - 9. Intersection Design Study

## MAIN POINT OF CONTACT /

The Main Point of Contact with Farnsworth Group for this project will be: Ryan Uebinger, P.E.; [ruebinger@f-w.com](mailto:ruebinger@f-w.com);

## PROFESSIONAL FEES /

Farnsworth Group, Inc. proposes to provide the described services for a Time & Materials (T&M) Not to Exceed (NTE) fee, based on an hourly basis per the attached Schedule of Charges, of **\$228,700 (two hundred twenty-eight thousand and seven hundred dollars)**, plus normal reimbursable expenses. Additional details regarding payment terms and related policies are included in the attached General Conditions.

If the cost of the project increases significantly after the contract is executed, the fee may be adjusted at that time.

## PROJECT TIMELINE /

We understand the timeline of the project to be as follows:

• Project Award	March 6, 2025
• External Kickoff	March 13, 2025
• Topographical Survey Complete	April 25, 2025
• Pre-Final TIS Submittal	April 25, 2025
• Final TIS Submittal	May 23, 2025
• Pre-Final IDS Submittal	June 20, 2025
• Receive IDOT Comments on Pre-Final IDS	July 3, 2025
• Final IDS Submittal	July 18, 2025
• Pre-Final PDR Submittal (Assumes IDOT Approved Final IDS)	July 18, 2025
• Receive IDOT Comments on Pre-Final PDR	August 1, 2025
• Final PDR Submittal	September 19, 2025
• Final Completion (IDOT Approves PDR)	October 17, 2025

## ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for this proposal.

### A. General

1. Construction of the Project is anticipated to include State/IDOT, MFT, Federal, and Local Funds. Phase I and II Engineering will be paid for using Local Funds.
2. Deliverables will be submitted to IDOT for review. IDOT will review and comment on the Prefinal and Final IDS and PDR.
3. The estimated project timeline includes IDOT review time that is beyond the control of

Farnsworth Group and the City.

4. The number of meetings, site visits or travel included in this proposal are mentioned in the scope of services section. Additional meetings, site visits or travel may be requested on an hourly basis.
5. Design revisions required as a result of policy changes adopted after delivery of 100% construction documents are not included.
6. The following codes and standards apply to this project:
  - a. Illinois Department of Transportation – Bureau of Design and Environment Manual
  - b. Illinois Department of Transportation – Bureau of Local Roads and Streets Manual
  - c. Illinois Department of Transportation – Drainage Manual
7. This work is expected to commence in March 2025. Significant delays in start date may require reassessing necessary services, schedule, and fees.
8. Phase II Design Engineering Services will be provided under a separate agreement upon IDOT and City acceptance of the Phase I report.
9. Permitting, bidding, or construction administration services are not included in the fee.

#### CLIENT RESPONSIBILITIES /

The following services or items are required to be provided by you to allow Farnsworth to complete the scope of services outlined above.

- Summary of active projects in nearby area that could impact this project's scope of work
- Provide any available CAD drawings of existing surveys, site plan, base drawings, mapping, and exhibits.
- All required notifications that originate with the Client (signs, public announcements, etc).
- Payment of any application fees, recording costs, and other fees that could be associated in the scope of the project.
- Provide IDOT I-57 & IL Route 16 interchange plans and IDOT IL Route 16 resurfacing plans west of Swords Drive

[Signatures on Following Page]

## AGREEMENT /

FARNSWORTH GROUP, INC.

Ryan Uebinger, PE

Digitally signed by Ryan Uebinger, PE  
DN: c=US, E=ruebinger@f.w.com, O=Farnsworth Group, Inc.,  
OU=Transportation, CN=Ryan Uebinger, PE  
Reason: I have reviewed this document  
Date: 2025.02.24 10:19:16-0600

Signature

Ryan Uebinger

Typed Name

Principal

Title

February 24, 2025

Date

CITY OF MATTOON, IL

Signature

Typed Name

Title

Date

FARNSWORTH GROUP, INC.

Joe Adams

Digitally signed by Joe Adams  
DN: c=US, E=jadams@f.w.com,  
O=Farnsworth Group, Inc., OU=Senior  
Engineering Manager, CN=Joe Adams  
Date: 2025.02.24 11:12:19-0600

Signature

Joe Adams

Typed Name

Sr. Engineering Manager

Title

February 24, 2025

Date



## GENERAL CONDITIONS

**Date:** February 24, 2025  
**Client:** City of Mattoon, IL  
**Project:** IL Route 16 & Swords Drive – PH I Engineering

**Standard of Care:** Services performed by Farnsworth Group under the Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee, is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

**Entire Agreement:** These General Conditions and the signed document to which they are attached constitute the entire Agreement between Client and Farnsworth Group and are referred to hereinafter collectively as the "Agreement". The Agreement supersedes all prior communications, understandings and agreements, whether written or oral. Both parties have participated fully in the preparation and revision of the Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of the Agreement, including any Section Headings or Captions.

**Precedence:** All purchases of Services are expressly limited to and conditioned upon acceptance of this Agreement. The Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding Farnsworth Group's services. Any additional or conflicting terms or conditions contained in any purchase order, statement of work, or other document issued by Client will not be binding upon Farnsworth Group and are expressly rejected by Farnsworth Group.

**Fee Schedule:** Where lump sum fees have been agreed to between the parties, they shall be so designated in the signed document attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by Farnsworth Group, they shall be based upon the hourly fee schedule annually adopted by Farnsworth Group, as more fully set forth in a Schedule of Charges attached hereto and by reference made a part hereof. Such fees in the initial year of the Agreement shall be those represented by said Schedule of Charges, and these fees will annually change at the beginning of each calendar year after the date of the Agreement.

**Opinions of Cost:** Farnsworth Group's opinions of probable Project cost or construction cost for the Project will be based solely upon its own experience with construction. Since Farnsworth Group has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, Farnsworth Group cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost. If Client wishes greater assurance as to the construction cost, Client should employ an independent cost estimator.

**Invoices:** Client will pay Farnsworth Group the fees set forth in the Agreement (the "Fees"). Charges for services will be billed at least as frequently as monthly, and at the completion of Project. Client shall compensate Farnsworth Group for any sales or value added taxes which apply to the services rendered under the Agreement or any amendment thereto. Client shall reimburse Farnsworth Group for the amount of such taxes in addition to the compensation due for services. Payment of invoices shall not be subject to any discounts or set-offs by Client unless agreed to in writing by Farnsworth Group. Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Amounts outstanding more than thirty (30) days will accrue interest at the rate of 1.5% per month (compounded), or if lower, the maximum rate permitted by applicable law. Should a past due amount exceed sixty (60) days, Farnsworth Group shall have the right to suspend all Services, without liability of any kind to Client, until full payment is received. All time spent and expenses incurred (including attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Farnsworth Group per Farnsworth Group's then current

Schedule of Charges. Client will reimburse Farnsworth Group at the rate of cost plus 10% for reasonable meals and travel expenses incurred in connection with travel requested by Client outside the metropolitan area in which the individual employee or contractor of Farnsworth Group normally works.

**Confidentiality:** Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with the Agreement, and said party shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and / or otherwise using information (i) when the information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when the information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

**Compliance with Law:** In the performance of services to be provided hereunder, Farnsworth Group and Client agree to comply with applicable federal, state, and local laws and ordinances and applicable lawful governmental or quasi-governmental order, rules, and regulations.

**Modification to the Agreement:** Client or Farnsworth Group may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of Farnsworth Group's compensation, to which Client and Farnsworth Group mutually agree shall be incorporated in the Agreement by a written amendment to the Agreement.

**Notice:** All notices required or permitted under this Agreement must be written and will be deemed given and received (a) if by personal delivery, on the date of such delivery, (b) if by electronic mail, on the transmission date if sent before 4:00 pm U.S. central time on a business day or, in any other case, on the next business day, (c) if by nationally recognized overnight courier, on the next business day following deposit for next business day delivery, or (d) if by certified mail, return receipt requested with postage prepaid, on the third business day following deposit. Notice must be addressed at the address or electronic mail address shown below for, or such other address as may be designated by notice by such Party.

If to Client:

[Company Entity]

Attn: Dave Clark

208 N. 19<sup>th</sup> Street

Mattoon, IL 61938

E-mail: ClarkD@mattoonillinois.org

If to Farnsworth Group:

Farnsworth Group, Inc.

Attn: Ryan Uebinger

2211 W. Bradley Ave

Champaign, IL 61821

E-mail: ruebinger@f-w.com

With a copy (which will not constitute notice) to:

Farnsworth Group, Inc.

Attn: Michael Redington

100 Walnut St, Suite 200

Peoria, IL 61602

E-mail: mredington@f-w.com

**Facsimile; PDF Signatures.** Execution and delivery of this Agreement by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement by such party. Such facsimile and PDF copies shall constitute enforceable original documents.

**Force Majeure:** Obligations of either party under the Agreement, other than payment obligations, shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

**Assignment:** Client shall not transfer or assign any rights under or interest in the Agreement, without the written consent of Farnsworth Group.

**Dispute Resolution:** In an effort to resolve any conflicts that arise during the performance of professional services for the Project or following completion of the Project, Client and Farnsworth Group agree that all disputes shall first be negotiated between senior officers of Client and Farnsworth Group for up to thirty (30) days before being submitted to mediation. In the event negotiation and mediation are not successful, either Client or Farnsworth Group may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

**Timeliness of Performance:** Farnsworth Group will begin work under the Agreement upon receipt of a fully executed copy of the Agreement. Client and Farnsworth Group are aware that many factors outside Farnsworth Group's control may affect its ability to complete the services to be provided under the Agreement. Farnsworth Group will perform these services with reasonable diligence and expediency consistent with sound professional practices.

**Suspension:** Client or Farnsworth Group may suspend all or a portion of the work under the Agreement by notifying the other party in writing if unforeseen circumstances beyond control of Client or Farnsworth Group make normal progress of the work impossible. Farnsworth Group may suspend work in the event Client does not pay invoices when due, and Farnsworth Group shall have no liability whatsoever to Client, and Client agrees to make no claim for any delay or damage as a result of such suspension. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds ninety (90) days, Farnsworth Group shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

**Termination:** If either party defaults in performing any of the terms or provisions of the Agreement, and continues in default for a period of fifteen (15) days after written notice thereof, the party not in default shall have the right to immediately terminate the Agreement. The non-defaulting party shall be entitled to all remedies under Illinois law at the time of breach, including, without limitation, the right to recover as an element of its damages, reasonable attorney's fees and court costs.

**Reuse of Documents:** All documents including reports, drawings, specifications, and electronic media prepared by Farnsworth Group and / or any subconsultant pursuant to the Agreement are instruments of its services for use solely with respect to this Project. Farnsworth Group and / or any subconsultant shall be deemed the authors and Clients of their respective instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without specific written verification or adaptation by Farnsworth Group will be at Client's sole risk, and without liability to Farnsworth Group, and Client shall indemnify and hold harmless Farnsworth Group or any subconsultant from all claims, damages, losses and expenses including court costs and attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Farnsworth Group to further compensation at rates to be agreed upon by Client and Farnsworth Group.

**Subcontracting:** Farnsworth Group shall have the right to subcontract any part of the services and duties hereunder without the consent of Client.

**Third Party Beneficiaries:** Nothing contained in the Agreement shall create a

contractual relationship with or a cause of action in favor of a third party against either Client or Farnsworth Group, except as expressly provided herein. Farnsworth Group's services under the Agreement are being performed solely for Client's benefit, and no other party or entity shall have any claim against Farnsworth Group because of the Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither Farnsworth Group nor Client shall have any obligation to indemnify each other from third party claims, except as expressly provided herein. Client and Farnsworth Group agree to require a similar provision in all contracts with construction contractors and subconsultants, vendors, and other entities involved in the Project to carry out the intent of this provision.

**Right of Entry:** Client shall provide for Farnsworth Group's and / or any subconsultant's right to enter property owned by Client and / or others in order for Farnsworth Group and / or any subconsultant to fulfill the scope of services for this Project. Client understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of the Agreement unless explicitly so provided.

**Recognition of Risk:** Client acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at Client's site; and (2) although necessary to perform the Agreement, commonly used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. Farnsworth Group's and / or any subconsultant's application of its present judgment will be subject to factors outlined in (1) and (2) above. Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss which may arise as a result of alleged contamination caused by any site exploration. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Authority and Responsibility:** Client agrees that Farnsworth Group and any subconsultant shall not guarantee the work of any construction contractor or construction subconsultant, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

#### **Electronic Files Transfer.**

(a) Farnsworth Group may prepare electronic files which contain machine-readable information or certain information for a project ("Project Files"). Client may request Project Files to facilitate Client's understanding of the project. The Parties recognize that the Project Files are subject to alteration, either intentionally or unintentionally, due to, among other causes, transmission, conversion, media degradation, software error or human error. The Parties further understand that the transfer of Project Files from the system and format used by Farnsworth Group to an alternate system or format cannot be accomplished without the introduction of anomalies and / or errors.

(b) Upon request, Farnsworth Group will supply Project Files to Client upon the express terms and conditions set forth herein:

(i) The Project Files may not be used for any purpose not related specifically to the Client's project. Use of these files for development of other projects; additions to the project, or duplication of the project at any location is expressly prohibited.

(ii) The Project Files are provided for information purposes only and are not intended as an end product. The Project Files may be a work in process, and Farnsworth Group is under no obligation to provide Client with any updated version(s) of the Project Files.

(iii) Client acknowledges and understands that the Project Files may not reflect all data contained in the contract documents, addenda, or other pertinent contract-related documents. Client acknowledges and understands that the Project Files

may contain data which is not included in the contract documents.

(c) **BIM Digital Files.** With regard to the transfer of Building Information Model (BIM) digital files, both Parties agree as follows:

(i) Farnsworth Group will provide only those BIM files created for Client's project. There is no representation the BIM files are comprehensive or comprise a complete model of the building.

(ii) The level of development of the model will be defined to be consistent with AIA Document G202-2013, as agreed by the parties. After reviewing and verifying the accuracy of the information contained within Farnsworth Group's BIM files, Client is authorized to develop its own model to a higher level of development for its own uses, but, in doing so, expressly agrees to assume all risks associated therewith.

**Utilities:** Client shall be responsible for designating the location of all utility lines and subterranean structures within the property line of the Project. Client agrees to waive any claim against Farnsworth Group and / or any subconsultant, and to indemnify and hold harmless from any claim or liability for injury or loss arising from Farnsworth Group and / or any subconsultant or other persons encountering utilities or other man-made objects that were not called to Farnsworth Group's attention or which were not properly located on documents furnished to Farnsworth Group. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Samples:** All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of Project deliverables. Upon Client's authorization, samples will be either delivered in accordance with Client's instructions or stored for an agreed charge.

**Discovery of Unanticipated Hazardous Substances or Pollutants:** Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalies, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. Client and Farnsworth Group and / or any subconsultant agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. Client and Farnsworth Group and / or any subconsultant also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for Farnsworth Group and / or any subconsultant to take immediate measures to protect human health and safety, and / or the environment. Farnsworth Group and / or any subconsultant agree to notify Client as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. Client encourages Farnsworth Group and / or any subconsultant to take any and all measures that in Farnsworth Group's and / or any subconsultant's professional opinion are justified to preserve and protect the health and safety of Farnsworth Group's and / or any subconsultant's personnel and the public, and / or the environment, and Client agrees to compensate Farnsworth Group and / or any subconsultant for the additional cost of such measures. In addition, Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. Client also agrees to compensate Farnsworth Group and / or any subconsultant for any time spent and expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, with such compensation to be based upon Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy. Further, Client recognizes that Farnsworth Group and / or any subconsultant has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will Farnsworth Group and / or any subconsultant act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

**Job Site:** Client agrees that services performed by Farnsworth Group and / or any subconsultant during construction will be limited to providing observation of the progress of the work and to address questions by Client's representative concerning conformance with the Contract Documents. This activity is not to be

interpreted as an inspection service, a construction supervision service, or guaranteeing the construction contractor's or construction subconsultant's performance. Farnsworth Group and / or any subconsultant will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs. Farnsworth Group and / or any subconsultant will not be responsible for construction contractor's or construction subconsultant's obligation to carry out the work according to the Contract Documents. Farnsworth Group and / or any subconsultant will not be considered an agent of Client and will not have authority to direct construction contractor's or construction subconsultant's work or to stop work.

**Shop Drawing Review:** Client agrees that Farnsworth Group and / or any subconsultant shall review shop drawings and / or submittals solely for their general conformance with Farnsworth Group's and / or any subconsultant's design concept and general conformance with information given in the Contract Documents. Farnsworth Group and / or any subconsultant shall not be responsible for any aspects of a shop drawing and / or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the construction contractor's or construction subconsultant's responsibility. The construction contractor or construction subconsultant will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. Client represents that the construction contractor and construction subconsultant shall be made aware by Client of the responsibility to review shop drawings and / or submittals and approve them in these respects before submitting them to Farnsworth Group and / or any subconsultant.

**LEED Certification and Energy Models:** Client agrees that Farnsworth Group and / or any subconsultant do not guarantee the LEED certification of any facility for which Farnsworth Group and / or any subconsultant provides commissioning, LEED consulting or energy modeling services. The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. Farnsworth Group and / or any subconsultant will endeavor to model energy usage very closely to actual usage, but Client agrees that Farnsworth Group and / or any subconsultant will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. LEED certification and the number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Environmental Site Assessments:** No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group is not be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment Report are provided at the discretion of the environmental professional for the benefit of Client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of Client. Farnsworth Group does not intend, without its written consent, for the Phase I Environmental Site Assessment Report to be disseminated to anyone beside Client, or to be used or relied upon by anyone beside Client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.

**Consequential Damages:** Notwithstanding any other provision of the Agreement, and to the fullest extent permitted by law, neither Client nor Farnsworth Group, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to the Project or Services performed under this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence,

strict liability, breach of contract and breach of strict and implied warranty. Both Client and Farnsworth Group shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in Project.

**Personal Liability:** It is intended by the parties to the Agreement that Farnsworth Group's services in connection with the Project shall not subject Farnsworth Group's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and / or asserted only against "Farnsworth Group, Inc., an Illinois corporation," and not against any of Farnsworth Group's individual employees, officers or directors.

**General Insurance and Limitation:** Farnsworth Group is covered by commercial general liability insurance, automobile liability insurance and workers compensation insurance with limits which Farnsworth Group considers reasonable. Certificates of all insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from any loss, damage or liability arising directly from any negligent act by Farnsworth Group. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**Professional Liability Insurance and Limitation:** Farnsworth Group is covered by professional liability insurance for its professional acts, errors and omissions, with limits which Farnsworth Group considers reasonable. Certificates of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from loss, damage or liability arising from errors or omissions by Farnsworth Group that exceed the industry standard of care for the services provided. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act, error or omission by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**ADDITIONAL LIMITATION:** IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND FARNSWORTH GROUP, THE RISKS HAVE BEEN ALLOCATED SUCH THAT CLIENT AGREES THAT FOR THE COMPENSATION HEREIN PROVIDED, FARNSWORTH GROUP CANNOT EXPOSE ITSELF TO DAMAGES DISPROPORTIONATE TO THE NATURE AND SCOPE OF FARNSWORTH GROUP'S SERVICES OR THE COMPENSATION PAYABLE TO IT HEREUNDER. THEREFORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF FARNSWORTH GROUP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF FARNSWORTH GROUP IN PERFORMING PROFESSIONAL SERVICES SHALL BE LIMITED TO TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) OR THE TOTAL FEES PAID TO FARNSWORTH GROUP BY CLIENT UNDER THE AGREEMENT, WHICHEVER IS GREATER ("LIMITATION"). CLIENT HEREBY WAIVES AND RELEASES (I) ALL PRESENT AND FUTURE CLAIMS AGAINST FARNSWORTH GROUP, OTHER THAN THOSE DESCRIBED IN THE PREVIOUS SENTENCE, AND (II) ANY LIABILITY OF FARNSWORTH GROUP IN EXCESS OF THE LIMITATION. IN CONSIDERATION OF THE PROMISES CONTAINED HEREIN AND FOR OTHER SEPARATE, VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, CLIENT ACKNOWLEDGES AND AGREES THAT (I) BUT FOR THE LIMITATION, FARNSWORTH GROUP WOULD NOT HAVE PERFORMED THE SERVICES, (II) CLIENT HAS HAD THE OPPORTUNITY TO NEGOTIATE THE TERMS OF THE LIMITATION AS PART OF

AN "ARMS-LENGTH" TRANSACTION, (III) THE LIMITATION AMOUNT MAY BE LESS THAN THE AMOUNT OF PROFESSIONAL LIABILITY INSURANCE REQUIRED OF FARNSWORTH GROUP UNDER THE AGREEMENT, (IV) THE LIMITATION IS MERELY A LIMITATION OF, AND NOT AN EXCULPATION FROM, FARNSWORTH GROUP'S LIABILITY AND DOES NOT IN ANY WAY OBLIGATE CLIENT TO DEFEND, INDEMNIFY OR HOLD HARMLESS FARNSWORTH GROUP, (V) THE LIMITATION IS AN AGREED REMEDY, AND (VI) THE LIMITATION AMOUNT IS NEITHER NOMINAL NOR A DISINCENTIVE TO FARNSWORTH GROUP PERFORMING THE SERVICES IN ACCORDANCE WITH THE STANDARD OF CARE.

**Subpoenas:** Client is responsible, after notification, for payment of time charges and expenses resulting from the required response by Farnsworth Group and / or any subconsultant to subpoenas issued by any party other than Farnsworth Group and / or any subconsultant in conjunction with the services performed under the Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

**Statutes of Repose and Limitation:** All legal causes of action between the parties to the Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose of limitation begin to run any later than the date Farnsworth Group's services are completed or terminated.

**Severability:** If any term or provision of the Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of the Agreement shall remain in full force and effect.

**Waiver:** No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

**Survival:** Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to the Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**Governing Law:** The Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois without regard to conflict of law principles.

**Attachment - A**  
**PROJECT SCOPE OF SERVICES – February 12, 2025**  
**Phase I Preliminary Engineering**  
**City of Mattoon, IL**  
**IL Route 16 & Swords Drive**

**Provide Phase I Engineering Services** – Services to include Field Topography Survey, Pavement Cores, Soil Borings and Geotechnical Report, prepare existing base sheets, Environmental Survey Request Application, PESA, Data Collection, Accident Data Review, Design Deviations Application, Storm Water Pollution Control Plan, and Intersection Design Study– See attached Location Map.

Scope of Services assumes IDOT / State, Federal and Local Funds will be used for construction. Engineering services will be paid for using Local City Funds.

**1. Field Topography Survey Complete**

- Length of topography survey for IL Route 16 – 1,800 feet (0.34 miles) centered on Swords Drive. Width of Topographic Survey will be 250 feet (125 feet on either side of the existing alignment).
- Length of topography survey for Swords Drive – 1,800 feet (0.34 miles). Width of Topographic Survey will be 150 feet (75 feet on either side of the existing alignment)
- Establish project site control, benchmarks, and ties for general site topography survey and proposed roadway centerline
- Control shall be on State Plane Coordinates and USGS Elevation Datum
- Set site benchmarks every 500 feet within Project Limits
- Research and verify existing road Right-of-Way, section lines and property locations
- Project schedule assumes property Right-of-Entry for Surveying work has been obtained (By City)

**2. Data Collection and Existing Base Sheet Preparation**

- Obtain existing information and available maps – Roadway Record Drawings. Wetlands, USGS, Zoning, Long Range Use, Comprehensive Plans, Corporate Limits, ADT, Accident Data, Floodplain-FIRM, utility contacts, I-57 & IL Route 16 interchange improvement plans, and IDOT IL Rte 16 resurfacing plans west of Swords Drive.
- Obtain existing utility information from utility agencies listed by JULIE and create a utility matrix
- Process survey data and prepare existing base sheets including existing conditions, utilities, and existing alignments.
- Conduct field check of existing plan base sheets resulting from Survey work

**3. Pavement Cores & Soil Borings with Geotechnical Report provided by subconsultant MET**

- Pavement Cores & Soil Borings including a total of seven (7) cores and shallow soil borings along the roadway.
- Provide Geotechnical Report and exhibits for review and approval by the City and IDOT

**Attachment - A**  
**PROJECT SCOPE OF SERVICES – February 12, 2025**  
**Phase I Preliminary Engineering**  
**City of Mattoon, IL**  
**IL Route 16 & Swords Drive**

**4. Preliminary Environmental Site Assessment Report (PESA)**

- Provide one (1) Preliminary Environmental Site Assessment (PESA) for the Project Limits along Swords Drive.
- IDOT to provide PESA within IDOT Right of Way along IL 16.

**5. Environmental Documents and Permitting**

- Prepare one (1) Environmental Survey Request (ESR) Form and Exhibits and submit to IDOT.

**6. Hydraulic Study**

- Hydraulic Survey in field included in Field Topographic Survey Complete
- Assumes no cross road culverts
- Using preliminary roadway profile and alignment and standard hydrologic/hydraulic computer models (SWMM) calculate existing and proposed stormwater flows expected in the watershed which drains to the existing storm sewer network within the project limits at the 2, 5, 10, 25, 30, 50- and 100- year events.

**7. Phase 1 Bureau of Design & Environment (BDE) Project Development Report (PDR)**

- Assumes a State Approved Categorical Exclusion process
- Report includes findings and reports from Phase I Services (including Traffic Impact Study, Pavement Design Analysis, Hydraulic Report, Public and Utility Coordination, etc.)
- Determine limits of sidewalk and shared-use path
- Provide existing and proposed Concept roadway typical section exhibits. Assuming Jointed Portland Cement Concrete (PCC) pavement for Swords Drive and HMA overlay on IL 16 and PCC base course widening for lane widening or additions
- Provide proposed concept plan and profile exhibits showing proposed horizontal and vertical alignments and concept drainage for the locations within the project limits
- Provide existing and proposed Concept cross sections at 50' intervals, at entrances, at primary cross road culverts, at roadway low points and high points, and at side roads along the study limit sections where field topography survey is provided to determine proposed Right-of-Way and Easement needs assessment, vertical profile, and drainage improvement needs
- Develop and Evaluate Maintenance of Traffic options and exhibits
- Prepare Concept Budget Construction opinion of cost based on estimated parameters
- Prepare design variance request forms, if needed
- Microstation Open Roads – Corridor Modeling and Maintenance
- Provide crash data analysis and collision diagrams for past 5 available years.
- Prepare report narrative, exhibits and maps to be included within the PDR

**Attachment - A**  
**PROJECT SCOPE OF SERVICES – February 12, 2025**  
**Phase I Preliminary Engineering**  
**City of Mattoon, IL**  
**IL Route 16 & Swords Drive**

**8. Traffic Impact Study and Traffic Modeling**

- Traffic Impact Study will consider the Year 2025 and Year 2045 conditions
- Collect peak hour turning movement count data at the intersection of IL Route 16 & Swords Drive (6-9 AM, 3-6 PM)
- Using development plans in the vicinity of the intersection, provided by the City, estimate trips generated by future development by the Year 2045.
- Estimate growth of background traffic utilizing an annual growth rate (provided by IDOT or estimated from historical traffic count data)
- Prepare a Traffic Impact Study that will analyze intersection capacity and determine intersection improvements that are necessary to achieve acceptable Levels of Service

**9. Intersection Design Study**

- 20-year design period Intersection Design Study (IDS) including proposed geometric evaluation. This will be completed based on the approved Traffic Impact Study for the intersection of IL Route 16 & Swords Drive.
- Prepare and submit to Client and IDOT written justification of Design Variances, complete BDE 2600 (Design Exception Request Project Identification)
- Prepare and submit IDS including proposed geometrics with street profiles and accident data review to City and IDOT for review and comments
- Address City and IDOT review comments, finalize the IDS, and submit the final IDS to City and IDOT
- Geometrics, Design Vehicle, and Design Speed for the IDS are to be completed according to IDOT Bureau of Design and Environment Manual, July 2020 Edition for IL Route 16, along with the intersection. For Swords Drive, Geometrics, Design Vehicle, and Design Speed are to be completed according to IDOT Bureau of Local Roads and Streets Manual, 2005 Edition
- Baseline stationing on the subject roadways shall match existing plans if they are available from IDOT
- CAD work shall be completed using Microstation Open Road Designer (ORD) per IDOT standards

**10. Agency Meetings (City, IDOT, Client, Public, Utility Agency)**

- Attend up to three (3) project review meetings with City and IDOT (virtual) and prepare meeting minutes
- Provide a monthly, concise summary of project activities and project schedule update to the Client
- Attend up to four (4) project review meetings with Client and/or project stakeholders (virtual)

**11. IDOT and FHWA Bi-Monthly Coordination Meeting**

- Prepare information and exhibits and attend one (1) Bi-Monthly Coordination Meeting

**Attachment - A**  
**PROJECT SCOPE OF SERVICES – February 12, 2025**  
**Phase I Preliminary Engineering**  
**City of Mattoon, IL**  
**IL Route 16 & Swords Drive**

at IDOT District 7 with City staff. Includes exhibits, preparation, and meeting minutes required for project coordination with IDOT and FHWA.

**12. Conceptual Lighting Design and Coordination**

- Warrant of Lighting Analysis
- Provide a summary of conceptual lighting design including existing conditions, potential electrical service location, basis of design, light poles, and pole layout/count
- Preliminary conceptual cost

**Note: Not included in this Contract and Scope of Services:**

- Phase II engineering design services for plans specifications and estimates
- Public Information Meetings per IDOT comments received on 1-18-2025
- Easement or right-of-way surveys, plats, appraisals, negotiations, or Title Commitments, or Title Research
- Any engineering services within the limits of the surrounding commercial lots
- Pavement Alternatives Analysis and Life Cycle Cost Analysis. Assumes Portland cement concrete on Swords Drive and an HMA overlay on IL 16
- Wetland coordination or mitigation and wetland banking services or coordination
- Landscaping or signage plans
- IHPA historical/archeological Level 1 studies
- Structural engineering for structures, retaining walls, or foundations other than that outlined for box culvert above
- Soil Borings and reporting other than outlined above. Borings and reports for structures such as box culverts, signal foundations, light pole foundations and retaining walls will be provided under Phase II Design Services Contract
- IDNR endangered species detailed action reports
- Wetland Surveys or Wetland Mitigation Services
- 4(f) or 6(f) Special Lands Studies
- COSIM Air Quality Analysis
- Noise Wall Barrier Design
- Preliminary Site Investigation (PSI) Studies
- Environmental Impact Statement (EIS) or Environmental Assessment (EA)
- Formal Public Hearing or Open Houses or Context Sensitive Solution (CSS) process
- Public or private stakeholder, Council, or Board Meetings other than those listed above
- Formal Speed Studies
- Public or Private Detailed Utility Relocation Analysis or Review
- Subsurface Utility Engineering (SUE) and utility pot-hole services
- IEPA Notice of Intent (NOI) or Notice of Termination (NOT) and fees
- Bidding or Permitting Services
- IDOT Construction Permit Bond or Fees

**Attachment - A**  
**PROJECT SCOPE OF SERVICES – February 12, 2025**  
**Phase I Preliminary Engineering**  
**City of Mattoon, IL**  
**IL Route 16 & Swords Drive**

- Pre-Construction Services, Construction Engineering Services, Material Testing, Construction Documentation Services, Shop Drawing Reviews, or Record Drawings
- Conversion of Electronic Microstation (.DGN) files to any format other than .PDF

The work listed above will be completed on a time and material basis or under a separate contract addendum, if requested at a later date by the Client.

Existing Roadway Plans, Accident Data, and any Plat/Easement information available in files shall be provided by the Client, City, and State.

# Fee Summary February 12, 2025

City of Mattoon, IL  
IL Route 16 & Swords Drive

## (PH 10) FIELD TOPOGRAPHIC SURVEY COMPLETE

Land Survey Mgr	6 Hrs.	@	\$230.00 /Hr. =	\$1,380.00	
Senior Project Designer	8 Hrs.	@	\$205.00 /Hr. =	\$1,640.00	
Chief Technician	40 Hrs.	@	\$155.00 /Hr. =	\$6,200.00	
Tech II	68 Hrs.	@	\$125.00 /Hr. =	\$8,500.00	
Lead Technician	8 Hrs.	@	\$165.00 /Hr. =	\$1,320.00	
CADD	8 Hrs.	@	\$15.00 /Hr. =	\$120.00	
Truck Hours and Direct Costs				<u>\$340.00</u>	\$19,500.00

## (PH 20) DATA COLLECTION AND EXISTING BASESHEETS

Eng. Manager	4 Hrs.	@	\$230.00 /Hr. =	\$920.00	
Sr. Engineer	24 Hrs.	@	\$175.00 /Hr. =	\$4,200.00	
Chief Technician	48 Hrs.	@	\$155.00 /Hr. =	\$7,440.00	
Tech. Manager	8 Hrs.	@	\$220.00 /Hr. =	\$1,760.00	
Cadd	48	@	\$15.00 /Hr. =	\$720.00	
Misc. Expenses & Direct Costs				<u>\$160.00</u>	\$15,200.00

## (PH 30) SOIL BORINGS WITH GEOTECHNICAL REPORT

Subconsultant (Pavement Cores and Geotechnical Report)				\$13,000.00	\$13,000.00
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## (PH 40) PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT REPORT (PESA)

Sr. Proj. Eng.	12 Hrs.	@	\$205.00 /Hr. =	\$2,460.00	
Proj. Eng.	16 Hrs.	@	\$185.00 /Hr. =	\$2,960.00	
Misc. Expenses & Direct Costs				<u>\$80.00</u>	\$5,500.00

## (PH 50) ENVIRONMENTAL SURVEY REQUEST, ENVIRONMENTAL SCREENING, AND SIGNOFFS

Sr. Proj. Eng.	20 Hrs.	@	\$205.00 /Hr. =	\$4,100.00	
Proj. Eng.	20 Hrs.	@	\$185.00 /Hr. =	\$3,700.00	
CADD	12 Hrs.	@	\$15.00 /Hr. =	\$180.00	
Misc. Expenses & Direct Costs				<u>\$20.00</u>	\$8,000.00

## (PH 60) HYDRAULIC STUDY

Eng. Manager	8 Hrs.	@	\$230.00 /Hr. =	\$1,840.00	
Proj. Designer	40 Hrs.	@	\$185.00 /Hr. =	\$7,400.00	
Chief Technician	40 Hrs.	@	\$155.00 /Hr. =	\$6,200.00	
CADD	48 Hrs.	@	\$15.00 /Hr. =	\$720.00	
Misc. Expenses & Direct Costs				<u>\$40.00</u>	\$16,200.00

## (PH 70) LOCAL PROJECT DEVELOPMENT REPORT (PDR)

Principal	8 Hrs.	@	\$265.00 /Hr. =	\$2,120.00	
Sr. Eng. Manager	38 Hrs.	@	\$250.00 /Hr. =	\$9,500.00	
Eng. Manager	4 Hrs.	@	\$230.00 /Hr. =	\$920.00	
Tech. Manager	22 Hrs.	@	\$220.00 /Hr. =	\$4,840.00	
Sr. Proj. Eng.	76 Hrs.	@	\$205.00 /Hr. =	\$15,580.00	
Engineer	104 Hrs.	@	\$165.00 /Hr. =	\$17,160.00	
Engineering Associate II	10 Hrs.	@	\$155.00 /Hr. =	\$1,550.00	
Chief Technician	52 Hrs.	@	\$155.00 /Hr. =	\$8,060.00	
Clerical	16 Hrs.	@	\$100.00 /Hr. =	\$1,600.00	
CADD	60 Hrs.	@	\$15.00 /Hr. =	\$900.00	
Misc. Expenses & Direct Costs				<u>\$70.00</u>	\$62,300.00

# **Fee Summary** **February 12, 2025**

**City of Mattoon, IL**  
**IL Route 16 & Swords Drive**

## **(PH 75) BENTLEY OPEN ROADS DESIGNER (ORD) CORRIDOR MODELING & MAINTENANCE**

Tech. Manager	12 Hrs.	@	\$220.00 /Hr. =	\$2,640.00	
Project Designer	22 Hrs.	@	\$185.00 /Hr. =	\$4,070.00	
CADD	34 Hrs.	@	\$15.00 /Hr. =	\$510.00	
Misc. Expenses & Direct Costs				\$80.00	\$7,300.00

## **(PH 80) TRAFFIC IMPACT STUDY AND TRAFFIC MODELING**

Sr. Eng. Mgr.	4 Hrs.	@	\$250.00 /Hr. =	\$1,000.00	
Eng. Manager	20 Hrs.	@	\$230.00 /Hr. =	\$4,600.00	
Sr. Engineer	44 Hrs.	@	\$175.00 /Hr. =	\$7,700.00	
Misc. Expenses & Direct Costs				<u>\$1,700.00</u>	\$15,000.00

## **(PH 90) INTERSECTION DESIGN STUDY**

Principal	2 Hrs.	@	\$265.00 /Hr. =	\$530.00	
Sr. Eng. Mgr.	8 Hrs.	@	\$250.00 /Hr. =	\$2,000.00	
Eng. Manager	22 Hrs.	@	\$230.00 /Hr. =	\$5,060.00	
Sr. Engineer	60 Hrs.	@	\$175.00 /Hr. =	\$10,500.00	
Chief Technician	28 Hrs.	@	\$155.00 /Hr. =	\$4,340.00	
CADD	66 Hrs.	@	\$15.00 /Hr. =	\$990.00	
Misc. Expenses & Direct Costs				<u>\$580.00</u>	\$24,000.00

## **(PH 100) AGENCY AND CLIENT MEETINGS**

Principal	4 Hrs.	@	\$265.00 /Hr. =	\$1,060.00	
Eng. Manager	8 Hrs.	@	\$230.00 /Hr. =	\$1,840.00	
Sr. Engineer	12 Hrs.	@	\$175.00 /Hr. =	\$2,100.00	
Misc. Expenses & Direct Costs				<u>\$100.00</u>	\$5,100.00

## **(PH 110) IDOT AND FHWA BI-MONTHLY COORDINATION MEETING AND EXHIBITS**

Principal	2 Hrs.	@	\$265.00 /Hr. =	\$530.00	
Eng. Manager	8 Hrs.	@	\$230.00 /Hr. =	\$1,840.00	
Sr. Engineer	14 Hrs.	@	\$175.00 /Hr. =	\$2,450.00	
CADD	4 Hrs.	@	\$15.00 /Hr. =	\$60.00	
Misc. Expenses & Direct Costs				<u>\$120.00</u>	\$5,000.00

## **(PH 130) Conceptual Lighting**

Eng. Manager	24 Hrs.	@	\$230.00 /Hr. =	\$5,520.00	
Engineer	32 Hrs.	@	\$165.00 /Hr. =	\$5,280.00	
Chief Technician	24 Hrs.	@	\$155.00 /Hr. =	\$3,720.00	
CADD	32 Hrs.	@	\$15.00 /Hr. =	\$480.00	\$15,000.00

## **(PH 140) QC/QA**

Principal	12 Hrs.	@	\$265.00 /Hr. =	\$3,180.00	
Eng. Manager	24 Hrs.	@	\$230.00 /Hr. =	\$5,520.00	
Misc. Expenses & Direct Costs				<u>\$100.00</u>	\$8,800.00

## **(PH 150) Administration and Management**

Principal	8 Hrs.	@	\$265.00 /Hr. =	\$2,120.00	
Eng. Manager	24 Hrs.	@	\$230.00 /Hr. =	\$5,520.00	
Clerical	10 Hrs.	@	\$100.00 /Hr. =	\$1,000.00	
Misc. Expenses & Direct Costs				<u>\$160.00</u>	\$8,800.00



## Schedule of Charges - January 1, 2025

### Engineering/Surveying/Commissioning Professional Staff

	Per Hour
Administrative Support/Project Controls .....	\$ 105.00
Environmental Scientist I .....	\$ 115.00
Environmental Scientist II .....	\$ 125.00
Engineering Associate I/Cx Specialist I/Project Associate I/Env. Scientist III .....	\$ 145.00
Engineering Associate II/Cx Specialist II/Process Associate II/Env. Scientist IV .....	\$ 160.00
Engineer/Land Surveyor/Sr. Cx Specialist/Sr. Env. Scientist I .....	\$ 175.00
Sr. Engineer/Senior Land Surveyor/Cx Project Manager/Sr. Env. Scientist II .....	\$ 185.00
Project Engineer/Project Land Surveyor/Sr. Cx Project Manager/Process Engineer/Sr. Env. Scientist III .....	\$ 195.00
Sr. Process Engineer/Sr. Environmental Scientist IV .....	\$ 205.00
Sr. Project Engineer/Sr. Project Land Surveyor/Cx Manager/Process Project Engineer/Env. Mgr. I .....	\$ 215.00
Sr. Process Project Engineer/Environmental Manager II .....	\$ 230.00
Engineering Manager/Land Surveying Manager/Sr. Cx Manager/Sr. Env. Manager I .....	\$ 240.00
Sr. Land Surveying Manager/Sr. Cx Director/Process Engineering Manager/Sr. Env. Manager II .....	\$ 265.00
Sr. (Process) Engineering Manager .....	\$ 275.00
Associate Principal .....	\$ 280.00
Principal .....	\$ 295.00
Process Principal .....	\$ 305.00
Managing Principal/Vice President .....	\$ 310.00
Managing Process Principal .....	\$ 335.00

### Technical Staff

Technician I/Environmental Specialist I .....	\$ 110.00
Technician II/Environmental Specialist II .....	\$ 130.00
Sr. Technician/Cx Technician/Environmental Specialist III .....	\$ 140.00
Chief Technician/Environmental Specialist IV .....	\$ 165.00
Designer/Computer Specialist/Lead Technician/Process Designer I/Technical Specialist I .....	\$ 175.00
Sr. Designer/Process Designer II/Technical Specialist II .....	\$ 180.00
Project Designer/Project Technician/Process Designer III/Technical Specialist III .....	\$ 195.00
Sr. Project Designer I/Systems Integration Mgr./Sr. Process Designer I/Sr. Project Tech/Sr. Tech Specialist I .....	\$ 215.00
Design Manager/Grants Manager/Program Manager/IT Manager .....	\$ 220.00
Sr. Project Designer II / Technical Manager/Program Director/Sr. Technical Specialist II .....	\$ 235.00
Sr. Process Designer II .....	\$ 245.00
Sr. Process Designer III/Process Design Manager .....	\$ 250.00
Sr. Technical Manager/Sr. Program Director/Sr. Technical Specialist III .....	\$ 255.00
Sr. Process Design Manager .....	\$ 265.00

### Architecture/Landscape Architecture/Interior Design Professional Staff

Architectural Associate I/Landscape Associate I/Interiors Associate I .....	\$ 135.00
Architectural Associate II/Landscape Associate II/ Interiors Associate II .....	\$ 150.00
Architect/Architectural Associate III/Landscape Associate III/Interior Designer .....	\$ 160.00
Project Coordinator/Urban Planner I/Sr. Interior Designer .....	\$ 165.00
Sr. Architect/Sr. Project Coordinator/Urban Planner II/Interior Design Manager .....	\$ 175.00
Project Architect/Project Manager .....	\$ 190.00
Sr. Project Architect/Sr. Project Manager/Sr. Urban Planner .....	\$ 205.00
Architectural Manager/Sr. Urban Planner Manager .....	\$ 220.00
Sr. Architectural Manager/Sr. Urban and Community Planner .....	\$ 235.00

### Units

Expert Testimony .....	2xbilling rate
Software/CAD/Revit Station .....	\$20.00/hr
ATV & Trailer .....	\$30.00/hr
Field Vehicle .....	\$30.00/hr
Automobile mileage .....	IRS Rate
Hand Held GPS .....	\$20.00/hr
GPS Unit (each) .....	\$30.00/hr
Environmental GPS Data Collector .....	\$85.00/day
Utility Locator/Robotic Total Station .....	\$35.00/hr
Stationary Scanner (low res)   High-Def Scanner/UAV .....	\$330.00/day / \$550.00/day
Subconsultants & Other Reimbursable Expenses Related to Project* .....	Cost+ 12%

\*Also includes the actual cost of items not mentioned above: prints/copies, supplies, travel, mileage, testing services, conferencing services, and other costs directly incidental to the performance of the above services.

CHARGES EFFECTIVE UNTIL JANUARY 1, 2026 UNLESS OTHERWISE NOTIFIED

1.5% per month will be added to any outstanding balance that is past 30 days from date of invoice.

# Location Map

IL 16 & Swords Drive

IL 16 PROJECT LIMITS -  
1800' CENTERED ON SWORDS DR.

BROADWAY AVE

IL 16

DETRO DR

REMINGTON RD

SWORDS DR

SWORDS DR PROJECT LIMITS - 1800'



INTERSTATE 57

Google Earth

Image © 2025 Airbus

1000 ft

6.

**CITY OF MATTOON, ILLINOIS**

**RESOLUTION NO. 2025-3299**

**WHEREAS**, the City of Mattoon is preparing to design solar lighting for the Lincoln Prairie Trail Tunnel under I-57 in conjunction with the improvements of the I-57 and IL 16 interchange project being undertaken by the Illinois Department of Transportation; and

**WHEREAS**, the State of Illinois acting through its Department of Transportation is providing reimbursement of the project funding in the form of a \$14,000.00 to design solar tunnel lighting for the Lincoln Prairie Trail under I-57 project; and

**WHEREAS**, the terms and conditions for said grant are detailed in the attached Intergovernmental Agreement between the State of Illinois, Department of Transportation and the City of Mattoon.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Mattoon, Coles County, Illinois, that the attached Intergovernmental Agreement between the State of Illinois, Department of Transportation and the City of Mattoon be approved; and authorize the mayor and city clerk to sign the intergovernmental agreement.

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_,  
adopted this   1st   day of   April  , 2025, by a roll call vote, as follows:

AYES (Names): \_\_\_\_\_  
\_\_\_\_\_

NAYS (Names): \_\_\_\_\_

ABSENT (Names): \_\_\_\_\_

Approved this   1st   day of   April  , 2025.

\_\_\_\_\_  
Rick Hall, Mayor  
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Susan J. O'Brien, City Clerk

\_\_\_\_\_  
Daniel C. Jones, City Attorney

Recorded in the Municipality's Records on                     04-01                    , 2025.

FAI 57 (I 57)  
Section: (15-22HB-4)BR (15-22)R  
Coles County  
Job No.: C-97-038-10  
Agreement No.: JN 725 012  
Contract No.: 74435

STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION  
LINCOLN PRAIRIE TRAIL LIGHTING CONSTRUCTION AGREEMENT  
WITH THE CITY OF MATTOON

This lighting construction agreement, hereinafter referred to as AGREEMENT is made and entered into by and between the STATE OF ILLINOIS, acting by and through its DEPARTMENT OF TRANSPORTATION hereinafter called the STATE, and the City of Mattoon, in the State of Illinois, hereinafter called the CITY, collectively referred to as the PARTIES.

WITNESSETH:

WHEREAS, the STATE, in order to facilitate the free flow of traffic and ensure safety to the motoring public, is desirous of replacing the structures carrying FAI 57 (I 57) over the Lincoln Prairie Trail with a single box culvert approximately 0.4 miles north of IL 16 in the City of Mattoon (Proposed Structure Number 015-2026); and

WHEREAS, to facilitate this structure replacement, the CITY is desirous of constructing a solar-powered lighting system for use within the proposed box culvert; and

WHEREAS, the STATE is desirous of said improvement in that same will be of immediate benefit to the public and permanent in nature; and

WHEREAS, the STATE is willing to participate in the project within CITY jurisdiction as it will enhance pedestrian safety within the proposed structure.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the PARTIES hereto agree as follows:

1. The CITY agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection

during construction and cause the improvement to be built in accordance with the plans, specifications and contract.

2. Prior to advertisement for bids, the CITY will provide a full set of plans and specifications to the STATE for review and approval, in accordance with the STATE's policies and procedures. The STATE agrees to provide written approval of that portion of the plans and specifications prior to the CITY's advertising for the aforescribed proposed improvement.
3. The STATE shall have the right to concur in the award of the contract. The CITY will provide the STATE with as-built plans upon completion of the solar-powered lighting system.
4. The CITY agrees to pay for all right-of-way, construction, and engineering costs, subject to reimbursement by the STATE as hereinafter stipulated. The STATE agrees to reimburse the CITY for all costs and fees incurred by the CITY related to the proposed construction of the solar-powered lighting system.
5. It is mutually agreed by and between the PARTIES hereto that the estimated cost and cost proration for this improvement is as follows:

Type of Work	FEDERAL		STATE		CITY		Total
	Cost	%	Cost	%	Cost	%	
Construct Solar-Powered Lighting System through Lincoln Prairie Tunnel	\$ 0	0	\$25,000	100	\$ 0	0	\$25,000
Planning and Design	\$ 0		\$16,000		\$ 0		\$16,000
<b>Total</b>	<b>\$ 0</b>		<b>\$41,000</b>		<b>\$ 0</b>		<b>\$41,000</b>

The costs shown in the Division of Cost table are approximate and subject to change. The actual costs will be used in the final division of cost for billing and participation.

6. The STATE agrees that upon award of the contract for this improvement, the STATE will pay to the CITY, in a lump sum, an amount equal to 50% of its estimated obligation incurred under this AGREEMENT, as indicated in paragraph 5.
7. The CITY shall keep an accurate and detailed account of the actual cost and expense as incurred by it, or for its account, in the performance of the work herein specified. The CITY agrees to maintain for a minimum of 3 years after completion of the project and receipt of final payment under this AGREEMENT, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with this AGREEMENT. This AGREEMENT, and all books, records, and supporting documents related the construction, shall be available for review and audit by the Auditor General and the STATE. The CITY agrees to cooperate fully with any audit conducted by the Auditor General and other STATE auditors, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this paragraph shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under this AGREEMENT for which books, records and supporting documentation are not available to support their purported disbursement.
8. Upon completion of the project, the CITY shall submit to the STATE a complete and detailed final invoice, clearly marked as "final invoice," with applicable supporting documentation of all costs, incurred, less previous payment, no later than twelve (12) months from the date of completion of work. Such invoice shall be addressed to:

**Garrett Miller, P.E.**  
**Illinois Department of Transportation**  
**District 7**  
**400 W. Wabash Avenue**  
**Effingham, IL 62401**

9. The STATE, after verifying that the amount invoiced is reasonable and proper, and upon the STATE's approved final inspection of the project, the STATE shall promptly reimburse the CITY in accordance with the State Prompt Payment Act (30 ILCS 540), as currently enacted, for the amount of the final invoice, after the STATE has determined the amount invoiced is reasonable and proper, and upon the STATE's approval after final inspection of the project.

10. The STATE has programmed sufficient funds to pay its share of the cost for this improvement and will obligate those funds upon executing this AGREEMENT.
11. Obligations of the STATE and CITY will cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for this AGREEMENT.
12. The CITY agrees to comply with all applicable state and federal statutes, regulations, executive orders, circulars and other governing requirements in carrying out the project.
13. The CITY, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, creed, sex or age in the performance of this AGREEMENT. The CITY shall carry out applicable requirements of 49 CFR part 26 in the award and administration of STATE-assisted contracts. Failure by the CITY to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the STATE deems appropriate.
14. The CITY certifies to the best of its knowledge and belief, that its officials:
  - a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) have not within a three-year period preceding this AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in item (b) of this certification; and

- d) have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
15. The CITY certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency grants an exception (30 ILCS 565).
16. All projects for the construction of fixed works which are financed in whole or in part with funds provided by this AGREEMENT shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.), as currently enacted, unless the provisions of the Act exempt its application. The City is hereby notified that any work completed under this Agreement is subject to the prevailing wage, as calculated, from time to time, by the Illinois Department of Labor. (see 820 ILCS 130, et seq. and <https://labor.illinois.gov>).
17. The CITY and STATE shall exercise their franchise rights to cause private utilities to be relocated, if required.
18. Upon final field inspection of the improvement, the CITY agrees to maintain or cause to be maintained the solar-powered lighting system. The CITY further agrees to make arrangements with the local power company to furnish the electrical energy for the operation of this lighting and to pay the cost of said energy as billed by the local power company.
19. This AGREEMENT and the covenants contained herein shall be null and void in the event the contract covering the construction work contemplated herein is not awarded within the three years subsequent to execution of this AGREEMENT.
20. This AGREEMENT shall be construed and interpreted according to the laws of the State of Illinois. Any claim against IDOT arising out of this Contract must be filed exclusively with the Illinois Court of Claims. (see 705 ILCS 505/1, et seq.)
21. This AGREEMENT shall be binding upon and to the benefit of the PARTIES hereto, their successors and assigns.

IN WITNESS WHEREOF, the PARTIES hereto may cause this AGREEMENT to be executed in one or more counterparts, each of which shall be considered as an original, by their duly authorized representatives as of the dates below indicated.

CITY OF MATTOON

Attest:

\_\_\_\_\_  
Susan J. O'Brien, Clerk

By: \_\_\_\_\_  
Rick Hall, Mayor  
City of Mattoon

Date: 04-01-2025  
\_\_\_\_\_

STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
Gia Biagi  
Secretary of Transportation

By:

Jack Elston, P.E.  
Engineer of Design and Environment

Date: \_\_\_\_\_



7.

**City of Mattoon  
Council Decision Request**

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MEETING DATE: 04/01/2025    CDR NO: 2025-2581

SUBJECT:                                I-57 Bike Tunnel Solar Lighting Design

SUBMITTAL DATE:                03/26/2025

SUBMITTED BY:                    Dave Clark, Public Works Director

APPROVED FOR	Kyle Gill,	<u>03/27/2025</u>
COUNCIL AGENDA:	City Administrator	Date

EXHIBITS (If applicable):    Farnsworth Proposal

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EXPENDITURE	AMOUNT	CONTINGENCY FUNDING
ESTIMATE: \$14,000.00	BUDGETED: \$.00	REQUIRED: \$0.00

---

IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to approve the engineering proposal from the Farnsworth Group for design of solar lighting in the tunnel for the rail under I-57 and the Intergovernmental Agreement with IDOT for the work.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

IDOT has agreed to pay for the design of lighting the trail tunnel using solar lighting. IDOT will pay 100% of the engineering services and Construction. We will pay the Farnsworth Group and then be reimbursed by IDOT for all those costs (\$14,000.00). IDOT will then incorporate the plans sheets that Farnsworth prepares into their interchange project and add the required pay items to their project. The construction costs will be 100% covered by IDOT in their contract for the construction.



PROJECT SERVICES AGREEMENT

# Lincoln Prairie Grass Trail Tunnel Lighting Solar Service

City of Mattoon

December 6, 2024

December 6, 2024

David Clark, PE  
Public Works Director  
City of Mattoon  
208 N 19<sup>th</sup> Street  
Mattoon, IL 61938

RE: Project Services Agreement for Lincoln Prairie Grass Trail Tunnel Lighting Solar Service

Dear Dave Clark:

Thank you for the opportunity to assist the City of Mattoon with the power source investigation for the lighting within the new tunnel for Lincoln Prairie Grass Trail. We are excited to work with the City of Mattoon for this project and believe our expertise with IDOT and our electrical experience with renewable energy will make this project a success. Farnsworth Group, Inc. ("Farnsworth Group") is pleased to present this Project Services Agreement ("Agreement") to City of Mattoon ("Client") to provide engineering design services for the Lincoln Prairie Grass Trail Tunnel Lighting Solar Service located in Mattoon, Illinois. We have prepared this Agreement to match the scope of the work as we understand it, and identified as follows:

Provide a written report and cost analysis for two solar power options. The report will cover the options below:

- Full solar power with no grid connection and battery storage for nighttime operation.
- Partial solar power with grid connection. Excess power will not be stored but will be sold back to the power company.

Please let me know if there are any questions regarding the scope as we've outlined above. The following pages provide more specific details regarding the scope of work, project approach, project team, etc. Please indicate your acceptance of this Agreement, including the attached Schedule of Charges and General Conditions, by signing and returning one copy for our records. We appreciate your consideration and look forward to working with you on this project.

Sincerely,

FARNSWORTH GROUP, INC.

Timothy Sutyak, PE  
Engineer

## PROJECT OVERVIEW /

Our understanding of the project is based on the following documents and communications:

A. Meeting with Farnsworth Group and Dave Clark on 11/15/2024

1. Client expressed the scope of work to be providing solar power, and not lighting design, for the new lighting that is a part of an existing IDOT project.

B. Phone call between Tim Sutyak and Dave Clark on 11/19/2024

1. Client expressed the desire for the scope to include two options, one a solar only power supply and the other a combine of solar and power company power.

## SCOPE OF PROFESSIONAL SERVICES /

### SCOPE OF WORK

Farnsworth Group's scope of work includes a full-service approach within the parameters set by the scope identified within this proposal. We have included Electrical design services, as well as necessary interface with the Client, review agencies, and other Client retained consultants and vendors. The scope of work includes the services generally described as follows:

A. Electrical

1. Coordination with solar power system vendor.
2. Coordination with the City of Mattoon.
3. Meetings with local power company.
4. Cost analysis of different solar options.
5. Electrical design for interconnection of solar system to lighting system.
6. Review of ROW for solar panel locations.
7. (2) client review meetings.

### DELIVERABLES

The scope of work includes the deliverables generally described as follows:

A. Electrical

1. Project Design Report summarizing the solar options and associated costs.
2. Plans, Specifications, and estimate for the construction of the electrical infrastructure for the solar power system.

## MAIN POINT OF CONTACT /

The Main Point of Contact with Farnsworth Group for this project will be: Tim Sutyak

### DESIGN TEAM

The Design Team selected for this project includes the following members:

Principal:	Ryan Uebinger, PE	Farnsworth Group, Inc.
Electrical Engineer:	Tim Sutyak, PE	Farnsworth Group, Inc.
Electrical Engineer:	Dirk Rannebarger, PE	Farnsworth Group, Inc.

## PROFESSIONAL FEES /

Farnsworth Group proposes to provide the described services for a fixed fee of **\$16,000 (sixteen thousand dollars)**, plus normal reimbursable expenses. Additional details regarding payment terms and related policies are included in the attached General Conditions.

## PROJECT TIMELINE /

We understand the timeline of the project to be as follows:

- |                        |                   |
|------------------------|-------------------|
| • Project Award        | December 11, 2024 |
| • Solar Options Report | January 15, 2025  |
| • 95% Pre-Final PS&E   | January 22, 2025  |
| • Final PS&E           | January 29, 2025  |

## ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for this proposal.

### A. General

1. Design Milestone Expectations: Refer to Design Milestone Expectations Excel document for associated deliverables per project % completion. Significant rework of deliverables post associated % completion/milestones (e.g., major equipment plan revision post 30% design completion, significant piping revision post 90% completion, etc.) may require additional services and fees for rework.
2. Design revisions required as a result of code changes adopted after delivery of 100% construction documents are not included.
3. The following codes and standards apply to this project:
  - a. NEC 2023
4. Taxes or government fees are not included in the fee but are payable as provided in the General Conditions.
5. This work is expected to commence in December 2024. Significant delays in start date may require reassessing necessary services, schedule, and fees.
6. Permitting, bidding, or construction administration services are not included in the fee.
7. Energy modeling not included.
8. Life cycle cost analysis on equipment not included.
9. Readily available access to the project site will be provided.

## **B. Electrical**

1. Modeling to determine breaker trip settings and arc flash analysis is not included but available upon request as a separate proposal.
2. Assumed that customer has up-to-date panel schedules and record drawings.
3. Solar system will be designed by others and used as a basis of design for our work.
4. Bidding specifications will be provided to bid the solar power system.

## **ADDITIONAL SERVICES /**

The following services are not included in the fees for this proposal, but may be relevant to the project and can be provided at your request for an additional fee:

- Multiple revisions and changes of scope both during and after each phase of service.
- Preparation of plans or specifications not specifically defined by this agreement.
- Attendance at additional meetings or site visits requested by the CLIENT

## **CLIENT RESPONSIBILITIES /**

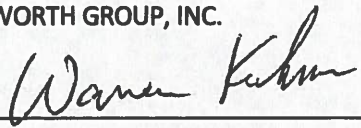
The following services or items are required to be provided by you to allow Farnsworth to complete the scope of services outlined above.

- IDOT design documents detailing new lighting for new tunnel for Lincoln Prairie Grass Trail.
- Summary of active projects in nearby area that could impact this project's scope of work
- Provide any available AutoCAD drawings of existing surveys, site plan, base drawings, mapping, and exhibits.
- Payment of any application fees, recording costs, and other fees that could be associated in the scope of the project.

[Signatures on Following Page]

AGREEMENT /

FARNSWORTH GROUP, INC.



Signature

Warren Kohm

Typed Name

Regional Senior Engineering Manager

Title

December 6, 2024

Date

CITY OF MATTOON

Signature

Typed Name

Title

Date



## GENERAL CONDITIONS

Date: December 6, 2024  
Client: City of Mattoon  
Project: Lincoln Prairie Grass Trail Tunnel Lighting Solar Service

**Standard of Care:** Services performed by Farnsworth Group under the Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee, is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

**Entire Agreement:** These General Conditions and the signed document to which they are attached constitute the entire Agreement between Client and Farnsworth Group and are referred to hereinafter collectively as the "Agreement". The Agreement supersedes all prior communications, understandings and agreements, whether written or oral. Both parties have participated fully in the preparation and revision of the Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of the Agreement, including any Section Headings or Captions.

**Precedence:** All purchases of Services are expressly limited to and conditioned upon acceptance of this Agreement. The Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding Farnsworth Group's services. Any additional or conflicting terms or conditions contained in any purchase order, statement of work, or other document issued by Client will not be binding upon Farnsworth Group and are expressly rejected by Farnsworth Group.

**Fee Schedule:** Where lump sum fees have been agreed to between the parties, they shall be so designated in the signed document attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by Farnsworth Group, they shall be based upon the hourly fee schedule annually adopted by Farnsworth Group, as more fully set forth in a Schedule of Charges attached hereto and by reference made a part hereof. Such fees in the initial year of the Agreement shall be those represented by said Schedule of Charges, and these fees will annually change at the beginning of each calendar year after the date of the Agreement.

**Opinions of Cost:** Farnsworth Group's opinions of probable Project cost or construction cost for the Project will be based solely upon its own experience with construction. Since Farnsworth Group has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, Farnsworth Group cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost. If Client wishes greater assurance as to the construction cost, Client should employ an independent cost estimator.

**Invoices:** Client will pay Farnsworth Group the fees set forth in the Agreement (the "Fees"). Charges for services will be billed at least as frequently as monthly, and at the completion of Project. Client shall compensate Farnsworth Group for any sales or value added taxes which apply to the services rendered under the Agreement or any amendment thereto. Client shall reimburse Farnsworth Group for the amount of such taxes in addition to the compensation due for services. Payment of invoices shall not be subject to any discounts or set-offs by Client unless agreed to in writing by Farnsworth Group. Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Amounts outstanding more than thirty (30) days will accrue interest at the rate of 1.5% per month (compounded), or if lower, the maximum rate permitted by applicable law. Should a past due amount exceed sixty (60) days, Farnsworth Group shall have the right to suspend all Services, without liability of any kind to Client, until full payment is received. All time spent and expenses incurred (including attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Farnsworth Group per Farnsworth Group's then current

Schedule of Charges. Client will reimburse Farnsworth Group at the rate of cost plus 10% for reasonable meals and travel expenses incurred in connection with travel requested by Client outside the metropolitan area in which the individual employee or contractor of Farnsworth Group normally works.

**Confidentiality:** Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with the Agreement, and said party shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and / or otherwise using information (i) when the information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when the information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

**Compliance with Law:** In the performance of services to be provided hereunder, Farnsworth Group and Client agree to comply with applicable federal, state, and local laws and ordinances and applicable lawful governmental or quasi-governmental order, rules, and regulations.

**Modification to the Agreement:** Client or Farnsworth Group may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of Farnsworth Group's compensation, to which Client and Farnsworth Group mutually agree shall be incorporated in the Agreement by a written amendment to the Agreement.

**Notice:** All notices required or permitted under this Agreement must be written and will be deemed given and received (a) if by personal delivery, on the date of such delivery, (b) if by electronic mail, on the transmission date if sent before 4:00 pm U.S. central time on a business day or, in any other case, on the next business day, (c) if by nationally recognized overnight courier, on the next business day following deposit for next business day delivery, or (d) if by certified mail, return receipt requested with postage prepaid, on the third business day following deposit. Notice must be addressed at the address or electronic mail address shown below for, or such other address as may be designated by notice by such Party.

If to Client:  
Attn: Dave Clark  
208 N 19<sup>th</sup> Street  
Mattoon, IL 61938  
E-mail: [ClarkD@mattoonillinois.org](mailto:ClarkD@mattoonillinois.org)

If to Farnsworth Group:  
Farnsworth Group, Inc.  
Attn: Timothy Sutyak  
2211 W Bradley Avenue  
Champaign, IL 61821  
E-mail: [tsutyak@f-w.com](mailto:tsutyak@f-w.com)

With a copy (which will not constitute notice) to:  
Farnsworth Group, Inc.  
Attn: Ryan Perras  
5613 DTC Parkway, Suite 1100  
Greenwood Village, CO 80111  
E-mail: [rperras@F-W.com](mailto:rperras@F-W.com)

**Facsimile; PDF Signatures.** Execution and delivery of this Agreement by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement by such party. Such facsimile and PDF copies shall constitute enforceable original documents.

**Force Majeure:** Obligations of either party under the Agreement, other than payment obligations, shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

**Assignment:** Client shall not transfer or assign any rights under or interest in the Agreement, without the written consent of Farnsworth Group.

**Dispute Resolution:** In an effort to resolve any conflicts that arise during the performance of professional services for the Project or following completion of the Project, Client and Farnsworth Group agree that all disputes shall first be negotiated between senior officers of Client and Farnsworth Group for up to thirty (30) days before being submitted to mediation. In the event negotiation and mediation are not successful, either Client or Farnsworth Group may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

**Timeliness of Performance:** Farnsworth Group will begin work under the Agreement upon receipt of a fully executed copy of the Agreement. Client and Farnsworth Group are aware that many factors outside Farnsworth Group's control may affect its ability to complete the services to be provided under the Agreement. Farnsworth Group will perform these services with reasonable diligence and expediency consistent with sound professional practices.

**Suspension:** Client or Farnsworth Group may suspend all or a portion of the work under the Agreement by notifying the other party in writing if unforeseen circumstances beyond control of Client or Farnsworth Group make normal progress of the work impossible. Farnsworth Group may suspend work in the event Client does not pay invoices when due, and Farnsworth Group shall have no liability whatsoever to Client, and Client agrees to make no claim for any delay or damage as a result of such suspension. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds ninety (90) days, Farnsworth Group shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

**Termination:** If either party defaults in performing any of the terms or provisions of the Agreement, and continues in default for a period of fifteen (15) days after written notice thereof, the party not in default shall have the right to immediately terminate the Agreement. The non-defaulting party shall be entitled to all remedies under Illinois law at the time of breach, including, without limitation, the right to recover as an element of its damages, reasonable attorney's fees and court costs.

**Reuse of Documents:** All documents including reports, drawings, specifications, and electronic media prepared by Farnsworth Group and / or any subconsultant pursuant to the Agreement are instruments of its services for use solely with respect to this Project. Farnsworth Group and / or any subconsultant shall be deemed the authors and Clients of their respective instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without specific written verification or adaptation by Farnsworth Group will be at Client's sole risk, and without liability to Farnsworth Group, and Client shall indemnify and hold harmless Farnsworth Group or any subconsultant from all claims, damages, losses and expenses including court costs and attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Farnsworth Group to further compensation at rates to be agreed upon by Client and Farnsworth Group.

**Subcontracting:** Farnsworth Group shall have the right to subcontract any part of the services and duties hereunder without the consent of Client.

**Third Party Beneficiaries:** Nothing contained in the Agreement shall create a

contractual relationship with or a cause of action in favor of a third party against either Client or Farnsworth Group, except as expressly provided herein. Farnsworth Group's services under the Agreement are being performed solely for Client's benefit, and no other party or entity shall have any claim against Farnsworth Group because of the Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither Farnsworth Group nor Client shall have any obligation to indemnify each other from third party claims, except as expressly provided herein. Client and Farnsworth Group agree to require a similar provision in all contracts with construction contractors and subconsultants, vendors, and other entities involved in the Project to carry out the intent of this provision.

**Right of Entry:** Client shall provide for Farnsworth Group's and / or any subconsultant's right to enter property owned by Client and / or others in order for Farnsworth Group and / or any subconsultant to fulfill the scope of services for this Project. Client understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of the Agreement unless explicitly so provided.

**Recognition of Risk:** Client acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at Client's site; and (2) although necessary to perform the Agreement, commonly used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. Farnsworth Group's and / or any subconsultant's application of its present judgment will be subject to factors outlined in (1) and (2) above. Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss which may arise as a result of alleged contamination caused by any site exploration. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Authority and Responsibility:** Client agrees that Farnsworth Group and any subconsultant shall not guarantee the work of any construction contractor or construction subconsultant, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

#### **Electronic Files Transfer.**

(a) Farnsworth Group may prepare electronic files which contain machine-readable information or certain information for a project ("Project Files"). Client may request Project Files to facilitate Client's understanding of the project. The Parties recognize that the Project Files are subject to alteration, either intentionally or unintentionally, due to, among other causes, transmission, conversion, media degradation, software error or human error. The Parties further understand that the transfer of Project Files from the system and format used by Farnsworth Group to an alternate system or format cannot be accomplished without the introduction of anomalies and / or errors.

(b) Upon request, Farnsworth Group will supply Project Files to Client upon the express terms and conditions set forth herein:

(i) The Project Files may not be used for any purpose not related specifically to the Client's project. Use of these files for development of other projects; additions to the project, or duplication of the project at any location is expressly prohibited.

(ii) The Project Files are provided for information purposes only and are not intended as an end product. The Project Files may be a work in process, and Farnsworth Group is under no obligation to provide Client with any updated version(s) of the Project Files.

(iii) Client acknowledges and understands that the Project Files may not reflect all data contained in the contract documents, addenda, or other pertinent contract-related documents. Client acknowledges and understands that the Project Files

may contain data which is not included in the contract documents.

(c) **BIM Digital Files.** With regard to the transfer of Building Information Model (BIM) digital files, both Parties agree as follows:

(i) Farnsworth Group will provide only those BIM files created for Client's project. There is no representation the BIM files are comprehensive or comprise a complete model of the building.

(ii) The level of development of the model will be defined to be consistent with AIA Document G202-2013, as agreed by the parties. After reviewing and verifying the accuracy of the information contained within Farnsworth Group's BIM files, Client is authorized to develop its own model to a higher level of development for its own uses, but, in doing so, expressly agrees to assume all risks associated therewith.

**Utilities:** Client shall be responsible for designating the location of all utility lines and subterranean structures within the property line of the Project. Client agrees to waive any claim against Farnsworth Group and / or any subconsultant, and to indemnify and hold harmless from any claim or liability for injury or loss arising from Farnsworth Group and / or any subconsultant or other persons encountering utilities or other man-made objects that were not called to Farnsworth Group's attention or which were not properly located on documents furnished to Farnsworth Group. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Samples:** All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of Project deliverables. Upon Client's authorization, samples will be either delivered in accordance with Client's instructions or stored for an agreed charge.

**Discovery of Unanticipated Hazardous Substances or Pollutants:** Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalies, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. Client and Farnsworth Group and / or any subconsultant agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. Client and Farnsworth Group and / or any subconsultant also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for Farnsworth Group and / or any subconsultant to take immediate measures to protect human health and safety, and / or the environment. Farnsworth Group and / or any subconsultant agree to notify Client as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. Client encourages Farnsworth Group and / or any subconsultant to take any and all measures that in Farnsworth Group's and / or any subconsultant's professional opinion are justified to preserve and protect the health and safety of Farnsworth Group's and / or any subconsultant's personnel and the public, and / or the environment, and Client agrees to compensate Farnsworth Group and / or any subconsultant for the additional cost of such measures. In addition, Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. Client also agrees to compensate Farnsworth Group and / or any subconsultant for any time spent and expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, with such compensation to be based upon Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy. Further, Client recognizes that Farnsworth Group and / or any subconsultant has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will Farnsworth Group and / or any subconsultant act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

**Job Site:** Client agrees that services performed by Farnsworth Group and / or any subconsultant during construction will be limited to providing observation of the progress of the work and to address questions by Client's representative concerning conformance with the Contract Documents. This activity is not to be

interpreted as an inspection service, a construction supervision service, or guaranteeing the construction contractor's or construction subconsultant's performance. Farnsworth Group and / or any subconsultant will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs. Farnsworth Group and / or any subconsultant will not be responsible for construction contractor's or construction subconsultant's obligation to carry out the work according to the Contract Documents. Farnsworth Group and / or any subconsultant will not be considered an agent of Client and will not have authority to direct construction contractor's or construction subconsultant's work or to stop work.

**Shop Drawing Review:** Client agrees that Farnsworth Group and / or any subconsultant shall review shop drawings and / or submittals solely for their general conformance with Farnsworth Group's and / or any subconsultant's design concept and general conformance with information given in the Contract Documents. Farnsworth Group and / or any subconsultant shall not be responsible for any aspects of a shop drawing and / or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the construction contractor's or construction subconsultant's responsibility. The construction contractor or construction subconsultant will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. Client represents that the construction contractor and construction subconsultant shall be made aware by Client of the responsibility to review shop drawings and / or submittals and approve them in these respects before submitting them to Farnsworth Group and / or any subconsultant.

**LEED Certification and Energy Models:** Client agrees that Farnsworth Group and / or any subconsultant do not guarantee the LEED certification of any facility for which Farnsworth Group and / or any subconsultant provides commissioning, LEED consulting or energy modeling services. The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. Farnsworth Group and / or any subconsultant will endeavor to model energy usage very closely to actual usage, but Client agrees that Farnsworth Group and / or any subconsultant will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. LEED certification and the number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Environmental Site Assessments:** No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group is not be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment Report are provided at the discretion of the environmental professional for the benefit of Client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of Client. Farnsworth Group does not intend, without its written consent, for the Phase I Environmental Site Assessment Report to be disseminated to anyone beside Client, or to be used or relied upon by anyone beside Client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.

**Consequential Damages:** Notwithstanding any other provision of the Agreement, and to the fullest extent permitted by law, neither Client nor Farnsworth Group, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to the Project or Services performed under this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence,

strict liability, breach of contract and breach of strict and implied warranty. Both Client and Farnsworth Group shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in Project.

**Personal Liability:** It is intended by the parties to the Agreement that Farnsworth Group's services in connection with the Project shall not subject Farnsworth Group's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and / or asserted only against "Farnsworth Group, Inc., an Illinois corporation," and not against any of Farnsworth Group's individual employees, officers or directors.

**General Insurance and Limitation:** Farnsworth Group is covered by commercial general liability insurance, automobile liability insurance and workers compensation insurance with limits which Farnsworth Group considers reasonable. Certificates of all insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from any loss, damage or liability arising directly from any negligent act by Farnsworth Group. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**Professional Liability Insurance and Limitation:** Farnsworth Group is covered by professional liability insurance for its professional acts, errors and omissions, with limits which Farnsworth Group considers reasonable. Certificates of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from loss, damage or liability arising from errors or omissions by Farnsworth Group that exceed the industry standard of care for the services provided. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act, error or omission by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**ADDITIONAL LIMITATION:** IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND FARNSWORTH GROUP, THE RISKS HAVE BEEN ALLOCATED SUCH THAT CLIENT AGREES THAT FOR THE COMPENSATION HEREIN PROVIDED, FARNSWORTH GROUP CANNOT EXPOSE ITSELF TO DAMAGES DISPROPORTIONATE TO THE NATURE AND SCOPE OF FARNSWORTH GROUP'S SERVICES OR THE COMPENSATION PAYABLE TO IT HEREUNDER. THEREFORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF FARNSWORTH GROUP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF FARNSWORTH GROUP IN PERFORMING PROFESSIONAL SERVICES SHALL BE LIMITED TO TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) OR THE TOTAL FEES PAID TO FARNSWORTH GROUP BY CLIENT UNDER THE AGREEMENT, WHICHEVER IS GREATER ("LIMITATION"). CLIENT HEREBY WAIVES AND RELEASES (I) ALL PRESENT AND FUTURE CLAIMS AGAINST FARNSWORTH GROUP, OTHER THAN THOSE DESCRIBED IN THE PREVIOUS SENTENCE, AND (II) ANY LIABILITY OF FARNSWORTH GROUP IN EXCESS OF THE LIMITATION. IN CONSIDERATION OF THE PROMISES CONTAINED HEREIN AND FOR OTHER SEPARATE, VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, CLIENT ACKNOWLEDGES AND AGREES THAT (I) BUT FOR THE LIMITATION, FARNSWORTH GROUP WOULD NOT HAVE PERFORMED THE SERVICES, (II) CLIENT HAS HAD THE OPPORTUNITY TO NEGOTIATE THE TERMS OF THE LIMITATION AS PART OF

AN "ARMS-LENGTH" TRANSACTION, (III) THE LIMITATION AMOUNT MAY BE LESS THAN THE AMOUNT OF PROFESSIONAL LIABILITY INSURANCE REQUIRED OF FARNSWORTH GROUP UNDER THE AGREEMENT, (IV) THE LIMITATION IS MERELY A LIMITATION OF, AND NOT AN EXCULPATION FROM, FARNSWORTH GROUP'S LIABILITY AND DOES NOT IN ANY WAY OBLIGATE CLIENT TO DEFEND, INDEMNIFY OR HOLD HARMLESS FARNSWORTH GROUP, (V) THE LIMITATION IS AN AGREED REMEDY, AND (VI) THE LIMITATION AMOUNT IS NEITHER NOMINAL NOR A DISINCENTIVE TO FARNSWORTH GROUP PERFORMING THE SERVICES IN ACCORDANCE WITH THE STANDARD OF CARE.

**Subpoenas:** Client is responsible, after notification, for payment of time charges and expenses resulting from the required response by Farnsworth Group and / or any subconsultant to subpoenas issued by any party other than Farnsworth Group and / or any subconsultant in conjunction with the services performed under the Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

**Statutes of Repose and Limitation:** All legal causes of action between the parties to the Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose of limitation begin to run any later than the date Farnsworth Group's services are completed or terminated.

**Severability:** If any term or provision of the Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of the Agreement shall remain in full force and effect.

**Waiver:** No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

**Survival:** Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to the Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**Governing Law:** The Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois without regard to conflict of law principles.



**8.**

## City of Mattoon Council Decision Request

MEETING DATE: 04-01-2025    CDR NO: 2025-2582

SUBJECT: Water & Sewer Billing Adjustment

SUBMITTAL DATE: 03-25-2025

SUBMITTED BY: Beth Wright, Finance Director/Treasurer

APPROVED FOR	Kyle Gill,	<u>03/27/2025</u>
COUNCIL AGENDA:	City Administrator	Date

EXHIBITS (If applicable): None

EXPENDITURE	AMOUNT	FUNDS	CONTINGENCY
ESTIMATE:	BUDGETED:	REMAINING:	FUNDING:
\$1,038.17	\$ 0	\$ 0	\$ 0

IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS  
CONTAINED IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

"I move to approve water and sewer billing adjustments in the amount of \$1,038.17 on behalf of Katherine Wright."

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

Katherine Wright is a residential customer of the Water & Sewer Department and experienced a water leak at 711 S 16<sup>th</sup> that resulted in high water usage. The leak has been repaired and proper documentation has been submitted for a billing adjustment. The amount of the adjustment was calculated at \$1,038.17. As the amount of the adjustment exceeds \$1,000, formal approval is required by City Council. The adjustment will result in a loss of revenue to the Water and Sewer Funds.



9.

**City of Mattoon  
Council Decision Request**

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MEETING DATE: 04-01-2025      CDR NO: 2025-2583

SUBJECT:                      Water & Sewer Billing Adjustment

SUBMITTAL DATE:              03-25-2025

SUBMITTED BY:                Beth Wright, Finance Director/Treasurer

APPROVED FOR                Kyle Gill,                                      03/27/2025  
COUNCIL AGENDA:            City Administrator                                      Date

EXHIBITS (If applicable):    None

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EXPENDITURE	AMOUNT	FUNDS	CONTINGENCY
ESTIMATE:	BUDGETED:	REMAINING:	FUNDING:
\$1,137.62	\$ 0	\$ 0	\$ 0

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IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS  
CONTAINED IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to approve water and sewer billing adjustments in the amount of \$1,137.62  
on behalf of Kristen Becker.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

Kristen Becker owns the property at 2721 Commercial which experienced a water leak thus resulting in high water usage. The leak has been repaired and proper documentation has been submitted for a billing adjustment. The amount of the adjustment was calculated at \$1,137.62. As the amount of the adjustment exceeds \$1,000, formal approval is required by City Council. The adjustment will result in a loss of revenue to the Water and Sewer Funds.



10.

**City of Mattoon  
Council Decision Request**

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MEETING DATE: 04/01/2025 CDR NO: 2025-2584

SUBJECT: Bid approval for Police Dept. Roof Restoration

SUBMITTAL DATE: 03/27/2025

SUBMITTED BY: Dave Clark, Public Works Director

APPROVED FOR COUNCIL AGENDA: Kyle Gill, City Administrator 03/27/2025  
Date

EXHIBITS: Bid Proposal

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EXPENDITURE	AMOUNT	FUNDS	CONTINGENCY
ESTIMATE:	BUDGETED:	REMAINING:	FUNDING:
\$171,600.00	\$200,000 TIF	\$200,000 TIF	\$0.00

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IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to approve the bid of \$171,600.00 and authorized the Mayor to sign the bid proposal from Taylor Roofing for the roof restoration for the Police Department Building through OMNIA Partners, Public Sector Contracting Services”.

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

Tremco Roofing Products, Services, and Job-Order-Contracting Service has a bid contract through OMNIA Partners, Public Sector Contracting Services and that term is from November 1, 2023 through October 31, 2026.

We have had the Tremco Field Advisors come out and look at the City Hall and Police Department Buildings to give us options and ideas on the roof replacements. Tremco also did thermos imaging to see where water infiltration has damaged or been tramped under the existing roofing.

We asked Tremco to have their qualified contractors bid a 20-year and a 30-year restoration option on the Police Building and the bids came in as follows:

Industrial Roofing -	20-year \$175,000.00	30-year \$226,565.00
<b>Taylor Roofing -</b>	20-year \$154,000.00	<b>30-year \$171,600.00</b>

We have budgeted \$200,000 in the Midtown-TIF for roof repairs/replacement and believe it is best to proceed with a 30-year warranty for the Police Department at this time.

SECTION 00 41 13 – QUOTATION FORM



March 19, 2025

Dave Clark  
City of Mattoon  
209 North 19<sup>th</sup> St  
Mattoon, IL 61938

Re: Proposal for 2025 Roofing Improvements – CITY OF MATTOON  
**CITY HALL**  
OMINIA Certified Proposal No. ILR230404-320581  
Service Notification No. 5066579

**POLICE DEPARTMENT**  
OMINIA Certified Proposal No. ILR230404-320582  
Service Notification No. 5066579

Dear Dave Clark:

Having carefully examined the instructions for quotations, project specifications, drawings, supporting documents and addenda issued prior to this date, we propose to furnish all labor, materials, equipment, transportation, and other services required to successfully accomplish the work in accordance with the project documents.

This proposal and any work performed related to this proposal will be provided in accordance with the project documents and the terms, conditions and criteria established by Omnia Partners Contract IL180903-IL-319268 Roofing Products and Services. The Proposer will be solely responsible for delivering the project in accordance with the Contract and the project documents.

**CITY HALL ROOF SYSTEM REPLACEMENT**

A. Base Quotation #1 – TREMPY FB TPO ROOF MEMBRANE 15 yrs warranty.

Dollars Two hundred sixty five thousand and two hundred (\$ 265,200.00 )  
(Words) (Figures)

B. Base Quotation #2– TREMPYFB KEE ROOF MEMBRANE 30 yr warranty.

Dollars Two hundred seventy eight thousand and seven hundred fifty (\$ 278,750.00 )

(Words)

(Figures)

**POLICE DEPART – EPDM ROOF RESTORATION With High Performance Urethane.**

**C. Base Quotation #3 – Upper Roof Section #1 - 20-year Roof Restoration.**

Dollars \_\_\_\_\_ (\$ \_\_\_\_\_)  
(Words) (Figures)

**D. Base Quotation #4 – Lower Roof Section #3 - 20-year Roof Restoration.**

Dollars \_\_\_\_\_ (\$ \_\_\_\_\_)  
(Words) (Figures)

**E. Base Quotation #5 – Combined Price for Section 1 and 3 - 20-year Roof Restoration.**

Dollars One hundred fifty four thousand (\$ 154,000.00)  
(Words) (Figures)

**F. (Alt Add to combine price )to provide a 30 year solutions in lieu of a 20 yr warranty**

Dollars seventeen thousand six hundred (\$ 17,600.00)  
(Words) (Figures)

**G. Unit Pricing: Provide unit pricing for the following:**

1. Additional Wet Insulation Replacement
2. Wood blocking or nailers replacement

\$ 35 /sq. ft.

- a. 2 x 4 10.50 /lin. Ft.
- b. 2 x 6 11.50 /lin. Ft.
- c. 2 x 12 17.50 /lin. Ft.

3. Wood Decking replacement:

\$ 30 /sq. ft.

4. Provide a new roof hatch for City Hall project \$ 11,750.00 labor and material
5. Provide ladder for City Hall Project \$ 13,125.00 labor and material
6. Safety Rail with Self Closing Gate for new roof \$ 7,715.00 labor and material  
Hatch for City Hall Project
7. Safety Rail and self-closing gate w/walk out \$ 7,715.00 labor and material  
For Police Station Upper Roof.

H. Addendum: The Proposer has received addendum numbers 1 and incorporated provisions of such addendums in this quotation.

I. The Proposer acknowledges scheduling for the construction of the specified project, which includes pre-construction activities, construction per major discipline, completion, project close out and commissioning.

a. Number of workdays necessary 60.

J. Accompanying this quotation is a certified/cashier's check or proposal bond payable to the order of the City of Matton, for not less than five (5%) percent of the greatest amount for which a contract can be awarded under this Proposal.

The owner and their representatives reserve the right to waive any irregularities, to reject any or all Proposals, or to accept any Proposal.

Executed on March 18<sup>th</sup>, 20 25.

Jim Taylor Inc.  
Contractor

Taxpayer I.D. No.: 37-0178070

By: [Signature]  
(Sole Owner, or Partner, or  
President of Corporation)

(If Contractor is a corporation, complete the following)

Whose address is:  
1127 East B Street  
Belleville, IL 62220

ATTEST:

(Corporate Seal)

Telephone No.: 618-233-2424  
Fax No.: \_\_\_\_\_

Sworn to and subscribed before me this 18<sup>th</sup> day of March, 20 25.  
Notary Public in and for the State of Illinois

[Signature]  
Signature of Notary

Expiration Date of Notary Public Commission: Aug 15, 2026



# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

W. James Taylor, Inc. d/b/a Jim Taylor, Inc.  
1127 East "B" Street  
Belleville, IL 62220

### OWNER:

(Name, legal status and address)

City of Mattoon  
209 North 19th Street  
Mattoon, IL 61938

BOND AMOUNT: \$ 5%

### SURETY:

(Name, legal status and principal place of business)

Swiss Re Corporate Solutions America Insurance  
Corporation  
1200 Main Street, Suite 800  
Kansas City, MO 64105

This document has important  
legal consequences. Consultation  
with an attorney is encouraged  
with respect to its completion or  
modification.

Any singular reference to  
Contractor, Surety, Owner or  
other party shall be considered  
plural where applicable.

### PROJECT:

(Name, location or address, and Project number, if any)

Project No. 5066579 - City Hall and Police Station Reroofs

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

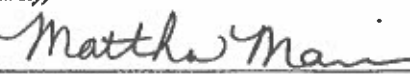
Signed and sealed this 19th day of March, 2025

  
(Witness)

  
(Witness) Dennis W. Lutz

W. James Taylor, Inc. d/b/a Jim Taylor, Inc.  
(Principal) (Seal)

By:   
(Title) Debra Perjak, Controller  
Swiss Re Corporate Solutions America Insurance Corporation

(Surety) (Seal)  
By:   
(Title) Matthew Morin Attorney-in-Fact



## SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")  
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")  
WESTPORT INSURANCE CORPORATION ("WIC")

### GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri and having its principal office in the City of Kansas City, Missouri, and WIC, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

DENNIS W. LUTZ, TAFFRA S. HOLMAN, MICHELLE L. FOWLS, CATHERINE M. KRUEGER, MICHAEL A. BOUCHER, BARRE HAMMOND,

KARENA ALMIEDA, MATTHEW MORIN, ROBIN L. PASCHALL, VALERIE SUE LEE and MELISSA R. LONG

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

TWO HUNDRED MILLION (\$200,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By

David Satory, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC & Senior Vice President of WIC

By

Gerald Jagrowski, Vice President of SRCSAIC & Vice President of SRCSPIC & Vice President of WIC



IN WITNESS WHEREOF, SRCSAIC, SRCSPIC, and WIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers

this 7TH day of AUGUST, 20 24

State of Illinois  
County of Cook

SS

Swiss Re Corporate Solutions America Insurance Corporation  
Swiss Re Corporate Solutions Premier Insurance Corporation  
Westport Insurance Corporation

On this 7TH day of AUGUST, 20 24, before me, a Notary Public personally appeared David Satory, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC and Gerald Jagrowski, Vice President of SRCSAIC and Vice President of SRCSPIC and Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



Karen M. Szweda, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 19th day of March, 20 25.

Jeffrey Goldberg, Senior Vice President &  
Assistant Secretary of SRCSAIC and  
SRCSPIC and WIC

11.

**City of Mattoon  
Council Decision Request**

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MEETING DATE: 04/01/2025      CDR NO: 2025-2585

SUBJECT:                              New Hire - Tyler Borntrager – Public Works Laborer

SUBMITTAL DATE:              03/27/2025

SUBMITTED BY:                  Kyle Gill, City Administrator

EXHIBITS (If applicable):      Salary & Benefit Schedule

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EXPENDITURE	AMOUNT	CONTINGENCY FUNDING
ESTIMATE: \$23.38/hr	BUDGETED: \$48,630.40	REQUIRED: \$0

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IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED  
IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to approve the hiring of Tyler Borntrager at the Maintenance Worker III level in the  
Street/Utility Department, subject to successfully completion of his drug screening and  
background checks.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

We currently have an open position in the Streets Department. Tyler has worked in the farm drainage tiling for over 8 years. He is an experienced equipment operator running end loaders and backhoes. Tyler served 4 years in the U.S. Marine Corps. and his tentative start date is Monday, April 7, 2025.

His salary will be paid; 40% General Fund, 30% Water Fund, 30% Sewer Fund.

# **CITY OF MATTOON**

## **STREET/UTILITY MAINTENANCE WORKER**

Wages:	\$19.80/hr to \$23.38/hr plus benefits (DOQ)
Employment Status:	Full-Time 12 Month Probationary Period Overtime compensated at 1.5 x hourly rate
Work Hours:	The shift is 7AM to 3PM - Monday thru Friday
Residency Requirement:	20 miles of Mattoon City Limits
Health Insurance:	Fully Insured PPO Employee only: \$178.08/month Family Coverage: \$545.74/month Dental, Vision (optional) and \$10,000 in Life Insurance Included
Retirement:	Illinois Municipal Retirement Fund Employee Share: 4.5% 10 years of service required to become vested
Holidays:	13 paid holidays per year
Vacation:	2 weeks per year
Sick Leave:	2 weeks per year
Drug Testing:	Pre-employment, post-accident, and random drug testing.

12.

**City of Mattoon  
Council Decision Report**

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MEETING DATE: 04/01/2025    CDR NO: 2025-2586

SUBJECT:                                      Re-Appointment of Police Pension Board Trustee

SUBMITTAL DATE:                      03/21/2025

SUBMITTED BY:                          Susan O'Brien for Rick Hall, Mayor

APPROVED FOR	Kyle Gill	<u>03/27/2025</u>
COUNCIL AGENDA:	City Administrator	Date

EXHIBITS (If applicable):    N/A

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EXPENDITURE	AMOUNT	FUNDS	CONTINGENCY
ESTIMATE:	BUDGETED:	REMAINING:	FUNDING:
N/A	N/A	N/A	N/A

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IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED  
IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to re-appoint Mark Welton as trustee to the Police Pension Board for a term ending  
04/30/2027.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

Per 40 ILCS 5/3-128 “Two members of the board shall be appointed by the mayor or president of the board of trustees of the municipality involved.”... “Their successors shall serve for 2 years each or until their successors are appointed and qualified.”

Mr. Welton has agreed to serve another term as trustee through 04/30/2027.

Upon ratification the Police Pension Board trustees are:

Travis Schumacher	Elected by Actives	Term ends 04/30/2026
Brandon Saunders	Elected by Actives	Term ends 05/09/2025
Dan St. John	Elected by Retirees	Term ends 05/13/2025
John W. Hedges (II)	Appointed by Mayor	Term ends 04/30/2026
Mark Welton	Appointed by Mayor	Term ends 04/30/2027

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**Nothing follows**