

The City Council of the City of Mattoon held a Special City Council meeting in the Council Chambers of City Hall on March 16, 2021.

Acting Mayor Graven presided and called the meeting to order at 6:15 p.m.

Acting Mayor Graven led the Pledge of Allegiance.

The following members of the Council answered roll call physically present: YEA Acting Mayor Sandra Graven, YEA Commissioner Rick Hall, YEA Commissioner Preston Owen, and YEA Commissioner David Cox.

Also physically present were City personnel: City Administrator Kyle Gill, City Attorney Daniel C. Jones, Public Works Director Dean Barber (audio), Deputy Chief Sam Gaines, Fire Chief Jeff Hilligoss and City Clerk Susan O'Brien.

Acting Mayor Graven opened the floor for questions of the Public with no response.

PUBLIC HEARING – CDBG DSBS Grants Close-Out Public Hearing

Downstate Small Business Stabilization Program through the Community Development Block Group funds offered by the Department of Commerce and Economic Opportunity.

Acting Mayor Graven opened the City of Mattoon Close-Out and Grant Performance Public Hearing concerning the Community Development Block Grant Program (CDBG) DSBS grant at 6:16 p.m. in the City Hall Council Chambers.

Mr. Kelly Lockhart, Executive Director of Coles County Regional Planning and Development Commission and Project Representative for the proposed project, explained the mechanics of the substantially completed Downstate Small Business Stabilization Grant project as follows:

The City of Mattoon used Community Development Block Grant Downstate Small Business Stabilization grant funds funded through Title 1 of the Federal Housing and Community Development Act of 1974 as amended. CDBG DSBS grant funds as part of DCEO were awarded to the City of Mattoon to serve seven businesses to provide working capital needs and due to a serious threat to the welfare of the business due to the COVID 19 emergency.

The total amount of grant funds for these grants were \$170,920.00. The grant funds were disbursed as follows:

1. JWP Strategic	Grant Number #13-244036	\$25,000.00;
2. Vitality Skin Care	Grant Number #13-244037	\$20,920.00;
3. Elliott Furniture	Grant Number #13-244082	\$25,000.00;
4. Gaines Photography	Grant Number #13-244083	\$25,000.00;
5. Hubbart's Downtown Diner	Grant Number #13-244084	\$25,000.00;

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| 6. Ice House Triple Nickel Saloon | Grant Number #13-244086 | \$25,000.00; and |
| 7. Tacos Amigos | Grant Number #13-244085 | \$25,000.00. |

The grant funds resulted in these businesses remaining open for a minimum of 60 days following the initial disbursement of grant funds. There was no displacement of any persons or businesses as a result of these activities.

Acting Mayor Graven closed the City of Mattoon Close-Out and Grant Performance Public Hearing concerning the Community Development Block Grant Program (CDBG) DSBS grant at 6:19 p.m.

Acting Mayor Graven seconded by Commissioner Hall moved to approve Resolution No. 2021-3129, approving the continuance of a Local State of Emergency due to the COVID virus.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2021-3129

DECLARATION OF LOCAL STATE OF EMERGENCY

Pursuant to the authority vested in the office of Mayor by the Illinois Municipal Code Section 5/11-1-6, the Illinois Emergency Management Agency Act Section 3305/11 and Ordinance No. 2020-5430 of the City of Mattoon, I, Sandra Graven, Acting Mayor of the City of Mattoon do hereby declare that a Local State of Emergency exists as of this date, March 16, 2021, and shall continue until such time as provided in Ordinance No. 2020-5430.

WHEREAS, on January 30, 2020, the World Health Organization declared the outbreak of COVID-19 to be a public health emergency of international concern and on March 11, 2020 declared a worldwide pandemic; and

WHEREAS, on January 31, 2020, the U.S. Health and Human Services Secretary declared a public health emergency for the United States; and

WHEREAS, the Governor of the State of Illinois has issued a disaster proclamation on March 9, 2020 due to the impact of the COVID-19 virus and has activated the State Emergency Operations Center; and

WHEREAS, the State Emergency Management Agency has declared a public health emergency due to the impact of the COVID-19 virus; and

WHEREAS, the City Administration has coordinated its response with other Coles County governmental entities.

The nature of the emergency is related to the COVID-19 virus which is causing or anticipated to cause widespread impacts on the health of members of the community.

During the existence of the Local State of Emergency, the Mayor shall execute such authority as provided under the Illinois Municipal Code, the Illinois Emergency Management Agency Act and Ordinance No. 2020-5430.

This Declaration of Local State of Emergency shall be filed with the City Clerk as soon as practicable.

I, Sandra Graven, whose name is signed to this instrument, being first duly sworn, signed and executed the instrument as the Declaration of Local State of Emergency, and that I signed willingly, and that I executed it as my free and voluntary act for the purposes therein expressed.

/s/Sandra L. Graven
Sandra L. Graven, Acting Mayor
City of Mattoon, Coles County, Illinois

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

Commissioner Hall seconded by Commissioner Owen moved to adjourn at 6:20 p.m.

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

/s/Susan J. O'Brien
City Clerk

The City Council of the City of Mattoon held a Regular City Council meeting in the Council Chambers of City Hall on March 16, 2021.

Acting Mayor Graven presided and called the meeting to order at 6:30 p.m.

The following members of the Council answered roll call physically present: YEA Commissioner Dave Cox, YEA Commissioner Rick Hall, YEA Commissioner Preston Owen, YEA Acting Mayor Sandra Graven.

Also physically present were City personnel: City Administrator Kyle Gill, City Attorney Daniel C. Jones, Finance Director/Treasurer Beth Wright, Public Works Director Dean Barber – Audio, Arts & Tourism Director Angelia Burgett – Audio, Police Chief Jason Taylor, Deputy Police Chief Sam Gaines, Fire Chief Jeff Hilligoss, and City Clerk Susan O’Brien.

CONSENT AGENDA

Acting Mayor Graven seconded by Commissioner Owen moved to approve the consent agenda consisting of minutes of the Budget Workshop Session February 26 and regular meeting March 2, 2021; bills and payroll for the first half of March, 2021.

Bills & Payroll first half of March, 2021

	<u>General Fund</u>		
Payroll		\$	256,810.31
Bills		\$	<u>215,570.77</u>
	Total	\$	472,381.08
	<u>Hotel Tax Administration</u>		
Payroll		\$	2,832.32
Bills		\$	<u>19,559.50</u>
	Total	\$	22,391.82
	<u>Insurance & Tort Jdgmnt</u>		
Bills		\$	<u>3,554.29</u>
	Total	\$	3,554.29
	<u>Midtown TIF Fund</u>		
Bills		\$	<u>33.60</u>
	Total	\$	33.60
	<u>Capital Project Fund</u>		
Bills		\$	<u>29.40</u>
	Total	\$	29.40
	<u>Broadway East Bus Dist.</u>		
Bills		\$	<u>2,276.49</u>
	Total	\$	2,276.49
	<u>Water Fund</u>		
Payroll		\$	50,320.27
Bills		\$	<u>33,532.27</u>
	Total	\$	83,852.54
	<u>Sewer Fund</u>		

Payroll		\$	40,785.64
Bills		\$	<u>47,096.11</u>
	Total	\$	87,881.75
<u>Health Insurance Fund</u>			
Bills		\$	<u>138,621.05</u>
	Total	\$	138,621.05
<u>Motor Fuel Tax Fund</u>			
Bills		\$	<u>156,900.53</u>
	Total	\$	156,900.53

Acting Mayor Graven seconded by Commissioner Owen moved to approve the consent agenda by the following vote: YEA Commissioner Cox, YEA Commissioner Hall, YEA Commissioner Owen, YEA Acting Mayor Graven.

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

Presentation: Retirements of Capt. Ray Hall Jr. and Chief Jason Taylor.

Acting Mayor Graven presented Captain Raymond Hall, Jr. with a retirement plaque acknowledging his retirement for 30 years of service with the Mattoon Police Department on March 18, 2021. Captain Hall thanked everyone and appreciated the 30 years of service.

Acting Mayor Graven presented Chief Jason Taylor with a retirement plaque acknowledging his retirement with 24 years of service with the Mattoon Police Department on April 01, 2021. Chief Taylor thanked the City and his family for his years of service with the City.

Acting Mayor Graven opened the floor for Public comments/questions. Mr. Robb Perry questioned Administrator Gill on the 2.25% payroll increases in the budget, man-hours in Public Works while working on Marshall Avenue, and TIF project on 19th & Broadway Avenue. Administrator Gill with input from Treasurer & Director Wright responded with answers to his inquires. Acting Mayor Graven opened the floor twice for any additional comments/questions with no response.

NEW BUSINESS

Commissioner Owen seconded by Commissioner Hall moved to approve Council Decision Request 2021-2102, approving a water and sewer billing adjustment in the amount of \$2,552.71 on behalf of Paria River Holdings, L.L.C.

Acting Mayor Graven opened the floor for questions/comments. Commissioner Hall inquired as to the refund. Treasurer & Director Wright explained the \$5,000 bill and frozen pipes.

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

Commissioner Cox seconded by Commissioner Owen moved to approve Council Decision Request 2021-2103, approving the Final Payment Request of Amtrak in the amount of \$385,800.00 for the sanitary sewer construction completed as a part of the Amtrak Depot Passenger Platform Project.

Acting Mayor Graven opened the floor for questions/comments. Director Barber explained the City's portion of the Depot with the sanitary sewer replacement, and Amtrak's portion of the facility. Commissioner Cox complimented the outstanding project with the update of the water/sewer lines and appreciated Director Barber's work.

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

Commissioner Cox seconded by Commissioner Hall moved to approve Council Decision Request 2021-2104, approving the fee proposal from Clark-Dietz in the amount of \$30,130.00 for the design to replace one of the Primary Pumps at the Waste Water Treatment Plant; and authorizing the acting mayor to sign the agreement.

Acting Mayor Graven opened the floor for questions/comments. Director Barber noted replacement of one of the three pumps and replacing one every other year as funding allows.

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

Acting Mayor Graven seconded by Commissioner Hall moved to approve Council Decision Request 2021-2105, approving the promotion of Lt. Jeremy W. Clark to the rank of Captain, effective March 27, 2021.

Acting Mayor Graven opened the floor for questions/comments with no response.

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

Acting Mayor Graven seconded by Commissioner Owen moved to approve Council Decision Request 2021-2106, approving the promotion of Sgt. John W. Hedges III to the rank of Lieutenant, effective March 27, 2021.

Acting Mayor Graven opened the floor for questions/comments with no response.

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

Acting Mayor Graven seconded by Commissioner Cox moved to approve Council Decision Request 2021-2107, approving the promotion of Officer Alexander T.H. Hesse to the rank of Sergeant, effective March 27, 2021.

Acting Mayor Graven opened the floor for questions/comments with no response.

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

Acting Mayor Graven congratulated all of the promotions. Deputy Chief Gaines provided accolades for the three promotions; and congratulated and provided accolades for both retirements.

Acting Mayor Graven noted Deputy Chief Gaines and Captain Hurst would do well as Chief and Deputy Chief respectively.

Acting Mayor Graven seconded by Commissioner Hall moved to approve Council Decision Request 2021-2108, approving the purchase of one 2020 Ford Explorer Police Interceptor AWD in the amount of \$37,482 from Pilson Auto Center for the Mattoon Police Department.

Acting Mayor Graven opened the floor for questions/comments. Administrator Gill explained the price difference between Explorers as different packages including a road ready vehicle.

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

Acting Mayor Graven seconded by Commissioner Owen moved to approve Council Decision Request 2021-2109, approving the purchase of one 2020 Ford Fusion squad car in the amount of \$19,923 from Pilson Auto Center for the Mattoon Police Department.

Acting Mayor Graven opened the floor for questions/comments. Deputy Chief Gaines explained the vehicle would be used by the School Resource Officer and his vehicle would be used by Administration during normal business hours and travel for training.

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

Commissioner Hall seconded by Commissioner Cox moved to approve Council Decision Request 2021-2110, approving \$18,750 grant by the Tourism Advisory Committee from FY20/21 hotel/motel tax funds in support of the Mattoon COBRAs Softball for hosting five tournaments (Howell Spring April 23-25th, Mothers' Day May 07-09th, Schools Out May 28-30th, USSSA June 18-20th, and Howell Fall October 01-03rd); and authorizing the acting mayor to sign the agreement.

Acting Mayor Graven opened the floor for questions/comments. Commissioner Hall noted the five tournaments drew 160-180 teams to Mattoon which generates revenue for the community.

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

Commissioner Hall seconded by Commissioner Owen moved to approve Council Decision Request 2021-2111, approving the purchase of one 2021 Ford Explorer Police Interceptor AWD in the amount of \$35,580 from Morrow Brothers for the Mattoon Fire Department.

Acting Mayor Graven opened the floor for questions/comments. Administrator Gill explained the process of vehicle selection and transfer of the current vehicle to the Parks Department.

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

Commissioner Cox seconded by Commissioner Owen moved to approve Council Decision Request 2021-2112, approving the plans and specifications for the demolition of the former Taxi Station located at 1904 Broadway Avenue.

Acting Mayor Graven opened the floor for questions/comments with no response.

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

Acting Mayor Graven seconded by Commissioner Cox moved to approve Council Decision Request 2021-2113, awarding the Hot-Mix Asphalt bid in the amount of \$80.00/ton to Ne-Co Asphalt Company.

Acting Mayor Graven opened the floor for questions/comments. Acting Mayor Graven noted this was the annual order.

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

Acting Mayor Graven seconded by Commissioner Owen moved to adopt Resolution No. 2021-3130, approving the continuance of a Local State of Emergency due to the Coronavirus (COVID – 19).

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2021-3130

DECLARATION OF LOCAL STATE OF EMERGENCY

Pursuant to the authority vested in the office of Mayor by the Illinois Municipal Code Section 5/11-1-6, the Illinois Emergency Management Agency Act Section 3305/11 and Ordinance No. 2020-5430 of the City of Mattoon, I, Sandra Graven, Acting Mayor of the City of Mattoon do hereby declare that a Local State of Emergency exists as of this date, March 16, 2021, and shall continue until such time as provided in Ordinance No. 2020-5430.

WHEREAS, on January 30, 2020, the World Health Organization declared the outbreak of COVID-19 to be a public health emergency of international concern and on March 11, 2020 declared a worldwide pandemic; and

WHEREAS, on January 31, 2020, the U.S. Health and Human Services Secretary declared a public health emergency for the United States; and

WHEREAS, the Governor of the State of Illinois has issued a disaster proclamation on March 9, 2020 due to the impact of the COVID-19 virus and has activated the State Emergency Operations Center; and

WHEREAS, the State Emergency Management Agency has declared a public health emergency due to the impact of the COVID-19 virus; and

WHEREAS, the City Administration has coordinated its response with other

Coles County governmental entities.

The nature of the emergency is related to the COVID-19 virus which is causing or anticipated to cause widespread impacts on the health of members of the community.

During the existence of the Local State of Emergency, the Mayor shall execute such authority as provided under the Illinois Municipal Code, the Illinois Emergency Management Agency Act and Ordinance No. 2020-5430.

This Declaration of Local State of Emergency shall be filed with the City Clerk as soon as practicable.

I, Sandra Graven, whose name is signed to this instrument, being first duly sworn, signed and executed the instrument as the Declaration of Local State of Emergency, and that I signed willingly, and that I executed it as my free and voluntary act for the purposes therein expressed.

/s/Sandra L. Graven
Sandra L. Graven, Acting Mayor
City of Mattoon, Coles County, Illinois

Acting Mayor Graven opened the floor for questions/comments with no response.

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

DEPARTMENT REPORTS:

CITY ADMINISTRATOR/COMMUNITY DEVELOPMENT noted negotiations and budgets progress; and explained the need for a special meeting to approve the 2021 Zoning Map. Acting Mayor Graven opened the floor for questions with no response.

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

CITY CLERK noted very busy overall, installation of the new Dept. of Natural Resources Vendor System for hunting and fishing licenses, and a new hire Public Works Labor started; otherwise, business as usual. Acting Mayor Graven opened the floor for questions with no response.

FINANCE distributed and reviewed the February Financial Report including General Fund revenues and expenditures, cash position, Revenue Tracking Sheet, unrestricted cash in General Fund which was stable. Acting Mayor Graven opened the floor for questions with no response.

PUBLIC WORKS had nothing significant to report this meeting. Acting Mayor Graven opened the floor for questions with no response.

FIRE reported on calls for service, inspections and follow-ups and Ladder 24. Acting Mayor Graven opened the floor for questions with no response.

POLICE reported on calls for service, 39 arrests, Dept. of Justice reform meeting with Department Heads and Fire and Police Board candidate interviews. Acting Mayor Graven opened the floor for questions with no response.

ARTS AND TOURISM announced the tourism grant approved had an economic impact of \$300,000 including retail to the community; noted progress on summer events including 4th of July, Bagelfest and Arts Council; and distribution of a survey to hotel establishments to check their status. Acting Mayor Graven opened the floor for questions with no response.

COMMENTS BY THE COUNCIL

Commissioners Cox, Hall, Owen and Acting Mayor Graven congratulated the promotions and retirements.

Acting Mayor Graven seconded by Commissioner Hal moved to recess to closed session at 7:07 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. (5ILCS 120 (2)(C)(1)); and collective negotiating matters between the City of Mattoon and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5ILCS 120 (2)(C)(2)).

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

Council reconvened at 7:38 p.m.

Council and Administrator Gill discussed a special meeting for the approval of the Zoning Map; and determined March 22, 2021 at 7:45 a.m. to conduct the meeting.

Commissioner Hall seconded by Commissioner Cox moved to adjourn at 7:41 p.m.

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

/s/Susan J. O'Brien
City Clerk