



**REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SULLIVAN,  
ILLINOIS, MONDAY, DECEMBER 27, 2023**

1. The City Council of the City of Sullivan, Illinois, met in regular session on Monday, December 27, 2023, at 6:00 p.m. at the Elizabeth Titus Memorial Library, 2 West Water Street, Sullivan. The meeting was called to order by Mayor Mike Mossman. A roll call was taken.

Commissioner Abbey Sherwood	- absent
Commissioner Mike Kirk	- present
Commissioner Chuck Woodworth	- present
Commissioner Doug Shook	- present via phone
Mayor Mike Mossman	- present

2. Mayor Mossman asked if there were any comments from the public.

Nancy Barker asked if Christmas lights or greenery for the square could be included in next year's budget. Mayor Mossman explained that the new poles aren't set up for banners. Commissioner Kirk added that the new poles don't have electrical outlets to support additional lighting. She then asked if the new law allowing one hour of paid time off per forty hours worked was in addition to the benefit time already allowed to employees. HR Director Swisher explained that this only applies to part-time employees.

3. Mayor Mossman read the items in the consent agenda:

- Approval of minutes of the regular meeting held December 11, 2023
- Approval of claims
- Approval of the Treasurer's report for November 2023
- Approval of travel reimbursement for Commissioner Kirk
- Approval of closed session minutes for December 11, 2023

Mayor Mossman stated that Commissioner Kirk's travel reimbursement for mileage to IMEA meetings will be pulled, as there aren't enough Council members present to approve the consent agenda if Commissioner Kirk abstained.

A motion was made by Commissioner Shook and seconded by Commissioner Kirk to approve the consent agenda minus item number four. Upon a roll call being taken, the results were as follows:

Commissioner Doug Shook	- yea
Commissioner Mike Kirk	- yea
Commissioner Chuck Woodworth	- yea
Mayor Mike Mossman	- yea

and the motion was declared carried by omnibus vote.

4. Commissioner Kirk reported that the City's Distribution Crew terminated wire feeds at the park, replaced six overhead drop services, completed four wiring permit inspections, pumped three leaking transformers down and disposed of the oil,

replaced overhead drops at Sullivan Mechanical, put in a service for the new school, pulled in 90 feet of wire, pulled in wire for the park, started the ARC flash study with BHMG, are completing the fuel coordination study on the engines, are working on Zak Horn's building, repaired and replaced street lights and completed thirty-six JULIE locates. The Distribution Foreman has found a vendor that is willing to buy some of the City's old transformers for scrap.

The contractors installed controllers and harnesses and rebuilt the capacitors at the Sewer Plant and across from Metrocom. They also pulled in primary wire at the ADM grain elevator, pulled 100 feet of wire to complete and underground residential feed loop on South Washington, replaced a primary metering set for the underground junction box at ADM, finished 150 feet of primary underground wiring for a loop feed for the Eastview Subdivision, replaced a leaking transformer on South Washington, pulled 450 feet of primary wire at Sullivan Mechanical, cut over new primary during an outage at Sullivan Mechanical and set a new primary pole on South VanBuren.

5. Commissioner Woodworth reported that the 1200N sewer has been completed up to the property line at the lumber yard. An easement has been secured with Liberty Lumber for the line running from the septic tank to the sewer line.

The Route 32 sewer extension to the IDOT shed will be bid out once the easements have been signed by the property owners. The engineering plans have been modified to incorporate the changes that were made on 1200N.

The DCEO grant agreement for the Main Street water main was received and will be bid out soon.

The contractor has been making the necessary changes needed for the filter at the water plant; the chlorine injection point is also being moved. The final payments to the contractors will be authorized once all of the changes have been completed.

All of the pipe and fittings for the water installation at Cedar Dale Subdivision have been delivered. The crew will start on this project once the sewer on 1200N has been completed.

Commissioner Woodworth confirmed that a position at the Sewer Plant was terminated at the recommendation of the EPA. There are many things that weren't being completed correctly at the plant; the other staff are working to correct those issues. A fully licensed contract operator has been hired to sign off on the City's monthly EPA paperwork.

6. Commissioner Shook reported that the Street Department has been helping on the 1200N project, hauling dirt and rock for the park project, loaded rock for sale, worked on equipment and swept the highway to clear the millings left by IDOT.

Pictures and letters of support for the storm sewer project behind the school are needed for the DCEO Grant application. One letter was received from the school and five or six more are needed. The southern part of Parkway Drive is the most affected by the flooding because that area slopes. Commissioner Woodworth suggested going door to door asking residents to submit letters as this worked well for him on a previous project. He also suggested that Commissioner Shook talk with one of his employees that lives in that area. Commissioner Kirk stated that the two

houses on the south end of the subdivision continue to have water in their basements. There is also a house on the northwest corner that always has water in the crawl space during heavy rains. Another house on the south side of the subdivision had foundation work completed ten to fifteen years ago after the water pressure shoved in one of the block walls in the basement.

7. Mayor Mossman reported that most of the gas line for the Cedar Dale Subdivision has been installed. Approximately three hundred more feet will need to be installed coming off of Patterson Road and Mattox St. The crew is getting ready to pressure test the line, table it and complete the recordings so it can be approved.

8. Commissioner Woodworth stated that the grant agreement for the Main Street Water Main Project is a standard form that DCEO uses for grant work. The agreement has been reviewed by the engineer and they have added the necessary grantee information. Once the agreement is signed it will be sent back to IDOT for approval.

The cast iron water main from Jackson Street to the access point for the school shed will be replaced with PVC pipe. The diameter of the main will be increased to eight inches. There have been numerous leaks in this main over the last five years. Yelomine pipe will be bonded together with locking rings and will be bored in from Jackson Street to Magill Street. The pipe north of Magill Street will be dug in. Commissioner Shook stated that Main Street has been removed from this year's oil and chip due to the numerous projects that will be completed in that area within the next year.

A motion was made by Commissioner Woodworth and seconded by Commissioner Shook to approve the grant agreement with the State of Illinois, Department of Commerce & Economic Opportunity for the Main Street Water Main Project and the City of Sullivan. Upon a roll call being taken, the results were as follows:

Commissioner Chuck Woodworth	- yea
Commissioner Doug Shook	- yea
Commissioner Mike Kirk	- yea
Mayor Mike Mossman	- yea

and the motion was declared carried.

9. Mayor Mossman stated that the lease for 304 S. Hamilton has expired and a new lease was received. The new lease reflects a rent increase of \$200.00 per month, as the landlord intends to make additional improvements to the building. The roof, the furnace and the air conditioner have already been replaced and Ms. Frevert plans to replace the front door as well. Commissioner Shook feels that the ten percent increase is fair. Commissioner Kirk would like to see the improvements in writing prior to the lease being signed. He also pointed out that the language in paragraph four states that the terms shall commence on January 15, 2004; he would like that to be corrected as well. Commissioner Woodworth questioned the language on the last page, which states that an additional month is \$1,700 dollars for a time frame of no more than 12 months. Bob Elder asked if the City has discussed purchasing the property. Mayor Mossman responded that there has been some

discussions on the purchase of the building and they are looking into the value of the property. The requested corrections will be sent to the attorney and the lease will be added to the next agenda for approval.

10. Commissioner Kirk confirmed that a vendor has purchased some of the City's old transformers that have been taken out of service. These are of no use to the City and were purchased for scrap.

A motion was then made by Commissioner Kirk and seconded by Commissioner Woodworth to approve Ordinance 23-43 – Authorizing the Disposal of Personal Property owned by the City of Sullivan previously used by the Electric Department for old transformers. Upon a roll call being taken, the results were as follows:

Commissioner Mike Kirk	- yea
Commissioner Chuck Woodworth	- yea
Commissioner Doug Shook	- yea
Mayor Mike Mossman	- yea

and the motion was declared carried.

11. Mayor Mossman thought that it would be imperative that all Council members were present to make a decision on a TIF Agreement with the Sullivan Fire Protection District. Commissioners Kirk, Shook and Woodworth agreed. This item will be tabled to the next meeting. Fire Chief Chris Wright stated that he is running out of time to secure a Cummins engine before they are all gone. Once that happens they will be forced to purchase a new X10, which will increase the purchase price by approximately \$60,000. Mr. Wright welcomed the Council to stop by the Fire House if they had any questions.

12. Commissioner Kirk explained that the IMEA has provided the City with a new contract to be voted on within the next year. The contract has been sent to the City's Attorney for review. Commissioner Kirk asked the Council to review the IMEA's talking points, any questions they may have can be answered when the IMEA meet with the City. Once they confirm the contracts with their members, the IMEA will start negotiating contracts for renewable energy. They are trying to be proactive and have a lobbyist working in Springfield and one in Washington. Mayor Mossman stated that the verbiage in the contract can be difficult to understand and he will be more comfortable once the attorney provides his opinion and after talking with the representatives from the IMEA. The IMEA will host a Zoom meeting in January regarding this information. The City Attorney will attend on behalf of the City.

13. Mayor Mossman asked the City Clerk to explain Ordinance 23-44 – An Ordinance Amending Chapter 6 – Building Code, Sections 6-1-3(A)(1)(g), 6-1-3(B)(1)(b), 6-1-3(C)(1)(b), 6-1-4(A)(1)(g), 6-2-3(A)(2), 6-3-3(A)(2), Schedule "A" – Fees, Appendix "A" – Application for a Residential Building Permit and Appendix "KK" – Application for a Building Permit of Commercial, Industrial, and Multi-Unit Structures of the Revised Code of Ordinances of the City of Sullivan, Illinois. The Clerk explained that the City's code book needs to be amended to reflect the

increase in the County's building inspection fees. The change affects numerous sections of Chapter 6 as well as Schedule A, Appendix A and Appendix KK. Schedule A and Appendix A will be amended to reflect the correct inspection fees. A discrepancy between the fees outlined in the building code and Appendix KK has been corrected and will reflect the current increase. The fee sections in Chapter 6 will reference Fee Schedule A to prevent future discrepancies.

A motion was made by Commissioner Shook and seconded by Commissioner Kirk to approve Ordinance 23-44 – Amending Chapter 6 –Building Code and all the numbers and letters thereto. Upon a roll call being taken, the results were as follows:

Commissioner Doug Shook	- yea
Commissioner Mike Kirk	- yea
Commissioner Chuck Woodworth	- yea
Mayor Mike Mossman	- yea

and the motion was declared carried.

14. Commissioner Woodworth explained that the City placed a supply order with IMCO Utility Supply for the water main at Cedar Dale Subdivision. The last time an order like this was placed it was well under the bidding threshold. The recent increase in material costs resulted in invoices totaling over \$25,000. Commissioner Shook believes that the infrastructure for the new development would be a perfect use of TIF funds. Due to the shortage of supplies, Mayor Mossman agrees that there aren't many municipalities bidding out these materials and that you have to get it where you can. Commissioner Woodworth added that they ordered the materials a long time ago. An invoice was issued once all the parts were delivered, and will require waiving of the bidding process.

A motion was made by Commissioner Woodworth and seconded by Commissioner Shook to waive bidding and approve the purchase of supplies from IMCO Utility Supply Company for the water main at Cedar Dale Subdivision and to authorize the invoices to be paid with TIF IV funds. Upon a roll call being taken, the results were as follows:

Commissioner Chuck Woodworth	- yea
Commissioner Doug Shook	- yea
Commissioner Mike Kirk	- yea
Mayor Mike Mossman	- yea

and the motion was declared carried.

15. HR Director Swisher explained that Ordinance 23-45 – An Ordinance Regarding Paid Leave for Sullivan Employees is for the City to adopt the Paid Leave for All Workers Act and Resolution 23-Y will amend the handbook. Mayor Mossman added that this will provide part-time employees with one hour of paid time off for every forty hours worked, as mandated by the State of Illinois. Both the Ordinance and the Resolution will need to be passed prior to January 1, 2024, in order for the City to be exempt from some of the provisions of the act. Commissioner Kirk questioned the contradictory language from paragraph four and paragraph seven.

Ms. Swisher responded that the City would experience a negative impact if it weren't able to adopt exemptions. The paid time off will be accrued rather than given to employees up front and will not carry over from year to year. This Ordinance does not include any changes for full-time employees. The part-time employees are only allowed to accrue up to forty hours of paid time off per year.

A motion was made by Commissioner Shook and seconded by Commissioner Kirk to approve Ordinance 23-45 – An Ordinance Regarding Paid Leave for Sullivan Employees. Upon a roll call being taken, the results were as follows:

Commissioner Doug Shook	- yea
Commissioner Mike Kirk	- yea
Commissioner Chuck Woodworth	- yea
Mayor Mike Mossman	- yea

and the motion was declared carried.

16. Mayor Mossman explained that Resolution 23-Y – A Resolution Supplementing and Amending the Personnel Policy for the City of Sullivan will change the verbiage in the handbook. Commissioner Kirk believes that the Line Foreman for the Gas Department, the Plant Foreman and the Sewer Superintendent have been excluded from the language. Mayor Mossman added that the changes only affect part-time employees. HR Director Swisher agreed that the language didn't change and that the old job titles in the handbook need updated. The Attorney only updated the language that applies to the Paid Leave for All Workers Act. Mayor Mossman suggested that the City could contact Jill Leka to make the necessary changes for the full-time employees after passing this Resolution. Ms. Swisher added that she would need more guidance from the Council on how to update the job titles, as there are other sections throughout the handbook that need to be updated

A motion was made by Commissioner Kirk and seconded by Commissioner Shook to approve Resolution 23-Y – A Resolution Supplementing and Amending the Personnel Policy for the City of Sullivan. Upon a roll call being taken, the results were as follows:

Commissioner Mike Kirk	- yea
Commissioner Doug Shook	- yea
Commissioner Chuck Woodworth	- yea
Mayor Mike Mossman	- yea

and the motion was declared carried.

17. Mayor Mossman asked the Council to complete the training that was provided to them by HR Director Swisher. Once they have completed the training they should fill out the certification page and return it to the HR Director.


18. Commissioner Kirk asked if the Council could discuss the lien for the property located at 519 N. Grant. Mayor Mossman replied that the item wasn't on the agenda and that Commissioner Woodworth has given his approval. In 2009, the City demolished the home and outbuildings on the property and issued a lien in the

amount of \$12,070.00 to recoup their costs. The property has been sold three times since 2009 and the title company just discovered the lien. The closing for the property will be held tomorrow at 9:00 a.m. and will require a notice from the City that they are willing to file a release of lien. Commissioner Kirk believes that the City should release the lien. Mayor Mossman stated that the City has not received any money from the lien and was also in favor of releasing it. The City Clerk was directed to inform the parties that the City is willing to issue a release of lien for the property located at 519 N. Grant.

19. A motion was made by Commissioner Shook and seconded by Commissioner Woodworth to adjourn the meeting. Upon a roll call being taken, the results were as follows:

Commissioner Doug Shook	- yea
Commissioner Chuck Woodworth	- yea
Commissioner Mike Kirk	- yea
Mayor Mike Mossman	- yea

and the motion was declared carried and the meeting was adjourned at 6:54 p.m.

  
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Mayor Mike Mossman

Attest   
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Carrie Creek, City Clerk

