



**REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SULLIVAN,  
ILLINOIS, MONDAY, MAY 8, 2023**

1. The City Council of the City of Sullivan, Illinois, met in regular session on Monday, May 8, 2023, at 6:00 p.m. at the Elizabeth Titus Memorial Library, 2 W. Water Street, Sullivan. The meeting was called to order by Mayor Mike Mossman. A roll call was taken.

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

2. Lee Beckman gave an update on the status of grants and City projects.
- There were no updates on the grant for the Main Street water main. Plans are complete and it is anticipated that the grant agreement will be received within the next month. The project will move forward once the grant agreement is executed and DCEO gives permission to bid the project.
  - The City received \$1.9 million in funding from the ITEP grant. The grant originally offered an 80/20 split, but the City received a 90/10 split.
  - Delivery of some items for the Water Treatment Plant project could possibly push the completion date back 30 days. The project should be completed by July or August.
  - A bid opening was held for the Industrial Way project, Beniach Construction submitted the lowest bid. The paperwork was completed and sent to IDOT. A pre-construction meeting will be held on site Monday, where the contractor will provide the project schedule. This project is being funded by the State Legislative Grant, EDP funds and TARP funds.
  - Two projects were completed using Rebuild Illinois funds: the alley project from Main St. to Madison St. and the VanBuren Street overlay. The remaining RBI funds could be used for the 1200 N road project.
  - NOFO's for the unsewered grant are scheduled to release next year. This project will provide sewer to areas on the northwest side of town. The planning grant has already been completed for this project.
  - Plans for the Safe Route to School are at IDOT with the anticipation of a letting in summer or early fall. New applications for the SRTS will be due in the fall; if the City wishes to apply the sidewalk could be extended west from the school.
  - A bid letting was held for the Eastview Lift Station Project. Wiggs Excavating provided the lowest bid. The City received \$600,000 in ARPA funds that will be used for the project. After the completion of the lift station, the remaining ARPA funds will be used for the lumber yard sewer.

- The OSLAD grant should be opening up in July or August.
- The NOFO for PARC Grant applications hasn't been released at this time.
- The City received \$300,000 through IDOT's EDP program for street improvements on 1200 N. The sewer for that location could be constructed 6-8 feet deep or 26-28 feet deep. Installation at 26-28 feet deep could eventually feed the Vineyard lift station, which could potentially be eliminated. The gravity sewer could then run south to service IDOT. IDOT is interested in sewer service, but would be responsible for the additional material costs to install the deeper sewer, which is roughly \$40,000. The City is currently waiting on a quote from Wallace Excavating for the additional labor cost. Engineering for the sewer is 80% completed, no engineering has been done on the street at this time. An easement will need to be obtained from the property owner for the sewer installation. This is on hold until the Council makes a decision on the depth, as a deeper sewer will affect the width of the easement.

3. Mayor Mossman asked if there were any comments from the public. There were none.

4. Mayor Mossman read the items in the consent agenda:
- Approval of minutes of regular meeting held April 24, 2023
  - Approval of claims except those in TIF funds
  - Approval of Pay Estimate #10 for \$783,413.09 to Grunloh Building, Inc. for the Water Treatment Plant Project
  - Approval of Pay Estimate #1 for \$62,027.61 to NE-CO Asphalt Company, Inc. for the VanBuren Street Project
  - Approval of Change Order #1 from NE-CO Asphalt Company, Inc. for the VanBuren St. Project for a decrease of \$4,658.43

A motion was made by Commissioner Sherwood and seconded by Commissioner Shook to approve the consent agenda. Upon a roll call being taken the results were as follows:

Commissioner Abbey Sherwood	- yea
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.

5. A motion was made by Commissioner Kirk and seconded by Commissioner Woodworth to approve TIF claims. Upon a roll call being taken the results were as follows:

Commissioner Mike Kirk	- yea
Commissioner Chuck Woodworth	- yea
Commissioner Abbey Sherwood	- yea
Commissioner Doug Shook	- abstain
Mayor Mike Mossman	- yea

and the motion was declared.

6. Commissioner Sherwood thanked Grant Wade and Jason Badman for the time they put into getting the ball diamonds ready. Chris Parsons fixed the lights at the north diamond and is working on getting quotes for the replacement of the lighting at the middle diamond. Commissioner Sherwood is looking at options for splitting the cost of the project with the School District, as it is anticipated to be fairly expensive. A meeting was held to discuss the OSLAD project. They are working on the final phase of the planning and will be finalizing the design options soon. It is anticipated that they will break ground on the project this summer or fall, with an opening next year. There are several positions open at the Civic Center; front desk, lifeguard, director and maintenance. Wendy Elzy will be retiring from the Director position on June 5<sup>th</sup> and Ron Jenkins will be retiring from the Maintenance position on July 6<sup>th</sup>. Commissioner Sherwood has been working with the architect on a redesign plan for the City Building project. She asked that the other Council members meet with her so they can start moving forward on the project.

7. Commissioner Kirk reported that John Higgins was hired as a Distribution Lineman in the last week of April. Mr. Higgins is a retired Journeyman Lineman and will be working for the City full-time. The line crew rebuilt capacitor banks on South Worth Street; completed metering work for the new school, put new metering in for the Water Treatment Plant, completed JULIE locates and took delivery of the new sixty foot bucket truck. Commissioner Kirk was contacted by Dan Allen from Sullivan High School about a mentoring program the school offers. He has two students that are interested in careers with electricity. These two individuals will be working part-time with the Electric Department through the fall. The City is now taking applications for a full-time Operator position at the Electric Plant.

8. Bubba Farris reported that the Distribution Crew repaired three leaks since the last meeting. They have been working on the Cedar Dale Subdivision for two weeks, but recent rains have postponed the project. He attended a meeting at the Water Plant to discuss bringing the plant online and how to get enough water to flush the filters.

9. Commissioner Woodworth reported that CB&I will be rotating the aerator platform and correcting the effluent weir on one of the claricones. Two knife valves and two backwash pumps are scheduled to be shipped on May 26<sup>th</sup>. This equipment will allow for the initial startup for testing and control calibration purposes in mid-June. The three filters will need to be installed before the underdrain can be installed. The new filter media requires three full backwash cycles of 45,000 gallons each. It will require roughly 400,000 gallons of water to backwash all three filters so

they can be tested, sampled and their use approved by the EPA before they can go online.

Commissioner Woodworth welcomed the three new Council members. He is currently at Mayo Clinic for a stem cell transplant.

10. Commissioner Shook reported that three blocks of VanBuren Street, from Jackson St. to Jefferson Street, were paved with a three inch milling overlay. This fixed approximately ninety percent of the drainage problem at McDonalds. He met with Lee Beckman to learn about projects and funding variations. He also met with Liberty Lumber. There are some accessibility issues with their current entrance, as a semi-trailer could stick out into Route 32 if there is other traffic on 1200 N. There will be a lot of truck traffic at the lumber yard so the next entrance will be located by the back of the building. Commissioner Shook met with the Street Department to learn about their procedures, equipment and what they do on a regular basis. They reviewed budgets and looked at budgeting items for the future. A pre-construction meeting will be held at the Industrial Way site on Monday. The project is set to start in late May. The Street Department hauled rock to the Cedar Dale subdivision, replaced driveway culverts, cleared storm inlets, and completed their regulars tasks which includes: equipment maintenance, mowing, weed spraying, street sweeping and debris pickup.

11. Mayor Mossman talked about the formation of the Council. He would like to see the five elected officials work together as one unit. He is aware that they won't always agree on everything, but would like the Council to have discussions during open meetings. He is hopeful that they can talk about raises, the general operations of each department and the consideration of purchasing machinery and like items.

12. Commissioner Kirk asked to postpone any action on electric rates. He would like to wait until he has seen the rate study completed by BHMG and had time to review budget information.

13. Mayor Mossman asked to postpone any action on gas rates. He would also like to see the rate study and budget information for the Gas Department. He added that the Council needs to look at what they can do to keep the gas and electric rates as low as they can. The rate increase will be postponed and reviewed at a later date.

14. Commissioner Woodworth explained that both the water and sewer rates need to be increased by four percent due to the previous amortizations of the department and the raises given last summer.

15. A motion was made by Commissioner Kirk and seconded by Commissioner Shook to appoint Howard Sanders and Dana Hayse to the Zoning Board of Appeals for a term ending April 30, 2028. Upon a roll call being taken, the results were as follows:

Commissioner Mike Kirk

- yea

Commissioner Doug Shook - yea  
Commissioner Abbey Sherwood - yea  
Commissioner Chuck Woodworth - yea  
Mayor Mike Mossman - yea

and the motion was declared carried.

16. A motion was made by Commissioner Shook and seconded by Commissioner Woodworth to appoint Scott Bales to the Planning Commission for a term ending April 30, 2027. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

17. A motion was made by Commissioner Woodworth and seconded by Commissioner Shook to reappoint Kristi Hart as the City Planner and Zoning Administrator for a term ending April 30, 2027. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

18. A motion was made by Commissioner Kirk and seconded by Commissioner Shook to allow Commissioner Woodworth to electronically participate in the May 22, 2023, June 12, 2023 and June 26, 2023 City Council meetings due to being unable to physically attend due to a personal illness. Upon a roll call being taken, the results were as follows:

Commissioner Mike Kirk - yea  
Commissioner Doug Shook - yea  
Commissioner Abbey Sherwood - yea  
Commissioner Chuck Woodworth - abstain  
Mayor Mike Mossman - yea

and the motion was declared carried.

19. A motion was made by Commissioner Sherwood and seconded by

Commissioner Kirk to reject the bids from any bidders that bid on the City Building project. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

20. A motion was made by Commissioner Sherwood and seconded by Commissioner Kirk to approve the Master Services Agreement with CliftonLarsonAllen LLP. Commissioner Sherwood explained that the City issued a request for proposals last year and received responses from quite a few auditing groups. At that time, the Council chose to move forward with CliftonLarsonAllen LLP. She believes the firm did a great job and provided great insight to the City and its financial operations. She is excited to continue working with the firm in the upcoming years. The previous auditors had issues complying with completion times for the audit process. In her opinion their processes got lazy and they weren't doing good research. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

21. A motion was made by Commissioner Sherwood and seconded by Commissioner Woodworth to approve a Statement of Work – Audit Services with CliftonLarsonAllen LLP. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

22. A motion was made by Commissioner Kirk and seconded by Commissioner Woodworth to put the chapter back in the ordinance book that was eliminated from the previous Council to allow the City to look for a Public Works Director. Mayor Mossman stated that examples for Public Work Directors from other communities were included in the Council packet. He suggested that the Council come up with a

set of guidelines that they think would be important for the position. This position could be used to manage the day-to-day operations and things such as manpower, equipment, contracts, grants, etc. Commissioner Kirk stated that with everything that is going on in the City, it is obvious that it should be overseen by someone to ensure that the City's best interest is being considered. He would like to make sure that the position is clearly defined to eliminate confusion. Commissioner Shook said that with all the funding and projects it might be something that could be handled in house, but he also doesn't want his Foreman to have two bosses. He thinks that if everything is properly defined that position could be helpful. Mayor Mossman stated that the position wouldn't remove any power from the Commissioners or the Foreman. The departments would still answer to the Commissioners and the Commissioner could work alongside the Public Works Director and the Foreman. This position could be helpful for the community, the departments and the Council. Commissioner Sherwood agreed with Commissioner Shook and believes that everything has to be black and white and that the Council should carefully consider how to develop this position. Commissioner Kirk would like someone on the job site to oversee plans and to meet with the department heads. Commissioner Sherwood asked that HR Director Nakayla Swisher be involved in the research for things such as the salary and the creation of the position. Mayor Mossman asked the Council to read through the information provided, make notes and be prepared to discuss the ideas. Commissioner Kirk would like to get input from the other Foremen. Commissioner Woodworth believes that Sullivan could benefit from having a Public Works Director as long as the guidelines are clear as to what that person's job would be and who they are working with. Commissioner Sherwood would like the ordinance to be agreed upon before it is adopted, rather than putting an old and outdated ordinance back into the code book. Commissioner Kirk agreed and the motion was rescinded.

23. A motion was made by Commissioner Sherwood and seconded by Commissioner Shook to remove Richard Glazebrook as an authorized signer for all City accounts with Scott State Bank, First Community Bank of Moultrie County, First Mid Bank & Trust and US Bank. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

24. A motion was made by Commissioner Kirk and seconded by Commissioner Shook to add Mike Mossman as an authorized signer for all City accounts with Scott State Bank, First Community Bank of Moultrie County, First Mid Bank & Trust and US Bank. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

25. A motion was made by Commissioner Shook and seconded by Commissioner Woodworth to execute an engagement letter with Ancel Glink. Ancel Glink is a law firm out of Bloomington that represents multiple municipalities. They offer a cheaper hourly rate than the City's current Attorney, which hasn't been as engaged as the Council would like. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

26. A motion was made by Commissioner Sherwood and seconded by Commissioner Shook to pass Resolution 23-G – Appointing the City Clerk, City Treasurer, City Attorney & Health Officer. This ordinance appoints Carrie Creek as the City Clerk, Jill Bushue as the City Treasurer, Steven Mahrt as the City Attorney and Dr. Glen Dust as the City Health Officer. Commissioner Kirk asked if Commissioner Sherwood had any information on the individual being appointed as the Treasurer. She responded that interviews were completed in April and Jill Bushue had a great interview. Ms. Bushue will be starting at the end of June. Commissioner Sherwood offered to provide Commissioner Kirk with additional information upon his request. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

27. A motion was made by Commissioner Kirk and seconded by Commissioner Sherwood to award the bid for the Eastview Lift Station Project to Wiggs Excavating for \$371,395.00. The current lift station is underground and is located in a block planter on Eastview Drive. The new lift station will be brought above ground. The City will pay to remove two trees in the front yard of the residence where the lift station will be located. Upon a roll call being taken, the results were as follows:



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

and the motion was declared carried.

28. A discussion was held regarding the depth of the sewer service for the lumber yard on 1200N. The sewer can be ran 6-8 foot deep to service the lumber yard and any incoming subdivision or it could be ran 26-28 feet deep to accommodate IDOT and could eventually eliminate the Vineyard lift station. It will also offer the potential to pick up anything south, without the use of a lift station and anything on the road that IDOT is on. Bubba Farris would like to finish the subdivision project and then have the equipment taken straight to 1200N. Commissioner Woodworth stated that putting in a deep sewer would drastically increase the sewer service that the City could pick up and would also eliminate a lift station. The excavation for the ten inch sewer line will require benching and the rental of additional items such as an excavator and a cage. Mr. Farris anticipates that it will take approximately four months to complete the project.

A motion was made by Commissioner Shook and seconded by Commissioner Woodworth to move forward with the sewer development for 1200N at the depth of 26-28 feet. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

29. Commissioner Kirk explained that an engineer came to the light plant a few months ago in need of a 750 kVA transformer for the new school. At that time, the former Commissioner asked the Council to waive bidding because the engineer needed it immediately. The previous Council approved the purchase and had the transformer ordered. At some point the engineer came back and said they needed a larger transformer. Maddox was contacted to cancel the order and they did so without charging the City a fee. Commissioner Kirk thinks that this practice is getting out of hand with no participation from the developer. Bidding is being waived so the City isn't getting a good bid, due to the developers waiting until the last minute to communicate their needs. The code book allows the City to charge for special orders that are out of the norm. Commissioner Kirk would like to discuss these options when talking about such large purchases.

A motion was made by Commissioner Kirk and seconded by Commissioner Shook to waive bidding and approve the purchase of a 3-phase padmount

transformer from Maddox in the amount of \$85,394.00. Upon a roll call being taken, the results were as follows:

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

and the motion was declared carried.

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

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

and the motion was declared carried and the meeting was adjourned at 7:13 p.m.



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Mayor Mike Mossman

Attest Carrie Creek  
Carrie Creek, City Clerk