

**Hillsboro City Council Meeting
February 22, 2022**

The meeting was called to order at 7:00 pm.

Roll call was taken and those present were Mayor Downs and Commissioners Duncan, Murphy, Wright and Butler.

The "Pledge of Allegiance" was recited.

Minutes of the previous meeting were approved.

Commissioners' reports:

Commissioner Butler read from his reports for the street department and public property department and they will be included in the minutes.

Commissioner Murphy said Clerk Davidson has the fire budget to turn in and will be meeting with Chief Leetham soon to do the police department budget. Murphy commended the volunteer fireman for buying \$20,000 worth of stabilization struts and next year's budget will include OSHA training. Murphy said the Vandalia Prison is going to have parts of it closed because of consolidation and it will affect the City because the work crews will not be available anymore. Murphy said there will be a resolution going around that he would hope the City supports because of all the work they have done here. Murphy asked citizens to keep the town clean and pick up after themselves.

Commissioner Duncan said the fire budget would be the first one turned in to her and money will be placed in the Capitol Improvement Fund and bring the total back to over \$200,000.

Commissioner Wright read her report and it will be included in the minutes.

Mayor Downs thanked the police department for keeping him up-to-date on the winter weather and thanked everyone for the work they did during the winter storm. Mayor Downs thanked Jonathan Weyer for his time with City and let everyone know that Jonathan would be leaving the City to pursue other interests.

Community Planner Jonathan Weyer gave his report and it will be included in the minutes.

City Engineer was not present.

There were no public comments.

Frank Dunmeier from Illinois Rural Water addressed the Council on the completed rate study. Dunmeier said the rate study is the most comprehensive rate study done to date. Dunmeier explained the rate study to the Council and said the unaccounted for water is extremely high at a little over 25% and it could be nonfunctioning meters and water breaks. Dunmeier said the latest audit compared to how much water produced comes up to a cost of \$4.64 per 1,000 gallons. Dunmeier said he was happier looking at the sewer side than the water side when it came to revenue and there was around \$277,000 in net income for water. Dunmeier said if you take Coffeen out and the coal

mine the City would still be generating about \$76,000 in net income for water. Dunmeier said figuring in a loan for the new sewer plant becomes a little more difficult. Dunmeier said all in all the City is doing ok with their rates.

Motion was made by Commissioner Duncan and seconded by Commissioner Murphy to approve an agreement for professional services with Moran Economic Development for the establishment of TIF #2. After little discussion an **amended Motion was made by Commissioner Duncan** and seconded by Commissioner Murphy to table the approval of an agreement for professional services with Moran Economic Development for the establishment of TIF #2 until further information could be gathered from Moran. Motion carried 5-0.

Motion was made by Commissioner Wright and seconded by Commissioner Butler to table the approval of an agreement for professional services with Moran Economic Development to amend the Business District. Motion carried 5-0.

Motion was made by Commissioner Murphy and seconded by Commissioner Wright to adopt Ordinance No. 1724 an ordinance regulating parking on E. Brailley St. and N. Broad St. in Hillsboro. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to adopt Ordinance No. 1725, an ordinance regulating parking on Fairground Ave. and Rountree St. at the intersection. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to adopt Ordinance No. 1726, an ordinance amending the Hillsboro Code section 24-6-11, snow routes. After little discussion an **amended Motion was made by Commissioner Butler** and seconded by Commissioner Wright to table the adoption of Ordinance No. 1726 an ordinance amending the Hillsboro Code Section 24-6-11, snow routes. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve raising minimum wages for 2022 summer and seasonal employees to \$22 an hour. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve purchasing paint for Central Park Pool from Ace Hardware for a cost of \$4,198.35. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve a proposal from Hurst & Rosche for engineering services associated with the design and IDNR coordination to lower the Hillsboro Old Lake at a cost of \$7,900. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Murphy to approve purchasing concrete blocks for the street department at a cost of \$60 a piece to build an area to protect salt. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Murphy to begin the process of hiring an employee in the street department including bidding and advertising. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Murphy to approve advertising for hire all summer workers including lifeguards, concession stand workers, umpires, street dept., public property dept., city hall, etc. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve raising 2022 youth sports fees by \$5 each sport. Motion carried 5-0.

Motion was made by Commissioner Murphy and seconded by Commissioner Wright to approve the natural gas aggregation for the City. There were three bidders with Santana being the most reasonable for the City with a fixed rate over three years of .4609. After discussion an **amended Motion was made by Commissioner Murphy** and seconded by Commissioner Butler to amend the motion for approving Santana for 3 years once City Clerk Davidson checks the average natural gas rate for Ameren over the last two years. Motion carried 5-0.

Motion was made by Commissioner Murphy and seconded by Commissioner Wright to accept the recommendation by Mayor Downs to appoint Richard Hewitt to the Police and Fire Board. Motion carried 5-0.

Motion was made by Commissioner Wright and seconded by Commissioner Murphy to accept the recommendation by Mayor Downs to appoint Dave Stromatt as Assistant Chairman and Kyle Hacker as Chairman to the Natural Resources Committee. Motion carried 5-0.

Commissioner Butler started discussion on selling lake front property owned by the City. Butler said he has had multiple people reach out about buying property around the lake. Butler said he still has a lot of questions such as where would the money go if it is sold. Butler said he is going to start working with Supervisor Jim May soon about selling the property and he would like everyone to give their opinion, maybe via email or however, so it does right and the City is getting the correct price for the property. Butler said he is also going to meet with the NRC to see if they have input on selling the property. Attorney Hantla said there are ways to sell the property without it being put out for bid but the City would need to make a program out of it and structure it the same way every time.

Commissioner Butler started discussion on flextime guidelines for non-union employees. Butler said he met with the employees and it was a good discussion. Butler said currently they have to use flextime within a certain pay period and sometimes that is not possible. Butler said he is proposing a cap limit of maybe 24 hours that could be carried over instead of using it in the same pay period. Butler said the police department has their own system that seems to work so they would not be included in it. Butler said at some point discussions need to happen on what flextime is and who can get flextime and asked all Commissioners to look into their department and see what can happen. Commissioner Duncan said the information on flextime is from the Fair Labor Standards Act.

Commissioner Butler started discussion on progressive discipline guidelines for non-union employees. Butler said non-union employees would like some type of progressive discipline guidelines and he said everywhere you go there is some sort of progressive discipline. Butler said if an employee feels he didn't do anything wrong he needs a way to support himself and there is nothing now. Butler said he will come up

with some guidelines to present to the Council at a future meeting. Butler also said the progressive discipline will also include areas the City can skip steps if needed according to the infraction. Attorney Hantla suggested maybe form a committee to look into the guidelines and Commissioner Butler and Commissioner Murphy volunteered to work with the committee.

Commissioner Butler started discussion on holidays for city employees. Butler asked the Council about the new holiday Juneteenth about making it a City holiday. Butler said per guidelines it should be observed as a federal holiday. Commissioner Wright said there are a few days that are not holidays the City is closed so maybe switch those days. Mayor Downs said this is one holiday the City needs to recognize and maybe swap out Presidents Day or just give the City another holiday. Commissioner Wright asked why would you take away a day and Mayor Downs said employees get 12 already. Commissioner Butler said it is the start of the discussion and it something that needs to be addressed before the day gets here. Clerk Davidson said it does acknowledge an important day in history and right now the City doesn't acknowledge it.

Motion to Adjourn was made at 8:52 pm by Commissioner Wright and seconded by Commissioner Butler. Motion carried 5-0.

Respectfully Submitted,
Cory M. Davidson, City Clerk

Parks & Public Properties Dept. Work Summary

Council Meeting Report-February 22, 2022

- Emptying trash cans, picking up trash, checking public buildings for heat and well being, servicing the dog park, etc.
- Met with Montgomery County Soil & Water Conservation District about partnering to mitigate silt and nutrient runoff into the lakes
- Met with NRC candidates
- Attended (virtually) IEPA funding webinar
- Replaced heater in campground shower house
- Removed snow and treated sidewalks uptown and other locations, cleaned parking lots, etc.
- Removed pump and motor from Central Park Pool and delivered to Illinois Electric Works for rebuild
- Worked on vent hood at the Marina
- Thomas & Jeff assisted with a water leak on Mechanic St.
- Work continues on the campground electrical panel replacement
- High water and ice caused three cables to break that hold the Marina (old section) anchored in place
- Working on upcoming budget

STREET DEPT. 2-22-22 REPORT

1. REPAIRED WATER MAIN ON SHELBYVILLE RD.
2. REPAIRED STORM DRAIN GRATE AT WOOD AND HAMILTON
3. REPAIRED CURB SHUTOFF FOR THE DOG PARK
4. SALTED ROADS
5. HELPED RUN SEWER CAMERA ON VANDALIA ST.
6. USED HYDRO-VAC TO CLEAN STORM DRAIN ON VIRGINIA ST.
7. SET UP BARRICADES FOR POWER POLE FIRE ON GLENN SCHOALS DR.
8. PICKED UP DEAD SQUIRREL ON WOOD ST.
9. CLEANED STORM GRATES
10. CLEANED SALT SPREADERS AND TRUCKS
11. REPLACED PUMP CLUTCH ON RED 1 TON



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Chief of Police

TIM HOPPER
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TIM SHELDON
Patrolman

Gary Mellor
Investigator

Adam Fath
Patrolman

Clay Murzynski
Patrolman

Frank Kenny
Patrolman

Mike Lee
*Code Enforcement /
Zoning*

Kelly Brewer
Part-Time Patrol

THOMAS O'BRIEN
PART-TIME PATROL

Caleb Reynolds
Part-Time Patrol

February 22, 2022

Council Information

The first new squad has it's lighting and siren installed but still waiting delivery of cage system. I was informed the products had shipped though

The second new squad was delivered to GTSI on Monday 2/21/22 for lighting install.

The Motorola camera system has been ordered but have not received any estimate of delivery.

The attached document is a summary of the events the Hillsboro Police Department has handled since January 1, 2022.

I was asked to meet with representatives from IPMG Law Enforcement group on 02/11/22. We discussed different options regarding updating our policy manual. I also learned and provided information to them regarding a safety grant that we potentially can receive a grant of \$10,000 from them after purchasing our camera system.



Hillsboro Police Department

Total CAD Calls Received, by Nature of Call

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Hang Up Call	6	0.69
Abandoned Vehicle	1	0.11
Panic / Burglary Alarm	10	1.14
Animal Bite / Attack	1	0.11
Animal Problem	3	0.34
Assault	1	0.11
Assist Other Agency	10	1.14
Breathing Problems	2	0.23
Burglary	2	0.23
Child Abuse or Neglect	1	0.11
Citizen Assist	1	0.11
Citizen Contact	4	0.46
Convulsions or Seizures	1	0.11
Custody Issue	4	0.46
Disorderly Conduct	10	1.14
Cardiac Resp Arrest / Death	3	0.34
Domestic Disturbance	22	2.51
Controlled Substance Problem	3	0.34
Unknown Emergency	1	0.11
Other Medical / EMS	1	0.11
Fall	2	0.23
Fraud	5	0.57
Gunshots	1	0.11
Illegal Burning	3	0.34
Litter, Pollutn, Dumping	1	0.11
Information Report	1	0.11
Side by Side Inspection	1	0.11
Intoxicated Person	1	0.11
Jail Incident	1	0.11
Missing Person	1	0.11
Motorist Assist	16	1.83
Traffic Accident No Injury	13	1.49
Traffic Accident Unknown Injur	3	0.34
Open Line/Bad Signal	4	0.46
Phone Call	12	1.37
Police Other	145	16.57
Prisoner Relay/Transport	1	0.11
Property Exchange	2	0.23
Property Check	317	36.23
Property Damage, Not Vandalism	4	0.46
Psychological / Behavioral	4	0.46
Recovered Stolen Property	6	0.69
Ride Along	1	0.11
School Resource Officer	1	0.11

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Illness	1	0.11
Sex Offender Registration	7	0.80
Structure Fire	1	0.11
Attempted Suicide	2	0.23
Suspicious Person, Circumstnce	36	4.11
Theft	19	2.17
Harassment/Stalking/Threats	9	1.03
Traffic Hazard	15	1.71
Traffic Violation	5	0.57
Traffic Stop	94	10.74
Trespassing	8	0.91
Unresponsive / Fainting	2	0.23
Unknown Medical	2	0.23
Violation OP/Stalking No Con	4	0.46
Lobby Walk-in	14	1.60
Wanted Person	3	0.34
Warrant Service	1	0.11
Weapon Offense	2	0.23
Welfare Check	17	1.94

Total reported: 875

Report Includes:

All dates between `00:00:01 01/01/22` and `06:52:52 02/22/22`, All nature of incidents, All cities, All types, All priorities,
 All agencies matching `HPD`

Public Utility Report February 22, 2022

Water:

Snow melt and rains have increased the level of Glenn Shoals Lake. Levels in water are still ok.

Met with Graham Correctional Staff in regards to the water meter that serves the prison. There are concerns about the meter in use and how the metering system is installed. We are going to look at upgrading this.

The damaged actuators for the water plant have been ordered. A preliminary invoice has been sent to the City's insurance company.

We received changes, per comments from Justin and Tim, on the Huber Dr project. We will communicate with H&R about moving the project forward once the City has provided final review.

Reviewed plans for a short water main extension on Bliss Pl to serve the development on the vacant lot.

Sewer:

The pump station behind Paris Frozen foods suffered a major mechanical failure yesterday. One pump either has a broken impeller or some other mechanical issues and is no longer operational. The other pump is operational but is leaking to the point that it is flooding the wet well. A portable bypass pump was brought in and set up so the City can evaluate options. The station is currently being considered for rehab in conjunction with Helston Place Sewer Project. However, this issue may have moved up the timeline in needing to take action prior to that job being completed.

Pulled pump #2 at Hickory Street lift station, again. Found more cloth material, again. Vandevanter is still anticipating sometime in mid April for the rehab of pumps and controls.

I have spoken with the Montgomery County Jail in regards to the amount of debris the sewer system is receiving from the building. We discussed being sure the trash basket installed some years ago is being emptied and cleaned regularly. Sherriff Robbins was gracious in assisting on the matter.

Have been in touch with Petersburg Plumbing about the 36" repair. At this time, there is still not a start date.

Infiltration is becoming significant at the sewer plant once again. The suspected location is the same area where the tire was removed a few weeks ago. \Once the creek level subsides, we will look at getting this area sealed up the best we can.

Sewer department spent some time last week on Vandalia Street investigating accessibility of a sewer main for a new user. The line was cleaned due to the amount of debris observed. Large amounts of sand and rock were present and over a 1/2 of a 5 gallon bucket of broken pieces of clay pipe were removed. Once it was cleaned, the dept put in the camera to assess. At approximately half way up the street, we encountered a sewer tap protruding into the main preventing further investigation. Update will be provided, as more information is needed on the matter.

New tires were installed on the 1997 F250. With the recent repairs done, the Sewer Dept feels we can get a few more years out of the unit. We are now looking at having some other repairs completed on the sewer jetter; new hose, new nozzle, various gauges, throttle control cable, lights, and pump/motor service. Coe Equipment is scheduled to pick up the unit end of this month and provide a quote for our review. This will expend some of the remaining funds the Dept. had budgeted for equipment.

Community and Economic Planner Report 2/22/22

-The Institute for Rural Affairs will be having their Spring Conference on February 23rd. I'm working on securing scholarships for any community leaders who would like to attend. Depending on the COVID numbers, we will be shooting for a Conference watch party at The Coop.

-Atlas 46 meeting report.

-Smithsonian has sent me what they have planned for the exhibit. If anyone would like to see it, stop by my office!

Respectfully Submitted,

Jonathan Weyer
Community and Economic Planner.