

Hillsboro City Council Meeting
March 8, 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 his reports for the street department and public property department and they will be included in the minutes.

Commissioner Murphy read some of the police department report and it will be included in the minutes. Murphy said Mike Lee was out doing work around town on zoning and code enforcement. Murphy said hopefully the rains will be done and there will be no more problems at the underpass since it was flooded the last rain. Mike Lee said there was court tomorrow on the Corner Block Building and the Fence code was in the attorney's hands and would need to go in front of the Zoning Board of Appeals before it could go to the Council. Murphy said they are still working on abandon cars and trash around town and to not set your furniture outside. Murphy asked everyone to pick up their trash and cleanup after themselves. Murphy also said Stew is getting ready to go and will be available to help out around town if needed.

Commissioner Duncan said she still needs some budgets but work will begin soon on the budget.

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

Mayor Downs said he had attended meetings with the Montgomery County Grounds Committee and the Road & Bridge Committee and they had discussions on the City helping replace sidewalks on the Courthouse Square and what would be done with the old highway department property. Downs said Commissioner Murphy failed to mention not to rake or blow stuff into the streets.

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.

Agenda item #9 was pulled from the agenda by Mayor Downs.

Motion was made by Commissioner Duncan and seconded by Commissioner Murphy to approve paying bills for the month of March in the amount of \$340,929.07. Motion carried 5-0.

Motion was made by Commissioner Murphy and seconded by Commissioner Butler to approve purchasing a deck gun for the fire department from Sentinel Emergency Solutions for a cost of \$16,563.00. Motion carried 5-0.

Motion was made by Commissioner Murphy and seconded by Commissioner Wright to purchase turnout gear for the fire department from Macs Fire & Safety for a cost of \$3,013.00 per set and they are buying around 11 sets. The other bid came from Dingesfire Company and it was \$3,522.79 per set. Motion carried 5-0.

Motion was made by Commissioner Murphy and seconded by Commissioner Wright to approve purchasing a high output sewer beacon from Ditch Witch for cost of \$2,711.00. Motion carried 5-0.

Motion was made by Commissioner Duncan and seconded by Commissioner Murphy to approve a \$2000.00 Façade Improvement Grant for Subway. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve Apex Physical Therapy to do job specific testing for the City of Hillsboro. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve up to \$45,000.00 being allocated to purchase new playground equipment for Central Park. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve a supplemental resolution raising a budgeted line item for Challacombe House repairs by \$6,000.00 to cover roof repairs. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve Young's Roofing, Inc. to repair parts of the Challacombe House roof for a cost of \$9,880.00. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Duncan to approve hiring Bill & Barbara Smoot as campground hosts for the 2022 season. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve hiring Laura Lessman as the Central Park Pool Manager for the 2022 season. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Murphy to approve using CTI and CTI equipment for Wi-Fi services in Sherwood Forest Campground for a cost of \$3,040.00. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve a flex time policy for exempt employees. Motion carried 5-0.

Motion was made by Commissioner Butler and seconded by Commissioner Murphy to approve a progressive discipline policy for the exempt employees. Motion carried 5-0.

Motion was made by Commissioner Murphy and seconded by Commissioner Wright to approve a liquor license for Saini Brothers LLC, the smoke shop. Mayor Downs said the license was wanted so they could have video gaming machines in the smoke shop but didn't approve because Hillsboro already has around 30 machines in town and he feels that was enough. The rest of the Council agreed that there were already enough machines in town and didn't feel comfortable giving out the license. Motion failed 5-0.

Agenda item #25 was pulled by Mayor Downs.

Mayor Downs started discussion on using the Façade Improvement Grant to maintain rear street entrances on downtown buildings. Mayor Downs said right now the Façade Improvement Grant cannot be used for the rear of downtown buildings as it is written and a lot of the problems are on the rear of the buildings not the front facades. Mayor Downs said two building owners have been denied recently because of the grant is written. All Commissioners agreed that the rear of the buildings are just as important as the front of the buildings and need care also. Mayor Downs asked everyone to think about making the changes and they would set it up for a future meeting if everyone agreed.

Motion was made by Commissioner Wright and seconded by Commissioner Butler to approve raising video game permit fees from \$25.00 to \$250.00. Motion carried 5-0.

Commissioner Wright asked where the City stood on the Municipal Code updates and Clerk Davidson said he had only got recommendations back from Commissioner Wright so it was at a standstill until everyone could review the updates and get them back to him. Mayor Downs said he was currently reviewing them and everyone should be reviewing them and getting them back to the Clerk so we could move forward.

Commissioner Wright asked where Clerk Davidson stood on getting the employee handbook completed and Davidson said he was waiting to get the flextime, progressive discipline and also what the Council was going to do with exempt employees and he could finish it. Davidson said he had completed changes up to that point and the passing of the flextime policy and progressive discipline would help complete the handbook.

Motion was made by Commissioner Butler and seconded by Commissioner Wright to approve going into closed session to discuss "personnel" at 8:09 pm. Motion carried 5-0.

Roll call was taken to go back into regular session at 8:30 pm with all Commissioners' and Mayor Downs present.

Motion was made by Commissioner Wright and seconded by Commissioner Butler to approve removing past disciplinary documents from an employee's personnel file. Motion carried 5-0.

Motion to Adjourn was made at 8:31 pm by Commissioner Duncan and seconded by Commissioner Wright. Motion carried 5-0.

Respectfully Submitted,
Cory M. Davidson, City Clerk

Parks & Public Properties Dept. Work Summary

Council Meeting Report-March 8, 2022

- Emptying trash cans, picking up trash, checking public buildings for heat and well being, servicing the dog park, etc.
- Worked on snow removal from uptown sidewalks
- Met with Montgomery County Soil & Water Conservation and USDA/NRCS about partnering to mitigate silt and nutrient runoff into the lakes
- People on the campground move and waiting lists were called to fill the vacant spots in the campground. The procedure will take place on Saturday, March 19th at 9a.
- Blew and removed leaves in the campground
- Cleaned fish freezers from campground
- Working on new LED lights over the sinks in the campground shower house
- Started putting plumbing back together in multiple locations from winterization
- Worked on vent hood at the Marina-ordered new screens and drive motor
- Work continues on the campground electrical panel replacement
- Replaced flags at Triangle Park
- Rebuilt a few more picnic tables
- Working on Central Park playground selection
- Interviewed pool manager and pool host candidates
- Budget proposal is complete

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Subject: Report

From: Justin Chappellear <streets@hillsboroillinois.net>

Date: Mon, Mar 07, 2022 1:31 pm

To: City Hall <cityhall@hillsboroillinois.net>, Fred Butler <fbutler@hillsboroschools.net>

1. Started rocking holes in alleys
2. Started straightening sign posts around town
3. Used hydro-vac to clean debris out of storm basins
4. Helped with campground cleanup
5. Jetted some clogged storm drains
6. Cleaned up a few spots where water leaks were repaired over the winter
7. Started cleaning leaves and debris from ditches and culverts
8. Helped with sewer issue on Center St.

Sent from my iPhone

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HILLSBORO POLICE DEPARTMENT

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RANDY LEETHAM
Chief of Police

TIM HOPPER
DEPUTY CHIEF

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

March 8, 2022

Council Meeting

The suspects in the Ace Hardware catalytic converter theft were identified and initial charges we issued. The investigation is continuing and possible other case are related.

An out building located at Beckemeyer grade school was burglarized. The investigation is ongoing.

Assisting MCSO and Taylors Springs Police with vehicle theft that was located and had been burned.

The eviction process is underway for property located at 603 Tremont St, HPD has been assisting the property owner as much as legal possible. Majority is a civil issue.

Rear brakes were replaced on the 2017 Ford Explorer by the Street Dept.

2022 / 2023 Budget mostly completed need to finalize few line items

Searched for used riding lawnmowers for Part-time employee Rich Stewart

Reviewed the drafted fence ordinance with Mike Lee

Posted Response to Resistance Policy for review and suggestion

Communication began about Lake Patrol / Park Rangers

Began reviewing Emergency Operations plan from 1980s

Brake Repair for 2015 Ford Expedition by Street Dept.

Posted Vehicle Pursuit & Emergency Vehicle Operation Policy for review and suggestions.

Posted Mobile Video Policy for review and suggestions

Our current policies are simply typed on Word Documents. We are creating these to be in digital form and plan to use some web app based products to track training and review of the policies.

Computer Server has been delivered for video camera system, along with some other network equipment. The equipment is being configured for installation.

Vehicle was stolen from an address on Frey Ave in Schram City early Monday morning, after a short pursuit and with the assistance of MCSO a male subject was taken into custody.

The 2010 Ford F150 was taken down to GTSI for uninstall of police equipment.

A vertical black bar with a textured, grainy appearance. Inside the bar, the words "HILLSBORO POLICE DEPARTMENT" are written in a white, serif, all-caps font, oriented vertically from top to bottom.

HILLSBORO POLICE DEPARTMENT

Public Utility Report March 8, 2022

Water:

Large rain events over the weekend have raised the level of Glenn Shoals by several feet. So far we have not had any issues with the treatment plant and Manganese levels. It may be another couple days before we see the full effect of the runoff.

Met with Hurst & Rosche to finalize the Huber Drive Project. They are to finalize the comments from the City, send off to IEPA to update the construction permit, and then will be ready for bidding.

Received the latest order of water meters. Have roughly 200 in stock. We are still waiting on (27) 1" meters. Once they arrive, that should wrap up this year's funds. If anyone has been contacted regarding a non-working meter or if they believe they are being estimated, please contact City Hall.

Sewer:

Pulled socks from the Hickory Street lift station twice since the last meeting.

Lakewood Lift Station #1 had a pump burn up. We have a spare at the plant we are working on getting installed.

All of the rain of the last few weeks has wreaked havoc on the sewer plant and collection system. The plant is getting quite a bit of infiltration from the creek running through Central Park and this has started causing issues with the excess flow lagoons. We still need the creek to subside before we can get in there and investigate a fix.

Had a sewer backup on Center Street. A large amount of roots and hair were removed from a manhole in the area as well as the sewer main. We will be adding this section to our list for Petersburg Plumbing when they are in town to jet sewers for the City.

The Helston Street project is about ready for easement acquisition. H&R should be wrapping that up shortly and providing final plans to the City. The pump station may need to be separated from the job due to the immediate need of repairs. We discussed a couple options for looking at a new wet well vs rehabbing the existing. Once we get more information on what repairs are needed to the existing pumps, I will report more.

Sent out a project scope to various contractors to address the issue with the Sewer in the Alley west of Main Street looking for bids. So far the response has been limited. More information has been requested by a few of the bidders so we may extend the submittal time by a few days.

Community and Economic Planner Report 3/8/22

This is my second to last report as the community planner!

-We will be holding a tourism summit on March 12 at The Coop which will go from 9-12. Everyone in the community is invited, but we encourage everyone to sign up on the Head to Hillsboro Facebook page.

-We have put out the word on my position and we received about ten resumes so far. A lot of qualified, and possibly over qualified candidates applied. I put out the word on LinkedIn and through Western Illinois. Mayor Downs will be decided on the process.

-Smithsonian will be conducting interviews with select citizens here in the next few weeks. Everything is coming together nicely.

Respectfully Submitted,

Jonathan Weyer
Community and Economic Planner.