

CITY OF SOUTH BELOIT
REGULAR COUNCIL MEETING
December 15, 2025

CALL TO ORDER: 5:00 pm, Council Chambers, City Hall by Mayor Fitzgerald

ROLL CALL: Present & answering to roll call were Commissioners Adleman, Morse, Prentice, and Mayor Fitzgerald. Commissioner Hedrington was absent.
City Attorney Roxanne Sosnowski was present
City Administrator Sonya Hoppes was present
City Clerk Tracy Patrick recorded the minutes
Department Heads in attendance:
Police Chief Adam Truman
Street Superintendent Steve Haas
Community Development Director Shawna Henthorn

PLEDGE OF ALLEGIANCE: Led by Mayor Fitzgerald and recited by all members present.

INVOCATION: Finance Director, Don Elliott delivered the invocation.

APPROVE AGENDA: Commissioner Adleman made a motion to approve the agenda. Commissioner Prentice second the motion. Voice vote carried the motion.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

1. Commissioner Morse made a motion to approve the Minutes of the Regular Council Meeting held on November 17, 2025, the Minutes of the Regular Council Meeting held on December 1, 2025, the Minutes of the Special Council Meeting held on October 27, 2025, the Minutes of the Special Council Meeting held on November 10, 2025, the Minutes of the Public Hearing held on November 17, 2025, the Minutes of the Special Council meeting held on November 24, 2025, the Minutes of the Public Hearing held on November 24, 2025, and the Minutes of the Special Council Meeting held on December 8, 2025. Commissioner Prentice second the motion. Voice vote carried the motion.

REPORT OF OFFICER

1. Finance:
Commissioner Adleman made a motion to approve the claims paid from November 29 – December 12, 2025 in the amount of \$589,932.75. Commissioner Prentice second the motion. Roll call vote showed 5 ayes.
2. Attorney Report:
3. Reports:
City Administrator Report and Staff Report
Accounts and Finance-Commissioner Ryan Adleman
Health & Public Safety-Commissioner Ken Morse
Streets & Public Improvement-Commissioner Brian Hedrington
Public Properties-Commissioner Courtney Prentice
Mayor-Tom Fitzgerald

NEW BUSINESS:

1. Discussion and/or Motion Items:

- a. Commissioner Adleman made a motion to approve Ordinance 2893 Adopting the 2025 Combined Supplemental Budget and Budget Transfer Ordinance. Commissioner Morse second the motion. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- b. Commissioner Adleman made a motion to approve Resolution 6655 Approving Transfers from General Fund to Other Funds. Commissioner Morse second the motion. Finance Director, Don Elliott said the City had budgeted \$835,000 in the General Fund to transfer to the Capital Projects Fund, so in total the transfer is \$1,669,000 between 2 different funds. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- c. Commissioner Morse made a motion to approve Resolution 6656 Approving the appointment of Scott Fisher as Fire Chief. Commissioner Adleman second the motion. Commissioner Morse said the Council's decision was unanimous. Council voiced their impressions with Mr. Fisher's qualifications, recommendations, and stated Council is looking forward to the contributions Mr. Fisher will bring. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- d. Commissioner Prentice made a motion to approve Resolution 6657 Approving and awarding a bid to Northern Illinois Service Co. for the Shirland Avenue Cleanup project in the amount of \$174,405.00. Commissioner Morse second the motion. Administrator Hoppes said the award amount is completely covered by a grant. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- e. Commissioner Adleman made a motion to approve Resolution 6658 Approving an Insurance Policy Proposal for an active Cyber Policy quote from Coalition Insurance Services, Inc. Commissioner Morse second the motion. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- f. Commissioner Adleman made a motion to approve Resolution 6659 Approving a Professional Services Proposal with Fehr Graham to provide Engineering Outsourcing services for 2026. Commissioner Morse second the motion. City Engineer, Brandon Boggs said the proposal is for the renewal of day-to-day engineering service needs. There were no scope changes to the renewal. Mr. Boggs said there was a slight increase in fees to keep up with rising rates, however; there is still a 33% discount on normal hourly rates. Mr. Boggs reviewed small changes to the text for Roscoe's portion of the agreement. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- g. Commissioner Morse made a motion to approve Resolution 6660 Approving an Agreement for Professional Services from B&F Construction Code Services, Inc., for Zoning Plan Review Services. Commissioner Prentice second the motion. Community Development Director, Shawna Henthorn said the agreement is the first increase since obtaining the services from B&F. Administrator Hoppes said the services are only used as needed. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- h. Commissioner Adleman made a motion to approve Resolution 6661 Approving an Engagement Letter with Sosnowski Szeto LLP to serve as the City Attorney. Commissioner Prentice second the motion. Administrator Hoppes said the services are critical for the City. Costs were reviewed last year, and the services from Sosnowski Szeto are still the most reasonable. Mayor Fitzgerald asked why a new Engagement Letter was needed. Attorney Sosnowski said the letter was needed due to the revised rate of 3% for 2026. Commissioner Adleman said the national average for attorneys with municipal experience is \$300-\$400 hourly. The experience and knowledge Sosnowski Szeto LLP brings is invaluable. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- i. Commissioner Adleman made a motion to approve Resolution 6662 Approving pay increases for certain employees. Commissioner Morse second the motion. Administrator Hoppes said the increases are for employees who are not covered

under a bargaining agreement. Roll call vote showed 4 ayes and 1 absent by Commissioner Morse.

- j. Commissioner Adleman made a motion to approve a revised contract with Elliott & Company. Commissioner Prentice second the motion. Administrator Hoppes said the cost would be double to replace Mr. Elliott if the City needed an accountant. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- k. Commissioner Morse made a motion for the retro approval of Smith Lane award for the drywell project to DPI Construction in an amount not to exceed \$13,435.08. Commissioner Adleman second the motion. City Engineer, Brandon Boggs said the project was to replace 2 drywells on Smith Lane. Mr. Boggs said the City got 3 bids with DPI being the lowest bid. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- l. Commissioner Adleman made a motion for the retro approval of White Oak Drive awarding the drainage improvements project bid to Stenstrom Excavation & Blacktop Group in an amount not to exceed \$24,786.00. Commissioner Prentice second the motion. Commissioner Adleman said a resident reached out to him at the beginning of his term regarding the issue with drainage. Mayor Fitzgerald said the issue was from the developer. Mr. Boggs said the subdivision is an older one that the City had already accepted the subdivision the way it was built. There are now processes to have an inspector on site and bond requirements. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- m. Commissioner Morse made a motion to approve Forest Park drywell project for spring 2026 with Stentstrom Excavation & Blacktop Group in an amount not to exceed \$18,016.00. Commissioner Adleman second the motion. Administrator Hoppes said Commissioner Hedrington was not quite comfortable with this project and wanted to make sure this was the City's responsibility before repairs were made. Commissioner Hedrington recalled that the intersection did previously drain. At a previous Council Meeting, City Engineer, Brandon Boggs reviewed the project and it was determined there were cracks in the road that were causing drainage to seep into other locations than the drain. The City budgeted \$160,000 in the Infrastructure Improvements Fund which items k, l, and m will still fall within the budget of the fund. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- n. Commissioner Prentice made a motion to approve a revised offer of employment letter for Shawna Henthorn. Commissioner Morse second the motion. Administrator Hoppes said the increase is 12%. Ms. Henthorn has knowledge and experience with her background, and has been in the Community Development Director for 4 years. The offer letter also includes a vehicle allowance of \$100/monthly that requires her to use her own vehicle for City duties that require travel. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- o. Commissioner Morse made a motion to approve a revised offer of employment letter for Steve Haas. Commissioner Adleman second the motion. Administrator Hoppes said the increase is 6%. Mr. Haas increase will bring him up to comparable Street Superintendents in the area. Mr. Haas has removed the need for snow plowing and mowing contracts as well as has successfully trained 4 employees to obtain their Commercial Driver's License. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.
- p. Commissioner Adleman made a motion to approve a revised offer of employment letter to Kylie Kamholz. Commissioner Prentice second the motion. Administrator Hoppes said the increase is 8%. Ms. Kamholz is learning from Mr. Elliott, and has obtained the first-year certificate of a Treasurer's Institute 3-year program. Roll call vote showed 4 ayes and 1 absent by Commissioner Hedrington.

ADJOURN:

At 5:35 pm on a motion by Commissioner Adleman second by Commissioner Prentice. Voice vote carried the motion.

Mayor

City Clerk

Approved: