

CITY OF SOUTH BELOIT
REGULAR COUNCIL MEETING
January 5, 2026

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

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

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

INVOCATION: Fire and Police Chaplin, Dan Herman delivered the invocation.

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

PUBLIC COMMENT: Mayor Fitzgerald provided a 2025 review of accomplishments and highlights for the City and thanked staff and contracted services that work with the City as well as all residents who serve on City boards.

APPROVAL OF MINUTES:

1. Commissioner Adleman made a motion to approve the Minutes of the Regular Council Meeting held on December 15, 2025 and the Minutes of the Public Hearing held on December 15, 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 December 13, 2025 – January 2, 2026 in the amount of \$563,251.97. Commissioner Morse 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

CORRESPONDENCE:

1. Mayor Fitzgerald presented a plaque to Robert McLain for years of service on the Board of Police and Fire Commission.

NEW BUSINESS:

1. Discussion and/or Motion Items:

- a. City Clerk, Tracy Patrick administered the Oath of Office to Fire Chief, Scott Fisher.
- b. From the Planning and Zoning Commission meeting held on December 17, 2025 a positive recommendation was given regarding a Variance in the required rear yard setback from 30' down to 20' for the property commonly known as 325 Oakland Avenue, South Beloit, Illinois, Winnebago County (PIN 04-07-212-007). Commissioner Morse made a motion to approve Ordinance 2894 Approving a Variance in the required rear yard setback from 30' down to 20' for the property commonly known as 325 Oakland Avenue, South Beloit, Illinois, Winnebago County (PIN 04-07-212-007). Commissioner Adleman second the motion. Roll call vote showed 5 ayes.
- c. From the Planning and Zoning Commission Board meeting held on December 17, 2025 a positive recommendation was given regarding amending Section 10, Base District Intent, Regulations & Uses, of Chapter 118, Zoning regarding allowance of auto related uses as a Special Use in the commercial Retail (CR) Zoning District. Commissioner Hedrington made a motion to approve Ordinance 2895 Amending Section 10, Base District Intent, Regulation s & Uses, of Chapter 118, Zoning regarding allowance of auto related uses as a Special Use in the Commercial Retail (CR) Zoning District. Commissioner Morse second the motion. Roll call vote showed 5 ayes.
- d. Commissioner Adleman made a motion to approve Resolution 6663 Awarding a proposal and approving an Agreement with Geocon Professional Services, LLC for soil borings along various streets within the City of South Beloit. Commissioner Prentice second the motion. City Engineer, Brandon Boggs said City staff and Council have identified the road construction projects for 2026 for both local and MFT funding. The first step is getting pavement cores completed in order to know how much soil aggregate base and pavement depth, and to determine the condition of those roads to help Fehr Graham refine their design in order to provide accurate cost estimates. Mr. Boggs said Geocon will submit the report back within 4 weeks of authorization. Commissioner Adleman asked why we need Misty Meadows cores because half of the subdivision was previously done a couple of years ago. Mr. Boggs explained why core samples are needed as well as any issues that may arise from a road that may be in need of reconstruction. Roll call vote showed 5 ayes.
- e. Commissioner Morse made a motion to approve Resolution 6664 Approving a Master Services Agreement with Infosend, Inc. Commissioner Prentice second the motion. Administrator Hoppes said the agreement is for a printing, stuffing, and postage lease in order to outsource the City's sewer and garbage bills. Administrator Hoppes said the savings of outsourcing vs. renting an envelope stuffing machine is over \$15,000/yearly. Roll call vote showed 5 ayes.
- f. Commissioner Adleman made a motion to approve Resolution 6665 Approving a Services Proposed Agreement with Fehr Graham to provide engineering services for the 2026 Streets Program (Local Funds Portion). Commissioner Prentice second the motion. City Engineer, Brandon Boggs reviewed a spreadsheet provided to Council with the breakdown of costs. Mr. Boggs said the amount had to be split due to using local and Motor Fuel Tax (MFT) funds. Mr. Boggs explained the benefit of MFT friendly projects and better projects to be funded locally. The total cost for limited topographic survey and design engineering and bidding services for the local fund portion is \$51,300.00. Roll call vote showed 5 ayes.
- g. Commissioner Morse made a motion to approve Resolution 6666 Approving a Services Proposed Agreement with Fehr Graham to provide engineering services for the 2026 Streets Program (MFT Funds Portion). Commissioner Prentice second the motion. Mr. Boggs reviewed the roads that will be included on the project, and the Illinois Department of Transportation (IDOT) forms. The amount of MFT funds that will be expended is \$698,350.00. Mr. Boggs added the total cost of the design

engineering portion is \$31,750.00. Both Local Funds and MFT Funds portions will be bid out together. Roll call vote showed 5 ayes.

- h. Commissioner Adleman made a motion to approve Awarding a Request for Proposal for a Strategic Plan. Commissioner Morse second the motion. Administrator Hoppes said the City received 6 proposals. The proposals were reviewed and scored by a team of 3. Administrator Hoppes reviewed the summary and score sheet for the bids. Administrator Hoppes recommended the project be awarded to NIU Center for Governmental Studies at a cost of \$28,000.00, and added NIU was the lowest complete bid. Administrator Hoppes said Public Outreach meetings will be required. Roll call vote showed 5 ayes.

ADJOURN:

At 5:43 pm on a motion by Commissioner Adleman second by Commissioner Prentice. Voice vote carried the motion.

Mayor

City Clerk

Approved: