

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

A regular meeting of the City Council of the City of Chillicothe, Peoria County, Illinois, met in Regular Session in person March 24, 2025 at 7:00 P.M. with Mayor Michael D. Hughes presiding and with proper notice having been posted.

Mayor Hughes called the meeting to order at 7:00 P.M.

The Pledge of Allegiance, to the Flag of the United States of America, was recited.

Chairman Hughes directed Clerk Byrnes to take roll.

Physically Present:

**Mayor Michael D. Hughes
Treasurer B.L. Bredeman
City Clerk Jill M. Byrnes**

Alderspersons Present:

**Patricia Westerman-Connor,
Jeff Jenkins, Patrick Semtner, Gary Sharp,
Timothy White**

Alderspersons Absent:

Barry Bredeman, Don White

Also Physically Present:

**City Attorney Kevin Day
Attorney Taylor Cascia
Police Chief Jeremy Cooper
Officer Manager Denise Passage
Economic Development Director, Amanda Beadles
Superintendent of Public Works, Shawn Sutherland**

Others Absent:

City Engineer Dave Horton

Chairman Hughes declared a Quorum present

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

The Minutes of the Regular Council Meeting held on March 10, 2025 were presented. Motion Alderperson Jenkins, second Alderperson T. White, that the Council dispense with the reading of the Minutes of the March 10, 2025 Regular Council Meeting and approve the Minutes as presented.

Motion Carried Via Voce vote.

PETITIONS AND COMMUNICATIONS BY THE CLERK:

Clerk Byrnes presented the following Committee and Commission Minutes:

1. **Comprehensive Plan Steering Committee – 1/23/2025 & 2/20/2025**
2. **Chillicothe Police Commission – 2/18/2025**
3. **Joint Finance/EDC Committee – 3/12/2025**
4. **Economic Development Committee – 3/12/2025**
5. **Cemetery & Parks Committee – 3/18/2025**
6. **Public Works Committee – 3/19/2025 (cancelled)**

Communications by the Clerk:

1. **City Treasurers Report – 2/28/2025**

Motion Alderperson Jenkins, second Alderperson Semtner, that the petitions and communications as presented by Clerk Byrnes be accepted and placed on file.

Motion Carried Via Voce vote.

PETITIONS AND COMMUNICAITONS FROM THE MAYOR AND ALDERPERSONS:

None

COUNCIL COMMITTEE COMMUNICATIONS:

Alderperson Connor announced the re-opening of Sweet Finds this coming Friday March 28, 2025, at 1017 N. Second Street. Alderperson Connor also reminded the Council of the upcoming "Meet The Candidates" this coming Thursday March 27, 2025 from 6:00 – 7:30 p.m. at Pearce Community Center sponsored by the Chillicothe Chamber of Commerce.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT:

Michelle Brian, 920 Wilmot Street addressed the Council with concerns of increased trespassing and crime in North Chillicothe. Her concerns are that she runs a day care out of her home and she has individuals passing through her property, stealing from her yard while she has children playing outside. It was the consensus of the Council to refer this issue to Public Safety Committee for further investigation. Michelle was notified of the date and time of the next Public Safety Committee meeting.

Brody Kellum, 617 W. Walnut Street, addressed the Council with concerns that while he and his friends are fishing at the Riverfront at night they are approached by individuals attempting to sell them illegal drugs. Chief Cooper offered to meet with Mr. Kellum after the meeting to obtain more information.

Terry Ruhland, 820 N. Hushaw, addressed the Council as the City of Chillicothe representative for Peoria County in support of the Peoria County Bison-ennial Art Project. Both Mr. Ruhland and ED Director Amanda Beadles spoke of the benefits of the event to promote tourism, bring traffic to Chillicothe to enjoy restaurants, parks, shopping and Eagle Landing. ED Director Beadles provided visuals of painted Bison, and stated the City of Chillicothe's Bison design will be specific to Chillicothe and displayed in various areas throughout the City as a tourist attraction. They explained the program is for 1 year and after that time if the City chooses, Kevin Yates of the Chillicothe Park District has offered to display the Bison in various parks.

Motion Alderperson Semtner, second Alderperson Jenkins, that the bills as presented be paid and the payrolls and transfers be approved.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

MAYOR HUGHES:

I would like to nominate Courtney Gehrig to fill the Second Ward Alderperson vacancy. The nomination will be placed on the April 28, 2025 Council agenda for consideration and approval.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

Motion Alderperson Jenkins, second Alderperson T. White, that that Council authorize the Mayor to respond to the Peoria County Variance, regarding a side yard variance requested for property on East Cloverdale Road, that is within the 1 ½ mile jurisdiction of Chillicothe, that the City has no obligation to the side yard variance request for a farm structure.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

PUBLIC WORKS COMMITTEE:

Motion Alderperson Sharp, second Alderperson Jenkins, that the Council approve an expenditure of \$1,827.36, payable to Centre State International Trucks, Inc. for a Steering Box Column for a Public Works Department truck. Payable from the Road & Bridge Fund.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson Sharp, second Alderperson T. White, that the Council refer to the City Attorney the property at 1110 Sturgeon regarding non-payment of water service and authorize the Mayor, City Attorney, and office staff to take reasonable and prudent actions necessary to obtain a re-payment agreement.

Discussion: Office Manager Passage explained to the Council that the property owner has not made a payment since October 2024, several attempts were made to contact the property owner who promised to make payments however never followed through and once said property owner advised he had retained legal council it was referred to Attorney Day. Office Manager Passage explained that per the City Code if water service is disconnected, before it can be restored full payment must be made, justifying the need for a re-payment plan. Attorney Day advised the Council the past due amount was in excess of \$19,000.00 to date. Attorney Day has contacted the property owner's legal counsel and has a scheduled meeting with him

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

next week to discuss the re-payment plan options. Per Attorney Day a lien has been filed on said property. Chief Cooper advised the Council that in addition to non-payment his department does have an ongoing list of violations regarding this property.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

ECONOMIC DEVELOPMENT COMMITTEE:

Motion Alderperson Connor, second Alderperson Jenkins, that the Council approve the agreement between the City of Chillicothe and Peoria County for participation in the Peoria County Community Art Project at a cost of \$2,500.00 for the purchase of a fiberglass bison, in support of the Peoria County Bison-ennial project and authorize the Mayor and Economic Development Director to take reasonable and prudent actions necessary to execute said agreement. Payable from the Hotel/Motel Tax Fund.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson Connor, second Alderperson T. White, that the Council direct the City Attorney to prepare the necessary documents for a HELP Loan between the City of Chillicothe and Connie Schrock d/b/a Northtown Grille in the amount of \$113,799.73 at a rate of 5.5% interest for a term of 10 years securing the note with a mortgage on the Northtown Grille property. Payable from the HELP Loan Fund.

March 15 – Wall Street Prime rate 7.5% - 3.0 = 5.5%

Current HELP Loan balance \$482,313.58

Discussion: Alderperson Semtner questioned the percentage rate listed of 7.5% - 3.0% did not correctly add up to 5.5%.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

Aldersperson Connor and Aldersperson T. White agreed to amend the motion by striking at a rate of 5.5% and replace with 3.0% under prime rate and striking March 15 – Wall Street prime Rate 7.5% - 3.0% = 3.0% and replacing it with rate will be 3.0% under the prime rate at time of signing. Director Beadles informed the Council she would investigate the rates listed however the term of 10 years would remain unchanged.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried

Motion Aldersperson Connor, second Aldersperson Jenkins, that the Council approve an application for the Façade Grant Program for Edward Jones/Matt Kenady located at 916 N. Second Street up to the amount of \$3,000.00 and authorize payout once project is complete, receipts submitted and work verified by ED Director. Payable from the General Fund

Roll Call vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

Motion Aldersperson Connor, second Aldersperson T. White, that the Council approve the Façade Grant Program changes, as presented, to begin in the 2025-2026 fiscal year.

Note: Edits now allow for back of buildings to qualify for Façade Program.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

CEMETERY & PARKS COMMITTEE:

Motion Alderperson T. White, second Alderperson Sharp, that the Council approve an expenditure not to exceed \$1,800.00, payable to Geigers True Value, for the purchase of 18 wreaths and bows for the Cemetery. Payable from the General Fund.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson T. White, second Alderperson Connor, that the Council approve the hiring of Bryson Goines as a seasonal part-time employee at an hourly wage of \$15.00, subject to pre-employment testing.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson T. White, second Alderperson Jenkins, that the Council approve the hiring of Tom Wigand as a seasonal part-time employee at an hourly wage of \$15.00, subject to pre-employment testing.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

HUMAN RESOURCE COMMITTEE:

Motion Alderperson Semtner, second Alderperson Sharp, that the Council approve the Tentative Agreement between the City of Chillicothe and Teamsters Local 627 representing the Public Works and Office, regarding the Central States Southeast Southwest Area Health and Welfare Fund Health Insurance by allowing non-bargaining units to participate in the fund and to authorize the Mayor and Office Manager Passage to take reasonable and prudent actions necessary to execute said agreement.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson Semtner, second Alderperson Sharp, that the Council approve the Participation Agreement between the City of Chillicothe and Central States Southeast Southwest Area Health and Welfare Fund to allow non-bargaining unit employees to participate in the fund and authorize the Mayor and Office Manager Passage to take reasonable and prudent actions necessary to execute said agreement.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

Nays: None

Chairman declared motion carried.

**CITY OF CHILLCOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MARCH 24, 2025**

Motion Alderperson Semtner, second Alderperson T. White, that the Council adjourn to Closed Session at 7:34 p.m., for Personnel – ILCS 120/2 (c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees and Review of Closed Session minutes, Review - 5 ILCS 120/2 (C) (21) and allow Attorney Day and Police Chief Cooper to attend. Upon returning to Open Session no action will be taken.

Roll Call Vote was:

Ayes: Connor, Jenkins, Semtner,
Sharp, T. White

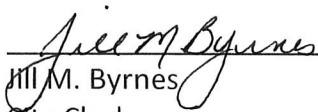
Nays: None

Chairman declared motion carried.

The Council returned to Open Session at 7:49 p.m.

Motion Alderperson Semtner, second Alderperson Jenkins, to adjourn at 7:49 p.m.

Mayor Hughes declared the meeting adjourned.


Jill M. Byrnes
City Clerk

**AGENDA
CHILLICOTHE CITY COUNCIL
CITY COUNCIL CHAMBER
MARCH 24, 2025
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL BY CLERK

READING OF MINUTES OF PREVIOUS MEETING BY CLERK

PETITIONS AND COMMUNICATIONS BY CLERK

PETITIONS AND COMMUNICATIONS FROM THE MAYOR AND ALDERPERSON

COUNCIL COMMITTEE COMMUNICATIONS

ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT

PRESENTATION OF BILLS, TRANSFERS AND PAYROLLS FOR PAYMENT AND DISCUSSION

MAYOR HUGHES

1. Nomination – Courtney Gehrig Second Ward Alderperson
2. Peoria County Variance – East Cloverdale Road – 1 ½ mile jurisdiction of Chillicothe

PUBLIC WORKS COMMITTEE – ALDERPERSON SHARP

1. Approve – Invoice – Centre State International – Truck Repair
2. Refer – City Attorney – 1110 Sturgeon – Repayment Agreement Water

ECONOMIC DEVELOPMENT COMMITTEE – ALDERPERSON CONNOR

1. Approve – Peoria County Bison-ennial Art Project
2. Refer – City Attorney draft HELP Loan - Northtown Grill/Connie Schrock
3. Approve – Façade Application – Matt Kenady/Edward Jones
4. Approve – Façade Application 2025-2026 Update

CEMETERY & PARKS COMMITTEE – ALDERPERSON T. WHITE

1. Approve – Purchase – Christmas Wreaths/Bows – Cemetery
2. Approve – Hiring – Part Time Seasonal Employee - Bryson Goines
3. Approve – Hiring – Part Time Seasonal Employee - Tom Wigand

HUMAN RESOURCE- ALDERPERSON SEMTNER

1. Approve – Tentative Agreement – Teamsters – Health Insurance
2. Approve – Participation Agreement – Central States Health & Welfare – Health Insurance
3. Closed Session - Personnel – ILCS 120/2 (c) (2) – Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees and Closed Session Minutes, Review – 5 ILCS 120/2 (C) (21)

ADJOURNMENT

AGENDA CLERK



**CITY OF CHILLICOTHE, ILLINOIS
FAÇADE GRANT PROGRAM & APPLICATION**

**Funded by the
City of Chillicothe
(Updated May, 2025)**

FAÇADE GRANT APPLICATION

Grant Maximum is \$3,000

PURPOSE

The purpose of this grant is to initiate and help supplement investment by business owners to enhance their building **FAÇADES**. Façade improvements that qualify under this program include, but are not limited to:

- Restoration or recreation of existing facades;
- Removal of window air conditioners, grills, and/or signs that are inappropriate for the building
- Masonry cleaning/repair
- Repairs or replacement of siding, windows, doors, signs, awnings, light fixtures
- Painting
- Shutters, or other design elements

Improvements that are not eligible for this grant include:

- Routine maintenance and/or cleaning
- Roof repairs
- Sidewalks

RULES

- Your business is eligible to apply for the grant if you fall in areas city limits.
- All work must be completed within six (6) months after the date of approval by the City Council.
- Projects must adhere to all city and state codes, environmental reviews, inspections or permitting requirements.
- The application form must have all information required and completed.
- The City will pay eighty percent (80%) of project costs up to \$3,000. The goal of this grant program is to make a positive impact of the look of Chillicothe's businesses through façade enhancement.
- Applicants will be limited to only one grant per the City's fiscal year (May 1 – April 30).
- No funds will be given to vacant buildings unless applicant has a business in place or a business signing a lease for the space to receive these funds.
- Improvements must be made on the property only areas façade fully visible from the business address side of the property and ~~public entrances including~~ back of the building.

APPLICATION AND APPROVAL PROCESS

1. Contact the Economic Development Director at 309-274-3107 or stop by City Hall to pick up an application.
2. Complete the application and return it to City Hall along with the required attachments and detailed information.
3. Once submitted, the City Council's Finance/Economic Development Committee will review the application in its entirety and make a recommendation to City Council for approval or denial of the application.
4. Approval of an application is subject to the availability of funding annually appropriated to the Façade Grant program by the City Council.
5. Applications will be reviewed on a first come first serve basis.
6. The City Council shall have the right to approve or reject any application in its sole discretion.

FAÇADE GRANT APPLICATION

Grant Maximum is \$3,000

DISBURSEMENTS OF GRANT FUNDING

Payouts will be disbursed to grantees on a reimbursement basis. This means that grantees are required to pay their contractors and vendors directly and thereafter submit proof of payment. To receive reimbursement, provide the following to the City's Economic Development Director.

- 1) including the associated invoices and
- 2) cancelled check(s)

The payout check is approved at a council meeting. The check is mailed on or around the Thursday following a council meeting.

Or, upon prior approval, payments can be made directly by the City to contractor with submitted invoice or bill from applicant and concurrent payment of the applicant's share. The applicant must sign the contractor's invoice and keep a record of reimbursements submitted.

Reimbursement will be subject to satisfactory completion of the improvements as determined by the City in its sole discretion.

If the applicant, with prior approval, is having the City pay the contractor(s) directly, as stated above, contractors used on these projects will be required to follow the Illinois Prevailing Wage Act. The Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq.) requires contractors and subcontractors to pay laborers, workers and mechanics employed on projects in Illinois no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of similar character in the locality or county where the work is performed. A current prevailing wage rate sheet is available at City Hall.

All projects seeking façade grant funding must be approved by the City Council in advance of the start of any work. Any work completed prior to the approval of the City Council will not be eligible for grant funding.

FUNDING LIMITATIONS

The City's goal is to ensure equitable distribution of funding by this program through a grant process. Each request will be considered and efforts will be made to make this program fair and consistent to all applicants.

FAÇADE GRANT APPLICATION

Grant Maximum is \$3,000

GENERAL INFORMATION

Date: _____

Applicant Name: _____

Applicant is: ☐ Owner ☐ Tenant (attach written consent of the property owner to undertake the façade renovation on Page 6)

Name of Business: _____

Business Address: _____

Telephone: _____ Email: _____

Legal Structure: _____ Date Established: _____

PROPERTY OWNERSHIP INFORMATION (complete only if Applicant is a Tenant)

Owner(s) of Property: _____

Owner(s) Address: _____

Telephone: _____ Email: _____

Original Date of Ownership: _____

FAÇADE IMPROVEMENT INFORMATION

Please select all requested improvements you plan to make: (Only façade areas fully visible from the business address side of the property.):

- | | |
|---|--|
| ☐ Painting | ☐ Building Mounted Lighting/Signage |
| ☐ Exterior Wall Repairs (i.e. tuck pointing) | ☐ Gutter Repair/Replacement |
| ☐ Fascia and Cornice Repair/Replacement | ☐ Entryway Repair/Replacement |
| ☐ Window Repair/Replacement | |
| ☐ New Awnings | |
| ☐ Other (please describe): _____ | |

SUPPLEMENTAL INFORMATION & REQUIRED ATTACHMENTS

- ☐ Drawing/sketch of improvements or planned renovation work
- ☐ Color photos of existing condition of building(s).
- ☐ Attach a brief description of improvements to be made to your building.
- ☐ Attach contractor estimate of cost of improvements. (Preferably 2 bids)

FAÇADE GRANT APPLICATION
Grant Maximum is \$3,000

OWNER/TENENT FINANCIAL COMMITMENT TO PROJECT

What is the source of funds for your share of the cost of the project? Explain. (If this box does not provide enough space to explain your response, feel free to attach your own document to your application)

OTHER IMPROVEMENTS

Are you making other structural improvements to your property/building (i.e. interior renovations)? Explain. (If this box does not provide enough space to explain your response, feel free to attach your own document to your application)

If yes, what is the value of these improvements?

The Finance/Economic Development Committee will review your project to determine if your project meets the purpose of this grant which is to make a significant positive aesthetic impact on the look of your building located in the city limits of Chillicothe.

FAÇADE GRANT APPLICATION
Grant Maximum is \$3,000

PROPERTY OWNER CONSENT FORM

(use this form if you are a tenant applying for the façade grant and are not the owner)

I hereby certify that I own the property located at _____ Chillicothe, Illinois,
61523, and am fully aware of my tenants plans for the alteration of my property and do grant my tenant
permission to complete such alterations.

Signature of Property Owner

Printed Name of Property Owner

Date

FAÇADE GRANT APPLICATION
Grant Maximum is \$3,000

FAÇADE GRANT AGREEMENT

I understand that in order for my request for matching funds to be approved, I must agree to work with and cooperate with the recommendations of the City of Chillicothe.

I understand that my project will be subject to review by the Economic Development Committee and the City Council. I understand that all work must comply with the Façade Grant program rules, all City of Chillicothe's ordinances and State of Illinois law.

I also understand that any changes in approved improvements must be approved or those improvements could forfeit funding for the above projects.

I realize that I must pay my total project costs to the vendor(s)/contractor(s) and provide a copy of the invoice(s) and cancelled check(s) in order to receive a reimbursement, or submit invoice for payments to be made directly to vendor (s)/contractor(s). I realize that the City will only reimburse for a portion of project costs and that I will not be reimbursed for any work started before approval was received.

I agree that as the recipient of the grant all work must be completed within six (6) months after the grant is approved.

I understand that my application may be approved or denied by the Economic Development Committee and/or City Council at its sole discretion.

I understand that as the applicant, if I fail to adhere to any of the terms of these requirements, I shall be responsible for full repayment of the facade grant. I hereby certify that the statements made by me in this application and the information contained in this application are true.

Signature of Applicant

Printed Name of Applicant

Date

Official Use Only

☐ Approved: \$ _____

☐ Denied Reason: _____

PUBLIC COMMENT:

Meeting: City Council Meeting Date: 3/24/25

Time: 7:00 p.m. Place/Room: City Hall

Name	Address	Phone
1. Michelle Brian	920 Willmot St	309 2161941
2. Brody Kellen	617 West Walnut St	309/265/8238
3. Terry Rutland	820 N. Hushaw	309-208-6605
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		