

**CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS**  
**HILLSBORO CITY HALL**  
**Minutes of the Regular Meeting – March 19, 2024**

The meeting was called to order at 7:00 p.m. by Mayor Don Downs.

Present: Mayor Don Downs  
Commissioners Fred Butler, Tommy Justison, Patrick Ward and Kendra Wright

Absent: None.

Also

Present: City Clerk David Jenkins  
City Attorney Chris Sherer  
Community Planner Sarah McConnell  
City Engineer Jeremy Connor  
Police Chief Randy Leetham  
Street Dept. Supervisor Justin Chappellear  
Woodard and Curran Plant Manager Tim Ferguson

The “Pledge of Allegiance” was recited.

Minutes of the March 5, 2024 regular meeting were approved as written.

**Reports:**

Commissioner Butler presented the reports for the Streets and Public Properties Departments. He reported CTI has continued working on the internet at the campground. He also reported the moving and wait list procedures for the campground will take place Saturday. He also stated they have discussed adding a new dock since there is currently a wait list that includes about 24 people. In the street department, Butler reported they have spent much of the time clearing trees at the new sewer plant.

Commissioner Justison presented the reports for the Police and Fire Departments. He reported a total of 414 calls were handled by the police department since the last meeting, most of which were traffic-related issues. He stated the radio repeater and programming was also completed today. In regards to zoning, Justison reported Officer Mike Lee has been monitoring for high grass in the City since it is that time of the year.

Commissioner Wright presented the reports for the Water and Sewer Departments. She reported the carbon pump failed at the water treatment plant, and the council will address later in the meeting, adding that they don't have much choice but to replace it. She stated the council will also discuss a couple of change orders to the Helston Place project during this meeting as well.

Commissioner Ward reported he anticipates a budget line item on the agenda for the next meeting after he has a chance to meet with the other commissioners. He requested the commissioners think of large items they would like to be completed during the next budget year that did not get finished this fiscal year.

Mayor Downs reported he is pleased with the work the commissioners are doing for the City.

Economic Development and Community Planner Sarah McConnell presented her report to the council. She stated she has many projects that are still in process, including the tourism booklets and brochures. She also stated Phase I of the DCEO energy grant was due last week, and the City's application has been submitted.

City Engineer Jeremy Connor reported they met this morning for the MFT oil and chip program bids, which he deemed successful. He said he plans on having the results finalized for the next meeting.

**Public Comment:** None.

**Paying Bills for the Month of March:** Ward reported the total bills amount to \$391,817.49, which was a pretty skinny month for the City. He said some of the largest bills included \$9,000 for police squad car repairs, and \$17,000 for fire hydrants. **Motion by Ward and second by Wright to approve paying bills for the month of March for a total of \$391,817.49. Motion carried with a 5-0 vote in favor.**

**Adopt Ordinance No. 1788 an Ordinance amending Ordinance No. 1785 regarding Non-highway vehicles in the City of Hillsboro, Illinois:** Downs reported this amendment only addresses a date issue, and nothing else changes. **Motion by Ward and second by Butler to adopt Ordinance No. 1788 an ordinance amending Ordinance No. 1785 regarding non-highway vehicles in the City of Hillsboro, Illinois. Motion carried with a 5-0 vote in favor.**

**Façade Improvement Grant Reimbursement to The Waffle Cone for work completed at 400 S. Main Street:** McConnell reported the Waffle Cone spent less than they had planned on spending, and the total amount was \$2,445.52. **Motion by Butler and second by Wright to approve the Façade Improvement Grant reimbursement to The Waffle Cone for work completed at 400 South Main Street in the amount of \$1,222.76. Motion carried with a 5-0 vote in favor.**

**Use of the Lincoln Plaza and Adjacent Parking Spaces for the Imagine Hillsboro Farmers Market on May 4<sup>th</sup> & 18<sup>th</sup>, June 1<sup>st</sup> & 15<sup>th</sup>, July 6<sup>th</sup> & 20<sup>th</sup>, August 3<sup>rd</sup> & 17<sup>th</sup>,**

**and September 7<sup>th</sup> & 21<sup>st</sup>:** Caitlyn Voyles from Imagine Hillsboro addressed the council regarding the event, stating they are specifying their request for the adjacent parking spaces this year. She said they have quite a few vendors who pull out of trailers, and they feel it is necessary to have those parking spaces. She said they also began doing a Wednesday evening market last year, and they would like to continue with that request this year. Chief Leetham stated the Wednesday market would be a problem for the parking spaces because they have to close those starting at 6 a.m. Downs said the council could approve the Saturday market dates, and suggested Voyles return to a future meeting regarding the Wednesday markets. **Motion by Justison and second by Ward to approve closing the Lincoln Plaza and the adjacent parking spaces for the Imagine Hillsboro Farmers Market on May 4<sup>th</sup> & 18<sup>th</sup>, June 1<sup>st</sup> & 15<sup>th</sup>, July 6<sup>th</sup> & 20<sup>th</sup>, August 3<sup>rd</sup> & 17<sup>th</sup>, and September 7<sup>th</sup> & 21<sup>st</sup>. Motion carried with a 5-0 vote in favor.**

**Appointing Lainey Fenton and Joe Luckett to the Historic Preservation Committee:** **Motion by Butler and second by Wright to approve appointing Lainey Fenton and Joe Luckett to the Historic Preservation Committee. Motion carried with a 5-0 vote in favor.**

**Project Labor Agreement (PLA) for Wastewater Treatment Plant:** Eric Oller, Executive Secretary Treasurer with the Southwestern Illinois Buildings and Trades Council, addressed the council encouraging them to approve a project labor agreement for the new wastewater treatment plant. Mayor Downs said he was appreciative for the turnout of supporters of the PLA, but he did not know enough about the pros and cons at the moment. Oller stated the main positive about approving a PLA is ensuring there are no work stoppages. He also said he is biased, but did not see any negatives. Butler stated one of the cons is the paperwork, as there is a little more paperwork that has to be done. He also said even with the paperwork, it is generally not a reason to decline entering into a PLA.

**Purchasing Fireworks for the Independence Day Celebration:** **Motion by Wright and second by Butler to approve purchasing fireworks for the Independence Day Celebration from A.M. Pyrotechnics, LLC for a cost of \$12,000. Motion carried with a 5-0 vote in favor.**

**Ordinance No. 1790 an Ordinance Amending Section 38-2-1 of the Revised Code of Ordinances of the City of Hillsboro, Illinois Regarding Delinquencies:** Wright reported water bills follow the address and not the customer, and this amendment would put responsibility on the individuals to pay their balances if they change addresses. The ordinance would allow the City to decline water service at a customer's new or different address if that customer has a delinquent account at another address. **Motion by Wright and second by Butler to adopt Ordinance No. 1790 an Ordinance amending section 38-2-1 of the Revised Code of Ordinances of the City of Hillsboro, Illinois regarding delinquencies. Motion carried with a 5-0 vote in favor.**

**Change Orders for Helston Place Sewer System Improvements:** Wright reported the first change order is an increase of \$3,867.30, and the second is an increase of \$9,585.80. **Motion by Ward and second by Wright to approve the change orders from TEK Construction for the Helston Place Sewer System Improvements. Justison abstained. Motion carried with a 4-0-1 vote in favor.**

**Proposal from Petersburg Plumbing and Excavating LLC For Jefferson and Mechanic CIPP Lining:** Ferguson reported this is for approximately 215 feet of sewer pipe lining. He said the length could fluctuate a little, but the price should not deviate significantly. Wright stated the cost is approximately \$31,145. **Motion by Butler and second by Wright to approve the proposal from Petersburg Plumbing and Excavating LLC for Jefferson and Mechanic CIPP lining. Motion carried with a 5-0 vote in favor.**

**Nutrient Assessment Reduction Plan (NARP) Agreement from Northwater Consulting:** Ferguson stated the objective of the EPA is to reduce the amount of phosphorus the flows into the Gulf of Mexico, and the west arm and middle fork of Shoal Creek, which are located in Litchfield and Hillsboro respectively, have been deemed as contributors to this issue. He said their belief is upgrades to the wastewater treatment plant will be a significant part of the cleanup, but the EPA will not accept a document that just says they are cleaning up the plant. He said they are requiring an agreement, which is why the NARP is being proposed. **Motion by Butler and second by Wright to approve the Nutrient Assessment Reduction Plan (NARP) agreement from Northwater Consulting. Motion carried with a 5-0 vote in favor.**

**Proposal from Brooks and Associates, Inc. for a Carbon Pulsafeeder Pump for the Water Treatment Plant:** Wright reported the carbon pump has failed and needs to be replaced. She stated they have enough in the budget to pay for this replacement, and it is about six to eight weeks out. Ferguson stated this is a critical chemical feed piece. The cost is \$21,550. **Motion by Justison and second by Wright to approve the proposal from Brooks and Associates, Inc. for a carbon pulsafeeder pump for the water treatment plant. Motion carried with a 5-0 vote in favor.**

**Ordinance No. 1789 an Ordinance Authorizing the Exchange of Municipally-owned Real Estate:** Butler reported this ordinance is in reference to the McFarlin land swap that has been discussed. He said the council will have to hold a public hearing before passing the ordinance, so no action will be taken tonight.

**Hiring a Laborer/Operator for the City of Hillsboro Street Department:** **Motion by Butler and second by Justison to approve hiring Mike Wells to the position of laborer/operator in the City of Hillsboro Street Department. Motion carried with a 5-0 vote in favor.**

**Design and Engineering Proposal from Hurst-Rosche, Inc. for the East Side of Main Street from Wood Street to Seward Street:** Butler reported the price of this proposal will be five percent of whatever the cost of the project will be, but it will not exceed \$40,000. **Motion by Justison and second by Butler to approve the design and engineering proposal from Hurst-Rosche Inc. for the east side of Main Street from Wood Street to Seward Street for an amount not to exceed \$40,000. Motion carried with a 5-0 vote in favor.**

**Purchase Flooring for Hillsboro City Hall:** Downs reported they are planning to install tile in the hallway area outside the mayor's office, in addition to the back file room and the council chambers. He said the hallway area is the worst as it has become a trip hazard. He stated the City has the money in this year's budget to complete the project. **Motion by Wright and second by Ward to approve purchasing flooring for City Hall. Motion carried with a 5-0 vote in favor.**

**Motion to Adjourn was made at 7:46 p.m. by Commissioner Justison and seconded by Commissioner Butler. Motion carried with a 5-0 vote in favor.**

Respectfully Submitted,  
David Jenkins, City Clerk