

**CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS**  
**HILLSBORO CITY HALL**  
**Minutes of the Regular Meeting – Tuesday, June 4, 2024**

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

2. Roll Call was taken:

Present: Mayor 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  
Police Chief Randy Leetham  
Street Dept. Supervisor Justin Chappellear  
Code Enforcement Officer Mike Lee  
City Engineer Jeremy Connor  
Water Plant Manager Tim Ferguson

3. The “Pledge of Allegiance” was recited.

4. **Public Comment:** Randy Reicke addressed the council regarding the annual 4-mile Old Settlers fun run. He stated the race is sponsored by M&M Multisport Club. He said the race was moved to the Sunday of the Car Show last year, which worked out much better. He said he will submit an agenda request for the next meeting to get it approved. Chief Leetham stated his department prefers the fun run be held the same day as the car show.

5. Minutes of the May 21<sup>st</sup>, 2024 regular meeting were approved as presented.

6. **Mayor and Commissioners’ Departmental Reports:**

Commissioner Butler presented the reports for the Streets and Public Properties Departments. He reported the two departments have combined to mow approximately 115 acres in town. He stated he has also received multiple calls from citizens regarding the City’s brush pickup guidelines. He said he doesn’t mind the new guidelines that were passed; however, they may need to adjust them. He said he and Street Department Supervisor Chappellear have discussed the possibility of offering brush pickup twice a year outside of the regular storm debris pickup. Butler stated he does not know what this will look like yet, but they will continue to look into it.

Commissioner Justison presented the reports for the Police and Fire Departments. He welcomed newly hired police officer Keith Carlock and his family to the meeting as he was preparing to be sworn in. With Carlock's hire, Justison stated the department is back to being fully staffed. He also reported School Resource Officer Frank Kenny has been helping with zoning enforcements now that school is out.

Commissioner Wright presented the reports for the Water and Sewer Departments. She reported there is low nutrient content in the water. She also stated the carbon pump that was ordered in March finally arrived. She said the annual water quality report was posted to the City's website, with the link attached to the latest water bills.

Mayor Downs reported he and the other council members like the town looking nice, but the City does not serve as the lawn service for individual citizens. He reiterated the desire to keep the town looking nice, but stated citizens have to help keep it that way as well.

**7. Economic Development & Community Planner Report:**

McConnell presented her report to the council. She stated the award amounts were announced for the second round of the DCEO Energy Grant, and the City stands to receive approximately \$90,000. This is higher than the \$53,000 award the City received last year. She stated the first round of the grant is still going. Regarding tourism, Downs reported a family from Minnesota spent the night at the Red Rooster recently because they wanted to see the cicadas and they are more prevalent in this area than in Minnesota.

**8. City Engineer Report:**

Connor reported the Broad Street project is about 75 percent complete, but they will be following up with IDOT due to some changes in the agency's culture resource department, which could affect the project.

9. New City of Hillsboro Police Officer Keith Carlock was sworn in by Mayor Downs.

10. **Resolution 2024-10 a Resolution Authorizing and Approving a Petition to be Filed with the Zoning Board of Appeals Requesting Recommendation as to Text Amendments to the Zoning Code:** Ward asked what kind of changes this Resolution makes. Sherer stated the City wants to have a solar farm on the Eagle Zinc property, and in order for that to happen, they must first pass this resolution. **Motion by Ward and second by Wright to adopt Resolution 2024-10. Justison abstains. Motion Carried with a 4-0-1 vote in favor.**

11. **TIF Reimbursement to MGL Properties:** Downs reported this item will be tabled until the next City Council meeting.

12. **Appointing CJ Liddell to Chairman of the Zoning Board of Appeals:** Downs reported CJ Liddell has been serving as acting chair of the board in Gene Knisley's absence. **Motion by Ward and second by Justison to approve the appointment of CJ Liddell to the**

position of Chairman of the Zoning Board of Appeals. Motion carried with a 5-0 vote in favor.

13. **Appointing Jerry Gregory to the Police and Fire Commission Board:** Downs reported this would fill a vacancy left on the board after Richard Hewitt stepped down. **Motion by Justison and second by Butler to approve appointing Jerry Gregory to the Police and Fire Commission. Motion carried with a 5-0 vote in favor.**
14. **Purchasing Vehicle for City of Hillsboro Police Department:** Motion by Justison and second by Ward to approve purchasing a vehicle for the City of Hillsboro Police Department from Victory Lane and equipment installation from GTSI for a total cost of \$59,116.44. Motion carried with a 5-0 vote in favor.
15. **Proposal from Illinois Electric Works for Repair/Replacement of Variable Frequency Drive (VFD) for Water Treatment Plant:** Motion by Wright and second by Butler to approve the proposal from Illinois Electric Works for the Variable Frequency Drive for a cost of \$10,425. Motion carried with a 5-0 vote in favor.
16. **Proposal from Illinois Electric Works for Repair/Replacement of Backwash Waste Pump for Water Treatment Plant:** Wright stated this proposal isn't for the complete pump, but rather for the soft starter. **Motion by Wright and second by Ward to approve the proposal from Illinois Electric Works for the Backwash Waste Pump for the Water Treatment Plant for a cost of \$3,220. Motion carried with a 5-0 vote in favor.**
17. **Proposal from Northwater Consulting Services for Source Water Protection Plan (SWPP) Addendum:** Motion by Wright and second by Ward to approve the proposal from Northwater Consulting Service for the Source Water Protection Plan Addendum for a cost of \$15,000. Motion carried with a 5-0 vote in favor.
18. **Change Order #3 from TEK Construction for Helston Place Sewer System Improvements:** Wright reported the contract increased by a cost of \$21,694 due to an increase in materials, as well as some tree removal. **Motion by Wright and second by Butler to approve Change Order #3 from TEK Construction for the Helston Place Sewer System Improvements. Motion carried with a 5-0 vote in favor.**
19. **Pay Application #4 from TEK Construction for Helston Place Sewer Improvements:** Connor reported this is the final billing, with retainage coming in at a total of \$57,094.15. Ward stated they budgeted for \$60,000 in retainage. **Motion by Ward and second by Wright to approve pay application #4 from TEK Construction for the Helston Place Sewer System Improvements for a cost of \$91,335.60. Motion carried with a 5-0 vote in favor.**
20. **Proposal from The Family Tree Service Inc. for Tree Removal at Parcel ID # 16-02-426-014:** Downs stated at only \$500 difference in price between having the wood hauled away or leaving it on site, it is a no brainer to pay the full haul away price. **Motion by Wright and second by Butler to approve the proposal from the Family Tree Service**

**Inc. for Tree Removal at Parcel ID #16-02-426-014 for a cost of \$4,500. Motion carried with a 5-0 vote in favor.**

21. **Proposal from Tonya Flannery for Grant Writing Services for DCEO Rebuild Downtowns and Main Streets Program Application:** Butler reported the City will once again be applying for the downtown grant. He stated Tonya Flannery has had success in writing grants, and she will collaborate with McConnell on this one. Butler stated Flannery said the cost to write this grant will likely be closer to the \$2,500 mark, but the agreement is for up to \$3,500. **Motion by Wright and second by Butler to approve the proposal from Tonya Flannery for Grant Writing Services for DCEO Rebuild Downtowns and Main Streets Program Application for a cost of up to \$3,500. Motion carried with a 5-0 vote in favor.**
22. **Adding Section of Boat Slips for Lake Glenn Shoals South Marina:** Butler reported this item will not be acted on during tonight's meeting, but he would like to add a new row of boat slips. He said he would also like to see about having power and water to wash boats available out there as well, but he does not have pricing on all that yet. No action was taken.
23. **Purchasing Complete Chain Drive Spindle Assembly for Street Department from Woody's Municipal Supply:** **Motion by Butler and second by Wright to approve purchasing a complete chain drive spindle assembly from Woody's Municipal Supply for a cost of \$2,617.50. Motion carried with a 5-0 vote in favor.**
24. **Establishing North Access Drive as a Municipal Roadway:** **Motion by Butler and second by Wright to establish North Access Drive as a municipal roadway. Motion carried with a 5-0 vote in favor.**
25. **Pickleball Tournament at Central Park September 20-22, 2024:** MoCo Pickleball Club representative Kayla Adkins addressed the council regarding this tournament. She said they had 88 final players participate in last year's tournament. She stated the only issue they ran into last year was the lights turning off at night. She said she has spoken to Public Properties Supervisor Jim May about keeping the lights on later for this event. **Motion by Butler and second by Wright to approve the pickleball tournament at Central Park on September 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>. Motion carried with a 5-0 vote in favor.**
26. **Leasing City-Owned Property to be Used for a Winery:** Butler reported he was approached by a group of people interested in turning the old scout campground into a winery. He stated this will not affect the Frisbee golf course, and he will be looking at having a lease drawn up so the council can action on it. No action was taken.
27. **One Percent Sales Tax for Municipal Operations Infrastructure:** Butler reported the State of Illinois is allowing municipalities to establish or increase a sales tax up to one percent without a referendum. He said the Governor has not signed the bill yet, but once he does, the City will be able to pass an ordinance or resolution after July 1. Butler said the revenue from this tax would pay for a new pool, as well as infrastructure upgrades

throughout the City. Wright stated IGA has started offering a round-up program to raise money for the pool as well.

28. **“Closed Session” in accordance with 5 ILCS 120 Section 2(C)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06:** Downs stated he did not believe the council needed to enter into closed session. Ward stated he was ok with approving the minutes at the meeting tonight. City Clerk Jenkins said the council will do that with a resolution at their next meeting. No action was taken.
29. **Adjourn:** Motion by Justison and second by Wright to adjourn the meeting. Motion carried with a 5-0 vote in favor. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,  
David Jenkins, City Clerk