

**CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS**  
**HILLSBORO CITY HALL**  
**Minutes of the Regular Meeting – Tuesday, October 1, 2024**

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

2. Roll Call was taken:

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  
Public Properties Supervisor Jim May  
Police Chief Randy Leetham  
Street Dept. Supervisor Justin Chappellear  
Zoning and Code Enforcement Officer Mike Lee

3. The Pledge of Allegiance was recited.

4. Minutes of the September 17<sup>th</sup>, 2024 regular meeting were approved as presented.

5. **Mayor and Commissioners' Departmental Reports:**

Commissioner Butler presented the reports for the Streets and Public Properties Department. He reported the Street Department repaired a water leak that occurred on East Tremont Street. He thanked Lincoln Land Community College for their assistance in installing an HVAC system at Central Park.

Commissioner Justison presented the reports for the Police and Fire Departments. He reported the fire department responded to two field fires, and commended the department for their handling of the situations.

Commissioner Wright presented the reports for the Water and Sewer Departments. She reported MB Construction continues working on the lead service line replacement. She stated the City received some complaints in the beginning of the process, so they have been holding weekly progress meetings aimed at addressing issues. She also reported hydrant flushing began yesterday, so residents may experience brown water in areas where the flushing is taking place, but it should not last very long. She stated there have been different usage periods in a couple of recent billing cycles. One, she said, was close to 45 days, due to training that took place within the water and sewer departments. Staff members were not

able to make their manual reads on time, therefore there was an extra couple of weeks on the cycle. She said the billing cycle immediately following that bill had a shortened period, therefore the bills should have evened out. She stated anyone who has questions should contact City Hall.

Mayor Downs asked citizens to remain patient regarding the construction performed on Tremont and Jefferson Streets. He said it may not look clean now, but it will someday be something everyone can be proud of. He also reported Dick James submitted his letter of resignation from the Zoning Board of Appeals.

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

McConnell reported the ITEP grant application has been submitted, with awards expected to be announced next spring. She also reported there has been a lot of businesses interested in applying for redevelopment agreements.

**7. City Engineer Report:**

Jeremy Connor was absent so no report was given.

**8. Public Comment:** Chris Hartsook, who is the contractor for the Corner Block Building, addressed the council with the intent to clarify some perception regarding the timeline of the building's renovation. He stated they began working on September 3<sup>rd</sup>, adding it was previously reported they would be finished working on that date.

Terri Casey, co-owner of the Corner Block Building, reported they have continued their renovations, which have included adding sandbags to the back of the building. She thanked Lessman Pool and Spa for supplying the sandbags. She also stated cornerblockbuilding.com displays all of the progress to the building.

**9. Discussion – Jared Kanallakan from Moran Economic Development to Present a Potential TIF District:**

Jared Kanallakan with Moran Economic Development gave a presentation about a potential second TIF district. He reported the proposed district would touch the existing one, which would allow funds from either district to be used for projects in the other. Wright stated she sees mostly City property in the proposed district. Butler stated he would like to have a TIF district that includes Eagle Zinc for whenever that property is developed. Ward stated he does not believe the money collected from the downtown TIF should be used for City projects. Kanallakan stated the downside to a TIF is if no development occurs, there is really no benefit to it. He stated the existing TIF district ends in 2035. Ward asked if anyone could prevent the City from establishing a new district. Kanallakan said other taxing bodies would have to approve it. He said the first step before moving forward would be to approach the school district to see if they would support it.

**10. Discussion / Action – Resolution 2024-18 a Resolution Concerning Project Labor Agreements:** Motion by Ward and second by Butler to adopt Resolution 2024-18. Wright votes no. Motion carried with a 4-1 vote in favor.

- 11. Discussion / Action – Appointing Garrett Stritzel to the Hillsboro Planning Commission:** Motion by Butler and second by Justison to approve appointing Garrett Stritzel to the Hillsboro Planning Commission. Motion carried with a 5-0 vote in favor.
- 12. Discussion / Action – Hiring Engineer/Dispatcher for City of Hillsboro Fire Department:** Justison reported one of the dispatchers/engineers submitted her letter of resignation, which occurred while the hiring list was being put together. He stated two qualified candidates applied, and the fire commission has recommended Devin Jenkins for the position. **Motion by Justison and second by Butler to approve hiring Devin Jenkins to the position of Engineer/Dispatcher with the Fire Department. Motion carried with a 5-0 vote in favor.**
- 13. Discussion / Action – Purchase Equipment from Mac’s Fire & Safety for City of Hillsboro Fire Department:** Justison reported he received a quote for turnout gear for \$3,454 each, and the department needs five, bringing the total cost to \$17,270. He stated the department budgeted for a total of \$25,000. **Motion by Justison and second by Wright to approve purchasing turnout gear for the Hillsboro Volunteer Fire Department from Mac’s Fire and Safety for a total cost of \$17,270. Motion carried with a 5-0 vote in favor.**
- 14. Discussion / Action – Purchase Equipment from Russell Marine Products for City of Hillsboro Fire Department:** Justison reported they received a quote for sonar equipment at a cost of \$8,824.47. He stated the department budgeted \$10,000 for it, but the quote came in lower with a discount. **Motion by Justison and second by Wright to purchase sonar equipment for the volunteer fire department from Russell Marine Products for a total cost of \$8,824.47. Motion carried with a 5-0 vote in favor.**
- 15. Discussion / Action – Purchasing Used 2016 Ford to Replace Damaged Police Squad:** Justison reported the damaged police squad was valued at \$10,275. Subtracting the \$1,000 deductible, the insurance company is issuing a check for \$9,275. He stated the vehicle being purchased costs a total of \$14,000. The remaining balance of \$4,890 will come from the Police Rural Fund. **Motion by Justison and second by Ward to approve purchasing a 2016 Ford Explorer from Mathews Auto Sales for a total cost of \$14,000. Motion carried with a 5-0 vote in favor.**
- 16. Discussion / Action – Request for Qualifications (RFQ) for Central Park Pool Project:** Motion by Butler and second by Wright to approve publishing a Request for Qualifications for the Central Park Pool Project. Motion carried with a 5-0 vote in favor.
- 17. Discussion / Action – Term Sheet for Prospective Lease Between the City of Hillsboro and Scout House Winery:** Butler reported he met with the representatives of the winery, and both sides agreed to cut the lease down to five years, which also includes reimbursing the city for insurance and property taxes. He said he would like the council to approve these terms before handing them over to the attorney to draw up the final lease. **Motion by**

**Butler and second by Wright to approve the term sheet between the City of Hillsboro and the Scout House Winery as presented. Motion carried with a 5-0 vote in favor.**

- 18. Discussion / Action – Purchasing a LandShark Z-Blower for the City of Hillsboro Parks Department:** Butler reported this is for a leaf blower on the back of a tractor. Public Properties Supervisor May stated it will help his staff members reach difficult areas. **Motion by Butler and second by Justison to approve purchasing a LandShark Blower for a total cost of \$2,921.59. Motion carried with a 5-0 vote in favor.**
- 19. Discussion / Action – Trick-or-Treat Dates and Times in the City of Hillsboro:** **Motion by Ward and second by Wright to approve setting the trick-or-treat times and dates as 6 to 8 p.m. on Wednesday and Thursday, October 30<sup>th</sup> and 31<sup>st</sup>. Motion carried with a 5-0 vote in favor.**
- 20. Discussion / Action – Trick-or-Treat Parade on November 1, 2024:** McConnell reported the time of the parade was moved up so there wasn't as a bigger gap between it and the trick-or-treat trail. She stated line-up for the parade will be held at 2:30 and the parade itself will start at 3 p.m. **Motion by Butler and second by Justison to approve the annual trick-or-treat parade for November 1, 2024. Motion carried with a 5-0 vote in favor.**
- 21. Discussion – Update on the Corner Block Building and the Fence Surrounding:** Butler stated there was nothing additional that needed to be said since it was addressed during public comment.
- 22. Discussion – Third Phase of Energy Transition Community Grant:** Butler stated he would like the council to start thinking about projects for the third phase of the energy grant. He said the City received \$50,000 in the first phase, and \$90,000 during the most recent phase; therefore, commissioners should consider that price range when looking for projects.
- 23. Discussion / Action – Adjourn:** **Motion by Justison and second by Wright to adjourn the meeting. Motion carried with a 5-0 vote in favor. Meeting was adjourned at 7:57 p.m.**

Respectfully submitted,  
David Jenkins, City Clerk