CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS
HILLSBORO CITY HALL
Minutes of the Regular Meeting – Tuesday, October 20, 2026

1. The meeting was called to order by Mayor Don 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 Econ. Dev. & Community Planner Melissa Smith Police Chief Randy Leetham City Engineer Jeremy Connor

3. The Pledge of Allegiance was recited.

4. **Public Comment:** None.

5. Minutes of the October 6th, 2026 regular meeting were approved as presented.

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

Mayor Downs thanked the Imagine Hillsboro volunteers, Community Planner Smith and the auxiliary police for their efforts during the Harvest Market. He also thanked residents for their continued patience with the many projects taking place around town.

Written reports from the streets and public properties departments were submitted. Commissioner Butler reported the Broad Street roadway reconstruction is mostly done. He also reported the Street Department has been conducting lead service line locates. He stated bid packets have been prepared for shorelines stabilization as part of the Illinois EPA 319 grant.

A written report from the police department was submitted. Commissioner Justison reported two fire trainings will take place this month. He reported Fire Chief Joe Lyerla has observed four vehicles that have hit the new curbing around Broad Street. He also commended Smith for her work on the community jack-o-lantern walk and pumpkin carving event. In the police department, he reported three internal candidates have expressed interest in the potential vacant deputy chief position.

Written reports from the water and sewer departments were submitted. Commissioner Wright reported water demand has been close to the same in October as it was in September. She reported the lake level is just above the limit for shutting off the coal mine, so the water department staff will continue to monitor the levels daily.

7. **Economic Development & Community Planner Report:** A written report from the Economic Development and Community Planner was submitted. Smith reported the electric vehicle car show during the harvest market was successful, in addition to the other events. She thanked all of the volunteers who helped and the auxiliary police for their work during the Harvest Market events.

8. **City Engineer Report:** Connor reported there are a few items on the agenda later. He stated the Downtown Main Street project has been awarded to Kinney Contractors. He also stated he wants to have a discussion with the council members about the project schedule during the next few weeks. Regarding the bumpout at the Broad and Seward Street intersection, he stated ADA compliance and IDOT requirements were factors in its size. Cones have been placed on the bumpouts temporarily to assist in warning motorists.

9. **Discussion / Action – Paying Bills for the Month of October 2026:** Bills for the month totaled $563,544.09. **Motion by Ward and second by Justison to approve paying bills for the month of October in the amount of $563,544.09. Motion carried with a 5-0 vote in favor.**

10. **Discussion / Action – St. Paul's Lutheran Church Turkey Trot for November 26, 2026:** St. Paul's Lutheran Church requested approval to hold their second annual Turkey Trot on Thursday, November 26, 2026 (Thanksgiving Day). They will utilize the same route as last year and have requested closing off one block in front of the church to use as the starting and finishing line. More than 100 runners and walkers participated last year. This item was discussed during the July 21st meeting with no formal action being taken. Because the event takes place on the Thanksgiving holiday, no auxiliary police will be available to set up and remove barriers in front of the church. Event organizer Angela Kaculi previously asked if event staff could set up and remove the barriers themselves. **Motion by Butler and second by Justison to approve the St. Paul's Lutheran Church Turkey Trot on November 26, 2026. Motion carried with a 5-0 vote in favor.**

11. **Discussion / Action – Adopt Ordinance No. 1877 an Ordinance Establishing a Procedure for Refunds of Real Estate Taxes Attributable to Certain Annexed Properties:** Last December, the city council approved annexing properties into the corporate city limits under the belief the annexations had to be completed by the end of the year in order for the properties to be placed on the 2026 payable 2027 tax rolls. In reality, because the annexations were completed when they were, the properties were eligible for the 2025 payable 2026 tax rolls. The City has the option to refund a portion of the property taxes for the annexed parcels, if desired, since the council was under the assumption they wouldn't be taxed until the following year. Property owners had also been told they would not be taxed until 2027. This ordinance establishes a procedure for refunding the real estate taxes to the eligible property owners. Ward stated the property

owners would have to prove they paid their taxes, request the refund, and do so by the end of February. **Motion by Justison and second by Ward to adopt Ordinance No. 1877 an Ordinance Establishing a Procedure for Refunds of Real Estate Taxes Attributable to Certain Annexed Properties. Wright abstained. Motion carried with a 4-0-1 vote in favor.**

12. **Discussion / Action – Ordinance No. 1878 an Ordinance Amending Schedule "D" to Chapter 24 of the Revised Code of Ordinances of the City of Hillsboro, Illinois Pertaining to "No Parking" Zones:** This ordinance amends the schedule in the City Code with respect to "no parking" zones. Specifically, it removes "Broad Street (West) from Church Street to Wood Street" and adds "South Broad Street (West) from East Seward Street to East Wood Street. **Motion by Butler and second by Justison to adopt Ordinance No. 1878 an Ordinance Amending Schedule "D" to Chapter 24 of the Revised Code of Ordinances of the City of Hillsboro, Illinois Pertaining to "No Parking" Zones. Wright abstained. Motion carried with a 4-0-1 vote in favor.**

13. **Discussion / Action – Resolution No. 2026-40 a Resolution Approving and Awarding a Façade Improvement Grant to the Opera House Brewing Company for Work to be Completed at 405 S. Main St.:** Opera House Brewing Company submitted a façade improvement grant application for work to be completed at 405 South Main Street. The project includes replacing windows and painting the exterior of their building for a total estimated cost of $4,802.70. The City's total share would be $2,401.35. **Motion by Justison and second by Ward to adopt Resolution No. 2026-40 a Resolution Approving and Awarding a Façade Improvement Grant to the Opera House Brewing Company for Work to be completed at 405 South Main Street. Motion carried with a 5-0 vote in favor.**

14. **Discussion / Action – Resolution No. 2026-41 a Resolution Approving a Professional Services Agreement from Hanson Professional Services for Appraisal Services for the East Seward Street Bridge Replacement:** At the October 6th meeting, the council adopted a resolution allocating $5,000 of MFT funds to hire a federally-approved firm to negotiate an easement for the East Seward Street Bridge Replacement project. Hanson Professional Services submitted a proposal for appraisal services with their cost being $4,900, and $100 being paid to Hurst-Rosche. The total cost of the proposal is $5,000. Hanson preferred to work under Hurst-Rosche as a subconsultant. **Motion by Ward and second by Wright to adopt Resolution No. 2026-41 a Resolution Approving a Professional Services Agreement from Hanson Professional Services for Appraisal Services for the East Seward Street Bridge Replacement. Motion carried with a 5-0 vote in favor.**

15. **Discussion / Action – TIF/Business District Grant Application Revision for Two Peas in a Pottery (Formerly The Revived Soul) for Work to be Completed at 225 South Main Street:** Last year, the council awarded a TIF District Redevelopment Grant to The Revived Soul for an amount not to exceed $60,000 for work to be completed at 225 South Main Street. The original resolution awarded 100 percent of the façade renovations, 75 percent of the electrical renovations and 75 percent of the plumbing

renovations. The reason for the revision in the application is because the business going into the building has changed. The scope of the approved costs for the grant has not changed. Building owner Amanda Hemken stated she had to pivot with the business plan because there were infrastructure factors, like beams, that informed her decision. **Motion by Ward and second by Butler to approve the revised TIF District Grant Application to Two Peas in a Pottery (Formerly The Revived Soul) for an amount not to exceed $60,000 for work to be completed at 225 South Main Street. Justison and Wright abstained. Motion carried with a 3-0-2 vote in favor.**

16. **Discussion / Action – Pay Application #15 to Plocher Construction for Work Completed on the Wastewater Treatment Facility Upgrade Project:** The total amount due during this payment application is $826,032. Of that, $779,632 is due to Plocher for construction costs, and $46,400 to Woodard and Curran for instrumentation integration. **Motion by Ward and second by Wright to approve Pay Application #15 to Plocher Construction in the amount of $826,032 for work completed on the Wastewater Treatment Facility Upgrade Project. Motion carried with a 5-0 vote in favor.**

17. **Discussion / Action – Invoice from Litchfield Police Department for Annual Cellebrite Digital Forensics Payment:** The City shares in the cost of the Cellebrite Digital Forensics with other communities within the county. Hillsboro's payment last year was in the amount of $4,212.50. This payment is for $5,412.50. Leetham reported they've utilized this program three times recently, but has not utilized it the rest of the year. Prior to this program, he said the Hillsboro Police Department had relied upon the State Police or larger local departments. Justison stated he doesn't see the City being able to continue to pay increases of this amount year after year. Wright stated the City should pay this invoice but request to view the contract. **Motion by Ward and second by Wright to approve paying the invoice from the Litchfield Police Department for the annual Cellebrite Digital Forensics payment in the amount of $5,412.50. Motion carried with a 5-0 vote in favor.**

18. **Discussion / Action – Proposal to Install Solar Panels at 506 Corporate Drive (Parks Department):** The second proposal from ARF Solar involves installing panels at the new public properties facility at 506 corporate drive. The purchase price is $67,504.58 after all credits and rebates. Estimated net energy bill savings over the next 25 years is $195,649. Payback on the system is estimated to take nine years and seven months. The City will receive approximately $25,000 back from the State of Illinois. This item was tabled during the previous meeting. Wright stated she is in favor of approving this because of the savings in the long run, even if it means paying the cost of the installation now. **Motion by Wright and second by Ward to approve the proposal from ARF Solar LLC to install solar panels at the Public Properties facility at 506 Corporate Drive for a cost of $67,504.58. Motion carried with a 5-0 vote in favor.**

19. **Discussion / Action – Pay Application #1 to Kinney Contracting for Work Completed on the Broad Street Roadway Reconstruction Project:** Kinney Contractors Inc. submitted the first payment application for work completed on the Broad

Street Roadway Reconstruction project. The amount due this pay period is $290,517.60. **Motion by Butler and second by Justison to approve pay application #1 to Kinney Contractors Inc. in the amount of $290,517.60 for Work Completed on the Broad Street Roadway Reconstruction Project. Motion carried with a 5-0 vote in favor.**

20. **Discussion / Action – Pay Application #2 to Dashiell Contracting for Work Completed on the Broad and East Seward Street Water Main Replacement:** This is the second payment made to Dashiell Contracting for the Broad Street water main replacement. This payment is in the amount of $93,328.04. The remaining balance is $94,474.47. **Motion by Butler and second by Wright to approve pay application #2 to Dashiell Contracting in the amount of $93,328.04 for work completed on the Broad and East Seward Street water main replacement. Motion carried with a 5-0 vote in favor.**

21. **Discussion / Action – Pay Application #13 to Capri Pools and Aquatics for Work Completed on the Constitution Bank Community Aquatic Center:** The amount due this payment application is $813,437.08. The remaining balance is $2,902,746.72. **Motion by Butler and second by Ward to approve pay application #13 to Capri Pools and Aquatics in the amount of $813,437.08 for work completed on the Constitution Bank Community Aquatic Center. Motion carried with a 5-0 vote in favor.**

22. **Discussion / Action – Invoice for United Petroleum Service Change Order #2 to Glenn Shoals Lake South Marina Fuel System Repair:** This invoice was turned in to insurance, but it is a change order. The previous change order in the amount of $5,311 was approved by the council. The scope of this project includes upgrading an old electrical conduit that United Petroleum says is unusable. The cost of this invoice is $11,106.61. **Motion by Butler and second by Wright to approve paying the invoice from United Petroleum Service in the amount of $11,106.61 for Change Order #2 to the Glenn Shoals Lake South Marina Fuel System Repair. Motion carried with a 5-0 vote in favor.**

23. **Discussion / Action – Hiring Laborer/Operator for the City of Hillsboro Street Department:** The City currently has a vacancy in the Street Department. After advertising the opening, 23 applications were submitted and six interviews were conducted. It is the recommendation of Street Department Superintendent Justin Chappelear to hire John Lawson to fill the vacancy. **Motion by Butler and second by Wright to approve hiring John Lawson to fill the position of laborer/operator in the City of Hillsboro Street Department. Motion carried with a 5-0 vote in favor.**

24. **REMINDER:** Downs announced that due to Election Day, the City Council will not meet on Tuesday, November 3, 2026. The next Hillsboro City Council meeting will be held Tuesday, November 17, 2026.

25. **<u>Discussion / Action – Adjourn:</u> Motion by Justison and second by Ward to adjourn the meeting. Motion carried with a 5-0 vote in favor. The meeting was adjourned at 7:49 p.m.**

Respectfully submitted,
David Jenkins, City Clerk