

**CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS**  
**HILLSBORO CITY HALL**  
**Minutes of the Regular Meeting – Tuesday, December 17, 2024**

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  
Community Planner Sarah McConnell  
Public Properties Supervisor Jim May  
Street Dept. Supervisor Justin Chappellear  
Water & Sewer Plant Manager Tim Ferguson

3. The Pledge of Allegiance was recited.
4. Minutes of the December 3<sup>rd</sup>, 2024 regular meeting were approved as presented.
5. **Mayor and Commissioners' Departmental Reports:**

Commissioner Butler presented the reports for the Public Properties and Street Departments. He reported proposals for the Hillsboro Pool Project were submitted and opened earlier today, with the City receiving two bids, one from Capri Pools and Aquatics and the other from Westport Pools. He stated the City will conduct interviews with both companies before the council votes on choosing one. He said both companies have indicated the ability to have a new pool constructed by spring of 2026. Butler reported the Street Department has been working on repairing out-of-service hydrants throughout town. He also stated he spoke with Brian Fry with IDOT about a sign and crosswalk across from the post office. He said the City will have to submit a request to put a sign and crosswalk there, but it will be the responsibility of the City to complete the work after the submission of the request.

Commissioner Justison presented the reports for the Police and Fire Departments. He reported one of the police department's squads has returned to service after being off the road with a warranty issue. He stated new Zoning Administrator Matt Lentz was able to work with former Administrator Mike Lee during his last week before retirement. Justison commended the efforts of the fire department for their response to an incident at the Lodge on Main last week. He also stated he participated in a good meeting with the Street and

Water Departments, and obtained greater clarity and communication regarding the flushing of fire hydrants. He reported the fire department has been working on their annual food baskets, with 150 boxes being put together this year. Attorney Sherer, who is also a volunteer firefighter, stated the department has been doing this for 68 years.

Commissioner Wright presented the reports for the Water and Sewer Departments. She reported the City received a large order of meters, and staff have been working on installing them. She also reported the bid opening for the new Wastewater Treatment Plant will be held Wednesday, December 18, 2024 at 2 p.m. She said it had been postponed multiple times, and she will be unable to attend, but it will still proceed. She also thanked Street Department Supervisor Chappelle for getting the fire hydrants back to working order.

Mayor Downs recognized this as the final meeting of 2024, and he thanked all the commissioners for their work for the City.

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

McConnell reported she received an email from the City's Energy Grant Administrator, which indicated the City could proceed with placing orders for signs related to round two of the grant; however, she said she received another email from IDNR stating the City needs to have some environmental studies done on the site the electronic sign will be placed. She said she and City Clerk Jenkins will work on completing the paperwork for that tomorrow. McConnell said she would like to have the signage design finalized within the next few weeks. She also reported December 15<sup>th</sup> was the last "Shop Hillsboro" event of the year, and the 2<sup>nd</sup> annual Block Party will be held this Saturday, December 21<sup>st</sup>.

**7. City Engineer Report:**

City Engineer Jeremy Connor was absent, but Commissioner Butler reported Connor is working on completing the MFT closure for 2024.

**8. Public Comment: None.**

**9. Discussion / Action – Pay Bills for the Month of December 2024: Motion by Ward and second by Wright to approve paying bills for the month of December for a total of \$399,450.10. Motion carried with a 5-0 vote in favor.**

**10. Discussion / Action – Ordinance No. 1811 the Annual Tax Levy Ordinance for the Fiscal Year Ending April 30, 2025: Ward reported the overall increase comes in at 4.84 percent, which is below the 5 percent limit to hold a truth in taxation hearing. Butler asked why the City didn't increase it to 4.999 percent. Jenkins stated he worked on maxing out the levy items as much as he could. Motion by Ward and second by Butler to adopt Ordinance No. 1811. Motion carried with a 5-0 vote in favor.**

**11. Discussion / Action – Resolution 2024-25 a Resolution Authorizing the Sale of City-Owned Real Estate (Part of P.I.N. 12-30-100-012): Butler reported this Resolution**

would approve the sale of approximately five acres to Thomas and Margaret Marcrander. He said the price is \$56,000. Justison stated, based on his experience in land acquisition, this is a good value for the property. **Motion by Ward and second by Wright to adopt Resolution 2024-25. Motion carried with a 5-0 vote in favor.**

- 12. Discussion / Action – Appointing Mike Lee and Jeff Polus to the Zoning Board: Motion by Justison and second by Wright to approve appointing Mike Lee and Jeff Polus to the City of Hillsboro Zoning Board of Appeals. Motion carried with a 5-0 vote in favor.**
- 13. Discussion / Action – Pay Application #4 to MB Construction, LLC for Work Completed on Lead Service Line Replacement Project: Wright reported there will be some money left to pay MB Construction after this payment. **Motion by Ward and second by Wright to approve pay application #4 in the amount of \$163,827 to MB Construction, LLC for work completed on the Lead Service Line Replacement Project. Motion carried with a 5-0 vote in favor.****
- 14. Discussion – Vacating a Never-Developed Alley Between Parcel ID # 16-12-104-019 and 16-12-107-001: Butler reported this alley is located north of the Hillsboro Methodist Church. He said there are no utilities in the alley, and the church has requested the City vacate it. The church owns the properties north and south of the alley. He said the City sewer is located on the church’s north property, and they will have to check and see if there is an easement for that parcel.**
- 15. Discussion / Action – “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: Motion by Wright and second by Ward to approve a “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. Motion carried with a 5-0 vote in favor. The council entered into closed session at 7:22 p.m. Motion by Justison and second by Ward to return to open session. Motion carried with a 5-0 vote in favor. The council returned to open session at 7:27 p.m. No action was taken.**
- 16. Discussion / Action – 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 7:28 p.m.**

Respectfully submitted,  
David Jenkins, City Clerk