

**CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS**  
**HILLSBORO CITY HALL**  
**Minutes of the Regular Meeting – Tuesday, December 2, 2025**

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  
City Engineer Jeremy Connor

3. The Pledge of Allegiance was recited.

4. **Public Comment:** None.

5. Minutes of the November 18<sup>th</sup>, 2025 public hearing and regular meeting were approved as presented.

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

Mayor Downs stated the City is moving forward with annexing properties that are surrounded by parcels already within the corporate limits. He said the annexing of those properties will take place at the December 16<sup>th</sup> meeting.

Written reports for the Streets and Public Properties Departments were submitted. Commissioner Butler reported he met with other City officials regarding the Eagle Zinc property. He stated there are a couple of businesses interested in locating at that property. He also reported pool construction was supposed to begin yesterday, but the snow kept that from happening. He reported the Street Department has been working on snow removal after the heavy snowfall. He encouraged residents to be patient and expressed gratitude for those who have been.

A written report for the Police Department was submitted. Commissioner Justison reported the hiring list ad for the police and fire departments will be published in Thursday's newspaper as well as future editions. He reported the Fire Department has responded to two calls so far in December, and there were seven total calls in November. He also highlighted the annual Christmas basket applications that are available for

pickup. He reported there have been several code violations for trash in yards. He reported the police responded to over 300 calls for the month of November. He also stated there was minor damage to the School Resource Officer vehicle that occurred during the inclement weather. He also commended the Police Department for arrests that occurred as a result of an attempted ATM robbery. He stated this was a collaborative effort between multiple law enforcement agencies.

Written reports from the Water and Sewer Departments were submitted. Commissioner Wright reported the Coal Mine is still shut off for raw water intake since the lake level is still below the required limit.

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

A written report from the Economic Development and Community Planner was submitted. Smith reported the council will discuss the stakeholder process for the Energy Grant later in the meeting. She stated she sent the trifold brochures and tourism magazines to the Illinois Visitors Center. She also said Imagine Hillsboro's Christmas event had to be postponed because of inclement weather over the weekend.

**8. City Engineer Report:**

Connor reported the Broad Street and Central Park projects are finished with their IDOT reviews. He stated the Fairground project is still under environmental review. Regarding the downtown Main Street project, he stated there are some questions that need to be answered by mid-January. He also reported they are currently working on reconciling the 2025 MFT budget.

**9. Discussion / Action – Ordinance No. 1847 an Ordinance Authorizing the Disposal of Surplus Personal Property Owned by the City of Hillsboro, Illinois:** The Public Properties and Water Departments have a number of items in need of disposal, and the Council must declare them surplus property before selling them. **Motion by Ward and second by Butler to adopt Ordinance No. 1847 an Ordinance authorizing the disposal of surplus personal property owned by the City of Hillsboro, Illinois. Motion carried with a 5-0 vote in favor.**

**10. Discussion / Action – Resolution No. 2025-43 a Resolution for Maintenance Under the Illinois Highway Code for 2026 MFT Maintenance Expenditures:** This is the City's annual MFT maintenance expenditure resolution in the amount of \$260,000 for 2026. Connor reported there will be a supplemental resolution coming in the near future as well. He stated this resolution is a placeholder. **Motion by Butler and second by Wright to adopt Resolution No. 2025-43 a Resolution for Maintenance Under the Illinois Highway Code for 2026 MFT Maintenance Expenditures. Motion carried with a 5-0 vote in favor.**

**11. Discussion / Action – Change Order #3 to the Wastewater Treatment Facility Upgrade Project:** This change order includes a credit for reusing existing storm water

pumps, bid alternates for a sewer replacement and trailer-mounted pump, fiber cement siding, demolition of the existing monorail, and a new four-inch gate valve for draining each post-aeration tank in the post aeration tank effluent box. It comes with a cost increase of \$79,395.90. **Motion by Wright and second by Butler to approve change order #3 to the wastewater treatment facility upgrade project. Motion carried with a 5-0 vote in favor.**

**12. Discussion / Action – Pay Application #5 to Plocher Construction for Work Completed on the Wastewater Treatment Facility Upgrade Project:** This item was pulled from the agenda. No action was taken.

**13. Discussion / Action – Purchasing Furnace for Current Wastewater Treatment Plant:** The furnace for the lab building at the current wastewater treatment plant is not functioning. The City received a quote from Neuhaus Heating and AC for a Lennox gas furnace at a cost of \$8,427.86, which includes installation. **Motion by Butler and second by Wright to approve purchasing a furnace for the current wastewater treatment plant from Neuhaus Heating and AC at a cost of \$8,427.86. Motion carried with a 5-0 vote in favor.**

**14. Discussion / Action – Pay Application #6 to Capri Pools and Aquatics for Work Completed on the Constitution Bank Aquatic Center:** The amount due this pay application is \$72,375.65. **Motion by Butler and second by Wright to approve pay application #6 to Capri Pools and Aquatics in the amount of \$72,375.65 for work completed on the Constitution Bank Aquatic Center. Motion carried with a 5-0 vote in favor.**

**15. Discussion – 2025 Energy Transition Community Grant:** The City has been awarded \$70,746.32 for the third round of the Energy Transition Community Grant. As part of the application, the council must discuss the plan for the third round of the Energy Transition Community Grant during a public meeting in order to satisfy the stakeholder requirements. The City intends to invest the funds into infrastructure upgrades at the Sherwood Forest Campground in order to facilitate expansion. Butler stated they were looking at creating thirteen additional camping spots, which would be premium sites based on their location.

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

Respectfully submitted,  
David Jenkins, City Clerk