

**CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS**  
**HILLSBORO CITY HALL**  
**Minutes of the Regular Meeting – Tuesday, June 17, 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 (arrived at 7:02 p.m.) and Kendra Wright

Absent: None.

Also Present: City Clerk David Jenkins  
City Attorney Chris Sherer  
Community Planner Sarah McConnell  
Police Chief Randy Leetham

3. The Pledge of Allegiance was recited.
4. **Public Comment:** Corner Block Building Co-Owner Terri Casey addressed the council with an update on the progress of her building's renovation. She reported Phase I of the building's structural shoring is now complete.
5. Minutes of the June 3<sup>rd</sup>, 2025 regular meeting were approved as presented.
6. **Mayor and Commissioners' Departmental Reports:**

Mayor Downs read a letter of resignation from Economic Development and Community Planner Sarah McConnell, which will be effective June 23, 2025. Following the conclusion of the reading, he thanked McConnell for her service and stated a lot of good changes have occurred since she began in this role.

Commissioner Butler presented the reports for the Public Properties and Street Departments. He reported the public properties department has been preparing for the clean-up of lake lots. He also reported Stutz Excavating finished paving the multi-use trails at Central Park, which has brought the park back to life. He stated the council will work on an ordinance for the next meeting prohibiting the use of electric vehicles on the trail.

Commissioner Justison presented the reports for the Police and Fire Departments. He reported the fire department has responded to three calls in June thus far, and the volunteers conducted a meeting at the fire house. He also expressed his appreciation for McConnell for her service to the City, and congratulated her, Butler and Public Properties Superintendent Jim May for their work on the multi-use trails.

Commissioner Wright presented the reports for the Water and Wastewater Departments. She reported Lake Glenn Shoals is starting to see some pH fluctuations. She also reported Plocher Construction is making great headway in clearing the site for the new wastewater treatment plant.

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

McConnell reported the Notice of Funding Opportunity for the third round of the Energy Transition Community Grant was released, with applications due June 30<sup>th</sup>. She also reported the “Looking for Lincoln” sign was installed at the plaza, and she has been discussing a Lincoln-themed event on July 12<sup>th</sup> to coincide with other ‘Lincoln’ events being held in the City on the same day.

**8. City Engineer Report:**

City Engineer Jeremy Connor was absent and no report was given.

**9. Discussion / Action – Paying Bills for the Month of June 2025:** Ward reported bills totaled \$675,601, and the reason for them being so high was due to the costs related to the construction of the trail. **Motion by Ward and second by Wright to approve paying bills for the month of June in the amount of \$675,601.00. Motion carried with a 5-0 vote in favor.**

**10. Discussion / Action – Closing Main Street from Water Street up to and including the Courthouse Square on Saturday, August 2 from Noon to 3 p.m. for Bicentennial Marker Dedication:** Jeff Dunn, representing the Illinois State Historical Society, addressed the council requesting the closing of Main Street from Water Street up to and including the Courthouse Square. He reported over 100 guests have been invited to attend the event, including Illinois State Senators and Representatives. He also requested the mayor speak at the event. Ward stated the City has not typically closed the entire square for events like this, but could close a portion of it. After discussing, the council agreed to table the item until the next meeting. **Motion by Ward and second by Justison to table this item. Motion carried with a 5-0 vote in favor.**

**11. Discussion / Action – Ordinance No. 1828 an Ordinance Amending Section 27-5-11 and Creating Section 31-4-3 of the Revised Code of Ordinances of the City of Hillsboro, Illinois:** Prior to discussing the ordinance, Butler read a complaint that was received from Joe Wilk regarding offensive and vulgar flags displayed at the Sherwood Forest Campground in 2024. Butler reported the new ordinance under consideration limits the size of flags on city-owned property to three feet by five feet, and individuals who want to display bigger flags on city-owned property will need permission from the City Council. He also reported the ordinance limits flags displayed to a maximum of 10 feet in height. This would also prohibit flags from being flown in trees. The council deliberated over the wording of which flags would be allowed to be displayed on City property, as well as which ones would be considered offensive. A discussion also took place as to what in the

ordinance would be considered defensible. The council agreed to amend the ordinance under consideration to include the following: adding the phrase “without prior approval from the City Council” to Section D in reference to the height flags will be allowed to be displayed; adding the terms “no deeper than eight inches in the ground and no wider than ½ inch in diameter” to Section F in reference to flag poles being placed into the ground. **Motion by Butler and second by Ward to adopt Ordinance No. 1828 an Ordinance Amending Section 27-5-11 and Creating Section 31-4-3 of the Revised Code of Ordinances of the City of Hillsboro, Illinois with the proposed amendments. Wright votes no. Motion carried with a 4-1 vote in favor.**

**12. Discussion / Action – Appointment/Reappointment of Certain Planning Commission**

**Members:** Downs reported Barb Hewitt and Dave Booher, whose terms on the Planning Commission have expired, are seeking to step down from their roles. He stated Rex Brown has agreed to stay on. **Motion by Justison and second by Ward to approve reappointing Rex Brown to the Planning Commission for a three-year term expiring April 30, 2028. Motion carried with a 5-0 vote in favor.**

**13. Discussion / Action – Façade Improvement Grant Application from Historic Red**

**Rooster LLC for Work to be Completed at 123 E. Seward St.:** This grant is for the installation of a sign, and the total project cost is \$32,316.43. **Motion by Ward and second by Butler to approve the façade improvement grant application from the Historic Red Rooster LLC for work to be completed at 123 E. Seward St. Justison and Wright abstain. Motion carried with a 3-0-2 vote in favor.**

**14. Discussion / Action – Change Order #2 to the Dewatering Centrifuge Equipment and**

**Polymer Blending and Feed Equipment Procurement Contract:** Wright reported the City currently has an agreement with Centrifuge Systems LLC for a piece of equipment at the new Wastewater Treatment Plant. In order to reduce the costs, this piece was removed from this phase of the construction plan. Wright stated the City is still on the hook for the equipment, which will eventually be necessary. This change order extends the contract times for one year, and dictates that Centrifuge Systems LLC will store and maintain all equipment furnished under the contract for a fee of \$1,000 per month. **Motion by Wright and second by Ward to approve Change Order #2 to the Dewatering Centrifuge Equipment and Polymer Blending and Feed Equipment Procurement Contract as presented. Motion carried with a 5-0 vote in favor.**

**15. Discussion / Action – Change Order #2 to Phase I of the Lead Service Line**

**Replacement Project:** This change order reflects the bid quantities versus the actual quantities of the project. It accounts for an increase of \$25,880. Wright reported Water Plant Manager Tim Ferguson, LSLR project manager Don Taul, and Public Works Superintendent Justin Chappellear have reviewed this extensively. **Motion by Wright and second by Ward to approve Change Order #2 to Phase I of the Lead Service Line Replacement Project. Motion carried with a 5-0 vote in favor.**

**16. Discussion / Action – Four-mile Fun Run on August 3, 2025:**

This fun run will feature the same route as previous years. Chief Leetham stated the auxiliary police currently has

only three members, so event organizers will have to provide their own help. **Motion by Butler and second by Wright to approve the annual Old Settlers Fun Run on Sunday, August 3, 2025. Motion carried with a 5-0 vote in favor.**

17. **Discussion – Interim Funding for Wastewater Treatment Plant:** Ward reported the council needs to take action on interim funding for the new Wastewater Treatment Plant as the USDA will not completely fund the project. Ward stated he spoke to local banks about funding, and the USDA said the City would need to speak with a national bank. He received a proposal from CoBank for a loan amount of \$24,974,000, and Ward stated the loan fees would be \$7,500. No action was taken.
18. **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 8:15 p.m.