

**CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS**  
**HILLSBORO CITY HALL**  
**Minutes of the Regular Meeting – Tuesday, July 15, 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  
Police Chief Randy Leetham  
Street Dept. Supervisor Justin Chappellear

3. The Pledge of Allegiance was recited.
4. **Public Comment:** None.
5. Minutes of the July 1, 2025 regular meeting were approved as presented.
6. **Mayor and Commissioners' Departmental Reports:**

Commissioner Butler presented the reports for the Public Properties and Street Departments, stating demolition on the Central Park Pool is now complete. He also reported the barge has been busy doing work on Lake Glenn Shoals, and Public Properties Superintendent Jim May has been working on the IEPA 319 grant. He reported the cost of the new pool came in at the budgeted amount. The project is still in the permitting phase within the Illinois Department of Public Health. Butler also informed the council of a group of local artists interested in painting graffiti art underneath the bridge along the new multi-use trail at Central Park. He presented a photo of the proposed artwork, and stated the group is willing to do the work for \$600.

Commissioner Justison presented the reports for the Police and Fire Departments, stating police responded to a total of 330 calls in the month of June. He also commended their department for the quick response in regards to vandalism that took place at the Central Park bathrooms. He also commended both the police and fire departments for their work during the Fourth of July celebration.

Commissioner Wright presented the reports for the Water and Sewer Departments. She reported water meters are still being changed out throughout town. She also reported Korte-

Luitjohan is getting ready to begin phase II of the Lead Service Line Replacement project, with the west side of Main Street and Fairground Avenue being the targeted areas.

Mayor Downs addressed the vandalism that has taken place at Central Park, stating he is hopeful fines or community service could be levied as discipline for these incidents.

7. **Economic Development & Community Planner Report:** No report was given.
8. **City Engineer Report:** No report was given.
9. **Discussion / Action – Paying Bills for the Month of July 2025:** Motion by Butler and second by Wright to approve paying bills for the month of July 2025 in the amount of \$580,635.97. Downs abstained. Motion carried with a 4-0-1 vote in favor.
10. **Discussion / Action – Road Closures for 5K on Thursday, November 27, 2025 from 8:30 a.m. to 10:30 a.m.:** This item was tabled from the previous meeting. The run will be held on Thanksgiving morning, and is the same route as the turkey trot, which has been held in the past. Chief Leetham stated they will have some auxiliary police help with crossing of the highways, but no roads will need to be closed. **Motion by Justison and second by Ward to approve the Thanksgiving 5K on Thursday, November 27, 2025. Motion carried with a 5-0 vote in favor.**
11. **Discussion / Action – Request to Rehab the Front Door Entrance of the Harkey House (305 S. Broad St.):** Linda Zimmer with the Montgomery County Historic Society addressed the council regarding upgrades they would like to make to the Harkey House's front entrance. She said their organization would pay for the materials. **Motion by Butler and second by Justison to approve the request to rehab the front entrance of the Harkey House at 305 S. Broad Street. Motion carried with a 5-0 vote in favor.**
12. **Discussion / Action – Ordinance No. 1829 an Ordinance Regarding the Formation of an Insurance Committee for the City of Hillsboro:** This item was tabled from the previous meeting. Ward noted both of the union contracts make reference to an insurance committee; however, the City has been unable to find any rules or bylaws implementing such a committee. This ordinance would establish the formation of the committee, with one representative from each union having a seat along with the mayor, commissioner of accounts and finance and commissioner of streets and public improvements. Justison expressed his disagreement with the committee as presented, stating he believed the council would be too involved in the process as they have the final say over what insurance policy is chosen anyway. He said he would prefer the mayor's role on the committee be ex-officio, and would also like to see a retiree and a member of the public serve. Downs said he sent an email to each of the commissioners with his suggestion. That would be a seven-member committee with each of the five members listed in the original drafted ordinance, along with the additions of the City Clerk and Treasurer. Ward responded, stating both contracts say the council cannot make changes to the City's health insurance policy without the agreement of the insurance committee. He also made note of the fact that increasing the number of seats on the committee would dilute the votes of the union members. Wright

suggested taking a vote on the ordinance as presented and then making alterations if it did not pass. **Motion by Wright and second by Butler to adopt Ordinance No. 1829 an Ordinance regarding the formation of an insurance committee for the City of Hillsboro (as presented). Justison votes no. Motion carried with a 4-1 vote in favor.**

13. **Discussion / Action – Ordinance No. 1830 an Ordinance Authorizing the Issuance of Combined Waterworks and Sewerage System Revenue Bonds of the City of Hillsboro, Montgomery County, Illinois and Authorizing Certain Actions and Documents and Prescribing Other Matters Relating Thereto:** This is an ordinance regarding the funding of the new Wastewater Treatment Plant. The council previously adopted Ordinance No. 1826 on June 3<sup>rd</sup> authorizing the issuance of waterworks and sewerage system revenue bonds in the aggregate principal amount of not to exceed \$24,974,000. **Motion by Ward and second by Wright to adopt Ordinance No. 1830 an Ordinance authorizing the issuance of combined waterworks and sewerage system revenue bonds of the City of Hillsboro, Montgomery County, Illinois and authorizing certain actions and documents and prescribing other matters relating thereto. Motion carried with a 5-0 vote in favor.**
14. **Discussion / Action – Ordinance No. 1831 an Ordinance Authorizing and Approving an Easement to Ameren Illinois:** This item was removed from the agenda and will be addressed at the next meeting with a resolution.
15. **Discussion / Action – Ordinance No. 1832 an Ordinance Approving Certain Documents Relating to a Loan from CoBank, ACB to Provide Interim Construction Financing for Improvements to the Wastewater Treatment Plant:** This ordinance approves a promissory note and loan agreement with CoBank to provide an amount not to exceed \$24,974,000 for the interim funding of the new Wastewater Treatment Plant. Ward noted the City cannot start construction on the new WWTP without the interim funding. **Motion by Wright and second by Justison to adopt Ordinance No. 1832 an Ordinance approving certain documents relating to a loan from CoBank, ACB to provide interim construction financing for improvements to the wastewater treatment plant. Motion carried with a 5-0 vote in favor.**
16. **Discussion / Action – Resolution No. 2025-17 a Resolution Consenting to Assignment of a Lease (212 Lands End Road):** This Resolution approves assigning the lease to part of Lot 57, lot 58 and lot 59 in the Lakewood Estate subdivision from the Thomas Terneus Trust to Tessa E. Buescher. **Motion by Wright and second by Justison to adopt Resolution No. 2025-17 a Resolution Consenting to Assignment of a Lease (212 Lands End Road). Motion carried with a 5-0 vote in favor.**
17. **Discussion / Action – Resolution No. 2025-18 a Resolution Authorizing the Sale of City-Owned Real Estate (Part of P.I.N. 12-30-200-008):** This resolution is part of the City's Lake Glenn Shoals adjacent land sale. It allows for the sale of a piece of property to Todd and Lora Dean in the amount of \$8,200. **Motion by Butler and second by Wright to adopt Resolution No. 2025-18 a Resolution authorizing the sale of City-Owned Real**

Estate (Part of P.I.N. 12-30-200-008). Justison abstained. Motion carried with a 4-0-1 vote in favor.

18. **Discussion / Action – Resolution No. 2025-19 a Resolution Approving a Professional Services Contract:** This resolution would approve a contract for professional services with Attorney Kirk Laudeman. He will represent one of the City's police officers, who is facing a civil lawsuit. **Motion by Wright and second by Justison to adopt Resolution No. 2025-19 a Resolution approving a professional services contract. Motion carried with a 5-0 vote in favor.**
19. **Discussion / Action – Pay Application #7 to MB Construction for Work Completed on Lead Service Line Replacement Project Phase I:** This is the final pay application to MB Construction for Phase I of the Lead Service Line Replacement Project. Its amount is \$43,085.90. **Motion by Wright and second by Ward to approve pay application #7 to MB Construction in the amount of \$43,085.90 for work completed on Phase I of the Lead Service Line Replacement Project. Motion carried with a 5-0 vote in favor.**
20. **Discussion / Action – Change Order #1 to Lead Service Line Replacement Project Phase II:** This is the first change order for Phase II of the LSLR project. It updates the Davis Bacon wage rates to the rates at the time of the bid opening, which was requested by the IEPA. The contract price has not changed. **Motion by Ward and second by Wright to approve change order #1 to the Lead Service Line Replacement Project Phase II. Motion carried with a 5-0 vote in favor.**
21. **Discussion / Action – Paying Invoice to Mac's Fire and Safety for Fire Department:** This is an estimate, not an invoice, for maintenance to the department's Simon/Duplex LTI ladder platform truck. The amount is \$1,585. **Motion by Butler and second by Justison to approve the estimate from Mac's Fire and Safety for maintenance to the fire department's ladder platform truck in the amount of \$1,585. Motion carried with a 5-0 vote in favor.**
22. **Discussion / Action – Pay Application #3 to Capri Pools & Aquatics LLC for Hillsboro Municipal Pool Project:** This is the third payment application to Capri Pools and Aquatics for the design and pre-construction of the pool project. The total amount due this application is \$73,132.95. **Motion by Butler and second by Wright to approve Pay Application #3 to Capri Pools and Aquatics LLC in the amount of \$73,132.95 for work completed on the Hillsboro Municipal Pool Project. Motion carried with a 5-0 vote in favor.**
23. **Discussion – Advertising for Economic Development & Community Planner Position:** The council discussed the City's Economic Development and Community Planner position that was last held by Sarah McConnell. McConnell resigned from the position, effective June 23<sup>rd</sup>, but is currently contracted to work for the City on a part-time basis for 60 days. Downs stated he wanted to have this discussion because he wanted to know if the council would like to see this position be part-time moving forward or remain full-time. Justison stated he would be fine with it being a part-time position, but would prefer a contract.

Wright stated her preference is to keep the position full-time, but she would like to see the job description that was used when McConnell was hired.

- 24. 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:** Attorney Sherer stated he viewed the only set of minutes that would be under review, and rather than waste everyone’s time going into closed session, he suggests keeping those closed for now. No action was taken.
- 25. Discussion / Action – Adjourn:** Motion by Wright and second by Justison to adjourn the meeting. Motion carried with a 5-0 vote in favor. The meeting adjourned at 7:49 p.m.

Respectfully submitted,  
David Jenkins, City Clerk