

CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS
HILLSBORO CITY HALL
Minutes of the Regular Meeting – Tuesday, August 19, 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
Water and Sewer Plant Manager Tim Ferguson

3. The Pledge of Allegiance was recited.

4. **Public Comment:** None.

5. Minutes of the August 5, 2025 public hearing and regular meeting were approved as presented.

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

Written reports for the Street and Public Properties Departments were submitted. Commissioner Butler reported the mural under the bridge along the Central Park Trail was finished, and he thanked Andrea Kumlin, Miranda Emery, Luci VanGiesen, Sadie Houchlei and Rumer Lemon for their work. He also reported Kamadulski Excavating has been dumping dirt in Central Park in order to fill in the old pool site. The Street Department completed oiling and chipping of roads, and Butler noted some of the roads were too low to work on as any standing water would have ruined the newly chipped surfaces.

Commissioner Justison reported the fire department responded to seven calls for the month, and he commended the firemen and linemen who responded to a recent incident where an electrical line snapped and caused a small explosion. He also reported the fire department responded to a few calls regarding illegal burning, and the department will continue to do so and extinguish illegal fires.

Written reports for the Water and Sewer Departments were submitted. Commissioner Wright reported Korte-Luitjohan will begin working on Phase II of the Lead Service Line Replacement project on Monday, and they will begin downtown. If work downtown is completed, they will move onto Fairground Avenue; however, it is possible that will have

to be pushed to Phase III. She also reported the free chlorine burn will take place towards the end of the month and hydrant flushing will start after Labor Day weekend.

Mayor Downs reported the Auxiliary Police is in need of more members as Mike Lee did much of the preparation work for the Old Settlers parade on his own. He also encouraged residents not to destroy the newly oiled and chipped roads.

7. **City Engineer Report:** No report was given.
8. **Discussion / Action – Paying Bills for the Month of August 2025:** Bills for the month totaled \$642,615.70, which included the demolition of the pool for a cost of around \$40,000. **Motion by Ward and second by Wright to approve paying bills for the month of August 2025 in the amount of \$642,615.70. Motion carried with a 5-0 vote in favor.**
9. **Discussion / Action – Ordinance No. 1834 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 16-01-154-003):** This is one of the parcels needing to be annexed into the City before the proposed TIF II is finalized. This particular parcel is the wastewater treatment facility. **Motion by Butler and second by Justison to adopt Ordinance No. 1834 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 16-01-154-003). Motion carried with a 5-0 vote in favor.**
10. **Discussion / Action – Ordinance No. 1835 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 12-31-100-007):** This is another parcel needing annexed into the City prior to the finalization of TIF II. This is a strip of City-owned land on the north end of the Sherwood Forest Campground. **Motion by Butler and second by Ward to adopt Ordinance No. 1835 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 12-31-100-007). Justison and Wright abstain. Motion carried with a 3-0-2 vote in favor.** Downs stated this ordinance may need to be approved with a four-fifths vote since it is dealing with land. City Clerk Jenkins explained that, although this ordinance affects the new TIF, the City is planning on annexing these parcels even if the TIF is not approved. He said it is not necessary for Justison and Wright to abstain from the vote. **Motion by Butler and second by Ward to adopt Ordinance No. 1835 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 12-31-100-007). Motion carried with a 5-0 vote in favor.**
11. **Discussion / Action – Ordinance No. 1837 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 16-12-400-003):** Like the previous two, this parcel of land must be annexed into the City as part of the proposed TIF II. This parcel is owned by Hillsboro Health. A petition to request annexation is attached to the ordinance. **Motion by Butler and second by Ward to adopt Ordinance No. 1837 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 16-12-400-003). Motion carried with a 5-0 vote in favor.**
12. **Discussion / Action – Ordinance No. 1838 an Ordinance Amending Schedule “S” to Chapter 24 of the Revised Code of Ordinances of the City of Hillsboro, Illinois Pertaining to Speed Zones:** This ordinance establishes the speed limit for North and

South Oak Street at 25 miles per hour and authorizes the Street Department to place the appropriate signage. **Motion by Butler and second by Justison to adopt Ordinance No. 1838 an Ordinance Amending Schedule “S” to Chapter 24 of the Revised Code of Ordinances of the City of Hillsboro, Illinois Pertaining to Speed Zones. Motion carried with a 5-0 vote in favor.**

13. **Discussion / Action – Ordinance No. 1839 an Ordinance Amending Section 38-5-42(D) of the Revised Code of Ordinances of the City of Hillsboro, Illinois Regarding Interceptors (Or “Grease Traps”):** This ordinance makes a few changes to section 38-5-42(D) of the City Code. Those changes are adding the word “maintenance” before “company name” under section (D)(2), removing “copies of manifests” from (D)(6), and adds “size and type of interceptor on site” to (D)(6). **Motion by Wright and second by Ward to adopt Ordinance No. 1839 an Ordinance Amending Section 38-5-42(D) of the Revised Code of Ordinances of the City of Hillsboro, Illinois Regarding Interceptors (Or “Grease Traps”). Motion carried with a 5-0 vote in favor.**
14. **Discussion / Action – Resolution No. 2025-22 a Resolution Approving a Façade Improvement Grant Application from The Sweet Spot for Work to be Completed at 317 S. Main St.:** This Resolution would approve a façade improvement grant from The Sweet Spot. The scope of the project includes painting and exterior lighting upgrades for a total cost of \$5,350. This item was tabled during the previous meeting over concerns about the existing brickwork of the building. None of the council members have had a chance to meet with the building owners since this item was tabled. The council discussed removing this item for now and bringing it back once communication has been established. **Motion by Butler and second by Wright to pull this item from the agenda. Motion carried with a 5-0 vote in favor.**
15. **Discussion / Action – Resolution No. 2025-24 a Resolution Authorizing Approval and Execution of an Easement Agreement with Ameren Illinois Company (218 Industrial Park Drive):** This Resolution approves an easement with Ameren at Eagle Zinc. It was tabled during the previous meeting, and Ameren sent the revised easement that same night. It was met with approval from the City Attorney. **Motion by Wright and second by Butler to adopt Resolution No. 2025-24 a Resolution Authorizing Approval and Execution of an Easement Agreement with Ameren Illinois Company (218 Industrial Park Drive). Motion carried with a 5-0 vote in favor.**
16. **Discussion / Action – Resolution No. 2025-29 a Resolution Approving a Proposal from Hurst-Rosche Inc. for Engineering Services Associated with the Inspection of Shoal Creek Structure No. 5 & Lake Hillsboro:** This resolution would approve a proposal for the annual dam inspections. The cost is \$4,800. **Motion by Butler and second by Wright to adopt Resolution No. 2025-29 a Resolution Approving a Proposal from Hurst-Rosche Inc. for Engineering Services Associated with the Inspection of Shoal Creek Structure No. 5 and Lake Hillsboro. Motion carried with a 5-0 vote in favor.**
17. **Discussion / Action – Change Order #2 to Wastewater Treatment Facility Upgrade Project:** This change order includes removing trees near existing power lines, as well as

removing the existing foundation conflicting with the construction of the new Headworks Building. The total increase included in this change order is \$12,960.27. **Motion by Wright and second by Butler to approve Change Order #2 to the Wastewater Treatment Facility Upgrade project. Motion carried with a 5-0 vote in favor.**

- 18. Discussion / Action – Amendment No. 2 to Owner-Engineer Agreement for City of Hillsboro Wastewater Treatment Plant Project:** This amendment includes a total increase of \$210,000 in design fees for the new sewer plant; however, it doesn't affect the overall cost as that amount was removed from Plocher Construction's scope of work. Those fees will now be paid to Woodard and Curran. **Motion by Wright and second by Ward to approve Amendment No. 2 to the Owner-Engineer Agreement for the City of Hillsboro Wastewater Treatment Plant project. Motion carried with a 5-0 vote in favor.**

- 19. Discussion / Action – Bid for Water Tower Painting and Maintenance:** The City held a bid opening for painting and maintenance of the King Street Storage Tank, and the lowest bid came in at \$678,300, which Wright said was about \$200,000 higher than anticipated. Ferguson said there are paint failures on the tower and popping in places on the roof, but there is good material present for the most part. He said there is no real damage currently other than aesthetics, so it is not critical to complete this project right away. He recommended rejecting the bids. **Motion by Butler and second by Justison to reject the bids for the rehabilitation of the King Street Storage Tank. Motion carried with a 5-0 vote in favor.**

- 20. Discussion / Action – Hiring Economic Development and Community Planner:** The City received two applications for the vacant Economic Development and Community Planner position. Both applicants were interviewed, and Downs recommended hiring Melissa Smith to fill the vacancy. Downs will meet with Smith to discuss the contract and compensation package. **Motion by Ward and second by Butler to approve hiring Melissa Smith to the position of Economic Development and Community Planner for the City of Hillsboro. Motion carried with a 5-0 vote in favor.**

- 21. Discussion / Action – Adjourn:** Motion by Justison and second by Wright to adjourn the meeting. Motion carried with a 5-0 vote in favor. Meeting was adjourned at 7:34 p.m.

Respectfully submitted,
David Jenkins, City Clerk