

CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS
HILLSBORO CITY HALL
Minutes of the Regular Meeting – Tuesday, August 5, 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, Patrick Ward and Kendra Wright

Absent: Commissioner Tommy Justison

Also Present: City Clerk David Jenkins
City Attorney Chris Sherer
Public Properties Supervisor Jim May
Police Chief Randy Leetham
Deputy Chief Tim Hopper
Street Dept. Supervisor Justin Chappellear
City Engineer Jeremy Connor

3. The Pledge of Allegiance was recited.
4. **Public Comment:** Jeff Polus addressed the council, thanking Fred Butler personally for the tours of the new high school building. Gary Zerrusen said he planned on speaking, but his concerns were addressed by Butler before the meeting. He did ask if Butler would address the map of the solar farm at Eagle Zinc, to which Butler responded he would do so during his commissioner's report.
5. Minutes of the July 15, 2025 regular meeting were approved as presented.
6. **Mayor and Commissioners' Departmental Reports:**

Written reports for the Street and Public Properties Departments were submitted prior to the meeting. Commissioner Butler gave a brief presentation on the solar project at the former Eagle Zinc property. He said the old survey map showed solar panels being constructed on the corner of Smith Road and Industrial Park Drive, but these panels were removed from the map that was submitted with the building permit. The latest map has to be followed since it was submitted with the permit. He also thanked the public properties department for cleaning up the trail underneath the bridge.

Commissioner Wright presented the reports for the Water and Sewer Departments. The written reports were submitted prior to the meeting. Wright reported the water tower coating bids were opened, and were significantly higher than anticipated. She also reported Plocher Construction has begun working on the new sewer plant.

Mayor Downs commended the police department on their response to a stabbing incident that occurred earlier in the day. He also thanked Jeff Dunn and Helaine Silverman for the historical marker that has been installed on the grounds of the Historic Courthouse.

7. **City Engineer Report:** No report was given.
8. **Discussion / Action – Close Main Street from Wood Street to the south end of the Courthouse Square on Saturday, October 4, 2025 for the Annual Imagine Hillsboro Harvest Market and Fall Festival:** Imagine Hillsboro requested the closure of downtown Main Street for their annual Harvest Market and bed races, which are to be held Saturday, October 4, 2025. Police Chief Randy Leetham reported the group submitted a request for auxiliary police assistance as part of their closure request. **Motion by Ward and second by Wright to approve closing Main Street from Wood Street to the south end of the Courthouse Square on Saturday, October 4, 2025 for the annual Imagine Hillsboro Harvest Market. Motion carried with a 4-0 vote in favor.**
9. **Discussion / Action – “Isabel’s Party in the Park” Benefit at Central Park on Sunday, September 7, 2025:** The Hillsboro JFL cheer program plans to use Central Park on Sunday, September 7, 2025 to host a benefit to raise money for 12-year-old JFL cheerleader Isabel McLaughlin, who is battling cancer. The event would include bounce houses, crafts, and face painting. **Motion by Butler and second by Ward to approve “Isabel’s Party in the Park” on Sunday, September 7, 2025 at Central Park. Motion carried with a 4-0 vote in favor.**
10. **Discussion / Action – Ordinance No. 1833 an Ordinance Amending Schedule “D” to Chapter 24 of the Revised Code of Ordinances of the City of Hillsboro, Illinois Pertaining to “No Parking” Zones:** This ordinance adds the following areas to the City’s No Parking Zones: The west side of Rountree street from East Fairground north 100 feet, and the west side of Rountree Street from East Tremont Street north 75 feet. Butler reported there have been problems with buses navigating around parked cars in these areas, and prohibiting parking would help with that. **Motion by Butler and second by Wright to adopt Ordinance No. 1833 an Ordinance Amending Schedule “D” to Chapter 24 of the Revised Code of Ordinances of the City of Hillsboro, Illinois Pertaining to “No Parking” Zones. Motion carried with a 4-0 vote in favor.**
11. **Discussion / Action – Ordinance No. 1836 an Ordinance Amending Certain Provisions of the Revised Code of Ordinances of Hillsboro, Illinois Pertaining to Animals and Fines for Violations Thereof:** This ordinance amends the Dog Waste Disposal portion of the City Code. Attorney Sherer stated the City has undergone various codifications over the years that have caused some revisions to the Code included by the codification company to go undetected. He stated this ordinance also cleans up the fine schedule. Downs stated he would like to see the fine for not cleaning up dog waste to be increased. Ward said the City can’t have that fine be more than the dog bite violation. Sherer said the council could adopt this ordinance and revisit the fines later. **Motion by Wright and second by Ward to adopt Ordinance No. 1836 an Ordinance Amending Certain**

Provisions of the Revised Code of Ordinances of Hillsboro, Illinois Pertaining to Animals and Fines for Violations Thereof. Motion carried with a 4-0 vote in favor.

- 12. Discussion / Action – Resolution No. 2025-20 a Resolution Approving and Ratifying a Wastewater Service Agreement and Water Supply Agreement with the Village of Schram City:** This Resolution approves an amended Wastewater Service Agreement and Water Supply Agreement with the Village of Schram City. **Motion by Wright and second by Ward to adopt Resolution No. 2025-20 a Resolution Approving and Ratifying a Wastewater Service Agreement and Water Supply Agreement with the Village of Schram City. Motion carried with a 4-0 vote in favor.**
- 13. Discussion / Action – Resolution No. 2025-21 a Resolution Approving Standards and Procedures for Providing Adjoining Landowners Preferential Selection for Lake Lots at Lake Glenn Shoals:** This Resolution would allow for landowners who own land adjacent to Lake Glenn Shoals to take possession of licensed lake lots for those that have been licensed for less than five years. The council previously commissioned the Natural Resources Committee to revisit this issue to iron out some of the details. Butler stated everyone who has licensed a seasonal lake lot as of July 16, 2025 will be grandfathered in. Wright stated she did not know why the City was prioritizing people licensing lake lots over people who own adjacent land. Downs voiced his opposition to the rule changes. **Motion by Butler and second by Ward to adopt Resolution No. 2025-21 a Resolution Approving Standards and Procedures for Providing Adjoining Landowners Preferential Selection for Lake Lots at Lake Glenn Shoals. Downs votes no. Motion carried with a 3-1 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 approves 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. City Clerk Jenkins reported the Historic Preservation Committee recommended approving the application with a couple of contingencies. The first was that the structural integrity of the existing brickwork is satisfactory. The second is that the final design of the mural will be presented to the HPC or City Council for approval before it is applied to the building. Ward recommended tabling the item until someone on the council, preferably someone familiar with brickwork, can speak with the building owners. Downs said he will speak with Dylan Richter about it. **Motion by Ward and second by Butler to table this item. Motion carried with a 4-0 vote in favor.**
- 15. Discussion / Action – Resolution No. 2025-23 a Resolution Authorizing Approval and Execution of an Easement Agreement with Ameren Illinois Company (510 Taylorville Road):** This Resolution approves an easement with Ameren at the new Wastewater Treatment Facility. **Motion by Wright and second by Butler to adopt Resolution No. 2025-23 a Resolution Authorizing Approval and Execution of an Easement Agreement with Ameren Illinois Company (510 Taylorville Road). Motion carried with a 4-0 vote in favor.**

- 16. 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 the former Eagle Zinc property. Sherer stated there are a few minor changes that need to be made to the easement, and he recommended tabling this item until those changes are made. **Motion by Butler and second by Ward to table this item. Motion carried with a 4-0 vote in favor.**
- 17. Discussion / Action – Resolution No. 2025-25 a Resolution Authorizing a Petition Requesting Disconnection of a Parcel of Real Estate Owned by the City of Hillsboro, Illinois (P.I.N. 17-06-351-020) from the Corporate Limits of the Village of Schram City, Illinois and Authorizing Related Actions:** There are four parcels that need to be annexed into the City in order to be included in the proposed second TIF district. One of those parcels, which is owned by the City, is located inside Schram City village limits. The Schram City Village Board has already voted to allow Hillsboro to annex this parcel into our corporate boundaries, but will need to adopt an ordinance officially de-annexing the parcel. This parcel is the triangle parcel located across from the former Eagle Zinc property. **Motion by Ward and second by Wright to adopt Resolution No. 2025-25 a Resolution Authorizing a Petition Requesting Disconnection of a Parcel of Real Estate Owned by the City of Hillsboro, Illinois (P.I.N. 17-06-351-020) from the Corporate Limits of the Village of Schram City, Illinois and Authorizing Related Actions. Motion carried with a 4-0 vote in favor.**
- 18. Discussion / Action – Resolution No. 2025-26 a Resolution Authorizing a Redevelopment Agreement Between the City of Hillsboro, Illinois and Larry Lemon Utilizing Tax Increment Financing for Roof Repair to the Existing Building Located at 105 S. Main Street:** Larry Lemon submitted a request for TIF Redevelopment Assistance in order to replace the roof of his building at 105 S. Main St. The total project cost is \$20,800. Ward stated the council has typically agreed to reimburse 50 percent of roof repair projects. **Motion by Ward and second by Butler to adopt Resolution No. 2025-26 a Resolution Authorizing a Redevelopment Agreement Between the City of Hillsboro, Illinois and Larry Lemon Utilizing Tax Increment Financing for Roof Repair to the Existing Building Located at 105 S. Main Street. Wright abstains. Motion carried with a 3-0-1 vote in favor.**
- 19. Discussion / Action – Resolution No. 2025-27 a Resolution Approving the Release of Certain Closed Session Minutes of the City Council of the City of Hillsboro:** At the previous council meeting, Sherer recommended keeping the Closed Session minutes from the February 18th meeting closed. This Resolution would do that. **Motion by Ward and second by Wright to adopt Resolution No. 2025-27 a Resolution Approving the Release of Certain Closed Session Minutes of the City Council of the City of Hillsboro. Motion carried with a 4-0 vote in favor.**
- 20. Discussion / Action – Resolution No. 2025-28 a Resolution Approving a Customer Purchase Agreement/Commitment to Lease with John Deere:** This resolution approves a purchase agreement for a dual grade laser, receiver and tripod for the Street Department. The total cost is 5,982.18. Jenkins stated taking action on items such as these in the form

of a resolution better helps him keep track of these types of agreements. **Motion by Butler and second by Wright to adopt Resolution No. 2025-28 a Resolution Approving a Customer Purchase Agreement/Commitment to Lease with John Deere. Motion carried with a 4-0 vote in favor.**

21. **Discussion / Action – Reimbursement Request from Diamonds and Dogs in Accordance with the Business District Redevelopment Agreement:** Diamonds and Dogs requested a reimbursement of \$4,550.67 for work that was completed on their doors. The City previously agreed to reimburse Diamonds and Dogs up to \$6,884 for their door upgrades and roof repairs. **Motion by Ward and second by Butler to approve the reimbursement request from Diamonds and Dogs in the amount of \$4,550.67 in accordance with their Business District Redevelopment Agreement. Motion carried with a 4-0 vote in favor.**
22. **Discussion / Action – Payment Application #1 to Plocher Construction for Work Completed on the Wastewater Treatment Facility Upgrade Project:** This is the first payment application for work completed on the new Wastewater Treatment Plant. The amount is \$2,955,450. **Motion by Ward and second by Wright to approve Pay Application #1 to Plocher Construction in the amount of \$2,955,450 for work completed on the Wastewater Treatment Facility Upgrade Project. Motion carried with a 4-0 vote in favor.**
23. **Discussion / Action – Quote from Vandevanter Engineering for Equipment for Hillcrest Lift Station:** Sewer Plant Manager Tim Ferguson received a quote from Vandevanter Engineering for a replacement Flygt 3102 for the Hillcrest Lift Station at a cost of \$12,422.55 each. Wright reported this is a similar pump to the ones on Hickory, near Paris and on Oak Street. **Motion by Ward and second by Butler to approve the quote from Vandevanter Engineering for equipment for the Hillcrest Lift Station for a cost of \$12,422.55. Motion carried with a 4-0 vote in favor.**
24. **Discussion / Action – Purchasing Chemical Drum Scale for City of Hillsboro Water Plant:** **Motion by Wright and second by Ward to approve the quote for a chemical drum scale for the Water Treatment Plant for a cost of \$3,995. Motion carried with a 4-0 vote in favor.**
25. **Discussion / Action – Estimate for Repair of Police Department Squad:** This estimate from Bill's Route 66 Truck and Auto Repair is for the repair of the Police Department's 2015 Ford F150. The cost is \$10,872.29. Leetham reported the repair needing completed is a common fault with that truck's particular engine. The Street Department looked at the vehicle initially, but it was beyond their capabilities. Leetham said the truck is still solid otherwise. The cost is not in the City's budget, but Ward said the City could find the money to pay for it. **Motion by Wright and second by Butler to approve the estimate from Bill's Route 66 Truck and Auto Repair for a cost of \$10,872.29 for the repair of the police department squad. Motion carried with a 4-0 vote in favor.**

26. Discussion / Action – Benches, Waste Cans and Light Poles Around Central Park

Trail: The estimated cost for benches and waste cans around the Central Park Trail is \$6,749.31. Butler reported Bank of Hillsboro donated \$5,000 to the City for these items. **Motion by Butler and second by Wright to approve purchasing benches, waste cans and light poles to surround the Central Park Trail for a cost of \$6,749.31. Ward abstains. Motion carried with a 3-0-1 vote in favor.**

27. Discussion / Action – Closing City Hall to the Public on September 30th and October 1st to Accommodate Software Training/Upgrades:

The City will be undergoing software upgrades to its LOCiS billing and accounting system, with upgrades to the utility billing taking place on September 30th and October 1st. The system's program trainer has recommended closing City Hall to the public while participating in the training for utility billing. Employees will still be present at City Hall and will be working, but the doors to the building would be locked. Wright said this does not take place during shutoffs, and her only concern would be with it falling during the creation of bills. Jenkins stated water clerk Angela Holcomb said she would have bills finished before then. **Motion by Butler and second by Wright to approve closing City Hall to the public on September 30th and October 1st to accommodate training and upgrades to the City's billing and accounting system. Motion carried with a 4-0 vote in favor.**

28. Discussion / Action – Adjourn: Motion by Ward and second by Butler to adjourn the meeting. Motion carried with a 4-0 vote in favor. The meeting was adjourned at 7:58 p.m.

Respectfully submitted,
David Jenkins, City Clerk