

CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS
HILLSBORO CITY HALL
Minutes of the Regular Meeting – Tuesday, September 1, 2026

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 and Patrick Ward

Absent: Commissioners Tommy Justison and Kendra Wright

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

3. The Pledge of Allegiance was recited.
4. **Public Comment:** None.
5. Minutes of the August 4th, 2026 regular meeting and August 20th, 2026 and August 27th, 2026 insurance committee meeting were approved as presented.
6. **Mayor and Commissioners' Departmental Reports:**

Mayor Downs reported the packets for candidates to pick up for the April 2027 election were made available last Tuesday. He said Facebook is a big deterrent for potential candidates, and encouraged those interested in running to have the City's best interest in mind. He also reported he made a deal with the varsity boys football team Friday that if they defeated Vandalia, he would have a mayoral proclamation recognizing the community as "Hitsboro." He stated the proclamation will take place later in the meeting.

Written reports from the street and public properties departments were submitted. Commissioner Butler reported progress on the pool construction continues. He stated the fuel system at Lake Glenn Shoals has been a nightmare as the boating season comes to a close.

A written report from the police department was submitted.

Written reports from the water and sewer departments were submitted.

7. **Economic Development & Community Planner Report:** A written report from the Economic Development and Community Planner was submitted. Smith reported she attended a DCEO roadshow today, and the next phase of the Downtown Main Street grants will be open soon. She also reported she plans on hosting a community lighted jack-o-lantern walk at Central Park, in addition to a family pumpkin carving night. She stated she submitted an application for the OSLAD grant, and thanked everyone who helped with the application.
8. **City Engineer Report:** Connor reported Broad Street construction will begin after Labor Day. He also said the Seward Street Bridge is on letting, and a pre-construction meeting for the Downtown Main Street project will be held on Thursday.
9. **Discussion / Action – Permission for Use of Hillsboro Logo by Friends of the Hillsboro Public Library:** Donna Youngless addressed the council on behalf of the Friends of the Hillsboro Public Library. They requested permission to use the new city logo to create bookmarks and other merchandise to help raise funds for the library. Downs stated this is the proper way to utilize the City's logo as the group is asking permission before use. **Motion by Ward and second by Butler to grant permission to the Friends of the Hillsboro Public Library for use of the City's logo for creating and selling bookmarks. Motion carried with a 3-0 vote in favor.**
10. **Discussion / Action – Temporary Road Closure and Auxiliary Police Request for Hillsboro High School Homecoming Parade on September 23, 2026:** The annual Hillsboro High School Homecoming Parade is scheduled for Wednesday, September 23, 2026 from 5 to 6 p.m. The road closures requested to accommodate the parade include Rountree Street from the Methodist Church to Wood Street, Wood Street from Rountree to Main Street, Main from Wood to and including the Courthouse Square, Seward from the square to Broad Street, and Broad from Seward to Wood. The high school also requested the help of the auxiliary police to assist with traffic control. **Motion by Ward and second by Butler to approve the requested street closures for the annual Hillsboro High School Homecoming parade on Wednesday, September 23, 2026. Motion carried with a 3-0 vote in favor.**
11. **Discussion / Action – Certificate of Appropriateness from Mark Hughes for Sign to be Constructed at 102 S. Main St.:** Mark Hughes submitted a certificate of appropriateness for a sign being constructed at 102 South Main Street. The Historic Preservation Committee recommended the council approve the sign, which will be 9.5 feet tall and 30 inches wide. The building permit submitted for the project was also previously approved. **Motion by Ward and second by Butler to approve the Certificate of Appropriateness for Mark Hughes for a sign to be constructed at 102 South Main Street. Motion carried with a 3-0 vote in favor.**
12. **Discussion / Action – Ordinance No. 1869 an Ordinance Approving Vacation of a Platted and Never Developed Subdivision Owned Entirely by the City of Hillsboro:**

The triangle parcel on Industrial Park Drive east of the old Eagle Zinc site is currently classified as a subdivision. Prior to splitting the parcel into multiple lots and making them available, the council must vacate the subdivision. **Motion by Ward and second by Butler to adopt Ordinance No. 1869 an Ordinance Approving Vacation of a Platted and Never Developed Subdivision Owned Entirely by the City of Hillsboro. Motion carried with a 3-0 vote in favor.**

13. **Discussion / Action – Ordinance No. 1870 an Ordinance Amending Section 1-2-10(D) of the City Code and Confirming the Assignment of the Zoning Administrator to Department of Public Affairs:** The ordinance amends section 1-2-10(D) of the City Code to add “the Zoning Administrator” under Departments and Officers under the authority of the Department of Public Affairs. **Motion by Ward and second by Butler to adopt Ordinance No. 1870 an Ordinance Amending Section 1-2-10(D) of the City Code and Confirming the Assignment of the Zoning Administrator to Department of Public Affairs. Motion carried with a 3-0 vote in favor.**
14. **Discussion / Action – Ordinance No. 1871 an Ordinance Authorizing the Disposal of Surplus Personal Property Owned by the City of Hillsboro, Illinois:** The police department requested one of their vehicles, a 2008 Ford Explorer, be declared surplus so it can be disposed of. **Motion by Ward and second by Butler to adopt Ordinance No. 1871 an Ordinance Authorizing the Disposal of Surplus Personal Property Owned by the City of Hillsboro, Illinois. Motion carried with a 3-0 vote in favor.**
15. **Discussion / Action – Resolution No. 2026-34 a Resolution Approving and Authorizing a Lease Extension Amendment Between the City of Hillsboro and Vince Reincke DBA Agriculture Partners, LLC:** The City owns land that Vince Reincke mows in accordance with a lease that was agreed to in 2017. The proposed amendment extends the lease an additional 10 years without altering any of the other terms. The annual rent amount is \$115.50. The land is 0.9 acres. **Motion by Ward and second by Butler to adopt Resolution No. 2026-34 a Resolution Approving and Authorizing a Lease Extension Amendment Between the City of Hillsboro and Vince Reincke DBA Agriculture Partners, LLC. Motion carried with a 3-0 vote in favor.**
16. **Discussion / Action – Reimbursement to the Historic Red Rooster LLC in Accordance with the TIF Redevelopment Agreement for Work Completed at 123 E. Seward St.:** The City and the Historic Red Rooster have a 15-year agreement as part of the Rooster’s TIF Redevelopment Grant. In the agreement, the City is to reimburse the business 75 percent of the TIF increment after the company pays their taxes and shows proof of payment. The TIF increment for this year is \$31,710.42, which brings this year’s reimbursement amount from the City to \$23,782.82. **Motion by Ward and second by Butler to approve the reimbursement to the Historic Red Rooster LLC in the amount of \$23,782.82 for work completed at 123 East Seward Street in accordance with the TIF Redevelopment Agreement. Motion carried with a 3-0 vote in favor.**

- 17. Discussion / Action – Reimbursement to the Courthouse Pub in Accordance with the TIF Redevelopment Agreement for Work Completed at 101 S. Main St.:** In July, the city awarded a TIF Redevelopment Grant to the Courthouse Pub to reimburse them for the infills and brick wall of their basement. The agreement awards the business 100 percent for the project since this work had to be completed prior to the City's Downtown Main Street project taking place. The amount reimbursed is \$5,850. **Motion by Ward and second by Butler to approve the reimbursement to the Courthouse Pub in the amount of \$5,850 for work completed at 101 South Main Street in accordance with the TIF Redevelopment Agreement. Motion carried with a 3-0 vote in favor.**
- 18. Discussion / Action – Reimbursement to DeAnn Shankland in Accordance with the TIF Redevelopment Agreement for Work Completed at 205 and 209 S. Main St.:** **Motion by Ward and second by Butler to table this item. Motion carried with a 3-0 vote in favor.**
- 19. Discussion / Action – Change Order #5 to the Wastewater Treatment Facility Upgrade Construction Agreement with Plocher Construction:** The proposed change order modifies the current construction agreement with Plocher Construction for the Wastewater Treatment Facility Upgrade project. It includes the installation of fiber optic cables, polymer concrete handholes, demolishing an existing fence and vehicle gate, and installing a new fence around the site, installing plug valves and check valves in the site drain pump station, and demolishing and replacing the existing plywood roof sheathing at the control building. It includes an overall increase of \$382,192.06 in contract price. **Motion by Ward and second by Butler to approve Change Order #5 to the Wastewater Treatment Facility Upgrade Construction Agreement with Plocher Construction. Motion carried with a 3-0 vote in favor.**
- 20. Discussion / Action – Pay Application #13 to Plocher Construction for Work Completed on the Wastewater Treatment Facility Upgrade Project:** The total for this payment application is \$2,869,859. **Motion by Ward and second by Butler to approve Pay Application #13 to Plocher Construction in the amount of \$2,869,859 for work completed on the Wastewater Treatment Facility Upgrade Project. Motion carried with a 3-0 vote in favor.**
- 21. Discussion / Action – Health Insurance Plan for the City of Hillsboro:** The city's insurance committee met two times to discuss health insurance plan options for city employees. The committee reviewed four options, which included a straight renewal with United Healthcare, a United Healthcare plan with a lower monthly premium but without Barnes Jewish and BJC Healthcare providers in the network, a level-funded plan from Cigna, and a plan from BlueCross BlueShield of Illinois. The straight renewal came with a premium increase of 11 percent, and the City budgeted for an increase of eight percent. **Motion by Ward and second by Butler to approve the Health Insurance Plan from United Healthcare in the form of the Choice Plus Platinum 250-5 K35S plan for 2026-2027. Motion carried with a 3-0 vote in favor.**

22. **Discussion / Action – Purchasing 2019 Ram 1500 Classic for City of Hillsboro Police Department:** The City purchased a 2019 Ram 1500 Classic from Victory Lane for \$16,492. **Motion by Ward and second by Butler to approve purchasing a 2019 Ram 1500 Classic for the City of Hillsboro Police Department for \$16,492. Motion carried with a 3-0 vote in favor.**
23. **Discussion / Action – Advertise for the Position of Laborer in the City of Hillsboro Street Department:** The street department will soon have an opening for a laborer/operator. He stated the City will have to put it out for bid among all the departments and see if any current employees would prefer to transfer departments. Butler stated the City will need to advertise an opening in one of the departments. **Motion by Butler and second by Ward to approve advertising for a vacant position in the public properties or street department. Motion carried with a 3-0 vote in favor.**
24. **Discussion / Action – Adjourn:** Motion by Butler and second by Ward to adjourn the meeting. Motion carried with a 3-0 vote in favor. The meeting was adjourned at 7:26 p.m.

Respectfully submitted,
David Jenkins, City Clerk