

CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS
HILLSBORO CITY HALL
Minutes of the Regular Meeting – Tuesday, September 15, 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, Tommy Justison, Patrick Ward and Kendra Wright

Absent: None.

Also Present: City Clerk David Jenkins
City Attorney Chris Sherer
Econ. Dev. & Community Planner Melissa Smith
Police Chief Randy Leetham
City Engineer Jeremy Connor
Fire Chief Joe Lyerla

3. The Pledge of Allegiance was recited.
4. **Public Comment:** None.
5. Minutes of the September 1st, 2026 regular meeting were approved as presented.
6. **Mayor and Commissioners' Departmental Reports:**

A written report from the street department was submitted. Commissioner Butler reported the Street Department responded to a couple of water main breaks, one on Main Street at the end of last week and another on East Brailley Street today. He reported the slides at the pool have been installed.

Commissioner Justison reported the council will address a street closure later in the meeting. He offered his condolences to the Staunton Police Department following the recent loss of one of their officers due to a motor vehicle accident. He also reminded residents to keep an eye on burning with the dry outdoor conditions.

Written reports from the water and sewer departments were submitted. Commissioner Wright reported water demand is down currently. On the sewer side, she reported sewer consumption is down about a half million gallons a day. She also reported Glenn Shoals Lake levels are down, and they are being monitored. She also reported the free chlorine burn began today and will take place during the next month. She also stated residents

who received a door tag regarding the lead service line project should call the number on the tag to facilitate their line replacement.

Mayor Downs reported the lead service line project is well underway. He asked residents to be patient and careful as there are many locations around town that are being worked on.

7. **Economic Development & Community Planner Report:** A written report from the economic development and community planner was submitted. Smith reported she is working on the final details for the Harvest Market, jack-o-lantern walk and carving night. She stated there will be an electric vehicle show as part of the Harvest Market this year, which is new. She announced the youth fishing clinic will be held this weekend, and thanked Bob's Marine for their support. She stated she will be attending a two-day grantwriting workshop.
8. **City Engineer Report:** Connor reported a lot will be taking place on Broad Street coming up, including waterline and road projects. He stated they met yesterday to discuss logistics and scheduling. He said the project will take approximately one month, weather permitting. He said the Main Street project will follow Broad Street road construction, as it is currently out for bid.
9. **Discussion / Action – Paying Bills for the Month of September 2026:** Bills for the month total \$690,772.34. Ward stated a lot of rock, oil and chip were purchased using MFT funds during this billing cycle. **Motion by Ward and second by Wright to approve paying bills for the month of September 2026 in the amount of \$690,772.34. Motion carried with a 5-0 vote in favor.**
10. **Discussion – Proclamation Recognizing September 17, 2026 through September 23, 2026 as Constitution Week:** Representatives from the Daughters of the American Revolution attended the meeting to recognize Constitution Week. Downs read the proclamation for all in attendance. Guylia Grigsby spoke afterwards and thanked the mayor and council for recognizing this event.
11. **Discussion / Action – Street Closures for Imagine Hillsboro Harvest Market on Saturday, October 10, 2026:** Imagine Hillsboro requested Main, Water, Wood and Seward Streets be closed for the annual Harvest Market to be held on Saturday, October 10. The request includes closing Main, Water, Wood and Seward Streets from 8 a.m. to 4 p.m., and a section of Main from Water to Wood to remain closed from 4 p.m. to midnight. Trevor Hartman addressed the council regarding the event. He stated the organization has plans throughout the evening from the corner of south Main. Hartman reported they have 35 vendors signed up for the event, and they are in need of space to accommodate. **Motion by Butler and second by Justison to table this item. Motion carried with a 5-0 vote in favor.**
12. **Discussion / Action – Ordinance No. 1872 an Ordinance Authorizing a Redevelopment Agreement with Corner Block Group, LLC for Phase 2 Renovations**

at 324 S. Main Street Using Tax Increment Financing Funds: At the August 18th meeting, the council approved awarding the Corner Block Group a TIF Redevelopment Grant for an amount not to exceed \$70,000 for renovations to the building at 324 South Main Street. This ordinance codifies the formal agreement. **Motion by Ward and second by Butler to adopt Ordinance No. 1872 an Ordinance Authorizing a Redevelopment Agreement with Corner Block Group, LLC for Phase 2 Renovations at 324 South Main Street Using Tax Increment Financing Funds. Justison and Wright abstained. Motion carried with a 3-0-2 vote in favor.**

13. Discussion / Action – Ordinance No. 1873 an Ordinance Amending Section 1-2-32(A) of the Revised Code of Ordinances Establishing Rules for Public Comment:

The ordinance amends the rules for city council meeting visitors wishing to address the council during the public comment period. It requires each visitor wishing to speak during public comment to sign in prior to speaking, which is consistent with other public agencies. It also reduces the time allotted for public comment from five minutes to three minutes, though additional time may be granted by a majority of the council. It also limits comments to business, programs, services, policies, officers, employees or other matters within the authority or responsibility of the council. **Motion by Wright and second by Ward to adopt Ordinance No. 1873 an Ordinance Amending Section 1-2-32(A) of the Revised Code of Ordinances Establishing Rules for Public Comment. Justison voted no. Motion carried with a 4-1 vote in favor.**

14. Discussion / Action – Ordinance No. 1874 an Ordinance Amending Section 34-2-2 of the Revised Code of Ordinances Regarding Subdivisions:

Ordinance No. 1874 amends a section of the city code regarding subdivisions, specifically related the definition of the Plan Commission. It states, “If the Plan Commission is not appointed, cannot convene a quorum, or fails to act within the time required by this Code, the City Council shall exercise the powers and duties of the Plan Commission under this Chapter.” At present, the Planning Commission has not held a formal meeting for several months due to its inability to have a quorum present. **Motion by Wright and second by Ward to adopt Ordinance No. 1874 an Ordinance Amending Section 34-2-2 of the Revised Code of Ordinances Regarding Subdivisions. Motion carried with a 5-0 vote in favor.**

15. Discussion / Action – Reimbursement to DeAnn Shankland in Accordance with the TIF Redevelopment Agreement for Work Completed at 205 and 209 S. Main St.:

The council previously awarded two TIF Redevelopment Grants to DeAnn Shankland: one for 205 South Main Street and one for 209 South Main Street. Shankland notified the City that work continues on both properties; however, capital is running out. Therefore, they submitted some receipts in a request for partial reimbursement for the projects. The council agreed to a maximum reimbursement limit of \$38,000 for 205 South Main Street for the brick work and roof repairs, as well as a maximum reimbursement limit of \$87,000 for 209 South Main Street for the brick and concrete work, roof repairs and exterior steps. This item was tabled during the previous meeting. The requested reimbursement amount for 205 South Main Street is \$11,137.22, and the requested amount for 209 South Main is \$36,615.07. **Motion by Ward and second by Butler to**

approve the reimbursements to DeAnn Shankland in the amounts of \$11,137.22 for work completed at 205 South Main Street, and \$36,615.07 for work completed at 209 South Main Street in accordance with the TIF Redevelopment Agreements. Justison and Wright abstained. Motion carried with a 3-0-2 vote in favor.

16. **Discussion / Action – Façade Improvement Grant Reimbursement to the Corner Block Group LLC for Work Completed at 324 S. Main St.:** Last September, the council awarded a façade improvement grant to the Corner Block Group to help fund the replacement of the masonry surrounding the building's windows at 324 South Main Street. The group submitted a request for reimbursement in the amount of \$18,900, which is the same as the original estimate. The City's share is \$5,000. **Motion by Ward and second by Butler to approve the façade improvement grant reimbursement to the Corner Block Group LLC for work completed at 324 South Main Street. Motion carried with a 5-0 vote in favor.**
17. **Discussion / Action – Pay Application #14 to Plocher Construction for Work Completed on the Wastewater Treatment Facility Upgrade Project:** This item was pulled from the agenda. **No action was taken.**
18. **Discussion / Action – Pay Application #1 to Dashiell Contracting for Work Completed on the Broad Street and East Seward Street Water Main Replacement:** This is the first payment application for the construction work on the Broad Street and East Seward Street water main replacement. The amount due this application is \$69,557.74. **Motion by Wright and second by Justison to approve Pay Application #1 to Dashiell Contracting in the amount of \$69,557.74 for work completed on the Broad Street and East Seward Street Water Main Replacement. Motion carried with a 5-0 vote in favor.**
19. **Discussion / Action – Quotes from Illinois Electric Works for the Repair of the Raw Water Pumps for the City of Hillsboro Water Treatment Plant:** The City received two quotes from Illinois Electric Works in reference to the repair of a raw water pump at the water treatment plant. The first quote includes the dismantling, removal and installation of a rotating element for the pump at a cost of \$4,720. The second includes transporting the old raw water element back to the IEW facility for repair and replacing certain parts so it can be returned to the water treatment plant. The cost of that quote is \$4,585. **Motion by Ward and second by Wright to approve the quotes from Illinois Electric Works for the Repair of the Raw Water Pumps for the City of Hillsboro Water Treatment Plant for a total cost of \$9,305. Motion carried with a 5-0 vote in favor.**
20. **Discussion / Action – Quote from Lansaw Warning Systems for City of Hillsboro Fire Warning Siren Refurbishment:** The City received a quote from Lansaw Warning Systems for the refurbishment of its fire warning siren. The scope of work includes pickup or delivery of the system, cosmetic and mechanical restoration, and motor shop inspection and maintenance for a cost of \$4,500. **Motion by Justison and second by Ward to approve the quote from Lansaw Warning Systems for the City of Hillsboro**

Fire Warning Siren Refurbishment in the amount of \$4,500. Motion carried with a 5-0 vote in favor.

- 21. Discussion / Action – Quote from Zoll Medical Corporation for AED Equipment for the City of Hillsboro Fire Department:** The City received a quote from Zoll Medical Corporation for the purchase of defibrillator equipment for its fire department. The quote includes four AEDs, batteries, multi-function CPR electrodes and pediatric multi-function electrodes. The total cost is \$9,025.12. **Motion by Justison and second by Butler to approve the quote from Zoll Medical Corporation for AED Equipment for the City of Hillsboro Fire Department in the amount of \$9,025.12. Motion carried with a 5-0 vote in favor.**
- 22. Discussion / Action – Advertising for the Position of Lake, Parks and Code Enforcement Monitor in the City of Hillsboro:** The council has previously discussed the possibility of combining the duties of a lake patrol officer with those of a code enforcement officer. The proposed advertisement creates a position within the City for a Lake, Parks and Code Enforcement Monitor. The individual occupying this role would not have any policing or arresting authority, and would monitor the City's lakes and parks, as well as conduct inspections and report on potential nuisance violations such as weed and grass abatement, unauthorized junk vehicles, and unsafe structures. Justison stated the code enforcement position has always been paired with zoning, but the current individual holding the position has requested more time to enjoy his retirement. Ward stated he does not have an issue with decoupling the position, but he does not know for how it will be paid. Justison stated he is asking for the blessing to advertise to see what the City can attract. **Motion by Justison and second by Ward to approve advertising for the position of Lake, Parks and Code Enforcement Monitor. Butler voted no. Motion carried with a 4-1 vote in favor.**
- 23. Discussion / Action – Proposal to Install Solar Panels at 722 City Lake Road (Street Department):** The council agreed to table this item, along with items 24 and 25 in a single motion. **Motion by Justison and second by Wright to table items 23, 24 and 25 on the agenda. Motion carried with a 5-0 vote in favor.**
- 24. Discussion / Action – Proposal to Install Solar Panels at 506 Corporate Drive (Parks Department):** This item was tabled as part of the previous motion.
- 25. Discussion / Action – Proposal to Install Solar Panels at 101 South Broad Street (Fire Department):** This item was tabled as part of the previous motion.
- 26. Discussion / Action – Pay Application #12 to Capri Pools and Aquatics for Work Completed on the Constitution Bank Community Aquatic Center:** Capri Pools and Aquatics submitted a payment application for work on the new aquatic center. The total amount due is \$989,106.52. After this payment, more than half the project has been paid for with the remaining balance coming in at \$3,716,183.80. **Motion by Butler and second by Wright to approve Pay Application #12 to Capri Pools and Aquatics in**

the amount of \$989,106.52 for work completed on the Constitution Bank Community Aquatic Center. Motion carried with a 5-0 vote in favor.

27. **Discussion / Action – Selling City-owned Real Estate West of the Glenn Shoals Lake South Marina:** The City has received interest from three homeowners who wish to purchase city-owned property between their homes and the parking lot of the Glenn Shoals Lake south marina. The motion to sell this land is symbolic as formalizing the sale would have to be accomplished with an ordinance or resolution. Surveys and appraisals would also have to be done prior to the sales in keeping with the standards set in the other Glenn Shoals Lake adjacent land sales. The council discussed the advantages and disadvantages to selling down to the bottom of the hill. They agreed that it would be better to table this matter until the amount of land to be sold is determined. **Motion by Ward and second by Butler to table this item. Motion carried with a 5-0 vote in favor.**

Prior to adjournment, Mayor Downs asked for a motion to enter into a closed session. **Motion by Wright and second by Ward to approve a closed session in accordance with 5 ILCS 120(C)(11) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Motion carried with a 5-0 vote in favor.** The council entered into closed session at 7:54 p.m. The council returned to open session at 8:02 p.m. with all members except Commissioner Butler present. No action was taken following the closed session.

28. **Discussion / Action – Adjourn:** Motion by Justison and second by Wright to adjourn the meeting. Motion carried with a 5-0 vote in favor. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,
David Jenkins, City Clerk