

**CITY COUNCIL OF THE CITY OF HILLSBORO, ILLINOIS**  
**HILLSBORO CITY HALL**  
**Minutes of the Regular Meeting – Tuesday, September 2, 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  
Deputy Police Chief Tim Hopper  
City Engineer Jeremy Connor

3. The Pledge of Allegiance was recited.
4. **Public Comment:** None.
5. Minutes of the August 19, 2025 regular meeting were approved as presented.
6. **Mayor and Commissioners' Departmental Reports:**

Written reports from the Public Properties and Street Departments were submitted prior to the meeting. Commissioner Butler noted the Street Department completed installing and connecting a backwash line at the sports complex, which will help save money at the new pool. He also announced a ceremonial groundbreaking for the new pool will be held September 19<sup>th</sup> at 10:00 a.m., and the naming of the pool will take place next week.

Commissioner Justison reported the Police Department responded to a total of 413 incidents during the month of August. He commended officers Jacob Longwell and Cassidy Dunavan for their work on a large methamphetamine bust. Justison reported the fire department has been fortunate enough not to have to respond to any fire calls since the last meeting. He encouraged residents to be mindful of burning at this time with the dry weather. He also encouraged citizens who have concerns with zoning and code enforcement issues to contact him. He said Matt Lentz has issued 48 abatement notices since his hire in December.

Written reports from the Water and Sewer Departments were submitted prior to the meeting. Commissioner Wright reported Korte-Luitjohan has begun working on Phase II of the City's Lead Service Line Replacement project. She also reported the City was

awarded a loan from the Illinois EPA in the amount of \$3,027,000 with a forgiveness of \$2,465,000, which was the maximum amount. She also reported the hauling of dirt for the new wastewater treatment plant is finished.

Mayor Downs remarked stated downtown Main Street may currently be a mess, but that is because of progress being made on City projects. He also welcomed new Economic Development and Community Planner Melissa Smith to the City.

**7. City Engineer Report:**

Connor reported the Central Park bridge is on schedule for bid letting for this year. He also said the Broad Street and Fairground Avenue projects continue to be held up in environmental review at IDOT.

- 8. Discussion – Proclamation Recognizing September 17, 2025 through September 23, 2025 as Constitution Week:** Downs read a proclamation for Constitution Week. Members of the Christiana Tillson Chapter of the Daughters of the American Revolution were in attendance.
- 9. Discussion / Action – Hiltopper Football Driveway Fundraiser:** The high school football team is conducting a fundraiser that includes the painting of the team's logo on driveways throughout the community. Proceeds will go towards the high school football program, with a portion being donated back to the junior football league. Downs said Anna Limbaugh from Evi's Salon requested they be allowed to have a logo painted on the sidewalk in front of their business downtown. Ward said these are temporary and will wash away over time, so he did not see an issue with allowing these across town. **Motion by Butler and second by Justison to approve the Hillsboro High School football driveway painting fundraiser. Motion carried with a 5-0 vote in favor.**
- 10. Discussion / Action – Ordinance No. 1840 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 17-06-351-020):** This is the final parcel needing annexed into the City before TIF II is adopted. This is the triangle parcel, owned by the City, that is in the Schram City corporate limits. The Village of Schram City adopted an ordinance de-annexing the parcel at their August 11<sup>th</sup> meeting. **Motion by Butler and second by Wright to adopt Ordinance No. 1840 an Ordinance Annexing Certain Land to the City of Hillsboro, Illinois (P.I.N. 17-06-351-020). Justison abstained. Motion carried with a 5-0 vote in favor.**
- 11. Discussion / Action – Ordinance No. 1841 an Ordinance Amending Certain Sections of the City Code Pertaining to Responsibilities of the Commissioner of Public Health and Safety and of the Mayor:** Downs stated this item is for discussion only. This ordinance moves the Code Enforcement Officer under the Department of Public Affairs, and putting the position under the authority of the mayor. He said he wants to address this in order to get certain properties in town in compliance with ordinances, such as those with tall grass or junk in the yards. Justison stated he was shocked this was put on the agenda since he had not been involved in any conversation related to this beforehand. He said there

have been no conversations with himself, Lentz, Police Chief Randy Leetham or Deputy Chief Hopper. He said he has deep respect for Lentz, and the council needs to take a comprehensive look at the fine schedule. He also said he welcomes any conversations anyone wants to have regarding code enforcement. Downs stated there were properties that were in violation of the code during Old Settlers Days and the ribbon cutting of the new school, which he said were some of the biggest days for the City. Wright said she did not believe any changes like this should be brought up without conversations with the council members first. No action was taken.

12. **Discussion / Action – Resolution No. 2025-30 a Resolution Approving a Proposal from Hurst-Rosche Inc. for Engineering Services Associated with the Continued Development of the East Side of Main Street:** This Resolution approves a proposal from Hurst-Rosche for engineering services associated with the revitalization of the City's downtown area. It will be funded using money from the City's Rebuild Downtowns and Main Streets grant. **Motion by Butler and second by Ward to adopt Resolution No. 2025-30 a resolution approving a proposal from Hurst-Rosche Inc. for engineering services associated with the continued development of the East Side of Main Street. Motion carried with a 5-0 vote in favor.**
13. **Discussion / Action – TIF/Business District Redevelopment Grant for The Revived Soul for Work to be Completed at 225 S. Main St.:** The Revived Soul is undergoing a project that will cost a total of \$416,543.90. They requested a reimbursement of 80 percent of the interior costs, which would equal \$176,000, as well as 80 to 100 percent of the façade costs, which equals \$22,875. The scope of work includes exterior façade repairs, full interior demolition and renovation of the first and second floors, new electrical, new plumbing, installation of equipment, and roof repair. A resolution and agreement must be approved at a future meeting before work begins. Ward recommends 100 percent of the façade improvements, 75 percent of the electrical and 75 percent of the plumbing with an amount not to exceed \$59,000. Butler said he was going to suggest \$60,000. Ward said he would be fine with going up to that number. **Motion by Ward and second by Butler to approve awarding a TIF Redevelopment Grant to The Revived Soul for an amount not to exceed \$60,000 for work to be completed at 225 South Main Street. Justison and Wright abstain. Motion carried with a 3-0-2 vote in favor.**
14. **Discussion / Action – TIF/Business District Redevelopment Grant for Jardogs.AI, Inc. for Work to be Completed at 925 S. Main St.:** Jardogs has proposed a project with an estimated total cost of \$900,000, which would include extensive renovation and remodeling throughout, including interior office buildout, exterior façade renovation and remodeling, and parking lot overlay with the option for a new parking lot. They requested 100 percent of the estimated total project cost. Ward recommended approving 100 percent of the windows, masonry, concrete and parking lot, as well as 50 percent of the plumbing, 50 percent of the HVAC for an amount not to exceed \$190,000. He said since they rounded up on the previous request, he would be ok with awarding an amount not to exceed \$200,000. Because of the size of this request, Ward recommends utilizing Business District funds. **Motion by Wright and second by Ward to approve awarding a Business District Redevelopment Grant to Jardogs.AI, Inc. for an amount not to exceed**

**\$200,000 for work to be completed at 925 South Main Street. Motion carried with a 5-0 vote in favor.**

- 15. Discussion / Action – TIF/Business District Redevelopment Grant for White & Associates for Work to be Completed at 624 S. Main St.:** This item was pulled from the agenda, and no action was taken.

- 16. Discussion / Action – Annual Lease Payment for Lake Glenn Shoals South Marina:** The remaining balance of the City's payment to the Glenn Shoals Lake Club for the South Marina is \$30,139.83, and the annual payment is \$26,400. Ward suggested paying the remaining balance. **Motion by Ward and second by Butler to approve paying the Glenn Shoals Lake Club an amount of \$30,139.83 for the Lake Glenn Shoals South Marina. Wright abstains. Motion carried with a 4-0-1 vote in favor.**

- 17. Discussion / Action – Route for 2025 Hillsboro High School Homecoming Parade:** Hillsboro High School is seeking permission to conduct a homecoming parade on Wednesday, September 24<sup>th</sup> at 5:00 p.m. They are requesting the assistance of the auxiliary police for traffic control, in addition to the closure of certain sections of Rountree Street, Wood Street, Main Street and Broad Street. Downs said this is the same route the parade used to be many years ago. **Motion by Justison and second by Butler to approve the route for the 2025 Hillsboro High School Homecoming Parade, which includes the closure of Rountree Street from Pleasant Street to Wood Street, Wood Street from Rountree to South Main Street, South Main Street from Wood to the Courthouse Square, and Seward Street from Broad Street to Wood. Motion carried with a 5-0 vote in favor.**

- 18. Discussion / Action – Purchasing/Leasing Copier for City Hall:** The City's lease with SumnerOne for a copier at City Hall expires November 13<sup>th</sup>. The current monthly payment is \$159.33. Tom Day Machines submitted a proposal for a new Ricoh machine, with options to either purchase or lease. The purchase price is \$6,820, and the lease price is \$160 per month for 60 months. Tom Day services the machines at the Montgomery County Courthouses, as well as Constitution Bank. In order to lock in this price before the tariff increases, City Clerk David Jenkins signed the quote approving ordering this machine. Ward said he doesn't have a problem with going either route, but a concern with purchasing would be the City being stuck with an old machine if a future council declines to purchase a new machine. He said by leasing the machine, future councils would be required to address potential issues when the lease expires. **Motion by Butler and second by Justison to approve leasing the Ricoh IM C4510 Color Digital Copier from Tom Day Machines for a cost of \$160 per month. Motion carried with a 5-0 vote in favor.**

- 19. Discussion / Action – Purchasing/Leasing Copier for City of Hillsboro Fire Department:** The City's lease with Da-Com Corporation for the copier at the fire department has expired. A new machine was ordered from Tom Day machines, and, as with the new machine at City Hall, the council must decide whether to lease the new copier or purchase it. The cost to purchase is \$3,850, while the 60-month lease price is \$79 per month. Justison said he would be more comfortable with purchasing this machine because

he feels the fire department could get a longer life out of the machine than the one at City Hall since they don't print as high a volume. **Motion by Justison and second by Wright to approve purchasing the Ricoh IM C401F Digital Color Copier from Tom Day Machines for a cost of \$3,850. Motion carried with a 5-0 vote in favor.**

- 20. 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 7:52 p.m.**

Respectfully submitted,  
David Jenkins, City Clerk