



Village Hall
211 S. Seminary St,
PO Box 18
Downs, IL 61736

Village of Downs Board of Trustees Regular Meeting May 11, 2023, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the May 11, 2023, Board of Trustees Meeting to Order at 7:08pm.
2. Clerk Julie James swore in newly elected trustees Toby Twyford, Brian Warfel and Stephanie Adkisson into office. Also sworn in was newly elected Village President Mike James. Trustee Sarah Gassaway was sworn in at 7:45pm.
3. A Motion to Approve Appointment of Sarah Gassaway for Village Board of Trustees to Serve a Term to Expire 4/30/2025 was made and approved.
4. Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Stephanie Adkisson, Sarah Gassaway at 7:45pm, Brian Warfel and Toby Twyford. A quorum to do business was declared. Also present were Clerk Julie James, Village Attorney Dawn Wall and Treasurer Julie Bakewell.
5. The Pledge of Allegiance was recited.
6. A Motion to Approve Agenda and Order was made and approved.
 - Motion to Approve the Final Plat of the Quality Oil Subdivision was removed from Consent Agenda.
 - Motion to Hire _____ as a Full-Time Public Works Maintenance Workers, with Full Eligibility of Benefits per the Village Handbook, for the Village of Downs at \$___ per hour with Three (3) month Evaluation Period was split into 2 motions.
 - Motion to Approve the Notice of Intent to Award Public Water Supply Improvements to _____ was removed from consent agenda.
 - Resolution 2023-R19 Authorizing and Approving the Purchase of Vacuum Excavator was removed from Consent agenda.
7. There were no presentations.
8. There was no Village Market Committee report.
9. Events Committee Report
 - The Mother and Son Dance is scheduled for 5/19/23 at the Pavilion.
 - It will be Super Hero themed.
 - It is a fundraiser for 4th of July.
 - The Car Show and Cleanup day are the first Saturday in June.
 - Clean up dumpsters will be located at the Police Department.
10. Engineer & Development Report – Greg Crowe from MSA
 1. Down Water Plant Improvements
 - One bid was received at the bid opening on May 3, 2023, from Leander Construction with a lump sum bid amount of \$5,499,000 (\$5,317,000 for the water treatment plant and \$182,000 for the new well).
 - The bid was higher than the engineer's estimate from 2019 of \$2,748,000. There were five prime plan holders for the project, however MSA heard from a few of the plan holders that they did not have capacity to bid on the project.
 - Leander Construction is a Central Illinois Water and Wastewater contractor with documented experience constructing water system and mechanical projects.
 - Much of their water system experience is with Municipalities.

- MSA has reviewed the bid documents including required bid bond, experience list, subcontractor lists and supplier lists.
 - MSA recommends that the Village approve a Notice of Intent to Award Leander Construction.
 - The original Loan Authorizing Ordinance approved by the Village with IEPA was not to exceed amount of \$4,000,000. With contingency, construction loan interest, engineering expenses and the bid amount, the Village needs to approve a new Authorizing Ordinance with a not to exceed amount of \$6,507,200.
 - The actual loan amount will be the amount that is expended from the contractor plus Construction Administration expenses, the construction loan interest and reimbursement of the Design Engineering fees.
2. Downtown Streetscape and Parking Lots design
- Congressional funds from Congressman LaHood's Office. Guidelines for the grant have been provided by the Department of Housing & Urban Development. MSA is currently finalizing the environmental review according to HUD standards. The next step is to Submit the grant agreement and required forms with the project scope/narrative and budget.
 - IDOT ITEP grant – 2022 Application was submitted on September 28, 2022.
 - Funding announcement was in April of 2023. Unfortunately, Downs was not selected for an ITEP grant.
3. Downs Crossing Watermain Extension
- The Gasvoda prefabricated lift station will be shipped to Downs this month. We're waiting for the exact date from Gasvoda. We will need to tell the delivery exactly where to deliver and unload.
 - Either the project site or a secure Village property or building. We would recommend the Public Works/PD building.
 - Hoerr Construction to do install of lift station, force main and water main drill on Rte. 150 waiting for bid before we can move forward.
4. Water Tower Rehabilitation
- Contractor is sending a crew to seed.
 - James and Bakewell are working on getting the billing straightened out to the way it was supposed to be billed to us.
 - We are moving forward with paying annually, which is what we agreed to in our contract.
5. S. Lincoln and Colleen Lane Water and Sewer Extension – No update was given.
6. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – No update was given.
7. Other Engineering or Development Updates
11. Mayoral Report
- James will be talking to Misch about getting water and sewer done.
 - The roadway project won't start until Roanoke is done or well on their way to completion.
 - James reached out to Ameren to get update on the 3 phase installation. He has not heard back from them.
 - He continues to sign IEPA documentation required for changes
 - There is an individual who is interested in annexation into the village. They will want water and sewer.
 - James asked Wall when we should rescind the zoning ordinances for Quality Oil. The ordinances were contingent on them removing the covenants. Wall says just wait until they come forward with a project.
 - We need to post for future open treasurer position.
 - We need to update some job descriptions.
 - Wage increases were passed on to trustees.

- Some increases are substantial this year. We need to get employees above the Illinois minimum wage increase and more competitive.
- Emergency declaration is over. We are no longer allowed to Zoom into meetings unless sick or at work.
- We will continue to host our meetings with via Zoom subject to the ability to broadcast that day.
- James is meeting with BNWRD about their renovation project.
- CIRA airport – The tax increase to all of McLean County will more than likely go through. James relayed his disappointment to Rep Chung.
 - 3 amendments were filed.
 - Residents can file a witness slip to the governor.
 - Rural McLean County mayors and their municipalities plan to fight in court. We feel this was done illegally because they didn't have a referendum.
 - James would like to authorize \$5000 in legal fees to fight.
 - 3 or 4 rural communities have already committed \$5000 to help fight this.
 - Jay Hoffman is the House rep who is the sponsor of this bill.

12. Trustee Reports

1. Building Report

- We had a couple of building permits and remodels this month.
- Gassaway said the building committee needs to meet to make some changes to the permit.
- Utility companies are now required to get a permit prior to installation.

2. Water and Sewer Report

- Opening of bids didn't go as well as we liked.
- We had an employee leave us this month.

3. Police Report

- Roach said the department is working on job description for detective.
- They are working on their strategic planning.
- Lexipol has been helpful with the planning.
- There were a couple of fraud cases this month.
- The new speed signs have been appreciated by the community.
- The signs have been very effective.
- Arrowsmith has also noted their speed sign has also been effective.
- Ty and Jamie have been in class.
- The department closed 3 cases.
- The County assisted us twice this month.
- We are starting to have our annual issues with mowing and trash. Residents need to be reminded.

4. Streets Reports

- Mowing is in full swing.
- The crew is busy with maintenance and repairs too.
- Jill and Randy have stepped up since we had an employee leave.
- Road repairs are also keeping them busy.
- Employee recommendations
 - Warfel would like to hire 3 Part-time seasonal employees, Cali Whiteside, Jacob Jones and Noah Conn.
 - Warfel would like to hire Alex Steupfert, from Leroy who has streets experience. He has been recommended to us by former trustee Dan Lush. Alex has expressed interest in working full-time. But we have not promised anything.
- The spray patch machine bid on the agenda.

- Leroy may want to rent the spray patch machine. Leroy may possibly help purchase it next FY year.
 - We will rent the spray patch from ourselves to get paid from MFT for using it to do road work.
5. Parks, Community Center, and Food Pantry Report
- Adkisson met with Peggy Keylin who gave her a lot of information.
 - Playground mulch has been ordered.
6. Finance and Services Report
- Milliken said Cyber Security training needs to be completed annually by everyone.
 - James said we may meet principal forgiveness on the water plant loan since we will be significantly burdened.
 - We received a good interest rate from the bank for the new equipment purchases.
 - BTP
 - Security cameras were purchased
 - Garbage cart purchases will be a pass through
 - Carts will be delivered by the end of the month
 - MSA bill
 - Mower deck on bills
 - Terminex bill for public buildings
 - TIF transfers for TIF 1 and 2
 - Cara's review went well.
13. Discussion
1. Other
- NIMS, OMA, FOIA, Cyber Security, Sexual Harassment trainings need to be completed by trustees.
 - Statement of Economic Interest need to be filed with the county for new trustees, mayor and clerk.
 - **Chickens**
 - Milliken said we would have to change the zoning to allow for chickens.
 - She has a rough draft of an application for permit.
 - She is looking at coop size guidelines for hens 6 max.
 - Coops would not have electricity. Eggs would be for personal use only, not for retail.
 - The application would be annual and have a cost.
 - The permit would be non-transferrable.
 - Hens may need to be registered to keep track of illnesses.
 - Chief would like to have one style of coop so it could be easily inspected.
 - Wall says we don't want to overboard with regulations
 - LED sign – Erik Bryant is producing the design.
14. Public Comment – The clerk read a couple of emails that we got from Cheryl Bach and Peggy Keylin (please see Exhibit A). There were a couple of zoom comments in favor of board meetings continuing on Zoom.
15. A Motion to Approve Items Contained within the Consent Agenda was made by Milliken and seconded by Roach. Approved 6-0
16. A Motion to Approve Consent Agenda was made by Warfel and seconded by Twyford. Approved 6-0
1. Motions
- Motion to Approve the April 6, 2023, Village Board of Trustees Regular Meeting Minutes
 - Motion to Approve Wages Increases for Employees
 - Motion to Approve Amended Village of Downs Fee Schedule
 - Motion to Approve the Final Plat of the Quality Oil Subdivision was removed from Consent Agenda

- Motion to Declare Gas Stove in Pavilion Surplus
 - ~~Motion to Hire _____ as a Full-Time Public Works Maintenance Workers, with Full Eligibility of Benefits per the Village Handbook, for the Village of Downs at \$___ per hour with Three (3) month Evaluation Period - removed from Consent Agenda.~~
 - Motion to Hire Cali Whiteside, Noah Conn and Jacob Jones as Part-Time Seasonal Summer Public Works Maintenance Workers for the Village of Downs at \$15 per hour with Three (3) month Evaluation Period.
 - Motion to Hire Alex Steupfert as a Part-Time Seasonal Summer Public Works Maintenance Worker for the Village of Downs at \$16 per hour with Three (3) month Evaluation Period
 - Motion to Authorize and Approve up to \$5,000 to Support the Legal Opposition, if Needed, to the CIRAA Full McLean County Expansion.
 - Motion to Release a Notification of Acceptance of Bids for a Spray Patch Machine Trailer and Tanker
 - Motion to Approve Alley Closure from Water St to Seminary St for The Station's St Jude Fundraiser on May 20, 2023
 - ~~Motion to Approve the Notice of Intent to Award Public Water Supply Improvements to _____ - removed from Consent Agenda.~~
2. Ordinance
 - a. Ordinance 2023-11 Authorizing the Public Water Supply Loan Program Agreement Between the Village of Downs (Non-Home Rule Entity) and the Illinois Environmental Protection Agency
 3. Resolutions
 - a. Resolution 2023-R16 Ratifying the Consent Resolution Authorizing and Approving Consent Resolution to Execute Amendment One (1) to Agreement with Browns & Roberts, INC. and Village of Downs
 - b. Resolution 2023-R17 Authorizing and Approving Amended Contract with Billy DuBois for Water Plant Operations, Training, and Consulting
 - c. Resolution 2023-R18 Authorizing and Approving the Notice of Intent to Award Public Water Supply Improvements to Leander Construction Inc.
 - d. ~~Resolution 2023-R19 Authorizing and Approving the Purchase of Vacuum Excavator – removed from Consent agenda~~
17. New Business – No action was taken in New Business.
1. Motions
 2. Ordinances
 3. Resolutions
18. Old Business - **No action was taken in Old Business.**
1. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall
 2. Resolution 2023-R__ Authorizing and Approving Intergovernmental Agreement Between Tri-Valley School District and the Village of Downs
 3. Resolution 2023-R__ Authorizing and Approving Agreement Between PJ Hoerr, INC. and the Village of Downs for Directional Boring
 4. Resolution 2023-R__ Authorizing and Approving the Law Enforcement Policies and Procedures for the Village of Downs Police Department
19. A Motion to Approve Payment of Bills was made by Twyford and seconded by Milliken. Approved 6-0
20. A Motion to Enter Executive Session for Personnel and Potential Litigation was made by Warfel and seconded by Twyford. Approved. 6-0

Mayor Mike James called the May 11, 2023, Board of Trustees Meeting back to Order at 10:27pm.

Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Stephanie Adkisson, Sarah Gassaway, Brian Warfel and Toby Twyford. A quorum to do business was declared. Also present were Clerk Julie James, Village Attorney Dawn Wall and Treasurer Julie Bakewell.

21. There was no Action on Executive Session Items.
22. There was no Other Business.
23. A Motion to Adjourn at 10:28pm was made by Warfel and seconded by Twyford. Approved 6-0



Julie James
Village of Downs Clerk