



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

Village of Downs Board of Trustees Regular Meeting June 8, 2023, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the June 8, 2023, Board of Trustees Meeting to Order at 7:00pm.
2. Roll Call was taken. Trustees present were Anna Milliken, Stephanie Adkisson at 7:02pm, Sarah Gassaway, Brian Warfel and Toby Twyford. Maureen Roach was absent. Mayor James declared a quorum present to do business. Also present were Clerk Julie James, Village Attorney Dawn Wall and Treasurer Julie Bakewell.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Gassaway and seconded by Warfel.
Approved 5-0
Discussion:
 - The purchase of new equipment was moved to new business.
5. Presentations
 1. Village Market by Eric Thompson
 - The 2023 season is off to a great start.
 - They would like to thank Eagle Scout William McNeeley for the new stage.
 - They are utilizing billboard advertising this year. The Princess Theater, Leroy True Value have sponsored. They will be getting advertising spots on the billboards.
 - 20th anniversary T-shirts are for sale.
 - Thompson discussed some challenges they are having. He would like to close a portion of the street to allow room for the stage and a safer environment.
 - The board discussed changes to close roads.
 2. Eagle Scout
 - a. A Motion to Approve Matt Sutton's Proposed Eagle Scout Project in the Village Market was made by Twyford and seconded by Warfel. Approved 5-0
Discussion
 - Sutton will be building 4 portable benches near the existing stage.
 - The benches can be stored on the stage and chain locked to the stage.
 - They would weigh about 30lbs.
 - He would like to start the project 6/17/23.
 - He anticipates completion of the project in 2-3 weeks.
6. Engineer & Development Report
 1. Down Water Plant Improvements
 - Submitted Water Plant Bid Package, Authorizing Ordinance to IEPA Loan Agency

- Coordinating on Loan approval items
 - Leander Construction Value Engineering options
- 2. Downtown Streetscape and Parking Lots design
 - MSA completing HUD Environmental review application
 - Once environmental is approved and HUD contracts complete, next steps will be Final Design phase and Request to Release Funds from HUD.
- 3. Downs Crossing Watermain Extension
 - VOD has been awarded a \$1.25 million dollars principal forgiveness grant from the IEPA.
 - The project is being broken into 2 phases, and we got principal forgiveness for both phases totaling \$1.25mil.
- 4. S. Lincoln and Colleen Lane Water and Sewer Extension
 - Lift Station delivery to Village PW Building.
 - Hoerr force main and install costs, to be reviewed by Mayor and Mike.
- 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – nothing new discussed
- 6. Other Engineering or Development Updates – nothing new discussed
- 7. Mayoral Report
 - Marty O'Rourke resigned from the village.
 - CIRA tax increase – As far as James knows, the governor hasn't signed the bill.
- 8. Trustee Reports
 1. Building Report
 - Gassaway reported there is an issue with final occupancy on a new home. The resident is suspected of living in the home.
 - This is considered an ordinance violation.
 2. Water and Sewer Report
 - Over the past month, we have had an issue with water in the water tower.
 - We had low water over the weekend.
 - The village received a call that water was coming to the surface in Beecher Trails 3. Verizon has bored through 2 service lines.
 - Beecher Trails Phase 3 has been shut down. There will be no occupancy until we can get water service restored there.
 - We have received many calls from Beecher Trails residents. The service line leaks have really created other issues within the subdivision.
 - James told them they had to stop until they could repair the service lines.
 - They are coming tomorrow to repair. Our employees will be observing.
 - They will need to uncover all the service lines before we let them continue.
 - We will have to flush the line completely before we open it back up.
 - Flushing will have a domino effect through the west side of town.
 - Hydrant flushing will be posted online.
 - Former water superintendent Kevin Whitehouse had our generators on a monthly maintenance schedule. James would like to recommend that we use Cummins to maintain our generators.
 - The purchase of a hydro-vac is expensive. However, we are going to get ourselves in a major water break and we have to hand dig.
 - We will be able to add a jetter to the machine.
 - Milliken asked if there was a rental option. Twyford said he was told there is about a 2 month wait list if we want to rent.

- We can help other communities who can't afford machinery like this.
- Twyford thanked the streets department and Mayor for all the help this week.
- We are down to 2 cells again and having float issues. We must continue to babysit the water plant.
- Randy and Jill both know how to operate the plant. They have been trained by Billy Dubois and Hawkins.

3. Police Report

- The chief reported we had a check fraud case and 2 domestic cases. Both domestic cases involved clear and present danger.
- The department has been issuing annual golf cart permits.
- 6 tickets were issued.
- There have been speed complaints in Beecher Trails. We will move the speed sign.
- Both officers in training are doing fantastic.

4. Streets Reports

- Spray patch machine has been found and we are ready to purchase.
- It is brand new, and we had to put out a bid.
- Published a request for bids was put in the newspaper.
- The seal coating on Main St and Harvey failed. The Streets Dept. used the street sweeper to push rock back on the road. Worked well.
- The 3 new part-time employees have been doing great.
- The department has also been doing JULIE markings.

5. Parks, Community Center and Food Pantry Report

- There were 30 boxes from the food pantry distributed last month.
- The HVAC went in and is working well.
- Freezer broke and Linda Bowman is looking for a replacement.
- Adkisson reported we have an individual who is doing a lot of community service hours. She has him painting, sealing, and power washing etc.
- The TV Football boys are going to spread mulch on the playground.
- Liquor commission met yesterday. They approved a permit to sell liquor in the park for special events.
- James and Adkisson made changes to the proposed permit and ordinance.

6. Finance and Services Report

- BTP items of note
 - Bryant Masonry bill
 - 2nd semi-annual for ICRMT
 - Pest control bill
 - Backhoe maintenance
 - Warranty for mini excavator
 - Datapilot
 - New HVAC system
- Nexamp bill- The are rebilling for time periods already paid. Bakewell said she is having Ron Slagel investigate this.
- We have started receiving property taxes.
- We happily underbudgeted revenue for all 3 TIFs.
- Bakewell is working on a job description for treasurer's position. We hope to start interviewing in the next month.

- Bakewell went over some new IML TIF legislation changes.
- As of 1/1/25, and have more than 15 or more employees, you must have a pay scale for jobs categories.

9. Discussion

1. Other

- Jayden Jordine would like to extend her Jr Mayor commitment.
- Trustees are to review the Google folder for chickens.

10. There was no Public Comment.

11. A Motion to Approve Items Contained within the Consent Agenda was made by Gassaway and seconded by Warfel. Approved 5-0

12. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Adkisson. Approved 5-0

1. Motions

- Motion to Approve the May 11, 2023, Village Board of Trustees Regular Meeting Minutes
- Motion to Approve the May 11, 2023, Village Board of Trustees Executive Meeting Minutes
- Motion to Authorize and Approve Advertising with Lamar for Village Market
- Motion to Approve the Extension of Dooley Park Hours on 7/4/2023 until 12 am 7/5/2023
- Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on 7/4/2023 after the Parade
- Motion to Approve Dooley Park Road Closure from 7/3/2023 to 7/4/2023
- Motion to Approve Payment of Budgeted Expenses for July 4th Events as Needed and Approved by Village Clerk, Finance Trustee, and Mayor
- Motion to Approve Parade Route and Road Closures Required During the Parade on 7/4/2023

2. Ordinance

- Ordinance 2023-13 Authorizing and Approving the Execution of an Intergovernmental Agreement Between the Bloomington-Normal Reclamation Water District and the Village of Downs for borrowed equipment.
- ~~Ordinance 2023-___ Authorizing and Approving the Execution of an Intergovernmental Agreement Between McLean County Communities and the Village of Downs for Resources and Equipment.~~ – Moved to New Business

3. Resolutions

- Resolution 2023-R19 Authorizing and Approve Replacement of A/C and Furnace at the Food Pantry by Hoegger HVAC
- ~~Resolution 2023-R23 Authorizing and Approving Award of Lowest Bid Contract Between _____ and the Village of Downs for Purchase of 2023 Trailer Mounted Spray Injection Road Repair Machine, with Attachments, and 2023 1000 Gallon Emulsion Trailer Tanker to be Financed Through _____ Bank for an Amount Not to Exceed _____ - Moved to New Business~~
- ~~Resolution 2023-R24 Authorizing and Approving the Agreement Between _____ and the Village of Downs for Purchase of 2023 VX75-500 Vacuum Excavator to be Financed Through _____ Bank for an Amount Not to Exceed \$_____ - Moved to New Business~~

- d. Resolution 2023-R20 Authorizing and Approving the Agreement Between Cummins Sales and the Village of Downs for Generator Maintenance and Service.
- e. Resolution 2023-R21 Authorizing and Approving the Agreement Between Bryant Masonry and the Village of Downs for LED Sign Monument Materials, and Installation.
- f. Resolution 2023-R22 Authorizing and Approving Amended Agreement with Lexipol LLC and the Village of Downs, IL for Annual Law Enforcement Policy Manual and Daily Training Bulletins

13. New Business

1. Motions

- a. A Motion to Approve Road Closure of W Franklin Street from the West End of the vinyl fence to Eastside of Bach's driveway to SE side of alley during the hours of the Village Market Event was made by Twyford and seconded by Milliken. Approved 5-0
- b. A Motion to Approve Cyndi Miller and Jill Kasprzak as the 2023 4th of July Grand Marshals was made by Warfel and seconded by Twyford. Approved 5-0
Discussion –
 - Nominations came if for Peggy Keylin, Ken and Dorothy Adkisson, Cyndi Miller and Jill Kasprzak.
 - Trustees voted using paper slips.
 - Cyndi Miller and Jill Kasprzak received the most votes.
- c. A Motion to Approve Police Detective Job Description was made by Warfel and seconded by Gassaway. Approved 5-0
- d. A Motion to Hire Nathan Guest as a Part-Time Police Detective for the Village of Downs at \$26.00 per hour Reporting to Chief of Police Starting June 19, 2023, Subject to Background Checks and 3-month Evaluation Period was made by Twyford and seconded by Gassaway. Approved 5-0
Discussion -
 - Guest will assist with detective work and administrative duties.
 - He will work up to 20 hours a week.
 - He is currently the Police Chief for Farmer City where he lives.
 - Guest started his career in 1995.
 - Positions held:
 - Worked at the jail in Pontiac
 - Sheriff's deputy
 - Worked in Streator's police department
 - Police Chief in Toluca
 - He has 2000 hours in continuing training.
 - He graduated from Lincoln College
 - He has a great wife and 4 children.

2. Ordinances

- a. A motion to approve Ordinance 2023-12 Amending the Municipal Code of The Village of Downs Chapter 9 Liquor to Allow Special Event Liquor Licensing was made by Gassaway and seconded by Twyford. Approved 5-0
- b. Ordinance 2023-__ Amending the Municipal Code of The Village of Downs Chapter 6 Licenses, Permits, and Regulated Businesses and Chapter 10 Animal

Control to Permit Raising Hens Within the Village of Downs Corporate Limits- No Action Taken.

- c. Ordinance 2023-__ Amending The Municipal Code of The Village of Downs by the Addition of Article [Chapter] _____ Establishing Standards for the Construction of Facilities on the Rights-of-Way – No Action Taken.
- d. Ordinance 2023-__ Authorizing and Approving the Execution of an Intergovernmental Agreement Between McLean County Communities and the Village of Downs for Resources and Equipment. – No Action Taken.

3. Resolutions

- a. A motion to approve Resolution 2023-R23 Authorizing and Approving Award of Lowest Bid Contract Between Hampton Equip Inc and the Village of Downs for Purchase of 2023 Trailer Mounted Spray Injection Road Repair Machine, with Attachments, and 2023 1000-Gallon Emulsion Trailer Tanker to be Financed Through a Bank yet to be determined for an Amount Not to Exceed \$135,000 was made by Warfel and seconded by Gassaway. Approved 5-0
- b. A motion to approved Resolution 2023-R24 Authorizing and Approving the Agreement Between Vermeer Midwest and the Village of Downs for Purchase of 2023 VX75-500 Vacuum Excavator to be Financed Through a Bank yet to be determined for an Amount Not to Exceed \$182,000 was made by Gassaway and seconded by Twyford. Approved 5-0

14. Old Business

- 1. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall – No action taken
- 2. Resolution 2023-R__ Authorizing and Approving Intergovernmental Agreement Between Tri-Valley School District and the Village of Downs – No action taken
- 3. Resolution 2023-R__ Authorizing and Approving Agreement Between PJ Hoerr, INC. and the Village of Downs for Directional Boring – No action taken
- 4. A motion to approved Resolution 2023-R25 Authorizing and Approving the Law Enforcement Policies and Procedures for the Village of Downs Police Department was made by Twyford and seconded by Warfel. Approved 5-0

15. A Motion to Approve Payment of Bills was made by Twyford and seconded by Gassaway. Approved 5-0

16. A Motion to Enter Executive Session at 10:22pm was made by Warfel and seconded by Twyford. Approved 5-0

- 1. Contract for purchase of property
- 2. Litigation

17. No Action was taken on Executive Session Items.

18. Other Business – There was no Other Business.

Mayor Mike James called the June 8, 2023, Board of Trustees Meeting back to Order at 11:03pm.

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

19. A Motion to Adjourn at 11:03pm was made by Gassaway and seconded by Milliken. Approved
5-0

A handwritten signature in cursive script, reading "Julie James".

Julie James
Village of Downs Clerk