



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

Village of Downs Board of Trustees Regular Meeting July 13, 2023, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the July 13, 2023, Regular Meeting to order at 7:04pm.
2. Roll Call was taken. Trustees present were Maureen Roach via zoom at 7:38pm, Anna Milliken, Stephanie Adkisson, Brian Warfel and Toby Twyford. There was a quorum 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 Milliken and seconded by Adkisson.
Approved 4-0
Discussion – Some bills were added.
5. Presentations
6. Engineer & Development Report – Greg Crowe, MSA
 1. Down Water Plant Improvements
 - Village received the Loan Agreement from IEPA. Final loan parameters are below:
 - a. Total loan amount of up to \$6,300,970
 - b. Interest rate reduction to 0.93% from 1.24%
 - c. Loan term is 23 years
 - d. \$1,250,000 of the loan principal will be forgiven
 - e. Loan Agreement needs to be mailed back to IEPA within 7 days of signing.
 - Leander Construction Notice of Award and Agreement have been prepared for authorization.
 - a. Total agreement amount is the bid amount of \$5,499,000.
 - b. MSA is working with Leander to reduce the total amount through value engineering.
 - Once all items have been agreed upon a change order will be submitted.
 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
 - Hoerr Lift Station force main and Rte. 150 water main bore proposal received.
 4. S. Lincoln and Colleen Lane Water and Sewer Extension
 - James and Crowe went over the proposal from Hoerr.
 - Nixed the Rte. 150 directional bore to save some money
 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects
 - Waiting for JULIE to mark the area.

- Ameren forgot to take the streetlights to the end of the road. They are supposed to put those out there soon.
6. Other Engineering or Development Updates
 - Dinger – We have applied for Hazard Mitigation grants-tornado and warming shelters at the police department. Asked Crowe to put some thoughts together.
 - Freedom will begin construction in August.
 - Roanoke will be submitting a building permit.
 7. Mayoral Report
 8. Trustee Reports
 1. Building Report
 - 2 solar and one remodel permit
 - 1 new construction permit
 2. Water and Sewer Report
 - The average iron concentration for the finished water was (1.18) ppm.
 - Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory
 - Fluoride concentration was .8.
 - The volume of water pumped for the month was (3.644) averaging (117,548) gallons a day.
 - The sewer lift station pumped (2.253) million gallons for the month averaging (72,677) gallons per day.
 - 0 service leaks
 - 0 residential leak
 - JULIE tickets within Village - 19 all outside companies
 - JULIE tickets outside Village – 3 all outside companies
 - 4 shut offs for non-payment
 - **Water plant**
 - There are 3 sections to the iron filter
 - One section is having an issue with the floats. To fix it will cost \$8000 by GA Rich.
 - They charged \$3000 just to inspect.
 - We have a SCADAware proposal to fix the floats.
 - We are currently running the plant manually now.
 - To prevent the tower from overflowing, employees are going in and shutting the plant off at midnight or 1:00am.
 3. Police Report
 - Roach wanted to thank the many volunteers for a great 4th of July.
 - The AC unit in the PD will be replaced. It is still under warranty.
 - 9 tickets were written
 - 2 check fraud cases
 - Training is going well.
 - The department assisted county with a domestic case.
 - There were no issues on the 4th of July.
 - We had a barricade was run over on Washington St. after the fireworks.
 4. Streets Reports
 - The Streets crew did a fantastic job getting ready for the 4th of July.
 - Since it has rained again, we are back to doing a lot of mowing.

- Footings were started the footings for the new sign today.
 - The crew poured 2 driveways and a sidewalk were installed.
 - Midwest Electric is going to wire the sign.
 - Purchased the spray patch machine. We are not sure when it will arrive.
 - Hydrovac may not arrive until 4th quarter of the year.
 - We need to get rid of the old vehicles via sealed bids. These will need to be declared surplus property.
5. Parks, Community Center and Food Pantry Report
- 42 food boxes were distributed last month. The numbers are steadily going up.
 - The backpack program will start back up in Sept or Oct.
 - 3 new people would like to join the park committee. They will need to be approved by the village board.
 - The community service person has fallen through.
 - Adkisson reported that the beer garden feedback has all been positive.
 - Accessibility to load and unload is being addressed for vendors next year.
 - Each vendor made a little over \$2000 but would have made a lot more if the storm had not come through. We will get a kick back of \$800 from that.
 - Public works did a great job and were even hand pulling weeds in the park.
 - Adkisson may add a first aid tent next year.
 - All food vendors would like to come back next year.
 - Adkisson would really like to push veterans' bricks and pavilion rental.
 - She is having Josh Guin look at trees in the park and Kickapoo Park.
6. Finance and Services Report
- **Unique bills on BTP**
 - 1 final ICRMT bill
 - Tammy Kirby bill will be removed
 - Funds transfer to water for \$25,000
 - 2 Kickapoo Drilling Company bills
 - \$125,000 in commitments to TIF 1
 - TIF 3 has a \$40,000 balance.
 - Balance sheets are out on Google Drive.
 - The village has \$1.3 million in cash on hand.
 - Bakewell will be scheduling the audit soon.
 - We received the 2nd ARPA fund grant today.
 - Bakewell is still trying to get a hold of Ron Slagel from Nexamp.
 - She will be working with Milliken and Mayor getting the treasurer's report published.
 - \$50,000 bond will be effective with the new treasurer.
 - Treasurer's position is posted on the village website.
 - Michele is working on cyber security training that will need to be completed by the end of the year.
 - OMA and FOIA trainings need to be completed by everyone except Roach and Milliken.
 - Sexual harassment training needs to be completed prior to the end of year. It will be scheduled for 09/14/23 at 6:00pm.

9. Discussion

1. Other

10. Public Comment – There was no public comment.
11. A Motion to Approve Items Contained within the Consent Agenda was made by Warfel and seconded by Twyford. Approved 5-0
12. A Motion to Approve Consent Agenda was made by Warfel and seconded by Milliken. Approved 5-0
 1. Motions
 - a. Motion to Approve the June 8, 2023, Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the June 8, 2023, Village Board of Trustees Executive Meeting Minutes
 - c. Motion to Approve Revised Parks Committee FY2024 Regular Meeting Schedule
 - d. Motion to Approve Extension of Jayden Jordine as the Jr Mayor Until End of Term for Village President Michael James
 - e. Motion to Approve Purchase of a \$50,00 Bond for the new Village of Downs Treasurer
 - f. Motion to Purchase Pressure (Level) Transmitter for Aerator from SCADAware not to exceed \$3000.
 2. Ordinance
 - a. Ordinance 2023-14 Authorizing and Approving Temporary Construction Easements Between the McLean County Highway Department and the Village of Downs
 3. Resolutions
 - a. Resolution 2023-R25 Authorizing and Approving the Agreement Between Leander Constructions INC and the Village for Downs for the Water Plant Project not to exceed \$5,499,000
 - b. Resolution 2023-R26 Authorizing and Approving the Agreement with Illinois Environmental Protection Agency (IEPA) and the Village of Downs, McLean County, IL
13. New Business
 1. Motions
 2. Ordinances
 - a. Ordinance 2023-__ Approving the Final Plat of Quality Oil Subdivision – No action taken.
 3. Resolutions
 - a. Resolution 2023-R__ Authorizing and Approving Agreement Between BC Investments and the Village of Downs – No action taken.
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. 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. A motion to approve 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 was made by Milliken and seconded by Roach.
Discussion –

- Chickens can only be owned by a single family home owner.
Motion failed 2-4 (Milliken and Roach voted Yes – Adkisson, Warfel, Twyford and Mayor voted No)
- 4. 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.
- 5. Resolution 2023-R__ Authorizing and Approving Intergovernmental Agreement Between Tri-Valley School District and the Village of Downs – No action taken.
- 6. A motion to approve Resolution 2023-R27 Authorizing and Approving Agreement Between Hoerr Construction, INC. and the Village of Downs for Sewer Lift Station and Directional Boring was made by Warfel and seconded by Adkisson. Approved 5-0
- 15. A Motion to Approve Payment of Bills Warfel and seconded by Twyford. Approved 5-0
- 16. Motion to Enter Executive Session - Executive Session was not entered.
- 17. Action on Executive Session Items
 - 1. Resolution 2023-R__ Authorizing the Village Clerk to Destroy Executive Session Audio Tapes Over Eighteen Months Old
 - 2. Resolution 2023-R__ Authorizing the Village Clerk to Release Specific Executive Session Minutes of the Village of Downs
 - 3. Resolution 2023-R__ Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs
- 18. Other Business – There was no other business.
- 19. A Motion to Adjourn at 9:23pm was made by Twyford and seconded by Warfel. Approved 5-0



Julie James
Village of Downs Clerk