



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

Village of Downs Board of Trustees Regular Meeting September 14, 2023, 7 pm @ Village Hall – No ZOOM

1. President Pro Tem Maureen Roach called the September 14, 2023, Board of Trustees meeting to Order at 7:04 pm.
2. Roll Call was taken. Trustees Maureen Roach, Anna Milliken, Sarah Gassaway and Toby Twyford were present. Stephanie Adkisson, Brian Warfel and Mayor Mike James were absent. There was a quorum to do business. Also present were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Twyford and seconded by Milliken. Approved 4-0
Discussion -
 - ☐ Resolution 2023-R36 Approving and Authorizing Amended Agreement with USG and the Village of Down for Water Tower Maintenance Program was moved out of the Consent Agenda and moved into New Business
 - ☐ Resolution 2023-R38 Approving and Authorizing Agreement with GA Rich and the Village of Downs to Bore 8" Water Main Under IL Rt 150 at Downs Crossing not to Exceed \$_____ was moved out of Consent Agenda and move into New Business.
 - ☐ Resolution 2023-R37 Approving and Authorizing Well 1 Maintenance Project with Kickapoo Drilling Inc and the Village of Downs not to Exceed \$20,000 was moved to New Business.A Motion to amend the agenda and order was made by Twyford and seconded by Milliken. Approved 4-0
5. Zoning Board of Appeals
 1. A motion to approve Ordinance 2023-17 Approving the Zoning on Parcels 29-04-213-001 & 29-04-227-001 from C2 – General Commercial to R2 - Medium Density Residential with Special Use for Zero-Lot Line Duplexes as requested by Owner Timothy Norman of Norman Leasing per Zoning Plat was made by Gassaway and seconded by Milliken. Approved 4-0
Discussion –
 - ☐ Chairwoman Linda Bowman reported the Zoning Board of Appeals met on 8/22/23 to hear Case # 23-03-ZMA.
 - ☐ The Zoning Board recommended that the Village Board consider the petition.
 - ☐ The Zoning Board requested that they be required to put in a detention basin.
6. Engineer & Development Report
 1. Down Water Plant Improvements
IEPA Loan
 - ☐ First disbursement request is being submitted for review and approval. It includes the MSA Design Engineering fees of \$275,000, \$47,681.60 of MSA Construction Engineering and \$198,438.32 (220,487.02 completed - 22,048.70 retainage) to Leander Construction mostly for project set up, insurance, bonds and submittal shop drawings.**Construction**
 - ☐ Leander has been mobilizing on site.

- ☐ MSA is currently reviewing equipment submittals from Leander.
- ☐ Leander is scheduled to construct WTP building addition work October-December.
- ☐ Internal work through winter with closed in building addition.

Submitted the first pay request.

- ☐ We will get a loan disbursement. Deposit the check and then pay Leander
- 2. Downtown Streetscape and Parking Lots design
 - ☐ MSA met with the Village to review revised concept design plans on August 23. We are revising the plans further based on that meeting. Once the concept design is finalized, we can finish the project estimate and grant submittals.
 - ☐ Environmental reviews have been submitted for the project limitations.
 - ☐ Modified concept to be up to date with HUD requirements
- 3. Downs Crossing Watermain Extension
 - ☐ Hoerr Construction awaiting force main material delivery; however, we have requested they schedule and start the Lift Station install regardless.
- 4. S. Lincoln and Colleen Lane Water and Sewer Extension – no report given
- 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – no report given
- 6. Other Engineering or Development Updates
 - ☐ Roach reported we haven't heard anything from Jeff Misch for a while.
 - ☐ Wall suggested that we withhold TIF money from Misch until he gets this done for us.
- 7. Mayoral Report – no report given
- 8. Trustee Reports
 - 1. Building Report
 - ☐ Gassaway reported we had 1 solar permit. The commercial building permit for the Freedom Station was approved.
 - 2. Water and Sewer Report

Well maintenance

 - ☐ Well #1 is having a hard time keeping up.
 - ☐ It was rehabbed in 2004.
 - ☐ Kickapoo Drilling recommended in 2005 to replace the pump and it wasn't done.
 - ☐ Gassaway said Kickapoo won't know what they are going to find until they get in and exam the well.
 - ☐ Well #3 is performing well.
 - ☐ Leander is starting move in equipment at the water plant
 - 3. Police Report
 - ☐ Roach and Chief attended Officer Thornton's graduation a couple of weeks ago.
 - ☐ The village has been bombarded by solicitors that aren't getting permits.
 - ☐ We have caught 4
 - ☐ James would like to increase the fine to \$1000 for not getting a solicitation permit.
 - ☐ Freedom Forever Solar paid their \$150 fine.
 - ☐ Wall said we could post signs in the village that say no solicitation.
 - 4. Streets Reports
 - ☐ There was no streets report.
 - 5. Parks, Community Center and Food Pantry Report
 - ☐ 42 baskets were distributed at the food pantry last month.
 - ☐ Adkisson is working with the football team to spread mulch annually to pay for their use of the pavilion during the football season.
 - ☐ Community service hours have been a great resource for Adkisson.
 - 6. Finance and Services Report
 - ☐ Sexual Harassment Training was completed this evening by employees and elected officials.

- ☐ Credit card receipts and voucher detail need to be submitted by the end of the week it was completed.
- ☐ Michele is finishing up our required cyber security awareness training. This needs to be completed by 11/1/23.

BTP

- ☐ Our GFL bill went up to include all of the homes that are using the service.
- ☐ MSA bill is on the BTP
- ☐ GA Rich bill was taken off
- ☐ Macon County bill for Thornton's training
- ☐ Farnsworth MFT bill
- ☐ Leander Construction bill will be paid once we get the loan disbursement.
- ☐ Several MSA bills (water, streetscape and sewer)
- ☐ Auditors are done with the field audit.

Audit

- ☐ Bakewell is not sure when we will have the complete audit. But it will be complete by the end of Oct.
- ☐ The October meeting will be continued.
- ☐ We will have a single audit in 2024 because of our IEPA loan for the water plant.
- ☐ Bakewell will contact Striegel to see can do a single audit.

Other

- ☐ Nexamp has been paid in full and canceled us but then said we have to do business with them for 90 days.
- ☐ On 8/21 the mayor met with Busey to sign for the loan for the spray patcher.
- ☐ Reports are on google drive.
- ☐ The well maintenance will be paid for out of TIF.

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 Milliken and seconded by Gassaway. Approved 4-0

12. A Motion to make allow president pro tem to make verbiage changes was made by Milliken and seconded by Gassaway. Approved 4-0

13. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Milliken. Approved 4-0

1. Motions

- a. Motion to Approve the August 10, 2023, Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the August 10, 2023, Village Board of Trustees Executive Meeting Minutes
- c. Motion to Approve the Amended June 3, 2021, Village Board of Trustees Regular Meeting Minutes
- d. Motion to Approve Funding, not to Exceed \$1,500, to Appraise the RR Property for a Potential Purchase
- e. Motion to Change Employment Status, Title and Pay of Cali Whiteside to Full-Time Public Works ~~Summer Seasonal~~ Maintenance Worker for the Village of Downs Reporting to Streets Trustee and Increase Her Hourly Wage to \$16/hour Starting 2023-10-01 with Full Eligibility of Benefits per the Village Handbook

2. Ordinance

- a. Ordinance 2023-18 Authorizing the Village Of Downs of McLean County, Illinois to Borrow Funds from the State of Illinois Environmental Protection Agency, Public Water Supply Loan Program

3. Resolutions

- a. Resolution 2023-R33 Approving and Authorizing the Dedication and Naming of "South Huff Road" from County Highway E 700 North Rd North on N 2000 East Road to the End of the Road at Interstate 74 in the Village of Downs, Illinois
- b. Resolution 2023-R34 Approving and Authorizing Financial Commitment in the Safe Routes to Schools Grant Program Between MSA and Village of Downs not to Exceed \$7,500
- c. Resolution 2023-R35 Approving and Authorizing Agreement with Heartland Electric and the Village of Downs to Complete Wiring for LED Sign not to Exceed \$5000
- d. Resolution 2023-R36 Approving and Authorizing Amended Agreement with USG and the Village of Down for Water Tower Maintenance Program – moved out of consent and moved to New Business
- e. Resolution 2023-R37 Approving and Authorizing Well 1 Maintenance Project with Kickapoo Drilling Inc and the Village of Downs not to Exceed \$20,000 – moved out of consent agenda and moved to New Business
- f. Resolution 2023-R38 Approving and Authorizing Agreement with GA Rich and the Village of Downs to Bore 8" Water Main Under IL Rt 150 at Downs Crossing not to Exceed \$_____ - moved out of consent agenda and move to New Business
- g. Resolution 2023-R39 Approving and Authorizing the Events Committee Recommended Purchase Agreement Between Nord Custom Containers and the Village of Downs for Two (2) Storage Containers and Shipping not to Exceed \$4,500

14. New Business

- 1. Motions
- 2. Ordinances
- 3. Resolutions
 - a. Resolution 2023-R36 Approving and Authorizing Amended Agreement with USG and the Village of Down for Water Tower Maintenance Program – No Action Taken
 - b. A motion to approve Resolution 2023-R37 Approving and Authorizing Well 1 Maintenance Project with Kickapoo Drilling Inc and the Village of Downs not to Exceed \$20,000 was made by Twyford and seconded by Milliken Approved 4-0. Gassaway abstained and her vote counted in the affirmative.
 - c. Resolution 2023-R38 Approving and Authorizing Agreement with GA Rich and the Village of Downs to Bore 8" Water Main Under IL Rt 150 at Downs Crossing not to Exceed \$_____ - No action taken

15. 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. 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

16. A Motion to Approve Payment of Bills was made by Milliken and seconded by Gassaway. Approved 4-0

17. A Motion to Enter Executive Session at 8:32pm for Contracts and Agreements was made by Gassaway and seconded by Twyford. Approved 4-0

President Pro Tem Maureen Roach called the September 14, 2023, Board of Trustees meeting back to Order at 8:57pm.

Roll Call was taken. Trustees Maureen Roach, Anna Milliken, Sarah Gassaway and Toby Twyford were present. Stephanie Adkisson, Brian Warfel and Mayor Mike James were absent. There was a quorum to

do business. Also present were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall.

18. Action on Executive Session Items

1. A motion to approve Resolution 2023-R32 Authorizing and Approving the Execution of Amended Annexation Sealed Agreement Between the Village of Downs and Freedom Oil Company Inc. was made by Twyford and seconded by Milliken. Approved 4-0

19. Other Business – There was no other business.

20. A Motion to Adjourn at 8:58 pm was made by Twyford and seconded by Milliken. Approved 4-0

A handwritten signature in cursive script that reads "Julie James".

Julie James

Village of Downs Clerk