



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

Village of Downs Board of Trustees Regular Meeting November 9, 2023, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James Called to Order the November 9, 2023, Village of Downs Board of Trustees meeting to order at 7:01pm.
2. Roll Call was taken. Trustees Maureen Roach, Anna Milliken, Sarah Gassaway, Brian Warfel and Toby Twyford were present. Stephanie Adkisson was 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 5-0
 1. Scriveners error on Ordinance number last month:
 - a. Ordinance 2023-41 Approving the Final Plat of Quality Oil Subdivision should have been Ordinance 2023-20 Approving the Final Plat of Quality Oil Subdivision
5. Events
 - James reported the Haunted House season has wrapped up. We had 4904 people go through the haunt.
 - It wasn't considered a record season, we have had more go through in a season, but that season had an extra night. The haunt averaged 658 people/night which is a record.
 - The Un-haunted House Day was very successful with about 400 kids.
 - On the same day, PTO held a party at the pavilion, Zeta had a special event and Teresa Klockenga was offering photographs. We ran 2 hayracks during the un-haunted day. This was great to see and we will look to do more of this next year.
6. Engineer & Development Report
 1. Down Water Plant Improvements
 1. IEPA Loan
 - Third disbursement request is being submitted to IEPA and includes \$123,339.59 (428,244.28 completed – 262,080.26 already approved – 42,824.43 retainage) to Leander Construction.
 2. Construction.
 - Leander has begun some demolition on site, building excavation and building addition concrete work.
 - MSA continues to review equipment submittals from Leander.
 - Leander is scheduled to construct WTP building addition work through December. Internal work through winter with closed in building addition.
 2. Downtown Streetscape and Parking Lots design

- A revised concept design is being finalized for Village review. Once finalized we can finish the project estimate and grant submittals.
 - Environmental reviews have been submitted for the project limitations. SHPO has provided environmental clearance for the site.
3. Downs Crossing Watermain Extension
 - Hoerr Construction will utilize existing Village force main materials, plus additional ordered force main. Awaiting force main material shipment. Mobilizing equipment at lift station site for work.
 - Will order Rte. 150 water main materials to secure pricing. Work in Spring 2024.
 4. S. Lincoln and Colleen Lane Water and Sewer Extension – Nothing new to report.
 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects - Nothing new to report.
 6. Other Engineering or Development Updates
 - MSA submitted a safe route to school grant application for construction of sidewalks along the north side of Main Street from Price St west to side of Main Street from Price St west to Gadwall Lane on October 2. Grant awards are expected to be announced in Spring 2024.
7. Mayoral Report
 - James noted Scrivener’s error on the passed resolution from last month.
 - He is working with Kenny Battle on a Kenny Battle basketball camp. Will reach out to the School.
 - The LED sign is up and operational. James has been learning about all that it can do.
 - Next month James will bring forth a resolution naming the public works building. James is asking for it to be called the “Les Fitzwater Public Works building.” Fitzwater and James created the public works department. Fitzwater was employed by the village for many years.
 8. Trustee Reports
 1. Building Report
 - No new permits were issued.
 2. Water and Sewer Report
 - The average iron concentration for the finished water was .72 ppm.
 - Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory, fluoride concentration was .70.
 - The volume of water pumped for the month was 2.580, averaging 83,225 gallons a day.
 - The sewer lift station pumped 2.044 million gallons for the month averaging 65,935 gallons per day.
 - 1 service leaks
 - 0 residential leak
 - 1 Water shut off moved out
 - 15 JULIE tickets within Village
 - 1 Streets/Water Department
 - 14 outside companies (1 was extended ticket, no need to remark)
 - 29 JULIE tickets outside Village (12 were extended tickets, no need to remark)
 3. Police Report
 - Training is continuing. Officer Thornton has transitioned into Phase 2 of 4.

- Highlights – His traffic stops are smooth and very professional. He has created a rhythm that functions well on the stop making it efficient and functional. His interactions with the public have been well received and he has excelled in this area. Officer Thornton has set up an event at the Zeta Coffee House for coffee and a cop interaction and has created flyers to promote it in December. This was done on his own with no prompting.
- Officer Lacey is in the end of Phase 1 of 4.
- Highlights – Officer Lacey has been perfecting her traffic stops. She is understanding that the roles we play requires a great deal of problem solving. Her last traffic stop was 1.5 hours long dealing with a language barrier and 5 people in a truck that chose not to speak English. With my help we successfully completed the stop with a citation and acquired a valid driver to come out to drive their vehicle.
- The Part time Officers on their own have contributed to an arrest in Bellflower and multiple traffic stops and traffic enforcement and investigations.
- We are looking into an attempted car parts theft that happened at the school. We received photos and video from our cameras and the schools to narrow down our search based on distinct features on the vehicle. We used Facebook to reach out to the community for their help and were given many calls helping us with this case.
- We had an illegal dumping case at Viking Liquors as well.
- With the light load on cases, we have been able to amplify our community presence.
- The Haunted house was a success from a security perspective. Our department had its showing and worked well with Randy Wert to deal with a couple issue that came about. With the help of Det. Guest, we were able to be in two places at once. We had our presence at the football games and the haunted house as well as patrol of the village after the game was over. Our hard work is paying off.
- Downs had 13 citations written in Oct and 2 warnings. In Nov we have 4 citations written so far.
- Bellflower had 8 citations written in Oct and 0 warnings. In Nov we have 3 citations so far
- We have negotiated for three used radios that will fully equip the Downs PD with a radio for each officer. The cost for the new radio has gone up to \$5000.00 for a Kenwood and is \$9000.00 for a Motorola.
- I have contacted another PD who uses the model of Kenwood that is no longer made to make room for the new model. The price on those was 3000.00. In working with the supplier for Kenwood, he is upgrading the fire department, and they are willing to sell us the old model for \$500.00 per unit and have 3.
- We will buy all three as that is how many Officers do not have a radio. These will need to get the settings programmed by Clear Talk to match our current radios but now we are safer when we run patrols.
- We are in need of another vehicle, and we are working closely with Arrowsmith and Bellflower on this need. With the Officers soon running at full capacity the traffic enforcement and the patrol needs of all the villages is starting to be seen

already at our partial capacity. With this in mind, it is coinciding with our estimates of both tickets, decreased response time and saturation of patrol.

4. Streets Reports

- Warfel noted it has been a busy month
- We finished up mowing for the season.
- Employees are receiving training on the hydro machine.
- Monday was the last brush pick up for the season.

5. Parks, Community Center and Food Pantry Report – Nothing new to report.

6. Finance and Services Report

Audit - Jeremy Bork, lead auditor from Striegel Knobloch

- Bork reported that our financial statements were presented fairly.
- He gave a high level report of financial statements and Notes.

Finance

- Bakewell went over the Annual Treasurer's Report.
- She is working on the TIF report. She briefly went over the report.

BTP

- Striegel Knobloch bill
- Fund transfers in General Fund
- Joe's Towing and Recovery was removed from the BTP

GFL

- We provided a list of address to GFL including addresses that were under construction. We noticed we were being over billed.
- GFL under billed us May-July.
- Eric Shangraw called today asking for our numbers. Monthly we are going to send them our numbers.

Tax Levy

- needs to be passed by the end of December.
- Board agreed to stay within the allowed increase for the levy, which is 5%.
- Increase will be \$5343.49
- Striegel Knobloch has agreed to do our audit next year. It will be a Single Audit and it will be more expensive.
- Bakewell said she has spent a fair amount of time with banks and financing.
- Bakewell and Russow will be at the IMTA Treasurer's Institute.
- James is reaching out to Arrowsmith about a company who does their accounting.
- We will be financing the Hydro Vac \$170,000 for 5 years.
 - Busey's interest rate was 5.9% with a \$250 closing fee. However, funds wouldn't be received until the 22nd of November.
 - Bank of Pontiac's rate was 6.5% and a \$125 closing fee. Funds will be received by the end of the day.
- Milliken met with VanGundy today. We will see an increase in premium of 26% because we have more employees, and we had a Workman's Comp claim.
- To combat the increase are going to increase deductible for the village buildings. Buildings will now have a \$5000 deductible.
- Cyber Security training was set to be completed by 11/1.

9. Discussion

1. Other – There was no other discussion.

10. Public Comment – There was no public comment.
11. A Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Milliken. Approved 5-0
12. A Motion to Approve Consent Agenda was made by Roach and seconded by Twyford. Approved 5-0
 1. Motions
 - a. Motion to Approve the October 12, 2023, Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the October 12, 2023, Village Board of Trustees Executive Meeting Minutes
 - c. Motion to Approve FY 2022-2023 Audit
 - d. Motion to Approve FY 2022-2023 Annual Treasurer's Report
 - e. Motion to Approve FY 2022-2023 Annual TIF Reports – moved out of consent agenda
 2. Ordinance
 3. Resolutions
 - a. Resolution 2023-R36 Approving and Authorizing Amended Agreement with USG and the Village of Downs for Water Tower Maintenance Program
 - b. Resolution 2023-R38 Approving and Authorizing Agreement with Hoerr Construction, Inc. and the Village of Downs to Bore 8" Water Main Under IL Rt 150 at Downs Crossing not to Exceed \$52,075.00
 - c. Resolution 2023-R41 Authorizing and Approving the Renewal of Village of Downs Liability Insurance with ICRMT as of December 1, 2023, not to exceed \$49,339.00
 - d. Resolution 2023-R42 Authorizing and Approving the Amended 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 Bank of Pontiac for an Amount Not to Exceed the Sum Stated Herein (\$182K)
 - e. Resolution 2023-R43 Authorizing and Approving an Agreement Between Civil Banshee, LLC and the Village of Downs to Purchase Property Parcel #29-04-180-013 for \$60,000.00Discussion – Donation Funds will be paid at closing.
13. New Business
 1. Motions
 - a. Motion to Continue the Village of Downs Regular Board of Trustees Meeting on _____, @ 7 pm at the Village Hall
 2. Ordinances
 3. Resolutions
14. Old Business
 1. 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.
 2. 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.

15. A Motion to Approve Payment of Bills was made by Roach and seconded by Twyford. Approved 5-0
16. Motion to Enter Executive Session - Executive Session was not entered.
17. Action on Executive Session Items
18. Other Business – There was no other business.
19. A Motion to Adjourn at 8:42pm was made by Twyford and seconded by Warfel. Approved 5-0

A handwritten signature in cursive script that reads "Julie James". The ink is dark and the signature is written on a light-colored background.

Julie James
Village of Downs Clerk