



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

Village of Downs Board of Trustees Regular Meeting December 14, 2023, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James Called to Order the December 14, 2023, Village of Downs Board of Trustees meeting to order at 7:05pm.
2. Roll Call was taken. Trustees Maureen Roach, Anna Milliken, Sarah Gassaway, Brian Warfel and Toby Twyford were present. Stephanie Adkisson was present via Zoom with an approved excuse. 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. Motion to Approve Agenda and Order Roach and Warfel 6-0
5. Events –
 - Clerk James reported Cookies with Santa was very well attended. We had 339 children, and their families attend.
6. Engineer & Development Report
 1. Downs Water Plant Improvements
 - IEPA Loan**
 - Fourth disbursement request has been submitted to IEPA and includes \$385,526.96 (856,607.57 completed – 85,660.76 retainage– 385,419.85 already approved) to Leander Construction. Also, included MSA invoice in the amount of \$26,481.80 for construction administration and observation and loan administration.
 - Construction**
 - Building addition is nearing outside wall completion. Roof and brick to be completed yet, then interior equipment and piping can occur over winter.
 - Exterior Salt/Brine in-ground tank being worked dug. To be completed over next month.
 - Winter months will see interior piping, slabs, and equipment work primarily.
 - Leander Construction to continue cleaning Water and Front Streets periodically, especially before further winter months.
 - Monthly progress meetings occurring fine. Contractor, subs, Village, MSA.
 2. Downtown Streetscape and Parking Lots design
 - A revised concept design has been finalized and is being presented at a Public Open House at 6:00 PM on December 14.
 - Environmental reviews have been submitted for the project limitations. SHPO has provided environmental clearance for the site.
 - Public notice for the project will be published in the Pantagraph this month with a 15-day comment and objection period. After that is completed, the Village can get the grant agreement sent for processing and approval.

3. Downs Crossing Watermain Extension
 - On the agenda tonight is a required agreement with Ramsey for the boring work at the tower location.
 - Hoerr has scheduled crews for January for Lift Station, force main and Rte. 150 bore work.
 - Rte. 150 bore added to Hoerr work, at their original proposal pricing. They have ordered materials and will complete in January with Lift Station work.
4. S. Lincoln and Colleen Lane Water and Sewer Extension
 - The water main extension has begun.
 - Hoerr Construction will utilize existing Village force main materials, plus additional ordered force main, cutting some costs to the Village.
 - Hoerr has scheduled crews for January for Lift Station, force main and Rte. 150 bore work.
 - MSA will work on ordering manholes for sewer.
5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects
 - This is on hold until Roanoke Concrete is up and running.
6. Other Engineering or Development Updates
 - Freedom Oil has come a long way. They were pouring concrete this week.
 - Corn Belt is going well.
 - 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 Gadwall Lane on October
 - Grant awards are expected to be announced in Spring 2024.
7. Mayoral Report
 - We are almost to the end of our contract with Next Amp.
 - James suggests we wait out for the solar farm that may be coming to Downs and not re-sign up with them.
 - He has had a discussion with the Bloomington Municipal Credit Union. It may be possible in the future that our municipal employees will have access to it.
 - Les Fitzwater's building dedication will be ready in January.
 - James would like to use our LED sign for business advertising. He went over a proposed advertising table. Income generated from the advertising would be used for maintenance and upkeep of the sign.
8. Trustee Report
 1. Building Report
 - Gassaway reported there in not much has been going on right now.
 - Randy Jacobs, our building inspector, has requested a fee increase.
 - The new fee schedule will be reflecting the increase.
 2. Water and Sewer Report
 - Twyford didn't have anything new to add.
 3. Police Report
 - Violation letters have been sent out.
 - Training is going really well.
 - The department wrote 9 tickets in Downs and 9 tickets in Bellflower.
 - Ty is going into phase 3 of his training.
 - We have taken the speed signs down, to protect them from the winter weather.

- They are working on a fraud and a domestic case.
 - There was a car accident on RT 150 and Washington St.
 - Ty is doing Coffee with a Cop tomorrow at Zeta.
 - The department is having a joint rescue task with the fire department and EMTs.
 - Michele is going to start making website updates.
4. Streets Reports
- Warfel reported the streets department did street scraping on Main St.
 - They also replaced the culvert over by the cemetery.
5. Parks, Community Center and Food Pantry Report
- Committee members are recommending to add Riley McTaggart to their committee.
 - They plan to address the Christmas lights for next year.
 - Adkisson would like to purchase a new rack for folding chairs in the pavilion.
6. Finance and Services Report
- **Unique bills on the BTP**
 - Aldeia Engineering
 - ICRMT – amended for a 50% share
 - Randy Jacobs
 - We will be making additional payments on our loans through the end of the FY.
 - Bob Melton trucking fee
 - TIF payments to Misch Excavating and Hillard Family Trust
 - Bakewell said we are seeing the impact of Freedom Oil not being open. Both sales and video gaming tax revenue is down.
 - Bakewell is requesting time sheets for the next pay cycle by next Friday.
 - She thanked the board for sending Cara and herself to the treasurer's institute.
9. Discussion
1. Other
- Michele Tocco will be taking some computer classes at Heartland. The board is interested in paying for her classes. Wall suggested we add language they she would need to stay employed for 6 months following reimbursement.
 - Inter-governmental agreement with Tri-Valley changes
 - Tri-Valley will reduce their payment for police service from \$15,000 a year to \$10,000.00 during the abatement period.
 - In the event of breach from Freedom, the village will need to notify the school.
10. Public Comment
- Josh Guin had a couple of questions about the new water tower at Downs Crossing.
 - Boy Scout, Justin McNeeley said the Boy Scouts are looking for some service hours to be completed by April or May.
 - Diana Reynolds reported there is a hole in the culvert over by the house she owns on Washington and Price Streets.
 - She also asked if the Zoning Board have made a decision about a new committee member.

Adkisson left the meeting at 8:09pm.

11. A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and seconded by Roach. 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 November 9, 2023, Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve FY 2022-2023 Annual TIF Reports
- c. Motion to Approve Revised Building Inspection Fee of \$100 per Inspection
- d. Motion to Approve Amended Village of Downs Fee Schedule
- e. Motion to Approve Addition of Riley McTaggart to the Parks Committee
- f. Motion to Approve Additional Monthly Payment of \$3,750 on Vermeer Hydrovac Bank Loan until End of FY2024 and Continue Extra \$1,250 on the Spray Patch Machine
- g. Motion to Approve IT Training at Heartland Community College for Michele Tocco Contingent on Continued Employment for Six Months after Completion of Courses

2. Ordinance (21)

- a. Ordinance 2023-21 Approving the Levy and Assessment of Taxes for the Corporate Purposes of the Village of Downs, McLean County, Illinois for the Fiscal Year of May 1, 2024, Through April 30, 2025
- b. Ordinance 2023-22 Approving and Adopting Amendments to the Village of Downs Policy Handbook for the Employees of the Village of Downs

3. Resolutions (44)

- a. Resolution 2023-R44 Authorizing and Approving the Agreement Between MET Ramsey Division and the Village of Downs for Geotechnical Services for an Elevated Storage Tank

13. No action was taken in 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

- a. Ordinance 2023-__ Authorizing and Approving the Execution of an Intergovernmental Agreement Between Tri-Valley Community Unit School District #3 and the Village of Downs

3. Resolutions

14. No action was taken in 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
- 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

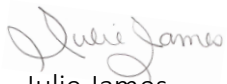
15. A Motion to Approve Payment of Bills was made by Roach and seconded by Milliken. Approved 5-0

16. Executive Session was not entered.

17. No Action was taken on Executive Session Items.

18. There was no Other Business.

19. A Motion to Adjourn at 8:31pm was made by Roach and seconded by Warfel. Approved 5-0

A handwritten signature in cursive script, reading "Julie James", written in dark ink on a light-colored background.

Julie James

Village of Downs Clerk