



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

Village of Downs Board of Trustees Regular Meeting October 12, 2023, 7 pm @ Village Hall

1. Mayor Mike James Called to Order the October 12, 2023, Village of Downs Board of Trustees meeting to order at 7:13pm.
2. Roll Call was taken. Trustees Maureen Roach, Anna Milliken via Zoom, Stephanie Adkisson, Sarah Gassaway, Brian Warfel (arrived at 8:42) and Toby Twyford (arrived at 7:36pm) were present. There was a quorum to do business. Also present were Clerk Julie James via Zoom, 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 Roach and seconded by Gassaway.
Approved 4-0
Discussion -
No changes were made to the agenda.
5. Presentations – There were no presentations.
6. Engineer & Development Report
 1. Down Water Plant Improvements
IEPA Loan
 - Second disbursement request is being submitted for review and approval. It includes \$63,641.94 (291,200.29 completed – 198,438.32 already approved – 29,120.03 retainage) to Leander Construction for project set up, submittal/shop drawings, demolition and purchase and storage of some HVAC materials.**Construction**
 - Leander has begun some demolition on site and building excavation.
 - MSA is continues to review equipment submittals from Leander.
 - Leander is scheduled to construct WTP building addition work October-December. Internal work through winter with closed in building addition.
 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.
 - There will be a Public hearing in December.
 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
7. Mayoral Report
 - CIRA
 - CIRA is trying to expand their board from 7-9 board members.
 - This was to include 3 Bloomington residents, 3 Normal residents and 3 residents from rural McLean County.
 - Senator Koehler and Chung said it would not be introduced in the fall veto session. We need to keep an eye on this.
 - Zoning Board
 - Linda Bowman has resigned from the Zoning Board effective as of 10/10/2023. She has been on the Village of Downs Zoning Board for 32 years.
 - She has a replacement in mind for board chairperson.
 - Roanoke Concrete
 - James reported that Roanoke Concrete will be operational in September of 2024.
 - Their first project will be making the road out at the concrete plant.
 - They are supposed to be making cinder blocks and concrete for the new water treatment plant.
 - WTP
 - There was a change order to the water treatment plant building.
 - Exterior door color will be brick red like our current doors
 - Brick will match the existing building.
 - It will have new garage doors and new garage door openers.
 - LED Sign
 - LED sign is up and running.
 - James said he is working on how we are going to offer advertising on the sign after he learns how to create and manage content.
 - Erik Bryant was going to bring in some landscaping blocks and rock. We will look to have it landscaped eventually.
 - Haunted House
 - 1st HH weekend went extremely well, and we broke a weekend record.
8. Trustee Reports
 1. Building Report
 - Roanoke permit has not been signed off yet but approved to move forward. BNWRD connection permit is all that is needed. Our engineer reviews have been completed.
 - Approved the Corn Belt new addition permit.
 - We had 1 renovation permit.
 2. Water and Sewer Report
 - Misch will start back up the sewer/water out at Colleen Ct. Want to start this weekend. However, it was supposed to rain.
 - Hats off to the public works crew that have been working on a service line repair in S Pintail. This is the 4th time we have repaired it. We replaced the entire service line so we will not have to repair again.

3. Police Report

- Roach sent trustees a list of properties that are in violation of ordinances.
- She is looking for direction from the board on how to proceed with them.
- They will start mailing letters to those who are in violation.
- Dinger reported we had a hit and run in Downs.
- A car hit a street sign. Our village hall cameras captured the incident. There are a couple of vehicles in the school parking lot that resemble the car.
- One report of stalking
- One report of a suicidal individual
- The department needs a new radio.

4. Streets Reports – nothing new to report

5. Parks, Community Center and Food Pantry Report

- Adkisson reported she is keeping the supplies stocked up at the pavilion for the haunted house season.
- There has been an uptick in rentals for the pavilion.
- The park committee will make plan over the winter for the Kickapoo trail.
- 45 boxes for the food pantry were distributed.

6. Finance and Services Report

- Milliken reported that Cyber Security Awareness training is due at the end of this month.
- The training applies to all employees.
- The tentative date to reconvene to approve the audit will be 10/24/23.
- Change to vacation time to tiered time by years of full time service.

BTP

- We are being overbilled by 7 residences by GFL. Bakewell said she is working on getting that corrected.
- Final bills for the LED sign
- Lee Ent bill
- McLean Co Chamber of Commerce
- Generators were serviced and this bill on the BTP.
- Pace Guard dog program - we are switching programs
- Bakewell went over financial reports
 - We are currently earning 3.35% in our money market.
 - We would do a CD for 7 months for 5.25%.
 - Bakewell will be working on the annual treasurer's report.
 - Simple IRA requires communication with the employee annually. A letter will go out to all employees.

9. Discussion

1. Other – Nothing else was discussed.

10. Public Comment – There were a couple of questions on zoom.

- Is there a new Streetscape design concept? – Public hearing to address this in December.
- Who appoints zoning board members - The Zoning Board brings their recommendations to the board for approval.
- Twyford reported the Downs CIA served concessions for the Car Show and the first weekend of the haunted house. They have been asked to do the concessions next year for the Car show and their Christmas party.

11. A Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Gassaway. Approved 6-0
12. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Adkisson. Approved 6-0
 1. Motions
 - a. Motion to Approve the September 14, 2023, Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the September 14, 2023, Village Board of Trustees Executive Meeting Minutes
 - c. Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St. from Franklin to Main, Dooley Park Road every Friday and Saturday in October 2023 from 5pm - 12 am
 - d. Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St from Franklin to Main on October 29, 2023, from 12 - 4 pm
 - e. Motion to Approve the Extension of Dooley Park Hours on every Friday and Saturday in October 2023 until 12 am
 - f. Motion to Approve Renewal of Membership in Illinois Public Works Mutual Aid Network (IPWMAN \$100)
 - g. Motion to Approve Renewal of Membership in the Illinois Rural Water Association (IRWA 349.49)
 - h. Motion to Approve the Assistant Treasurer and Treasurer Attend the IMTA Treasurer's Institute
 2. Ordinance
 - a. Ordinance 2023-19 Approving and Adopting Amendments to the Village of Downs Policy Handbook for the Village of Downs Employees
 3. Resolutions
 - a. Resolution 2023-R40 Authorizing and Approving Agreement Between PACE Analytical Services and the Village of Downs for Water Testing Laboratory Services
13. New Business
 1. Motions
 - a. A Motion to Renew Membership with the McLean County Chamber of Commerce for \$365.00 was made by Roach and seconded by Gassaway. Approved 6-0
 - b. Motion to Approve FY 2022-2023 Audit
 - c. Motion to Approve FY 2022-2023 Annual Treasurer's Report
 - d. Motion to Approve FY 2022-2023 Annual TIF Reports
 2. Ordinances
 3. Resolutions
14. Old Business
 1. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on October 24, 2023 @ 7 pm at the Village Hall was made at 9:40pm by Roach and seconded by Adkisson. Approved 6-0
 2. A motion to approve Ordinance 2023-41 Approving the Final Plat of Quality Oil Subdivision was made by Roach and seconded by Adkisson. Approved 6-0

Discussion -

 - o Language to include water detention, water and stormwater and water easements were added.

3. 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.
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.
15. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Milliken. Approved 6-0
16. A Motion to Enter Executive Session for Contract Negotiations at 9:02pm was made by Roach and seconded by Gassaway. Approved 6-0

Mayor Mike James Called back to Order the October 12, 2023, Village of Downs Board of Trustees meeting to order at 9:40pm.

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

17. There was no Action on Executive Session Items.
18. There was no Other Business.
19. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on October 24, 2023 @ 7 pm at the Village Hall was made at 9:40pm by Roach and seconded by Adkisson. Approved 6-0
20. Mayor Mike James Called to Order the October 12, 2023, Village of Downs Board of Trustees meeting back to order on October 24, 2023, at 7:05pm.
21. Roll Call was taken. Trustees Maureen Roach, Anna Milliken, and Sarah Gassaway were present. There was a quorum to do business. Also present were Clerk Julie James and Treasurer Julie Bakewell. Trustees Stephanie Adkisson, Brian Warfel and Toby Twyford were absent.
22. The Pledge of Allegiance was recited.
23. The audit was not ready for approval and there was no other discussion.
24. Motion to Adjourn at 7:06pm was made by Roach and seconded by Milliken. Approved 4-0



Julie James
Village of Downs Clerk