

VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS

BOARD OF TRUSTEES
MINUTES
FEBRUARY 7, 2024

CALL TO ORDER

President Allen Grussing called the meeting to order at 7:00 p.m. in the village office located at the Bellflower Community Center, 104 W Center Street, Bellflower.

The Meeting Notice and Agenda (copy attached) was posted on the Bellflower Community Center exterior bulletin board on February 5, 2024, at 3:00 p.m.

BOARD ATTENDANCE

Present: President Allen Grussing; Trustees Skee Aldrich, Teresa Drinkwater, Andrew Ellis, Bart Lytel, Steve Weiss, and Shane Zimmerman.

Absent: None.

Seven of seven board members were present, which formed a quorum.

VILLAGE OFFICIALS PRESENT – Clerk Herb Youngblood

PUBLIC ATTENDANCE – Guy Jamison, Jay Jewell, Merle Shelton, and Chris Zimmerman.

PUBLIC COMMENT

Village residents Jamison, Jewell, Shelton, and Zimmerman discussed the ongoing “water in basement” issue. As their drainage tile did not have a clean-out pipe, Jay Jewell had Reynolds Excavating install a clean-out pipe. Schoonover Sewer Service flushed the tile and scoped the buried drainage tile fed from their houses and it appeared a blockage existed at the Community Center in the village right-of-way facing S Vine and Hinshaw streets. As a result of Schnoover flushing the tiles from the west and east, the blockage was confirmed to be caused by a broken tile in that right-of-way. Reynolds Excavating provided an estimate to repair the tile.

EMERGENCY MOTION by Trustee Aldrich to accept the Reynolds Excavating \$1,900 estimate (copy attached) to repair the broken tile since the blockage is on village property. Seconded by Trustee Drinkwater. Voice vote: 6 yes; -0- no. Motion passed.

MOTION by Trustee Ellis to establish a policy to reimburse homeowners for one-half of the installation cost for a drainage tile clean-out pipe when drainage issues occur and no clean-out pipe exists, subject to the following limitations:

1. Expenses to be reimbursed shall be limited to costs associated with the excavation, labor, and materials for the clean-out pipe.
2. Reimbursements shall only be processed after a request has been received along with a copy of a paid invoice and documentation (e.g., drawings, maps) regarding the affected tile.
3. Village reimbursements shall be limited within each fiscal year to no more than two reimbursements or \$2,000.

Motion seconded by Trustee Lytel. Voice vote: 6 yes; -0- no. Motion passed.

Jay Jewell will submit a reimbursement request for the clean-out pipe installation.

CONSENT AGENDA

- a. Approve minutes of the regular meeting held on January 10, 2024.

- b. Approve expenditures during the period of January 11, 2024 through February 7, 2024. MOTION by Trustee Weiss to approve the foregoing consent agenda items. Seconded by Trustee Aldrich. Voice vote: 6 yes; -0- no. Motion passed.

POLICE ACTIVITIES

- a. Chief Dingler reports January 2024 activity included two issues, one fire assist, 11 citations, and eight verbal warnings.
- b. Police presence – positive comments from Trustee Lytel (McLean County Sheriff), and Trustee Ellis (Village of Downs).

UNFINISHED BUSINESS

- a. Repairs and Maintenance
 - 1) Buildings
 - a) 9/18/2022 wind/hail storm damage – all repairs COMPLETE.
 - b) Repair estimates – Tim Brandt will call to review/estimate.
 - i. Community Center
 - ii. Depot
 - iii. Don Harden Field repairs – SK Exteriors will estimate ballfield fencing and backstop, and concession stand siding.
 - iv. Library
 - c) Community Center generator – Midwest Equipment reviewed today and will estimate.
 - 2) Streets – Steven Sprau trimmed off jagged tree branches at Paul Luther’s property resulting from a large section that fell out of a tree.
- b. Streets
- c. Water
 - 1) Lead service line inventory status
 - a) Online surveys submitted for 65 of 181 locations. Reminders were inserted into February water bills or mailed for customers who had not completed the survey.
 - b) A \$15,000 state grant was approved to reimburse costs for the inventory project. However, the grant will not cover any expenses incurred prior to accepting the grant, and the village has already spent \$7,900 for 120Water first-year costs. MOTION by Trustee Lytel to decline the grant. Seconded by Trustee Ellis. Voice vote: 6 yes; -0- no. Motion passed.
 - 2) Telemetry box in tower pump house – configuration in progress.
 - 3) Emergency well testing – planning meeting to be scheduled.
 - 4) Cross connection survey – no activity.
 - 5) GIS for water shut-off valves – no activity.
 - 6) Source water protection plan – no activity.
- d. Department of Commerce and Economic Opportunity Grant – review the grant terms to verify if projects covered include new construction, renovations, or both.

NEW BUSINESS

- a. Approvals
 - 1) Cafeteria – MOTION by Trustee Zimmerman to replace the broken Community Center cafeteria mixer with new equipment costing no more than \$1,500 to be paid from Events funds. Seconded by Trustee Drinkwater. Voice vote: 6 yes; -0- no. Motion passed.
 - 2) Technology – MOTION by Trustee Ellis to approve new computers/printers/software as detailed on the attached TECHNOLOGY UPGRADES – February 2024 sheet. Seconded by Trustee Lytel. Voice vote: 6 yes; -0- no. Motion passed.

3) Surplus Property Sale – no bids were submitted to purchase 201 W South St.

b. Discussion

- 1) Christmas decorations – requests received from multiple residents for village Christmas decorations. President Grussing presented a curated sample of available commercial choices (copy attached). Due to the high cost involved, the board declined to pursue.
- 2) BEAD Challenge – The Illinois Broadband Equity, Access, and Deployment (BEAD) Challenge is an initiative aimed at improving high-speed broadband access across the state of Illinois. President Grussing will post a flyer around town and on the website, and will email residents to encourage them to help the state correct its broadband map by submitting internet speed tests at their location (instructions attached).

BOARD REPORTS

President Grussing

- The former Matthew Bennett house at 110 N Vine St still has debris all over the yard, even though Wells Fargo property maintenance was contacted. Trustee Ellis stated the house was sold at auction.
- Migrants in McLean County – the village attorney advised he did not believe this would be an issue for our community.
- Parking lines – old minutes indicate a parking line striping machine was purchased at one time. No board member remembered seeing the equipment.
- Barb Jenkins chestnut tree grove – at last month’s meeting, the board did not approve providing water service for use on property located outside of the village. Mrs. Jenkins is reevaluating her plans.
- Right-of-Way – the village attorney confirms an ordinance is needed to declare that all village rights-of-way are controlled by the village, even on property not owned by the village, and any work to be performed in a right-of-way must be pre-approved by the village.
- Community Center water fountains are being removed – poor building water quality.

Trustee Zimmerman – should a spring clean-up letter be sent to village residents?

Trustee Lytel – junk, primarily automobiles, is stored all over the Brian Thomas property.

Trustee Aldrich – do any street signs need to be installed once spring is here?

Trustee Drinkwater

- Movie night postponed due to conflict with Blue Ridge school.
- Would like to hold a village Christmas decorating contest with prizes.
- Farmer City Little League has no further plans to use Don Harden Field.
- There may be grants available to assist with replacing Don Harden Field fencing, but you must be able to provide proof of use.

Trustee Weiss – Kevin Rumpel would like to plant two crabapple trees at Shorty Lykins Park along with a marker in memory of his wife Michelle. The board asked that he attend the March board meeting and formally present his proposal.

ADJOURN

President Grussing adjourned the meeting at 9:15 p.m.

VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS

BOARD OF TRUSTEES
MEETING NOTICE AND AGENDA
FEBRUARY 7, 2024

The next regular meeting of the Village of Bellflower Board of Trustees will be held Wednesday, February 7, 2024, 7:00 p.m., in the **Village Office** at the Bellflower Community Center, 104 W Center Street, Bellflower.

CALL TO ORDER

PUBLIC COMMENT

CONSENT AGENDA

- Approve minutes of the regular meeting held January 10, 2024
- Approve expenditures during the period January 11, 2024 through February 7, 2024

POLICE ACTIVITIES

UNFINISHED BUSINESS

- a. Repairs and Maintenance
 - 1) Buildings
 - a. 9/18/2022 wind/hail storm damage – replace Depot siding
 - b. Repair estimates
 - i. Community Center
 - ii. Depot
 - iii. Don Harden Field
 - iv. Library
 - c. Community Center generator estimate
 - b. Streets – tree trimming status (Luther 108 N Vine St)
 - c. Water
 - 1) Lead service line inventory – status and grant information
 - 2) Tower pump house telemetry box replacement – status
 - 3) Emergency well testing – status
 - 4) Cross connection survey – status
 - 5) GIS for water shut-off valves
 - 6) Source water protection plan
 - d. Department of Commerce and Economic Opportunity Grant – possible projects

NEW BUSINESS

- a. Action
 - 1) Cafeteria – approve mixer replacement
 - 2) Technology – approve new computers/printers/software
 - 3) Surplus Property Sale – open bids, if any, for 201 W South St
- b. Discussion
 - 1) Requests for Christmas decorations
 - 2) BEAD Challenge

BOARD REPORTS

ADJOURN

VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS

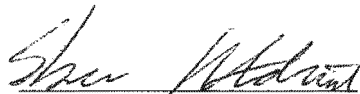
BOARD OF TRUSTEES

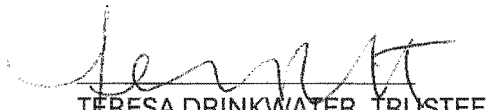
FINANCIAL REPORT ACKNOWLEDGMENT
FOR
FEBRUARY 7, 2024

I acknowledge that I have reviewed the following financial reports:

- Heartland Bank Account Reconciliations – 1/31/2024
- Illinois Funds Account Reconciliations – 1/31/2024
- Invoices paid 1/2024 GF and WF
- Invoices paid 2/2024 GF and WF
- QuickBooks Account Register (Heartland Bank and IL Funds) – 1/2024
- QuickBooks Balance Sheet – 2/7/2024
- QuickBooks Expenditures 1/11/2024 – 2/7/2024
- QuickBooks Fund Reports 5/1/2023 – 2/7/2024



ALLEN GRUSSING, PRESIDENT



SKEE ALDRICH, TRUSTEE


TERESA DRINKWATER, TRUSTEE


ANDREW ELLIS, TRUSTEE


BART LYTEL, TRUSTEE


STEVE WEISS, TRUSTEE


SHANE ZIMMERMAN, TRUSTEE

TED REYNOLDS

Reynolds Excavating
610 W. Clinton
Farmer City, IL 61842
217-377-4461

Proposal

PROPOSAL NO.	DATE Feb 7 2024
BID NO.	ARCHITECT

TO VILLAGE of Bellflower	PHONE NO.	DATE OF PLANS
ADDRESS Bellflower III	WORK TO BE PERFORMED AT:	

We hereby propose to furnish the materials and perform the labor necessary for the completion of Repair Tile @ Community Lot

Area below for additional description and/or drawings:

Backhoe, LABOR, MATERIALS
 10'-6" Repair tile \$1,900.00
 (EXTRA TIME Over 4 hrs @ 200.00/hr
 Plus MATERIALS)

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of _____ Dollars (\$ _____) with payments to be made as follows.

ACCEPTANCE OF PROPOSAL The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____

Signature _____

TECHNOLOGY UPGRADES – February 2024

ISSUES

- Mayor, Clerk, Treasurer, and Water Billing require laptops and printers.
- Clerk and Treasurer require scanners to create PDFs.
- Existing HP laptops (4), donated by State Farm, were manufactured in 2014.
 - Microsoft support for the Windows 10 operating system will cease in 2025.
 - Windows 11 will not run on these machines.
 - 1 laptop – battery is dead and some USB ports don't work.
 - 1 laptop – requires frequent rebooting due to internet connectivity dropping or the entire machine just stops working.
- Village has no printers to accompany these machines.
- Village has no scanners for Clerk and Treasurer.

SOLUTIONS

- Purchase 4 new laptops with related software.
- Purchase 4 new all-in-one printer/scanner devices.
- Purchases will occur when deals are available which do not exceed village credit card limits.

BUDGET

- Hardware: \$3,600 (GF); \$1,200 (WF)
 - Laptops and printer/scanner devices
- Software: \$1,400 (GF); \$200 (WF)
 - Norton Small Business – device security including antivirus protection.
 - Microsoft 365 – Word, Excel, Outlook, PowerPoint.
 - Dropbox – shared cloud document storage.
 - Acrobat Pro for Teams – PDF creation/manipulations.
- Total fund budgets include contingencies for cost overruns.

Panel Tree

\$4,309.50 - \$69,247.75

Panel Tree with 18-4-2 Garland Multiple Sizes Available.

Size 14'

14' Tree, 8 Base 435 C-7 Lamps

~~\$6,630.00~~ **\$4,309.50**



LED Mini Light Branch Tree (Multiple Sizes + Colors)

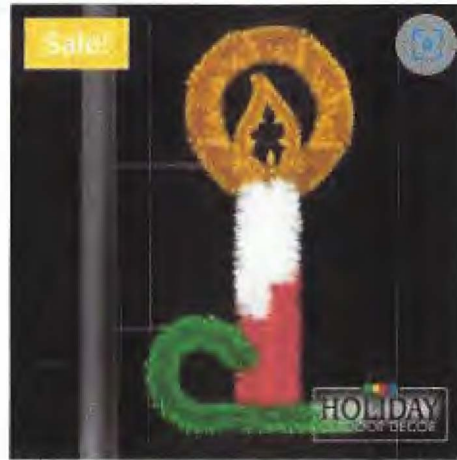
12' Branch Tree 8' Diameter 2150 bulbs 11 branches *

\$5,285.00



Bell with Holly Pole Mount

~~5740.00~~ **\$481.00**



Christmas Candle

~~5655.00~~ **\$425.75**



The Deluxe Building Front Wreath

5' Wreath, 70 C7 Lamps, 27lbs.

~~\$875.00~~ **\$568.75**

Add and to customize!

Our Deluxe Wreath is made with Mountain Pine Branch Garland and includes pinecones and LED lamps. can choose between C7 LED lamps or mini lights Single Sided.

This model includes denser garland for a fuller look and includes more C7 lamps than the Signature Model.



Candle Wreath Pole Mount

\$419.25 - \$630.50



Double Frame Candy Cane

~~5470.00~~ **\$305.50**

Let's get the Illinois broadband map right!

Help make sure Illinois broadband dollars go where they're needed most by completing three speed tests, on three different days.

Visit BEADChallenge.org to get started.

It's as easy as 1-2-3!

1

Confirm what internet speed your household subscribes to, and write it down or take a screenshot. Log into your internet service account to check.

Your subscription speed will include a download speed and an upload speed. For example, "100/20 mbps."

2

Visit BEADChallenge.org and click "Start" to run a speed test.

3

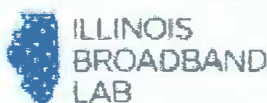
Click on "Click here for full instructions!" and then fill in your name, email, zip code, address, and speed you currently subscribe to. Then click "Submit"!

Repeat steps 1 - 3 two more times on two separate days to make sure your challenge is complete.

?

- **What is a speed test?**
A speed test measures the speed and quality of your internet at a point in time.
- **Why should I take a speed test?**
Taking a speed test will help ensure that the Illinois Broadband Map accurately shows where there is and is not quality internet available to residents.
- **What is this tool?**
By completing a speed test using this tool and sharing your location information, the University of Chicago Internet Equity Initiative will submit internet quality information on your behalf.
- **What happens after I submit my speed test?**
You'll then be prompted to complete two more speed tests on two separate days to complete the process. To help you out, you'll receive email reminders to complete your second and third speed tests.

Questions? Email broadband@illinois.gov or visit DCEO.illinois.gov/BEADChallenge.



Illinois
Department of Commerce
& Economic Opportunity