

VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS

BOARD OF TRUSTEES
MINUTES
SEPTEMBER 10, 2025

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 September 8, 2025, at 2:15 p.m.

BOARD ATTENDANCE

Present: President Allen Grussing; Trustees Skee Aldrich, Bart Lytel, Steve Weiss, and Shane Zimmerman

Absent: Trustees Teresa Drinkwater and Beth Ellis

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

VILLAGE OFFICIALS PRESENT – Clerk Herb Youngblood

PUBLIC ATTENDANCE – Paul Luther, Pamela Brosh, Rob Brown

PUBLIC COMMENT

Rob Brown

- Fiber optic installation has a tentative “go live” date of October 15, 2025.
- Discussed possible monthly rates.
- To date, GHB has discovered a leaking gas line which was reported to Nicor Gas for resolution, and GHB cut a Mediacom line on E Marquis St next to his house due to a JULIE mismarking. All other Mediacom outages to date have nothing to do with GHB installation work.

CONSENT AGENDA

a. Approve minutes of the regular meeting held on August 13, 2025.

b. Approve expenditures during the period of August 14, 2025, through September 10, 2025.

MOTION by Trustee Aldrich to approve the foregoing consent agenda items. Second by Trustee Weiss. Voice vote: 4 yes; -0- no. Motion passed.

POLICE ACTIVITIES

- July – 4 citations, 3 warnings.
- August – 8 citations, lots of domestic at one household; Ty Pennington has returned from military duty.

UNFINISHED BUSINESS

a. Community Center

1) Prioritize areas for tuckpointing – Awaiting cooler weather for President Grussing to review immediate needs with the vendor.

2) Purchase archive file storage shelves – MOTION by Trustee Zimmerman to purchase shelves at a cost not to exceed \$1,000. Second by Trustee Aldrich. Voice vote: 4 yes; -0- no. Motion passed.

b. Don Harden Field

1) Repair ballfield light not working – repaired wire coming from prior pole. COMPLETE.

- 2) Repair light pole conduit wiring – COMPLETE.
- 3) Village Garage roof repair – no additional information about a replacement panel.
- c. Financial (Senator Turner grant) – first reimbursement check received August 14, 2025.
- d. Emergency storm siren remote activation – repair parts were shipped to the motor repair vendor.
- e. Streets
 - 1) Hydro-jetting stormwater drains – Rob Brown awaiting list of what is needed.
 - 2) MFT street sign replacement – contacted Village of Downs for scheduling.
 - 3) Remove MFT trees (Anderson on N Vine St) – COMPLETE.
- f. Water system
 - 1) Distribute Cross Connection Survey – preparing draft using IRWA template.
 - 2) Replace well #3 – Fehr Graham (FG) Master Service Agreement reviewed by village attorney and awaiting final draft from FG. Received FG proposal to develop a project plan for a new well and water main replacement.

NEW BUSINESS

- a. Action
 - 1) MOTION by Trustee Zimmerman to approve Resolution R2025-04 “Return-to-Work Policy” (copy attached). Second by Trustee Weiss. Roll call vote: Yes-Trustees Aldrich, Lytel, Weiss, and Zimmerman. No-none. Absent-Trustees Drinkwater and Ellis. Vote summary: Yes (4), No (-0-), Absent (2). Motion passed.
 - 2) MOTION by Trustee Lytel to approve technology upgrades at an approximate cost of \$5,000 (copy attached). All purchases were included in the budget. Second by Trustee Aldrich. Voice vote: 4 yes; -0- no. Motion passed.
 - 3) Sell surplus equipment – 1 bid received:
 - a) Rob Brown - \$1,500 for Allis-Chalmers Diesel Tractor and \$2,500 for Toro Diesel Mower (copy attached). MOTION by Trustee Zimmerman to accept the \$1,500 Allis-Chalmers tractor bid and reject the \$2,500 Toro mower bid. Additionally, if Mr. Brown pays a reasonable amount to reimburse the village for \$308.00 paid for repair parts on the Woods Pull-Behind Mower to work with the Allis-Chalmers tractor, the Woods mower will be included with the tractor purchase. Second by Trustee Aldrich. Voice vote: 4 yes; -0- no. Motion passed.
 - 4) Sell surplus property located at 201 W South St – no bids received.

BOARD REPORTS

President Grussing

- Depot porch, in front of the entrance door, in need of replacement.
- Don Harden Field Concession Stand – July 4th soda, food, candy, and garbage still need to be removed before the equipment can be prepared for winter.
- Library porch repairs – village attorney reported any repairs would be exempt from current ADA requirements if the existing porch footprint would be maintained. Contacted Keith Springer, who expressed an interest in repairing the porch, but he has not responded.
- Gym concession stand – the Norlake commercial cooler was not cooling properly. McCormick replaced the freon line and recharged the system. However, the temperature sensors are also faulty and must be replaced at an estimated cost of \$500. The board indicated the sensors should be replaced.

- Painting of DHF bleachers and picnic tables and Community Center south-facing doors will be scheduled in fall.
- McLean County Recorder has a Property Check service available in response to increasing reports of title fraud. More information to come.
- Reminders:
 - Lions Club Movie Night, 9/20, 7:00 p.m., Community Center gym
 - Gold Star 500 rest stop at the Community Center cafeteria, 9/23, 2:45 to 3:45 p.m.

Trustee Zimmerman

- Mulberry trees growing in county right-of-way on S State St. President Grussing will contact the county highway department.
- Bellflower Township would like to donate to the village's July 4, 2026 celebration to support additional expenses for USA 250th anniversary. Provide suggestions to Bob Zimmerman.
- Drought conditions exist as harvest begins. May need to enact burn bans. President Grussing will check with the village attorney about the fire district enacting any burn ban, since the fire district covers much more territory than the village or township.

Trustee Lytel – be aware of and sensitive to the fact that one of Brian and Karen Thomas' grandchildren has recently lost his father, and in missing him, the child wanders all around the area.

ADJOURN

President Grussing adjourned the meeting at 8:15 p.m.

VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS

BOARD OF TRUSTEES
MEETING NOTICE AND AGENDA
SEPTEMBER 10, 2025

The next regular meeting of the Village of Bellflower Board of Trustees will be held Wednesday, September 10, 2025, 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 August 13, 2025
- Approve expenditures during the period August 14, 2025, through September 10, 2025

POLICE ACTIVITIES

UNFINISHED BUSINESS

- a. Community Center
 - 1) Prioritize areas for tuckpointing
 - 2) Purchase file storage shelves
- b. Don Harden Field
 - 1) Repair ballfield lights not working
 - 2) Repair conduit on light pole
 - 3) Village Garage – repair roof
- c. Senator Turner grant
- d. Storm siren remote activation
- e. Streets
 - 1) Hydro-vac and clean street drains and catch basins
 - 2) Install MFT signs (street, handicap, dead end)
 - 3) Remove MFT trees (Anderson on N Vine St)
- f. Water system
 - 1) Distribute Cross Connection Survey
 - 2) Replace well #3

NEW BUSINESS

- a. Action
 - 1) Approve Resolution R2025-04 “Return-to-Work Policy”
 - 2) Approve technology upgrade proposal
 - 3) Sell surplus property and/or equipment

BOARD REPORTS

ADJOURN

**VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS**

BOARD OF TRUSTEES

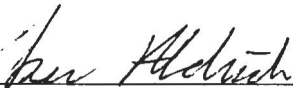
**FINANCIAL REPORT ACKNOWLEDGMENT
FOR
SEPTEMBER 10, 2025**

I acknowledge that I have reviewed the following financial reports:

- Heartland Bank Account Reconciliations – 8/31/2025
- Illinois Funds Account Reconciliations – 8/31/2025
- Invoices paid 8/2025 GF and WF
- Invoices paid 8/2025 MFT
- Invoices paid 9/2025 GF and WF
- Invoices paid 9/2025 MFT
- QuickBooks Account Register (Heartland Bank and IL Funds) – 8/2025
- QuickBooks Balance Sheet – 9/10/2025
- QuickBooks Expenditures 8/14/2025 – 9/10/2025
- QuickBooks Fund P&Ls 5/1/2025-9/10/2025



ALLEN GRUSSING, PRESIDENT



SKEE ALDRICH, TRUSTEE

TERESA DRINKWATER, TRUSTEE

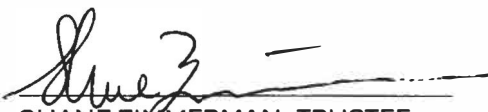
BETH ELLIS, TRUSTEE



BART LYTEL, TRUSTEE



STEVE WEISS, TRUSTEE



SHANE ZIMMERMAN, TRUSTEE

**VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS**

RESOLUTION NUMBER R2025-04

**A RESOLUTION ADOPTING A
RETURN-TO-WORK PROGRAM POLICY**

Allen Grussing, Village President

Village Trustees

Skee Aldrich

Teresa Drinkwater

Beth Ellis

Bart Lytel

Steve Weiss

Shane Zimmerman

Herbert Youngblood, Village Clerk

Published in pamphlet form by authority of the
President and Trustees of the Village of Bellflower on September 10, 2025

**VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS**

RESOLUTION NO. R2025-04

**A RESOLUTION ADOPTING A
RETURN-TO-WORK PROGRAM POLICY**

WHEREAS, the Village of Bellflower (the “village”) is an Illinois Municipal Corporation organized and operating pursuant to Article 7 of the Illinois Constitution of 1970 and the Illinois Municipal Code (65 ILCS 5/1-1-1, et seq.); and

WHEREAS, the village obtains all insurance services from the Illinois Municipal League Risk Management Association (RMA); and

WHEREAS, RMA has mandated that all member municipalities must adopt a Return-to-Work Program Policy (the “policy”) no later than September 2025.

NOW, THEREFORE, BE IT RESOLVED that the Village President and Trustees of the Village of Bellflower, McLean County, Illinois, approves and adopts the Return-to-Work Program Policy as shown in the attached Exhibit.

This Resolution shall be effective upon adoption and approval.

ADOPTED by the Board of Trustees of the Village of Bellflower this 10th day of September 2025, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Aldrich	X			
Drinkwater			X	
Ellis			X	
Lytel	X			
Weiss	X			
Zimmerman	X			
Grussing (to the extent that the President's vote may be needed)				
TOTAL	4		2	

APPROVED this 10th day of September 2025.

ATTEST:


Herbert L. Youngblood
Village Clerk


Allen D. Grussing, Village President



EXHIBIT
RETURN TO WORK PROGRAM POLICY

The Village of Bellflower (the “village”) is committed to providing a safe work environment for its employees. It is the intention of the village to provide employees who have sustained work-related injuries with the opportunity to return to or remain on the municipality’s payroll during periods of partial incapacity resulting from these injuries. Every effort will be made to ensure that employees return to the work environment as soon as they are physically able.

Employees who may work in a limited capacity, but who are temporarily not capable of performing the full scope of their regular job duties, may receive a temporary job assignment through the village’s Return-To-Work Program. Job assignments will be based on specific medical restrictions provided by licensed physicians. If work is available for the injured employee and the physical requirements of such work do not violate any medical restrictions, the employee will be required to perform an alternate job assignment to continue receiving village compensation.

The Village of Bellflower’s Return-To-Work Program will be coordinated by the Village President who may be reached by phone at 309-929-9059 or by email at vob.mayor@outlook.com. The Village President is responsible for ensuring that the Village of Bellflower’s Return-To- Work Program is being fully utilized and followed.

APPLICABILITY

All active employees who become temporarily unable to perform their regular job duties due to a compensable work-related injury or illness are subject to this policy. Although village officials are elected and therefore not considered employees, for purposes of this policy all village officials shall be considered employees.

All village employees are classified as part-time. Work schedules are not defined by daily, weekly, monthly, quarterly, or annual requirements. Employees work as needed to complete the job and are paid for actual hours worked.

PROCESS

- Work-related injuries requiring immediate medical attention – call “911” for transport to the emergency room of the employee’s choice (Gibson Area Hospital in Gibson City; Carle Hospital in Champaign or Bloomington; OSF Hospital in Champaign or Bloomington).
- Work-related injuries that do **not** require immediate medical attention - the employee should contact their personal physician for treatment.
- Within 24 hours of any work-related injury:
 - The Village President shall give the employee the IML RMA form “Employee’s Accident Report” to be completed in the employee’s own handwriting. The employee shall then submit the completed form to the Village President.
 - The Village President shall complete “Illinois Form 45: Employer’s First Report of Injury” and IML RMA form “Supervisor’s Accident Investigation.”
 - The Village President shall email all forms to imlrmaclaimsreports@ccmsi.com or fax the forms to (312) 455-6477. The Illinois Workers’ Compensation Act sets forth certain time frames for paying specific employee work-related injury claims. **DO NOT DELAY** reporting a claim because you feel you do not have enough information. Report the claim with the information you have and send additional claim information when it becomes available.
- Before any injured employee may return to work, their treating physician shall provide medical clearance.

TECHNOLOGY UPGRADE PROPOSAL

9/10/2025

CURRENT SITUATION:

- Windows 10 support ends October 2025. The current water billing PC belongs to Herb, runs Windows 10, and the hardware will not support Windows 11.
- All current clerk and treasurer functions are performed on a separate PC owned by Herb that runs Windows 11.
- Planning for the future, the clerk and treasurer positions should again be separated.
- New laptops will be purchased for the clerk and treasurer, but no printers will be purchased.
- Treasurer will be responsible for water billing due to cash handling, and no separate water billing PC will be needed.
- The village office at the Community Center (at the main entrance) will be used to house village archive files, as well as provide workspace for the mayor, clerk, and treasurer. A 27-inch monitor, full-size keyboard/mouse, printer, and scanner will be available for docking and/or wireless use.

COST:

ITEM	ESTIMATE	BUDGETED
Hardware	2,515.00	3,700.00
Software	2,304.00	2,340.00
Total	4,819.00	6,040.00

The total budgeted amount exceeds the total estimate because we will not be purchasing a water billing laptop nor purchasing printers for the clerk and treasurer to use at home.

REQUEST:

Approval to purchase new hardware and software for an estimated \$5,000.

**VILLAGE OF BELLFLOWER
SURPLUS EQUIPMENT BID FORM**

SUBMITTED BY (PLEASE PRINT):

NAME Rob Brown

PHONE (217) 461 2319

EMAIL ADDRESS RobBrownH@gmail.com

MAILING ADDRESS 310 E Margolis Bellflower IL

ITEM		BID AMOUNT
	ALLIS-CHALMERS DIESEL TRACTOR	\$ <u>1500</u>
	WOODS PULL-BEHIND MOWER	\$ _____
	TORO Z MASTER PROFESSIONAL 7000 DIESEL MOWER	\$ <u>2500</u>
	YARD MACHINES 20-INCH PUSH MOWER	\$ _____
TOTAL BID SUBMITTED		\$ <u>4000</u>

I ACKNOWLEDGE AND AGREE TO THE TERMS OF SALE DESCRIBED BELOW.

SIGNATURE

[Signature]

DATE

9-10-25

TERMS OF SALE:

The village disclaims any warranty, expressed or implied, of merchantability or fitness for a particular purpose.

All items are sold in their present condition "as is" and "where is."

Sale price is payable by cash or bank certified/cashier/teller check to VILLAGE OF BELLFLOWER.

Submit your bid proposal to purchase any of or all the surplus equipment by mail to:

Village of Bellflower
Surplus Equipment Bid
PO Box 244
Bellflower, IL 61724-0244

The Village of Bellflower reserves the right to reject any and all bids.