



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

## Village of Downs Board of Trustees Regular Meeting October 14, 2021, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the October 14, 2021, Village of Downs Board of Trustees Regular meeting to order at 7:01 pm
2. Roll Call was taken. Trustees present were Maureen Roach, Peggy Keylin, Anna Milliken, Sarah Gassaway via Zoom, and Toby Twyford. Brian Warfel arrived at 9:21pm. Also present were Clerk Julie James, Treasurer Julie Bakewell, and Village attorney Dawn Wall. A quorum to do business was declared.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Keylin and seconded by Milliken. Approved 5-0
  - There was no action on Resolution 2021-R\_\_ Authorizing and Approving the Material Bid of \$\_\_ Between \_\_\_\_ and the Village of Downs for Watermain Extension Project on S Lincoln St and Colleen Lane, because we received no bids.
  - There was no action on Resolution 2021-R\_\_ Authorizing and Approving the Material Bid of \$\_\_ Between \_\_\_\_ and the Village of Downs for Sewer Extension Project on S Lincoln St and Colleen Lane, because we received no bids.
  - There was no action on Motion to Approve the Village of Downs Renewal Membership to the International Council of Shopping Centers.
  - There was no action on Motion to Hire, Subject to Background Checks, \_\_\_\_ as a Part-Time Ancillary Office Clerk for the Village of Downs at \$\_\_ per hour Reporting to Village Hall Supervisor Starting November 11, 2019, with a Review within Three Months will be moved to the November meeting.
5. FY 2021 Audit Overview from Breanna Hayes of Striegel Knobloch
  - Breanna went over management's responsibility and the auditor's responsibility.
  - Our audit was presented fairly and in good opinion.
  - Breanna gave a high overview of the major fund budgets, the balance sheet of governmental funds, the balance sheet for governmental funds and enterprise funds, Statement of Activities, the Reconciliation of Funds to Net Position.
  - Lastly, she went over the Notes to the Financial Statements.
6. Village Market Report
  - Keylin read a statement from the Village Market committee. They are soliciting others to take over the market.
  - The current committee is not able to continue.
  - James thanked the Village Market committee for their service, hard work and dedication.
7. Engineer & Development Report  
Mike Buzicky
  1. Down Water Plant Improvements
    - The plan designs are done we are just waiting for financials, application review and permits before bidding.
    - Buzicky is sending the financial packet back to Bakewell for completion.

- We are also waiting on permits.
2. Downtown Streetscape and Parking Lots design
    - Buzicky said there is another Rebuild Illinois available. But Buzicky is leery about applying again.
  3. Downs Crossing Watermain Extension
    - The site location for the water tower has been approved by the board of trustees of Corn Belt.
    - We don't know if we are purchasing the land or are leasing it from Corn Belt.
  4. Other Engineering or Development Updates
    - Freedom Oil – We secured a person that can bore the pipe for sewer - Clayton Slayback, Central Underground, LLC
    - He is also going to bore the 605' sewer force main on S Lincoln and Colleen Ln.
    - Both projects were under \$20,000 so they don't have to be bid.
    - We did not receive any bids for the water and sewer materials on the extension for S. Lincoln and Colleen Lane. The engineering firm is going to reach out to vendors personally about bidding.
    - James is going to have Land Engineers check on how much we are going to pay for Hillard Ct. We tabled the Land Engineer contract on Hillard Ct.
8. Mayoral Report
    - James would like to hire Brian Hempstead to do additional computer work.
    - This would be paid separate from his other job. We would send him a 1099.
    - James said he is waiting on Brian's decision.
    - James would like to expand Michele Tocco's responsibilities.
    - Another subdivision proposal will be coming.
9. Trustee Reports
    1. Building Report
      - Gassaway reported we had a couple of new builds. (a pool in Beecher and a home on Raef).
    2. Water and Sewer Report
      - The average iron concentration for the finished water was 1.06 ppm.
      - Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory.
      - Fluoride concentration was .7 ppm.
      - The volume of water pumped for the month was 2,623, million gallons averaging 84,635 gallons a day.
      - The sewer lift station pumped 1,760 million gallons for the month averaging 58,666 gallons per day.
      - 2 service leaks
      - 2 residential leaks
      - BNWRD called a meeting with the mayor and Twyford. Twyford said it was a good meeting.
      - We had one person apply for the ancillary position. They offered them the job and they want to think about it.
    3. Police Report
      - There is a homeowner that is in violation of weeds. The Chief has visited with them.
      - The board discussed their options. It was decided that Wall would send them a letter.
      - Roach said they have been receiving bids/estimates for the police station.
      - Chief reported the County helped with 3 calls.
      - They were called out on 5 calls.
      - There were multiple traffic stops in all 3 villages.
      - An arrest was made in Arrowsmith.

- Chief is looking into grants for bike and walking paths and cross walks. MSA may help with the grant application.
4. Streets Reports
    - James reported they are still looking for a dump truck.
  5. Parks, Community Center and Food Pantry Report
    - Dead trees and dangerous branches were removed in Dooley Park.
    - Heartland Electric will replace the basketball lights.
    - Keylin is searching for the cause of high water bill in the food pantry.
    - The food pantry distributed 30 boxes this month.
    - The backpack program is ongoing.
    - The food pantry is awaiting the deliveries of a new door and new cooler.
    - Keylin wants to thank all the food pantry donors especially to all the Tri-Valley clubs.
  6. Finance and Services Report
    - Milliken reported she is doing the annual insurance review.
    - Tuesday with Trustee at The Union will continue.
    - Cyber Security training is due soon.
    - Bakewell said a few bills were paid ahead of meeting because we met so much later this month.
    - Bakewell gave a high-level overview of the BTP.
    - Wall said the IMRF retirement plan is not the best route.
    - Notable bills on the BTP
      - Water fund – software training bill
      - AREA bill for a dumpster at the police building
      - Neuhoff Media bill in the events fund
    - The Annual Treasurer’s Report will be published in the newspaper.
    - 3 TIF reports are due 10/27
    - October is a busy month with many reports due by the end of October.
10. Discussion
    1. There was no other discussion
  11. Public Comment
 

Diana Reynolds

    - She would like to file a formal complaint against the police dept. She feels she was threatened on Facebook by an officer. She questioned why the village would allow employees to be on Facebook while on duty.
    - Wall said we have no policy that prohibits police officers to be on Facebook.
    - Reynolds said she will fill out the formal complaint form.
    - Upon receipt of the complaint, Roach will set up a meeting with Reynolds, Chief and Hempstead.
  12. A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and seconded by Gassaway. Approved 5-0
  13. A Motion to Approve Consent Agenda was made by Twyford and seconded by Gassaway. The motion to approve consent agenda was amended. The motion was made by Twyford and seconded by Gassaway. Approved 5-0
    1. Motions
      - a. Motion to Approve the September 2, 2021, Village Board of Trustees Regular Meeting Minutes
      - b. Motion to Renew Membership with the McLean County Chamber of Commerce
      - c. Motion to Approve FY 2020-2021 Audit
      - d. Motion to Approve FY 2020-2021 Annual Treasurer's Report
      - e. Motion to Approve FY 2020-2021 Annual TIF Reports

- f. Motion to Approve the Assistant Treasurer and Treasurer Attend the IMTA Treasurer's Institute
- g. Motion to Approve DUMC Occupancy with Two Year Variance, from Occupancy on 10/31/2021, on Parking Lot Completion

Discussion –

- They plan to take occupancy on 10/31/2021.
- Keylin doesn't like the word variance was concerned that variances need to go through the zoning.
- Wall explained it's just a 2-year extension and not a ZBA issue just because we use the word "Variance".

2. Ordinances
3. Resolutions

14. New Business – **No action was taken in all New Business.**

1. Motions
  - a. Motion to Approve the Village of Downs Renewal Membership to the International Council of Shopping Centers
  - b. Motion to Hire, Subject to Background Checks, \_\_\_\_\_ as a Part-Time Ancillary Office Clerk for the Village of Downs at \$\_\_ per hour Reporting to Village Hall Supervisor Starting November 11, 2021, with a Review within Three Months
2. Ordinances (13)
3. Resolutions (26)
  - a. Resolution 2021-R\_\_ Authorizing and Approving the Material Bid of \$\_\_\_\_\_ Between \_\_\_\_\_ and the Village of Downs for Watermain Extension Project on S Lincoln St and Colleen Lane
  - b. Resolution 2021-R\_\_ Authorizing and Approving the Material Bid of \$\_\_\_\_\_ Between \_\_\_\_\_ and the Village of Downs for Sewer Extension Project on S Lincoln St and Colleen Lane

15. Old Business – **No action was taken in all Old Business.**

1. Motions
  - a. Motion to Approve the Final Plat for the Corn Belt Energy Park
  - b. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on \_\_\_\_\_ at the Village Hall
2. Resolutions
  - a. Resolution 2021-R\_\_ Authorizing and Approving the Easement Agreement Between Woodworkers Shop LLC and the Village of Downs
  - b. Resolution 2021-R\_\_ Accepting the Offer of Irrevocable Dedication from Corn Belt Energy Corporation to the Village of Downs for Acceptance of the Completed Storm Water Management Improvements and Maintenance Agreement
  - c. Resolution 2021-R\_\_ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition
  - d. Resolution 2021-R\_\_ Authorizing and Approving the Inspection and Construction Testing Services Road Improving Engineering Agreement Between the Village of Downs and SKS Engineers, LLC for the Colleen Court Project - Tabled on 6/3/2021
3. Ordinances
  - a. Ordinance 2021-\_\_ Pertaining to Amusement Taxes for the Village of Downs, IL- Tabled on 8/5/2021
  - b. Ordinance 2021-\_\_ Adopting and Approving a Use of Force Standard for the Village of Downs Police Department
  - c. Ordinance 2021-\_\_ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code

d. Ordinance 2021-\_\_ Approving and Adopting Amendments to Chapter 11 - Building of the Village of Downs Municipal Code

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

17. A Motion to Enter Executive Session at 9:07pm for the Semi-Annual Review of Meeting Minutes and Audio and Litigation was made by Twyford and seconded by Gassaway. Approved. 5-0

1. Semi Annual Review of Meeting Minutes and Audio
2. Litigation

Mayor Mike James called the October 14, 2021, Village of Downs Board of Trustees Regular meeting back to order at 9:41pm.

Roll Call was taken. Trustees present were Maureen Roach, Peggy Keylin, Anna Milliken Sarah Gassaway, Brian Warfel and Toby Twyford. Clerk Julie James, Treasurer Julie Bakewell and Village attorney, Dawn Wall. A quorum was declared.

18. Action on Executive Session Items

1. A motion to approve Resolution 2021-R26\_\_ Authorizing the Village Clerk to Destroy Executive Session Audio Tapes Over Eighteen Months Old was made by Roach. There was no second and the motion failed.
2. Resolution 2021-R\_\_ Authorizing the Village Clerk to Release Specific Executive Session Minutes of the Village of Downs – **No action taken.**
3. A motion to approve Resolution 2021-R26 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs was made by Milliken and seconded by Twyford. Motion approved 6-0 (Keylin abstained which counted in the affirmative.)

19. Other Business

Cheryl Bach's public comment question

- Bach submitted a question via email to the mayor and clerk. How does the following action (Case Number 2021MR000454) affect the Roanoke Concrete project? Is the project on hold until this action is settled?
- Wall stated this is public comment and not usually dialogue.
- The action taken on 6/3/2021 was valid action. There hasn't been any determination that this was not valid action.

20. A Motion to Adjourn at 9:46pm was made by Gassaway and seconded by Milliken. Approved 6-0



Julie James

Village of Downs Clerk