



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

Village of Downs Board of Trustees Regular Meeting November 4, 2021, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the November 4, 2021, Village of Downs Board of Trustees Regular meeting to order at 7:04 pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Peggy Keylin, Anna Milliken, Sarah Gassaway, and Brian Warfel. Toby Twyford was absent. 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 Roach and seconded by Keylin. Approved 5-0
Eric Shangraw – AREA
 - PDC was sold on 10/1/2021 to GFL. GFL is out of Toronto.
 - Our garbage contract expires on 4/1/22. Shangraw is asking if we would be interested in a garbage extension.
 - Because of the pandemic AREA is getting more volume in homes.
 - If we bid out, we will be at a higher rate.
 - Currently, we pay \$12.85/month. They would lock in that rate for another year. There would be a COLA increase of 4% in May 2023 and each year after that.
 - Board seemed to agree with going with an extension.
 - The board asked Shangraw to offer garbage carts again to residents that may have missed out last time or have moved into the village recently.
5. Engineer & Development Report
 1. Down Water Plant Improvements – nothing new was discussed
 2. Downtown Streetscape and Parking Lots design – nothing new was discussed
 3. Downs Crossing Watermain Extension – The extension to Downs Crossing with the tower were discussed.
 - James said he just had a couple of questions he wants to ask the engineers.
 4. Other Engineering or Development Updates
 - Rebuild Illinois Funding – We are getting \$66,000 over 3 years. James said the village is needs to decide what we are using the funds for.
 - James said to be thinking about what we can use those dollars for.
 - Ideas suggested: Safety gate to shut Huff Rd, parking lot at the fire department property, parks parking lots, and S Lincoln parking lot.
 - We need to spend the money by 2025.
6. Mayoral Report
 - There is newspaper called the Leroy Leader. It would be significantly cheaper to print legals if they have sufficient circulation numbers.
 - Computer work – James is still having conversations with Brian Hempstead and Michele Tocco.
 - James said on the agenda is a request for Brandon Fitzwater to get a raise.
 - Les Fitzwater has gotten a promotion at Rivian and will be able to work less for us.
 - We need some part time people.
 - Downs Township may have resources that can help us.

7. Trustee Reports

1. Building Report

- Gassaway said there were no residential permits issued last month.
- There is one commercial permit application for Downs Self Storage.
- Gassaway is collaborating with Roach on inspections for the police building.
- We may have 2 new subdivision requests coming.
- The Sutton house- We would be able to do their request under the subdivision code. A tract can be subdivided with a home. However, further subdividing would have to come to the village.

2. Water and Sewer Report – no report was given

3. Police Report

- Asking for consensus from the board about repairs on the police building.
- Bids accepted for repairs are: Hoegger for HVAC, Adkissons outside repair, Midwest Electric for electricity, Plumb Crazy for plumbing, Lynda Cuba for dry wall, Misch Excavating for spraying
- The global budget is \$100,000 which includes contingencies.
- Dinger is going to talk with Eric Bryant for the evidence room.
- Chief took marked squad car to get it looked at.
- The department is working on 7 cases.
- They had multiple assists for the county and state.
- After the windstorm they assisted 6 vehicles and a house that had significant damage.
- James wanted to give a shout out to the Chief for covering the straight-line winds and for helping at the Haunted House.
- Keylin wanted to know what the outcome of the meeting with Brian Hempstead and Diana Reynolds. Roach said she never filed a formal complaint.
- Gassaway asked if Chief should maybe think ahead about adding a holding area in the plan.

4. Streets Reports

- We had a request to stripe Shafer Dr. The county completed for the village.
- The Merganser Street sign blew off in the windstorm.
- James said based on his research he is looking at a buying a new dump truck. There is not a lot of used ones available for decent price that would not need \$10-15k extra added and no warranty.
- He is working with a place down in St Louis on a municipal bid for a 2022 F650. It would be outfitted with everything for around \$100k. Used vehicles would be less, but we can get a warranty and not have to worry about what we are getting.
- They have a vehicle that is available. Outfitting with extras will take it out 6-10 weeks. If we are going to use it this snow season, we need to move on purchasing it.
- The truck does not need a CDL license to drive.
- The board were in agreement of pursuing the new truck.
- A tree fell in the park that the streets department is helping with disposal.

5. Parks, Community Center and Food Pantry Report

- Big branches fell in the park and few shingles may have blown off the pavilion.
- New lights at the ball court have been delayed because of weather.
- The food pantry got their new door.
- St Mary's confirmation class is going to work at the food pantry.
- 40 boxes went out this month to the food pantry.
- Keylin is meeting with someone to decorate park for Christmas.
- 6 people may be interested in the Village Market.

6. Finance and Services Report

- Milliken had another successful Tuesday with the Trustee.

- Bakewell went over special bills in the BTP.
 - General
 - We may need to pay Childers Door Service bill before December meeting.
 - Striegel Knobloch bill
 - Sewer
 - Central Underground boring of the sewer for Freedom Oil
 - IEPA loan
 - TIF attorney
 - TIF reports
 - Knight Engineering bill
- Milliken will set up Mobil gas account.
- Bakewell went over other financial reports.
- TIF reports were submitted.
- GATA report was filed.
- The treasurer report was put in the newspaper
- Bakewell is working on the grant report for MFT and Rebuild IL
- All payroll reports were filed.
- The haunted house was a huge success and will require 8-10 hours of finance work next month.
- In 2019 the haunted house sales were \$28,000. 2021 sales were \$55,000.
- James said the haunted house is looking at putting up a fence around the haunted house.
- Bakewell and Russow will be at training next week and the next week.
- Allan Martel is leaving his insurance company. He was our new insurance contact.
- James and Bakewell are looking into health benefits and retirement accounts for full and part-time employees.
- A 5% increase in the tax levy would amount to \$101,796.68 in funds.

8. Discussion

1. Other

- Body Worn video recording policy – We are following the state guidelines.

9. Public Comment

- An email question from Cheryl Bach - Are there TIF rules that apply to a person or business receiving TIF funds on property that has delinquent property taxes?
 - Yes, there are rules. Wall said there is no good vehicle to police this after the agreement. Mayor James has checked this and reminds any recipient to be current before payment.

10. A Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Milliken. Approved 5-0

11. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Roach. Approved 5-0

1. Motions

- a. Motion to Approve the October 14, 2021, Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the October 14, 2021, Village Board of Trustees Executive Meeting Minutes
- c. Motion to Approve Renewal of Membership in Illinois Public Works Mutual Aid Network (IPWMAN \$100)
Assistance for instance a tornado
- d. Motion to Hire, Subject to Background Checks, Jill Kasprzak as a Part-Time Ancillary Office Clerk for the Village of Downs at \$12.50 per hour Reporting to Village Hall Supervisor Starting Date TBD
Discussion – Her duties will include afternoon hours support and back up support.

- e. Motion to Approve Larry Stark Clerk for Zoning Board of Appeals and Paid \$35 per Meeting
 - f. Motion to Approve wage increase of \$2 per hour for a total compensation of \$16 per hour for Brandon Fitzwater Starting November 1, 2021
 - 2. Ordinances
 - a. Ordinance 2021-13 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, 2022, Through April 30, 2023
 - b. Ordinance 2021-14 Approving and Adopting a Body Worn Video Reporting (BWV) Policy for the Village of Downs, IL
 - 3. Resolutions
12. New Business
- 1. Motions
 - 2. Ordinances (15)
 - 3. Resolutions (R27)
 - a. A motion to approve Resolution 2021-R27 Authorizing and Approving the Amended Redevelopment Agreement Between the Village of Downs and Kenneth B. Hillard, Trustee of the Hillard Family Revocable Living Trust No. 10-01 was made by Gassaway and seconded by Milliken. Approved 4-1 (Keylin-no)

Discussion –

 - James said the only thing that has changed was the date to 12/1/2022.
 - Reimbursement tied to property – we had asked for Ken Hillard to lower the price of the property.
 - Keylin said she just got this tonight and hasn't had a chance to look at. James said this is the same resolution that we already passed before. Just the date has been changed.
13. Old Business
- 1. Motions
 - a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ at the Village Hall – No action taken.
 - b. Motion to Approve the Final Plat for the Corn Belt Energy Park– No action taken.
 - 2. Resolutions
 - a. 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**
 - b. A motion to approve Resolution 2021-R28 Authorizing and Approving the Easement Agreement Between Woodworkers Shop LLC and the Village of Downs was made by Gassaway and seconded by Warfel.
A motion to table Resolution 2021-R28 Authorizing and Approving the Easement Agreement Between Woodworkers Shop LLC and the Village of Downs was made by Gassaway and seconded by Warfel. Approve 5-0

Discussion –

 - Keylin said she didn't have a chance to read this. James said we discussed this last month in executive session.
 - This agreement will run with the land. We are agreeing to plow the roadway, driveway and help with lawn mowing.
 - \$10 consideration and other good and considerable goods
 - The agreement is subject to the owners of the woodworker's signature and owner's agreement.
 - This was tabled to get the woodworker's approval before we consider.

- c. 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– No action taken.
- 3. Ordinances
 - a. Ordinance 2021-__ Adopting and Approving a Use of Force Standard for the Village of Downs Police Department– No action taken.
 - b. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code– No action taken.
 - c. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 11 - Building of the Village of Downs Municipal Code– No action taken.
- 14. A Motion to Approve Payment of Bills was made by Roach and seconded by Milliken. Approved 5-0
- 15. Motion to Enter Executive Session– No action taken.
 - 1. Personnel
 - 2. Litigation
- 16. Action on Executive Session Items– No action taken.
- 17. Other Business
- 18. A Motion to Adjourn at 9:15pm was made by Roach and seconded by Warfel. Approved 5-0


Village of Downs Clerk