



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

Village of Downs Board of Trustees Regular Meeting December 2, 2021, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the December 2, 2021, regular Village of Downs Board of Trustees meeting to order at 7:03pm.
2. Roll Call was taken. Trustees present in person were Maureen Roach, Anna Milliken, Sarah Gassaway, Brian Warfel and Toby Twyford. Peggy Keylin was present via Zoom. Also present were Clerk Julie James, Treasurer Julie Bakewell, and Village Attorney Dawn Wall. A quorum was declared.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Roach and seconded by Twyford.
Approved 6-0
5. Engineer & Development Report
 1. Down Water Plant Improvements
 - We are ready to submit the financial packet to the IEPA.
 2. Downtown Streetscape and Parking Lots design – nothing new to report
 3. Other Engineering or Development Updates
 - We received the permit for water and sewer for both the Colleen Ct and Lincoln St extensions.
 - A bid was received after they were due. Wall has drafted a letter to accept that bid from Water Products Company.
6. Mayoral Report – nothing new to report
7. Trustee Reports
 - a. Building Report
 - The village approved the commercial building permit for more storage units to be build.
 - Plans for the 3rd phase or second edition of Beecher Trails have been received.
 - b. Water and Sewer Report
 - We may need to make Brandon Fitzwater a full-time position.
 - One other applicant has applied. We may need to make them full time as well.
 - c. Police Report
 - **Building update**
 - Most bids have been solidified and signed.
 - Need to finalize a bid with Erik Bryant for evidence room.
 - **Brandon Lacey Innovations** spoke to the board.
 - He can provide technology support for the police department.
 - He would have a quarterly set up fee for the police network.

- His company would monitor and provide technology maintenance.
 - Installation would be a separate bid.
 - James would like to talk with Lacey about moving forward with the rest of the village.
- Roach said she had a citizen suggestion of adopting a policy for social media for the police dept.
 - Wall said it must be applicable to all employees.
 - Wall also said it would have to be monitored and we don't have the ability to monitor.
- **New police truck**
 - Roach was looking for a consensus from the board for a new police truck.
 - The old truck is a 2013 Dodge Ram with 186,000 miles. It is on its way out.
 - Putting in a new engine 2 years ago was just a band aid.
 - Trading it now would benefit us because it has a high trade in value.
 - Arrowsmith and Bellflower would both put down a down payment of 20% each.
 - They would use the equipment from the old truck.
 - The new truck won't be marked.
 - Based on Dingler's research our cost would be in the low \$20,000's for brand new fully equipped.
 - All trustees but Keylin seemed to be on board with getting a new truck.
 - Twyford said it's worth in looking into.
 - Chief will get a solid set of numbers to bring back to the board.
 - Arrowsmith and Bellflower like having an unmarked vehicle.
- The department is working on a fraud and theft case.
- They assisted with a fire on Woodlawn and Cleveland.
- They assisted at Carle Hospital.
- Body cameras will be live in a few weeks.
- d. Streets Reports
 - James said they put a down payment on a F560 chassis.
 - Purchase price of the chassis is \$60,641.
 - It would be outfitted locally with lights, toolbox, snowplow, and dump. It will be serviced locally.
 - Total cost it will be around \$97,000.
 - The village will take out a 5-year loan.
- e. Parks, Community Center and Food Pantry Report
 - Thanks to Dave Bach and his orange Kubota all the brush and large tree branches have been removed from Dooley Park. We cannot thank him enough.
 - Thanks to Les and his crew, the piles of brush were picked up before Thanksgiving.
 - The committee decided to hire Embark Tree Service to remove the leaning tree near the pavilion.

- We also contacted BJK Welding Solutions to repair the Dooley Park sign on the Washington St. entrance.
 - The water fountain has been turned off for the winter. The committee thinks turning it on in March and off on November 1 might work with the weather.
 - The ball court lights are mounted. The control panel still needs to be installed.
 - Someone damaged the little lending library in Dooley Park. It was reported to Josh. Jim Soeldner has repaired it and we'll restock it with books.
 - We planted tulips around the gazebo.
 - When the ground hardens, we will investigate getting estimates to remove debris from Kickapoo Park and the creek.
 - The Food Pantry crew is getting set to paint the inside walls and ceiling. Sally, Ellen, and Linda chose a spring green color to lighten things up.
 - They are clearing out areas to rearrange freezers and coolers so the new cooler can be installed. They decided to order the cooler after Christmas because it's such a busy time at the pantry and Lyndall, who is helping with the install, is in quarantine at present.
 - St. Mary's CCD students helped pack the Thanksgiving boxes as part of their service project. They were hard workers, quick and competent. They'll be back to help with Christmas boxes this month.
 - The pantry plans to distribute 40 boxes and will offer a special distribution of Christmas hams. Donors continue their strong support of the pantry.
 - James said he has had individuals reach out to him about some of the old park Christmas decorations. Wall said we can declare the old decorations as a surplus. Individuals can donate to park or events for purchase of new Christmas decorations.
- f. Finance and Services Report
- Bakewell went over BTP.
 - Unique bills
 - **General Fund**
 - Public safety deposits from Arrowsmith and Bellflower
 - Ameren bills – We are not paying solar yet.
 - Treasurers Institute
 - Our insurance bills
 - J&M for fireworks
 - Plumb Crazy and Adkisson Construction deposits
 - Tammy Kirby invoice is being taken off the BTP
 - **Water Fund**
 - Nicor bill is up
 - Plumb Crazy Plumbing -for water main leaks
 - **Events Fund**
 - J&M for fireworks
 - Full-time employee Benefits

Health Insurance

- The board discussed the cost of the village providing 100% of the employee's coverage. At the employees' expense they can add dependents
- 100% would cost us about \$8700/yr. per employee.
- Gassaway would like to see a 90-10 split or even 80-20. She would be for a 50-50 split for the family.
- We are looking for retirement plans that are flexible for employee as well as employer.
- Bakewell and Milliken will be looking into dental, vision, life, and disability for each employee. Approximate cost for that is \$115/mo.
- Bakewell and Milliken chose the P5EBCE Blue Cross Plan
- Roach would like to see a 90-10 split for employee dental and vision.
- The consensus from the board was a 90-10 for all health, dental and vision and then 50-50 for family.
- Disability insurance and life insurance could be added by the employee.
- **Well claim-** We will be getting money for the pitless adapter and pump.
 - They will not be reimbursing us for the well repair or excavation.
 - \$10,000 will be recovered
 - Wall says we can pursue the person at fault to recover. We will look at going after farmer at fault.
- Milliken will set up the Mobil Gas card this month.

8. Discussion

1. Other

- Milliken completed a Citizen Concern Complaint about Misch not being compliant in removing concrete.
- He had until 12/2/21 to be in compliance. James said they were complying that day and are still in compliance today.
- The concrete that Milliken was seeing was the concrete that is being used for their parking lot. They are allowed to have this concrete.

9. Public Comment – There was no public comment.

10. A Motion to Approve Items Contained within the Consent Agenda was made by Gassaway and seconded by Roach. Approved 6-0

11. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Roach. Approved 6-0

1. Motions

- a. Motion to Approve the November 4, 2021, Village Board of Trustees Regular Meeting Minutes as amended.
- b. Motion to Approve Advance Purchase of 2022 Fireworks for 3rd Year of the 3 Year Contract not to Exceed \$12,000
- c. Motion to Approve Ordering F650 Chassis

2. Ordinances

3. Resolutions

12. New Business

13. Motions

- a. Motion to Approve Health Benefits Proposal To approve procurement of health insurance for village employees

Discussion –

- This was converted to a Resolution.

A motion to Approve Resolution 2021- R30 to Approve Health Benefits Proposal to approve procurement of health insurance for village employees was made by Roach and seconded by Twyford.

- A Motion to Amend 90-10% Health, Dental and Vision and no payment to family was made by Roach and seconded by Twyford. Approved 6-0
- A Motion to approve as amended was made by Roach and seconded by Milliken. Approved 6-0

4. Ordinances

5. Resolutions

- a. A Motion to remove the tabled Resolution was made by Gassaway and seconded by Warfel Resolution 2021-R28 Authorizing and Approving the Easement Agreement Between Woodworkers Shop LLC and the Village of Downs (This was tabled on 11/4/21)

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. Approved 6-0

- b. A Motion to remove tabled Resolution was made by Roach and seconded by Keylin. Approved 6-0

- Discussion – Originally, we were not sure we were going to build the road but now it is almost done.
- This was tabled on 6/3/21/

A motion to approve Resolution 2021-R29 Authorizing and Approving the Inspection and Construction Testing Services Road Improving Engineering Agreement Between the Village of Downs and SKS Engineers, LLC for the Hillard Court Project was made by Roach and seconded by Warfel. Approved 5-1 (Keylin, no)

- c. A motion to approve Resolution 2021-31 Accepting and Approving the Bid Proposal from Water Products Company (“WPC”) for Village Waterwork Materials was made by Roach and seconded by Gassaway. Approved 6-0
- d. A motion to approve Resolution 2021-32 Authorizing and Approving the Expenditures for Improvements to the Village’s Municipal Facility was made by Roach and seconded by Milliken. Approved 6-0

13. Old Business – There was nothing in no business.

1. Motions

- a. Motion to Approve the Final Plat for the Corn Belt Energy Park

2. Resolutions

- a. 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

3. Ordinances

- a. Ordinance 2021-__ Adopting and Approving a Use of Force Standard for the Village of Downs Police Department
- b. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code
- c. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 11 - Building of the Village of Downs Municipal Code

14. A Motion to Approve Payment of Bills was made by Roach and seconded by Milliken. Approved 6-0

15. Motion to Enter Executive Session – Executive session was not entered.

1. Litigation

16. Action on Executive Session Items

17. Other Business – There was no other business.

18. A Motion to Adjourn at 10:16pm was made by Roach and seconded by Milliken. Approved 6-0



Julie James
Village of Downs Clerk