



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

Village of Downs Board of Trustees Regular Meeting January 6, 2022, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the January 6, 2022, regular Village of Downs Board of Trustees meeting to order at 7:01pm.
2. Roll Call was taken. Trustees present in person were Maureen Roach and Brian Warfel. Anna Milliken, Toby Twyford and Peggy Keylin were present via Zoom. Sarah Gassaway was absent. 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 Warfel.
Approved 5-0
 - No changes were made.
5. Events Report
 - The fireworks company can't honor our ability to purchase the fireworks at the previous year's price for 2022 fireworks. They are unsure of their ability to get supplies and what the pricing is going to be.
 - Cookies with Santa had a record number of 300 children. This year we used the same reservation system as the haunted house.
6. Village Market
 - Julie Salzbrun reported that 9 new people will be taking over the Farmer's Market for 2022.
7. Engineer & Development Report
 1. 174 & Seminary St Commercial Park and Residential (Williams Subdivision)
 - Neil Finlen from Farnsworth and John Lovelass a broker for NAI spoke to the board about a potential development.
 - They want to rezone the 26 +- acres from farmland to R3 and C2.
 - They will provide the NE parcel, which Mayor James requested, for future village water tower and well.
 - The N and W area will be high density residential. Nothing concrete, but ideas are conventional residential (town homes), age restricted housing, and higher density residential (apartments)
 - They are looking to incorporate a park into any apartment developments like newer complexes in Bloomington. I.e. next to the starplex theatre in Normal.
 - 8 commercial lots are mapped out and may change based on water detention direction and interested parties.
 - Each lot would have their own parking lot and water detention.
 - They will be asking for a variance for curb, gutter, and sidewalks only on one side of the street.

- Rent for the townhomes and apartments would be around \$1400-\$1800. They are looking to attract young professionals and contractors that would be here for a short time.
 - The location is desirable because of its access to the interstate.
 - James has a concern with road access not looping and the need for individual detention basins.
 - James would like to see the North portion be age restricted housing.
 - Neil said there is such a housing need right now.
 - Loveless doesn't feel that lower density housing belongs in this 26 acre area.
2. Down Water Plant Improvements
 - Bakewell and James have the large IEPA packet ready for the final part of the loan.
 - Buzicky has been working with BNWRD trying to get the final sign off.
 - We are getting very close. The next step is getting the final permits turned in.
 - It will take 90 days for the state to finalize.
 - We should get final loan approval within the next 90-120 days.
 - Bidding out will come after loan approval.
 3. Downtown Streetscape and Parking Lots design – Nothing new, but see #8
 4. Downs Crossing Watermain Extension and Tower
 - The engineer submitted a FAA review. We have received an approval on it.
 5. S. Lincoln and Colleen Lane Water and Sewer Extension
 - All materials have been ordered by WPC.
 - Lift station will be sent out for bid. Other sewer materials can be purchased from contractor with best price.
 6. S. Lincoln, Colleen Lane, and Hillard Court Road Projects
 - Right of way approvals are needed. From Trueline, Melton and others for the S. Lincoln new road.
 - Colleen Lane right of way needs will be a part of the Roanoke/Ken Hillard sale
 7. Beecher Trails Second Addition (Phase 3)
 - James, Gassaway, and Sean Mauer have several concerns. The biggest concern is the need for the water main to be looped and drainage.
 - Water calculations are being looked at by Shawn Maurer.
 8. County Reconstruction of Seminary St (2023)
 - James met with the county engineer and highway dept.
 - The county is looking to reconstruct Seminary St. in 2023.
 - James said we would like to implement some of streetscape projects as part of this project.
 - Buzicky sent preliminary plans to Hanson engineering. We will find out how much the county highway is going to construct and what would be remaining.
 - The county is looking at doing curb and gutter as far as they can toward Rt 150.
 - They will put in a new sidewalk on both sides to Garfield St and will consider what is possible beyond that street, but it is probably not possible.
 - IDOT is supposed to redo our overpass and exchange in the next 5 years.
 9. Other Engineering or Development Updates
8. Mayoral Report

- Our TIF attorney has retired. We will be working with another attorney in the same firm. James needs to meet with them and has no concerns and doesn't feel we need to change firms.
- We will be posting our annual OSHA posting.
- Our JRB meeting will be coming up in February.
- The annual sexual harassment training is due. Wall will do the training on Feb 3 at 6:15pm prior to the next board meeting
- The Downs Crossing appraisal came in. James explained we needed this to get the valuation for the easement to obtain a public access road to the pond at Corn Belt.
- Wall is putting together a resolution for an Honorary Jr. Mayor. James has an individual in mind.
 - This person is someone who has stepped up and volunteered, especially for someone their age.
 - There would be no responsibilities. It is more of a mentoring opportunity.
- Zoning notices in the paper
 - The initial notice was published too soon, and the petitioner should have been DUMC.
 - It was reposted with the correct zoning request and information

9. Trustee Reports

1. Building Report

- One building permit was issued.

2. Water and Sewer Report

- Les and Brandon are working on the insurance report.
- The State said they did not receive some of our paperwork from last year. Because of this we were required to mail out the report to all our water customers.
- Water tower rehabilitation
 - Pittsburgh Paint gave us an alarming quote.
 - James got a second and third quote.
 - We need to put some new coatings on the inside.
 - The outside needs sandblasted and repainted.
 - There have been updated OSHA requirements on the railings, ventilation, and hatches that will need to be added.
 - Maguire Iron and Suez gave us maintenance plans.
 - James said there are about \$350,000+ repairs/painting which needs to be done to the water tower
- James is meeting weekly with the mayor's association. 9 other rural municipalities are going to ask the county board to use some of their ARPA funds to help rural communities with their infrastructure projects they can't afford.

3. Police Report

- The police building's exterior siding has been completed. The new siding doesn't match the old siding.
- We are waiting for materials for the HVAC.
- A couple of people have reached out to purchase the old furnaces.
- Lyndall has started working inside the building.
- Plumb Crazy has been in and completed project one.

- We are getting a bid for floor coating.
- The new police truck is going to be charcoal gray and cost around \$29,000. It will be delivered in June.
- Bellflower and Arrowsmith will each be putting in 20% for the down payment.
- The old stuff will be taken out of the old truck and put in the new truck.
- The new truck will have a cage.
- 2021 stats
 - 50% time was patrol
 - 12% time went to investigations
 - 8.5% time spent training
- The Chief has been going over safety act mandates.
- They are working on 3 fraud cases, one domestic case and one sexual assault case.
- The Chief attended Cookies with Santa.
- The department addressed speeding near Beecher Trails and a dog barking complaint

4. Streets Reports

- The Huff Rd 25 mph speed limit sign was knocked over. James and Fitzwater put it back up along with some reflectors
- There was a request to have the ditch edge scraped on Oak St to get water in the ditch and not run into their garage. James and Fitzwater completed this work.
- The catalytic converter was stolen from the new F650 truck at the dealership in St Louis so our ability to move forward has stopped. James will seek options.

5. Parks, Community Center and Food Pantry Report

- Keylin reported they are continuing to sanitize after reservations.
- She is getting an estimate to remove the rest of the tree in the park.
- The committee is working on their 1, 3, and 5-year plans.
- The St Mary's CCD students packed holiday baskets.

6. Finance and Services Report

- Bakewell went over the BTP.
 - Several police building receipts on the report
 - LKG appraisal bill
 - MSA streetscape bill
 - MFT fund- paying for salt
 - Dump truck bill to Broadway Ford
 - One Tammy Kirby invoice is being taken off
- Other taxes (non-property) - We have received 7 payments. We are at or above with exception of use and sales tax on these taxes.
- We have received 7 property tax payments.
- Bakewell spent a fair amount of time with Van Gundy working on benefits.
- Bakewell and Milliken are procuring a retirement plan.
- Audit approval for Striegel Knobloch is in the consent agenda.
- James would like trustees to consider an amendment to benefits. Employee loss and turnover is a huge concern for him.

- He is worried about the police department, stating we can make a difference by taking care of our police officers. He would like trustees to consider 100% coverage for employee insurance.
- Roach is also concerned about keeping our employees as well.
- Looking at getting another bid to help us with our IT.

10. Discussion

1. Other

- Republic reached out today to bid on our garbage.
- Keylin said we need to get another qualified water supervisor.
- Keylin would like to have more time to consider big ticket items. It seems like trustees don't get much time to consider some things.

11. Public Comment

- Diana Reynolds asked about the sidewalk. James said it unfortunately can't be done in the wintertime. She asked for a sign. James will investigate what can be done.
- Eric Thompson wanted to know if we can have recycling every week. Our contract extension will not allow us to change a lot of terms.

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

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

1. Motions

- Motion to Approve the December 2, 2021, Village Board of Trustees Regular Meeting Minutes as amended
- Motion to Approve Randy Wert as New Member of the Events Committee
- Motion to Approve Renewal of Village of Downs Liability Insurance with ICRMT as of December 1, 2021
- Motion to Approve Members of the Village Market Committee: Julie Salzbrun, Mike Salzbrun, Eric Thompson, Brad Kellenberger, Claire Mikrut, Elizabeth Giller, Josh Marit, and Kelly Elbe Bland

2. Ordinances

3. Resolutions

- Resolution 2022-R01 Authorizing and Approving Striegel, Knobloch & Company, LLC. to Perform the FY2022 Village of Downs Audit not to Exceed \$8500.00
- Resolution 2022-R02 Authorizing and Approving 5 Year Contract Extension with AREA Disposal, INC. for Garbage and Recycling within the Village of Downs
- Resolution 2022-R03 Consent Resolution Authorizing and Approving the Execution of a Loan Agreement with the Bank of Pontiac and the Village of Downs for the Purchase of a 2022 Ford F-650 Dump Truck with Plow and Spreader
- Resolution 2022-R04 Ratifying the Consent Resolution Authorizing and Approving the Execution of a Loan Agreement with the Bank of Pontiac and the Village of Downs for the Purchase of a 2022 Ford F-650 Dump Truck with Plow and Spreader

14. New Business – **No action was taken in new business.**

1. Motions

- Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall

2. Ordinances
 - a. Ordinance 2022-__ Approving and Adopting Amendments to Chapter 6 - Licenses, Permits and Regulated Businesses of the Village of Downs Municipal Code
3. Resolutions
 - a. Resolution 2022-R__ Authorizing and Approving Amendments Health Insurance for Village Employees
15. Old Business – **No action was taken in old business.**
 1. Motions
 - a. Motion to Approve the Final Plat for the Corn Belt Energy Park
 2. Resolutions
 - a. Resolution 2022-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 2022-__ Adopting and Approving a Use of Force Standard for the Village of Downs Police Department
 - b. Ordinance 2022-__ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code
 - c. Ordinance 2022-__ 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 Roach and seconded by Milliken. Approved 5-0
17. Motion to Enter Executive Session – Executive session was not entered.
18. Action on Executive Session Items
19. Other Business
20. A Motion to Adjourn at 10:24pm was made by Warfel and seconded Roach. Approved 5-0


Julie James
Village Clerk