



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

Village of Downs Board of Trustees Regular Meeting February 10, 2022, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the February 10, 2022, Village of Downs Regular Board or Trustees meeting to Order at 7:01pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Peggy Keylin, and Brian Warfel. Anna Milliken and Sarah Gassaway were absent. Toby Twyford was present via zoom. Also present in person were Village Clerk Julie James and Village Treasurer Julie Bakewell. Village Attorney Dawn Wall was present via zoom. Mayor James declared a quorum to do business.
3. The Pledge of Allegiance was recited.
4. A motion to Approve Agenda and Order was made by Keylin and seconded by Roach. Approved 4-0
5. Zoning Board of Appeals – Chr. Linda Bowman
 - Chr. Linda Bowman reported the zoning board recommends the approval of 01-22-ZMA SU-V.
 - A motion to approve Ordinance 2022-01 Approving the Zoning of Parcels #29-04-178-004 and #29-04-178-014 Owned by the Downs United Methodist Church from P, Public to C-1, Central Commercial District with Special Use and Variances was made by Warfel and seconded by Twyford. Approved 4-0

Discussion -

- Keylin asked what the impact of commercial (kinds of businesses that will be in there) in a residential neighborhood? – Rick Hayes DUMC trustee, the “impact” will be money towards the village. The new buyers are going to maintain the history of the church. He doesn’t see that these businesses will be a problem. But there is no set plan.
 - The idea of a daycare is being taken off the table.
 - Keylin had a concern for adequate parking. James noted that OTTR does not have parking and we have not restricted them and further stated the Village needs business and we have to be sure this is not grandfathered.
6. Guests – Phil Knight Of Utilities Service Co., Inc.
 - The company maintains water utility assets (wastewater treatment plant, meters, water towers)
 - They inspected our tower last fall.
 - They have submitted a renovation/maintenance proposal for us to consider.
 - Phil explained the scope of work that would be done over 17 years.
 - Wall asked if we could get a letter of credit in case they were not in business. He said that would not be a problem.
 - Twyford asked if there is an “out” of the contract? Depending on what year of the contract we want out, we may be responsible for payments made before years 7 and 8.
 - Buzicky says what Phil has presented is great/thorough and the cost is very appropriate.
 - James said he has had 3 companies come and give us a bid. This company seems the best for our needs.
 - James said he is hoping that McLean Co will approve the rural community ARPA funding requested by the Mayors Association to aide in our infrastructure needs. This project was submitted by Mayor James.

7. Events Report

- The events committee is having discussions about a new digital sign for advertising.
- The other sign was destroyed in the windstorm.
- The committee is looking for a bigger investment and would like to get a LED digital sign at the entrance of town at Seminary St. coming in from the interstate.
- The new sign would have multiple uses, boil order announcements, community events, village events and other announcements.
- Roach, Keylin and Warfel were all in favor.
- Twyford says we have 4 entrances into village.
- This year's Easter breakfast is going to be at The Union and will use a reservation system just like the haunted house and Cookies with Santa used.

8. Engineer & Development Report by Mike Buzicky

1. Down Water Plant Improvements

- BNWRD will accept our backwashed water from the new plant.
- No comments have come back from the EPA loan packet.
- James said we have several new projects and subdivisions on the horizon. Will the new water plant be able to handle this growth? Buzicky said the new plant can handle double of what we can do today.

2. Downtown Streetscape and Parking Lots design

- McLean County is making upgrades to Seminary St. We gave them some of our draft plans that were designed by MSA.

3. Downs Crossing Watermain Extension – no discussion

4. S. Lincoln and Colleen Lane Water and Sewer Extension

- We have received the materials and the bill is on the BTP for tonight.

5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – no discussion

6. Beecher Trails Second Addition (Phase 3)

- James said he is asking for approval for engineering plans. They will be doing the looping of the watermain which should help with quality and pressure.

7. Huff Road Subdivision

- Because of the economics of selling lots, they are wanting to put 5 lots on the corner. We asked them to consider 4 lots back in 2017 when they came to the board.
- Roach noted it will be a lot of traffic on the corner.
- We would have to amend our agreement.
- Board decided they would like to have a public hearing.

8. Williamson Subdivision

- A petition has been submitted to the zoning board requesting R3 and C2 with variances. ZBA public hearing is being worked on and scheduled in Feb/March.

9. Other Engineering or Development Updates

- Wall says we don't need a franchising agreement needed for Metronet. Metronet is putting in fiber but would like an indemnification clause in our agreement.

9. Mayoral Report – nothing else to report

10. Trustee Reports

1. Building Report – no report

2. Water and Sewer Report – no report

3. Police Report

- Roach reported they are working on getting heat and electricity in the new police building.
- Bills for flooring finish and evidence room are on the BTP.
- Dingler reported it was a light month in policing.
- Dingler submitted a hazard mitigation project to the county.
- The recent snowstorm didn't cause too many issues.

4. Streets Reports

- Warfel gave a big thanks to Mayor James and everyone who plowed.
- The F650 was delivered to Koenig in Peoria and is getting outfitted.

5. Parks, Community Center and Food Pantry Report

- The committee is working on next year's budget.
- Hunter Zachow is exploring the idea of building benches for the ball courts in Dooley Park as a potential Eagle Scout project.
- Parks is submitting an application for the 2022 State Farm \$25,000 Neighborhood Assist Grant. We are focusing on building community through inclusivity by providing play and exercise spaces for teens, adults, and those with special needs.
- A group of friends plan to plant a tree in Dooley Park in Bob Clark's memory.
- Peggy (Keylin) surveyed downed trees and debris in Kickapoo Creek and is asking the Boward Brothers for an estimate on removing it.
- We had 2 of 3 furnaces in the pavilion serviced.
- We are having electric work done on a faulty socket in the pavilion.
- The committee is working on an Earth Day Celebration in late April.
- The Food Pantry is in the process of patching and painting the interior walls and ceiling.
- They plan to distribute 38 boxes this week with one new client.

6. Finance and Services Report

- Bakewell went over the BTP.
 - Unique bills
 - The AREA bill was increased in Jan. and reflects all our current customers.
 - There are auction items in general and events.
 - The Bryant Masonry bill is for material for the police building.
 - Plumb Crazy is being deleted from BTP.
 - A Tammy Kirby bill is being added.
 - The first truck payment for the F650 is on the BTP.
 - Embark Tree Removal (Parks)
 - Nicor bills are 2-3 times of what they were last year
- Bakewell spoke with Nexamp to see when we can get the other 5 accounts up and running. She also has a question about their kilowatts meeting our needs.
- Bakewell is working on the draft budget.
- She has been unable to get into the IL Comptroller's system.
- Bakewell would like to know how we are paying sick leave, for covid/non-covid, part time employees for covid/non-covid. Wall says we need to be consistent.
- Health Insurance Plan -Van Gundy said we needed 3 full-time employees to start the plan.

11. Discussion

1. Other

Keylin wanted to bring forward information and awareness of Affordable Housing, Illinois Climate and Equitable Jobs Act. With all the new building coming it is something we need to be looking at.

12. Public Comment

- Cheryl Bach Zoning question about zoning residential in a TIF area. James explained re-zoning has nothing to do with TIF, but residential is not allowed in TIF 3. Once residential is built it will need to be removed/resolved per agreement with TV.

13. A Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Warfel. Approved 4-0

14. A Motion to Approve Consent Agenda was made by Roach and seconded by Warfel. Approved 4-0

1. Motions

- a. Motion to Approve the January 6, 2022, Village Board of Trustees Regular Meeting Minutes
- b. Motion to Hire, Subject to Background Checks, Randy Wert as a Full-Time Public Works Maintenance Worker for the Village of Downs at \$17 per hour Reporting to Les Fitzwater Starting 2022-02-11 with Full Eligibility of Benefits per the Village Handbook Discussion –
 - Randy has a construction background.
- c. Motion to Change Employment Status of Brandon Fitzwater to Full-Time Public Works Maintenance Worker for the Village of Downs Reporting to Les Fitzwater Starting 2022-02-11 with Full Eligibility of Benefits per the Village Handbook
- d. Motion to Hire Jill Kasprzak as a Part-Time Public Works Maintenance Worker for the Village of Downs at \$15 per hour Reporting to Les Fitzwater Starting 2022-02-01
- e. Motion to Approve Additional Expenditures for the Police Department Renovation Discussion -
 - \$2404 for evidence room material, Erik Bryant is donating his labor
 - \$3400 to Scott Rowe for floor
- f. Motion to Authorize and Approve \$100 Donation to the Show Bus of McLean County
- 2. Resolutions (05)
 - a. Resolution 2022-R__ Authorizing and Approving the Amended Expenditures for Improvements to the Village’s Municipal Facility – **stricken from the agenda**
 - b. Resolution 2022-R06 Authorizing and Approving Amendments to Health Insurance for Village Employees
- 3. Ordinances (01)
 - a. Ordinance 2022-02 Approving the Final Plat for Phase II of the Beecher Trails Subdivision
 - b. Ordinance 2022-__ Approving Amendments to the Village of Downs Handbook – **moved to New Business**

15. New Business

- 1. Motions
 - . Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall – No action taken.
 - a. Motion to Authorize and Approve \$100 Donation to the Show Bus of McLean County – **moved to consent agenda**
- 2. Ordinances
 - a. Ordinance 2022-__ Approving the Amended Final Plat for Huff Crossing Subdivision – No action taken.
 - b. Ordinance 2022-__ Approving the Final Plat for the Corn Belt Energy Park – No action taken.
 - c. Ordinance 2022-__ Approving Amendments to the Village of Downs Handbook – No action taken.
- 3. Resolutions
 - a. A motion to approve Resolution 2022-R05 Authorizing and Approving Agreement Between Utilities Service Co., Inc. and the Village of Downs for Water Tower Repair and Maintenance was made by Roach and seconded by Warfel. Approved 4-0

16. Old Business – No action taken in Old Business

- 1. Motions
 - a. 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

- 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
3. 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
17. A Motion to Approve Payment of Bills was made by Roach and seconded by Keylin. Approved 4-0
18. A Motion to Enter Executive Session for proposed purchase and development and proprietary information was made by Warfel and seconded by Roach. Approved 4-0
Entered executive session at 10:30pm
- Mayor Mike James called the February 10, 2022, Village of Downs Regular Board or Trustees meeting to back to order at 11:05pm.
 - Roll Call was taken. Trustees present were Maureen Roach, Peggy Keylin, and Brian Warfel. Anna Milliken and Sarah Gassaway were absent. Toby Twyford was present via zoom. Also present in person were Village Clerk Julie James and Village Treasurer Julie Bakewell. Village Attorney Dawn Wall was present via zoom. There was a quorum to do business.
19. No Action on Executive Session Items was needed.
20. There was no Other Business.
21. A Motion to Adjourn at 11:05pm was made by Warfel and seconded Roach. Approved 4-0



Julie James

Village of Downs Clerk