



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

Village of Downs Board of Trustees Regular Meeting March 3, 2022, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the March 3, 2022, Village of Downs Regular Board or Trustees meeting to Order at 7:09pm.
2. Roll Call was taken. Trustees present were Anna Milliken, Peggy Keylin, Sarah Gassaway, Brian Warfel and Toby Twyford. Maureen Roach was absent. Also present were Clerk Julie James, Treasurer Julie Bakewell, and Village Attorney Dawn Wall. Mayor James declared a quorum to do business.
3. The Boys Scouts in attendance led us in the reciting of The Pledge of Allegiance.
4. A Motion to Approve Agenda and Order was made by Keylin and seconded by Milliken. Approved 5-0
Discussion –
 - Added the wording “Executive Session Meeting Minutes” to 14.1.a.
5. Zoning Board of Appeals – No report
6. Guest Presentations - No presentations
7. Events Committee Report
 - The committee will be hosting the Easter Breakfast at The Union 7-10 am.
 - Guests will need to have a ticket.
 - The local churches will be doing the Easter egg hunt in the park.
 - Most of the committee will be attending Transworld in March.
8. Engineer & Development Report –
 1. Down Water Plant Improvements
 - Billy Dubois spoke to the IEPA. We are in the final stages of our review.
 - The BNWRD review is being finalized.
 2. Downtown Streetscape and Parking Lots design – Nothing to report
 3. Downs Crossing Watermain Extension – Nothing to report
 - There will be a Public Hearing is March 16th, 6 pm at the Village Hall.
 4. S. Lincoln and Colleen Lane Water and Sewer Extension
 - We are going to charge the material to our credit card to reap credit card rewards.
 - Bakewell is working on getting an increase in limit.
 - We will charge and then pay it off right away.
 - The village is getting bid sheets for the sewer lift station.
 - James will request a price estimate on sewer material from WPC.
 - We will use the second round of ARPA funding to pay for this.
 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects
 - The village will be working with landowners to get the needed dedication of right of way.
 6. Beecher Trails Second Addition (Phase 3) – Nothing to report
 7. Other Engineering or Development Updates
 - Someone is interested in purchasing land from Ken Hillard.
 - They would like the village to run them electricity.
 - We would be putting in streetlights anyway.

- ZBA Meeting will be 3/17/2022, 6 pm at the fire department community room.

9. Mayoral Report

- James thanked Bakewell and Milliken for their hard work on the budgets.
- Updates to our District – We will be in Senate District 44, Representative District 8, and Congressional District 16.
- These changes will take place in the November election.
- Metronet fiber – Metronet’s fiber will be both elevated and inground. If there is a telephone pole in your area it will be elevated.

10. Trustee Reports

1. Building Report

- There were 2 new building permits came in this month.
- James reached out to Farnsworth. They are working with the Huff Subdivision developer. James told them to put something together with 5 lots.
- We would need to rework our agreement with the builder if they chose to go with 5 lots.
- Dubois recommends that we go to monthly fire hydrant flushing to help with the brown water problem in Beecher Trails.
- Currently, Indian Hills is also experiencing this problem too.
- We received a letter from the engineer. They determined that the drainage calculations out there are sufficient in Beecher Trails.
- Residents that have a drainage issue need to work with their neighbor and their builder.

2. Water and Sewer Report

- Twyford noted that not every hydrant will be flushed every month. But the most problematic hydrants will be flushed every month.
- The village will be purchasing RO systems for individual businesses using the well over by Corn Belt.
- We will own and maintain them to keep the water in compliance.

3. Police Report

- Dinger reported there were 6 tickets written this month.
- We will be losing Officer Brian Hempstead. He will only be working part-time.
- Jorge Vega is stepping up as full-time to replace Hempstead.
- The department performed a mental health check at Mobil.
- Body cam policies and use of force policies are being looked at being adopted. Roach and Chief are wanting a more specific policy in place.
- Keylin and Milliken feel like they haven’t had the opportunity to look at the policies.
- Wall explained that they are the State’s template, and we can’t deviate from that template.
- The department is NIMS compliant.
- Dinger is hoping the new police department will get heating, cooling, and electricity this week.
- The new police truck will be here in June.

4. Streets Reports

- Warfel thanked James, Jill Kasprzak and Brandon Fitzwater for snow plowing.
- As a result of the snow, we have had to fill potholes.
- James had a mishap while snowplowing with the F450 which resulted in a dent in the top of the cab and a broken window.

5. Parks, Community Center, and Food Pantry Report

- Parks Committee discussed our 2023 Parks and Food Pantry Budgets.

- We reviewed our 1-3-5 Year Plans adding new items including going green over time, creating new activities for parks, improving roads, and parking lots, and upgrading fencing in Dooley Park.
- Debris removal in Dooley Park continues with the help of Streets and the Boy Scouts.
- We are gathering estimates and ideas on clearing debris in Kickapoo Park.
- We plan to celebrate Earth Day and Arbor Day with activities in Dooley Park.
- Our application was accepted for the State Farm Neighborhood Assist \$25,000 Grant. We'll know in April if we've made the top 200 entries.
- We fixed an electrical outlet in the pavilion.
- Progress is being made patching and painting the Food Pantry ceiling and walls.
- All required reports have been submitted to Midwest Food Bank.
- The Pantry plans to distribute 30 boxes this month in addition to providing food through the Backpack Program to Tri-Valley Schools. The special distribution will be offered again this month.

6. Finance and Services Report

- Milliken hosted another Tuesday with Trustee this week.
 - Next month's topic is tornado preparedness awareness.
 - Many residents have been thankful for the opportunity to purchase the garbage cans.
 - Order forms for the garbage cans can be found online and in the newsletter.
 - There are some concerns with the Williamson Subdivision.
 - There are noise complaints from I74. IDOT took out a bunch of trees which helped control the noise.
- James said the engine breaking on Seminary has really gotten bad.
- James asked Jim Soeldner (who was in attendance) to ask the county to re-route truck traffic to Towanda Barnes. This would eliminate the engine breaking noise.
- Bakewell noted the BTP was smaller than normal since we just met 3 weeks ago.
 - **Street's fund**— bill for work on dump truck
 - **Events fund** - Transworld conference. There is an expense advance to the mayor. Many vendors do not take credit cards.
- Bakewell gave a high-level overview of the proposed budget.

General

- Expecting ARPA funds in September
- Sales tax numbers are extremely conservative
- Mowing and streets help is moving to the streets budget

Water

- Bakewell is hoping we will be constructing a water plant in 2023. So, loan funds are included in the budget.

Police

- This budget is close to last year.
- Video gaming tax will increase a little.

MFT

- We are waiting to hear back from IDOT.
- We will be getting the 3rd year of the Rebuild Illinois grant.

Streets

- Bakewell estimates the village will get a little more in road and bridge tax.
- Expenses are pretty much the same.
- Wages will increase due to moving the mowing and streets payroll to this fund.

Sewer

- This fund is very much the same as last year.

Events

- This fund is being split out into funds by event.

Parks fund

- This fund is splitting the park and food pantry into funds
- Maintenance, repairs, and parts went up some.
- Food pantry upped the amount budgeted for utilities.
- ARPA funds were transferred to the water fund.
- The public hearing for the 2023 Budget will be at 4/7 at 6:00pm.
- The JRB meeting will be 3/29 at 6:30pm.

11. Discussion

1. Other

- James has started looking at pricing for a LED sign
- He received pricing from one vendor
 - Standard 2X7 with 4 lines of wording is approximately \$5500. A pedestal is about \$800.
 - A 2X7 10 mm with graphics and double sided is approximately \$16,400. A 4x8 would be approximately \$35,000.

12. Public Comment

- County Board Member, Jim Soeldner said the Seminary St project was approved and will happen in 2023.
- When this happens, they will tear up and mill the old pavement. He asked if we would want to use millings in Dooley Park, haunted house, or village market parking lots. County doesn't have a use for them.
- The Mayor's Association made a proposal/ask to the County. Several of the rural municipalities (James submitted for Downs) has requested some of the \$32 million ARPA funds that were given to the county.
- Most of the municipalities are needing financial help with water projects.
- Soeldner said a committee meets next week to decide to whether to send on to the whole board. He seems to be hopeful.

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

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

1. Motions

- Motion to Approve the February 10, 2022, Village Board of Trustees Regular Meeting Minutes and Executive Session Meeting Minutes.
- Motion to Authorize and Approve the FY2023 Garbage Collection Monthly Rate to be \$13.25 to Start May 1, 2022
- Motion to Authorize and Approve Charging WPC Watermain Materials to Credit Card to Receive 1% Cash Back and Pay Off with ARPA Funds
- Motion to Authorize and Approve New Video Gaming License Fee of \$50 per Machine
- Motion to Authorize and Approve Installation of Reverse Osmosis Equipment at Corn Belt Energy Corp and Viking Spirits & Sundries by Puritan Springs Water to Remediate Elevated Arsenic Levels \$711.77 install and 1 year of filters
- Motion to Change Employment Status of Jorge Vega to Full-Time Police Officer for the Village of Downs at \$21/hr. Reporting to Chief Dingler Starting 2022-03-01 with Full Eligibility of Benefits per the Village Handbook
- Motion to Change Employment Status of Brian Hempstead to Part-Time Police Officer for the Village of Downs Reporting to Chief Dingler Starting 2022-04-01
- Motion to Approve Changes to the Village of Downs Fee Schedule

Discussion –

- Appendix A is being removed from Chapter 6.
- There will be an option for package liquor license to have a pour license.
- This came about to help Viking Liquors to save some money on their liquor license fees.
- To have a video gaming license, they are required to have a pour license.
- This change will eliminate the need for them to have an A and B license. Instead, the pour license can be an upcharge.
- We have done something similar with the restaurants, so they could sell package liquor.

2. Ordinances

- a. Ordinance 2022-03 Approving the Amended Zoning Map of the Village of Downs

Discussion –

- Farnsworth did not show the Methodist Church as publicly zoned on the map. (This change was made in February 2022.)
- James will get an updated zoning map from Shawn.

- b. Ordinance 2022-04 Approving and Adopting Amendments to Chapter 6 - Licenses, Permits and Regulated Businesses of the Village of Downs Municipal Code

- c. Ordinance 2022-05 Approving and Adopting Amendments to Chapter 9 - Liquor of the Village of Downs Municipal Code

3. Resolutions

- a. Resolution 2022-R07 Authorizing and Adopting an Order Designating the National Incident Management System (NIMS) as the Basis for All Incident Management in the Village of Downs, McLean County, Illinois
- b. Resolution 2022-R08 Approving the Second Amended and Restated Intergovernmental Wastewater Treatment Agreement Between the Village of Downs and Bloomington and Normal Water Reclamation District
- c. Resolution 2022-R09 Authorizing and Approving Life and Accidental Death and Dismemberment Coverage for Village Employees

15. New Business

1. Motions

2. Ordinances

- a. A motion to approve Ordinance 2022-06 Adopting and Approving a Use of Force Standard for the Village of Downs Police Department was made by Warfel and seconded by Milliken. Approved 4-0 (Milliken abstained)

Discussion -

- Milliken wanted to table the ordinance to allow time to review it.
- A Motion to table was made by Milliken.
- Warfel didn't accept the motion. Motion failed.
- Wall said we are not in compliance. If we need to amend this ordinance, we can next month. She said this is the standard model/template that we must use.

- b. A motion to approve Ordinance 2022-07 Adopting and Approving a Body Camera Policy for the Village of Downs Police Department was made by Gassaway and seconded by Twyford. Approved 4-0 (Milliken abstained)

3. Resolutions

16. Old Business – Not action was taken.

1. Motions

- a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall
- b. 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-__ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code
- b. Ordinance 2022-__ Approving and Adopting Amendments to Chapter 11 - Building of the Village of Downs Municipal Code

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

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

19. Action on Executive Session Items Executive

20. Other Business – There was no other business.

21. A Motion to Adjourn at 9:56pm was made by Warfel and seconded by Twyford. Approved 5-0

Exhibit A – Downs Responses was requested to be attached by Trustee Keylin.



Julie James
Village of Downs Clerk