



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

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

1. Mayor Mike James called the April 7, 2022, Village of Downs Board of Trustees meeting to order at 7:00pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Peggy Keylin, and Brian Warfel. Sarah Gassaway arrived at 7:03pm. Mayor Mike James, Clerk Julie James and Toby Twyford were all present via zoom. Also present was Treasurer Julie Bakewell and Village Attorney Dawn Wall. There was a quorum to do business.
3. The Pledge of Allegiance was recited and led by Boy Scouts in attendance.
4. A Motion to Approve Agenda and Order was made by Roach and seconded by Warfel.
Approved 6-0
Discussion -
 - Mayor proposed moving 15.3.a - Resolution 2022-R10 Authorizing and Approving the Village of Downs to Execute a Three (3) Year Fireworks Display Contract Extension with J&M Displays, INC to Expire 12/31/2025 to consent agenda.
 - There were no objections.
 - A motion to move Eagle Scout Project for Hunter Zachow out of consent agenda was made by Milliken and seconded by Roach. Approved 6-0
5. Zoning Board of Appeals –
 - Nothing new to report.
 - The petition brought forward to the ZBA on 3/17/22 was pulled during the ZBA meeting.
6. Guest Presentations
 - Hunter Zachow- Eagle Scout project presentation details
 - He is going to construct (2) 8' blue benches at Dooley Park by the basketball courts.
 - This project was suggested by the park committee. Previous benches were broken.
 - Zachow says he will be starting the project the first part of May.
 - He will have about 15 people volunteering.
 - Erik Mushrush told the board he is looking for Eagle Scout ideas.
 - Some ideas suggested were sprucing up some previous Eagle Scout projects. (Landscaping around the village hall, village signs)
 - A Motion to Approve Eagle Scout Project for Hunter Zachow was made by Milliken and seconded by Roach. Approved 6-0
7. Events Report
 - The Event Plan for FY2023 is on the agenda.

- The Community Easter Breakfast is this Saturday at the Union. We have 183 people that have RSVP'd so far.
 - The Easter Egg Hunt will take place in the park beginning at 10:00am.
 - The haunted house committee spent about \$20,000 in purchases at Transworld.
8. Engineer & Development Report – by Mike Buzicky
1. Down Water Plant Improvements
 - a. IEPA Loans contacted MSA with various Financial Packet questions. To be providing either official comments letter or approval next.
 - b. BNWRD reviewed service connection plans and Basis of Design. MSA to coordinate permit signatures with BNWRD
 - c. Tentative Timeline (All subject to final IEPA Loans approvals)
 - Bidding June-July 2022
 - Bid Opening July 2022
 - Awards & Contracts July-August 2022
 - Shop Drawing Reviews August – September 2022
 - Start Construction October 2022
 2. Downtown Streetscape and Parking Lots design
 - a. Congressional 2023 Community Funding
 - Congressman Darin LaHood Project Funding application
 - 1 best/chosen project per Community
 - MSA apply and provide documents for funding request, no cost.
 - b. DCEO RISE Grant
 - COVID related economic grant
 - Need to show COVID related loss of business, tax, employees, economy, etc.
 - MSA apply for \$2,000 fee, due early May
 3. Downs Crossing Watermain Extension – No other updates
 4. S. Lincoln and Colleen Lane Water and Sewer Extension
 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects
 - James has made a request to Ameren for streetlights to be installed.
 6. Beecher Trails Second Addition (Phase 3)
 - James reported that some work has been started out there with watermain/sewer installation.
 7. Other Engineering or Development Updates

Water Tower Repainting

 - Suez to repaint the interior and exterior water tower, plus various metal repairs
 - MSA can provide oversight/inspection/review of products, coatings, applications, repairs, etc.
 - Approximately 40 hrs., part-time. Approximately \$7,000 MSA fees
9. Mayoral Report
- James asked that trustees to get their performance reviews completed this month so we can act on this in May.
 - James had a meeting with Roger Reynolds. Reynolds rescinded his offer for purchase of an easement for roadway access to Corn Belt Park. He had previously approved it twice.
10. Trustee Reports

1. Building Report
 - Gassaway reported we had 2 new construction permits in Beecher Trails.
2. Water and Sewer Report
 - Twyford reported the McLean Co Board did approve \$5 million in ARPA funding for rural communities.
 - The village water tower rehabilitation will be funded by the county's ARPA funding.
3. Police Report
 - Roach reported updates on police building has been slow.
 - They are waiting for the walls to insulated.
 - A bid from Jeff Misch for insulation was received in October.
 - He has come back with an almost doubled request of \$11,200 for insulation.
 - He is stating that costs have gone up since October. Roach is looking for direction on how to handle this large increase in bid.
 - She is going to follow up with Jeff for a change order. Roach will bring the change request back to the board for new consideration.
 - The department is holding back 10% of funds for work until completion.
 - The Chief reported 2 tickets were written.
 - Training with officer Jorge Vega is going well.
 - Casework has been light this month.
 - There has been some graffiti in the park.
 - Tornado season is upon us, please be ready with supplies.
 - The village is perusing the company that took water out of the water hydrants without permission.
4. Streets Reports
 - Warfel reported a couple of culverts were installed.
 - There are a couple of spots in the streets that need repaired.
 - There are some ditches that have standing water.
 - James reported the MFT budget was turned in today.
 - The new truck is almost done.
5. Parks, Community Center and Food Pantry Report
 - On Thursday afternoons, a girls soccer league, is holding practices in Dooley Park.
 - Boy Scout Hunter Zachow has plans to build two benches for the ball courts as his Eagle Scout Project. The Boy Scouts will move several large brush piles to the pavilion for pick-up as a service project.
 - Streets plans to remove tree trunk pieces from Dooley Park. Thank you to Streets for repaving the parking area near Lincoln Street.
 - We had a weak breaker replaced in the pavilion electrical box which restored power to the outlets on the south wall.
 - We're trying out a product called Wet and Forget to remove moss from the white plastic fencing in Dooley Park.
 - Because of schedule conflicts we've had to cancel our plans for an Earth Day celebration in April.
 - We still plan to replace current light bulbs with LEDs in the pavilion and plant a couple of trees as Earth Day actions.

- Boward Brothers Excavating is preparing an estimate for removing trees and brush from Kickapoo Park.
- On April 18th we'll find out if we've made it into the top 200 in contention for the \$25,000 State Farm Neighborhood Assist Grant.
- In May we'll receive our Ameren Efficiency rebate for installing LED lights on the ball courts.
- Unfortunately, we've had another incident of vandalism in Dooley Park. We're installing a camera near the ball courts to monitor the area.
- The Food Pantry is deep into its make-over. The ceiling is painted, and they've started on the walls. They're also adding new shelving on the north wall. The hope is to be done with the project by the end of April.
- They'll distribute 24 boxes this month. They may do a special distribution with hams during Easter Week.

6. Finance and Services Report

- Bakewell went over the highlights of the BTP.

General

- Costigan & Wollrab Legal bill
- Hoegger HVAC
- 2 Sprint bills
- Revision for Tammy Kirby cleaning bill
- Blue Cross Blue Shield will now start appearing on the BTP in several funds.

Streets

- Downs Auto bill

TIF1

- Tri-Valley bill

TIF2

- This fund will be providing 50% IEPA Sewer loan portion (\$12,500)

Revised Budget for FY2022

- Bakewell went over quickly what changes we need to make.

FY2023 Budget

- Bakewell gave a high level overview of the TIF funds
- 1/3 of 1% sales tax is being split into Water, Sewer and Streets funds.
- MFT budget is just under \$100,000
- James went over projects that will be done with MFT funds

Milliken - Will be looking at a sick leave policy for full time employees to discuss in May.

Bakewell – We need a definition of full-time employment. How many hours in a work week?

- There was some discussion about handling COVID sick days

11. Discussion

1. Other

- Keylin - There was a letter from Cheryl Bach questioning whether Attorney Dawn Wall over her stepped the bounds at the 3/17/22 ZBA meeting.
- James asked her to step in because of his absence at the meeting.

- Linda Bowman said she was very appreciative that Wall was in attendance and knew in advance that Wall would be coming.
 - James explained that the ZBA is an extension of the Village of Downs. Therefore, she legally represents the village in those committee meetings and any other committees.
12. Public Comment – There was no public comment.
13. A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and seconded by Roach. Approved 6-0
14. A Motion to Approve Consent Agenda was made by Roach and seconded by Twyford. Approved 6-0
- 1. Motions
 - a. Motion to Approve the March 3, 2022, Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve Submitted FY2023 Event Plan from the Events Committee
 - c. Motion to Approve Eagle Scout Project for Hunter Zachow – taken out of consent
 - d. Motion to Approve Village of Downs Regular Board of Trustees Meeting Location, Dates and Time for FY2023
 - e. Motion to Approve Village of Downs Regular Events Committee Meeting Location, Dates and Time for FY2023
 - f. Motion to Approve Village of Downs Regular Parks Committee Meeting Location, Dates and Time for FY2023
 - 2. Ordinances
 - b. Ordinance 2022-08 Approving the Revised FY2021-2022 Budget Under the Budget System for the Village of Downs
 - c. Ordinance 2022-09 Approving the FY2022-2023 Budget Under the Budget System for the Village of Downs
 - 3. Resolutions
 - a. Resolution 2022-R10 Authorizing and Approving the Village of Downs to Execute a Three (3) Year Fireworks Display Contract Extension with J&M Displays, INC to Expire 12/31/2025
 - b. Resolution 2022-R11 Authorizing and Approving the FY2023 Proposed Program for Maintenance of Streets and Highways
15. New Business - No action was taken in New 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
 - 3. Resolutions
 - a. Resolution 2022-R__ Authorizing and Approving the Village of Downs to Execute a Three (3) Year Fireworks Display Contract Extension with J&M Displays, INC to Expire 12/31/2025 – moved to consent agenda
 - b. Resolution 2022-R__ Approving and Accepting Dedication of Right-of-Way on Hillard Court by the Village of Downs and Hillard Living Trust
 - c. Resolution 2022-R__ Accepting Dedication of Right-of-Way on S. Lincoln St by Melton Trucking

- d. Resolution 2022-R__ Accepting Dedication of Right-of-Way on S. Lincoln St by BC Investments
- e. Resolution 2022-R__ Accepting Dedication of Right-of-Way on S. Lincoln St by Automated Storage Solutions, LLC

16. 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 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

17. A motion to Approve Payment of Bills was made by Gassaway and seconded by Twyford. Approved 6-0

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

19. Action on Executive Session Items

20. Other Business – There was no other business.

21. A Motion to Adjourn at 9:27pm was made by Roach and seconded by Twyford. Approved 6-0



Julie James

Village of Downs Clerk