



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

Village of Downs Board of Trustees Regular Meeting May 5, 2022, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the Village of Downs Board of Trustees Regular meeting to order on May 5, 2022, at 7:00pm.
2. Roll Call was taken. Trustees present were Maureen Roach and Brian Warfel. Sarah Gassaway and Toby Twyford were present via Zoom. Anna Milliken and Peggy Keylin were absent. Also present were Clerk Julie James, Attorney Dawn Wall and Treasurer Julie Bakewell. There was a quorum to do business.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Warfel and seconded by Gassaway.
Approved 4-0
Changes:
 - Resolution 2022-R Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision First Addition (Phase 2) was moved into old business.
 - Resolutions b-f were moved into Consent Agenda.
 - b. Resolution 2022-R12 Approving and Accepting Dedication of Right-of-Way on Hillard Court by the Village of Downs and The Hillard Family Revocable Living Trust#1001
 - c. Resolution 2022-R13 Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by property owned by Jeffrey Griffin dba Melton Trucking
 - d. Resolution 2022-R14 Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by BC Property Holding LLC
 - e. Resolution 2022-R15 Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by Automated Storage Solutions, LLC
 - f. Resolution 2022-R16 Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by Hurschel Reese
5. Events Report
 - Plans are underway for the Freedom Run.
 - 4th of July sponsorship letters are going out soon.
6. Engineer & Development Report
 1. Down Water Plant Improvements – Nothing new to report.
 2. Downtown Streetscape and Parking Lots design
 - We submitted plans for a LaHood Community grant.
 3. Downs Crossing Watermain Extension – Nothing new to report.
 4. S. Lincoln and Colleen Lane Water and Sewer Extension
 - Trees have been removed from right of ways and ditches.
 - There will be streetlights that will go all the way down Lincoln.

- There is no cost estimate or timeline available for the streetlights yet.
- 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects
 - Downs Township did some grading for us, and it looks great.
 - Dirt has been moved and hauled in so we should be starting the water installation soon.
- 7. Other Engineering or Development Updates – Nothing new to report.
- 7. Mayoral Report
 - James said he got an email yesterday about a windfarm outside of Downs possibly coming in.
- 8. Trustee Reports
 1. Building Report
 - There were 2 pool applications.
 - We had 3 renovation applications.
 - The building committee is going to start meeting again on Tuesday nights.
 - James said there needs to discussion of fines for not maintaining silt fencing and drainage issues.
 2. Water and Sewer Report
 - Brandon Fitzwater will receive a 3% raise bringing him to \$16.48/hr.
 - Janice Cuba, Ruth Hood and Michele Tocco were all given 3% raises.
 3. Police Report
 - Roach obtained 3 additional bids for insulation.
 - They were all significantly less than Jeff Misch's bid of ~\$11,000.
 - She is going to go with Shane Spencer's bid from Central IL Plumbing of \$3066 for the insulation.
 - Roach got a bid for evidence room from Lyndall Cuba of \$8406. This includes materials.
 - She is recommending a 3% increase in salary for Josh Dingler. His new salary will be \$56,844.
 - Dingler reported investigations were lighter last month. This allowed for more patrolling.
 - He has been in CIT training all week.
 - Chief Dingler recommends \$20.81/hr. as a part time rate for Officer Hempstead.
 4. Streets Reports
 - There was a water main repair on S Pintail.
 - The streets department has been edging and reshaping ditches on Mallard, Main St and Indian Hills.
 - The streets team is having planning meetings weekly.
 - There has been a repair already on the new F650 truck. The fuse box needs to be replaced. Once it has been repaired it is ready.
 - Randy Wert will be getting a \$2/hr. raise making his salary \$19/hr.
 - Jill Kasprzak will be getting a 3% raise making her new salary \$15.45/hr.
 - Marty O'Rourke will now be making \$14/hr.
 5. Parks, Community Center and Food Pantry Report – Submitted by Trustee Keylin
 - Parks is organizing its projects for the coming months.
 - In May we plan a mulch delivery, tree removal, and landscaping in Dooley and McManus Parks.

- We plan to seek other estimates for a possible public restroom so the Freedom Run project has a number to work with.
- We're looking into mounting cameras on the Food Pantry building. A resident has offered to donate and install cameras that are hard wired, however it may be better to go wireless.
- We are no longer sanitizing the pavilion after each use.
- Thanks to Streets for removing the remains of a downed tree in Dooley Park.
- Downs 4-H Club will plant flowers around Dooley Park for Mother's Day. Thanks to them for their service and to Tri-Valley greenhouse for donating plants to the project.
- The Food Pantry continues to paint the interior and add new shelving.
- Many thanks to Window World for donating a window and installation to replace one that had badly deteriorated.
- May distributions and the Backpack program are ongoing.

6. Finance and Services Report

- Bakewell recommends a 3% raise for Cara Russow making her salary \$19.87/hr.
- Russow has been with us 5 years.
- Russow will assist the Treasurer with the treasurer and assistant treasurer training manuals.
- She will also begin assisting the Treasurer with the records retention project.
- Bakewell and Russow will be breaking down water fees.
- Unusual Bills on BTP

General

- annual legal invoice
- 2 invoices to GFL
- 50% payment to IAE for the evidence room
- 2 insurance bills
- We are going to pay an additional amount to the dump truck and the police truck this month.

Water

- Backhoe repair bill
- Nexamp bill
- Plumb Crazy bill

Police

- Body cam purchase

MFT

- Tonnage of stone

Streets

- John Deere mower bill

Sewer

- Semiannual loan payment

Village Market

- Advertising and postage
- The ARPA report has been filed.
- We have 166 residents that are taking advantage of auto debit to pay their water bill.

9. Discussion

1. Other – There was no other discussion.
10. Public Comment – No public was present.
11. A Motion to Approve Items Contained within the Consent Agenda Roach and seconded by Warfel. Approved 4-0
12. A Motion to Approve Consent Agenda was made by Warfel and seconded by Roach. Approved 4-0

1. Motions

- a. Motion to Approve the April 7, 2022, Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Salary Increases for Salaried Employees
- c. Motion to Approve Wages Increases for Hourly wage Employees
- d. Motion to Approve New Contractors to Complete Work on Police Department Building

2. Ordinances

3. Resolutions

- a. Resolution 2022-R Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision First Addition (Phase 2) – Moved into old business
- b. Resolution 2022-R12 Approving and Accepting Dedication of Right-of-Way on Hillard Court by the Village of Downs and The Hillard Family Revocable Living Trust#1001
- c. Resolution 2022-R13 Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by property owned by Jeffrey Griffin dba Melton Trucking
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13. New Business

1. Ordinances – No action taken

- a. Ordinance 2022-R__ Authorizing and Approving the Position of Civilian Technology Forensics Investigator Within the Village of Downs, McLean County, Illinois

2. Motions – No action taken

- a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall
- b. Motion to Approve _____ as the Part-Time Civilian Technology Forensics Investigator Within the Village of Downs at \$____ / hr. Reporting to the Chief of Police

3. Resolutions

- a. Resolution 2022-R Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision First Addition (Phase 2) was moved into old business.
- b. Resolution 2022-R__ Approving and Accepting Dedication of Right-of-Way on Hillard Court by the Village of Downs and Hillard Living Trust was moved to consent agenda.

- c. Resolution 2022-R__ Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by Melton Trucking was moved to consent agenda.
 - d. Resolution 2022-R__ Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by BC Investments was moved to consent agenda.
 - e. Resolution 2022-R__ Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by Automated Storage Solutions, LLC was moved to consent agenda.
 - f. Resolution 2022-R__ Approving and Accepting Dedication of Right-of-Way on S. Lincoln St by Hurschel Reese was moved to consent agenda.
14. 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
15. A Motion to Approve Payment of Bills was made by Roach and seconded by Warfel. Approved 4-0
16. A Motion to Enter Executive Session for actual litigation and contract negotiations was made at 8:24pm by Warfel and seconded by Roach. Approved 4-0
- Mayor Mike James called the Village of Downs Board of Trustees Regular meeting to order on May 5, 2022, back to order at 8:55pm.
 - Roll Call was taken. Trustees present were Maureen Roach and Brian Warfel. Sarah Gassaway and Toby Twyford were present via Zoom. Anna Milliken and Peggy Keylin were absent. Also present were Clerk Julie James, Attorney Dawn Wall and Treasurer Julie Bakewell. There was a quorum to do business.
17. Action on Executive Session Items – No action taken
18. Other Business – There was no other business.
19. A Motion to Adjourn at 8:55pm was made by Gassaway and seconded by Twyford. Approved 4-0



Julie James
Village of Downs Clerk