



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

Village of Downs Board of Trustees Regular Meeting June 2, 2022, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the Village of Downs Board of Trustees Regular meeting to order on June 2, 2022, at 7:01pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Peggy Keylin, Brian Warfel and Toby Twyford. Trustee Sarah Gassaway joined at 7:20pm. Clerk Julie James, Attorney Wall and Treasurer Julie Bakewell (via Zoom) were also present. There was a quorum to do business.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made Roach by and seconded by Keylin. Approved 5-0
5. A motion to approve Resolution 2022-R17 Creating the Appointed Honorary Position of "Junior Mayor of the Village of Downs" and Granting Authority of the Appointment of "Junior Mayor of the Village of Downs" was made by Roach and seconded by Milliken. Approved 5-0

Discussion –

- Mayor James nominated Jayden Jordine to be Junior Mayor for the rest of FY 2023.
 - James read the proclamation.
 - Jordine became interested in municipal government and volunteering for village events after James came to speak to her 2nd grade class.
 - She began volunteering at the age of 8 and continues to volunteer.
6. Events Report
 - The Annual Dooley Park Cruise In and Annual Cleanup Day are both this coming Saturday.
 - The dumpsters for Cleanup Day will be located at the Police Dept.
 - The 4th of July is coming along well.
 - Stephanie Adkisson is coordinating the 4th and is doing a really good job.
 7. Engineer & Development Report
 1. Downs Water Plant Improvements from Mike Buzicky, MSA
 - a. Discussing bidding schedules with the IEPA Loan Manager on the project. Very close. Need final approvals on IEPA financials and bid documents.
 - b. Tentative Timeline (All subject to final IEPA Loans approvals)
 - Bidding July - August 2022
 - Bid Opening August – September 2022
 - Awards & Contracts September 2022
 - Shop Drawing Reviews September – Oct. 2022
 - Start Construction October 2022
 - c. At bidding, IEPA Loans will summarize the final Loan parameters. We will see as larger Federal funds are being used from pandemic funding. Good news here for potentially better loan rates and grants
 2. Downtown Streetscape and Parking Lots design from Mike Buzicky, MSA
 - a. Congressional 2023 Community Funding - MSA submitted the Streetscape project/application for funding opportunities
 - b. IDOT Safe Routes Grant - Likely candidate to apply for this IDOT grant for sidewalks along Main, Seminary and possibly Franklin. Same grant was used previously for Washington sidewalks.

3. Downs Crossing Watermain Extension – nothing new to report
4. S. Lincoln and Colleen Lane Water and Sewer Extension – nothing new to report
5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – nothing new to report
6. Beecher Trails Second Addition (Phase 3)
 - They started putting in water mains today.
 - There have been some noise and burning complaints.
7. Other Engineering or Development Updates – nothing new to report
8. Mayoral Report
 - We will be changing over to Google Suite because they are doing eliminating the free plan we are currently on. This will not affect Google Drive
 - On the plus side we can get up to 300 email addresses, but it will cost us per user.
 - James said he is looking forward to getting Jayden Jordine more involved.
9. Trustee Reports
 1. Building Report
 - We had 2 pool permits, a solar permit, a fence, and a remodeling permit.
 - Gassaway said she is still concerned about drainage issues in Beecher Trails Phase 3, 2nd Addition once houses start getting built.
 - Gassaway wants to add “changing grade within a certain percent will incur a \$100/day penalty” on the permit. We will also withhold occupancy.
 - The building committee will meet to discuss/implement some new building rules.
 - There have been some noise complaints in and around the village.
 - James said the noise from construction is going to be temporary and should be expected during construction. The process of building our own homes caused noise that others had to endure.
 - Gassaway still has concerns with silt fencing. James agreed and the building committee needs to address.
 - We need a zero tolerance and fine if contractors are not silt fencing.
 - Contractors are just doing whatever they want to do.
 - In Beecher Trails, a homeowner put in a 12” PVC pipe in a utility easement. This could be a problem if we have ever to fix the water main. The homeowner will be made aware that it will be their expense if we damage their drainage pipe.
 2. Water and Sewer Report
 - On June 7th we will have a meeting with the water tower company for our existing tower.
 - The IEPA had some requirements on our permit for the new tower.
 3. Police Report
 - Building update
 - Insulation will begin tomorrow.
 - Lyndall was working on evidence room today.
 - We will be using the Lexipol policy and procedures as template for ours.
 - Chief Dinger’s report
 - A couple of domestic disputes
 - One fraud case
 - Assisted the county with a stolen car case
 - Training with Officer Vega is going well
 - Patrol time has been up
 - We are looking for a candidate for part time police work
 - Wall and Chief both said it’s hard to enforce noise complaints.
 4. Streets Reports
 - Warfel reported it was a busy month with mowing, shop improvements and cleaning.

- A new chain saw and weed eater were purchased.
 - A tree fell over on West Street from Kickapoo Park on a resident's fence and back yard. It didn't damage the fence.
 - The streets department has been trimming trees in easements as well as fixing potholes.
 - We are asking to hire a part time employee tonight.
 - We are still waiting for the fuse box to be fixed on the new truck.
 - We hope to approve Jill Kasprzak to full-time status tonight.
5. Parks, Community Center, and Food Pantry Report
- Hunter Zachow has started his Eagle Scout project in Dooley Park. He's building and installing two benches by the ballcourts.
 - We've been planting flowers and doing yardwork. Mulch and sand deliveries and falling dead trees have been moved to June projects.
 - We will be seeking volunteer help by contacting various clubs and organization in town to see if they would be interested in doing service projects in the parks.
 - The committee is doing minor repairs and maintenance on the pavilion.
 - We're planning for our Donuts for Dooley Park fundraiser that's part of the Freedom Run event. Proceeds go to the public restroom fund.
 - We're considering several different ways to replace the telephone pole fencing in Dooley Park. Part of that project will include a fundraising plan.
 - Food Pantry numbers are slowly coming back. They hope to distribute 30 boxes this month. They are reconnecting with the Market to distribute produce donated by the vendors. Interior painting is finished, and shelving is almost complete.
 - The window replacement date is dependent on the supply chain but should happen in the next two months.
 - The next big project is the new cooler acquisition and new door installation.
6. Finance and Services Report
- Milliken is pausing Tuesday with the Trustee next month.
 - Trash cans were delivered.
 - She is working on a sick leave policy for full-time employees.
 - James said Michele Tocco is taking some computer training to get certified. We may look at making her full-time by the end of the year.
 - Bakewell went over the BTP.
 - Unique Bills
 - Land Engineer
 - Payment to Julie Bakewell for a required QB update and new desktop computer
 - Semiannual insurance bill
 - Clerkbooks annual fee \$50 - Bakewell said she is very pleased with this software. It only takes 5-10minutes to run a month's closing.
 - Paying off the backhoe this month
 - Halo bill will be paid via international wire for \$3480.00
 - Bakewell said she appreciated that Russow worked Memorial Day to get ready for the board meeting.
 - Rebuild Illinois grants were submitted in May.
 - We received our first property tax installment for streets.
 - TIF 1 and 3 came in over budget.
 - Bakewell is beginning to prep for the annual audit in August.
 - Bakewell and Russow are working on Treasurer and Assistant Treasurer Manuals.
 - Record retention will hopefully be completed by next year.

1. Other – **Josh Hartke and Paige Malloy – Apex, Illinois Field Manager**
 - Diamond Grove Wind Farm is building a 75 wind turbines facility (300 MW) in McLean County.
 - They have 22,000 acres ready to participate.
 - The project is slated to permit with McLean Co. next year.
 - Rivian will possibly purchase power from them.
 - Lifespan of a turbine is 30 years but can be extended for (2) 10-year terms.
 - Decommissioning NIEMA money is put away at the beginning of the project. This will go towards disposing of the turbines.
 - The facility will be fully staffed with a maintenance person and building where people can reach out to.
 - They are sponsoring the Downs Freedom Run.
11. Public Comment – There was no public comment.
12. A Motion to Approve Items Contained within the Consent Agenda was made by Gassaway and seconded by Keylin. Approved 6-0
13. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Warfel. Approved 6-0
 1. Motions
 - a. Motion to Approve the May 5, 2022, Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the May 5, 2022, Village Board of Trustees Executive Meeting Minutes
 - c. Motion to Change Employment Status of Jill Kasprzak to Full-Time Public Works Maintenance Worker for the Village of Downs Reporting to Streets Trustee Starting 2022-06-13 with Full Eligibility of Benefits per the Village Handbook
 - d. Motion to Hire Ashton Smith as a Part-Time Public Works Maintenance Worker for the Village of Downs at \$16 per hour Reporting to Streets Trustee Starting 2022-06-01 Subject to Background Checks and 3 month Probationary Period
 - e. Motion to Approve the Extension of Dooley Park Hours on 7/4/2022 until 11 pm
 - f. Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on 7/4/2022 after the Parade
 - g. Motion to Approve Dooley Park Road Closure from 7/3/2022 to 7/4/2022
 - h. Motion to Approve Payment of Budgeted Expenses for July 4th Events as Needed and Approved by Village Clerk, Finance Trustee, and Mayor
 - i. Motion to Approve Parade Route and Road Closures Required During the Parade on 7/4/2022
 - j. Motion to Approve Grove St Closure from Lincoln to Cleveland on 7/3/2022
 - k. Motion to Approve Donnie Olsen as the 2022 4th of July Grand Marshal
 - Discussion – Olsen was killed in action in Viet Nam. He was highlighted in Village of Downs Memorial Day Service.
 2. Ordinances
 3. Resolutions
 - a. Resolution 2022-R18 Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision First Addition (Phase 2)
 - b. Resolution 2022-R19 Authorizing and Approving the Redevelopment Agreement Between the Village of Downs and CHMD Holdings LLC for the Project Located at 102 S. Seminary St, Downs, IL
 - Discussion – Keylin had some questions to get clarification on the TIF agreement.
 - c. Resolution 2022-R20 Authorizing and Approving Agreement with Lexipol LLC and the Village of Downs, IL for Annual Law Enforcement Policy Manual and Daily Training Bulletins

14. New Business

1. Ordinances
2. Motions
3. Resolutions

15. Old Business - No Action was 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
 - 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
 - c. 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-__ Authorizing and Approving the Position of Civilian Technology Forensics Investigator Within the Village of Downs, McLean County, Illinois
 - b. Ordinance 2022-__ Adopting and Approving a Use of Force Standard for the Village of Downs Police Department
 - c. Ordinance 2022-__ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code
 - d. 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 Gassaway and seconded by Warfel. Approved 6-0

17. A Motion to Enter Executive Session for Contract Negotiations and Litigation at 9:30pm was made by Gassaway and seconded by Twyford. Approved 6-0

Mayor Mike James called the Village of Downs Board of Trustees Regular meeting back to order on June 2, 2022, at 10:57pm.

Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Peggy Keylin, Sarah Gassaway, Brian Warfel and Toby Twyford. Clerk Julie James and Attorney Dawn Wall were present. Treasurer Julie Bakewell (via Zoom) was also present. There was a quorum to do business.

18. Action on Executive Session Items – There was no action.

19. Other Business – There was no other business.

20. A Motion to Adjourn at 10:57pm was made by Warfel and seconded by Gassaway. Approved 6-0



Julie James
Village of Downs Clerk