



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

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

1. Mayor Mike James called the Village of Downs Board of Trustees Regular meeting to order on July 7, 2022, at 7:01pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Peggy Keylin (via Zoom and then in person at 7:56pm), Sarah Gassaway, and Brian Warfel. Toby Twyford was absent. Clerk Julie James, Attorney Wall, Treasurer Julie Bakewell 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 by Milliken and seconded by Warfel. 5-0
 - Ordinance 2022-10 Approving the Final Plat of Beecher Trails Subdivision 2nd Addition (Phase 3) was taken out of Consent Agenda and moved to Old Business.
5. Events Report
 - James reported the 4th of July went well.
 - Stephanie Adkisson did a great job.
 - We had a lot of volunteers that collected donations for fireworks.
 - The Freedom Run is 7/16. Mel Pilchard is organizing.
 - The Tri-Valley garage sale is the same Saturday as 5K run.
 - The Parks Committee is hosting "Donuts for Dooley at the Freedom Run.
6. Engineer & Development Report Mike Buzicky and Steve Haring
 1. Downs Water Plant Improvements
 - IEPA Loan Manager is assembling 3 Loan Agreements for closing. MSA assisting IEPA with all documents, copies and setting of closing and bidding dates.
 - Village of Downs on the current IEPA SRF Loan Priority list with current funding.
 - Tentative Timeline (All subject to final IEPA Loans approvals)
 - Bidding August - September 2022
 - Bid Opening October - November 2022
 - Awards & Contracts November/December 2022
 - Shop Drawing Reviews January 2023
 - Start Construction January/February 2023
 2. Downtown Streetscape and Parking Lots design
 - James has been working with Darren LaHood's office. He received a phone call last week that the village will be awarded a \$2,188,000.00 in the form of Community Funding Grant once approved through the budget reconciliation process.
 - This is great news, it's in writing and will be voted as part of a Federal Resolution hopefully before the end of the year.

- **Seminary St project**- Engineers for the county want to walk through the plan at a public hearing scheduled for 7/20. Details posted to Facebook and Village website.
- IDOT Safe Routes Grant – MSA pre-planning needed items, documents, and application cost
 - Due in Fall 2022. Awarded in 2023.

3. Downs Crossing Watermain Extension – No update

Water at Corn Belt

- Keylin was researching some old plans for a well at Downs Crossing.
 - James said those plans were killed in 2013. Farnsworth was eating through our RDLEG money doing feasibility study.
 - Keylin said we need to consider the direction that Downs is growing and make sure that we have water accessible. Keylin feels we need to explore other options to get water to Downs Crossing.
 - Roach said we have been discussing the current route for a long time.
4. S. Lincoln and Colleen Lane Water and Sewer Extension – still in process. Water main material secured and hoping to secure sewer material next. We have to bid the force main lift station but will be reaching out to WPC for other material.
5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – no update
6. Beecher Trails Second Addition (Phase 3)
- The roll test for the roads failed in a couple places. Stark will need to fix before road is completed.
 - The watermain has been installed and pressurized.

7. Other Engineering or Development Updates

Water Tower Repainting

- MSA working with Village and contractor (Suez) on timing, materials, procedures for water tower temporary draining, and temporary portable pressure tanks.
- Suez to provide temporary pressure tank(s) options and costs to Village.
- Late summer/early fall schedule. Discussed 2 months repaint timeline.

7. Mayoral Report

- James signed off on the application for a water tower mixer.
- Metronet is not interested in putting in fiber because CCG is already in Downs.

LED Sign

- The Events Committee is asking the village to help in the purchase of an LED sign.
- Prices for a 4'x8' double sided LED are between \$24,000-\$35,000. James asked for direction from the board on how much they would be willing to help contribute.
- The sign would be used for many purposes including Tri-Valley information, American Legion, village market, business advertising (sponsorship), public service, events, and water issues
- The board said they would be willing to do a 60%/40% split with the Events Committee.

Keylin arrived in person 7:56pm.

8. Trustee Reports

2. Building Report

- Building Committee Changes to Building Permit Application
 - Gassaway reported they had their first committee meeting and made some changes to streamline the permit.

- A silt fencing fine was added.
 - Final grade, sump pump, downspouts and ditch language were added.
 - Site elevation plans are now required.
 - **Permitting pools**
 - Permanent structures vs. Walmart pools where do we draw the line?
 - Gassaway will produce a specific barometer of what is considered permanent.
 - We have residents in town who repeatedly are not getting permits for their remodels.
 - We also have a couple of homes on Main Street that repeatedly do not mow their ditches.
2. Water and Sewer Report
- Flushing schedule will be done monthly.
 - Roach would like to add this to the newsletter.
3. Police Report
- Roach and Dingler had a zoom meeting with Lexipol today. She is impressed with the product.
 - Milliken noted we may receive a reduction in our liability in our insurance for using Lexipol.
 - We have been receiving complaints about tall weeds and grass. Some progress has been made with the house in Mallard. We have been working with the homeowner for over a year.
 - Insulation and drywall have been completed at the new police building.
 - Trim work and painting of the office space needs to be done that was not included in the original plan. These are in consideration of payment tonight.
 - Dingler reported they assisted the county 4 times this month.
 - There was a fire on Woodlawn.
 - The Freedom Station and Mobil Gas Station have thanked him for Vega's increased oversight.
4. Streets Reports
- The mowing crew is doing a great job. There has been a lot to do.
 - A big project out on Raef Rd has been completed.
 - The streets crew did a lot of work just to get ready for the 4th of July.
 - They will be getting some holes patched and done chipping in Beecher.
 - James reported our new truck is done. However, Mark Koenig who is outfitting our truck, ran into an issue with the fuse box.
 - Uftring Ford told us we voided the warranty because Koenig added a wire.
 - Koenig believes Uftring Ford is mad because we didn't purchase it from them.
 - All employees will be trained on how to use the new truck.
5. Parks, Community Center and Food Pantry Report
- Hunter Zachow and his crew dug out the area for concrete pads that will house benches near the ball courts for his Eagle Scout project.
 - Dave Bach donated sand and regular mulch to Parks.
 - Jim Soeldner donated a load of sand for the Gaga Ball Pit, which he delivered and spread.

- Brandon Fitzwater picked up two loads of playground mulch, Dave Bach spread it into smaller piles, and Boy Scout Troop 53 leveled it throughout the playground as a service project. Thank you all!
- We ordered hardware to support the flag in McManus Park.
- Parks has gotten and approved estimates from Embark Tree Service to take down two trees in Dooley Park.
- We are in the process of getting an estimate on putting a public restroom in the pavilion.
- The committee plans to work on the Huff Street entrance to Kickapoo Park and will put up no dumping signs at both park entrances.
- Jim Soeldner repaired the little lending library in Dooley Park.
- The committee is tackling several small repair jobs in the pavilion. We made plans for our Donuts for Dooley Fundraiser to be held at the Freedom Run Event on July 16.
- The Food Pantry is finishing interior upgrades. Their next project will be to install the cooler and new doors. They are waiting on the new window which is backlogged. They distributed 24 boxes this month and are picking up donated fresh produce from Downs Village Market to distribute to their clients.

6. Finance and Services Report

Personnel Policies - Sick Leave and Paid Vacation

- Trustees were given sample verbiage for handbook policies.
- Trustees decided to go with 5 days of PTO.
- Paid holidays for FT and PT (including seasonal workers).
- Employees will receive time and a half if they work the holiday. Must be approved by the department head.
- A zero tolerance of drugs and alcohol policy was added.

Bills

- We will begin paying additional principal of \$2000/month on dump truck.
- MSA submitted some bills that overlapped FYs.
- We are paying the 2nd to last payment on IEPA loan.
- Lexipol payment, Farnsworth MFT bill, and 4th of July band payments are on the BTP.
- Bakewell said they will be preparing for the audit in July.
- She will be on vacation and won't be in attendance at August's meeting.
- Bakewell went over the bill paying process. If there are unique expenses between meetings to involve her. She can utilize the Resolution we have in place. This way we have the cleanest and most transparent bill paying process.
- Our policy is a \$1000/transaction credit card limit.
- James noted that the events committee charges more than a \$1000/transaction at Transworld. We should pass an agenda item like what we do for the 4th of July.

9. Discussion

1. Other

Milliken wanted to discuss a couple of emails trustees recently received.

- **Email about political flags on an employee's vehicle**

- One of the Streets employees who was working on the 4th of July had political flags on his person vehicle.
 - Warfel said it is his personal vehicle but that it was discussed at their last streets meeting.
 - **Email about fence at Game Day Grill**
 - Milliken asked why he didn't finish the fence last year.
 - James said they have contracted with a contractor. But we are not sure why it didn't get finished.
 - He said Dave knows he needs to finish it.
 - James said Dave was supposed to have contractor lined up after 7/4/22.
 - There will be follow up with Dave in a month. Roach will request verification of a contractor has been secured.
10. Public Comment – There was no public comment.
11. A Motion to Approve Items Contained within the Consent Agenda was made by Gassaway and seconded by Milliken. Approved 5-0
12. A Motion to Approve Consent Agenda was made by Roach and seconded by Gassaway. Approved 5-0
1. Motions
 - a. Motion to Approve the June 2, 2022, Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the June 2, 2022, Village Board of Trustees Executive Meeting Minutes
 - c. Motion to Approve Building Committee Changes to Building Permit Application
 2. Ordinances
 - a. Ordinance 2022-10 Approving the Final Plat of Beecher Trails Subdivision 2nd Addition (Phase 3). This was removed from the consent agenda and moved to Old Business.
 3. Resolutions
 - a. Resolution 2022-R21 Authorizing and Approving the Intergovernmental Agreement Between McLean County and the Village of Downs for Distribution and Usage of ARPA Funds
13. New Business – No action was taken in New Business.
1. Ordinances
 2. Motions
 3. Resolutions
 - a. Resolution 2022-R__ Authorizing and Approving the Agreement between the Chad and Denise Mayes and the Village of Downs Regarding Parcel No. 29-05-300-014
14. 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
 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
 - e. Ordinance 2022-10 Approving the Final Plat of Beecher Trails Subdivision 2nd Addition (Phase 3). – This was moved out of Consent Agenda to Old Business.
- 15. A Motion to Approve Payment of Bills was made by Roach and seconded by Milliken. Approved 5-0
- 16. A Motion to Enter Executive Session for Agreement/Contract Negotiations, Semi-Annual Review of Executive Meeting Audio and Minutes, and Litigation was made by Roach and seconded by Warfel. Approved 5-0

Mayor Mike James called the Village of Downs Board of Trustees Regular meeting back to order on July 7, 2022, at 10:49pm.

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

- 17. Action on Executive Session Items
 - 1. Resolution 2022-R__ Authorizing the Village Clerk to Destroy Executive Session Audio Tapes Over Eighteen Months Old – No action taken.
 - 2. Resolution 2022-R__ Authorizing the Village Clerk to Release Specific Executive Session Minutes of the Village of Downs – No action taken.
 - 3. A motion to approve Resolution 2022-R22 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs was made by Milliken and seconded by Gassaway. Approved 5-0
- 18. Other Business – There was no other business.
- 19. A Motion to Adjourn at 10:50pm was made by Gassaway and seconded by Milliken. Approved 5-0



Julie James

Julie James
Village of Downs Clerk