



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

Village of Downs Board of Trustees Regular Meeting September 1, 2022, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the September 1, 2022, regular Board of Trustees meeting to order at 7:05pm.
2. Roll call was taken. Trustees present were Maureen Roach, Anna Milliken, Peggy Keylin, Sarah Gassaway (via Zoom), Brian Warfel and Toby Twyford. There was a quorum to do business. Also present was Clerk Julie James, Treasurer Julie Bakewell, and village attorney Dawn Wall.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Roach and seconded by Twyford.
Approved 6-0

Discussion

- Resolution 2022-__ Authorizing and Approving Bid to Purchase Sewer Lift Station was removed from consent agenda.
- Motion to Hire Jamie Lacey as a Part-Time Police Officer in the Village of Downs Subject to Background Checks and One Year Probation Period was also removed from consent agenda.

5. Eagle Scout Project Proposal

1. A Motion to Approve Eric Mushrush's Eagle Scout Project was made by Keylin and seconded by Milliken. Approved 6-0

Discussion

- Mushrush wants to renovate the village hall's landscaping.
- He will be re-setting paver bricks, removing old plants, planting new plants sanding and staining poles.
- He is looking to start after approval process which will likely be in early September.

A Motion to Hire Jamie Lacey as a Part-Time Police Officer in the Village of Downs Subject to Background Checks and One Year Probation Period was made by Roach and seconded by Keylin.
Approved 6-0

Discussion

- Lacey was born in Decatur and went to school in Clinton.
- She was very athletic in high school and joined the military at the age of 17.
- Lacey has a law enforcement degree, accounting degree and an MBA.
- She has a 1st degree black belt in Tae Kwon Do.
- She has worked at Country since 2005.
- Lacey is the mother of 2 boys and lives in Leroy.
- Her salary will \$18/hour during the probationary period, then going to \$19/hour.

6. Events Committee Report

Discussion

- LED sign has been delivered.
 - Erik Bryant is going to build a brick base.
 - The haunted house volunteers are working hard on getting the haunted house ready.
7. Engineer & Development Report
1. Down Water Plant Improvements
 - We received IDPA approval for the loan amount we requested.
 2. Downtown Streetscape and Parking Lots design
 - This is on hold until approval of the federal bill that our grant is included in.
 - We are considering reapplying for the ITEP grant
 3. Downs Crossing Watermain Extension
 - We received IDPA approval of Phase One (pump and the line that runs to Downs Crossing)
 4. S. Lincoln and Colleen Lane Water and Sewer Extension
 - We have not heard on the bid letting.
 - James said we are looking for someone that can bore under RT 150.
 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – nothing new to report
 6. Beecher Trails Second Addition (Phase 3)
 - The final proof roll was completed.
 - They will hydro seed all the ditches.
 7. Other Engineering or Development Updates – nothing new to report
8. Mayoral Report
- James recommends hiring Michele Tocco full-time.
 - Tocco has taken some computer courses to get certified.
 - James wants the village to start using PACE analytical service. This service reminds us of when to do all our different types of water testing.
 - We will be joining the IL Rural Water Association.
9. Trustee Reports
1. Building Report
 - Gassaway reported we had 3 new building permits this month.
 - There are 2 residents doing construction without permits.
 2. Water and Sewer Report
 - The water tower project is supposed to start next week.
 - Twyford said the project will take 2 months.
 - The 2 pressure tanks are here.
 - Jill Kasprzak and Brandon Fitzwater are taking a water certification class at Heartland Community College.
 3. Police Report
 - Roach is excited to have Jamie Lacey join the police force.

Building update

 - The floor coating was done this week.
 - Gutters will be installed next week.
 - Randy Jacobs performed the building inspection. He noted a couple of things, mostly with signage.
 - There are a few contractors' bills on the BTP.
 - Dinger reported the case load has been heavy.
 - 4 high risk cases, 2 med, 2 low
 - 3 citizen complaints

- Dinger is addressing a water bandit.
- There were 2 thefts from unlocked cars.
- Dave Cobstill was a huge help stripping out the old police truck.
- They are looking forward to moving into the police building.
- Toby thanked the PD for their professionalism.
- Maureen thanked Julie B for her help in keeping up with payment of bills.
- James said we are looking to add cameras inside and out of all buildings and the park.

4. Streets Reports

- Warfel noted the new sidewalks turned out well.
- We are fortunate to have a great streets department.
- Thank you to Erik Bryant for donating his time with the new sidewalks.
- The department has been doing a lot of mowing and road conditioning.
- The work done on the basin out on Raef Rd. held up well in the last big rain.
- Ditch cutting and shaping on Gadwall and Pintail will be finished next month.
- Streets employees will be assisting with the new LED sign.
- Keylin was not happy that Roanoke Concrete washed off the concrete truck's chute in the fire department. Keylin said it's not ok and that is slurry. James said all concrete companies must do this or they will have hardened concrete on the chute before they can return to their business location.

5. Parks, Community Center and Food Pantry Report

- Our latest news is the donation to Dooley Park from Downs Girl Scouts. They sold a LOT of cookies and have decided to donate \$900 to the park for renovations, upkeep and maintenance.
- We hope Board Members can attend the Thank you Pizza Party on Wednesday, September 7th at 5:30 pm in Dooley Park Pavilion when the Scouts will formally present their donation.
- Embark Tree Service has decided to take the smaller tree next to the pavilion down separately from the large oak that also has to come down. The oak will have to be done when the ground is very firm.
- The flagpole in McManus Park is fixed.
- Parks will order more mulch for the playground this month.
- We'll be focusing on Parks rules clarification, improving the Huff St. entrance area, and small repairs on the pavilion.
- Longer term we're gathering estimates for a public bathroom, designing an interior fence for Dooley Park, and deciding on the best road surface for Dooley.
- Exciting times at the Pantry this week. The planned choreography for installing the cooler and replacing the front doors went very smoothly.
- Huge thanks to Lyndall Cuba, Mike Roberts, Randy Dunlap, Cliff White, Mike Reynolds, Jim Jones, and Travis Goveia.
- Linda Bowman and Bill Clark kept the project in motion. The result is beautiful and further enhances the Pantry's ability to serve its clients.
- 24 boxes are set for this week's distribution.
- The Village Market vendors continue to donate produce on Wednesdays. The Pantry has also received very generous donations of both produce and money from its loyal supporters.

6. Finance and Services Report

- Milliken wanted to remind the board that the audit is taking place. We will likely have a continuance on 10/20.
- The ICRMT bill went way up. We got an inaccurate appraisal. Bakewell and Milliken are following up.
- BTP
 - We will be adding the PACE and IRWA to the BTP
 - **Unique bills**
 - Garage floor coating
 - LED sign bill
 - Missing receipts need to stop.
- Trustees decided to pay employees retro-actively to cover Memorial Day and Independence Day holidays.
- We will be doing a consent resolution to cover the holiday pay.
- Clerkbooks has been run through the end of July.
- The village has \$1.5 million in checking and savings.
- Credit card use policy
 - Employee credit card purchase that are =< \$200/transaction can be made without supervisory approval
 - Elected/appointed credit card purchases can be < \$5000 without board approval
 - Unexpected purchases over \$5000 need board approval
- Bakewell said the auditors will be back at the village hall on Tuesday and Wednesday this week.
- We received the 4th distribution of the property taxes.

10. Discussion

1. Other

- Keylin wanted to say a few words about Resolution 2022-R28 Authorizing and Approving the Agreement between the Chad and Denise Mayes and the Village of Downs Regarding Parcel No. 29-05-300-014 that was passed last month.
- It doesn't feel right and there was a lack of discussion.
- A zoning board meeting is the only place where the public can hear about things like this and be able to have a voice.
- James said this is not a subdivision it was just a subdivided piece of property (one lot) and does not follow under the requirement for a ZBA hearing. We have an agreement with the owners that any subsequent subdividing will require the subdivision code to be followed. Even if the ground is subdivided it is not a ZBA item unless zoning changes. This property is already zoned R1.

11. Public Comment

- Diana Reynolds said the sidewalks look great and thanked the board for doing them.

12. A Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Keylin. Approved 5-0 (Gassaway present)

13. Motion to Approve Consent Agenda Roach and Milliken 5-0 (Gassaway present)

1. Ordinances (15)

- a. Ordinance 2022-15 Approving IT Systems Administrator Job Descriptions within the Village of Downs

- b. Ordinance 2022-16 Authorizing and Approving Membership in the Illinois Rural Water Association (IRWA) from July 2022 - June 2023
- c. Ordinance 2022-17 Approving Amended Wages for Elected Officials in the Village of Downs

Discussion

- James did a survey of area towns.
 - Trustees decided to leave the Trustee and Clerk salary same.
 - The Mayor salary will increase to \$9000.
- d. Ordinance 2022-18 Approving Amended Village of Downs Credit Card Use Policy

2. Motions

- a. Motion to Approve the August 11, 2022, Village Board of Trustees Special Meeting Minutes
- b. Motion to Approve the August 11, 2022, Village Board of Trustees Executive Meeting Minutes
- c. Motion to Hire Jamie Lacey as a Part-Time Police Officer in the Village of Downs Subject to Background Checks and One Year Probation Period – Taken out of Consent Agenda
- d. Motion to Change Employment Status of Michele Tocco to Full-Time and Hire as IT Jr Systems Administrator at \$16 /hr. for the Village of Downs Reporting to Village President Starting 2022-09-01 with Full Eligibility of Benefits per the Village Handbook

3. Resolutions (R29)

- a. Resolution 2022-R29 Authorizing and Approving Agreement Between Tazwood Community Services, Inc and the Village of Downs
- b. Resolution 2022-R30 Authorizing and Approving Agreement Between Illinois Rural Water Association (IRWA) and the Village of Downs for Utility Mapping Services
- c. Resolution 2022-R31 Authorizing and Approving Agreement Between PACE Analytical Services and the Village of Downs for Water Testing Laboratory Services
- d. Resolution 2022-__ Authorizing and Approving Bid to Purchase Sewer Lift Station from _____ Removed from consent agenda

14. New Business

- 1. Motions
- 2. Ordinances
- 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
- 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
- 16. A Motion to Approve Payment of Bills was made by Roach and seconded by Twyford. Approved 5-0 (Gassaway present)
 - 17. Motion to Enter Executive Session for Litigation and Contract Negotiations – Executive session was not entered.
 - 18. Action on Executive Session Items
 - 19. Other Business
 - 20. A Motion to Adjourn at 9:52pm was made by Roach and seconded by Twyford. Approved 5-0 (Gassaway present)



Julie James
Village of Downs Clerk