



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

Village of Downs Board of Trustees Regular Meeting October 6, 2022, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the October 6, 2022, regular Board of Trustees meeting to order at 7:17pm.
2. Roll call was taken. Trustees present were Maureen Roach, Anna Milliken, Peggy Keylin, Sarah Gassaway and Toby Twyford. Brian Warfel was absent. There was a quorum to do business. Also present were Clerk Julie James, and Village Attorney Dawn Wall. Treasurer Julie Bakewell was absent.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Milliken and seconded by Roach.
Approved 5-0
Discussion
 - No action was taken in New business. Ordinances and Resolutions were not ready.
5. Events Committee Report
 - The haunted house kicked off on 10/1 with 294 customers.
 - James reported that we are working on getting the new sign up. It will have to move it to the north a bit because of fiber utilities.
6. Engineer & Development Report
 1. Down Water Plant Improvements
 - Greg Crowe, in MSA office, is coordinating any final IEPA Loan documents, approvals.
 - Village of Downs on the current IEPA SRF Loan Priority list with current funding.
 - BNWRD/Village/MSA mtg next week on final sanitary connection approval and Red Water Filter.
 - Need this final BNWRD approval for Water Loan documents.
 2. Downtown Streetscape and Parking Lots design
 - IDOT ITEP grant – 2022 Application was submitted on September 28, 2022. Funding announcement is expected in the Spring of 2023.
 - IDOT Safe Routes Grant – The 2023 Safe Routes to School grant submission date is expected in the Fall of 2023.
 3. Downs Crossing Watermain Extension – no update
 4. S. Lincoln and Colleen Lane Water and Sewer Extension – no update
 5. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – no update
 6. Beecher Trails Second Addition (Phase 3) – they have gas and Corn Belt is putting in power, the road is in, hydro seeding was done.
 7. Other Engineering or Development Updates
 - There was a hydrant that was opened in Beecher Trails. Instead of fining the developer, we had him do some outstanding work for us. The developer did some hydro seeding for us.

Water Tower Repainting

- MSA worked with Village on Temporary Pressure Tanks, painting material reviews, temporary WTP operation.
- MSA can provide coating inspection as requested
- 2 month painting timeline.
- They have been spraying and sandblasting the inside of the tower. They are 2/3 done with the inside part.
- MSA is going to do an inspection of the inside of the water tower.

Sewer Lift Station

- We didn't get any bids the first round and now we are re-bidding. If no one bids this time, we can go out and purchase.

Sewer boring

- We are still looking for someone to bore.

7. Mayoral Report

- James had nothing other to report.

8. Trustee Reports

1. Building Report

- Gassaway is working on an occupancy permit in Beecher.
- Overall building has slowed down.

2. Water and Sewer Report

- The pressure tanks are up and running.
- There is a service line leak in Beecher Trails. The driveway was poured over the service line. A letter has been sent letters to builder. The builder also did not get an inspection prior to pouring the driveway.
- **Water thieves** – Attorney Wall sent them a letter. We may have to file suit against them.

3. Police Report

- Roach reported they have moved in to the police building.
- They are done with contractors and the last bill has been submitted.
- They will seek bids for fixing the concrete next to entrance of the front garage door. Erik Bryant has offered to do this.
- Officer Vega is resigning as of 11/1/22
- Vega left because of the Illinois Safety Act and the lack of benefits provided to village employees.
- Dingler reported he is over worked, and the department is under-employed.
- Office Lacey's training is moving along nicely.

4. Streets Reports

- The furnace needs to be replaced in village hall.
- James said we are going to replace duct work to heat and cool the attic.
- It will be quieter when it is running.
- Streets employees will assist in cleaning out the attic.
- Keylin would like us to switch to an electric furnace. James reported the new furnace had already been purchased.
- Edge cutting is almost completed.
- Top coat and seal coat is finished.
- Streets employees have cleaned out the clogged culverts.

5. Parks, Community Center and Food Pantry Report

- A stage may be built in the park.
- Tether ball will be installed.
- The parks committee will be going through the park ordinances and updating.
- The committee is doing various repairs.
- They are looking for funding for some projects.
- The food pantry will be having an open house to show off recent updates to the facility.

6. Finance and Services Report

- October 20 will be the continuation of this meeting to approve the audit.
- Bakewell said the audit will be ready to review the end of next week.
- A lot of items need receipts on the BTP.
- **Unique bills**
 - Wrapping up bills for the public safety building.
 - We are paying down the dump truck and Bakewell will be adding a line for a funds transfer for \$4000 for the truck.
 - A late bill from Plumb Crazy Plumbing was added.
 - Emergency lights for the new truck
 - Sewer inspections
 - We have added a 6th full time staff member, so we have an additional insurance payment.
 - Hayrack purchase for \$2500
- The village has \$1.5 million in the bank.
- A local bank is trying to get our business.
- Bakewell and Russow will be attending treasurer's institute in November.
- Trustees discussed the Tax Levy. They all seemed to agree to just do the 5% for the Tax Levy.

9. Discussion

1. Other - **Complaint filed by Golden Prairie**

- Wall explained we have been named a party in the Golden Prairie law suit.
- The McLean County Court of Assessors decided unilaterally not assess that fee on property taxes.
- Beecher Trails, Downs Crossing and Freedom will no longer be assessed the tax for Golden Prairie District.

10. There was no Public Comment.

11. A Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Milliken. Approved 5-0

12. A Motion to Approve Consent Agenda was made by Roach and seconded by Twyford. Approved 5-0

1. Motions

- Motion to Approve the September 1, 2022, Village Board of Trustees Regular Meeting Minutes
- Motion to Renew Membership with the McLean County Chamber of Commerce
- Motion to Approve the Assistant Treasurer and Treasurer Attend the IMTA Treasurer's Institute
- Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St. from Franklin to Main, Dooley Park Road every Friday and Saturday in October 2022 from 5 pm - 12 am

- e. Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St from Franklin to Main on October 30, 2022, from 12 pm - 4 pm
- f. Motion to Approve the Extension of Dooley Park Hours on every Friday and Saturday in October 2022 until 12 am
- g. Motion to Approve Park Committee Members Peggy Keylin, Jim Soeldner, and Lindsey Nicholson
- h. Motion to Approve Zoning Board of Appeals Members _____
(removed from consent agenda)
- 2. Ordinances
 - a. Ordinance 2022-19 Adopting and Approving Various Policies for the Village of Downs Police Department
- 3. Resolutions (32)
 - a. Resolution 2022-R32 Authorizing and Approving Disposition of Village of Downs Vehicle Assets
 - b. Resolution 2022-R33 Approving the Temporary Pressure Tank Agreement Between Tomcat Consultants LLC and the Village of Down
- 13. A Motion to Approve Payment of Bills was made by Roach and seconded by Twyford. Approved 5-0
- 14. Motion to Enter Executive Session – Executive Session was not entered.
- 15. Action on Executive Session Items
- 16. New Business
 - 1. Motions
 - a. A Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on October 20, 2022 @ 7 pm at the Village Hall was made by Roach and seconded by Twyford. Approved 5-0

Mayor Mike James called the October 6, 2022, Village of Downs Board of Trustees meeting back to order on October 20, 2022, at 7:03pm.

Roll call was taken. Trustees present were Maureen Roach, Anna Milliken, Peggy Keylin, Sarah Gassaway and Toby Twyford (arrived at 7:12pm) were all present. Brian Warfel was absent. There was a quorum to do business. Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall were also present.

FY2022 Audit

- Breanna Hayes represented Striegel Knobloch.
 - She reported the opinion was presented fairly.
 - She gave a high level report of Auditor's responsibility.
 - Page 39 of the audit was the budgets for all major funds. We received more than we budgeted and spent less than we budgeted.
 - There was a high level report of balance sheets, statement of revenues, income statement, reconciliation of fund balance, and note sections.
 - b. A Motion to Approve FY 2021-2022 Audit was made by Roach and seconded by Milliken. Approved 5-0
 - c. A Motion to Approve FY 2021-2022 Annual Treasurer's Report was made by Milliken and seconded by Roach. Approved 5-0
- Discussion

- Bakewell hit the highlights of the Treasurer's Report.
 - d. A Motion to Approve FY 2021-2022 Annual TIF Reports was made by Gassaway and seconded by Milliken. Approved 5-0
- Discussion
- TIF1 – We removed 2 properties from TIF 1.
 - TIF2 – No amendments or development agreements were made.
 - TIF3 – This TIF had the most activity. (agreement with Hillard Family Trust, reimbursed hydrants, payments to Misch and Hillard)
2. Ordinances – No action taken.
 - a. Ordinance 2022-__ Annexing the Territory Set Forth in the Annexation Agreement Executed Between the Village of Downs and Eric Marshall
 - b. Ordinance 2022-__ Approving the Zoning of Parcel #29-04-179-001 from R2, Medium Density Residential, to C-2, General Commercial District with Variances
 - c. Ordinance 2022-__ Approving the Zoning of Parcel #29-04-178-003 from R2, Medium Density Residential, to C-1, Central Commercial District with Variances
 - d. Ordinance 2022-__ Approving the Zoning of Parcel #29-04-400-037 (Tract 1, 2 & 3) from A, Agriculture, to R-1, Low Density Residential with Variances
 3. Resolutions
 - a. Resolution 2022-R__ Authorizing and Approving the Execution of an Annexation Agreement Between the Village of Downs and Eric Marshall
17. Other Business
- Wall said we will be filing suit with farmer for damage for well at Corn Belt.
18. A Motion to Adjourn at 7:59pm on October 20, 2022, was made by Gassaway and seconded by Roach. Approved 5-0



Julie James

Village of Downs Clerk