



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

Village of Downs Board of Trustees Meeting November 3, 2022, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the November 3, 2022, regular Board of Trustees meeting to order at 7:02pm.
2. Roll call was taken. Trustees present were Maureen Roach, Anna Milliken, Sarah Gassaway, Brian Warfel and Toby Twyford. Peggy Keylin 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 Roach and seconded by Milliken.
Approved 5-0
Discussion

- The Motion to Approve Zoning Board members and Respective Term: Eric Thompson one year term was edited.

5. Presentations

Steve Timmermann - Bank of Pontiac

- Timmermann went over Bank of Pontiac's proposal for deposit accounts.
- The bank could offer the village an increase in interest rate via a tiered system by account.
- Funds would be pledged with the federal home bank.
- They would provide complimentary remote deposit.

Chris Ayers – Thrivent

- Ayers went over the pros and cons a SIMPLE IRA and 457b types of retirement plans.
- **Simple IRA**
 - Simpler than a 401k plan
 - Less oversight and compliance
 - Costs less
 - Less administrative work
 - Both plans can work for full time and part time
 - Match on SIMPLE is 3%
 - Can choose to match per pay or annually
- **457b**
 - Simpler than a 401k plan
 - The village can choose not to match down the road.
 - Investments and options are the same with both plans.
 - Higher ceiling than a Simple IRA – most employees don't ever reach the ceiling

6. Zoning Board of Appeals – Linda Bowman

- The zoning board met on 11/1/2022.
- Case 22-03-Z was heard for the annexation and zoning map amendment from Ag to R1 to Eric Marshall.
 - Marshall owns several acres both sides of the road by Cross Creek.
 - Milliken asked what assurances we will have about Marshall building in the flood plain that would cause runoff? Marshall said he will not be able to get a building permit in the flood plain.
- Case 22-04-ZV was heard for rezoning R2 to C2 for Brandon Adkisson.
 - Stephanie Adkisson said Adkisson Construction is currently renting to own property on Price and Main.
 - They are making the home an office and shop for their construction company.
 - They will rock all the way around the house will park trucks and equipment in the back.
 - They will enter from Main Street.
 - Milliken asked them at their busiest how many vehicles would they have? Stephanie said approximately 10-12 vehicles.
 - They won't use the public parking once they get their area all rocked.
 - Milliken wanted to know if they would be adding lights or lighted signs. Stephanie said that was not likely.
- Case 22-05-Z was heard to rezone R2 to C1 for Sheila White.
 - Cliff White owner of Fire Meat and Muscles explained his business.
 - They are going to turn a 2 bedroom rental into a fitness/personal training gym.
 - White is looking to give the community a place to start working out and feel comfortable.
 - For now, he is only going to do personal training and keep it small and intimate.
 - There would only be 2-3 vehicles at the business at most.
 - Hours of operations 5a-6pm.
 - He is hoping to open full time at the beginning of the year.
 - Milliken asked if he would be adding lights and signs. He said that was not likely.
 - White will need to add fencing.
- The zoning board voted to approve all 3. Their recommendation was that the board also approve.
- The zoning board also voted Eric Thompson to the board for a term of one year.

7. Events Committee Report

- James reported 5100 people went through the haunted house.
- We had about 350 children for the lights on event.
- There were no issues during the haunted house season.
- Que lines are ½ hour time slots. This cuts down on the amount of people we have in line.
- There will be some additional fencing that will be going up around the haunted house.
- James wanted to give a big thank you to CIA and Girl Scouts for always helping.
- Cookies with Santa is looking for a photographer for Saturday morning session.

8. Engineer & Development Report

1. Down Water Plant Improvements

- Met with BNWRD on sanitary connections, flows, and required waste stream sampling.
 - Village is collecting required BNWRD samples.
- 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.
 - Planning on both 2023 IDOT Safe Routes to Schools grant and Congressional designated funds from LaHood office.
- 3. Downs Crossing Watermain Extension – nothing to report
- 4. Water Tower Rehabilitation
 - MSA inspected early blast work.
 - MSA to inspect completed interior (wet) coatings and exterior coatings.
- 5. S. Lincoln and Colleen Lane Water and Sewer Extension
 - Utilities have been marked by JULIE
- 6. S. Lincoln, Colleen Lane, and Hillard Court Road Projects
 - Holding off on doing anything more at Hillard Ct. Rd. until more development comes in.
- 7. Beecher Trails Second Addition (Phase 3)
 - Streets department is putting in stop signs and other signs.
 - Hydro seeding is done.
- 8. Other Engineering or Development Updates
 - James said we are still looking for someone to do the boring.
 - We will have 3 more zoning request soon.
- 9. Mayoral Report – Nothing else to report.
- 10. Trustee Reports
 - 11. Building Report
 - Gassaway said there were no new building permits this month.
 - There are lots of building inspections going on.
 - 12. Water and Sewer Report
 - The average iron concentration for the finished water was 1.01 ppm.
 - Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory.
 - Fluoride concentration was .7.
 - The volume of water pumped for the month was 2,623, million gallons averaging 84,635 gallons a day.
 - The sewer lift station pumped 2,665 million gallons for the month averaging 85,967 gallons per day.
 - 2 water shut offs due to non-payment
 - One homeowner leak
 - 2 service leaks fixed
 - Employees are marking all curb stop and shut off valves.
 - 13. Police Report
 - The police department has moved into the new building.
 - The building has a mice problem.
 - Terminix came out and inspected all buildings except for the haunted house.

- **Terminix** findings
 - Bushes in front of the food pantry will harbor mice.
 - The pavilion looked pretty good.
 - Bails of straw in police shed have mice and need to be removed.
- Roach thinks it would be worth having a service. It would be ~\$2600 for all buildings on a quarterly basis.
- This will all come out of the general fund.
- Dingler said they are working on getting a policies and procedures packet.
- The department noted there were some issues on Halloween night that were more serious than we have ever had.
- Warfel asked what are we going to do about the Safety Act?
- Dingler said they are getting information from the State's Attorney on what they can do.
- Streets employees will be spending an hour a day at the police building.

14. Streets Reports

- Main St turned out nice
- Edging has been completed
- The 450 truck is getting the electrical issues fixed.
- The 650 had a few hydraulic leak which were repaired.
- The Ram truck is getting the VOD logo on Friday.

15. Parks, Community Center and Food Pantry Report

- In October a second dead tree was removed from Dooley Park.
- We completed winterizing the pavilion doors. New fire extinguishers were installed in the pavilion.
- The committee revised the Park Ordinance and will share the proposed changes with the board in December.
- Our pavilion clean-up schedule is in place through January.
- We will be installing "No Dumping, No Fishing" signs at the entrances of Kickapoo Park.
- We also hope to install a tether ball game before cold weather sets in.
- Jim Soeldner is measuring the road and parking lot areas in Dooley Park. Those measurements will help us plan a living fence design and give us information to plan to resurface the road through the park.
- We are looking for estimates on installing a public restroom in the pavilion and on clearing debris from the creek in Kickapoo Park.
- The Food Pantry held a very successful open house on October 30th. They featured all their new renovations and acquisitions. Volunteers, donors, clients and people new to the Pantry enjoyed warm cider and cookies.
- There were 18 supplemental boxes distributed in October. They plan 24 boxes this weekend for the November distribution. Turkeys and hams are ordered for the Thanksgiving and Christmas distributions.
- This year the confirmation class from St. Mary's is packing Thanksgiving boxes and the FFA is packing Christmas boxes.

16. Finance and Services Report

- There is an insurance claim pending for the haunted house.
- Our insurance evaluation is coming up.

- Notable BTP bills
 - A Bob Melton trucking bill for MFT was added
 - Larry Stark bill for \$105
 - We will be removing the Tammy Kirby bill payment.
 - SCADA ware bill will be added
 - Cara and Julie will be attending the whole Treasurer's Institute.
 - Hoegger HVAC bill
 - Striegel Knobloch bill
 - Halo – can't get an invoice from them regularly
 - TM Taylor bill
 - IEPA semiannual bill is due
- **Busey Bank proposal**
 - Busey will issue interest across the board on all our accounts
 - \$50/month remote deposit
- **Bakewell input**
 - We have been banking with Busey for 3 years at Busey.
 - They have been very accommodating and are high class in customer service.
 - They came here to train us.
 - She is very impressed with the attention and customer service they have provided.
 - She was also impressed they got a proposal together in less than a week.
 - Changing banks is a very arduous process.
 - In her opinion there is no compelling reason to leave.
- **Tax Levy** – Trustees agreed to raise the levy up to 5%. This will be an increase of \$5089.83.
- Wells Fargo didn't have time to put together a retirement plan proposal.
- Trustees seemed to like the Simple IRA because it has less administrative fees.
- We will move forward with Thrivent in December.
- Haunted house revenue was \$60,000.

11. Discussion

a. Other

- The clerk will be putting together election packets. They will be available next week.
- James said we will be looking to purchase cameras for the entire village.

12. Public Comment

- Stephanie Adkisson asked if there would be cameras at the park.

13. A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and seconded by Gassaway. Approved 5-0

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

a. Motions

- i. Motion to Approve the October 6 & 20, 2022 Village Board of Trustees Regular Meeting Minutes

- ii. Motion to Approve Zoning Board members and Respective Term: Eric Thompson one year term
- iii. Motion to Approve Renewal of Membership in Illinois Public Works Mutual Aid Network (IPWMAN \$100)

b. Ordinances

- i. Ordinance 2022-20 Approving the Levy and Assessment of Taxes for the Corporate Purposes of the Village of Downs, McLean County, Illinois for the Fiscal Year of May 1, 2023, Through April 30, 2024
- ii. Ordinance 2022-21 Annexing the Territory Set Forth in the Annexation Agreement Executed Between the Village of Downs and Eric Marshall
- iii. Ordinance 2022-22 Approving the Zoning of Parcel #29-04-179-001 from R2, Medium Density Residential, to C-2, General Commercial District.

Discussion

- No variances need to be added. This word was stricken.
- iv. Ordinance 2022-23 Approving the Zoning of Parcel #29-04-178-003 from R2, Medium Density Residential, to C-1, Central Commercial District
- v. Ordinance 2022-24 Approving the Zoning of Parcel #29-04-400-037 (Tract 1, 2 & 3) from A, Agriculture, to R-1, Low Density Residential

Discussion

- No variances need to be. This word was stricken.

c. Resolutions

- i. Resolution 2022-R34 Authorizing and Approving the Execution of an Annexation Agreement Between the Village of Downs and Eric Marshall

15. New Business

a. Motions

- i. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall – No action taken.

b. Ordinances

c. Resolutions

- i. A motion to approve Resolution 2022-R35 Authorizing and Approving Purchase of SCADAware Remote Monitoring and Notification System in the Water Plant was made by Twyford and seconded by Warfel. Approved 5-0

16. Old Business

17. A Motion to Approve Payment of Bills was made by Twyford and seconded by Milliken. Approved 5-0

18. A Motion to Enter Executive Session for litigation and contract negotiations was made by Gassaway and seconded by Twyford. Approved 5-0

Mayor Mike James called the November 3, 2022, regular Board of Trustees meeting to order at 10:41pm.

Roll call was taken. Trustees present were Maureen Roach, Anna Milliken, Sarah Gassaway, Brian Warfel and Toby Twyford. Peggy Keylin 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.

19. Action on Executive Session Items - No action taken.

20. Other Business

21. A Motion to Adjourn at 10:43pm was made by Warfel and seconded by Gassaway. Approved 5-0

A handwritten signature in cursive script, appearing to read "Julie James".

Julie James
Village of Downs Clerk