



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

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

1. Mayor Mike James called the December 1, 2022, Village of Downs Board of Trustees regular meeting to order at 7:01pm.
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 were 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 Milliken.
Approved 6-0

Discussion – The Eagle Scout Project Final Presentation was added to agenda

Eagle Scout Presentation – Erik Mushrush

- Mushrush explained his project was the renovation of the garden area of the village hall.
 - His team reset bricks, weeded and removed old plants.
 - He said overall the project went very well.
 - During the planning process there were just a few changes.
 - He had to plant 2 gallon Boxwoods instead of bigger ones.
 - Mushrush's team worked on the final project from 11/13/22-11/29/22.
 - The project took 114 hours and included 11 scouts, a couple of adults and other youth.
 - The total cost for the renovation was \$269.90.
 - The board thanked him for doing his project in Downs.
 - Mushrush offered to add more rock for us because it could use more – Board said yes and thanked him for the additional work.
5. Zoning Board of Appeals – There was no report.
 6. Events Committee Report
 - The Cookies with Santa event have 395 children signed up.
 - Additional Christmas lighting will be going up soon.
 7. Engineer & Development Report
John Loveless
 - His group is reintroducing the project across from the Mobil Station on Williamson Sub.
 - They will be seeking a R2 zoning with a special use for high density adjacent to existing residential.
 - This will be a 55+ age restriction facility.
 - The building will have less than 69 units.
 - 75% of the units will be one bedroom apartments.

- The remaining 25% will be two bedroom apartments.
- The building would have a community room (for residents) and outdoor space for gatherings.
- They will be asking for a 3 story variance but not a height variance beyond 35'.
- The C1 area has remained the same.
- They will have a private detention basin.
- The new design eliminates some of the commercial lots.
- This will be a multiple year project.
- Petitioners are looking to submit their application for re-zoning next week.

1. Down Water Plant Improvements

- We are working to get samples to BNWRD.
- We are hoping the samples will come back well. This will allow us to take out the red water filter if we are able to send all our backwash to BNRWD instead of discharging into the red water filter and eventually the ditch via NPDES permit.

2. Downtown Streetscape and Parking Lots design

- James said Congress is starting to move on some of these bills that contain our streetscape grant.

3. Downs Crossing Watermain Extension – nothing new to report

4. Water Tower Rehabilitation

- Mike Buzicky from MSA came out and did an inspection. He was unable to get an inspection on the inside.
- He thought they did a great job.
- We are waiting on the electrician to hook up the mixer.

5. S. Lincoln and Colleen Lane Water and Sewer Extension

- This project has been started. Employees have cut across Lincoln but had to have JULIE come out and remark for gas.

6. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – nothing new to report

7. Beecher Trails Second Addition (Phase 3) - nothing new to report

8. Other Engineering or Development Updates - nothing new to report

8. Mayoral Report – nothing more to report

9. Trustee Reports

1. Building Report

- Gassaway said we had a permit for solar Panels on a roof and a pool project.
- Upcoming will be a demolition permit.

2. Water and Sewer Report

- Twyford reported iron concentration is a little bit higher than it has been.
- There were 2 boil orders in November.
- We need to figure out a better way of notifying citizens of boil orders.
- The methods used were email, village website, Facebook, signs and WJBC.
- Twyford is going to investigate a system for notifications.

3. Police Report

- The village has been approached about a charity cycling event.
- The department is looking at a safe way to do this.
- New speed signs on Seminary are going to be installed.
- There have been 2 fraudulent attempts posing as Geek Squad.
- Chief did a program on scams at St Mary's Church.

- The County assisted 4 times.
- The department has multiple ongoing investigations.
- The Chief said he has become aware of 2 new issues that they will be watching.
- Pawciffer Coyote has put in 8 years with the department and will be retiring after his appearance at Cookies with Santa.
- Body cameras are up and going.
- Michele Tocco and Brian Hempstead have gotten the office up and functional.
- We have purchased surveillance Lorex cameras cost approximately \$4000-\$5000 from the general fund.
- Eric Thompson is going to volunteer to install them.
- The Chief would like to into a Lorex doorbell for the police building.

4. Streets Reports

- Streets employees have been doing a lot of work at the police department.
- They have been installing new street signs as well as water main work.
- The crew has been marking water accesses around town.
- The snow fence is up on Washington.
- The F450 is getting new electrical stuff.

5. Parks, Community Center and Food Pantry Report

- Jim Soeldner finished mapping out the parking lot and road in Dooley Park.
- The committee is looking into installing a living fence.
- The Events Committee will pay \$250 for utilities.
- The food pantry made 36 boxes for Thanksgiving, December and Christmas.
- Parks is looking at installing Tether ball in spring.
- Keylin wanted to give huge thanks to the pantry volunteers.
- Also, another huge thanks to the combined church effort for decorating the park.
- The committee has been going over Chapter 13 proposed changes.

Proposed Changes:

No fishing in Kickapoo Creek

- Warfel and Roach want to allow fishing in Kickapoo Creek.

Lower Speed limit to 10 mph

- James said this is a village road that gets MFT funds. We can't really lower the mph.

No kayaking or canoeing in Kickapoo Creek

- Twyford – "How do control someone from putting in a kayak and ending up in our part of the creek?"
- Wall also agreed we can't police this. She noted that we have no liability if there was an accident.

James asked to please get rid of the word molestation.

Advertising displays

- Sponsorship agreements need to be approved by the village board.
- There needs to be better communication with parks and events committees.
- Keylin will run these changes by committee.
- Terminex – Keylin doesn't want to have the pavilion treated. They are using alternative methods.

- Roach looks at it as a public building with a kitchen and feels needs to be treated by Terminex
 - Keylin said she will run it by the committee.
6. Finance and Services Report

- There will be changes in the employee handbook for holiday closings and holiday pay.
- Simple IRA
 - All full and part-time employees are eligible to participate in the Simple IRA.
 - The match will be made annually and at the end of the year.
- Our insurance renews today, and it will be higher. The bill is paid semi-annually.
- A consent agreement will be executed for our new insurance service provider

Notable bills on the BTP

- Insurance bill
- Terminex bill
- Hawkins bill
- Nexamp is billing 2 months late
- Tomcat bill
- Downs Automotive bill
- Halo- body cam
- TIF 3 bill to Hillard Family Trust and Misch Excavating
- 100% grant from TIF 1 to TIF 3
- Bakewell said the treasurer's institute she and Russow attended this year was excellent.
- We will be going through the records management process.
- The last property tax payment is coming in December.
- Busey Bank has a new investment approach. They will be laddering with treasury bills.
- Bakewell is looking forward to getting some investment income.
- Bakewell proposed moving the board meeting date to later in the month or would like to move provide financials by 15th of month.
- She and Russow sometimes have to work holidays because meeting dates and holidays fall so close together. Also, many of the bank statements have not been received when meeting dates are early.
- Trustees decided to move the board meeting to the 2nd Thursday of the month.

10. Discussion

1. Other – James said he will be running for Mayor for 2 more years.

11. Public Comment – There was no public comment.

12. A Motion to Approve Items Contained within the Consent Agenda was made by Warfel and seconded by Keylin. Approved 6-0

13. Motion to Approve Consent Agenda was made by Roach and seconded by Gassaway. Approved 6-0

1. Motions

- a. Motion to Approve the November 3, 2022, Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the November 3, 2022, Village Board of Trustees Executive Meeting Minutes

2. Ordinances (25)

- a. Ordinance 2022-25 Authorizing and Approving a Simple IRA Plan to the Village of Downs Employee Benefits
 - b. Ordinance 2022-26 Approving and Adopting Amendments to the Village of Downs Policy Handbook for the Village of Downs Employees
 - i. Simple IRA
 - ii. Holiday clarifications
- 3. Resolutions (36)
 - a. Resolution 2022-R36 Authorizing and Approving Agreement with Lexipol LLC and the Village of Downs, IL for Annual Law Enforcement Procedures and SPS Discussion - \$1191.00
 - b. Resolution 2022-R37 Proclaiming, Declaring, Dedicating and Naming November 25, 2022 - "Tri-Valley Viking 2022 IHSA 2A Football Runner Up Day"
 - c. Resolution 2022-R38 Authorizing and Approving Agreement Between Terminix and the Village of Downs
 - d. Resolution 2022-R39 Authorizing and Approving the Purchase of Digital Signs from Elan City
- 14. New Business – There was no action in new business.
 - 1. Motions
 - a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall
 - 2. Ordinances
 - a. Ordinance 2022-27 Approving and Adopting Amendments to Chapter 13 - Parks of the Village of Downs Municipal Code
 - 3. Resolutions
- 15. Old Business – There was no old business.
- 16. A Motion to Approve Payment of Bills was made by Keylin and seconded by Roach. Approved 6-0
- 17. Motion to Enter Executive Session - Executive Session was not entered.
- 18. Action on Executive Session Items – No Action items
- 19. Other Business – There was no other business.
- 20. A Motion to Adjourn at 11:01pm Roach and seconded by Warfel. Approved 6-0



Julie James
Village of Downs Clerk