



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

## Village of Downs Board of Trustees Special Meeting

January 12, 2023, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the January 12, 2023, Village of Downs Board of Trustees special meeting to order at 7:02pm.
2. Roll Call was taken. Trustees present were Maureen Roach (arrived at 7:10pm), Anna Milliken via Zoom, Peggy Keylin, Sarah Gassaway, 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 Keylin and seconded by Warfel.  
Approved 5-0
  - No action will be taken in Old Business
  - No action will be taken on Ordinance Approving and Adopting Amendments to Chapter 13 - Parks of the Village of Downs Municipal Code
  - Keylin asked to have Resolution 2023-R03 Conveying the Village of Downs Support of Tax Increment Financing (TIF) taken out of consent agenda. This was moved into new business.
5. Events Committee Report
  - The haunted house committee will be going to Transworld in February.
  - The Events Committee is working on their budget.
  - \$1000 Petty cash for cash purchases was added to the BTP.
  - The committee moved their meetings to 1<sup>st</sup> Thursday of the month.
6. Engineer & Development Report – Mike Buzicky
  1. Down Water Plant Improvements
    - Water samples were sent to BNWRD. Samples were done so we could remove the red water filter.
    - This was the last part we needed to get done.
    - MSA will be helping us set the bidding schedule for the new plant with the loan agency. This must be done by 3/15/23.
  2. Downtown Streetscape and Parking Lots design
    - We should hear about the IDOT/ITAP grant in April or May.
    - Congressman Darrin LaHood called James from the Congressional Floor last week. We were awarded \$2.1 million to use for our streetscape project.
    - The county has pushed out the work on Seminary St. to June 2024.
    - We will need to coordinate with them our streetscape design.
    - Keylin would like to add electric charge stations to the streetscape design.
    - Buzicky said we could add those, but that was not what was submitted to LaHood.

- Gassaway agreed we need to at least make it available so we can do it in the future.
3. Downs Crossing Watermain Extension
    - The deadline to bid for IEPA loan is 3/15/23.
    - Brown is working on a document to submit to IEPA.
    - Keylin asked why we are boring under places (driveways, RT 150, etc.) She asked why we can't go from Beecher Trails to Downs Crossing.
    - James said to secure another route was cumbersome to get easements from the R.R. It is also more expensive. We have already spent engineering dollars for this, why would we want to spend more money on engineering?
  4. Water Tower Rehabilitation
    - Buzicky said the rehabilitation turned out well and they did a really good job.
    - He verified they did all the metal maintenance items in the contract.
    - There should be a 15 year lifespan on the paint.
    - The mixer went online today.
    - James showed progress pictures of the water tower rehabilitation.
  5. S. Lincoln and Colleen Lane Water and Sewer Extension
    - On the agenda is a pre-fabrication lift station proposal.
    - The lifespan of lift station is 30-50 years.
    - They will train our staff.
  6. S. Lincoln, Colleen Lane, and Hillard Court Road Projects
    - James said we may start cutting in ditches.
  7. Beecher Trails Second Addition (Phase 3)
    - All utilities are in.
  8. Other Engineering or Development Updates
    - Stark Subdivision – Land set aside for parklands**
      - Previously land owner said they would dedicate ground close to I74. They have since come back and said they changed their mind.
      - Their plan does meet the minimum. But they have changed their mind, which is not what we agreed about.
7. Mayoral Report
- James will be on vacation during the April board meeting.
  - Board members decided to move the meeting to April 6, 2023.
  - James said he has been spending a lot of time getting us out of IDPA and IEPA jail. We have missed some reporting and testing. He thinks we have it under control and how we can keep in compliance.
- Williamson Subdivision**
- James was hoping John Loveless would be here.
  - The public hearing for the Williamson Subdivision is 2/2/2023.
  - They have submitted a proposal for a housing development for adults 55 and older.
  - It will be a 3 story building that doesn't exceed 35'.
  - We will restrict them to R2 with a special use agreement.
  - The C1 parcel that is being dedicated to VOD needs to be made public, so we don't have to pay taxes.
8. Trustee Reports
1. Building Report
    - Gassaway reported we had no new building permits this month.

## 2. Water and Sewer Report

- Twyford had nothing new to add.

## 3. Police Report

- Roach said we are waiting for approval from Wall on updated policies.
- Dinger reported it was a relatively light patrol month.
- This allowed them to get training done.
- We will be putting up speed limit signs (showing their speed), they will be movable.

## 4. Streets Reports

- Milliken asked if months with 5 weeks if village employees could pick up recycling. Residents' bins get full because of that extra time between pickups. They also get confused since recycling pick up isn't every other week.
- James said our contract with PDC says they are to take all garbage. Residents could have their recycling picked up as garbage if they had to.
- Maybe we need to highlight it on the front page of the newsletter in the months that have 5 Thursdays.

## 5. Parks, Community Center and Food Pantry Report

- Keylin said the pavilion stove will be getting a new pilot light on the grill side.
- Christmas decorations will be removed by the end of the week.

## 6. Finance and Services Report

- Milliken said the cyber liability form is being completed.
- Information has been sent to Van Gundy for bonds for Clerk and Treasurer.
- **Employee benefits-** Health Insurance Renewal – Rates are estimated to increase premiums by 10% or approximately ~ \$3800/month.
- Do we want to offer dependent coverage with Blue Cross Blue Shield?
- It costs the village \$45,000 annually to cover our employees.
- Milliken is going to research what 50% coverage for dependents would cost

### BTP

- Additions and notable items
  - Lexipol invoice of \$496.25
  - \$1000 petty cash for Transworld
  - Van Gundy for treasurer's bond \$65
  - Nicor gas bill
  - We are paying Corn Belt loan payment #5 of 10.
  - Bakewell will update the balance sheet.
  - Removed Tammy Kirby bill
  - The last IEPA water loan payment was on the BTP/
  - The Utility Service bill is under review.
  - We purchase 12 water meters from Ferguson.
  - Bob Melton bill is under review
  - Koenig repair bill
- 1% Sales tax is projected to come under \$150,000.
- Regular sales tax is projected to be \$165,000.
- Clerkbooks is up and running and going better than ever.

## 9. Discussion

### 1. Other

- Keylin suggested for more communication with the general public that other committees learn how to put minutes and agendas on the website.
- She will be working with Michele Tocco to learn.
- Keylin said it's a good thing for all department s to have to put their information on the website.
- The clerk certified the ballot last week.
  - There are 4 candidates for (3) 4 year term trustee positions.
  - There will be an open position for a 2 year trustee term.
  - 1 candidate for Mayor
  - No candidate for Clerk
- Twyford will be speaking to Cub Scouts this month.
- James will be speaking to the 2<sup>nd</sup> Graders for their local government unit.

#### 10. Public Comment

- Diana Reynolds asked who the candidates running for office were.
  - Mayor – Mike James
  - Trustees – Toby Twyford, Peggy Keylin, Brian Warfel and Stephanie Adkisson

#### 11. A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and Gassaway. Approved 6-0

#### 12. Motion to Approve Consent Agenda Twyford and Gassaway 6-0

##### 1. Motions

- Motion to Approve the December 1, 2022, Village Board of Trustees Regular Meeting Minutes

##### 2. Ordinances

- Ordinance 2023-01 Approving and Adopting Amendments to the Village of Downs Policy Handbook for the Village of Downs Employees

##### Discussion:

- Wall changed the Exhibit A
- Full time employees would receive 5 days beginning January 1.
- Pro-rated for employees that start after January 1 – (Exhibit A is the example of proration)

##### 3. Resolutions

- Resolution 2023-R01 Ratifying the Consent Resolution Authorizing and Renewing Insurance Coverage Between the Illinois Counties Risk Management Trust (ICRMT) and the Village of Downs
- Resolution 2023-R02 Authorizing and Approving Purchase of Sanitary Sewer Lift Station from Gasvoda & Associates, INC.  
This can be paid from ARPA, TIF, or 1%
- Resolution 2023-R03 Conveying the Village of Downs Support of Tax Increment Financing (TIF) – Taken out of consent agenda and moved into New Business.

#### 13. New Business

- A motion to approve Resolution 2023-R03 Conveying the Village of Downs Support of Tax Increment Financing (TIF) was made Roach and seconded by Gassaway. Approved 5-1 (Keylin)

##### Discussion:

- James explained this was a requested support resolution for the IML.

##### 1. Resolutions

- a. Resolution 2023-R04 Authorizing and Approving Agreement Between Duce and the Village of Downs for Directional Boring – No action taken.
- 14. Old Business - No action 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. Ordinances
    - a. Ordinance 2023-\_\_ Approving and Adopting Amendments to Chapter 13 - Parks of the Village of Downs Municipal Code
- 15. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Roach. Approved 6-0
- 16. A Motion to Enter Executive Session for contracts with Stark and Williamson, litigation with water thieves and Roanoke Concrete, and personnel was made by Roach and seconded by Twyford. Approved 5-1 (Keylin)

Mayor Mike James called the January 12, 2023, Village of Downs Board of Trustees special meeting to back to order at 10:55pm.

Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken via Zoom, Peggy Keylin, Sarah Gassaway, 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.

- 17. There was no Action on Executive Session Items.
- 18. There was no Other Business
- 19. A Motion to Adjourn at 10:55pm was made by Warfel and seconded by Gassaway. Approved 6-0



Julie James  
Village of Downs Clerk