



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

Village of Downs Board of Trustees Special Meeting March 9, 2023, 7 pm @ Village Hall & via ZOOM

1. Mayor James called to order the March 9, 2023, Village of Downs Board of Trustees Special Meeting at 7:00pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken (via Zoom), Peggy Keylin, Sarah Gassaway and Brian Warfel. Toby Twyford was absent. There was a quorum to do business. Also present were Clerk Julie James, Village attorney Dawn Wall and Treasurer Julie Bakewell.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Keylin and seconded by Roach. Approved 5-0

Discussion:

- Ordinance 2023-08 Approving and Adopting Amendments to Chapter 13 - Parks of the Village of Downs Municipal Code was put into Consent Agenda.
 - Resolution 2023-R11 Authorizing and Approving Intergovernmental Agreement Between Tri-Valley School District and the Village of Downs was moved to Old Business.
 - Resolution 2023-R14 Authorizing and Approving Agreement Between Duce and the Village of Downs for Directional Boring and Installation of Sewer Lift Station was moved into Old Business.
5. Enpower – Cody Doores and Miles
 - They are interested in Ken Hillard's' property to build a 500kw community driven community solar project.
 - They were attracted to Hillard's property because it is already zoned for solar and that saved them a lot of extra steps.
 - EnPower has applied for a grant through Illinois Shine and are awaiting notification

Common Energy - Marad Zouari

- Downs can likely save hundreds of thousands of dollars with IL community solar.
- Over \$200,000 of savings over 20 years can be achieved through the community-driven community solar project in Downs in collaboration with EnPower and Common Energy
- Additional savings can be unlocked if the Village of Downs chooses to enroll additional meters in community solar projects outside of Downs.
- This program enables the Village of Downs to receive energy credits each month on its electricity bill, lowering its energy cost by 20%.
- There is nothing to install, and no change in how the Village of Downs receives or pays for its electricity—it is simply a crediting mechanism.
- There is no cost to enroll or cancel.
- Participating in this program will kickstart the development of the Downs community solar program where capacity will be reserved for the residents of Downs.

- They would need to get our utility bills so they can provide their savings analysis.
 - They anticipate the solar farm would be energized and ready by end of the year or by Q1.
 - They will match the unregulated price not the price that Ameren charges.
 - EnPower owns the solar panels but will sub out the construction.
 - Downs would not be able to connect one meter to multiple solar farms. But other meters can be connected to other community solar farms.
 - They have someone working on getting grants for communities for EV charging stations.
 - Maintenance is the highest priority. They want to produce as much as possible.
 - They partner with local schools and FFA for maintenance. Tri-Valley CUSD was not interested in partnering.
 - They are looking to hire someone to mow 4-5 times a year.
 - If they don't get the community grant (they maximized the points), their project would get put in the next grant process automatically in July. They can find out where they were deficient and can make edits.
 - Bakewell will get them the Ameren bills tomorrow or Monday.
6. Zoning Board of Appeals – Nothing to report
 7. Village Market Committee – Nothing to report
 8. Events Committee Report
 - The committee met this week on Tuesday. Tuesday of board meeting weeks will become their regular night.
 - A new committee member is interested in doing another event. It will be run under the 4th of July budget.
 9. Engineer & Development Report
 1. Down Water Plant Improvements
 - BNWRD samples were approved, meaning the Village can connect the proposed WTP discharges to the sewer systems.
 - BNWRD is drafting a Connection Permit for the Village.
 - The bidding schedule is below:
 - Bid Advertisement March 15, 2023
 - Pre-Bid Meeting April 19, 2023
 - Bid Opening May 2, 2023
 2. Downtown Streetscape and Parking Lots design
 - Congressional funds from Congressman LaHood's Office. Guidelines for the grant have been provided by the Department of Housing & Urban Development. MSA is reviewing the guidelines and sat in on the first webinar from HUD. The next steps for the funding are below:
 - Submit the grant agreement and required forms.
 - Project scope/narrative and budget need to be finalized for agreement.
 - MSA is going to work on updating the design, scope and budget. MSA will coordinate with the County Highway since they are scheduled to start a new overlay of Seminary Street in 2024.
 - Finalize environmental review to HUD standards
 - MSA has worked on an environmental review to IDOT standards but need to review HUD's standards to finalize.
 3. Downs Crossing Watermain Extension – Nothing to report
 4. Water Tower Rehabilitation – Nothing to report
 5. S. Lincoln and Colleen Lane Water and Sewer Extension - Nothing to report

6. S. Lincoln, Colleen Lane, and Hillard Court Road Projects – Nothing to report
7. Beecher Trails Second Addition (Phase 3) – Nothing to report
8. Other Engineering or Development Updates
 - IDOT ITEP grant – 2022 Application was submitted on September 28, 2022. Funding announcement is expected in the Spring of 2023.
 - Gasvoda & Associates is fabricating the pre-packaged Lift Station currently. Barnes pumps, Crane station, Gasvoda controls. MSA to update Village on shipping/delivery schedule.

10. Mayoral Report

- Because of increased cost of postage, the billing office will discontinue the mailing of the flyer.
- Residents can pay a fee to have it mailed to them or they can come to the hall to pick one up.
- James needs Wall's help to send Corn Belt Electric a letter with a new timeline.
- We will need to look for a new treasurer. Bakewell is not looking for reappointment in August.
- Swearing in of elected officials
 - There was no clerk on the ballot.
 - Kathy Michael will be on vacation and not able to swear in officials.
 - Wall will investigate how to handle the swearing in of officials.
 - It is possible we will need to move the meeting date.
- James attended the Illinois Rural Institute Conference in Springfield in February.
- Grocery stores as well as attracting new businesses were hot topics.
- James said the State level doesn't understand what a small town really is.
- He has not heard anything about Dollar General coming. We have not heard anything from Everlast's attorney either.

11. Trustee Reports

1. Building Report

- We had a building permit lapse; Gassaway has asked them to come into the office to pay for a new permit.
- We had one new building permit this month.
- James said we will need a commercial building inspector soon.

2. Water and Sewer Report

- Public works has started spring flushing. It's going to be bad and there will be complaints.

3. Police Report

- There was an open house yesterday at the new police station. Roach said there was a steady stream of people coming through the building.
- The department has been working on the budget, submitted some capital improvements (for tile and driveway repairs so that it is ADA compliant)
- Roach said the public works department has been great help.
- Chief reported a tree fell on power line. Village employees, the County and the fire department worked together.
- Officer Lacey had shoulder surgery and will be doing rehabilitation.
- There were 3 traffic stops last month.
- The County helped with 4 of our calls.
- The department is loaded with new cases.

4. Streets Reports

- The streets crew has been doing some street repairs.
- Jill has been doing a great job.
- They will be getting the electronic speed signs. These signs will be placed on Harvey Rd., E. Washington, Seminary, Huff and Raef Rd.
- We are trying to get the trailers out of the park and the haunted house, but the ground is soft.

5. Parks, Community Center and Food Pantry Report

- The committee completed revisions of Parks Chapter 13 Ordinance for Village Board review.
- We discussed the proposed Parks 2023-24 Budget. We are planning to order the electric stove for the pavilion this month.
- Susan Surber is setting a date to sort out Christmas lights and clean out the trailer.
- Peggy trimmed bushes and trees in McManus Park and gathered fallen brush in Dooley Park after the last big windstorm. Further trimming and spring planting is planned for March and April.
- The committee is sponsoring an Earth Day Parks Breakfast Fundraiser on Saturday, April 22. We'll feature Earth Day activities for kids and information on going green in Downs.
- The committee is gathering estimates and information on tree surveys, tree ordinances, debris removal in Kickapoo Park and costs for road improvements in Dooley Park.
- Things are moving quietly along at the Food Pantry. They prepared 24 boxes for this month's initial distribution. Distribution of 18 Weekly Share Packs by the National Honor Society continues at Tri-Valley Schools.

6. Finance and Services Report

- Milliken said the garbage increase is on the consent agenda.
- The workers comp audit is complete. We owe them additional \$4200 for additional people and additional hours.

BTP report – notable bills

- Farnsworth bill
- Transferring money between the General fund to the Water fund for MSA bills
- Nexamp re-billed us back to May of 2022
- TIF 2 deposit for the reverse osmosis machine
- Bakewell gave a high overview of the FY2024 Draft Budget.
- The streetscape and water plant projects will be budgeted out of the capital budget.
- Balance sheet shows we have \$1.285 million in the bank.
- Accounts are starting to show some nice interest income.
- Bakewell is looking into having the village invest in 3 and 6 month T. Bills.
- Bakewell said she will see the 2023 audit through.
- She started in 2015 and has enjoyed being the treasurer.

12. Discussion – There was no other discussion.

1. Other

13. Public Comment – There was no public comment.

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

16.

1. Motions

- a. Motion to Approve the February 9, 2023, Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the February 9, 2023, Village Board of Trustees Executive Meeting Minutes
- c. Motion to Authorize and Approve the FY2024 Garbage Collection Monthly Rate of \$13.75 to Start May 1, 2023
- d. Motion to Approve Amanda Knight to the Events Committee
- e. Motion to Authorize and Approve Executing the FY2023 CPF Grant Agreement
- f. Motion to Approve Submitted FY2024 Event Plan from the Events Committee
- g. Motion to Approve Village of Downs Regular Events Committee Meeting Location, Dates and Time for FY2024

2. Ordinance

- a. Ordinance 2023-06 Approving the FY2023 Zoning Map of the Village of Downs
- b. Ordinance 2023-08 Approving and Adopting Amendments to Chapter 13 - Parks of the Village of Downs Municipal Code

Discussion –

- Keylin would like to have no vehicles on the grass. This would include golf carts and the car show cars
- Rule was changed to unauthorized vehicles rather than all motor vehicles on the grass.

Warfel made a motion to change this rule to allow unauthorized motor vehicles. The motion was seconded by Roach. Approved 5-0

3. Resolutions – moved to Old Business

- a. Resolution 2023-R11 Authorizing and Approving Intergovernmental Agreement Between Tri-Valley School District and the Village of Downs
- b. Resolution 2023-R14 Authorizing and Approving Agreement Between Duce and the Village of Downs for Directional Boring and Installation of Sewer Lift Station

17. New Business

1. Motions

2. Ordinances

- a. A motion to approve Ordinance 2023-07 Approving the Mayes Subdivision Final Plat was made by Gassaway and seconded by Warfel. Approved 5-0

3. Resolutions

18. Old Business – No action was taken in Old Business

1. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall
2. Ordinance 2023-__ Approving and Adopting Amendments to Chapter 13 - Parks of the Village of Downs Municipal Code
3. Resolution 2023-R11 Authorizing and Approving Intergovernmental Agreement Between Tri-Valley School District and the Village of Downs

4. Resolution 2023-R14 Authorizing and Approving Agreement Between Duce and the Village of Downs for Directional Boring and Installation of Sewer Lift Station
19. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Warfel. Approved 5-0
20. Motion to Enter Executive Session - Executive Session was not entered.
 1. Contracts
 2. Litigation
21. Action on Executive Session Items
22. Other Business – There was no other business.
23. A Motion to Adjourn at 9:25pm was made by Gassaway and seconded by Warfel. Approved 5-0



Julie James
Village of Downs Clerk