



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

Village of Downs Board of Trustees Regular Meeting August 10, 2023, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the August 10, 2023, Regular Meeting to order at 7:04pm.
2. Roll Call Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Stephanie Adkisson, Brian Warfel. Sarah Gassaway arrived at 7:07pm. 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 led by Matthew Sutton.
 - Mayor James asked for a Moment of Silence in honor of long-time employee Les Fitzwater's passing.
4. A Motion to Approve Agenda and Order was made by Roach and seconded by Adkisson. Approved 5-0
Changes -
 - Ordinance was passed Resolution R25 and that it should have been R28: Resolution 2023-R28 Authorizing and Approving the Agreement Between Leander Constructions INC and the Village for Downs for the Water Plant Project not to exceed \$5,499,000
 - Moved Motion to Hire Jacob King as a Part-Time Police Officer for the Village of Downs at \$19 per hour Reporting to Chief of Police Starting Aug 15, 2023, Subject to Background Checks and 3-Month Evaluation Period to the top of the agenda.
 - Chrystal Thompson was added to the park committee motion.
5. Legislation
Motion to Hire Jacob King as a Part-Time Police Officer for the Village of Downs at \$19 per hour Reporting to Chief of Police Starting Aug 15, 2023, Subject to Background Checks and 3-Month Evaluation Period was made by Roach and seconded by Milliken. Approved 5-0
Discussion
 - Officer King is employed at the Farmer City Police Department.
 - Lacey is still on workman's comp from shoulder injury and still has 3 months of training.
 - Thornton also has 3 months training.
 - King already has his credentials.
 - Officer Levine is retiring in September.
 - King started his career at the Cerro Gordo Police Department.
 - He has been with Farmer City since Oct 2019.
 - He is a school resource officer, in the National Guard, and volunteers for the fire department.
 - King has 2 daughters that are his world.
6. Presentations

1. Matthew Sutton – Eagle Scout Project
 - Sutton built 4 benches with backs for his Eagle Scout project. The benches are chained to the stage out at the Village Market.
 - His board of review is 9/9/23.
 - James thanked Sutton for doing his project for the Village of Downs.
2. Boy Scout Deacon Springer
 - Deacon came to the board meeting because he is doing a merit badge about being a good citizen.
 - He asked several good questions. He was most interested in knowing what the Village is doing about the water quality in Downs.
7. Events Committee
 - Haunted house tickets go live 9/1/23.
 - Work has started on the 31st version of the haunted house
 - Purchasing 2 storage containers to replace the shed that was destroyed
 - Cookies with Santa tickets go live on 10/1/23.
8. Village Market – no report given
9. Engineer & Development Report – Greg Crowe
 1. Down Water Plant Improvements
 - 1. IEPA Loan**
 - Ordinance is being presented to Village Board to allow for the loan repayment to come from a combination of water user rates and sales tax revenue. The ordinance allows for the Village to set a needed water user rate increase at the end of construction for implementation by December of 2024. The Village will have a better picture on the breakdown of revenue needed from sales tax and water user rates at that time. The ordinance is required by IEPA to ensure repayment of the loan. They worked with the Village on language for the ordinance to give the Village flexibility.
 - 2. Construction**
 - Pre-construction meeting held with Leander and sub-contractors last Friday August 4 to work through logistics and scheduling. Leander wants to focus on the building addition first.
 - MSA is currently reviewing equipment submittals from Leander.
 - Kickapoo Drilling will do the new well in the spring.
 - Ground breaking ceremony is being planned
 2. Downtown Streetscape and Parking Lots design
 - MSA is working on revised design plans and the HUD Environmental review application
 - Village staff and MSA met with Congressman LaHood and staff on Monday August 7 to learn about the project and view the traffic on Seminary Street.
 - We hope to schedule the public hearing soon.
 3. Downs Crossing Watermain Extension
 - We have talked to GA Rich about doing this also.
 - Hoerr construction has been ordering materials for the force, main and electric and will let us know when those are in and a schedule for being out for install.
 4. S. Lincoln and Colleen Lane Water and Sewer Extension
 - NICOR has marked the gas line again.

5. Other Engineering or Development Updates

- James said we are looking into some grant programs that have come up (safe routes and parking).
- We have the Freedom Oil site plan. They plan to start on 8/31/23 and hope to be open by January 2024.
- They may not have contacted BNWRD.

10. Mayoral Report

- The declaration of surplus on the agenda.
- We are meeting with water tower people over the billing contract.
- There is going to be a fine for door to door solar sales without a permit. They will be fined when they come in to get a solar permit.

11. Trustee Reports

1. Building Report

- 1 new building permit
- 1 new pool

2. Water and Sewer Report (Jill Kasprzak)

- The average iron concentration for the finished water was 1.61 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 4.434, averaging 143,032 gallons a day.
- The sewer lift station pumped 1.844 million gallons for the month, averaging 59,484 gallons per day.
- 0 service leaks
- 1 residential leak
- 2 Water shut off-non payment
- 26 JULIE tickets within Village 0 5 Streets/Water Department 0 21 outside companies
- 15 JULIE tickets outside Village
- It was a hot 4th of July but the Streets crew managed to get the barricades out, signs up, Dooley Park looking spotless, and the parade route chipped for non-stick driving and walking.
- From Jill Kasprzak - Thank you to my incredible crew for your continued hard work each day.
- The Streets crew along with the help of Erik Bryant and Colby, we replaced 2 concrete driveway sections and 1 sidewalk repair. Erik was also instrumental in getting the concrete pad laid for the new digital sign which will be installed at a future date.
- GA Rich & Sons were at the Water Plant July 25th to clean & repair cell 1 of the Dualator filter. We are happy to have it back to a new condition.
- Two of our seasonal works will be leaving us in Mid-August. Alex Steuphert's last day will be August 11th. He will be heading back to ISU for his Senior year majoring in Criminal Justice. Noah Conn's last day will be August 18th. Noah is leaving the 21st on a 2 year mission trip to Chile. They have been hard workers and great individuals to work with. We wish them both continued success and growth in their next chapters.

- I'd like to thank the residents of Downs for your continued support in my new role. Each day I'm learning more about this wonderful Village and what makes it great.
 - The plant is now operational on its own.
 - Finished hydrant flushing. Flushing was done in the evening and went a lot faster.
3. Police Report
- Officer Lacey completed her training.
 - 7 tickets were written
 - Assisted the county a handful of times
 - Dingler prepared a breakdown of hours for each officer.
 - Guest has spent 55 hours on investigation allowing Dingler more patrol time
 - Officer Thornton graduates next month.
4. Streets Reports
- New signs have been installed in Beecher Trails for the digital speed sign.
 - We got the new street patch machine. Employees did a half day training on the machine. More training will take place after we get MFT funds to actually do some spray patching.
5. Parks, Community Center and Food Pantry Report
- Community Service is going well. The individual has done about 80 hours of community service.
 - Adkisson has established the new Park Committee.
 - The food pantry distributed 35 boxes.
 - Adkisson is going to really push for more Veteran's bricks in the park.
6. Finance and Services Report

BTP

- Annual submission of mileage for Bakewell
- Prairie Woodworks for the new village hall and PD doors
- Transfer quarterly payments to streets from general for payroll
- GA Rich & Sons bill
- Semi-annual invoice from Downs Automotive
- Storage containers for events fund

Nexamp

- Bakewell has been spending a lot of time trying to figure out the double billing on the Ameren/Nexamp bills.
- We are paying 300% in electricity for the water plant alone due to their over billing

Audit

- Our auditor is going on maternity leave in August.
- Audit will start on 9/11 with a different auditor

Other

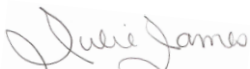
- Bakewell is working on securing equipment loans
- We have received \$9300 in interest in the first 3 months of FY.
- Bakewell is researching a federally insured money market for 5% at Wells Fargo
- The treasurer position has been posted on the website and in the newsletter.
- Cyber Security awareness needs to be complete for the EOY.
- Records management needs to start up again.
- Sexual harassment training will 9/14 at 6:00 at the village hall.

12. Discussion

1. Other

- ZBA meeting on 8/22 at 6:00 pm for zoning amendment for zero lot line duplex.
 - The zoning board will likely request them to not zone R3 and have them zone R2 with special use.
 - We got another special use alcohol permit for the Lexi Worth fundraiser
13. Public Comment – There was no public comment.
14. A Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Milliken. Approved 5-0
15. A Motion to Approve Consent Agenda was made by Roach and seconded by Gassaway. Approved 5-0
1. Motions
- a. Motion to Approve the July 13, 2023, Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Declare 1990 Chevrolet 2500, 1979 Chevrolet C30 1-ton Dump Truck, and 1992 GMC Top Kick Dump Truck Surplus Vehicles to be Sold by the Highest Closed Bidder Received by September 1, 2023 @ 12:30 pm.
 - c. Motion to Approve Members of the Parks Committee: Hannah Misch, Travis Misch, Stephanie Adkisson, Josh Rodrick and Chrystal Thompson
 - d. Motion to Approve Prairie Woodworks Entry Door Work on Village Hall and Police Department
 - e. Motion to Approve Reappointment of Julie Bakewell as the Treasurer, Budget Officer and TIF Administrator in the Village of Downs at \$40/ hr. for Term to Expire August 2024 and effective August 1, 2023
2. Ordinance
- a. Ordinance 2023-16 Affirming an Agreement by the Village of Downs to Adopt an Ordinance on or Before November 30, 2024 Authorizing and Approving a User Rate Increase and Dedication of Sales Tax Revenue or Other Sources of Revenue to Ensure Combined Revenues to be Collected Beginning in December of 2024 to Cover the Cost of the Operation of the Water System, Repairs and Maintenance of the Water System and Payment of the Debt Service on the Public Water Supply Loan Granted by the IEPA to the Village of Downs
3. Resolutions
- a. Resolution 2023-R29 Ratifying the Consent Resolution Authorizing and Approving Consent Resolution to Execute Agreement Between G A Rich & Sons, Inc and the Village of Downs for Water Treatment Plant Filter Maintenance not to Exceed \$7,120
16. New Business
1. Motions
- a. Motion to Hire Jacob King as a Part-Time Police Officer for the Village of Downs at \$19 per hour Reporting to Chief of Police Starting Aug 15, 2023, Subject to Background Checks and 3-Month Evaluation – This was moved to the top of the agenda.
2. Ordinances
3. Resolutions
- a. A motion to approve Resolution 2023-R30 Authorizing and Approving Agreement Between Aldeia and Village of Downs for Appropriate Engineering Services was made by Roach and seconded by Gassaway. Approve 5-0
- Discussion –
- Aldeia is going to review site plans for commercial site plans.
17. 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 the Final Plat of Quality Oil Subdivision
3. Ordinance 2023-__ Authorizing and Approving the Execution of an Intergovernmental Agreement Between McLean County Communities and the Village of Downs for Resources and Equipment
4. Ordinance 2023-__ Amending The Municipal Code of The Village of Downs by the Addition of Article [Chapter] _____ Establishing Standards for the Construction of Facilities on the Rights-of-Way
5. Resolution 2023-R__ Authorizing and Approving Agreement Between BC Investments and the Village of Downs
6. Resolution 2023-R__ Authorizing and Approving Intergovernmental Agreement Between Tri-Valley School District and the Village of Downs
18. A Motion to Approve Payment of Bills was made by Roach and seconded by Milliken. Approved 5-0
19. A Motion to Enter Executive Session at 8:58pm was made by Roach and seconded by Adkisson. Approved 5-0
 1. Semi-Annual Review of Executive Session Meetings
20. Action on Executive Session Items
 1. Resolution 2023-R__ Authorizing the Village Clerk to Destroy Executive Session Audio Tapes Over Eighteen Months Old – No action taken.
 2. Resolution 2023-R__ Authorizing the Village Clerk to Release Specific Executive Session Minutes of the Village of Downs – No action taken.
 3. A motion to approve Resolution 2023-R31 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs was made by Milliken and seconded by Warfel. Approved 5-0
21. Other Business – There was no other business.
22. A Motion to Adjourn at 9:04pm was made by Warfel and seconded by Roach. Approved 5-0



Julie James

Village of Downs Clerk