



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
APRIL 16, 2020
7 pm via ZOOM

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

Due to COVID-19 and Governor JB Pritzker's executive order 2020-07 to protect the public's health during the pandemic expressly suspends the physical quorum requirement for meetings of public bodies in Illinois.

This meeting will be held ONLY via public video and audio conferencing based on executive order 2020-10 & 18. Zoom now requires all users to be registered for security reasons. You can obtain a free account from Zoom: <https://zoom.us/signup>

Both Audio and Video are available using a computer connected to the internet using the information below. If you don't have access to the internet you can dial-in using any phone via the information below. Please keep your phone muted until called upon for your question, follow-up or you need to make a follow-up comment during your 5-minute time (Rules for public comment)

You may submit questions via the following methods:

- Online chat during the meeting
- During the "Public Comment" item on the agenda using conference call audio/video
- e-mail the clerk@villageofdowns.org or mayor@villageofdowns.org before and/or during the meeting
- Text them to the Village Clerk 309-830-7373 or Mayor 309-830-7374 with your question or comment

Video/Audio conference call information:

Topic: VOD Board of Trustees Meeting

Time: Apr 16, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting: <https://tinyurl.com/uzvjsq6>

Meeting ID: 715 697 2265

Password: VOD2020

(Agenda for this meeting starts on page 2)

Village of Downs Board of Trustees Regular Meeting

1. Mayor Mike James called the April 16, 2020 regular board of trustees meeting to order via Zoom at 7:07pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Mary Goveia, Peggy Keylin, and Toby Twyford. Sarah Gassaway joined at 7:39pm. Erik Bryant was not present and is currently deployed out of state for work. Also present were Clerk Julie James, Treasurer Julie Bakewell, and Village attorney, Dawn Wall. A quorum was declared.
3. The Pledge of Allegiance was taken.
4. A Motion to Approve Agenda and Order was made by Keylin and seconded by Roach. Approved 4-0
Discussion – James said there would be no action in action in old business.
5. Engineer & Development Report
 1. Down Water Plant survey –
 - We have not gotten final results back.
 - There is a rendition of the water plant is out on the Google drive. James said the brick exterior will match the existing brick.
 - Because of Covid-19, there is a possibility we will get some additional funding or forgiveness.
 - A public hearing is scheduled for May 4th and we hope to hold these in the school's new auditorium.
 2. Streetscape design
 - May 5th is the public hearing for the streetscape project. It will also be in the auditorium.
 - There will be 2 more public hearings later in June.
 3. Other Engineering or Development Updates
 - BNWRD had an explosion at their plant today. One person was injured.
6. Mayoral Report
 - Because of a computer glitch, the McLean County Clerk needs you to complete your statement of economic interest again.
 - We are losing our EMA director who is moving out of the district.
 - James is trying to keep everyone informed on Covid-19 updates.
 - He has been sitting in on the governor's conference call on Tuesdays and Fridays.
 - He also sits in on the McLean EMA call.
 - James has applied for the federal disaster relief. We are actively tracking expenses that are occurring because of Covid-19.
 - Wall has the Employee handbook ready and is waiting for feedback from trustees.
 - Rails for Trails have been abandoned but they are getting IL push back. We have no authority to put no trespassing signs or barriers.
 - Liquor licenses – everyone seems to be submitting their paperwork.
 - Package liquor has been granted through the end of April.
 - **Emergency Authority Declaration**
 - During Covid-19, the governor has made certain executive orders for the state. The mayor can make certain action during a declared emergency.

- James would like to consider an Amendment to Chapter 16. This would allow the Mayor to make declarations/orders on his own without trustee approval.
- Some of these acts would be to pay bills, enact curfews, ban alcohol etc. These orders could be up to 60 days or until our next regularly scheduled meeting. A special meeting could always be called as well.
- Wall said it's something to consider, especially if we should have a natural disaster and trustees are unable to meet.
- Goveia and Gassaway had concerns with granting someone that much power. James agreed that some of the things on the list would be giving someone a lot of power.
- Trustees liked the first 3 items, but 4-7 weren't the mayor's job.
 - 1) All actions reasonably necessary to respond to the emergency;
 - 2) Approve previously appropriated expenditures of the Village for the purpose of continuing the operations of the Village; and
 - 3) In the event the Local State of Emergency extends beyond the current fiscal year and a new budget has not been approved, the Village President shall be authorized to approve new spending by the Village during the existence of the Local State of Emergency.
 - 4) Order the closing of all retail liquor stores, including taverns and private clubs or portions thereof wherein the consumption of intoxicating liquor and beer is permitted;
 - 5) Order the discontinuance of the sale of alcoholic liquor by any wholesaler or retailer;
 - 6) Order the discontinuance of selling, distributing or giving away gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;
 - 7) Order the discontinuance of selling, distributing, dispensing or giving away of any firearms or ammunition of any character whatsoever;
- Wall will tweak the amendment and bring back next month.
- Sales tax increase
 - Wall said in order to put this on the ballot, a petition is needed to be filed with the state by May 4th. She is not sure how many constituent signatures are needed.
 - Goveia offered to get signatures.

7. Trustee Reports

1. Building Report

- Goveia reported we had 1 remodeling permit and one extension on the house in Indian Hills.
- We are losing our building inspector at the end of April.

2. Water and Sewer Report

- There were 0 turn offs last month.
- There were a couple water leaks and couple of meters replaced.
- We may have a water main leak on S Pintail.

3. Police Report

- Dinger said they are continuing enhanced patrol.
- There is a missing person. People searching on ATVs that have been flying through town.
- Dinger has also been sitting on state calls for Covid-19.
- They had 2 weather calls last month.
- A new Dodge Ram police truck has been selected. It is similar to the one we have now.
- The approximate cost all equipped will be \$46,000-\$49,000.
- This vehicle will be marked as a police vehicle.
- Bakewell is going to secure a loan rate.

4. Streets Report

- Sump pumps – James would like to get something in our ordinance. Sump pumps dumping in ditches are becoming an issue again.
- \$100,000 building expansion
 - Mayor hasn't heard from Bryant in a long time. But, wants to keep moving forward and try to get bids.
- James has 2 quotes coming for a skidster and mini excavator. We will be trading in the backhoe.
- He has a quote coming from John Deere for a small tractor with PTO.

5. Parks, Community Center and Food Pantry Report

- Parks cancelled pavilion reservations made for March and April because of social distancing requirements. We are thinking we'll cancel for May as well, pending decisions by the state.
- Refunds are being made to those whose reservations have been cancelled.
- The playground in Dooley Park has been taped off and signs posted as to its closing until the crisis is passed. It was posted on Facebook and the village website as well and will be in the next newsletter.
- The replacement slide has been ordered and should arrive in May or early June.
- We've asked Oakbros for and are awaiting an estimate on tree trimming work in Kickapoo Park to be done by the end of the month.
- Current projects include grounds work and spring cleaning.
- Jackie Kraft from the group doing shore mediation work around Evergreen Lake has been in touch and plans to meet with us hopefully in May about the erosion problems on the Kickapoo.
- **The Food Pantry**
 - Distributed 36 boxes in April and plans on 36 to 38 for May distribution. These numbers are deceiving since they had double pick-ups for April.
 - Clients aren't able to make it a whole month on one box. They are planning for another special distribution this coming Saturday.
 - Midwest Food Bank has gone to predetermined deliveries, which means our Pantry can't pick and choose its items as it has before.
 - Subsequently, baby food items have been included. The Pantry notified the Baby Fold and they were happy to pick up those items for their clients in need.

- The Food Pantry staff is practicing safe distancing, wearing masks and gloves and pick-up is now a drive through system.
- A Chicago group has been monitoring food pantries throughout the state to determine what's available to those in need. They've contacted our pantry several times.
- Incredible thanks to Linda Bowman, Bill Clark and Jim Jones plus those volunteers who help unload the deliveries. They are doing a massively important job for our community. The generosity of Downs continues with single and ongoing donations from groups and individuals. Deep thanks to all.

6. Finance and Services Report

- We earned \$1500 + in interest last month.
- We have 81 ACH users for water bills.
- Bakewell and Gassaway met on Saturday to go through the state taxes, and how our revenue may slow down. Slow down as in when we will get the revenue as well as the dollar amount.
- Property taxes are pushed back at least a month.
- There has not been video gaming for the last 45 days.
- We could have a 5 month lag before we see sales tax revenue.
- Income tax could potentially go down.
- Bills on the BTP were all our normal bills.

8. Discussion

1. FY2020 Budget Revisions
2. FY2021 Budget
3. Sales Tax Increase on Ballot
4. COVID-19 Update/Discussion
5. Employee Handbook
6. NFS Status
7. Liquor License
8. Other

9. There was no Public Comment.

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

11. A Motion to Approve Consent Agenda was made by Goveia and seconded by Roach. Approved 5-0

1. Motions

- a. Motion to Approve the March 5, 2020 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Submitted FY2021 Event Plan and Budget from the Events Committee
- c. Motion to Approve Village of Downs Regular Board of Trustees Meeting Location, Dates and Time for FY2021 – taken out of consent agenda

2. Ordinances (03)

- a. Ordinance 2020-03 Approving the Revised FY2019-2020 Budget Under the Budget System for the Village of Downs

- b. Ordinance 2020-04 Approving the FY2020-2021 Budget Under the Budget System for the Village of Downs
- 3. Resolutions (R05)
 - a. Resolution 2020-R05 Authorizing and Approving the Village Treasurer, In Certain Circumstances, To Pay Vendor Invoices Prior To The Approval of The Board of Trustees
 - b. Resolution 2020-R06 Approving Amendments to the FY2020 Motor Fuel Tax Program Within the Village of Downs
 - c. Resolution 2020-R07 Authorizing and Approving the FY2021 Proposed Program for Maintenance of Streets and Highways

12. New Business

- 1. Motions
- 2. Resolutions
 - . A motion to approve Resolution 2020-R08 Authorizing and approving the ___ Year Agreement between Prudent Community Energy and the Village of Downs was made by Keylin and seconded by Roach.
Discussion – This is only for the village electricity bills.
Item was tabled because rates were not matching up.
 - A Motion to table Resolution 2020-R08 Authorizing and approving the ___ Year Agreement between Prudent Community Energy and the Village of Downs was made by Keylin and seconded by Roach. Approved 5-0
 - a. Resolution 2020-R09 Authorizing and Approving the Purchase and Financing of a New Police Vehicle - No action was taken.
- 3. Ordinances
 - a. Ordinance 2020-05 Amending Chapter 16 of the Municipal Code of the Village of Downs and Adopting Rules Governing Local State of Emergencies and Declarations of Local State of Emergencies in the Village of Downs - No action was taken.

13. Old Business - No Action was taken in old business.

- 1. Motions
 - a. Motion to Approve the Final Plat for the Corn Belt Energy Park
 - b. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ _____ pm at the Village Hall
- 2. Resolutions
 - a. Resolution 2020-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition
 - b. Resolution 2020-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision
 - c. Resolution 2020-R__ Accepting the Offer of Irrevocable Dedication from Corn Belt Energy Corporation to the Village of Downs for Acceptance of the Completed Storm Water Management Improvements and Maintenance Agreement
 - d. Resolution 2020-R__ Authorizing and Approving the Redevelopment Agreement Between the Village of Downs and Ken Hillard and Misch Excavating for the Project Located at S Lincoln St and Reeder Lane
- 3. Ordinances

- a. Ordinance 2020-__ Authorizing and Approving the Intergovernmental Agreement Between the Village of Heyworth and the Village of Downs for use of Equipment and Personnel
 - b. Ordinance 2020-__ Approving Provisions for Nauseous Odors
 - c. Ordinance 2020-__ Approving and Adopting Amendments to the Village of Downs Code Provisions
14. A Motion to Approve Payment of Bills was made by Goveia and seconded by Roach. Approved 5-0
15. Motion to Enter Executive Session – Executive session was not entered.
16. Action on Executive Session Items
17. A Motion to Adjourn at 9:24 pm was made by Roach and seconded by Keylin. Approved 5-0



Julie James
Village of Downs Clerk