



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 7, 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>

Executive order 2020-33 has reaffirmed the above executive orders.

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: May 7, 2020 07:00 PM Central Time (US and Canada)

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

Meeting ID: 715 697 2265

Password: VOD2020

Village of Downs Board of Trustees Regular Meeting

1. Mayor Mike James called the May 7, 2020 regular board of trustees meeting to order via Zoom at 7:10pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Peggy Keylin, Sarah Gassaway and Toby Twyford. Mary Goveia joined at 7:49pm. 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 Twyford. Approved 4-0
Discussion - Items 11-1e – 1p were out of consent agenda and moved to new business.
5. Development Report
 1. Down Water Plant survey
 - Mike Buzicky, from MSA, reported we had 120 surveys.
 - Most residents were somewhat dissatisfied to very dissatisfied with water quality.
 - An average of \$16 extra/month is what the survey said residents would be willing to pay for better water.
 2. Streetscape design
 - One final steering committee left.
 - We are hoping to be able to have an open house and the steering committee meeting in June.
 - Tentatively public meetings have been scheduled for June 1, 2, 8 and 9. The meeting place is to be determined.
 3. Other Engineering or Development Updates
 - Misch Development**
 - Jeff Misch will submit a request to the zoning board for a sanitary sewer variance.
 - James said he is not sure we want to do this, as this would set a precedent for further development.
 - James asked Farnsworth to take a look at what it would take to get sewer out there.
 - Shawn Mauer said it is not a viable option to run gravity sewer out there.
 - A grinder pump would work but not ideal.

- The cost of putting a pump station wouldn't be warranted unless you had a big development.
- The approximate cost to run a sewer line would be \$33,750. Jeff would be paying for all labor. Our cost would be approximately \$10,000.
- He will need a storm water detention area for IDOT.
- Roach says we need to look towards the future and not have the septic.
- Goveia says we need to be consistent.

6. Mayoral Report

- We requested and granted a 2 year extension on our DECO grant.
- James would like to have Jim Brown (a water specialist at Knight Engineering that was brought in to get water to Downs Crossing) put in an application for ??.
- Old bank building is being advertised as office space

7. Trustee Reports

1. Building Report

- Goveia reported we had one permit for a swimming pool.
- We just received a new building application for Beecher Trails.
- Kevan Zinn resigned at the end of April.
- She is looking to hire Randal Jacobs. He doesn't have a certificate but has a lot of professional experience. He is comfortable with doing commercial and residential. We don't require a certificate per our ordinance.
- Goveia would like to have a backup in case she is out of town and unable to sign a remodel or demo permit. It was decided that the Streets Trustee would be her backup.

2. Water and Sewer Report

- The average iron concentration for the month in the finished water is .388 ppm.
- Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory.
- Fluoride concentration was .696ppm.
- The volume of water pumped 2281.3 million gallons, averaging 76,043 gallons a day.
- The sewer lift station pumped 3,347 million gallons for month averaging 104,742 gallons per day.
- 0 Non-Pay turn offs for month.
- 3 water leaks repaired.

- 2 water meter re-placements.
- 2 water shut offs for residential inside leaks.
- 1 meter-pit replacement
- 1 curb stop repair.
- 21 of the 92 fire hydrants were flushed. Averaging 3 hydrants a day
- Had issue with floats at sewer lift station has since been resolved.

3. Police Report

- On the agenda tonight is a resolution to approve the purchase of a new police truck.
- Dingler has done all of the performance evaluations for his department.
- The department is going forward with golf cart permits.
- They have a new plan of attack for traffic patrol.
- Hempstead was doing surveillance in Arrowsmith and dislocated his knee.
- Levine's mother-in-law passed away this morning.
- There is a PPE order coming in from Axion.

4. Streets Report

- James has asked trustee Erik Bryant to resign. He is currently out of state for work for the next 5 years.
- James and Fitzwater have been researching mini excavators and skidsters. They have decided to purchase mini excavator and Downs Township is purchasing a skidster. We will have an agreement with them to use each other's equipment.
- We will keep the backhoe.
- The purchase price is \$84,000 for mini excavator. The payment will be coming out of the general fund.
- We will be purchasing a trailer outright to haul the mini-excavator to save the tracks. The purchase price is \$9500.
- We will be starting to do roadside edge cutting.
- James is looking to bid out building improvements.

5. Parks, Community Center and Food Pantry Report

- Parks Committee met via Zoom, thanks to Mike's help.
- The pavilion remains closed to reservations and the playground is off limits until the stay at home rule is lifted. The Food Pantry is open with safe practices in use.
- Oakbros will cut down a dead pin oak and remove a low branch in Dooley Park.

- Flowers have been planted in the pots around the pavilion and the Food Pantry. Further grounds work is planned around Veteran's Corner and the Food Pantry.
- The replacement slide was supposed to ship this week but has been moved to the first week of June. Playworld's office is closed until May 11th due to the virus.
- The Food Pantry will distribute 34 boxes this month. They picked up one new client. They purchased a hand sanitizer station for volunteers to use and for future use as things ease up. Downs Citizens in Action and Tri-Valley Schools held a food drive that brought in amazing results. Neighborhoods got together to donate food, food was dropped off at The Union, school buses accepted food donations one day on their morning run, and many donated cash.
- Big thanks to the organizers and all who donated. With the outflow of giving, Linda Bowman, Bill Clark and Jim Jones put in a 6 day week just to store it all!
- Linda feels they are in good shape for the summer and fall. The only items they may need to buy are milk and eggs.

6. Finance and Services Report

- The village earned \$912.00 in interest this month.
- We earned \$28,569 in interest in FY2020
- The City of Bloomington accidentally wired their sewer payment into our closed bank account at First Financial.
- Bakewell is looking to start the audit in August.
- Assistant treasurer Russow is back to working at the hall. She worked at home for half of March and most of April.
- Bakewell went over unusual bills on the BTP (IEPA, Legal bill, the transfer to police fund, the new streets trailer, TIF 1 and TIF 2 transfers.
- James asked Bakewell to research what the impact of reduced revenues will be to our budget.
- Bakewell says we will be at budget or over budget with the exception for video gaming. Bakewell thinks we will be fine.

8. Discussion

1. Other – There was no other discussion.

9. Public Comment – 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 Roach and seconded by Goveia. Approved 5-0

1. Motions

- a. Motion to Approve the April 16, 2020 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Village of Downs Board of Trustees Regular Meeting Location, Dates and Time for FY2021
- c. Motion to Approve Village of Downs Events Committee Regular Meeting Location, Dates and Time for FY2021
- d. Motion to Approve Randy Jacobs as the Village of Downs Residential and Commercial Building Inspector
 - Items 1e – 1p were all moved to New Business and no action was taken.
- e. Motion to Approve a \$____ salary increase for a total compensation of \$_____ for Chief Josh Dingler Starting May 1, 2020
- f. Motion to Approve a \$____ salary increase for a total compensation of \$_____ for Officer Brian Hempstead Starting May 1, 2020
- g. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Richard Levine Starting May 1, 2020
- h. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Cara Russow Starting May 1, 2020
- i. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Les Fitzwater Starting May 1, 2020
- j. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Marty J O' Rourke Starting May 1, 2020
- k. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for John Symanski Starting May 1, 2020
- l. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Ruth Hood Starting May 1, 2020
- m. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Cheryl Bach Starting May 1, 2020
- n. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Janice Cuba Starting May 1, 2020
- o. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Stephen Graff Starting May 1, 2020
- p. Motion to Approve wage increase of \$__ per hour for a total compensation of \$__ per hour for Steven Miller Starting May 1, 2020

2. Ordinances (06)

3. Resolutions (R10)

- a. Resolution 2020-R08__ Authorizing the Village President to Sign Loan Documents for Water Treatment Plant Improvements as Needed

12. New Business

1. Motions

- a. Motion to Approve Mayor's Appointment of _____ as the Village of Downs EMA Director. No action taken.
- b. Motion to Approve Mayor's Appointment and Assignment for Village Board of Trustees to Serve the Remaining Term to Expire 4/30/2021. No action taken.

2. Resolutions

- a. A motion to approve Resolution 2020-R09 Authorizing the Purchase of a 2019 B& B Tilt Trailer for the Village of Downs was made by Twyford and seconded by Keylin. Approved 5-0

3. Ordinances

- a. A motion to approve Ordinance 2020-06 Authorizing an Installment Agreement to Purchase a 2020 John Deere 50G or Compact Excavator at the Municipal Rate to be Paid Over a Period of Time not to Exceed 84 Months was made by Tywford and seconded by Roach. Approved 5-0
- b. A motion to approve Ordinance 2020-07 Authorizing an Installment Agreement to Purchase a 2020 Dodge Ram 1500 Pursuit Truck at the Municipal Rate to be Paid Over a Period of Time not to Exceed 60 Months was made by Roach and seconded by Twyford. Approved 5-0

1. Old Business Motions

- a. Motion to Approve the Final Plat for the Corn Belt Energy Park – No action taken.
- b. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ _____ pm at the Village Hall – No action taken.

2. Resolutions

- a. Resolution 2020- R_ Authorizing and Approving the Agreement Between Prudent Community Energy and the Village of Downs – No action taken. Discussion – James said he can't see where we would be saving. Since their representative was not on the call to help explain.
- b. Resolution 2020-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition – No action taken.
- c. Resolution 2020-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision – No action taken.
- d. 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 – No action taken.

- e. 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 – No action taken.

3. Ordinances

- a. A motion to approve 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 was made by Roach and seconded by Keylin. Approved 5-0
- b. Ordinance 2020-__ Authorizing and Approving the Intergovernmental Agreement Between the Village of Heyworth and the Village of Downs for use of Equipment and Personnel – No action taken.
- c. Ordinance 2020-__ Approving Provisions for Nauseous Odors – No action taken.
- d. Ordinance 2020-__ Approving and Adopting Amendments to the Village of Downs Code Provisions – No action taken.

13.A Motion to Approve Payment of Bills was made by Roach and seconded by Twyford. Approved 5-0

14.Motion to Enter Executive Session – Executive session was not entered.

15.Action on Executive Session Items – No action taken.

16.A Motion to Adjourn at 9:45pm was made by Roach and seconded by Twyford. Approved 5-0



Julie James

Village of Downs Clerk