



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
JUNE 4, 2020  
7 pm via ZOOM

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

Executive order 2020-33 by the Governor of Illinois allows this meeting to be held via Zoom, telephone and at the Village Hall. Due to COVID-19 restrictions, persons who wish to attend in person should contact the Village Clerk via mail: PO Box 18, Downs, IL 61736; email: [clerk@villageofDowns.org](mailto:clerk@villageofDowns.org) or phone: 309-830-7373 no later than June 4, 2020, 4 pm. Every effort will be made to make reasonable accommodations for in-person attendance.

Both Audio and Video are available using a computer or smartphone using the information below. If you don't have access to the internet you can dial-in for audio only using any telephone 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 comments or 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](mailto:clerk@villageofdowns.org) or [mayor@villageofdowns.org](mailto:mayor@villageofdowns.org)
- Text the Village Clerk 309-830-7373 or Mayor 309-830-7374

**Video/Audio conference call information:**

Topic: VOD Board of Trustees Regular Meeting

Time: June 4, 2020 07:00 PM Central Time (US and Canada)

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

Meeting ID: 715 697 2265

Password: VOD2020

One tap mobile: +13126266799,,7156972265#,,1#,682969# US (Chicago)

Dial by your location: (312) 626-6799 US (Chicago)

Meeting ID: 715 697 2265

Password: 682969

(Agenda for this meeting starts on page 2)

# Village of Downs Board of Trustees Regular Meeting

1. Mayor Mike James called the June 4, 2020 regular board of trustees meeting to order at 7:02pm
2. Roll Call was taken. Trustees present were Maureen Roach via Zoom, Mary Goveia, Peggy Keylin via Zoom, Sarah Gassaway via Zoom and Toby Twyford. 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 via Zoom. A quorum was declared.
3. Pledge of Allegiance was taken.
4. A Motion to Approve Agenda and the Order was made by Roach and seconded by Keylin. Approved 5-0

## Discussion

- 3A was tabled.
- No action was taken in all in old business.

## **Ron Slagel - Prudent Community Energy**

- Slagel said the Municipal Franchise Discount that we get from Ameren was not in his proposal because it is already a very low rate.
- His proposal is only for the village's electricity.
- Slagel said he has been brokering energy for 2 years.
- James said we will put the contract back on the agenda for next month.

## **Nathan Elliot from EA Architecture and Design –**

- James asked Elliot to assist in the new addition design and bidding for the streets/police building.
  - Elliot went over new floor plan and outside rendering.
  - The addition will be on north and south side of the building.
  - Concrete sidewalks will be added for ADA entrance at the police office.
  - Start to finish (from drawings to shovels) will be approximately 4-10 weeks.
  - We need to post in the newspaper 2 weeks before we can start getting bids.
  - This project is going to be put in the fast track grant, any payments that need to be made will come out of TIF.
  - We should know before long if we have funding from the fast track grant.
  - Nathan says he doesn't think it would be cheaper to knock it down and build new.
  - Wall had a couple of questions about the contract.
  - The board is comfortable moving forward with contract and Wall's recommendations.
5. Engineer & Development Report

## 1. DCEO Grants

### Fast Track Grant Programs –

- MSA didn't make the 5/31 deadline. The published public notice didn't have the adequate days we needed.
- One June 3<sup>rd</sup> a notice was in the paper for 6/12 public meeting. June 15 is our next deadline.
- If we don't get that grant there are still 2 more grants out there and we plan on applying for them as well.
- The \$25,000 DECO grant – We are approved for extension through 6/2022

## 2. Down Water Plant Improvements

- Kickapoo Drilling came in and drilled a test well over by the haunted house.
- Gassaway said there are 2 zones identified that were sent to the engineers to decide which zone is best.
  - 1 zone's well depth is shallower than our existing well
  - The other zone is about the same as our existing well.

## 3. Downtown Streetscape and Parking Lots design

- The new parking lot will have 2 entrances.

## 4. Other Engineering or Development Updates

- The detention basin at Cross Creek subdivision still has standing water. We still feel like there are some improvements that need to be made.

## 6. Mayoral Report

- James asked about insurance coverage for Covid-19 and events.
- Wall thinks our general events should already be included.

### **4th of July**

- If we have to cancel fireworks we are ok to postpone for next year. At this point the 4<sup>th</sup> of July is a go. We will be in Phase 4 by that time.
- The 4<sup>th</sup> of July committee will plan for whatever requirements we need to practice safe social distancing.
- Rules will be posted it will be up to the individuals to do what they need to do. We aren't going to police people during the 4<sup>th</sup>.

### **Dooley Park**

- There was a debate about the use of the park amid the Covid-19. Keylin felt like we can't put rules up and just walk away.
- Keylin agrees you can go outside just can't do everything outside. We just need to be able to practice social distancing. Contact sports are a no.

- A petition with 274 signatures was submitted to ask for the park's playground equipment and basketball court to be open.
- Tywford said people need to be smart and know the risks. He said we need to have a bigger sign showing them this is the risk. We can't police this.
- Goveia said people need to make their own decisions.
- Roach noted it is outdoors. People that are going are family and it's up to them to make that decision. Kids need to have something to do. She is in favor of opening the park.
- Gassaway is in favor to open, post signs and people can make the choice themselves.
- James said there have been extensive conversations in the mayors meetings about opening up the parks. Many municipalities are opening up their parks.
- Ancel Glink has conflicting information on parks.
- Wall said we don't have the ability to police this issue and the pros outweigh the cons of opening up the park.

#### **Raises**

- We need signed letters from employees for raises submitted to the clerk.

#### **CCG**

- The village is completely on CCG.
- The next step is to get our cameras up and on the server.
- James doesn't think we will be charged by CCG.
- We will be cancelling CIRBN next month (our current internet provider)
- We are also looking to put a camera on the streets/police building.

### 7. Trustee Reports

#### 1. Building Report

- We had one building permit last month in Beecher Trails.

#### 2. Water and Sewer Report

- There will be a public meeting on June 12<sup>th</sup>.

#### 3. Police Report

- It has been a challenging week. Because of the looting that has been going on, the department has been on high alert.
- The riots in Bloomington/Normal have caused our department to increase working hours in the evenings. They have been continually patrolling all over Downs.
- We have heard the rioting may peek again on Friday, Saturday and Sunday.

- The squad car is back in the shop because it was overheating. We hope to have it back tomorrow.
- The high school is wide open from construction now. There is no evidence of anything being stolen or people going inside.

#### 4. Streets Report

- We are getting approximately \$11,000 in MFT (paid in 6 months) for rebuilding Illinois. A total of ~\$66,000
- It can only use it on certain things.
- MFT micro surfacing bids have been received.
- Les is doing a great job with the new mini excavator.
- James is still working on the purchase of a mower.
- We have gotten a resignation letter from Erik Bryant. Illinois statute says it has to be notarized. We are now a Board of 5.

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

- Parks Committee met via Zoom. Phase 3 Restore Illinois has begun. It allows groups of 10 or fewer to congregate while practicing social distancing.
- Because of concern about the virus's ability to spread from surfaces and Parks inability to ensure safe distancing and to effectively disinfect playground equipment the playground continues to be off limits.
- The pavilion remains closed to reservations because of group size limitations and disinfection concerns.
- Pavilion gutters have been cleared. Garbage can lids are painted. Algae growth was removed from the pavilion and shed. Storage spaces in and around the pavilion have been reorganized. The new slide arrived and will be installed in the next couple of weeks.
- The electrical boxes in Dooley Park are being repaired and restored to use including replacing rotted posts. Work should be completed this week.
- The Food Pantry remains open with safe practices in use. They expect to distribute 38 boxes this month. Their clients remain healthy. Many still are not getting through the whole month on one box, so the pantry is arranging a second special distribution each month to tide them over.
- Thanks go to St. Mary's Catholic Church for loaning some freezer storage space to house overflow of goods this month.
- Midwest Foodbank's policy during the Covid-19 crisis requires us to pick up pre-packed loads so our driver doesn't have to get out of the truck. Midwest chooses what and how much each pantry gets, so at

times, our pantry is faced with more food than it can store, particularly if it's frozen food.

- We received more baby food this month as well which we passed on to the Baby Fold since none of our clients needed it.
- The Food Pantry still receives calls from a Chicago group that checks to see what Illinois pantries are still open and providing.
- We are contacting Ameren to have them do a lighting inspection in the pantry as part of their energy efficiency program. With Ameren's help we plan to improve our usage and lower our costs.

#### 6. Finance and Services Report

- Bakewell went over financial reports.
- Bakewell expects the May AREA cost to go up.
- The Sprint bill is the final bill for FY 2020.
- Mini excavator's loan payment is coming out of streets fund.
- We need to add a bill for police for Law and Justice dues for \$190.
- We are purchasing a maintenance schedule for the mini excavator.
- A chop saw was purchased for the streets dept.
- Bakewell is pleased with 2020 revenue that we have received. With the exception of video gaming we came in over budget.
- We are under budget in all categories except general supplies for 2020 and that is expected.
- We have received the first FY 2021 installment of property taxes.
- MFT tax has not come in yet.

#### 8. Discussion

##### 1. Grand Marshal

- We have received one nomination. No one seems to know who this person is.
- Goveia suggested that the class of 2020 be the grand marshal.

##### 2. Other

- James is getting quotes for bug spraying for the hall and streets/police buildings.
- We are going to have the hall cleaned by Tammy Kirby and Brenda Lawson beginning in June.

#### 9. Public Comment

- Comments were made above by Nathan Elliot and Ron Slagel.

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

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

## 1. Motions

- a. Motion to Approve the May 7, 2020 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve a \$1,560.00 salary increase for a total compensation of \$53,580.00 for Chief Josh Dingler Starting May 1, 2020
- c. Motion to Approve a \$1224.00 salary increase for a total compensation of \$42,024.00 for Officer Brian Hempstead Starting May 1, 2020
- d. Motion to Approve wage increase of \$.51 per hour for a total compensation of \$17.51 per hour for Richard Levine Starting May 1, 2020
- e. Motion to Approve wage increase of \$.37 per hour for a total compensation of \$18.73 per hour for Cara Russow Starting May 1, 2020
- f. Motion to Approve wage increase of \$.50 per hour for a total compensation of \$25.50 per hour for Les Fitzwater Starting May 1, 2020
- g. Motion to Approve wage increase of \$.26 per hour for a total compensation of \$12.00 per hour for Marty J O' Rourke Starting May 1, 2020
- h. Motion to Approve wage increase of \$.20 per hour for a total compensation of \$10.20 per hour for John Symanski Starting May 1, 2020
- i. Motion to Approve wage increase of \$.29 per hour for a total compensation of \$14.57 per hour for Ruth Hood Starting May 1, 2020
- j. Motion to Approve wage increase of \$.27 per hour for a total compensation of \$13.53 per hour for Cheryl Bach Starting May 1, 2020
- k. Motion to Approve wage increase of \$.34 per hour for a total compensation of \$17.43 per hour for Janice Cuba Starting May 1, 2020
- l. Motion to Approve wage increase of \$1.50 per hour for a total compensation of \$16.50 per hour for Stephen Graff Starting May 1, 2020
- m. Motion to Approve wage increase of \$.75 per hour for a total compensation of \$15.75 per hour for Steven Miller Starting May 1, 2020

## 2. Ordinances

## 3. Resolutions

- a. Resolution 2020-R10 Authorizing and Approving the Agreement Between EA Architecture & Design, Inc. and the Village of Downs on condition of the removal of the section ii under the assumptions paragraph 1 sub paragraph I and sub sub paragraph ii and paragraph 9b

## 12. New Business

### 1. Motions

- a. A Motion to Approve COVID-19 Rules for Dooley Park Effective 6/4/2020 was made by Goveia and seconded by Gassaway. Approved 5-0 (Keylin Abstained, which counts in the affirmative)
- b. A Motion to Approve Tri-Valley Class of 2020 as the 2020 Village of Downs 4<sup>th</sup> of July Parade Grand Marshal was made by Goveia and seconded by Twyford. Approved 5-0

2. Resolutions

3. Ordinances

- a. Ordinance 2020-\_\_ Authorizing an Installment Agreement to Purchase a 2020 John Deere Compact Tractor at the Municipal Rate to be Paid Over a Period of Time not to Exceed 60 Months – No Action Taken

13. Old Business - No Action Taken in all of 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
- c. Motion to Approve Mayor's Appointment of \_\_\_\_\_ as the Village of Downs EMA Director
- d. Motion to Approve Mayor's Appointment and Assignment for Village Board of Trustees to Serve the Remaining Term to Expire 4/30/2021

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 Twyford. Approved 5-0

15.Motion to Enter Executive Session – No Action Taken.

16.Action on Executive Session Items – No Action Taken.

17.A Motion to Adjourn at 10:03pm was made by Keylin and seconded by Goveia. Approved 5-0



Julie James

Village of Downs Clerk