



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JULY 2, 2020
7 pm via ZOOM & VILLAGE HALL

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.

Village of Downs Board of Trustees Regular Meeting

1. Mayor Mike James called the July 2, 2020 regular board of trustees meeting to order at 7:04pm.
2. Roll Call was taken. Trustees present were Maureen Roach via Zoom, Mary Goveia, Peggy Keylin via Zoom, and Sarah Gassaway via Zoom and Toby Twyford via Zoom. 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 Goveia.
Approved 5-0
5. Engineer & Development Report
 1. DCEO Grants
 - On 6/30 a water treatment and building rehabilitation application was submitted in the Fast Track Program.
 - Parking is #1 priority in the streetscape
 - The current grant of \$25,000 (infrastructure improvements) will go towards replacing the water main from Woodlawn St. down to East St. Then replacing water main from Dooley St down to Lincoln St.
 - Village/Farnsworth have received bids of \$16,000-17,000 for supplies/material.
 - We will need to ask DCEO if we can include some prevailing wage costs for the remainder of the grant. We only submitted a plan to pay for material as it was estimated to be more than the grant value (\$25k)
 2. Down Water Plant Improvements – From MSA
 - Held (2) Open Houses in May and June, with plans, renderings and Q/A.
 - Submitted Rebuild Illinois Grant Applications for WTP Upgrades.
 - Currently, working with BNWRD on new wastewater connections and their quality standards.
 - To provide State Loan documents for the Village 7/16 meeting.
 - Plan for pre-final Village review early July. Submit for IEPA Permit review in July.
 3. Downtown Streetscape and Parking Lots design
 - Held (2) Open Houses in May & June, with pre-final concept plans, renderings, Q/A.
 - Need final Steering Committee meeting and Board review/approval. July/August.
 - Submitted Rebuild Illinois Fast Track grant application for Parking Lot Improvements/ADA.
 - 2020 IDOT ITEP Grant cycle is open between August and November 2020. MSA to be applying for this grant as the main funding mechanism.

- To request Board IDOT Resolution at 7/16 Village meeting.
4. Other Engineering or Development Updates
- Need to have more discussions with Steve Miller on the detention basin. It is still holding water and grass is not growing.
6. Mayoral Report
- Compass Insurance wants to give us a quote for municipality insurance.
 - James said we are getting to the point where we need to look into health insurance coverage for employees.
 - Video gaming started back up on July 1. However, Mobil's has not started their video gaming back up.
 - James has been working with Chief on how to handle traffic for the 4th of July.

4th of July

 - We will be handing out a small flyer with COVID-19 guidelines.
 - Gloves, masks and hand sanitizer will be available.
 - The band, Trio Grande will be playing from 7-9 pm on 4th.
 - Volunteers have organized sand volleyball.
 - There will be some food vendors.
 - We purchased some time with Bob FM to play some patriotic music during the fireworks.
7. Trustee Reports
1. Building Report
- Goveia reported we had 4 permits last month. (pool, demolition on Huff Rd and 2 new constructions)
2. Water and Sewer Report
- The average iron concentration for the month in the finished water is .48 ppm.
 - Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory.
 - Fluoride concentration was .78.
 - The volume of water pumped N/A million gallons, averaging N/A gallons a day. The sewer lift station pumped 1,894 million gallons for month averaging 63,140 gallons per day. (The meter that determines amount of water pumped is out of service, we are working on replacing it)
 - 0 Non-Pay turn offs for month.
 - 4 water leaks repaired.
 - Replaced 2 residential meters.
 - The meter that is reading all of our water usage is not working. Billy is looking into it.
 - We were turned into the state for arsenic at the well at Corn Belt.
 - Because of water projects, they are getting behind on some streets projects.
 - There is a water leak over on W Washington St.
3. Police Report
- The police department has been busy and it has been a challenging this month.
 - Chief Dingler did an excellent job communicating with the organizers of the rally.
 - We were only made aware of the rally about 4 days earlier.
 - BN Youth Activist sponsored the rally.

- There were no incidents and the rally was peaceful. It was a good overall experience.
- Keylin talked about going to the rally and the experience. listed
- The department ramped up its hours of operations in the event we had looting in Downs during the Bloomington/Normal protests.
- Dingler has asked for the sheriff's dept. and ISP to help us with traffic on 4th.
- There was an arrest of a sex offender in Bellflower.
- Dingler said they are increasing traffic enforcement again.
- There was an arrest on Seminary St for going 68 mph.
- A domestic incident on Woodlawn was assisted by the county.

4. Streets Report

- The streets department has been trying to fit in their work in between water breaks.
- Spray patch work is ongoing. They have barely scratched the surface of what needs to be done.
- Main and Huff are the priority.
- James reported they will be purchasing a new lawn mower. This mower will be replacing the 2014 John Deere.
- Martin Equipment will only give us a \$4000 trade in on the 2014. So, we decided to keep it as a backup.
- We are looking to purchase a 2 series tractor that will have attachments. This tractor will assist the streets department as well as mow.
- Most likely we will take a loan out to purchase the tractor because interest rates are cheap.
- Trash pickup is next Monday.
- James said they worked on the railing at Union. It looks much better.

5. Parks, Community Center and Food Pantry Report

- Dooley Park Covid-19 Phase 4 signs have been posted. We're ordering a hand sanitizer station for the park that will be installed near the ball courts.
- During Phase 4, Parks will rent out the pavilion once a week to groups of 50 or fewer allowing for sanitizing between rentals.
- Scout Anthony Decker is making plans to construct a buddy bench for Dooley Park.
- Dave Bach planted an oak tree in honor of his brother.
- Under the leadership of Lindsey Nicholson with artistic help from Tri-Valley graduates and painting by community volunteers, colorful mazes, hopscotch games, 4-square and obstacle courses have been added to the courts and to the sidewalk near the playground.
- The electrical boxes in Dooley Park have been completely redone.
- New plants have been added to the grounds, and, thanks to help from Jim Soeldner and Eric Marshall, the new slide is installed.
- We sent Morton Arboretum and IDNR an application for a 1:1 matching grant for a tree inventory in Kickapoo Park. The amount would be \$3000 and the time period runs from summer 2020 to summer 2022. Having an inventory opens us up to apply for other funding to manage the Prairie Floodplains Restoration area.
- The Food Pantry distributed 38 boxes and held a second distribution of food for June while adhering to Covid safe practices. Support from donors has been

ongoing. Huge thanks to Linda, Bill and the great volunteers who've kept our pantry safely in operation. Their dedication is a lifesaver for many in our community

6. Finance and Services Report

Clerkbooks

- Bakewell has been looking into Clerkbooks.
- Clerkbooks is add on to Quickbooks and supplements what Quickbooks is lacking.
- This supplement would save time on what Bakewell and Cara Russow have to manually enter.
- It has a utility billing feature that will work with our handhelds.
- Bakewell said we may not be able to completely quit using CUSI, but we could add our utility customers into the Quickbooks and invoice them rather than send out post cards.
- She anticipates that this would save about 33-50% of Russow's time.
- The software would have periodic fees.
- Bakewell will get some references from other municipalities that are currently using it.
- It was decided that we needed to talk to all parties/departments that would be involved in the software addition.

Financial

- Interest earned in June was \$880 and our interest rate will be going down some more.
- Bakewell remotely attended the IMTA meeting.
- The TIF 1 check to Tri-Valley was \$59,940.
- The bills on the BTP were usual monthly bills.
- Julie talked about an estimate for sales tax dropping 25% and a 3% drop in property tax
- The state is looking for a shortfall of \$8.1 billion

Police invoicing for Bellflower and Arrowsmith

- We provided Bellflower and Arrowsmith 40 hours of police services per month in 2020, up from 30 hours per month in 2019. We only billed Bellflower and Arrowsmith for 30 hours, per the rates specified in the existing intergovernmental agreements with both villages.
- It was decided that we will only go back to May of 2020 and bill them for 40 hours.

8. Discussion

1. Other

- We have purchased a 5 year agreement with Martin to service the mini excavator. If we don't use all of that service we get it back. If we use more that is on them.

9. Public Comment

Brandy Elmore – attended meeting via Zoom

- Attended the BLM 7/1 march, but not a part of the youth activist group.
- Reached out to the PD FB page last Friday to help create awareness and help keep it safe.
- Appreciated the PD's work on this march
- Communication glitches

- Obstructed the route
- Seminary St was a pivotal place they wanted to march, but after discussion they had agreed they would use the sidewalk, but it was changed, and they didn't know it about
- She thanked Chief Dingler for all of his help. And looks forward to more and better communication for the next march.

10. Motion to Approve Items Contained within the Consent Agenda – No action taken.

11. Motion to Approve Consent Agenda – No action taken.

1. Motions

- A Motion to Approve the June 4, 2020 Village Board of Trustees Regular Meeting Minutes was made by Goveia and seconded by Roach. Approved 4-1 (Keylin)
Discussion-
Keylin doesn't agree with Exhibit A from 6/4/2020 meeting minutes. She didn't feel it was actually a petition and didn't think it should be allowed into public record. Mayor said that anyone from the public has a right to enter something into public record.
- A Motion to Approve the Extension of Dooley Park Hours on 7/4/2020 until 11 pm was made by Roach and seconded by Goveia. Approved 4-1 (Keylin)
Discussion-
Keylin does not believe this in the best interest of Downs. Please see Exhibit A from Peggy Keylin for her objections.
- A Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on 7/4/2020 after the Parade was made by Roach and seconded by Goveia. Approved 4-1 (Keylin)
Discussion-
Keylin does not believe this in the best interest of Downs.
- A Motion to Approve Dooley Park Road Closure on 7/4/2020 was made by Roach and Goveia. Approved 4-1 (Keylin)
Discussion-
Keylin does not believe this in the best interest of Downs.
- A Motion to Approve Payment of Budgeted Expenses for July Events as Needed and Approved by Village Clerk, Finance Trustee, Treasurer and Mayor was made by Roach and seconded by Goveia. Approved 5-0
- A Motion to Approve Parade Route and Road Closures Required during the Parade on 7/4/2020 was made by Roach and seconded by Goveia. Approved 4-1 (Keylin)
Discussion-
Keylin does not believe this in the best interest of Downs.
- A Motion to Approve Grove St Closure from Lincoln to Cleveland on 7/3/2020 was made by Roach and seconded by Gassaway. Approved 4-1 (Keylin)
Discussion-
Keylin does not believe this in the best interest of Downs.
- A Motion to Approve FY2021 Regular Meeting Schedule for the Parks Committee was made by Roach and seconded by Goveia. Approved 5-0

2. Ordinances

- A motion to approved Ordinance 2020-08 Amended Agreement Transferring Jurisdiction and Adding to the Highway System of the Village of Downs - County Highway 36 was made by Roach and seconded by Gassaway. Approved 4-1 (Goveia)
Discussion –
 - IDOT has approved the transfer. Our portion will stop just before the Rail Road.
 - The road will still will be called RT 36 and listed as a major thoroughfare (arterial road). This doesn't stop what we want to do with the road. However we are now eligible for grant money to resurface the road.
 - We will still receive \$600,000 from the county for the transfer.

3. Resolutions

- A motion to approve Resolution 2020-R15 Ratifying the Consent Resolution Committing Local Funds for Water Treatment Plant Upgrade was made by Roach and seconded by Goveia. Approved 5-0
- A motion to approve Resolution 2020-R16 Ratifying the Consent Resolution Committing Local Funds for Streetscape Parking Improvement was made by Roach and seconded by Gassaway. Approved 5-0
- A motion to approve Resolution 2020-R17 Ratifying the Consent Resolution Committing Local Funds for Public Works Building Addition was made by Roach and seconded by Goveia. Approved 5-0
- A motion to approve Resolution 2020-R18 Ratifying the Consent Resolution Adopting a Fair Housing Program in the Village of Downs was made by Roach and seconded by Goveia. Approved 5-0
- A motion to approve Resolution 2020-R19 Authorizing and Approving the Purchase of a Five-Year Service and Warranty Agreement on the 2020 John Deere 50G Compact Excavator was made by Roach and seconded by Goveia. Approved 5-0

12. New Business

1. Motions

2. Resolutions

- A motion to approved Resolution 2020-R20 Authorizing and Approving and Electric Service Agreement with Illinois Power Marketing D/B/A Homefield Energy and the Village of Downs was made by Roach and seconded by Goveia. Approved 5-0
Discussion – Chris Landstrom from Homefield Energy
 - The village needs to decide on a 12, 24 and 36 month contract
 - A 12 month would save village \$1010 in energy cost.
 - Green energy would be a little less in savings by about \$124-126.
 - Keylin would like to go with the green energy and go out 2-3 years.
 - Twyford was concerned that we would lose good will with Ameren. He said he would chose the one year option.
 - Roach would like to go with green option for one or 2 years.
 - Gassaway didn't care about green option, but would like to try one year.
 - The green option for one year was chosen.

3. Ordinances

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

1. Motions

- Motion to Approve the Final Plat for the Corn Belt Energy Park

- Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ _____ pm at the Village Hall
- Motion to Approve Mayor's Appointment of _____ as the Village of Downs EMA Director
- 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

- Resolution 2020-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition
- Resolution 2020-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision
- 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
- 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

- 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
- Ordinance 2020-__ Authorizing and Approving the Intergovernmental Agreement Between the Village of Heyworth and the Village of Downs for use of Equipment and Personnel
- Ordinance 2020-__ Approving Provisions for Nauseous Odors
- 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 – No action was taken.

16. Action on Executive Session Items – No action was taken.

17. A Motion to Adjourn at 9:51pm was made by Roach and seconded by Goveia. Approved 5-0



Julie James

Village of Downs Clerk