



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES

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

7 pm via ZOOM & VILLAGE HALL

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Executive order **2020-55** by the Governor of Illinois allowed this meeting to be held via Zoom, telephone and at the Village Hall.

## Village of Downs Board of Trustees Regular Meeting October 1, 2020, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the October 1, 2020 regular board of trustees meeting to order at 7:05pm.
2. Roll Call was taken. Trustees present were Maureen Roach via Zoom, Mary Goveia, Peggy Keylin 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. Sarah Gassaway arrived at 8:11 pm
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
  - Some items were removed from consent and were moved to New Business.
  - Mayor James should have voted for the Annexations that were approved last month. For the record James votes in favor of Resolution 2020 R22 and Ordinance 2020-12.
5. Eagle Scout Project Update –
  - Keylin reported the slab had been poured for the Buddy Bench and wood pieces had been cut.
6. FY 2020 Audit Overview from Striegel Knobloch
  - Brie, from Striegel Knobloch reported the village's financials presented fairly and are in good opinion.
  - She did a high level overview of the audit draft.
7. Engineer & Development Report
  1. DCEO Grants
  2. Down Water Plant Improvements
    - Submitted DCEO Rebuild Illinois Grant Applications and Fast Track Grant for WTP Upgrades.
      - DCEO did not select Downs for Fast Track.
      - Rebuild Illinois grants awards are expected in 2-3 months by DCEO.
    - WTP Plan review meeting with Mike, Toby, Billy, Les next week
    - BNWRD connection meeting this month.
    - Submit WTP Plans to IEPA after Village reviews.
  3. Downtown Streetscape and Parking Lots design
    - Submitted Rebuild Illinois & Fast Track grant application for Parking Lot Improvements/ADA.
      - Downs not awarded any Fast Track grants.
      - DCEO estimates 2-3 months until awards of the Rebuild Illinois grants.

- 2020 IDOT ITEP Grant applications due November 2, 2020.
    - MSA has cost estimates, concept plans, specifics from the Streetscape Planning work
    - MSA funding team has begun grant forms
    - Need Village to create IDOT grant registration
    - Public Hearing in October
4. Other Engineering or Development Updates
- It will be another couple of months before we hear about our DCEO Rebuild IL grant application.
8. Mayoral Report
- The idea of offering additional TIF reimbursement as a solution for the concrete crushing special use permit came at the special hearing.
  - James asked Wall about approving minutes from the Public Hearing. Wall says no formal approval process or minutes are needed.
  - James also asked about Zoning Board minutes. Wall said they to need to have their minutes approved at their following board meeting.
  - It is extremely important that we get the word out about the 1% sales tax that is on the ballot.
9. Trustee Reports
1. Building Report –
- Goveia said they had a committee meeting in September.
2. Water and Sewer Report
- The average iron concentration for the month in the finished water is .64 ppm.
  - Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory.
  - Fluoride concentration was .536.
  - The volume of water pumped 2.294 million gallons, averaging 76,470 gallons a day.
  - The sewer lift station pumped 1621 million gallons for month averaging 54,033 gallons per day.
  - No Non-Pay turn offs for month.
  - There were no main or service leak repairs for month.
  - Fixed one broken tile in ditch along main in Mallard Sub-division.
  - Installed line for water fountain at Dooley Park.
  - Had two sewer lines we checked for possible breaks. Used a camera from Hoer Construction. No damage found.
  - Fixed fire hydrant leak at, West Main and North Gadwall.
  - Had technician come and look at control panel in water plant to find why it alarms. Issue still not resolved.
3. Police Report
- September was extremely busy. There were 2 domestic cases, computer fraud, 2 thefts in Downs and a suicidal subject.
  - The department assisted McLean County with a domestic.
  - The school traffic going well.
4. Streets Report
- We are still working on the sump pump and downspout options & directive.

- Brush pick up will end in November.
  - The Police Dept. building is on the backburner for now.
5. Parks, Community Center and Food Pantry Report
- JULIE has cleared the area for the playground hand sanitizer. Jim Soeldner and Eric Marshall should install it this weekend.
  - Hardware for the bike rack installation is on its way. We've contacted JULIE for approval. Lindsey and Peggy insulated 7 of 10 doors in the pavilion.
  - Les is delivering playground mulch this Friday. We're unloading it in separate piles. The committee will spread it around the equipment areas as we can. Perimeter areas that have no equipment will be covered next spring.
  - We're exploring help from Ameren and further estimates on pole and light replacement for the downed light near the basketball courts. We have one estimate for replacing the light that is well beyond our budget.
  - John plans to install gutter covers in the next couple of weeks. He will refurbish the north door in the pavilion when materials arrive.
  - Boy Scout Anthony Decker has poured the cement platform for the Buddy Bench. Bench pieces are cut and now must dry before assembly.
  - We talked about starting a village volunteer landscaping group. Anyone interested in helping to landscape and maintain our parks could adopt an area, i.e. Veteran's Garden, Food Pantry, Gazebo, McManus Park, Kickapoo Park. Parks would allocate funds from our budget for improvements and the volunteers would care for and manage the area they adopt.
  - Because of budget restrictions, we will not be able to apply for the Morton Arboretum matching grant this year which would have gone toward creating a tree survey of Kickapoo Park. We will look for other funding for the project and reapply for this matching grant in the future.
  - The Food Pantry is getting ready to order a large cooler/refrigerator to replace one that is on its very last legs. It is a major purchase, \$4000 to \$5000. They have been receiving donations for a couple of years and have the money in their account.
  - Hams and turkeys have been ordered from LeRoy IGA for the upcoming holiday seasons.
  - The Pantry plans to distribute 32 to 34 food boxes this month. They are expecting an influx of clients with colder weather coming.
  - Downs has signed up for the Backpack Program that provides food for Tri-Valley students over weekends. They are waiting for the school to provide their count. Many thanks to Mary Goveia and Bill Clark for running this valuable program for the kids of Downs.
6. Finance and Services Report
- Annual Treasurer's Report is out on the google drive.
    - Bakewell explained the treasurer's report to trustees.
  - Bakewell is in the process of submitting the Annual TIF Reports.
    - Bakewell went over each TIF fund.
  - Tax Levy
    - The village won't be levying more than 5%
  - Bakewell went over the BTP and other financials.

- We received some video gaming tax
- It will be a busy couple of weeks. She is still waiting on the draft of the audit.
- We have 100 ACH users paying water bills.
- Gassaway and Bakewell will be talking to other insurance companies.
- There is no Treasurers Institute this year.
- Bakewell has talked to a couple of other municipalities about their use of Clerkbooks. They seem to like it. Bakewell would like to look at pursuing the purchase of Clerkbooks.

#### 10. Discussion

##### 1. Downs Sales Tax Referendum

- The 1% increase to sales tax must be used for Water Plant and water infrastructure.

##### 2. Other – Misch Building is for sale.

- Gassaway, Mayor and Chief Dingler went to look at the building. Would be used for police and public works. Trustees agreed to move forward with discussions of purchasing the building.

#### 11. Public Comment

A few members of the public joined via Zoom on 10/1/2020

- Kelsey Fry, Diana Reynolds, Anna and Drew Millikin, Megan Knock, Carol Heibert
- Jeff Misch joined the meeting on 10/15/2020.

- A Motion at 8:22pm was made to Reconvene the Village of Downs Regular Board of Trustees Meeting on October 15, 2020 @ 7 pm at the Village Hall was made by Goveia and seconded by Keylin. Approved 5-0
- Mayor Mike James reconvened the October 1, 2020 regular board of trustees meeting back to order at 7:03pm on October 15, 2020.
- Roll Call Roll Call was taken. Trustees present were Maureen Roach via Zoom, Mary Goveia, Peggy Keylin, Sarah Gassaway and Toby Twyford via Zoom at 7:09pm. Also present were Clerk Julie James, Treasurer Julie Bakewell and Village attorney, Dawn Wall. A quorum was declared.
- The Pledge of Allegiance was taken.

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

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

##### 1. Motions

- Motion to Approve the September 3, 2020 Village Board of Trustees Regular Meeting Minutes
- Motion to Approve the August 6, 2020 Village Board of Trustees Executive Meeting Minutes
- Motion to Approve Directive Regarding Water Discharge into Village Right-of-Way, Detention Basin, and/or Utility Easements – Scratched from consent agenda and moved into New Business.
- Motion to Renew Membership with the McLean County Chamber of Commerce
- Motion to Approve the Village of Downs Renewal Membership to the International Council of Shopping Centers

- Motion to Approve FY 2019-2020 Audit
  - Motion to Approve FY 2019-2020 Treasurer's Report
  - Motion to Approve FY 2019-2020 Annual TIF Reports
  - Motion to Approve the Assistant Treasurer and Treasurer Attend the IMTA Treasurer's Institute if Applicable – Removed from Consent Agenda and moved into New Business.
  - Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St. from Franklin to Main Every Saturday in October 2020 from 4 pm - 12 am if Haunted House is allowed to Operate - Removed from Consent Agenda and moved into New Business.
  - Motion to Approve the Extension of Dooley Park Hours Every Saturday in October 2020 until 11:30 am if Haunted House is Allowed to Operate - Removed from Consent Agenda and into New Business.
2. Ordinances
    - A motion to approved Ordinance 2020-15 Pertaining to the Local CURE Program was made by Keylin and seconded by Goveia. Approved 5-0
  3. Resolutions
    - A motion to approve Resolution 2020-R23 Approving IDOT Resolution for Improvement Under the Illinois Highway Code was made by Roach and seconded by Goveia. Approved 5-0
14. New Business
1. Motions
    - Motion to Approve the Assistant Treasurer and Treasurer Attend the IMTA Treasurer's Institute if Applicable – No action taken.
    - Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St. from Franklin to Main Every Saturday in October 2020 from 4 pm - 12 am if Haunted House is allowed to Operate – No action taken.
    - Motion to Approve the Extension of Dooley Park Hours Every Saturday in October 2020 until 11:30 am if Haunted House is allowed to Operate – No action taken.
  2. Ordinances
  3. Resolutions
    - Resolution 2020-R24 Authorizing and Approving the Redevelopment Agreement Between the Village of Downs and Freedom Oil Company Inc for the Project Located at 18928 US Highway 150 –No action taken.
    - A motion to approve Resolution 2020-R25 Authorizing and Approving the Engineering Agreement between the Village of Downs and Knight Engineering was made by Goveia and seconded by Keylin. Approved 5-0  
Discussion- We will have Knight do the water/sewer work for us up at Downs Crossing
15. Old Business
1. Motions
    - Motion to Approve the Final Plat for the Corn Belt Energy Park – No action taken.
  2. Resolutions

- A motion to approve Resolution 2020-R26 Authorizing and Approving C-2 Special Use Agreement Between Village of Downs and Misch Excavating LLC was made by Goveia and seconded by Keylin. Not approved 1-4 (Twyford yes, Roach, Goveia, Keylin and Gassaway all no)
- A motion to approved Resolution 2020-R27 Authorizing and Approving the Redevelopment Agreement between the Village of Downs and Misch Excavating LLC for the Project Located at S Lincoln St and Reeder Lane was made by Goveia and seconded by Keylin. 5-0  
Discussion- Keylin had a few questions and clarifications
- Resolution 2020-R\_\_ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition – No action taken.
- Resolution 2020-R\_\_ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision – No action taken.
- 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

### 3. Ordinances

16. A Motion to Approve Payment of Bills was made by Roach and seconded by Keylin. Approved 5-0
17. Motion to Enter Executive Session for Personnel – No action taken.
18. Action on Executive Session Items – No action taken.
19. A Motion to Adjourn at 9:20pm was made by Goveia and seconded by Gassaway. Approved 5-0



Julie James

Village of Downs Clerk