



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 7, 2021

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

Executive order **2020-74** 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 January 7, 2021, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the January 7, 2021 regular board of trustees meeting to order at 7:06pm.
2. Roll Call was taken. Trustees present via Zoom were Maureen Roach, Mary Goveia, Peggy Keylin and Toby Twyford. Trustee Sarah Gassaway was in person. Clerk Julie James and Treasurer Julie Bakewell were present in person. Village Attorney Dawn Wall was present via Zoom. Mayor declared a quorum present to do business.
3. A Motion to Approve the Village President's Appointment of Anna Milliken Village Board Trustee to Serve the Remaining Term to Expire April 30, 2021 was made by Twyford and seconded by Gassaway. Approved 5-0
Discussion –
 - Milliken has filed a petition to be on the April 2021 ballot as a trustee. James has asked her to finish out the rest of Trustee Erik Bryant's term. She is currently cross-training with Gassaway.
 - The Oath of office taken by Anna Milliken.
4. The Pledge of Allegiance was recited.
5. A Motion to Approve Agenda and Order was made by Keylin and seconded by Gassaway. Approved 6-0
6. Engineer & Development Report from Mike Buzicky
 1. DCEO Grants
 - We are in a holding pattern waiting for grant opportunities.
 2. Down Water Plant
 - Water samples are in and being submitted to BNWRD- getting closer to permitting.
 3. Downtown Streetscape and Parking Lots design
 - We are in holding pattern waiting for grant opportunities.
 4. Other Engineering or Development Updates
 - The Williamson property which is across from the Mobil station was purchased by the owners of the Mobil station. It consists of 24-28 acres. They have spoken to James and are requesting 19-25 apartment units, 3-4 stories high.
 - James said it is in a TIF district and we have said no residential would be allowed as the purpose of the TIF district is for commercial development. The school didn't want to us to have any residential land in the new TIF.
 - Keylin said it does lend itself more to commercial development.
 - Milliken asked if it can it be both commercial and residential.

- Twyford asked if Mallard Point would appreciate multi-family housing close to their homes.
- Gassaway said the frontage definitely has to be commercial and maybe the back as apartments. She doesn't think that Mallard Point would be in favor of high density housing. That's not why we moved to Downs.
- Chief Dingle noted the tree line has a lot of nooks and crannies that could be a problem.
- Goveia said it should stay commercial.
- The Mayor agreed this is prime commercial ground.

8. Mayoral Report

- The OSHA posting needs to be posted by 2/1/2021. We had no incidents to report.
- The 2021 JRB needs to be scheduled. We need to find a citizen at large to attend this meeting.
- Cross Creek dedication – James says he keeps going back and forth on the detention basin. James would like to move forward with that next month. Goveia says he feels he has done all that he can to improve the detention basin. He does owe some old Farnsworth engineering bills that will need to be paid prior to acceptance.
- Beecher Trails – About a year ago James and Erik Bryant sent a letter detailing changes that needed to be made for acceptance. Bowers pushed back for a while. But, he has since gone above and beyond.
- Corn Belt Energy – Knight Engineering is working on a plat so that we can get access back to the park. Roger Reynolds is in agreement.
- Water issues out at Corn Belt
 - They have been patient with us. They sent a letter out to all of the board explaining their frustration with not having water at their building.
 - Brown and Roberts Engineering contract – Jim Brown is a water guy from Harrisburg, IL.
 - The Mayor reached out to him on how to get water to Corn Belt.
 - The contract is for \$10,000 to engineer the options/path to get water there.
 - Corn Belt said they would help us try to find funding.

9. Building Report

- We had a couple of remodeling permits.

10. Water and Sewer Report

- Twyford noted that Cheryl Bach has resigned. Janice Cuba would like to hire Michele Tocco to replace her.
- The water fund is running low on funds.
- The average iron concentration for the month in the finished water is 1.35 ppm.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory.
- Fluoride concentration was .70.
- The volume of water pumped 233,370 million gallons averaging 75,388 gallons a day.
- The sewer lift station pumped 1801 million gallons for month averaging 58,096 thousand gallons per day.
- 0 Non-Pay turn offs for month
- 2 water service leaks repaired

- 1 water main break repaired
- 2 water meters replaced
- 0 residential inside leaks
- Downs Crossing well issues have been resolved. (New Well was installed). Need to chargeback to the farmer whom we think hit the well.

11. Police Report

- The new truck should be in a couple of weeks. We are waiting on the cage for the back seat.
- December was busy with “porch pirating”. Amazon boxes were found on Rt. 150.
- “The Ring” doorbell has been a very good tool at finding these people.
- A lot of police time is being spent on actual investigations.
- There was a car theft in Downs.
 - There was a multi county pursuit of this car thief.
- The price of ammunition has skyrocketed. Chief will be looking to use the CURES Act to purchase ammunition for next year.
- Dingler noted that the IL House vote for HB3653 will hurt all police departments.

12. Streets Report

- A one-time Christmas tree and debris pickup will begin on Jan 11, 2021 (which may take a week or longer). Debris has to be on the roadside and stacked.
- James said he snow plowing went well. He plowed 6 hours and had no issues. Fitzwater did the snow plow clean up.
- 9 tons of salt was used during the ice storm.

13. Parks, Community Center and Food Pantry Report

- The light pole was installed in December. Many thanks to Ameren and Jeff Schenkel. He said his dad had installed the original basketball court lights in the park!
- We’ll be replacing the old lights with LEDs under next year’s budget.
- Thanks to Susan Surber’s coordination and the work of volunteers from our community, the tradition of Christmas lights in Dooley Park continued. People from Downs and beyond drove by to enjoy the display.
- Taking down the lights will happen mid-month due to icy conditions. Downed branches in Dooley Park will be gathered for pick up on January 11.
- Food Pantry volunteers were hard at work in December. They distributed 36 boxes on their regular pick-up day and 40 Christmas boxes two weeks later complete with hams and all the holiday fixings. In addition they’ve distributed 15 school backpacks to tide middle and elementary school students over weekends. The numbers for that program have been lower and sporadic this year because of COVID’s impact on in-school learning.

14. Finance and Services Report

- Bakewell went over the unique bills on the BTP.
 - The new police building of \$150,000 plus closing costs. (to be paid at closing)
 - IEPA loan is due this month
 - MSA bill-Mayor asked that we hold off on mailing it out
 - TIF- Misch Excavating for \$22,925
 - Corn Belt annual payment
 - Kickapoo Drilling bill of \$6994.06 and \$24,950. We will be seeking reimbursement for this from the tenant farmer responsible for the damages.

- Bakewell gave a high level overview of the other financials.
- She submitted the paperwork for our CURES Grant in December.
- The finance department will be busy in January preparing W2's etc.

15. Discussion

1. Other

16. Public Comment – There was no public comment but Ryan Nicholson was attendance.

17. A Motion to Approve Items Contained within the Consent Agenda was made by Gassaway and seconded by Twyford. Approved 6-0

18. A Motion to Approve Consent Agenda was made by Keylin and seconded by Gassaway. Approved 6-0

1. Motions

a. Motion to Approve the December 3, 2020 Village Board of Trustees Regular Meeting Minutes

2. Ordinances

3. Resolutions

a. Resolution 2021-R02 Authorizing and Approving Striegel, Knobloch & Company, LLC. to Perform the FY2021 Village of Downs Audit for not to Exceed \$8100.00

19. New Business

1. Motions

a. Motion to Approve the Employee Handbook for the Village of Downs – No action taken.

b. A Motion to conditionally Hire Michelle Tocco as a Part-Time Billing Clerk for the Village of Downs at \$12.50 per hour Reporting to Janice Cuba and Public Works Trustee Starting 1/8/2021 was made by Gassaway and seconded by Goveia. Approved 6-0

2. Ordinances

3. Resolutions

a. Resolution 2021-R__ approves the 1% Sales Tax Referendum Passage – No action taken.

b. A motion to approve Resolution 2021-R01 Authorizing and Approving the Engineering Agreement between the Village of Downs and Brown & Roberts, Inc. was made by Twyford and seconded by Keylin. Approved 6-0

20. Old Business – No action was taken in Old Business.

1. Motions

a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall

b. Motion to Approve the Final Plat for the Corn Belt Energy Park

c. Motion to Approve Directive Regarding Water Discharge into Village Right-of-Way, Detention Basin, and/or Utility Easements

2. Resolutions

a. Resolution 2021-R__ 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

b. Resolution 2021-R__ Authorizing and Approving the Easement Agreement Between Woodworkers Shop LLC and the Village of Downs

- c. Resolution 2021-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition
 - d. Resolution 2021-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision
 - e. Resolution 2021-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
- a. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 11 - Building of the Village of Downs Municipal Code
 - b. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 14 - Zoning of the Village of Downs Municipal Code

Goveia left at 8:30pm.

21. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Milliken.

Approved 5-0

22. Motion to Enter Executive Session – No action taken.

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

24. A Motion to Adjourn 9:05pm was made by Milliken and seconded by Twyford. Approved 5-0



Julie James
Village Clerk