



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
February 4, 2021

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

Executive order **2021-1** 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 February 4, 2021, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the February 4, 2021 regular board of trustees meeting to order at 7:00pm.
2. Roll Call Roll Call was taken. Trustees present via Zoom were Maureen Roach, Mary Goveia, Peggy Keylin and Toby Twyford. Trustees Sarah Gassaway and Anna Milliken were 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. The Pledge of Allegiance was recited.
4. A motion to Approve Agenda and Order was made by Roach and seconded by Milliken.  
Approved 6-0  
**Discussion –**  
Resolution 2021-R03 Authorizing and Approving the First Amended and Restated Redevelopment Agreement between the Village of Downs and Misch Excavating LLC for the Project Located at S Lincoln St and Reeder Lane was taken out of consent agenda.
5. Engineer & Development Report
  1. Down Water Plant Improvements
    - MSA returned BNWRD requested information and samples. Expect BNWRD response soon.
    - Working with IEPA Loan Agency on Loan Authorizing Ordinance for Board resolution.
    - IEPA Loan Agency sets Loan and Principal Forgiveness priority lists in March. Downs WTP is on the intended use list.
  2. Downtown Streetscape and Parking Lots design
    - Both DCEO Rebuild Grant and IDOT ITEP Grant Applications had been submitted and are in Agency reviews.
    - To update as we hear any award information. Do not expect responses until later winter months.
  3. Other Engineering or Development Updates
6. Mayoral Report
  - James heard that the IEPA has increased their testing requirements which may result in more expensive testing requirements.
  - JRB meeting is going to be 3/15.
7. Trustee Reports
  1. Building Report

- Had 3 remodeling building permits.
  - Issued 1 new construction permit.
  - Issued 1 swimming pool permit.
2. Water and Sewer Report
- Worked with GA Rich to provide estimate for rehabilitation of the water filter at the water plant. It was close to 100k to do the total rehab so we decided to just repair the filter at ~\$25k. GA Rich will be scheduling the work ASAP.
  - Gassaway turned in an insurance claim for the water well damage by Corn Belt. Anna will resume responsibility for the claim due to potential conflict.
3. Police Report
- Roach said she took a tour of the new building. There is a lot of square footage and it will need a lot of work. But it was a good purchase.
  - Dinger reported the department got the new squad truck on Monday.
  - Next week the truck will get its new radios.
  - He is looking to get it wrapped with police decals.
  - The Department of Defense has given the village a large all terrain diesel vehicle. It will be a multi-purpose vehicle and we are looking to possibly put a plow on it.
  - Dinger will be taking Taser instruction/certification next week.
  - Investigations have been in-depth. There have been numerous ID thefts/unemployment benefits thefts.
  - The car thief suspect has been found.
  - Part of the police referendum will require body cams on all officers. Dinger is looking to get a lanyard style camera.
  - The body cameras are not required until 2025. But we need to get a jump on this sooner rather than later.
4. Streets Report
- James reported the streets department did a 2<sup>nd</sup> brush pick up this Monday.
  - They are getting ready for the next snowfall.
  - They have only been using one truck. But have the green truck ready if needed.
  - All trucks are all being housed indoors.
  - At the closing for the new building, 5% was held back from Jeff until he gets the roadway and some other work done out there.
  - James said they will be looking to switch to gas in the new building. It is currently on propane.
5. Parks, Community Center and Food Pantry Report
- The Parks Committee is putting our 2021 budget together.
  - We're reviewing and updating pavilion rental documents.
  - We're planning a possible Parks Beautification Project.
  - We're gathering possible recreational activities for Parks such as treasure hunts and storytelling events.
  - We're exploring the possibility of holding our Earth Day fundraiser Breakfast in April.
  - The Food Pantry had a supplemental distribution of 25 boxes in January. They have 36 boxes for their main distribution in February.

- The School Backpack Program is growing. They are providing 17 bags a week to elementary and middle school students. They have received a number of donations that have been matched by State Farm.
- They continue to receive generous donations many as memorials to Betty Schinkel and Kenny Bowman, great and long-time members of our community who have recently passed.

#### 6. Finance and Services Report

- Bakewell was been busy in January.
  - Note secured for truck
  - Payment for new building secured
  - All year end reports are done and tax forms are done
- We have received a large majority of our Cures grant which is around \$40,000.
- The final submission will be done in Feb.
- The majority of grant went to the police fund. The grant was able to cover police salaries.
- Unique bills on the BTP
  - We are reimbursing Julie Bakewell for the purchase of tax forms
  - County Siren equipment
  - MSA - \$1000 credit
  - Annual JULIE fee
  - We are paying for police truck, police lights and sirens bill.
  - Payment #9 of 10 payments on road by Corn Belt Energy
- Bakewell performed a loan analysis. She feels we can afford to pay an additional \$250/month on the excavator. Board decided to have her do this to pay it off faster.

#### 8. Discussion

1. Other – no further discussion

9. Public Comment – Maggie St. Peters was the only member of the public in attendance and was attending as a requirement for a class.

10. A motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Gassaway. Approved 6-0

11. A motion to Approve Consent Agenda was made by Gassaway and seconded by Milliken. Approved 6-0

#### Discussion

##### 1. Motions

- a. Motion to Approve the January 7, 2021 Village Board of Trustees Regular Meeting Minutes

##### 2. Ordinances

##### 3. Resolutions

- a. Resolution 2021-R04 Imposing a One Percent (1%) Municipal Sales Tax in the Village of Downs, McLean County, Illinois Effective July 1, 2021

#### 12. New Business

##### 1. Motions

##### 2. Ordinances

- A motion to approve Resolution 2021-R03 Authorizing and Approving the First Amended and Restated Redevelopment Agreement between the Village of

Downs and Misch Excavating LLC for the Project Located at S Lincoln St and Reeder Lane made by Keylin and seconded by Goveia. Approved 6-0

**Discussion-**

Conflict in language on how Jeff could be reimbursed that was caught by Bakewell.

- b. Ordinance 2021-\_\_ Approving and Adopting the Village of Downs Policy Handbook for the Village of Downs Employees – no action taken
- c. Ordinance 2021-\_\_ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code – no action taken

3. Resolutions

13. Old Business – no action 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

14. A motion to Approve Payment of Bills was made by Gassaway and seconded by Milliken. Approved 6-0

15. A motion at 8:19pm to Enter Executive Session for the semi-annual review of executive session minutes and discussion of contracts/agreements was made by Gassaway and seconded by Goveia. Approved 6-0

Mayor Mike James called the February 4, 2021 regular board of trustees meeting back to order at 10:10 pm.

Roll Call Roll Call was taken. Trustees present via Zoom were Maureen Roach, Mary Goveia, Peggy Keylin and Toby Twyford. Trustees Sarah Gassaway and Anna Milliken were 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.

16. Action on Executive Session Items – no action taken.

17. A Motion to Adjourn at 10:11pm was made by Gassaway and seconded by Milliken. Approved 6-0



Julie James  
Village of Downs Clerk