

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

1. Mayor Mike James called the March 4, 2021 regular board of trustees meeting to order at 7:10pm.
2. Roll Call was taken. Trustees present via Zoom were Maureen Roach, Sarah Gassaway and Toby Twyford. Trustees Peggy Keylin and Anna Milliken were in person. Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall were also present in person. Mayor declared a quorum present to do business.
3. The Pledge of Allegiance was recited.
Mayor James announced that Mary Goveia has resigned from the village board. He thanked her for her 30 plus years of service to the Village of Downs.
4. A Motion to Approve Agenda and Order was made by Keylin and seconded by Milliken.
Approved 5-0
Discussion-
The only action to be taken old business was Motion to Approve Directive Regarding Water Discharge into Village Right-of-Way, Detention Basin, and/or Utility Easements
5. Engineer & Development Report
 1. Down Water Plant Improvements
 - Completion of the new water plant could be up to a year from now.
 - Once the plant was online it would be a straight change over.From MSA-
 - Working with BNWRD on final questions.
 - Met with Mike and Toby this past Tuesday at WTP.
 - MSA will add existing building heaters, vents and fans to plan set.
 - Village to upgrade storage and flooring on various existing rooms.
 - Downs WTP is on track for IEPA's March 31 loan priority list.
 2. Downtown Streetscape and Parking Lots design
 - Rebuild Illinois money may need to be used for some work on Franklin street in order to get this project moving.From MSA-
 - 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 this year.
 3. Other Engineering or Development Updates - none
6. Mayoral Report
Freedom Run
 - Last year's Freedom Run was conducted with the intention of raising grant money for businesses in town. Implementation became a challenge.

- This year's race will have an application process. Emails went out to all the brick and mortar businesses in town asking them to apply for (2) \$1000 grants if they had a need.
- We record every single meeting. James asked the board if we keep public session audio? Should we keep executive session audio? James thinks it's beneficial to keep both.
- Keylin says it is useful and informative to new board members. Decision was made to retain all audio recordings.
- We are required to record audio/video recordings for online meetings.
- We will be increasing garbage fees to \$13/month. Implementation of the new fee amount will be in June.
- Our contract ends with AREA in the fall. We will need to bid it out, so we need to review the requirements for bidding from last time. Republic has already expressed interest in the contract.

7. Trustee Reports

1. Building Report

- We had 2 building permits last month.
- James said they will start building committee meetings again.
- A 30 day contingent occupancy permit was issued on Raef Rd. We won't be making this a normal practice.
- The building permit will likely have more requirements for fencing around pools. Anna said their homeowners insurance only required the locking cover. James will present that to the committee as an alternative.
- We need to update our building and zoning and we will hopefully have it ready for next month.

2. Water and Sewer Report

- The average iron concentration for the month in finished water is 1.30 ppm.
- Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory.
- Fluoride concentration was .786.
- The volume of water pumped for the month was 2,041 million averaging 72,900 gallons a day.
- The sewer lift station pumped 2,251 million gallons for the month averaging 80,392 gallons per day.
- 1 water main break
- Fire Hydrant leaking at corner of East and Oak (We are waiting on parts)
- 3 residential leaks
- 2 curb stop repairs

3. Police Report

- Roach and Chief met to go over ordinances.
- The county only helped us twice last month.
- They are working on 2 bank fraud cases.
- 1 case of battery
- 1 case of stolen property
- The department is spending equal amounts of time on patrol and investigation.
- Bellflower couple of traffic stop, computer fraud

4. Streets Report

- On the agenda tonight is to accept the commercial door installation bid for the police dept. and public works building.
- Public works employee, Steve Miller, has taken a full-time job with Rivian. He will just be working only on weekends for the village.
- We need to find a new person to mow this summer.

5. Parks, Community Center and Food Pantry Report

- We put together our 2021-22 Parks budget. It contains some big-ticket items for the Food Pantry, which will mainly be covered by the donations they have received.
- We updated our pavilion rental documents.
- We are getting several service projects requests and exchanges from youth groups such as the Girl Scouts.
- We are planning to have our Earth Day Breakfast in Dooley Park fundraiser on Saturday, April 24th from 7 to 10 am. We will serve inside the pavilion and also offer drive up service. The funds raised will be earmarked for purchasing mulch for Dooley Park playground. We are exploring offering games and activities either in conjunction with Easter activities or as a separate Parks event.
- We are creating a Community Beautification Program which will focus on a specific area of our parks each year.
- We hope to engage green-thumbed people in the community to help with planning, planting, and maintaining landscaping in areas such as Veteran's Corner and the Food Pantry in Dooley Park and in McManus Park.
- Expansion of the program to Kickapoo Park might include eradicating invasive species and planting flood plain grasses, wildflowers, and trees.
- The Food Pantry distributed 24 boxes in its second February pick-up and plan on 36 boxes for its main March pick-up. Tri-Valley Elementary and Middle Schools continue to receive 17 weekend food backpacks each week. One of the freezers gave out, and a donor is replacing it. The Tri-Valley FFA held a highly successful "Cereal and Milk Drive". The kids and their sponsors from Tri-Valley are great supporters of the Food Pantry all year round. We are continuing to receive generous donations from supporters of the pantry.

6. Finance and Services Report

- Treasurer Julie Bakewell went over the BTP.
 - Unique bills
 - A back log of invoices to Randy Jacobs
 - Pittsburgh Tank and Tower
 - Final 2020 payment to Misch Excavation
- She gave a high-level overview of the budget.
- There is a 3% salary increase for all police officers available based on reviews.
- Wage increases are available for all employees based on reviews.
- We have one more payment for Corn Belt Way.
- We are still pursuing insurance claim on the well at Corn Belt.
- We do not have MFT numbers yet. Those will come in April.

- Bakewell would like to start paying extra per month to pay off the mini excavator faster.
- We will be paying for the F450 truck in full next month.
- Bakewell would like to purchase Clerk books. The cost is a one-time fee of \$6282. IT support is purchased as needed.
- Clerkbooks will automate a week if not more of what Cara does for Bakewell.
- She hopes to be implementing the new software on 6/14/21.
- Gassaway says this will be money well spent.
- JRB meeting is 3/15/21.
- James said that he and Julie are willing to do a 2-year appointment of mayor and clerk. The clerk would like to shift some of the bill entry onto Cara. Moving to Clerkbooks will allow this to happen.

8. Discussion

1. Other

- There are 2 trustee positions now open. If anyone knows of someone have them contact the Mayor.

9. Public Comment

1. Trevor Goveia was in attendance and had no comment.

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

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

1. Motions

- a. Motion to Approve the February 4, 2021 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the February 4, 2021 Village Board of Trustees Executive Meeting Minutes
- c. Motion to Approve Zoning Board members and Respective Term: 2 & 1 year(s): 2 yr - Dave Bach; 1 yr - Diana Jones.

2. Ordinances

3. Resolutions

- a. Resolution 2021-R05 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs
- b. Resolution 2021-R06 Authorizing and Approving the Design Engineering Agreement Between the Village of Downs and Land Engineers, LLC for the S. Lincoln Street Project

12. New Business

1. Motions

- a. Motion to Approve Improvements to the Public Safety and Public Works Buildings by Childers Door and Midwest Electric and Service Inc. was made by Roach and seconded by Twyford. Approved 5-0

Discussion -

- Milliken asked if we could add signage to the village buildings.

2. Ordinances

3. Resolutions

13. Old Business

1. Motions

- a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ 7 pm at the Village Hall – No action taken.
- b. A to Approve the Final Plat for the Corn Belt Energy Park – No action taken.
- c. A Motion to Approve Directive Regarding Water Discharge into Village Right-of-Way, Detention Basin, and/or Utility Easements was made by Keylin and seconded by Roach. Approved 5-0

Discussion -

- o This letter will establish and send a list sent to the individual homeowners that need to have corrections made.
- o Will not happen until ordinance is updated – Looking at May

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– No action taken.
- b. Resolution 2021-R__ Authorizing and Approving the Easement Agreement Between Woodworkers Shop LLC and the Village of Downs– No action taken.
- c. Resolution 2021-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision– No action taken.
- c. Resolution 2021-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition– No action taken.
- d. 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– No action taken.

3. Ordinances

- a. Ordinance 2021-__ Approving and Adopting the Village of Downs Policy Handbook for the Village of Downs Employees– No action taken.
- b. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code– No action taken.
- c. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 11 - Building of the Village of Downs Municipal Code– No action taken.
- e. 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 Keylin and seconded by Twyford.
Approved 5-0

15. A Motion to Enter Executive Session for contracts and negotiations was made by Keylin and seconded by Roach. Approved 5-0

Mayor Mike James called the March 4, 2021 regular board of trustees meeting back to order at 10:33pm.

Roll Call was taken. Trustees present via Zoom were Maureen Roach, Sarah Gassaway and Toby Twyford. Trustees Peggy Keylin and Anna Milliken were in person. Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall were also present in person. Mayor declared a quorum present to do business.

16. There was no action on Executive Session Items.

17. A Motion to Adjourn at 10:33pm was made by Twyford and seconded by Gassaway. Approved 5-0

A handwritten signature in cursive script that reads "Julie James".

Julie James
Village Clerk