



Executive order **2021-5** 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 April 1, 2021, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the April 1, 2021 regular board of trustees meeting to order at 7:05pm.
2. Roll Call was taken. Trustees present via Zoom were Maureen Roach and Sarah Gassaway. Trustees Peggy Keylin and Anna Milliken were in person. Toby Twyford was absent. Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall were also present in person. Mayor James 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 Keylin and seconded by Roach. Approved 4-0  
Discussion-
  - Ordinance 2021-03 Approving and Adopting the Village of Downs Policy Handbook for the Village of Downs Employees was moved out of consent agenda and into old business.
  - Resolution 2021-R11 Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision was moved out of old business and into consent agenda.
5. Engineer & Development Report
  1. Down Water Plant Improvements from MSA
    - MSA added existing building heaters, vents, and fans to plan set.
    - Added epoxy floor coating to existing treatment room, to match building addition.
    - Village will handle office cabinets/storage/flooring and garage storage in house.
    - Downs WTP is on IEPA's March 31 loan priority list. Will get next steps from IEPA loans ideally in April.
    - Scheduling mtg between BNWRD, Mike, Toby, MSA as early as next week.

- BNWRD has been reviewing tannin (organics) samples and levels with respect to sewer concentrations.
  - MSA to assist Village with Capital Improvements Grant materials through Senator LaHood's office due April 9. Village targeting water projects and their 'need'.
  - Anticipate IEPA Loans 'Authorizing Ordinance' next month's meeting (required for loan)
  - Anticipate Construction Engineering Agreement next month's meeting (required for loan)
2. Downtown Streetscape and Parking Lots design 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 winter months.
  3. Other Engineering or Development Updates
    - **Downs Crossing water main extension** – Robert and Brown Engineering performed an ariel mapping with a drone to look for a path for the water extension.
    - Land Engineers are putting together designs for S Lincoln and Reeder for a sanitary sewer to the Misch and Hillard properties.
    - **Stimulus funding** – We are slated to get \$117,000 in stimulus funding. It will come over 2 fiscal years split in half (\$58,000).
      - **Possible uses**
        - Grants to brick-and-mortar businesses for lost sales.
        - The cost to engineer water main
        - Cost to fix well at Cornbelt that isn't covered by insurance claim.
        - Lost sales to video gaming revenue
        - Haunted house and parks lost revenue
6. Mayoral Report
  7. Trustee Reports
    1. Building Report
      - The building committee has been discussing pool requirements. It was decided new pools will need to supply a letter from their insurance company showing liability coverage.
      - There were 2 building permits.
    2. Water and Sewer Report

- The average iron concentration for the finished water prior to filter re-furbish was 1.68 ppm, after the filter update iron concentration is .33ppm.
- Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory, fluoride concentration was .725.
- The volume of water pumped for the month was 2.0747 averaging 66,925 gallons a day.
- The sewer lift station pumped 2.682 million gallons for the month averaging 86,516 gallons per day.
- service leaks
- Leak at corner of East and Oak repaired.
- One residential leak
- Aerator tank for filtering was refurbished.
- Found water main dead ends on S Lincoln and Mobil gas station
- Currently looking for an intrusion of water into sewer main
- Repaired furnace unit in water dept building.
- Will start hydrant flushing in April

### 3. Police Report

- Roach and Chief are working on providing a taser ordinance.
- They started their review of the police ordinances.
- There were no new cases this month.
- Dingler and Hempstead met with the IRS and FBI on how to be more effective on some of their felony cases.
- Progress is being made at the new building.
- Garage doors were ordered and electric has been started/completed.
- Assisted the county once last month.
- They helped look for a wanted suspect walking the interstate.
- They are working a on a digital harassment case.
- They attended a hazard mitigations meeting.

### 4. Streets Report

- Monthly brush pick up is starting on Monday. It will be the first Monday each month through November.
- The streets department is looking to hire Brandon Fitzwater (pw) and Samuel Gustafson (streets and mowing).
- They are going to start filling in potholes.

- On the agenda tonight is the approval of the MFT program. It is high this year because we will be sealing and putting down topcoat on Main St and Harvey Rd in addition to other seal coat work.
- James reported they will hold off on a truck purchase.
- New garage doors for streets and PD buildings will hopefully get done mid-May.

#### 5. Parks, Community Center and Food Pantry Report

- Clearing brush, cleaning up flower beds, spring cleaning in the pavilion, and completing small repairs are projects for April.
- Our Earth Day Breakfast in Dooley Park fundraiser is set for Saturday, April 24th from 7 to 10 am. We'll serve inside the pavilion and offer drive-up service.
- Kids can participate in an Earth Day themed scavenger hunt in Dooley Park. Proceeds will go toward purchasing mulch for the playground.
- Pavilion reservations are starting to pick up.
- We'll be contacting Illinois Prairie Electric to set a time in May to install lights on the basketball courts.
- We'll meet sometime this spring with people from Natural Resources Conservation Services local soil and water district. They'll help us assess needs and discuss ways to secure the shoreline in Kickapoo Park from further erosion and improve creek flow.
- The Food Pantry plans to distribute 38 boxes this month.
- The Tri-Valley Backpack Program is ongoing.
- Donations continue to come in from churches, school groups and as memorials.
- The pantry is exploring a matching grant plan offered by the Pork Producers. If they qualify, it will help in purchasing hams for Christmas.

#### 6. Finance and Services Report

##### **Changes to 2021 budget**

- Bakewell we are changing several budgets due to covid.
- **General**- Changes were made to sales tax. Capital expenditures went from \$66,000 to \$200,000 for building purchase.
- **Water**- We didn't have the loan for water plant like we thought we would have.
- **Streets**- We bought a mini excavator and started paying on it. We didn't buy a dump truck this year.

- **Sewer**- The City of Bloomington sent us 3 payments in 2019 and only payment in 2020.
- **Village market** – The market was not held this year, but they did have some expenses.
- **Events** – There was no haunted house revenue of \$35,000 and 4<sup>th</sup> of July donations were down.

### 2022 Budgets additions/changes

- **General**- American Rescue Plan will have increase in grant revenue.
- **Water**- The water plant capital expenses and depreciations expenses were changed.
- **Police**- Estimated police revenue will exceed \$100,000. Video gaming tax approximately will be \$30,000. They will also be making payments for the new police truck.
- **MFT**- We will be spending more money this year.
- **Streets** – We will be making the last payment to Corn belt. There will be a possible purchase of a new dump truck.
- **Sewer**- This budget is similar to last year.
- **Village Market**- Market is not happening again this summer.
- **Events** – Events budgeted for a normal year.
- **Parks** – They are planning on improvements to food pantry.
- **TIF** – The payment to Tri-Valley came in under \$60,000 in FY 2021.

### BTP

- Added a bill from Midwest Electric.
- Unique bills on the BTP were Downs Automotive and Sam Leman repair bills.
- The bill from Water Products Company is for a new fire hydrant.
- We will be paying 50% of clerkbooks fee (\$3141).

### 8. Discussion

#### 1. Other

9. Public Comment – There was no public comment, but Eric Thompson and Brian Warfel joined via Zoom.

10. A Motion to Approve Items Contained within the Consent Agenda was made by Gassaway and seconded by Milliken. Approved 4-0

11. A Motion to Approve Consent Agenda was made by Keylin and seconded by Gassaway. Approved 4-0

#### 1. Motions

- a. Motion to Approve the March 4, 2021 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the March 4, 2021 Village Board of Trustees Executive Meeting Minutes
- c. Motion to Approve Submitted FY2022 Event Plan and Budget from the Events Committee
- d. Motion to Approve Village of Downs Regular Board of Trustees Meeting Location, Dates and Time for FY2022
- e. Motion to Approve Village of Downs Regular Events Committee Meeting Location, Dates and Time for FY2022
- f. Motion to Approve Village of Downs Regular Parks Committee Meeting Location, Dates and Time for FY2022
- g. Motion to Hire Brandon Fitzwater as a Part-Time Public Works Maintenance Worker for the Village of Downs at \$14 per hour Reporting to Public Works Maintenance Supervisor and Streets Trustee Starting April 1, 2021.
- h. Motion to Hire, Subject to Background Checks, Samuel Gustafson as a Part-Time Public Works Maintenance Worker for the Village of Downs at \$11.00 per hour Reporting to Public Works Maintenance Supervisor and Streets Trustee Starting April 1, 2021.
- i. Motion to Approve Use of Mobil Credit Card for purchase of Village fuel.

**Discussion** - Save fuel tax and no receipts will need to be turned into the clerk.

## 2. Ordinances

- a. Ordinance 2020-01 Approving the Revised FY2020-2021 Budget Under the Budget System for the Village of Downs
- b. Ordinance 2020-02 Approving the FY2021-2022 Budget Under the Budget System for the Village of Downs
- c. Ordinance 2021-04 Approving and Adopting Amendments to Chapter 14 - Zoning of the Village of Downs Municipal Code

## 3. Resolutions

- a. Resolution 2021-R07 Authorizing and Approving the FY2022 Proposed Program for Maintenance of Streets and Highways
- b. Resolution 2021-R08 Authorizing and Approving the Purchase of Clerkbooks Software to Improve Government Use of QuickBooks for Accounting Purposes within the Village of Downs, IL

**Discussion** – Total cost of the software is \$6282.

- c. Resolution 2021-R09 Authorizing and Approving the Purchase of Neptune 360 for Water Meter Reading

**Discussion** – This is an upgrade to our current system. Readings will be transmitted over the internet.

- d. Resolution 2021-R10 Authorizing and Approving the Purchase of CUSI Neptune 360 AMI Interface
- e. Resolution 2021-R11 Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision

12. New Business – No action was taken in new business.

1. Motions

2. Ordinances

- a. Ordinance 2021-\_\_ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code
- b. Ordinance 2021-\_\_ Approving and Adopting Amendments to Chapter 11 - Building of the Village of Downs Municipal Code
- c. Ordinance 2021-\_\_ Approving and Adopting Amendments to Chapter 9 - Liquor Code of the Village of Downs Municipal Code

3. Resolutions

13. 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

2. Resolutions

- a. Resolution 2021-R\_\_ Authorizing and Approving the Easement Agreement Between Woodworkers Shop LLC and the Village of Downs
- b. 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
- 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 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 2021-03 Approving and Adopting the Village of Downs Policy Handbook for the Village of Downs Employees

14. A Motion to Approve Payment of Bills was made by Roach and seconded by Milliken. Approved 4-0
15. A Motion to Enter Executive Session for contract/agreement negotiations at 9:01pm was made by Keylin and seconded by Milliken. Approved 4-0
  - Mayor Mike James called the April 1, 2021 back to order the regular board of trustees meeting 9:17pm.
  - Roll Call was taken. Trustees present via Zoom were Maureen Roach and Sarah Gassaway. Trustees Peggy Keylin and Anna Milliken were in person. Toby Twyford was absent. Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall were also present in person. Mayor James declared a quorum present to do business.
16. Action on Executive Session Items – No action was taken.
17. Other Business – There will be a public hearing for map amendment and zoning changes on 5/5 at 6:30pm at Dooley Park.  
James noted that Brian Warfel may be interested in becoming a trustee and Sarah Gassaway will be staying on for a bit longer.
18. A Motion to Adjourn at 9:20pm was made by Keylin and seconded by Milliken. Approved 4-0



Julie James  
Village of Downs Clerk