



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

Executive order **2021-11** by the Governor of Illinois allows this meeting to be held via Zoom, telephone and at the Village Hall.

Village of Downs Board of Trustees Regular Meeting June 3, 2021, 7 pm @ Dooley Park Pavilion & via ZOOM

1. Mayor Mike James called the Village of Downs Board of Trustees Regular Meeting to order on June 3, 2021, at 8:45pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Toby Twyford, Brian Warfel, Sarah Gassaway, Peggy Keylin and Anna Milliken. Also, present were Clerk Julie James, Attorney Dawn Wall and via zoom Treasurer Julie Bakewell.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Gassaway and seconded by Twyford. Approved 6-0
5. Engineer & Development Report – from MSA
 1. Downs Water Plant Improvements
 - IEPA loan – We need to approve the 2 resolutions tonight to apply to the IEPA for \$4 million.
 2. Downtown Streetscape and Parking Lots design
 - This is still on hold while we wait for different grant sources.
 3. Other Engineering or Development Updates
 - Downs Crossing water main extension project is \$1.6 million.
 - The path the extension will take is from the water plant to the alley and straight east to Lincoln St., north through the cemetery, then up RT 150.
6. Zoning Board of Appeals Recommendation(s)
 1. Ordinance 2021-09 Approving the Special Use on Parcel #29-04-477-002 for Concrete-Ready-Mix Plant, Outdoor Storage of Equipment and Material with Variance for up to 80' Tall Building; and Approving the Special Use on Parcel # 29-04-477-002 in the Designated Area of not more than Three Acres in Size Situated Outside of the Flood Plain and to the Northwest of the Flood Plain in the Southeasterly Portion of the Parcel as shown on Exhibit "A" attached hereto
 - a. Tabled until June 3, 2021, meeting to allow further public comment and information dissemination to happen - Motion to tabled carried 4-2
A Motion to un-table was made by Gassaway and seconded by Warfel.
Approved 4-3 (Mayor voted)
 - James, Keylin, Milliken and Roach all made statements, but did not enter them into public record
7. Mayoral Report
 - IDOT has a 5-year plan for resurfacing the interchange at I74 and the Downs exit.

- The police building is waiting for garage door parts from Childers Door.

8. Trustee Reports

1. Building Report

- No building permits were issued last month.
- James said he needs direction. One building permit is 2 years behind.
 - It was decided that Gassaway and James would contact them first, ask them to get a current permit. We will work with them and see where we get. Then, if nothing happens, we will issue a cease and desist.

2. Water and Sewer Report

- The average iron concentration for the finished water was .59 ppm.
- Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory.
- Fluoride concentration was .8.
- The volume of water pumped for the month was 2.84 averaging 91,619 gallons a day.
- The sewer lift station pumped 2.900 million gallons for the month averaging 93,548 gallons per day.
- 2 service leaks
- 1 residential leak
- All fire hydrants have been flushed.
- Re-Placed one check valve in water plant.
- Had a 2nd water tower inspection done (waiting for results)

3. Police Report

- Roach thanked the police department for power point and research.
- 1 arrest
- 1 county assist
- Held emergency drills at school.
- Explosion in Arrowsmith
- Police truck wrapped, which was designed by Ethan Kibler (a haunted house volunteer)

4. Streets Report

- Trying to keep up with summer mowing.
- We are losing Stephen Graff and Les Fitzwater to Rivian. We are hoping Les can still work for the village.
- Steven Miller has already left to Rivian.
- James said they are working to get the cleanup day organized for this Saturday.
- Misch still has items to complete at the new PD. We are holding money back until completed.

5. Parks, Community Center and Food Pantry Report

- Lindsey Nicholson, Peggy Keylin, Mike James, Holly Rae Van Hoof, architect Nathan Elliot and construction manager Colin Logue explored several possible locations for a public restroom in Dooley Park. We received two estimates: \$74, 525.50 to add a restroom to the northwest corner of the pavilion and \$7150.00 to relocate doors to the existing pavilion restroom. Other options will need to be considered.

- The committee submitted our application and was accepted to be in competition for a \$25,000 State Farm Community Grant. Our focus is to improve accessibility for all in Dooley Park.
- Parks is planning a coffee and donuts fundraiser at Dooley Park Pavilion from 7:00 am until the doughnuts are gone during the Freedom Run on Saturday, June 26.
- Thanks to Streets Department, Jim Soeldner and Tri-Valley 9:30 am PE class, we had playground mulch delivered and spread by 10:00 am!!!!!!!!!!!!!! Lindsey Nicholson and friends put the finishing touches on that same afternoon. Parks plans at least one more mulch delivery this summer.
- Parks is surveying dead and dying trees in Dooley Park and making a priority list for cutting them down. We're planning to get estimates from several companies.
- Plans are underway to replace basketball lights with LED lights.
- Thanks to the Girl Scouts for filling our planters and veterans' flag garden with lovely flowers.
- Lindsey is planning activities for kids to do in the park during the summer months.
- Jim has been painting and making repairs on the Food Pantry doors and sign. He also built a platform making it easier for kids to reach the hand sanitizer.
- We're looking forward to meeting with people from the McLean Country Soil and Water group to walk through Kickapoo Park and discuss mitigating erosion and flooding problems.
- The Food Pantry plans to distribute around 30 boxes this month. They'll also have the second distribution of produce later in the month. The school backpack program is ending for the year. The Pantry is ordering new front doors and timing the delivery of the new cooler to coincide with installing the doors.

6. Finance and Services Report

Bills to Pay

- Bills are sectioned by fiscal year on the report this month.
- General Fund
 - AREA - The AREA garbage bill is expected to increase, as rates go up every May. This is the final year of our contract.
 - Clerkbooks - The final Clerkbooks payment is due this month.
 - McLean County Collector – 2020 taxes are due on purchased Public Safety building.
 - General funds transfer to Water – General fund is loaning Water fund monies to pay large water plant bills until the IEPA loan is received.
- Water Fund
 - MSA – water plant design and bid services.
 - GA Rich & Sons – water filter work.
 - Water Products Co – DCEO grant expense – East Main St work.
- MFT Fund
 - Farnsworth Group – 2022 MFT engineering fees.
- Streets Fund
 - Martin Equipment – Year 2 of 5 annual warranty payment.

Balance Sheet

- Current Funds on Hand (excluding MFT & TIF) = \$554,000.
 - Small June bills will be paid from this balance.

Comments

- The 4th quarter GATA reports were submitted to IDOT in May.
- The Village received its 4th MFT Rebuild Illinois grant disbursement (\$11,039) in May.
- The first 2020 property tax distribution was received in May.
- Cara Russow's analysis of the electricity cost savings is in the June board folder. We saved \$400 using Homefield's "green" energy over Ameren's non-green energy.
- The Finance department will be working with Clerkbooks starting on Monday, June 14. The transition will be completed on Monday, June 28.
- The Cash on Hand report is attached to the Bills to Pay report. The Village All Funds budget reports are in the All-Funds folder. The individual funds' reports will be in the respective fund folders on the Google drive.
- Purchased 9 fire hydrants for the water extension on S. Lincoln and Reeder Ln before the price increase.

9. Discussion

1. Other – Milliken wanted to note that Cross Creek Subdivision is in Downs. She would like the subdivision to have a little more respect. She is happy to be on the board.

10. Public Comment –

- John Venzon said he has issues with the board and is less trustful of the board.
 - Concrete pile at Misch's is still there.
 - He took issue with how mayor was chosen. There is no mention in minutes. He feels the state statute process was not followed. He feels this is a violation of the open meetings act. He will be checking into this.
 - Venzon felt the board was pushing hard to get the concrete plant passed.
 - He says the police dept has no qualifications to do a risk assessment. qualifications
- Drew Milliken said he disagrees with the decision.
- Diana Reynolds asked Twyford, Gassaway, Warfel and James what was the basis for their "yes" vote.
- Trevor Goveia thanked the board. He said he and many would have like to have spoken for their 5 minutes. But, felt like he would have been like stopping a freight train.
- Roach noted the public safety assessment evolved from the last meeting and Chief and Hempstead's process.
- Hempstead sited his qualifications to do the risk assessment. Brian did risk assessments in the US Army for 13 years and oversaw the training of 2700 soldier deploying to Afghanistan in 2008. Completed risk assessments for each training task. Brian was awarded the army commendation medal for work. He also holds a CISSP which is a master degree equivalent certification and it has risk assessment as one of its main testable domains.

11. New Business

1. Motions

- a. A Motion to Approve the May 6, 2021, Village Board of Trustees Regular Meeting Minutes was made by Roach and seconded by Gassaway. Approved 6-0
 - b. A Motion to Approve the Village Fee Schedule for BNWRD and Garbage Increases was made by Roach and seconded by Keylin. Approved 6-0
 - c. A Motion to Approve Payment to Zoning Enforcement Officer for Each Site Inspection Performed for Small Projects, Stake Outs for Additions, New Builds and Pools, and Vacation Coverage for Building Inspector was made by Roach and seconded by Twyford. Approved 6-0
- 2. Ordinances
 - a. A motion to approve Ordinance 2021-10 Authorizing the Public Water Supply Loan Program Agreement Between the Village of Downs and the Illinois Environmental Protection Agency was made by Roach and seconded by Gassaway. Approved 6-0
- 3. Resolutions
 - a. A motion to approve Resolution 2021-R15 Authorizing and Approving the Engineering Agreement Between the Village of Downs and MSA Professional Services, Inc. for Construction Services on the Village of Downs Water Plant Improvements was made by Roach and seconded by Gassaway. Approved 6-0
 - b. A motion to approve Resolution 2021-R17 Authorizing and Approving the Inspection and Construction Testing Services Road Improving Engineering Agreement Between the Village of Downs and SKS Engineers, LLC for the Reeder Lane Project was made by Roach and seconded by Twyford. Approved 6-0
 - c. A motion to approve Resolution 2021-R18 Authorizing and Approving the Inspection and Construction Testing Services Road Improving Engineering Agreement Between the Village of Downs and SKS Engineers, LLC for the Colleen Court Project was made by Roach and seconded by Gassaway. A Motion to table this was made by Roach and seconded by Keylin. Approved 6-0
Discussion – James said we should wait to approve this until we knew more so motion was tabled.
 - d. A motion to approve Resolution 2021-R19 Authorizing and Approving the Inspection and Construction Testing Services Road Improving Engineering Agreement Between the Village of Downs and SKS Engineers, LLC for the S. Lincoln Street Project was made by Roach and seconded by Gassaway. Approved 6-0
- 12. Old Business – No action was taken in all 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-R15 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 from Corn Belt Energy Corporation to the Village of Downs for Acceptance of the Completed Storm Water Management Improvements and Maintenance Agreement
 - d. Resolution 2021-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition
3. Ordinances
- a. Ordinance 2021-10 Adopting and Approving a Use of Force Standard for the Village of Downs Police Department
 - b. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 8 - Traffic, Streets and Parking of the Village of Downs Municipal Code
 - c. Ordinance 2021-__ Approving and Adopting Amendments to Chapter 11 - Building of the Village of Downs Municipal Code
13. A Motion to Approve Payment of Bills was made by Roach and seconded by Gassaway. Approved 6-0
14. Motion to Enter Executive Session – Executive session was not entered.
15. Action on Executive Session Items
16. Other Business
17. A Motion to Adjourn at 11:15pm was made by Gassaway and seconded by Roach. Approved 6-0



Julie James
Village of Downs Clerk