

VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING AGENDA
7:00 PM
December 5, 2013

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

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1. The meeting was called to order at 7:00 pm by Mayor Mike James.
 2. Roll Call was taken with all trustees present including Clerk James, Treasurer Zwilling and Attorney Dawn Wall.
 3. Pledge of Allegiance
 4. Agenda order was approved after scratching the engineering report.
 5. Eagle Scout Project Report- Mayor James gave an update of his son Tyler James' Eagle Scout project. Tyler has all posts in place. He is having another work day on Saturday, December 07, 2013.
 6. The Superintendent's Report was given by Kevin Whitehouse. His department is done painting for the year. He is trying to get the water meters to all radio reads. There are 6 left and they are in Mallard Point.

A question from Cornbelt Electric about where the water easement is. Mayor James asked Shawn from Farnsworth if he knew where it was. Shawn had knowledge of something different than what the McLean Co. plat has. The board is not sure that is got recorded. The board has asked Kevin to look for the document in the files.

7. Alan Zwilling provided the Treasurer's Report. Alan sent out balance sheet and income variance reports to the trustees. He will start to send out more information now that he is starting to get a handle on things.

Mayor James noted that we are over budget on engineering and maintenance. The community center is running out of money. It used to be paid by the general fund. Now the building is on its own. It was self-sufficient when it was rented out. It was suggested to cancel the security system and phone to cut costs. Trustee Goveia stated it is not fair for park to cover all of the community center's expenses. She stated it's hard to expect to have fundraisers to cover all expenses. Lyndall will be doing work in there for about \$700. Since the daycare center left, it has been rented out occasionally. It is pretty full in there with the food pantry.

8. Discussion Items
 - a. Beecher Trails Annexation, Rezoning and Preliminary Plan- Target for January for zoning and annexing this subdivision.
 - b. Other Annexations within the Village- The board is going to focus on areas 60 acres or less to annex into the Village. Trustees Myszka, Luke, the treasurer and Mayor James all will meet with the TIF attorney
 - c. Modify Chapter 2, 3 and 5 Ordinances, which change the clerk and treasurer duties, bank name and bid requirements. Mayor James asked that each trustee look at their respective ordinances to make sure they are relevant.
 - d. Chapter 12 Ordinance changes- Trustee Freimann took a look at what other villages do about water billing, late fees and shut-off notices. We charge \$30 to turn water back on. Our due date is consistent with the other communities. Our late fee is only \$4, some charge 10%. Most communities allow for a shut off date of almost 45 days out. This month we had 22 late notices go out. Everyone contact hall and all but 2 paid. Other communities had payment plans in their ordinances. We will work with a homeowner if they ask.

Trustee Lush recommended softer language on our notices. The 2nd notice says shut off notice but it isn't a shut off notice. Trustee Freimann could write 3 options and some potential changes for the board to vote on, but we are legislating for a handful of people. We have only shut off 2 waters in the last four months. This was because of their incompliance with sewers hook ups.

We need be concerned with the BNWRD loan and their garbage fee if they don't cover their water bill fee.

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Our ordinance needs to change what is considered habitable. Also change what happens if the prior leaser hasn't paid the water bill. The leasee must pay the bill before renting it out again.

We need to file liens on three abandoned properties for cleanup and water meter damage repair.

- e. The Tri-Valley Banner in front of the Village Hall was purchased to show our support for the football team. It was purchased instead of purchasing advertising in the football programs every week during the playoff season. The banner will be re-used in the following years to show our support.
- f. IL e-Pay allows municipalities to pay their water bills online or by telephone. The fee is on the user and not on the user. We hope to have this by January.
- g. DCEO Grant Survey- Trustee Freimann and Kevin are filling out preliminary draft for filtration. Also another idea for the grant would be sidewalks on Main Street.
- h. The police search committee is looking into police options. Leroy Police Chief, Jason Williamson from Leroy is interested in working with us. The Village of Leroy would charge us \$35/hr. which is cheaper than the county. This would be a three year inter-governmental agreement possible with Leroy. We will need to continue with the County coverage until July, while they go through a training process with a new a new officer in Leroy.

We will have more benefits through this agreement. We will still get reimbursed for tickets. But we would also get reimbursed for drug busts and impounding etc. They will provide car, gas. We will have coverage for 40 hours a week. The car will be provided by Leroy. This is a temporary solution and maybe we will be ready to get our own officer and building in 3 years.

- 9. Public Comment- We had 2 Boy Scouts observing the meeting. These Scouts are working on their Citizenship in the Nation and Communication badges.
Downs Township has asked us to pay their water bill for the use of the building and electricity. Attorney Wall suggested they send us a hand bill that is equal to their water bill.

10. New Business

- a. Motions
 - i. Motion to approve November 7, 2013 Village Board of Trustees Regular Meeting Minutes was made by Luke and Seconded by Roach Approved 6-0
No Discussion
 - ii. Motion to Postpone Authorization of Kyle Stinemat's Eagle Scout Project Plan was made by Luke and seconded by Lush Approved 6-0
No Discussion
 - iii. Motion to Retain Janice Cuba for up to 10 hours per month @ \$25/hr. through 5/31/2014. was made by Goveia and seconded by Roach Approved 6-0
We would only use Janice if we needed to use her going forward.
 - iv. Motion to Approve Letter to Mediacom- This item was tabled.
- b. Motion to Approve Continuance of the Village of Downs Regular Board Meeting to _____, 7:00 pm at the Village Hall- No action was taken on this item.
- c. Ordinances
 - i. Motion to approve Ordinance 2013-37 Approving Annual Tax Levy for Fiscal Year Ending April 30, 2015 made by Luke and seconded by Freimann Approved 6-0
In Attorney Wall's opinion we need to levy with specific detail according to statute.

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We need to use actual figures rather than budgeted figures. We want the figure levy to reflect as close to actual figures as possible.

The clerk will post at the P.O., BP, and the Village Hall for 10 days, beginning on December 6th. Then, the clerk will send certification that it was posted to the treasurer's office. The amount of the levy is \$68,991.

d. Resolutions

- i. Resolution 2013-R38 Proclaiming, Declaring, Dedicating and Naming November 29, 2013 "Tri-Valley Viking Football Team Day –Motion made by Freimann and seconded by Lush Approved 6-0
11. Old Business- None
 12. Executive Session was not entered.
 13. Motion to approve payment of bills was made by Lush and seconded by Luke Approved 6-0
It was decided to cancel the security and phone at the community center. Approval to pay the McLean County Sheriff's bill was not to exceed \$4250. Additions to the bills were to add a check to Mike Sumner for \$25.55 for Go Daddy, Mary Goveia \$250 for petty cash, \$25 to Mary Goveia for a man doing entertainment. Clerk James will send updated list send to trustees.
 14. Mayor James reported that Ups and Downs' liquor license had been renewed. He was going to order a municipal handbook for himself and wanted to know if the board wanted one for the Village Hall. The board agreed to order. The Mayor was concerned about IML training is required for our employees. Maureen will check into this. The Mayor is also going to order new flags and stands for the hall.
 15. Trustee Reports
 - a. Trustee Myszka gave the building report. He said the only way to get development down at Downs Crossing is to get water there.
 - b. Trustee Freimann, Roach, Lush, Goveia, and Luke had nothing further to add.
 16. Motion to adjourn the meeting was made by Roach and seconded by Goveia. Approved 6-0
The meeting was adjourned at 9:38.



Julie James
Village Clerk