

VILLAGE OF DOWNS BOARD OF TRUSTEES
Meeting Minutes
7:00 PM
August 8, 2014

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

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1. Mayor Mike James called the August 2014 meeting to order 7:10pm.
 2. Roll call was taken with Trustees Roach, Goveia, Myszka, and Luke present. Trustees Freimann and Lush were absent. A quorum was declared. Also present was Clerk James, Treasurer Zwilling and Attorney Wall.
 3. The Pledge of Allegiance was started by Boy Scout Steven Kretz.
 4. Motion to Approve Agenda order was made by Myszka and seconded by Goveia.
Approved 4-0
Discussion: Item cii (Amending Chapter for Lessor/Lessee) and motion iii (Cameron Engelhardt donation) are scratched. Item 18d in executive session will be removed (hiring interim police chief)
 - a. Motion to Approve Travis Misch as the Village of Downs Emergency Management Agency (EMA) Director at \$50/month made by Goveia and seconded by Roach. The motion was amended. Amended Motion to Approve Travis Misch as the Village of Downs Emergency Management Agency (EMA) Director at \$50/month plus mileage reimbursement as submitted in accordance with IRS Government Regulation Reimbursement Rate. Approved 4-0
Discussion: He will be paid \$30/ month for director salary and \$20/month for use of his phone. The ESDA van is currently inoperable. We will reimburse Travis mileage at the IRS rate. He will keep a journal of his mileage
We will dispose of the van. Travis will find out about disposing government property. The motion was amended to pay Travis' mileage.
Travis said he is covered under the fire department's insurance policy for his vehicle. Attorney Wall says he is also covered under ours.
 5. Eagle Scout Project(s) Report
Cameron Engelhardt will start his project this weekend. He made one change to his plan. His platform will now be 12'x12' rather than 12'x16'. He did this because of costs and the time it will take to build. He will need approximately \$1000.00. Alexander Lumber is donating lumber and Lowes is giving him a discount.

Steven Kretz has asked Mr. Freimann for a variance and is waiting to hear back. Has contacted Mr. Lush and has a meeting at 11:00am tomorrow. He has modified his project and he expects his costs to be \$2500.
Myszka has been getting information from Freimann on his project since they are in the middle of their switch over.
We will approve the variance in the September meeting.
 6. Superintendent's Report
Kevin Whitehouse reported that we sent 62,200 gallons to BNWRD/day. We had no service line breaks in July and no main leaks in July.
It took Kevin 173,900 gallons to flush the system.
There is a service line leak on 208 Woodland.
He is working on radio reads Labrador and Pintail this week.

7. Engineer Report

Shawn Mauer from Farnsworth updated the board on Beecher Trails. He indicated that they may start earth work in a couple weeks. Their engineering plan approval should be on Shawn's desk tomorrow.

Downs Crossing- hasn't been able to get a hold of Jim Shirk about getting the missing piece for the water easement. Do we want to reach out to some of the other property owners? What would you like Shawn to do? Trustee Myszka and Mayor James will get together and discuss options and get back to Shawn.
8. Treasurer Report

The audit in June is pretty close to being done.

The annual financial report will be complete after the audit if finished.

Alan is experimenting with some of the QuickBooks reporting.

We need to keep an eye on the SAS budget, because it is so tight and we have a lot repairs.
9. Mayoral Report

Downs is out of the running for medical cannabis.

Trustees need to look at their ordinances and start modernizing them.

The Mayor will not be able to attend the IML conference. Alan has expressed interest in going.

Ups and Downs is being purchased and will be opened as a bar and grill. They will be purchasing two buildings.

We need to wrap up the road in Farmland Subdivision. The Mayor is going to send a letter to Mr. Misch about rededicating the road.

He is also going to send a letter to BP. He has been getting complaints about inoperable pumps. It's the first thing people see when they come into Downs and it needs to be a better impression.
10. Trustee Reports
 - a. Building Report

Trustee Myszka said that the Living Hope Christian Church building permit has been approved. We will be meeting with them in a couple of weeks about the water resolution.
 - b. Water and Sewer Report

Trustee Myszka said the Illinois e-pay-still on hold pending VISA account approval. We need to take a look at this, is it worth spending the time training the clerks for the few people that are going to use this service. There seems to be a lot of inefficiencies with this system.

The Mayor was contacted by another company.

We have one remaining property left without sewer connection. They are all caught up on their bills.

We are still waiting for the DCEO Grant money. The last report was that we were waiting for a signature. The Mayor will call Senator Rose's office.
 - c. Police and Services Report

Trustee Roach had nothing else to report.
 - d. Streets Report

Trustee Lush was not present.

e. Parks, Community Center and Food Pantry Report

Trustee Goveia said there are Eagle Scouts projects going on in Kickapoo Park. Alex Wielander's park looks really great. Jared Zachow is going to build a bench or picnic table.

She got an estimate for tree removal with Oak Brothers, Flynn and Nord. Do they have to sign something that says they are charging pre-vailing wage? They are doing a flat bid for the completion of the project. It's a fixed bid, so they do not have to.

The park committee decided to not have the fall festival.

On September 29, there will be an open meeting to discuss a bike path and Frisbee golf in Kickapoo Park.

There won't be a meeting in August, but said that all of the park committee members would be present at the breakfast. They would be able to talk to a scout about his Eagle Scout project.

f. Finance Report

Trustee Luke had nothing else to add to the treasurer's report.

11. Discussion

a. The Mayor asked if the board would be interested in pursue applying for the Governor's Home Town Award. Usually the projects are volunteer based and needs to be a project from 2013.

b. IL e-Pay was already discussed.

c. The Mayor hasn't heard back from any of the trustees about the TIF I extension. Please come back with some ideas.

Trustee Luke, the treasurer and the Mayor will listen to the TIF people and their sales pitches and bring it back to the board.

d. Attorney Wall talked to Esther Viles from Mediacom. They sent a new franchise agreement to us. We haven't had an agreement with them since 2010. They are probably going to start entering into state agreements. Viles will talk on our behalf to Mediacom. Viles was not optimistic. Viles will try to get the park grant. Do we want 3 or 5% kickback? This needs to go on next month's agenda

e. Remaining Sewer Connection(s) was already discussed.

12. Public Comment

Linda Shadowens- discussed putting a modular home on her property. The home would face Washington St.

Brandon Adkisson spoke to the board. His restaurant is going to have a benefit for Brenda Lawson on 9/27/14. He wanted to know if they could put up a temporary fence. They will probably have alcohol outside. He is interested in having a beer garden for next year. The board saw no problem with him putting up a temporary fence.

13. Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Myszka. Approved 4-0

14. Motion to Approve Consent Agenda was made by Myszka and seconded by Roach. Approved 4-0

a. Motions

i. Motion to Approve the June 5, 2014 Village Board of Trustees Regular Meeting Minutes

- ii. Motion to Approve Canny Accounting, LLC to Perform Village of Downs Annual Audit not to exceed \$5,000
 - iii. Motion to Approve Donation of \$50 to the McLean County Reserve for Assistance during the Independence Day Celebration
 - iv. ~~Motion to Approve Travis Misch as the Village of Downs Emergency Management Agency (EMA) Director at \$50/mth (Moved out of consent and up to item 4.a)~~
 - b. Resolutions
 - i. Resolution 2014-R10 Approving Bid from McLean County Asphalt Co., Inc. for 2014-2015 MFT Seal Coat Bituminous Streets Project
 - ii. Resolution 2014-R11 Approving Bid from Ace in the Hole, Inc. For 2014-2015 Crack Filling Project
 - iii. Resolution 2014-R12 Approving the Easement Agreement among MM Bowers, Inc., Stark, Inc. and Village of Downs as Assignee
 - iv. Resolution 2014-R13 Approving the Easement Agreement among MM Bowers, Inc., Tim Norman and Village of Downs as Assignee
 - c. Ordinances
 - i. Ordinance 2014-10 Authorizing a Variance of the Village of Downs Building Code, Article I, Section 8 - Front Yard Fence Height at 105 S. Shaffer Drive
 - ii. ~~Ordinance 2014-11 Approving Amended Chapter ___ for Lessor /Lessee (Scratched)~~
15. New Business
- a. Motions
 - i. Motion to Approve Continuance of the Village of Downs Regular Board Meeting to _____, 7:00 pm at the Village Hall no action
 - ii. Motion to Approve Mayor's Assignee's Attendance of the 2014 IML Conference made by Luke and seconded by Myszka. Approved 4-0
Discussion:
The treasurer's cost for conference cost, hotel cost will be reimbursed.
 - iii. ~~Motion to Approve Requested Village Donation of \$___ to Cameron Engelhardt's Eagle Scout Project (Scratched)~~
 - iv. Motion to Rescind Resolution 2012-39 Authorizing and Approving the Mutual Aid Agreement between the Village of Downs and the McLean County Sheriff's Department Executed November 1, 2012 made by Roach and seconded Myszka. Approved 5-0
Discussion: Trustee Roach says we can't afford the County under the budget. They are scheduled until the end of the week. We have no set hours that the County provides us for "free".
We are the only village in the immediate area that doesn't have police coverage.
 - v. Motion to Approve Lease with IKON for Village Hall Copy Machine at \$189.00/month for a Term of 48 Months made by Roach and seconded by Goveia. Approved 4-0
Discussion: Currently we are paying \$357/month. The treasurer has felt like we have bought the current copier more than once. The next copier is color, but it will cost \$.07/copy. Color copiers are actually cheaper to

lease than black ones. We will need to change the outlet to 220 amps. Trustee Myszka will look into that.

16. Old Business
 - a. Postponed
 - i. Motion to Approve Requested Village Donation of \$___ to Steven Kretz' Eagle Scout Project
17. Motion to enter executive session made by Goveia and seconded by Roach. Approved 4-0
A break was taken at 9:24pm.

Re-Enter from Executive Session at 9:37pm.

Roll call was taken with Trustees Roach, Goveia, Myszka, and Luke present. Trustees Freimann and Lush were absent. A quorum was declared. Also present was Clerk James and Mayor James. Trustee Freimann and Trustee Lush were absent.

18. Action on Executive Session Items
 - a. Resolution 2014-R__ Authorizing the Village Clerk to destroy executive session audio tapes over eighteen months old. No Action
 - b. Resolution 2014-R__ Authorizing the Village Clerk to release specific executive session minutes of the Village of Downs. No Action
 - c. Resolution 2014-R15 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs made by Roach and seconded by Luke. Approved 4-0
 - ~~d. Motion to Approve Hiring _____ at \$___/hr. as the Village of Downs Interim Police Chief (Scratched)~~
 - e. Motion to Approve Appointment of Alan Zwilling as Village Treasurer at \$750/month and TIF administrator \$200/month made by Myszka and seconded by Luke. Approved 4-0
Discussion: We will not be hiring an assistant treasurer at this time.
19. Motion to approve payment of bills was made by Roach and seconded by Goveia. Approved 4-0
20. Motion to Adjourn at 9:56pm was made by Myszka and seconded by Luke. Approved 4-0



Village Clerk