



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
7:00 PM
August 13, 2015

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

1. Mayor Mike James called the August 13th meeting to order at 7:00 pm.
2. Roll Call was taken. Trustees Roach, Goveia, and Messamore were all present. Trustee Luke and Lush were absent. Also present were Clerk James, Attorney Dawn Wall and new co-treasurer Julie Bakewell.
3. Pledge of Allegiance was taken.
4. A motion to approve the Mayor's Recommendation and Assignment for Trustee to Serve a Two Year Term to Expire 4/30/2017 was made by Goveia and seconded by Roach. Approved 4-0 (Mayor voted yes)
Discussion: Margaret (Peggy) Keylin has submitted a letter for consideration to be the park trustee.
5. A few changes were made to the agenda. The ordinance to vacate the alley adjacent Downs United Methodist, resolution authorizing the easement agreement with Downs United Methodist Church and resolution authorizing and approval of acceptance of Farmland Subdivision were all moved to discussion.
There will be no continuance for tonight's meeting.
The motion to approve the purchase of the Osborne building was renamed.
6. A motion to approve agenda order was made by Goveia and seconded by Roach. Approved 4-0 (mayor voted yes)
7. Zoning Board of Appeals
Linda Bowman, brought forward her board's recommendation for to approve the rezoning of the Tri-Valley School Districts properties.
The zoning board recommended changing the 2 parcels owned by Tri-Valley from R2- to Public Use.
She reported that the whole ZBA voted for it.
 1. Motion to approve Ordinance 2015-12 Approving the Rezoning of the Tri-Valley School District Properties, Parcels #29-04-276-003 and #29-04-276-004, from R-2 to Public Use was made by Roach and seconded by Messamore. 4-0 (mayor voted yes)
Discussion: It is something that needs to be done. Growth is imminent with the new subdivisions coming.
Several members from the community and the school district were in attendance. They voiced their appreciation for the support of growth. School board president, Carl Neubauer, says the district plans to raze the two properties and keep the property neat. One potential use of the property could be a parking lot.
8. There was no Eagle Scout Projects Report.
9. Engineer Report- Shawn Maurer, from Farnsworth, sent out a report prior to the meeting. The Mayor read his update below.
 1. Beecher Trails – Stark replaced the culvert pipe on the property to the south of the Beecher Development. They still need to do some cleanup and shaping on that property and the surface restoration. The subdivision still needs some ditch work, seeding and several misc. punch list

items to be addressed. No word on when they will be returning to the site to finish up these items.

2. Cross Creek – Streets were oiled and chipped this week. The detention basins and storm sewers still need to be finished. It's possible all this work could be completed this year and final inspection can be performed.

3. Downs United Methodist Church Development – I received some emails from their engineer about possible water and sewer routes. No plans have been submitted yet.

4. New TIF District – We are revising the drainage report and boundary description to include the newest parcel. We still need to coordinate the final platting of several parcels so that they can be included in the district.

5. Downs Crossing – I reviewed the engineering plans and sent comments back to their engineer. I am working with Kevin on the permit application for the water main. We will hopefully have that out the door sometime in the next couple weeks.

Mayor James noted we have not heard from Living Hope.

10. Committee Report(s) and Recommendation(s)

1. The Park Committee report was given by the Mayor.

They recommended charging a flat fee of \$40 to rent the pavilion. Groups that are non-profit and groups volunteering will be exempt.

They want a contract and a checklist completed with each rental.

The park committee would like to allow fishing in Kickapoo Park.

There are some great things happening in the park. The CIA (Citizens in Action) group was formed since the 4th of July. They have done a lot of cleaning up at the park. They want to make it a safe place for kids.

2. The Events Committee report was also given by the Mayor.

The committee finalized items for Fright Fest.

The car show had 55 cars and is at -\$100 but look to break even.

The 4th of July is at -\$840. However, we are still waiting on donations. These donations should be breaking close to even.

New members have joined the events committee.

11. Mayoral Report

A TIF III schedule was sent to the trustees.

All annexations of parcels have been worked out.

Preliminary and final planning will have to be drawn up.

Next month's agenda will contain the approval to have the public hearing.

The target date for TIF III is 11/2015.

The mayor is going to invite Telepharm to do a presentation. The Mayor asked Trustee Messamore to help him with some fact checking.

They would accept State Farm's health insurance. Their prices are competitive with Walmart and Meijer.

12. Trustee Reports

1. Trustee Goveia reported that we had two building permits this month.
She received a request for demolition of one of the homes that Tri-Valley owns.
During her request she found that we required a permit but had no process for it. She created one using Bloomington's as an example. She wasn't sure what the fee structure should be. The permit would only be required if the total cost of demolition was over \$500
2. Superintendent Kevin Whitehouse gave the water and sewer report
Kevin reported that we had a lot of inflow because of all the July rain. Iron is .336 ppm.
This is the lowest on record.
Hydrants were all flushed in July. It took less water to flush than it did last year. He attributed it to the new media installation.
EPA inspected in July. There were no major issues.
Painting is needed on the hydrants.
Messamore has been getting compliments on the color of the water.
3. Trustee Roach gave her police and services report.
 - a. She received a letter from a Tremont resident complimenting Chief Dingler for his assistance the other day. Chief Dingler attended two training conferences.
She reminded everyone needs to complete their NIMS training.
The squad car was sold this past month.
Trustee Goveia would like to have the truck marked. It shows a police presence.
Someone might need assistance and not know he would be able to help. It seems to be deceitful not marking the car.
Trustee Roach said it hasn't been done because it costs a lot of money.
 - b. Chief Dingler reported he gave 2 citations in Downs and 8 citations in Bellflower.
Some stolen property was returned. The stolen property at Beecher Trails has not been resolved. Nothing else has been stolen.
Dingler arrested someone that had an outstanding warrant.
He said he made some good contacts while at conference.
4. There was no streets report.
5. Mayor James gave the parks, community center and food pantry report. He reported that the road on the north side of the park will be finished in the next couple of weeks.
6. Finance Report- Julie Bakewell, who was hired in July, is here tonight. She will be the new co-treasurer and co-TIF administrator.

13. Discussion

1. Contractors and Building Permits - Licenses, Insurance, Bonds requirements?
Trustee Goveia wanted to know if we needed to have contractors provide insurance and bonds while they are building new homes.
Attorney Wall says we are not in the business of making sure the homeowner's contractor is licensed or bonded. Trustee Messamore also agrees this isn't necessary.
Other
 - a. Vacating the Alley Adjacent Downs United Methodist Church
This was in 2000 and was never recorded. We are redoing it. The alley is between Washington and the property owned by the Tervin's.

- b. Authorizing the Easement Agreement with Downs United Methodist Church
We need an easement to allow for our utilities. No money is being exchanged.
- c. Authorizing and Approving the Acceptance of Farmland Subdivision
The Mayor discussed with Mr. Misch what he needs to be done to turn over Farmland Subdivision. He has sent the information to him. This should be ready to go by next month.
The public in attendance said they were ready to close the chapter.

14. There was no other public comment.

15. A motion to approve items contained within the consent agenda was made by Roach and seconded by Messamore. Approve 4-0 (mayor voted yes)

16. A motion to approve consent agenda was made by Roach and seconded by Goveia. Approved 4-0 (mayor voted yes)

1. Motions

- a. Motion to Approve the July 2, 2015 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Julie James, Kelsey Shave and Steve Miller as Additional Members of the Events Committee
- c. Motion to Approve Canny Accounting, LLC to Perform Village of Downs Annual Audit not to exceed \$5,000
- d. Motion to Approve Park Committee Recommendation to Charge \$40 for all Pavilion Rentals Except for Non-Profit Organizations and Groups that Volunteer to help within the Village, which will be free.
- e. Motion to Approve Park Committee Recommendation to Require Rental Agreement and Waiver for all Users of the Pavilion
- f. Motion to Approve Park Committee Recommendation to Allow Fishing within Kickapoo Park with Required State License

17. New Business

1. Motions

- ~~a. Motion to Approve continuance of the Village of Downs Regular Board Meeting to _____, 7:00 pm at the Village Hall – No Action/Scratched~~
- b. A motion to approve setting the Village of Downs bulk water rate of \$.03 per gallon was made by Goveia and seconded by Roach. Approved 4-0 (mayor voted yes)
This issue came about when Northern clearing and the installation of the pipeline. They are getting the water over by the water plant. In the past we haven't charged for them getting water. Going forward Kevin meters it and writes the bill. This rate is in line with what Heyworth charges.
- c. A motion to approve purchase of concrete cutting saw and blade(s) not to exceed \$600 was made by Roach and seconded by Messamore. Approved 4-0 (mayor voted yes)
A used concrete cutting saw is being purchase from someone who used to work for the Village. The saw has been checked out and is working order. The saw will only cost \$400 but the remainder of the money will be used to get more blades.

2. Ordinances

- a. A motion to approve Ordinance 2015-13 Approving the Purchase of the Osborn Property Parcel No. 29-04-255-010 Downs, Illinois to Benefit the Corporate Purposes

of the Village of Downs was made by Roach and seconded by Goveia. Approved 4-0 (mayor voted yes)

Both treasurers recommended purchasing the building outright using money out of TIF. We would have \$200,000 left in our TIF. Treasurer Bakewell said we have the opportunity to get a loan after the fact if we needed to get money to put back into TIF. This will come out of TIF I

Expenses from the acquiring of the property can also be taken out of TIF. We can decide the financing later. The mayor just needs to get a contract with her to get the process going.

Potential closing date is 10/25 but can be moved up.

The primary purpose will be housing streets equipment, but it will be used by the entire Village.

18. There was no old business.

19. A motion to approve payment of bills was made by Roach and seconded by Messamore.

Approved 4-0 (mayor voted yes)

Discussion: The following bills were added:

Connoisseur Media \$450

Flame retardant \$59.99 payable to Mike James

\$1000 earnest money for Osborne building.

A break at 8:37pm was taken.

20. A motion to go into executive session made by Goveia and seconded by Messamore. Approved 4-0 (mayor voted yes) (8:50pm)

The regular meeting was reconvened at 9:01pm.

21. Roll call was taken with Trustees Roach, Goveia, and Messamore were all present. Also present were Attorney Dawn Wall, Clerk James and Co-Treasurer Julie Bakewell.

22. Action on Executive Session Items

1. A motion to approve Hiring Cheryl Bach as Part-Time Billing Clerk at \$11.25/hr. in the Village of Downs was made by Goveia and seconded by Roach. Approved 4-0 (mayor voted yes)
2. A motion to approve Hiring Steven Kretz as Part-Time Summer Employee at \$8.50/hr. in the Village of Downs was made by Roach and seconded by Messamore. Approved 4-0 (mayor voted yes)
3. A motion to approve Appointment of Julie Bakewell as Village co-Treasurer and co-TIF Administrator at \$25/hr. was made by Messamore and seconded by Roach. Approved 4-0 (mayor voted yes)
4. A motion to approve Alan Zwilling as co-Treasurer and co-TIF Administrator at His Current Monthly Salary Until September 3, 2015 was made by Roach and seconded by Messamore. Approved 4-0 (mayor voted yes)

Action item- Supervisory Change

Kevin will start supervising the part-time employees. Trustee Lush says he doesn't have the time.

Julie Bakewell was administered the oath of treasurer.

23. A motion to adjourn at 9:12 pm was made by Roach and seconded by Messamore. Approved 4-0 (mayor voted yes)



Julie James, Village Clerk