



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
7:00 PM  
December 3, 2015

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

1. Mayor Mike James called the regular village board meeting to order on December 3, 2015 at 7:01 pm.
2. Roll call was taken with Trustees Roach, Goveia, Keylin and Lush were all present. Trustee Messamore was absent. Also present were Mayor James, Attorney Dawn Wall, Chief Dingler, Treasurer Bakewell and Clerk James.
3. The Pledge of Allegiance was taken.
4. A motion to approve the agenda order was made by Lush and seconded by Keylin. Approved 4-0

Discussion: Deletions to the agenda were made

- No action was taken on 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 Resolution 2015-R\_\_ Authorizing and Approving the Acceptance of Farmland Subdivision
  - Executive Session was eliminated.
  - No action was taken on Ordinance 2015-\_\_ Approving Changes to Various Chapters of the Village Code.
5. Zoning Board of Appeals
    - Chairwoman Linda Bowman represented the Zoning Board of Appeals. The zoning board voted unanimously that the village board should accept their recommendations.
    - There was no public comment on recommendations.
    - A motion to approve Resolution 2015-R17 Authorizing the Execution of an Annexation Agreement between the Village of Downs and McLean County Asphalt Co., Inc. was made by Keylin and seconded by Goveia. Approved 4-0
    - A motion to approve Ordinance 2015-19 annexing the Territory Set Forth in the Annexation Agreement Executed between the Village of Downs and McLean County Asphalt Co., Inc. was made by Goveia and seconded by Keylin. Approved 5-0 Mayor James voted affirmative on this motion.
    - A motion to approve Ordinance 2015-20 Approving the Rezoning of the Territory Set Forth in the Annexation Agreement Executed Between the Village of Downs and McLean County Asphalt Co. (add agriculture) Inc. was made by Lush and seconded by Keylin. Approved 4-0
    - A motion to approve Resolution 2015-R18 Authorizing the Execution of an Annexation Agreement between the Village of Downs and Betty Williamson was made by Keylin and seconded by Lush. Approved 4-0
    - A motion to approve Ordinance 2015-21 annexing the Territory Set Forth in the Annexation Agreement Executed between the Village of Downs and Betty Williamson was made by Keylin and seconded by Goveia. Approved 5-0 Mayor James voted affirmative on this motion.
    - A motion to approve Resolution 2015-R19 Authorizing the Execution of an Annexation Agreement between the Village of Downs and Virginia and Hurschel Reese Jr. was made by Lush and seconded by Keylin. Approved 4-0

- A motion to approve Ordinance 2015-22 annexing the Territory Set Forth in the Annexation Agreement Executed between the Village of Downs and Virginia and Hurschel Reese Jr. was made by Lush and seconded by Keylin. Approved 5-0 Mayor James voted affirmative on this motion.
- A motion to approve Ordinance 2015-23 approving the Rezoning of the Territory Set Forth in the Annexation Agreement Executed between the Village of Downs and Virginia and Hurschel Reese Jr. from agriculture to C2 for special use single family residential was made by Goveia and seconded by Roach. Approved 4-0
- A motion to approve Resolution 2015-R20 Authorizing the Execution of an Annexation Agreement between the Village of Downs and True-Line Wire Guidance, Inc. was made by Lush and seconded by Keylin. Approved 4-0
- A motion to approve Ordinance 2015-24 annexing the Territory Set Forth in the Annexation Agreement Executed between the Village of Downs and True-Line Wire Guidance, Inc. was made by Lush and seconded by Goveia. Approved 5-0 Mayor James voted affirmative on this motion.
- A motion to approve Ordinance 2015-25 approving the Rezoning of the Territory Set Forth in the Annexation Agreement Executed between the Village of Downs and True-Line Wire Guidance, Inc. from Agriculture to C2 was made by Lush and seconded by Keylin. Approved 4-0
- A motion to approve Resolution 2015-R21 Authorizing the Execution of an Annexation Agreement between the Village of Downs and Joseph and Sandra Bobst was made by Lush and seconded by Keylin. Approved 4-0
- A motion to approve Ordinance 2015-26 annexing the Territory Set Forth in the Annexation Agreement Executed between the Village of Downs and Joseph and Sandra Bobst was made by Lush and seconded by Keylin. Approve 5-0 Mayor James voted affirmative on this motion.

6. There was no Eagle Scout Project Report.

7. Development Report

- Mayor James reported the ribbon cutting for the new road at Cornbelt Energy was on December 1. The road name will possibly be One Energy Way. Dedication for the road will be later in January 2016. The approximate cost of the project was around \$300,000.
- James met with USDA about getting some money for projects at Downs Crossing. Corn Belt Energy will be starting Phase I of the Downs Crossing water main project as soon as permits are issued. It will take approximately 2 months to get the water main in.
- Roger Reynolds has engaged an engineering company to plat the area.
- Mayor James reported that we have someone very serious about putting in a business soon.
- Other subdivision plats are coming. There are 4 properties (Hall, Williamson, Bobst, and Goesch) that will have to be platted since they have been farmed.
- True-Line is also going to do a commercial property plat.
- TIF 3 adoption will be pushed off until February 2016 due to the delay in the subdivision plats.

## 8. Engineer Report

- Shawn Mauer reported that there is work on the detention basin discharge pipe at Cross Creek. After that is all restored, a final inspection can be done.
- As built plans with modified lines and lien wavers are still needed at Farmland Subdivision.
- Beecher is down to a punch list. These items will not be completed until spring. Most of the items left are just clean up stuff.
- The developer at Beecher Trails has submitted plans for the 2<sup>nd</sup> phase. This phase will add about 40-50 homes. The lots at Beecher are selling fast. There are some fire hydrants that need to be moved.
- Mayor James noted the developer is still obligated to maintain and snowplow the roads in the subdivision until the roads have been dedicated.
- Living Hope is balking at extending their portion of the road with curb. The county approved their road plans back in 2012, but now agree with the village engineer that they should match what has been done for Beecher Trails.
- James noted the front office is on notice that we are not to grant any water or sewer connections to Living Hope. Their property is still not annexed in since they haven't signed their agreement. However, we allowed them to move forward with building. They will not be allowed to, hook onto our water or sewer and take occupancy until they sign their agreement.
- Shawn and Kevin Whitehouse have taken a look at the sink hole by the school. Shawn says they need to get it televised.
- Shawn requested a copy of all of the changes made to zoning this year for map updates.
- The bridge will need to be inspected next year. The approximate cost will be between \$600 and \$700.

## 9. Committee Report(s) and Recommendation(s)

- Clerk James reported there will be a Cookies with Santa event on December 19<sup>th</sup> at the park pavilion. The children will get their picture taken by a photographer and of course cookies and milk. Neal Roach volunteered to be Santa.
- Mayor James reported there will be a house decorating contest. Anyone who decorates will be considered in the contest. Gift certificates will be given.
- He wanted everyone to pass the word that the pavilion can be rented this winter and it is heated.
- Goveia expressed her displeasure that the park will not have anything going on but the Santa Event. She said this had broken a long tradition.
- Mayor James noted the events committee had decided that they will plan for only events that can be staffed. He indicated the committee doesn't have time or help. The same thing is going to happen for the 4th.
- Keylin said the park committee may do some limited decorating.
- The CIA had originally talked about doing something but nothing has come about it.

## 10. Mayoral Report

- Annexations will be submitted to BNWRD on the properties from tonight, as well those for the Methodist church. The Mayor is hoping Living Hope will be submitted as well, but we will not wait for them to sign their agreement once the petition is ready.

- At the TIF 3 Public hearing it was noted that funds could be distributed through the TIF1. We received an application for a home renovation project. Mayor wants the board to take a look at this and see if this something we want to consider.
- The REDLEG grant is revolving loan. Cornbelt can re-lend those funds out. These funds could also be used out at Downs Crossing for a business.

#### 11. Trustee Reports

- Building Report
  - Goveia reported that she issued two building permits and one demolition permit. The demolition crew did a nice job and completed demolition in 2 days.
  - Goveia noted that residents are unaware of what needs to have a permit. (Remodeling projects etc.) She is going to put something in the flyer.
- Water and Sewer Report  
There was no report given.
- Police and Services Report
  - Chief and Maureen are going to Bellflower Sunday night to discuss the intergovernmental agreement.
  - Roach is firming up the roads names in Beecher Trails for Metcom.
  - Roach created a notice of appointment letter for the chief. This could be a document to have for all our new hires.
  - Randy Wilson, from ILEAS, was in attendance to pick up the police services resolution that we passed last month.
- Chief Dingler's Report
  - Dingler attended the Police Chief meeting. They nominated Chief Dingler to become a Metcom board member.
  - He had in issue with SPICE in December.
  - He went on 10 calls of duty in Downs.
  - The K-9 unit helped out at the school. They only got one hit in the schools. He is concerned that SPICE is so new and not sure if we can get good hits on it.
  - He will be holding a drug awareness night at the school about SPICE. It is getting to be a huge issue everywhere.
  - He will be attending administration training in middle of December. He will attend another and class in April about truck weights.
- Streets Report
  - Lush updated the board on progress at the new building. Installation of lights and concrete work is being completed currently.
  - He reported the sewer needs to be installed in order to put drains in.
  - Approximately \$10,000 has been spent so far. He originally asked for \$12,000. He could use the remaining money to put to the \$4000 sewer. However, that would put him over his allocated \$12,000. He wants to ask for additional funds to do the sewer. The board decided to allow another \$4000 to cover the sewer.
- Parks, Community Center and Food Pantry Report
  - Keylin reported the food pantry appreciates the donations they have been given. She said the 4-Hers have taken on the food pantry as a service project.

4-H donated \$100 to food pantry. Keylin asked if they can use the donation this year. Wall noted that donated items are not village funds. She can use it and it would qualify under supplies.

- The Cub Scouts made a donation and some venison was donated.
  - Food baskets will go to TV students through the Kid to Kid program.
  - 37 boxes were picked up in November.
  - The park committee made some refinements to the pavilion rental agreement
  - The discussed the location and safety of a fire pit.
  - There is a possibility that a horseshoe pit will be constructed as an Eagle Scout project.
  - The park committee may do some limited lighting in the park.
- Finance Report
    - Bakewill distributed the finance reports to board. She hit the highlight on the bills to pay. Casali garbage service has been purchased by AREA. We haven't received their bill yet.
    - She noted that Chief Dinger's stipend is due. She asked how it to be paid is. She needed to know what gross amount to start with. Should it start at \$2000 then taxed, or at \$2000 after taxes are taken out? It is not documented. Roach says her intention was \$2000 net/year. Wall mentioned that the board needs to do Kevin Whitehouse's the same way.
    - Bakewell stated that she does payroll multiple times during the month. We have 2 salaried individuals that are paid twice a month. Other employees are paid once and others twice a month. The trustees are paid quarterly. She would like to go to a bi-weekly payroll starting in January with everyone, even trustees.
    - Bakewell thinks we look good on our budget. We are 58% through the year.
    - She noted that we have several large loan payments due in January.
    - The IL Department of Labor changed a rule. If you are a non-elected employee you have to keep your hours. The Treasurer is liable for not submitting their hours. Salaried employees need to keep their hours i.e. Chief and Kevin.
    - The audit will be completed in December. She has determined why she is having trouble balancing the balance statement. It was because we consolidated funds.
    - She would like the board to consider changing banks. Currently, we are at First Financial. She no longer has a good contact person at that bank. Steve Timmerman of First Farmers Bank has offered us the best rate.
    - Lastly, she thanked the board for sending her to treasurer training.

12. There was no other Discussion.

13. Public Comment

- Linda Bowman thanked the streets department for monthly trash pickup.
- John Forbes recently purchased the Kickapoo Union School for \$10,000. He reported on the condition of the building. The bell tower has been leaking for about 10 years. The building has termites and a lot of structural issues. Originally he bought the building to tear down, but would like to do a restoration. He would love to give tours.

His vision would be to make 2 apartments out of it.

A break was taken at 9:29 pm-9:38 pm.

#### 14. New Business

- Motions
  - Motion to Approve continuance of the Village of Downs Regular Board Meeting to \_\_\_\_\_, 7:00 pm at the Village Hall No action was taken.
  - A motion to approve the November 5, 2015 Village Board of Trustees Regular Meeting Minutes was made by Lush and seconded by Roach. Approved 4-0
  - A motion to approve Biweekly Payroll Processing Effective January 2016 for all Employees was made by Lush and seconded by Roach.  
A new motion was requested by Goveia then accepted by Lush and Roach.
  - Biweekly Payroll Processing Effective January 2016 for all employees, appointed and elected officials was made by Lush and seconded by Roach and approved. 4 (Roach, Keylin, Lush and Mayor)-1 (Goveia) Approved  
Discussion: The board is going to verify with Kevin Whitehouse if he is ok with this change and the additional days between the next payroll deposits. Chief Dingler said he was fine with the change.
  - A motion to approve to not exceed \$4000 for Sewer on the Village Shed payable from TIF 1 was made by Lush and seconded by Roach. Approved 4-0
- Resolutions
  - A motion to approve Resolution 2015-R22 Proclaiming, Declaring, Dedicating and Naming November 27, 2015 - "Tri-Valley Viking IHSA Class 2A Football Championship Day" was made by Keylin and seconded by Roach. Approved 4-0
- Ordinances
  - A motion to approve Ordinance 2015-16 Adopting and Approving a 2015 Amendment to the Redevelopment Plan and Project for the Downtown Redevelopment Project Area of the Village of Downs, McLean County, Illinois was made by Roach and seconded by Keylin. Approved 4-1 (Keylin abstained and the Mayor voted aye.)  
Discussion: This ordinance is needed because adjustments were made by the consultants on TIF 1 to reflect a change in law.
  - A motion approving the Ordinance 2015-27 Approving the Levy and Assessment of Taxes for the Corporate Purposes of the Village of Downs, McLean County, Illinois for the Fiscal Year of May 1, 2016 thru April 30, 2017 was made by Lush and seconded by Goveia. Approved 4-0

#### 15. Old Business

- Motions
- Ordinances
  - A motion approving Ordinance 2015-15 Vacating the Alley Adjacent Downs United Methodist Church and 106 S. Seminary St. was made by Lush and seconded by Keylin. Approved 4-0  
Discussion: The property becomes split between the Methodist Church and the other property owners (Tervin's) this was originally done in 2006 but was never recorded.

- No action was taken Ordinance 2015-\_\_ Approving Changes to Various Chapters of the Village Code.
  - Resolutions
    - No action was taken Resolution 2015-R\_\_ Authorizing and Approving the Acceptance of Farmland Subdivision.
16. A motion to approve payment of bills was made by Lush and seconded by Roach. Approved 4-0
- Discussion: A water bill was eliminated from the bills.
17. There was no Executive Session.
18. A motion to Adjourn was made at 9:55 pm by Lush and seconded by Roach. Approved 4-0

A handwritten signature in cursive script that reads "Julie James". The signature is written in black ink on a light-colored background.

Julie James  
Village of Downs Clerk