



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING note taking
7:00 PM
March 3, 2016

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

1. Mayor Mike James called the March 3, 2016 meeting to order at 7:04pm.
2. Roll call was taken with Trustees Goveia, Messamore and Keylin all present. Trustee Roach joined by teleconference as allowed for family emergency. Lush were absent. Mayor James declared a quorum was present to do business. Also present were Clerk James and Attorney Dawn Wall. Treasurer Bakewell arrived at 8__?pm
3. The Pledge of Allegiance was taken.
4. A motion to approve the agenda order and content was made by Goveia and Keylin. Approved 4-0
Discussion:
The amount of cost for the Neptune Handheld and Belt Clip was added amount to Ferguson Water Works motion.
No action will be taken on Resolution 2016-R05 Approving the Amended Development Agreement between the Village of Downs and LOCK Development, LLC because this has already been resolved. All expenses requested for TIF reimbursement have been covered by both TIF requests from LOCK. We will be continuing this meeting on March 17, 2016 at 7:00pm.
5. There was no development report.
6. There also was no engineer report. However, Mayor James said we are setting up preliminary pre-construction meetings with Stark, Farnsworth, the builder and Village trustees Lush and Messamore.
7. Committee Report(s) and Recommendation(s)
 1. The annual community Easter Breakfast and Egg Hunt will be 3/26/2016. The breakfast will be located at Adkissons due to a scheduled conflict at the park pavilion. Adkissons donated the use of their restaurant for the community breakfast. The egg hunt will be at the community center.
8. The fireworks contract recommendation is on the agenda for approval. Also on the agenda is the 2017 event plan.
9. Mayoral Report -
 - Mayor James met with the Old Town Township board to discuss use of their right away on 850 N to run our water to Downs Crossing. Their board wants to solicit some feedback from their residents along that road.
 - He recently had a meeting with the League of Woman Voters.
 - The mayor hopes to meet with Ameren to remove electricity poles out of the middle of the sidewalk. He is going to using handicapped assessability as a reason for the poles to be moved.
 - Mayor James is asking Kevin to work with Kickapoo who installed the well at Cornbelt. We will have a lag before we can service the properties from the Village water source.
 - James noted he wants to have one on one meetings with the trustees and Bakewell about their budgets prior to the continuation of this meeting.
 - James has signed up for the IML Lobby Day on 5/7/16.
10. Trustee Reports
 1. Building Report
 - Goveia reported we had 1 new construction permit and 2 permits for re-models. For the re-models, she is going to do their permits in phases. The owners are not sure what type of expenses they are going to incur.
 - John Forbes wants to make the school house into 2 apartments. It is zoned R2 and will have to request a special use permit.
 - There is a re-model going on that did not get a permit. Goveia has given them until tomorrow to request a building permit. Otherwise she will issue a stop order.
 - Mayor James noted the school district is against any type of high density development.

- Mayor asked Goveia to pay attention to the permit costs; one particular builder is not submitting the full amount of the construction cost. Wall says their interpretation of construction costs is probably what it is costing to build not necessarily the final cost.
 - Goveia has noted for several meetings that there are still problems and changes needed to the building permit, but hasn't completed them.
2. Water and Sewer Report
- Kevin submitted his report prior to the meeting.
 - He applied some palmer treatment to help reduce iron and reduce the color, but it didn't work and he will continue to research.
 - Since the February meeting, Kevin sent another fluoride sample to PDC. PDC is able to measure to the 100ths. He will continue to use PDC to gauge it closer.
 - 2013 was last lead and copper samples testing. In 2013 they met and exceeded state standards. As far Kevin knows, there are no lead pipes in town.
3. Police and Services Report
- Roach created a policy for credit cards and a confidentiality agreement for all employees.
 - Dingler reported he had 14 calls to duty. He gave 1 citation in Downs. He gave 4 citations and 1 warning in Bellflower.
 - The drug program held at the school was a bust. Dingler is going to create a new program much like the DARE program.
 - He had 4 assists on the 2/22 snow day. He was nearly hit by a semi while assisting the ISP during the snow storm. He was grateful he had a 4 wheel drive truck and was able to get out of the way.
 - There was a home and vehicle burglary. These people have been in Leroy and in Heyworth.
 - There is an IRS scam going around.
 - The village needs a renewed permit and proof of insurance for the 4th of July parade.
 - Dingler walked us through the amount of time and energy he spent on a citation. A car hit a sign in Mallard Point. The car left debris in the ditch. Dingler was able to use some of his resources to determine the type of car that hit the sign. He used the same amount energy into getting this sign citation as he does on everything. He is starting to get bogged down. He will be asking for more help.
 - He will be finishing the FTO class tomorrow.
4. There was no streets report.
5. Keylin provided her report to trustees earlier. She did note the parks committee is starting to move on some repairs with the funds they have.
6. Finance Report
- Discussion:
- Treasurer Bakewell went over the BTP, asset sheet and P&L. She noted the bills were typical for the month.
 - The board may be able to act on the TIF audit by 3/17/16
 - P&I monthly report shows expenses going out and what is coming in. This report may be morphed into the BTP report.

11. Discussion

1. The public hearing for the subdivision and the FY2017 budget will be on 4/7/16 at 6:00pm at the village hall. We will be combining both meetings.
2. A confidentiality agreement for all employees, elected and appointed officials was given out and is out on Google docs.
 - Wall added a technology policy.
3. Credit Card Policy and Required Agreement to Use Village Credit Card

- Bakewell stated we will be getting away from using individual credit cards like BP.
- We will be just using a bank credit card. They will give us a global credit card limit and issue us individual cards.
- The credit card statement will show who used the card.
- The bank backs this card.
- The bank can restrict certain purchases i.e. liquor. Or even limit the amount that can be charged.
- Cards would have individual names on them

4. Chapter 2, 3, 5 and 17

Discussion:

- Goveia asked that we discuss changes at our continued meeting.
- Mayor James said he would really like to go over chapter 1 on solicitation. He feels that door to door solicitation is a way for people to case our neighborhoods. Do we want to do a survey or ask people how they feel and then move forward?
- Chapter 2 needs a lot of work.
- Bakewell has concerns on Chapter 3.
- Mayor James asked the trustees to please give this some thought so we can get this done by the end of the year.

12. Public Comment

- Eric Shangraw, from PDC (AREA), wanted to thank the board for considering their request to eliminate curb side recycling.
 - The website survey results show residents would like to keep curbside recycling. We have about 75 homes that consistently recycle.
 - Roach got the feeling from the trustees they didn't want to amend the current contract.
 - Roach thought maybe she would throw out a compromise and go down to once a month.
 - Trustees Keylin, Messamore and Goveia would like to leave the contract as is. All suggested we reevaluate the recycling when the contract is up for renewal.
 - Mayor James said we need to do a better job advertising of the recycling and the dates of recycling. AREA is going to publish a calendar in the Leroy Press.

13. A motion to approve items contained within the consent agenda was made by Keylin and seconded by Messamore. Approved 4-0

Discussion:

- BNWRD is going to pay ½ the cost of the Neptune handheld and belt clip.
- Our current handheld is becoming obsolete.
- Kevin hopes this will last 10 years.
- Heyworth has used the same system since 2014 and they are very happy.
- They are giving us \$800+ for a trade in on our existing unit.

14. A motion to approve consent agenda was made by Goveia and seconded by Messamore. Approved 4-0

1. Motions

- Motion to Approve the February 4, 2016 Village Board of Trustees Regular Meeting Minutes
- Motion to Approve Purchase of a Water Main Locator not to Exceed \$2,500
- Motion to Purchase Neptune Handheld and Belt Clip not to Exceed from Ferguson Water Works \$6385.50
- Motion to Approve the Retention of the Curbside Recycle Pickup for the Remainder of the Current Contract as Outlined in the Contract
- Motion to Approve the Submitted FY2017 Event Plan and Budget from the Events Committee

15. New Business

1. Resolutions

- a. A motion to approve Resolution 2016-R04 Authorizing and Approving the Village of Downs to enter into a Contract for July 4, 2016 Fireworks Display with Sky Magic Pyrotechnics was made by Keylin and seconded by Messamore. Approved 4-0

Discussion:

- We have 3 options
 1. 7/4/16 \$9000 with more fireworks than we had last year. The events committee is asking for the remote start and a rain out date of 7/9/16
If we pay them \$2000 upfront they will give us \$200 more in fireworks. We do not have to sign a multi-year contract. This is the approved and recommended option from the committee.
 2. 7/4/16 \$7100 and have 3 year contract.
 3. \$7100 no multi-year contract, but not on 7/4/16
- The Village will contribute \$3500 and the events will contribute the rest.
- They will provide a \$10 million insurance policy.

- b. ~~Resolution 2016-R05 Approving the Amended Development Agreement between the Village of Downs and LOCK Development, LLC~~ – Item removed from agenda

2. No action was taken on these ordinances.

- a. Ordinance 2016-09 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 1 "General Provisions"
- b. Ordinance 2016-10 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 6 "Licenses, Permits and Regulated Businesses"
- c. Ordinance 2016-11 Approving and Adopting an Intergovernmental Agreement with McLean County Animal Control for 2016 Changes asked for –retroactive start date as of Jan. We would like have it start when we pass it- Wants someone to know if they are picking –some sort of reporting. Chief, mayor elected officials as authorized officials
- d. Ordinance 2016-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 2 "The Village Board, Its Officers and Employees"
- e. Ordinance 2016-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 3 "Finances"
- f. Ordinance 2016-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 5 "Local Improvements"
- g. Ordinance 2016-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 17 "Telecommunications"

16. Old Business

1. Motions

- . A motion to approve continuance of the Village of Downs Regular Board Meeting to March 17, 7:00 pm at the Village Hall was made by Goveia and seconded by Keylin. Approved 4-0
- a. Motion to Approve FY 2014-2015 TIF Audit by Canny Accounting, LLC – No action taken.
- b. Motion to Approve FY 2014-2015 Audit by Canny Accounting, LLC - No action taken.
- c. Motion to Approve FY 2014-2015 Annual Treasurer's Report – No action taken.
- d. A motion to approve the Mayor's Appointment for Finance Trustee until April 30, 2017 was made by Messamore and seconded by Goveia.

Discussion:

Trustee Goveia reported that Melody Justus is no longer interested in the finance trustee position. Mayor James was never informed of this from Melody Justus. This motion was tabled:

- A motion to table the Mayor's Appointment for Finance Trustee until April 30, 2017 was made by Keylin and seconded by Messamore.

- Messamore and Goveia accepted the motion. Approved 4-0
2. Ordinances – No action was taken.
 - a. Ordinance 2016-02 Adopting and Approving the Redevelopment Plan and the Related Redevelopment Project for the Proposed Redevelopment Project Area No. 3 of the Village of Downs, McLean County, Illinois - No action was taken.
 - b. Ordinance 2016-03 Designating the Redevelopment Project Area of the Village of Downs, McLean County, Illinois - No action was taken.
 - c. Ordinance 2016-04 Adopting Tax Increment Financing for the Redevelopment Project Area No. 3 of the Village of Downs, McLean County, Illinois - No action was taken.
 17. A motion to approve the payment of bills was made by Keylin and seconded by Goveia. Approved 4-0
 18. Executive session was not entered.
 19. A motion to continue at 9:17pm was made by Goveia and seconded by Keylin. Approved 4-0



Julie James
Village of Downs Clerk