

VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
7:00 PM
November 7, 2013

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

1. Mayor Mike James called the meeting to order at 7:01 pm.
2. Roll Call was taken with Trustees, Roach, Goveia, Freimann, Myszka, Luke, and Lush all present. Also present were Clerk James, Treasurer Zwilling and Attorney Dawn Wall.
3. Pledge of Allegiance
4. Changes to the agenda were made.
Add: Letter I. Farmland Subdivision and eliminate the Engineer's Report and Replace with a Report from the Eagle Scouts.
Motion to approve Agenda order- Motion made by Lush seconded by Luke Approved 6-0

5. The Superintendent Report was given by Kevin Whitehouse.
The Washington Street construction is coming to a conclusion and should be open next weekend. Cleanup and seeding are still to come. They will come back next year to seed if they need too. The board needs to ask if the warranty is transferable on Washington St. We don't want to take over until warranty runs out. They will be replacing all the signs except for the park sign.

Valve boxes had to be replaced, county installed them.

The 3 valves on the filter are in and are working so much better. The valves came in under the estimated bid.

6. Eagle Scouts Report- Kyle Stinematos brought forth an idea for his Eagle Scout project. He would like to landscape around the "Welcome to Downs" signs that was his brother's Eagle Scout project. He brought pictures to show us. He expects the project to cost around \$500. He will pay for the project through donations and fundraising. He asked the board if we would be interested. The Mayor assigned Dan Lush to coordinate this project with Kyle.

Tyler James updated us on his Eagle Scout project at Kickapoo Park. He dug all the holes this week and hopes to put in poles next week. He has decided not to put on the railing. Instead add a ramp and a lip on the edge for strollers. He expects the total cost of the project now to come in around \$1400 total. He is still getting donations.

7. Alan Zwilling provided the treasurer's report. Alan asked the board if there was anything else they would like to see.

8. Discussion

- a. Haunted House and Shed

Jill was going to come, but texted that a child was sick. She sent information about their ticket sales. The Mayor asked them to join events committee. They are very passionate about the haunted house. Mary stated that they were open 3 nights at the pavilion but were not very busy because of road construction. They had 2 bluegrass groups play. Shannon's Restaurant donated chili. Peggy Stark donated sugar cookies.

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The Haunted house/shed needs to put in our name. We would like to be able to use the shed for some storage. The haunted house has proven that it is a popular event. We need to find a way to work together to use it for storage.

b. Final Review and Analysis for Treasurer, Clerk, and Billing

Deanna Mocchi came to review her recommendations. Alan is already trying to make some changes based on these recommendations. Some off the clerk's duties were actually treasurer's duties. The clerk is going to start entering the bills in as payables.

We need to get a handle on the special funds (Haunted House, Village Market). They use municipal dollars to maintain, but the money they receive is considered donations.

Going forward Deanna suggest the board get credit cards to eliminate the need for paying for things with cash.

c. Tax Levy

Susan sent out estimated numbers and we are just under 5%. The tax levy is due second Tuesday in December. We will vote on the levy at the next board meeting. Next year we are going to have to figure out what to do with general. TIF credits are hurting us. Most of those TIF payments are done.

d. Downs Crossing - Water, etc.

The Mayor met with Mr. Snyder. Mr. Snyder confirmed the sale of the ~100 acres to Cornbelt Energy.

e. Mediacom update

Attorney Wall was working with the lady from Jacksonville. The next step is to go to their lawyers in NY.

f. Annexation and TIF Expansion

The Beecher Trails annexation agreement and letter was sent to Mr. Bowers. They prepared the agreement and Attorney Wall added to it.

Need to make an address change to N2000 East.

We still need to get BNWRD approval for them before they can get annexation.

Plat changed based on the number of lots and frontage to 85' except on cul-de-sac.

The board wants to take out the recapture fee for water and sewer in the agreement. But, the board is ok with the road recapture fee.

Mr. Bowers may not know what will qualify for a park so we need to send him some guidelines.

A 5 minute break was taken at 8:45 pm.

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Right now Living Hope is not going forward with annexation.

Annexation for Downs

The corner of Kickapoo Park is in the Village, but not according to county records. We need to get this fixed. A portion of the school property is not in Village.

If there are more than 60 acres, then we would need the property owner's approval to annex.

Part of Down United Methodist Church's lot is not in the Village.

Across interstate, the pit shows in county, but it is in the Village. We need to get this fixed.

The Mayor recommends we annex these in. The board should concentrate on annexing the ones that are less than 60 acres first.

g. Streets Storage Needs

The Streets Department has a lot of equipment that sits outside gets ruined. Does anyone have any ideas for storage? Co-exist with haunted house? Build extension on water building? Rent storage sheds? Build extension on haunted house?

h. Public Works and Accounting Software

For now we will retain the public works software because purchasing a new one is expensive. Alan is doing a trial of QuickBooks for accounting. He is unable to do fund accounting with the current software. Currently, he is running dual software programs.

i. Remaining Sewer Connections

There are 3 connections remaining. 1) Is getting done next week. 2) Has a contractor but doesn't have a date. The resident needs to get a date in 14 days. This resident is in a protected class so the water won't be shut off. 3) Paid BNWRD fee, paid connection fee, and paid late fees Mike has been diligent and this sewer hook on process has been a success.

j. Water Department Ordinances and Procedures

Trustee Lush would like us to take another look at this ordinance. Maybe we should be more in aligning with Bloomington, similar to what we did with liquor ordinance. Trustee Lush says no other utilities shut you off just after 10 days.

The board needs to find a policy that is a happy medium. Fifteen days is too early to just shut off water. We will work with them if they come in and make a payment plan.

The board will review the ordinance and make a proposal on late payment date changes to consider.

We should compare this proposal to similar sized communities.

Going forward, the Mayor never wants a resident's turned water off on a Friday when they can't pay to have it turned back on until Monday.

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k. One Voice Trip

The Mayor sent an email about this trip that is being proposed by Economic Development in Bloomington. We would have to have a really good project for development. We would be taking a risk that we are going to get a grant out of it. Our project would have to stand up against others.

The group consensus was that we should focus getting grants on the state level. USDA grants are easier to get.

l. Farmland Subdivision

There is culvert extension that has a sharp drop off at one of the homes. Also, a possible re-grade at the water retention basin. These were recommendations from The Farnsworth Group. Do we make these issues Mr. Misch's responsibility to fix? The Mayor said he didn't feel the culvert extension was his responsibility because they had been approved when the house was built.

The board decided that if Farnsworth would sign off of the grading then, the board would not hold Mr. Misch responsible.

Mr. Misch still owes McLean County Asphalt bill and ½ the engineering fees to the Farnsworth Group. We have the ability to go back on Mr. Misch for breach of contract.

Once Farnsworth gives their OK on the road, then we can dedicate the road.

Trustee Lush had to leave meeting at 10:12pm.

9. Public Comment -none

10. New Business

a. Motions

i. Motion to approve October Village Board of Trustees Regular Meeting Minutes- Made by Freimann and seconded by Myszka Approved 6-0

ii. Motion to approve action for sewer connection situation at 107 N. Price- Made by Freimann and seconded by Myszka
Water will be shut off on 12/2/13 if not connected to the sewer.
Approved 4-1 Luke

iii. Motion to Approve the Appointment of Carrie Gossett as the Assistant Treasurer in the Village of Downs for \$14/hr.-Motion made by Luke and Seconded by Myszka
She was the only applicant. She is currently working on a business management degree. Her strengths are working with payables and general accounting. She takes initiative, and is flexible with scheduling. Her skill set is a great fit. She lives in Downs. We anticipate she will work 10-15 hours/wk. We asked that she commit to a year.
Approved 5-0

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- iv. Motion to approve continuance of the Village of Downs Regular Board Meeting to _____, 7:00 pm at the Village Hall-postponed
- b. Ordinances
 - i. Ordinance 2013-34 Approving the TIF Project Application Process-Motion made by Luke and Seconded by Myszka, No Discussion Approved 5-0
 - ii. Ordinance 2013-35 Approving a Lease Agreement Between the Village of Downs and Mike Roberts for Property of the Village of Downs-Motion made by Freimann and Seconded by Myszka
This is a 2 year agreement with increase in cost. Approved 5-0
- c. Resolutions
 - i. Resolution 2013-R36 Authorizing and Approving the Rescission and Vacation of the Easement Agreement Entered Into Between the Village Of Downs and Charles Ray Turner, Jr. Motion made by Luke and Seconded by Myszka-Approved 5-0
- 11. Old Business
 - a. Postponed
 - i. Motion to Approve Recommended Village Donation of \$___ to Steven Kretz' Boy Scout Eagle Project
- 12. Executive Session was not entered
- 13. No Action was taken on Executive Session Items
- 14. Motion to approve payment of bills-Made by Freimann and Seconded by Roach Approved 5-0
- 15. The mayoral report is still being modified. The mayor would like to have another town hall meeting in December. Maureen suggested an open house at the hall.
- 16. Trustee Reports
 - a. Building Report- nothing to report
 - b. Water and Sewer- Report nothing to report
 - c. Police and Services Report-We will have some upcoming expenses for the police car. We are still getting back about 10% back in tickets.
 - d. Streets Report- nothing to report
 - e. Parks, Youth Center and Food Pantry Report- The Veterans Day service will be Sunday at 2:00pm.
The Christmas event in the park needs volunteers. Some repairs have been made in the community center. The Girl Scouts might start meeting in the community center.
 - f. Finance Report-nothing to report
- 17. Motion to Adjourn was made by Roach and Seconded by Myszka Approved 5-0

10:46 pm

