

VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
7:00 PM  
March 6, 2014

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

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1. Mayor Mike James called the meeting to order at 7:15 pm.
  2. Roll call was taken with Trustees Roach, Goveia, Myszka, Luke and Lush present. Trustee Freimann was absent. Also present were Clerk James, Attorney Wall and Treasurer Zwilling. A quorum was present.
  3. Pledge of Allegiance
  4. Changes to the agenda order were made. Motion iii, Resolution 2014 R03, executive session, identity protection , and DUMC annexation agreement items were all scratched from the agenda. The motion of preliminary plan approval was moved to under Eagle Scout report. But, actually this ended up under the Mayor Report.
  5. Eagle Scout Projects(s) Report-  
Prospective Eagle Scout Kyle Steinmates is ready for his project to be signed off.  
Mayor James gave an update on prospective Tyler James project. He is under budget by about \$68. Tyler had to rebuild one of the ramps. It had floated down the Kickapoo Creek the other day. His plan is to finish it this weekend.
  6. No superintendent report or engineering report were given.
  7. Treasurer Zwilling gave his report. He sent out a memo about things he and Carrie are working on. Currently, they are working on the budget and payroll options. Presently, people are getting paid before the board approves it.  
Attorney Wall says we need to have the employees sign off on the option 3 of payroll payment. This sign off needs to be put in their employee files. They need to acknowledge that they received this notice. They don't have to agree. Attorney Wall wants us to have an employee handbook.
  8. Mayor James gave his report. He recently spoke with Senator Rose and Rep. Brady to create some relationships.  
He also has spoken with IDOT about some of our concerns. He has asked for a reduction of speed limit, stop light and turn lane on Rt. 150. Another concern he is going to ask them to look into is the blind spot on Seminary St and 150.  
Our EPAY application has been submitted.  
He asked that everyone make sure their OMA, FOIA & NIMS training is up to date. This extends to all committees and zoning board on annual basis. The zoning board needs to fill out the form of economic interest as well.
  - v. Motion made by Goveia and seconded by Myszka to Approve the Preliminary Plan for the Plat of the Beecher Trails Subdivision in the Village of Downs Approved 5-0  
Discussion: Trustee Goveia is concerned about the park lands. Ron Adams of Farnsworth, engineer for the project, explained that the timberland will be retained. They will incorporate walking and biking trails or whatever the Village sees fit. A church representative said the church is looking into putting a soccer field and city garden. All annexation fees have been paid by the subdivision developer and the church.
  - w. Trustee Reports
    - a. Trustee Myszka gave the building report. He said no permits were filed because of the weather.
    - b. Mayor James gave the water and sewer report for Trustee Freimann. The DCEO paperwork has been submitted for the rehab of our filter. We received an email back requesting some changes. We have fixed 3 water main breaks and one pin hole sized that was on the home owner side. There was a failure on the grinder pit that was replaced. We will have the old one repaired and have that as a backup.
    - c. The police and services report was given by Trustee Roach. She met with Metcom. Some addresses within the Village need to be clarified for E911. It is the responsibility of the Village to address the homes not the developers.  
We are still working on the terms of the contract with the city of Leroy.  
Casali would like to see our recycling go up. Currently it is only 25-30%.

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- d. Trustee Lush gave the streets report. He said he is getting complaints of where snow is piled up. But, he is running out of places to put. He will take care of the rock after the snow melts. Please send suggestions for snow removal for next year to him. On April 10, he will start picking debris. He is thinking about making alleyways one-way.
  - e. The parks, community center and food pantry report was given by Trustee Goveia. There will be a workday on March 22 from 9 am-11 am with a meeting afterwards. Byron Stalter's organization has approached the committee about doing a bike path in Kickapoo Park at their expense. She is going to borrow Tri-Valley's floor cleaner over spring break to clean the pavilion. A breakfast and egg hunt will be held on April 4 from 8 am-10 am. A rug, sofa and chair were donated to the Community Center. These items are very much appreciated. The Community Center is in need of fold up tables. The Knights of Columbus donated \$50 to food pantry. Living Hope Christian Church has been a big help to the food pantry. Trustee Goveia attended a local government resource workshop. The workshop was broken down into 4 parts. The workshop covered different state and federal grants that we can apply for. Some things we could do are change our lighting, to be more energy efficient. There were incentives for recycling and composting. Grants or low interest loans on water heaters and furnaces. There is USDA assistance for "street scaping" the downtown area. The Mayor has given the development committee the project of redeveloping the downtown district. They provide loans on buildings with low interest and police car grants. Trustee Goveia will try to put together a written report from this workshop to distribute.
  - f. Trustee Luke gave her finance report. She is working on budgets for next year. The Mayor would like to approve the budget in May.
- x. Discussion
- a. Living Hope Annexation Petition and Agreement  
Discussion: Attorney Wall is concerned that the green space is not in the annexation agreement. The church is planning a storm shelter and food pantry for the community. Their building is open for everyone. They don't want to just be open one day a week. Attorney Wall said we may need to look at verbiage tweaking in our agreement in reference to the increase in traffic if it involves a soccer field. The church and parking lot is going to be where the Huff house was. The Mayor plans to have the zoning and annexation meeting at the next meeting.
  - b. DUMC Annexation Petition and Agreement- scratched
  - c. Initial Review of Development Committee's Village of Downs Strategic Development and Land Use Plan- Paul Messamore chairperson for economic committee gave a report on this committee. There are 6 people on the committee and it started in 8/2013. He gave us their vision and mission statement. Currently they updated the Land Use Plan. He passed out a draft of the plan. He said the last time it was updated was 1993. In the last 20 years we have grown 500 people. The projected growth in the next 10 years is 450-500 people. This would be the biggest growth in Downs's history. The Board will adopt this land use plan next month. A break was taken until 8:40 pm
  - d. The board reviewed the events of Events Committee's FY2014 Event Plan. Trustee Goveia says we need to look for someone who is licensed to do our fireworks.
  - e. TIF Project Application(s)  
The Mayor went over our TIF I & II Budget Summary. The Board reviewed the applications for TIF money from Brad Long's "Downzanos" and Kenneth and Brandon Adkisson's "Adkisson's". The Mayor is looking for recommendations from the board of how much money we can give each of them.

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**Downzanos** will sell pizza, salad and sandwiches. His restaurant will have a liquor license. He will sell single servings of beer and wine. It will be 60/40 restaurant. He plans to employ 6-7 part time people and 1 full time person.

Currently he needs to satisfy the health department with a few things. He anticipates an early summer opening.

He needs to get an exhaust hood and a few other capital improvements.

His project request includes money for building or infrastructure improvement. His thoughts for the exterior are enclosing a serving area with a berm and dog ear fence. He plans to replace some windows and clean the brick. He wants to have curb appeal.

Trustee Lush would like the money to go toward the facade.

Trustee Luke supports all it.

Trustee Roach was concerned that maybe we should further define criteria so we don't appear to discriminate down the road. This is our first request and we are setting the bar.

Attorney Wall doesn't feel that we can really define this. Each TIF project is going to be different.

**Adkisson's** is planned to be a banquet hall for weddings, showers, birthday parties and family reunions. They foresee this being open on Friday and Saturday nights with fish fries or some sort of event if not scheduled. They want to cater their own weddings. They have been asked if they are going to do lunch specials and breakfasts. The seating capacity is 100. They anticipate opening in May.

The building was dilapidated and they have put a lot of money into it. They are also putting in an exhaust hood. They have not bought the a/c yet.

There big concern is the outside of the building. They have gotten 2 proposals (\$8000.00 and \$11,000.00 just for the front of the building) in a 2 tone color They would following the existing roof line. It is important to them that the appearance is "wow".

Parking is issue for both businesses. The Adkisson's own the house by trailer. They plan to tear it down for parking They plan to use the village market for parking.

Everyone agreed that the Adkisson's have the biggest costs they should amend their application to ask for more TIF money.

f. TIF Expansion and Annexation

Mayor James told the board to look for this to come and that only for the areas that were contiguous on at least 3 sides would be annexed.

g. Chapter 12 changes

Trustee Luke and Lush have proposed some changes.

h. Identity Protection Policy. Identifying information is defined as 2 qualifying pieces of information on a person. We will be putting some polices together to prevent identity theft.

y. Public Comment

Margaret Keylin said she would like to see stop signs on Washington rather than a stop lights. Because they are more "green". The Village can't accommodate this stop sign on Washington and Seminary St. because it is county road.

She asked if the workshop Trustee Goveia attended mentioned anything about solar street lights.

She presented some Eagle Scout projects ideas.

She asked where TIF comes from.

z. New Business

a. Motions

i. Motion made by Lush and Seconded to approve the February 6, 2014 Village Board of Trustees Regular Meeting Minutes Approved 5-0

ii. Motion to Approve continuance of the Village of Downs Regular Board Meeting to \_\_\_\_\_, 7:00 pm at the Village Hall – No Action

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- iii. Motion to Approve Recommended Village Donation of \$\_\_\_ to Tyler James' Boy Scout Eagle Project – No Action
  - iv. Motion made by Luke and seconded by Lush to Approve appointment of Treasurer as TIF Administrator with an increase of \$200.00/month Approved 5-0  
Discussion: This is to cover the additional time that is above treasurer duties. We are still under budget for treasurer.
- b. Resolutions
- i. Resolution 2014-R03 Approving an Intergovernmental Agreement for Police Protection Between the Village of Downs and the City of Leroy, McLean County, Illinois – No Action
- aa. Old Business
- a. Postponed
    - i. Motion to Approve Recommended Village Donation of \$\_\_\_ to Steven Kretz' Boy Scout Eagle Project – No Action
    - ii. Motion made by Luke and Seconded by Myszka to Approve Authorization of Kyle Stinimates' Eagle Scout Project Plan Approved 5-0
9. Executive Session (Personnel) – No Action
10. Motion made by Lush and seconded by Luke to approve payment of bills. Approved 5-0  
No additions were made, but we need to move to Farnsworth bill to TIF II and the Williams Excavating bill needs to be moved to sewer.
11. Motion made by Lush and Seconded by Luke to Adjourn at 10:22 pm. Approved 5-0



Julie James  
Village Clerk