



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
7:00 PM
June 4, 2015

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

1. Mayor Mike James called the June 4, 2015 meeting to order at 7:04pm.
2. Roll Call was taken. Trustees Roach, Goveia, Messamore, and Luke all present. Trustee Luke was absent. Also present were Clerk James, Attorney Robert Porter representing the Village in Dawn Wall's absence and Treasurer Zwilling.
3. The Pledge of Allegiance was led by the Boys Scouts of America that were in attendance.
4. A motion to approve the agenda order was made by Roach and seconded by Lush. Approved 4-0
Discussion: Ordinance 2015-10 Approving the Disposal of the 1995 Ford Crown Victoria Police Car is being scratched. The car may be worth 25% of the amount we paid for it. According to our ordinance we would not be able to dispose of it. We need to sell the car and get the highest value for the car. We could put that it is for sale on our website, Craig's List, and our big sign outside.
Motion to Approve Revised Job Description for Assistant Treasurer is being scratched. The job description is not changing just the job posting.
5. Engineer Report
Shaun, from Farnsworth sent a report to Mayor James. The work on 2000E has been delayed due to underlying water problems on the road. The road will remain closed. An email was sent out to let residents know.
6. Committee Report(s) and Recommendation(s)
The first draft of the 4th of July events has been sent out. Sign Up Genius is being used for volunteering. After June 15th, events will be scratched if we don't get volunteers.
7. Mayoral Report
Mayor James asked if there was any progress for the posted for billing clerk position. Messamore indicated that nothing has been decided. He thought we may have two applications.
Lush reported that only one application has been received for summer and seasonal help.

Mayor James asked Attorney Porter how to approve executive meeting minutes. He suggested that the sealed minutes be passed around during executive session.

Mayor James reminded the trustees that NIMS training must be completed every 3 years. However newly elected trustees must take it within 90 days of taking office. Also OMA training needed to be completed by Goveia and Messamore within 60 days of taking office.

The Mayor said he received a call from a man in Lincoln. The gentleman said his father had purchased a desk from the Village many years ago. It contained some Village documents in it. Some documents referenced Abraham Lincoln. His family is going to give the documents back to the Village.

The Mayor is starting to push calls he receives to the appropriate trustees.

8. Trustee Reports
 1. Building Report- Goveia reported that she is trying to resolve an un-obtained permit for a garage. She is also trying to get an answer on the fence over at the Catholic Church.
 2. Water and Sewer Report- Kevin reported that 71,000 gallons/day was being sent to lift station. 74,000 gallons/day is being pumped out of plant. The iron level is .45. He is backwashing every day. We had a service line leak this month.
Kevin and the Mayor went to a seminar.

The streets on Washington and Woodlawn have been fixed from a break earlier in the year. Flushing of hydrants is being planned for the 3rd and 4th weeks in June. The rest will be flushed in July.

Messamore said he had a call about a water leak at Mallard Point. He talked to them about what needs to happen next.

3. Police and Services Report- Roach reported that Chief Dingler has completed 400 hours of training and completed the exam. The tuition was \$1190 and will be partially reimbursed.

She is seeking reimbursement for car washes for the police truck. Parkway Auto Laundry has a discount. The expense will be covered under our maintenance budget.

She sent in recommendations for ordinance changes.

The Village received a grant for \$100 from Meijer. Chief will be purchasing stickers etc. for kids.

Roach is working a getting a grant with Enbridge for help pay for a siren.

She is submitting bills for purchases that were approved in the last meeting.

It was decided that we will not be donating to the Tri-Valley Education's golf outing this year. Perhaps we should donate to this organization rather than putting an ad in the school's fall sports program.

Chief Dingler reported that he and the Village of Stanford are preparing a mock boiler room explosion.

The Chief, with the help of Heyworth Fire Department, is creating ID cards for Trustees to use in case of emergency.

He issued 4 citations and 3 warnings this month.

4. Streets Report- Trustee Lush reported that the guys are busy with mowing. Cleanup day is June 6th from 8am.-12pm. Lush has a dumpster coming.

He approved a culvert extension in Mallard Subdivision.

Two trees were removed. We split the cost of removal with Downs United Methodist Church and a property owner on the second tree.

A DCEO grant was given to us. Mayor James recommended using the grant for streets rather than the water plant. Streets Cleveland, Woodlawn, Oak and Franklin need to be milled and resurfaced. We will get an estimate from Farnsworth. We need to try and figure how to do it in conjunction with MFT.

The fire department is getting back to us about the corner that is over grown.

Goveia reported the last backpack distribution was done in May.

The Park committee is planning an upcoming breakfast.

Reservations for the park and community center are now being done through the office.

5. Finance Report- Treasurer Zwilling had nothing new to report.

9. Discussion

1. Review and Discussion of One Energy Way Initial Design
Steve Hancock, of Cornbelt Energy explained development plan for the road project at One Energy Way.

The current project will not being going down Towanda Barnes.

Storm drainage options are being looked at. General discussions have the drainage heading south towards the rental area.

The road taps in at Rte. 150 and they are concerned with having a wide entrance for their equipment.

Cornbelt is going to talk to Farnsworth about getting some water piping installed with REDLEG funds for future development.

Mr. Hancock would like us to consider this plan. They are going to start bidding out next week. They plan to start the second to third week of July based on weather.

2. Park Facility Rental Agreements, Process and Fee
Trustee Luke will bring this information next month.
3. Consultant Recommendations from 2013
These recommendations were sent to board. Mayor James would like to start implementing these.

Some of these recommendations were ordinance changes. Other recommendations were for the clerk and treasurer.

One of the recommendations was for a payroll process that we do not use any more Treasurer Zwilling wants to change this. The signature process on bills has yet to be changed.

As far as the billing clerk, the biggest issue is the credit card thing. Adjustments and reconciliations need to be look at.

Zwilling said he would be able to get read only access for the trustees to see bank information.

4. Village Code Changes: Mayor James will work with Roach to go through these Village code changes. Please send your changes to Roach before July meeting.
5. Other
Trustee Goveia asked about the contract with McLean County Animal Control. Mayor James says they have not sent it to us.

The Tri-Valley CUSD has not approached the zoning board about the properties they purchased. Superintendent Mouser indicated to the Mayor, that they will demolish. After demolition, the property will sit. They don't have the money to do a parking lot right now.

Residents Jack Smith and Joanna Smith have concerns with the school tearing down the existing properties and making a parking lot. They own 607 E Washington St. Mr. Smith sent a letter to all village board members. The Smiths would like the trustees to keep the school from demolishing the homes and trees, as well as putting in the lot next to their property.

Mayor James suggested the residents complain to the school board. The Village doesn't have any control over their plans. The only decision the Village board has is approving the rezoning of the property.

Tri-Valley CUSD has also purchased the foreclosed house on Woodlawn. Their shop classes are going to re-hab the house as a school project.

The ESDA van was destroyed by the fire department for a demonstration. They are going to scrap it for us and we will get the money.

They came to the Mayor on 5/18 asking to destroy the ESDA van.

Telepharm is interested in building a pharmacy in Downs.

The company was founded in 2012 and is based out of Iowa. They have 100 stores and specialize in rural communities. The business model uses computer technology. To communicate, a pharmacist uses Skype with customers. The company is competitive with Walgreens Wal-Mart and CVS. Telepharm likes to join partnerships with their communities.

They look to rent a 500 sq. ft. building.

They are community player and they won't compete with anyone else in town.

They asked for a \$50,000 one-time fee. Then the community receives a 25% return on investment every year.

They like to set up a non-profit entity to drop it into.

We would do it from a Village view point rather than investment group.

Mayor would like to use TIF funds, but will get more verification on this.

They sought out Downs. So they must think it would be profitable.

Treasurer Zwilling would like to see their financials.

The board could send out a survey to residents to see if there is interest.

The next move for the board will be to talk to other communities and see how it is working for them.

10. Public Comment

Peggy Keylin asked if the road construction will be absorbed by Beecher.

She suggested that the Boy Scouts keep the new police truck clean.

She asked why the trees were removed. Lush answered, they were hanging over the road and partially dead. One of the trees was right on property line of residents and they wanted a fence.

She had some ideas for lighting the streets and will get more information to us.

Zwilling says there is a need for an assistant treasurer. He proposes cutting the treasurer's salary to 1/3 of what it currently is. He would like to get out of the day to day actives and just do the reporting.

The Boy Scouts in attendance are here for Citizenship in the Nation badge.

A break was taken at 9:11pm.

The meeting was resumed at 9:22pm.

A quorum was still present.

11. A motion to Approve Items Contained within the Consent Agenda was made by Lush and seconded by Roach. Approved 4-0

12. A motion to Approve Consent Agenda was made by Lush and seconded by Roach. Approved 4-0

1. Motions

- a. Motion to Approve the May 7, 2015 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the Extension of Dooley Park Hours on July 4, 2015 until 12 am
- c. Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on July 4, 2015
- d. Motion to Approve Payment of Freedom Run and July 4th Vendors as Approved by Village Clerk, Treasurer and Finance Trustee
- e. Motion to Approve Revised Job Description for Assistant Treasurer was scratched.

2. Ordinances

- a. Ordinance 2015-09 Approving the Amended Final Plat for Beecher Trails Phase I
- b. Ordinance 2015-10 Approving the Disposal of the 1995 Ford Crown Victoria Police Car

13. New Business

1. Motions

- a. There was no action on the motion to Approve continuance of the Village of Downs Regular Board Meeting to _____, 7:00 pm at the Village Hall.
- b. A motion to Approve Parade Route and Road Closures During the Parade on July 4, 2015 was made by Goveia and seconded by Lush. Approved 4-0
Discussion: The Mayor says he extended the parade route to eliminate any bottle necks.
- c. A motion to Approve Eldon and Ellen Bricker as 2015 4th of July Grand Marshal was made by Lush and seconded by Roach. Approved 4-0
Discussion: Nominations for grand marshal were received for Chuck West, the Brickers and Eagle Scouts. The Brickers received the most nominations.

- d. A motion to Approve Posting for Part-Time Assistant Treasurer was made by Roach and seconded by Messamore. Approved 4-0
Discussion: We had an assistant in the past. Zwilling feels that he can pass off some of the day to day responsibility now that we have converted to QuickBooks. He expects this person will work 8-10 hours/ week on average.

Zwilling will cut his time and salary back.
He expects the assistant treasurer to be paid around \$10-\$15/hour.

14. Old Business
15. A motion to Approve Payment of Bills was made by Lush and seconded by Roach. Approved 4-0
Several bills were added. Zwilling asked that the trustees to send them in more timely rather than adding them to the bills on the night of the meeting
We received a bill for \$5600 and \$5000 from Farnsworth for Beecher. We need to have Farnsworth bill Beecher rather than us.
16. Executive Session was not entered.
17. No action was taken on Executive Session Items.
18. A motion to Adjourn at 9:51pm was made by Lush and second by Roach. Approved 4-0



Village Clerk