



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
7:00 PM  
October 1, 2015

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

1. Mayor Mike James called the October 1, 2015 meeting to order at 7:03pm.
2. Roll call was taken with Trustees Roach, Goveia, Messamore, Keylin and Lush all present. Trustee Luke was absent. Also present were Clerk Julie James, Attorney Dawn Wall, Treasurer Bakewell and Chief Dingler. A quorum was present.
3. The Pledge of Allegiance was taken.
4. A motion to approve the agenda order was made by Lush and seconded by Keylin. Approved 5-0
5. The Market Committee Report was given by Dave Bach.  
The village market just ended their 13<sup>th</sup> successful year. Average attendance was up. There was a 100 plus more attendees in June compared to last June. The averaged 50 more in July and August compared to last year. They attributed the increase to more advertising. This year they tried a market attendance card. After 12 visits, customers got market bucks. They had 28 attendance cards turned in. A couple from Champaign came to the market every week.  
They rented 21 vendor spaces and averaged 16 vendors each week.
6. Shawn Maurer gave the Engineer Report.  
Oil and chip work is done at Cross Creek.  
Beecher Trails also had oil and chip work done. Beecher has asked for a punch list. This list is still pending. The first phase will most likely be done by the end of the year.  
Downs Crossing started working on their road last month with curb work to begin tomorrow.  
A water main permit was started at Downs Crossing and will be bid out.  
TIF survey work is going on.

**Steve Hancock**, from Cornbelt Energy reported road work began about 3 weeks ago and ran into some water issues. Currently, the retention pond for the bank drains and dumps on Gillam Rd. Long range plans from 15 years ago planned for the water to come around and drain. They are heading towards that direction.

Cornbelt Energy has built a temporary road off of Gillam so they could facilitate getting their heavy vehicles in and out. They plan to keep Energy Way closed for a while to cure.

Steve said we have \$360,000 in REDLEG funds. To date the village has spent \$170,000. We are paid ahead by \$30,000. The village needs to use these funds to get some projects going there.

7. Mayor James gave his report.  
First off, the Mayor wanted to recognize the Citizens In Action "CIA" for their hard work.  
  
The TIF joint review committee met and passed the resolution to move forward to the creation of TIF 3. The vote was 4-0 and one member abstained.  
The next meeting for TIF 3 will be prior to the November board meeting.  
This project is costing the village ~\$20,000 and was discussed at length.  
The Mayor is going to make a FAQ for questions residents may have about TIF 3.  
Mayor James stated that without TIF, we are not going to be able to attract business. These are the times we live in. The school district 100% for it.

The Mayor hasn't received the quit claim deed paperwork from Downs Township for the Halloween shed.

The Osborn building closed on 9/25.

Trustee Roach said she will get the building insured. Currently, the building does not have an address. Trustee Roach said she would call Metcom to get an address.

#### 8. Trustee Reports

1. Building Report- Goveia reported the Village issued 3 new building permits and 1 permit for an addition. She talked to Kevin Zinn about culvert and water inspections. Whitehouse signs off on the inspection and believes the information is stored in the property owner's packet. If Zinn is comfortable in signing off on the culverts, we will have him do that. Goveia says he doesn't do this in his other inspections.
2. The Water and Sewer Report was given by Kevin Whitehouse. He reported water usage was typical for the month. The average iron concentration was .21.

Maguire iron found no structural issues with the tower. They discussed the paint failure on the tank. We are "do" for a total re-do in 2016. This cost would be covered with the payments we are currently making. Lush asked Kevin to find out how much extra it would cost to repaint the tank with a different color and possibly a Viking head.

There were no water leaks this month.

Our water system was recognized for fluoride compliance for 2 years.

Two homes are now occupied in Beecher Trails.

Kevin had a meeting with BNWRD in October. They discussed how to discharge the water to the south plant.

Trustee Messamore wanted to thank Kevin for his continued good work.

#### 3. Police and Services Report

Trustee Roach would really like to revisit the possibility for a Village credit card. Her department would like to be able to pay for car washes and other car maintenance.

Trustee Roach and the treasurer will work to get something together.

The mayor suggested we sign up for the BP rewards program. Kevin will sign us up.

Roach and Dingler are looking to meet with the mayor of Bellflower. They want to talk to him about the inter-governmental agreement and reimbursements.

The Chief and Roach mapped out their strategic 5 year plan.

Roach and Treasurer Bakewell came up with some reimbursement forms for travel and other reimbursements.

Randy Wilson, with ILEAS, spoke to the board. ILEAS is a statewide mutual aid organization created after 9/11. It was created by some organizations in Chicago. It is funded by US Department of Homeland Security. This organization would link us into a database where we would know what each police department has for equipment. It comes in handy when we have an emergency and may need to borrow equipment such as ATV's etc. This organization can get a group of officers together for emergency very quickly.

ILEAS' first response was to the tornado in Utica in 2004. Their motto is Strength Through Cooperation.

ILEAS yearly dues are based on the number of officers. Our dues would be \$60.

We would need to adopt a new resolution to accomplish this agreement.

Chief Dingler went on 2 calls of duty which is down from 30.

A speed trailer was donated to rural police departments.

A Tornado siren was tested the other day.

The Chief gave the board a one year summary of tickets, warnings and strategic plan progress so far.

Trustee Lush says he has been asked why the chief drives the truck home. It was discussed that it is for a better response time and a perk of having the job. This helps offset his salary.

#### 4. Streets Report

Trustee Lush started his report with an update on the new building purchased by the Village. He said currently the building only has cold water. It is going to need more lights, floor drains, heat and bigger garage door. It will need to be connected to the sewer. He estimates it will cost ~\$30,000 to renovate. The Mayor noted we need to keep these costs down as much as possible. We have many people that will donate their time to help.

Lush got quotes for a new F-550 truck from the state bid program. It will be ~\$67,000 with all equipment. He is proposing to buy a truck for public works. Currently, the street department has no way to do patching and salt spreading. Lush says getting the truck with a diesel motor would be \$7000 more. This motor is a V10.

We will finance through bank. The current interest rate is 2.9%. The payments will come out of the general fund.

Originally two trucks were going to be taken out of operation. It has been decided one of those trucks will need to stay in operation. The pickup truck needs to be operational so the employees won't drive the lawn mowers down the road.

Lush feels that it would be cheaper to buy a new truck rather than pay outside sources to do our snowplowing. Currently Lush and the Mayor do the snowplowing and their time is free.

5. A Parks, Community Center and Food Pantry Report were given by Trustee Keylin. In their recent park meeting they talked about park improvements. Currently, ceiling fans and a window are broken. They made \$237 made from last breakfast. Could they use it to buy a new window? It was discussed whether there was an expense line in the park budget. The mayor explained that in our appropriations budget we work off of expenses not off our income. The parks does have \$500 in maintenance so she could buy the window with that.

The donated mulch will be moved from Kickapoo Park by Bert Clark. The mulch will be moved over to dead end on Huff Rd. or out on the village land. Before being removed, some of the mulch will be used to finish up the trail.

Keylin said the committee is making guidelines for volunteer groups. These groups will need to formally submit their plan. At their next meeting, the park committee would discuss the plan and vote on it.

They plan to summarize each project by accounting for volunteers and man-hours. These summaries are useful when applying for grants.

Keylin wants to meet with scout leaders about some potential Eagle Scout projects.

The pavilion rental is now happening through the office.

Kickapoo park will not host weddings.

Her committee has changed some of the grammar in the park's mission statement.

## 6. Finance Report

Treasurer Bakewell reported we need to be recording our man-hours. A report needs to be provided quarterly. To her knowledge this hasn't been done in 2015.

Department of Labor wants hours maintained for exempt and salary individuals. This report doesn't apply to elected officials.

Bakewell says her transition to the treasurer position has been slightly challenging. Former treasurer, Alan Zwilling hasn't been at the village hall since the 3<sup>rd</sup> week of August.

He has been giving vague answers to Bakewell's questions.

Zwilling built the treasurer's computer and he created 3 accounts. Bakewell can only get into the treasurer account. She is unable to get into the other accounts or upload. Zwilling can't remember the admin password.

Bakewell is going to treasurer training in November.

She has been going over the audit. It should have been approved by now. The auditors have some questions with the accounting after the software purchase transition. Janice is helping. We have gotten a 60 day extension with the comptroller.

Bakewell explained for her protection she would like to put some Internal controls in place. She doesn't want to be the control center for checks under \$600. She would like to sit down with Roach and the new finance trustee every month.

A break was taken at 9:58pm.

The meeting was resumed at 10:05pm.

## 9. Discussion

### 1. Remaining Sewer Connections-

One property has not connected to the sewer. The county health department was called. They said "yes" this property needs to be connected but they can't enforce it.

The board discussed what the plan of action should be. The house is currently empty and being renovated because of flood.

This homeowner has gotten a series of letters, but no follow up has taken place.

If a lien is put on her property, our lien would be behind the bank's. Attorney Wall says she can look into the fiscal condition of the house.

This person does not qualify as a protected class.

Our ordinance allows us to turn off the water. We should turn off the water while she is not living there. Wall says we don't have to send a certified letter. The notice will be posted on her home and also mailed it to her.

### 10. There was no public comment.

## 11. New Business

### 1. Motions

a. A motion to Approve the September 3, 2015 Village Board of Trustees Regular Meeting Minutes was made by Lush and seconded by Messamore. Approved 5-0

b. A Motion to Approve Treasurer to Attend Illinois Municipal Treasurer's institute Conference in Bloomington, IL was made by Keylin and seconded by Roach. Approved 5-0

### 2. Ordinances

- a. No action was taken on Ordinance 2015-16 Approving Changes to Various Chapters of the Village Code.
  - b. A motion to approve Ordinance 2015-17 Approving the Purchase of a New Village Truck using the Preapproved State Bid was made by Lush and seconded by Messamore. Approved 5-0
12. Old Business
- 1. Motions
    - a. Motion to Approve continuance of the Village of Downs Regular Board Meeting to \_\_\_\_\_, 7:00 pm at the Village Hall-No action was taken.
  - 2. Ordinances
    - a. Ordinance 2015-15 Vacating the Alley Adjacent Downs United Methodist Church and 106 S. Seminary St.-No action was taken.
  - 3. Resolutions
    - a. Resolution 2015-R16 Authorizing the Easement Agreement with Downs United Methodist Church-No action was taken.
    - b. Resolution 2015-R17 Authorizing the Easement Agreement with 106 S. Seminary St.-No action was taken.
    - c. Resolution 2015-R18 Authorizing and Approving the Acceptance of Farmland Subdivision-No action was taken.
13. A motion to Approve Payment of Bills was made by Lush and seconded by Keylin. Approved 5-0
14. A motion to enter executive session for personnel at 10:35pm. was made by Lush and seconded by Messamore. Approved 5-0
15. Mayor Mike James called the October 1, 2015 meeting back to order at 11:09pm.
16. Roll call was taken with Trustees Roach, Goveia, Messamore, Keylin and Lush all present. Trustee Luke was absent. Also present were Clerk Julie James, Attorney Dawn Wall and Treasurer Bakewell. A quorum was present.
17. No action was taken on Executive Session Items.
18. A motion to adjourn at 11:11pm. was made by Lush and seconded by Messamore. Approved 5-0



Village Clerk