



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
7:00 PM
April 7, 2016

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

1. Mayor Mike James called the April 7, 2016 regular meeting to order at 7:20 pm.
2. Roll call was taken with Trustees Roach, Goveia, Keylin and Lush all present. Trustee Messamore was absent. Also present were Clerk James, Treasurer Bakewell and Village Attorney Dawn Wall.
3. The Pledge of Allegiance was taken.
4. A motion to approve the agenda order was made by Lush and seconded by Roach. Approved 4-0
Discussion: A few changes were made.
 - Motion to Approve the Preliminary Plan for the Plat of the Trueline Subdivision in the Village of Downs. Trueline should be Myszka Subdivision.
 - Resolution 2016-R06 Authorizing the Agreement with First Financial Bank for Use of Credit Card was changed to Resolution 2016-R06 Approving Execution of Credit Card Agreement with First Financial Bank.
 - No action will be taken on Resolution 2016-R08 Accepting the Offer of Irrevocable Dedication of Roadway Improvements in the Downs Crossing Development.
 - Motion to Approve FY 2014-2015 TIF Audit by Canny Accounting, LLC was scratched from the agenda.
 - No action will be taken on Motion to Approve FY 2014-2015 Audit by Canny Accounting, LLC.
 - No action will be taken on Motion to Approve FY 2014-2015 Annual Treasurer's Report.
5. Development Report
 1. Three projects are happening at Downs Crossing.
 - a. Storm Sewer- How to handle this from the new road to the south. It will cost approximately \$150,000-250,000.
 - b. Road Extension-The road extension may happen due to potential development that may happen. The mayor has had 5 calls recently with interest down there.
 - c. Water loop – This can be completed with REDLEG funds.
6. Engineer Report
 - Shawn from Farnsworth reported that construction has started going again out at Beecher.
 - They have started tree clearing and working their way West.
 - The MFT program is ready and is a pretty typical program.
 - Keylin asked about the hole on Main. She is concerned about Zika virus. Lush says we have other big holes in town. MFT won't touch the cost of this. MFT is usually used for routine maintenance. These holes could be TIF eligible expenses.
 - BNWRD needs to do some trench work. They are waiting for ground to dry out. VOD should not notice any impact. Mayor James asked is we can charge them for Kevin's time to do the work.
7. Mayoral Report
 1. Signs on I-74- Mayor James asked for permission to pursue signs to advertise for Downs (coming and going east/west I74).
 - Keylin stated we should not seek development for development's sake. We don't need to pay for the signs. The owners selling property should be responsible for and pay for the signs.
 - The Mayor will propose this to the property owners as directed by the Board.
 2. Tele-Pharm is still interested in Downs and James and Corn Belt had conversation with them this week.
 - They have changed their model a little bit. The bank would be a great location for pharmacy and prompt care.
 3. FOIA request- We received a FOIA request asking for zoning agreement documents for a trailer back from 2000. Zoning petitioners were replacing the trailer and providing some landscape.

James said we may have to re-hash this agreement. However, a tree was removed this week and the issue may be resolved.

4. The Village is receiving the Community of the Year from Heroes Embracing Autistic Lives. The banquet is April 11th @ 7:00 pm with a 6:30 for social time. Downs was nominated for the work and money raised by ~18 volunteers that hosted a fundraiser at Adkissons.
5. Mayor James wanted to publicly thank Rodney Lush, Downs F.D., Ameren and the McLean County Highway Department for their job in coordinating and cleaning up the downed tree on Seminary St. We are extremely lucky no one coming down this road. It was a great effort and it was appreciated.

8. Trustee Reports

1. Building Report- Goveia reported we had 4 new permits and 2 re-models. She will try to get the building permit application done during April or May.
2. Water and Sewer Report-
 - Whitehouse reported flows were typical and lightly elevated on sewer. BNWRD has portable units that can be placed in manholes to monitor flows.
 - The pipe locator has been received. Whitehouse has had a chance to play with it and it is fantastic.
 - Lead and copper testing will be up in 2017.
3. Police and Services Report
 - Roach reported golf and ATV permits are ready to go. The current ones expire 4/30/16. This year the color is green.
 - Roach passed around a sheet to get everyone's emergency contact information.
 - Information is being put in the newsletter for community clean up month.
 - Roach would like to get yards cleaned up with a focusing on junk cars. Chief Dingler believes there are between 15-20 junk cars. Anytime Towing will tow them for free until August.
 - Roach doesn't have information on IML IRMA retirement plans.
 - She completed this year's evaluation for the Chief.

Chief Dingler-

- Dingler showed everyone an example of what "spice" looks like. It was taken from a high school student this week. If we see this, Chief needs to know. This is Downs' biggest problem.
- Dingler distributed the Tornado Plan which outlined everyone's duties.
 - Our first responsibility is to secure the village. Then other law enforcement will relieve you of your duties.
 - Then trustees are to go to our headquarters, which is usually the fire department.
 - Trustees are to get a radio and will have a designated task. Each trustee will have an ID card.
 - Downs will team up with Ellsworth. They will be our second in command. We will be their second in command.
 - Information will be sent out every spring to the public so they know what to expect.
 - The website will be updated and contain information on emergencies.
- Dingler issued 1 ticket and 1 warning in Bellflower.
- 2 warnings and 4 tickets were issued in Downs.
- Chief had 22 calls to duty.
- There was a burglary on Woodlawn, a computer crime and several traffic accidents.
- 3 vehicle thefts happened to vehicles that were locked. Tools were stolen. Dingler says in his opinion it was done by a professional group.

- Chief taught driver's ed class.
 - Dingler has been nominated by the rural chiefs to be a "20 Stars for Life".
 - Dingler did 2 community policing tasks. He handed out erasers to the elementary students and played basketball with a group of high school kids.
4. Streets Report
- Lush reported that mowing season has started. He wanted to thank Anita Kessinger for picking up sticks at the park prior to the Easter event in the park.
 - We got the new truck today.
 - Monday was the first town cleanup day. It was a good turnout, filling 4 dump truck loads.
5. Parks, Community Center and Food Pantry Report
- Keylin submitted her report to the trustees earlier, but added there were 38 food boxes this month.
 - Linda Bowman has logged over 70 hours of volunteer time.
 - The park committee is thankful for the new hot water heater at youth center.
 - April 23rd will be their 1st breakfast fundraiser. They will be celebrating earth day focusing on recycling.
6. Finance Report
- Treasurer Bakewell distributed the posted budget, 2 years' worth of history, P&I and the BTP.
 - She reminded trustees to please give receipts to the Clerk and Treasurer. If you want expenses on the 2016 budget the receipt must be dated prior to 4/30/16.
 - Attorney Wall submitted her bill that was for 15 mos. She mentioned her bill was probably about \$5000 less because the mayor does much drafting. She also does not turn in all her time.
9. Discussion
- Goveia would like to see qualifiers on TIF disbursements to business requesting TIF money. We have never put in qualifiers. She would like to consider if a business gets TIF money and they go out of business within 5 years we would get 60% back.
 - We can write in those terms in the redevelopment agreement or just put it in the redevelopment agreement. We could also do a TIF loan. Wall says you have to consider your ability to collect. A loan would be a good way.
10. There was no public comment.
11. A motion to approve items contained within the consent agenda was made by Lush and seconded by Keylin. 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 March 3, 2016 and March 17, 2016 Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the Preliminary Plan for the Plat of the Hall Subdivision in the Village of Downs
 - c. Motion to Approve the Preliminary Plan for the Plat of the Gosch Subdivision in the Village of Downs
 - d. Motion to Approve the Preliminary Plan for the Plat of the Williamson Subdivision in the Village of Downs
 - e. Motion to Approve the Preliminary Plan for the Plat of the Ellen DeKay First Addition in the Village of Downs
 - f. Motion to Approve the Preliminary Plan for the Plat of the VOD Subdivision in the Village of Downs

- g. Motion to Approve the Preliminary Plan for the Plat of the Tri-Valley Subdivision in the Village of Downs
 - h. Motion to Approve the Preliminary Plan for the Plat of the Myszka Subdivision in the Village of Downs
2. Resolutions
- a. Resolution 2016-R05 Authorizing and Approving the Proposed Program for Maintenance of Streets and Highways
3. Ordinances
- a. Ordinance 2016-12 Approving the Final Plat of the Hall Subdivision in the Village of Downs
 - b. Ordinance 2016-13 Approving the Final Plat of the Gosch Subdivision in the Village of Downs
 - c. Ordinance 2016-14 Approving the Final Plat of the Williamson Subdivision in the Village of Downs
 - d. Ordinance 2016-15 Approving the Final Plat of the Ellen DeKay First Addition in the Village of Downs
 - e. Ordinance 2016-16 Approving the Final Plat of the VOD Subdivision in the Village of Downs
 - f. Ordinance 2016-17 Approving the Final Plat of the Tri-Valley Subdivision in the Village of Downs
 - g. Ordinance 2016-18 Approving the Final Plat of the Myszka Subdivision in the Village of Downs
13. New 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
 - b. A motion to approve Confidentiality Agreement for all Employees, Elected and Appointed Officials was made by Lush and seconded by Keylin. Approved 4-0
Discussion: Please go over this with your employees.
 - c. A motion to Approve Credit Card Policy and Required Agreement to Use Village Credit Card was made by Lush and seconded by Goveia. Approved 4-0
Discussion: Officials must submit a log or receipt for purchases.
 - d. A motion to approve Technology Policy was made by Lush and seconded Keylin. Approved 4-0
2. Resolutions
- a. ~~Resolution 2016-R06 Authorizing the Agreement with First Financial Bank for Use of Credit Card~~
 - i. Motion to approved Resolution 2016-R06 Approving Execution of Credit Card Agreement with First Financial Bank was made by Lush and seconded by Roach. Approved 4-0
 - b. Motion to approve Resolution 2016-R07 Authorizing the State Bid Purchase of a 2016 Ford T350 Transit Cargo Van for the Primary Use by the Village of Downs Public Works Department was made by Lush and seconded by Keylin. Approved 4-0
Discussion:
 - Kevin is purchasing the van through the state contract.
 - A van would better suit the needs of the water department and will replace the ranger.
 - Purchase price is \$32,385 totally outfitted with shelving and alarms. This will not be able to snow plow.
 - Lush says we need a vehicle that the mowing people can use. They can't use the new truck because that ties up the streets truck.

- Much discussion of whether a new truck is needed.
 - Goveia says we seem to be spending a lot of money.
 - Kevin is not able to get equipment in and out of the ranger easily. A van is more geared to help Kevin to do his job.
 - Roach asked that department heads make sure the vehicles are cleaned out. James reminded everyone there is no smoking in governmental vehicles.
- c. Resolution 2016-R08 Accepting the Offer of Irrevocable Dedication of Roadway Improvements in the Downs Crossing Development - No action was taken.

A break was taken at 9:33pm-9:42pm.

3. Ordinances

- a. A motion to approve Ordinance 2016-19 Establishing a Budget Procedure and the budget procedure for the Village of Downs was made by Lush and seconded by Roach. Approved 4-0
Discussion: This ordinance enacts the budget process, budget procedure and budget.

14. Old Business

1. Motions

- a. ~~Motion to Approve FY 2014-2015 TIF Audit by Canny Accounting, LLC~~ This item was scratched.
- b. Motion to Approve FY 2014-2015 Audit by Canny Accounting, LLC - No action was taken.
- c. Motion to Approve FY 2014-2015 Annual Treasurer's Report - No action was taken.

2. Ordinances

- a. A motion to approve 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 was made by Lush and seconded by Goveia. Approved 4-0
Discussion: Keylin wants the board to be careful to use TIF as it is meant to be used. We need to be open as possible.
- b. A motion to approve Ordinance 2016-03 Designating the Redevelopment Project Area of the Village of Downs, McLean County, Illinois was made by Lush and seconded by Roach. Approved 4-0
- c. A motion to approve Ordinance 2016-04 Adopting Tax Increment Financing for the Redevelopment Project Area No. 3 of the Village of Downs, McLean County, Illinois was made by Roach and seconded by Lush. Approved 4-0

15. A motion to Approve Payment of Bills was made by Roach and seconded by Lush. Approved 4-0

16. A motion to enter Executive Session for Personnel at 9:58pm was made by Lush and seconded by Roach. Approved 4-0

17. Mayor Mike James called the April 7, 2016 regular meeting back to order at 11:22pm.

18. Roll call was taken with Trustees Roach, Goveia, Keylin and Lush all present. Trustee Messamore was absent. Also present were Clerk James, Treasurer Bakewell and Village Attorney Dawn Wall.

19. Action on Executive Session Items

1. A motion to Approve wage increase of \$.50 /hour for Ruth Hood Starting May 1, 2016 was made by Roach and seconded by Lush. Approved 4-0
2. A motion to Approve wage increase of \$.50 /hour for Cheryl Bach Starting May 1, 2016 was made by Roach and seconded Lush. Approved 4-0
3. A motion to Approve wage increase of \$1.25 /hour for Janice Cuba Starting May 1, 2016 was by Roach and seconded Lush. Approved 4-0

4. A motion to approve a total compensation of \$62,550 for Kevin Whitehouse Starting May 1, 2016 was made by Lush and seconded by Roach. Approved 4-0
5. A motion to approve a total compensation of \$47,180 for Chief Josh Dingler Starting May 1, 2016 was made by Roach and seconded by Keylin. Approved 4-0
6. A motion to approve a wage of \$17.00 /hour for Les Fitzwater Starting May 1, 2016 was made by Roach and seconded by Lush. Approved 4-0
7. A motion to approve a wage of \$11.00 /hour for Cody McMullen Starting April 1, 2016 was made by Roach and seconded by Lush. Approved 4-0
8. A motion to Hire Marty O'Rourke and Caleb Smith at \$10.00/hour as Summer Maintenance Laborers Starting April 8, 2016 was made by Roach and seconded by Lush. Approved 4-0 (Roach, Goveia, Lush and Mayor) Keylin abstained because Mr. O'Rourke is her cousin.
19. A motion to Adjourn at 11:26pm was made by Lush and seconded by Roach. Approved 4-0



Julie James
Village of Downs Clerk