



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 1ST and September 8th, 2016

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

- 1) Mayor Mike James called the September 1, 2016 regular meeting to order at 7:00 pm.
- 2) Roll call was taken with Trustees Roach, Goveia, Keylin, Lush, Gassaway, and Twyford all present. Also present were Clerk James, Attorney Dawn Wall and Treasurer Bakewell. A quorum was declared.
- 3) The Pledge of Allegiance was taken.
- 4) A motion to approve the agenda order was made by Lush and seconded by Keylin. Approved 6-0
Discussion: The following was struck from the agenda.
 - a) Motion to Approve the Preliminary Plan for the Plat of the Downs Crossing Subdivision Fourth Addition within the Village of Downs (Postponed to October 6th)
- 5) There was no Eagle Scout Project Report. However, a landscaping project is being planned for the water plant.
- 6) Development Report
Discussion:
 - Corn Belt**
 - James and Twyford had a meeting with Corn Belt. They went through plans for the storm sewer. Corn Belt would like to break ground prior to winter. This will be a large detention basin of 6+ acres. James said the cost will be high, but we could use TIF or REDLG money to help pay our portion.
 - Representatives for the land owners were at the meeting. Twyford said hats off to Corn Belt for being good neighbors. The land owner's biggest concern is what happens when the storm sewer gets deeded over to the Village.
 - October 6, 2016 is the hearing for the preliminary plan.
 - Farnsworth Bill**
 - We incurred a cost from FW for oversight of the upsize (which we requested) of the Downs United Methodist Church pipe. James asked if we want to pass the bill onto DUMC or do we pay it?
 - Wall says she feels like Farnsworth was watching out for our interest and sounds like it is our bill.
- 7) There was no Engineer Report.
- 8) There were no Committee Reports.
- 9) Mayoral Report
 - Mayor James will be attending the IML conference September 21-23.
- 10) Trustee Reports
 - 1) Building Report
 - Goveia reported we had 2 building permits this month. She is working on renter's document
 - 2) There was no Water and Sewer Report.
 - 3) Police and Services Report
 - Roach**
 - Roach read a thank you to Chief Dinger from a non-resident.
 - She said she will be bringing forth a candidate for a part-time officer later on in the meeting.

Chief Dingler

- Chief had 13 calls of duty in August.
- There were 3 citations in Bellflower and 3 citations in Downs.
- Downs had 1 theft and it was solved.
- He arrested 2 individuals that had outstanding warrants.
- There were 2 disorderly conduct instances.
- A large de-briefing will occur on the issue that happened out at the school.

4) Streets Report

- Lush reported clean-up day will be on Tuesday because of the Labor Day holiday.
- Spray patching is happening currently.

5) Parks, Community Center and Food Pantry Report

- Keylin sent her report out earlier to trustees.
- The park committee is planning a trash can painting project.
- On October 1, the committee will be hosting a dinner in the park.
- Keylin would like more public input on changing park hours. She would like to do a survey on website.
- The food pantry is now offering produce that will keep. Food pantry participants will be able to come in mid-month and get the produce. The produce is coming mostly from Walmart. Walmart is changing their image and turning over their produce more quickly.

6) Finance Report

- Bakewell went over the BTP and profit and loss spreadsheets. The bills for this month were typical.
- The auditor sent over the draft report at 3:15pm. today for Bakewell to review.
- Bakewell would like to go with a different auditing firm for next year. She would like to go with Striegel Knobloch from Bloomington. Their fee would be \$7500. Canny, our current auditor, is \$5000. She feels like she would have a better working relationship with Striegel.
- Goveia would like Bakewell to find a couple other firms to compare by the continuation of this meeting.
- Bakewell said she has had past experience with Striegel Knobloch. She noted that their skills are top notch and she was impressed with their professionalism.
- Striegel Knobloch would be ready to do our audit on 10/1/16.

11) Discussion

1) Revised Annexation Agreement with MM Bowers

- James said without approval of the revised annexation agreement, Bowers would not be able have dedication.
- There was a discussion about the seal coating in 7 years. What happens if the road doesn't need seal coating? Wall will write in language that Bowers will write us a check instead of seal coating if we determine the road won't need seal coating. The bid cost would be determined by our engineer.
- It was suggested to set up a google calendar for the future items (i.e. Bowers letters of credit and this seal coating).

2) Ordinance Changes (10, 9, 5)

Chapter 10

- Roach changed the limit dogs and cats to 4 of each. Residents are grandfathered in if they already have more than 4.
- Lush and Keylin have a problem with limiting the number of animals. Who are we to decide how many is too many? Keylin says how are we going to enforce this? Roach says we are not going to count, but this way in the future if we have an issue we have backing.
- Twyford says he sees a reason for limits. No one needs 20 cats.
- Goveia asked about residents live trapping animals that are on their property. Do they need to contact Chief Dingler?
- Wall suggests that our police not handle stray animals even in a cage.
- Chapter 6 says a kennel is 3 dogs.
- It was determined that more discussion was needed.

Chapter 5

- Chapter 5 will be discussed in October.

Chapter 9

- Wall said Chapter 9 is fine. This will be approved in October.

12) There was no Public Comment.

13) A Motion to Approve Items Contained within the Consent Agenda was made by Lush and seconded by Gassaway. Approved 6-0

14) A Motion to Approve Consent Agenda was made by Keylin and seconded by Goveia. Approved 6-0

1) Motions

- a) Motion to Approve the August 4 & 18, 2016 Village Board of Trustees Regular Meeting Minutes
- b) Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St. from Franklin to Main, Dooley Park Road on October 8, 14, 15, 21, 22, 28 and 29, 2016 from 5 - 11 pm
- c) Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St from Franklin to Main on October 30, 2016 from 12 - 4 pm
- d) Motion to Approve the Extension of Dooley Park Hours on October 8, 14, 15, 21, 22, 28 and 29, 2016 until 12 am

15) New Business

1) Motions

- a) A Motion to Approve Changes to the TIF Application was made by Goveia and seconded by Keylin.
A motion to amend the motion was made by Goveia and Seconded by Keylin. Approved 6-0
A Motion was made to Approve Changes to the TIF Application As Amended by Goveia and seconded by Keylin. Approved 6-0
Discussion: Keylin wanted language changed to "meeting with applicant".

2) Resolutions

- a) A motion to approve Resolution 2016-R18 Authorizing and Approving the Amended Development Agreement Between the Village of Downs and RHA Holdings, LLC. for the Project Located at 212, 214 & 216 S. Seminary St., Downs, IL was made by Keylin and seconded by Goveia. Approved 6-0

Discussion: Brian Cremer of RHA Holdings explained why he asked for additional money. He said quite a few things have gone wrong with the renovation and additional costs have been incurred.

- 3) Ordinances
 - a) Ordinance 2016-27 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 9 "Liquor Code"- No action was taken.
 - b) Ordinance 2016-28 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 5 "Local Improvements" No action was taken.
 - c) Ordinance 2016-29 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 10 "Animal Control" No action was taken.
- 16) Old Business
 - 1) Motions
 - a) Motion to Approve the Preliminary Plan for the Plat of the Downs Crossing Subdivision Fourth Addition within the Village of Downs (Postponed to October 6th)
 - 2) Resolutions
 - a) Resolution 2016-R08 Authorizing the Execution of an Amended Annexation Agreement Between the Village of Downs and Living Hope Christian Church, Inc. No Action was taken.
 - 3) Ordinances
- 17) A motion to Approve Payment of Bills was made by Goveia and seconded by Lush. Approved 6-0
- 18) A motion to enter Executive Session for personnel was made by Goveia and seconded by Keylin. Approved 6-0
A break was taken at 9:04pm.
 - 1) Mayor Mike James called the September 1, 2016 regular meeting to back to order at 10:09 pm.
 - 2) Roll call was taken with Trustees Roach, Goveia, Keylin, Lush, Gassaway, and Twyford all present. Also present were Clerk James, Attorney Dawn Wall and Treasurer Bakewell. A quorum was declared.
- 19) Action on Executive Session Items
 - 1) A Motion to Hire Levi Boward as a Seasonal Maintenance Worker for the Village of Downs at \$20/hr. was made by Lush and seconded by Twyford. Approved 6-0
 - 2) A Motion to Hire Brian Hempstead as a Part-Time Police Officer for the Village of Downs at \$13/hr. was made by Roach and seconded by Goveia. Approved 6-0
 - 3) A Motion to Approve Julie Bakewell as the Treasurer, Budget Officer and TIF Administrator in the Village of Downs at \$26 /hr. for term to expire August 2017 was made by Roach and seconded by Gassaway. Approved 6-0
- 20) A motion to approve continuance of the Village of Downs Regular Board Meeting to September 8, 5:00 pm at the Village Hall was made at 10:17pm. by Keylin and seconded by Lush. Approved 6-0
 - 1) Mayor Mike James called the continued September 1, 2016 regular meeting to order on September 8 at 5:36 pm.
 - 2) Roll call was taken with Trustees Roach, Goveia, Keylin, Gassaway, and Twyford all present. Trustee Lush was absent. Also present were Clerk James and Treasurer Bakewell. A quorum was declared.
- 21) Old business
 - a) A motion to Approve FY 2014-2015 Audit by Canny Accounting, LLC was made by Goveia and seconded by Gassaway. Approved 5-0

Discussion:

- Bakewell gave a high level overview of audit.
 - Canny Accounting, LLC used accounting principles required by state law.
 - Bakewell said she spent a minimum of at least 25 hours reviewing this document. She has verified every figure.
 - On page 10 of the audit report you will see prior period adjustments. This is because at the end of FY 2014 we transitioned software. 2014's figures didn't match on new software.
 - The board felt comfortable approving the TIF. The TIF balances in the audit are the same numbers just not in the right format. By approving the TIF we can move forward and stop being fined.
- b) A motion to Approve FY 2014-2015 Audit by Canny Accounting, LLC and Additional Fee not to exceed \$5000.00 was made by Gassaway and seconded by Keylin.

Discussion:

- Gassaway and Keylin withdrew the motion. It was decided to wait until next month until we have the bill.
- c) A motion to Approve FY 2014-2015 Annual Treasurer's Report was made by Goveia and seconded by Keylin. Approved 5-0

Discussion:

- State statute asks that we state all of our revenue received.
 - The treasurer's report summarizes the amount of expenditures.
 - The final paragraph is filled in with audit information.
- d) A motion to Approve FY 2014-2015 Annual TIF Report was made by Goveia and seconded by Gassaway. Approved 5-0

Discussion:

- Mayor passed out an example of the TIF format using prior year's TIF information.
- e) A motion Approving Striegel Knobloch & Company LLC for FY2016-2017 Audit was made by Gassaway and seconded by Twyford. Approved 5-0

Discussion:

- Bakewell was able to receive one other bid from Feller & Kuester CPA, in Champaign.
 - They did the Village of Loda's audit. Their bid would be \$7800 for one year. They noted that since we are getting a late start on this year's audit they would have to charge us more.
 - The Village of Leroy uses Striegel Knobloch. Leroy's clerk who works directly with them gave very positive comments. They charged Leroy \$13,500.
 - Our bid from Striegel Knobloch is not to exceed \$7500. They will start the audit on 10/1/16.
- 22) A motion to Adjourn at 6:20pm on September 8, 2016. was made by Twyford and seconded by Goveia. Approved 5-0



Julie James
Village of Downs Clerk