



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
7:00 PM
November 3, 2016

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

1. Mayor Mike James called the November 3, 2016 meeting to order at 7:00pm.
2. Roll call was taken with trustees Roach, Goveia, Lush, Keylin, Gassaway and Twyford all present. A quorum to do business was declared. Also present were Clerk James and 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 Keylin. Approved 6-0

Discussion:

- There was no action in all old business.
 - The approval of the renewal of the Village of Downs Insurance Plan with IMLRMA was on the agenda twice. Mayor James left the one in consent agenda.
5. Eagle Scout Candidate John DeWerf gave a report on his Eagle Scout project. He completed his project over by the water plant. He refurbished, sanded and painted the pump. He poured a new concrete slab. He landscaped and rocked around it. Some bushes were removed and a birdhouse was added. The board thanked him for his service.
 6. Development Report
Mayor James said there was not a lot of progress since last month. The north water main will happen. Other additional development work is at a standstill.
 7. Engineer Report
Shaun Mauer-Farnsworth
 - The Downs Crossing water main has been staked. The water contractor should be in next week to get started.
 - There have been some meetings on the drainage problem. They are working on a plan to fix the watershed issue.
 - On the 1st lot out at Cross Creek a stockpile of dirt is being kept. There have been some complaints concerning the dirt pile. It is from the detention basin.
 - The Mayor said that Steve Miller is selling black dirt for \$7/ton and the village should consider buying some.
 - Mauer said there is not a lot to report out at Beecher Trails. NICOR is putting in services in the 1st addition. They hit a couple of curb stops while doing this.
 - The water NPDES renewal is ready to be sent in. The renewal is done every 5 years.
 - The Milby bridge was inspected and it is in great shape. This is also done every 5 years.
 - The BNWRD manhole project is finished.
 - Lush asked about 2 driveways out in Beecher that are too high. He said the snow plows are going to tear their driveway up or the driveway will tear up the snowplow. Lush asked who is responsible for damages. Wall said we are not obligated to fix the driveway if they are not matching grade. Wall says we need to send a letter letting them know they need to fix the driveway. If they choose not to fix they would be responsible for our repairs.
 - We need to make sure that our building inspection checks this.
 - Wall says someone needs to talk to them so they understand. Then a letter is needed to follow up.

8. Mayoral Report

- Adkisson's 3rd qtr. Liquor report is on google drive. They are in compliance.
- Roger Reynolds would like his development agreement to go to the end of TIF II.
- We had the JRB this evening. The next JRB meeting will be in Jan. or Feb. for 2016's TIF.

9. Trustee Reports

1. Building Report

- Goveia reported we only had 1 building permit this month.
- She is still working on renter's agreement. She still would like to use new construction permit fees to cover the cost of the rental inspection costs.
- Gassaway asked that she outline a plan with some data.
- The Mayor said he spoke with Jeff Dodds of Heyworth. Heyworth does an inspection with issues/complaints. If a violation is found the owner is given notice and if they fail to correct, then they are fined.

2. Water and Sewer Report (Generator contract, water tower painting contract, van)

- Kevin followed up from last month with Living Hope. The digging that was done was for electrical conduits.
- Iron concentration was up this month due to the painting of the tank.
- Water quality and pressure are back up.
- The fluoride sample for the month was satisfactory.
- There was a 2 day repair on a water service line on Franklin.
- Kevin is working on getting an estimate for both generators. These generators only run one hour a month.
- He still has not heard anything on the new van.

3. Police and Services Report

Roach

- Roach reported that our contract with AREA contract is up in April 2017. Wall says we need to open up for bids 90 days prior to the end of the contract. She said we will need to start the process by the January meeting.
- Roach and Mayor had a meeting with Tri-Valley's Dave Mouser, Josh Roop, and Carl Neubauer. Tri-Valley is concerned about growth and they would like to use the space they currently house Chief Dingler.
- We received a letter from a concerned citizen about cats. Roach says he feels like he is fighting this alone.
- She has been in touch with Enbridge and is pretty confident that we may get a grant.
- The ballistic shield that was approved last month is on hold until her department determines how that fits into the 1, 3, & 5 yr. plan.
- Lush offered the streets building's office. He said it is has studs and would cost some money to finish. Roach said we need to move on this by the end of the semester.

Dingler

- Dingler went on 13 calls of service.
- He wrote 5 citations, 4 warnings and 1 trespassing violation. There was 1 dog bite.
- He is looking at traffic on Seminary St. concerning a complaint of students crossing.

- To curb speeding on Seminary, Dingler suggested that we need a solar blinking light on the speed limit sign.
- Dingler spoke about initiative by President Obama called 21st Century Policing. It promotes “old school policing”.

4. Streets Report

- Lush reported that Monday is last trash pick-up until April.
- Mowing has subsided.
- Lush doesn't have a 1, 3 & 5 year plan as of yet. Gassaway offered to give feedback for preparation of department's plans. The Mayor directed Lush to work with Twyford and Kevin.

5. Parks, Community Center and Food Pantry Report

- The park committee is still looking in to the half pike. Keylin went to Farmer City and looked at their skate park. She likes the material theirs is made of as well as some of the other things they had.
- A citizen group will be decorating the park for Christmas. They will be working on 11/5-11/6 and 11/11-11/12 and are looking for volunteers.
- The Mayor said that Melton's are looking to donate a couple of trailers to the village for storage. All he wants is a donation letter.
- Keylin has started her 1, 3 & 5 year planning.
- The park committee is focusing on the pavilion this month. They are looking into installing a ventilation fan, rather than ceiling fans.
- Flags will be up for Veterans Day.
- The food pantry got a new chest freezer.
- The food pantry will be distributing 38 boxes this month.
- NHS donated \$300 to the food pantry to purchase turkeys.

6. Finance Report

- Gassaway reported for Bakewell. Bakewell will get the financial reports out tomorrow.
- Auditors will be here to work with her next week.
- The village received approval for extension on both audits.
- Gassaway asked on Bakewell's behalf about the establishment of the police dept. When it was formed expenses were paid out of general. Wall said to move the assets by a resolution.

10. Discussion

1. Annual Tax Levy

- Gassaway went over the proposed tax levy changes. We are proposing the standard 5%.

2. HR Manual and Policies

- James noted the auditors are supposed audit our HR manual and policies and we don't have anything comprehensive in our books.
- The Mayor has put a HR manual on google docs. Gassaway said she could get a template. It was decided that Roach and Gassaway will work on a manual.

11. There was no public comment.

12. A motion to approve items contained within the consent agenda was made by Lush and seconded by Roach. Approved 6-0

The motion was amended motion by Lush and seconded by Roach. Approved 6-0

- Discussion:

The donation to Tri-Valley may not be needed. The board was not aware that they were having their Veterans Day celebration tomorrow. They haven't asked for our donation. It could be possible they are not doing a meal, like in the past. The motion was amended to allow for this donation to be used by the food pantry if not needed by Tri-Valley.

13. A motion to approve the consent agenda was made by Lush and seconded by Twyford.

Approved 6-0

1. Motions

- a. Motion to Approve the October 6, 2016 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Renewal of Village of Downs Insurance Plan with IMLRMA at \$18,324.90
- c. Motion to Approve \$200 donation to Tri-Valley for Annual Veterans Day Celebration or to the Food Pantry.
- d. Motion to Approve the John DeWerf Eagle Scout Project

14. New Business

1. Motions

- a. A motion to approve payment from TIF 1 for Material Used to Build Roadway from Lincoln to Shaffer for Heavy Truck Traffic was made by Lush and seconded by Gassaway. Approved 6-0

Discussion:

- Jeff Misch will be extending Lincoln and Shaffer Dr. He is doing all the work we are providing the materials. The purpose of this extension is to keep the heavy traffic on this road.
 - The cost of the rock is approximately \$1600.
 - Lush says the streets department needs to purchase/replace 3 culverts that were used.
 - It is estimated that it will cost \$10,000 to complete the road.
- b. A motion to approve all TIF 1 Money used to Fund TIF 3 Projects to be Treated as a Grant was made by Gassaway and seconded by Twyford. Approved 6-0

Discussion:

- TIF 1 money that funds TIF 3 projects will be treated as a grant.
- A notation on the journal entry needs to be made to reflect the "grant".
- The TIF lawyer said there is no statutory way to account for it. But you have to keep track of it.

2. Resolutions

- a. A motion to approve Resolution 2016-R19 Authorizing the Execution of an Amended Annexation Agreement Between the Village of Downs and MM Bowers, INC. was made by Keylin and seconded by Roach. Approved 6-0

Discussion:

- Wall said she clarified the phases and additions.
- A fund will be created for Raef Rd. when Phase 3 is done and dedicated. Bowers will pay fair market value to surface Raef Rd. Wall says we are voluntarily plowing Raef Rd. but he will be maintaining it.

- b. A motion to approve Resolution 2016-R21 Accepting the offer of irrevocable dedication of certain improvements in the "Beecher Trails Subdivision" was made by Goveia and seconded by Roach. Approved 5-1 (Twyford)

Discussion:

- Approving this says that we are accepting roadway improvements, right-aways and easements in phase one.
- Shaun Mauer does not have any concerns with the acceptance.
- We are still covered under a one year warranty.

- c. A motion to approve Resolution 2016-R22 Authorizing and Approving a Development Agreement Between the Village of Downs and Downs Automotive for TIF 3 Project Located at 107 S. Shaffer Drive, Downs, IL was made by Goveia and seconded by Lush. Approved 6-0

Discussion:

- We just received their application yesterday. Downs Automotive is housed in a metal building.
- Most of the money he has spent has been for diagnostic equipment and Mr. Brown has let the building go. They would like to restore the building. It will be sanded, primed, painted and sealed. He would like to start as soon as possible before cold weather.

15. 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. 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

- a. Ordinance 2016-28 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 5 "Local Improvements" No action was taken.
- b. Ordinance 2016-29 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 10 "Animal Control" No action was taken.

16. A motion to approve payment of bills was made by Roach and seconded by Gassaway. Approved 6-0

Discussion:

- Roach wanted the board to note that money is being spent on candy in the front office.

17. There was no executive session.

18. A motion to adjourn at 9:26pm was made by Lush and seconded by Roach. Approved 6-0



Julie James
Village Clerk