



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
7:00 PM  
January 5, 2017

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

1. Mayor Mike James called the January 5, 2017 meeting to order at 7:01 pm.
2. Roll Call was taken with trustees Roach, Goveia, Keylin, Lush, Gassaway, & Twyford all present. Also present were Clerk James, Treasurer Bakewell, and Village Attorney Dawn Wall. A Quorum to do business was declared.
3. The Pledge of Allegiance was taken.
4. A motion to approve the agenda order was made by Lush and seconded by Roach. Approved 6-0

Discussion:

- Joe Roberts from Republic was moved up before the audit discussion.
  - No action was taken on:
    - Motion to Approve continuance of the Village of Downs Regular Board Meeting to \_\_\_\_\_, 7:00 pm at the Village Hall
    - Motion to Authorize and Approve 2-year Contract with Frontier for 3 land lines
    - Motion to Authorize and Approve Purchase of EMA Radios for \$\_\_\_\_\_
    - Ordinance 2017-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 5 "Local Improvements"
    - Ordinance 2017-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 10 "Animal Control"
5. Joe Roberts-municipal services manager for Republic
    - Roberts spoke to the board about bidding for the village's upcoming garbage contract.
    - He noted that Heyworth has E-waste recycling once a month with Republic. They bring in a semi in for the residents. He is negotiating the same thing with Leroy.
    - He said Republic is interested in earning our business.
  6. Auditors Report for FY2016
    - Ben Smith from Striegel Knobloch spoke to the board.
    - He noted that he enjoyed working with Treasurer Bakewell.
    - Smith ran through audit for the board.
    - He explained the letter that was on page 4 of the audit.
    - Smith said no internal control deficiencies were found.
    - Striegel Knobloch prepared and submitted the annual financial report for the village.
  7. There was no development report.
  8. Engineer Report-Shaun Mauer, Farnsworth Group
    - Shaun reported that the water main for the first phase is in at Downs Crossing.
    - Gildner will start coordinating with Corn Belt on how to disinfect.
    - The fire hydrants have been bagged. The fire hydrants would not have enough capacity.
    - Shaun let the board know that new drainage plans will be coming next week.
    - IDOT needed additional information on the Milby Bridge. Shaun said the state is doing an inventory and they asked for plans.
    - McLean County Highway, Shaun, the Mayor and Kevin met. McLean Co. is looking at pump station on Gillum Road. They want to match the road grade. Our sewer is not going to be in the way and Shaun doesn't see any issue.

- The Mayor mentioned to McLean Co. that he would like to have truck traffic re-routed to this road. They indicated this is in the works and part of their 5 year plan.

#### 9. Mayoral Report

- James noted that the 2020 census work has started. We have been asked to update our boundaries.
- The water main loop was paid for with REDLG money.
- We received payout request from Gildner for water main loop and road extension.

#### 10. Trustee Reports

##### 1. Building Report

- Goveia reported there were no building permits this month.

##### 2. Water and Sewer Report

- Kevin reported the average iron content was .25 ppm. This is under the IEPA requirement. This is a first us.
- The bacteriological testing was satisfactory.
- The public works van floor was coated. The shelves and tools are in. The van is wonderful and Kevin is very thankful.
- A broken curb stop fixed on Woodlawn.
- Twyford went over some of his department's 1, 3, & 5 year strategic plans
  - Review the need for another tower at Downs Crossing.
  - Review past engineering projects.
  - Have a succession plan for Kevin.
  - Come up with a plan for utilizing equipment.
  - Other items up for consideration are water hydrants, water pressure, the need for new water lab equipment for fluoride and long term solar energy options.

##### 3. Police and Services Report

- Roach wanted to thank Lush and his staff. They have made a lot of headway on the office at the brown building.
- The bathroom and flooring is costing more than was originally thought. She would like to go with something basic like epoxy.
- Roach and Bakewell will go over the IML RMA payroll audit.
- AREA has asked us to put in flyer to have the garbage and recycling in by 6 am.
- Roach sent out a draft of her department's 1, 3, & 5 year strategic plan. Some of these include:
  - Increase Police protection
  - Grant funding for siren
  - Partnerships other communities and the school
  - Increase awareness of recycling efforts to increase recycling
- Her department is in the process of doing an asset inventory.

##### **Chief Dingler**

- Reported he went on 9 calls of duty.
- There was a dog bite in the owner's home.
- 1 electronic harassment
- 1 credit card fraud
- 2 suspicious vehicles

- 1 assist to another department
- 1 citation given out
- 8 holiday warnings given and one was paid forward.
- Hempstead is in phase 2 and is going to police academy in February.
- Dinger wanted to remind residents that the IRS does not send out cops to arrest people and this is a scam.

#### 4. Streets Report

- The trustees discussed whether they need to withhold funds from Gildner during the north water loop construction. Kevin suggested holding back paying 25% until testing is clear. Gassaway said 10% is standard. Trustees used Attorney Wall's opinion of holding 20% or \$21,000.
- Lush reported a lot of salt was used during the ice storm and we are down to the bare minimum.
- Lush outlined some of his 1, 3, & 5 year strategic plans
  - His main priority is asset sharing with the water department.
  - He would like a full time streets employee person to go along with the full time water employee.
  - Proper equipment to be sustainable
  - Seminary street sidewalk, parking lot
  - Seal coat coverage

#### 5. Parks, Community Center and Food Pantry Report

- Keylin sent out report to trustees earlier.
- The park pavilion kitchen counter looks good.
- The problem with the park pavilion furnace has been fixed.
- Keylin outlined some of the projects she is working on for her 1, 3 & 5 year strategic plan.
  - Dooley Park-gutter covers, extra sink, replace signs, landscape around the youth center, skate park, pickle ball, projects around the bell, roof on pavilion, new refrigerator, solar or wind powered lights
  - McManus-landscape, bench, encourage activities
  - Kickapoo-get rid of wood, fix the parking lot, add no dumping signs, sit down with naturalist, prairie flood plan restoration, outdoor education programs, sidewalk down Seminary St. to get to the park
- Keylin would like to get the word out there is free firewood as long as it stays cold.
- Food pantry-
  - The Mobil Station will give customers a free pizza coupon if you buy 100 gallons of diesel. An individual donated 5 of his coupons to the food pantry.
  - A \$20 donation was received from a customer at Walmart when Linda Bowman was buying turkeys for the food pantry.
  - 38 boxes will be going out this month.
  - New individuals have been volunteering at the food pantry.

#### 6. Finance Report

- Bakewell went over the BTP and the financials.

- The Striegel Knobloch bill came in at the high end of \$7500.
- The George Gildner bill is on the BTP minus the \$21,000 we are holding out.

## 11. Discussion

### 1. Travel and Expense Policy

- The State of Illinois has passed a mandate that we must pass. Wall is in the process of revising. The board will need to pass by 4/30/17.

### 2. Garbage RFP

#### Discussion:

- Wall sent out the bid criteria of what the board used last time. Wall said whatever we are expecting for our constituents we need to put in our criteria. This contract will begin May 1, 2017.
- James suggested we ask for 1 annual roll off. The events committee uses this as one of their fundraisers in the summer. We would be more interested in this than the 1/month E-Waste recycling.
- Bidders may provide the board with a cost sheet for commercial accounts.
- Bidders will pick up bulk items such as couches, stuffed chairs, and white goods free of Freon.
- The garbage contract must meet a \$1,000,000 insurance requirement.
- Lush would like them to bid different year options.
- Bidders will provide recycling services every other week but may provide recycling services every week.
- Wall will get this written up and the board will approve in February to go out to bidders.

### 3. Other

- Goveia noted, that when she was looking at ordinances with fines, perhaps the board should consider the possibly hiring a part-time an ordinance enforcement officer.
- This person could take care of animal control, weed issues and abandon cars.
- The person would be paid per hour.
- Wall said to enforce the fines you would have to take them to court. Wall says they have to have due process. We are not set up to handle the contested process. We would have to update our ordinances.
- Next month the Mayor would like to start looking at re-working the ordinances to include this.

12. There was no public comment.

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

14. A motion to approve consent agenda was made by Roach and seconded by Twyford. Approved 6-0

#### Discussion:

- Mayor said he has not heard anything from Living Hope. He has written a letter to Dan Dawson, the head elder. He has carbon copied several others within the church as well as village trustees, billing clerks, Kevin and the clerk.
- There will be an agenda item for a resolution in February for Living Hope to cease and desist if they do not sign their agreement.

- We rescinded the first agreement. But, we still gave them a building permit.
- Kevin Zinn has done some inspections.
- They have not hooked on to water or sewer.
- Goveia would like to list, in the letter, the actions the village will take. The Mayor and other trustees felt the letter was firm enough.

#### Motions

- Motion to Approve the December 1 & 20, 2016 Village Board of Trustees Regular Meeting Minutes
  - Motion to Authorize and Approve Donation of \$100 to the McLean County SHOW Bus
  - Motion to Authorize and Approve Purchase of 1/8 Page Ad in Tri-Valley Winter Sports Program for \$135
  - Motion to Authorize and Approve Letter to Living Hope Christian Church
  - Motion to Authorize and Approve an Additional \$2500 for Building Remodel for Police payable from TIF 1
- Resolutions
    - Resolution 2017-R01 Authorizing and Approving the Easement Agreement Between Village of Downs and the County of McLean.
  - Ordinances
    - Ordinance 2017-01 Authorizing and Approving the Intergovernmental Agreement Between the Village of Heyworth and the Village of Downs for Use of Equipment and Personnel

#### 15. New Business

- Motions
  - Motion to Approve continuance of the Village of Downs Regular Board Meeting to \_\_\_\_\_, 7:00 pm at the Village Hall-No Action
  - Motion to Authorize and Approve 2-year Contract with Frontier for 3 land lines- No Action
  - Motion to Authorize and Approve Purchase of EMA Radios for \$\_\_\_\_\_ - No Action
- Resolutions
- Ordinances
  - Ordinance 2017-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 5 "Local Improvements"- No Action
  - Ordinance 2017-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 10 "Animal Control"- No Action

16. There was no old business.

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

18. A motion to enter executive session at 9:33 pm. to perform the semi-annual review of executive session meeting minutes and procurement of property was made by Lush and seconded by Twyford. Approved 6-0

19. Mayor Mike James called the January 5, 2017 meeting back to order at 9:55 pm.

20. Roll Call was taken with trustees Roach, Goveia, Keylin, Lush, Gassaway, & Twyford all present. Also present were Clerk James, Treasurer Bakewell, and Village Attorney Dawn Wall. A Quorum to do business was declared.

21. Action on Executive Session Items

1. Resolution 2017-R\_\_ Authorizing the Village Clerk to destroy executive session audio tapes over eighteen months' old- No Action
2. Resolution 2017-R\_\_ Authorizing the Village Clerk to release specific executive session minutes of the Village of Downs- No Action
3. A motion to approve Resolution 2017-R02 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs was made by Twyford and seconded by Lush. Approve 6-0
4. A motion to approve Executive Meeting Minutes from the following meetings: 9/01/16 and 12/01/2016 was made by Twyford and seconded by Lush. Approved 6-0

Additional Discussion:

- Lush asked trustees about the pest control quotes. Keylin said the park committee wants to go with something a little greener. This company uses a couple of chemicals that kills honey bees.
- Mayor James reported that BNWRD has changed their procedure when accepting parcels within annexations. He is getting an agreement with all the parcel owners that were annexed during the TIF 3 process.

22. A motion to adjourn at 10:05 pm. was made by Lush and seconded by Roach. Approved 6-0



Julie James  
Village of Downs Clerk