



VILLAGE OF DOWNS BOARD OF TRUSTEES
MEETING MINUTES
7:00 PM
March 2 and March 9, 2017

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

1. Mayor Mike James called the March 2, 2017 regular meeting to order at 7:00pm.
2. Roll call was taken. Mayor and Trustees Roach, Goveia, Keylin, Lush, Gassaway and Twyford. A quorum was present to do business. Also present were Clerk James, Attorney Dawn Wall and Treasurer Julie Bakewell.
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:
 - In consent agenda, verbiage on item 13-1d was changed.
5. Development Report
 - The Downs Crossing extension has been flagged but not started yet.
 - Corn Belt wants us to close out the REDLG fund account.
 - We will be looking at boring under Rt. 150 and possibly to the Shamrock. Corn Belt may be able to assist us with this.
6. There was no engineer report.
7. Committee Report(s) and Recommendation(s)
 - The 2017-2018 event committee plans is out on the google docs.
 - The committee is going to Transworld conference in March.
 - The Easter breakfast and egg hunt will be April 15th. The Downs United Methodist Church is coordinating the egg hunt again this year.
8. Trustee Reports
 1. Building Report
 - Goveia reported there were 3 building permits this month.
 - Inspections have been emphasized on the front page of the permit. Janice has also added ordinance information to the front. Also expiration date will be one year from issuance.
 - Goveia expects the budget for buildings to be the same as last year.
 2. Water and Sewer Report
 - Twyford said he did not make a lot of changes to the water and sewer budget.
 - The big line item in the water budget is \$4M for water main.
 - Twyford said he left some of the engineering fees in the budget with anticipation of the water main project.
 - A clothing allowance was added for our employees.
 - James said it is possible we would get a DECO grant.
 - There were very little changes in the sewer budget.
 - Twyford noted there have been several service line breaks recently, with two more to be fixed. He said they are going to let the ground settle and fix the landscaping for property owners.
 3. Police and Services Report
 - Roach asked the board if a couple of extra board meetings could be scheduled to go over tornado procedures and NIMS training.
 - Trustees decided to work in pairs on NIMS in the month of March.

- It was decided to continue this meeting on March 9th at 7:30pm to complete tornado training.
- Trustees discussed full time employees receiving 2-3 sick days and rollover options.
- Roach would like to install a sensor light on the outside of police building.
- She would like to pour a concrete pad to allow for wheelchair access.
- Roach also would like to have signage as public works and police building.
- A letter has been drafted asking residents to get junk cars cleaned up. Chief and Roach would deliver the letter. The letter explains to them that it's an ordinance violation.
- We will be getting furniture (desk, chairs and lockers) from State Farm for the police office. This was spearheaded by Brian Hempstead.
- The donation of computers from State Farm was also spearheaded by Hempstead.
- The police office will be done and organized by the end of March.
- Dinger said this month was light with calls of duty.
- There were 2 citations in Downs and 2 citations in Bellflower, 6 stop sign violations and 2 ordinance complaints.
- A stop sign complaint was made for Franklin St. /Oliver St. area.
- Officer Brian Hempstead is progressing well in the classroom and is working out very well.

Budget

- The miscellaneous income noted in the budget is income that comes from the school.
- Roach increased the hourly police salary figure because she would like to increase police presence. She would like to take Officer Hempstead from part time to full time.
- There will be the need for another vehicle for Hempstead. This vehicle would stay here in Downs and would be marked.
- Lush said the trustees need to decide prioritize the needs for the village. Is it more important to have infrastructure or to have 24 hr. police coverage?
- Hempstead will graduate from the police academy in Aug. He is currently in his one year probationary period with the village.
- It was noted that the village doesn't charge anything on our property taxes for police protection.
- Dinger said Hempstead has the desire to stay in Downs. He is not going to take his training and move on.
- Bakewell says we need to earmark or allocate taxes out of the general fund to offset the cost of adding a new employee if it isn't going to be covered in their own fund.

4. Streets Report

- Lush reported his budget is close to the same as last year.
- The backhoe is paid off and knew it was only going to be good for a few years after being paid off. Initially, he thought we would work out a trade-in system with the township.

- Looking at his budget he knows he can afford about \$500/month. He can either upgrade the backhoe or get a skid steer. This would be an increase in the streets budget of \$30,000.
 - He said we will most likely need 2 people to mow.
 - Twyford is concerned about needing another full-time person. Lush donates a lot of his time and he will be gone soon.
 - Twyford says maybe the sewer budget can help pay for the backhoe or even the maintenance.
 - Farnsworth is available the week after next to do the drive through for MFT.
 - Lush asked if he should he cover seal and install culverts on the park road. The Mayor would like to know how much it would cost to take off 2 inches and build up.
 - The street department will replace the culvert on Lincoln St.
 - Sidewalks for downtown would be TIF eligible
 - The Mayor is in the process of writing Ameren about removing the utility poles out of our right away.
5. Parks, Community Center and Food Pantry Report
- Keylin would like to do fund transfers to do capital fund projects. A new roof is needed for pavilion.
 - Keylin pretty much everything the same in her budget.
 - She did bump up fundraisers, building repairs and general supplies up a bit. General supplies are up a bit because of food pantry.
 - The park committee is going to be more specific in classifying expenses.
6. Finance Report
- James reported the events budget is very close to last year's budget. The haunted house made a bit more money from fright fest in 2016.
 - Maintenance repairs for the roof will be needed for the haunted house.
 - The TIF is based on actual plans that we have for each TIF project. TIF has an over-inflated budget.

A break was taken for 10 mins and the meeting resumed at 9:44pm.

- The Mayor noted that Beecher Trails should begin generating property taxes. The general fund will receive this.
 - Also in the general fund, numbers were plugged in from last year. The budget went up less than \$20,000.
 - Building repairs was upped.
 - Bakewell went over the individual funds. She noted everything is going as expected.
 - Bills were typical this month.
 - The Gildner bill amount was changed and will be paid contingent on testing.
 - Kevin Zinn is caught up on all of his inspection invoices. Janice reviews these.
 - Brian Cremer sent in final bills for his TIF project.
9. Mayoral Report
- James reported that late door notices have been eliminated.
 - A meeting is being set with local governments and the railroad.
 - The State Comptroller forgave 100% of our late fees.

- James is asking for authorization to go to the IML conference.
- The Joint Review Board meeting date is 3/9/17 at 5:00pm.
- Nicor is going to be installing pipeline “notifiers” over the next 3 years.
- The Village of Heyworth is giving away by lottery a bucket truck.
- James has a meeting with Mike Owens about annexation tomorrow.

10. Discussion

1. FY2018 Budgets were gone over in their individual reports.
2. Ordinance Changes
 - We will be taking action on Chapter 2, Chapter 12 “Water” and Chapter 10 “Animal Control”.
 - In Chapter 12, rates are going to a fee schedule.
 - Those who abandon private wells have 30 days to notify dept. of public health.
 - Chapter 5 and Chapter 6 will be on next month’s agenda.
 - James asked trustees to think about whether to make home based businesses get a permit.
 - Any revisions trustees have for Chapters for 1, 5, 6 and 16 need to be sent to Attorney Wall.

11. There was no public comment.

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

13. A motion to approve the consent agenda was made by Keylin and seconded by Roach. Approved 6-0

1. Motions
 - a. Motion to Approve the February 9, 2017 Village Board of Trustees Special Meeting Minutes
 - b. Motion to Approve Moving the April Regular Village Board of Trustees Meeting to April 13, 2017 at 7 pm
 - c. Motion to Approve Pay Request to Corn Belt Energy for REDLG Disbursement of \$72,990
 - d. Motion to Approve FY2018 Event Plan and Budget
 - e. Motion to Approve Eliminate Door Notices for Late payment of Water Bill
 - f. Motion to Approve Mayor to Attend 104th Annual IML Conference
2. Resolutions
3. Ordinances

14. New Business

1. Motions
2. Resolutions
 - a. A motion to approve Resolution 2017-R05 Authorizing and Approving Striegel, Knobloch & Company, LLC. To Perform the FY2017 Village of Downs Audit not to exceed \$7,650 was made by Lush and seconded by Twyford. Approved 6-0
3. Ordinances
 - a. A motion to approve Ordinance 2017-02 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 12 "Water" was made by Lush and seconded by Keylin. Approved 6-0

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
 - b. Motion to Authorize and Approve Purchase of ___ EMA Radios for \$_____
2. Resolutions
3. Ordinances
 - a. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 1 "General Provisions"- No action was taken.
 - b. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 2 "The Village Board, Its Officers and Employees""- No action was taken.
 - c. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 3 "Village Finances""- No action was taken.
 - d. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 5 "Board of Local Improvements""- No action was taken.
 - e. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 6 "Licenses, Permits and Regulated Businesses""- No action was taken.
 - f. A motion to approve Ordinance 2017-03__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 10 "Animal Control" was made by Goveia and seconded by Roach. Approved 6-0
 - g. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 17 "Telecommunications Infrastructure Maintenance Fee""- No action was taken.
16. A motion to approve payment of bills was made by Gassaway and seconded by Keylin. Approved 6-0
17. A motion to enter Executive Session for Personnel, Negotiations and Potential Litigation was made by Lush and seconded by Gassaway. Approved 6-0
Mayor James called the March 2, 2017 regular meeting back to order at 11:41pm.
Roll call was taken with Roach, Goveia, Keylin, Lush, Gassaway and Twyford. A quorum was present to do business. Also present were Clerk James, Attorney Dawn Wall and Treasurer Julie Bakewell. There was a quorum to do business.
18. Action on Executive Session Items
 1. A motion to Approve Settlement response to Canny Accounting was made by Lush and seconded by Gassaway. Approved 6-0
19. A motion to adjourn at 11:44pm was made by Twyford and seconded by Lush. The motion was then rescinded by Twyford and Lush. Approved 6-0
20. A motion to approve a continuance at 11:44pm was made by Twyford and seconded by Lush. Approved 6-0
21. Mayor Mike James continued the March 2, 2017 meeting on March 9, 2017 at 7:32pm.
22. Roll call was taken with Trustees Roach, Goveia, Keylin, and Twyford were all present. Also present were Clerk James, Chief Dingler and Fire Chief Michael Manint. Trustees Lush and Gassaway were absent. There was a quorum to do business.

23. Police Chief Dingler and Fire Chief Michael Manint.

- Each trustee was given a tornado action plan. The plan will be renamed the emergency action plan.
- The action plan breaks down the jobs that each trustee and Mayor will be responsible for.
- The first action will be to lock down the village. No one will be allowed in (unless part of emergency services, Ameren etc.) in the village.
- Residents would be allowed to leave.
- Trustees will have a note pad and pen documenting who is entering the village.
- Once relief from police arrives, trustees will be allowed to leave to go to the command center. They will get a radio.
- Media will be kept out. When they are allowed in, they will most likely be staged at the bank at Downs Crossing.

24. A motion to adjourn the meeting at 8:34pm was made by Twyford and seconded by Keylin.
Approved 4-0.



Julie James
Village of Downs Clerk