



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
7:00 PM
May 11, 2017

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

1. Mayor James called the Village of Downs regular board of trustees meeting to order on May 11, 2017 at 7:00pm.
2. Clerk James swore in newly elected Village President (Mayor) Michael James. Also sworn in were newly elected Village of Downs Trustees Maureen Roach, Margaret Keylin, Sarah Gassaway and Richard "Toby" Twyford. Clerk Julie James was sworn in earlier in the day by McLean County Clerk, Kathy Michael.
3. Roll Call was taken with Trustees Roach, Goveia, Keylin, Gassaway and Twyford all present. Also present were Clerk James, Treasurer Bakewell and Village attorney Dawn Wall. A quorum to do business was declared.
4. The Pledge of Allegiance was taken.
5. A motion to approve the agenda order was made by Twyford and seconded by Keylin. Approved 5-0
There was no action on items in old business and there was no contingency.
6. There was no development report.
7. There was also no engineer report.
8. Mayoral Report

STL Proposal

- James presented a proposal from STL. James had them come to the hall and survey what we have. He would like to find a solution for the village's computer backup and recovery needs.
- The goal is not to have a server stored on site. STL has dual backup systems.
- James would like to have 4 remote computers for key staff (billing, treasurer, mayor and clerk). They charge \$50/machine.
- However, this would not address our email, our website or the trustee's computers.
- The cost would be ~\$7680 for set up, 4 computers, server, and help desk for first year.
- Brian Hempstead is looking into another solution. But this won't eliminate our need for offsite storage.
- James stated our current website was good in the beginning, but it is not easy to edit and maintain.
- Twyford feels that it is necessary if you are going to advance and grow.
- Keylin thinks it might be a good idea to look into other companies. Gassaway says they are other companies but they don't have the cloud and STL is local.

Freehill Building

- There is a potential buyer that is interested in buying the Freehill building. The buyer wants to make it into 2 apartments. The building is zoned C-1. The Mayor asked how the trustees felt.
- Roach doesn't see a problem with making it into apartments.
- Goveia said no business has been able to make a go in that building. She was not sure what her opinion is.
- Keylin thinks the space is best used for business space.
- Gassaway prefers to keep it commercial.
- Twyford is proud of what we have done with the downtown and TIF money. It should stay commercial.
- The Mayor says it's our downtown TIF district and needs to be commercial.
- James is talking to the pharmacy about renting the building where Living Hope is currently.

Annexation agreement

- We need to come up with an annexation hearing date.
- This agreement addresses the drainage and roadway improvements.
- The current roadway is substandard. We can't force the developer to bring that up to standard, but we can have them coordinate repairs with village's road repairs.
- Drainage-Wall says the agreement will require the developer not to increase the drainage impact on the adjacent neighbors.
- Water main-Have them do the water main the loop in conjunction with us.
- Wall says the developer and owner are obligated to the same things. This is a problem that we ran into with Living Hope and Beecher Trails.
- If the roadway is damaged during construction, they need to repair it.
- It was suggested to video tape or take pictures the road as it is now.
- Goveia says the road is substandard and feels bad we pushing that off on them.
- But if we can coordinate with us we can use MFT.
- Wall said she can be a little more specific but will be hard to quantify exact road improvements.

- Goveia said she has always had a problem with the vagueness. We need them to bring up to our standards but we don't really tell them the specifics.
- Wall will add "shall be the same or better" and add a warranty provision that they will keep their letter of credit as current and in good standing.
- The ZBA approved the annexation and petition. However, the co-petitioners weren't part of the approval. So we will have to have another ZBA.
- James noted that Farnsworth is going to be on both sides on this project.

Railroad Abandonment

- In June or July, abandonment will be filed for railroad.
- It was suggested by a citizen that if railroad was torn out to put the railroad signage in the park to show how the railroad was a big portion of our past.

Living Hope

- Farnsworth came back with approximately \$20,000-22,000 for engineering for fees.
- The Mayor has told Dan Dawson. James is not sure where they are in the process of deciding or if they are going to use Farnsworth.

9. Trustee Reports

1. **Building Report**

- Goveia extended John Forbes' building permit until July 31, 2017.
- 2 new building permits were issued this month.
- **Swimming pools regulations**-There was a nice code that she found.
 - For one swimming pool, she is going to request they have a plumbing inspection and look into the drainage plans of it as well.
 - The cost of the pool is more than Lyndall small project permit. So that it falls into the building permit. Goveia said she is going to add these things to the building permit form.
- The Mayor said we have a problem with running sump pumps into ditches. We have got to look into this. There is a problem in Indian Hills. Either we need to have Chief talk with them or we need to send them a letter. James said this issue kind of crosses the streets and building departments.
- Wall said you are not allowed to discharge water onto another property. We could make them repair any ditch repair.
- Goveia sent a certified letter to the property owners of 105 W Main St. It was received on April 13th. The property is considered condemned. What does the board want to do if we don't hear from the owner within 60 days?
- Wall will check with the assessor's office to see if there is a mortgage on the property.

2. **Water and Sewer Report**

- Whitehouse reported that the iron content for April was .433 ppm.
- Bacteriological testing came back satisfactory.
- Corn Belt was just under on arsenic levels.
- The fluoride sample came back at .666 ppm.
- 64,900 gallons/day of water was pumped in April.
- 81,100 gallons/day of sewer was pumped in April.
- Whitehouse ran the generators at the water plant to check them.
- The hydrants have been flushed and inspected.
- One hydrant was broken in Indian Hills but has been repaired.
- Whitehouse says there are 86 hydrants in town. He tracks information on all the hydrants.
- He went to Lexington to visit their water treatment plant. He said it is a nice facility.
- Whitehouse said he may coordinate samples taken to PDC with Kickapoo Drilling. James said it would be cheaper to have PDC them pick up here than to pay Whitehouse to take them to Peoria.

3. **Police and Services Report**

- Dinger wrote 3 citations and 1 warning in Downs.
- He went on 10 calls of duty.
- There was a domestic issue in Bellflower.
- Dinger would like to sit down this summer with Roach, Mayor, Mouser and Derges this summer.
- He still feels like we should get the police shield.

- The firehouse is doing a public safety fair and the Chief will be putting up an informational table there.
 - The house on Price St has been cleaned up. However, they will be getting a fine for the truck that is still there.
4. Streets Report
 - James reported that mowing was done in preparation for Civil War Daze.
 - There were major repairs done on lawn mowers.
 - Les has been put in charge to determine what needs to be done.
 5. Parks, Community Center and Food Pantry Report
 - Keylin sent out her report to the trustees earlier.
 - There was good support at the park committee's Earth Day Fundraiser. They made about \$300.
 - Dave Bach is treating Ash trees in Dooley Park.
 - Geraniums were planted all over the park by the younger 4-Hers.
 - The pavilion is getting a lot of rentals.
 - The food pantry will deliver this weekend because the Midwest Food bank is moving.
 - The food pantry is continuing the distribution of produce every other weekend.
 - They have had another freezer that has failed and need another.
 6. Finance Report
 - Bakewell went over the BTP. The AREA garbage bill is different because they are using the new numbers. However, the garbage rate is going down.
 - The real estate tax bills are on the BTP. One tax bill quadrupled because it has gravel on it. Bakewell said she is going to talk to Glenn Milton about reducing it.
 - The board is going to secure the loan for backhoe from 1st Farmers State Bank at an interest rate of 2.95%. The board will need to pass a resolution for the loan.
10. Discussion
 1. Business Continuity and Forms
 - Melody Justus came into the hall to pay her permit fee and seeking an application for selling and raising dogs and sea horses. We didn't have any form or process.
 - It is good to know what businesses are selling in town.
 - Wall says it is going to be hard to regulate businesses such as Avon and clothing parties.
 - James suggested we use a team approach to make changes to ordinances. Then send the suggested changes to Wall.
 - Roach and the Mayor will work on Chapters 1, 6, and 16.
 - Twyford and Keylin will work on Chapter 17.
 - Gassaway and Bakewell will be working on Chapter 3.
 - Mayor and Keylin will work on Chapter 2.
 - A mailer is going out to residents about AREA's program to purchase garbage cans. The cost will be \$60 for one and \$120 for 2 or \$60. The delivery fee will be waived for delivery. The cans will be delivered to their house. Payment is due the end of May and payable to the village hall.
 2. **Loader Rental**-Downs Township is renting a loader. They have asked us to help them with the rental of \$750. James says the plan is to use the loader to get rid of mulch problem in Kickapoo Park.
 3. Ordinance changes (Chapters: 1, 2, 3, 6, 16, 17)-See above
 4. Other-
 - Clean up day is June 3rd. This year home based pickups will be made with a donation. The items need to be at the curb. We won't go downstairs into basements. A flyer is going out.
 11. There was no public comment.
 12. A Motion to Approve Items Contained within the Consent Agenda was made by Goveia and seconded by Twyford. Approved 5-0
 13. A Motion to Approve Consent Agenda was made by Goveia and seconded by Twyford. Approved 5-0
 1. Motions
 - a. Motion to Approve the April 27, 2017 Village Board of Trustees Special Meeting Minutes
 - b. Motion to Approve Parks Committee Meetings on an as needed basis for FY 2017-2018
 - c. Motion to Approve Advertising in the Tri-Valley Fall/Winter Sports Program not to exceed \$250
 14. 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 taken.
15. Old Business-No action was taken in old business.
 1. Motions
 - a. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 1 "General Provisions"
 - b. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 2 "The Village Board, Its Officers and Employees"
 - c. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 3 "Village Finances"
 - d. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 6 "Licenses, Permits and Regulated Businesses"
 - e. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 16 "Miscellaneous Regulations"
 - f. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 17 "Telecommunications Infrastructure Maintenance Fee"
16. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Twyford. Approved 5-0
 - The Mark Bowers tax bill was added for \$105.28.
 - A Motion to enter executive session for personnel, employment and compensation at 9:35pm. was made by Gassaway and seconded by Keylin. Approved 5-0
 - Mayor James called the Village of Downs regular board of trustees meeting to back to order on May 11, 2017 at 9:49pm.
 - Roll Call was taken with Trustees Roach, Goveia, Keylin, Gassaway and Twyford all present. Also present were Clerk James, Treasurer Bakewell and Village attorney Dawn Wall.
17. Action on Executive Session Items
 1. A Motion to Hire Cara Russow as a Part-Time Assistant Treasurer for the Village of Downs at \$17.00/hr. reporting to Treasurer Bakewell subject to background checks and bonding was made by Gassaway and seconded by Keylin. Approved 5-0
 - James reminded trustees that FOIA, OMA and NIMS training is due. OMA training is due within 60 days of taking of office.
 - Trustees need to have their employees sign off on salary increase letters.
18. A Motion to Adjourn at 9:52pm. was made by Goveia and seconded by Roach. Approved 5-0



Julie James
Village of Downs Clerk