



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
DECEMBER 7, 2017
7 PM @ VILLAGE HALL

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

1. Mayor James called the Regular Village of Downs Board meeting to order on December 7, 2017 at 7:06pm.
2. Roll call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, and Toby Twyford were all present. Trustee Sarah Gassaway was absent. Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall were also present.
3. Pledge of Allegiance was taken.
4. A Motion to Approve Agenda order was made by Keylin and seconded by Goveia. Approved 4-0
Discussion:
 - Agenda items 5 and 6 were skipped.
 - Motions 15 d, e, and f were moved to new business 16.1 b, c & d
 - James said he would like to reconvene the board meeting on December 18 to approve the audit prior to December 26, 2017.
5. No report was given by Zoning Board of Appeals.
6. No Eagle Scout Project Report was given.
7. Development Report
 - Steve Hancock from Corn Belt Electric gave his report to the board.
 - Corn Belt is moving forward and started working on the detention basin project on Monday.
 - They envision a very aggressive time line.
 - There are a couple of adjacent land issues that they are working through.
 - Hancock said this project will be done to perfection and there is no room for error.
 - They are using drones and 2 supervisors on the ground.
 - He thinks this project will be submitted for an award
 - Coordination Liberty Storage has been successful. They are going to pay a tap on fee.
 - Hancock said they are taking precautions for the temporary run off that will happen during construction.
8. Engineer Report
 - Shawn Mauer from Farnsworth said he did not have much to report.
 - Mauer has reviewed the Corn Belt drainage plans.
 - He has been coordinating Beecher warranty work.
 - Beecher Trails Phase one roads will be used during construction of phase two.
 - The rock sweeping of the road has been completed. The Village of Leroy came over and helped. We will be getting an inter-governmental agreement for equipment and personnel with them.
9. Committee Report(s) and Recommendation(s)
 - David Silver chairman for the development committee said the committee met with Giselle from the MAPPING program.
 - He said they are looking to kick off the program beginning in March or April 2018.
 - There will be 5-6 public meetings.

- They will be pushing hard for a big turn-out.
- They need 40-60 volunteers.
- The meetings will be at the middle school on April 9, 16, 23, 30 and May 7 at 6-9pm.
- We will need a minimum of 25 people at these meetings or they will walk out.
- The committee will be looking for food donations and monetary donations to offset the ~\$3700 fee.

10. Mayoral Report

- James reported he had recently attended the McLean County Mayor's Meeting.
 - The topic of the meeting was a tornado drill that the Village of Danvers had.
 - Other mayors talked about doing a McLean Co. tornado drill.
 - James said he would like to have a drill in Downs.
 - Ameren has reached out and said they would be interested in doing it with us.
 - Chief Dingle stated he is very proud of where we are in our preparedness. We are much better prepared than a lot of communities.
- James said he is working to come up with phased improvements with Corn Belt and their engineers on how to tackle getting water at Downs Crossing.
 - The current well at Downs Crossing needs to be tested for its capacity and cleaned.
 - We will be looking at doing plant improvements as well.
- James thanked the Kopacks and Olivers for all of their help with Christmas light decorating in the park. He appreciated the scouts, Elizabeth and Theresa for their time and help. The Kopacks look forward to interest in creating a sub-committee for Christmas Lights in the Park.

11. Trustee Reports

1. Building Report

- Goveia reported there were no building permits this month.
- She and the Mayor are working with Living Hope on what they need to do to get their occupancy permit.
- Kevin Whitehouse worked with their plumber.
- Living Hope won't have to run the water around their property, according to the Ordinance, unless they sell off more property. This exception was also granted to Downs Methodist Church.
- Goveia will get a date from Living Hope for the completion of the road work.
- They wanted to be in by Christmas, but they are not going to make it.
- Twyford wanted to collect a bond for the road. Wall says they probably won't be able to come up with that.
- Wall suggested we give them a temporary occupancy permit if they don't get the road done by a determined date.
- BNWRD required them to put in a sample manhole.
- BNWRD has other requirements for commercial buildings that our inspector was not aware of.
- Goveia thinks we may need to have a commercial sewer inspector
- James wants to know if we are in general prepared for commercial building and asked Goveia to look into that.

2. Water and Sewer Report

- Kevin Whitehouse reported that iron concentration came back at .31ppm.
- All samples came back satisfactory.
- Fluoride was .715ppm.
- The water pumpage averaged 75,000 gal/day.
- Sewer pumpage averaged 50,000 gal/day.
- Two service line leaks were repaired.
- We had 6 non paid turn offs for the month. Whitehouse said this is average.

3. Police and Services Report

- Roach reported we received notice from AREA that they are changing our pick up date, starting on 12/18. The day changes from Friday to Thursday.
- Roach would like to send out a notice to the residents. It would cost approximately \$200.
- MAPPING dates and public safety meeting and recycling calendar will be added to the mailer.
- Ameren would like to host a public safety meeting for the village.
- Roach said she feels really good about how the downtown looks.

Chief Dingler sent out his end of the year report.

- Dingler stated that traffic enforcement is higher when you have less call volume. He was happy with the high traffic control they were able to have this year.
- He said they had some very interesting cases this year.
- He would like to work on improving the website to give more of a police presence.
- Dingler and Hempstead got fitted for new bullet proof vests today.
- The Chief said there are traffic issues at the high school with both parents and students.
- A school zone sign needs to be installed at the school to remind them they are in a school zone. The school is responsible for signs on their property.
- Dr. Mouser sent out a notice to parents and used the intercom to remind the students, they need to obey school zone speed.
- Mayor James will be working with Hempstead to install the server and get internet to the police office.
- Dingler reported they got a \$16,000 grant for 2 new police radios.

4. Streets Report

- James said the streets department will be doing a Christmas tree pickup on Jan 8.
- The department is ready for snow plowing and are doing mock route trials.
- James will be meeting with Prochnows tomorrow about alternative salting methods.
- We will be snow plowing in Beecher Trails as part of the warranty agreement. We have a waiver on road damage in phase 2.

5. Parks, Community Center and Food Pantry Report

- Keylin sent out her report earlier.
- Ameren put more lights in the park.

- A wiring problem was discovered with the lights on basketball court. An electrician will need to come and look at the issue.
- The park committee would like to insulate around the big doors in the pavilion.
- The food pantry is getting many new volunteers and many donations.
- A truck driver recently donated 20 pizzas to food pantry.

6. Finance Report

- Bakewell went over the BTP report. She said in December we had an average or below average number of bills.
- Computer components were purchased but all other bills are normal.
- Both treasurers attended the treasurer's institute. Both learned a lot.
- Bakewell learned that after 5 hours of working, we are required to show that the employee took a 20 minute lunch break on their time card. She will address this with the supervisors.
- The audit was complete December 1st. Bakewell has not finished the review of the audit.
- She almost has the treasurer's report done.
- Bakewell anticipates filing the TIF reports in January.
- The tax levy is being approved tonight. There have been no changes since the November meeting.

12. Discussion

1. Beecher Trails-No other discussion
2. Village Code Changes-No other discussion
3. RR Agreements
 - James said he has been in discussions with a real estate agent with Norfolk Southern
 - James is asking for first right of refusal on the property. We would have an automatic renewal every 10 years on the lease for Village Market and parking area.
 - He would like to move forward and enter into a utility easement agreement for \$485 payment a year and that cover ALL RR water main crossings.
4. LeRoy Intergovernmental Agreement
 - We will be looking to enter an intergovernmental agreement with Leroy was brought about by work in Beecher Trails.
5. Other
 - Mayor James said the laptops can be taken home by trustees. He asked them to use Google drive to save any documents.

13. Public Comment

- Dave Siebert reported the county board budget came out.
- Steve Hancock would like offer up his high voltage program/demonstration during the safety fair.

December 18, 2017

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14. A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and seconded by Roach. Approved 4-0

15. A Motion to Approve Consent Agenda was made by Twyford and seconded by Roach.

Approved 4-0

1. Motions

- a. Motion to Approve the November 2, 2017 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the Amended October 5, 2017 Village Board of Trustees Regular Meeting Minutes
- c. Motion to Approve the Agreement with MM Bowers, INC for Phase 1 Road Warranty Work
- d. Motion to Approve FY 2016-2017 Audit - **Moved to New Business 16.1.b**
- e. Motion to Approve FY 2016-2017 Annual Treasurer's Report **Moved to New Business 16.1.c**
- f. Motion to Approve FY 2016-2017 Annual TIF Reports - **Moved to New Business 16.1.d**

2. Resolutions

3. Ordinances

- a. Ordinance 2017-20 Approving the Levy and Assessment of Taxes for the Corporate Purposes of the Village of Downs, McLean County, Illinois for the Fiscal Year of May 1, 2018 thru April 30, 2019

16. New Business

1. Motions

- a. A Motion to Reconvene the Village of Downs Regular Board Meeting to December 18, 7:00 pm at the Village Hall Twyford and seconded by Roach. Approved 4-0

December 18, 2017

Mayor James reconvened the Regular Village of Downs Board meeting from December 7, 2017 on December 18, 2017 at 7:18pm.

Roll call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, and Sarah Gassaway were all present. Trustee Toby Twyford joined via teleconference because of a family emergency. Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall were also present.

Trustee Gassaway was only able to participate in discussion.

Discussion:

Mayor James noted that Joe Freehill wants to sell his building significantly less than what he was asking. James asked the board think about it purchasing it,

Public Comment:

- Dave Giese asked if there was any movement on the proposed developments by the Tim or Tony Norman.
- James said the 100 home development is off the table.
- Tony Norman's annexation agreement is pending
 - He will not have, water, sewer or garbage from the village.

- Giese is concerned about a gravel pit using water from many years ago.
- Tony Norman's driveway for the home is considered a private road.
- b. A Motion to Approve FY 2016-2017 Audit was made by Roach and seconded by Keylin 4-0 (Moved from Consent Agenda)
 - Discussion:
 - Bakewell distributed the current draft for review.
 - Bakewell gave a high level explanation.
 - The draft is the same as what the board is approving tonight.
 - It was a clean audit with no findings and no material changes will be made.
- c. Motion to Approve FY 2016-2017 Annual Treasurer's Report – **Moved from Consent Agenda and No Action was taken.**
- d. Motion to Approve FY 2016-2017 Annual TIF Reports – **Moved from Consent Agenda and No Action was taken.**

There was a Scribner's error on the BTP:

- TIF III section on BTP-payment to Civil Banshee- a fund transfer from TIF I is needed to replenish TIF III.

2. Resolutions (25)

3. Ordinances (20)

- a. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 15 "Land Subdivision" –**No action taken.**
- b. Ordinance 2017-__ Authorizing and Approving the Intergovernmental Agreement Between the City of Leroy and the Village of Downs for use of Equipment and –**No action taken.**
- c. Personnel

17. Old Business

1. Motions

2. Resolutions

- a. Resolution 2017-R__ Authorizing and Approving an Agreement with Norfolk Southern Railway for a 10-yr Beautification Lease for \$100–**No action taken.**
- b. Resolution 2017-R__ Accepting the Offer of Irrevocable Dedication from Downs United Methodist Church for Tri-Valley School District Unit #3 Public Utility Easements–**No action taken.**

3. Ordinances

- a. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 1 "General Provisions"–**No action 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 taken.**
- c. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 3 "Village Finances"–**No action taken.**
- d. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 5 "Board of Local Improvements"–**No action 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 taken.**
 - f. Ordinance 2017-16 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 14 "Zoning"—**No action taken.**
 - g. Ordinance 2017-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 17 "Telecommunications Infrastructure Maintenance Fee"—**No action taken.**
18. A Motion to Approve Payment of Bills was made by Twyford and seconded by Roach. Approved 4-0
19. Executive Session was not entered.
20. Action on Executive Session Items—**No action taken.**
The meeting was exited at 8:46pm.
21. A Motion to Adjourn at 8:19pm on December 18, 2017 was made by Roach and seconded by Goveia. Approved 4-0



Julie James

Village of Downs Clerk