



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 4, 2018
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the Village of Downs January 4, 2018 regular board of trustees meeting to order at 7:08pm.
2. Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin and Toby Twyford were all present. Trustee Sarah Gassaway arrived at 7:52pm. Also present were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall. Mayor declared a quorum present to do business.
3. The Pledge of Allegiance was taken.
4. A motion to Approve the Agenda order by Goveia and seconded by Roach. Approved 4-0
Discussion:
 - The auditor's report will be moved to February's meeting.
 - No action was taken on Agenda items, 14 1a, 14 2a, 14 3b and all of old business.
5. Auditors Report for FY2017-This was moved to the February board meeting.
6. Development Report
 - Mayor James reported for Corn Belt Electric. Their easement agreement hasn't been acquired from Mr. Reynolds; however they will most likely use their alternative plan.
7. Engineer Report
 - Shawn Mauer, of Farnsworth sent his report earlier to trustees.
8. Mayoral Report
 - James reported that the Development Committee has picked out about 100 people to send out MAPPING invitations. The MAPPING Program will kick off in April.
9. Trustee Reports
 1. Building Report
 - Goveia is starting to work on a commercial building permit.
 - She said John Forbes owes on the second half of his building permit.
 - Joe Freehill, who owns the old bank, asked David Silver not to put up the fence on Silver's property. Freehill's non-functional AC unit is on Silver's property. A fence would prevent Freehill from getting access to the AC unit and back of his building. The Mayor requested David Silver not put up the fence as a compromise and work with neighbor. Silver agreed.
 - Silver wants to put his parking lot over a sewer line. He is willing to accept the expense if the sewer line needs to be fixed. We need an agreement to cover the Village.
 - Steve Miller is trying to find out who the new owner is so he can seek an easement.
 - Game Day may be looking to build or expand.
 2. Water and Sewer Report
 - Kevin Whitehouse reported iron concentration was .34 ppm last month.
 - All bacteriological samples came back satisfactory.
 - Fluoride was .738 ppm.
 - 29.29 million gallons of water were pumped in 2017.
 - Whitehouse said they have been having issues with the extreme cold weather we are currently having.
 - Because of the cold, paint is chipping off the water tower catwalk. This most likely won't be under warranty since it's due to the cold weather.

- Currently there is a service line leak by Living Hope.
- There were 10 non-pay turn offs. Because of the extreme cold, the office made courtesy calls. All but one paid. Bowers asked to leave his off and he will reconnect when the housing market goes back up.
- Illini Mechanical was called in for service line leaks. They used hydro excavation because of so many utilities. It was very expensive.
- Twyford said the public works 3-5 years long term goals are a new water tower and new treatment plant. They are working with another engineering firm to get some figures.

3. Police and Services Report

- Roach reported that Ameren wants to host a storm preparedness meeting with municipal leaders. They would like to meet on March 6 during the noon hour. None of the trustees would be able to attend in the middle of the day on a Tuesday. Roach is going to tell Ameren that the trustees are not interested.
- Roach said her department's long term goal is to have Officer Hempstead full time.
- Dingler reported he gave out 7 citations and went on 6 assists last month.
- Dingler said the Attorney General has changed the mandate on sexual assault reporting. We will need to adopt this policy.
- The Mobil station had a burglary. They were one of many places in the area with video game money theft.

Trustee Sarah Gassaway arrived at 7:52pm.

- The Fire Department is going through some personnel issues. Our relationship with the fire department has been exemplary.
- Fire Chief Mike Manint is on paid administrative leave.
- John Day is the temporary Fire Chief

4. Streets Report

- James reported that we had our first major snow plowing event.
- Les Fitzwater handled all the snow plowing.
- We are going to contract with Kickapoo Creek Nursery for 12 pre-snow spraying applications. This treatment will prolong the life of the roads. We are also using a salt treatment that will extend the capability of the salt.

5. Parks, Community Center and Food Pantry Report

- Keylin stated December was a slow rental month.
- The park committee will be revisiting their long term goals at their next meeting. One long term goal is to put a roof on the pavilion.
- The food pantry had 3 more families this past month. Everyone got a ham for Christmas. There will be 39 boxes for the next pick up.

6. Finance Report

- Treasurer Bakewell went over the BTP. The bills from the agenda are the only unique bills this month.
- The 2 water loans are due in Jan.
- The annual treasurer's report is ready to be published in the newspaper.
- The comptroller's office is still not allowing the submission of TIF reports.
- Mayor James reported we have spent \$150,000 in TIF on the downtown area since 2013.

- Gassaway said budget meetings will start in February.

10. Discussion

1. Long-Range Plans for each Village of Downs Dept.-This was covered in trustee reports.
2. Sexual Harassment Policy
 - The policy was handed out by Attorney Wall.
 - If a trustee receives a report of sexual harassment, they need to report it to the Mayor, Clerk or Wall.
 - Wall said there is a training piece that needs to be done. She will train trustees and staff an hour prior to the February board meeting.
3. Other
 - Wall put Norman Annexation Agreement on the Google Drive.
 - The Normans remain will be responsible for 3 roadway improvements and maintenance on Tract 3.
 - Wall prefers that we don't annex Tract 3. It was suggested that Tract 3's line be moved five feet to the left.

11. There was no public or public comment.

12. A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and seconded by Keylin. Approved 5-0

13. A Motion to Approve Consent Agenda was made by Twyford and seconded by Keylin.

Approved 5-0

1. Motions

- a. Motion to Approve the December 7 & 18, 2017 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Authorize and Approve Donation of \$100 to the McLean County SHOW Bus
- c. Motion to Authorize and Approve Purchase of 1/8 Page Ad in Tri-Valley Winter Sports Program not to Exceed \$200
- d. Motion to Approve FY 2016-2017 Annual Treasurer's Report
- e. Motion to Approve FY 2016-2017 Annual TIF Reports

2. Resolutions

3. Ordinances

14. New Business

1. Motions

- a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____, 7:00 pm at the Village Hall – **No action taken.**

2. Resolutions

- a. Resolution 2018-R__ Authorizing and Approving Amendment Agreement Between the Village of Downs and Railroad Management Company, as Licensor of Norfolk Southern Railway Corporation – **No action taken.**

3. Ordinances

- a. A motion to approve Ordinance 2018-01 Authorizing and Approving the Intergovernmental Agreement between the Village of Heyworth and the Village of Downs for use of Equipment and Personnel was made by Twyford and seconded by Gassaway. Approved 5-0

Discussion:

- Our insurance covers our employees and their insurance would cover their employees.
- b. Ordinance 2018-__ Authorizing and Approving the Intergovernmental Agreement Between the City of Leroy and the Village of Downs for use of Equipment and Personnel – **No action taken.**
- c. Ordinance 2018-__ adopting a Policy Prohibiting Sexual Harassment for the Village of Downs – **No action taken.**

15. **No action was taken in Old Business.**

1. Motions
2. Resolutions
 - a. Resolution 2018-R__ Authorizing and Approving an Agreement with Norfolk Southern Railway for a 10-yr Beautification Lease for \$100
 - b. Resolution 2018-R__ Accepting the Offer of Irrevocable Dedication from Downs United Methodist Church for Tri-Valley School District Unit #3 Public Utility Easements
3. Ordinances
 - a. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 1 "General Provisions"
 - b. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 2 "The Village Board, Its Officers and Employees"
 - c. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 3 "Village Finances"
 - d. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 5 "Board of Local Improvements"
 - e. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 6 "Licenses, Permits and Regulated Businesses"
 - f. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 15 "Land Subdivision"
 - g. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 17 "Telecommunications Infrastructure"

16. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Roach.
Approved 5-0

17. A motion at 9:49pm to enter Executive Session to perform the Semi-Annual Review/Release of Executive Meeting Minutes and Audio was made Twyford and seconded by Roach. Approved 5-0

Mayor Mike James reconvened the Village of Downs January 4, 2018 regular board of trustees meeting back to order at 10:13pm.

Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Sarah Gassaway and Toby Twyford were all present. Also present were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall.

18. Action on Executive Session Items

1. Resolution 2018-R__ Authorizing the Village Clerk to destroy executive session audio tapes over eighteen months old – **No action taken.**
2. Resolution 2018-R__ Authorizing the Village Clerk to release specific executive session minutes of the Village of Downs – **No action taken.**

3. A motion to approve Resolution 2018-R01 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs was made by Twyford and seconded by Roach. Approved 5-0
19. A Motion to Adjourn at 10:14pm was made by Keylin and seconded by Roach. Approved 5-0

A handwritten signature in cursive script that reads "Julie James". The signature is written in black ink on a light-colored background.

Julie James
Village of Downs Clerk