



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
APRIL 5, 2018 w/ continuance on APRIL 19, 2018
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the April 5, 2018 regular Village of Downs Board of Trustees meeting to Order at 7:04 pm.
2. Roll call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Erik Bryant, Sarah Gassaway and Toby Twyford were all present. Also present were Clerk Julie James, Treasurer Julie 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 Keylin and seconded by Roach. 6-0
Discussion:
 - The remodel application fee amount was changed.
 - James noted no action will be taken on the residential application.
 - Items were moved out of the consent agenda because of the meeting continuance.
 - 1. A scrivener's error last was made last month on Auditor resolution. R02 was used twice. It will be R03 for: Resolution 2018-R03 Authorizing and Approving Striegel, Knobloch & Company, LLC. to Perform the FY2018 Village of Downs Audit for not to Exceed \$7,700
5. Development Report
 - Steve Hancock sent report to Mayor James.
 - The Storm Water project is down to final grading, cleanup of the Polishing Ponds, Seeding and some minor details. We have been connected to the Pond now for Storm Drainage for the past several weeks, all the piping has been completed. That is the first time this property has been drained since its construction back in 2001. To me that is an accomplishment. We are waiting on weather and some other decisions to be made to complete the project, expected to happen by the end of April. We do have a leak in the pond due to low level tiles draining the system. We will get that identified soon and seal those off so as to maintain a sound pond. All other aspects of the project have gone reasonably well. We are reviewing the expenses associated with the second payout and expect to release that soon. We will hold 10% for any final issues to be resolved. We did have an additional amount added to the project due to the redesign of the project totally on CBEC property, based on the decision to abandon the idea of the last leg of the original design to be placed on property where an easement needed to be acquired. As you are aware we felt that decision was in the best interest of all involved.
6. Engineer Report
 - Shawn Mauer from Farnsworth gave his report.
 - The engineer who is working on the TVHS parking lot has spoken to Shawn.
 - The school is going to need to re-zone the parking lot. It is currently R2 Medium Density.
 - Farnsworth has updated the village limits and zoning maps.
 - Mauer has received engineering plans for Huff Rd. improvements from Living Hope Christian Church.

- Steve Miller, developer for Cross Creek, was in their office about detention basin. He is looking into discharging the basin behind Connor's house. Shawn hasn't seen any calculations or plans for this. Shawn noted that Miller wants to get things finished up.
- Goveia says she talked to Miller this morning and Miller thinks he has the basin all figured out. Shawn says that is not the case. Shawn will contact him.
- Mauer says Miller is looking to add water service to commercial lots at Cross Creek. Miller says there is a water set back issue. How does the Village feel about running water over?
- Gassaway says that lot was always commercial. It was always going to be for the restaurant back when the first owners were out there.
- The MFT program has been established. It will be a pretty light year with oil and chip.

7. Mayoral Report

- James said we are still in discussions with an entity that wants to possibly annex to the village.
- All liquor licenses have all been paid.
- Lucky 7's had 68%:32% food/alcohol ration last quarter.
- CIRA- James met with Rep. Dan Brady today.
- James has been spear heading a Resolution that is being passed by local villages and townships in opposition to CIRA's McLean Co. tax.
- Brady says that the bill is most likely dead. He is going to talk to Rep. Jay Hoffman in Rockford who submitted the bill.
- Brady says he is totally against the bill.
- James said if the bill is dead, the next step for CIRA would be a referendum on the ballot in the fall.
- The Easter breakfast was well attended with approximately 124 people.
- The egg hunt was down because the weather was so bad with 60-70 children.

8. Trustee Reports

1. Building Report

- Goveia said she has created a commercial building permit. We only have had a residential building and small project permit in March.
- She is keeping fee structure the same.
- She may do a special parking lot permit.
- The small projects permit is a no fee permit. This permit is for deck, sheds, windows and doors.
- The renovation/remodel permit will be a \$175 flat fee. The fee will offset inspections. They will require at least a couple of inspections. If there is a 3rd inspection they will be required to pay the additional fee.
- James said there are engineering costs associated with commercial building. He suggested that we state something about charging back engineering fees.
- One building permit at Cross Creek Subdivision was issued in March.
- We need to find a commercial inspector.

2. Water and Sewer Report

- Water pump-age was 67,700 gallons/day.
- Sewer pump-age was 82,300 gallons/day.
- Bacteriological testing came back satisfactory.

- Iron concentration was .33ppm.
 - Whitehouse found a damaged sewer manhole cover along the R.R. at the school. He said it looks like it was hit by a mower.
 - There was a service line leak over at the Bach's.
 - There were 5 non paid turn offs.
 - Whitehouse is determining the well usage at Corn Belt and figuring out how to get access to it.
3. Police and Services Report
- Roach reminded trustees that on April 10th at 6-7, Ameren will be having a Safety Awareness Program at the fire station.
 - Golf cart permits will expire the end of April.
 - Roach, Dingler and James will be meeting with the Tri-Valley School board about enhanced police coverage. They will be asking for more financial assistance from the school district.
 - Dingler reported they closed one case last month.
 - There were 19 ordinance violations and 8 citations in Downs.
 - Bellflower had 3 citations.
 - The police department had multiple assists.
 - Project Oz will be taking prescription medications back at the fire station on 4/28 from 10 am -2 pm.
4. Streets Report
- Bryant reported the streets department hopes to be getting mowers ready soon.
 - He will be coordinating with Rodney Lush, sealing cracks on Washington St. and edge cutting.
 - They will be pouring the sidewalk in front of the Union Café soon.
 - He is looking for some part-time mowing help who are 18 years or older.
 - The first brush pick up was this past Wednesday.
5. Parks, Community Center and Food Pantry Report
- Keylin said the parks committee has accepted a roofing bid for the pavilion.
 - John Symanski has decided on a site for the Gaga Pit.
 - Downs resident, Eric Marshall, has expressed interest in volunteering. He has his own machinery; Keylin said he may be able to move the mulch in Kickapoo Park.
 - Ameren does not do on/off switches on pole lights.
 - Two memorial trees have been donated to the park.
 - Keylin will be looking at Chapter 13 and will be making updates.
 - Reservations are up at the pavilion.
 - The park committee will be having a breakfast at the pavilion on Earth Day.
 - The food pantry got a \$500 State Farm Grant.
 - The food pantry gave out 38 boxes last month and will likely do another 38 this month.
 - Keylin wanted trustees to be aware that Linda Bowman's husband is having some health problems.
6. Finance Report
- Treasurer Bakewell went over the BTP, Profit & Loss Statement, FY 2018 Budget Revisions and FY 2018-2019 Budget Overview.

- A large item on the BTP was the TIF Payment to Tri-Valley.

9. Discussion

1. Long-Range Plans for each Village of Downs Dept.
 - James asked that trustees keep working on these.
2. LeRoy Intergovernmental Agreement
 - Wall said she will try to have this ready by the meeting continuance.
3. Other
 - Wall has written a letter to the Railroad Management Company about the village seeking reimbursement of licensing fees paid to them.

10. Public Comment

- Rocky and Alex who own the Downs Mobil spoke.
 - They bought the gas station in 2005.
 - They think the interstate exit needs a hotel. A hotel would help them and they think it would help us.
- George Lewis from Downs United Methodist Church said they are ready for the dedication back to the village.

11. A motion to approve Items Contained within the Consent Agenda was made by Roach and seconded by Keylin. Approved 6-0

12. A motion to Approve Consent Agenda was made by Goveia and seconded by Roach. Approved 6-0

1. Motions

- a. Motion to Approve the March 1, 2018 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Submitted FY2019 Event Plan and Budget from the Events Committee
- c. Motion to Approve Village of Downs Regular Board of Trustees Meeting Location, Dates and Time for FY 2019
- d. Motion to Approve Commercial Building Application and Fees
- e. Motion to Approve Remodel Application and \$175 in Fees
- f. Motion to Approve Residential Building Application and Fees – Removed from Consent Agenda

2. Resolutions

- a. Resolution 2018-R04 Authorizing and Approving the Amended Redevelopment Agreement Between the Village of Downs and Civil Banshee LLC for the Project Located at 103 & 105 W. Main St., Downs, IL 13-A moved
Discussion: Keylin asked for clarification about property taxes, a legal entity having common ownership and length of agreement and occupancy.
- b. Resolution 2018-R05 Authorizing and Approving the Redevelopment Agreement Between the Village of Downs and The Union Café LLC for the Project Located at 201 S. Seminary St., Downs, IL – This was moved from 13 2b
- c. Resolution 2018-R06 Authorizing and Approving the Proposed Program for Maintenance of Streets and Highways

3. Ordinances

- a. A motion to approve Ordinance 2018-08 Approving the Revised FY 2017-2018 Budget Under the Budget System for the Village of Downs was made by Roach and seconded by Twyford. Approve 6-0
- b. A motion to approve Ordinance 2018-09 Approving the FY 2018-2019 Budget Under the Budget System for the Village of Downs was made by Gassaway and seconded by Roach. Approved 6-0
Discussion:
 - James noted the only change was an increase in the advertising budget for the Events fund. It was raised by \$500.
- c. Ordinance 2018-10 Approving the Amended Zoning Map for the Village of Downs – No action taken.

13. New Business

1. Motions
2. Resolutions
 - a. Resolution 2018-R__ Authorizing and Approving the Redevelopment Agreement Between the Village of Downs and Gameday Grill Inc. for the Project Located at Lot 1 River Run., Downs, IL – No action taken.
3. Ordinances

14. Old Business

1. Motions
 - a. A motion to reconvene the Village of Downs Regular Board of Trustees Meeting to April 19, 2018, immediately following the conclusion of the Public Hearing of the Budget at the Village Hall was made by Twyford and seconded by Gassaway. Approved 6-0
2. Resolutions
 - a. Resolution 2018-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 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 2 "The Village Board, Its Officers and Employees" – No action taken.
 - b. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 3 "Village Finances" – No action taken.
 - c. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 6 "Licenses, Permits and Regulated Businesses" – No action taken.
 - d. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 15 "Land Subdivision" – No action taken.
 - e. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 17 "Telecommunications Infrastructure" – No action taken.

15. A motion to Approve Payment of Bills was made by Roach and seconded by Gassaway. Approved 6-0

Mayor Mike James called the April 5, 2018 regular Village of Downs Board of Trustees back to order on April 19, 2018 at 6:38 pm.

Roll call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Erik Bryant, and Toby Twyford were all present. Sarah Gassaway entered the meeting at 6:40pm. Also present were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall. A quorum to do business was declared.

The Pledge of Allegiance was taken.

Discussion:

- **Tri-Valley School District**
 - Roach and Dingler went to the School Board meeting Monday night. They asked the school for more financial assistance for police coverage. The school agreed to increase their contribution from \$10,000 to \$15,000.
 - They are very happy with Chief Dingler's performance.
 - **Inter-governmental agreement with Leroy**
 - We agree to pay \$35/hr. We agree to pay \$50/hr. for over time and holidays etc.
 - Essentially it is the same agreement that we had with Heyworth.
 - Leroy will continue to pay their employee's workman's compensation.
 - We agree to return their equipment the way we received it.
 - It is an annual agreement. This won't bind other boards to this agreement. The Mayors can agree in writing annually.
 - The board was in agreement. James will send it to Leroy for their amendments.
 - **Railroad Update**
 - The railroad will be removing of their all crossings. They should be asking the Mayor for permission to come in and repave.
 - **IML Lobby**
 - James is going to go to the IML Lobby Day.
 - He will take all of the resolutions from local municipalities/townships that have been passed on CIRA.
 - He will hand them to Rep. Dan Brady.
 - Dan Brady is going to speak with the Representative who sponsored the bill.
 - MAPPING is going well.
 - The Ameren presentation went well.
16. A motion to enter at Executive Session at 6:58pm for contract discussions was made by Keylin seconded by Roach. Approved 6-0

Mayor Mike James called the April 5, 2018 regular Village of Downs Board of Trustees back to order on April 19, 2018 at 8:08pm.

Roll call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Erik Bryant, Sarah Gassaway and Toby Twyford were all present. Also present were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall. A quorum to do business was declared.

17. Action on Executive Session Items – No action taken.

18. A motion to adjourn at 8:09pm was made by Twyford and Roach. Approved 6-0



Julie James
Village of Downs Clerk