



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING NOTES
MAY 3, 2018
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the regular Village of Downs board of trustees meeting to order on May 3, 2018 at 7:00pm.
2. Roll call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Erik Bryant, Sarah Gassaway and Toby Twyford were all present. There was a quorum to do business. Also present was Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall.
3. The Pledge of Allegiance was taken.
4. A motion to approve the agenda order was made by Roach and seconded by Goveia. Approved 6-0
Discussion:
 - Items 12-1b, 12-1c and 13-1d were struck from the agenda.
 - No action was taken on 14-2b.
5. Development Report
 - James received a note from Steve Hancock from Corn Belt Electric. Corn Belt is working on a plan for tap on fees for water basin.
 - The detention pond should be slowly filling itself up.
6. Engineer Report
Shawn sent his report earlier to the trustees:
 - Beecher Trails - Bowers has requested a new ILOC amount since his previous ILOC is set to expire soon. I recommend we set the amount at \$70,152.28. That covers 10% of the cost of the first addition required by code (\$60,152.28) and what I estimate is the value of the remaining warranty repairs due on the original subdivision (\$10,000).
 - Cross Creek - No word from Miller. He did contact our land development group to get a price to re-engineer the west detention basin but has not responded since being sent a proposal. I can follow up with him for an update if necessary, just let me know.
 - MFT Program - IDOT approved our program for the upcoming year. I will be in touch soon to close out the 2017 program and get the documentation over to IDOT.
 - Tri-Valley Parking Lot - I reviewed their plans and sent comments back to their engineer. I did include the Village Board questions from last meeting about the fencing and lighting (none was shown on the plans). When they resubmit plans I will pass along their responses to those items.
7. Mayoral Report
 - James attended IML lobby day.
 - He had great interactions with Representatives Dan Brady and Chapin Rose.
 - James dropped off the CIRA resolutions that were passed by local municipalities.
 - Rep. Jason Barickman sent him a note thanking James for his effort.
 - James noted the bill is dead.
 - Mayor James asked Rose about the DECO grant money. Rose was going to look into where that is.

- Rose and James talked about the need for a stop light at the school. Rose didn't feel like a stop light there was going to be do-able. An activating light system that Heyworth is experimenting with could be a cheaper option.
- **RR update**-Wall is working on this and sending a letter.
- There are 3 lots left out at Cross Creek Subdivision.
- James asked that if trustees had purchased any new locks to please give Julie James the master and extra keys. She will update the master list of who has keys to what.

8. Trustee Reports

- **Building Report**
 - Goveia said Steve Miller still has issues with detention basin at Cross Creek.
 - She hasn't heard from Dan Dawson on the Living Hope Church.
 - Goveia has been looking into building codes for parking lots and has been unable to find any information in our ordinances. James told her to look in the zoning ordinances.
 - BNWRD will be determining the fees for the high school parking lot. The middle school and high school are not hooked up to sewer yet. They will be doing that this summer.
- **Water and Sewer Report**
 - Whitehouse reported the iron concentration was .36ppm.
 - All samples tested were satisfactory.
 - Fluoride was .692ppm.
 - A leaking service line was repaired on Pintail. Their yard will be repaired at a later time.
 - There were no unpaid turn offs.
 - Whitehouse said he received some water quality complaints at Beecher Trails. He has started the flushing program in town on Tuesday. He hopes this helps. He will continue to perform these semi-annually most likely.
 - Twyford said they are reviewing cost to repair well at Downs Crossing and get a new pressure tank.
- **Police and Services Report**
 - Roach said water is coming into the police office at the brown shed.
 - Bryant will add some concrete to see if that would help the leaking.
 - Attorney Wall has the agreement with Tri-Valley ready.
 - Dinger reported there were 7 citations and 4 warnings given in Bellflower.
 - They gave out 16 ordinance violations, 2 citations and 2 warnings in Downs.
 - They are investigating trespassing report.
 - Project OZ had a few prescription drugs turned in.
 - Dinger is looking into a vehicle program funded by the State based off of ticketing. The vehicle is leased and paid off by a portion of our citations. It is a brand new vehicle and it will be equipped.
 - Hempstead got new computers from the State Farm grant.
 - Hempstead will be working on our new Wi-Fi and server.
 - He will also be working on website as well.

- Streets Report
 - Bryant said he will be working next week with Kevin.
 - On May 14-18th the streets department will start the road edge cutting program.
 - Bryant finished up sidewalk at the café.
 - BLK welding is working on brackets for the handrail at the Union Café. Bryant wants to simulate what Amber has going in the front.
 - The streets department is full swing into the mowing season. He is hiring people for mowing.
 - James wants to do some striping for parking spots on Seminary St.
- Parks, Community Center and Food Pantry Report
 - Keylin reported that they planted a Red Oak tree around Arbor Day.
 - The park committee had a great Earth Day breakfast turn out.
 - Dave Bach will be treating trees again for the Emerald Ash borer.
 - This will be the last year for the Maginal-Kraft Cruise. Both ladies are retiring.
 - The committee is going to start on mulch in Kickapoo.
 - The 4-H'ers will be planting flowers again in the park.
 - Keylin ordered an outdoor notice board for pavilion.
 - She noted one of the MAPPING goals was enhancing parks and recreation.
 - James would like the Board to look at the projects that are being considered.
 - The committee is going to paint garbage cans and poles.
 - They plan on putting in new benches.
 - A refrigerator was donated to the food pantry.
 - More and more volunteers are showing up to help at the food pantry.
- Finance Report
 - Bakewell went over BTP, Profit and Loss and balance sheet reports.
 - She noted property taxes are due. Julie James is working on getting properties exempt.
 - The big IEPA bill and Union Café TIF bill are on the BTP.
 - AREA has been inaccurately billing us. They were billing us for a lower number. They wish to back bill us which is \$3000+. Wall says we shouldn't have to pay for their accounting error.
 - AREA was billing us for an older number of households.
 - Wall says it is up to them to ask us how many homes. We don't have to tell them
 - She doesn't think we are obligated to pay it.
 - Gassaway said the finance department/trustee would like to take on garbage, IML and IMRF duties.
 - Trustees noted that we may need to raise the garbage rate.
 - Twyford said we need to raise the water rate too.
 - James noted that the police department may need to start paying for the electricity in the brown building. They are using more than the streets dept. He would like to see how the police budget goes.
 - James also said water won't be paid by the various departments. But the BNWRD portion and maintenance will still need to be billed.
 - James wants the finance department to look at the franchise agreements and make sure we are getting what is owed to us.

9. Discussion

- Other
 - Upcoming events: The 1st garage sales this weekend and May 20th is the car show.

10. Public Comment

- Roger Reynolds asked several comments about proceedings at Downs Crossing. James asked him to provide a list of questions.

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

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

- Motions

- a. Motion to Approve the April 5, 2018 Village Board of Trustees Regular Meeting and Executive Session Minutes
- b. Motion to Approve the Revised February 1, 2018 Village Board of Trustees Regular Meeting Minutes - This was struck from the agenda.
- c. Motion to Approve Contract with Frontier for Phone Service – This was struck from the agenda.
- d. Motion to Approve Parks Committee Meetings on an as needed basis for FY 2018-2019
- e. Motion to Approve Advertising in the Tri-Valley Fall/Winter Sports Program not to exceed \$250

- Resolutions

- a. A motion to approve Resolution 2018-R09 Authorizing and Approving the Disposal of a Village of Downs Asset to the Village of Bellflower was made by Goveia and seconded by Roach –Removed from consent agenda.

Discussion:

- The Mayor of Bellflower is interested in buying the ranger pickup truck.
- James was thinking of selling it for \$1 and good and valuable consideration.
- It will be declared a surplus.
- The motion was postponed from discussion by Goveia and then seconded by Roach.

- Ordinances

13. New Business

- Motions

- a. A motion to Approve Public Works Maintenance Supervisor Job Description was made by Keylin and seconded by Bryant. Approved 6-0
- b. A motion to Approve Engineer Reduction in Beecher Trails Bonds was made by Keylin and seconded by Goveia. Approved 6-0

Discussion:

- Shawn recommended allowing them to reduce their bond to \$70,152.28.
- c. A motion to Approve Attorney Fees be Added to Ordinance Violations was made by Twyford and seconded by Roach. The motion was tabled by Twyford and then seconded by Roach.

Discussion:

- This is an addition to Chapter 8. The addition will allow us to take them to court to pay their violations and be able to charge them court fees.

- d. Motion to Approve Agreement letter with Tri-Valley for Additional Police Services – This was scratched from the agenda.
 - Resolutions
 - a. A motion to approved Resolution 2018-R08 Approving of an Agreement between the VOD and Tri-Valley CUSD for Police Coverage was made by Roach and seconded by Goveia. Approved 6-0
 - Discussion
 - This agreement will begin for the school year beginning 2018-2019.
 - The coverage would be for large events and daily service.
 - Ordinances
14. Old Business
 - 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.
 - Resolutions (R07)
 - a. A motion to approve Resolution 2018-R07 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 was made by Goveia and seconded by Keylin. Approve 5-1 (Twyford - Nay)
 - Discussion:
 - Game Day is asking for \$67,500.
 - This development agreement is very similar to Civil Banshee’s agreement.
 - Keylin doesn’t think that new construction is TIF eligible. Wall says TIF can be used for procurement of property and it doesn’t have to always be blighted property.
 - 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 – No action taken.
 - Ordinances (11)
 - 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
16. A motion to enter executive session was made by Roach and seconded by Bryant. Approved 6-0

17. Action on Executive Session Items

Mayor Mike James called the regular Village of Downs board of trustees meeting back to order on May 3, 2018 at 10:35pm.

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

- Motion to Approve Wage Increase(s) for Various Employees within the Village of Downs Starting May 1, 2018
 - a. A motion to Approve wage increase of \$.50 per hour for a total compensation of \$18 per hour for Cara Russow Starting May 1, 2018 was made by Roach and seconded by Keylin. Approved 6-0
 - b. A motion to approve a \$2,876 salary increase for a total compensation of \$51,000 for Chief Josh Dingler Starting May 1, 2018 was made by Roach and seconded by Goveia. Approved 6-0
 - c. A motion to Approve Moving Officer Brian Hempstead from Part-Time to Full-time and from Hourly to Salary with a Total Compensation of \$40,000 starting May 1, 2018 was made by Roach and seconded by Goveia. Approved 6-0
- A motion to Promote Les Fitzwater as a Part-Time Public Works Maintenance Supervisor for the Village of Downs at \$19 per hour reporting to Streets Trustee Starting May 1, 2018 was made by Roach and seconded by Goveia. Approved 6-0
- A motion to Hire Kathryn Gustatson as a Part-Time Summer Maintenance Laborer for the Village of Downs at \$9.50 per hour reporting to Public Works Maintenance Supervisor and Streets Trustee Starting May 1, 2018 was made by Roach and seconded by Goveia. Approved 6-0
- A motion to Hire Rodney D. Lush as a Part-Time Seasonal Maintenance Laborer for the Village of Downs at \$15 per hour reporting to Public Works Maintenance Supervisor and Streets Trustee Starting May 1, 2018 was made by Roach and seconded by Bryant. Approved 6-0
- A motion to Promote Marty J O' Rourke as a Part-Time Seasonal Maintenance Laborer for the Village of Downs at \$11.50 per hour reporting to Public Works Maintenance Supervisor and Streets Trustee Starting May 1, 2018 was made by Bryant and seconded by Roach. Approved. 6-0

18. A motion to adjourn at 10:40pm was made by Roach and seconded by Goveia. Approved 6-0


Julie James
Village Clerk