



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JUNE 7, 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 June 7, 2018 at 7:03PM.
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 Agenda and Order was made by Keylin and Bryant. Approved 6-0
5. Girl Scouts - Katlyn Jones
Discussion-
 - Katlyn Jones presented her Free Little Library with a power point presentation.
 - She asked the board for permission to place Free Little Library in McManus Park.
 - She would like to put it near the covered picnic table.
 - Since there was nothing formal motion on the agenda, but there were no objections with the board, she was told she could move forward.
 - Next month the board will do a formal motion.
 - Katlyn said she had posted on Facebook about needing books for the library. She ended up receiving a plethora of books.
6. Development Report –
 - Steve Hancock met with the Mayor today. Corn Belt is not ready to turn over the pond to the Village until July.
 - Corn Belt will maintain the pond and park for the first 2 years. Currently is it not accessible for public use yet.
7. Engineer Report – There was no engineer report.
8. Mayoral Report –

Reminders

- Mayor James said he would like trustees get back to putting reports back in the flyer.
- He would like trustees to at least provide something to the residents that voted them into office.
- He wanted to remind trustees and employees to take care of our buildings and equipment. If you use it clean it and maintain it.
- There is no drinking or smoking on public property or in village equipment.
- James said staff meetings need to occur with employees. Employees need to have a chance to give their concerns.
- Please take confrontation and heated conversations outside the hall out of earshot of employees, unless, you feel like you may need a witness.
- Wage structure should be built into job descriptions.

Grand Marshal

- His recommendation for the Grand Marshal Nomination is Barbara Layton. She received several nominations.

Office Staff Position

- James would like to add an additional part-time office staff member. This person would do administrative office work from noon – 2:00pm. on Tuesdays and Thursdays.

- This person would be paid out of the general and events funds and perform duties for those areas. They would also be cross trained on other areas.
- Village Hall would be open during this time.
- James said that Heather Dingler has expressed interest in this position.

AREA

- Gassaway called Eric Shangraw about the Village paying back garbage fees due to their under-billing.
- Gassaway said he had no real remorse and said even if we hadn't been honest an audit would have picked up on it. Gassaway said he would not budge.

MAPPING Summary

- James said the coordinating council met Monday night.
- The council felt like there was some overlap. The development committee has dissolved.
- The parks and recreation goal should consolidate with the parks committee.
- The same should happen with the events goal. They should consolidate with the events committee.
- James shared the Parks and Recreation goal will be sprucing up the park on June 16 for their quick win.
- The Housing goal has not met yet.
- The Business Development goal will be doing planters downtown for their quick win.
- The Events goal had their quick win on June 2 in conjunction with clean-up day. They will be getting a grant from the Visitors, Business and Convention Bureau to use for advertising.
- The council revised the mission statement.
- The tagline "Move on up to Downs" and D.A.N. – Downs Action Network were suggested.
- James will add Mapping to the agenda next month.

9. Trustee Reports

1. Building Report

- Goveia reported that Steve Miller had his engineering plans Ok'd for drainage in Downs Crossing.
- Steve Miller sold 606 W Main back in 2002. The property was sold to the neighboring property owner for \$790. The owners wanted to use it for a play area for their grandchildren.
- The new owners of this property would like to fill it in. However, it needs to stay as a drainage area.
- Wall says you can't change your land that will flood other people's property.
- It should have never been sold to the residents. It should have been deeded over to the village.

Tri-Valley

- Goveia talked to Dave Mouser and Farnsworth did approve the storm sewer. Bryant also looked at it too.
- Tri-Valley is willing to work with the residents on the West and put up a screen or fence for their new parking lot.
- They will be unable to put up a fence or screen until the issue with the tree has been resolved with the residents on the East.

- The tree is ¼ on the resident's property and they are claiming ownership.
 - Tri-Valley has told Goveia they don't need a building permit because their inspections are done through the Department of Education. Wall will look into this.
2. Water and Sewer Report
 - Kevin Whitehouse sent out the water report.
 - Twyford said water usage has gone up since summer started.
 - James, Shawn Mauer and Twyford had a meeting to discuss future water projects.
 3. Police Report
 - Roach reported there is an issue with tall weeds and would like board approval to send out the traditional letter.

Fines/Violations

- Chief reported they gave out 24 citations in Bellflower.
- Bellflower loves Officer Hempstead.
- Four citations and 29 ordinance violations were given out in Downs.
- Golf cart permits have been issued for the year.
- Next year they would like to add the placement of golf cart permit to the golf cart permit.
- The electronic harassment case was solved.
- The sexual harassment case was solved.
- They assisted 3 accidents and a DUI in Leroy.
- They are working on a domestic and theft case that happened yesterday.

Leasing Program

- Dinger went over a 4 year Lease Program he is looking into.
- This would be a fully equipped new vehicle for police services.
- The cost to village is based on ticket revenue. There is no minimum ticket requirement.
- Illinois citations not ordinance violations go towards the lease payment.
- If we have 0 citations they get \$0 in payment that month.
- This vehicle will be a marked police vehicle.
- At the end of the 4 year lease we buy the vehicle for a \$1. There would be a \$2800 annual administration fee.

Arrowsmith

- We have been approached by Arrowsmith for an intergovernmental agreement

4. Streets Report
 - Bryant reported they have been putting in culverts.
 - The brackets are in for sidewalk for Union Café.
 - He has looked into pouring a new approach down at the police office to help prevent water flooding.
 - The streets department has been picking up brush and helped with the water main break.
5. Parks, Community Center and Food Pantry Report
 - Keylin reported the Gaga Ball pit is in and the kids are really enjoying it.
 - The pavilion roof repair is done and the bill was \$4850.
 - The trash cans have been primed will be painted on June 16th.
 - Oak Bros will donate mulch to put around trees in Dooley Park.

- The Food Pantry distributed 38 boxes.
 - Two dead trees need to be removed from Dooley Park prior to the 4th of July.
6. Finance Report
- Bakewell want over the BTP and Balance Sheet.
 - Last FY income tax revenue was \$94,760 and had a decrease of \$3000.
 - There was an increase in sales tax revenue last FY.
 - A bill from Costigan and Wollrab was added.
 - Bryant asked that the Weaver Rental bill be moved out of streets to TIF 1.
10. There was no other discussion.
1. Other
11. Public Comment
- Dave Seibert was present and mentioned that Towanda maybe looking for police coverage. He also asked about the village's recycling habits.
12. A motion to Approve Items Contained within the Consent Agenda was made by Goveia and seconded by Gassaway. Approved 6-0
13. A motion to Approve Consent Agenda was made by Roach and seconded by Keylin. Approved 6-0
1. Motions
- a. Motion to Approve the May 3, 2018 Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the May 3, 2018 Village Board of Trustees Executive Session Minutes
 - c. Motion to Approve the Extension of Dooley Park Hours on 7/4/2018 until 12 am
 - d. Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on 7/4/2018 after the Parade
 - e. Motion to Approve Dooley Park Road Closure on 7/4/2018
 - f. Motion to Approve Payment of Budgeted Expenses for July Events as Needed and Approved by Village Clerk, Public Safety Trustee, Treasurer and Mayor
 - g. Motion to Approve Parade Route and Road Closures Required During the Parade on 7/4/2018
 - h. Motion to Approve Barbara Layton the 2018 4th of July Grand Marshal
2. Resolutions
- a. Resolution 2018-R09 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 2018-11 Approving an Ordinance of the Village of Downs, McLean County, Illinois, Ascertaining and Adopting the Prevailing Rate of Wages for the Laborers, Workers, and Mechanics Employed on Public Works of the Village of Downs
14. New Business
1. Motions
- a. A motion to Approve Wage Increase(s) for Various Employees within the Village of Downs Starting June 1, 2018 was made by Goveia and seconded by Roach. Approved 6-0
Discussion –

- Mayor sent letter to trustees about \$.25 raises for the office staff.
- Ruth Hood will now be paid \$14/hr.
- Chery Bach will now be paid \$12.75/hr.
- Janice Cuba will now receive \$16.75/hr.
- The raises will be paid out of general and event fund equally.

2. Resolutions

- a. Resolution 2018-R__ Authorizing and Approving the PSF Police Interceptor Master Lease Program – No action taken.

3. Ordinances

- a. A motion to approve Ordinance 2018-12 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 8 "Traffic, Streets, and Parking" was made by Roach and seconded by Keylin. Approved 6-0

Discussion-

- The amendment encourages people to pay their fine within 15 days otherwise the fine increases.

- b. A motion to approved Ordinance 2018-13 Adopting Criteria for Public Comment was made by Bryant and seconded by Roach. Then the motion was amended and the amended motion was accepted by Bryant and Roach. Approved 6-0

A motion to approved Ordinance 2018-13 Adopting Criteria for Public Comment as amended was made by Bryant and seconded by Roach. Approved 6-0

Discussion-

- The State of Illinois says we need set an ordinance if we are going to put restrictions on public comment.
- The Mayor decided that after last meeting it was time to do something. This will prevent someone trying to come in and filibuster.
- Trustees asked that section #1 "saying that people can't talk about items that are not on the agenda" be removed from the ordinance.
- Old 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 (R09)

- a. Resolution 2018-R__ Authorizing and Approving the Disposal of a Village of Downs Asset to the Village of Bellflower - No action taken.

3. 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 Gassaway and seconded by Bryant.
Approved 6-0
Discussion –
- Union Café bills for door restoration, flooring, and plumbing were added. Bills totaled \$10,577.77. This brings the Union Cafés total to \$18, 221.
16. Executive Session was not entered.
17. Action on Executive Session Items - No action taken.
18. A motion to adjourn at 10:03pm was made by Roach and seconded by Gassaway. Approved 6-0



Julie James
Village of Downs Clerk