



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JULY 5, 2018
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the July 5, 2018 Village of Downs regular board of trustees meeting to order to at 7:02pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Mary Goveia, Peggy Keylin, Erik Bryant and Sarah Gassaway. Toby Twyford was absent. A quorum to do business was declared. Also, present were 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 5-0
5. Police Interceptor Lease Program
 - Bill Danzell gave a presentation of the Police Interceptor Lease Program via speaker phone.
 - He walked the trustees through his power point slides for the program.
 - The police department would need to have 120 hours of policing per month.
 - An average of 1 ticket would need to be written approximately every 50 minutes.
6. CCG Presentation
 - Michael Lenz, President of CCG also gave a presentation to trustees.
 - CCG is installing fiber optic internet down I-74.
 - His company charges a flat fee of \$69.95 for 1 gigabit of service.
 - The cost for land line service is \$25.95-\$29.95.
 - CCG has already installed fiber in Bloomington.
 - All they require is a spot for a “hut” building.
 - The village will need a backup generator for hut.
 - CCG does not charge an installation fee or router fee.
 - Downs could be a “Gigabit Community”.
7. Tri-Valley
 - Mayor James reported that the Tri-Valley school board is going to start coming to our board meetings and give us regularly updates. We will also do the same for them.
8. Development Report
 1. Corn Belt Energy-Steve Hancock
 - Hancock reported they have 2 petitions for our review.
 - 1) Final plat approval – Approval of 9.2 acres
 - 2) Storm water improvement for the corner at Downs Crossing
 - We will need perpetual easements to get to the pond.
 - The grasses will need a couple of years to grow.
 - Final turnover of petitions will be at the August meeting.
 2. Downs GPS
 - Parks Goal
 - The park goal finished their “quick win” project of painting the poles.
 - Keylin said the parks committee was receptive to adding the goal committee members.
 - Business Development Goal

- The committee is trying to locate the names of all the small businesses in town including those that operate out of their home.
- Goveia said they are trying to figure out how to collect this information. Then list it on our website and flyer.
- James noted the downtown parking spaces have been painted.

Events Goal

- The events goal committee has merged with the events committee.
- The events committee is using Neuhoff Media for advertising. Neuhoff would like to have a 12 month advertising contract with the village.
- The events fund will contribute \$1500 towards the Neuhoff contract. The general fund would contribute \$1500. The rest would be sold to local businesses.
- Neuhoff radio ads will advertise Downs, Downs events, and business.

9. Eagle Scout Project Wrap-up – no action

10. Engineer Report

- Shawn Mauer sent his report to the trustees.
- We are still waiting on Miller to install the detention basin outfall at Cross Creek. We are anticipating this to be done sometime over the next few weeks.

11. Mayoral Report

- James reported he has heard from Sen. Chapin Rose about our DECO grant.
- Rose said we will get the \$25,000 but he doesn't know when.
- The 4th of July, fireworks and parade went really well.
- The Methodist Church took away from some business from our vendor's business by hosting free sandwiches and ice cream.
- James noted we had a few complaints
 - The weeds at the Youth Center and the grass didn't get mowed in the park. Trustee Bryant said he is sure it was mowed but possibly grew fast with the rain.
- The bands were well received. Kyle Yap wants to come back next year.
- The events committee may have the same entertainment come back next year.
- James noted the RR has been taking out the rails and crossings. They are also responsible for taking down trestles per law, but told him they didn't have plans to take them out.

Trustee Reports

1. Building Report

- Goveia reported it was a slow month. There were a couple of building requests.
- The sewer inspection for Tri-Valley High School has been done.
- David Silver plans to start his project in August. We may need to extend his TIF agreement.

2. Water and Sewer Report

- Whitehouse reported the average iron concentration for the month in the finished water is .33 PPM.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory, fluoride concentration was .643 PPM.
- The volume of water pumped for the month was 2.380 million gallons, averaging 79,300 gallons a day.

- The sewer lift station pumped 1.660 million gallons for the month, averaging 55,300 gallons per day.
- Hydrant painting has begun, starting with the 4th of July parade route.
- There were no shut offs this month.

3. Police Report

- There was a complaint about dirt bikes during the 4th of July.
- A letter was sent out to the resident about their weeds. The weeds issue has improved.

Police Interceptor program-

- Gassaway and Keylin are not sold on the program.
- Consensus from the whole board was they are not interested in the lease program.
- The police department had 30 calls to service.
- They are currently working 8 cases.
- Among the 8 cases they are working on, there was a hit and run, criminal damage to property, animal neglect and a public nuisance.
- 15 tickets and 30 ordinance violations were issued in Downs last month.
- Bellflower had 6 tickets last months.

Inter-governmental agreement with Arrowsmith

- Arrowsmith is asking if we would provide 30 hours of policing a month for them.
- There could be a police car available for our use.
- Their mayor is flexible on the hours he wants coverage for.
- This would be the same agreement that we have with Bellflower.
- Chief said it could be taxing on our department and will evaluate.
- He may want to hire a part-time person who would work Bellflower and Arrowsmith. Leaving Hempstead and himself to police Downs.

4. Streets Report

- Bryant reported the department is trying to keep up with growing grass.
- Culvert work is ongoing.
- Edge cutting will start the first part of August.
- Huff Rd and most of Mallard Point will be cut back before first snow.
- Bryant has a guy in Anchor that will be giving us a bid on spray patching. He may be more flexible than McLean Co.
- Sidewalks will be poured on Franklin St.
- Les worked with Leroy to get parking spaces painted.
- Bryant and James have been working on the railing over at The Union.

5. Parks, Community Center and Food Pantry Report

- Keylin reported the roof is done.
- 3 trees were taken down.
- Misch fixed a plumbing problem.
- The committee is looking into replacement of some playground equipment.
- The committee will be working on both entrances to Kickapoo Park.
- The food pantry had 2 produce days.

6. Finance and Services Report

- Bakewell went over the BTP. The MAPPING program bill, IEPA dues and the water main loan payoff were the only unusual bills.

- Gassaway, Bakewell, and James will be getting together to discuss vacation policy, wage and job descriptions.
- Gassaway spoke with AREA about trash pickup for the businesses on the west side of Seminary St. AREA was not picking up. They didn't know that the trash set out was for all of the businesses not just one business.

12. Discussion

1. Office Staff

James talked to the office about adding another staff member.

2. Other

Roach and Cuba are going to be updating the golf cart permit.

13. Public Comment

Jim Soeldner-member of the Central Illinois Woodworkers Club

- His club does service projects. In the past they have made student desks for Haiti and bat houses.
- This year they built 8 little libraries. He presented the board with a little library.
- Soeldner said the Village can decide where they want to put on it.
- Soeldner joked that there was a "1 year manufacturer's warranty".
- Other recipients were Arrowsmith, Cooksville, Anchor, Ellsworth, Towanda, and 2 more.

Ken Humphrey-who was relocated here 9 months ago with Verizon

- He lives in Cross Creek and had concerns with drainage.
- He now understands that the Board has been working to get the problem resolved.

14. A Motion to Approve Items Contained within the Consent Agenda was made by Gassaway and seconded by Bryant. Approved 5-0

15. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Bryant. Approved 5-0

1. Motions

- Motion to Approve the June 7, 2018 Village Board of Trustees Regular Meeting Minutes
- Motion to Approve Members of the Events Committee: Ken Kasprzak, Jill Kasprzak, Steven Miller, Cyndi Miller, Julie James, Mike James, Linda Roberts, Fred Myers

2. Resolutions

3. Ordinances

16. New Business

1. Motions

- A Motion to Approve Switching Village Phone Service to Vonage. – No action taken.
- A Motion to Approve Advertising Plan for Downs GPS and Events Committee of \$4,680 was made by Roach and seconded by Keylin. Approved 5-0
- A Motion to Approve Publishing Downs Streetscape and Parking Project for Request for Proposal was made by Roach and seconded by Keylin. Approved 5-0
Discussion:
 - James wants to request engineering firms to make plans for new downtown streetscape.

2. Resolutions

- Resolution 2018-R__ Approving the Intergovernmental Agreement between the Village of Downs and the Village of Arrowsmith for Police Services. – No action taken.

- b. Resolution 2018-R__ Authorizing and Approving the PSF Police Interceptor Master Lease Program. – No action taken.
- 3. Ordinances
 - a. A motion to approve Ordinance 2018-14 Approving and providing for the Regulation of and Application for Small Wireless Facilities was made by Gassaway and seconded by Bryant. Approved 4-1. (Keylin, descent)
- 17. 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 (R10)
 - b. A motion to approve Resolution 2018-R10 Authorizing and Approving the Disposal of a Village of Downs Asset to the Village of Bellflower was made by Gassaway and seconded by Keylin. Approved 5-0
Discussion:
 - The village sold the Ranger for a \$1.
 - 3. Ordinances (14)
 - a. Ordinance 2018-__ Approving and Adopting Amendments to the Village of Downs Code Provisions – No action taken.
- 18. A Motion to Approve Payment of Bills was made by Roach and seconded Gassaway. Approved 5-0
- 19. Executive Session – was note entered.
- 20. No Action on Executive Session Items.
- 21. A Motion to Adjourn at 10:06pm was made by Gassaway and seconded by Bryant. Approved 5-0



Julie James
Village of Down Clerk