



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
AUGUST 2, 2018  
7 PM @ VILLAGE HALL

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

- 1) Mayor Mike James called the August 2, 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, and Sarah Gassaway. Erik Bryant and Toby Twyford were 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 led by Boy Scouts in attendance.
- 4) A motion to approve the agenda and order was made by Keylin and was seconded by Gassaway. Approved 4-0

Discussion:

- Chapter 8 was removed from consent agenda.
- There was no old business and no continuance of the meeting.

- 5) Development Report

Discussion –

- Corn Belt Energy has asked us to move the dedication to September.

- 6) Engineer Report

Discussion –

Cross Creek

- Shawn Mauer, of the Farnsworth Group, reported the storm sewer at Cross Creek is supposed to be done by the end of the week.
- Next we will be pushing Steve Miller for acceptance. It should be fall when this is wrapped up.

Beecher Trails

- Shawn got a call from Mark Bowers. He has been working with Bryant and will be getting a quote for rock and chip for a couple of the sub streets
- Bowers is obligated to do another seal coat.
- The first addition has a few pot holes that need to be filled. Bowers wants to wait for a hot week to apply white rock. He wants to dedicate it by the end of the year.
- Mayor James interjected that Beecher Trails has several trees that need to come down prior to acceptance. We don't want to take over when we know we are going to have to take down trees.

Living Hope

- Dan Dawson talked to Goveia. There has been some confusion on where the plans were at. They sent Shawn a revised set of plans. Shawn said they looked great.

### Tri-Valley renovation

- Shawn said he hasn't dropped a level on the sewer, but doesn't think there will be any problems. He will do that next week.
- A couple of drainage areas were looked at with Erik

### 7) Mayoral Report

- James reported the school district is supposed to be coordinating with the village more closely starting next month.
- The Clerk, Chief Dingler, Janice Cuba, Trustee Roach and the new office clerk will be meeting on how to handle ordinance violations and follow up.
- James asked Wall about video recording at the village hall. Wall said there is no retention requirement. But those being recorded need to know they are being recorded and it needs to be posted. Audio can't be recorded.
- Recording outside the hall needs to consider public property and only be pointed toward our property.

### **Illinois MAiD (assisted suicide for terminally ill)**

- James asked trustees if there was a desire to move forward with this legislation.
- Keylin thought it was well presented and feels that people need to be able to make a choice.
- James said this would be support legislature. Wall said it be similar to passing the resolution against the CIRA tax.
- Goveia said she would like to see how the churches in town feel about it.
- Gassaway said her beliefs may not be that of others and doesn't want to speak for others.
- Roach also said she can't speak for the constituents.
- It was suggested that a public forum could be held to get public input.
- Another suggestion was to solicit opinions from the local churches and other organizations.
- Something could be put in the newsletter to solicit opinions.
- Keylin will spearhead possibly getting a forum together with someone from the MAiD organization to lead.
- James said a schedule of job ranges will be contained outside of the job description.
- The Village Market reported record attendance of over 300 people this week.

### 8) Trustee Reports

#### 1. Building Report

- Goveia reported the Living Hope situation is getting resolved.
- Cross Creek will soon be resolved also.

- Game Day Grill picked up a commercial building permit.
- One building permit was issued this month.
- A new shed that had a zoning change.

## 2. Water and Sewer Report

- Kevin Whitehouse reported the average iron concentration for the month in the finished water is .40 PPM.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory.
- Fluoride concentration was .675.
- The volume of water pumped for the month was 2.417 million gallons, averaging 77,900 gallons a day.
- The sewer lift station pumped 1.516 million gallons for the month, averaging 48,900 gallons per day.
- Two curb stop box repairs were made and the water service at 103 W. Main was retired in preparation of future construction.
- A leaking curb stop was replaced at 105 N. Price St.
- We experienced a two hour power outage at the sewer lift station during the thunder storms on the 14th. The backup generator power was used during the outage.
- There were no non paid turn offs for July.
- Tri-Valley School is going to pressure test their sewer mains.

## 3. Police Report

- Roach sent a golf permit revision out to the board trustees.
- Janice wants to add a clause to hold the village harmless. She had a few other minor changes to the permit.
- Chief, Roach and the Mayor met with Arrowsmith's Mayor over the inter-governmental agreement.
- They are asking for 30 hours of police services a month. It's very similar to the agreement with Bellflower.
- They have a car that we have the ability to use. The car is in good shape and they will maintain it.
- The Chief would like the golf cart permits to specify that permit go someplace common.
- In Bellflower, 3 citations and 1 warning was written.
- Downs had 7 citations, 3 warnings and 33 ordinance violations.
- Chief went to court over speeding in school zone. They were found guilty.
- There were no incidences on the 4<sup>th</sup> of July.

- There was a complaint that grass was blown on the road was a safety concern for motorcycles.
- Officer Hempstead will be going to an 80 hour transition course.

#### 4. Streets Report

- Bryant sent his report to the mayor.
- Final grade and seeding has been done on Huff Rd.
- Additional drainage work will be done in Mallard and Indian Hills.
- James said he has been working with the county on line of site for parking spaces on Seminary St.
- James is also having discussions with the county over their striping on Seminary St. They put passing zones on Seminary St.
- Goveia says there was a concern about a sign at Seminary and Rt150 that says cross traffic does not stop. That is a sign request that must be made to IDOT (County and Downs doesn't have jurisdiction).

#### 5. Parks, Community Center and Food Pantry Report

- Keylin sent her report out to trustees.
- The Little Library is up in McManus Park.
- The other library will go in Dooley Park. One of the committee members will be painting it.
- The park committee is planning their booth for GPS ice cream social on Aug 18.
- The food pantry delivered 40 boxes this month.
- The food pantry is getting a lot of fresh produce.

#### 6. Finance and Services Report

- Gassaway, Mayor and Bakewell are working on a village vacation time procedure.
- There was a garbage issue on RT 150. AREA wasn't picking it because it was a safety issue. Homeowners will take it across the street.
- It was suggested the billing office put a note in their file. If the property is sold the new owner can be informed.
- Bakewell went over the BTP. She said the bills were the usual bills.
- We will be paying the 2<sup>nd</sup> installment of property taxes. The clerk is working on getting those properties exempted.
- Bakewell went over the balance sheet and other financials.
- Changes are being made to e-pay system. The cost for the customer is going down slightly and for us it will be coming down drastically for the village.
- The audit for FY 18 is coming up in September, hopefully.
- The village received the annual police stipend from Tri-Valley.

- 9) There was no other discussion.
  1. Other
- 10) There was no Public Comment, but many Boy Scouts were in attendance for their communication and citizenship in the community merit badges.
- 11) A motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Goveia. Approved 4-0  
Discussion-
  - Chapter 8 was removed from consent agenda.
- 12) A motion to Approve Consent Agenda was made by Roach and seconded by Goveia. Approved 4-0
  1. Motions
    - a. Motion to Approve the July 5, 2018 Village Board of Trustees Regular Meeting Minutes
    - b. Motion to Approve Members of the Parks Committee: Sarah Gassaway, Rachel Magenheimer, Jim Soeldner, Paul Ronczkowski, Ken Burgard, and Eric Marshall
    - c. Motion to Approve the Addition of Sarah Gassaway to the Events Committee
    - d. Motion to Approve Golf Cart Permit Revisions
    - e. Motion to Approve the Job Description for the Ancillary Office Clerk within the Village of Downs
    - f. Motion to Approve the Final Plat of the Melzer Subdivision within a 1 1/2 Miles of the Village of Downs Village Corporate Limits
  2. Resolutions (R11)
    - a. Resolution 2018-R11 Authorizing and Approving an Intergovernmental Agreement between the Village of Downs and the Village of Arrowsmith for Police Services
  3. Ordinances (15) – **removed from consent agenda**
    - a. ~~Ordinance 2018-15 Approving and Adopting Amendments to the Village of Downs Code Provisions Chapter 8 "Traffic, Streets & Parking"~~
- 13) New Business
  1. Motions - none
  2. Resolutions - none
  3. Ordinances - none
- 14) **No action was taken in all 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
  2. Resolutions
  3. Ordinances

- a. Ordinance 2018-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions
- 15) A motion to approve payment of bills was made by Roach and seconded by Gassaway. Approved 4-0
- 16) A motion to enter Executive Session for Personnel, Semi-Annual Review of Executive Session Meeting Minutes/audio, Purchase of Land and Contract Negotiations was made by Roach and seconded by Goveia. Approved 4-0
- Mayor Mike James called the August 2, 2018 Village of Downs regular board of trustees meeting back to order to at 9:10 pm.
  - Roll Call was taken. Trustees present were Maureen Roach, Mary Goveia, Peggy Keylin, and Sarah Gassaway. Erik Bryant and Toby Twyford were absent. A quorum to do business was declared. Also, present were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall.
- 17) Action on Executive Session Items
1. A Motion to Approve Hiring Heather Dingler as Part-Time Ancillary Office Clerk at \$11.00 /hr. within the Village of Downs Reporting to Village Hall Supervisor was made by Roach and seconded by Keylin. Approved 4-0
  2. A Motion to Approve Reappointment of Julie Bakewell as the Treasurer, Budget Officer and TIF Administrator in the Village of Downs at \$27.00/ hr. for Term to Expire August 2019 was made by Gassaway and seconded by Roach. Approved 4-0
  3. Resolution 2018-R\_\_ Authorizing the Village Clerk to Destroy Executive Session Audio Tapes over Eighteen Months Old – **No action taken.**
  4. Resolution 2018-R\_\_ Authorizing the Village Clerk to Release Specific Executive Session Minutes of the Village of Downs – **No action taken.**
  5. A motion to approve Resolution 2018-R12 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs was made by Roach and seconded by Keylin. Approved 4-0
- 18) A motion to adjourn at 9:12pm was made by Roach and seconded by Gassaway. Approved 4-0



Julie James  
Village of Downs Clerk