



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
OCTOBER 4, 2018  
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the October 4, 2018 Village of Downs regular board of trustees meeting to order to at 7:00pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Mary Goveia, Peggy Keylin, Erik Bryant, Sarah Gassaway and Toby Twyford. 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 Agenda and Order was made by Keylin and seconded by Goveia. Approved 6-0  
Discussion-
  - James noted that this meeting will be continued in order to approve the audit and treasurer's report.
  - Items 14-1a, 14-1b and 14-1c will all be moved to the continuance.
  - Items 6-1a and 6-1b will be post-poned
5. Village Market Overview
  - Dave Bach gave an overview of 16<sup>th</sup> year of the Downs Village Market.
  - They had a very successful year with just a couple of challenges
    - This year the 4<sup>th</sup> of July was on a market day. After polling the vendors, they decided to move the market day to the Monday. It was very successful and they will most likely do it again next year.
    - Another challenge was with the Rail Road while they were ripping the ties out.
  - They gave out 240 frequent shopper cards.
  - 33 cards came back filled.
  - Bach said the majority of customers are people are from Downs. But, they also get people from Leroy, Heyworth, Normal and other towns.
  - They had a record attendance of 303 people.
  - The village market is looking forward to the 2019 year.
6. Development
  1. Corn Belt Energy  
Discussion-
    - Brian Martin and Steve Davis, from Knight Engineers presented the final plat of Corn Belt Energy Park.
    - The final plat has been approved by Shawn Mauer from Farnsworth.
    - Martin and Davis expressed that pond operation and maintenance is critical. They created a maintenance plan for Corn Belt and the village.

- Davis said he wanted the pond to mimic a prairie pothole. They have planted native plants that will get really tall to keep the geese out of the pond.
  - Eventually trails can be built out there.
  - Davis said it will take about 3 years for vegetation to take off.
  - He said as long as we keep the nitrogen down we will have a great site.
  - Corn Belt will maintain the pond for the first 3 years.
- a. Motion to Approve the Final Plat for the Corn Belt Energy Park –Post-poned.
  - b. Resolution 2018-R16 Accepting the Offer of Irrevocable Dedication from Corn Belt Energy Corporation to the Village of Downs for Acceptance of the Completed Storm Water Management Improvements and Maintenance Agreement –Post-poned.
2. Cross Creek Subdivision
    - Miller has completed drainage work out there are ready for dedication.
    - James would like to possibly approve this at the continuance.
    - Bryant will have Les get a punch list together.
    - Shawn Mauer feels the detention work is satisfactory.
  3. Beecher Trails Subdivision
    - Bowers sent an email about his remaining warranty items.
    - Bryant wants to him to take down the dead trees in phase two.
    - Bryant says we can approve phase one.
7. Engineer Report
    - Game Day is waiting on their financing and hopes to move forward by the end of the year.
    - David Silver still wants to move forward. He is excited about the agreement with the fire department for the extra 10 feet.
    - James noted that there is an annexation that is still in the works.
  8. Mayoral Report
    - James said he is very busy with his job and will be going to Atlanta, GA. the second week of every month.
  9. Trustee Reports
    1. Building Report
      - Goveia said very little building is going on, mostly small projects and remodels.
      - James asked if we have documentation on the Reece property. Goveia noted that Lyndall Cuba has the documentation.

- James also asked about expiring building permits for Living Hope and the Franklin St home. Goveia said Living Hope is supposed to be getting a hold of James.
- John Forbes is working on getting his sewer connection done.
- Goveia reported that the commercial and demolition permits are basically ready to go. Janice Cuba just wants to do a few tweaks.
- The American Legion is all for the mural. Hopefully, by spring it will be ready to go.

## 2. Water and Sewer Report

Discussion-

Kevin Whitehouse sent this report.

- The average iron concentration for the month in the finished water is .45 PPM.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory, fluoride concentration was .643.
- The volume of water pumped for the month was 2.406 million gallons, averaging 82,000 gallons a day.
- The sewer lift station pumped 1.724 million gallons for the month, averaging 57,500 gallons per day.
- A meeting took place with Rick Smith of CCG fiber to discuss the fiber install for Downs. The first phase will include installing the equipment building and bringing the fiber from the intrastate to the building.
- I assisted Vasconoelles Engineering with the locating of water mains on the high school grounds in preparation of the expansion.
- One curb stop box repair was made during the month.
- No non-pay turn offs for the month.

## 3. Police Report

- Roach said she will address the weed complaint made in the public comment.
- Chief Dingler reported the department wrote 19 citations and 9 warnings in Downs.
- Bellflower had 3 citations and 3 warnings.
- Bellflower had a credit card case. This person will be arrested.
- The department is working on 4 cases in Downs.
- Hempstead has been extremely helpful in working these cases.
- Dingler says that they have been using double man-power on some of these cases.
  - There was a fake \$20 bill that was presented at the Mobil station. This person was arrested in Hudson and worked at Lucky 7's. They

were using movie prop money that was purchased on Amazon. \$2000 worth of prop money for a little over \$7.

- There was a suicide in the park. The coverage was very quiet primarily because it was not a TV student.
- There was an aggravated battery of a child incident. An arrest is coming soon.
- A rape case is still ongoing.
- Tomorrow afternoon there will be active shooting training at the schools.
- Dingler and Hempstead had an “AMMO Can Challenge” last weekend. They went camping and only took items that would fit in an ammo can. Dingler said it wasn’t a fun experience but was educational.
- They will take their ammo cans to the wellness fair.

#### 4. Streets Report

- Bryant said they are working on getting Beecher buttoned up.
- There is one more project in Mallard with drainage issues.
- The streets department will do one more yard waste pick up in November.

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

##### Discussion-

- Thanks to everyone who attended our Breakfast in the Park fundraiser. We had a beautiful morning, a good crowd and yummy food.
- Thanks to Parks Committee members for putting their time, energy and resources into the project.
- The bench slab is laid in McManus Park. The next step is to secure the bench to the slab.
- Thanks to Streets for gravel and for the fill dirt we placed around the pine tree. We hope to add mulch on top.
- Youth Center landscaping plans include trimming the evergreen bushes and finding a green way to eradicate an invasive ground cover plant.
- Nicor checked our connections in the pavilion kitchen. They found no leaks and felt the occasional smell was due to inefficient pilot light burning.
- Pouring a little water down the drain in the bathroom seems to have eliminated the sewer smell.
- Our second little lending library has been painted. It is slated for installation soon.

- We are still seeking a volunteer base to spread mulch on the playground in Dooley Park.
- Various painting projects, installing insulation, and planning an upgrade to the Seminary St. entrance to Kickapoo Park are ongoing as are cleaning and organizing storage areas in the pavilion.
- Sources for plants and native prairie seeds to use in Kickapoo Park have been identified. We may sow some wild flower seeds in Kickapoo Park this October.
- We've identified a couple of trees that pose dangers in Kickapoo Park and need to be removed.
- We are checking to be sure our children's swing choice will fit our playground equipment, so we can place our order.
- The Food Pantry continues to add to the list of people it serves. It plans to distribute 44 boxes this month. A great and growing group of volunteers make it possible to offer this important assistance.
- The Food Pantry thanks the generous vendors from Downs Village Market for their donations. Even though our Village Market is done for this year, the Food Pantry will continue to offer fresh produce.
- Many thanks also go to Tri-Valley High School classes and their coordinator Shari Riley for donating over 500 canned goods to the Pantry. Your generosity is a great help to your community.
- The public forum on "End of Life: Choices and Decisions" only had a few attendees but fostered a very informative and thought-provoking discussion. The presenter, Jana Edge, was a great resource much of whose knowledge of the topic came from her life experiences. She felt that many more conversations and information sharing sessions like our public forum are needed before the resolution can be put up for a vote.

#### 6. Finance and Services Report

- This year's audit was done in 2 days instead of 3 days. Bakewell said they are getting to know us.
- Bakewell thinks we can be ready for the audit a month earlier next year.
- E-pay is changing. The finance department will be coordinating with the billing dept. for training
- Bakewell said the village averaged \$4100/month in sales tax revenue over the past 3 months.
- We getting a \$1500/month in gaming. This is down about \$3000.

- Road and bridge tax is already over with one more payment to go
- Property tax is down \$10,000 because of the reduction of the Mobil gas station's re-evaluation.
- Bakewell will be sharing the annual reports in the next couple of weeks.
- Bakewell went over BTP. The bills were typical this month.
- In April 2017 we passed Resolution 2017-R08 Capital Improvement Repair or Replacement Fund. Attached to the resolution is asset limits threshold amount. We left those blanks empty.
  - Auditors suggested \$5000 except for the infrastructure which is \$50,000.
  - The resolution is a way to keep track of capital. Bakewell would set up individual department funds to save for future capital purchases.
- The board said to go with the auditors recommendations of \$5000 and \$50,000.

## 10. Discussion

### 1. Other

- Twyford said the Downs CIA hearing screening was very successful.
- The CIA will be serving concessions at the haunted house.

### Public Comment-

- Jim Kirk had a weeds and grasses complaint. He said weeds are more than 8" in ditches along Main Street.

11.A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and seconded by Roach. Approved 6-0

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

### 1. Motions

- a. Motion to Approve the September 6, 2018 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the September 6, 2018 Village Board of Trustees Executive Meeting Minutes
- c. Motion to Approve \$200 donation to Tri-Valley Veterans Day Celebration
- d. Motion to Approve the Village of Downs Renewal Membership to the International Council of Shopping Centers (\$100)
- e. Motion to Approve the Assistant Treasurer and Treasurer Attend the IMTA Treasurer's Institute

### 2. Resolutions

- a. Resolution 2018-R14 Authorizing and Approving the Creation of the Capital Improvement Fund at First Financial Bank
3. Ordinances

Mayor Mike James called the October 4, 2018 Village of Downs regular board of trustees meeting back to order to at 7:07pm on October 30, 2018.

The Pledge of Allegiance was taken.

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

### 13. New Business

#### 1. Motions

- a. A motion to Approve FY 2017-2018 Audit was made by Roach and seconded by Keylin. Approved 6-0

Discussion -

- Bakewell reported, this year's audit was 44 pages instead of 51 pages.
- The audit begins with the independent auditors report.
  - This is a 3 page letter to the board.
  - Their opinion is that village financial statements were presented fairly.
- Bakewell expressed her appreciation to Cara Russow for her help.
- She also expressed appreciation to the auditors. They are easy and a pleasure to work with. They personally delivered the audit to Bakewell.
- Bakewell noted that page 8 is the balance sheet for the entire village.
  - Assets in cash went up from last year.

- b. A motion to Approve FY 2017-2018 Treasurer's Report was made by Goveia and Bryant. Approved 6-0

Discussion-

- The treasurer's report is a 4 section report. It matches the profit and loss and a portion of the balance sheet.
- It will be printed in The Pantagraph on October 31, 2018.

- c. A motion to Approve FY 2017-2018 TIF Reports was made by Roach and Goveia. Approved 6-0

Discussion-

- Bakewell gave a high level explanation of all three TIF reports.

- d. A motion to set threshold for Capital Improvement Fund guide was made by Roach and seconded by Goveia. Approved 6-0
- e. A motion to Renew Membership with the McLean County Chamber of Commerce Roach and Bryant. Approved 6-0

2. Resolutions (R14)

- a. Resolution 2018-R\_\_\_ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision – No action taken.

3. Ordinances (15)

14. Old Business

1. Motions

- a. At 9:05pm a motion to reconvene the Village of Downs Regular Board of Trustees Meeting on October 30, 7:00 pm at the Village Hall was made by Roach and seconded by Gassaway. Approved 6-0
- b. Motion to Approve Revised Job Descriptions for the Village of Downs- No action taken.
- c. Motion to Approve Salary and Wage Schedule- No action taken.

2. Resolutions

3. Ordinances

- a. Ordinance 2018-\_\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions – No action taken.

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

16. Executive Session was not entered.

17. Action on Executive Session Items – No action taken

18. A Motion to Adjourn at 8:06pm on October 30, 2018 was made by Bryant and Twyford. Approved 6-0



Julie James

Village of Downs Clerk