



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
DECEMBER 6, 2018  
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the December 6, 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, and Toby Twyford. Sarah Gassaway 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 and Order was made by Keylin and seconded by Twyford.  
Approve 5-0  
Discussion-
  - Bakewell asked that the finance report be moved up on the agenda.
  - James added zoning board recommendations underneath the Development Report.
5. FY2018 Audit Overview by Ben Smith from Striegel Knobloch
  - Ben Smith thanked the board for letting them perform the audit.
  - Smith reported that their opinion the financial statements were represented fairly.
  - He gave a high level explanation of the audit.
6. Development Report  
Linda Bowman – Zoning Board Recommendations
  - The zoning board heard case ZMA 18-07 on November 26, 2018.
    - Tri-Valley CUSD is requesting the amendment.
    - Bowman said the zoning board recommends that the property at 507 E Washington St. be amended. It will go from being zoned an R2 to P.
  - The zoning board also heard case R2SU 18-08 on November 26, 2018.
    - John Forbes is requesting a special use change for the Kickapoo School.
    - The zoning board voted to recommend the special use change.
  - Julie Hahn resigned from the zoning board. Bowman said the zoning board would like to replace her with Dave Bach. She is asking for the village board to approve.
    - James said he would add this to the January board meeting.
7. Engineer Report – No report
8. Mayoral Report
  - James reminded trustees that election paperwork can be turned in December 10-17
  - The **McLean Co Chamber of Commerce** would like the village to purchase and add for their directory. Trustees were not interested in advertising in the directory.
  - **Clear Gov** is a financial website for online budgeting.
    - They gather all the data off the government sites. They maintain the site. You just feed them the information.
    - We can do our budgeting online and modify online. James said it a 21<sup>st</sup> Century way to do budgeting.
    - The annual cost is \$4500.
    - The site has trends and forecasting capabilities.
    - Goveia says it looks nice but seems like a lot of money for just finance.
    - James will add their free link to our website.

- **Oak Bros**-did an emergency partial tree removal on Lincoln. We have been billed for this.
  - James said to us it was a liability and it needed to be removed. What is the responsibility for us? Do we say we will pay this portion and the home owner pays to remove the rest of the tree?
  - The Village didn't have the equipment to take it down.
  - Wall says do we require the home owner to take it down. Oak Bros says it needs to come down. But, another company may say it doesn't. Kevin says in his opinion it is a tree to try and save. He says the home owner probably didn't think that the tree was in hazardous condition or a liability.
  - Kevin will try to get an idea of where the property line is to see whose property it is on.

## 9. Trustee Reports

### 1. Building Report

- Goveia reported that Tri-Valley requested a demolition permit for the concession stand by the football field.
- Another permit is coming for the house that they are tearing down.
- The house is being tested for asbestos and it will be abated.
- Goveia said since Tri-Valley is using tax dollars, we are only going to charge them what it is going to cost us vs. the standard rate.
- Bryant would like them to stay on Tri-Valley roads and not on Washington St.
- Wall revised a hold harmless agreement for Goveia.

### 2. Water and Sewer Report

- Kevin reported the average iron concentration for the month in the finished water is .38 PPM.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory.
- The fluoride concentration was .665.
- The Cornbelt system Q4 arsenic result was .010 PPM, resulting in a rolling twelve month average of .0096 PPM, just under the maximum contaminant level.
- The volume of water pumped for the month was 2.042 million gallons, averaging 68,100 gallons a day.
- The sewer lift station pumped 1.796 million gallons for the month, averaging 59,800 gallons per day.
- There were no non-pay turn offs for the month.

### 3. Police Report

- Roach reported she would like to put 5 items to the board for approval.
- She would like to purchase a new cell phone for the chief. James said maybe we need to combine cell phone plans with Kevin and the Chief.
- Roach would like the board to consider purchasing a shield for police dept. It was approved a couple years ago but was not purchased.
- Road would like to build an extension to the public works building. The police department would like to build a garage on the northwest side.
- She would like to get an estimate from someone local.

- The project could be TIF eligible. James will check with the TIF attorney.
- The police department is working on plan for spring cleanup.
- Roach has been looking at doing some ordinance updates for body cameras and drug definitions etc.
- Chief explained why he feels the shield is so important to the department.
- It was in the budget at the time but not this year. James said we would have to modify the budget in April.
- The board was in agreement to purchase the shield.
- The chief reported that it has been a busy month.
- Hempstead has the internet and printer working at the office.
- The department is working on new procedures that are coming down from the state.
- Hempstead worked the 174 semi/school bus crash yesterday.
- He worked on an accident in Bloomington while he was on his lunch break.
- There was more fake money at Mobil. Chief said they are much better fakes.
- There have been multiple domestic disputes with many of them on Price St.
- The chief assisted a stolen vehicle from Hy-Vee.
- There was a hit and run on Seminary.
- The department wrote 33 tickets this month.
- The chief is always getting good compliments on Hempstead.
- On Thanksgiving, there was stolen property from unlocked vehicles on Pintail.

#### 4. Streets Report

- Bryant reported they are ready for snow season.
- Les did a great job on the little snow we had the other day. He was able to keep up with the snow.
- Bryant is looking at the possibly of trading in our backhoe for some different equipment. He would like to get a skidster and mini excavator.

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

- Keylin reported that Dooley Park is lit for the Christmas Holidays.
- Many thanks to the Kopacks and their volunteers.
- Mr. Oliver, who helps with lights every year, attended our Parks meeting to give an update.
- He said they sorted, repaired and installed the lights in just two weekends! They do need more volunteers.
- Parks Committee members volunteered to help take the lights down, and they will put the word out to other possible volunteers.
- The second little lending library is ready to install. We are seeking book donations for both adults and children.
- The committee looked over the tree survey of Dooley Park conducted by Oakbros. It was a very detailed survey. Many of our trees need care. The cost is beyond our budget, but there may be grants that could help us fund tree maintenance in the park.
- We will gather information on the various ailments and treatments listed and decide a plan of action.

- Peggy forwarded a copy of the Cornbelt Operations and Management Plan to all committee members. The village won't be taking over management of the wetlands area at present, but we need to start manpower and budgeting planning now.
- DCIA (Downs Citizens in Action) is working with Tri-Valley shop students to build benches for the basketball courts in Dooley Park. They are creating a design to share with the committee. This project is slated for the spring.
- The Kickapoo Park Huff Road entrance needs to be secured so vehicles cannot gain access.
- We are continuing work to more efficiently heat the pavilion including a furnace service check and replacing sealing flaps on some of the doors.
- We are sending specs to Playworld Systems to order a swing.
- We identified several dead trees in Kickapoo Park that could pose a hazard to the walking path and park structures. We'll be looking for funding to remove them.
- We discussed creating a signature fundraising event for parks and brainstormed a few ideas. In addition we'll be looking for grants and funding programs that might fit projects connected to our focus groups.
- Donations are pouring in from our generous community to the Food Pantry! They were able to put a turkey into all 40 Thanksgiving food boxes last month!
- Tri-Valley Elementary and Jr. High food drives donated over 2000 cans to the Pantry!!!
- Donations from our local businesses and many individuals assure that there will be ham for Christmas boxes.
- The Food Pantry feels blessed. There is no way to thank Bill Clark enough for the time, labor, dedication and heartfelt enthusiasm he gives to making the Food Pantry a successful, need-filling service.

#### 6. Finance and Services Report

- Bakewell went over the BTP. The Oak Bros bill was the only unique bill on the BTP.
- The Bradford bill is being invoiced out to homeowner. Bryant donated his labor.
- The Darnall bill should be reimbursed by TIF3.
- Bakewell went over finance reports and balance sheet.
- She said we have received all of our taxes for 2018. We are down \$10,000 less because of the revalue of the gas station.
- Video gaming tax is down. But sales tax is up.
- She said we are pretty much on track with everything else.
- Bakewell went over the Tax Levy. She highlighted the new numbers that were decided on last month. The village is going to levy the 5%.
- Bakewell wanted to thank board for sending her and Cara to the annual treasurer's institute. The big buzz at the institute was that the fed is raising the interest rates.
- She said we might need to switch financial institutions.

#### 10. Discussion

1. Other
  - David Silver was present to ask for an extension for his TIF agreement.
  - James said last month the board agreed they would extend the agreement with a letter and monthly updates.
  - Silver's agreement will be extended to December 2019.
11. Public Comment – No public comment
12. A Motion to Approve Items Contained within the Consent Agenda was made by Goveia and seconded by Bryant. Approved 5-0
13. A Motion to Approve Consent Agenda was made by Keylin and seconded by Goveia. Approved 5-0
  1. Motions
    - a. Motion to Approve the November 1, 2018 Village Board of Trustees Regular Meeting Minutes
    - b. Motion to Authorize and Approve the Treasurer to Reimburse the Water Fund \$10,798.45 for Downs Crossing Well Repairs from TIF 2
  2. Resolutions
  3. Ordinances
    - a. Ordinance 2018-15 Approving the Levy and Assessment of Taxes for the Corporate Purposes of the Village of Downs, McLean County, Illinois for the Fiscal Year of May 1, 2019 thru April 30, 2020
14. New Business
  1. Motions
  2. Resolutions (R15)
    - a. A motion to approve Resolution 2018-R15 Authorizing and approving the first amendment of the Redevelopment Agreement between the Village of Downs and Civil Banshee LLC for the Project Located at 103 & 105 W. Main St., Downs, IL until 12/31/2019 was made by Bryant and seconded by Twyford. Approved 5-0
    - b. A motion to approve Resolution 2018-R16 Authorizing and approving the first amendment of the Redevelopment Agreement between the Village of Downs and Gameday Grill Inc. for the Project Located at Lot 1 River Run., Downs, IL until 12/31/2019 was made by Roach and seconded by Keylin. Approved 5-0
  3. Ordinances (15)
    - a. A motion to approve Ordinance 2018-16 approving the Rezoning of the Tri-Valley School District Properties, Parcel #29-04-276-006 from R-2 to Public Use was made by Roach and seconded by Goveia. Approved 5-0
15. Old Business – No action was taken.
  1. Motions
    - a. Motion to Approve Revised Job Descriptions for the Village of Downs
    - b. Motion to Approve Salary and Wage Schedule
    - c. Motion to Approve the Final Plat for the Corn Belt Energy Park
  2. Resolutions
    - a. Resolution 2018-R\_\_\_ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision
    - b. Resolution 2018-R\_\_ 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

3. Ordinances

a. Ordinance 2018-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions

16. A Motion to Approve Payment of Bills was made by Roach and seconded by Goveia. Approved 5-0
17. Executive Session: - Was not entered.
18. Action on Executive Session Items – No action taken.
19. A Motion to Adjourn at 9:13pm was made by Bryant and seconded by Twyford. Approved 5-0



Julie James

Village of Downs Clerk