



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
FEBRUARY 7, 2019  
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the February 7, 2019 Village of Downs regular board of trustees meeting to order to at 7:03pm.
  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 Agenda and Order was made by Keylin and seconded by Bryant.  
Approved 6-0
  5. Development Report
    1. TIF Requests  
Discussion:
      - James has had multiple TIF requests this month.
        - One request has come from John and Kayla Loose. They are proposing a tap room with beer and wine in the old bank on Seminary.
        - Their plans are restoration of windows, new flooring and ADA compliance for bathrooms.
        - Jeff Misch has talked to James about needing TIF for a new building that he is building.
      - We have \$268,000 left in TIF minus commitments that we have made.
  - Downs Crossing-**
    - Steve Hancock let James know they are still remediating the detention basin. It has been too cold.
  - Shifting of businesses downtown-**
    - Brooke Cooke has purchased and is moving to the day care building at Cross Creek.
    - Another business is coming to Brooke's current spot.
    - There is a possible change coming to Lucky 7's.
    - Tony Soper is going to be submitting a petition to re-zone his whole property.
6. Engineer Report  
**Farnsworth-**
  - The school submitted their engineering drawings. Shawn wants to know if we want him to look those over.
  - Mayor James will talk to Mr. Mouser, letting him know that we will be billing them for the engineering review.
  - The detention basin at Cross Creek is holding water. We need to have a conversation with Steve Miller. He should have not have filed a quit claim deed. We have not accepted the subdivision.
  - We received an email from Bowers. He is asking for assurance that any other engineering reviews be authorized by him prior. Wall says he can't dictate that to us. But, we can be more cognizant about letting him know.
  - James said is uncomfortable assuming the roads at Beecher until there is more development at Beecher.
7. Mayoral Report

- In the statehouse briefing in the IML report, there is a discussion on recreational cannabis. There could be an opt in or opt out for municipalities, or just follow the state law.
- James received a notification of IEMA training. They are planning a mock incident at Clinton Nuclear Power Plant. Mayor says it is something board members should consider attending.
- The CCG hut location has been an issue. The new location is on Water and Franklin St. Kevin is checking with Lyndall on zoning.

## 8. Trustee Reports

### 1. Building Report

- Goveia had nothing to report.

### 2. Water and Sewer Report

#### Discussion:

- The average iron concentration for the month in the finished water is .43 PPM.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory, fluoride concentration was .702.
- The volume of water pumped for the month was 2.382 million gallons, averaging 76,800 gallons a day.
- The sewer lift station pumped 2.894 million gallons for the month, averaging 93,400 gallons per day.
- We had one service line leak to repair and one frozen water meter to replace.
- The raw water meter at the plant failed, I am trying to get parts for repairs or possible replacement with a new unit.
- No non-pay turn offs for the month.
- Individual upset that used 74,000 gallons of water. We have a no forgiveness policy. Office worked with them and BNWRD fees were removed. Office staff handled the situation very professionally.
- Filter system was stuck on and overflowing in the tank

### 3. Police Report

#### Discussion:

- Roach attended an emergency planning meeting with Fire Chief Josh Guin, Chief Dinger. They have scheduled 6 meetings. The plan is to update the emergency plan and emergency contacts.

#### Chief Dinger

- Last month the department fielded 33 calls to service and assisted on 23 calls.
- 40% of the department's time is being spent on investigations and 50% patrolling.
- 7 cases this month among those was a theft, harassment, cybercrime, an attempted robbery, and a stolen car in Bellflower.
- They performed a security check at the schools and let the administration know of ways to improve.
- Hempstead is NIMS compliant up to the supervisory level.
- Hempstead created a Facebook page for the police department.
- Dinger reported the department is down on the number of traffic stops by half since November. He said it feels like we are not at a proper peak for the village. He is looking for suggestions from the board.

- Gibson City has a gun range that they open up once a month to the public. It is well received and attended. Dingler would like to have the board to consider opening up our gun range to the village residents under direct supervision.
- Roach and Dingler reminded the board that we need to be NIMS and FEMA certified.
- Dingler said the department has signed up for a class on using the police shield. He has found a police shield for \$2150 they are going to look into.
- There has been another complaint about the property on Price St. Mayor says we could consider an ordinance about holiday decorations being removed in a timely matter. However, this is a slippery slope.

#### 4. Streets Report

##### Discussion:

- Bryant reported they are trying to keep up with snow and ice.
- Les did a great job.
- Bryant said they are getting the mowers in for maintenance for spring.
- He would like to offer the summer position back to Kate Gustafson.
- Renovations at the public works building
  - Make the back concrete pad into a structure with a large door.
  - An office on the west side
  - A new service door and 2 entry doors on the north side
  - Add on for the police dept. on the east side
- Bryant will bring back construction numbers next month.

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

##### Discussion:

- Both putting up and taking down the Christmas decorations in Dooley Park went incredibly smoothly this year. Many thanks to Cindy and Don Kopack for their leadership and organization skills and their volunteers for their time, effort and care on this project.
- Thanks to Misch Plumbing for installing a toilet in the Food Pantry. This local business is always there to help the community.
- The committee Okayed purchase of a thermal blanket to be used in transporting foods from the Food Bank to the Food Pantry.
- Thanks to Amie Mouser and the Tri-Valley Middle School Council who are planning a book drive to collect books for the Dooley Park little lending library. Thanks go to the Owens family for their donation of books for that library.
- We have plans to plant elderberry cuttings, serviceberry trees and wildflowers in Kickapoo Park this spring. A landscaping plan for the Food Pantry includes installing low-maintenance, low-water use foliage in front of the building. We're looking into ideas to improve the landscaping around Veteran's Corner as well.
- We reserved the Pavilion for the Easter Egg Hunt so bathrooms would be available. We may offer fun activities for kids as well.
- We hope to have ecological activities and information as part of our Earth Day Breakfast in the Park in April.
- We discussed raising the Pavilion rental fee to \$50.00 and are looking for input and feedback from the community on that idea.
- We reviewed possible budget needs and created a preliminary budget for 2019-2020.

- The Food Pantry hopes to distribute 43 boxes this month. Since weather conditions made it impossible for some people to pick up their boxes on distribution day last month, Pantry volunteers made themselves available on additional days to make sure everyone got boxes of food. Amazing care and dedication!

6. Finance and Services Report

Discussion:

- AREA had to change their pick up date because of the weather.
- Bakewell started rate shopping at different banks.
- She has proposals from 5 banks. Her goal is to bring in \$30,000 in interest. She said we have some very interested banks.
- It is budget season and we need to start working on budgets in Feb.
- W2's and 1099s are out.
- The Sprint bill was added to the BTP.
- We made payment #5 of 10 from TIF2 to the Cornbelt road project.

9. Discussion

1. Other

- Dinger would like to recognize the individuals that showed courage in the attempted robbery. Wall suggested a letter. We need to be cautious about their identity.

10. Public Comment – There was no public in attendance.

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

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

1. Motions

- Motion to Approve the January 3, 2019 Village Board of Trustees Regular Meeting Minutes

2. Resolutions

- Resolution 2019-R03 Authorizing and Approving Striegel, Knobloch & Company, LLC. to Perform the FY2019 Village of Downs Audit for not to Exceed \$7,700

3. Ordinances

- Ordinance 2019-02 Authorizing and Approving the Intergovernmental Agreement Between the Village of Heyworth and the Village of Downs for use of Equipment and Personnel

13. New Business

1. Motions

2. Resolutions

3. Ordinances

14. Old Business – No action taken in old business.

1. Motions

- Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on \_\_\_\_\_, 7:00 pm at the Village Hall
- Motion to Approve Revised Job Descriptions for the Village of Downs
- Motion to Approve Salary and Wage Schedule
- Motion to Approve the Final Plat for the Corn Belt Energy Park

2. Resolutions (R04)

- a. Resolution 2019-R\_\_ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision
  - b. Resolution 2019-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 (03)
- a. Ordinance 2019-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions

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

A motion to enter Executive Session for Contract Negotiations and Semi-Annual Review of Executive Session Meeting Minutes was made at 8:54pm by Bryant and seconded by Twyford.  
Approved 6-0

Mayor Mike James called the February 7, 2019 Village of Downs regular board of trustees meeting back to order at 9:12pm.

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.

16. Action on Executive Session Items

1. Resolution 2019-R\_\_ Authorizing the Village Clerk to Destroy Executive Session Audio Tapes over Eighteen Months Old – No action taken.
2. Resolution 2019-R\_\_ Authorizing the Village Clerk to Release Specific Executive Session Minutes of the Village of Downs – No action taken.
3. A motion to approve Resolution 2019-R04 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs was made by Twyford and seconded by Roach. Approved 6-0

17. A Motion to Adjourn at 9:13pm was made by Keylin and seconded by Roach. Approved 6-0



Julie James  
Village of Downs Clerk