



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

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

1. Mayor Mike James called the March 7, 2019 Village of Downs regular board of trustees meeting to order to at 7:01pm.
2. Roll Call was taken. Trustees present were Maureen Roach, Mary Goveia, Peggy Keylin, Erik Bryant, and Toby Twyford. Sarah Gassaway arrived at 8:13pm . A quorum to do business was declared. Also present was 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 Bryant. Approved 5-0
5. Development Report

Brian Coombs

- Brian and his wife Leslie live in Holder with 2 small children.
- He is a Tri-Valley graduate.
- He owns the Windjammer in Bloomington. He is looking to open up the former Lucky 7's as a family restaurant called Old Town Tap and Restaurant.
- The plan is to have an opening dated of March 22, 2019. They are hoping to add a delivery service and breakfast on the weekends.
- Brian said he will be taking over Lucky 7's lease for 2 years. Then they will buy building from Ken Adkisson.

Game Day

- The Mayor said he had no real status update from Game Day. Goveia noted they are getting ready to turn in their building application.

David Silver

- James said he is moving along and has a tenant interested in the lower part of the building. But has not committed.

6. Engineer Report

Shawn Mauer sent his report to trustees

- We have been in communication with the engineer for the Mobil station. It appears they are taking the necessary steps to address the canopy situation and we will continue to monitor their progress. The letter we received from their engineer and our response is attached for reference.
- We will be completing the Village map updates and should have new maps ready for review at the April meeting.
- We received engineering plans and drainage calculations from Tri-Valley's engineers for the school's next construction project. If you would like us to review the plans and issue a recommendation, please let me know and we will get going on it. – The Village Board would like to have Shawn review the drainage issues and the school would have to pay for our engineering fees.
- We will be in touch soon to schedule the MFT street survey and get the program set for the upcoming MFT season.
- We have not had any further communications on Beecher Trails. Bowers has still not paid the outstanding engineering invoices.

7. Mayoral Report

- James didn't have a specific report this month.

8. Trustee Reports

1. Building Report

- Goveia reported there was one remodeling permit building.

2. Water and Sewer Report

Kevin Whitehouse

- The average iron concentration for the month in the finished water is .41 PPM.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory.
- Fluoride concentration was .701.

- The volume of water pumped for the month was 2.407 million gallons, averaging 85,900 gallons a day.
- The sewer lift station pumped 2.937 million gallons for the month, averaging 104,900 gallons per day.
- We repaired a water main break on East Street, an estimated 210,000 gallons was lost prior finding the leak.
- I am in the process of purchasing a new plant raw water meter at a cost of \$4098.
- No non-pay turn offs for the month.

3. Police Report

- Roach sent out the public safety strategic plan for next 3 years was sent out to trustees.
- A public safety awareness section will be in the newsletter.
- A Facebook page has been created.
- The police department will be hosting a Coffee with a Cop at The Union on April 22nd.
- The emergency task force committee had a good meeting in February.
- The police department will be giving away free public awareness totes. They were given to us by Ameren. They will be available at the hall.
- The department had 14 calls for service. Among those was a gas leak, sexual harassment, and the Mobil Station canopy.
- They assisted state and county agencies.
- Twenty-one tickets were written this month.
- They are looking to add a part-time officer. This officer will strictly cover Bellflower and Arrowsmith.

4. Streets Report

- Bryant emailed Shawn about our MFT program.
- Bryant said he would like to hire out spray patching this year as it is hard to find the needed resources and he thinks it will be around the same price.
- He has called Kate Gustafson about mowing again this summer
- We need to do crack sealing on Washington and Harvey ASAP.

5. Parks, Community Center and Food Pantry Report

- Keylin reported we've gotten books from Heyworth Library and a donation from the Owens family in addition to an upcoming book drive by the TV Middle School Council. We'll be ready to open the Dooley Park Little Lending Library in late March. Eric (Marshall) suggested donating any books we recycle out of the library to the Book Bike program in Bloomington.
- The committee will let Streets Department know of any limbs or trees that need cutting or trimming. We discussed the tree survey and treatment suggestions from Oakbros. Four out of five of their products were not acceptable because of toxicity. The product they use for ash tree borers was acceptable, but the cost was prohibitive for us. We plan to do soil samples around the trees, amend the soils as needed, and see how that helps them. Some of the trees were suffering from iron deficiency. We can correct that problem ourselves.
- The committee voted to raise pavilion rental fees to \$50 for regular rental and \$25 for community service rental. Peggy will rework the rental contract to make the needed changes. The change will take place starting May 1st at the beginning of our next fiscal year. Any reservations that have already been made for dates in 2019 will not be charged the extra amount.
- We'll order a swing suitable for children with special needs for the playground this month. Other upcoming projects include spreading mulch on the playground and electrical work in Dooley Park. New planting and landscaping will begin in Kickapoo and McManus Parks as soon as the ground thaws. We're pursuing funding for projects in all three parks including for tree clearing, landscaping and a water fountain for Dooley Park.
- The Food Pantry will distribute 44 boxes this month. They received a donation of 33 dozen free range chicken eggs to add to their offerings. The Food Bank had wildflower seeds this month. Eric plans to use them on the berm and in Kickapoo Park. The fresh produce pick up will be in two weeks.

6. Finance and Services Report

- The bills on the BTP were typical bills.
- Bakewell also went over the profit and loss report and balance sheet.
- She said we have \$1.32 million in balances.

9. Discussion

1. Investment Policy

- Bakewell has researched area financial institutions. She went over our possible options.
- First Financial and Busey Bank have different approaches to collateral.
- The board decided that they would move banks from First Financial to Busey Bank.
- Modifications were made in the finance chapter to allow for the switching of financial institutions.

2. FY2020 Budget

- Bakewell went over each of the individual funds budgets.
- The Police fund shows a projected \$10,000 shortfall when a part-time officer is added.
- The trustees felt that realistically the income in fees/fines will likely go up \$6,000 with the extra patrol time.
- Bakewell update all the funds that had changes and upload them to the google drive.
- Our tentative budget needs to be posted March 21st.

3. Other

- **Solicitation permits-** Mayor would like to increase the fee. Currently, it is \$1/day.
- Local residents would get a break on the fee increase
- **Tim Norman-** Norman asked the Mayor to gauge the boards interest in (8) 5 acres lots on the other side of Beecher Trails.
- The board liked having only 8 homes as opposed to 100 subdivision home.
- **Police-** The police department is considering an impound fee of \$300.

10. Public Comment

- **Chris Mizell-** His wife is putting together the mother/son dance to benefit a new water fountain in the park.
- **Mark Bowers-** Bowers shared his frustrations in excessive engineering fees he is being charged for the subdivision in Beecher.
 - He doesn't have an open checkbook and would like to have notification of when the engineer is coming out.
 - He would like the engineers to create an estimate of cost prior to coming out to inspect. Wall says we can't have the engineer create an estimate that would cost even more.
 - Bowers said that Farnsworth overcharged him and has reduced the bill sent out to him by the clerk. He has written a check covering the remaining charges.
 - Bowers again stated he would like to be given notice prior to any inspections. James said we wouldn't send Shawn out there unless we were prompted by Bowers.
 - Bryant said he will email Bowers when he sends Shawn out.
- **Jim Soeldnier** –Came to the meeting to just to stay informed.
 - He said the abandoned RR is still coming along slow. IDNR knows that there is a desire to have Rails to Trails, but they will get to it when they get to it.
 - Mayor James asked that Jim pass along the need for the RR to post signs or barriers to prevent usage of the RR property.

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 Twyford and seconded by Bryant. Approved 6-0

1. Motions

- a. Motion to Approve the February 7, 2019 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the February 7, 2019 Village Board of Trustees Executive Meeting Minutes
- c. Motion to Approve Increase in Garbage & Recycle Monthly Rate to \$12.50 because of Price Increase on Multi-Year Contract

13. New Business

1. Motions

- a. A Motion to Approve Revised Downs Streetscape and Parking Project Request for Qualifications was made by Roach and seconded by Gassaway. Approved 6-0

Discussion-

- This will allow us to bid out to engineering firms. The firm will assist in devising a streetscape plan.
- James noted it is important to our business community to get this done.
- It was one of our goals that came up in the Mapping program.

14. 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.**
- 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.**
- d. Motion to Approve the Final Plat for the Corn Belt Energy Park– **No action taken.**

2. Resolutions (R05)

- a. Resolution 2019-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision– **No action taken.**
- 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– **No action taken.**

3. Ordinances (03)

- a. A motion to approve Ordinance 2019-03 Approving and Adopting Amendments to Chapter 3 Village Finances was made by Roach and seconded by Gassaway. Approved 6-0

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

16. Executive Session was not entered.

17. Action on Executive Session Items– **No action taken.**

18. A Motion to Adjourn at 10:18pm was made by Roach and seconded by Twyford. Approved 6-0



Julie James

Village of Downs Clerk