



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
APRIL 4, 2019
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the April 4, 2019 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, Erik Bryant, Sarah Gassaway and Toby Twyford. 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 the Agenda and Order was made by Keylin and seconded by Bryant. Approved 6-0
Discussion-
 - 12.2a (MFT Resolution) was moved to new business.
 - Resolution numbers were changed.
 - 13.1b was re-worded. (Streetscape motion)
 - 13.3b was re-worded. (Impoundment)
5. Development Report
 1. Streetscape Project RFQ Responses and Discussion
 - James noted we received 3 responses.
 - MSA
 - Farnsworth
 - Knight Engineering/PGAV
 - MSA was in attendance (Mike and Greg)
 - MSA works mostly with municipalities.
 - They are passionate with improving quality of life.
 - Attorney Wall says she knows them well. They are good and responsive to work with.
6. Engineer Report – Shaun Mauer sent his report:
 - We reviewed and approved the drainage plans for the Tri-Valley addition project.
 - We updated the zoning map for 2019. Please review and let us know if there were any other changes to be made. I emailed the updated PDF to the Mayor.
 - The MFT street survey was conducted by Ron Downs and Les. Ron was in contact with Erik to get a draft MFT program together. Please let us know what the board's feedback is on the draft program and we will amend the paperwork for IDOT.
 - Goveia says she still has not heard from Steve Miller.
 - Miller still needs to fix the detention basin. This is the only thing left on punch list.
7. Mayoral Report
 - James sent out the list of regular board meetings for FY 2020.
 - July, October and January's meetings will all be moved to the following week.
 - Towanda/Barnes south of RT. 150 to Kickapoo Nursery is being upgraded this year. The proposed Norman subdivision will have approximately 8-10 (3+acre) lots. They are planning a park in the subdivision. The subdivision will be done in phases.
 - James had a meeting with fire department about needing money from TIF. They are asking for monetary assistance for breathing apparatus. They have given up some

money because of the TIF. The TIF attorney recommends we don't use TIF money for this. Goveia doesn't have a problem supporting it as long as it qualifies.

- We continue to get invoices from the rail road. Wall is preparing a letter. It is in a municipal right away and we are not obligated to pay them.
- James congratulated newly elected trustees, Goveia, Keylin and Twyford.
- Bryant will be re-appointed for another 2 years when he finds a place to live in Downs.

8. Trustee Reports

1. Building Report

- Goveia reported we received one permit for a new house on Cleveland St.
- Game Day is having a ceremonial ground breaking on Saturday, but we haven't seen a building permit yet.
- Mr. Kramer added some gravel in the back of the building on Seminary St and will need to obtain a small project permit.

2. Water and Sewer Report

- MSA has offered a proposal to do a feasibility study for improvements on the water tower and treatment plant.
- The cost of the study will be \$7500 and would take about 3 months.
- This study can be used for funding either through the EPA or grants.
- Twyford said the water fund has the engineering fees allocated in the budget. However, the study would eat that up.
- He also noted that the water fund has been running in the red. He feels like we can't raise the rates until we improve the water. He said we don't have a choice.
- James said some money could come out of general as well as TIF

Whitehouse's report

- The average iron concentration for the month in the finished water is .42 PPM.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory, fluoride concentration was .730.
- The volume of water pumped for the month was 2.352 million gallons, averaging 75,800 gallons a day.
- The sewer lift station pumped 2.971 million gallons for the month, averaging 95,800 gallons per day.
- The water main around the South side of the high school was relocated during spring break. All installation and testing is complete and the water main is back in service.
- A service line leak was repaired at 115 N. Pintail.
- We had three non-pay turn offs for the month.
- FD asked us to work with them on reducing ISO ratings

3. Police Report

- Roach said golf cart permits are up for renewal in May.
- Coffee with a cop is on 4/27.
- A public safety tip is being published in the monthly newsletter.
- Trustees need to decide if the backpacks are for everyone or just for essential personnel. Funding for the backpacks will be paid out of general.
- Roach would like to look into the IMRF retirement program for full-time employees. Wall suggested a Simple Plan would be more affordable for us.
- Chief Dingler reported there were 33 calls for service.

- 49 tickets were issued in Downs. We are ahead of tickets compared to last year.
 - Overall it has been a very busy this month. Hempstead took 3 people to jail.
 - The tow ordinance is ready. Impounded vehicles will be taken to Anytime Towing.
 - Our impound fee will be a \$300.
 - A couple of cases have been solved. They are working on a dog bite case.
 - The County covered us on criminal trespassing incident in Downs. They also assisted us on 2 cases in Arrowsmith.
 - Downs PD initiative has been put together and was sent out to trustees.
4. Streets Report
- The monthly pickup started back up in April.
 - Bryant reported there will be heavy spray patching this year.
 - He has a concern that people moving barricades on Huff. He would like to install a gate with flashing lights. It would be locked and unable to be moved.
 - He is looking for someone to mow this summer.
5. Parks, Community Center and Food Pantry Report
- Parks Committee has agreed to take over maintenance and repair for the water fountain/bottle fill station that the Events Committee is having installed in Dooley Park.
 - We installed a new lock and door handle in the Food Pantry for easier access. The lending library will be installed this month.
 - We will be adding mulch to the playground in Dooley Park and have purchased an accessible swing for 2 to 5 year olds.
 - We picked up sticks and debris and pruned trees in Dooley and McManus Parks. Thanks to Streets for hauling them away.
 - We will be planting landscaping around the Food Pantry and near Veterans Corner. The family of Blanche Sutton will be planting a tree in McManus Park in her memory.
 - We marked 6 trees in Kickapoo Park that need to be taken down. They pose danger to the trail and structures in the park. Flooding in Kickapoo Park has damaged the boardwalk. Repairs are planned. As the park dries out, we'll plant wildflowers and elderberry bushes. We are working on a plan to eradicate invasive honeysuckle plants.
 - The Food Pantry hopes to distribute 43 boxes this month. The pick-up date is in the second week of April. Next Tuesday, Linda Bowman and Diane Jones will meet with a troop of Girl Scouts who sold cookies and used the money to buy items for the pantry. They also painted Easter pictures to hand out with the boxes. Some of the scouts are interested in helping with box packing and distribution after school lets out.
6. Finance and Services Report
- Most of the village's money has been moved over to Busey.
 - One account has been left open until all clears.
 - Gassaway and Bakewell took the money to Busey. They put checks and balances in place while moving the money.
 - Bakewell is working with billing department to do remote deposits every day.
 - They will be working on a water bill auto pay process.

- Bryant asked the fertilizer expense will be moved out of streets. This bill was moved to the general fund.
- Bakewell went over P&L statement and upcoming expected state payments.
- She would like to change a couple of fund's budgets based off of TIF involvements.
- In the sewer fund, she would like to move the City of Bloomington to other revenue.
- A few things in the park fund were moved around because of the roof and more donations.
- Bakewell handed out credit card applications \$20,000 credit limit.
- James said trustees need to take a serious look at all the budgets prior to the continuance.
- Bakewell needs all information on capital projects
- James asked that all employee evaluations and raise considerations be done soon.

9. Discussion

1. FY2020 Village of Downs Budget
2. Other

10. There was no Public Comment.

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

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

1. Motions

- a. Motion to Approve the March 7, 2019 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Submitted FY2020 Event Plan and Budget from the Events Committee
- c. Motion to Approve Village of Downs Regular Board of Trustees Meeting Location, Dates and Time for FY2020

2. Resolutions

- a. Resolution 2019-R05 Authorizing and Approving the Proposed Program for Maintenance of Streets and Highways – moved to May's meeting
- b. Resolution 2019-R06 Approving Execution of Credit Card Agreement with Busey Bank

3. Ordinances

- a. Ordinance 2019-04 Approving and Adopting Amendments to the Village of Downs Code Provisions Chapter 14
Discussion –
 - Keylin noted the definition of kennel needed to be made consistent with the other chapter.
 - She asked that we put in a provision to make parking lots permeable. James asked that we make this in another revision.
- b. Ordinance 2019-05 Approving the Amended Zoning Map for the Village of Downs
- c. Ordinance 2019-06 Approving the Revised FY2018-2019 Budget Under the Budget System for the Village of Downs

13. New Business

1. Motions

- a. A Motion to Approve Purchase of Emergency Preparedness Backpacks was made by Roach and seconded by Goveia. Approved 5-0
Discussion –
 - The board decided to limit backpacks to essential personnel. (Kevin Whitehouse, Les Fitzwater, Mayor, Roach, Chief Dingler, and Officer Hempstead)
 - The expense will come out of the general fund.
 - b. Motion to Approve Selecting _____ for Phase 1 of Village of Downs Streetscape Project with Contract Terms to be Negotiated
2. Resolutions
3. Ordinances (07)
- a. A motion to approve Ordinance 2019-08 approving the FY2019-2020 Budget under the Budget System for the Village of Downs was made by Keylin and seconded by Goveia. Approved 5-0
Discussion-
 - Bakewell went over a budget snapshot of total revenue and total expenses for FY20.
 - b. A motion to approved Ordinance 2019-7 Enactment and Approval of a Towing Impoundment Citation Ordinance for the Village of Downs was made by Roach and seconded by Gassaway. Approved 6-0
 - c. Ordinance 2019-__ Approving and Adopting Amendments to the Village of Downs Code Provisions
14. Old Business
- 1. Motions
 - a. A Motion at 10:01 pm to reconvene the Village of Downs Regular Board of Trustees Meeting on April 23, 2019, 7:00 pm at the Village Hall was made by Gassaway and seconded by Roach. Approved 6-0
 - b. Motion to Approve Revised Job Descriptions for the Village of Downs
 - c. Motion to Approve Salary and Wage Schedule
 - d. Motion to Approve the Final Plat for the Corn Belt Energy Park
 - 2. Resolutions
 - 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
7. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Roach. Approved 6-0
- Mayor Mike James called the April 4, 2019 Village of Downs regular board of trustees meeting back to order on April 23, 2019 at 7:01pm.
 - Roll Call was taken. Trustees present were Maureen Roach, Mary Goveia, Peggy Keylin,

Sarah Gassaway and Toby Twyford. Erik Bryan was absent. A quorum to do business was declared. Also present was Clerk Julie James, Treasurer Julie Bakewell and village attorney Dawn Wall.

- The Pledge of Allegiance was taken.
- Discussion -
 - James would like to get contractual agreement with all of our inspectors. (commercial, residential and sewer inspectors) Inspectors would need to provide us with a certificate of their insurance.
 - Plan to move forward with the MSA water treatment plant study proposal. We will pass this in the May meeting.
 - James has asked Farnsworth to help with the application for a DECO Grant.
 - Bryant did not receive the MFT budget. The board can approve the MFT budget based off of the draft estimate of \$32,000. The MFT budget can be amended.

Estimate includes: spray patching, grading of ditches and shoulders, sealing Washington and Harvey Rd, aggregate for roads, road chip for bleeding, replacement of street signs, replacing culverts and drainage, sidewalks, snow and ice control

8. Executive Session was not entered.

9. Action on Executive Session Items

10. A Motion to Adjourn at 8:05pm on April 23, 2019 was made by Twyford and seconded by Roach. Approved 5-0



Julie James

Village of Downs Clerk