



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 2, 2019
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the May 2, 2019 Village of Downs regular board of trustees meeting to order to at 7:02pm.
2. Clerk Julie James swore in newly elected trustees, Peggy Keylin (via audio), Mary Goveia and Toby Twyford.
3. A Motion to Approve Mayor's Appointment and Assignment for Village Board of Trustees to Serve the Remaining Term to expire 4/30/2021 was made by Roach and seconded by Goveia. Approved 5-0
Discussion – Mayor Mike James asked to re-appoint Erik Bryant who was not on the ballot.
4. Roll Call was taken. Trustees present were Maureen Roach, Mary Goveia, Peggy Keylin (via audio), 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.
5. The Pledge of Allegiance was taken.
6. A Motion to Approve Agenda Order was made by Roach and seconded by Goveia. Approved 6-0
Discussion – There was no action in old business.
7. Eagle Scout Project(s)
 1. A Motion to Approve Eagle Scout Project for a Horseshoe pit in Dooley Park was made by Roach and seconded by Keylin. Approved 6-0
Discussion –
 - Boy Scout, Nick Atterberry is asking for permission to build a standard regulation pit in Dooley Park
 - The 2 pits will be sand based with wood bases.
 - Trustee Bryant said he would be able to donate the sand.
 - The location will be determined by the park committee. But, most likely is will be in the space by fence over by the pavilion and adjacent to Ken Adkisson's home.
 - The horseshoes would be provided, but was noted that most people who play horseshoe would most likely bring their own.
8. Development Report
David Silver
 - James reported he received some updated diagrams and progress report from David Silver.
 - He has a letter of engagement with a professional developer.
 - James said he is not sure on when he will start. But the Mayor would like him to clean up the mess before the village market gets started.
 - James also told him that if he doesn't have this started before the end of the year, he would have to reapply. The next agreement would not be a lump sum type payment but more of an installment payment agreement.
 - Silver is considering a couple of different floor plan options. One option included 4 apartments each with a garage and a studio apartment. He also had a couple of different options for the commercial spots on the first floor.**Corn Belt**
 - James has had conversations with Steve Hancock about accepting the park.

Cross Creek

- Goveia said that Steve Miller knows he needs to add more dirt to correct the elevation so the detention lot will drain properly.

9. Engineer Report

- Shawn Mauer reported that Farnsworth did receive payment from Bowers for Beecher Trails last month.
- The MFT program is ready.
- Bryant said he is going to close Huff Rd for a few days to repair the bridge and road to stop the deterioration of the road when it floods.
- He will also be adding a locked gate to shut the road off, when needed.

10. Mayoral Report

- This year's 4th of July theme is "Land of Free, Home of the Brave".
- We will be accepting grand marshal nominations through June 1st.
- OMA and other trainings need to be done within 90 days.
- Janice Cuba and the Mayor met with 911. There are going to be some street name changes and street number changes as required by State of Illinois
- Shaffer Rd will become S Lincoln.
- The lane back to our storage shed needs to have a name.
- 39 addresses will have to change.
- Most address changes are taking place in Indian Hills.
- Cuba will be sending a letter to all of the residents affected with address changes.
- James said the address change target date is July 1st. Gassaway would like to push it out to August 1st to help the businesses that may want to use up old business supplies.

11. Trustee Reports

1. Building Report

- Goveia reported there was new construction permits for a house on Cleveland and Game Day.
- There were 10 small projects permits issued.
- There was is a zoning issue about a building in Indian Hills. The home owners are trying to sell the building.

2. Water and Sewer Report

- CCG has begun installation of fiber
- The average iron concentration for the month in the finished water is .46 PPM.
- Monthly bacteriological testing on the raw finished and distribution samples were all satisfactory, fluoride concentration was .713.
- The volume of water pumped for the month was 2.536 million gallons, averaging 84,500 gallons a day.
- The sewer lift station pumped 3.052 million gallons for the month, averaging 101,700 gallons per day.
- We had no non-pay turn offs for the month.
- There is a minor water leak at 301 Dooley, repairs are pending.
- CCG has begun the fiber network installation; the conduits are in at Cross Creek and the South East side of town. They are starting on the South West part of town next. You will be seeing lots of JULIE locating paint and flags in town as they progress.

3. Police Report

- Coffee with the Cop was last Saturday. It went well and they will be hosting more.
- They had a safety meeting with the fire department. They did some fine tuning of the emergency plan.
- Richard Levine, part-time police officer candidate for Bellflower and Arrowsmith introduced himself.
- The department is looking to have him work 20 hours/week.
- The interview committee was made up of Bryant, Roach, Chief and the mayors of Arrowsmith and Bellflower.
- Chief Dingler reported there were 37 calls to service, 56 traffic violations, multiple 911 calls, 11 assists to other agencies, 2 thefts, a major school issue and 3 arrests by Hempstead.
- The county has helped on 2 calls; a domestic in Bellflower and suicide in Downs.

4. Streets Report

- Bryant reported that the department is starting spring cleanup.
- When the ground dries they will get started on mowing.
- Bryant will have blueprints and a floor plan for the building addition in June. The goal is to stay under a \$100,000 budget.
- We will have to bid out this project.

5. Parks, Community Center and Food Pantry Report

- Our Earth Day Breakfast in the Park fundraiser was a success. We had 54 guests and met our budgeted fundraising goal for the year. Thanks to all who attended and thanks to Parks Committee members for set up, cooking, clean up and donations. Our next breakfast will be Saturday, June 29th in connection with this year's Freedom Run.
- Weather and wet ground conditions have moved our playground mulch and Gaga Ball sand deliveries to May. We've started spring cleaning and landscaping in Dooley Park. We couldn't get free elderberry cuttings this year, but wildflowers will be planted in Kickapoo when dry enough. Soil samples from 3 trees in Dooley Park are being sent to a lab to determine treatment for a suspected iron deficiency.
- The new swing for the playground in Dooley Park has arrived and will be installed ASAP. New pavilion rental fees are in force as of 5/1/2019.
- Summer plans include tree removals in Kickapoo Park and perhaps in Dooley Park, installation of a fire pit in Dooley Park, landscaping in Dooley and McManus Parks, revamping both entrances to Kickapoo Park, and upkeep maintenance in all parks. DCIA, in conjunction with TVHS shop department, is making plans for benches to be installed near the basketball courts.
- The Food Pantry plans on distributing 43 boxes again this month. Last month they were able to add a little something extra for Easter to each box.
- A side-by-side refrigerator stopped working and then started up again. They're monitoring it to see if it is trustworthy. Meanwhile they plan to put out a request for a refrigerator-freezer donation.
- The Daisy Girl Scouts visited the Food Pantry. They arrived with sacks of Easter candy and toothbrushes to add to the Boxes. They had questions: "What is a Food Pantry for?" Helping people having a hard time and not having enough

money to buy food. "Like my Grandma?" Maybe. "Good! Grandma won't go hungry." They drew spring pictures and made plans to help pack boxes on Wednesdays this summer. Linda Bowman declared it a great and delightful visit!

6. Finance and Services Report

- Bakewell reported that since switching banks, interest revenue for April was \$2600+.
- Interest earned last year was only \$6800.
- Bakewell went over the BTP and other financials.
- She noted there were a few unique bills because of the end of our fiscal year.
- Our attorney bill was under budget. Wall wrote off some big ticket items for us which were appreciated by the board.
- TIF 3 payments are being made to Game Day.
- We have \$1.3 million in the bank.
- The ACH water payment program will be implemented in June.
- E-pay will end on 5/31/19.
- Gassaway and Bakewill will work to move the remaining money, approximately \$50,000, out of the old bank.

12. Discussion

1. Other

13. There was no Public Comment.

14. Executive Session for Personnel Annual Reviews and Contract Negotiations was not needed.

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

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

Discussion – Raises of 2% across the board were given. The only exception was a raise for Cheryl Bach was 2% plus \$.25. This was done to catch her up with the other billing clerks.

1. Motions

- a. Motion to Approve Parks Committee Meetings on an as needed basis for FY2020
- b. Motion to Approve the April 4 & 23, 2019 Village Board of Trustees Regular Meeting Minutes
- c. Motion to Approve Events Committee Regular Meeting Schedule for FY2020
- d. Motion to Hire Richard Levine as a Part-Time Officer for the Village of Downs at \$17.00 per hour Report to Chief of Police and Public Safety Trustee Starting May 3, 2019
- e. Motion to Hire John Symanski as a Part-Time Summer Maintenance Laborer for the Village of Downs at \$10.00 per hour Reporting to Public Works Maintenance Supervisor and Streets Trustee Starting May 3, 2019
- f. Motion to Approve a \$1020.00 salary increase for a total compensation of \$52,020 for Chief Josh Dingler Starting May 1, 2019
- g. Motion to Approve a \$800 salary increase for a total compensation of \$40,800 for Officer Brian Hempstead Starting May 1, 2019
- h. Motion to Approve a \$1263.50 salary increase for a total compensation of \$64,438.50 for Kevin Whitehouse Starting May 1, 2019
- i. Motion to Approve wage increase of \$.36 per hour for a total compensation of \$18.36 per hour for Cara Russow Starting May 1, 2019

- j. Motion to Approve wage increase of \$.38 per hour for a total compensation of \$19.38 per hour for Les Fitzwater Starting May 1, 2019
 - k. Motion to Approve wage increase of \$.24__ per hour for a total compensation of \$11.74 per hour for Marty J O' Rourke Starting May 1, 2019
 - l. Motion to Approve wage increase of \$.30 per hour for a total compensation of \$15.30 per hour for Dan Lush Starting May 1, 2019
 - m. Motion to Approve wage increase of \$.28 per hour for a total compensation of \$14.28 per hour for Ruth Hood Starting May 1, 2019
 - n. Motion to Approve wage increase of \$.51 per hour for a total compensation of \$13.26 per hour for Cheryl Bach Starting May 1, 2019
 - o. Motion to Approve wage increase of \$.34 per hour for a total compensation of \$17.09 per hour for Janice Cuba Starting May 1, 2019
- 2. Resolutions
 - a. Resolution 2019-R06 Authorizing and Approving the Proposed Program for Maintenance of Streets and Highways
 - b. Resolution 2019-R07 Authorizing and Approving the Agreement with MSA Professional Services to Complete a Water Plant Study not to Exceed \$7500
 - 3. Ordinances
17. New Business
- 1. Motions
 - a. A Motion to Approve the Selection of MSA Professional Services as the Firm to Complete the Streetscape Project for the Village of Downs was made by Roach and seconded by Bryant. Approve 6-0
Discussion – There was a short meeting prior to the board meeting. The consensus was to approve MSA.
 - 2. Resolutions (R07)
 - 3. Ordinances (08)
18. Old Business – No action was taken.
- 1. Motions
 - a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____, 7:00 pm at the Village Hall
 - 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

Newly appointed police officer Richard Levine was sworn in by Clerk Julie James.
19. A Motion to Approve Payment of Bills was made by Roach and seconded by Gassaway. Approve 6-0
20. A Motion to Adjourn at 8:44pm was made by Twyford and seconded by Bryant. Approved 6-0

Julie James

Julie James
Village of Downs Clerk