



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JUNE 6, 2019
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the June 6, 2019 Village of Downs regular board of trustees meeting to Order at 7:02pm.
2. Roll call was taken. Trustees present were Maureen Roach, Mary Goveia, Peggy Keylin, Sarah Gassaway and Toby Twyford. Erik Bryant was absent. 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 Twyford. Approved 5-0
5. Development Report
 - Linda Bowman** – Zoning Board Chairperson
 - The zoning board met on June 4, 2019 to hear Case #02-19-ZV
 - Village resident Jim Bradd, requested a zoning variance for the height of a building/garage
 - He needs to accommodate a RV with a 14 ft. door.
 - Bowman said her board discussed the case very thoroughly.
 - The zoning board could not find a reason to deny the request. Her board recommends the village board also approve.
 - Since the zoning request was not on the agenda for approval, the board took a “straw poll”. The Bradds would like to get started on the building soon.
 - The board was supportive and will take official action in July.
 - MSA-**
 - MSA sent a report on the current water project.
 - They should be getting costs from potential suppliers by the end of June.
 - Streetscape contract from MSA -**
 - Cost is broken out by FY.
 - We will be doing some preliminary engineering in FY’s 2020 and 2021. This needs to be done in order to do ITEP grant applications.
 - The county is willing to do a jurisdictional transfer of Seminary St. This will allow us a lot more flexibility to do traffic calming.
 - The county would give us the \$600,000 that they were going to use on the road. This money would come by the end of 2019.
 - We will establish a weight limit to eliminate truck traffic. It will have to go to the South.
 - Businesses in town will be grandfathered in.
 - MSA said one of the first steps is to get some feedback from a steering committee. They may be attending our 4th of July event to get feedback from attendees.
 - Downs Crossing -**
 - James and Roger Reynolds are meeting tomorrow to discuss road improvements.
6. Eagle Scout Project Report – None
7. Engineer Report – None
8. Mayoral Report
 - James reviewed some of the upcoming IML updates.
 - New laws that are going in effect:
 - Personal property replacement tax will still be at the 5%.
 - Recreational marijuana beginning 1/1/20
 - Internet sales tax
 - A prevailing wage ordinance does not have to be passed by municipalities.
 - The police department will be required to complete fine reporting.

- James asked Oak Bros to provide a bid to remove the tree on Main and Seminary St. We would still have to haul it away. The board also wants to seek out other tree removal bids.

9. Trustee Reports

1. Building Report

- Goveia reported a new construction permit was issued in Beecher Trails.
- Game Day is moving right along. Kevin has been out there to inspect. They look to be in the new restaurant by mid-July.
- After John Forbes refinances the old school, he will get the 2nd part of his building permit.
- James asked Goveia to get a timeline for the drainage issue from Steve Miller.
- American Legion mural will begin June 17th. It was designed and will be painted by Tri-Valley students.

2. Water and Sewer Report

- CCG is done in Mallard and Huff.
- Whitehouse hosted an IAWW training session at the firehouse and had about 25 attendees.
- Whitehouse has tendered his resignation effective June 14, 2019.
- Twyford reported on the 7 remaining sewer connections.
 - 5 are residential and 2 are commercial property.
 - Neither commercial property has obtained a sewer permit.
- In 2012 we granted sewer extensions for about a 1 ½ yrs. James doesn't want to drag it out this go around.
 - Cuba, Twyford and James meet to discuss the remaining connections and they would like to grant a variance to June 14, 2019. This will be the last extension date.
 - There is a fine structure provided in ordinance. They also propose the following fines.
 - ❖ \$5/day if they have a permit
 - ❖ \$10/day if they don't have a permit
 - ❖ \$5/day with completed but tank not collapsed as of June 28, 2019
 - Downs Auto has a unique situation. But, Twyford said they have a plan to move forward.
- James has met with Heyworth. They are willing to come in and help with our water in the interim.
- Les is trained to do a lot of the operations at the plant. But, he is not certified. All reporting will be done before Kevin leaves.
- Les has expressed interest in the position.
- James indicated that we need to determine how to proceed with replacement or another direction.
- James Layton - TIF application
 - James has spoken with the TIF attorney about Layton's daughter being a village trustee. Gassaway is on the board and owns a business in TIF district 3.
 - The TIF application can be considered by the board. Gassaway is leasing the property on a month to month basis. The business does not own the property.
 - Layton is requesting the entire amount of the sewer connection.
 - Goveia said in the past we have capped the request to around 20%. However, Downs Auto and Prairie Woodworks did get full amount they requested.
 - Twyford said Layton is being forced by BNWRD to put in a manhole sampling port that is adding \$2800 to the project.

- Roach said TIF, in the past, has been used to expand a business or bring a business to town. Typically, is not used for this type of expense.
- Decision was to grant TIF dollars for amount to cover additional BNWRD required manhole for the sampling.

3. Police Report

- Roach is writing a monthly article in the newsletter.
- New police officer, Levin is doing well with his training.
- Chief Dingler reported that we only had to pay the cost of shipping on the new police shield.
- Hempstead spent the afternoon corralling horses on I74. I74 had to be closed for a while, while several agencies worked together to retrieve all 5 horses.
- Because of the horses, there was a semi accident that closed I74 again for 2 hours.
- There were 27 calls to service last month.
- 64 tickets were written in Downs.
- The department wrote 29 ordinance violations.
- Dingler said there are 12 addresses in town that need to be mowed. They will be sending out certified letters to property owners.

4. Streets Report

- James said he is working on bid requirements for streets building as required by law.
- The streets department is caught up on the mowing.
- The department said they may be sharing cost on a bobcat with Downs Township.
- Saturday is the annual clean-up day. TV's collected will have a small fee because we are being charged a fee to recycle
- The cost to recycle tires will be \$5.

5. Parks, Community Center and Food Pantry Report

- The new swing is up and running. We're ordering a replacement for the other toddler swing. It will be a regular bucket type swing seat.
- Rain has delayed several projects and created a few more. We'll be spreading mulch in the playground and sand in the Gaga Ball pit this month. We're contacting tree removal services for estimates to remove the two trees by the Gaga Ball pit. Thanks to streets and citizens needing firewood for removing the big oak that fell in the windstorm. Thanks to the tree for not taking out Ken Adkisson's fence! We're contacting a landscaping service to fix the grounds where it landed. We'll be planting a redbud in McManus Park and sprucing up around the evergreen tree. (pun intended!) Mulching around trees and flower beds and adding plants by the Food Pantry in Dooley Park are on our landscaping list.
- Our Kickapoo Park focus is on repair and replacing entrance gates, fixing the boardwalk, mulching the path and removing dead trees and invasive honeysuckle bushes. Cleaning, reorganizing closets and small maintenance jobs are planned for the Pavilion.
- Boy Scout Nick Atteberry plans to install the horseshoe pit this month.
- We have a Freedom Run Breakfast in the Park set for Saturday, June 29th from 7 to 10 am in the Pavilion. It's a great place to view the race, and the food is satisfying! Join us if you can.
- The Food Pantry is distributing 43 boxes this month. They have a couple of new clients. One of their side-by-side refrigerator/freezers is on the blink. If anyone knows of a refrigerator person who would do a free or very cheap examination to see if the repair is cost effective, please get in touch with Linda Bowman, 261-3809.

6. Finance and Services Report

- Bills were typical for the month.
- Bakewell said the village is still getting revenue from the State for FY19.

10. Discussion

1. Grand Marshal

- We received one recommendation for Bill Clark.

2. Other

11. There was no Public Comment.

12. A Motion to Approve Items Contained within the Consent Agenda was made by Roach and seconded by Keylin. Approved 5-0

13. A Motion to Approve Consent Agenda was made by Roach and seconded by Gassaway. Approved 5-0

1. Motions

- a. Motion to Approve the May 2, 2019 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Updated Public Works Fee Schedule for BNWRD Sewer Rate Increases Effective May 1, 2019
- c. Motion to Approve the Extension of Dooley Park Hours on 7/4/2019 until 12 am
- d. Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on 7/4/2019 after the Parade
- e. Motion to Approve Dooley Park Road Closure on 7/4/2019
- f. Motion to Approve Payment of Budgeted Expenses for July Events as Needed and Approved by Village Clerk, Finance Trustee, Treasurer and Mayor
- g. Motion to Approve Parade Route and Road Closures Required During the Parade on 7/4/2019
- h. Motion to Approve William "Bill" Clark the 2019 4th of July Grand Marshal

2. Resolutions

- a. Resolution 2019-R08 - Approving and Authorizing the Re-Naming of "Shaffer Drive" to "South Lincoln Street", in the Village of Downs, Illinois
- b. Resolution 2019-R09 - Approving and Authorizing the Dedication and Name of "Reeder Lane" for the Roadway Running Between the Village Property and South Lincoln Street in the Village of Downs, IL.

1. New Business

1. Motions

- a. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ _____ pm at the Village Hall – No action taken
- b. Motion to Approve Revised Job Description for the Public Works Superintendent Position Starting June 15, 2019 – No action taken
- c. Motion to Approve Job Description for Public Works Operator within the Village of Downs – No action taken
- d. A Motion to Approve Posting for Available Positions within the Village of Downs was made by Roach and seconded by Twyford. Approved 5-0
- e. A Motion to Grant Variance for Sewer Connection Deadline on Permitted Connections before June 1, 2019 Deadline to June 14, 2019 was made by Roach and seconded by Keylin. Approved 5-0
- f. Motion to Approve Fine(s) of \$____/day for Sewer Connections
 - i. A Motion to Approve Daily Fine of \$5/day for Properties with a Sewer Connection Permit Beginning June 15, 2019 was made by Roach and seconded by Goveia. Approved 5-0
 - ii. A Motion to Approve Daily Fine of \$10/day for Properties without a Sewer Connection Permit Beginning June 15, 2019 was made by Roach and seconded by Goveia. Approved 5-0
 - iii. A Motion to Approve Daily Fine of \$5/day for Properties with Sewer Connection Completed but Septic Tank is not Collapsed and Filled as of June 28, 2019 and to Start June 29, 2018 was made by Roach and Keylin. Approved 5-0

2. Resolutions
 - a. A Motion to approve Resolution 2019-R10 Authorizing and Approving the Village of Downs to Enter into a Service Agreement with MSA Professional Services, Inc. for Downs Streetscape and Parking Improvements was made by Roach and seconded by Keylin. Approved 5-0
 - b. A Motion to approve Resolution 2019-R11 Authorizing and Approving the Redevelopment Agreement Between the Village of Downs and James Layton for the Project Located at 407 W. Main St., Downs, IL was made by Roach and seconded by Keylin. Approved 4-0 (Gassaway Abstained)
2. Old Business – No action taken in old business.
 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 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. A Motion to Approve Payment of Bills was made by Roach and seconded by Gassaway. Approved 5-0
4. Executive Session – was not entered
5. Action on Executive Session Items – No action taken.
6. A Motion to Adjourn at 9:42pm was made by Roach and seconded by Goveia. Approved 5-0



Julie James

Village of Downs Clerk