



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
SEPTEMBER 5, 2019  
7 PM @ VILLAGE HALL

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

1. Mayor Mike James called the Village of Downs regular board meeting to order at 7:00pm on September 5, 2019.
2. Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Toby Twyford, Sarah Gassaway and Erik Bryant were all present. A quorum was declared by Mayor James. Also, in attendance were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall.
3. Pledge of Allegiance was taken.
4. A Motion to Approve Agenda and Order was made by Keylin and seconded by Roach. Approved 6-0

Discussion-

- James said there will be no action taken on:
    - Resolution 2019-R\_\_ Approving Seminary Street Jurisdictional Transfer from McLean County Highway Department to the Village of Downs
    - Verbiage change to 13.3.b and no action to be taken.
    - No action was going to be taken in all old business.
    - No action was going to be taken on 17.5.a
  - Needing the legal description for the detention areas easement in Cross Creek. Miller is to provide. Bryant was going to ask Miller.
5. Development Report

**MSA –**

- MSA representatives, Greg and Mike, walked trustees through their water plant study.
- Our water treatment building is in good condition but is approaching 30 yrs. Old.
- Current equipment will need to be upsized.
- Representatives looked at options to get rid of tannins, soften water and use the existing treatment facility footprint.
- Our current filter is undersized.
- They went through the schematic drawings for 3 different options.
- All 3 options have automated processes, have new wells, and will double the size of our current system.
  - Options A and B require a Class B License.
  - Option C requires a Class A License.
  - Leroy has Option C and Lexington has Option A. Chenoa and Roanoke have combination of Option A and B.
- We would be EPA Eligible for rate reduction of our loan. We could be given principal forgiveness up to 60% or \$800,000. The loan would be for 30 years.
- Trustee Concerns
  - How much would the salt cost for Option A?
  - The cost of needing a Class A licensed operator for Option C.
  - Option A is the most expensive. But this option would accomplish all of our goals.
  - Water rates would have to be raised to pay for the project. Option A will give them first-hand knowledge of where their money is going. They will see a cost savings in their own salt, softener systems and appliances.
- Option A gives us expansion options.

- Trustees felt like Option A was the best option for the village.
6. Engineer Report – Shawn Mauer  
Shawn sent out his report to trustees.
- We did an inspection out at Beecher Trails last week. I should have the review letter out either today or tomorrow.
  - Mayor's says he is still hearing a lot of grumblings from Beecher Trails residents. James wants those problems addressed before we take on the dedication.
  - Cross Creek – Steve wants acceptance done-still needs the legal description
7. Mayoral Report
- James said we would need to have a special meeting to approve/not-approve a tax on the sale of cannabis. The meeting will be Sept 26<sup>th</sup> at 7:00pm.
8. Trustee Reports
1. Building Report
    - Goveia reported there was 1 new building permit for Beecher Trails.
    - 2 garages are being built.
    - The new home on Cleveland St. is just about ready to be occupied.
    - The owner of the new construction in Indian Hills won't return her 2 voicemails. She is about ready to fine him.
  2. Water and Sewer Report
    - James said all of the applicants for water plant have all backed out.
  3. Police Report
    - Bellflower had 7 citations.
    - Downs had 63 citations and 5 ordinances.
    - Arrowsmith had 7 citations.
    - There were 2 arrests.
    - They also had several calls to duty and assisted other departments.
    - Chapter 8 Article 10 Section 1 - Additions
      - The definition of acceptable UTVs in the village. Acceptable UTVs must have side by side seats (like a golf cart) not linear seats.
      - The word horn was inadvertently was not in the ordinance but is on the checklist
    - The department has 4 events upcoming. Among those is security during the haunted house season, active shooter drill at school and safety and wellness fair with the fire department.
    - On the bills to pay is a bill to Downs Automotive. The bill is \$7500 for maintenance of the truck. The bill has been accumulating for probably for 5 years. They have not been billing us. The trustees will ask for a 3 year payment plan. If the year ends better than we anticipate, we would payoff sooner. We will pay any current fiscal year bills with Downs Automotive.
    - The billing office will have petty cash for those wanting to pay citations.
    - There is one property in town that has overgrown weeds. Chief has sent them letter giving them 30 days to mow. There has been no contact with the property owner and no improvement. The property owner will be fined and an ordinance violation.
  4. Streets Report
    - Bryant said last month the department spray patched.
    - They have been helping the water department out.
    - Les Fitzwater has recommended a person for the part-time position.

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

- At our last meeting we brainstormed ideas to generate community interest in decorating Dooley Park for Christmas. Getting community groups involved and dividing up the labor and time commitment was the main goals. Peggy is sending letters out to various community groups to get their responses and ideas.
- We are getting a second estimate for Dooley Park tree removals from Oakbros and will get that project underway as soon as that estimate is in.
- We have a fundraiser breakfast coming up on Saturday, September 21 from 7 to 10 am in Dooley Park Pavilion.
- Some of our wildflowers made it through the spring floods in Kickapoo Park! We will identify a project that might qualify for an up to \$2000 grant being offered by Dan Caulkins.
- The Food Pantry welcomed a new family. They'll be distributing 42 boxes this month. They're already thinking ahead to the holidays and are getting positive responses from community groups who've helped them in the past. Many thanks to Julie Hahn for her donation of a refrigerator.

## 6. Finance and Services Report

- A few additions to the BTP that were added.
- A driveway in Mallard had to be replaced after a service line break.
- Bakewell went over some unique bills. She mentioned we had a lot of bills this month.
- Project Resources Group (Mediacom Bill) has sent us a rather large bill for a break in service. Gassaway is going to further check into this.
- The village earned \$2600 in interest this month.
- Busey Bank has committed to 2.4% in interest regardless of what the fed does with interest rates.
- Audit field work was done the last week in August. Bakewell expects that trustees will be able to approve the audit on 10/3/19.
- Bakewell and Gassaway are ready to move the rest of the money from First Financial to Busey.

## 9. Discussion

### 1. Sewer Debt and BNWRD Tax Charges

- Sewer inspection will now be \$100 minimum.
- Sewer Debt Fee
  - Background information – Everyone that was going to have a sewer was to be charged \$22.
  - Land owners want to charge the tenants part of the sewer debt usage fee of \$17.
  - It's up to the land owner to pass that fee onto their tenants. Wall says to pick an effective date of January 1, 2020 and going forward it will get charged to the land owners not tenants.

### 2. ATV permitting

### 3. Jurisdictional Transfer of Seminary St

- James has observed a micro surface that was used in Leroy. This asphalt surface uses a byproduct of steel, oil emulsion, water & concrete. It is very cost effective and ¼ mile of a township road is being done for \$38k.

- CRF is a product they put down right after they resurface a road. CRF seals it completely. James is interested in looking into this type of product as well. McGregor St. in Bloomington has this.
- 4. Single Family Resident - Renting Part of Property
- 5. Other
- 10. Public Comment
  - Kerry O'Connor, who is part of a leadership committee, was in attendance to observe the meeting.
- 11. A Motion to Approve Items Contained within the Consent Agenda was made by Keylin and seconded by Twyford. Approved 6-0
- 12. A Motion to Approve Consent Agenda was made by Roach and seconded by Gassaway. Approve 6-0
  1. Motions
    - a. Motion to Approve the August 1, 2019 Village Board of Trustees Regular Meeting Minutes
    - b. Motion to Approve Changes to Village of Downs Fee Schedule
    - c. Motion to Approve Reappointment of Julie Bakewell as the Treasurer, Budget Officer and TIF Administrator in the Village of Downs at \$27.54 / hr. for Term to Expire September 2020
    - d. Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St. from Franklin to Main, Dooley Park Road every Friday and Saturday in October 2019 from 5 - 11 pm
    - e. Motion to Approve Road Closures: Franklin St. from Seminary to Lincoln, Water St from Franklin to Main on October 27, 2019 from 12 - 4 pm
    - f. Motion to Approve the Extension of Dooley Park Hours on every Friday and Saturday in October 2019 until 12 am
    - g. Motion to Approve Events Committee Members: Mike James, Julie James, Cyndi Miller, Steve Miller, Jill Kasprzak, Ken Kasprzak, Linda Roberts, Fred Myers
    - h. Motion to Direct Sewer Debt Charges and BNWRD Tax billed to property owners beginning 1/1/20
  2. Resolutions
  3. Ordinances
- 13. New Business
  1. Motions
  2. Resolutions
    - a. Resolution 2019-R\_\_ Approving Seminary Street Jurisdictional Transfer from McLean County Highway Department to the Village of Downs – No action taken.
  3. Ordinances
    - a. Ordinance 2019-11 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 8 "Traffic, Streets and Parking" Roach and Keylin 6-0
    - b. Ordinance 2019-R\_\_ Approving Seminary Street Jurisdictional Transfer from McLean County Highway Department to the Village of Downs - No action taken.
- 14. Old Business – No action taken on all old business.
  1. Motions
    - a. Motion to Approve the Final Plat for the Corn Belt Energy Park

- b. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on \_\_\_\_\_ @ \_\_\_\_\_ pm at the Village Hall
  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
15. A Motion to Approve Payment of Bills was made by Roach and seconded by Gassaway. Approved 6-0
16. A motion was made at 9:46pm to enter Executive Session for Contract Negotiations, Personnel Hiring and Semi-annual Review of Executive Session Meeting Minutes and Recordings was made by Roach and seconded by Bryant/ Approved 6-0

Mayor Mike James called the Village of Downs regular board meeting to back to order at 10:44pm on September 5, 2019.

Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Toby Twyford, Sarah Gassaway and Erik Bryant were all present. A quorum was declared by Mayor James. Also, in attendance were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall.

17. Action on Executive Session Items
  1. Resolution 2019-R\_\_ Authorizing the Village Clerk to Destroy Executive Session Audio Tapes Over Eighteen Months Old
  2. Resolution 2019-R\_\_ Authorizing the Village Clerk to Release Specific Executive Session Minutes of the Village of Downs
  3. A motion to approve Resolution 2019-R12 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs was made by Roach and seconded by Goveia. Approved 6-0
  4. A motion to Hire, Subject to Background Checks, Stephen Graff as a Part-Time Public Works Maintenance Worker for the Village of Downs at \$15 per hour reporting to Public Works Maintenance Supervisor and Streets Trustee Starting September 6, 2019 with a Review within Three Months was made by Bryant and seconded by Roach. Approved 6-0
  5. Motion to Hire, Subject to Background Checks, \_\_\_\_\_ as a Part-Time Public Works Maintenance Worker for the Village of Downs at \$15 per hour reporting to Public Works Maintenance Supervisor and Streets Trustee Starting September 6, 2019 with a Review within Three Months. – No action taken.
18. A motion to Adjourn at 10:45pm was made by Twyford and seconded by Bryant. Approved 6-0



Julie James

Village of Downs Clerk