



VILLAGE OF DOWNS BOARD OF TRUSTEES
MEETING MINUTES
OCTOBER 10, 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 7:01pm on October 10, 2019.
2. Roll Call Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Toby Twyford, and Erik Bryant were all present. Sarah Gassaway arrived at 7:09pm. A quorum was declared by Mayor James. Also, in attendance were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall. 7:09pm
3. The Pledge of Allegiance was taken.
4. A Motion to Approve Agenda and Order was made by Roach and seconded by Keylin. Approved 5-0
5. **2019 Village Market Report** – Dave Bach
 - Bach reported they had another successful year
 - The market average 220 shoppers and 15 vendors each week.
 - They did frequent shopper cards again this year. 34 cards were turned in for wooden nickels
 - The market committee has already begun planning for next year.
 - Bach said the committee is concerned that the streetscape committee is looking at their area. They would like to offer their opinion and concerns at the next streetscape meeting.
- Downs United Methodist Church** -George Lewis
 - The church is requesting a variance for their parking lot at the new site.
 - The parking lot area is currently farmland. It will need to settle.
 - They are going to put sale proceeds to pave the property.
 - They would like to ask for a 2 year variance.
 - James said we have allowed driveway variances in the past. James recommends we allow 2 years on variances so we are always fair.
6. FY2019 Audit Overview by Ben Smith from Striegel Knobloch
 - Ben thanked Julie for her help.
 - He gave a high level summary if the audit report.
 - In their opinion, our finances are they are presented fairly.
7. Development Report
 - Corn Belt is working on a preliminary plan for another addition.
 - We still need actual legal descriptions for our easements from Steve Miller.
 - James said he has not heard from David Silver. He said he knows there are some issues with property lines. Bryant said his construction company he was working with has gone out of business.
 - Jeff Misch wants to revisit about the response we gave him.
8. Engineer Report
 - We are waiting for final approval of the \$25,000 DECO grant.
9. Mayoral Report
 1. Memberships in Chamber of Commerce and ITCSC
 - Trustees decided to continue to be members of both organizations.
 2. Veterans Day Donation
 - A \$200 donation to the Veterans breakfast at Tri-Valley will be given.
 3. James recommends hiring Steven Miller as part time help.
10. Trustee Reports
 1. Building Report
 - a. Sump pumps discharge policy Chapter 11, Article IV , Section 7.b.1.v
 - All the Rave Homes in Beecher are running sump pumps into the ditch.
 - This should be addressed at the foundation inspection.

- b. Parking Lot Variances
 - Going forward they will all be for 2 years
 - There were a couple of renovation permits.
 - A temporary occupancy permit has been issued for Living Hope.
 - A registered letter is being sent to a builder in Indian Hills.
- 2. Water and Sewer Report
 - a. Water Plant Operations Contract
 - This contract will limit the use of Heyworth.
 - Heyworth was concerned about over-working their guy.
 - Wall says he needs to provide a certificate of insurance that is acceptable to the village.
 - James said Billy DuBois is willing to help us with process improvements and consulting
 - There have been a lot issues at the water plant this month. The water filter is no longer functioning in one chamber.
 - Discussion of bypassing the filter altogether was held. Our water would still be legal and safe even if it is not being filtered. However, we would not do this unless we absolutely had to do it.
- 3. Police Report
 - Chief said most of the police work done in Sept was for patrol.
 - The police department helped out Leroy a lot this month. They also assisted the State out with car crashes.
 - There were 2 arrests in Downs.
 - The department helped Farmer City with a whole school evacuation drill.
 - The first 2 weekends at the haunted house went well.
 - 50 citations and 8 ordinance violations were written in Downs.
 - 9 citations were written in Bellflower.
 - 2 complaints were filed.
- 4. Streets Report
 - Bryant reported the streets department has been helping out the water plant.
 - Mowing season is finishing up.
 - Bryant said he will have the blueprint design for the shed addition.
 - He poured a concrete pad for the water fountain. It will be installed on Friday.
 - Les Fitzwater and Steven Graff are both doing a great job.
 - The yard waste pick up will be extended to November.
 - The department decided against pre-treating road for snow. Kickapoo Creek has increased their prices and we don't think it was worth it.
 - James suggested using the byproduct (waste) from salt treatment from the new water system as a pre-application to roads before a storm hits. Checking into if this is ok to do.
- 5. Parks, Community Center and Food Pantry Report
 - We're hiring Blakeney Tree Service to take down two trees by the Gaga Ball pit. He should schedule a date within the next month.
 - We held a breakfast fundraiser in September which drew our usual crowd who helped us meet our monetary goal.
 - We've gotten good response to a letter asking for volunteers to light Dooley Park for Christmas. Several of our local church groups and the Parks Committee are planning displays. We hope to install them in mid-November.
 - Work is underway on the drinking fountain/fill station in Dooley Park. Eric Marshall donated a solar powered motion light to help illuminate the fountain area.

- The committee voted to purchase a 5-bike rack for McManus Park. The location of the rack will be decided once we know more about Streetscape plans.
- Thanks to help from Jim Soeldner and Eric Marshall, we installed a new door and lock on the pavilion. We are working now to coordinate the lock with the village system.
- We got an estimate on work needed to further insulate the garage doors on the pavilion. We'll be replacing the bottom seals on all doors this year. We are looking at top seals as well.
- We're mulching around some trees and killing weeds in the playground area. Eric suggested planting sunchokes, a native, aggressive plant that will push out invasive plants in Kickapoo Park. He is looking for a bulk price.
- The Backpack Program is underway for the school year providing 20 students from Tri-Valley with food each weekend.
- This month the Food Pantry is humming along. They distributed 38 boxes of food this month. They are starting to plan for the upcoming busy holiday season. They need gallon and quart sized Ziploc bags.

6. Finance and Services Report

a. Annual Treasurer's Report

b. Annual TIF Reports

- Treasurer Julie Bakewell gave a summary of both the annual treasurer's report and the annual TIF report.

c. Tax Levy

- Trustees decide to stay with the normal 5% that we normally levy for.

11. Discussion

1. Single Family Resident who is renting part of property on a single parcel

- There are at least 2 or 3 situations that are occurring in the village right now.
- The school district is always making a big deal about single families being on a single parcel.
- James said he received a complaint about it and believes this is a zoning violation and would like the trustees to think about how to handle this.

2. Other

12. Public Comment – There was no public comment.

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

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

1. Motions

- Motion to Approve the September 5, 2019 Village Board of Trustees Regular Meeting Minutes
- Motion to Approve the September 26, 2019 Village Board of Trustees Special Meeting Minutes
- Motion to Approve \$200 donation to Tri-Valley Veterans Day Celebration
- Motion to Approve IEPA Drinking Water Project Planning Submittal for Water Plant Improvements - Option A
- Motion to Renew Membership with the McLean County Chamber of Commerce (\$408) Bryant felt like this was not necessary.
- Motion to Approve the Village of Downs Renewal Membership to the International Council of Shopping Centers (\$100)
- Motion to Approve the Assistant Treasurer and Treasurer Attend the IMTA Treasurer's Institute
- Motion to Approve FY 2018-2019 Audit
- Motion to Approve FY 2018-2019 Treasurer's Report

- j. Motion to Approve FY 2018-2019 Annual TIF Reports
 - k. Motion to Accept Downs United Methodist Church Parking Lot Building Code Variance Request for 2 Years after Occupancy
 - l. Motion to Accept Living Hope Christian Church Parking Lot Building Code Variance Request for 2 Years after Occupancy
Mayor will send a letter that lets them know
 - m. Motion to Accept Gameday Grill Parking Lot Building Code Variance Request for 2 Years after Occupancy
 - n. Motion to Hire, Subject to Background Checks, Steven Miller 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 October 11, 2019 with a Review within Three Months
- 2. Resolutions
 - a. Resolution 2019-R13 Approving a Contract with Billy DuBois for Water Plant Operations from October 11, 2019 - September 30, 2020 for \$500 per Month
 - 3. Ordinances – Removed from consent agenda
 - a. Ordinance 2019-13 Approving and Adopting Amendments to the Village of Downs Code Provisions Chapter 6 "License Permits Regulated Business"
15. New Business
- 1. Motions
 - 2. Resolutions – No action taken.
 - a. Resolution 2019-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision First Addition
 - 3. Ordinances
16. Old Business –
- 1. Motions
 - a. Motion to Approve Revised Job Descriptions for the Village of Downs - No action was taken.
 - b. Motion to Approve Salary and Wage Schedule - No action was taken.
 - c. Motion to Approve the Final Plat for the Corn Belt Energy Park - No action was taken.
 - d. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ _____ pm at the Village Hall - No action was taken.
 - 2. Ordinances
 - a. Ordinance 2019-__ Approving and Adopting Amendments to the Village of Downs Code Provisions - No action was taken.
 - b. A motion to approve Ordinance 2019-13 Conditionally Transferring Jurisdiction and Adding to the Highway System of the Village of Downs - County Highway 27 was made by Roach and seconded by Gassaway. Approved 5-1 (Roach nay and Keylin abstained)
 - Keylin would like funds from McLean County to be used solely for the up-keep.
 - Wall says that is up to us this to decide what we do with those funds.
 - Bakewell said those funds will be earning interest.
 - Bryant said he has heard a few concerns about us taking it over.
 - James and Gassaway both said streetscape will not happen if we don't make this happen.
 - Twyford doesn't want streetscape project come out of the home owner's project.
 - 3. Resolutions
 - a. Resolution 2019-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision - No action was 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 was taken.

17. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Roach. Approved 6-0
18. Executive Session was not entered
19. Action on Executive Session Items - No action was taken.
20. A motion to Adjourn at 9:31pm was made by Twyford and seconded by Bryant. Approved 6-0



Julie James
Village of Downs Clerk