



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
NOVEMBER 7, 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 7:10 pm on November 6, 2019.
2. Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Toby Twyford, and Erik Bryant were all present. Sarah Gassaway joined via speakerphone due to work. A quorum was declared by Mayor James. Also, in attendance were Clerk Julie James, Treasurer Julie Bakewell and Village Attorney Dawn Wall.
3. The Pledge of Allegiance was taken.
4. A Motion to Approve Agenda and Order was made by Bryant and seconded by Keylin.
Approved 6-0
5. Development Report
 - Beecher Trails
 - Mayor James and Trustee Bryant sent a letter to Mark Bowers. The letter outlines with pictures items that need to be done prior to acceptance.
 - Cross Creek
 - James said he is not sure where we are at with the easements at Cross Creek.
 - James reported he did a walk through at Cross Creek and there are some issues with the detention basin.
 - David Silver
 - Another note requesting an update was sent by James. He said he did not hear anything back from Silver.
 - Silver will probably not meet his deadline to receive his TIF funding. We will need to re-negotiate a TIF agreement with him.
6. Engineer Report
Mike Buzicky from MSA
 - MSA has turned in our planning report for Plan A to the State.
 - The report is in the state's loan process.
 - Since the current filter is failing, Buzicky sped up the submission process for Plan A.
 - He said Plan A will have a lot of flexibility.
 - We will be releasing a survey to gather more information about what residents want and expect.
 - James and Twyford noted to fix the filter we could be spending \$30,000 for something we are going to throw out.
 - Our water test samples are still coming out and the water is still legal.

Streetscape steering committee meeting is set December 3rd from 5-7 pm.
7. Mayoral Report
 - James has been researching how close to Bloomington the village could annex before we would lose our rural status.
 - We would not lose our rural status for USDA programs used for residents.
 - USDA programs for businesses do factor in urban proximity. We are unaware of any businesses using the USDA programs.
 - James' time over the past month has been consumed with the grant, levy and sales tax research.

- The \$25,000 DECO grant is in the final stages of being approved. This grant will be used to upgrade water lines.
- 2020 MFT will be increased in IL, but it will not double.

8. Trustee Reports

1. Building Report

- Goveia reported she issued John Forbes his phase 2 permit.
- Farnsworth reviewed the Downs United Methodist Church building permit. They found a couple of things that needed to change.

2. Water and Sewer Report

- Twyford reported there were a couple of water shut offs this month.
- There are 2 sewer hook ups left. They are being fined and paying \$5/day.

3. Police Report

- Dingler reported that as of October, they have written 2 times the amount of citations as they did last year total.
- 33 citations were written this month.
- They went on 27 total calls to duty.
- There was a kidnapping issue in Heyworth.
- There were 2 arrests last month. One was for possession of drugs and the other was a DUI.

4. Streets Report

- Bryant reported that the streets department is getting things winterized.
- He would like to do another brush pick up in December if there isn't any snow.
- Bryant will bring the drawings for the building next month.

5. Parks, Community Center and Food Pantry Report

- The bike rack for McManus Park has arrived. We'll decide on placement when we know more about Streetscape plans for S. Seminary and E. Main.
- Downs United Methodist Church, Living Hope, Tri-Valley Baptist, Stewart and Becky Oliver and Parks Committee are set to install their Christmas displays in Dooley Park this coming week. Many thanks to Kyle Boward for helping organize this project.
- Thanks to Dave Bach who delivered a trailer load of mulch which we've spread around trees in Dooley Park.
- Thanks to the Mayor and VOD crew, the drinking fountain/bottle fill station is installed in Dooley Park. It looks great and is handicap accessible. Thanks to Events Committee and Holly-Rae Van Hoof for raising the funds for this needed addition to Dooley Park.
- Eric Marshall has decided to put his time and effort into the 4th of July celebration committee and will no longer be on the Parks Committee. He has done and continues to do so much for Parks and the Village. We thank him for his time, effort, expertise and great ideas.
- We're compiling a Parks' wish list for DOWNS CIA who has been an active supporter of many projects that benefit the Village.
- The Food Pantry plans on distributing 45 boxes this month, up a few families since last month. Shari Riley, a TVHS teacher, organized a Food Fight between faculty and staff at Tri-Valley to see who could donate the most food for the Food Pantry. The results should be in tomorrow.

- The Ladies of the Knights of Columbus have pledged to package and donate 100 bags of brownie mix for the December pantry boxes. From what I hear, it's the best brownie mix around!
- After limping along for months with equipment that broke down or didn't cool properly, the Food Pantry purchased an energy efficient refrigerator freezer. They plan to celebrate its arrival in time for the Thanksgiving and Christmas distributions!

6. Finance and Services Report

a. Tax Levy

- Bakewell went over Tax Levy figures.
- James and Bakewell has been researching sales tax approaches. He would rather raise the sales tax then go over the 105% tax levy because sales tax only affects those that are purchasing. Purchasing is a choice. Raising property taxes affects everyone without them making a choice.
 - One way to raise sales tax is to ask the voters to raise it. The max it can be raised is 1%
 - Another way to raise sales tax is to pass an ordinance. It is a Business District Development and Redevelopment Tax.
 - James explained this is a tax needed to be within the TIF districts.
 - The tax has a sunset of 23 years and the maximum is 1%.
 - The sales tax is passed by ordinance and rescinded by ordinance at any time.
 - James said he has been working on funding mechanisms for the street scape and water plant projects.
 - Again, this sales tax would apply to any business within the specified area and applies only to those who are purchasing at those businesses.
- Bakewell said we are earning a 2% interest rate at Busey Bank.
- \$2732 in interest was earned in October alone.
- The village has earned \$16,600 so far since we switched banks in May.
- 44 people on taking advantage of paying their water bills by ACH.
- Investment plan for municipalities
 - Bakewell is checking into employee 457b retirement plans at Wells Fargo.
 - We would need 6 people to participate in the plan.
 - There is no match requirement for the village.
 - Employees can participate by payroll deduction.
 - Bakewell will survey employees.

9. Discussion

1. Other

- Living Hope sent a letter acknowledging the temporary occupancy permit and their requirements for the variance and road work.

10. There was no Public Comment.

11. Motion to Approve Items Contained within the Consent Agenda – No action taken.

12. A Motion to Approve Consent Agenda – No action taken.

13. New Business – Sarah Gassaway had to drop from call before legislation action started, only 5 Trustees were present for voting.
 1. Motions
 - a. A Motion to Approve the October 10, 2019 Village Board of Trustees Regular Meeting Minutes was made by Bryant and seconded by Keylin. Approved 5-0
 - b. A Motion to Approve Renewal of Membership in Illinois Public Works Mutual Aid Network (IPWMAN \$100) was made by Roach and seconded by Goveia. Approved 5-0
 - c. A Motion to Approve the Village of Downs Fraud, Waste, and Abuse and Whistleblower Policy was made by Twyford and seconded by Roach. Approved 5-0
 2. Resolutions
 - a. A motion to approve Resolution 2019-R14 Approving the Transfer of Funds Held in the Capital Improvement Fund at Busey Bank was made by Roach and seconded by Goveia. Approved 5-0
 - b. Resolution 2019-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision- First Addition – **No action taken.**
 3. Ordinances
 - a. A motion to approve Ordinance 2019-14 Approving the Levy and Assessment of Taxes for the Corporate Purposes of the Village of Downs, McLean County, Illinois for the Fiscal Year of May 1, 2020 thru April 30, 2021 was made by Roach and seconded by Bryant. Approve 5-0
14. Old Business
 1. Motions
 - a. Motion to Approve the Final Plat for the Corn Belt Energy Park – No action taken.
 - b. Motion to Reconvene the Village of Downs Regular Board of Trustees Meeting on _____ @ _____ pm at the Village Hall – **No action taken.**
 2. Resolutions
 - a. Resolution 2019-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision – **No action 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 taken.**
 3. Ordinances
 - a. Ordinance 2019-__ Approving and Adopting Amendments to the Village of Downs Code Provisions – **No action taken.**
 - b. Ordinance 2019-__ Approving and Adopting Amendments to the Village of Downs Code Provisions Chapter 6 "License Permits Regulated Business" – **No action taken.**
15. A Motion to Approve Payment of Bills was made by Roach and seconded by Keylin. Approved 5-0
16. A motion to enter Executive Session at 8:23pm for Contract Negotiations was made by Keylin and seconded by Goveia. Approved 6-0
 - Mayor Mike James called the Village of Downs regular board meeting back to order at 9:36 pm on November 6, 2019.
 - Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Toby Twyford, and Erik Bryant were all present. Sarah Gassaway was no longer on

speakerphone. 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. A motion to approve Resolution 2019-R15 Authorizing and Approving the Engineering and Professional Services Agreement between the Village of Downs and MSA Professional Services, Inc. for Water Plant Improvements was made by Roach and seconded by Bryant. Approved 5-0

18. A Motion to Adjourn at 10:19 pm was made by Roach and seconded by Bryant. Approved 5-0

A handwritten signature in cursive script that reads "Julie James". The signature is written in black ink on a light-colored background.

Julie James
Village of Downs Clerk