



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

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

1. Mayor Mike James called the regular Village of Downs Board of Trustees meeting to Order on December 5, 2019 at 7:00pm.
2. Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Sarah Gassaway and Toby Twyford were present. Erik Bryant was absent.
 - Mayor James declared a quorum to do business.
 - Also present 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 Goveia and seconded by Roach.
Approved 5-0
 - Expect No Action on New and Old Business
5. Development Report
 - A water plant survey out on Facebook and has been shared on various public pages.
 - The Streetscape Committee met this week and went over some options.
 - “Back in parking” is a concept that is being considered, but feedback to it has been cold.
 - James said we may be taking on more of Seminary St. when the jurisdictional transfer happens. There is an argument over who owns the section close to I-74.
 - James says he hasn’t heard anything out of Cross Creek, Beecher Trails, or David Silver. Silver’s TIF project expires 12/31/2019 and will need to be re-negotiated.
 - There are some outstanding Farnsworth bills from engineering reviews from the Mobil Station, Tri-Valley CUSD and Mark Bowers.
 - It was decided that we are only going to pay what we owe. The clerk will send out reminder letters to those needing to pay.
 - We will pay the Downs United Methodist Church (DUMC) bill because we have paid some of Living Hope’s engineering.
 - DUMC held their groundbreaking ceremony.
 - James said he hasn’t heard anything more on either of the pending annexation agreements.
6. Engineer Report – There was no additional report.
7. Mayoral Report
 - **Sales tax increase** - James would like to focus on the business development sales tax increase if we are going to consider a sales tax increase.
 - He would like to include the sales tax increase into the redevelopment agreement on businesses in the TIF district. Trustees were all in agreement.
 - The 1% will be used community infrastructure and business development. This needs to be passed by April 1, 2020. Wall will draft the resolution for next month.
8. Trustee Reports
 - Building Report
 - Goveia reported we had one renovation permit was issued this month.
 - Water and Sewer Report
 - James encouraged everyone to complete the online survey.

- Twyford reported the water plant is running back to normal even though we are only running on two cells.
- Police Report
 - Roach reported that her department is putting more emphasis on safety this year and they are putting a report in the newsletter each month.
 - **Chief Dingler**
 - There were 3 calls this month.
 - Arrowsmith had a couple of issues.
 - 39 citations were written.
 - The grant money has come in for the radios.
 - Dingler reported that he acquired a drill press for use in the village through the Department of Defense.
- Streets Report
 - James said the streets department wants to find a new “used” 2-ton truck. They are doing a lot of maintenance on 2 of the others and feel it might be time to get rid of them and get one truck instead.
 - He said they are still looking at getting a skidster or mini excavator.
 - Steve Miller and Steve Graff are working out well.
- Parks, Community Center and Food Pantry Report
 - Thanks to the United Methodist Church, Tri-Valley Baptist Church, Living Hope Christian Church, Stewart and Becky Oliver, Bill Clark and Deb Bricker, the Events Committee and the Parks Committee, the Christmas Lights are on in Dooley Park!
 - We’ll be putting the new electronic lock system on the pavilion into effect starting in January. The committee reviewed and updated their 1-3-5-year plans.
 - Christmas keeps arriving at the Food Pantry! They’ve received record donations this year from amazingly generous groups and individuals. In addition to money and food, the Pantry has received winter coats from Tri-Valley, warm blankets from the Heyworth Boy Scouts (Thank you Brian H!), and homemade instant brownie packets from St. Mary’s Auxiliary. Food Pantry volunteers and clients have been overwhelmed by the generosity of our community. And it keeps on flowing.
 - The new refrigerator has let us down. We’re in the process of getting it either repaired or replaced.
 - Many thanks to the volunteers at the Food Pantry. Their comradery makes the hard work they do great fun!
- Finance and Services Report
 - Bakewell said we are making our last REDLG loan payment this month.
 - Salt was bought using MFT funds.
 - Game Day Grill submitted \$30,000 in grading and infrastructure bills. His TIF agreement is going to be amended to reflect change of categories for his bills.
 - Bakewell reported that the “Income side” is coming in as expected. However, the “Expense side” is running way over budget in some areas but not overall.

9. Discussion

- Sales Tax Increase for Business Development within TIF 1,2 & 3 – Discussed in the development report section.
- Handbook

- Wall is working on a draft for the new employee handbook.
 - The new cannabis policy was passed out.
 - Wall recommends we not have a progressive discipline policy.
 - Trustees are going to look into a tiered PTO schedule for long time employees
 - Other
10. Public Comment – There was no public comment.
11. A Motion to Approve Items Contained within the Consent Agenda was made by Twyford and seconded by Gassaway. Approve 5-0
12. A Motion to Approve Consent Agenda was made by Keylin and seconded by Gassaway. Approved 5-0
- Motions
 - a. Motion to Approve the November 7, 2019 Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the November 7, 2019 Village Board of Trustees Executive Meeting Minutes
 - Resolutions
 - Ordinances
13. New Business – **There was no action taken in all New Business.**
- Motions
 - Resolutions
 - a. Resolution 2019-R__ Authorizing and Approving the Redevelopment Agreement Between the Village of Downs and Ken Hillard and Misch Excavating for the Project Located at S Lincoln St and Reeder Lane.
 - Ordinances
14. Old Business – **There was no action taken in all Old Business.**
- 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.
 - Resolutions
 - a. Resolution 2019-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition – No action taken.
 - b. Resolution 2019-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision – No action taken.
 - c. 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.
 - 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 Twyford and seconded by Gassaway. Approved 5-0
16. Executive Session was not entered.
17. Action on Executive Session Items – No action taken.

18. A Motion to Adjourn at 8:54pm was made by Goveia and seconded by Keylin. 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