



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 9, 2020
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 January 9, 2020 at 7:01pm.
2. Roll Call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Sarah Gassaway and Toby Twyford were present. Erik Bryant was absent. Also present were Clerk Julie James, Attorney Dawn Wall and Treasurer Julie Bakewell. James declared a quorum to do business.
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

Discussion:

- Ordinance from item 3a was removed from consent agenda was moved to new business.
 - There was no action in new or old business.
5. Engineer & Development Report

Report from MSA

- MSA has obtained treatment equipment drawings, incorporated into WTP upgrade plans.
- Currently working on piping routes, upgraded high service pumps, and interior design details.
- MSA will be meeting with Mike and Toby in mid-January to review plans, options and feedback.
- Prepared online survey for water quality. To date 82 responses. Will continue to gather survey responses through project.
- On schedule to submit for IEPA Permit review later this Spring 2020.

DOWNTOWN STREETScape PLANNING

- Have completed initial preference survey, 3 Steering Committee meetings, preliminary street, parking and streetscape options.
- February 5 will be the next Steering Committee meeting
- Need to decide on One-Way vs Two-Way street options, possible 4 way stop(s) options, and related side street parking.
- After the next Steering Committee meeting, MSA will prepare preliminary Streetscape Concept renderings incorporating all steering committee preferences.
- Preliminary Concept Renderings will be offered to Steering Committee, Board, and Public Open House(s) for review and feedback.
- Goal is on schedule for 2020 IDOT ITEP grant application. Dates have not been set yet, but generally August/September

1. Downs Water Plant survey
 - So far there has been a lack of survey replies. The Mayor is disappointed that we have only received 82 replies. If water problems are such a big problem, no one seems too interested in giving their opinion. James asked that the trustees try to push the survey.
2. Streetscape design

- The next meeting is 2/5/2020.
3. Other Engineering or Development Updates
 - James said he would talk more about annexations in executive session.
6. Mayoral Report
 1. OSHA Posting
 - Julie Bakewell will get the information from the Mayor and will complete the form.
 - James will post the required document prior to 2/1/2020.
 - We had 0 incidents for the year.
 2. 1-Time Christmas Tree Pickup
 - This was done on 1/8/2020.

James would like to attend the Rural Development Conference in February.
 7. Trustee Reports
 1. Building Report
 - There was 1 new building permit in Beecher Trails.
 2. Water and Sewer Report
 - The average iron concentration for the month in the finished water is .506 ppm.
 - Monthly bacteriological testing on the raw, finished and distribution samples were all satisfactory.
 - Fluoride concentration was .480.
 - The volume of water pumped 1936 million gallons, averaging 62,451 gallons a day. The sewer lift station pumped 1737 million gallons for month averaging 56,032 gallons per day.
 - 0 Non-Pay turn offs for month.
 3. Police Report

Roach

 - There a couple of ordinance violations that are outstanding.
 - The current fine is \$25 and doesn't seem like "enough bite" to make people pay them. Roach would like to make the ordinance violations fine amount a minimum of \$75.
 - We may look at doing a fee schedule for fines.
 - Wall will compose a reminder letter that will be sent out to those who have not paid their ordinance violation fine.
 - Wall will get a record retention ordinance put together.

Dingler

2019 Stats

 - 576 citations
 - 63 Ordinance Violations
 - 213 calls to duty
 - 17 subpoenas
 4. Streets Report
 - No report was given.
 5. Parks, Community Center and Food Pantry Report
 - Lots of people enjoyed the light display in Dooley Park this season. Thanks to all who made it happen. Plans are underway to take down and store the decorations in the upcoming week.

- We installed an electric lock on the pavilion door and have set up our reservation system to accommodate it.
- The Food Pantry had a great Christmas Season because of a huge outpouring of gifts and donations from the community. Many thanks to Bill Clark and Linda Bowman for spearheading that project. The Pantry distributed 42 boxes this month. The new refrigerator freezer is working well after a rocky start.
- The Pantry is exploring the possibility of getting a large industrial cooler. The old cooler has a fan bearing on the way out. It's the only cooler the Pantry has, and it's usually packed on distribution weeks, so they don't want to be left in the lurch if it breaks down.
- School's back in session and the Backpack Program is full steam ahead.

6. Finance and Services Report

- Bakewell went over the BTP. There were a few unique items. This month we are paying MSA, IEPA semi-annual loan payment and Hempstead's training from 2018.
- Bakewell and James discussed the change in distribution of expense of Game Day's TIF payments. These are the final payments to Game Day Grill.
- Bakewell briefly went over the other reports.
- She would also like to start a record retention procedure.
- She would like trustees to sign the fiscal year 2020 audit with Striegel Knobloch. This year it will go up \$150 from last year's fee. This will be their 5th audit with us.

8. Discussion

1. Sales Tax Increase for Business Development within TIF 1,2 & 3

- Wall has developed a draft resolution.
- The resolution will adopt a business plan so that it will include all businesses not just TIF businesses. A public hearing will have to be held.

2. Employee Handbook

- Nothing new, possibly we will be able to pass this in February.

3. Other

9. There was no Public Comment.

10. A Motion to Approve Items Contained within the Consent Agenda was made by Goveia and seconded by Gassaway. Approved 5-0

11. A Motion to Approve Consent Agenda was made by Goveia and seconded by Keylin. Approved 5-0

1. Motions

- a. Motion to Approve the December 5, 2019 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Mayor's Attendance to the Annual Illinois Rural Community Economic Development Conference

2. Resolutions

- a. Resolution 2020-R01 Authorizing and Approving the Village of Downs to Execute a Three (3) Year Contract Extension for July 4th Fireworks Display with J&M Displays, INC Effective 12/31/2019
- b. Resolution 2020-R02 Authorizing and Approving Striegel, Knobloch & Company, LLC. to Perform the FY2020 Village of Downs Audit for not to Exceed \$7,850
- c. Resolution 2020-R03 Approving the Change in Distribution of Expense Reimbursement for Gameday Grill TIF Project Application

3. Ordinances
 - a. Ordinance 2020-__ Approving and Adopting Amendments to Chapter 4 of the Code of the Village of Downs regarding Approved Provisions Relating to Nauseous Odors – Removed from consent agenda.
12. New Business – No action taken.
 1. Motions
 2. Resolutions
 - a. Resolution 2020-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
 - b. Resolution 2020-R__ Approving a 1% Business Development Sales Tax Within TIF Districts 1, 2 & 3
 3. Ordinances
 - a. Ordinance 2020-__ Authorizing and Approving the Intergovernmental Agreement Between the Village of Heyworth and the Village of Downs for use of Equipment and Personnel
13. Old Business – No action taken.
 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 2020-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition
 - b. Resolution 2020-R__ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision
 - c. Resolution 2020-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. Ordinances
 - a. Ordinance 2020-__ Approving and Adopting Amendments to the Village of Downs Code Provisions
 - b. Ordinance 2020-__ Approving and Adopting Amendments to the Village of Downs Code Provisions Chapter 6 "License Permits Regulated Business"
14. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Twyford. Approved 5-0
15. A motion to enter executive session for various contract agreements and the semiannual review of meeting minutes-was made by Goveia and seconded by Twyford. Approved 5-0
16. Mayor Mike James called the January 9, 2020 regular Village of Downs Board of Trustees meeting back to order at 8:41pm.

Roll call was taken. Trustees Maureen Roach, Mary Goveia, Peggy Keylin, Sarah Gassaway and Toby Twyford were present. Erik Bryant was absent. Also present were Clerk Julie James, Attorney Dawn Wall, Treasurer Julie Bakewell and Chief Dingler.

James declared a quorum to do business.

17. No Action was taken on Executive Session Items.

18. A Motion to adjourn 8:42pm was 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