



VILLAGE OF DOWNS BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
FEBRUARY 6, 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 February 6, 2020 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 due to working out of state. 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 Keylin and seconded by Twyford.  
Approved 5-0
5. Engineer & Development Report
  1. Downs Water Plant survey
    - James said he has not gotten the updated results from the water plant survey, but need to push again for responses
  2. Streetscape design
    - The streetscape steering committee met last night. A preliminary plan will be coming. The plan will be presented at the public hearings.
  3. Other Engineering or Development Updates – no other updates
6. Mayoral Report
  - James said he has signed up for:
    - 31st Annual Rural Community Economic Development Conference - Feb 25-27 Springfield
    - Not-So-Newly Elected Officials Workshops - April 20 Springfield
    - IML Lobby Day - April 29 Springfield
    - Municipal Licensing & Regulation of Liquor & Gaming - June 18 Peoria
  - An establishment in town has requested to add a 6<sup>th</sup> video gaming machine.
  - James would like to increase the video gaming fee to \$100/machine and per year and allow the max machines the state will allow. Wall will research what is allow per the 2019 changes in the State statute.
  - The board will need to have a resolution to change the ordinance.
  - On the BTP is a \$100 donation to the SHOW Bus.
  - The 2020 Census will be beginning soon. James will put information in the flyer. The Census is very important, as it determines how much state and federal money we receive.
  - We need to have Sexual Harassment Policy training. Wall wants to do this training in April in conjunction with the new employee manual.
  - James visited with the Tri-Valley 2<sup>nd</sup> graders again this year. He always enjoys doing a presentation on local government to them.
  - James attended the Mayor Association meeting. There seems to be a lot of water and sewer projects going on in other municipalities as well.
7. Trustee Reports
  1. Building Report
    - There were no building permits this month.
    - The Kickapoo School will be ready for inspections soon.

- The building permit in Indian Hills is expired. Goveia will send a letter. Wall will look at building codes for the correct ordinance violation.
  - It was discussed we could post a cease and desist order on the house. A bill and letter could be sent to him letting him know he is in violation of work.
  - He wouldn't be able to continue construction until the building permit is caught up. Wall will help Goveia with a letter.
2. Water and Sewer Report
- One sewer connection left.
  - 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 2,219.9 million gallons, averaging 71,609 gallons a day.
  - The sewer lift station pumped 3008 million gallons for month averaging 97,032 gallons per day.
  - 0 Non-Pay turn offs for month.
  - Fixed 3 leaks and 1 curb stop.
  - Re-placed 2 water meters.
3. Police Report
- Roach and Dingler met with Janice developed some process manuals.
  - Officer Levine was released today from a medical issue. He will be back at work on 2/8.
  - Dingler reported it was a very busy month.
  - 9 calls to service
  - A death investigation in Arrowsmith. The death ended up being natural causes.
  - There is an ongoing fraud case in Downs.
  - There is an ongoing sex abuse case.
  - 29 tickets were written.
  - The department assisted the ISP, County and Leroy each one time in January.
  - 113 man hours in investigations has been logged in January.
4. Streets Report
- Bryant is on work deployment in TN.
  - James snowplowed and trained last night with Steve Miller. Steve will help Les moving forward.
5. Parks, Community Center and Food Pantry Report
- We've stowed all Christmas decorations. Thanks to everyone who helped. I'm hoping the church groups will decide to sort through the trailer in the spring. We could easily put some of the contents up for sale at the Village Yard Sale or donate them to the Tri-Valley Group Sale.
  - Parks Committee reviewed the changes to our 1-3-5 year plans. Our Earth Day breakfast fundraiser will be on Saturday, April 25th. Because the pavilion is reserved for June 27th, we won't be able to have a Freedom Run breakfast this year.
  - We're working with Mike to solve problems with the electronic lock system in the pavilion.

- We plan to have all electrical boxes in Dooley Park checked by an electrician when the weather gets warmer.
- We'll also add more mulch to the playground and sand to the Gaga Ball pit. We've altered our plans for cutting two trees down near the Gaga Ball pit. The committee now feels that one tree only needs to have damaged limbs trimmed and wants to keep the lower trunk of the dead tree intact as a possible bench site or carving if the tree will not be a hazard. A branch over the road in the park needs a major trim in the spring.
- Frank Sanders, a retired engineer, on a recent walk through Kickapoo Park, pointed out that several of the sewer markers along the creek are really close to the fast eroding bank. There are areas along the creek bank that need reconstruction to help stem the erosion and curb the flooding that continually escalates in the park. Removing fallen trees from the shoreline and creek bed will ease the pressure on the banks. We're compiling information on Kickapoo Creek conditions, on possible fixes, on funding sources and on partners to come up with a plan to fix these problems.
- We're exploring the idea of offering horse and carriage rides as part of Cookies with Santa.
- The Food Pantry continued to receive generous donations and will be able to purchase an industrial cooler. Bill and Linda are researching to get what they need for the best price. The Pantry plans to distribute 44 boxes this month. That number just keeps growing. Thanks to all volunteers and donors!

#### 6. Finance and Services Report

- Bakewell went over the BTP, which was a light month.
- There is a large bill from PDC that will become a regular bill. It is for additional testing.
- There was a 4<sup>th</sup> qtr. bill from MSA didn't get billed to TIF1 last month. It is on the BTP, but has already been paid.
- Bakewell went over the balance sheet and profit and loss statement with trustees. She also reminded everyone that budget season is upon us.
- We have 72 ACH users.
- Interest income for January \$2370.
- Goveia noted that David Silver is going to reapply for TIF dollars.

#### 8. Discussion

##### 1. Business Development Plan within Corporate Limits of VOD

- Board supports creating the plan and doing the 1% sales tax increase
- Need to develop business plan first
- Have a public hearing before April
- Passed before/on May 1, 2020 to take effect on July 1, 2020

##### 2. Employee Handbook

- Wall is working on the employee handbook and will try to send out parts of it for review before March's meeting.

##### 3. Other

- James went over the proposed streetscape design in response to the concerns raised by the Bach's.

9. Public Comment

**Dave and Cheryl Bach**

- Dave said there seems to be a “drinking party” over by the fire department. He continues to find bottles of vodka. He has thrown away about 26 bottles. He asked Chief Dingle to look into this.
- The Bach’s have a concern about the new streetscape design and their driveway easement – See Exhibit A
- Their concern seemed to be eliminated after looking at the new streetscape proposal.

**Sarah Gassaway**

- Sarah has a concern with CCG’s business pricing vs residential pricing. She had asked in the board meeting how much they were going to charge business for fiber. He stated that they would be charging the same price for both.
- James said he would give them a call.

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

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

1. Motions

- a. Motion to Approve January 9, 2020 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve January 9, 2020 Village Board of Trustees Executive Meeting Minutes
- c. Motion to Approve Proposed Changes to the Credit Card Usage Policy Within the Village of Downs

Discussion:

- Bakewell said we will be removing all references to a credit card log. Instead we will be referencing a voucher sheet.
- We would be raising credit card limits from \$500 to \$1000.

2. Resolutions (R04)

- a. Resolution 2020-R04 Authorizing the Village Clerk to Keep Sealed Specific Executive Session Minutes of the Village of Downs

12. Old Business – There was no action.

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\_\_ Approving a 1% Business Development Sales Tax Within the Village of Downs Corporate Limits
- b. Resolution 2020-R\_\_ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Beecher Trails Subdivision - First Addition
- c. Resolution 2020-R\_\_ Accepting the Offer of Irrevocable Dedication of Certain Improvements in the Cross Creek Subdivision

- d. 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 (01)
- 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
  - b. Ordinance 2020-\_\_ Approving Provisions for Nauseous Odors
  - c. Ordinance 2020-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions
  - d. Ordinance 2020-\_\_ Approving and Adopting Amendments to the Village of Downs Code Provisions Chapter 6 "License Permits Regulated Business"
13. A Motion to Approve Payment of Bills was made by Roach and seconded by Twyford. Approved 5-0
14. A Motion to Enter Executive Session for potential litigation, annexation and contract negotiations was made by Roach and seconded by Goveia. Approved 5-0
- o Mayor Mike James reconvened the regular Village of Downs Board of Trustees meeting to order on February 6, 2020 at 9:50pm.
  - o 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.
15. Action on Executive Session Items – No action taken.
- 1. 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
16. A Motion to Adjourn at 9:51pm was made by Roach and seconded by Keylin. Approved 5-0



Julie James  
Village of Downs Clerk