



VILLAGE OF DOWNS BOARD OF TRUSTEES
REGULAR MEETING MINUTES
7:00 PM
February 4, 2016

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

1. Mayor Mike James called the February 4, 2016 meeting to order at 7:03pm.
2. Roll call was taken with trustees Roach, Goveia, Messamore, Keylin and Lush all present. Also present were Clerk James, Treasurer Bakewell and Attorney Robert Porter.
3. The Pledge of Allegiance was taken.
4. A motion to approve the order of the agenda was made by Roach and Keylin. Approved 5-0
Discussion:
Verbiage on the Ameren easement was changed to "Resolution 2016-R03 Authorizing and Approving the Easement Agreement Entered into Between Ameren and the Village of Downs".
Verbiage on the new truck ordinance was changed to "Ordinance 2016-08 Authorizing an Installment Agreement to Purchase a Ford F-450 Truck at the State Bid Rate to be Paid over a Period of Time not to Exceed Sixty Months".
There was no action on audit, annual treasurer report or actions in old business.
5. Engineer Report
 - Shawn Mauer from Farnsworth reported that there were a couple of small changes made to the detention basin in Beecher Trails. He said the Beecher Trails 1st addition is fine for approval. He will draft a letter to send out tomorrow as long as it is ok with board.
 - Beecher will be starting the 2nd addition in spring. The first addition should be completed in summer. They are going to hold off on doing the final plat.
 - Mayor James noted that pre-construction meetings and construction meetings with Kevan Zinn, Mark Bowers and our engineers will begin to take place. These meetings will help eliminate some of the issues we had with the first addition.
 - Nothing new is going on at Cross Creek Subdivision.
 - Downs Crossing got the EPA permit today.
 - Farnsworth will get with Lush to work out the MFT program for this year.
 - BNWRD has a flow restricting gate project going on. The village should not notice anything. However, they will need to dig up a couple of our buried manholes.
 - The mayor and Living Hope had a meeting about annexation agreement and the road. The Mayor laid out to them what they need to do to get this done. They have to match the road.
 - There was much discussion was over Living Hope's expired building permit. They had gotten one from us and they are still not annexed in. Should they be getting it from us or the county? Kevan doesn't want to go on the property when the property is still in limbo.
 - A representative from Downs United Methodist Church was present. DUMC- is seeking approval from us to up size the water pipe from a 6" to 8" and a bigger casing on the sewer pipe under Rt. 150. for future development. The board agreed to pay for the upsize. This would be an inexpensive way to prepare for any future growth that area.
 - Shawn definitely recommends the upsize of the pipe.
1. A Motion to Approve Upsizing the Water and Sewer Lines to the property lines for the New Downs Methodist Church was made by Lush and seconded by Roach.
 - a. Motion to amend the original motion was made by Lush and seconded by Roach – Approved 5-0; amended to: Motion to Approve the Upsize of the Water Main from 6" to 8" to Property Line and Upsize Sewer Casing under RT 150 for the New Downs Methodist Church
 - b. Motion also made to amend the amended motion by Lush and seconded by Roach to add "subject to total cost estimates" – Approved 5-0; amended to: Approve the Upsize of the Water Main from 6" to 8" to Property Line and Upsize Sewer Casing under RT 150 for the New Downs Methodist Church Subject to Total Cost Estimates
 - c. Motion as amended was Approved 5-0
 - d. Discussion:
 - This is only to pay for the upsize of the water pipe and the larger casing for the sewer pipe. DUMC will pay all the labor. Our portion of the cost will be taken out of water or sewer.
 - Amendment requested to be specific on pipe sizing in original motion
 - Amendment also requested to be subject to total cost estimates

- Shawn and the Mayor will review what the past estimates were to upsize the pipe and casing.
- Kevan Zinn, village building inspector, was present. He reported he is keeping the Village compliant with the radon restriction act. This is a statewide requirement for new construction. Approximately, 90% of home buyers are requiring testing.
 - Kevan suggested that we put something in our building permit about the radon restriction act.
 - Goveia would like to add a property tax purpose portion to the permit. She will sit down Scott Romine to get some ideas.
 - It was discovered our current building code is from 2003. We need to update this. Kevan, mentioned that the code in Bloomington/Normal is 2012. Many of the builders are using those same code changes while building in Downs.
6. There were no committee reports.
7. Mayoral Report
- Mayor James received the Annual McLean County Animal Control contract. Currently, a village member or employee has to take the animal into the county. Mayor, Chief and Roach to look into if we want to pursue and have budget to accommodate.
8. Trustee Reports
1. Building Report-
- Goveia reported only one building permit was approved this month.
 - She will look into which year our building ordinance is from.
 - Goveia still wants to update the building packet and permit, but didn't have anything yet.
2. Water and Sewer Report
- Whitehouse reported that iron count have been elevated, but have tapered back off to normal.
 - Water usage was up slightly due to a water main leak located at 107 Shaffer Dr., that wasn't found for 10 days. A repair clamp has been put on it.
 - The Dept. of Public Health has reduced the fluoride ppm. But, they have tightened the testing range. Kevin is unable to test into the 100ths.
 - The fluoride sample failed for January as did many other communities. Kevin says we will never achieve the requirement they are requesting. We add a small amount of fluoride. Kevin says we don't have the equipment to accomplish this. We are in nowhere near in violation with the EPA.
 - Kevin feels it time to spend \$3500 to buy a locator. With all the building going on in Beecher Trails we are going to need one. The Mayor said he will put it on the agenda next month for approval.
3. Police and Services Report
- Roach has made changes to Chapter 8 and Chapter 16 Ordinances.
 - IML/RMA is asking for replacement cost for the storage shed and some of the Eagle Scout projects in Kickapoo Park.
 - We are running a survey about keeping curbside recycle. We have 30 voting yes, they would like to keep curbside. 42 voted no. Keylin stated that citizens she has spoken to, really appreciate the curb side. The Mayor says he is getting push back on it as well. Roach says we will keep the survey going until March. She feels if the board feels we should keep it we should.
 - Roach said a cell phone is needed for police department. Currently, the Chief is using his personal phone.
 - The Chief has a new dog that is going through therapy training. He may be utilizing the dog as a mascot. Dogs help children more freely speak to police.
- Chief Dingler**
- There were 3 warnings in Bellflower, 2 warnings and 1 ordinance violation in Downs.
 - 20 calls of service
 - A runaway in Bellflower
 - 2 drive offs at BP, one ended up being a credit card that didn't go through and the second may also be the same thing
 - Burglary at Adkisson's
 - Craig List scam that took a resident for \$2000

- There was a loose horse he assisted with recovery
 - He helped jump started a vehicle.
 - The Village of Ellsworth board of trustees will be voting in their pro-temp. The Chief told them we would be happy to join forces.
 - On 2/9/16 @ 6:00pm, the Chief and Ken Bayes will be holding a joint drug awareness program at the middle school. The fire department will be there as well. A girl who received the ordinance violation will be participation as part of her and the Chief's agreement.
 - The Chief reported he needs help and would like to put more nighttime hours in.
4. Streets Report
- Lush reported that the meeting about the flooding at Huff Rd went well. They were able to come up with a plan. They purchase barricades with flashing lights, detour signs and 12 ft.' long barricades that say road closed.
 - EMA, Kevin Whitehouse, the fire department, Chief, Lush or whoever sees that Huff is flooded can put them up.
 - The streets' building is coming along. We need to pass the sewer easement with Ameren to get the sewer in.
 - The office was gutted to remove dead animals and money will be needed to put it back in.
 - The truck is in Taylorville waiting to go to Koenig. We probably won't receive until March.
5. Parks, Community Center and Food Pantry Report
- Keylin reported that 38 boxes will be distributed this month at the food pantry.
 - The Downs Top Notchers 4-H club have adopted the food pantry. This month the food boxes will include toothpaste etc.
 - Linda Bowman is working on the food pantry audit.
 - The park committee is working on a rental agreement that is clear and straight forward.
 - A tree is being planted in Dooley Park in memory of Tammy Shadday.
 - The Kickapoo Park trail has received \$190 so far in memory of Pat Colaw.
 - The mulch still needs to be removed in Kickapoo Park.
 - A volunteer hour form has been created to track hours spent volunteering.
 - The park committee would like to re-key the pavilion.
 - The little 4-Hers want to come in on the 7th and clean up the park and plant flowers.
 - Repairs to the hot water heater and men's urinal will be made to the youth center.
6. Finance Report
- Bakewill reported the bills on the BTP were just the normal bills this month.
 - Goveia asked about the dates the checks were being cut not being on the BTP. Bakewell explained checks are not cut until the day after the meeting after they are approved. Bakewill will add dates to any checks that were paid outside of the day after the meeting.
 - We are securing the truck loan from First Farmer's Bank. At this time, we are not switching banks.
 - The required tax documents were sent out the end of January.
 - The TIF audit is 60% complete. Bakewell will be giving her report in March.
9. Discussion
1. Mayor James noted the 2016 Grand Marshal posting will be going up.
 2. James updated the board on progress at Downs Crossing. He has been in contact with a real estate agent hired by Roger Reynolds. Two businesses are actively looking at Downs Crossing. The Mayor will be meeting with Corn Belt and Roger Reynolds tomorrow.
 3. Mayor James has gotten all the subdivision updates. We are waiting on signatures. Once those have been received the 40 day clock can begin.
 4. Mayor James and Bakewell asked the board to consider a budget system vs the appropriations system we currently use. The appropriations system gives you very limited flexibility.
 - It is required that the budget system has to be passed before May 1. We would need to publish 2 years of data and pass a budget in April.
 - The budget system can be amended as the fiscal year goes by.
 - A budget officer is required and Mayor James recommends Bakewell to be the officer. She would retain her hourly salary.
 5. Other

- Mayor James noted the board was not going to consider Melody Day for finance trustee tonight. None of the trustees or Bakewell was able to speak with her prior to the meeting.
- Liquor and gaming licenses renewal notices were sent out.
- Keylin mentioned a member of park committee had an incident with a person on a hover board.

10. There was no public comment.

11. New Business

1. Motions

- a. A motion to approve the January 7, 2016 Village Board of Trustees Regular Meeting Minutes was made by Roach and seconded by Messamore. Approved 5-0
Discussion: A typo was fixed.
- b. A motion to approve Executive Meeting Minutes from the 1/7/2016 was made by Lush and seconded by Keylin. Approved 5-0
There was no discussion. The minutes were passed amongst the trustees and silently read.
- c. A motion to Approve Village Engineer Review for Beecher Trails Subdivision First Addition Subject to Payment of Engineering Bill Owed to the Village of Downs was made by Lush and seconded by Roach. Approved 5-0
- d. No action was taken on motion to Approve Mayor's Appointment for Finance Trustee until April 30, 2017.
- e. A motion to Obtain a Village Credit Card for Usage by Trustees and Authorized Employees was made by Lush and seconded by Roach. Approved 5-0
Discussion: An agreement will be written up by Wall. Trustees will agree they are responsible for anything they charge subject to approval. Roach will work up procedures. Bakewell will look into getting the credit card.

2. Resolutions

- ~~a. Resolution 2016-R03 Approve Easement Agreement with Ameren for Sewer for Brown Municipal Building~~
 1. A motion to approve Resolution 2016-R03 Authorizing and Approving the Easement Agreement Entered into Between Ameren and the Village of Downs was made by Lush and seconded by Roach. Approved 5-0
- ~~a. Resolution 2016-R04 Approving the Amended Terms for Purchase of F450 Truck for Streets~~
 1. A motion to approve Ordinance 2016-08 Authorizing an Installment Agreement to Purchase a Ford F-450 Truck at the State Bid Rate to be Paid Over a Period of Time not to Exceed Sixty Months was made by Lush and seconded by Roach. Approved 5-0
Discussion: This ordinance modifies the existing ordinance we already passed. This ordinance is just to satisfy the bank's requirements to obtain the truck loan.

3. Ordinances

- a. A motion to approve Ordinance 2016-06 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 8 " Traffic, Streets & Parking" was made by Lush and seconded by Roach. Approved 5-0
Discussion: Keylin said she would like to see reasonable public service instead of fine. Roach noted that this is an ongoing problem and citizens have two opportunities to abate.
- b. A motion to approve Ordinance 2016-07 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 16 " Miscellaneous" was made by Keylin and seconded by Roach. A motion to amend the motion was made by Keylin and seconded by Roach. Motion to approve Ordinance 2016-07 Approving and Adopting Amendments to the Village of Downs Code Provisions of Chapter 16 " Miscellaneous" as amended. Approved 5-0
 - Discussion: Roach noted we don't want overgrown weeds that could be a safety hazards at intersections. Keylin said she doesn't see a need for section #1 and would like to strike the first section.
 - Attorney Porter said whatever doesn't fall under section 1 would fall under section 2. He sees some overlap but not entirely redundant.
 - It was decided to get rid of section 1 and change title on section 2 to Weeds and Nuisance.
 - A section on cannabis was added.

12. Old Business

1. Motions
 - a. Motion to Approve continuance of the Village of Downs Regular Board Meeting to _____, 7:00 pm at the Village Hall (Needed if meeting will run over 10 pm)- No action was taken.
 - b. Motion to Approve FY 2014-2015 Audit by Canny Accounting, LLC- No action was taken.
 - c. Motion to Approve FY 2014-2015 Annual Treasurer's Report- No action was taken.
2. Ordinances
 - a. Ordinance 2016-02 Adopting and Approving the Redevelopment Plan and the Related Redevelopment Project for the Proposed Redevelopment Project Area No. 3 of the Village of Downs, McLean County, Illinois (postponed)
 - b. Ordinance 2016-03 Designating the Redevelopment Project Area of the Village of Downs, McLean County, Illinois (postponed)
 - c. Ordinance 2016-04 Adopting Tax Increment Financing for the Redevelopment Project Area No. 3 of the Village of Downs, McLean County, Illinois (postponed)
13. A motion to Approve Payment of Bills was made by Goveia and seconded by Messamore. Approved 5-0
14. Executive Session was not entered.
15. A motion to Adjourn at 10:11pm. was made by Lush and seconded by Messamore. Approved 5-0



Julie James
Village of Downs Clerk