



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

Village of Downs Board of Trustees Regular Meeting June 12, 2025, 7 pm @ Village Hall & via ZOOM

1. Interim Mayor Maureen Roach called the June 12, 2025 Village of Downs Board of Trustees meeting to order at 7:01 pm
2. Roll Call was taken. Trustees present were Maureen Roach, Diana Reynolds, Stephanie Adkisson, Sarah Gassaway, Brian Warfel, and Toby Twyford. There was a quorum present. Also present were Clerk Rachel Eagles, Treasurer Julie Bakewell, and Village Attorney Dawn Wall.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Adkisson and seconded by Gassaway. Approved 6-0
 - a) Roach mentioned a few changes to the agenda, including no action on 13.1.b. as there was no executive session last month. Also noted, no ordinances, no new business, and no action on old business. Roach noted that the board of trustees will be going into executive session during this meeting. Also, due to presenters' schedule needs tonight, the engineering report will be given before the events report during this meeting.
5. Events
 - a) Lamar billboard contract with Village Market- \$680 – contract to promote the village market. Resolution the board will be voting on tonight. Contract is on the share point for Trustees to view.
 - b) Events Committee Report was made by Adkisson.

Downs Day Clean Up Day: Was again a success. They filled 2 trash dumpsters and almost 2 recycle dumpsters. Consideration for next year's event will be to push it a week after the garage sales during that first weekend in June. Hoping to coordinate the garage sale event with the committee if possible to have better coordination between the two events. Also, thanks to the public works staff for working on a Saturday to help with the clean-up day.

2025 4th of July Grand Marshall Recommendation: The Events Committee met on June 9, 2025, to review the five Grand Marshal nominations for the 2025 Village of Downs 4th of July celebration. The committee unanimously recommends Ruth Hood for this year's Grand Marshal.

4th of July: Adkisson has been working diligently to organize this event, coordinating sponsors, vendors, bands, volunteers, the beer garden, volleyball tournament, and other activities. Looking for a DJ or small band to perform at the event (need to have a music license). Also looking for more volunteers to be in the dunk tank. Asking streets/mowing to fix some problem areas in the volleyball area.

6. Engineer & Development Report was made by Greg Crowe and Mike Buzicky with MSA
 - a) Streetscape project – schedule is the same as when it was presented at the public meeting. Funding breakdown provided to the board. Grant voucher 3 to be submitted for disbursement. A few change orders for a concrete foundation that was found and water main that was hit. Adkisson mentioned that their fiber line was hit multiple times in front of Adkisson Construction, need to make sure billed to USIC and not the village for repairs of that.
 - b) Downs Water Plant Improvements
 - a. Notification from the IEPA that the village should get the operating permit next week for the new water plant, we don't know exact day, but IEPA told us next week. It will be even better news once it's actually in our hands. Contractor is penciling in a few subs to ramp up for starting up the plant once we receive the permit and to trouble shoot the software controls as well. Water Staff and Trustee Gassaway will be involved with the integration of the start up as well. The meter vault in the haunted house area has been having ground water issues, sump pump with alarm system needed (and ordered by contractor already) to protect the meter that is housed there. Early July contractor wants to demo the exterior tank. Then punch list items will be gone through and hoping that all is complete with the water plant project and done in the month of July.
 - c) Downtown Streetscape and Parking Lots design – no new info.
 - d) Downs Crossing Watermain Extension, Matt Tosh with Brown and Roberts
 - a. Good progress with water main and booster pumping stations. Bill #5 and construction and engineering bill #5 submitted for payment. No changes in schedule since the previous meeting. Logo and painting completed on the new water tank. Electrician is on site today. Booster pumping station needs to be able to fill the tank and collect water samples, hoping to have that complete by September. Bill #7 for both the contractor and the engineers submitted for payment. No delays with the elevated tank project. Some piping along the highway still is being laid and then the portion in town from the cemetery to Lincoln Street still to be installed.
 - e) S. Lincoln, Colleen Lane, and Hillard Court Road Projects – no new info.
 - f) Other Engineering or Development Updates—no other updates.
7. Love Your City App Demo Video – demo by Raj and Nikhil
 - a) Demo presented with slides to showcase their app they developed which helps cities connect with their citizens. Compatible with Apple and Android. Various trustees asked the developers some questions to get more clarity about features, including approval of citizen posts and app options for removing possible inappropriate content that people might post. Questions were raised about cost, which has not been established yet since Downs would be the first municipality to use the app. They want to demo the app with the village first and then give us a quote for cost. Next steps are Raj and Nikhil will meet with Michelle Tocco to run a trial of the app.

8. Mayoral Report – presented by Roach

- a) Tri valley school district terminating agreement with the Chief of Police, which will allow Chief Dingler to focus more on the Village.
- b) At the last meeting, the board agreed to run a yearbook ad, but they didn't run the correct ad. Gassaway reached out to yearbook staff and didn't get a response. Need to get the ad info correct next year if we want to continue running that ad in the yearbook.

9. Trustee Reports

- a) Building Report—Reynolds reported. She thanked Attorney Dawn Wall for all of the help with the FOIA requests. She reported that she had 3 inspections last month that were invoiced. 1 permit application, and she is working with Cuba and Gassaway to process it and make sure inspections are properly in place and communicated.
- b) Water and Sewer Report – Reported by Twyford. Hats off to crew that worked during the holiday weekend on the major water main break. They worked long hours on a holiday weekend to make sure the water quality was returned to usable. Hopeful for great news on new water plant coming soon.
- c) Police Report – Chief Dingler. 6 tickets in Downs, 1 in bellflower, 2 in Arrowsmith. He reported that he has a lot of county wide training in June for reporting system that has been in progress for 3 years, that is going live next month. Chief Dingler will then be able to train in-house for our other police staff. Traffic detail for the freedom run coming up. 4th of July safety and security will be ongoing as well. Citations for golf carts that aren't registered properly and traffic enforcement ongoing. Adkisson asked about cameras near the park dumpsters due to people dumping large amounts of personal garbage. Chief will look into citation options for people dumping illegally.
- d) Streets Report—Reported by Warfel. He detailed that the streets crew is doing great. Caleb is working out really well. Two seasonal staff have begun and will be approved tonight hopefully in the consent agenda below. He had to get two new push mowers. Also mentioned that Quincy has been a tremendous help and coordinator for all that is going on in the department.
- e) Parks, Community Center and Food Pantry Report—reported by Adkisson. Thanks to staff that helped remove downed trees that helped the market run smoothly and keep our parks looking great. Continued prep for 4th of July events as outlined in the meeting earlier. Dog waste bag stations will be installed by each end of Kickapoo trail and a few in the park as well. Community service continues and is going so well. Her community service individual is going to do repairs on the bridge on Kickapoo trail next. She mentioned that she found someone who is interested in cleaning for the village. The cleaning candidate lives here in the village and comes with great recommendations. She will clean the village hall, bathrooms in the water plant and shop, food pantry, and pavilion. She would clean each of those bi-weekly with a planned rotation. \$50 per building for the first clean and then will assess the cost of cleaning going forward. Stephanie Junghanel is the candidate for cleaning. Hoping to start in two weeks after she gets bonded. Dawn will draft an agreement for the cleaner to sign. Resolution will be on next months agenda.

- f) Finance and Services Report reported by Gassaway and Bakewell.
 - a. Financial Report provided and bills to pay provided to each Trustee.
 - b. Sarah talked about how to make the Treasurer position enticing so a replacement for Julie can be hired.
 - c. Julie commented on Bills to pay. Unique bills for general fund were explained, new lawnmower purchased, we received partial bill from ICRMT for the water plant which reflects the increase in value of the water plant, first payment to Mike James as consultant is reflected, Clerk bond is active and shows on page 2, on page 3 plumb crazy bill from the holiday weekend water main break, Metcon radio bill for 5 radios, MFT bill for MSA engineering services, Sewer payment to BNWRD, Village Market signage bill, as well as Market entertainers, events 5K purchase of ice cooling suit will be donated to school for track and cross country runners, TIF funds to Tri-Valley actual amount is listed, two Brown and Roberts Bills, first Knapp Concrete Bill, Leander Bill, Maguire Midwest for Downs crossing, and a slew of MSA bills for our various projects.
 - d. Bakewell made some other clarifying comments, including letting the board members know about budgets which were not printed but are on the board share point. She also shared that now that the FY24 audit is complete, final tax disbursement from previous FY should be received soon. She stated that the village has received two HUD grant disbursements, first one was end of May, which covered three months of MSA bills. Bakewell reminded the supervisor that when the Public Works new employees are recording time, to please have the description line up with tags so it is expensed correctly. Also noted, the audit for FY25 starts Monday/Tuesday. She also noted that TIF's 1, 2 and 3 numbers are in and about \$60,000 over the budgeted amount which is great. She also said that the use tax has decreased that we receive each month, but sales tax revenue will be higher. Also noted, income tax and sales tax last quarter was \$30,000 over income tax budget and sales tax was missed by only \$125. Revenue is looking good from last quarter. Bakewell closed her report by saying that cash flow is looking good right now, but noted that we are at the height of receiving tax revenue.

10. Discussion

- a) Downs Crossing Water Main Bid and Project—Maureen Roach shared that the complete plan is available on the SharePoint for Phase I and Phase II.
- b) Reynolds wanted to note that she has received phone calls regarding access to homes/businesses during construction of the streetscapes project. Can parking enforcement happen to allow the alleyway to not be blocked? Encourage people to park in parking spaces and not the alleyway. Warfel will see if we have any sign that says to “not block alley”.
- c) Maureen Roach asked if a solution had been reached for garbage pick-up from businesses/residences affected by the streetscapes project. Consensus was that it's Knapp Concrete's issue to make sure garbage is collected. Mike Buzicky will contact Knapp Concrete to address the garbage pick-up issue.

11. Public Comment—Boy scouts introduced themselves who were present that are working on a communications badge and part of that required them to attend a board meeting.
12. A Motion to Approve Items Contained within the Consent Agenda was made by Adkisson and seconded by Warfel. Approved 6-0
13. A Motion to Approve Consent Agenda was made by Reynolds and seconded by Adkisson. Approved 6-0

a) Motions

- a. Motion to Approve the May 8, 2025, Village Board of Trustees Regular Meeting Minutes
- ~~b. Motion to Approve the Village Board of Trustees Executive Meeting Minutes~~
(No executive meeting last month.)
- c. Motion to Approve the Extension of Dooley Park Hours on 7/4/2025 until 12 am 7/5/2025
- d. Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on 7/4/2025 after the Parade
- e. Motion to Approve Dooley Park Road Closure from 7/3/2025 to 7/4/2025
- f. Motion to Approve Payment of Budgeted Expenses for Freedom Run and July 4th Events as Needed and Approved by Village Clerk, Finance Trustee, and Mayor
- g. Motion to Approve Parade Route and Road Closures Required During the Parade on 7/4/2025
- h. Motion to Approve Events Committee Recommendation of Ruth Hood as the 2025 4th of July Grand Marshall
- i. Motion to approve amended Ken Myszka subdivision preliminary plan within 1.5 miles of the Village of Downs
- j. Motion to Hire Ethan Moore as a Seasonal Part-Time Summer Worker for the Village of Downs at \$15 per hour starting May 28, 2025, Reporting to the Public Works Supervisor.
- k. Motion to Hire Nick Traugott as a Seasonal Part-time Summer Worker for the Village of Downs at \$15 per hour starting May 19, 2025, Reporting to the Public Works Supervisor.
- l. Motion to Hire Stephanie Junghanel as a Part-Time Worker to Clean Buildings for the Village of Downs at \$50 per building, per week.
- m. Motion to Approve the Quote for the Purchase of a Zero Turn Mower with Tiller and Mulch Kit for \$13,116.49 from Heritage Tractor for the Village of Downs Public Works Department.

b) Ordinance (21) (none this meeting)

- c) Resolutions (R25)
 - a. A motion to approve Resolution 2025-R25 was made by Adkisson and seconded by Reynolds. Approved 6-0
Resolution 2025-R25 Authorizing and Approving Agreement with Lamar Billboard and the Village of Downs for Downs Village Market Advertising
 - b. A motion to approve Resolution 2025-R26 was made by Reynolds and seconded by Adkisson. Approved 6-0
Resolution 2025-R26 Authorizing a Representative to Sign Loan Documents for Phase I and Phase II Downs Crossing Water Project.
 - c. A motion to approve Resolution 2025-R27 was made by Reynolds and seconded by Adkisson. Approved 6-0
Resolution 2025-R27 Authorizing and Approving professional services agreement between SKS Engineers, LLC and the Village of Downs for \$1,800.00
- 14. New Business (none this meeting)
 - a) Motions
 - b) Ordinances
 - c) Resolutions
- 15. Old Business (No action was taken in old business.)
 - a) Motion to Continue the Village of Downs Regular Board of Trustees Meeting on _____, @ 7 pm at the Village Hall
- 16. Motion to Approve Payment of Bills was made by Warfel and seconded by Twyford. Vote passed 6-0
- 17. Motion to Enter Executive Session for Possible Litigation, made by Gassaway, seconded by Reynolds at 8:47 pm. Approved 6-0
- 18. Entered back from Executive Session at 9:07 pm.
- 19. Action on Executive Session Items
- 20. Other Business—none
- 21. Interim Mayor Maureen Roach called the June 12, 2025 Board of Trustees meeting to order at 9:08 pm.
 - a) A final roll call was taken. Trustees still present were Maureen Roach, Diana Reynolds, Stephanie Adkisson, Sarah Gassaway, Brian Warfel, and Toby Twyford. A quorum remained. Also present were Clerk Rachel Eagles, Treasurer Julie Bakewell, and Village Attorney Dawn Wall
- 22. A Motion to Adjourn was made by Gassaway and seconded by Adkisson. Approved 6-0



Rachel Eagles, Village of Downs Clerk