



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

Village of Downs Board of Trustees Regular Meeting

March 12, 2026, 7 pm @ Village Hall & via TEAMS

1. Mayor Mike James called the March 12, 2026, Village of Downs Board of Trustees Regular Meeting to Order at 7:10 p.m.
2. Roll call was taken. Trustees present were Maureen Roach, Stephanie Adkisson, Sarah Gassaway, Brian Warfel, and Toby Twyford. Trustee absent was Diana Reynolds. There was a quorum present. Also present were Mayor Mike James, Clerk Rachel Eagles, Treasurer Julie Bakewell, and Village Attorney Dawn Wall.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve the Agenda and Order was made by Roach and seconded by Adkisson. Approved 5-0
5. Presentations – none this meeting
6. Events – presented by Mayor James. Easter breakfast is scheduled and event staff coverage is all set. Events have been working on their budget for next year.
7. Engineer & Development Report – presented by Greg Crowe and Matt Tosh
 1. Downs Water Plant Improvements
 - a. All punch list items have been corrected. Mayor asked Twyford to meet on his behalf with Leander on Monday to try to find resolution for concrete driveway issue at the water plant.
 2. Downtown Streetscape and Parking Lots Project
 - a. Punchlist items for the most part have been completed. Lights and bollards are completed. Trying to figure out why the darker concrete is so slick when wet. Knapp is looking at a new sealer and grip coating possibility for those areas; cost will be presented to the Village.
 - b. Looking at final seeding and wall cap railings installation repair.
 - c. Probable remaining funds are \$30,966.03.
 3. Downs Crossing Water-main Extension
 - a. We received final verbal approval from the IEPA for operations, but doing some additional flushing before it is put into service.
 - b. Still working out telemetry fine tuning.
 - c. The water tower progress is going well and is expected to be operating by the end of March or April at the latest.
 4. S. Lincoln and Colleen Lane Road Project – no new activity to report. Mayor will check with Kyle on progress.
 5. Other Engineering or Development Updates
 - a. Safe Routes to School – still waiting. Last year the decisions came out in May, so still hopeful.
 - b. MFT—Greg will meet with Quincy and Brian to get things set up.
 - c. Greg reported about a grant submission for congressional funding for possible Phase 2 Streetscape project for additional sidewalk and parking lot improvements near the downtown area. The plan for Phase 2 is available in Board Docs on the SharePoint.
 - d. Village Hall engineering and construction plans are currently being finalized. Including working on placement of the new village hall. Mayor is working through considerations and details of possible property exchange for the new hall location near the police

building. Mayor explained the current floor plan for the new village hall, showing the layout of offices, board meeting space, etc.

8. Zoning Board of Appeals

1. A Motion to Approve Items Contained within the ZBA Consent Agenda was made by Roach and seconded by Adkisson. Approved 5-0
2. A Motion to Approve Consent Agenda was made by Roach and seconded by Twyford. Approved 5-0
 - a. Ordinance 2026-01 Approving Zoning Map Amendment on Parcels #29-04-227-011 and #29-04-227-012 from A - Agriculture and R-2 - Medium Density Residential to P - Public
 - b. Resolution 2026-R09 Authorizing and Approving the Preliminary Plan for the Kickapoo Creek Estates Subdivision
 - c. Ordinance 2026-02 Annexing the Territory Set Forth in the Annexation Agreement Executed Between Mary Norma Sutter Trent and the Village of Downs
 - d. Ordinance 2026-03 Annexing the Territory Set Forth in the Annexation Agreement Executed Between Donna Sutter Melzer and the Village of Downs
 - e. Ordinance 2026-04 Annexing the Territory Set Forth in the Annexation Agreement Executed Between JJE Holdings, LLC and the Village of Downs
 - f. Ordinance 2026-05 Annexing the Territory Set Forth in the Annexation Agreement Executed Between Eric R and Jessica L Prochnow and the Village of Downs
 - g. Resolution 2026-R10 Authorizing and Approving Annexation Agreement Between Mary Norma Sutter Trent and the Village of Downs
 - h. Resolution 2026-R11 Authorizing and Approving Annexation Agreement Between Donna Sutter Melzer and the Village of Downs
 - i. Resolution 2026-R12 Authorizing and Approving Annexation Agreement Between JJE Holdings, LLC and the Village of Downs
 - j. Resolution 2026-R13 Authorizing and Approving Annexation Agreement Between Eric R and Jessica L Prochnow and the Village of Downs
 - k. Ordinance 2026-06 Approving Zoning Variance on Parcel #29-05-300-010
 - l. Ordinance 2026-07 Approving Zoning Map Amendment on Parcel #29-08-300-006 from A - Agriculture to R-1 - Low Density Residential
 - m. Ordinance 2026-08 Approving Zoning Map Amendment on Parcel #29-08-300-012 from A - Agriculture to R-1 - Low Density Residential
 - n. Ordinance 2026-09 Approving Zoning Map Amendment on that Portion of Parcel No. 29-08-300-011 Depicted as "Future KCN Estates Subdivision" on the Annexation Plat From A-Agriculture to R-1-Low Density Residential
 - o. Ordinance 2026-10 Approving Zoning Map Amendment on that Portion of Parcel No. 29-08-300-011 Consisting of 11.43 Acres Depicted as "C2-General Commercial Zoning Area" on the Annexation Plat from A-Agriculture to C-2 General Commercial

9. Mayoral Report – Presented by Mayor James

1. Fireworks Display Agreement with J&M Displays not to Exceed \$17,500-will get finalized next month. Mayor found a shoot team for the fireworks on the 4th.
2. Mayor received a road name change request from a resident in Beecher Trails for a road that is currently named Blueboy Lane. They are requesting if it would be possible for the road to be changed to Liam Lane in honor of their child that passed away unexpectedly last year. They have discussed this with their neighbors as well. Only two houses are currently on the street. Mayor is requesting that the board consider the process of changing the street name to honor Liam and recommends getting the resolution passed at a future meeting.
3. Solar update—Mayor has actively been pursuing options. Put a new solar project quote from Illinois Solar Services which is on the board docs SharePoint. Mayor pulled the proposal up and went over some of the details. Requesting if the board is interested in moving forward with

solar, because he does not want to waste time if they are not interested in the project in general.

4. Mayor gave update on a few upcoming days out of the office due to a personal medical procedure.

10. Trustee Reports

1. Building Report – no report this month.
2. Water and Sewer Report – reported by Twyford
 - a. Nothing to report this month.
3. Police Report – reported by Roach and Chief Dingler
 - a. Roach reported that Chief and her met for golf cart fee changes, sticker permit, and age of golf cart driver changed to 16 (currently set at 21). Twyford had a question about possibly having a different application for new golf cart permits vs renewal permit applications. Roach said she will look at renewal application options.
 - b. Chief reported about investigations and citations from the last month. 28 citations combined between Downs and Bellflower. Chief renewed his mental health response certification class due to our high percentage of mental health calls in our community. He reported on repairs on some of the police vehicles that are being worked on. They are also working on budget prep for next year.
4. Streets Reports – reported by Warfel
 - a. MFT and spring clean-up
5. Parks, Community Center and Food Pantry Report – reported by Adkisson
 - a. Mulch is getting ordered for installation on April 11
 - b. Slide replacement is getting ordered for the park to replace the one that is currently broken.
 - c. Electric pole in the NW side of the park is currently marked with caution tape and needs repaired from Christmas decorations that pulled the box.
 - d. All Christmas decorations have been cleaned up and put away
 - e. \$12,500 park donation in lieu of subdivision park from upcoming Mayes subdivision
6. Finance and Services Report – reported by Gassaway and Treasurer Bakewell
 - a. Gassaway said they met for the general budget meeting and also going over employee benefit plans and changes
 - b. Bakewell explained the new WEX plan. She is sending a summary email out to employees who are eligible for benefits explaining all of the changes/options and when they have to decide by, including options for dependents. New benefit year starts April 1st.
 - c. Bakewell has been meeting with various departments regarding budgets. There will be a budget meeting in April. Especially focusing on getting a solid grasp for water budget with the new water plant and new water tower. Public budget meeting will be at 6:00 pm right before the next board meeting.
 - d. Bakewell explained the unique items on the bills to pay report.
 - e. Bakewell explained IL Comptroller Taxes Income for the current budget.

11. Discussion

1. Mayor received a letter from John E. Downs. He read the letter out loud to the trustees. It was a letter with information pertaining to when the Village of Downs was formed in 1902.
2. Future development email was sent to the board and the Mayor is asking the Trustees to take time to think through and let him know where they are at with future development plans, so we are not wasting time chasing things we are not going to approve. Especially in regard to the Downs Crossing area. Mayor envisions a mixed zoning project of development in commercial, residential, retirement living, park area, etc. Mayor wants to have a comprehensive strategic plan for the current board and for the board in years to come.

3. Farmers Market meeting was held. Adkisson mentioned that the Farmers Market is donating \$500 to the park in appreciation for hosting the farmers' market. The farmers market will be held at the park again this summer.
12. Public Comment – none this meeting
13. A Motion to Approve Items Contained within the Consent Agenda was made by Gassaway and seconded by Adkisson. Approved 5-0
14. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Warfel. Approved 5-0
 1. Motions
 - a. Motion to Approve the February 12, 2026 Village Board of Trustees Regular Meeting Minutes
 - b. Motion to Approve the February 12, 2026 Village Board of Trustees Executive Meeting Minutes
 - c. Motion to Approve Full Page Ad in the Tri-Valley Yearbook for \$320
 - d. Motion to Approve Updated Fee Schedule for the Village of Downs effective May 1, 2026
 2. Ordinances
 - a. Ordinance 2026-11 Adopting and Approving Amendments to Chapter 16, Miscellaneous, of the Village of Downs Municipal Code
 - b. Ordinance 2026-12 Adopting and Approving Amendments to Chapter 8, Streets, of the Village of Downs Municipal Code
 - c. Ordinance 2026-13 Adopting and Approving Amendments to Chapter 9, Liquor, of the Village of Downs Municipal Code
 - i. License changes (allowing Special event to be hosted by McLean County Liquor License holder...not just Downs) and remove the resident agent requirement
 - d. Ordinance 2026-14 Establishing Bulk Water Rate for the Village of Downs
 - e. Ordinance 2026-15 Video Gaming Fee Increase \$100 to \$200
15. New Business
 1. Ordinance 2026-___ Approving the KCN Estates Subdivision Final Plat – no action this meeting
16. Old Business – no action this meeting
 1. Motion to Continue the Village of Downs Regular Board of Trustees Meeting on _____, @ 7 pm at the Village Hall
 2. Ordinance 2026-__ Approving and Adopting Amendments to the Village of Downs Policy Handbook for the Employees of the Village of Downs
 3. Resolution 2026-R__ Authorizing and Approving Franchise Agreement with Cornbelt Energy Corp and the Village of Downs
17. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Roach. Approved 5-0
18. Motion to Enter Executive Session -no executive session was called for
19. Action on Executive Session Items
 1. A Motion to Hire Juan Miramontes as a Part-Time Public Works Seasonal Maintenance Worker for the Village of Downs at \$18 per hour Starting March 1, 2026, Reporting to the Public Works Supervisor Subject to Background Checks and 3 Month Evaluation Period was made by Warfel and seconded by Roach. Approved 5-0
20. Other Business – Roach had a question about BNWRD notarized documents project—how it is going? Mayor said they are going very well. Under 100 left to get signed and notarized.
21. A Motion to Adjourn at 9:30 p.m. was made by Warfel and seconded by Gassaway. A quorum remained. Approved 5-0

Respectfully submitted,



Rachel Eagles, Village of Downs Clerk