



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

## Village of Downs Board of Trustees Regular Meeting May 14, 2026, 7 p.m. @ Village Hall & via TEAMS

1. Mayor Mike James called the May 14, 2026, Village of Downs Board of Trustees Regular Meeting to order at 7:01 p.m.
2. Roll Call was taken. Trustees present were Maureen Roach, Diana Reynolds, Stephanie Adkisson, Sarah Gassaway, and Toby Twyford. Trustee Brian Warfel was absent. 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 (Adkisson asked to move Junior Mayor to next month. Also, 14-1-H – moved and 14-3-a moved to new business with no action. No action on 16, 3 and 4. Also, request to move executive session to the top of the meeting before presentations.)
5. A Motion to Enter Executive Session was made by Reynolds and seconded by Adkisson. Approved 5-0  
Exited public session at 7:06 pm
  1. Potential Litigation
  2. Contracts/Agreements
6. Action on Executive Session Items – no action this meeting
7. Presentations – none this meeting
8. Events – no updates this meeting
9. Zoning Board of Appeals – no action this meeting
10. Engineer & Development Report presented by Greg Crowe and Matt Tosh
  1. Downs Water Plant Improvements
    - a. Pretty much complete. Final pay application is prepared and ready for approval. Leander provided \$5,000 credit for the driveway issue. Greg said they will address items that mayor emailed about today.
  2. Downtown Streetscape and Parking Lots Project
    - a. Final pay application has been prepared and approved. Greg let Knapp know that there are areas they need to re-seed. There was a credit provided for the wall cap repair in the final payout. Greg explained the financial breakdown on the report on the board docs. Question from Adkisson about the corner of Franklin and Main. Curb is exposed on the back side by about 1 foot, needs filled with dirt as it is a safety issue if someone was walking in the dark.
  3. Downs Crossing Water-main Extension
    - a. No report was emailed. Mayor had asked contractors to do reseeded on 150, which Matt reached out to the contractor asking them to complete this request. New water tower is currently in use. Monitor for water tank level was damaged when it was moved but it has been repaired and is working again. Now we have fire protection capabilities in that area. Aiming for May 25 to have most of the remaining requests completed. There are still retained funds that will be released to the contractor once the project is complete.
  4. S. Lincoln and Colleen Lane Road Project

- a. Project is now complete. There are a few concerns with the drop-off which are being communicated and addressed.
- 5. Other Engineering or Development Updates
  - a. Great News--Safe Routes to School was announced last week that the Village was awarded \$239,169 for construction of the new sidewalk project. Engineering is not included in this grant, we will have to pay for that out of pocket (engineering will be approx. \$25,000 and \$12,000-\$24,000 for construction oversight).
  - b. MFT program was approved. Putting out bids and then approval process will follow.
- 11. Mayoral Report – presented by Mayor James
  - 1. TIF applications for Prairie Woodworks has been received and Mayor will be processing it.
  - 2. TIF application for Fire Department was received and Mayor is also working through the details.
  - 3. TIF for tearoom has some problems where Mayor is working with them to make sure they are getting what was intended in their TIF
  - 4. Wanted to have development discussion but the executive session took longer than expected, so pushing to next month. Looking at the next 5-10 years development plan that will go to the McLean County strategic planning committee.
- 12. Trustee Reports
  - 1. Building Report – presented by Reynolds
    - a. A few FOIA's and solar and building permits.
  - 2. Water and Sewer Report – presented by Twyford
    - a. Nothing to report that was not already covered.
  - 3. Police Report – presented by Roach and Chief Dingler
    - a. Roach reported that two drive through golf cart inspections were very successful. About 20 golf carts came through the drive through inspections which is about half of the previous years' permits.
    - b. Roach reported that the McLean County mobile clinic came and there was a good turnout for the event. They will be back again on August 12 from 3-6 during market day.
    - c. A resident contacted Roach about motorized scooters driving on sidewalks and streets in the village and possible liability concerns. Wanted the trustees to be thinking about these. Currently nothing in our ordinance regarding motorized scooters.
    - d. Chief reported a few highlights from his report he sent to the board. Continued trainings happened this past month.
  - 4. Streets Reports – no presentation this month.
  - 5. Parks, Community Center and Food Pantry Report – presented by Adkisson
    - a. Parks were mulched, including trees and around the food pantry as well.
    - b. Full force planning 4<sup>th</sup> of July
    - c. Kickapoo trail is missing two boards because the Eagle Scout has started the project of repairing that.
    - d. Slide update—had a very hard time finding the same color for the slide replacement. She found a plastic welding vendor to schedule him to fix it for a much cheaper option than replacing it.
  - 6. Finance and Services Report – presented by Gassaway and Treasurer Bakewell
    - a. Gassaway reported that there have been a lot of meetings for financial aspects of the potential new village hall. Mayor mentioned that the project has been currently placed on hold with Morton Buildings due to the Mayor wanting to research and validate the cost estimate for the cost of the building in the proposal. Mayor will get estimates from similar builders to see if the pricing is competitive. We want to ensure we are getting the correct pricing for the project.
    - b. Bakewell asked that the treasurer position be posted again. Hoping for transition to ideally be complete by labor day when her appointed term ends.

- c. Bakewell went over the bills to pay report and pointed out unique items. The bills to pay report is available on the board documents SharePoint. TIF 1 funds will be used for Hawkins chlorine tank items that are capital expenses on the bills to pay report this month. Bakewell also asked if we wanted to use TIF funds for the elevated water tank maintenance invoice for \$21,441.06 and the consensus was to not use TIF funds for this invoice.
  - d. Bakewell explained the current balance sheet and the profit and loss reports which were provided to each trustee. Each department report is on the board SharePoint.
  - e. MFT compliance review/audit is in process which is due in June.
13. Discussion
- 1. Roach asked about community clean-up date. Mayor said is set for June 6, 2026, the first Saturday in June.
14. Public Comment – none this meeting
15. A Motion to Approve Items Contained within the Consent Agenda was made by Reynolds and seconded by Twyford. Approved 5-0
16. A Motion to Approve Consent Agenda was made by Roach and seconded by Twyford. Approved 5-0
- 1. Motions
    - a. Motion to Approve the April 9, 2026 Village Board of Trustees Regular Meeting Minutes
    - b. Motion to Approve Renewal of Membership with AWWA
    - c. Motion to Approve Amended Village of Downs Fee Schedules as of May 1, 2026
    - d. Motion to Approve Wages Increases for Village of Downs Employees
    - e. Motion to Approve Three (3) Month Evaluation Period Extension for Andrea Raycraft
  - 2. Ordinances (19)
    - a. Ordinance 2026-19 Adopting and Approving Amendments to Chapter 11, Building, of the Village of Downs Municipal Code
  - 3. Resolutions (R18)
17. New Business
- 1. Motions
    - a. A motion to Hire Kailey Gassaway as a Part-Time Seasonal Public Works Maintenance Worker for the Village of Downs at \$15 per hour, Starting May 18, 2026, Reporting to the Public Works Supervisor, Subject to Background Checks, and 3 Month Evaluation Period was made by Roach and seconded by Adkisson. Motion carried 5-0, with Gassaway abstaining
    - b. Motion to Approve Usage of One Percent (1%) Sales Tax Monies on the New Village Hall (no action this meeting)
    - c. Motion to Appoint \_\_\_\_\_ as Junior Mayor in the Village of Downs until May 13, 2027 (no action this meeting)
  - 2. Ordinances
    - a. Ordinance 2026-\_\_ Approving the FY2026 Zoning Map of the Village of Downs (no action this meeting)
  - 3. Resolutions
    - a. Resolution 2026-R\_\_ Authorizing and Approving Construction Agreement to Build the Village Hall (no action this meeting)
    - b. Resolution 2026-R\_\_ Authorizing and Approving Agreement Between \_\_\_\_\_ and the Village of Downs for Copy Services (no action this meeting)
18. Old Business
- 1. Motion to Continue the Village of Downs Regular Board of Trustees Meeting on \_\_\_\_\_, @ 7 pm at the Village Hall – no action
  - 2. Ordinance 2026-\_\_ Adopting and Approving FOIA Charges motion-Roach, Seconded Gassaway, passed 5-0

3. Ordinance 2026-\_\_ Approving and Adopting Amendments to the Village of Downs Policy Handbook for the Employees of the Village of Downs - no action this meeting
  4. Resolution 2026-R\_\_ Authorizing and Approving Franchise Agreement with Cornbelt Energy Corp and the Village of Downs – no action this meeting
19. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Roach. Approved 5-0
20. Other Business – none this meeting
21. A Motion to Adjourn at 9:51 pm was made by Gassaway and seconded by Reynolds. Approved 5-0

Respectfully submitted,

A handwritten signature in black ink that reads "Rachel Eagles". The signature is written in a cursive, flowing style.

Rachel Eagles, Village of Downs Clerk