



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

Village of Downs Board of Trustees Regular Meeting
June 11, 2026, 7 p.m. @ Village Hall & via TEAMS

1. Mayor Mike James called the June 11, 2026, Village of Downs Board of Trustees Regular Meeting to order at 7:17 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 Gassaway and seconded by Adkisson.
Approved 5-0
5. Presentations
 - a. Clayton Adkisson
 - i. Running for Junior Mayor. He shared why he feels that he is qualified for this position. Talked about his extensive volunteer experience in the Village. A total of 163 volunteer hours over a 2.5 year period with various events and projects in the Village. He answered some questions from various members of the board about why he wants to be the Junior Mayor.
 - b. A Motion to Approve the Village President's Appointment of Clayton Adkisson as the Junior Mayor for the Village of Downs was made by Roach and seconded by Reynolds. Junior Mayor to Expire at End of Mayor James Current Term, which is May 2027. Approved 5-0
6. Events – presented by Mayor James & Adkisson
 - a. Adkisson said the events committee talked about 4th of July events preparation. Events committee would like to recommend Janice Bettisch for this year's 4th of July Grand Marshall.
7. Zoning Board of Appeals – nothing this meeting
8. Engineer & Development Report presented by Greg Crowe
 - a. Downs Water Plant Improvements
 - i. Talking through outstanding warranty items for well #4, site reseeding, leaks will be repaired by the contractor, front entrance gutter leak is being looked at by the sub-contractor, analyzing the brine pump for maintenance or replacement.
 - b. Downtown Streetscape and Parking Lots Project
 - i. Final pay application has been prepared and approved. Some final reseeding and grading are being completed prior to final payment.
 - ii. Probable remaining funds are \$33,242.03 for adding some finishing items to the project.
 - iii. Safe Routes to School Grant – contract will be voted on later in this board meeting for MSA to prepare the plan and construction documents for bidding along with an environmental review. IDOT does require a pre-approved land acquisition certified agent for the easement with the railroad. MSA will assist in selecting the certified agent.

- c. Downs Crossing Water-main Extension
 - i. Matt could not make our meeting tonight, but he provided a detailed report that is on the board SharePoint documents for review.
 - ii. Mayor mentioned that telemetry has been operating correctly.
- d. S. Lincoln and Colleen Lane Road Project – no updates this meeting
- e. Other Engineering or Development Updates
 - i. MFT program – Quincy is working with Greg about what streets to address this year. Once they know what streets will be addressed, MSA will get it out for bid.
 - ii. West Main Street Sidewalk is complete and closing out final documents and reporting to DCEO.
 - iii. Kickapoo Creek Estates Subdivision – Mr. Dave Brown presented on the change to the subdivision plan that did not meet the Village Subdivision Code when it was reviewed by the engineers. He presented asking for consideration of an approval of a variance to allow for the 80-foot edge in the cul-de-sac in the proposed subdivision that is similar to what is currently in Beecher Trails Subdivision. The code currently requires 110 feet cul-de-sac span, and they are requesting a variance to allow the 80-foot edge in the cul-de-sac. Reynolds had a question regarding the ability of a school bus being able to turn around in an 80-foot cul-de-sac, especially if there are cars parked in the cul-de-sac. Reynolds requested that the school and fire department be contacted to see if that is enough space for fire trucks and school buses. Reynolds will contact the school and fire department to get their opinions on this matter of cul-de-sac width before the board moves forward with any decisions regarding the requested variance.

9. Mayoral Report – presented by Mayor James

- a. We need to schedule a water plant open house. The board needs to set a date for this. The consensus is to set it for after the 4th of July.
- b. Employee Policy Handbooks Changes – Attorney Wall had some updates on the whistleblower policy that will be updated in our employee handbook that will be compliant with the new whistleblower policy that was passed recently in Illinois. There will also be sexual harassment policy updates as well as to who they can report concerns to. Also going to move the credit card policy into the employee handbook. Attorney Wall asked for clarification about confidentiality policy that was requested and will look into the details for that. Technology policy is also being reviewed and updated for the employee handbooks. HRA will also be added to the handbook under benefits portion.

10. Trustee Reports

- a. Building Report – presented by Reynolds
 - i. A demolition permit was processed and signed. A few FOIA's. Clean-up day went smoothly.
- b. Water and Sewer Report - presented by Twyford
 - i. Nothing else to report beyond engineering report that was already given in this meeting.
- c. Police Report - presented by Roach and Chief Dingler
 - i. Roach reported that they are still working through golf cart permits. 3 permits left that are pending inspection to complete the process.

- ii. Chief Dingler reported about citations from the last month. Also gave more updates on the process of moving to a QuickIt ticket system. It will be an e-ticket system that prints out the ticket. Possible expense to the Village for the printers. The county will pay for the system for a full year, but we may have to pay for the printers. 32 citations from the past month in Downs, Arrowsmith, and Bellflower. Golf cart registrations have been going very well. Internal continuing education continued for all the police officers this month. There are new groupings in clockify to better track officer time spent in Arrowsmith and Bellflower. Preparing for good officer coverage with the 4th of July events coming up.
- d. Streets Reports – reported by Mayor James
 - i. A proposal from a resident to remove a tree stump and submit for reimbursement from the village was discussed. The village we would need to remove the debris that will be removed from the tree stump. There was board consensus to reimburse the constituent for the stump removal.
- e. Parks, Community Center and Food Pantry Report – presented by Adkisson
 - i. Busy preparing for the 4th of July celebration. Volleyball court items have been ordered and Adkisson is pushing to have the volleyball court installed as soon as weather permits. Jeff Misch is trying to seek a sand donation or price reduction of sand for the volleyball court.
 - ii. Slide repair contract is approved but waiting for scheduling. Vendor promised it will be repaired before the 4th of July.
- f. Finance and Services Report - presented by Gassaway and Treasurer Bakewell
 - i. Treasurer Bakewell explained unique items on the bills to pay report. TIF 1 payment not to exceed \$80,000 to Tri-Valley was added to the bills to pay report.
 - ii. Working on FY2026 wrap up to prepare for the audit. Splitting out payroll that spans the fiscal years and also billing revenue posted to the appropriate income period for the appropriate fiscal year as requested by auditors.
 - iii. Bakewell also explained the balance sheet and income items were mentioned as well.
 - iv. MFT audit was submitted on time. 2011-2025 were the years reviewed. We have not heard anything back from MFT yet once Bakewell submitted the requested documents. This was a very time consuming audit with a lot of information requested.
 - v. There was discussion about sales tax revenue projections and growth.

11. Discussion

- a. Solar Project - presented by David Knight
 - i. Explained the solar proposal that was presented to the board on SharePoint. The IL Finance Authority would finance the project, but the Village would have to fund a portion of the project. Energy audit would be completed first. If we move forward with this, possible August start date for installation of solar panels. The project takes about 120 days to complete.
- b. New Village Hall updates
 - i. Mayor said he put it on hold for a bit to do more research with different vendors to make sure we are looking at the best options, both with quality and cost. He explained five different companies that gave him base bids for a village hall construction. There was a question of whether we own the drawings that Morton Buildings prepared for

us? It seems that we might not be able to use the existing prepared plans for other bids, but Attorney Wall is going to review the contract for answers about the use of the existing plans.

- ii. Trustee Reynolds brought some discussion from various constituents that have approached her about concerns about the validity of a need for a new village hall and then also the location of the proposed new village hall. Discussion ensued.
 - iii. The board agreed to have the Mayor move forward with IL Valley Village Hall proposal so we can get more information.
 - c. Trustee Twyford mentioned that the Downs CIA is going to have another raffle this year and the proceeds will be donated back to the Village for the fireworks.
12. Public Comment – none at 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 Roach and seconded by Gassaway. Approved 5-0
- a. Motions
 - i. Motion to Approve the May 13, 2026 Village Board of Trustees Regular Meeting Minutes
 - ii. Motion to Approve the May 13, 2026 Village Board of Trustees Executive Meeting Minutes
 - iii. Motion to Approve the Extension of Dooley Park Hours on 7/4/2026 until 12 am 7/5/2026
 - iv. Motion to Approve Washington St Road Closure from Lincoln to Woodlawn on 7/4/2026 after the Parade
 - v. Motion to Approve Dooley Park Road Closure from 7/3/2026 to 7/4/2026
 - vi. 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
 - vii. Motion to Approve Parade Route and Road Closures Required During the Parade on 7/4/2026
 - viii. Motion to Approve Events Committee Recommendation of Janice Bettisch as the 2026 4th of July Grand Marshal
 - i. Motion to Approve Caroline Korowicki and Lori Roland as Members on the Events Committee
 - ii. Motion to Hire Laken Spencer as a Part-Time Seasonal Public Works Maintenance Worker for the Village of Downs at \$15 per hour, Starting May 27, 2026, Reporting to the Public Works Supervisor, Subject to Background Checks, and 3 Month Evaluation Period
 - iii. Motion to Hire Coleton Boward as a Part-Time Seasonal Public Works Maintenance Worker for the Village of Downs at \$15 per hour, Starting June 1, 2026, Reporting to the Public Works Supervisor, Subject to Background Checks, and 3 Month Evaluation Period
 - iv. Motion to Approve Wage Increase of \$1 /hour for a Total Compensation of \$19 /hour for Juan Miramontes, Part-Time Public Works Maintenance Worker for the Village of Downs, Starting June 2, 2026
 - b. Ordinances – none this consent agenda (moved out to old business for next month)

- c. Resolutions
 - i. Resolution 2026-R18 Authorizing and Approving Copy Services Agreement Between Digital Copy Systems, LLC and the Village of Downs
 - ii. Resolution 2026-R19 Authorizing and Approving Developer Agreement Between Chad and Denise Mayes and the Village of Downs
 - iii. Resolution 2026-R20 Authorizing and Approving Website Platform Agreement Between MembershipWare, LLC and the Village of Downs
 - iv. Resolution 2026-R21 Authorizing and Approving SRTS Engineering Design Agreement Between MSA and the Village of Downs
- 15. New Business
 - a. Motions
 - i. A Motion to Approve Grove St Closure from Lincoln to Cleveland on 7/3/2026 was made by Roach and seconded by Adkisson. Approved 5-0
 - b. Resolutions
 - c. Ordinances
- 16. Old Business – no actions this meeting in this section
 - a. Motion to Continue the Village of Downs Regular Board of Trustees Meeting on _____, @ 7 pm at the Village Hall
 - b. Ordinance 2026-__ Approving and Adopting Amendments to the Village of Downs Policy Handbook for the Employees of the Village of Downs
 - i. Whistle Blower, Credit Card, Confidentiality, Data and Technology Policies - Add or merge in the Handbook
 - ii. Leave of Absence Policy
 - iii. Health Care benefits changes
 - c. Ordinance 2026-__ Approving the FY2026 Zoning Map of the Village of Downs
 - d. Resolution 2026-R__ Authorizing and Approving Franchise Agreement with Cornbelt Energy Corp and the Village of Downs
 - e. Ordinance 2026-21 Approving Variance for Kickapoo Creek Estates Subdivision Cul-De-Sac Radius
 - f. Resolution 2026-R22 Authorizing and Approving Award to Lowest Responsible Bidder to _____ for the New Village Hall
 - g. Resolution 2026-R23 Authorizing and Approving Solar Agreement Between Illinois Solar Services 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 session this meeting
- 19. Action on Executive Session Items
- 20. Other Business
- 21. A Motion to Adjourn at 9:58 p.m. was made by Gassaway and seconded by Adkisson. Approved 5-0

Respectfully submitted,



Rachel Eagles, Village of Downs Clerk