



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

Village of Downs Board of Trustees Regular Meeting Minutes January 8, 2026, 7 p.m. @ Village Hall & via TEAMS

1. Mayor Mike James called the January 8, 2026 Village of Downs Board of Trustees Regular meeting to order at 7:00 p.m.
2. Roll call was taken. Trustees present were Maureen Roach, Diana Reynolds, Stephanie Adkisson, Brian Warfel, and Toby Twyford. There was a quorum present. Trustee Sarah Gassaway was absent at roll call but arrived at 7:02 p.m. and was present for all votes taken during the meeting. 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 6-0
5. Presentations (none tonight)
6. Events– Presented by Mayor James – Not a lot to report, events committee is working on next year’s plan and budgets.
7. Engineer & Development Report – presented by Greg Crowe and Matt Tosh
 1. Downs Water Plant Improvements
 - a. Hoping to completely close out this project soon.
 2. Downtown Streetscape and Parking Lots Project - presented by Greg Crowe
 - a. Almost completely done also. Wall caps are being installed. Final punch list was given to Knapp Concrete; they will be out next week to complete the items. Funding breakdown was explained and provided to the board. Probable remaining funds will be around \$19,680.48. Reynolds had a question about a light near the corner of DK Designs, can it be adjusted to give more light for people turning? Also asked about the handicap signage, the answer is it is on the punch list. Reynolds also asked a question about the “canyon” behind the street scape projects buildings and Mayor said the village will fix that.
 3. Downs Crossing Water-main Extension - presented by Matt Tosh
 - a. No bills this month. The telemetry system is communicating properly now. Punchlist items are still being resolved. Need to coordinate when water starts getting pumped into the new tank, they will have to calibrate pressure, etc. At the end of February or beginning of March they will be able to start pumping water into the new tank (waiting for weather above freezing).
 - b. Change order number three for side rock in the entire fenced area under the water tank. This will be complete soon, weather permitting.
 - c. Gassaway asked how long it will take to get the go ahead from IEPA for this to be complete? Matt answered—estimating a week to fill the tank, and then will be waiting for the operating permit from IEPA after we can get water samples from the tank. He is hoping that by end of March it would be ready to be used for residents in that area.

4. S. Lincoln and Colleen Lane Road Project (no new updates)
5. Other Engineering or Development Updates
 - a. Waiting to hear from IDOT about the sidewalk grant that was submitted already for the safe routes to school grant.
8. Mayoral Report– Presented by Mayor James
 1. Village hall—Mayor James reported on updates for the new possible village hall. Working on the plan for the new village hall after consulting with staff to get a better handle on needs. Mayor provided a handout of the proposed new village hall layout. Mayor explained the proposed offices and rooms on the draft village hall building layout. This is on the agenda for the board to vote on Resolution 2026-R01 in the consent agenda below. Reynolds asked why the proposed village hall would go by the police department and not in a more visible location, and the answer is that the village does not have a lot big enough in a more prominent area. Twyford asked how the new proposed building will fit on the property by the police department. Mayor responded that there is plenty of room for the new building near the police department. There would be road improvements (concrete or asphalt) made to the access to the new village hall. Gassaway asked about location placement and access to the building. There was discussion about single lane or double lane access to the proposed new building location.
 2. Mayor mentioned that Andrea Raycraft will be hired (upon board approval below) to be a part time billing clerk for the Village. She will be working evenings and Saturdays to help the billing department with special projects. She will start after board approval.
9. Trustee Reports
 1. Building Report – reported by Reynolds
 - a. Not a lot this month. A few FOIA's. GFL was having recycling pick-up issues that she is working with them on. Still no word on when the new trash and recycling carts will be delivered.
 2. Water and Sewer Report – reported by Twyford
 - a. Nothing to report
 3. Police Report – reported by Roach and Chief Dingler
 - a. Roach had nothing to report, passed to Chief to give his report.
 - b. Chief Dingler presented the full years report that will be available at the hall for a full week for those who want to review it.
 4. Streets Reports – reported by Warfel
 - a. Nothing to report
 5. Parks, Community Center and Food Pantry Report – reported by Adkisson
 - a. Parks meeting is this coming Tuesday. They will be discussing park concessions for when a development is not able to put in a park.
 - b. Christmas trees from the park can be removed by the businesses who put them up. There was good turnout for voting on the decorated trees.
 - c. 4th of July planning has begun as well.
 - d. Mulch will be ordered in February and weather pending, installed in March in the parks
 - e. Talked to Eagle Scout Jonathan and his project will be started once weather improves.
 6. Finance and Services Report – presented by Gassaway and Treasurer Bakewell
 - a. Gassaway – nothing to report

- b. Treasurer Bakewell went over the bills to pay report and explained unique bills. Bakewell reported that we are paying the final payment on the police truck this month. Also, the dump truck will be paid off in January. Great to have two equipment loans that are being retired this month, which is great news. Employee benefit year starts in April, so the board will need to decide in February or March for any changes to be effective in April. Busy working on W2's, 1099's, and quarterly payroll reports. Packet provided to the board includes balance sheet and profit and loss summary. The loans have been updated and the balances are correct. Bakewell encouraged trustees to start thinking about planning for budget season and encouraged them to have budget numbers solidified by March.

10. Discussion - none

1. Other

11. Public Comment (read email from Cheryl Bach) – read out loud to the trustees – no response at this time as the answer is still unknown at this stage in the project.

1. Email from Cheryl Bach sent to the Village Clerk on 1/5/2025

"In the November flyer

Morton Buildings—Mayor started a process over a year ago with Morton Buildings looking at possibly building a new village hall near the police building. They would build it and we would lease it from them for a period of time. Then we could rent out the current village hall for a business.

My question-How long is a period of time then what happens after that?

Thank you

Cheryl Bach"

12. A Motion to Approve Items Contained within the Consent Agenda was made by Adkisson and seconded by Roach. Approved 6-0

13. A Motion to Approve Consent Agenda was made by Gassaway and seconded by Roach. Approved 6-0

1. Motions

- a. Motion to Approve the December 11, 2025 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Hire Andrea Raycraft as Part-Time Office Billing Clerk for the Village of Downs at \$15 per Hour Starting January 9, 2026, Subject to Background Checks, and Reporting to the Office Manager
- c. Motion to Approve Application for Shell Fleet Credit Account and Card

2. Ordinances

3. Resolutions

- a. Resolution 2026-R01 Authorizing and Approving the Proposal to Develop a Project Delivery System Between Municipal Development and Funding, Morton Buildings Inc, and the Village of Downs
- b. Resolution 2026-R02 Authorizing and Approving Amendment for Engineering Services Agreement Between MSA and the Village of Downs for the Streetscape Project not to Exceed \$4,500

14. New Business (none this month)

1. Motions

2. Ordinances

3. Resolutions

15. Old Business (none this month)

1. Motion to Continue the Village of Downs Regular Board of Trustees Meeting on _____, @ 7 pm at the Village Hall

16. A Motion to Approve Payment of Bills was made by Roach and seconded by Gassaway. Approved 6-0

17. Motion to Enter Executive Session – no executive session this month

18. Action on Executive Session Items – no executive session this month

19. Other Business (none this month)

20. A Motion to Adjourn at 8:01 p.m. was made by Roach and seconded by Gassaway. A quorum remained. Approved 6-0

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