



## Village of Downs

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### *Village President, Village Board and Clerk*

Village President	Public Safety / President Pro	Public Works	Finance / Services / FOIA Officer	Streets	Building	Parks/Youth Center/Food Pantry	Clerk
Mike James	Maureen Roach	Toby Twyford	Anna Milliken	Brian Warfel	Sarah Gassaway	Stephanie Adkisson	Julie James

### Events Committee Regular Meeting

November 7<sup>th</sup>, 2023

6:00 pm @ Village Hall

1. Call to Order 6:12 pm
2. Roll Call
  - a. Randy Wert, Cali Whiteside, Erik Rassmussen, Jill Kaasprzak, Julie James, Mike James, Cyndi Miller (Zoom) – Present
  - b. Steve Miller, Stephanie Adkisson – Absent
  - c. Quorum to do business was declared
3. Pledge of Allegiance
4. Discussion
  - a. Haunted House Recap and Discussion
    - a. 4904 tickets sold
    - b. Trending up on avg attendees / night @ 613
    - c. Julie added question when purchasing the tickets but are required to pick how they heard about the haunt. Repeat Visit (1681), Friends (1510), Online (738), billboard (44), radio (32)
    - d. 82% of the tickets are purchased online
    - e. Julie only sells 8% of the tickets
    - f. ~4200 pieces of candy were given away
    - g. Unhaunted day – coordinate with PTO and others to help with planning – great idea
      - i. Showcase the businesses is great idea
      - ii. Came in waves
      - iii. \$762 in donations
    - h. SWAG was good sell but don't know how it compares to previous years
    - i. Discussed moving Julie to house but still feel it is important to have her at the park
    - j. Need to get a HH sub committee meeting scheduled
    - k. Discussed Transworld
    - l. Discussed removing trailers
  - b. Cookies with Santa Planning
    - a. 168 kids signed up already (500 is sellout)
    - b. Friday folders flyers will go out this week
    - c. Decorate the Pavilion on Monday 11/27 @ 5pm, 5:30 pm are when the car show folks show up
    - d. Need the selfie stands that week
  - c. FY2024 Budget
    - a. Need to followup with Stephanie on making sure all donations were sent in for 4th
    - b. Covered the financials
    - c. Need to followup on total revenue from ticket sales

#### *Other Positions and Committee Chairs*

Police Chief  
Josh Dingler

Public Works Supervisor  
Jill Kasprzak

Treasurer/Budget Officer/TIF Administrator  
Julie Bakewell

Zoning Enforcement  
Lyndall Cuba

Zoning Board Chairperson  
Linda Bowman

d. Other

a. LED Sign

- i. Sign will turn off from 12 am – 5 am
- ii. Erik Bryant needs to come finish the box under the control panel
- iii. Will be getting

b. Need to get the semi-trailer off the RR tracks – Randy will talk with Melton and Misch

- i. Moving them to the PD lot
- ii. Need to get rid of the old trailers somehow – Erik will talk to Alter

c. Need to purchase shelving for the storage container just one at HH

d. Christmas Stuff – will put them up the week of 11/27

- i. Banners
- ii. Lights

5. New Business

- a. Motion to Approve Meeting Minutes for August 8, 2023 (Cyndi / Randy 7-0)

6. Old Business

7. Motion to Adjourn at 7:14 pm (Randy / Cali 7-0)