



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

Village of Downs Board of Trustees Regular Meeting April 10, 2025, 7 pm @ Village Hall & via ZOOM

1. Mayor Mike James called the April 10, 2025, Board of Trustees meeting to order at 7:01pm
2. Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Stephanie Adkisson, Sarah Gassaway, Brian Warfel and Toby Twyford. There was a quorum present. Also present were Clerk Julie James, Treasurer Julie Bakewell, Interim Treasurer Rachel Eagles and Village attorney Dawn Wall.
3. The Pledge of Allegiance was recited.
4. A Motion to Approve Agenda and Order was made by Milliken and seconded by Roach.
Approved 6-0
Discussion
 - We are not ready for to vote on Chapter 11 or 16 and the TIF extension.
5. Lauterbach & Amen Audit Presentation – Monica Adamski, Principal Auditor
Discussion
 - Monica gave a quick overview of the audit.
 - Their firm experienced no disagreements or difficulties with working with management.
 - The audit received an unmodified opinion it is the highest opinion we can receive.
 - Our single audit is draft form.
6. Zoning Board of Appeals (R12, O10)
 1. Chairperson Eric Thompson ZBA Recommendation
Discussion
 - The Zoning Board met on 4/8/25 to hear 2 zoning requests. Both zoning requests passed.
 - The Misch rezoning passed 5-1. The Soper rezoning passed 6-0.
 2. A motion to pass Ordinance 2025-13 Annexing the Territory Set Forth in the Annexation Agreement Executed Between the Village of Downs and MM Bowers, Inc. was made by Milliken. There was not a second motion and was not approved
Discussion
 - There was much public discussion with residents of Shaddayville. They asked that the board consider bringing it back to vote, so that it could be officially voted down.
 - A motion to pass Ordinance 2025-13 Annexing the Territory Set Forth in the Annexation Agreement Executed Between the Village of Downs and MM Bowers, Inc. was made by Roach and seconded by Milliken.
(Roach, Milliken and Twyford – No, Gassaway and Warfel – Abstained, Mayor James – Yes. Motion failed 1-6
 3. Ordinance 2025-__ Approving Zoning Map Amendment on Parcel #22-33-353-007 from A, Agriculture, to R-2, Medium Density Residential – No action taken.

4. Resolution 2025-R__ Authorizing and Approving Annexation Agreement with MM Bowers, Inc. and the Village of Downs – No action taken.
5. A motion to approve Ordinance 2025-10 Annexing the Territory Set Forth in the Annexation Agreement Executed Between the Village of Downs and Tony Soper was made by Gassaway and seconded by Adkisson. Approved 7-0
6. A motion to approve Ordinance 2025-11 Approving Zoning Variances for Horses on Parcels #29-05 300 016 and 29-05-300-015 Tract I & II Zoned A, Agriculture was made by Roach and seconded by Gassaway. Approved 5-1 (Milliken)
7. A motion to approve Resolution 2025-R12 Authorizing and Approving Annexation Agreement with Tony Soper and the Village of Down was made by Roach and seconded by Milliken. Approved 6-0
8. A motion to approve Ordinance 2025-12 Approving Zoning Map Amendment on Parcel #29-10-100-005 from C-2, General Commercial District, with Solar Special Use to R-1, Low Density Residential was made by Roach and seconded by Adkisson. Approved 5-1 (Milliken)

7. Events

- Easter breakfast is 4/12/2025.
- James wanted to thank to the local churches they donated candy.
- The Mother/Son Dance is on 5/9.

8. Engineer & Development Report Greg Crowe and Mike Buzicky

1. Downs Water Plant Improvements

Construction

- Final Primex Control staff at the WTP this week. Checking valve, pump sequencing, operations in the control system.
- Operating Permits are in preparation now. Leander, MSA, subs coordinated required items. IEPA is reviewing 'As-Built' modifications to piping and layout.
- Demo of old treatment, piping, outdoor Tank in April, May
- Site grading, seeding to be done in the Spring

2. Downtown Streetscape and Parking Lots design

- Project is being advertised for bid in the IDOT Construction Bulletin today with a bid opening date of May 1, 2025, at 3:00 PM.
- The expected construction timeline is June through August.

3. Downs Crossing Watermain Extension – Nothing new to report.

4. S. Lincoln, Colleen Lane, and Hillard Court Road Projects - Nothing new to report.

5. Other Engineering or Development Updates

DECO Grant

- Grant package documents have been submitted to DCEO for the Village's \$20,000 grant to install 5- foot sidewalk along the south side of E Main St from Franklin St to Seminary St.
- The total anticipated cost of the project \$31,826, so the Village will need to provide \$11,826 in local funds for the project. MSA will begin preparing bid documents for this project to be constructed this summer

- The proposed MFT program for 2025-26 has been prepared by MSA. The summary of the proposed program is listed below:
 - Signage 2,000.00
 - Snow & Ice 5,000.00
 - A-1 Seal Coat Surface Treatment 32,000.00
 - Spray patch Bit Streets 11,900.00
 - Patch bit streets 3,000.00
 - Storm Sewer Maintenance 10,700.00
 - Seeding & Restoration 2,500.00
 - Aggregate 2,000.00
 - Concrete 9,000.00
 - TOTAL 78,100.00
 - Preliminary Engineering 3,452.00
 - Engineering Inspection 1,280.00
 - TOTAL 82,832.00

9. Mayoral Report

- James addressed the public, highlighting his 16 years of service on the board (4 as a trustee and 12 as mayor).
- He presented a visual timeline featuring images of the downtown area prior to his tenure, emphasizing the significant transformation that has taken place since then.
- He credited the board's strategic use of Tax Increment Financing (TIF) dollars for the revitalization efforts, noting that these investments have played a key role in reshaping and improving the downtown district.
- The mayor expressed pride in the village's current status as a self-sustainable community and underscored the substantial growth in the local sales tax base, which reflects the community's economic progress and vitality.

10. Trustee Reports

1. Building Report

- Gassaway reported there were no new building permits.
- The new bakery wants a ribbon cutting.

2. Water and Sewer Report - Twyford had nothing more to add.

3. Police Report

- Roach reported there is a new sign for the police department on the BTP.
- Mobile Health Clinic is tomorrow in Dooley Park.
- Project Oz will be at the FD 4/24.
- The chief reported it was a busy month. He was able to get more patrol time in.
- There were 6 citations and 3 warnings written in Downs.
- There were 7 citations and 2 warnings written in Bellflower.
- There was a fraud and custody dispute.
- Officer Thornton will be back in July.

4. Streets Reports

- The public works crew has been busy with service line fixes and holes.
- Our new seasonal employee started.
- Quincy has been a great asset.

5. Parks, Community Center and Food Pantry Report

- Adkisson reported her community Service individual is power washing, picking up limbs cleaning gutters and repairs in Kickapoo Park.
- The committee is moving trees on Franklin to the park.
- There are a couple of trees that are dead in the park.
- She reported they are not going to mulch this year. It is still good from last year.
- The committee cleaned the pavilion closets.
- The Food pantry is distributing about 40-43 boxes a month.

6. Finance and Services Report

- Julie Bakewell's pay increase will be retroactive.
- Milliken is getting 2 dumpsters for clean-up day.
- The new garbage rate will begin on 5/1. It will be \$15, a \$.75 increase.
- Bakewell wanted to thank Cara for working late tonight to help get the meeting prepped.
- The Single Audit is in review, we should see that next week.
- This is the first single audit the village has ever had.
- Annual Treasurer's report is on the agenda
- The JRB meeting was on Tuesday.
- TIF reports are due in 2 weeks.

Budget

- We need to raise the water OMR numbers .
- There needs to be a plan of action to increase the water rate.
- Water rates have not been raised since 2009.

Changes to the 2025 budget

- Fund forgiveness will go in the FY2025 and FY2026 budget
- General fund is being revised – Economic Development Tax Rebate moved.
- Capital Expenses were changed because of a mower purchase.
- Transfers to other funds had a Scrivner's error.
- Water fund – Engineering water projects
- Payroll in water was bumped up.
- Streets payroll was bumped up.
- Events equipment, building repairs were moved to capital
- Natural gas and electricity were added to events

BTP Unique Bills

- American Pest Control
- Employee benefits were renewed this month
- ICRMT – we did get some money back because of Ty's military deployment.
- Fund transfers
- Halo
- Prairie Woodworks
- TW expenses
- Fireworks
- TV TIF 1 payment

- Julie and Rachel have been training for 3 weeks. Bakewell will be gone for the June meeting.
- The 2025 audit starts in May.
- Julie plans to exit in August.

11. Discussion

1. Other – We need to find a cleaning person for village buildings.
 - Milliken expressed her disappointment that the village has been unable to clean up the junk yard during her term.

12. Public Comment

13. A Motion to Approve Items Contained within the Consent Agenda was made by Milliken and seconded by Gassaway. Approved 6-0

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

1. Motions

- a. Motion to Approve the March 13, 2025, Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve Village of Downs Regular Board of Trustees Meeting Location, Dates and Time for FY2026
- c. Motion to Approve Village of Downs Regular Events Committee Meeting Location, Dates and Time for FY2026
- d. Motion to Approve Village of Downs Regular Parks Committee Meeting Location, Dates and Time for FY2026
- e. Motion to Approve Submitted FY2026 Event Plan from the Events Committee
- f. Motion to Approve Julie Huezo as Village of Downs Zoning Board of Appeals Replacement for Loretta Terven Starting 4/10/2025
- g. Motion to Approve FY 2023-2024 Audit
- h. Motion to Approve FY 2023-2024 Annual Treasurer's Report
- i. Motion to Approve FY 2023-2024 Annual TIF Reports
- j. Motion to Approve Wages Increases for Cali Whiteside, Part-Time Public Works Maintenance Worker for the Village of Downs at \$19 per hour Starting March 17, 2025
- k. Motion to Approve Wages Increase for Julie Bakewell, Village Treasurer, TIF Administrator, and Budget Officer, to \$47 per hour for the Village of Downs Starting March 17, 2025
- l. Motion to Hire Caleb Smith as a Part-Time Public Works Seasonal Maintenance Worker for the Village of Downs at \$17.50 per hour Starting March 31, 2025, Reporting to the Public Works Supervisor
- m. Motion to Approve Ken Myszka Subdivision Preliminary Plan Within 1.5 Miles of the Village of Downs

2. Ordinance

- a. Ordinance 2025-14 Approving the Revised FY2025 Budget Under the Budget System for the Village of Downs
- b. Ordinance 2025-15 Approving the FY2026 Budget Under the Budget System for the Village of Downs

- c. Ordinance 2025-__ Amending the Municipal Code of The Village of Downs – Chapter 11 Building – No action taken.

3. Resolutions ()

- a. Resolution 2025-R13 Authorizing and Approving the Services Agreement Between PGAV and the Village of Downs for TIF District Extensions
- b. Resolution 2025-R14 Authorizing and Approving the 5 Year Agreement Between TeamViewer and the Village of Downs
- c. Resolution 2025-R15 Authorizing and Approving the Agreement Between KCN Solutions INC and the Village of Downs for Bulk Softener Salt
- d. Resolution 2025-R16 Authorizing and Approving the Agreement Between Vermeer Midwest and the Village of Downs for Hydrovac Extended Warranty (\$2,412.20)
- e. Resolution 2025-R17 Authorizing and Approving the Agreement Between Halo Americas, INC., dba Halos and the Village of Downs

15. New Business

1. Motions

2. Ordinances

- a. A motion to approve Ordinance 2025-16 Authorizing and Approving Food Truck Permitting Process was made by Roach and seconded by Milliken. Approved 6-0
- b. Ordinance 2025-__ Amending Chapter 16, Miscellaneous Regulations, of the Municipal Code of the Village of Downs – No action taken.

3. Resolutions

- a. A motion to approve Resolution 2025-R18 Authorizing and Approving the FY2026 Proposed Program for Maintenance of Streets and Highways was made by Warfel and seconded by Milliken. Approved 6-0

16. Old Business – No action was taken in Old Business

- 1. Ordinance 2025-__ Amending the Municipal Code of The Village of Downs by the Addition of Article[Chapter] _____ Establishing Standards for the Construction of Facilities on the Rights-of-Way
- 2. Motion to Continue the Village of Downs Regular Board of Trustees Meeting on _____, @ 7 pm at the Village Hall

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

18. A Motion to Enter Executive Session at 10:42pm for Development Agreements, Annexations and Personnel and was made by Roach and seconded by Adkisson. Approved 6-0

- Mayor Mike James called the April 10, 2025, Board of Trustees meeting to order at 11:34pm
- Roll Call was taken. Trustees present were Maureen Roach, Anna Milliken, Stephanie Adkisson, Sarah Gassaway, Brian Warfel and Toby Twyford. There was a quorum present. Also present were Clerk Julie James, Treasurer Julie Bakewell, Interim Treasurer Rachel Eagles and Village attorney Dawn Wall.

19. There was no Action on Executive Session Items.

20. There was no Other Business .

21. A Motion to Adjourn at 11:34pm was made by Warfel and seconded by Gassaway. Approved 6-0



Julie James, Village of Downs Clerk