



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

Village of Downs Board of Trustees Regular Meeting May 8, 2025, 7 pm @ Village Hall & via ZOOM

1. President Pro-Tem Maureen Roach called the May 8, 2025, Board of Trustees meeting to order at 7:02 PM.
2. Roll Call was taken. Trustees present were Maureen Roach, Stephanie Adkisson, Sarah Gassaway, Brian Warfel, Diana Reynolds and Toby Twyford. There was a quorum present. Also present was Village attorney Dawn Wall.
3. The Pledge of Allegiance was recited.
4. A motion to Approve Maureen Roach Interim Village President for the Village of Downs was made by Twyford and seconded by Gassaway. Approved 5-0 (Roach did not vote since it was regarding her appointment.)
5. A motion to Approve Trustee Assignments was made by Gassaway and seconded by Adkisson. Approved 6-0:
 - a. Diana Reynolds – Building Trustee/FOIA Officer, Insurance and Services
 - b. Sarah Gassaway – Finance Trustee
 - c. Maureen Roach – Public Safety Trustee
6. A Motion to Appoint Rachel Eagles as the Village of Downs Clerk for a Two Year Term Effective today, May 8, 2025, and set to expire May 9, 2027, was made by Gassaway and seconded by Reynolds. Approved 6-0
 - a. Rachel Eagles was sworn in as the Village of Downs Clerk by Maureen Roach and then Eagles was asked to take minutes for the current board meeting in progress.
7. A Motion to Approve Agenda and Order was made by Gassaway and seconded by Warfel. Approved 6-0
8. Events
 - a. Stephanie Adkisson gave an update -- tomorrow is the Mother Son Dance. Jess is heading the event up and has done an excellent job.
 - b. 4th of July – working at it each day, bounce houses, working on permits, lining up food trucks, corporate sponsorship letters being prepared to send out.
 - c. Halloween committee is already meeting and starting to plan for all that entails.
9. Engineer & Development Report
 - a. Downs Water Plant Improvements – Greg Crowe presented – no new updates, waiting for permit, IEPA permit submitted, waiting on their response. The IEPA said they have no timeline for the permit. Greg continues to contact them to keep pushing them for the permit but the water plant cannot be put online until the IEPA issues the required permit.
 - b. Downtown Streetscape and Parking Lots design – Greg Crowe presented a project update. Bid opening was held on May 1, 2025, with two bidders, Knapp Concrete and Stark Excavating. Knapp Concrete was the low response bidder coming in at \$1,721,712.12. There was a wide variance between the two bids, with Stark Excavating

coming in at \$2,013,400.00. Knapp Concrete's bid also including alternative bids for 8 benches, 5 trash receptacles, and 4 planters for \$27,000. If those streetscape amenities are included the total is \$1,748,712.12. The Village can decide at the end of the project whether to purchase those items or not. Assuming the Village does purchase those items and the project finishes at bid price, the congressional grant, and McLean County Highway Funds, dedicated to Seminary Street overlay, should cover the full construction amount and engineering costs incurred after 2/17/2023.

Knapp Concrete did a similar project in El Paso recently, so Greg reached out to them and also the County to ask about Knapp Concrete. Greg received great feedback from El Paso about their experience with their project that Knapp Concrete did for El Paso. MSA Contract presented for approval to the board. Total amount of MSA agreement for Construction Administration is \$199,035. The staking and observation services are in the agreement as an estimated fee that will be billed on a time and expense basis at \$127,270.

- c. Downs Crossing Watermain Extension
 - a. Matt Tosh, with Brown and Roberts Engineering, gave an update. Phase 1 – contractor main progress with putting in water main, about 50% of water main has been installed. Hoping to have most of it installed by end of May or beginning of June. Utilities have been slow to mark existing utilities, may have to involve IDOT for another site meeting. Otherwise, progress is ongoing and bill #4 is ready to be approved for payment. 2500 feet remains that needs installed along the highway. Private easements were discussed, but property owners were not very responsive, so going to have to run it on the other side of the road. Section in town along Lincoln street may have to be run deeper under ground than initially planned. Matt Tosh will connect with Maureen Roach to discuss this further.
 - b. Water tank is getting painted this week and logo placement might happen as soon as Saturday. Need the Village to decide on location of the logo on the tank sides. "Downs" will be placed on two sides of the water tank. Maureen Roach will meet in the morning of May 9, 2025 to discuss placement with Chuck. Other trustees welcome to join her for that meeting if they so desire.
- d. S. Lincoln, Colleen Lane, and Hillard Court Road (no new report)
- e. Other Engineering or Development Updates
 - a. Update: FY 2026 MFT Program has been approved by IDOT. MSA and the village need to determine which roads to include in the 2025 Chip Seal program. MSA will then develop the bidding documents for the improvements.

10. Mayoral Report – presented by Maureen Roach

- a. ZBA Term modifications from 7-6-5-4-3-2-1 to 4 years alternating between 4 and 2 members (track with Trustee and Mayor election) - Chapter 14 - Right now it appears they are changing trustees each year, changing the language in the ordinance so the changes are more staggered.
- b. Consultants – Roach recommends that we hire Mike James as a consultant to get through the ongoing complex capital Village projects that are still in progress. Roach discussed how we would benefit as a village by having Mike James on as a consultant to help guide the ongoing capital projects for up to 3 months. Monthly stipend (of regular current budgeted mayor salary rate) discussed for his professional services.
- c. Clerk Update – Welcome Rachel Eagles.

- d. Appointments – Maureen Roach will serve as Interim Mayor until permanent Mayor is appointed.
- e. Wage Increases – Roach explained wage increases that were included in the FY26 budget.

11. Trustee Reports

- a. Building Report –presented by Sarah Gassaway
 - a. Pool permit request came in for above ground pool.
 - b. Building in Beecher – there are issues that are ongoing and being addressed.
 - c. Chapter 11 Fence changes – PDF of the change is on the SharePoint. Required to get a small projects permit for fencing installation now.
- b. Water and Sewer Report – presented by Toby Twyford
 - a. Pumped 3.8 million gallons of water this month.
 - b. Reminder that the plant is manually being turned off and on, late at night, early mornings, hats off to our crew.
 - c. 1 water shut off, 5 outdated meters replaced, 4 water leaks fixed, 3 curb stops repaired, and the list goes on and on. The team has put in a lot of hard work this month.
- c. Police Report – Presented by Chief of Police and Maureen Roach
 - a. Mclean County Mobile Health Truck was here this month and saw 3 people but talked to a lot of other people.
 - b. Public hearing held this week regarding the underage selling of tobacco and alcohol at Mobil gas station. Mobil gas station will be charged a fine of \$19,000 which will be paid over the next 6 months. Employees involved in selling to minors were terminated and will not be allowed to be re-hired. Underage buyers of alcohol or tobacco were fined/community service assigned.
 - c. Chief said admin heavy month with Budgets. Multiple investigation cases, including juvenile misconduct and multiple harassment cases.
 - d. Traffic infractions and speed enforcement was amped up this month. Putting up another digital MPH post near Roanoke plant reminding 25 mph for plant traffic due to truck speeding issues near the plant. Hoping to contact property owners near the plant to cut down some trees for better traffic visibility in that area. Discussed putting up “hidden driveway” sign to protect residents backing into or entering the road in that area.
 - e. There have been some vehicle break-ins. Looking into options to help curb the break-ins. Looking into license plate reader system to see if we can afford it. Most license plate reader systems require a monthly subscription. The Chief will get back to the board once he has a quote of the cost.
- d. Streets Reports – presented by Brian Warfel
 - a. Public works crew is working very hard.
 - b. Working on road pot hole repair
 - c. Equipment maintenance is ongoing
 - d. Lots of mowing
- e. Parks, Community Center and Food Pantry Report – presented by Stephanie Adkisson
 - a. Making changes to Pavillion rental contract in regards to cleaning deposit. Also adding wording in the contract to include bounce houses and use of water (and fee for use of water) in the rental contact.

- b. Lots of Pavillion rentals coming up. So if the Pavillion is needed for Village events, please get the dates to Stephanie Adkisson as soon as possible, so those dates can be blocked off.
 - c. Looking into expanding volleyball court.
 - d. Farmers market stage and benches getting set up and stained and prepped for farmers market season.
 - e. Looking for volunteer to drive golf cart to help getting elderly, or people with difficulty walking, back and forth to their cars during the farmers market.
 - f. Sign will be posted to help people find new location of farmers market this summer. Location has been moved due to the Downtown Streetscape Project.
 - g. Food pantry—uptick in food pantry needs. Encouraged people to donate. Can donate items at The Butcher’s Edge or bring it to the food pantry (contact ahead of time).
- f. Finance and Services Report – Julie Bakewell is on vacation, so no finance update in person this month.
- a. Financial report provided and bills to pay provided to each trustee.

12. Discussion

- a. Stephanie discussed--Mosquito Squad payment—currently in parks department, is to treat park and area of fireworks event, this needs to be moved to events if possible since it’s more related to 4th of July.
- b. American Pest came through and has treated for pests in the Village Hall.
- c. Trustee Diana Reynolds had a question about who heads up each committee and if there is a list of who to direct people to. Discussion about trustee emails and forwarding of trustee village email accounts during transition.

13. Public Comment (no comments)

14. A Motion to Approve Items Contained within the Consent Agenda was made by Warfel and seconded by Twyford. Approved 6-0

15. A Motion to Approve Consent Agenda (O17 R19) was made by Gassaway and seconded by Roach. Approved 6-0

1. Motions

- a. Motion to Approve the April 10, 2025 Village Board of Trustees Regular Meeting Minutes
- b. Motion to Approve the April 10, 2025 Village Board of Trustees Executive Meeting Minutes
- c. Motion to Approve Renewal of Membership with AWWA
- d. Motion to Approve Amended Village of Downs Fee Schedules as of May 1, 2025
- e. Motion to Approve Wages Increases for Village of Downs Employees
- f. Motion to Approve FY2024 Single-Audit
- g. Motion to Change Employment Status and Title of Caleb Smith to Full-time Public Works Maintenance Worker for the Village of Downs Reporting to Public Work Supervisor and Hourly Wage to \$18/hour Starting 2025-05-01 with Full Eligibility of Benefits per the Village Handbook
- h. Motion to Hire Vincent Vedra as a Part-Time Public Works Seasonal Maintenance Worker for the Village of Downs at \$15 per hour Starting May 19, 2025, Reporting to the Public Works Supervisor

- i. Motion to Hire _____ as a Part-Time Public Works Seasonal Maintenance Worker for the Village of Downs at \$___ per hour Starting _____, 2025, Reporting to the Public Works Supervisor this left empty— (no action in item i.)

2. Ordinance

- a. Ordinance 2025-17 Amending the Municipal Code of The Village of Downs – Chapter 14 Zoning
- b. Ordinance 2025-18 Amending the Municipal Code of The Village of Downs – Chapter 11 Building
- c. Ordinance 2025-19 Approving the FY2025 Zoning Map of the Village of Downs
- d. Ordinance 2025-20 Approving Street Name of Burr Oaks Lane In Burr Oaks Lake Subdivision

3. Resolutions ()

- a. Resolution 2025-R19 Authorizing and Approving Revised Mutual Aid Agreement Between Illinois Public Works Mutual Aid Network (IPWMAN) and the Village of Downs
- b. Resolution 2025-R20 Authorizing and Approving Award to Lowest Bidder to Knapp Concrete Contractors Inc – (pulled this out of consent agenda to vote on separately so Stephanie Adkisson could abstain due to possible conflict of interest – voted on separately below on added item 17.)
- c. Resolution 2025-R21 Authorizing and Approving Construction Administration and Observation Contract Between MSA and the Village of Downs

16. New Business

- 1. Motions – motion to approve was made by Reynolds and seconded by Adkisson vote 6-0
 - a. Motion to Approve Ad in the Tri-Valley Yearbook for \$320 –full page, black and white (paid out of general fund).
 - b. Motion to Approve Village of Downs Zoning Board of Appeals Appointments for 4 Years as May 1, 2025: Eric Thompson (Chairperson), Dave Bach, Bert Clark, Greg Curtis
 - c. Motion to Approve Village of Downs Zoning Board of Appeals Appointments for 2 Years as May 1, 2025: Darren Habben, Julie Huezo, Julie James

2. Ordinances (none this meeting)

3. Resolutions

- a. Resolution 2025-R22 Authorizing and Approving Temporary Easement Between BWLW LLC and the Village of Downs
 - i. Motion to approve was made by Gassaway and seconded by Adkisson, 6-0 (Warfel abstained)
- b. Resolution 2025-R23 Authorizing and Approving Temporary Easement Between Michael and Diana Reynolds and the Village of Downs
 - i. Motion to approve was made by Gassaway and seconded by Adkisson, 6-0 (Reynolds abstained)
- c. Resolution 2025-R24 Authorizing and Approving Consulting Agreement Between the Village of Downs and Michael James
 - i. Motion to approve was made by Gassaway and seconded by Warfel, 5-1 (Reynolds voted no)

- 17. Item 15. 3. b. was removed from consent agenda at the request of Stephanie Adkisson due to possible conflict of interest and voted on separately here. Motion to approve was made by Warfel and seconded by Gassaway. 6-0 (Adkisson abstained due to possible conflict of interest.)

Resolution 2025-R20 Authorizing and Approving Award to Lowest Bidder to Knapp Concrete Contractors Inc

18. Old Business (No Action was taken on old business)

- a. Motion to Continue the Village of Downs Regular Board of Trustees Meeting on _____, @ 7 pm at the Village Hall
- b. Ordinance 2025-__ Amending the Municipal Code of The Village of Downs – Chapter 2 Village Board, Officers and Employees
- c. 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

19. A Motion to Approve Payment of Bills was made by Gassaway and seconded by Adkisson.

Approved 6-0

20. No Motion to Enter Executive Session

21. No Action on Executive Session Items

22. Other Business.

1. Thank you to Michelle Tocco for all she did with IT to help our meeting be successful. And welcome to Diana Reynolds, our new Trustee.

23. Interim Village President Muareen Roach called the May 8, 2025, Board of Trustees meeting to order at 9:10 pm.

- a. Roll Call was taken. Trustees present were Maureen Roach, Stephanie Adkisson, Sarah Gassaway, Brian Warfel, Diana Reynolds, and Toby Twyford. There was a quorum present. Also present were Clerk Rachel Eagles, and Village attorney Dawn Wall.

24. A Motion to Adjourn at 9:10pm was made by Adkisson and seconded by Gassaway. Approved 6-0



Rachel Eagles, Village of Downs Clerk