



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

Village of Downs

Board of Trustees Continued Meeting Minutes

10/23/2025

Meeting Begins at 7:04 pm

Trustees Present: Maureen Roach, Diana Reynolds, Stephanie Adkisson, Sarah Gassaway, Brian Warfel.

Trustee Absent: Toby Twyford

Meeting began with an audit presentation given by Erin Sordo with Lauterbach & Amen. Erin provided a high-level overview. Overall audit opinion, which is the highest-level opinion. \$2 million increase in assets; \$1.2 million increase in revenue. \$1.6 million with IEPA loan forgiveness. \$42,000 increase in fund balance.

Recommendations:

- 1) security awareness – no weakness in Village; this is a blanket comment
- 2) Fund balance
- 3) Funds over balance
- 4) Default fund balance – TIF III

Village uses a budget system vs. appropriation budget which is better. \$50,000 cushion in general fund and spent \$70,000 with 1) Freedom Oil payment should have been changed 2) Treasurers wages with 2 treasurers in training went over budgeted. Any changes will be carried over for a year.

- 1) Motion to Approve FY 2024-2025 Audit (Roach / Adkisson 5-0)
- 2) Motion to Approve FY 2024-2025 Annual Treasurer's Report (Roach / Reynolds 5-0)
 - a. Will publicize in Pantagraph by Clerk.
- 3) Motion to Approve FY 2024-2025 Annual TIF Reports (Roach / Adkisson 5-0)
 - TIF I: did not change TIF – projects for TIF III
 - TIF II: received \$3.1 million so far. \$30,938 balance – pay Corn Belt Energy \$85,000 for 3 more years. Water main boring on Rt 150, used sewer fund with 3 years left to pay on.
 - TIF III: EAV - \$2 million in value. \$62,000 payable rather than a negative amount for Hillard and Misch project. Doubled our EAV.
- 4) Ordinance 2025-23 Amending Article V, Section 12 of Chapter 8 – Traffic, Streets, and Parking of the Village of Downs Municipal Code (Sarah / Brian 5-0)

Chapter 8 amendment: Traffic, Streets and Parking, Article 5. Changed wording from the “Chief can be terminated if not collecting fines against individuals” concern over collection issues and turning over fines to Village. This failure to account for and turn over fines can cause Chief to be terminated. Corrected language.

Discussion

- 1) Cleaning contract agreement: Hall is not getting cleaned. Stephanie Adkisson will speak with Stephanie regarding this. Stephanie Adkisson will clean this month and will be paid by the contracted employee as a subcontractor.
- 2) Mayor Report: working with Ameren on an easement agreement. Working on a property easement agreement with Butchers Edge.
- 3) Streetscape: poles removed except for 2. Ameren will be engaging JULIE for the 2 poles by the Legion and Butchers Edge.

Executive Session for Tape Review; Motions by Adkisson and Gassaway. Mayor declared motion carried 4-1: Maureen, Stephanie, Sarah, Brian – yes; Diana Reynolds voted – No. Exited public session at 8:05 p.m.

Reconvened public meeting from Oct. 9 to Oct. 23 at 8:30 p.m. Quorum to do business was declared by the mayor after roll call was taken – Trustees Roach, Reynolds, Adkisson, Gassaway were present along with Mayor James, Attorney Wall and Treasurer Bakewell. Tabled item Resolution R2025-R43 – release of executive session by Stephanie and Sara. Tabled for the November meeting.

Motion to adjourn meeting at 8:32 p.m. was made by Roach and seconded by Gassaway. Mayor declared motion carried 4-0.

Minutes submitted by,

Maureen Roach, Village Trustee