

**MINUTES OF A REGULAR MEETING
MAYOR AND BOARD OF TRUSTEES
FOR THE VILLAGE OF FORSYTH, IL**

**Held at the Village Hall
November 15, 2010**

Call to Order

Mayor Harold Gilbert called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Roll Call

Upon call of the roll, the following Trustees were physically present:

Hubbard, Reed, Rasho, Allsup, Morr, Johnson.

Absent: None.

Also Physically Present

Linn Summers, Jean Campbell, Rhonda Stewart, Larry Coloni, Darrell Woolums, Chuck Hunsinger, Heather Kimmons, Kathy Mizer, Deputy Rodgers, Charlyn Brautigam.

Adoption of Consent Agenda

*** Consideration of items listed on the Consent Agenda under the omnibus vote designation:*

1. Approval of Minutes of the Regular Village Board meeting held November 1, 2010.
2. Approval of Bill presented for payment, November 15, 2010. ***Invoices are always available for review upon request.*
3. Approval of Treasurer's Report, October 31, 2010.

Village Administrator Heather Kimmons referred to a revised warrants list that was prepared by Treasurer Rhonda Stewart after the packets were assembled for tonight's meeting. She explained that there was a slight correction made to the list that changed the coding for shelving purchased for the Library. The shelving purchase was coded under the *Periodicals* line item of the annual budget, and should have been coded under the *Library Expansion* line item.

Trustee Hubbard moved, and Trustee Allsup seconded, to approve the Consent Agenda, to include the revised warrants list presented. Upon a call of the roll, the vote was:

Yeas: 6—Hubbard, Reed, Rasho, Allsup, Morr, Johnson.

Nays: 0—None.

Absent: 0—None.

Motion declared carried by omnibus vote.

Recognition

Mayor Gilbert stated that he would like to take just a moment to commend Trustee Rasho for his dedication and service to the Public Works Committee. He explained that Trustee Rasho mentioned at the meeting that he had a conflict that evening. There was an event in Chicago that was near and dear to Trustee Rasho's heart that he really wanted to attend, but instead, he chose to come to Village Hall and

chair the Public Works Committee meeting. Mayor Gilbert expressed his appreciation for Trustee Rasho making this decision.

Public Comment

No comments were presented.

ADMINISTRATION REPORT

LAW ENFORCEMENT—

- Deputy Rodgers was present at the meeting to comment on recent activity in the Village officers have responded to. Items mentioned include:

- Officers are beginning to see an increase in retail thefts in the Mall, and also at Menards. Deputy Rodgers mentioned that the increase is expected with the upcoming holiday season, but noted that management continues to be very cooperative concerning this issue. Deputy Rodgers pointed out that having officers walk through the Mall during the day continues to be helpful for businesses.

ADMINISTRATIVE REPORTS —

Village Administrator Heather Kimmons mentioned that in addition to her report, Trustees have been provided with written reports from the, Treasurer, Public Works Director, Attorney, Librarian, and Engineer to review. Mayor Gilbert asked if there were any questions concerning any of these reports.

No questions were asked. Mayor Gilbert thanked Staff for providing the information provided.

OLD BUSINESS:

No Old Business was presented

NEW BUSINESS

Resolution No. 10-07 Authorizing Alternative Method of Sale Pursuant to 65 ILCS 5/11-76-4.2 (Prairie Winds Lot One)

Mayor Gilbert asked Village Administrator Heather Kimmons to comment on this item. Heather mentioned that she included a draft resolution in the meeting packets for Trustees to review and consider concerning alternative sale methods for Lot 1 in Prairie Winds. However, this morning Trustee Rasho brought to her attention that the proposed resolution refers to Ordinance No. 643 C, and pointed out that that particular ordinance was not included in the meeting packets with other information provided for the November 1, 2010 meeting. Heather mentioned that she thought the ordinance had been included, but after the packets were prepared, found that it was not. She stated that Ordinance No. 643 C was included in the large packet material provided for Trustees this evening regarding Prairie Winds. Heather asked Trustees to look through all of the information each one has been given before any action is taken on the proposed resolution. She stated that she is also hoping to find additional information on the property to give to Trustees to review. Trustees agreed to table this item to allow more time to review all of the information provided and receipt of any additional information found.

Change Order No. 3, 2010 Streets Improvement Project

Village Administrator Heather Kimmons referred to Change Order No. 3 presented for Trustees to consider. She reported that the street project is complete. Heather explained that this will be the final change order for the project and is for \$6,591.69. The change was for the extra work done on driveway repairs and for installation of a drain under Avalon Blvd. to intercept ground water. This third change order brings the total contract price for the 2010 Street Improvement Project to \$699,460.88, which is under the bid price.

Trustee Rasho reported that this item was presented at the Public Works Committee meeting last week. Members reviewed it and recommended the change order be approved. Trustee Rasho moved, and Trustee Hubbard seconded, to approve Change Order No. 3, in the amount of \$6,591.69 for the 2010 Streets Improvement Project. Upon a call of the roll, the vote was:

Yeas: 6—Hubbard, Reed, Rasho, Allsup, Morr, Johnson.
Nays: 0—None.
Absent: 0—None.
Motion declared carried.

**Finance Committee Recommendation on Discontinuance of
Computer, Vehicle and Building Funds County to Share Cost of Project**

Mayor Gilbert asked the Administrator to comment on this item. Heather mentioned that this issue comes to the Board from the Finance Committee, and then referred to two memos that were included in meeting packets for Trustees to review. The first is a memo dated October 25, 2010, prepared by Treasurer Rhonda Stewart for the Finance Committee to provide a brief history on these funds. The second memo written by Rhonda and dated November 2, 2010, was submitted to the Village Administrator and the Chair of the Finance Committee to let both know the motion Rhonda would need to act on whatever decision the Board makes tonight on this matter. Heather reported that the Finance Committee did discuss this issue and voted to recommend the Village close any bank accounts it has for these particular funds. She asked Rhonda if she wanted to make any further comments on this issue. Rhonda replied that she did not, but was available to answer any questions Trustees might have..

Mayor Gilbert stated that personally, he believes the Village should maintain at least the Building Fund and Vehicle Fund Accounts. However, he did point out that the Board has chosen not to fund either one for the last few years. Mayor Gilbert commented that in his opinion, having money set aside for specific items helps Staff plan for future expenditures during the budget planning process. He encouraged Trustees to think about this issue carefully before taking any action on it.

Trustee Hubbard commented that although he understands the point expressed by the Mayor, the Board looks at ideas, plans, or proposals each department has submitted for the upcoming year(s), and then determines whether or not to place those items in the Five-Year Capital Improvement Plan and in turn in the annual budget. Trustee Hubbard mentioned that the Treasurer brought this item to the Finance Committee for discussion and the committee voted to recommend the funds be closed.

Trustee Reed asked for clarification on this proposal. He stated that he does not understand the mechanics of closing the funds and then trying to save money for some large project using monies from the General Fund.

Trustee Hubbard replied that the money can still be saved, but instead of keeping separate accounts, the money will all be put in the General Fund. The Board can still save money for a specific item, but the funds will not be in different accounts.

Trustee Rasho commented that in his opinion, the Board allocates money for different projects during the capital planning process. He stated that he believes having so many different accounts to keep track of just makes more work for the Treasurer, which Staff deem to be unnecessary.

Attorney Darrell Woolums cautioned Trustees about maintaining a surplus of money on hand. He stated that if a municipality taxes its residents, they have to have a plan on why the funds are needed. Residents need to know what the reason is for the tax. In other words the Board has to justify taxes it receives

Rhonda reported that the auditors for the Village have suggested that if the Board wants to maintain separate accounts for a specific purpose, a separate bank account should be opened to make things clear. Rhonda mentioned that currently, she maintains records for these funds using internal accounting procedures.

Following a brief discussion on this issue, Trustee Hubbard moved, and Trustee Rasho seconded, to authorize the Village Treasurer to close any existing bank accounts and terminate internal accounting procedures related to the Computer, Building and Vehicle Funds, and to place the balance of each into the General Fund prior to May 1, 2011. Upon a call of the roll, the vote was:

Yeas: 6—Hubbard, Reed, Rasho, Allsup, Morr, Johnson.

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

Advisory Committee Appointments

- *Parks and Recreation*

Trustee Morr moved, and Trustee Allsup seconded, to appoint Scott Adreon to serve as a regular member on the Parks and Recreation Committee, replacing Todd Berghoff; and to appoint Joy Hurst to the committee to serve as an alternate member. Upon a call of the roll, the vote was:

Yeas: 6—Hubbard, Reed, Rasho, Allsup, Morr, Johnson.

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

Trustee Morr mentioned that the Parks and Recreation Committee meeting has been cancelled this month.

- *Finance Committee*

Trustee Hubbard moved, and Trustee Reed seconded, to appoint Mike Miller and Gary Bohner to serve as regular members on the Finance Committee. The two will be replacing Dale Yemm and Richard Dunsworth, who have both moved out of the Village. Upon a call of the roll, the vote was:

Yeas: 6—Hubbard, Reed, Rasho, Allsup, Morr, Johnson.

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

Disposal of Library Children's Books

Trustee Reed referred to a written request from Children's Librarian, Lorraine Getty who asked for approval to dispose of some older juvenile fiction books in the library. Lorraine explained that she has withdrawn books from the library collection, which is an integral part of collection management. The goal of this undertaking is to free up space on the shelves for newer books that attract more readers and reflect current reading tastes. Lorraine suggested that the Maroa/Forsyth Grade School and the Decatur Christian School be allowed to browse through the books and select those they may want to add to their school library collections. The books that are not disposed of in this way will be stored until the annual spring magazine sale the library holds each year.

Trustee Reed moved, and Trustee Rasho seconded, to authorize the librarians from the Maroa/Forsyth Grade School and the Decatur Christian School, first one, then the other, to browse through the children's books and select titles that they would like to add to their school library collections. Upon a call of the roll, the vote was:

Yeas: 6—Hubbard, Reed, Rasho, Allsup, Morr, Johnson.
Nays: 0—None.
Absent: 0—None.
Motion declared carried.

Miscellaneous Items

- *Project Development Report – County Highway 20 Road Improvement Project*

Trustee Hubbard asked if the Macon County Transportation Committee met on November 11, 2010 to discuss entering into an intergovernmental agreement with the Village. The agreement would commit both Macon County and the Village of Forsyth to share the costs of preparing a Project Development Report (PDR) to seek federal funds for the County Highway 20 Road Improvement Project.

Engineer Chuck Hunsinger replied that the Transportation Committee did meet and that the Macon County Board approved the agreement. Village Administrator Heather Kimmons mentioned that the Clerk has copies of the PDR for the Mayor to sign in the morning.

- *Cox Street East Extension*

Trustee Rasho mentioned that several years ago the Village Board approved extending Cox Street east to Sawyer Road. The engineering costs for the project was about \$95,000 and construction approximately \$950,000 for the road extension. The Board approved the engineering with the expectation that if the project was “shovel ready”, the Village may be eligible for some of the “stimulus” funds from the Federal government to help pay for the road project. However, to date no money has been received.

Trustee Rasho mentioned that during the discussion of the County Highway 20 project and preparing a PDR for the work, he thought it might be worth looking into the cost for preparing of a PDR for this project. He reminded Trustees that the Village has already invested \$95,000 for the engineering for this project, so suggested the Village take it a little further and ensure the project is truly “shovel ready”. Trustee Rasho suggested the Board ask the Engineer for an estimate and timeframe for preparing a report. He asked Staff to place this item on the next meeting agenda for further discussion. He referred to the high cost for the road project and suggested the Village may be eligible for federal funds to help with it. Trustee Rasho mentioned that at the last regular meeting the Board authorized spending \$17,000 for a report concerning the County Highway 20 Road Improvement Project. Village Administrator commented that she would ask the Engineer for an estimate on this matter and place it on the agenda for the next regular meeting.

- *Village Administrator Performance Evaluation*

Trustee Rasho also suggested the performance evaluation for Village Administrator Heather Kimmons be placed on the next meeting agenda. He mentioned that he believes Heather's contract calls for an evaluation to be completed within the first six months of hiring her. Trustee Rasho stated that in his opinion, the next meeting is an appropriate time to do this. He commented that by placing it on the agenda, he is hopeful everyone will come prepared for the evaluation.

The Clerk asked if Trustee Rasho meant for the Board to talk about completing an evaluation, or was his intent to doing one. Trustee Rasho replied that he meant for the Board to complete an evaluation.

○ *Oreana Water Line Extension*

Attorney Darrell Woolums mentioned that he received a call from property owner Colby Schwarze concerning the easement for the Oreana Water Line Extension Project. Mr. Schwarze reported that he was very pleased with the way he was treated during the negotiations.

○ *Multi-Family Zoning (R-3)*

Trustee Morr referred back to the resolution the Board talked briefly about earlier in the meeting and asked if some R-3 zoning should be considered for the parcel in the Prairie Winds Development that the Village is trying to sell. He mentioned that the individual who approached the Village about building a small apartment complex on Hickory Point Drive was denied his petition, asked about other potential sites in the Village that may be available for building a small complex. Trustee Morr asked if this was a possibility.

Mayor Gilbert replied that he was not sure how the current Board feels about R-3 zoning in Prairie Winds. The existing ordinance calls for a small portion of Parcel 1 to be R-2, but R-3 may be counter-productive to marketing the property.

Trustees agreed to talk about this idea at the next meeting, but noted that the Long Range Comprehensive Plan does not include any R-3 zoning.

Adjournment

Trustee Rasho moved, and Trustee Allsup seconded, that the meeting be adjourned. The meeting was adjourned at 7:21 p.m. on voice vote.

By: _____
Village Clerk