

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

**Held at the Village Hall
August 16, 2010**

Call to Order

Mayor Harold Gilbert called the meeting to order at 6:32 p.m.

Pledge of Allegiance

Roll Call

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

Reed, Rasho, Johnson.

Absent: Hubbard, Allsup, Morr.

Also Physically Present

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

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 August 2, 2010.
2. Approval of Bills presented for payment, August 6, 2010. ***Invoices are always available for review upon request.*
3. Approval of Bills presented for payment, August 16, 2010. ***Invoices are always available for review upon request.*
4. Approval of Treasurer's Report, July 2010.
5. Approval of Ordinance No. 796: Amending Section 110.01, Outdoor Merchandise Displays and Advertising.
6. Approval of Ordinance No. 801: Approving Zoning Variance for Hickory Point Mall Parking Lot Lighting Improvements.
7. Approval of Amendment to Parks and Recreation Advisory Committee Charter.

Trustee Reed moved, and Trustee Rasho seconded, to approve the Consent Agenda, as presented. Upon a call of the roll, the vote was:

Yeas: 4—Reed, Rasho, Johnson, Gilbert.

Nays: 0—None.

Absent: 3—Hubbard, Allsup, Morr.

Motion declared carried by omnibus vote.

Presentation

Mayor Gilbert presented Librarian Jean Campbell with a plaque to place in the Library. It was received from the 40 and 8 and was given to thank the Village of Forsyth and the Library for allowing the group to use the Conference Room the first Saturday of each month during the past year. Mayor Gilbert mentioned that the group was very grateful and wanted the Village and the Library to have this plaque to show its appreciation. Jean commented that the plaque was very nice. She thanked the Mayor for it.

Public Comment

Joe Wisner who lives at 382 Loma Drive approached the podium to address the Board. He mentioned that he has been a Forsyth resident since 1997, and was here tonight to talk about the sidewalks and lighting in the Forsyth Estates Subdivision. Children living in the subdivision currently walk along the street to the school bus stop on Avalon because there are no sidewalks. The timeframe for kids catching the bus coincides with the time a lot of people living in the subdivision are leaving their homes to go to work. Having no sidewalks creates an unsafe environment for the kids because motorists can't see them. Joe explained that visibility is limited, especially on the west side of Loma Drive and the east side of Ventura Drive. These two areas only have two utility lights. The other ends of these two streets have three lights. Joe remarked that again in his opinion, causes safety concerns for the kids because the streets are dark. He asked the Board to consider adding walks and more lights to the subdivision.

Mayor Gilbert commented that he believes these are issues the Staff should look into. He went on to say that the Board should consider adding sidewalks for the subdivision in next year's budget.

Trustee Johnson pointed out that the Village did have a policy that required sidewalks to be added in any subdivision without them, when the roads in that subdivision were improved. Unfortunately, the Board went against its policy when the streets were improved in the Stevens Creek Subdivision. Trustee Johnson mentioned that she voted to add walks in this subdivision, and was very disappointed with the Board for not following its policy on this issue.

LAW ENFORCEMENT—

Deputy Rodgers and Deputy Smith were in attendance to comment on recent activity in the Village officers have responded to. Deputy Rodgers mentioned that officers continue working diligently on the investigation surrounding the burglary that occurred a few weeks ago along West Forsyth Road. Officers are using all resources available to bring closure to the incident. Deputy Rodgers mentioned that to his knowledge there have been no new burglaries to report.

Deputy Rodgers reminded everyone that the use of cell phones is prohibited in school zones and in construction zones. With school starting, officers will be writing citations for drivers who are caught in violation of this law.

ADMINISTRATIVE REPORTS —

Village Administrator Heather Kimmons mentioned that in addition to her report, Trustees have been provided with written from the Public Works Director, Attorney and Engineer to review. Mayor Gilbert asked if there were any questions concerning any of these reports. Seeing none, he thanked Staff for providing the information to the Board.

OLD BUSINESS:

Strategic Plan

Mayor Gilbert referred to the draft copy of the Strategic Plan that was provided at the last meeting and the summary provided tonight by Village Administrator Heather Kimmons. He commented that he believes at least one of the comments included in the summary was written by Heather. Mayor Gilbert asked Heather to comment on this item.

Heather Kimmons mentioned that she also passed out the actual written responses she received from three of the Trustees. This information was presented to show members of the Board what the other Trustees actually submitted. In addition, Heather mentioned that she also talked with Trustees Johnson and Reed today to get their feedback on the Plan. Heather pointed out that it was not her intent by placing this item on tonight's agenda for the Board to take action on, but simply to allow time for any questions the Board may have or to discuss the information provided. Heather recommended the Board consider setting a Special Meeting specifically for further discussion on the Strategic Plan. She explained that she would like to include this item in a regular meeting, but was not sure if that would be possible. From the comments that Heather has received it appears that there needs to be done some significant work done on the document. Heather identified several dates for Trustees to consider for this purpose.

Members of the Board agreed with Heather's suggestion and that any of the dates suggested would work. Heather was asked that prior to scheduling a meeting she communicate with the other Trustees and ask for their input.

Trustee Rasho suggested each of the Trustees provide written comments to the administrator to show exactly where they stand on issues, or what their position is on issues. He stated that in his opinion, to make the meeting more productive written comments should be provided from each of the Trustees, including that Mayor. Staff should also submit any comments they may have to the administrator. Having the comments in writing would allow each suggestion or comment to be properly evaluated and would help the Board understand what the final document should look like and what Trustees are agreeing to. Trustee Rasho encouraged everyone to write down their ideas, which in his opinion, would be a good process to go through. This would provide transparency and good documentation for the Village.

Mayor Gilbert pointed out that although it is not a bad idea to submit comments or ideas in writing, it rules out trying to schedule a special meeting anytime this week.

Trustee Rasho stated that at the last Board meeting, the Administrator commented on this particular issue, even though the topic being discussed was not the Strategic Plan. He referred to Page 9 of the minutes, the second paragraph. Trustee Rasho read aloud the following:

"Village Administrator Heather Kimmons pointed out that after looking at the Strategic Plan that has been presented tonight it repeatedly talks about clarifying and making clear the role of the Mayor and Village Administrator. If, at the point this is what our Strategic Plan suggests and the Board chooses to go with that, it only makes sense that if there is a question or if there have been questions in the past, the Board should clarify this issue so that future Board and Mayor know what to expect."

Trustee Rasho mentioned that there has been a lot of discussion on this point over the past several years and strongly believes the role of the Mayor and Village Administrator should be clarified. He emphasized the need for a frank, open, and professional discussion about this issue without emotion or anyone being defensive. The record should be clear and everyone should know who is responsible for what. Trustee Rasho commented that as the Village moves forward, it is important to clarify this matter. Nothing more needs to be said.

Mayor Gilbert commented that the meeting will be scheduled as soon as possible, but noted that everyone should be in attendance. He asked the Administrator to coordinate scheduling a meeting with all of the Trustees.

Draft Resolution No. 10-03 Addressing Village Appointments

Mayor Gilbert referred to the resolution presented and then read it aloud. He asked the Board if the language in the resolution reflects what the Board wants.

Heather Kimmons commented that the draft resolution is just a proposal, but believes it follows the language of the motion that was made and approved at the last meeting. The question she has for the Board is whether this action should be reduced to a resolution or an ordinance. Heather explained that after researching this matter to see what the difference between a resolution and an ordinance was, she feels that the Board should consider reducing the motion to an ordinance. She provided some documentation for Trustees to review outlining the differences between the two types of documents. A resolution is less formal and is commonly used for an expression of opinion, whereas an ordinance has the affect of law. Heather mentioned that after discussing this issue with the clerk, both agreed that the Board's action was not clear. Her recommendation was to reduce this motion to an ordinance. The reason for this decision, is that the Board should want this decision clarified for future Boards and for the public. Once an ordinance is approved, it becomes part of the Code of Ordinances which is codified. Heather recommended this item be tabled until an ordinance can be drafted for the Board to consider.

NEW BUSINESS

Finance Committee Recommendation – Budget Timeline/Scheduling

Village Administrator Heather Kimmons referred to the document included in meeting packets prepared by Treasurer Rhonda Stewart for the Finance Committee meeting held on August 3, 2010. She explained that in the document outlines two options concerning the Village's budgeting process. The first option describes the process timeline that has been used in past years, and the second outlines an alternative to this. Rhonda suggested the committee and Board consider looking at option two for the upcoming budget preparation process. Heather noted that in her opinion, the difference between the two options is not significant, other than the time for the meeting scheduled to discuss capital projects. That meeting would be moved back in the process, possibly March. It would also allow time to provide the Board with more realistic numbers to work with as capital items are considered for next year's budget. Heather reported that the Finance Committee voted unanimously to use option two from this upcoming budgeting process forward.

Mayor Gilbert suggested the Board really look at the proposed timeline outlined in option two. He commented that in his opinion, the schedule appears to be a little compressed.

Rhonda stated that if things get done sooner, the schedule can be adjusted as needed. She added that the schedule presented is just a rough draft.

Mayor Gilbert also asked why the Finance Committee needs to look over the Operations and Maintenance Budget. He explained that in his opinion, if the Staff has reviewed it and see no problems with it, what more can the committee add.

Rhonda replied that during the last budget review process, the committee did review the operating budget. They did have questions, and some minor changes were made as a result of their review. Rhonda mentioned that the committee has not always looked at it, but, yes, they did review it in detail last year.

Trustee Johnson asked Rhonda if she was happy with the proposed change. Rhonda replied that she is willing to work with it. She reiterated, that if an adjustment needs to be made in the schedule it can be done.

Heather commented that option two just seems logical. By March, the Village will have firmer figures to work with for planning purposes.

Trustee Rasho moved, and Trustee Johnson seconded, to accept the Finance Committee's and Staff's recommendation to adopt Option 2, to modify the budgeting process timeline. Upon a call of the roll, the vote was:

Yeas: 4—Reed, Rasho, Johnson, Gilbert.

Nays: 0—None.

Absent: 3—Hubbard, Allsup, Morr.

Motion declared carried.

Public Works Committee Recommendation – Snow Fence

Village Administrator reported that this item was discussed at the Public Works Committee meeting held on August 9, 2010. Public Works Director Larry Coloni asked the Board to consider this idea, and noted that it was something he learned about in some of meetings or prior training sessions he had attended. Heather explained that the concept is, in an effort to reduce or to slow down drifting snow on some of the roads in the Village, we talk with some of the local farmers to see if they would be willing to leave a combine width of crops on their land over the winter. This idea would provide a natural snow fence. The Village would compensate the farmers for doing this, but they would still have the option of harvesting any of those crops in the spring. Heather reported that the Public Works Committee listened to Larry's presentation and recommended Staff support this issue with the local owners and come up with cost estimates concerning the compensation to present to the Board.

Mayor Gilbert commented that this idea is not a new concept. This practice has been done around here for many years, just not lately. He stated that he was glad the practice was being considered again and expressed his support for this matter. The concept is the least expensive was to provide snow fences. Mayor Gilbert stated that it is a good idea.

Trustee Rasho moved, and Trustee Johnson seconded, to accept the Public Works Committee's recommendation for the Board to authorize Staff to discuss the concept of a "Natural Snow Fence", with neighboring farmers and to develop cost estimates for the Board's later consideration. Upon a call of the roll, the vote was:

Yeas: 4—Reed, Rasho, Johnson, Gilbert.

Nays: 0—None.

Absent: 3—Hubbard, Allsup, Morr.

Motion declared carried.

Tri-City Business Forum

Mayor Gilbert reported that the Economic Development Committee met last Tuesday night. One of the items on the agenda was the Tri-City Business Forum. Members discussed what the Village's participation might be for next year. There was a consensus that the anticipation was to do it again, especially if the City of Decatur and the Village of Mt. Zion participate. Mayor Gilbert mentioned that members also discussed some shortfalls in our last presentation. One idea that came up during the discussion was to update the Village's brochure, and possibly develop a DVD to tell the story of Forsyth. The DVD could include the current economic conditions in the Village and opportunities that are available in Forsyth. Mayor Gilbert commented that in his opinion, it seems like it might be a good idea to incorporate the literature used for the DVD, or the new brochure into the presentation to be used next year at the forum. If work begins now, it would be ready to use.

Mayor Gilbert mentioned that he has not received the minutes from that meeting to present to the Board, but would like to relay the recommendation to the Board that was made by the committee. He stated that the Economic Development Committee recommends the Board signify some support or involvement, and funding to put this together. Mayor Gilbert mentioned that he does not have a cost estimate for the brochures or anything yet, and hopes to of course involve the administrator in all of this. He referred to Heather's recommendation presented in her report that says "...Staff evaluates its purpose...".

Mayor Gilbert stated that there are two things for the Board to consider. First, if there is a forum, and the City of Decatur and the Village of Mt. Zion are involved, it should be a given the Village of Forsyth should be represented. Secondly, materials developed would be an ongoing source of advertising for the Village. This would not just be a one-time thing and there would be some funding required doing it properly.

Trustee Rasho pointed out that the Board has discussed this item in the past. He stated that he agrees with the Village Administrator's recommendation. "...assuming the Tri-City Forum becomes an annual event, that Staff evaluates its purpose, usefulness and effectiveness and makes a recommendation back to the Board as to the Village's continued participation in the event." Trustee Rasho stated that he believes this is an excellent way of looking at this issue and believes this process should start with the committee.

Mayor Gilbert replied that he does not believe it is always necessary for the Board to require Staff to do these things. Staff will be involved, but think the committee should handle this. Mayor Gilbert stated that if the opportunity is there, the need is there. No action was taken.

Adjournment

Trustee Rasho moved, and Trustee Reed seconded, that the meeting be adjourned. The meeting was adjourned at 7:19 p.m. by voice vote.

By: _____
Village Clerk