

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

Held at Village Hall
August 30, 2010

Call to Order

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

Roll Call

Upon call of the roll, the following Trustees answered present:

Physically present: Reed, Rasho, Allsup, Morr, Johnson, Hubbard.

Absent: None.

Also Physically Present

Chuck Hunsinger, Heather Kimmons, Chris Lusvardi, Kathy Mizer, Charlyn Brautigam.

Strategic Plan Session

Mayor Gilbert explained the purpose of tonight's Special Meeting was to continue discussion on development of a Strategic Plan for the Village. He suggested that one thing Trustees might want to talk about before they get too far into discussion the proposed Strategic Plan is just how much detail should be included in the final plan. As an example, should the plan be a broad statement that would show people how the Village does things or should it be more like the five-year capital plan.

Village Administrator Heather Kimmons provided Trustees with a copy of a Strategic Plan she found on the internet from a small community out in Rhode Island. She explained that she printed this one because of how simple and straight forward it was. Heather mentioned that one concern she has with the proposed plan prepared by Consultant Brad Townsend, is just how easy it would be to understand by someone who may request a copy of it. Heather commented that in her opinion, the plan provided by Brad looks like just a master list of priorities, not a general road map. She asked for direction from the Board. A Strategic Plan can be very general in nature or very specific, it is up to Trustees.

Mayor Gilbert commented that he feels the plan prepared by Brad has a little more detail in it than what the Village wanted when it began this process. He stated that he would like to see a final document somewhere in the middle.

Trustee Rasho stated that in his opinion, the Strategic Plan should include the vision and values for the Village. He mentioned that Trustees discussed this issue and agreed with this philosophy at a couple of meetings they had with the consultant. At the conclusion of the second meeting with Brad, the Board agreed to summarize their ideas and suggestions into six categories. Next

Trustee Rasho stated that he took the six categories and wrote down a definition of what each one meant to him. Then he listed some specific items underneath each of the six headings.

Trustee Rasho commented that in his opinion, the five-year capital plan should list the expenditures that the Board agrees to make to achieve the goals outlined in the Strategic Plan.

Mayor Gilbert suggested Trustees consider just how much detail they want in a Strategic Plan, and when does it start to bump into not only the five-year capital plan, but also the comprehensive plan for the Village. He explained that the comprehensive plan outlines the goals and different segments of the community and what you look for in the future for the Village.

Trustee Rasho commented that the comprehensive plan has been in place for a long time and noted that he doesn't recall ever making any decisions on a particular project that was tied directly to the comprehensive plan. He suggested the Board look at this in the next budget year.

Mayor Gilbert reiterated that the comprehensive plan was the guidelines and goals for the Village. He stated that he thought the Board was on track for looking at that document.

Village Administrator Heather Kimmons stated that in her review of minutes from meetings the Board had with the consultant concerning a Strategic Plan for the Village, it was talked about completing a Strategic Plan first, then the comprehensive plan, and lastly, update or re-write the Zoning Ordinance.

Trustee Rasho commented that the Board has spent a lot of time on this process and added that personally he believes the Board could bring the discussion to a quick conclusion by following what has already been accomplished to this point. He suggested Trustees take the "*Vision and Values*" from the proposed Strategic Plan provided by Brad, and then separate out the master list of priorities from it. Trustee Rasho then suggested Trustees go back to the six categories the Board discussed and agreed to. Lastly, the Board could defer the implementation of the projects until it goes through the budgeting process next spring.

Trustee Rasho referred to a two page summary he prepared following the second meeting with the consultant. He pointed out that the information in the document was not just his creation; it was a combined effort by all of the Trustees.

Village Administrator Heather Kimmons commented that she provided the Board with copies of Bob's proposal. She commented that she likes it, because it is a boiled down to six simple points. It is clear to and easy to understand. Heather suggested the Board look at what Bob prepared, and then make changes to it. She added that the master list of priorities could be attached to it.

Trustees went through the information provided and discussed changes, additions, or things that should be moved or deleted from the plan Bob presented. It was agreed that the Administrator should take everyone's comments and prepare a final draft of a plan for the Board to review. No timeline on finalizing the plan was decided. The meeting resulted in a lot of very positive discussion.

Adjournment

Trustee Rasho moved, and Trustee Hubbard seconded, that the meeting be adjourned. The meeting was declared adjourned at 7:32 p.m. on voice vote.

By: _____
Village Clerk