

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

**Held at the Village Hall  
January 18, 2011**

**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:

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

Absent: None.

**Also Physically Present**

Jean Campbell, Linn Summers, Charlyn Brautigam, Sgt. Flannery, Deputy Rodgers, Deb Kirchner, Kathy Duncan, Charlie Frey, Jeff and Tonya Hoyt, Heather Kimmons, Dr. and Mrs. Schrodt, Linda Stiles, Jeremy Kirkland, Rhonda Stewart, Larry Coloni, Darrell Woolums, Chuck Hunsinger, Kermit Stokes, Kathy Mizer.

**Chili Cookoff**

Mayor Gilbert voiced his appreciation to everyone that helped with the chili cookoff held last Saturday at the Mall. He stated that he believes the crowd was the largest one ever! Mayor Gilbert thanked the volunteers and Staff who helped make the event a huge success this year.

**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 January 3, 2010.
2. Approval of Bill presented for payment, January 10, 2011. *\*\*Invoices are always available for review upon request.*
3. Approval of Bill presented for payment, January 18, 2011. *\*\*Invoices are always available for review upon request.*
4. Approval of Treasurer's Report, December 31, 2010.

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

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

Nays: 0—None.

Absent: 0—None.

Motion declared carried by omnibus vote.

**Public Comment**

No comments were made.

## **ADMINISTRATION REPORT**

### **LAW ENFORCEMENT—**

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

- Deputy Rodgers referred to the snow expected tomorrow, and reminded everyone to slow down and put their good driving skills to use. Forsyth has been fortunate so far this winter, as there have only been a couple of weather related accidents officers have responded to.

- Deputy Rodgers reported that officers are beginning to see a drop in the number of retail thefts in the Village. This decrease was expected now that the holidays are over for the year.

Deputy Rodgers mentioned that retail theft laws were changed effective January 1 in Illinois. The law changed the retail theft threshold from \$150 as a felony to \$300 as a felony. This change was due in part to inflation on the cost of goods over the last 20-25 years since the law was enacted. It was also changed to possibly lower the number of individuals being sent to prison on retail theft related charges.

- Deputy Rodgers mentioned that there would be a few Staff changes beginning February 1, 2011 for deputies assigned to Forsyth. They include:

Deputy Reedy will be replacing Deputy Higar on 2<sup>nd</sup> shift  
Deputy Hickey will be working 3<sup>rd</sup> shift and replacing Deputy Wayne.

He introduced the Macon County Sheriff's newest Sergeant. Sgt. Flannery, who has worked in Forsyth before as a deputy, was promoted to Sergeant. He has been appointed as the new patrol supervisor for 2<sup>nd</sup> shift.

- Sgt. Flannery stated that on behalf of the Macon County Sheriff, he wanted to convey to the Board information concerning the burglaries that occurred last week in Forsyth. He reported that a total of four home burglaries were reported in the Montezuma and Woodland Hills Subdivisions. Two individuals were apprehended and remain in custody. A third person was thought to be involved, but noted that this information has not yet been confirmed. Sgt. Flannery reported that the two arrested are also believed to be associated with a string of burglaries that took place in Bloomington and Springfield, and thought to be part of a large Central Illinois burglary ring. Sgt. Flannery mentioned that officers received a lot of help in catching the two suspects, and thanked everyone for their cooperation. Help came from residents living in the area, and also from the Warrensburg and Maroa police departments. Sgt. Flannery stated that the deputies who responded to the burglaries did an outstanding job. The Village should be very proud of them.

Mayor Gilbert congratulated Sgt. Flannery on his promotion, and welcomed him back to Forsyth. He also expressed his appreciation to Deputy Halk and Deputy Higar for their hard work in handling the burglaries. They did a great job.

### **ADMINISTRATIVE REPORTS —**

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

Trustee Allsup referred to a statement the Treasurer made in her January 7, 2011 *Monthly Treasurer's Report*. Treasurer Rhonda Stewart reported that the State of Illinois is currently six months behind in

distributions to the Village. Trustee Allsup asked Rhonda what the dollar amount was for this loss of revenue. Rhonda replied that income tax receipts account for approximately \$15,000 in revenue per month.

## **OLD BUSINESS:**

### **Ordinance No. 811, Approving Zoning Variance for 275 Magnolia Drive**

Village Administrator Heather Kimmons referred to the proposed ordinance included in tonight's meeting packets. She explained that the variance for this property was granted a few weeks ago and this ordinance formalizes approval of that variance. Heather recommended it be approved.

Trustee Hubbard moved, and Trustee Rasho seconded, to approve Ordinance No. 811 - An ordinance approving zoning ordinance variance for property at 275 Magnolia Drive, Forsyth, IL. Article III, Section 3.13 D and Article V, Section 5.2 F (1). Upon a call of the roll, the vote was:

Yeas: 4—Hubbard, Reed, Rasho, Allsup.

Nays: 2—Morr, Johnson.

Absent: 0—None.

Motion declared carried.

## **Plan Commission Report and Recommendation**

### **o Forsyth Antique Mall –**

#### **Application for Special Use Permit for non-conforming monument sign**

Village Administrator Heather Kimmons reported that the Plan Commission held a public hearing on December 30, 2011 for the purpose of discussing a request for a Special Use Permit for the Forsyth Antique Mall. She mentioned that in her opinion, the Antique Mall has an easy fix to resolve the sign issue. Heather explained that if the owner lowers the existing sign by 1' 9", the sign would be in compliance with the regulations outlined in the Zoning Ordinance. The ordinance does not allow a monument sign to be more than 8' in height. Heather referred to the *Findings of Fact* report form that was submitted by the Chair of the Plan Commission, and noted that members voted to recommend denying the petition.

Antique Mall owner Kathy Duncan was in attendance to comment on her request. She mentioned that although she told members of the Plan Commission at the hearing that she would be willing to work with the Village on some way to bring the sign into compliance, she has changed her mind. Kathy had mentioned to members that one idea she had, was to add some small wooden slats to the bottom of the sign in an effort to make it look more like a "monument sign". This would fill in the open area between the sign and the ground, but would not resolve the height issue. However, Kathy pointed out that she has planted climbing roses in that area and doesn't believe the sign if lowered would look very good. Kathy also mentioned that if the sign is lowered, the visibility of her business would be negatively impacted. There are trees that block the sign, and the building sets back off of the highway, visitors cannot see the business until they are almost past it.

Kathy stated that when she first moved her business into the building located at 690 S. US Rt 51, she removed about 3/5 of the existing free-standing sign for the property, hoping to bring it into compliance with the ordinance. Then she came to Village Hall to talk about ideas for proposed changes to the big sign. From those discussions, she thought her proposed plans would be okay. Kathy mentioned that she has tried to follow the process, but believes the sign is important for the business. She asked the Board to reconsider her petition.

Trustee Rasho moved, and Trustee Johnson seconded, to accept the recommendation from the Plan Commission; denying the Special Use Permit for the Forsyth Antique Mal concerning a non-conforming monument sign along US Rt 51. Upon a call of the roll, the vote was:

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

Motion declared carried and the Special Use Permit was denied.

○ **EYEMART –**

**Application for Special Use Permit to exceed maximum allowable size and maximum number of signs permitted to a business**

Village Administrator Heather Kimmons referred to the *Findings of Fact* report form that was placed in meeting packets concerning this Special Use Permit request. The report from the Plan Commission chair outlines the vote taken on the petition received from EYEMART. Members voted to recommend the Special Use Permit be denied. Heather explained that members were not sure on exactly what the business was asking for. There were several signage diagrams and pictures submitted showing different sign ideas, but the proposal was confusing. The business appeared to be asking for approval to add to the front façade, “*One Hour Service*” beneath its existing “*EYEMART*” sign in order to capitalize on the one-hour service component. However, at the hearing, the representative from the sign company was not sure if the business was also asking for approval to add more signage to the vestibule area that is shared with the neighboring business, Solar Tan. Heather mentioned that the individual in attendance to represent the company, got called to attend the hearing at the last minute, and he too didn’t know much more to help members out.

Heather asked if there was anyone present at tonight’s meeting to speak on behalf of EYEMART. No one was in attendance to represent the sign company or the business.

Trustee Morr moved, and Trustee Rasho seconded, to accept the recommendation from the Plan Commission to deny the Special Use Permit for EYEMART concerning new/additional signage for the business. Upon a call of the roll, the vote was:

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

Motion declared carried and the Special Use Permit was denied.

Trustee Reed commented that he was not necessarily in favor of the request for new signage, nor was he against any changes. It was unfortunate that the request was presented clearer.

**NEW BUSINESS**

**Zoning Board of appeals Report and Recommendation,  
Variance to Exceed Setback off Weaver Road**

Village Administrator Heather Kimmons stated that she asked Zoning Board of Appeals (ZBA) Chair Kermit Stokes to come tonight to present his report to the Board. She referred to the copy of his *Findings of Fact* report, which was sent to Trustees via email this morning. Heather asked Kermit to comment on the ZBA’s findings.

Kermit reported that the ZBA met on Tuesday, January 11, 2011 concerning a request for variance submitted by Mr. Jeff Hoyt. The petition pertained to the property located at 1126 W. Weaver Road. Mr. Hoyt asked for approval to have a front yard setback of approximately 220' rather than the 35' setback allowed by ordinance. Kermit referred to the aerial map of the property that was provided in meeting packets. The map shows why Mr. Hoyt may be making this request. He explained that the property frontage along Weaver Road is shaped like a *panhandle*. Approximately 200' feet north of Weaver, the property widens out. To make the best use of the ten acre property, Mr. Hoyt has asked for approval to move the house back off of the road.

Kermit reported that several neighbors were present at the hearing, and noted they all voiced their support with the plans presented. However Ms. Winegar, who lives at 1006 James Ct., stated that she was hopeful that the ponding problem along the back of the subject property would be addressed if the request for variance is approved.

Mr. Salefski, who lives at 1010 Malinda Court, asked Mr. Hoyt if he planned on building a new road along the east side of the property line to access the land behind the proposed new home. He acknowledged that the land would have to be subdivided first, but was hopeful that a street would not be built directly behind his house. Kermit reported that Mr. Hoyt replied to this question, by stating that although this would be a possibility, it would be a slim one.

Dr. Schrodt, who owns the home west of where Mr. Hoyt is planning to build, stated that he would be willing to work with Mr. Hoyt to resolve the drainage issue on the back portion of this land. Dr. Schrodt referred to a letter the former administrator wrote to him concerning this issue. The letter stated that he had permission from the Village to utilize the storm drain inlet on the north side of his property as the outfall for the field tile he wanted to install. Dr. Schrodt provided a copy of this letter to the Village Clerk.

Kermit mentioned that this variance request was the first meeting where members were asked to use and complete a *Findings of Fact* report and informational worksheets. He explained that each member on the ZBA was asked to complete and sign an individual worksheet. Kermit reported that he then took all of the worksheets and compiled the information he received into the report submitted to the Village. He stated that in his opinion, the new forms were helpful and were met with very positive comments from members. Kermit mentioned that he believes the ZBA is on the way to improving the entire process.

Kermit reported that the ZBA voted unanimously to recommend to the Board that Mr. Hoyt's variance request be granted.

Trustee Rasho commended Kermit and the ZBA for their efforts in working through this process. He pointed out that the ponding issue mentioned has been a big concern for everyone living nearby. Trustee Rasho stated that he appreciated the commitment made between Mr. Hoyt and Dr. Schrodt to resolve this problem. It is a very nice gesture.

Trustee Rasho moved, and Trustee Allsup seconded, to accept the recommendation from the ZBA, and grant the variance for Mr. Hoyt. The variance allows Mr. Hoyt to exceed the front yard setback and build a new home approximately 220' north of W. Weaver Road (1126 W. Weaver Road). Article III, Section 3.2 A. Upon a call of the roll, the vote was:

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

Motion declared carried and the variance was granted.

**Ordinance No. 812, Amending Due Date for Water/Sewer Billing**

Village Administrator Heather Kimmons referred to the proposed ordinance presented for consideration. She explained that in speaking with Staff and trying to figure out ways to deal with some of the staffing issues in Village Hall, an idea was brought to her attention that may be a way to make the billing process more efficient. The idea discussed pertained to the due date for water/sewer bills. Some of the commercial customers have a different due date than some of the residential customers. Heather mentioned that by having the utility bills calculated for each group separately, the result is having a duplication of work during the month. One set of accounts is due on the tenth and the other on the twentieth. Heather pointed out that Village Hall receives a lot of complaints concerning this issue. Customers often ask, “Why aren’t they given more time to pay their bill before a penalty is assessed?” Bills are mailed out on or before the first of each month. A 10% penalty is assessed after the due date. Only having ten days to pay the bill is a pretty quick turnaround for those who want to pay their bill online. Heather commented that by extending the due date for everyone, she is hopeful that it will decrease the number of angry calls to Village Hall each month from those who pay late and then want their penalty waived. In looking forward and in an effort to simplify the billing process Staff felt that either we need to hire a part-time person to help with the utility billing duties, or outsource those responsibilities, Staff agreed this change would be a step in the right direction. Heather stated that she does not anticipate anyone being upset with this change. She added that she believes everyone will be happy.

Trustee Morr moved, and Trustee Rasho seconded, to approve Ordinance No. 812 - An ordinance amending the due date for water/sewer bills and provide all utility bills will be due by 5:00 p.m. on the 20<sup>th</sup> of each month. Upon a call of the roll, the vote was:

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

**Ordinance No. 813, Rules Governing Public Comment at Public Meetings**

Village Administrator referred to a draft of Ordinance No. 813 presented for review and consideration. She explained that although Forsyth has always allowed public comment at regular meetings, the Open Meetings Act was amended on January 1, 2011 to require it. The amendment requires all public bodies to allow public comment at open meetings, and that the public body, adopt rules governing that comment. She recommended the Board adopt the proposed ordinance.

Trustee Rasho remarked that he appreciates the Administrator’s attention to detail on these issues. Trustee Rasho moved, and Trustee Johnson seconded, to approve Ordinance No. 813 – An amendment governing public comment at regular meetings held by the public body. Upon a call of the roll, the vote was:

Yeas: 6—Morr, Johnson, Hubbard, Reed, Rasho, Allsup.  
Nays: 0—None.  
Absent: 0—None  
Motion declared carried and the variance was granted.

Trustee Morr asked if this amendment also applies to advisory committees. Heather replied that she would check into this and advise him of her findings.

### **Library Plan B, Part 2**

Village Administrator Heather Kimmons reported that the library citizen advisory committee reviewed the proposal presented and recommend it be approved. The proposal was discussed with the Head Librarian under the leadership of Trustee Reed and appears reasonable for Trustees to consider at a minimal cost. Heather asked Trustee Reed to present the request.

Trustee Reed referred to the information provided in meeting packets, and noted that he does not believe there is anything new being presented. Members of the committee prioritized needs for the library, and would like to finish up this project. Plan B, Part I included items that were the top priorities considered, and the items included in the proposal presented tonight, would finish up other priorities outlined in Plan B. Plan B, Part II includes three components.

1. Placing the Conference Room under the jurisdiction of the library;
2. Resurfacing the circulation desk; and
3. Provide casual seating in the young adult area.

Trustee Reed asked for approval to spend an additional \$3,200 this fiscal year for this purpose. Trustee Reed moved, and Trustee Morr seconded, to approve Plan B, Part II, at a cost of \$3,200 for the library this fiscal year. Upon a call of the roll, the vote was:

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

Nays: 0—None.

Absent: 0—None

Motion declared carried.

### **Activities and Events Committee Appointment – Paula Bauler**

Trustee Johnson moved, Trustee Allsup seconded, to appoint Paula Bauler to fill a vacancy on the Activities and Events Committee. Upon a call of the roll, the vote was:

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

Nays: 0—None.

Absent: 0—None

Motion declared carried.

Vacancies remain on the Zoning Board of Appeals, Plan Commission, and the Activities and Events Committee. Mayor Gilbert asked that if anyone knows someone who may be interested in serving on one of these committees, to call Village Hall.

### **Equipment Replacement– Leaf Vacuum**

Public Works Director Larry Coloni mentioned that he believes it was a good exercise to see if the quote presented at the last regular meeting concerning a leaf vacuum was competitive or not. He referred to the three quotes presented tonight, and pointed out that Trustees can see by looking at each bid that the one provided earlier from Old Dominion Republic, was indeed competitive. Larry recommended the Board authorize waiving the formal bidding process and allow him to purchase a new leaf vacuum from ODB at a cost of \$32,000. He mentioned that this item was included in the current budget.

Trustee Rasho moved, and Trustee Hubbard seconded, to accept the recommendation made by Staff to waive the formal bidding process and purchase a new leaf vacuum from Old Dominion Republic, at a cost of \$32,000. Upon a call of the roll, the vote was:

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

### **Finance Committee Recommendations of January 4, 2011**

- *2011-2012 Fiscal Budget Draft Review*

Village Administrator Heather Kimmons referred to a draft copy of the Operating and Maintenance Budget for Fiscal Year 2011-2012, which was included in meeting packets. She reported that the Finance Committee reviewed the proposal at their meeting held on January 4, 2011. There was a lengthy discussion at that meeting, and members raised a lot of very good questions concerning the information provided. The committee thoroughly examined the proposed budget, and did recommend a few changes be made to it. Heather explained that the draft presented tonight for Trustees to review, includes the changes recommended by the Finance Committee, with the exception of two items mentioned in her written report. They include

1. 01-10-917 – (Activities and Events) Increase this line item from \$3,500 to \$5,000 to ensure adequate funding is available for events in the Legislative Department.
2. 01-11-617 – (Ground Maintenance) Increase this line item from \$500 to \$800 to ensure sufficient funding is available for landscaping in the Administrative Department.

Heather pointed out that in her opinion, these changes are minor. However she recommended both line items be funded appropriately. She asked for input on how the Trustees want to proceed with its review of the budget draft.

Mayor Gilbert commented that he believes tonight's discussion should be open and a free exchange of ideas, suggestions, and comments by everyone. Staff members are all here tonight to hopefully answer any questions Trustees might have. Mayor Gilbert mentioned that in his opinion, the budget is only an estimate on what the Village expects to spend and what the Village expects in revenue. He pointed out that he is confident Staff understands that just because a particular item has been placed in the budget, it doesn't mean the Board has authorized spending any money for that particular item.

Trustee Rasho referred to the Mayor's comments and emphasized how extremely important this statement is for Staff to recognize. He explained that in his opinion, the items listed in the budget are simply "*budgeted items*", the Board is not approving expenditures for anything listed. Rasho pointed out that when a request is presented to the Board for approval, it should include the justification as to why that item is needed and should be approved. Rasho commented that he has heard many times through the years – "*Since an item is in the budget, funds must be available*".

Trustee Rasho talked about the process used for reviewing the budget. He pointed out that the process was modified a little last year, which in his opinion, went very well. Rasho described what he believes Staff has done this year is "*leap frogging*" the process even more. Rasho suggested that next year, once all of the budget categories are clearly identified and the costs associated with each item are known, that the process be taken one step further and go into what is commonly called "*zero based budgeting*". He emphasized that just because the Village has done things a certain way for a long time, it doesn't mean an item should remain in the budget or there shouldn't be change going forward.

Trustee Hubbard mentioned that he believes the committee members performed a thorough examination of the draft budget. He added that he also believes Heather, Rhonda, Jean, and Larry

did a good job in explaining things or answering questions that were asked. Hubbard pointed out, that one item members talked about and agreed to, was the utilities should be reduced for all departments.

Trustee Hubbard reported that the Finance Committee recommended approval of the budget draft presented tonight. The document contains all of the changes discussed and recommended by the committee. However, Hubbard mentioned that subsequent to the meeting, he would like to suggest the Board consider moving the \$15,000 (01-11-549-2) in the Administrative Department for Utility Billing Services, to the Water and Sewer Departments. He commented that he believes that by dividing the funds equally between these two departments would be more appropriate. This change would not increase the overall budget total, but would simply move numbers from one line item to another.

Trustee Rasho remarked that he went through the budget draft very carefully and called Staff to discuss questions he had. One specific item he questioned was, in his opinion, an apparent discrepancy, and referred to the proposed cost of health insurance for Library Staff and Village Hall Staff. In line item 01-11-451: Health/Dental/Vision Insurance for the *Administrative Department* is listed as \$49,920, and in line item 01-53-451: Health/Dental/Vision Insurance for the *Library Department* is estimated at \$45,600.

Heather explained that the numbers listed in the budget are estimates based on current premiums plus a 20% increase, which was added because the actual cost is not known for insurance at this time. There are four employees working in Village Hall, who are all paid out of the Administrative Department. The Head Librarian is the only staff member in the Library at this time that receives insurance benefits. Heather explained that in preparation of the budget, she multiplied the cost of the Head Librarian's insurance by two to cover the cost for two employees in the library if the Board approves moving a part-time employee to full-time. Whether or not the Board chooses to approve this idea, will affect the cost for insurance in this department. Heather acknowledged the fact that at this time, insurance for the Head Librarian is the highest of all of the employees.

Trustee Hubbard mentioned that the Finance Committee did look at this issue and questioned the accuracy of the reported estimates. When the facts were presented and the numbers calculated, they were found to be accurate.

Trustee Rasho mentioned that what didn't make sense to him was that the estimates for four employees in Village Hall was \$49,000, and was approximately \$45,000 for two employees in the Library. He asked the Administrator if the position (moving a part-time employee to a full-time employee) in the Library has been approved. Heather replied that it had not.

Trustee Rasho brought up that another concern he had was whether 100% of insurance premiums should be continued to be paid for employees by the Village. The Finance Committee did discuss this issue. He acknowledged that talking about insurance benefits is a sensitive issue, but believes the Board has a responsibility and obligation to be consistent with what is going on in other municipalities in the area.

Trustee Hubbard stated that committee members agree with the comments expressed by Trustee Rasho. He then referred to the Administrator's report, dated January 18, 2011 –

*“Recommendation: Had the Finance Committee not made this recommendation, I would have, only because it is such a rarity in today's world. However, I am skeptical that any*

*change could be implemented before the beginning of the 2011/12 fiscal year, simply due to the amount of research and study which would be required. It would need to be understood that were these benefits to be reduced, a commensurate raise in wages for most employees would need to be considered. I would recommend that Staff be tasked with studying the options and making a recommendation to be implemented beginning with the fiscal budget 2012/2013.”*

Trustee Hubbard commented that he does not think the Village intends on making any changes to benefits for the upcoming budget year. However, Hubbard added that in his opinion, he believes this is a big issue and should be addressed. He pointed out that this is why it is listed separately on the agenda.

Trustee Rasho commented that he would go along with the recommendation presented from the committee, as long as the stage is set to look at the benefit issue sometime in the next year, hopefully before the budget is prepared next year. The insurance problem has to be addressed. It is a concern in all municipalities, both public and private.

Trustee Rasho also suggested the commitment the Village has with the engineer and attorney be looked at. He asked Staff to see how these services are budgeted for in other municipalities. Rasho remarked that in his opinion, Forsyth is doing well, but the Board should keep an open mind as it reviews expenditures.

Heather commented that after going through the budget this morning, she would suggest a couple of more things be slightly tweaked. They include increasing the “Salaries 01-10-430” line item in the Legislative Department from \$18,500 to \$20,200. This change will ensure there is adequate funding in this line amount to cover what the elected officials are actually being paid. Heather mentioned \$18,500 may be a little low. Another suggested change Heather made was to decrease the “Promotional 01-10-913” line item in the Legislative Department from \$42,000 to \$38,000 and move the funds to the “Miscellaneous Expenditures 01-10-920” line item to make a little more sense.

Trustee Hubbard asked the Administrator if her intent in making these suggestions was to simply move funds from one line item to another. If this assumption is accurate, he has no problem with the changes. However, if her intent is to change the overall total of the budget, he would not vote for them. Hubbard reiterated that the Finance Committee talked about these items at length during the committee meeting. Members recommended the budget draft presented tonight be adopted.

Heather replied that she does not believe she is asking the overall total be increased. However, she stated that she would double-check to be sure.

Trustee Allsup commented that the draft presented tonight, can be changed. Until the final document is adopted, the Board can make revisions.

Trustee Hubbard replied that yes, the Board can change the budget. However, the committee went over it pretty well, and their recommendation was to approve the draft presented.

Heather commented that all she was trying to do is move around a few things in an effort for the budget to make more sense. Again, she pointed out that her plans should not change the overall total dollar figure. In the event that it would, Heather stated that she would keep everything as it is listed in tonight’s draft.

Trustee Johnson referred to the proposed changed Heather mentioned earlier, and asked if her understanding was correct.

01-10-917 – (Activities and Events) Increase this line item from \$3,500 to \$5,000 to ensure adequate funding is available for events in the Legislative Department.

Heather replied that Trustee Johnson was correct. The Finance Committee recommended this amount be set at \$3,500.

Trustee Johnson asked what was budgeted for the Forsyth Family Fest. Heather replied that \$42,000 was budgeted for this year. Trustee Hubbard commented that the amount stays pretty consistent each year. Trustee Johnson remarked that the Activities and Events Committee uses no more than is needed each year.

Heather pointed out that this is her philosophy too. She asked Public Works Director Larry Coloni to make the same comment to Trustees that he made at the Finance Committee meeting. Larry stated that in his opinion, Staff understands that numbers are placed in the budget for different items, but anticipate that the funds are not going to be spent. There is no pressure on anyone to spend funds because they fear losing the money if they don't. Larry stated that he believes this philosophy has worked well for the last 19 years, since he began working for the Village.

Trustee Morr remarked that in his opinion, as long as he is serving as a Trustee, this is going to be the "spirit", going forward. Trustee Johnson commented that she believes it always has been. Trustee Rasho referred to the "*Preface to the Library's FY 2012 Budget*" that Head Librarian Jean Campbell provided for Trustees to review concerning the proposed Library Budget for FY2012. He stated that he would like to ask Jean a few more questions concerning the information Jean included. Specifically, Rasho referred to the total budget Jean proposed for the Library (\$461,100), and noted that it appears to him that the Library budget has increased over last year. He asked Jean if his interpretation of her report was correct. Jean replied that it was.

Trustee Rasho reiterated the comment he made earlier regarding the economic situation in surrounding communities. The village has to be concerned about what is going on around us. Everybody is trying to find different ways to cut cost, but yet provide a high level of service. Rasho urged the Librarian to be looking at ways to reduce costs.

Jean asked Trustee Rasho what he would like her to cut from the Library budget. Trustee Rasho replied that is Jean's job to make those decisions. Trustees have the responsibility of setting policy guidelines and the guidelines or policies should apply to everyone.

Heather mentioned that one idea she talked to the Finance Committee about was, the possibility of utilizing more electronic communication in the Village. She stated that she believes this idea would significantly reduce the amount of "*paper, envelopes, postage, and time*" for making multiple copies each month for Board meetings, committee meetings, etc.

Trustee Reed suggested the Village look into the idea of purchasing laptops for the Trustees to use for this purpose. Trustee Hubbard commented that he would like to see the Finance Committee go paperless, but would like to see a return on investment calculation before considering whether or not to purchase laptops. Staff agreed to look into this further.

Trustees discussed this idea at length. There was a consensus from Trustees to try this and see how it would work.

Trustee Hubbard moved, and Trustee Rasho seconded, to accept the recommendation from the Finance Committee to approve the Draft O & M Budget for 2011/2012, as presented with the following exceptions:

1. Increase the "Salaries 01-10-430" line item in the Legislative Department from \$18,500 to \$20,200.
2. Allow the Administrator to make the revisions she mentioned earlier – Increase the "Activities and Events 01-10-917" line item in the Legislative Department from \$3,500 to \$5,000 and increase the "Ground Maintenance 01-11-617" line item in the Administrative Department item from \$500 to \$800.

Upon a call of the roll, the vote was:

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

o *Reduction/Re-examination of Employee Health Insurance Benefits*

Mayor Gilbert asked Trustees to take some time in to think about this issue before making any changes to the benefits employees receive. There are a lot of variations in plans, and deductibles, out there. Trustee Reed suggested the Board consider putting an ad hoc committee together to look into the different options available. Trustees agreed that they have a year to work through this issue before any decision will have to be made. There is time to see what is out there

**Adjournment**

Trustee Allsup moved, and Trustee Rasho seconded, that the meeting be adjourned. The meeting was adjourned at 8:01 p.m. on voice vote.

By: \_\_\_\_\_  
*Village Clerk*