

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

Held at the Village Hall
March 8, 2011

Call to Order

Mayor Hap Gilbert called the meeting to order at 6:37 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

Jean Campbell, Kerstin Trachtenberg, Chris Lusvardi, Larry Coloni, Rhonda Stewart, Charlyn Brautigam, Chuck Hunsinger, Heather Kimmons, Kathy Mizer.

Five-Year Capital Improvement Plan

Mayor Gilbert announced that the purpose of tonight's Special Meeting was to begin discussion on the proposed Five-Year Capital Improvement Plan. He commented that the information provided was in a slightly different format than was used in the past. He asked the Village Administrator to begin the discussion and explain the written worksheets provided for review.

Village Administrator Heather Kimmons mentioned that if Trustees look at the worksheets and other documents provided this evening, they will notice a few changes from the copies that were handed out last night. She explained that in preparation of tonight's meeting, she found an incorrect number had been pulled from the wrong column and as a result, the amount estimated to be available for capital spending had to be changed. The correct number is significantly under what was thought yesterday. Heather pointed out that the correct dollar amount is reflected on the worksheets Trustees were given tonight. In addition to the worksheets, Heather referred to a "colorful" list of capital improvement project that are color coded to indicate their priority or importance. She pointed out that she worked on the list with Engineer Chuck Hunsinger, and Public Works Director Larry Coloni, in an attempt to identify every possible project that had been mentioned in her time here, as well as those listed on previous capital plans, and even a few that were suggested by Forsyth residents. The projects were ranked using five different criteria, which Chuck put together. They include:

Legal Responsibility	5 points
Safety	5 points
Asset Management	4 points
Protection of Property	4 points

Civic Responsibility	3 points
Quality of Life	3 points
Economic Development	3 points
Village Standards	2 points

This criterion was used to identify or decide what makes a project important. Heather mentioned that in her opinion, the matrix Chuck developed is a good objective way to rank the different projects. The color coded sheet provided to Trustees outlines the projects as prioritized, based upon the above listed criteria. However, Heather pointed out that just because an item is ranked as having a lower priority, it may still need to be considered. Trustees need to consider each project and use some common sense in deciding whether it should be included in this year's plan. Heather stated that the goal in developing the priority list was an attempt to remove some subjectivity from the process in assigning a numerical value to each item on the list.

Mayor Gilbert commented that he believes he understands the priority list, but wanted to ask a couple of questions. First, he asked if the amounts listed for any project that needs engineering, does the amount reflected include engineering costs. Specifically, does it include the design engineering for the project and also the inspections for the project once it has been completed? Engineer Chuck Hunsinger replied that the amount listed represents the total project cost. Mayor Gilbert commented that he wanted to ask because he believes that some of the values appear to be a little higher than what had been shown in the past. Chuck mentioned that some of the previous cost estimates were several years old, and the ones outlined on the materials handed out tonight, have been updated.

Trustee Hubbard questioned whether everything listed on the worksheets was included on the priority list. Heather replied that she believes they are.

Mayor Gilbert commented that in his opinion, the worksheets are not quite as simple as what Trustees have been given in the past. However he did acknowledge that Staff has tried to be more comprehensive in what has been presented. Mayor Gilbert commented that he may have more questions as the Board goes through the information provided.

Trustees talked about the process to be used tonight, and also asked several questions concerning the worksheets and priority list provided. Mayor Gilbert commented that he feels the process could have been made much simpler if the Village had received more public input on the different capital items and how they should be prioritized. He pointed out that in the past the Public Works Committee has provided some input on the capital projects proposed for the next fiscal year.

Trustee Rasho commented that despite how the Board has done things in the past, it is the first time criteria has been established for prioritizing capital projects that should be included in the capital plan. He complimented the Staff on what they have done in preparation for this meeting. The Village has limited dollars to spend and there are a lot of projects to consider.

Trustee Morr asked how much money is available for capital spending this next year, and also how much money the Village will have in reserves if we spend what is available for those projects. Trustee Hubbard replied that the Village has approximately \$1.3M available for capital projects and approximately \$3.4M available in reserves.

Heather mentioned that in her opinion, the \$1.3M should be considered surplus. This amount is the anticipated revenues minus the operations and maintenance budget. Heather stated that the reserves can be used. However; the Board needs to decide if they want to dip into the reserves, and if so, by how much.

Mayor Gilbert suggested Trustees begin the process of developing this year's Capital Improvement Plan by going through the worksheets and talking about each item as it is listed. Trustees agreed. Highlights discussed include:

Legislative Department:

Purchasing laptops for each elected official, additional memory if needed and purchase of software for the computers. Trustees agreed to place this item in next year's capital plan at an estimated cost of \$5,000. The Finance Committee has recommended the Board look into this idea further, but the matter has been tabled until all Trustees are present to participate in any discussion on the idea.

Administrative Department:

Trustees talked about the Village Hall expansion project that was placed in the budget for Fiscal Year 2011-2012, at an estimated cost of \$675,000. Some of the Trustees felt the project should be eliminated. Mayor Gilbert mentioned that the design for the building expansion was a lot more than in his opinion, is needed. Public Works Director Larry Coloni pointed out that one of the initial reasons for this project was to create more storage space for Village Hall. Larry commented that if you go back in the existing storage room, there is no space for records. Trustees agreed to leave the project in the budget, but move it to Fiscal Year 2015-2016.

Expansion of the Village Hall parking lot, and irrigation for the building was eliminated from the budget. Trustees agreed that neither item was needed at this time.

Trustees agreed to include \$2,500 for computer equipment for Village Hall and \$20,000 to remodel the building. Village Administrator Heather Kimmons explained that these funds would allow the purchase of needed equipment if the Village hires a new utility billing clerk or the deputies move back into Village Hall. The remodel of Village Hall would allow for the creation of a new work station for the Administrative Assistant if her work area was moved into the lobby area and allow additional office space on the south side of the building for the Treasurer and Clerk.

Village Hall parking lot overlay was placed in the budget at an estimated cost of \$40,000. The Public Works Director reported that the current parking lot surface is twenty years old, and believes it is time to resurface the area. Engineer Chuck Hunsinger mentioned that the estimate includes widening the entrance, which he noted does not meet current building codes.

Street Department:

Plans call for work to resume on the repairs to the Weaver Road Bridge at a projected cost of \$202,695. The Administrator reported that the contractor hopes to start back on the project in April.

The engineering costs for Phase 4 of the Cox Street/Elwood Street to US Rt 51 road improvement project is slated for Fiscal Year 2011-2012, with construction to follow in Fiscal Year 2012-2013. The total project cost is estimated at \$725,000. Engineer Chuck Hunsinger suggested the project be renamed to Cox Street from Smith Street to US Rt 51, since the estimate covers the entire length of Cox Street, not just from Elwood to US Rt 51.

Mayor Gilbert mentioned that although the 2010 Street Improvements are complete, they came in little higher than what was anticipated. However, the roads turned out really nice. The contractor did a good job.

Trustees agreed to move Phase I of the County Highway 20 road improvement project to Fiscal Year 2012-2013. Engineer Chuck Hunsinger explained that the Village's portion is estimated at \$1.490M, but does not include the credit from Ameren for relocation of the utility poles. Phase I of the project addresses the drainage for the project and would benefit drainage issues on the north side of the Village.

Addressing the drainage in the Forsyth Park Estates Subdivision was deferred to 2013-2014. The engineering for this project will be completed a year earlier.

A street overlay for Christopher Drive was slated for Fiscal Year 2011-2012, at an estimated cost of \$305,000.

Mayor Gilbert explained that the study planned for the Magnolia Drive Intersection was discussed several years ago when an individual came to the Village who was looking at possibly developing the 20 acre parcel just south of Menards. The reason the Village talked about doing a study, was because you can't put all of the traffic for a development of this size onto just one road, Weaver. The Village was told that a development this large would require another access into the site. Extending Magnolia Drive across US Rt 51 would provide another entrance into the property. Mayor Gilbert informed Trustees that he did speak with a Chicago based developer today who is looking to possibly purchase some property in Forsyth. He mentioned that he is not sure on how much land, if the individual is looking to build a single store, or if he is looking for a larger piece of property, but has stated that he has been to Forsyth before to look at different pieces of property. Mayor Gilbert mentioned that he told the developer to call him directly on his cell phone the next time he wanted to visit the area. Mayor Gilbert suggested this project be eliminated from the capital plan at this time.

Joint repairs for the Eagle Ridge Estates Subdivision have been included in the Fiscal Year 2011-2012 budget, at an estimated cost of \$8,000.

Oakland Avenue Road Improvements, at an estimated cost of \$430,000 has been budgeted for Fiscal Year 2012-2013. This project is a safety issue and would bring the road out of the floodplain.

Overlay of the Stevens Creek Pointe Subdivision has been slated for Fiscal Year 2011-2012, at a projected cost of \$342,500.

The Administrator mentioned that a resident living in the Forsyth Estates Subdivision has asked the Board to consider adding sidewalks to their subdivision. Chuck estimates the cost to be \$151,000. Trustees asked if this estimate includes adding sidewalks to both sides of the street, or just one, and if just one, which one. Engineer Chuck Hunsinger, replied that the estimate is for construction of sidewalks on one side of the street, but the Board would need to decide which side. Trustees talked about this item briefly, and asked the Administrator to contact the resident who raised the question to see how much more support there is from other residents living in this subdivision for having sidewalks added. This project was placed in the budget for Fiscal Year 2013–2014 pending more information from residents.

Park Department

Diamond No. 5 will have irrigation installed in Fiscal Year 2011-2012. The estimated cost is \$30,000.

Purchase of equipment for a new pocket park along County Highway 20 was placed in Fiscal Year 2012-2013. The park will serve residents living in the Grayhawk Subdivision and the new Shadow Ridge Estates Subdivision.

Funding for construction of a recreation/activity center at an estimated cost of \$300,000 was slated for Fiscal Year 2012-2013.

Trustees agreed to split the costs for extending the Hickory Road Bike Path project between Fiscal Year 2012-2013 and Fiscal Year 2013-2014. Funding in the amount of \$250,000 was placed in both years, but exact costs for the project are not known. The Board denied a request from the Parks and Recreation Committee in February to spend \$5,000 for the engineer to identify different options for building the bike path and more details on what it would cost to build the trail.

Trustees agreed to fund ball field lighting for Diamonds No. 1 and 2 at an estimated cost of \$100,000 in Fiscal Year 2011-2012.

The large pavilion and old concessions stand will see a new green metal roof this year at a proposed cost of \$50,000.

The Public Works Department was granted approval to purchase a new Gator at an estimated cost of \$10,000. The small utility cart is used in the summer, and will alleviate the need to rent two golf carts this next year.

Library Department

Funding for new tables or other furniture needed for the small conference room was placed in the budget for Fiscal Year 2011-2012, for \$2,000. Head Librarian Jean Campbell reported that nothing specific is being requested, but would like to have the funds available in the event the new Children's Librarian wants to purchase new tables or other items for the room.

The Library was granted \$67,000 in the plan to purchase new books, periodicals, and other audiovisual materials.

Head Librarian Jean Campbell asked Trustees to consider placing \$5,000 in the budget for replacing four computers in the Library.

Water Department

Construction of the Oreana water line is expected for Fiscal Year 2011-2012 at an estimated cost of \$552,000. The Village of Oreana is working on securing land needed for the pumping station site.

The Public Works Director requested \$5,000 be added to the Fiscal Year 2011-2012 budget to allow the purchase of new computer equipment for the water treatment plant. The existing computers are about five years old.

Sewer Department

A new sewer jetter was placed in the budget at an estimated cost of \$60,000. The jetter the Village is using now was purchased in 1984.

A sanitary sewer line extension (Hundley Road Sewer Extension Project), to provide better service in the Shadow Ridge Estates Subdivision was placed in the upcoming budget. Engineering for the project was placed in Fiscal Year 2011-2012 at \$30,000, with construction set for Fiscal Year 2012-2013 at a cost of \$390,000.

Following a thorough discussion on requests from each department the Treasurer was asked what the balance would be. Treasurer Rhonda Stewart reported that if the Board places all of the items agreed to in the Five Year Capital Plan for Fiscal Year 2011-2012, the balance would be a negative of \$36,933 in the General Fund. Trustees agreed that this wasn't bad for now. Rhonda emphasized that the amount reported available for capital projects for next year only reflects capital spending through February of 2011. Therefore, this balance will change before the 2011-2012 Fiscal Year begins. Rhonda was asked to update the proposed plan with all of the additions, changes, or deletions and then print a new copy for Trustees to review.

Adjournment

Trustee Allsup moved, and Trustee Hubbard seconded, that the meeting be adjourned. The meeting was declared adjourned at 8:54 p.m. on voice vote.

By: _____
Village Clerk