

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

Held at the Village Hall
April 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:

Johnson, Allsup, Morr, Hubbard, Reed, Rasho

Absent: None.

Also Physically Present

Deputy Rodgers, Sgt. Flannery, Chuck Hunsinger, Zeth Giles, Heather Kimmons, Darrell Woolums, Kerstin Trachtenberg, Larry Coloni, Jean Campbell, Rhonda Stewart, Charlyn Brautigam, Kathy Mizer, Linn Summers, Mary and Ryan Scott, Mike Mandrell, Todd Nelson, Gretchen Murphy, Steve Horve, Pete Paulin, Chris Lusvardi, John Kottke, Matt Bennett, Kevin Breheny, Don Van Lyssel, Ron Oliver, Charles Frey, Deep Singh, Dale Colee, Terry Parrish, Cammie Moody.

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 April 4, 2011.
2. Approval of Bills presented for payment, April 18, 2011. ***Invoices were always available for review upon request.*

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

Nays: 0—None.

Absent: 0—None.

Motion declared carried by omnibus vote.

Public Comment

Mayor Gilbert commented that before proceeding with the Public Comment portion of tonight's agenda, he would like to make a simple request of everyone present who may wish to speak during this time. He explained that he and the Village Administrator had both had a very long and stressful day. There have been a lot of phone calls to field and a lot of questions to answer. The Mayor commented that he was very happy to say that after meeting with Village Administrator Heather

Kimmons to talk today, both are on board to try and make the Village of Forsyth the best community it can possibly be. Anyone in attendance tonight who may wish to make comments concerning what took place on the radio over the last several days, are invited to address the Board to express their comments or opinions. Mayor Gilbert asked that individuals be as courteous as they can and keep their comments brief and concise. He then opened the Public Comments portion of the meeting to those in attendance. No one asked to address the Board.

ADMINISTRATION REPORT

LAW ENFORCEMENT—

- Deputy Rodgers and Sgt. Flannery were both present to talk about recent activity in the Village officers have responded to. Items mentioned include:
 - Sgt. Flannery stated that he was here to talk specifically about the proposed stop sign for installation on West Forsyth Parkway, which is listed on the agenda under new business.
 - Deputy Rodgers reported that officers are beginning to see an increase in retail thefts in the Village. The consensus from officers is that as prices increase, this may become even more prevalent. Deputy Rodgers reported that he made three arrests last week for retail theft.
 - Today, officers responded to a “*theft*” of gas at one of the Village gas stations. Deputy Rodgers commented that he was a little surprised to see this, but anticipate seeing more with the current economic situation the way it is.
 - Bike patrol will resume soon, but officers are waiting for the temperatures to stabilize. Both Deputy Rodgers and Deputy Reedy are both bike certified.
 - Officers are starting to notice a rise in accidents at the intersection of US Rt 51 and Barnett Avenue. They feel the cause continues to be a result of drivers who are not paying attention while traveling through the intersection.

ADMINISTRATIVE REPORTS —

Village Administrator Heather Kimmons mentioned that in addition to her report, Trustees have been provided with written reports or narratives from the Attorney, Engineer, Treasurer, Librarian, and Public Works Director to review. Mayor Gilbert asked if there were any questions concerning any of these reports. There were none.

Trustee Morr expressed his appreciation to the Head Librarian for providing her written report to the Board. He remarked that Trustees haven’t always been given these.

Mayor Gilbert encouraged everyone to visit the Library to meet the new Children’s Librarian. Her name is Rachel Miller.

OLD BUSINESS:

Fiscal Year 2011-2012 Operating and Capital Budget – Approval

Village Administrator Heather Kimmons mentioned that Trustees have gone through the proposed budget a couple of times before tonight’s meeting of the final draft. She pointed out that a narrative has been included in the final copy to describe the process used in preparation of the budget, which

began in October of last year. At the April 4, 2011 meeting, a public hearing was held as required by State law. Heather mentioned that one resident raised some legitimate concerns during the hearing, and noted that the final draft has been modified to address those concerns. Heather explained that following that meeting, she and the Treasurer worked together to prepare a detailed description for the budget to outline exactly how and which funds would be tapped; and for what amount to cover the anticipated shortfall in the event of all the capital projects planned being authorized and then completed this next fiscal year. Heather pointed out that this is not necessarily a given as Trustees have seen in the past. Some projects get postponed for one reason or another and do not get done. This summary was included to provide a clear explanation to anyone who may look at the budget. Heather stated that the summary shows that if everything is done as projected, the revenues remain flat as expected, and expenses are as anticipated; it is estimated that the Village will be dipping into its various reserve accounts in the amount of approximately \$1.3 M.

Trustee Hubbard moved, and Trustee Morr seconded, to approve the Operating and Capital Budget for Fiscal year 2011-2012, as presented. Upon a call of the roll, the vote was:

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

Ordinance No. 821, Hickory Point Mall – Bendsen Signs Special Use Permit

Mayor Gilbert asked Village Administrator Heather Kimmons to comment on this item. Heather referred to the draft ordinance presented for review. She explained that at the last Board meeting Trustees approved this Special Use Permit for the Mall which allows them to replace their existing electronic messaging sign. The new sign is a little smaller and is more energy efficient. Heather referred to her written report where she asked Trustees to carefully read through the proposed ordinance, particularly Section One and Two. The Village Attorney drafted the ordinance to include only Section One. However, upon review, Staff felt the Board wanted to include the terms outlined in Section Two, as well. The terms in Section Two read:

“...SECTION TWO: The size of the sign will be 4'5" x 12' and will allow for up to three lines of copy for display. The reader board shall not consist of flashing, animated, chasing, scintillating or other illumination conveying the sense of movement, and that it change no more frequently than every 15 seconds...”

Heather reported that Section Two has been added to the proposed ordinance, which she noted that in her opinion was the Board's intent. If not, this section can be eliminated from the ordinance.

Heather also noted that Staff have been monitoring the new sign and have found that it is changing more frequently than every 15 seconds. Mall management has been made aware of this and will take appropriate action to correct the problem. Management is trying to learn how to operate the new software for the sign.

Trustees talked about this issue briefly. They agreed that the intent of the Board was to include Section Two. Trustee Allsup moved, and Trustee Johnson seconded, to approve Ordinance No. 821, as presented, to include Section Two. Upon a call of the roll, the vote was:

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

Nays: 0—None.
Absent: 0—None.
Motion declared carried.

NEW BUSINESS

Plan Commission Report: Special Use Permit - Taj of India Restaurant

Village Administrator Heather Kimmons recognized Mr. Deep Sing, who was present on behalf of the owner of the Taj of India Restaurant. The restaurant owner has asked for a Special Use Permit to place two additional wall signs on the Phillips 66 building located at 104 S. US Rt 51, for the new restaurant business located inside.

Heather reported that a hearing was held by the Plan Commission on March 24, 2011. The Commission was not able to reach a recommendation to present to the Trustees because members were not able to receive the necessary four votes to either recommend approval or denial of the request. Heather also noted that in the course of going through the documents submitted for the hearing, the Clerk discovered that the postage paid return receipts were not made available for the Commission. Because of this technical issue, the matter was tabled at the last Board meeting pending receipt of these cards. At that meeting, Mr. Singh was asked to provide verification of mailing the notices at this meeting in order to proceed.

Mr. Singh reported that notices had been sent to each affected property owner as requested, and the receipts were given to the Clerk late last week. Village Clerk Kathy Mizer acknowledged receipt of the notices being sent, but stated that the green cards had not been provided. The Administrator stated that she did not have a problem with recommending the Board proceed with consideration of this request, but asked that Mr. Singh bring the cards to Village Hall as they are returned to him.

Heather explained that the Special Use Permit petition was to place two additional signs on the building, one sign above the front door of the restaurant, and a second one on the south side of the building. The second one may or may not be illuminated. Heather stated that she has no problem recommending the Board act on this request, but does have concerns with the number of Special Use Permits that have been issued for the business. There are a lot of signs on the property. Heather remarked that she is not sure on exactly how many Special Use Permits have been granted for this property, and does not want to make any official recommendation on this matter.

Mr. Singh remarked that the restaurant owner had initially offered to take the extra sign on the north side of the building down in an effort to decrease the total number of signs on the property. However, after speaking with the owner of the property, he was told the owner would like to retain the sign on the north side for use if and when a third tenant moves into the building. Mr. Singh explained that the building is divided up into three parts. The sign on the north side could be used in the future by the third tenant. The restaurant owner doesn't want to use the sign on the north side because it causes confusion for restaurant patrons. The Taj of India Restaurant is located on the south side of the building. Mr. Singh also mentioned that the proposed sign for the south side of the building will be illuminated.

Heather asked Mr. Singh if the plans for the restaurant now call for the sign on the north side of the building to remain. Mr. Singh referred to the ordinance recently approved for the property, which states that the sign could remain on the north side of the building for whoever wanted to locate their business inside of the building.

Heather pointed out that the ordinance specifically states that the sign on the north side of the building was allowed to remain with the intent that it be used for the restaurant located inside of the building. She asked Mr. Singh if the Board could expect to see another Special Use Permit for another sign.

Mr. Singh replied that he did not know. He commented that when the Special Use Permit was applied for the Taj of India Restaurant, the owner was told the restaurant would not be using this sign. Since the restaurant is located on the south side of the building, it was thought that it would make more sense to have a sign on the south side of the building. If another Special Use Permit is applied for, it would not be for the restaurant.

Trustees talked about asking that the blank sign on the north side of the building be removed. They agreed that since this matter was not on the agenda, no action could be taken. Staff was asked to communicate with the property owner and invite him to attend the next meeting to discuss this issue. Mayor Gilbert asked that this item be placed on the next meeting agenda.

Trustee Allsup moved, and Trustee Morr seconded, to grant the Special Use Permit for the Taj of India Restaurant, as presented. Section 8.4 C (1) of the Forsyth Zoning Ordinance. Upon a call of the roll, the vote was:

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

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

Resident request for stop sign(s), West Forsyth Parkway and Phillip Circle

Village Administrator Heather Kimmons referred to data provided from the portable radar unit placed out on West Forsyth Parkway, near the west end of Phillip Circle last week. The results show that speeding issues peaked pretty clearly between 3:00 and 5:00 p.m. each day. During that time span approximately 190 vehicles were driving at least five miles an hour over the limit. Heather commented that in her opinion, the data obtained does not show a huge problem with speeding in this area. She added that officers believe that the majority of those found speeding live in the neighborhood nearby.

Trustee Morr remarked that in his interpretation of the data provided, it shows that more than half of the people traveling through the area are speeding. He stated that it appears that more people are speeding than are not during the 3:00 – 5:00 p.m. timeframe.

Heather commented that she would like to have made an Administrative decision, but in talking with Staff, it appears there is a split in the decision as to whether a stop sign should be placed at this location. She stated that personally, she feels that if the cost of a sign is only \$100, and there are a significant number of people who are asking for one to be installed on West Forsyth Parkway, than why not do so. Heather suggested that before any action is taken on this matter, Trustees allow Sgt. Flannery, Engineer Chuck Hunsinger, and Public Works Director Larry Coloni to express their views on this issue.

Engineer Chuck Hunsinger reported that all traffic guidelines state that stop signs should not be used to control speed. Although the Village has the authority to do so, it is not recommended. What the guidelines do suggest in situations where speed is an issue is to use calming devices. Street features

that deter speed, or modifications in the curb design for the streets are a couple of ideas that may be considered. The theory is that people will drive at a speed they feel safe to drive, whether it is more than the speed limit or not. Chuck acknowledged that any alternative to placement of a stop sign would cost more than the \$100 for a sign.

Trustee Morr asked why a stop sign was installed at the intersection of Cale Court and West Forsyth Parkway. Trustee Hubbard commented that it was the same issue as this one, residents living nearby asked for one. Visibility concerns were also part of the decision to place one there.

Trustee Reed pointed out that in his opinion, the cost should not be a factor. The Village should do what is right. The cost to install a stop sign doesn't seem like a lot to rectify this situation.

Sgt Flannery, from the Macon County Sheriff's Office stated that he believes from the law enforcement standpoint, installation of a stop sign at this location may be the best course of action to resolve this problem. Stop signs seem to be a silent enforcer and do help slow people down. The Macon County Sheriff recommends placing stop signs at either intersection of Phillip Circle and West Forsyth Parkway, or at both intersections. From a safety standpoint, this only makes sense. Sgt. Flannery also suggested the Village consider adding flashing lights to the new signs. This clearly identifies the sign and increases visibility of them. Another option would be to place a "*Stop Sign Ahead*" sign to let motorists know there is a stop sign ahead.

Trustee Hubbard moved, and Trustee Morr seconded to approve installation of stop signs at the west intersection of Phillip Circle and West Forsyth Parkway. Upon a call of the roll, the vote was:

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

Zeth Giles, who lives at 942 West Forsyth Parkway, thanked Trustees for responding to the petition he submitted on behalf of 53 residents who live nearby. He mentioned that another part of the petition included asking the Board to consider starting the process to complete a traffic study to reduce the speed limit on West Forsyth Parkway and would appreciate Trustees moving forward with this request.

Trustee Morr suggested the Village wait on proceeding with a traffic study until the new stop signs are in place to see what impact they have on the traffic in this area.

Approval of Resolution 11-01: Amending 2010-2011 Fiscal Year Budget

Mayor Gilbert referred to Resolution No. 11-01, which authorizes a realignment of specific line items outlined in the 2010-2011 Fiscal Year Budget. He asked the Administrator to comment on it.

Village Administrator Heather Kimmons explained that this resolution is an end of year housekeeping issue. Heather pointed out that certain line items went over budget, and others came in under budget. She mentioned that Treasurer Rhonda Stewart spent a lot of time in preparation of this budget amendment and noted that she was able to keep them separated by department, with the exception of one item. That item was the 2010 Street Overlay Project. Money was taken from the Diamond No. 4 Improvements line item to offset the overage. Following is an excerpt from the meeting minutes where this expenditure was approved:

July 6, 2010 Regular Meeting Minutes

“Following a brief discussion Trustee Morr moved, and Trustee Rasho seconded, to proceed with the 2010 Street Improvements as was bid, award a contract to Dunn Company in the bid amount of \$707,101.89 and authorize the Mayor to execute the contract; use the \$150,000 that was budgeted for the Diamond No. 4 Improvements, and the \$64,000 received from the sale of Old Village Hall to adequately fund these road improvements. Upon a call of the roll, the vote was:

Yeas: 5—Johnson, Morr, Hubbard, Reed, Rasho.

Nays: 0—None.

Absent: 1—Allsup.

Motion declared carried.”

Heather commented that she sees no issues with approving the resolution, as presented. She added that department heads are here if there are any questions Trustees might have.

Trustee Reed referred to Page 3 of the resolution under the *Library Department*, where \$516 was reported as a donation expense. He asked if we allowed for any funds in the Fiscal Year 2011-2012 budget for donation purposes. Trustee Reed commented that in his opinion, it seems strange for someone to make a donation for books and then you have to make a budget resolution to adjust the expense. He stated that he feels this just causes more bookwork.

Treasurer Rhonda Stewart replied that the Forsyth never knows if the Village will receive a donation or not, and added that no money was budgeted for donations in next year’s budget. Therefore, zero is listed in the revenue column of the budget, and the same is listed as an expense. In the event a donation is received, it is included in the budget amendment. Rhonda stated that it is just one more line item and it isn’t that much more work to do it this way.

Trustee Reed commented that in his opinion, it seems strange to do it this way when someone wants to donate money for a specific purpose. This could be viewed as a detriment for someone who may want to make a donation to the Village.

Trustee Hubbard moved, and Trustee Reed seconded, to approve Resolution No. 11-01, authorizing the adjustment of specific line items outlined in the 2010-2011 Fiscal Year Budget and authorize Mayor Gilbert to sign it. Upon a call of the roll, the vote was:

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

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

**Future of Standing Advisory Committees -
Activities and Events, Economic Development, Finance, Health & Safety
Library, Parks & Recreation, and Public Works**

Mayor Gilbert commented that he would like for each of the Trustees to express their views about this topic before listening to those in attendance who may like to comment on it. He assured those present that he would allow each one to address the Board and express their opinions before taking any action on this issue. Mayor Gilbert suggested Trustees first comment on their own individual

standing committee, specifically on whether their committee should continue as a standing committee, and then speak about the committees in general.

Trustee Allsup mentioned that he has been a Trustee for four years and has served all four of them as Chair of the Health and Safety Committee. He stated that he does appreciate all of the work done by committee members, but does believe things can be done to improve the process. Trustee Allsup commented that he would support dissolving the Health and Safety Committee, and would also support doing away with all of the other standing committees. He remarked that in his opinion, the committees simply add another layer of bureaucracy. As an example, Trustee Allsup referred to the stop sign issue discussed earlier in the meeting and noted that it was acted upon without going through the committee system. If it had, the decision on whether to install stop signs at this intersection would have only been delayed. Trustee Allsup commented that he would like to encourage more participation from residents at Board meetings. However, there are some issues that need to be addressed, such as forming a "*Special Events Committee*". This ad hoc committee could meet on an as needed basis and for specific issues such as planning for the annual Family Fest. There are a lot of talented people living in Forsyth and the Village should encourage them to get involved.

Trustee Rasho remarked that he has been a Trustee for four years and has served as Chair of the Public Works Committee all four years. Before that he served as a member of the Plan Commission and the Public Works Committee. Trustee Rasho commented that he agrees with some of the statements made by Trustee Allsup. There should be some type of focus group to seek input from citizens, but would like the details left up to Staff on how to organize this. Another idea would be to schedule some type of special meeting during the month for residents to come and talk about a particular issue. Advisory committees only add another layer of bureaucracy and cause more work for Staff. Trustee Rasho mentioned that it is only expected that some of the committee members, as well as elected officials serving on them potentially have their own agenda and push for certain things to be done in the Village. He suggested that if the Board decides to have committees, elected officials should not serve as chair of them. All committees should be under the Board's direction and should be allowed to select one of their members to serve as chair, vice-chair and secretary for the committee. This may eliminate any influence in the discussion taking place. Trustees should remain open minded to new ideas or suggestions that may arise. Elected officials are part-time and should rely on Staff.

Trustee Johnson, who serves as Chair of the Activities and Events Committee expressed her desire to see all of the committees dissolved, to including hers. She commented that she would like to see the Village hold some type of "*hometown meeting*" to invite residents to come and talk about a specific item. Trustee Johnson stated that she would like to encourage more citizens to get involved in the Village. She reiterated that she supports dissolving all of the committees as they are, start over, and try some new things. Trustee Johnson pointed out that there will still need to be an ad hoc committee to work on the Easter Egg Hunt or the Family Fest, but would like to see more involvement from Trustees.

Trustee Morr suggested that each committee be addressed separately. He asked the Head Librarian how she would feel about dissolving the Library Advisory Committee tonight.

Head Librarian Jean Campbell commented that she believes it would make it a very awkward situation if the Board did this because there are certain State requirements that the committee fulfills. Either the Board would have to do these or the Library Commission would have to meet and take care of them

Trustee Johnson suggested the committees be dissolved and let the Administrator decide what the needs are and how to proceed.

Trustee Allsup commented that he was not aware of any certain legal requirements that would require the Village to retain an advisory committee. However, he stated that in his opinion, it would be easier to dissolve all of the committees and start over. Trustee Allsup added that he is not talking about just doing away with them for six months or a year, but start clean. Staff should evaluate each one and determine which ones are really needed. There may end up being more than seven committees and there may be less. Ad hoc committees can always be added if there is a need for one. Trustee Allsup suggested the Village begin gathering a roster of people that may be interested in serving and have a specific talent or interest and then if there is a need, we ask those people to attend. It can be done, but won't happen overnight.

Trustee Morr commented that he gets the sense from some of the Trustees that they would like to continue their committees. He stated that he has no problem dissolving the Parks and Recreation Committee, as they have not met in awhile. Based on this, Trustee Morr asked if the Board approves dissolving all of the committees tonight, can they be brought back.

Trustee Johnson mentioned that one of the problems she has had with her meetings is the requirement to publicize them. She tries to setup meetings with the majority of the members can get together. However, this causes more work by Staff as a cancellation notice has to be sent out, and then a new notice has to be sent out with the new date.

Trustee Reed mentioned that the Library Advisory Committee had talked about this issue on several occasions. One thing discussed was that the Village has a website and people can communicate with the Village using it. However, members felt this is a generational thing. Older people like to communicate face to face or over the phone. Library Committee members were not thrilled about eliminating their committee. Trustee Reed mentioned that another issue he thought of was attendance at meetings. If members are used to a specific date and time, they plan for it. Lastly, Trustee Reed stated that he feels that if Trustees do attend meetings, they should be there to listen to the discussion taking place. They shouldn't participate in the discussion.

Village Administrator Heather Kimmons commented that in her opinion, it behooves the Board to consider some alternatives. A "*public input session*" or a "*hometown*" meeting could either replace one of the regular monthly meetings or another meeting could be added.

Mayor Gilbert commented that in his opinion, the Village has done a pretty good job in trying to orient new Trustees when they are elected so they kind of know what to expect and what is going on in the Village at that time. However, we haven't thought about trying to provide an orientation to committee members so they understand how the committee is supposed to work and what the member's responsibilities are.

Trustee Hubbard stated that he was elected in 2009, and has served as Chair of the Finance Committee for the past two years. He mentioned that he has a great group of committee members serving on this committee and noted that they do meet on a monthly basis. At the last meeting members were asked about this issue and were 100% in favor of keeping the committees. Trustee Hubbard remarked that in his opinion, the "*town hall*" idea or utilizing the website to communicate with the Village are not good ideas. He added that he does not think residents would participate. Trustee Hubbard acknowledged some of the concerns the Administrator has expressed, but stated

that he believes the committees need to come up with their own agenda. He also suggested a “*Committee Report*” line item be added to each Board meeting agenda.

Trustee Rasho commented that “*advisory committees*” are simply that. They are to advise Staff on particular issues. These committees are not recommending bodies. Trustee Rasho mentioned that about two years ago, a couple of the Trustees began asking Staff what the issues were before setting the agenda for a committee meeting.

Trustee Hubbard commented that in his opinion, the committees were setup to advise the Board not advise Staff.

Trustee Rasho stated that was in support of taking some action tonight on this issue. Action and direction will help Staff know the best way to proceed.

Trustee Morr commented that has always treated the Parks and Recreation Committee as an aid for himself. It is great if Staff attends, but it shouldn't be mandatory for them to do so. Trustee Morr commented that he is in favor of dissolving the Parks and Recreation Committee because they don't have any specific projects to work on going forward. However, the committee does have six regular members and two alternates who have stepped up to volunteer. Overall, there has been pretty good attendance when a meeting is held. Trustee Morr stated that he would hate to diminish their contribution to the Village and would ask that if the decision is made to dissolve this committee that these eight be considered to provide input if a park or recreation project is looked at in the future.

Village Administrator Heather Kimmons suggested that some type of list be developed with names of residents who have skills in a certain area, or are interested in serving on a certain committee. She pointed out that currently each committee operates differently. There appears to be seven sets of rules for seven different committees.

Trustee Morr commented that is not in favor of getting rid of the Library Committee. They are just a good group of dedicated people who have a passion for the library.

Village Administrator Heather Kimmons mentioned that in talking with Jean Campbell about this, Jean feels fairly comfortable leading her committee. It was agreed that a Trustee is not need, although have appreciated having Trustee Reed as the Chair of the committee. Jean's only comment was that if the Village doesn't have the Library Advisory Committee, then the Village would need to hold regular meetings of the Library Commission.

Trustee Rasho mentioned that when the Village was planning to build a new Public Works Building, an ad hoc committee was formed to work with the engineer and architect. The committee was tasked with a specific purpose and when the task was completed the committee was dissolved.

Trustees Morr mentioned that he would like the Parks and Recreation Committee to work the same way, moving forward. If there is a specific project, he would like to get together with the current members and talk about it. Trustee Morr commented that he does like the idea of ad hoc committees. He asked Mayor Gilbert how he felt about the Economic Development Committee.

Mayor Gilbert commented that he feels how the Village has been doing things over the last several years is working pretty well. The Economic Development Committee meets pretty much every month, based upon what is taking place at that time. Projects include the Futures, Farm Progress

Show, and the Chili Cookoff. These events are staggered throughout the year so the committee needs to meet monthly. Mayor Gilbert stated that he would like to see the committee system continue.

Mayor Gilbert commented that he believes everyone has put some good thought into this issue. He added that he believes there is some room for compromise that Trustees should consider. Most of the standing advisory committees need to remain as standing committees. Mayor Gilbert pointed out that just because you have a standing committee, it doesn't mean that you have to meet every month. It simply means that you need to meet on a regular basis so that the dates can be published at the beginning of each fiscal year. Chairs could hold meetings every other month, or even once a quarter. Attendance seems to be poor if you don't know when a meeting is going to be held. Mayor Gilbert suggested the committee's needs to be made to work right. One idea, Mayor Gilbert stated that he would support would be to rotate members off every two years. This hasn't been done for awhile, but would allow some new people to get involved. Not having Trustees serve as the Chair for a committee would be an interesting concept. It may be worth trying for a year to see how it works. Mayor Gilbert commented that he would hope everyone would attend as many committee meetings as they could to support the citizens who have volunteered to serve.

Village Administrator Heather Kimmons commented that she would hope the citizens would attend the Board meetings to present their ideas or suggestions concerning a specific topic or issue.

Trustee Allsup commented that in his opinion, it is not always practical for Trustees to attend all the committee meetings. He pointed out that currently there are seven advisory committees, Tree Board, Plan Commission and a Zoning Board of Appeals, plus two Board meetings each month. That is a lot of meetings. Trustee Allsup stated that in his opinion, there are a lot of things talked about in a committee meeting that should be brought directly to the Board.

Trustee Morr mentioned that the Library, Finance, and Economic Development Committees want to continue meeting. The other four have said they could handle being dissolved and then meet as an ad hoc committee after that.

Mayor Gilbert commented that he does not like using the term "ad hoc". Wish there could be a different name for this. He explained that "ad hoc" usually means you don't have people set aside a certain date. You have a project identified to do, and a specific period of time to get it done. Mayor Gilbert remarked that in his opinion, this is not the way to go.

Trustee Hubbard commented that he feels ad hoc committees would cause more work for Staff because they would have to figure out who is going to serve on them and also when they are to meet.

Trustee Morr emphasized that it appears that three committees have the desire to continue meeting.

Trustee Reed mentioned that since he was elected as a Trustee in 2003, he has chaired three committees. The Finance Committee met regularly and is worthwhile. The Health and Safety Committee meets at different times, but as a whole unless there is something specific that requires members to meet, the committee is not worthwhile. Trustees Reed stated that in his opinion, the Library Committee meets regularly and is worthwhile to retain.

Mayor Gilbert asked that Trustees listen now to what members of the public may have to say about this item before taking any action on it.

Kerstin Trachtenberg, who was elected in April as a new Trustee commented that she believes ad hoc committees are a good idea. She pointed out that she is not sure on exactly how they would work, but believe that if you have task oriented committees, you possibly would get more people to participate. Some people have a lot going on in their lives, whether it be job related, or with their families and do not want to commit to something long term. Kerstin also stated that she believes both Staff and the Board should both utilize committees for a specific project rather than just holding monthly meetings to follow a certain schedule.

Terry Parrish who serves on the Economic Development Committee pointed out that he does not have a personal agenda. He just wants to be involved in the community. Terry stated that in his opinion, the committee system is a “*feeding*” ground for future Trustees. His philosophy is “*when you are green, you are growing, but when you are ripe, you are rotten.*” Terry reiterated that he just wants to be part of the Village and feels the committees provide an opportunity for residents to serve. One thing he emphasized is that right now, there are no ideas or plans on what should replace the committees if the current ones are dissolved. This needs to be considered.

Mayor Gilbert mentioned that former Village President Dale Yemm established the committees to try and reduce the amount of time Trustees spend at Board meetings on items that could be talked about at a committee meeting. Before setting up the committees Trustees used to meet in small groups to talk about a particular item.

Trustee Rasho stated that the Mayor made a very interesting point. When Dale Yemm was President there was some type of finance issue that came up and Dale did invite a few people to come and talk about that particular issue. Trustee Rasho commented that this worked similar to what has been discussed tonight, an ad hoc committee. He asked the Mayor if at that time, the Village had professional Staff like they do now. If the Village did have the Staff, the Board either didn’t rely on them like they should have. Trustee Rasho emphasized that it is time to bring professionalism into the process. He mentioned that in his opinion, it is extremely important to seek public input on certain issues. The Village Vision provides the name, address and phone numbers for all elected officials. Trustee Rasho mentioned that when he is approached by a resident about a certain problem, he always asks them to contact Staff first. Then if they do not receive an answer to call him back. Staff should be the first contact.

Steve Horve who lives in Stevens Creek stated that although Dale Yemm was a good guy, a good neighbor, he couldn’t make a decision. That is why he started the committee system. Having committees talk about an issue just delays the process. It only slows things down. Steve asked if anyone has ever talked with officials from other communities about the pros and cons of committees.

Mayor Gilbert replied that he was not sure which communities have committees similar to what we have, but some of them have a larger Staff than Forsyth has.

Village Administrator Heather Kimmons replied that she has talked with the Administrator in the Village of Mt. Zion and they do not have committees like we do. They have an Economic Development Corporation and that is what the Village has put all their energy into. The rest goes to the Administrator or other Staff to handle.

Steve Horve commented that he feels the committees have outlived their usefulness. Forsyth has grown since they were setup and is now more organized. Forsyth has very professional Staff since Dale Yemm was President.

Village Administrator Heather Kimmons remarked that Staff does have the capability to make expedient decision. We also have capability of letting citizens know what is going on or what is coming up by using the website and through the Village Vision. There are a lot of things that need to be done on a daily basis in terms of basic management operations for the Village. However, there are also policies and procedures that need to be developed.

Don Van Lyssel was in attendance and stated that for the sake of full disclosure, Heather is his daughter. He explained that his opinion and his position are his, and not the necessarily the position of Heather. Don mentioned that he has lived in the Village for thirteen years, was a Trustee for two, and a member of the Economic Development Committee for five and now just a resident. Don commented that he would like to provide his perception on this issue. When Don was first elected as a Trustee, he stated that he went to Village Hall and asked Staff what he could do to make their jobs better and be more efficient. Staff members all had the same answer. Don was told that the first thing he should do is get rid of those frustration boxes (plastic mailboxes located in the Village Hall hallway outside of the meeting room), because of the number of committees the Village has. They went on to say that committee notices have to be prepared and sent out. Then a cancellation notice has to be sent out because there were conflicts with the meeting date, or there was not a quorum for the meeting and the meeting has to be rescheduled. This results in have to prepare and send out another notice. Staff members spend a lot of time scheduling, rescheduling, cancelling, and tracking committees. It takes a lot of time. Don mentioned that when he was appointed as Chair of the Finance Committee, members were meeting monthly. One of the first committee meetings he attended, he asked the members why they were a standing committee or why they were meeting regularly when there wasn't really anything important to require a meeting. He was told that members didn't know why, they thought they just had to meet. Don pointed out that in his opinion; there are only two times during the course of a year that the Finance Committee should need to meet. One meeting may be needed to review and determine who the auditor will be and the second to review the budget. Members agreed to meet only twice and Don stated that it seemed to work very efficiently. Don reiterated that in his opinion, committees should be task oriented. However, if the Village is going to turn a meeting into a public forum, the Board should not limit comments to three minutes. He suggested Trustees address this issue.

Village Administrator remarked that in her opinion, there are endless possibilities that can be done. Trustees should get creative.

Dale Colee who is also a member of the Economic Development Committee commented that he would like to applaud the Board for taking a good hard look at the committee system. Presently, there is no focus, no mission, and no budget for the committees. Dale commented that he believes the advisory committees serve a purpose and have. It is a great way for citizens to learn about the Village. The committees are also a great way to cultivate prospective Trustees. However, the system is not working. People do not know if they should take a particular issue to Staff, to a Trustee or the Mayor, or should they bring it to the full Board. Members who volunteer to serve on the committees do a good job, and are all hard workers. Dale mentioned that he has served on the Economic Development Committee for six years. However, this committee should be called a "*Special Projects Committee*" because all the members talk about are Futures, Farm Progress and Chili. Dale suggested the Village consider his hiring a true Economic Development person who is a paid full time or part time employee to focus, coordinate, and follow-up with a true Economic Development plan for the Village. Forsyth needs somebody to be the contact person for people.

Mayor asked if there was anyone else in the audience who wanted to comment on this issue before any action is taken. There were none.

Trustee Johnson moved, and Trustee Allsup seconded, to dissolve all of the advisory committees with the exception of the Library Advisory Committee, which will become part of the Library without having an elected official serve as chair, pending further review and evaluation by Staff. Upon a call of the roll, the vote was:

Yeas: 4—Johnson, Allsup, Morr, Rasho.

Nays: 2—Hubbard, Reed.

Absent: 0—None.

Motion declared carried.

Trustee Rasho moved, and Trustee Allsup seconded, to establish two ad hoc committees; one utilizing the existing Economic Development Committee membership with the Mayor serving as Chair for the purpose of working on the Futures and Farm Progress Show; and the second utilizing the existing members from the Activities and Events Committee with Trustee Johnson serving as Chair for the purpose of working on the Easter Egg Hunt, and the Forsyth Family Fest.

Yeas: 5—Johnson, Allsup, Morr, Reed, Rasho.

Nays: 1—Hubbard.

Absent: 0—None.

Motion declared carried.

Review of Legal and Engineer Contracts/Agreements

Mayor Gilbert commented that he takes full responsibility for not asking that the contracts for legal and engineering services be review for a long period of time. However, he stated that he feels it is in the best interest of the Village to do so now. The Mayor suggested Staff develop a request for proposal (RFP) for both of these contractors for the Board to consider. The RFP should contain the criteria the Village is looking for and also the expectation the Village has for providing these services. Mayor Gilbert expressed his support for the current attorney and engineering firm, and added that in his opinion, both have done a good job.

Trustee Rasho moved, and Trustee Johnson seconded, to request Staff develop an RFP for legal and engineering services for the Board to consider and recommend how it should proceed with soliciting bids for these contracted services. Upon a call of the roll, the vote was:

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

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

Village Clerk Kathy Mizer reported that the last engineering contract between the Village and BGM Engineering was dated July 26, 1978. As of April 2011, no contract for legal services has been found.

Adjournment

Trustee Allsup moved, and Trustee Rasho seconded, that the meeting be adjourned. The meeting was adjourned at 8:52 p.m. on voice vote.

By: _____
Village Clerk