

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

**Held at the Village Hall
May 16, 2011**

Call to Order

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

Pledge of Allegiance

Roll Call

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

Morr, Hubbard, Reed, Rasho, Johnson, Trachtenberg.

Absent: None.

Also Physically Present

Charlyn Brautigam, Pat Empie, Jimmy Peck, Mike Williams, Lt. Scheibly, Deputy Rodgers, Chuck Hunsinger, Heather Kimmons, Darrell Woolums, Larry Coloni, Jean Campbell, Rhonda Stewart, Kathy Mizer.

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 May 2, 2011.
2. Approval of Treasurer's Report, April 30, 2011.
3. Approval of Bills presented for payment, May 16, 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—Morr, Hubbard, Reed, Rasho, Johnson, Trachtenberg.

Nays: 0—None.

Absent: 0—None.

Motion declared carried by omnibus vote.

Public Comment

No comments were presented.

ADMINISTRATION REPORT

LAW ENFORCEMENT—

- Deputy Rodgers and Lt. Scheibly were both present to talk about recent activity in the Village

officers have responded to and answer any questions Trustees may have. Items mentioned include:

- Lt. Scheibly reported that officers have increased radar and speed enforcement in Stevens Creek, along Hundley Road, Oakland Avenue and on Hickory Point Road. They believe that some of the problems with speeding are related to the bridge closure on West Weaver Road.
- The new stop sign installed on West Forsyth Parkway appears to be helping with the speed problem in this area. Lt. Scheibly commented that officers have not heard of any more problems since the signs were installed.
- Lt. Scheibly mentioned that officers have increased their presence at the Mall during the past two weeks in an effort to deter reports of retail thefts. He commented that most of the stores have been cooperating well with law enforcement concerning this issue.
- Bike patrol will resume as the weather gets a little warmer and the rain stops. Residents may also notice additional foot patrols in the parks.

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.

Mayor Gilbert asked Village Administrator Heather Kimmons to provide an update on the West Weaver Road Bridge project. Heather replied that she has been talking with the contractor on a weekly basis concerning this project.

Last week, the contractor reported that after starting work on project, they found a section of pavement that was unstable and felt it should be replaced. The section was not originally scheduled to be replaced in the plans, but the contractor felt it should be. Heather reported that she went ahead and authorized the contractor to replace this pavement, at an estimated cost of \$3,500. She explained that if she had waited to ask the Board to approve the work, it would have only delayed the project. Heather commented that in her opinion, the cost was minimal. A change order for this increase will be submitted to formalize the action taken.

Heather mentioned that the contractor is well aware of the time constraints for the project and have stated that they are confident the work can be completed by the first week of June.

Trustees agreed that Heather made the right decision, and appeared pleased that the project is moving along well.

Trustee Rasho mentioned that about a month ago, he received an email from the Illinois Attorney General's Office concerning the annual electronic Freedom of Information Act (FOIA) and Open Meetings Act (OMA) training and asked if anyone else had seen the email. Some members of the Board acknowledged receipt of the notice, but others said they had not seen it. Trustee Rasho commented that it was his understanding the Board agreed to complete this training each year.

Trustee Rasho mentioned that when he signed in to the website provided in the email, he found the information interesting and very timely. Specifically, he referred to the discussion Trustees had at the last meeting relating to the OMA, and encouraged Trustees to carefully read Pages 25 and 32 as they go through the program.

Heather mentioned that last year, the Board did agree that all members of the Board would take the annual OMA training. However, the electronic training is available for both the OMA and FOIA. Trustee Rasho gave a copy of his certificate to Heather showing that he had completed the training module.

Trustee Hubbard referred to an action item listed on the Engineer's written report, and noted that it was not listed on the agenda for tonight's meeting. He asked if someone could elaborate on this item.

Village Administrator Heather Kimmons explained that Engineer Chuck Hunsinger prepared his report early last week, but on Friday found out some news and asked that it not be included on the agenda. She asked Chuck to comment on this.

Chuck reported that the Village of Oreana Board will be meeting tomorrow evening to talk about the Oreana Waterline Project. It is their intent to not award a contract at this time, as they are still working through the contracts and financing issues relating to the project. Oreana plans to delay the project for at least a couple of weeks, if not longer. Chuck mentioned that there is no hurry on Forsyth's part to award a contract tonight. He added that even if the Forsyth Board would choose to award a contract, it would be subject to the Village of Oreana awarding a contract first, so again there is no action needed tonight. Chuck mentioned that the bids received last week for the project are good for sixty (60) days.

OLD BUSINESS:

Ordinance No. 824, Variance for Setback, 735 Stevens Creek Blvd.

Village Administrator Heather Kimmons referred to the copy of the ordinance that was provided in tonight's meeting packets and explained that it formalizes the action taken at the last meeting. She recommended the ordinance be approved, as presented. Trustee Hubbard moved, and Trustee Rasho seconded, to approve Ordinance No. 824, Variance for the property located at 735 Stevens Creek Blvd. Upon a call of the roll, the vote was

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

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

NEW BUSINESS

Approval of Contract for Police Services with Macon County Sheriff's Department, June 2011-May 31, 2015

Village Administrator Heather Kimmons mentioned that the existing contract for police services is due to expire on May 31, 2011. She pointed out that since the Board will not have another meeting

prior to that time, some action should be taken this evening on how the Board wants to proceed. Heather commented that she believes there are two pretty good options for the Board to consider concerning this issue. She presented Trustees with a brief outline for both options and noted that she believes either one would be fine. However, her personal preference would be Option A.

Heather explained that Option A is for a four year term and includes replacement of all five of the squad cars at the outset of the contract. Payment would be made quarterly to the Sheriff's Office. This proposal includes all personnel costs, and gasoline costs excluding any surcharge. The only uncertainty for the Village would be the gasoline surcharge, which is not known.

Based upon some feedback from some of the Trustees, Heather presented Trustees with Option B. This option is also for a four year term, with quarterly payments and includes all personnel costs, gasoline costs excluding any surcharge. However it includes not replacing any of the squad cars the first year of the contract. During the second year of the contract, two cars would be replaced, two the third year, and one in the fourth year. This option would save some money up front, but could cost more later because the trade-in and purchase prices for new vehicles over time is not known. The Village would still have to pay the surcharge on the gasoline.

Heather reiterated that there are two options. The Board needs to decide whether to go ahead and purchase five new vehicles now or should we wait. The past few contracts have been for three year terms and purchase of the cars was up front. Heather mentioned that the Sheriff's Office is amenable to either option,

Mayor Gilbert mentioned that he feels Option A is the best choice because we don't know what the future cost for cars will be. The estimate for purchasing cars now appears to be a good deal.

Heather pointed out that each car will come with a three year warranty, so one thing the Board should keep in mind is that with either option, the longer the cars are kept, there could be more maintenance costs for the Village.

Trustee Hubbard asked Heather if she could explain the gas surcharge and also the apparent 22% increase in the quarterly payments.

Heather replied that she did not have the costs figured that way, and pointed out again that the proposals presented are for a four year term, not a three year agreement as has been done in the past. She explained that originally when she began negotiations with the Sheriff's Office she was looking at a 16% increase over the current contract. Heather stated that if you look at the numbers today, it appears that the increase will only be 13%. The majority of this increase is related to personnel costs.

The gasoline surcharge is an issue for the Sheriff's Department because of the volatility in the price of gas. The fuel surcharge will be based on the actual cost of fuel that exceeds the base fuel costs. The first year of the contract, the base fuel cost will be at \$3.00 per gallon, \$3.09 the second year, \$3.18 for the third year, and \$3.27 per gallon for the fourth year. Heather pointed out that the cost the Sheriff's Office pays for gas is less than retail or what we pay at the pump. Heather mentioned that it may work out that the Village never pays a surcharge, but what this does is cover the Sheriff's Office in the event fuel costs continue to rise. The Sheriff has agreed to send the Village weekly statements showing what they are spending on gasoline so the Village can see exactly how much the fuel is costing. The Village will pay any surcharge due on a quarterly basis. Heather mentioned that

the only other option was that the Village pay the entire cost for gasoline and take it out of the contract altogether.

Trustees agreed that they would like to know what the Sheriff's Office is paying for fuel.

Trustee Morr commented that he is in favor of Option A because it is cheaper to purchase all of the vehicles at the same time, and would make it easier to maintain them.

Trustee Rasho asked which option the Sheriff's Officer preferred. Heather replied that she believes Option A.

Trustee Hubbard reiterated that it still appears the proposed contract will be a 22% increase. The Sheriff's Office is getting an office at Village Hall, and a gas surcharge. That seems like a lot. Trustee Hubbard asked if the Village budgeted for this much of an increase. Heather replied that 10% was budgeted, but believes it is what it is. She emphasized that she tried to negotiate the best deal possible for the Village. However, a contract has to be acceptable to both parties.

Trustee Rasho moved, and Trustee Johnson seconded, to approve the Option A part of the contract with the Macon County Sheriff's Office and allow the Administrator to find out, resolve and inform the Board on the price they are paying for gas, and authorize the Mayor to sign said contract. Upon a call of the roll, the vote was:

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

Trustee Reed stated that he would like to thank Heather for looking into different options for this contract. The Board has talked about different ideas and options for at least the last two contracts, but believes this is the first time anyone has paid much attention to this. He expressed his appreciation for her efforts.

Maroa/Forsyth School District Presentation to Board

Mayor Gilbert recognized Maroa/Forsyth School Board President Jimmy Peck and School Superintendent Mike Williams, who were both in attendance to address the Board. He invited them to present their request to Trustees.

Jimmy mentioned that he and Mike met with the Mayor and Heather a few weeks ago to discuss the future plans or the long range plans for the school district and were here tonight to share with the Board what was discussed during that meeting.

Jimmy explained that the School Board has been working on their long range plans for the past couple of months. As part of the discussion, one of the biggest pieces of their plan would be to replace the oldest building in the district, which is the middle school. It was built in 1928. The School Board is thinking that a timeframe to replace this building would be somewhere between 10-15 years from now.

Jimmy stated that the two were here tonight to ask the Village Board to consider entering into an intergovernmental agreement with the school district in a similar way to what was done for the

property where the new grade school is located. Basically, the school district is interested in purchasing more land out of the Prairie Winds Development. Jimmy described the property the school district is looking at as being located south of County Highway 20, and from the east property line of the grade school property, east to Sawyer Road. The parcel is about 32 acres in size and would provide the school district a little more flexibility in the future for building ball fields or additional parking that may be needed. Jimmy mentioned that another option the district talked about was possibly purchasing Parcel 1 of the development, which is about 21 acres in size. The parcel is a little smaller, but would work.

Jimmy mentioned that the school district has only one more payment due to the Village on the grade school property. That payment is due in October. What the district would like to do if they can is put some kind of agreement together to continue to use the existing lease-levy to pay the Village annually for additional property, with one caveat. Jimmy explained that after the school district makes their last payment in October, they would like to take a year off to spend the money from the lease-levy for some much needed computer upgrades for the district. At that point, the district would like to enter into some type of intergovernmental agreement with the Village to purchase some land with the intent to pay off that land in either four or five payments dependent upon the negotiated price.

Mike Williams pointed out that when the school purchased the parcel of property where the grade school is now located, they paid \$15,960 per acre, and noted that the price they paid was the total appraised price for the property. The land could have been sold for 80% of the appraised price of the land. In defense of the one year hiatus, Mike explained that since the State has cut funding to the school over the last three or four years, the district has had to delay some much needed technology upgrades. Funding was cut approximately \$600,000 each year. This amount is in addition to the \$500,000 that is owed by the State in back taxes. Mike reiterated that if the Village would allow the district to take a year off to complete the computer upgrades, it would help cover the losses in revenue.

Jimmy commented that the School Board really thought that when the new grade school was built, the area around it would be developed rather quickly. However, that didn't happen. The district is simply trying to look down the road and believe by building another school near the new grade school would be a great idea. This would provide a school campus in Prairie Winds that would include all of the kids between pre-kindergarten age and eighth grade to attend school at the same location.

Engineer Chuck Hunsinger pointed out that when Jimmy referred to Parcel 4, he was actually speaking about Parcel 3. The way the lots were platted, Lot 3 is actually 42 acres in size, not 32 as Jimmy described. Chuck referred to the plat for Prairie Winds and noted when the design of Cox Street was moved to the south, Lot 3 was enlarged. Parcel 4 has been set aside by the Village for a future park.

Mayor Gilbert stated that he does not see a reason the Village couldn't subdivide Parcel 3 into two parcels in order to accommodate the school district's needs. He mentioned that in his opinion, long range planning is important for both the Village and the school district.

Jimmy stated again, that the purpose for he and Mike coming tonight to address the Board, was simply to ask if the Board would be open to talking about entering into some type of

intergovernmental agreement in about a year to purchase some more property from the Village for the purpose of building a new middle school.

Mayor Gilbert commented that he feels this is a great idea for the Village. He added that he believes it would also be beneficial for the entire community.

Trustee Rasho mentioned that in his opinion, the school board has worked very well with the Village Board and hopefully, both can do so again. He commented that he appreciates what the district is doing, specifically the idea of looking down the road and thinking long term. Trustee Rasho stated that he feels this is an opportunity for the Village to also look at its long range plans in relation to the Prairie Winds property. Trustees should keep this idea in mind as the Village move forward with updating our plan.

Attorney Darrell Woolums mentioned that when the property now known as Prairie Winds was purchased, it was purchased for building a school or some type of joint use facility. It was not purchased for development. Darrell commented that it didn't turn out the way the Village wanted it to, but it is turning out the way it was intended.

Mike commented that the district is flexible, but the district would like to be able to plan things out as far as possible. The district needs to know which lot the Village would be interested in selling to them in order to plan future budgets with that intent. Mike commented that he is not saying the district wants to enter into an agreement tomorrow, but they would like to move forward on their plans.

Trustees talked about this at length and asked questions about the information presented. They also discussed the different parcels and the planned use for each one. It was agreed that the Village Board was interested in working with the school district.

Jimmy and Mike thanked the Board for allowing them to come tonight, and mentioned they would be back to talk about more specifics at a later time.

Prairie Winds Lot Numbers: One, Three, Four, Six, and Seven

Village Administrator Heather Kimmons mentioned that Prairie Winds Lot 1 is the parcel the Village has been actively marketing for a year now. The real estate listing agreement has expired. No interest has been expressed. Heather presented Trustees with three questions for the Board to consider:

- Does the Village want to continue to market just Lot 1;
- Does the Village want to continue marketing Lot 1, and possibly add some of the other parcels into its marketing plan;
- Does the Village want to just continue to farming the property and see what happens?

Trustees talked about different ideas. Trustee Morr commented that he is favor of selling the land as quickly as possible.

Mayor Gilbert suggested that for now the Village should make it known the land is for sale. Anyone interested in purchasing some of the property can approach the Village with an offer. Mayor Gilbert commented that he believes the Village should continue to market the property but not list in with a real estate agent.

Trustee Morr commented he would like to see signage on the different parcels so people driving by know the land is for sale. He stated that he would also like to see the Village get out of the real estate development business. Trustee Morr suggested the Village to do what it can to sell the property, but in the meantime, keep farming the land.

Trustee Trachtenberg asked if anyone had ever approached the Village to talk about purchasing or leasing some of the property for wind mills. Mayor Gilbert replied that this idea was talked about several years ago when the Village was talking about building a new Public Works Building. The idea was to consider building one wind mill to supply power to the new building. Nothing materialized from the discussion, but Mayor Gilbert mentioned that building a wind mill is very expensive.

Trustee Reed stated that he was in no hurry to sell the land. The Village isn't going to lose any money on it.

Trustee Rasho referred to the Administrator's report on this item. Administrator Heather Kimmons recommended that the Board not continue to actively market Prairie Winds, Lot One and continue to farm the property, pending reassessment of the Village's long range plan. Trustee Rasho suggested the Village follow Heather's recommendation and work with the school on their long range plan, and then see how it goes.

Trustees agreed to place signs out on the different lots, and also suggested placing a note on the website to let people know the Village has acreage for sale.

Mike Williams asked if someone would offer to purchase some of the property in Prairie Winds, would the school have the option to purchase the property first. Trustees agreed that the district would be given the right of first refusal.

With no further discussion, Mayor Gilbert stated no action was needed on this matter at this time.

Appointment of Mayor as Village Representative to the Economic Development Corporation (EDC)

Mayor Gilbert commented that he was not aware of this matter until a couple of days following the last Board meeting, but at the last EDC meeting the board went ahead and appointed its members. These appointments included the Mayor. He stated that in his opinion, it would be appropriate for the Village Board to confirm this three-year appointment. Trustee Morr moved, and Trustee Reed seconded, to confirm the three-year appointment of Mayor Gilbert to represent the Village on the EDC Board. Upon a call of the roll, the vote was:

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

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

Decatur Automotive Associate Request for a Per Vehicle Rebate at Summer Tent Sale

Village Administrator Heather Kimmons announced that the Decatur Automotive Association would be holding another tent sale at the Mall from June 9-13, 2011. The group has asked the Village to again agree to give the association a \$7 per car rebate during the sale for each vehicle sold. Heather

mentioned that it has been the tradition for the Village to do and recommended the Board authorize this request. Trustee Rasho moved, and Trustee Hubbard seconded to approve the request from the Decatur Automotive Association for a \$7 rebate per vehicle at their semi-annual tent sale scheduled from June 9 – June 13, 2011. Upon a call of the roll, the vote was:

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

Nays: 0—None.

Absent: 0—None.

Motion declared carried.

Summer Recreation Program Modifications

Village Administrator Heather Kimmons reported that when she initially placed this item on the agenda, there appeared to be some issues with the two co-directors. The two employees were asking for some time off during the program that was not part of the agreement with them. Heather mentioned that things changed concerning this matter again today. One of the co-directors had to resign due to medical issues and will not be able to operate the program this year. The result is that the Village will be left with one co-director, Mike Poe. He is willing to continue with the program without Angie Woodhall's help this year. Also, four staff members have been hired for the summer, and Heather mentioned that all four are experienced and have worked in this capacity for the past several years. Mike feels confident that they can carry on without Angie. Heather reported that the new calendar should be ready to go out in the mail within the next week. No action is needed on this item.

Library Citizen Advisory Committee/Library Commission

Village Administrator Heather Kimmons reported that the Library Advisory Committee met last week. This was their first meeting since the Board had voted to not have a Trustee serve as chair for the group. There was a lot of discussion from members about how this committee survived when the other advisory committees did not. Members also wanted to know what their purpose was, or what they were supposed to be doing. Heather commented that she tried to explain what the Board had decided. It was her opinion, that the Board felt that this committee was helpful to Head Librarian Jean Campbell, and has helped satisfy some of the statutory requirements for the library. To answer the question from member as to why the trustee was removed as chair, Heather stated that she felt the majority of Board members thought it was best to remove the political element from the committee. Heather referred to a memo from Jean that recaps the committee discussion.

After talking about this at length members felt that without a Trustee liaison as chair they are not clear on what their objective or purpose would be. They made a motion and voted on it to ask the Board to consider reappointing a Trustee to the committee. Specifically, members ask that Trustee Larry Reed be appointed to chair the committee. Heather asked Jean to comment on this issue.

Head Librarian Jean Campbell commented that she believes committee members feel that even though they see themselves as being an advisory committee, they do not feel they have a communication link with the Village Board. Members would like to have someone from the Board to present things from the library to his or her colleagues and peers. Trustee Reed brought the larger picture of the Village from board meetings back to the library so committee members felt Trustees were not operating in some *ivory tower* situation. Trustee Reed brought information back to the committee to put things into an accurate context of what was going on in the Village. In short, Jean commented that without an elected official serving as chair of the committee, members felt a little disenfranchised. Members ask that the communication link be reinstated.

Library Committee member Pat Empie was in attendance and asked to comment on this issue. She stated that basically, the committee members feel that Trustee Reed provided continuity with the Board and gave them a purpose for having their committee.

Trustee Reed was asked how he felt about the committee's decision. Trustee Reed replied that the committee has volunteers who are willing to work, and the Board should be willing to listen to them. He stated that he would be willing to serve because he has been asked. However, he pointed out that he is also a member of the Library Commission, so would be happy to serve in either capacity.

Trustee Rasho referred to the Village Administrator's report and the comments she made on this issue. Heather stated that it was her recommendation that the Board consider dissolving the Library Citizen's Advisory Committee, and turning to the Village's Library Commission to maintain compliance with statutory requirements. Members of the Library Commission should be clearly identified and appointed or reappointed if necessary.

Trustee Rasho explained that when the Board voted to dissolve all of the advisory committees, Trustees did not include the Library Committee in the vote because the Board was told that there were legal requirements that the Library Committee was obligated to fulfill. However, the Village has a Library Commission that has that duty. The Commission consists of the Mayor, and two Trustees. Specifically, Mayor Gilbert, Trustee Larry Reed and Trustee Marilyn Johnson, the two most senior Trustees

Trustee Rasho suggested the Board allow everyone some time off concerning committees. This will allow everyone to evaluate the needs of the Village and then decide on how to proceed. The legal issue matter has been clarified and the Board should vote to go ahead and dissolve the Library Committee.

Mayor Gilbert commented that Library Commission is setup to take care of certain legal matters for the library. It was not designed to handle some of the things brought before the Library Committee. The commission is not going to discuss things like fee changes, buying new shelving for the library, or reassigning workspace issues. The commission is setup for specific legal reasons. Mayor Gilbert stated that in his opinion, the Library Committee fulfills an entirely different job and performs a completely different function than the Library Commission.

Mayor Gilbert pointed out that when the Board decided to dissolve the committees, the caveat was that the Board would start over and maybe create some new focus committees. He added that his understanding of the vote taken that it was not the intent that the Village would just not have committees. The Board agreed to rebuild or restructure the committee system. The Library Commission has to be in place.

Trustee Johnson stated that in her opinion, when the Board decided to dissolve the committees, it was the Board's intent to allow the Village Administrator time to decide what is really needed for the Village. She emphasized that she feels this was the plan.

Trustee Rasho referred to the Mayor comments and stated that the same argument could be made for the other committees. The intent was clear. If an ad hoc committee is needed for a specific purpose, the Board can appoint one to address that issue.

Trustee Morr explained that when he voted to dissolve the committees, it was to dissolve all of the committees except the Library Advisory Committee. If the motion had been to dissolve all of the committees except the Finance or Economic Development Committees, Trustee Morr stated he would have also voted in favor that. Trustee Morr reminded Trustees that he was keeping score during the discussion on this issue and was listening to what the committee chairs were wanting. Two Trustees and Mayor Gilbert all expressed a desire to keep their committees in tack. Trustee Morr mentioned that if Trustee Hubbard would make a motion tonight to reinstate the Finance Committee, he would vote in favor of doing so. The same would apply for the Economic Development Committee. Trustee Morr commented that he would be voting against dissolving the Library Committee, simply because there are people who are really interested in serving in this capacity. He respectfully asked that nothing more be read into his vote he cast at the last meeting when the committees were dissolved.

Trustee Johnson commented that in her opinion, when the Board voted to dissolve the committees, the intent was clear. The Village has a good administrator and the Board should give her some time to decide on what is really needed. The Board should give Heather a chance to reflect and evaluate what the needs are. Heather needs the Board's support.

Trustee Morr commented that after a couple of months if the Village finds out that the Library Committee isn't working, the issue can be address at that time. We need to wait and see.

Jean expressed her concern with dissolving the committee. She commented that even though the Library Commission is in place, the members may not be willing to make the necessary commitment that the members of the committee have made.

Trustee Trachtenberg asked Jean if there were any real pending issues that need the committee to handle right now. Jean replied that other than reporting, there were none. Trustee Trachtenberg commented that the ad hoc committees the Board setup were designed with a specific purpose.

Village Administrator Heather Kimmons commented that in her opinion, if the committee is not dissolved, the Board would be taking a step backwards. The Library Commission is required by law and could meet on a regular basis to handle any legal obligations that are needed for the library.

Trustee Rasho moved, and Trustee Johnson seconded, to dissolve the Library Citizen Advisory Standing Committee, and to reaffirm or reappoint if necessary the members of the Library Commission. Upon a call of the roll, the vote was:

Yeas: 3—Rasho, Johnson, Trachtenberg.
Nays: 4—Morr, Hubbard, Reed, Gilbert.
Absent: 0—None.

Motion declared carried and the Library Citizen Advisory Standing Committee would not be dissolved.

No action was taken on the committee's request to reinstate Trustee Reed as Chair of the committee.

Library Staffing Request

Village Administrator Heather Kimmons referred to her written report for tonight's meeting. She explained that she placed this item on the agenda not really as a change of policy or procedure, but

for discussion and consideration. Heather pointed out that when the Board went through the budgeting process this change was briefly discussed and funds were placed in the budget for this purpose. She explained that although this change was budgeted for in this year's fiscal budget, Heather mentioned that she recalls very distinctly the Board saying that this expenditure not be approved without allowing the Board to first revisit the matter.

Library Director Jean Campbell has identified one of her part-time employees that she would like to promote to full-time status. The result would mean an additional 13 hours of work and pay for this individual plus benefits. Heather reported that the total cost between the two would be approximately \$16,000 per year. She stated that she believes that when a staff member or department head who she trusts and feels does a good job makes a staffing request, she wants to support them. Heather commented that in this instance, she feels the request is justified. She asked Jean to comment further.

Jean commented that in her opinion, the library has a good staff. It has a dedicated staff. However, the library has a very thin staff. There is no room for error. When one of the regular staff members is out sick or on vacation, it creates a staffing problem. Jean also mentioned that for security reasons, she likes to have two people on duty in the library working at one time, especially during evening hours. Jean pointed out that although the library has been in existence for 28 years, there has always only been one full-time staff member. There is no other department in the Village that operates this way.

What this request would facilitate is flexibility with scheduling. The full-time position would make it less necessary to hire someone to fill an upcoming vacancy caused by an employee who is leaving to attend college this fall. It would also provide better coverage in times when a second person is needed to cover the 55 hours the library is open. Jean mentioned that right now, she fills that void. Jean commented that in her opinion, an employee who is full-time makes more of a commitment to their job, and also demonstrates a greater sense of dedication to their work.

Trustee Rasho complimented the administrator on her approach concerning this issue. Based upon her recommendation, he stated that he would support the request. However Trustee Rasho mentioned that he would like clarification on a couple of things. He asked Jean the following questions:

- If elevating this employee to full-time status would result in this person being the number two person in the library.
- In Jean's absence, would this employee be the person in charge.
- Would this person be Jean's assistant?
- Is this request part of the succession planning for the library?
- Would the work hours for this person and Jean be staggered to ensure one of the two full-time employees be there for the 55 hours the library is open each week?
- Would other staff know that this employee is the number two person in the library?

Jean replied that in her opinion, making this employee the number two person in the library would be talking about a different level of management that what is intended. This assumption would not really be accurate because she does not see this as a change in the employee's job description or job title. In addition, Jean mentioned that she does not see an increase in pay or anything else except an increase in the number of hours this employee would work each week. The increase is simply to provide for more coverage in the library and allow more flexibility in scheduling. Jean stated that

she does not view this change as a promotion. On the issue of staggering hours throughout the week for the two full-time employees, Jean replied that one of the two would be present at all times the library was open. On the matter of succession planning, the employee selected for this change will have time now to teach other employees some of the duties she has been doing.

Trustee Rasho suggested that all the department heads should start looking at succession planning. Heather expressed her agreement with this comment and added that the Village should begin looking at this issue for all of the key employees.

Trustee Rasho moved, and Trustee Morr seconded, to accept the recommendation from the Village Administrator and approve the Library's request to elevate the part-time employee chosen by its Director to full-time status with benefits. Upon a call of the roll, the vote was:

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

Consolidation of Zoning Board of Appeals and Plan Commission

Village Administrator Heather Kimmons explained that she placed this item on the agenda for discussion purposes only. Currently, the Village has two bodies that are dedicated to different aspects of the Zoning Ordinance. Both bodies operate differently, one meets at Village Hall for their meetings and the other one goes out to the property site to hold hearings there. Heather pointed out that there is some merit in combining these two groups and form a combined Zoning Board of Appeals and Plan Commission. This would be another step toward simplifying the process. Heather mentioned that she has talked with several members who are currently serving on one of the committees, and most of them appear in favor of this idea. She commented that in her opinion, this is an idea that would be worth consideration.

Trustees talked about this item briefly and agreed the suggestion should be looked into further. Heather commented that she would like to talk more with each of the current members before making any recommendation to the Board, but wanted to at least present the concept to Trustees so each one could begin to think about it.

Decatur Christian School's Request for Use of Forsyth Park

Village Administrator Heather Kimmons reported that after polling Trustees on this request, she decided to place it on tonight's agenda for discussion and action. She explained that an 8th grade teacher from the Decatur Christian School has asked to launch hobby kit rockets in Forsyth Park on Thursday, May 20, 2011. Heather mentioned that if the Trustees had been in agreement she would have approved the request without bringing it to the Board for their action. However, because firearms, explosives, missiles and archery are not allowed in the parks, she felt a decision should be made on this matter by the Board. The *Park Rules* state that this request cannot be given without written approval from the Board of Trustees.

Following a brief discussion, Trustee Rasho moved, and Trustee Morr seconded, to grant the request, as presented. Upon a call of the roll, the vote was:

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

Adjournment

Trustee Morr moved, and Trustee Hubbard seconded, that the meeting be adjourned. The meeting was adjourned at 8:58 p.m. on voice vote.

By: *Kathy S. Mizer*
Village Clerk