

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF FORSYTH, ILLINOIS
6:30 P.M.
TUESDAY, MAY 7, 2024
VILLAGE HALL, 301 SOUTH ROUTE 51, FORSYTH, ILLINOIS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION

1. PRESENTATION BY THE CANNABIS GROUP (MARK STEINMETZ)

CONSENT AGENDA: Items listed under the Consent Agenda are considered to be routine in nature and will be acted upon by one motion and one vote. If separate action on any particular item is desired, the item will be removed from the Consent Agenda and will be considered separately.

1. APPROVAL OF MINUTES OF THE REGULAR MEETING OF APRIL 16, 2024
2. APPROVAL OF WARRANTS

PUBLIC COMMENT: At this time, the public has the opportunity to express views or make comments to the Mayor and Board of Trustees on agenda items or any other Village issue. Comments must be limited to not more than three (3) minutes.

ADMINISTRATION REPORTS

1. LAW ENFORCEMENT REPORT
2. VILLAGE STAFF REPORTS

OLD BUSINESS

1. RESOLUTION 3-2024 A RESOLUTION ADOPTING REVISED UNIFORM PERSONNEL RULES AND REGULATIONS FOR VILLAGE OF FORSYTH EMPLOYEES (VILLAGE ATTORNEY LISA PETRILLI)

NEW BUSINESS

1. ORDINANCE NUMBER 2024-7 ORDINANCE ADDING TERRITORY TO ENTERPRISE ZONE AND APPROVING THE AMENDMENT OF THE ENACTING ORDINANCE AND INTERGOVERNMENTAL AGREEMENT (AMENDMENT 7) (VILLAGE ATTORNEY LISA PETRILLI)
2. ORDINANCE NUMBER 2024-8 AN ORDINANCE APPROVING A VARIANCE RELATING TO HVAC SCREENING REQUIREMENTS LOCATED AT 990 N. ROUTE 51(VILLAGE ADMINISTRATOR JILL APPLEBEE)
3. DISCUSSION AND POTENTIAL ACTION REGARDING OPERATING HOURS OF WASTE MANAGEMENT (VILLAGE ADMINISTRATOR JILL APPLEBEE)
4. DISCUSSION AND POTENTIAL ACTION REGARDING CHANGE ORDER FOR TREATMENT PLANT (VILLAGE ENGINEER JEREMY BUENING)
5. DISCUSSION AND POTENTIAL ACTION REGARDING CHANGE ORDER FOR GRAYHAWK (VILLAGE ENGINEER JEREMY BUENING)

ADJOURNMENT

Join Zoom Meeting

<https://us06web.zoom.us/j/84519395606>

Meeting ID: 845 1939 5606

One tap mobile +13092053325,,84519395606# US

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: May 7, 2024
Subject: Mark Steinmetz

Mr. Steinmetz, with Illinois Health and Wellness, LLC, has asked to present to the board about his cannabis business.

This presentation is for discussion purposes only.

CONSENT AGENDA

ITEM 1

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF FORSYTH, ILLINOIS,
HELD AT 6:30 P.M. ON TUESDAY, APRIL 16, 2024
AT FORSYTH VILLAGE HALL**

CALL TO ORDER

Mayor Jim Peck called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

Upon a call of the roll, the following members were physically present: Mayor Jim Peck, Trustee Dave Wendt, Trustee Lauren Young, Trustee Marilyn Johnson, Trustee Jeremy Shaw

Absent: Trustee Bob Gruenewald, Trustee Jeff London

Staff Present: Village Administrator Jill Applebee, Public Works Director Darin Fowler, Planning and Zoning Director Ryan Raleigh, Village Clerk Cheryl Marty, Village Treasurer Rhonda Stewart, Village Engineer Jeremy Buening, Village Library Director Melanie Weigel

On Phone: Village Attorney Lisa Petrilli

Others Present: John Kottke, Bill Krueger, Mike Turner, Matt and Hiliary Crawford, Reed Sullivan, Laurie Pakula, Andrew Hendrian

CONSENT AGENDA

1. APPROVAL OF MINUTES OF THE REGULAR MEETING OF APRIL 2, 2024
2. APPROVAL OF WARRANTS
3. APPROVAL OF TREASURER'S REPORT FOR THE MONTH OF MARCH 31, 2024

MOTION

Trustee Wendt made a Motion to approve the Consent Agenda as presented and Trustee Shaw seconded the Motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Wendt, Shaw, Young, Johnson, London
Nays: 0 – None
Absent: 1 – Gruenewald

Motion declared carried.

PUBLIC COMMENT: At this time, the public has the opportunity to express views or make comments to the Mayor and Board of Trustees on agenda items or any other Village issue. Comments must be limited to not more than three (3) minutes.

Village resident Laurie Pakula spoke about the change in the annual door to door clean-up. She read her letter to the Board and asked them to reconsider changing back to door-to-door pick-up in spite of the high-cost increase. She listed reasons why many residents are not able to lift heavy objects, etc. and does not understand the financial choice made by the Board. Mayor Peck explained the reasons the Board made this change and that this topic will be revisited again in the future after the event.

ADMINISTRATION REPORTS

1. Law Enforcement Report
Sheriff Deputy Casner said nothing out of the ordinary has happened. An accident occurred today in the traffic construction today but no injuries were reported. They appreciated having the up-to-date information on who is permitted to solicit in the Village.
2. Village Staff Reports
Mayor Peck has contacted Macon County Board Chair Kevin Greenfield and said the County is working on Phillips Pipeline clean-up options.

OLD BUSINESS

1. DISCUSSION AND POTENTIAL ACTION REGARDING TIF AGREEMENT WITH CRAWFORDS (VILLAGE ADMINISTRATOR JILL APPLEBEE)

Village Administrator Applebee reported the meeting results with Crawfords and said the revised proposal is in the packet. She noted that the proposal is still the same with only the location possibly changing due to a new developer working with Crawfords on a separate project. The new developer has several new innovative ideas and wants Crawfords to be involved in them. Mayor Peck is in favor of this proposal and also the involvement of the second developer and Trustee Wendt agreed. Village Attorney Petrilli felt hotel/motel tax funds could not be used for this purpose and would not qualify. Trustee Shaw reviewed the TIF numbers with the Board for clarification purposes and a lengthy discussion ensued.

MOTION

Trustee Wendt made a Motion to approve the TIF commitment with the Crawfords project with the land to be purchased on a forgivable note and Trustee Young seconded the Motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Wendt, Shaw, Young, Johnson, London
Nays: 0 – None
Absent: 1 – Gruenewald

Motion declared carried.

2. DISCUSSION AND POTENTIAL ACTION REGARDING REVISED INVESTMENT POLICY (VILLAGE ATTORNEY LISA PETRILLI)

Village Attorney Petrilli explained the changes that were made to the investment policy following input from the Board at the last meeting. Changes are redlined in the document. Board discussion ensued.

MOTION

Trustee Wendt made a Motion to adopt the revised investment policy as presented with the edit to C3 to change that to read at the current limits provided by FDIC and NCUA and removing the highlighted yellow sentence after paragraph M listing the local facilities and Trustee Young seconded the Motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Wendt, Shaw, Young, Johnson, London
Nays: 0 – None
Absent: 1 – Gruenewald

Motion declared carried.

3. DISCUSSION AND POTENTIAL ACTION REGARDING PURCHASE OF PUMP (PUBLIC WORKS DIRECTOR DARIN FOWLER)

Public Works Director Fowler explained the need to purchase a new pump for the water plant. He asked for a spare pump to have on hand while the other is being repaired. He recommends purchasing a new high-speed pump from Bodine Electric for \$28,811.76 with a 20-week lead time.

MOTION

Trustee Young made a Motion to approve the pump purchase as presented and Trustee Johnson seconded the Motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Wendt, Shaw, Young, Johnson, London
Nays: 0 – None
Absent: 1 – Gruenewald

Motion declared carried.

NEW BUSINESS

1. DISCUSSION AND POTENTIAL ACTION REGARDING TIF AGREEMENT WITH ANDREW HENDRIAN (VILLAGE ADMINISTRATOR JILL APPLEBEE)

Village Administrator Applebee thanked Andrew Hendrian for his great job rehabbing the apartments across from Caseys. She then explained details of his new revitalization project at 105 South Route 51 for which he is asking for a matching grant of \$25,000 from the Village. The project is 100% TIF eligible. She and Mayor Peck highly recommend working with Hendrian on this project. Hendrian then explained the detailed improvements he plans to make to the property. A brief Board discussion ensued.

MOTION

Trustee Young made a Motion to approve the \$25,000 TIF grant to Andrew Hendrian for 105 South Route 51 as presented and Trustee Wendt seconded the Motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Wendt, Shaw, Young, Johnson, London
Nays: 0 – None
Absent: 1 – Gruenewald

Motion declared carried.

2. DISCUSSION AND POTENTIAL ACTION REGARDING TIF AGREEMENT WITH REED SULLIVAN (VILLAGE ADMINISTRATOR JILL APPLEBEE)

Village Administrator Applebee explained that the property at 105 Magnolia (next to Waite Cleaners) was purchased by Reed Sullivan. The project will involve a new building for a business relocation by using TIF funds. Administrator Applebee explained the two (2) TIF options available. An estimated \$60,000 sales tax dollars will result for the Village from this project. Staff recommends Option #2 which is a flat payment option. Mayor Peck

agreed and a discussion was held among Board members.

MOTION

Trustee Wendt made a Motion to approve the TIF proposal for 10-year flat fee payments with the requirement as discussed for the business or similar business to be there for 10 years at 105 Magnolia as a commercial retail store and Trustee Johnson seconded the Motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Wendt, Shaw, Young, Johnson, London
Nays: 0 – None
Absent: 1 – Gruenewald

Motion declared carried.

3. DISCUSSION AND POTENTIAL ACTION REGARDING GRAYHAWK PAVEMENT MAINTENANCE CHANGE ORDER #2 (VILLAGE ENGINEER JEREMY BUENING)

Village Engineer Buening explained what changes were made to the Grayhawk pavement maintenance project. The changes result in a reduction of overall work. Net changes to the contract by this change order is a deduction of \$29,423.60. A brief discussion ensued.

MOTION

Trustee Young made a Motion to approve the Grayhawk pavement maintenance change order as presented and Trustee Shaw seconded the Motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Wendt, Shaw, Young, Johnson, London
Nays: 0 – None
Absent: 1 – Gruenewald

Motion declared carried.

4. DISCUSSION AND POTENTIAL ACTION REGARDING FISHING PIER OPTIONS (PLANNING & ZONING DIRECTOR RYAN RALEIGH)

Planning & Zoning Director Raleigh explained the three (3) available options available for fishing piers in the sports and nature park. The options are a land-based fishing pier, a floating fishing pier or a fixed fishing pier. He described the pros and cons of each option

and the Board held a discussion then agreed that a floating pier is not the best option to consider. Mayor Peck asked for more specific costs for Options 1 and 3 and once that information is received further consideration will be given by the Board.

No Motion needed.

5. DISCUSSION AND POTENTIAL ACTION REGARDING LIBRARY SIDING REPLACEMENT (PLANNING & ZONING DIRECTOR RYAN RALEIGH)

Planning & Zoning Director Raleigh explained there is \$120,000 in the budget to replace the exterior façade of the library. The current siding is wood and is deteriorating and replacing it with updated, more sustainable materials is in the Village's best interest. He recommends working with Architectural Expressions to design the new exterior repairs/replacement and to create bid/construction documentation. During the Board discussion all agreed to also have them consider the roof and gutter conditions as part of the project. AEX design costs are \$5,500 and \$9,500 for construction documents and administration services for a total of \$15,000.

MOTION

Trustee Johnson made a Motion to approve the professional services agreement with Architectural Expressions as presented and Trustee Young seconded the Motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Wendt, Shaw, Young, Johnson, London
Nays: 0 – None
Absent: 1 – Gruenewald

Motion declared carried.

ADJOURNMENT

Trustee Wendt made the Motion to adjourn and Trustee Young seconded the Motion. All Board members agreed by voice vote, and the meeting was adjourned at 8:00 P.M.

By: Cheryl Marty
Village Clerk

CONSENT AGENDA

ITEM 2

DATE: 05/07/24

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 DAVE & JEN PECK 230692	01-10-914	MEDALS FOR FORSYTH FEST RACE	354.00	354.00
01 ANDREW HENDRIAN 050324	18-00-928-1	TIF GRANT FOR 130 E COX	25000.00	25000.00
01 AMEREN ILLINOIS 050324	51-00-571	APR '24 WELL 3 UTILITIES	116.77	116.77
01 JEFFERY ANDERSON 6046	01-52-652	BASE SET, PLUGS, PITCHERS MOUND	1302.00	1172.00
6047	01-52-652	MARKER SYSTEM FIELD 5		130.00
01 ATLAS LOCK, INC. 49100	01-52-652	SHED KEYS	5.00	5.00
01 BLACKSTONE AUDIO, INC 2150640	01-53-681	AUDIO VISUAL	90.90	90.90
01 BODINE ELECTRIC 45837	01-41-549	TRAFFICE SIGNALS LOCATES	1878.68	1878.68
01 SPRINGFILED ELECTRIC SUPPLY CO S010754407.001	01-52-611	BLDG MAINT-BAY FIXTURE	363.18	202.90
S010778021.001	51-00-611	LED FLOOD LIGHT		160.28
01 JAMES BRUMMITT 050324	01-11-547	327 VALERIAN ELECTRIC FINAL	300.00	60.00
050324-1	01-11-547	960 US 51 ELECTRIC INSPECT		60.00
050324-2	01-11-547	165 LEA LN ROUGH IN ELECTRIC INSPEC		60.00
050324-3	01-11-547	STARBUCKS INTERIOR ELECTRIC INSPECT		60.00
050324-4	01-11-547	106 BARNETT ROUGH IN ELECTRIC INSPE		60.00
01 CARGILL INCORPORATED 2909423560	01-41-616	DEICER SALT ICE	2326.24	2326.24
01 CHASTAIN & ASSOCIATES, LLC 050324	01-11-532	MAR '24 ADMIN ADVISORY	80929.97	3125.94
050324	01-11-532	MAR '24 SITE PLAN REVIEW FIVE BELOW		404.60
050324	01-11-532	MAR '24 SUB-D REVIEW		332.80
050324	01-11-532	MAR '24 PARK DEPT ADVISORY		2788.92
050324	30-00-835	MAR '24 M/F GRADE SCHOOL BIKE PATH		19504.86
050324	30-00-835	MAR '24 M/F GRADE SCHOOL BIKE PATH		6336.00
050324	30-00-810-8	MAR '24 WTP CLARIFIER FILTER MAINT		3820.50
050324	30-00-810-8	MAR '24 WTR TOWERS GRND STORAGE TAN		2880.00
050324	30-00-864-7	MAR '24 GRAYHAWK ADD PAVEMENT MAINT		2021.44
050324	30-00-892	MAR '24 MALL BIKE PATH MAINT		2152.30
050324	30-00-864-3	MAR '24 PAVEMENT STRIPING		2158.40
050324	30-00-860	MAR '24 PARKING LOT A RECONSTRUCTIO		3350.63
050324	38-00-863-1	MAR '24 SPORTS & NATURE PARK OBSERV		22911.50
050324	15-00-874-2	MAR '24 BARNETT AVE RECONST IMP		9142.08
01 CHILDREN'S MUSEUM OF ILLINOIS 050324	01-53-913	DEP FOR WATERCOLOR JELLYFISH PROJEC	50.00	50.00
01 CLOSS ELECTRIC COMPANY, INC 26065	51-00-512	WELL 4 REPAIR	300.71	300.71
01 CONSTELLATION NEWENERGY INC.			15272.59	

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
68049375901	01-11-571	MAR '24 ELECTRIC UTILITIES		309.51
68049375901	01-41-571	MAR '24 ELECTRIC UTILITIES		607.78
68049375901	01-41-572	MAR '24 ELECTRIC UTILITIES		263.97
68049375901	01-41-579	MAR '24 ELECTRIC UTILITIES		403.56
68049375901	01-52-571	MAR '24 ELECTRIC UTILITIES		1940.92
68049375901	01-53-571	MAR '24 ELECTRIC UTILITIES		1239.78
68049375901	51-00-571	MAR '24 ELECTRIC UTILITIES		3537.80
68049375901	52-00-571	MAR '24 ELECTRIC UTILITIES		1128.85
68196331801	01-41-572	ENTRANCE SIGNS APR '24 UTILITIES		101.60
68196337701	01-41-572	STREET LIGHTING APR '24 UTILITIES		5738.82
01 CONSTELLATION NEWENERGY			1489.69	
401744	01-11-571	MAR '24 GAS UTILITIES		145.34
401744	01-41-571	MAR '24 GAS UTILITIES		341.73
401744	01-53-571	MAR '24 GAS UTILITIES		429.45
401744	51-00-571	MAR '24 GAS UTILITIES		573.17
01 CRAB LOBSTER			779.80	
050324	51-00-929	W/S REFUND 927 S RTE 51		779.80
01 DECATUR COMPUTERS INC			216.00	
DCI50334	01-11-537	IT SERVICE FOR DARIN & RYAN		216.00
01 DECATUR INDUSTRIAL ELECTRIC, I			30539.58	
RI-1930	51-00-512	HS SERVICE PUMP ANNUAL MAINT		6513.22
RI-1931	51-00-512	REPAIR PUMP		24026.36
01 DRAKE-SCRUGGS EQUIPMENT INC.			82.08	
0014537-IN	01-41-612	WIRE HARNESS-EQUIP SUPPLY		82.08
01 FARNSWORTH GROUP			680.00	
250852	51-00-549	MAR '24 SCADA MAINT		680.00
01 CENGAGE LEARNING INC/GALE			393.78	
84180693	01-53-671	BOOKS		98.37
84186559	01-53-671	BOOKS		104.96
84187704	01-53-671	BOOKS		51.73
84227262	01-53-671	BOOKS		49.48
84231631	01-53-671	BOOKS		89.24
01 GARNER AUTO BODY INC			2039.00	
050324	01-52-513	VEHICLE SERVICE '21 RAM 1500		2039.00
01 GARDEN PATH COMMUNITY GARDEN			2270.00	
050324	01-52-517	PLANTS FOR LANDSCAPING		2270.00
01 GARY STACEY			46.24	
050324	51-00-929	W/S REFUND 548B PARK PLACE		46.24
01 HERALD & REVIEW			464.99	
050324	01-53-672	YEARLY SUBSCRIPTION		464.99
01 ILLINOIS PORTABLE TOILETS			530.00	
67974	01-10-914	PORTABLE TOLIETS FOR FORSYTH FEST		530.00
01 INDELCO PLASTICS CORPORATION			101.30	
INV455930	51-00-612	VALVE-EQUIP MAINT		101.30
01 JENNIFER A. STOUT			75.00	
050324	01-53-913	POPPY WATERCOLOR CLASS		75.00
01 KEEPING IT GREEN LAWN IRRIGATI			230.00	

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
28326	01-41-517	REPAIR SPRINKLER AT 770 APACHE DR		230.00
01 KINGDOM CONCRETE 42524	01-41-514	ROAD REPAIR ON WEAVER	3328.00	3328.00
01 KYLE R JANVRIN 050324	51-00-547	2/15-4/9/24 PLUMBING INSPECTIONS	540.00	540.00
01 LAUREN HORVE 050324	51-00-929	REFUND ON WTR AT 880 STVNS CRK LANE	15.48	15.48
01 LOWE'S COMPANIES, INC. 050324	01-52-652	OP SUPPLY	123.21	116.00
050324	01-41-652	OP SUPPLY		7.21
01 MAY, COCAGNE & KING, P.C. 66746	01-11-531	AUDIT SERVICES THROUGH 3/31/24	10000.00	10000.00
01 MENARDS 050324	01-41-652	OP SUPPLIES	2638.05	213.16
050324	51-00-652	OP SUPPLIES		15.30
050324	01-52-652	OP SUPPLIES		91.55
050324	01-52-612	EQUIP MAINT SUPPLIES		95.96
050324	01-52-611	BLDG MAINT SUPPLIES		8.30
050324	01-41-613	VEHICLE MAINT SUPPLIES		16.98
050324	01-41-612	EQUIP MAINT SUPPLIES		5.88
050324	01-52-653	SMALL TOOLS		99.99
050324	01-41-653	SMALL TOOLS		484.26
050324	01-41-614	STREET MAINT SUPPLIES		275.31
050324	01-11-654	JANITORIAL SUPPLIES		18.98
050324	01-52-617	GROUND MAINT SUPPLIES		880.91
050324	51-00-611	BLDG MAINT SUPPLIES		50.27
050324	01-41-611	BLDG MAINT SUPPLIES		81.86
050324	01-41-654	JANITORIAL SUPPLIES		110.11
050324	01-53-913	PROGRAMMING		29.75
050324	01-41-615-1	STORM SEWER MAINT SUPPLIES		111.54
050324	01-52-655	FUEL		47.94
01 MISSISSIPPI LIME COMPANY 1721824	51-00-656	CHEMICALS-LIME	11163.34	5992.00
1723040	51-00-656	CHEMICALS-LIME		5171.34
01 MORGAN DISTRIBUTING, INC. INV-003543	01-41-655	FUEL	1053.62	1053.62
01 MUG-A-BUG 65648	01-41-560	MOSQUITO SEMINAR	840.00	840.00
01 QUADIENT, INC 60987615	01-11-512	RENTAL 5/13-8/12/24 POSTAGE MACHINE	60.00	60.00
01 PEST OUTPOST LLC 6749	01-41-512	EQUIP MAINT-GRASSHOPPER 125	227.00	227.00
01 AT & T 050324	52-00-552	782 STVNS CRK APR '24 PHONE LINE	549.13	110.62
050324	52-00-552	101 HUNDLEY RD APR '24 PHONE LINE		144.85
050324	52-00-552	440 HUNDLEY RD APR '24 PHONE LINE		144.85
050324	52-00-552	815 FORSYTH PKWY APR '24 PHONE LINE		148.81

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 SECRETARY OF STATE 050324	01-53-549	P. SCHMAHL NOTARY	15.00	15.00
01 MACON COUNTY SHERIFF/ 050324	01-11-535	1ST QTR SHERIFF CONTRACT	154512.42	154512.42
01 SORLING, NORTHROP, HANNA, CULL 221473	01-11-533	ADMIN LEGAL SERVICES MAR '24	4702.50	4372.50
221530	01-11-533	WESTERMAN LEGAL SERVICE MAR '24		330.00
01 IMPERIAL DADE 7314927-00	01-52-612	EQUIP MAINT	453.14	148.46
7316125-00	01-41-654	JANITORIAL SUPPLIES		304.68
01 STILLWATER ENTERPRISES, INC 24-407	30-00-837	PLAYGROUND SURFACING MATERIAL	6931.00	4541.00
24-481	30-00-837	PLAYGROUND SURFACING MATERIAL		2390.00
01 STOLLEY TERMITE & PEST CONTROL 05324	01-53-511	MONTHLY BUG SPRAY	65.00	65.00
01 THIRD MILLENNIUM ASSOCIATES, I 31347	51-00-549-1	W/S BILL SERVICES FOR MAY '24 BILLS	971.12	485.56
31347	52-00-549-1	W/S BILL SERVICES FOR MAY '24 BILLS		485.56
01 UTILITY SUPPLY OF AMERICA, INC INV00326879	51-00-652	OP SUPPLIES-METERS	1029.82	24.18
INV00326893	51-00-652	OP SUPPLIES-METERS		70.69
INV00326935	51-00-611	BLDG MAINT SUPPLIES		581.00
INV00327101	51-00-652	DECAL-OP SUPPLY		4.69
INV00330035	51-00-652	DANGER SIGN-OP SUPPLY		16.39
INV00334322	51-00-652	DANGER SIGN-OP SUPPLY		40.57
INV00335093	51-00-652	CYLINDER TAGS-OP SUPPLY		284.51
INV00337166	51-00-652	SAFETY SIGNAGE		7.79
01 US POSTAL SERVICE (CAPS) 050324	51-00-549-1	W/S POSTAGE FOR 5-1 BILLING	692.56	346.28
050324	52-00-549-1	W/S POSTAGE FOR 5-1 BILLING		346.28
01 VILL OF FORSYTH 050324	01-11-571	W/S UTILITIES FOR 3-20 TO 4-20	150.00	150.00
01 WAL-MART 050324	01-53-913	PROGRAMMING	433.52	232.79
050324	01-53-651	OFFICE SUPPLIES		50.58
050324	01-41-651	OFFICE SUPPLIES		134.31
050324	01-53-654	JANITORIAL SUPPLIES		15.84
** TOTAL CHECKS TO BE ISSUED			368721.41	

SYS DATE:05/01/24

VILLAGE OF FORSYTH
A / P W A R R A N T L I S T
REGISTER # 24
Tuesday May 07,2024

SYS TIME:08:52
[NW1]

DATE: 05/07/24

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
GENERAL FUND			209521.18	
MOTOR FUEL TAX FUND			9142.08	
TIF DISTRICT FUND			25000.00	
CAPITAL PROJECT FUND			49155.13	
FORSYTH FAMILY SPORTS/NATURE PAR			22911.50	
WATER OPERATIONS			50481.70	
SEWER OPERATIONS			2509.82	
*** GRAND TOTAL ***			368721.41	
TOTAL FOR REGULAR CHECKS:			357,558.07	
TOTAL FOR DIRECT PAY VENDORS:			11,163.34	

DATE: 05/07/24

Tuesday May 07,2024

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A/P MANUAL CHECK POSTING LIST						
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)						
PAYABLE TO	CHECK DATE	CHECK NO	AMOUNT			
REG# INV NO	G/L NUMBER	DESCRIPTION				DISTR
01 COACH HOUSE GARAGES	04/26/24	60370	19997.06			
239 042324	30-00-832-2	BAL DUE ON SHED				19997.06
** TOTAL MANUAL CHECKS REGISTERED			19997.06			

REPORT SUMMARY			
CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	368721.41	19997.06	388718.47
TOTAL CASH	368721.41	19997.06	388718.47

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	209521.18	.00	209521.18
15	9142.08	.00	9142.08
18	25000.00	.00	25000.00
30	49155.13	19997.06	69152.19
38	22911.50	.00	22911.50
51	50481.70	.00	50481.70
52	2509.82	.00	2509.82
TOTAL DISTR	368721.41	19997.06	388718.47

ADMINISTRATION REPORTS

ENGINEER'S REPORT

Forsyth; May 7, 2024 Board Meeting

Submitted by Jeremy Buening, P.E., S.E.



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Project 6928 – Maroa-Forsyth Grade School Bike Path

This project consists of the construction of a new bike path from the end of the existing bike path at the intersection of Cox St at Smith St to the east entrance to the Maroa-Forsyth Grade School. The construction of this project is funded through IDOT's ITEP program so federal procedures must be followed.

Plats and easements for the two easement acquisitions necessary for the project are underway and meetings with property owners to negotiate the acquisitions have occurred. Title commitments have been received. Ameren and AT&T have been contacted and locations for relocating each of their utility poles has been identified and staked. Work continues completing the construction plans and specifications.

Project 7982 – Forsyth Park LWCF Grant Compliance

This project consists of the construction of initial site improvements to the new recreational park facility located north of W Forsyth Rd and east of N Oakland Ave. The intent of the project is to meet the requirements of the LWCF grant received for funding the purchase of the property.

We have been coordinating with the contractor and providing information they may need to get started. A pre-construction meeting was held on Thursday, April 4. Silt fence has since been installed and work will commence as soon as the weather allows.

Project 8000 – Well No. 7

This project consists of the construction of a new well to backup well #6 and extension of the raw water main to the site.

Burdick is projecting a mid-May shipment for the VFD, which is the main schedule driver at this point in time. Building ventilation, heating, and the chemical feed system have been installed.

Project 8498 – Advisory Services

US Route 51 Improvements

This project consists of coordination responsibilities with IDOT to communicate the Village's vision on the proposed improvements. Patching is scheduled to begin on April 1st, weather permitting, and is anticipated to last from 4 to 6 weeks. The replacement of the Median will follow and will start at the south end of the project area and move north.

Project 8594 – Moon St Sidewalk Improvements

This project consists of reconstructing sidewalks along Elwood St and Smith St from Ruehl St to E. Shafer St (CH 20) and along Moon St from Grant St to the future bike path along the old RXR ROW east of Smith St. The intent is to submit this project for funding through IDOT's SRTS program so federal procedures must be followed.

Aside from a few items of work, this project has been paused until the results of the grant application are released. We do not anticipate hearing back until this month.

Project 8595 – Barnett Ave Improvements

This project consists of the rehabilitation and/or reconstructing Barnett Ave from the mall entrance to Koester Drive. The construction of this project is being funded by DUATS federal funds so federal procedures must be followed. Chastain has been coordinating with IDOT and we are working on getting the required environmental documents submitted.

ENGINEER'S REPORT

Forsyth; May 7, 2024 Board Meeting

Submitted by Jeremy Buening, P.E., S.E.



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Project 8645 – Water Treatment Plant Clarifier & Filter Maintenance

This project consists of the replacement of the filter media along with cleaning and painting the existing filters and claricones in the Village Water Treatment Plant.

All painting is complete and curing periods have been finished. A slight repair was made to Filter #1 after installing the filter media. It was repainted and the filter is now in working order. A final change order for a deduction of total filter painting will be submitted for approval.

Project 8700 – Water Towers, Ground Storage Tank, & Aerator Maintenance

This project consists of painting and general repairs on the two water towers, the ground storage tank at the water treatment plant, and the aerator at the water treatment plant. This project is anticipated to utilize an IEPA loan to fund the construction.

Work has started on the project plan which is required for an IEPA Loan application.

Project 8729 – 2023 Asphalt Maintenance Construction

Grayhawk patching has been completed. A final pay item balancing change order will be submitted for approval.

Project 8793 – Advisory Services

Parks Master Planning

We continue to assist the Village with layout and cost estimating for the various park improvements across Forsyth.

Project 8811 – Pavement Striping Design & Bid

This project consists of establishing a striping plan for the entire Village (with the exception of Woodland Hills which is scheduled to be rehabilitated in 2025 and there is no reason to stripe it at this time), finalizing quantities for the striping to include for the contractors for bidding, and bidding services. Chastain has met with Village Staff and design is underway.

Project 8812 – Prairie at Talon Intersection Design & Bidding

This project consists of field work, coordination with utilities, engineering design, quantity calculations and schedules, engineered plans and specifications, bidding documents and special provisions, and bid letting and award for the complete reconstruction of the intersection at Talon Lane and Prairie Lane in Grayhawk Addition. It does not include construction observations services. The survey has been completed and design is underway.

Project 8813 – Grayhawk 1st Addition Pavement Patching and Gutter Repairs Design and Bidding Services

This project is the second phase of necessary patching in Grayhawk. Scope of work includes the patching review and layout, quantity calculations and schedules, plan sets, specifications, bidding documents and special provisions, bid letting, and award of bids. Patching review and coordination with Village Staff has taken place and design is underway.

Project 8821 – Parking Lot A Reconstruction

This project consists of redesigning Parking Lot A in Forsyth Park to include storm drainage. Survey work is complete and design is underway.

ENGINEER'S REPORT

Forsyth; May 7, 2024 Board Meeting

Submitted by Jeremy Buening, P.E., S.E.



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Project 8822 – Mall Path Rehabilitation

This project consists of designing repairs for the Mall Path, located behind the mall between Hickory Point Road and Weaver Road. Chastain has coordinated with Village staff and walked the path to identify rehabilitation needs and other repairs. Design is underway.

Project 8846 – Forsyth Park Playground

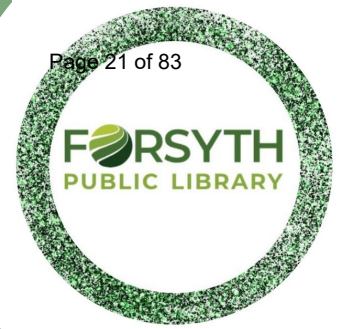
This project consists of the layout and design for the new playground at Forsyth Park, included is an ADA accessible route and curb for pour-in-place surfacing. Survey work is complete and design is underway.

Library Director's Report

Village Board Meeting

April 29, 2024

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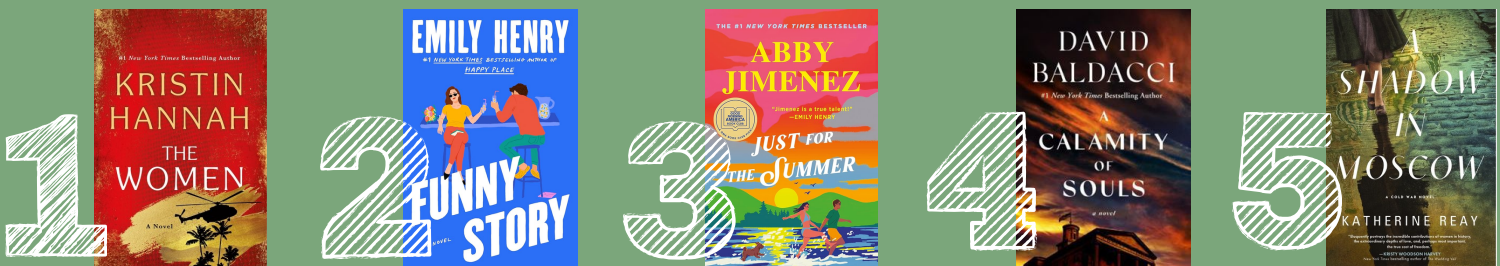


Library Updates:

- We are hard at work prepping the last details for Bluey Bash on Saturday, May 4! This special kids' event is proving to be VERY popular and we're gearing up for a great crowd. Jerseyville Public Library graciously loaned us their Bluey costume, and we have a wide range of activities to keep all of our young visitors entertained. We've also collaborated with 121 Coffee Run to bring their brand new mobile coffee trailer to set up for the event with special Bluey-themed offerings.
- We had our first Adult Trivia Night on April 23 where teams of up to 5 worked together to answer 4 rounds of trivia questions while enjoying pizza and snacks. Based on the great feedback we received from attendees, we are planning to continue to offer Trivia Nights every 2-3 months. Look for the next round in July!
- After several years, FPL is restarting its adult Tech Club. The first meeting will be on May 7, where the tech presenter will share information about using an iPhone and maintaining security while online.
- Join FPL for a "Classics at the Library" showing of *To Kill a Mockingbird* on May 15 at 1 PM.
- On May 22, adults can drop in from 10 AM - 1 PM for "Spice Spice Baby!" Join adult services librarian Pam as she shows attendees how to create sweet and savory dips as well as a brand new barbecue spice rub.
- All kids are invited to help us plant the library's Youth Garden on Tuesday, May 28, from 10 - 11 AM with help from the Garden Club of Decatur.
- Summer Reading plans are coming together! Staff have worked diligently to put together an amazing schedule of programs and events for readers of all ages. Official sign ups for summer reading will happen the last week of May, and we invite you and your entire family to join in on the fun.
- Our first big event of the summer will be the Summer Reading Kick Off Party on Saturday, June 1 from 10 AM - 12 PM. Bring the kids for bubble stations, a foam blaster and fun treats!

Melanie Weigel, Director

MOST REQUESTED ITEMS BY FORSYTH PATRONS IN APRIL



Public Works Report 5-1-24

Parks:

- * Playground Equipment has been installed at the Montezuma, Oakland, Jacobs Way, and Avalon Parks. We are behind mulching, due to the weather. We need to add mulch to the all pocket parks, except Montezuma Park, before kids can play on it.
- * Ball game field preps have really picked up... As has mowing.
- * Performed storm clean up throughout the Village and parks.

Parks to do list:

- * Continue cleaning up fallen trees and limbs in the Main Park, Disc Golf Areas.
- * Add dirt to the trail system edges, patch trail holes and cracks.

Park Priorities for the upcoming few weeks:

Spray parks, Village Hall with post-emergent.
Continue with mulching parks.

Village:

- * We maintained the Village Hall, the Library, and other property / easements throughout the Village.
- * We worked on permits, ordinances, inspections, and concerns.
- * Contractor repaired broken concrete on W Weaver Rd.
- * Street sweeping.
- * Limb program.

Village to do list:

- * Continue with Fiber Optic locate re-marks and new service install locates.
- * Assist the state contractors with Route 51 road work.

Village Priorities for the upcoming few weeks:

Village cleanup days.

Water Treatment Plant / Sewer:

- * Continued with meeting monthly / annual IEPA sampling and analysis requirements.
- * Burdick Plumbing installed new RAW and Finished Water Flow Meters. Britton Electronics to perform calibrations this week.
- * Semi-annual inline meter calibrations completed.
- * Annual Consumer Confidence Report completed.
- * DIE Repaired High Service pump and the motor (which had a PM performed while out) has been returned to service.
- * ARPA Project has been completed with all equipment returned to service.

Water / Sewer to do list is:

* play golf (just kidding), summer is high demand time for the plant. We have no maintenance scheduled until fall, just preventive maintenance (PM).

Water / Sewer Priorities:

Continue to monitor chemical dosage to optimize plant performance. With basically a new plant, we have already experienced a drop in lime addition, CO2 addition, and fewer filter backwashes. Start planning for lime lagoon removal for the fall (2 of the 4 lagoons will be cleaned out).

Thanks, Darin – Public Works Director

OLD BUSINESS

ITEM 1

RESOLUTION NUMBER 3-2024

A RESOLUTION ADOPTING REVISED UNIFORM PERSONNEL RULES AND REGULATIONS FOR VILLAGE OF FORSYTH EMPLOYEES

WHEREAS, the Village of Forsyth, Macon County, State of Illinois (“Village”), is a duly organized and existing municipality operating under and pursuant to the Illinois Municipal Code; and

WHEREAS, the Village wishes to clearly outline expectations and procedures to Village Employees; and,

WHEREAS, the Village has drafted and revised the Uniform Personnel Rules and Regulations to act as a general guideline of current Village Policies; and,

WHEREAS, the Mayor and Board of Trustees of the Village believe it is in the best interest of the Village to amend Article V of the Uniform Personnel Rules and Regulations as shown and attached hereto as **Exhibit A**.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Forsyth, Macon County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Resolution as if fully set forth in this Section 1.

Section 2. Adoption of Revised Uniform Personnel Rules and Regulations. The Mayor and Village Board of Trustees hereby adopt the revisions to Article V of the Uniform Personnel Rules and Regulations as attached hereto as **Exhibit A** and approve it for use. The revised Uniform Personnel Rules and Regulations shall be distributed to all Village employees; however, it is not and shall not be construed as a contract between the Village and its employees.

Section 3. Severability. In the event a court of competent jurisdiction finds this Resolution or any provision hereof to be invalid or unenforceable as applied, such finding shall

not affect the validity of the remaining provisions of this Resolution and the application thereof to the greatest extent permitted by law.

Section 4. Repeal and Savings Clause. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 5. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

SO RESOLVED this _____ day of May 2024, at Forsyth, Macon County, Illinois.

	YES	NO	ABSENT	PRESENT
GRUENEWALD				
JOHNSON				
LONDON				
SHAW				
WENDT				
YOUNG				
PECK				
TOTAL				

VILLAGE OF FORSYTH

Jim Peck, Village Mayor

Attest:

Cheryl Marty, Village Clerk

**EXHIBIT A – REVISED ARTICLE V OF THE
UNIFORM PERSONNEL RULES AND REGULATIONS**

**UNIFORM PERSONNEL
RULES AND REGULATIONS
FOR THE
VILLAGE OF FORSYTH, ILLINOIS
ADOPTED AND EFFECTIVE SEPTEMBER 8, 1997**

Revised May 1, 2000

Updated July 2, 2012

Updated April 5, 2022

| [Updated \[month\] \[date\], 2024](#)

ARTICLE V ATTENDANCE AND LEAVES

V-1. Hours of Work

- a) The normal work week shall be forty (40) hours consisting of eight (8) hour work days. No hourly employees shall be permitted to work in excess of forty (40) hours per week except when an emergency exists or overtime work that is necessary to carry out normal and essential services of the Village is assigned by their immediate supervisor.

- b) For hourly employees, work in addition to forty (40) hours per week shall be considered overtime work.
- c) Salaried employees who work over forty (40) hours per week shall keep track of their extra hours worked on payroll sheets. These hours, also known as compensatory (comp) time, must be used within the calendar year. The maximum comp time that an employee may accrue at any one time is forty (40) hours. Any comp time left at the end of the calendar year will be stricken from the record. Comp time will not be paid out if the employee leaves.

V-2. Holidays

- a) The following days shall be holidays for all active Village employees who are scheduled to work one-thousand (1,000) hours or more in a calendar year:
 - New Year's Day (January 1)
 - MLK Day (3rd Monday in January)
 - President's Day (3rd Monday in February)
 - Good Friday (Friday before Easter)
 - Memorial Day (last Monday in May)
 - Independence Day (July 4th)
 - Labor Day (first Monday in September)
 - Veteran's Day (November 11)
 - Thanksgiving Day (4th Thursday in November)
 - Friday after Thanksgiving Day
 - Christmas Eve (December 24)
 - Christmas Day (December 25)
- b) Holidays will be stricken from the record and will not be paid out to any employee who leaves, retires, or is terminated.
- c) From time to time, on special occasions, the governing body may designate other days as special holidays.
- d) When any regular holiday shall fall on a Saturday or Sunday, the preceding Friday or following Monday shall be declared a holiday.
- e) Employees required to work on an observed holiday shall be granted one substitute holiday in addition to their regular holiday for the day.
- f) For the Library:
 - a. When the holiday falls on a Saturday, because the Forsyth Public Library is usually open on Saturdays, the Library shall be closed both on the observed holiday and the preceding Friday.
 - b. For New Year's Eve (December 31), the Forsyth Public Library shall close at 5:00 P.M. if on a weekday and 3:00 P.M. if on a Saturday.
- g) Permanent Part-time employees will only be paid for observed holidays if they are scheduled to work that day, and their pay will be equal to the number of hours that they were scheduled to work. Temporary employees will not receive holiday pay.
- h) To be eligible to receive pay for an observed holiday, an employee must not have been absent without leave either on the workday before or after the holiday.

V-3. Vacation Leave

- a) Vacation leave is on a calendar year basis (Jan. 1 - Dec. 31). At the beginning of January each year, employees shall receive all of their appropriate vacation hours as outlined in the charts below. Vacation leave can be used for any reason of the employee's choosing provided the employee complies with the process for requesting vacation leave.
- b) For full-time employees, a maximum of forty (40) hours of vacation can be carried over from one calendar year to the next. All other vacation time on the books at the end of the calendar year in excess of forty (40) hours will be stricken from the record. Full-time employees will not be compensated for vacation hours that are stricken from the record.
- c) For permanent part-time employees, a maximum of twenty (20) hours of vacation can be carried over from one calendar year to the next. All other vacation time on the books at the end of the calendar year in excess of twenty (20) hours will be stricken from the record. Permanent part-time employees will not be compensated for vacation hours that are stricken from the record.
- d) No employee shall be permitted to use vacation leave for any period spent on unauthorized leave or when participating in a work stoppage.
~~Employees who do not satisfactorily complete a four (4) month probationary period will not receive any compensation for the remainder of their vacation leave upon separation or termination.~~
- ~~h) e)~~ Employees ~~who are no longer in the probationary period~~ shall be compensated for all unused vacation leave upon separation or termination (on the next normal pay cycle).
- ~~g) f)~~ Employees are encouraged to take full days when possible. Although it is not required, it is encouraged that employees take one full week of vacation during the course of the year to allow for rest and relaxation.
- ~~h) g)~~ Vacation leave requests must be submitted on an absent form.
- ~~i) h)~~ ~~Absent form(s) for~~ Vacation leave requests must be approved by the appropriate Department Head.
- ~~j) i)~~ Department Head ~~absent form(s) for~~ vacation leave requests must be approved by the Village Administrator.
- ~~k) j)~~ The Village Administrator's ~~absent form(s) for~~ vacation leave requests must be approved by the Mayor.
- ~~l) i)~~ ~~If an absent form for a vacation leave request has already been approved, any conflicting request(s) will be accepted within the order to which the form(s) have been approved.~~
- ~~m) i)~~ ~~If absent form(s) for vacation leave requests have not been approved and conflict arises, employee seniority will be the deciding factor.~~
- ~~n) k)~~ Employees will not be permitted to borrow vacation leave from future calendar years.
- ~~o) i)~~ ~~Seasonal employees are not eligible for vacation leave.~~
- ~~l) i)~~ Any absence for a fraction or part of a day which is chargeable to vacation leave shall be in increments of not less than fifteen (15) minutes.
- ~~m) i)~~ An employee's request to use vacation leave may be denied under certain limited circumstances to meet the Village's core operational needs for the requested time period and after consideration of the following: (i) the Village's need to provide a service critical to the health, safety, or welfare of its

residents; (ii) whether similarly situated employees are treated the same for purposes of reviewing, approving, and denying requests to use vacation leave; (iii) whether granting the employee's request to use vacation leave during the specific time period would significantly impact the Village's operations due to its size; and (iv) whether the employee has had adequate opportunity to use all accrued vacation leave the employee is entitled to use during the applicable twelve (12) month period.

- n) Scheduling conflicts regarding multiple employees' intended use of vacation leave shall be resolved by determining which employee submitted a request to use vacation leave first, and consideration of the factors outlined above. If said conflict cannot be resolved based upon these criteria, the tie-breaker shall be awarded to the request from the employee with the most senior experience. In any event, the Village reserves the right to grant or deny an employee's request to use vacation leave.

The charts listed below outline how many vacation leave hours the employee will receive:

VACATION:

- Full-time employees who are new, on probation, and have not completed one (1) full calendar year of service will receive the following prorated vacation leave:

	Jan. 1 - Mar. 31	Apr. - Jun. 30	Jul. 1 - Sep. 30	Oct. 1 - Dec. 31
Hours:	80%	60%	40%	20%
80	64	48	32	16

* Must complete one (1) calendar year of service before moving on to other charts for vacation hours:

VACATION:

- Permanent Part-time employees who are new, on probation, and have not completed one (1) full calendar year of service will receive the following prorated vacation leave:

		Jan. 1 - Mar. 31	Apr. - Jun. 30	Jul. 1 - Sep. 30	Oct. 1 - Dec. 31
Scheduled work hours in a calendar year	Based upon regular vacation hour schedule	80%	60%	40%	20%
0 - 260	10	8	6	4	2
261 - 520	20	16	12	8	4
521 - 780	30	24	18	12	6
781 - 1040	40	32	24	16	8
1041 - 1300	50	40	30	20	10
1301 - 1560	60	48	36	24	12
1561 - 1820	70	56	42	28	14
1820 - 2079	79	63	47	32	16

* Must complete one (1) calendar year of service before moving on to other charts for vacation hours:

VACATION:

- Full-time employees must complete their partial calendar year and one (1) full calendar year of service in order to qualify for the chart below. Moving up the chart is based upon the employee's completed years of service by January 1.

Completed Years of Service:	Vacation Hours:
01 - 02	80
03 - 04	88
05 - 06	96
07 - 08	104
09 - 10	120
11 - 12	128
13 - 14	136
15 - 16	144

17 - 18	160
19 - 20	168
21 - 22	176
23 - 24	184
25 & over	200
* Must complete one (1) full calendar year of service before receiving chart vacation hours:	

(A maximum of forty (40) hours of vacation can be carried over from one calendar year to the next. All other vacation time on the books at the end of the calendar year in excess of forty (40) hours will be stricken from the record).

VACATION:

- Permanent Part-time employees must complete their partial calendar year and one (1) full calendar year in order to qualify for the chart below. Moving up the chart is based upon the employee's completed years of service by January 1.

Completed Years of Service:	*0 - 260	*261 - 520	*521 - 780	*781 - 1040	*1041 - 1300	*1301 - 1560	*1561 - 1820	*1821 - 2079
01 - 02	10	20	30	40	50	60	70	79
03 - 04	11	22	33	44	55	66	77	87
05 - 06	12	24	36	48	60	72	84	95
07 - 08	13	26	39	52	65	78	91	103
09 - 10	15	30	45	60	75	90	105	119
11 - 12	16	32	48	64	80	96	112	127
13 - 14	17	34	51	68	85	102	119	135
15 - 16	18	36	54	72	90	108	126	143
17 - 18	20	40	60	80	100	120	140	159
19 - 20	21	42	63	84	105	126	147	167
21 - 22	22	44	66	88	110	132	154	175
23 - 24	23	46	69	92	115	138	161	183
25 & over	25	50	75	100	125	150	175	199

*Based on the number of hours that the employee is scheduled to work in a calendar year. Must complete one (1) full calendar year of service before receiving chart vacation hours.

(A maximum of twenty (20) hours of vacation can be carried over from one calendar year to the next. All other vacation time on the books at the end of the calendar year in excess of twenty (20) hours will be stricken from the record).

V-4. Sick Leave

All permanent full-time employees shall be entitled to sick leave pay with absences resulting from illness, injuries, accidents, or other physical incapacitation, occurring either on or off the job.

- a) Full-time employees shall receive twelve (12) sick days at the beginning of January each year or as outlined in the charts below if the employee has not completed one (1) full calendar year of service.
- b) No employee shall be permitted to use sick leave for any period spent on unauthorized leave or when participating in a work stoppage.
- c) No employee may accrue more than one hundred and twenty (120) days of sick leave.
- d) Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than fifteen (15) minutes.
- e) Sick leave will not be compensated to the employee upon termination or separation from employment. Upon resignation or retirement, an employee may apply their accrued sick leave towards their IMRF pension according to the rules and regulations of the IMRF plan.
- f) A Department Head may require a signed statement from a physician or dentist verifying the employee's inability to perform assigned duties because of illness, and a release form to return back to work.
- g) To be eligible for sick paid leave an employee shall notify their immediate supervisor the reason for their absence no later than one (1) hour after the beginning of the first work day for which sick leave is taken.
- h) An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.
- i) Employees may use sick leave to attend medical appointments for themselves or their immediate family with approval from the Department Head. Department Heads may do so with approval from the Village Administrator.
- j) With approval of the Department Head and the Village Administrator, employees may use sick leave to care for members of their immediate family.
- k) Employees will not be permitted to borrow sick leave from future calendar years.

The charts listed below outline how many sick leave hours the employee will receive:

SICK:

- Full-time employees who are new, on probation, and have not completed one (1) full calendar year of service:

* Actual sick hours to receive	Jan. 1 - Mar. 31	Apr. - Jun. 30	Jul. 1 - Sep. 30	Oct. 1 - Dec. 31
Hours:	80%	<u>60%</u>	<u>40%</u>	<u>20%</u>
96	77	58	38	19
* Must complete one (1) calendar year of service before receiving ninety-six (96) hours:				

SICK:

- Full-time employees after completing one (1) full calendar year of service:

* Actual sick hours to receive
Hours:
96
* Must complete one (1) calendar year of service:

V-5. Personal Leave

- Personal leave is on a calendar year basis (Jan. 1 - Dec. 31). At the beginning of January each year, employees shall receive all of their appropriate personal hours as outlined in the charts below.
- All personal time on the books at the end of the calendar year (must be taken by December 31) will be stricken from the record. Employees will not be compensated for personal hours that are stricken from the record.
- No employee shall be permitted to use personal leave for any period spent on unauthorized leave or when participating in a work stoppage.
- Employees who do not satisfactorily complete a four (4) month probationary period will not receive any compensation for the remainder of their personal leave upon separation or termination.
- Employees who are no longer in the probationary period shall be compensated for all unused personal leave upon separation or termination (on the next normal pay cycle).
- Employees will not be permitted to borrow personal leave from future calendar years.

The charts listed below outline how many personal leave hours the employee will receive:

PERSONAL:

- Full-time employees who are new, on probation, and have not completed one (1) full calendar year of service hired:

* Actual personal hours to receive	Jan. 1 - Mar. 31	Apr. - Jun. 30	Jul. 1 - Sep. 30	Oct. 1 - Dec. 31
Hours:	80%	60%	40%	20%
16	13	10	6	3
* Must complete one (1) calendar year of service before receiving sixteen (16) hours:				

PERSONAL:

- Full-time employees after completing one (1) full calendar year of service:

* Actual personal hours to receive
Hours:
16
* Must complete one (1) calendar year of service:

PERSONAL:

- Permanent Part-time employees who are new, on probation, and have not completed one (1) full calendar year of service:

				Jan. 1 - Mar. 31 Actual personal hours to receive	Apr. 1 - Jun. 30 Actual personal hours to receive	Jul. 1 - Sep. 30 Actual personal hours to receive	Oct. 1 - Dec. 31 Actual personal hours to receive
* Scheduled hours per calendar year	Scheduled hours per year ÷ 52	Scheduled hours per week ÷ 5	Personal days in hours x2	80%	60%	40%	20%
0 - 260	5	1	2	2	1	1	0
261 - 520	10	2	4	3	2	2	1
521 - 780	15	3	6	5	4	2	1
781 - 1040	20	4	8	6	5	3	2
1041 - 1300	25	5	10	8	6	4	2
1301 - 1560	30	6	12	10	7	5	2
1561 - 1820	35	7	14	11	8	6	3
1820 - 2079	40	8	16	13	10	6	3
* Based on the number of hours scheduled to work in a calendar year.							

PERSONAL:

- Permanent part-time employees after completing one (1) full calendar year of service:

* Scheduled hours per calendar year	Scheduled hours per year ÷ 52	Scheduled hours per week ÷ 5	Personal days in hours x2	Actual personal hours to receive
0 - 260	5	1	2	2
261 - 520	10	2	4	4
521 - 780	15	3	6	6
781 - 1040	20	4	8	8
1041 - 1300	25	5	10	10
1301 - 1560	30	6	12	12
1561 - 1820	35	7	14	14
1820 - 2079	40	8	16	16
*Based on the number of hours scheduled to work in a calendar year.				

V-6. Funeral Leave

- a) If a death occurs to a member of a full-time or part-time employee's "Immediate Family" and the employee is needed at home, they may be allowed to leave their duties after they have notified their immediate supervisor and permission is granted. The employee may be granted a maximum of three (3) consecutive working days leave of absence in the event

of a death in the “Immediate family.” This leave shall be with pay, but shall not be granted until the employee has one (1) year of continuous service in the employment of the Village.

- b) If an employee needs additional time, permission may be granted after the employee’s direct supervisor has been notified. Additional time could be without pay, or the employee could choose to use accumulated sick, vacation, or personal leave.

V-7. Civil Leave

- a) An employee shall be given reasonable and necessary time off without loss of pay when:
 - a. Performing jury duty;
 - b. Appearing in court as a witness in answer to a subpoena in a suit in connection with their duties with the Village;
 - c. Performing emergency civilian duty in connection with national defense; and
 - d. Voting when the polls are not open at least two (2) hours before or after the employee’s scheduled hours of work.
- b) An employee shall reimburse the Village for jury duty compensation paid by the court for the days and hours that they were scheduled to work. The employee shall endorse the check and turn it into the Village. The Village will reimburse the employee for mileage issued on the jury duty check, and for any hours paid by the court that the employee was not scheduled to work.
- c) If an employee is involved in court as a party or witness in a suit not commenced with their duties with the Village, they may be granted leave without pay, unless the employee elects to utilize any available vacation or personal leave.

V-8. Other Leave Provisions

- a) An employee may be granted leave with pay to attend meetings, seminars, and conventions of professional and technical organizations when such attendance is properly authorized by the Village Administrator.
- b) An employee, upon written request, and with the approval of their Department Head, may be granted a leave of absence without pay for a period of one (1) year, subject to prior approval by the Village Administrator.
- c) An employee requesting any leave shall provide as much advance notice as possible to their Department Head.

V-9. Maternity/Paternity Leave

All policy rules and regulations applicable to other employees who are granted sick or disability leave shall be applicable to employees requesting maternity/paternity leave.

V-10. Weather and Safety Leave

- a) Prior to normal starting time, when it is announced that the offices will be closed due to inclement weather, as determined by the Village Administrator, the Forsyth Village Office and Forsyth Public Library will be closed. All full-

time employees will be paid for such time off. Part-time employees will be paid if normally scheduled to work that day, and only for those hours which the employee normally works.

- b) When inclement weather exists, and the Village Administrator decides that the Forsyth Village Office and Forsyth Public Library will be open, all employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work due to inclement weather must use available vacation or personal time in order to receive pay for the day. If no vacation or personal time is available, nonexempt employees will not be paid for the day. All employees who are unable to report to work should call their Department Head and report their absences thirty (30) minutes prior to the start of their work day.
- c) On days when the weather conditions worsen as the day progresses, the Village Administrator may decide to close the Forsyth Village Office and Forsyth Public Library early. Employees will be expected to remain at work until the appointed closing time, unless their day ends prior to that time, or unless they receive permission from their Department Head. In the event of an early closure, employees will only be paid for the remainder of their scheduled hours for that day.

V-11. Seasonal Employees, Paid Leave Policy

All seasonal employees of the Village shall be eligible to accrue and use paid leave pursuant to 820 ILCS 192/1, et. seq., and this policy ("Accrued Paid Leave"). All seasonal employees shall be entitled to accrue one (1) hour of Accrued Paid Leave for every forty (40) hours worked. Seasonal employees shall be entitled to use Accrued Paid Leave after having been employed not less than ninety (90) days with the Village. When Accrued Paid Leave is taken by a seasonal employee, said employee shall be compensated at their regular rate of pay for the regular number of hours scheduled; if an employee has a scheduled workday meeting or exceeding two (2) hours, then that employee may use Accrued Paid Leave in increments not less than two (2) hours, per day. If a seasonal employee has a scheduled workday less than two (2) hours, then said employee's scheduled work day shall be used to determine the amount of Accrued Paid Leave.

If a seasonal employee's use of Accrued Paid Leave is foreseeable (e.g., vacations, birthdays, personal days, etc.), a request to use Accrued Paid Leave must be made in writing and submitted to the employee's supervisor not less than seven (7) calendar days in advance. Accrued Paid Leave used for unforeseen absences (e.g., illness, death, medical emergencies, etc.) requires a seasonal employee to provide a request to use Accrued Paid Leave as soon as practically possible after becoming aware of the necessity of the leave and must be submitted in writing directly to an immediate supervisor.

The Village reserves the right to deny a seasonal employee's request to use Accrued Paid Leave under certain limited circumstances to meet core operational needs for the requested time period, and after consideration of the following:

- a) the Village's provision of a need or service critical to the health, safety, or welfare of its residents;

b) whether similarly situated employees are treated the same for purposes of reviewing, approving, and denying requests to use Accrued Paid Leave;

c) whether granting the employee's request to use Accrued Paid Leave during the specific time period would significantly impact the Village's operations due to its size; and

d) whether the employee has had adequate opportunity to use all Accrued Paid Leave which she or he may be entitled to over a twelve (12) month period.

Requests to use Accrued Paid Leave shall be resolved based upon which employee submits the request first, in addition to consideration of the factors outlined above. If the conflict cannot be resolved based on these criteria, the tie-breaker shall be awarded to the request from the employee with the most senior experience. In any event, the Village reserves the right to grant or deny any request to use Accrued Paid Leave.

If a seasonal employee does not use all Accrued Paid Leave allowed from one anniversary date to the next, any unused Accrued Paid Leave shall carry over from one anniversary date to the next, but no more than eighty (80) hours of unused Accrued Paid Leave shall be carried over from one twelve (12) month period to the subsequent.

Accrued Paid Leave cannot be taken before it is earned absent management approval and written agreement. Accrued Paid Leave is not considered time worked for purposes of overtime calculation.

All earned and unused Accrued Paid Leave benefits shall be paid upon termination of employment in compliance with applicable federal and state law including 820 ILCS 192/1, et seq.

V-12. Statement Concerning Employees' Use of Paid Leave

Paid leave used by an employee pursuant to 820 ILCS 192/1, et seq., shall only be provided in accordance with current and applicable laws, ordinances and regulations, personnel policies or other local policies, and in addition to and in accordance with any applicable collective bargaining agreements.

ARTICLE VI DISCIPLINE AND TERMINATION

VI-1. Authority to Discipline

Department Heads shall have authority to discipline personnel for violations of personnel regulations, departmental regulations, Village ordinances, state statutes, and federal laws.

VI-2. Means of Discipline

- a) Employees who violate Village personnel rules and regulations and/or departmental regulations may be reprimanded, suspended without pay, demoted, or discharged. A suspension without pay shall not exceed fifteen (15) calendar days for any given offences, except as provided in paragraph (c). The Village is under no obligation to follow any particular order of discipline when disciplining an employee.
- b) An employee shall be subject to dismissal, suspension or disciplinary action for actions detrimental to the Village, including but not limited to:
 - a. Insubordination;
 - b. Disregarding established safety rules or orders;
 - c. Drunkenness;
 - d. Dishonesty;
 - e. Acts not conducive to safe and efficient performance of duty;
 - f. Acts of conduct disruptive to the orderly conduct of the Village;
 - g. Failure to carry out orders;

- h. Failure or refusal to follow grievance procedures provided by this ordinance;
 - i. Violation during working hours or on Village property of any law or ordinance;
 - j. The use of offensive language or discourteous action or behavior while on duty;
 - k. Harboring a disease, which will endanger fellow employees;
 - l. The use or possession of intoxicating liquor or beer on the property of the Village or during working hours; and use of intoxicants or beer which prevents the proper discharge of duties;
 - m. Use or possession of habit forming or illegal drugs;
 - n. Repeated failure to satisfactorily discharge indebtedness, which reflects unfavorably on the Village;
 - o. Tardiness in reporting to work;
 - p. Failure to satisfactorily perform job duties;
 - q. Misconduct;
 - r. Destruction of Village property;
 - s. Theft of Village property; and.
 - t. Other just cause.
- c) An employee charged with a criminal offense may be suspended with or without pay pending a full investigation. Following such investigation, the employee may be terminated or reinstated at the discretion of the Village Administrator.

VI-3. Absent Without Leave

- a) Any employee who is absent without leave and who fails to return to duty within twenty-four (24) hours after having received notice to do so can be reprimanded, suspended, demoted, or discharged. Written notice sent to the employee's last known address shall satisfy the requirements of this paragraph.
- b) Absent without leave shall be construed to be any absence in which the employee has failed to secure prior approval, or, in the case of illness or emergency, has failed to notify their immediate superior of such absence no later than the day such absence begins.

VI-4. Right to Hearing

An employee removed or discharged for cause shall be entitled to the reason or reasons for their termination. The employee is entitled to a hearing on the issue, if requested in writing to the Village Administrator within five (5) days of their termination. This hearing will be held before the Village Administrator and the employee shall be entitled to have a representative present, present evidence and will be allowed a fair opportunity to present their case. The employee may voluntarily waive such hearing.

VI-5. Resignation

An employee who terminates their employment voluntarily shall be separated in good standing, providing they give a minimum of two (2) weeks' notice to their

immediate supervisor or Department Head, unless a shorter period of notice is approved by their Department Head.

VI-6. Reinstatement

An employee who has been separated in good standing and who is re-employed within a period of one-hundred and twenty (120) days shall receive credit for all unused sick leave that they had accrued at the time of separation.

NEW BUSINESS

ITEM 1

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: May 7, 2024
Subject: Enterprise Zone

The Decatur Macon County Enterprise Zone Board has approved the requests for four boundary amendments to include an additional parcel into the Decatur Macon County Enterprise Zone.

1. Janvrin Plumbing Inc

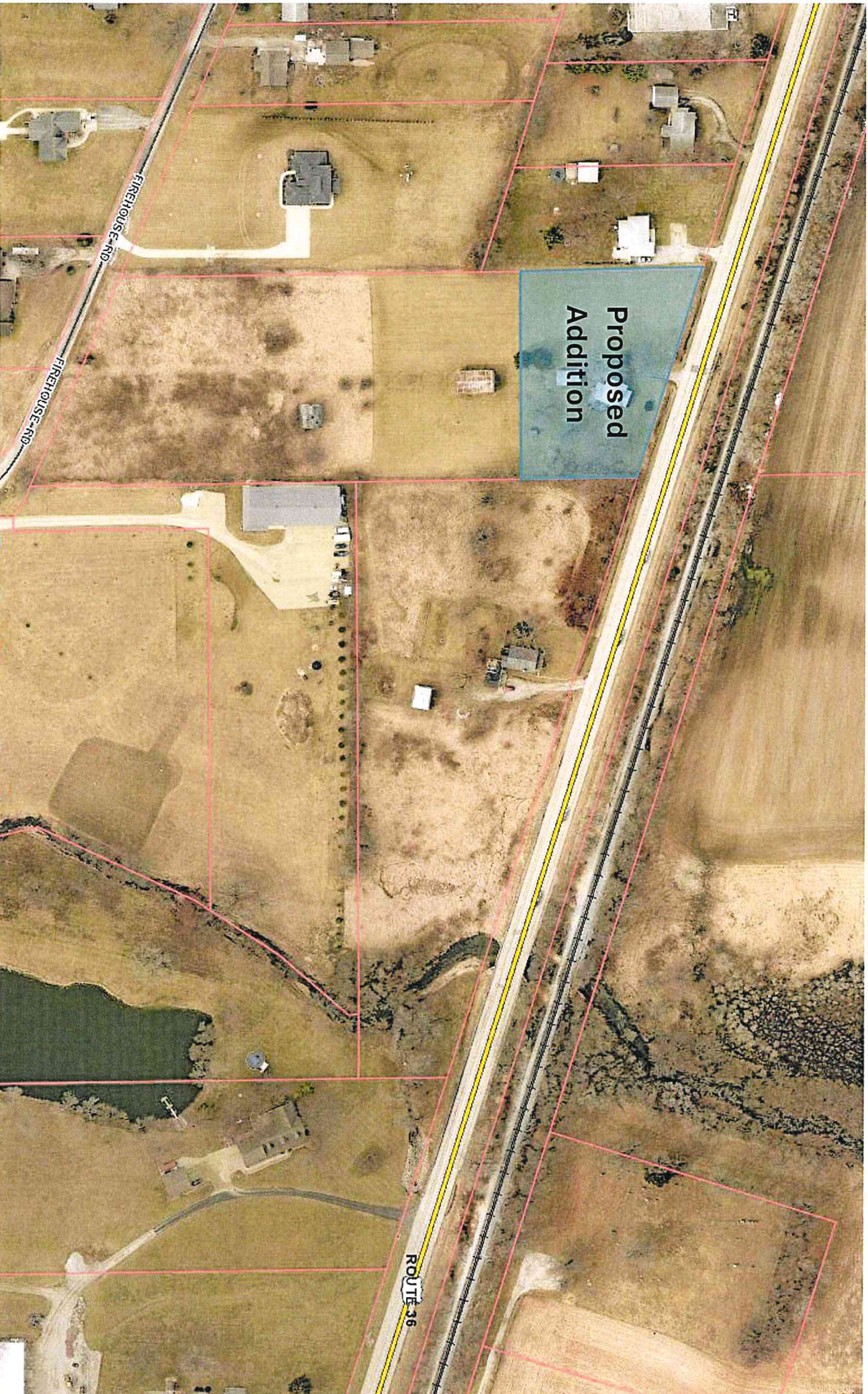
Enterprise Zone Application Option 1: Janvrin Plumbing Inc is requesting a boundary amendment to accommodate a proposed development project. This project would include an 11,520-square-foot commercial building for office space and the storage of equipment and materials. The project would entail the acquisition of approximately 1.26 acres. The construction of this facility will potentially create and retain up to 8 employees. (Additionally, the parcel 09-13-26-305-015 is currently 5.21 acres. Janvrin's have subdivided the lot and will develop on the northern 1.26 acres as depicted in the map. The County will not issue a new Parcel ID number until October, so, for now, we will use the current parcel number but only incorporate 1.26 acres into the Zone.)

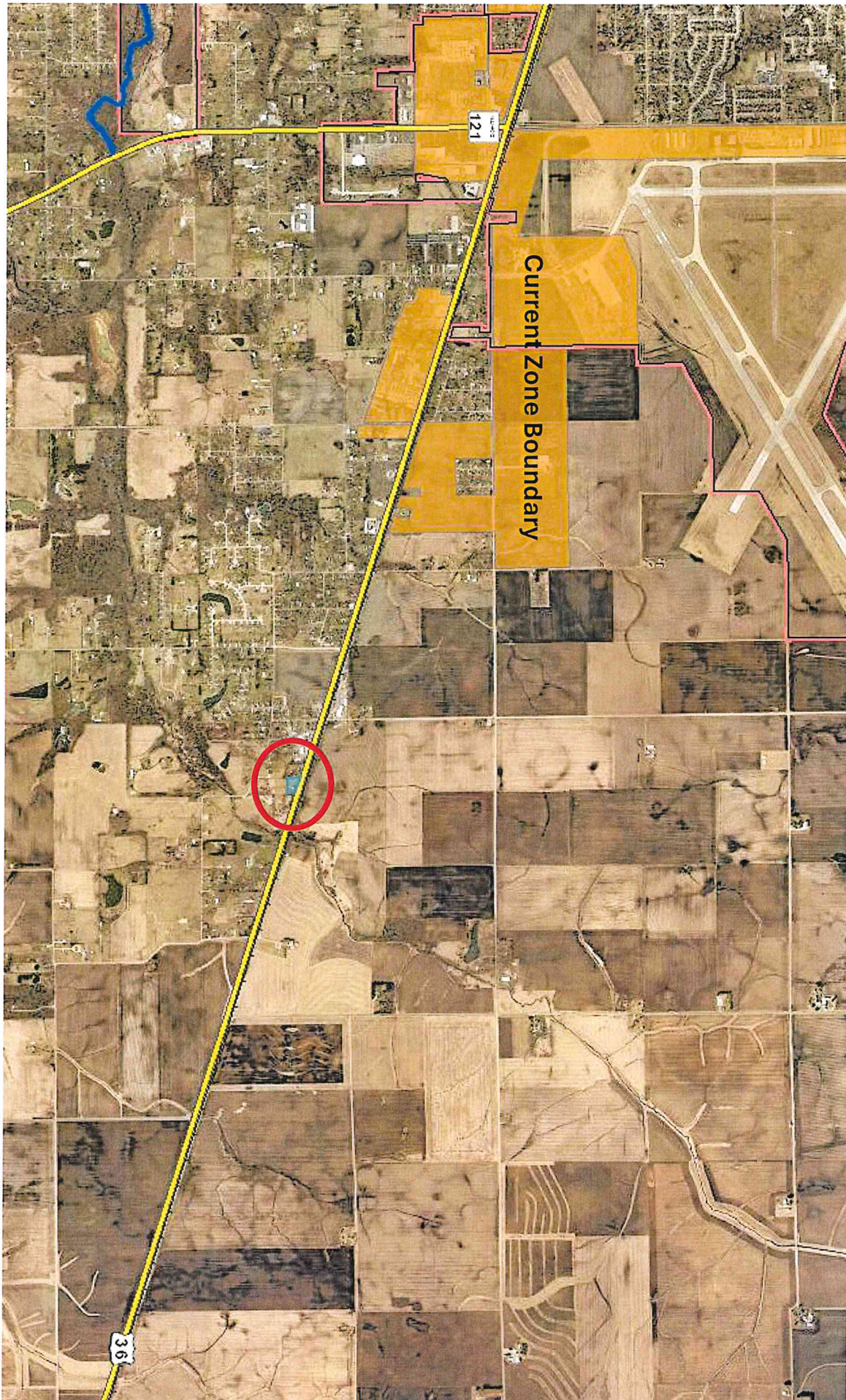
ADDENDUM B

PIN
09-13-26-305-015

Size
Approximately - 1.3 Acres

Owner
JANVRIN KEVIN R & MELINDA L





ADDENDUM A

Janvrin Plumbing

09-13-26-305-015

Lots One (1) and Two (2) of Janvrin Properties Addition. Situated in Macon County, Illinois.

Connector Strip

A 3-FOOT-WIDE CONNECTOR STRIP FROM THE NORTHWEST CORNER OF THE PROPERTY IDENTIFIED BY PIN 09-13-26-305-015 ALONG THE SOUTHERN SIDE OF IL-RT 36 TO THE NORTHWEST CORNER OF THE PROPERTY IDENTIFIED BY PIN 09-13-27-177-003, THEN RUNNING DIRECTLY NORTH TO THE SOUTHEAST CORNER OF THE PROPERTY IDENTIFIED BY PIN: 09-13-27-176-004 WHICH IS CURRENTLY IN THE EXISTING ENTERPRISE ZONE

Ordinance No _____

**ORDINANCE ADDING TERRITORY TO ENTERPRISE ZONE AND APPROVING THE AMENDMENT OF THE
ENACTING ORDINANCE AND INTERGOVERNMENTAL AGREEMENT**

Janvrin Plumbing

BE IT ORDAINED BY VILLAGE OF FORSYTH, ILLINOIS:

Section 1: That Ordinance 934 and the Decatur Macon County Enterprise Zone Intergovernmental Agreement, passed on the 2nd day of December, 2014 be, and the same is hereby amended at Addendum A thereof by adding to the end of said Addendum the following:

Amendment 7

Addendum A

09-13-26-305-015

Lots One (1) and Two (2) of Janvrin Properties Addition. Situated in Macon County, Illinois.

Connector Strip

A 3-FOOT-WIDE CONNECTOR STRIP FROM THE NORTHWEST CORNER OF THE PROPERTY IDENTIFIED BY PIN 09-13-26-305-015 ALONG THE SOUTHERN SIDE OF IL-RT 36 TO THE NORTHWEST CORNER OF THE PROPERTY IDENTIFIED BY PIN 09-13-27-177-003, THEN RUNNING DIRECTLY NORTH TO THE SOUTHEAST CORNER OF THE PROPERTY IDENTIFIED BY PIN: 09-13-27-176-004 WHICH IS CURRENTLY IN THE EXISTING ENTERPRISE ZONE

PRESENTED, PASSED, APPROVED AND RECORDED this _____ day of _____ 2024.

– MAYOR

ATTEST:

– CITY CLERK

THE VILLAGE OF FORSYTH

MACON COUNTY, ILLINOIS

ORDINANCE
NUMBER 2024-7

**ORDINANCE ADDING TERRITORY TO ENTERPRISE ZONE AND APPROVING
THE AMENDMENT OF THE ENACTING ORDINANCE AND
INTERGOVERNMENTAL AGREEMENT (AMENDMENT 7)**

JIM PECK, Mayor
CHERYL MARTY, Village Clerk

BOB GRUENEWALD
JEFF LONDON
MARILYN J. JOHNSON
JEREMY SHAW
DAVID WENDT
LAUREN YOUNG

Village Trustees

Published in pamphlet form by authority of the Mayor and Board of Trustees of the Village of
Forsyth on _____, 2024

Sorling Northrup – 1 North Old State Capitol Plaza, Suite 200, Springfield, IL 62701

Ordinance No 2024-7

**ORDINANCE ADDING TERRITORY TO ENTERPRISE ZONE AND APPROVING
THE AMENDMENT OF THE ENACTING ORDINANCE AND
INTERGOVERNMENTAL AGREEMENT (AMENDMENT 7)**

(Main Place Properties)

WHEREAS, the Village of Forsyth, Macon County, State of Illinois (“Village”), is a duly organized and existing municipality operating under and pursuant to the Illinois Municipal Code; and

WHEREAS, on December 2, 2014, the Village approved an Ordinance Establishing the Decatur Macon County Enterprise Zone and the Decatur Macon County Enterprise Zone Intergovernmental Agreement; and

WHEREAS, the Decatur Macon County Enterprise Zone was thereafter certified by the State of Illinois and created; and

WHEREAS, the Ordinance Establishing the Decatur Macon County Enterprise Zone and the Decatur Macon County Enterprise Zone Intergovernmental Agreement has been amended six (6) times; and

WHEREAS, the corporate authorities of the Village find it is in the best interests of the Village to approve any necessary amendments to the Ordinances and documents creating the Decatur Macon County Enterprise Zone to include the territory set forth in Addendum A with said amendment being the seventh amendment.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Forsyth, Macon County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

Section 2. Amendment to Territory of Decatur Macon County Enterprise Zone. The Village Board hereby approves an amendment to the territory of the Decatur Macon County

Enterprise Zone to add the territory set forth in Addendum A of this Ordinance and further provides that Addendum A of Ordinance 934, as well as the Decatur Macon County Enterprise Zone Intergovernmental Agreement, shall be amended by adding the territory set forth in Addendum A and shown in Addendum B of this Ordinance. The Village Administrator and Village Clerk are authorized to execute any and all necessary documents to effectuate the addition of the territory set forth herein to the Decatur Macon County Enterprise Zone.

Section 3. Severability. In the event a court of competent jurisdiction finds this Ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this Ordinance and the application thereof to the greatest extent permitted by law.

Section 4. Repeal and Savings Clause. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 5. Effectiveness. This Ordinance shall be in full force and effect from and after passage, approval and publication in pamphlet form as provided by law.

SO ORDAINED this _____ day of May 2024, at Forsyth, Macon County, Illinois.

	YES	NO	ABSENT	PRESENT
GRUENEWALD				
JOHNSON				
LONDON				
SHAW				
WENDT				
YOUNG				
PECK				
TOTAL				

(signature page to follow)

VILLAGE OF FORSYTH

Jim Peck, Village Mayor

Attest:

Cheryl Marty, Village Clerk

**Addendum A
Main Place Properties**

(Amendment 7 to Ordinance)

09-13-26-305-015 | 7280 Firehouse Road in Decatur | Multi-Family Housing

Lots One (1) and Two (2) of Janvrin Properties Addition. Situated in Macon County, Illinois.

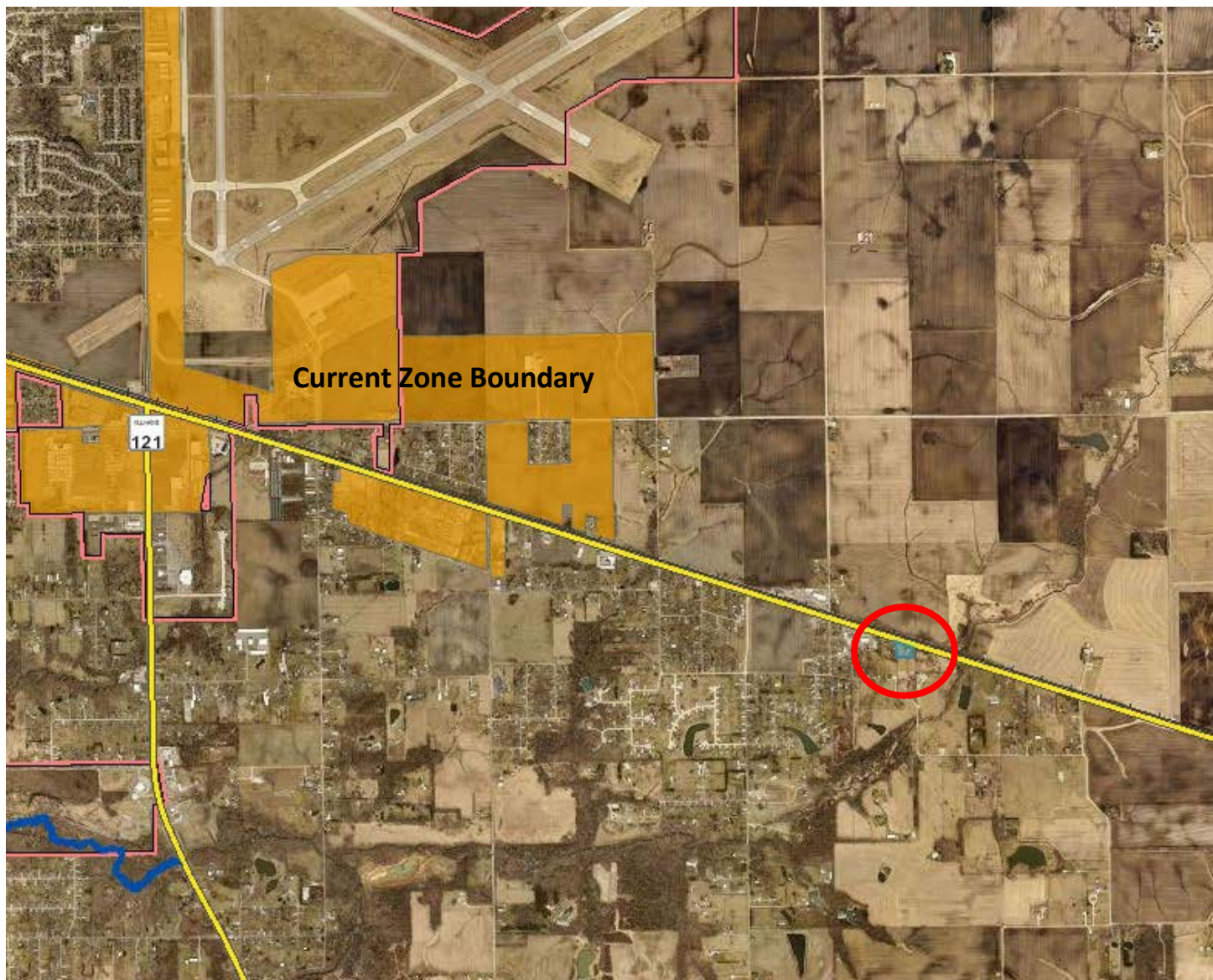
Connector Strip

A 3-FOOT-WIDE CONNECTOR STRIP FROM THE NORTHWEST CORNER OF THE PROPERTY IDENTIFIED BY PIN 09-13-26-305-015 ALONG THE SOUTHERN SIDE OF IL-RT 36 TO THE NORTHWEST CORNER OF THE PROPERTY IDENTIFIED BY PIN 09-13-27-177-003, THEN RUNNING DIRECTLY NORTH TO THE SOUTHEAST CORNER OF THE PROPERTY IDENTIFIED BY PIN: 09-13-27-176-004 WHICH IS CURRENTLY IN THE EXISTING ENTERPRISE ZONE

ADDENDUM B

PIN	Size	Owner
09-13-26-305-015	Approximately - 1.3 Acres	JANVRIN KEVIN R&MELINDAL





NEW BUSINESS

ITEM 2

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: May 7, 2024
Subject: 5 Below

5Below has made a request to vary the HVAC screening requirements of the Development Ordinance Section 4.6 C.(8) on the real property located at 994 US Route 51, Forsyth, IL 62535 and legally described as: PT SW SW-BEG 52.26 E SW COR N412.64 NE192.49 SE41.33 SE42.79 S355.31 SW250.02 POB & (EX HWY ROW) & (EX RD ROW) 02BK.3269/728 (PIN: 07-07-14-351-006).

Planning and Zoning approved 4-0.

Staff is recommending approval of the variance due to As mentioned in the application, the existing building has not utilized rooftop screening for the past several decades. Additionally, the units are not visible from the parking lot. They are looking to shift the western unit facing Route 51 further east which will additionally reduce any visibility. The following buildings along Route 51 do not provide rooftop screening and have units visible from the road:

- The former Pier 1
- Friar Tuck
- Texas Roadhouse
- Xfinity
- Verizon/All About Eyes

As always, if you are in need of anything further regarding this or any other matter, please do not hesitate to contact me



VILLAGE OF FORSYTH

301 S. Route 51
Forsyth, IL 62535

Phone: (217) 877-9445 / Fax: (217) 877-9863



VARIANCE REQUEST APPLICATION

OWNER: ☒

APPLICANT: ☐

Name: Five Below - Forsyth, IL

Address: 994 US Route 51, Forsyth, IL 62535

Phone Number: (224) 470-2211

E-mail: abell@coreacq.com

Property Address: 994 US Route 51, Forsyth, IL 62535

PIN #: 07-07-14-351-006

Legal Description of the Property:

PT SW SW-BEG 52.26 E SW COR
N412.64 NE192.49 SE41.33
SE42.79 S355.31 SW250.02POB
& (EX HWY ROW) & (EX RD ROW)
02BK3269/728

Zoning District: C-1: Commercial Service District



Requested variation(s) to the Development Ordinance (include reference to provisions of the Development Ordinance being affected):

4.6.C.8 Mechanical Equipment: (8) Mechanical Equipment – All roof-mounted mechanical equipment including, but not limited to, heating, ventilating and air-conditioning units (HVAC) shall be fully screened from public view on all sides of the building:

(a) Screening shall be accomplished by the roof-structure or parapet walls, unless otherwise recommended by the Planning and Zoning Commission and approved by the Village Board.

(b) Screening shall be designed to blend with and complement the architecture of the building.

(c) The height of the parapet walls, roof structure, or other approved method of screening shall equal the height of the tallest roof-top unit installed on the building.

(d) For mechanical equipment located on the ground, landscaping, quality wood fencing, or an enclosure of masonry construction shall be provided to screen from public view. Such screening techniques shall, at minimum, equal the height of the tallest piece of equipment.

Brief description of what the proposed plan is for the property:

The existing building, which is not being demolished, currently does not have HVAC screening. The plan is to replace the units and alter the unit locations on the mechanical plan. As it currently stands, there is no rooftop screening. We are looking to move the unit on the west side of the building further from the parapet which will be even more difficult to see the rooftop unit. As it stands, the units are not visible from the parking lot, and very minorly visible from Route 51.

*Attach a dimensioned site plan or plat to depict the proposed variation(s) and plan for the property.

VARIANCE APPLICATION GENERAL INFORMATION:

- Complete the entire Variance Request Form including:
 - ☐ Owner or Applicant Information (Please check appropriate box. However, if you are the applicant, contact information is needed for you and the owner.)
 - ☐ Legal Description of the Property (If you do not know the property's legal description contact Macon County or access the information on the Macon County website.)
 - ☐ Existing zoning of the property (if unsure please verify with Village Hall)
 - ☐ List the requested variation(s) to the Development Ordinance (Example – Section 4.9: Front Yard variance of 5 feet to allow a home addition to within 25 feet of the property line in an R-1 zoning district.)
 - ☐ Describe what your plans are for the property.
 - ☐ Provide a dimensioned site plan or plat to depict the proposed variation(s). The site plan or plat should include the location of any current or proposed structures on the property.
 - ☐ Thoroughly answer the five mandatory questions for the Variance Standards that the Planning and Zoning Commission and Village Board will be basing their recommendation and decision on for the variance request.
 1. Special or unique circumstances exist that are unique to the property seeking the variance (examples of special circumstances include, but are not limited to the physical character of the land or buildings, dimensions, topography, and soil conditions); and
 2. The special circumstances are not of so general or recurring a nature throughout the entire Village as to make it reasonably practical to provide for a general regulation; and
 3. Strict application of the Development Ordinance will deprive the applicant of right and/or uses commonly enjoyed by other owners of property in the immediate area under the regulations of this Development Ordinance; and
 4. The authorization of such variance will not be of substantial detriment to adjacent property and the granting of the variance will not change the character of the district; and
 5. The variance is the minimum variance that will make possible the reasonable use of the property, building, or structure.

Note: The Commission or Board may also recommend denial or deny an application for a variance if evidence is submitted and substantiated demonstrating any of the following:

 - The need for the variance was created by the applicant or another party with an interest in the property;
 - The granting of the variance will impair neighboring property values; and/or
 - The granting of the variance will cause substantial detriment to the public good.
 - ☐ Pay the required \$90 application fee; make check out to Village of Forsyth
 - ☐ Sign and date the form and return to Village Hall

Village Staff will then review the application to ensure completeness. Once the application is deemed complete, Village Staff will notify the applicant of the meeting dates for the Planning and Zoning Commission meeting/Public Hearing and the Board of Trustees meeting.

* Planning and Zoning Commission meetings are held every 4th Thursday of the month and Board of Trustee meetings are held every 1st and 3rd Monday of the month. Village Staff will inform you of the date your application will go before the Commission and Board.

** If a Variance Request gets approved, an applicant has **18 months from the date the ordinance is approved to apply for a building permit.** An extension may be granted by the Village Board of Trustees to the 18 month timeframe if an applicant requests an extension prior to the 18 month time limitation. Should a building permit not be issued or an extension not be granted prior to the 18 month time limitation, the variance shall be considered null and void.

The questions below shall be answered completely, otherwise the Planning and Zoning Commission shall not recommend a variation and the Village Board shall not grant a variation to the provisions of this Ordinance (for multiple variance requests provide answers for each request):

1. What special or unique circumstances exist that are unique to the property seeking the variance (examples of special circumstances include, but are not limited to the physical character of the land or buildings, dimensions, topography, and soil conditions)?

The existing building which has been in existence for decades does not currently provide rooftop screening. We are simply adding new units and slightly modifying the location on the rooftop.

2. Are the special circumstances not of so general or recurring a nature throughout the entire Village as to make it reasonably practical to provide for a general regulation?

The request is not specific to this property as many other buildings along Route 51 do not provide rooftop screening. Additionally, this is not a new construction building so the variance would not alter the existing conditions of the property.

3. Will the strict application of the Development Ordinance deprive the applicant of rights and/or uses commonly enjoyed by other owners of property in the immediate area under the regulations of this Development Ordinance? Please explain and give examples if available.

The rooftop units above the former Pier 1 also do not provide rooftop screening. Those units are visible from street level. The units above the Friar Tuck do not provide rooftop screening and are visible from the road. The rooftop units on the Texas Roadhouse also do not have screening and are visible.

4. Will the authorization of such variance not be of substantial detriment to adjacent property and will the granting of the variance not change the character of the district? Please explain.

The units will be hardly visible from the road and will have no impact on adjacent properities. This is also something that is common along Route 51 and not unique to this property.

5. Is the variance the minimum variance that will make possible the reasonable use of the property, building, or structure? Please explain.

Yes, this is the minimum variance being requested by the Applicant in order to finalize buildout plans for the Five Below.

\$90.00 Application Fee: Required at time of the application. The fee will not be refunded if the request is denied by the Village Board of Trustees.

Signature: _____

Date: _____

SC Forsyth, LLC Authorized Signatory

For office use only

Date Received: _____

PZC Meeting Date: _____

Application Fee Paid: _____

Board Meeting Date: _____

Approved (Y/N): _____

Ordinance # _____

VARIANCE RECOMMENDATION & FINDINGS OF FACT

To: Village of Forsyth Board of Trustees

From: Planning & Zoning Commission

Re: Recommendation for to vary the requirements of the Development Ordinance Section 4.6.C.8 Mechanical Equipment to allow replacement HVAC units to be placed on the roof of the existing building without additional rooftop screening on the real property at 990 US Rt. 51, Forsyth, IL and legally described as PT SW SW-BEG 52.26 W SW COR N412.64 NE192.49 SE41.33 SE42.79 S355.31 SW250.02POB & (EX HWY ROW) & EX RD ROW) 02BK3269/728

Date: 4-25-24

On April 25, 2024 the Planning and Zoning Commission ("Commission") held a public hearing for a variance at 990 S. Route 51, Forsyth, IL 62535. The notice of the public hearing was published in the Herald & Review on April 9, 2024. A copy of the certificate of publication is attached.

The application sought to vary the requirements of the Development Ordinance Section 4.6.C.8 Mechanical Equipment to allow replacement HVAC units to be placed on the roof of the existing building without additional rooftop screening on the real property at 990 US Rt. 51, Forsyth, IL and legally described as PT SW SW-BEG 52.26 W SW COR N412.64 NE192.49 SE41.33 SE42.79 S355.31 SW250.02POB & (EX HWY ROW) & EX RD ROW) 02BK3269/728.

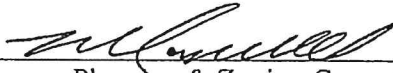
Based on the public hearing, the Commission voted 4 to 0 to approve the variance. The Commission further made the following findings of fact:

1. The property cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the existing zoning district. and
2. The plight of the owner is due to unique circumstances. and
3. If granted, the variation will not alter the essential character of the locality. Many other existing buildings along the US 51 corridor have visible HVAC units. The property owner is also moving the unit further away from US 51 to limit the visibility. The units will not be visible from the parking lot and vary minorly visible from US 51.

The Commission further found as follows:

1. That the particular physical surroundings, shape, or topographical condition of the specific property involved would bring particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulation were to be carried out;

2. That the conditions upon which the petition for variation is based would not be generally applicable to other property within the same zoning district;
3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property;
4. That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property, or by the applicant;
5. That the granting of the variation will not be detrimental to the public welfare, or injurious to other property or improvements in the neighborhood in which the property is located; and
6. That the proposed variation will not:
 - (i) Impair an adequate supply of light and air to adjacent properties.
 - (ii) Substantially increase the hazard from fire or other dangers to said property or adjacent properties.
 - (iii) Otherwise impair the public health, safety, comfort, morals, or general welfare of the inhabitants of the Village.
 - (iv) Diminish or impair property values within the neighborhood.
 - (v) Unduly increase traffic congestion in the public streets and highways.
 - (vi) Create a nuisance.
 - (vii) Result in an increase in public expenditures.


Chairman, Planning & Zoning Commission

NOTICE OF PUBLIC HEARING

The Village of Forsyth Planning and Zoning Commission will hold public hearings at 5:30 p.m., Thursday, April 25, 2024 at the Village Hall, 301 S. Route 51, Forsyth, IL. The Planning and Zoning Commission will meet to hold a public hearing and discuss the following items:

- Request submitted by Five Below – Forsyth, IL for a request to vary the HVAC screening requirements of the Development Ordinance Section 4.6 C.(8) on the real property located at 994 US Route 51, Forsyth, IL 62535 and legally described as: PT SW SW-BEG 52.26 E SW COR N412.64 NE192.49 SE41.33 SE42.79 S355.31 SW250.02 POB & (EX HWY ROW) & (EX RD ROW) 02BK.3269/728 (PIN: 07-07-14-351-006).

Any questions concerning this public hearing should be directed to Village Administrator, Jill Applebee, at 217-877-9445. All persons interested may appear and speak at the hearing.

THE VILLAGE OF FORSYTH

MACON COUNTY, ILLINOIS

ORDINANCE
NUMBER 2024-8

**AN ORDINANCE APPROVING A VARIANCE RELATING TO
HVAC SCREENING REQUIREMENTS LOCATED AT 990 N. ROUTE 51**

JIM PECK, Mayor
CHERYL MARTY, Village Clerk

BOB GRUENEWALD
JEFF LONDON
MARILYN J. JOHNSON
JEREMY SHAW
DAVID WENDT
LAUREN YOUNG

Village Trustees

Published in pamphlet form by authority of the Mayor and Board of Trustees of the Village of Forsyth
on _____, 2024

Sorling Northrup. – 1 North Old State Capitol Plaza, Suite 200, Springfield, IL 62701

ORDINANCE NO. 2024-8

AN ORDINANCE APPROVING A VARIANCE RELATING TO HVAC SCREENING REQUIREMENTS LOCATED AT 990 N. ROUTE 51

WHEREAS, the Village of Forsyth, Macon County, State of Illinois (“Village”), is a duly organized and existing municipality operating under and pursuant to the Illinois Municipal Code; and,

WHEREAS, an application was filed by Five Below, Inc., a Pennsylvania corporation, for a variance to section 4.6 C.(8) of the Village Development Ordinance relating to the general screening requirements of heating, ventilating, and air-conditioned (“HVAC”) units located within the Village; and,

WHEREAS, the Planning and Zoning Commission (“Commission”) held a duly noticed public hearing on April 25, 2024, and recommended by a 4-0 vote of the Commission that the Village Board approve the variance to Development Ordinance Section 4.6 C.(8), as requested in the application; and,

WHEREAS, Section 9.10 of the Development Ordinance permits the Village Board to approve variations from the Zoning Code upon establishment of a practical difficulty and/or particular hardship; and,

WHEREAS, the Village Board of Trustees and the Mayor of the Village of Forsyth believe it is in the best interests of the Village to grant the requested variance.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Forsyth, Macon County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

Section 2. Findings of Fact. The Village Board adopts the findings of fact of the

Commission as set forth in the Commission's written Findings of Fact and Recommendation, attached hereto as **Exhibit A**.

Section 3. Description of the Property. The Property is commonly known as 990 N. Route 51 and is legally described as: PT SW SW-BEG 52.26 E SW COR N412.64 NE192.49 SE41.33 SE42.79 S355.31 SW250.02 POB & (EX HWY ROW) & (EX RD ROW) 02BK.3269/728 (PIN No. 07-07-14-351-006).

Section 4. Public Hearing. A public hearing was advertised in the Decatur Herald & Review on April 9, 2024, and held by the Planning and Zoning Commission on April 25, 2024, at which time the Planning and Zoning Commission voted to recommend approval of the variance.

Section 5. Variance. The variation requested in the Variance Request Application, outlined herein and recommended at the April 25, 2024, Planning and Zoning Commission meeting is hereby granted to allow replacement units to be placed on the roof of the existing building without additional rooftop screening on the real property located at 990 U.S. Route 51, as requested.

Section 6. Severability. In the event a court of competent jurisdiction finds this Ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this Ordinance and the application thereof to the greatest extent permitted by law.

Section 7. Repeal and Savings Clause. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Village of Forsyth prior to the effective date of this Ordinance.

Section 8. Effectiveness. This Ordinance shall be in full force and effect from and after passage, approval and publication in pamphlet form as provided by law.

SO ORDAINED this _____ day of May 2024, at Forsyth, Macon County, Illinois.

	YES	NO	ABSENT	PRESENT
GRUENEWALD				
JOHNSON				
LONDON				
SHAW				
WENDT				
YOUNG				
PECK				
TOTAL				

VILLAGE OF FORSYTH

Jim Peck, Village Mayor

Attest:

Cheryl Marty, Village Clerk

EXHIBIT A –FINDINGS OF FACT & RECOMMENDATION

VARIANCE RECOMMENDATION & FINDINGS OF FACT

To: **Village of Forsyth Board of Trustees**

From: **Planning & Zoning Commission**

Re: **Recommendation for to vary the requirements of the Development Ordinance Section 4.6.C.8 Mechanical Equipment to allow replacement HVAC units to be placed on the roof of the existing building without additional rooftop screening on the real property at 990 US Rt. 51, Forsyth, IL and legally described as PT SW SW-BEG 52.26 WSW COR N412.64 NE192.49 SE41.33 SE42.79 S355.31 SW250.02POB & (EX HWY ROW) & EX RD ROW) 02BK3269/728**

Date: **4-25-24**

On April 25, 2024 the Planning and Zoning Commission ("Commission") held a public hearing for a variance at 990 S. Route 51, Forsyth, IL 62535. The notice of the public hearing was published in the Herald & Review on April 9, 2024. A copy of the certificate of publication is attached.

The application sought to vary the requirements of the Development Ordinance Section 4.6.C.8 Mechanical Equipment to allow replacement HVAC units to be placed on the roof of the existing building without additional rooftop screening on the real property at 990 US Rt. 51, Forsyth, IL and legally described as PT SW SW-BEG 52.26 W SW COR N412.64 NE192.49 SE41.33 SE42.79 S355.31 SW250.02POB & (EX HWY ROW) & EX RD ROW) 02BK3269/728.

Based on the public hearing, the Commission voted j to *fl* to approve the variance. The Commission further made the following findings of fact:

1. The property cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the existing zoning district. and
2. The plight of the owner is due to unique circumstances. and
3. If granted, the variation will not alter the essential character of the locality. Many other existing buildings along the US 51 corridor have visible HVAC units. The property owner is also moving the unit further away from US 51 to limit the visibility. The units will not be visible from the parking lot and vary minorly visible from US 51.

The Commission further found as follows:

1. That the particular physical surroundings, shape, or topographical condition of the specific property involved would bring particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulation were to be carried out;

2. That the conditions upon which the petition for variation is based would not be generally applicable to other property within the same zoning district;
3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property;
4. That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property, or by the applicant;
5. That the granting of the variation will not be detrimental to the public welfare, or injurious to other property or improvements in the neighborhood in which the property is located; and
6. That the proposed variation will not:
 - (i) Impair an adequate supply of light and air to adjacent properties.
 - (ii) Substantially increase the hazard from fire or other dangers to said property or adjacent properties.
 - (iii) Otherwise impair the public health, safety, comfort, morals, or general welfare of the inhabitants of the Village.
 - (iv) Diminish or impair property values within the neighborhood.
 - (v) Unduly increase traffic congestion in the public streets and highways.
 - (vi) Create a nuisance.
 - (vii) Result in an increase in public expenditures.

Chairman, Plann S? Zoning Commission

NOTICE OF PUBLIC HEARING

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- Request submitted by Five Below - Forsyth, IL for a request to vary the HVAC screening requirements of the Development Ordinance Section 4.6 C.(8) on the real property located at 994 US Route 51, Forsyth, IL 62535 and legally described as: PT SW SW-BEG 52.26 E SW COR N412.64 NE192.49 SE41.33 SE42.79 S355.31 SW250.02 POB & (EX HWY ROW) & (EX RD ROW) 02BK.3269/728 (PIN: 07-07-14-351-006).

Any questions concerning this public hearing should be directed to Village Administrator, Jill Applebee, at 217-877-9445. All persons interested may appear and speak at the hearing.

VILLAGE OF FORSYTH

301 S. Route 51
Forsyth, IL 62535

Phone: (217) 877-9445 / Fax: (217) 877-9863

**VARIANCE REQUEST APPLICATION**

OWNER: lg]

APPLICANT: ☐

Name: Five Below - Forsyth, IL

Address: 994 US Route 51, Forsyth, IL 62535Phone Number: (224) 470-2211E-mail: abell@coreacq.comProperty Address: 994 US Route 51, Forsyth, IL 62535PIN#: 07-07-14-351-006**Legal Description of the Property:**

PT SW SW-BEG 52.26 ESW COR
N412.64 NE192.49 SE41.33
SE42.79 S355.31 SW250.02 POB
& (EX HWY ROW) & (EX RD ROW)
02BK3269/72S

Zoning District: C-1: Commercial Service Districtlr]

Requested variation(s) to the Development Ordinance (include reference to provisions of the Development Ordinance being affected):

4.6.C.8 Mechanical Equipment: (8) Mechanical Equipment - All roof-mounted mechanical equipment including, but not limited to, heating, ventilating and air-conditioning units (HVAC) shall be fully screened from public view on all sides of the building:

(a) Screening shall be accomplished by the roof-structure or parapet walls, unless otherwise recommended by the Planning and Zoning Commission and approved by the Village Board.

(b) Screening shall be designed to blend with and complement the architecture of the building.

(c) The height of the parapet walls, roof structure, or other approved method of screening shall equal the height of the tallest roof-top unit installed on the building.

(d) For mechanical equipment located on the ground, landscaping, quality wood fencing, or an enclosure of masonry construction shall be provided to screen from public view. Such screening techniques shall, at minimum, equal the height of the tallest piece of equipment.

Brief description of what the proposed plan is for the property:

The existing building, which is not being demolished, currently does not have HVAC screening. The plan is to replace the units and alter the unit locations on the mechanical plan. As it currently stands, there is no rooftop screening. We are looking to move the unit on the west side of the building further from the parapet which will be even more difficult to see the rooftop unit. As it stands, the units are not visible from the parking lot, and very minorly visible from Route 51.

*Attach a dimensioned site plan or plat to depict the proposed variation(s) and plan for the property.

VARIANCE APPLICATION GENERAL INFORMATION:

- Complete the entire Variance Request Form including:

- D** Owner or Applicant Information (Please check appropriate box. However, if you are the applicant, contact information is needed for you and the owner.)
- D** Legal Description of the Property (If you do not know the property's legal description contact Macon County or access the information on the Macon County website.)
- D** Existing zoning of the property (if unsure please verify with Village Hall)
- D** List the requested variation(s) to the Development Ordinance (Example - Section 4.9: Front Yard variance of 5 feet to allow a home addition to within 25 feet of the property line in an R-1 zoning district.)
- D** Describe what your plans are for the property.
- D** Provide a dimensioned site plan or plat to depict the proposed variation(s). The site plan or plat should include the location of any current or proposed structures on the property.
- D** Thoroughly answer the five mandatory questions for the Variance Standards that the Planning and Zoning Commission and Village Board will be basing their recommendation and decision on for the variance request.
 1. Special or unique circumstances exist that are unique to the property seeking the variance (examples of special circumstances include, but are not limited to the physical character of the land or buildings, dimensions, topography, and soil conditions); and
 2. The special circumstances are not of so general or recurring a nature throughout the entire Village as to make it reasonably practical to provide for a general regulation; and
 3. Strict application of the Development Ordinance will deprive the applicant of right and/or uses commonly enjoyed by other owners of property in the immediate area under the regulations of this Development Ordinance; and
 4. The authorization of such variance will not be of substantial detriment to adjacent property and the granting of the variance will not change the character of the district; and
 5. The variance is the minimum variance that will make possible the reasonable use of the property, building, or structure.

Note: The Commission or Board may also recommend denial or deny an application for a variance if evidence is submitted and substantiated demonstrating any of the following:

 - The need for the variance was created by the applicant or another party with an interest in the property;
 - The granting of the variance will impair neighboring property values; and/or
 - The granting of the variance will cause substantial detriment to the public good.
- D** Pay the required \$90 application fee; make check out to Village of Forsyth
- D** Sign and date the form and return to Village Hall

Village Staff will then review the application to ensure completeness. Once the application is deemed complete, Village Staff will notify the applicant of the meeting dates for the Planning and Zoning Commission meeting/Public Hearing and the Board of Trustees meeting.

* Planning and Zoning Commission meetings are held every 4th Thursday of the month and Board of Trustee meetings are held every 1st and 3rd Monday of the month. Village Staff will inform you of the date your application will go before the Commission and Board.

** If a Variance Request gets approved, an applicant has 18 months from the date the ordinance is approved to apply for a building permit. An extension may be granted by the Village Board of Trustees to the 18 month timeframe if an applicant requests an extension prior to the 18 month time limitation. Should a building permit not be issued or an extension not be granted prior to the 18 month time limitation, the variance shall be considered null and void.

The questions below shall be answered completely, otherwise the Planning and Zoning Commission shall not recommend a variation and the Village Board shall not grant a variation to the provisions of this Ordinance (for multiple variance requests provide answers for each request):

1. What special or unique circumstances exist that are unique to the property seeking the variance (examples of special circumstances include, but are not limited to the physical character of the land or buildings, dimensions, topography, and soil conditions)?

The existing building which has been in existence for decades does not currently provide rooftop screening. We are simply adding new units and slightly modifying the location on the rooftop.

2. Are the special circumstances not of so general or recurring a nature throughout the entire Village as to make it reasonably practical to provide for a general regulation?

The request is not specific to this property as many other buildings along Route 51 do not provide rooftop screening. Additionally, this is not a new construction building so the variance would not alter the existing conditions of the property.

3. Will the strict application of the Development Ordinance deprive the applicant of rights and/or uses commonly enjoyed by other owners of property in the immediate area under the regulations of this Development Ordinance? Please explain and give examples if available.

The rooftop units above the former Pier 1 also do not provide rooftop screening. Those units are visible from street level. The units above the Friar Tuck do not provide rooftop screening and are visible from the road. The rooftop units on the Texas Roadhouse also do not have screening and are visible.

4. Will the authorization of such variance not be of substantial detriment to adjacent property and will the granting of the variance not change the character of the district? Please explain.

The units will be hardly visible from the road and will have no impact on adjacent properties. This is also something that is common along Route 51 and not unique to this property.

5. Is the variance the minimum variance that will make possible the reasonable use of the property, building, or structure? Please explain.

Yes, this is the minimum variance being requested by the Applicant in order to finalize buildout plans for the Five Below.

\$90.00 Application Fee: Required at time of the application. The fee will not be refunded if the request is denied by the Village Board of Trustees.

Signature: [Signature] Date: 7/1/14

For office use only

Date Received: _____

PZC Meeting Date: _____

Application Fee Paid: _____

Board Meeting Date: _____

Approved (YIN): _____

Ordinance# _____

NEW BUSINESS

ITEM 3

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: May 7, 2024
Subject: Waste Management businesses time of service

We have had several complaints about the times of waste management (all businesses), and the time of their service. Currently, we only have an ordinance for construction. The question is if we add waste management businesses to this ordinance.

10.2 NOISE: A. B. C. At no point on or beyond the boundary of any zoning lot shall the sound level resulting from any use or activity not hereafter specifically exempted, whether open or enclosed, exceed the maximum permitted decibel levels for the designated octave band as set forth by this Ordinance. Sound levels shall be measured with a sound level meter and associated octave band analyzer manufactured according to standards prescribed by the American Standards Association. The flat network "slow" meter response of the sound meter shall be used. Impulsive type noises shall be measured with an Impact Noise Analyzer, and the peak values so measured shall not exceed the maximum permitted sound pressure levels by more than three (3) decibels. The reference level for the decibel is 0.0002 microbar. Octave Band Center Frequency (Hertz) 31.5 63 125 250 500 1000 2000 4000 8000 Maximum Permitted Sound Level Pressure in Decibels 72 71 65 57 51 45 39 34 32 The following uses and activities shall be exempt from the noise level regulations: (1) Noises not directly under the control of the property user. (2) (3) (4) Between the hours of 7:00 A.M. and sunset, noises customarily resulting from construction and the maintenance of grounds. The noise of safety signals, warning devices, aircraft and railroads, snow plowing, and mosquito abatement. Church bells, chimes, and carillons.

*Please don't confuse this with only the "Waste Management" business (name of business). This complaint is for all of the businesses in town.

NEW BUSINESS

ITEM 4



MEMORANDUM

To: Village of Forsyth Mayor and Board of Trustees
From: F. Thomas Mathews, PE
Date: April 30, 2024
cc: Ms. Jill Applebee, Village Administrator
Re: **Water Treatment Plant Claricone & Filter Maintenance Change Order #3**

Honorable Mayor and Trustees,

Presented for consideration is construction contract Change Order #3 for the Water Treatment Plant Maintenance project. This Change Order to All Service Contracting Corporation covers the deduction in total filter painting area, due to the fact that the plenum on filter #2 was in good condition and did not require a full blast and repaint. The net change to the contract price by this Change Order results in a decrease of \$3,490.00.

Thank you for the opportunity to serve the Village in this matter. Should you have any questions in advance of the Board meeting, please feel free to contact us at your convenience.

CHANGE ORDEROrder No.: 3Date: 4/29/2024Agreement Date: 11/7/2023

NAME OF PROJECT: FORSYTH WTP MAINTENANCE
 OWNER: VILLAGE OF FORSYTH, ILLINOIS
 CONTRACTOR: ALL SERVICE CONTRACTING CORP.

The following changes are hereby made to the **CONTRACT DOCUMENTS**:

ITEM AND QUANTITY	ADDITION	DEDUCTION
Credit for plenum area of filter #2 in good condition	\$0.00	(\$3,490.00)
		(\$3,490.00)
Total Contract Change =	(\$3,490.00)	

JUSTIFICATION:

Fully sandblasting the interior of the 2nd filter was not necessary as the existing plenum area was in good condition. A credit of \$3,490 will need to be given for not doing this work, since the original pay item was a lump sum payment for "full blast and repaint" of the entire filter.

CHANGE TO CONTRACT PRICE:

Original **CONTRACT PRICE**: \$ 553,794.00
 Current **CONTRACT PRICE** adjusted by previous **CHANGE ORDER**: \$ 661,178.00
 The **CONTRACT PRICE** due to this **CHANGE ORDER** will be decreased by: \$ (3,490.00)
 The new **CONTRACT PRICE** including this **CHANGE ORDER** will be: \$ 657,688.00

CHANGE TO CONTRACT TIME:

The **CONTRACT TIME** will be (increased/decreased) by 0 working days.

GERMAINESS DETERMINATION:

G1 – The undersigned determine that the change is germane to the contract as signed, because provision for this work is included in the original contract.

APPROVALS REQUIRED:

Recommended by: Chastain & Associates, LLC

By: *F. White* 4/30/24

Approved by Owner: Village of Forsyth, Illinois

By: _____

Approved by Contractor: All Service Contracting Corp

By: *Amun Bunkner* 4-30-24

A FACSIMILE OR PHOTOSTATIC COPY OF THIS DOCUMENT SHALL BE CONSIDERED AS EFFECTIVE AS THE ORIGINAL.

NEW BUSINESS

ITEM 5

CHANGE ORDEROrder No.: 03Date: 5-1-24Agreement Date: 9/5/2023**NAME OF PROJECT:** GRAYHAWK PAVEMENT MAINTENANCE**OWNER:** VILLAGE OF FORSYTH, ILLINOIS**CONTRACTOR:** DUNN COMPANY A DIVISION OF TYROLT, INC.The following changes are hereby made to the **CONTRACT DOCUMENTS:**

ITEM AND QUANTITY	ADDITION	DEDUCTION
SEE ATTACHED SPREADSHEET FOR PAY ITEM BREAKDOWN	\$9,645.17	(\$19,200.00)
	\$9,645.17	(\$19,200.00)
Total Contract Change =		(\$9,554.83)

JUSTIFICATION:

SEE ATTACHED SPREADSHEET FOR JUSTIFICATIONS

CHANGE TO CONTRACT PRICE:Original **CONTRACT PRICE:** \$ 213,837.20Current **CONTRACT PRICE** adjusted by previous **CHANGE ORDER:** \$ 184,404.60The **CONTRACT PRICE** due to this **CHANGE ORDER** will be decreased by: \$ (9,554.83)The new **CONTRACT PRICE** including this **CHANGE ORDER** will be: \$ 174,849.70**CHANGE TO CONTRACT TIME:**The **CONTRACT TIME** will be (increased/decreased) by 0 working days.**GERMAINESS DETERMINATION:**

G1 – The undersigned determine that the change is germane to the contract as signed, because provision for this work is included in the original contract.

APPROVALS REQUIRED:Recommended by: Chastain & Associates, LLC

By: _____

Approved by Owner: Village of Forsyth, Illinois

By: _____

Approved by Contractor: Dunn Company

By: _____

A FACSIMILE OR PHOTOSTATIC COPY OF THIS DOCUMENT SHALL BE CONSIDERED AS EFFECTIVE AS THE ORIGINAL.

2023 GREENBRIER REHAB; VILLAGE OF FORSYTH, IL
Change Order #3
Date: May 1, 2024

CONTRACT UNIT PRICE ITEMS:

[illegible]



MEMORANDUM

To: Village of Forsyth Mayor and Board of Trustees
From: Kevin Myers, PE
Date: May 1, 2024
cc: Jill Applebee, Village Administrator
Re: Grayhawk Pavement Maintenance Change Order #3

Honorable Mayor and Trustees,

Presented for consideration is contract change order #3 for the Grayhawk Pavement Maintenance project. This change order to Dunn Company covers the balancing of various pay items. These pay items were increased by the extension of patches in multiple areas in order to match the curb and gutter which had been replaced last fall. There is adequate contingency left in the project to cover this change. These changes result in a net deduction to the contract of \$9,554.83.

Chastain & Associates LLC recommends approval of Change Order #3 to the Grayhawk Pavement Maintenance project. Thank you for the opportunity to serve the Village in this matter. Should you have any questions in advance of the Board meeting, please feel free to contact us at your convenience.