

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF FORSYTH, ILLINOIS
6:30 P.M.
TUESDAY, APRIL 5, 2022
VILLAGE HALL, 301 SOUTH ROUTE 51, FORSYTH, ILLINOIS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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 MARCH 15, 2022
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

NEW BUSINESS

1. ORDINANCE NUMBER 2022-3 AN ORDINANCE APPROVING A VARIANCE FOR AN ACCESSORY STRUCTURE AT A PROPERTY LOCATED ON HICKORY POINT ROAD (COMMUNITY AND ECONOMIC DEVELOPMENT COORDINATOR JAKE SMITH)
 2. DISCUSSION AND POTENTIAL ACTION REGARDING A PROPOSED VARIANCE ALLOWING FOR A POLE SIGN AT 1360 KOESTER DRIVE (COMMUNITY AND ECONOMIC DEVELOPMENT COORDINATOR JAKE SMITH)
 3. ORDINANCE NUMBER 2022-4 AN ORDINANCE APPROVING A VARIANCE FOR A SIGN LOCATED AT 1360 KOESTER DRIVE (COMMUNITY AND ECONOMIC DEVELOPMENT COORDINATOR JAKE SMITH)
 4. ORDINANCE NUMBER 2022-5 AN ORDINANCE AMENDING THE PROPERTY TAX ABATEMENT QUALIFYING CRITERIA FOR THE DECATUR MACON COUNTY ENTERPRISE ZONE – VILLAGE OF FORSYTH (VILLAGE ATTORNEY GREG MOREDOCK)
 5. RESOLUTION NUMBER 7-2022 APPROVING AN AMENDMENT TO THE ENTERPRISE ZONE INTERGOVERNMENTAL AGREEMENT (VILLAGE ATTORNEY GREG MOREDOCK).
 6. DISCUSSION AND POTENTIAL ACTION REGARDING POST OFFICE ISSUES (VILLAGE ADMINISTRATOR JILL APPLEBEE)
 7. DISCUSSION AND POTENTIAL ACTION REGARDING BALL FIELD TURF ESTIMATES (MAYOR JIM PECK)
 8. DISCUSSION AND POTENTIAL ACTION REGARDING PURCHASE OF DEHUMIDIFIERS (PUBLIC WORKS DIRECTOR DARIN FOWLER)
 9. DISCUSSION AND POTENTIAL ACTION REGARDING VILLAGE PERSONNEL POLICY UPDATES (VILLAGE ADMINISTRATOR JILL APPLEBEE)
 10. RESOLUTION NUMBER 8-2022 A RESOLUTION ADOPTING A REVISED EMPLOYEE HANDBOOK FOR VILLAGE OF FORSYTH EMPLOYEES (VILLAGE ATTORNEY GREG MOREDOCK)
 11. DISCUSSION AND POTENTIAL ACTION REGARDING UNFILLED POSITIONS IN PUBLIC WORKS
-

AND LIBRARY (VILLAGE ADMINISTRATOR JILL APPLEBEE)

CLOSED SESSION: Potential topics include, but are not limited to:

5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

5 ILCS 120/2(c)(6): The setting of a price for sale or lease of property owned by the public body.

5 ILCS 120/2(c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

CONSIDERATION OF MATTERS ARISING FROM CLOSED SESSION

ADJOURNMENT

Join Zoom Meeting

<https://us06web.zoom.us/j/84633678126>

Meeting ID: 846 3367 8126

One tap mobile

+13126266799,,84633678126# US (Chicago)

Meeting ID: 846 3367 8126

*Find the Village of Forsyth Zoom Meeting Policy on our website!

CONSENT AGENDA

ITEM 1

March 15 Village Board Meeting

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 Marilyn Johnson, Trustee David Wendt, Trustee Lauren Young, Trustee Jeremy Shaw, Trustee Jeff London

On Phone: Trustee Bob Grunewald

Staff Present:

Village Administrator Jill Applebee, Village Treasurer Rhonda Stewart, Village Library Director Steven Ward, (I did not catch the name of the attorney stepping in for Greg Moredock).

Others Present: Village Engineer representative Stephanie Brown (Chastain & Associates)

CONSENT AGENDA

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

All Yeas.

PUBLIC COMMENT:

None.

ADMINISTRATION REPORTS

1. Law Enforcement Report

Deputy (don't know his name) Nothing significant to report. More patrols will be done at the park, and bike patrols will begin soon. Trustee Wendt asked if the trooper involved in an auto accident was okay, and the deputy replied "yes".

2. Village Staff Reports

After reading Public Works Director Fowler's report, Trustee Wendt had two questions. In relation to an inventory of street signs, stop signs, and traffic signs being taken, Trustee Wendt mentioned that he thought this had already been done, and asked, was this condition related? Trustee Shaw mentioned that some signs had also been sold in the past. Trustee Wendt also asked about the gates on courts (didn't catch which courts specifically), and the type of reflective tape or signage that was being used? Administrator Applebee stated that she would pass the questions on to Public Works Director Fowler.

Trustee Shaw mentioned two points (I unfortunately missed the 1st one). Secondly, Trustee Shaw stated that the auditor who worked with Rhonda this year reached out to say that Rhonda was one of the best treasurers that they work with, and he thanked Rhonda for her hard work.

Mayor Peck stated that conversations have begun with the School District and a 20 year lease for the ball diamonds. They would like the Village to consider having the HS girls' and boys' fields being constructed with turf, which would also allow the Jr. High teams to play there. Part of this discussion would be to estimate current maintenance costs to determine upkeep comparisons, etc. Mayor Peck mentioned that the Hotel Motel Tax could be used for this work. He also stated that the Football field in Maroa needs new carpet. Trustee Shaw questioned whether some work could be done to update current fields in advance of turf being installed? Trustee Wendt talked about how an analysis on water savings when using sprinklers should be a part of this too. Mayor Peck stated that labor and equipment

savings would also be discussed, and that there is little to no upkeep needed for turf, other than cleaning trash after games.

Trustee Wendt talked about his recent radio interview on the Byers radio show. The Cocoday ribbon cutting was discussed, and the event had really high social media traffic, which is positive. Mayor Peck mentioned that Play it Again Sports will have a ribbon cutting event once settled in their new location.

OLD BUSINESS

1. RESOLUTION NUMBER 5-2022 A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT

Mayor Peck stated that after further discussion, there is no need to go through the process of approving this resolution. The current agreement exists through 2024. Trustee Shaw questioned why, and Village Engineer representative Stephanie Brown (Chastain & Associates) explained that Harristown will be added to the agreement, but nothing else has changed. Item #1 has been stricken.

2. DISCUSSION AND POTENTIAL ACTION REGARDING STRATEGIC PLAN

Administrator Applebee detailed the differences between the two strategic plans. Solvr Group will help define who we are, our goals, and spark an internal conversation before going out for community input. The other group starts with community input. Administrator Applebee feels very strongly about the Solvr Group plan, including that it is the cheaper option. Solvr also had an opportunity to rebid with additions, but stood with the original price. They also stated that they would be happy to come discuss this further with the Board.

Mayor Peck stated that this would be a 3-year, not a 5-year plan. Trustee Wendt said that he felt better about the 3-year timeframe. Mayor Peck asked how soon this could begin, and Administrator Applebee stated asap.

Trustee Young asked about whether both phases would be completed in 2022, and added that she would hate to rush it. Administrator Applebee will look into the timeline, and confirmed that there would be a special meeting or two, devoted to strategic planning. Each meeting could be four to five hours in duration. Trustee London stated that he felt good with Administrator Applebee's recommendation. Trustee Johnson agrees with the 3-year plan being the better option.

Trustee Wendt, Motion to accept Solvr Group strategic plan, not to exceed \$16,235, Trustee London seconded the Motion. All yeas.

3. DISCUSSION AND POTENTIAL ACTION REGARDING CHASTAIN CONTRACT

Village Engineer representative Stephanie Brown (Chastain & Associates) detailed the contract being broken into two separate projects. Contract 1: Avalon Boulevard. No observation included, could negotiate contract later. Trustee Shaw stated how communication to residents on Phillips Circle went well, and asked if this is included, and Stephanie replied "yes". Contract 2: Shadow Ridge patching and sealing. \$7,000 shaved off for what Darin believes he could take on. Engineers will help identify locations. This will be a pilot program, used to help guide what could be adjusted in the future. Mayor Peck asked if observation was included, and Stephanie replied "no", that this would just be to get to bid. Trustee Wendt stated that he appreciated the detailed information and likes the idea of the pilot program, and said that this will all help in explaining everything to the public. Trustee Shaw talked about Darin's concerns over the surface and everything being done properly. Administrator Applebee stated that everyone was comfortable with what was presented and discussed.

Avalon Boulevard Motion: Trustee Wendt, seconded by Trustee Young. All yeas.

Shadow Ridge Motion: Trustee Wendt, seconded by Trustee Young. All yeas.

NEW BUSINESS

1. DISCUSSION AND POTENTIAL ACTION REGARDING VILLAGE HALL REMODEL

Administrator Applebee detailed the bids for the Village Hall remodel, which include new carpet, painting, and fixing the windows that allow bugs into the building. Total amount: \$28,509.13. Budgeted: \$40,000.00. Mayor Peck talked about meeting with staff and looking at carpet and paint option. Said that the current bid only includes one coat of paint, and if a second coat is needed, it would add \$4,000 to the total cost. Trustee Wendt asked if the carpet would be wall to wall, and Administrator Applebee mentioned that everything would be done except for closets and the file room. He also asked about staff work arrangements, and Administrator Applebee stated that she could use her laptop to work remotely, at the library, etc. Mayor Peck stated that it would be a 2-week process.

Motion: Trustee Johnson, seconded by Trustee Young. All yeas.

(I missed the motion and the second to go into executive session, and missed the time that this was done 😞)

Minutes taken by Steven Ward, Library Director, in the absence of Village Clerk Cheryl Marty for this meeting.

CONSENT AGENDA

ITEM 2

SYS DATE:03/31/22

VILLAGE OF FORSYTH
A / P W A R R A N T L I S T
REGISTER # 956
Tuesday April 05,2022

SYS TIME:16:16
[NW1]

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DATE: 04/05/22

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 BIJAL KADAKIA 040122	01-11-929-1	COMM CNTR REFUND	30.00	30.00
01 DAVE & JEN PECK 229571	01-10-913	NAME PLATES FOR P/Z	396.00	396.00
01 AHW, LLC I08552709A	30-00-831	2 JOHN DEERE MOWERS 72" & 60"	17379.37	17379.37
01 AMAZON.COM 040122	01-53-651	OFFICE SUPPLIES	70.88	30.94
040122	01-53-681	AUDIO VISUAL		39.94
01 AMEREN ILLINOIS 040122	01-11-571	VHALL ELECTRIC UTILITIES	10625.21	283.59
040122	01-41-571	PW/MAINT/SALT BLDGS		416.69
040122	01-41-572	SIRENS/SIGNS/STREET LIGHTS		4887.83
040122	01-41-579	TRAFFIC SIGNALS		301.99
040122	01-52-571	BBF/PAV/TRAIL LIGHTS		1287.81
040122	01-53-571	LIBRARY BLDG ELECTRIC UTILITIES		693.17
040122	51-00-571	WTR PLANTS/WELLS/TOWERS		2104.74
040122	52-00-571	SEWER LIFT STATIONS		649.39
01 ATLAS LOCK, INC. 41849	01-52-652	OPERATING SUPPLIES	40.00	40.00
01 BARCOM SECURITY S057091S	51-00-511	BLDG MAINTENANCE SERVICE	268.50	268.50
01 BODINE SERVICES OF DECATUR, IN 1236100000266	52-00-512	EQUIP MAINTENANCE SERVICE CLEAN LIF	2391.55	2391.55
01 HERALD & REVIEW 127524	01-11-553	P/Z MTG NOTICE AD 04/14/2022	49.64	49.64
01 CONSTELLATION NEWENERGY 040122	01-11-571	VHALL GAS UTILITIES	4249.48	354.33
040122	01-41-571	PW/MAINT BLDGS GAS UTILITIES		1189.64
040122	01-53-571	LIBRARY GAS UTILITIES		1410.74
040122	51-00-571	WTR PLANTS/WELL		1294.77
01 DECATUR BLUE PRINT 1514	01-10-917	JOB FAIR SIGNS	36.00	36.00
01 BETH E. STRINGER 040122	01-53-672	SUBSCRIPTION RENEWAL	28.00	28.00
01 DECATUR COMPUTERS INC DCI45272	01-11-537	IT SERVICES	180.00	135.00
DCI45363	01-11-537	IT SERVICES		45.00
01 DEMCO, INC 7091494	01-53-651	OFFICE SUPPLIES	117.39	36.19
7091494	01-53-659	LIBRARY SUPPLIES		62.20
7091494	01-53-913	PROGRAM SUPPLIES		19.00
01 DUNKER ELECT SUPPLY INC 93821-1	01-52-611	BDLG MAINTENANCE SUPPLIES	44.76	44.76
01 DYNAGRAPHICS, INC 216808	01-41-513	VEHICLE MAINTENANCE SERVICE	258.27	258.27

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 DONALD MCCOOL 040122	01-10-913	N. ENTRANCE SIGN ANNUAL LAND LEASE	100.00 100.00	100.00
01 EASTERN IL UNIVERSITY 040122	01-11-560	MEMBERSHIP DUES	70.00	70.00
01 CENGAGE LEARNING INC/GALE 77412406	01-53-671	BOOKS	387.41	75.72
77413327	01-53-671	BOOKS		41.98
77425691	01-53-671	BOOKS		71.23
77448964	01-53-671	BOOKS		91.17
77464433	01-53-671	BOOKS		45.73
77508219	01-53-671	BOOKS		61.58
01 JAY KAN, INC 7549	01-52-517	GROUND MAINTENANCE SERVICE GATE PIC	1318.00	1318.00
01 HOBBY LOBBY STORES, INC. 040122	01-53-913	PROGRAM SUPPLIES	117.39	73.30
040122	01-10-917	EASTER EGG HUNT SUPPLIES		44.09
01 ILLINOIS PORTABLE TOILETS 50977	01-10-914	FFF DOUBLE BASIN SINKS	480.00	480.00
01 JENNINGS IMPLEMENT 44147	01-52-612	EQUIP MAINTENANCE SUPPLIES	169.94	131.05
44162	01-52-612	EQUIP MAINTENANCE SUPPLIES		38.89
01 KEMPER CPA GROUP LLP 1078009	01-11-531	2021 AUDIT SERVICES	15000.00	15000.00
01 LAKESHORE EQUIPMENT COMPANY 673136032622	01-53-909	PURCHASE FROM DONATION KIDS KITCHEN	1408.53	1408.53
01 LINDE INC. 69473575	51-00-656	CHEMICALS CARBON DIOXIDE	6634.76	6634.76
01 LOCIS 43938	01-11-537	ADD NEW USER TO LOCIS SOFTWARE	803.00	803.00
01 LOWE'S COMPANIES, INC. 040122	52-00-652	OPERATING SUPPLIES	16.11	16.11
01 MAVERIK MARKETING 27049	01-10-917	VILLAGE LOGO ON TABLECLOTH	234.52	234.52
01 MENARDS 040122	01-52-652	OPERATING SUPPLIES	1392.00	196.65
040122	01-41-652	OPERATING SUPPLIES		400.93
040122	51-00-652	OPERATING SUPPLIES		15.72
040122	51-00-612	EQUIP MAINTENANCE SUPPLIES		101.74
040122	01-41-653	SMALL TOOLS		444.83
040122	01-11-611	BLDG MAINTENANCE SUPPLIES		25.90
040122	01-41-611	BLDG MAINTENANCE SUPPLIES		81.37
040122	01-11-654	JANITORIAL SUPPLIES		38.84
040122	01-53-654	JANITORIAL SUPPLIES		18.32
040122	01-52-612	EQUIP MAINTENANCE SUPPLIES		44.44
040122	01-53-611	BLDG MAINTENANCE SUPPLIES		23.26
01 MIDWEST METER, INC.			4953.00	

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
0141597	51-00-652	OPERATING SUPPLIES		4953.00
01 MISSISSIPPI LIME COMPANY			7704.10	
1600471	51-00-656	LIQ CALCIUM HYDROXIDE		3477.90
1602427	51-00-656	LIQ CALCIUM HYDROXIDE		4226.20
01 NAPA AUTO PARTS			172.28	
010402	01-52-612	EQUIP MAINTENANCE SUPPLIES		172.28
01 OVERDRIVE, INC.			800.00	
H-0084566	01-53-540-1	DIGITAL LIBRARY SERVICES		800.00
01 PAWPRINT MINISTRIES			50.00	
040122	01-53-913	PROGRAM FEES		50.00
01 PRAIRIE COMPUTER NETWORK SOLUT			669.99	
1178	01-53-549	IT SERVICES		90.00
1178	01-53-651-1	ROUTER		579.99
01 PERMA-BOUND			318.58	
1923876	01-53-671	BOOKS		318.58
01 PEST OUTPOST LLC			140.94	
4892	01-52-612	EQUIP MAINTENANCE SUPPLIES		140.94
01 SAM'S CLUB/GECF			156.98	
040122	01-53-913	PROGRAM SUPPLIES		83.15
040122	01-41-654	JANITORIAL SUPPLIES		52.44
040122	01-41-652	OPERATING SUPPLIES		21.39
01 SCHOLASTIC INC			248.80	
37017868	01-53-913	PROGRAM SUPPLIES		248.80
01 SIDENER ENVIRONMENTAL SERVICES			2978.70	
528337	51-00-512	EQUIP MAINTENANCE SERVICE		1924.70
528452	51-00-512	EQUIP MAINTENANCE SERVICE		1054.00
01 SIGN GYPSIES OAKLEY			210.00	
001536	01-10-917	EASTER TEMP SIGNS		210.00
01 SKY'S THE LIMIT TREE SERVICE			1900.00	
EST-1164	01-41-517	GROUND MAINTENANCE TREE REMOVAL MOO		1900.00
01 SORLING, NORTHRUP, HANNA, CULL			2598.75	
205996	01-11-533	LEGAL SERVICES THRU 2/28/22 CORP		2186.25
205997	01-11-533	LEGAL SERVICE THRU 02/28/22 WESTERN		412.50
01 SPEED LUBE			77.95	
040122	52-00-513	VEHICLE MAINTINANCE OIL CHANGE		77.95
01 THIRD MILLENNIUM ASSOCIATES, I			408.42	
27483	51-00-549-1	W/S BILLING SERVICES FOR 4/1/2022		204.21
27483	52-00-549-1	W/S BILLING SERVICES FOR 4/1/2022		204.21
01 UTILITY SUPPLY OF AMERICA, INC			1164.78	
908615	51-00-656	CHEMICALS		1164.78
01 US POSTAL SERVICE (CAPS)			607.26	
040122	51-00-549-1	W/S BILLING POSTAGE FOR 4/1/22		303.63
040122	52-00-549-1	W/S BILLING POSTAGE FOR 4/1/22		303.63
01 VERMEER SALES & SERVICE			1928.01	
S56825	01-41-512	EQUIP MAINTENANCE SERVICE CHIPPER		1928.01
01 VILL OF FORSYTH			150.00	
040122	01-11-571	WATER UTILITIES		150.00

SYS DATE:03/31/22

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 WALLENDER-DEDMAN PRINTING INC. 99145	01-53-651	OFFICE SUPPLIES	70.00	70.00
01 WAL-MART 040122	01-53-651	OFFICE SUPPLIES	146.32	12.26
040122	01-53-681	AUDIO VISUAL		75.84
040122	01-53-913	PROGRAM SUPPLIES		58.22
01 WATER SOLUTIONS UNLIMITED, INC 101650	51-00-656	CHEMICALS FERR CHLOR/FLUOROSI	1913.82	1913.82
01 WATTS COPY SYSTEM 31328586	01-53-512	COPIER RENTAL/COPIES	166.71	166.71
** TOTAL CHECKS TO BE ISSUED			93832.10	

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
GENERAL FUND			43167.42	
CAPITAL PROJECT FUND			17379.37	
WATER OPERATIONS			29642.47	
SEWER OPERATIONS			3642.84	
*** GRAND TOTAL ***			93832.10	
TOTAL FOR REGULAR CHECKS:			93,832.10	

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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 REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR		
01 CORN BELT ENERGY CORPORATION 169 040122	03/21/22 51-00-571	57291 WELL 6 UTILITIES	1515.30	1515.30		
01 VERIZON WIRELESS 169 9901042987 169 9901042987 169 9901042987	03/21/22 01-41-552 51-00-552 52-00-552	57292 IPAD CELL SERVICES CELL PHONE SERVICES PW DIRECTOR CELL SERVICES BLDG INSPECTOR	219.47	36.01 114.17 69.29		
01 STAPLES CREDIT PLAN 169 040122 169 040122 169 040122	03/21/22 01-52-929 01-53-651 01-53-659	57293 MISC OFFICE SUPPLIES DRY BOARD OFFICE SUPPLIES LIBRARY SUPPLIES	266.52	59.99 195.54 10.99		
01 WATTS COPY SYSTEM 169 31228250	03/21/22 01-11-512	57294 COPIER RENTAL/COPIES VHALL	170.91	170.91		
** TOTAL MANUAL CHECKS REGISTERED			2172.20			

REPORT SUMMARY			
CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	93832.10	2172.20	96004.30
TOTAL CASH	93832.10	2172.20	96004.30

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	43167.42	473.44	43640.86
30	17379.37	.00	17379.37
51	29642.47	1629.47	31271.94
52	3642.84	69.29	3712.13
TOTAL DISTR	93832.10	2172.20	96004.30

ADMINISTRATION REPORTS

Economic Development

- Staff has received multiple TIF Revitalization Grant inquiries, for small businesses here in our community. Since it has been some time since we have had a TIF Revitalization Grant request, these Grants are used for external work on existing property to revitalize or refurbish existing commercial property. Unlike traditional TIF, these grants are capped at \$10,000 by the Village, and must be matched by the applicant, and are paid to the applicant upon completion of the project rather than dispersed over future years from tax earnings. I am continuing to work with these applicants to see if TIF can be of use to their business.
- Staff is continuing to work with 1340 Hickory Point Drive and 224 Barnett Avenue as they proceed through the development process.
- Staff has received an initial Site Plan from the team with Ziggi's Coffee, and is currently conducting review.

Community Development

- Play It Again Sports is currently looking for a date for their Ribbon Cutting ceremony. I will be sure to let you all know of the date once one is selected.
- Two items from the March Planning and Zoning Commission Meeting have been included on tonight's agenda for your consideration. We will have a special Planning and Zoning Commission Meeting on Thursday, April 14, 2022 and our regularly scheduled meeting on Thursday, April 28, 2022.

Miscellaneous

- Last week I attended the Illinois City/County Managers Association Conference in Normal, Illinois, where I moderated and spoke on the topic of community feedback and surveying, and attended sessions focused around staff management and HR, economic attraction, sustainability planning, and many, many other fantastic topics. I hope to utilize items learned in future Village projects, and would like to thank the Village for sending me to such a fantastic event.

Respectfully submitted,

Jake Smith

Community and Economic Development Coordinator/

Assistant to the Village Administrator

ENGINEER'S REPORT

Forsyth; April 5, 2022 Board Meeting

Submitted by Matthew B. Foster, P.E., PLS

Project 6928 – Bike Path to Grade School

We are assembling the draft Project Development Report (PDR) and will submit to IDOT for review once ready.

Project 7542 – 2020 Street Maintenance

The 2021 Sidewalk Improvements will be completed in the spring once weather clears up for final seeding. We are still waiting on completion of the IDOT review of the bid package. A bid date has not been settled on yet. We are finalizing the bid package for the patching work in conjunction with the other asphalt work in the Village this year.

Project 7778 – The Greenbrier Rehabilitation

No new update on the construction, work on this project is suspended until the spring. We continue to coordinate with the contractor and utility company for adjustment of the gas services.

Project 7982 – Forsyth Park LWCF Grant Compliance

No new update, design of the LWCF grant compliance phase continues. We are working on the construction plan set at this point for the path and pond.

Project 8000 – Well No. 7 Design

We have wrapped responses to the IEPA construction permit review. The revised plan set has been resubmitted for review. Another round of Community Project Funding grants for FY2023 has been announced by Congressman Davis' office. We plan resubmit the Well 7 project for funding through this opportunity.

Project 8241 – 2022 Asphalt Rehabilitations

Work on the plans will be wrapped up shortly. Once complete, we will begin to look at a date to open bids.

Project 8301 – Avalon Blvd Reconstruction

We are working the topo survey into our schedule. Work on the plans will begin once the survey is complete.

Project 8302 – Shadow Ridge Pavement Maintenance

Work on the plans will begin once the asphalt project is complete.



Library Director's Report

April 05, 2022

- After completing interviews for the Library Assistant II – Youth Services job opening, no offers for employment have been made. This position has been open for more than a year, and the next, soon to be posted job posting, will be “open until filled” so that this process can continue until a qualified candidate can be found. The job posting will likely be made via Indeed, as well as through other relevant library job boards.
- The Forsyth Public Library hosted an IHLS Medium Public Library Directors meeting on Tuesday, March 29. A total of 9 area Library Directors and senior staff members attended this meeting. Topics discussed included: minimum wage increases, salary adjustments, employee benefits, library programming, databases and resources, outreach initiatives, and much more.
- The Library purchased a new kitchenette for our children's area using past donation funds. The kitchenette features a number of kitchen appliances, accessories, and food items. During the first week that it has been out for public use, we have received a number of compliments, and the children love it. We will be looking to add a new dollhouse in the near future.
- The Library is excited to be a part of the Village's Easter Egg Hunt on Saturday, April 16th at 10:00 a.m. The Library has 80 Easter and Spring themed picture books to hand out, as well as book bags, bookmarks, and a youth Easter themed take n' make craft.
- The Library recently added four new databases that can be accessed at the Library, and remotely using your 14-digit Library barcode #. All four databases are included in a single package, made available by Newsbank:
 - Access World News: includes access to 6000+ national and international newspapers with full page color graphics and/or full text (H&R, SJR, etc.).
 - Heritage Hub: Genealogy research, family histories, obituaries, and more.
 - Black Life in America: Historical experience and impact of African Americans.
 - Hispanic Life in America: Historical experience and impact of Hispanic Americans.
- The Library's March Movie Madness contest, featuring 16 Best Picture winners that were adapted from books, is down to the Final Four: Lord of the Rings: Return of the King (1) vs. Green Book (2), and Schindler's List (1) vs. Forrest Gump (1). The public have enjoyed voting each week on the Library's Facebook page and in-person at the Library, and we look forward to crowning a champion soon.
- Other ongoing projects of note at the Library continue to include: Evaluating local history materials to be considered for digitization, preservation, and increased access; Emergency planning; Creation of lesson plans for Library instruction; Evaluation of job titles and job descriptions; Collection development processes; and audits of all Library operations to improve service, programming, data and assessment, and future budget considerations.

Steven Ward
March 30, 2022

Public Works Report 3-30-22

Parks:

All park bathrooms are open. (Fixed Veteran's Water Leak)

Started adding new playground mulch to the pocket parks.

Started working on fields 1,2,3 and concessions.

1,2,3 hitting cages are ready.

Continued with equipment preps.

Fixed 4/5 equipment shed.

Back-filled and seeded new sidewalk area at new tennis courts. Put grass seed out around the main park, especially around new light trenches.

On our Park to do list is:

Continue with dead tree removal.

Pickle ball / tennis courts will need surface touch ups. All-Weather will take care of in a couple of weeks.

Fertilize HS fields, Village Hall.

Village:

We maintained the Village Hall, the Library, and other property / easements throughout the Village.

We worked on permit locates and inspections. New business reviews / inspections.

We worked any concerns residents had.

Swept debris / trash off of streets.

Limb Program started 3/7, continues through 12/4.

On our Village to do list is:

Continue with new pot hole patching as they pop up.

Sidewalk repairs to Montezuma, Greenbrier sub-divisions.

Sidewalks on Hundley and the James Court area will be in late summer.

Water Treatment Plant / Sewer:

Continued with meeting monthly / annual IEPA sampling and analysis requirements.

Completed required monthly reports.

Fixed water service line leak at Veteran's Park.

We have started some water treatment operator training with one of our guys.

On our Water / Sewer to do list is:

Complete monthly IEPA sampling and other required sampling.

Implement IEPA required backflow / cross-connection program, along with triennial survey.

Implement IEPA Sanitary FOG (fats, oils, greases) program.

CARRYOVER INFORMATION

Parks:

*Tennis Court lighting still in progress, JGreen is waiting on better ground so that they can move truck on grassy area, north side of the new court... to install back lights.

Village:

*Took inventory of street signs, stop signs, traffic signs. We plan on replacing old, damaged, and faded signs and we will also straighten sign poles.

Water / Sewer:

*Implement additional daily / weekly required sampling per IEPA, still waiting on Hach analyzer. IEPA aware of delay in ammonia, chloramine testing.

*Lift Station generator ATS work, parts ordered.

*Non-Potable booster pump replacement. (Pump ordered, expected delivery in May of 2022).

Thanks, Darin

NEW BUSINESS

ITEM 1

**MEMORANDUM**

TO: The Honorable Mayor and Village Board of Trustees

FROM: Jake Smith

DATE: April 5, 2022

RE: Regarding a Proposed Variance Allowing for an Accessory Structure to be Erected Prior to a Primary Structure

At the end of last year, the Village of Forsyth received a request from Stephen Gruenewald allowing for him to place an accessory structure on an undeveloped lot that he owns on Hickory Point Road in the southern portion of town.

Per the Village of Forsyth Development Ordinance, 3.5 Accessory Structures: “No accessory use or structure shall be established or erected prior to the establishment or erection of the principal use to which it is accessory.”

Gruenewald wishes for this approval of this variance as it would allow for a pre built shed, which he has been offered for free on a lot that he intends to build a house on in the future. Currently, there is no clear timeline for building a house on the property.

Village Staff sees this item as non-problematic as it is limited in scope, and all other provisions of the Development Ordinance will still apply to the property. Additionally, as this accessory structure is pre-built, if issues arise or the structure would be moved, it would likely be of no major detriment to the property or cause issue in the addition of a primary structure.

After much discussion, the Planning and Zoning Commission recommended approval of a conditional Variance, providing that the variance would not stand without a valid building permit for a primary structure on the property.

With these points considered, Staff recommended the approval of the requested variance allowing for this shed to be erected prior to the primary structure.

If you have any questions or concerns regarding this item, as always, please do not hesitate to contact me.

CEDC Jake Smith.

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.

VILLAGE OF FORSYTH

301 S. Route 51

Forsyth, IL 62535

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



VARIANCE REQUEST APPLICATION

OWNER: ☒APPLICANT: ☐Name: Stephen GruenewaldAddress: 927 Jacobs WayPhone Number: (217) 412-2593

E-mail: _____

Property Address: Lot #2 of Crib 1st addition Hickory Pt Rd PIN #: 07-07-22-252-017

Legal Description of the Property:

CRIB FIRST ADD ~LT 2 OF LT 1 PLEASANT POINT SUBD ~03BK3328/561 (PLAT MAP INCORRECT BK1832 PG805) ~

Zoning District: R-1: Single Family Residence District

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

3.5 ACCESSORY STRUCTURES AND USES:

All accessory uses shall comply with the standards of the district in which they are located. No accessory use or structure shall be established or erected prior to the establishment or erection of the principal use to which it is accessory. No existing accessory use may be expanded or extended except in compliance with all of the regulations of this Ordinance.

Request to vary allowing for accessory shed to be erected prior to the erection of the principal use of the property.

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

Single Family Home. Site plan N/A at this time.

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

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)?

N/A

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?

May be possible, but not ideal in most circumstances or in permanence.

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.

Will cause property owner to miss a an opportunity.

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.

Fits standard residential use.

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

Yes, allows for single structure type.

\$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: _____

For office use only

Date Received: _____

PZC Meeting Date: _____

Application Fee Paid: _____

Board Meeting Date: _____

Approved (Y/N): _____

Ordinance # _____

NOTICE OF PUBLIC HEARING

The Village of Forsyth Planning and Zoning Commission will hold a meeting at 5:30 PM, on Thursday, March 24, 2022 at the Village of Forsyth Village Hall at 301 S. Rt. 51, Forsyth, IL 62535. Four public hearings will take place at this meeting.

First, a variance allowing for a shed (accessory structure) to be placed prior to construction of a primary structure on Hickory Point Rd. Second, a variance regarding sign height at 1360 Koester Dr will take place. Third, a variance allowing for the construction of a detached garage at 635 Hickory Point Rd. Finally, a text amendment to the Village of Forsyth Development Ordinance regarding existing infrastructure and features will be discussed.

For inquiry on the item related to the accessory shed:

Applicant: Stephen Gruenewald

Address: 927 Jacobs Way Forsyth, IL 62535

Nature of Request: Variance for Accessory Structure Prior to Primary Structure

Legal Description of Subject Property: CRIB FIRST ADD ~LT 2 OF LT 1 PLEASANT POINT
SUBD ~03BK3328/561 (PLAT MAP INCORRECT BK1832 PG805) ~

For inquiry on the item related to the accessory garage:

Applicant: Steve Halford

Address: 635 Hickory Point Rd. Forsyth, IL 62535

Nature of Request: Variance for an accessory detached garage

Legal Description of Property: Coopers 1st Addition to Village of Forsyth Lot 3 50x140
BK43151907

For general inquiries related to the sign variance, or regarding the text amendment, or for general inquiry on Planning and Zoning, please contact the Village of Forsyth at the information below:

Village of Forsyth, Village Hall

301 S Rt 51

Forsyth, IL 62535

217-877-9445

All persons interested may appear and speak at this hearing.

RC Campbell

Chair, Forsyth Planning and Zoning Commission

THE VILLAGE OF FORSYTH

MACON COUNTY, ILLINOIS

ORDINANCE
NUMBER 2022-3

**AN ORDINANCE APPROVING A VARIANCE FOR AN ACCESSORY STRUCTURE
AT A PROPERTY LOCATED ON HICKORY POINT ROAD**

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 _____, 2022

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

ORDINANCE NO. 2022-3**AN ORDINANCE APPROVING A VARIANCE FOR AN ACCESSORY STRUCTURE
AT A PROPERTY LOCATED ON HICKORY POINT ROAD**

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

WHEREAS, on November 21, 2021, an application was filed by Stephen Gruenwald for a variance to allow for an accessory structure to be placed before construction of a primary residence; and,

WHEREAS, the Planning and Zoning Commission held a duly noticed public hearing on December 16, 2021 and again on March 24, 2022, and recommended unanimously that the Village Board approve the variance requested provided that, before the accessory structure may be placed, a building permit for the primary residence must be filed and approved (and not expired), along with a commitment from the requestor to place the accessory structure in the northern most half of the lot; 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 variances.

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 has no common address and is legally described as: CRIB FIRST ADD ~LT 2 OF LT 1 PLEASANT POINT SUBD ~03BK3328/561 (PLAT MAP INCORRECT BK1832 PG805) with PIN: 07-07-22-252-017.

Section 4. Public Hearing. A public hearing was advertised in the Decatur Herald & Review and held by the Planning and Zoning Commission on December 16, 2021 and again on March 24, 2022, at which time the Planning and Zoning Commission voted to recommend approval of the variance with the following conditions: for the accessory structure to be placed and maintained, a building permit for the primary residence must be filed and approved (and not expired), and the accessory structure must be located in the northern most half of the lot.

Section 5. Variance. The variation requested in the November 21, 2021, Variance Request Application, outlined herein, and recommended at the March 24, 2022, Planning and Zoning Commission meeting, is hereby granted to allow for an accessory structure to be built prior to a primary residence, provided that for the accessory structure to be placed and maintained, a building permit for the primary residence must be filed and approved (and not expired), and the accessory structure must be located in the northern most half of the lot.

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 _____ 2022, 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 AND RECOMMENDATION

VARIANCE RECOMMENDATION & FINDINGS OF FACT

To: Village of Forsyth Board of Trustees

From: Planning & Zoning Commission

Re: Recommendation for Approval of a Variance at Lot #2 of Crib 1st Addition Hickory Point Road

Date: April 5, 2022

On March 24, 2022, the Planning and Zoning Commission ("Commission") held a public hearing for a variance permitting an accessory structure to be placed prior to the primary structure. The notice of the public hearing was published in the Herald & Review on March 9, 2022. A copy of the certificate of publication is attached.

The Commission discussed the item in depth, and ultimately came to the conclusion that this variance would be best suited as conditional, being permitted only as long as an active building permit for a primary structure is held by Village Hall to prevent an abandoned structure and to fit the purposes of a residential district.

Based on the public hearing, the Commission voted to recommend approval of the variance with the above conditions. The Commission further made the following findings of fact:

1. Special or unique circumstances exist that are unique to the property seeking the variance, in that this permission allows for maintenance of the land and a house is scheduled to be built; 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. As this change is not desirable for any empty lot, as the general desire is to focus R1 zoning as a zone for primarily residential homes and not open development of accessory structures and storage; and
3. Strict application of the Development Ordinance will 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; 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. This development is quite standard in other properties, and is in no way out of line, purely out of order; and
5. The variance is the minimum variance that will make possible the reasonable use of the property, building, or structure.



Chairman, Planning & Zoning Commission

NEW BUSINESS

ITEM 2

**MEMORANDUM**

TO: The Honorable Mayor and Village Board of Trustees
FROM: Jake Smith, Community and Economic Development Coordinator
DATE: April 5, 2022
RE: Permission for a Pole Sign at 1360 Koester Dr.

Recently, Play it Again Sports opened at 1360 Koester Dr, and wishes to retain an existing pole sign at the property with their new signage added. Pole signs, per the Village Development Ordinance, require Board approval to be maintained in the Village.

Per the Village of Forsyth Development Ordinance, 7.4 C (2), pole signs are generally not allowed, unless permitted by the Village Board. Pole signs shall not exceed 15 feet. A variance has been included tonight permitting additional height on this pole sign.

Staff recommends approval allowing for the pole sign to remain at 1360 Koester Dr.

Please do not hesitate to reach out with any questions.

Thank you,

Jake Smith

NEW BUSINESS

ITEM 3



MEMORANDUM

TO: The Honorable Mayor and Board of Trustees

FROM: Jake Smith

DATE: April 5, 2022

RE: Regarding a Proposed Variance Allowing for a Sign at 1360 Koester Dr

Recently, Play it Again Sports opened at 1360 Koester Dr. Upon their opening, it was found that the sign they retained from the old tenant exceeds current Village standards, setting at a height of 16 1/2 feet.

Per the Village of Forsyth Development Ordinance, 7.4 (C) 2 (b) Non-residential signs: "Pole signs may be permitted if approved by the Village Board due to unique site conditions (topography, visibility, etc.). Pole signs shall not exceed fifteen feet (15') in height. (Am. Ord. 2016-3, passed 3-7-2016)"

Please note that this variance is simply allowing for the sign to exceed the 15' maximum height, and that both approval of this height variance as well as permission for a pole sign will be needed in a following item to follow.

Also note that in 2021, the Planning and Zoning Commission recommended and the Village Board approved a pole sign at 1325 Koester Dr.

With precedent in mind, as well as the fact that this detail allows for this business to make use of existing infrastructure with no impact or detriment to the property or surrounding businesses, staff recommends approval of this requested variance. The Planning and Zoning Commission reaffirmed this recommendation with a vote of 4-0.

If you have any questions or concerns regarding this item, as always, please do not hesitate to contact me.

CEDC Jake Smith.

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.

VILLAGE OF FORSYTH

301 S. Route 51

Forsyth, IL 62535

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



VARIANCE REQUEST APPLICATION

OWNER: ☐

APPLICANT: ☐

Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Property Address: _____ PIN #: _____

Legal Description of the Property:

Zoning District: _____

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

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

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

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)?

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?

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.

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.

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

\$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: _____

For office use only

Date Received: _____

PZC Meeting Date: _____

Application Fee Paid: _____

Board Meeting Date: _____

Approved (Y/N): _____

Ordinance # _____

NOTICE OF PUBLIC HEARING

The Village of Forsyth Planning and Zoning Commission will hold a meeting at 5:30 PM, on Thursday, March 24, 2022 at the Village of Forsyth Village Hall at 301 S. Rt. 51, Forsyth, IL 62535. Four public hearings will take place at this meeting.

First, a variance allowing for a shed (accessory structure) to be placed prior to construction of a primary structure on Hickory Point Rd. Second, a variance regarding sign height at 1360 Koester Dr will take place. Third, a variance allowing for the construction of a detached garage at 635 Hickory Point Rd. Finally, a text amendment to the Village of Forsyth Development Ordinance regarding existing infrastructure and features will be discussed.

For inquiry on the item related to the accessory shed:

Applicant: Stephen Gruenewald

Address: 927 Jacobs Way Forsyth, IL 62535

Nature of Request: Variance for Accessory Structure Prior to Primary Structure

Legal Description of Subject Property: CRIB FIRST ADD ~LT 2 OF LT 1 PLEASANT POINT SUBD ~03BK3328/561 (PLAT MAP INCORRECT BK1832 PG805) ~

For inquiry on the item related to the accessory garage:

Applicant: Steve Halford

Address: 635 Hickory Point Rd. Forsyth, IL 62535

Nature of Request: Variance for an accessory detached garage

Legal Description of Property: Coopers 1st Addition to Village of Forsyth Lot 3 50x140 BK43151907

For general inquiries related to the sign variance, or regarding the text amendment, or for general inquiry on Planning and Zoning, please contact the Village of Forsyth at the information below:

Village of Forsyth, Village Hall

301 S Rt 51

Forsyth, IL 62535

217-877-9445

All persons interested may appear and speak at this hearing.

RC Campbell

Chair, Forsyth Planning and Zoning Commission

THE VILLAGE OF FORSYTH

MACON COUNTY, ILLINOIS

ORDINANCE
NUMBER 2022-4

**AN ORDINANCE APPROVING A VARIANCE FOR A SIGN LOCATED AT 1360
KOESTER RD.**

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 _____, 2022

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

ORDINANCE NO. 2022-4**AN ORDINANCE APPROVING A VARIANCE FOR A SIGN LOCATED AT 1360 KOESTER RD.**

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

WHEREAS, on January 31, 2022, an application was filed by Stephen Gruenwald for a variance to allow for an accessory structure to be placed before construction of a primary residence; and,

WHEREAS, the Planning and Zoning Commission held a duly noticed public hearing on March 24, 2022, and recommended unanimously that the Village Board approve the variance requested to allow for a sign height not to exceed 17 feet, where the Development Ordinance currently limits said height to 15 feet; 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 variances.

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 has the common address of 1360 Koester Dr. Forsyth, IL 62535 and is legally described as: DOWDS COMMON ADDN LOT 1 ~ 03BK3284/875-882 ~ 98BK2822/627 ~ 02BK3168/631 ~ 02BK3170/180 ~ with PIN: 07-07-23-152-012.

Section 4. Public Hearing. A public hearing was advertised in the Decatur Herald & Review and held by the Planning and Zoning Commission on March 24, 2022, at which time the Planning and Zoning Commission voted to recommend approval of the variance to allow for a maximum sign height of 17 feet instead of 15 feet.

Section 5. Variance. The variation requested in the January 31, 2022, Variance Request Application, outlined herein, and recommended at the March 24, 2022, Planning and Zoning Commission meeting, is hereby granted to allow for an sign located at 1360 Koester Dr. to allow for a maximum sign height of 17 feet instead of 15 feet.

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 _____ 2022, 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 AND RECOMMENDATION

VARIANCE RECOMMENDATION & FINDINGS OF FACT

To: Village of Forsyth Board of Trustees

From: Planning & Zoning Commission

Re: Recommendation for Approval of a Variance at 1360 Koester Dr.

Date: April 5, 2022

On March 24, 2022, the Planning and Zoning Commission ("Commission") held a public hearing for a variance permitting a freestanding sign above the 15-foot minimum allowed. The notice of the public hearing was published in the Herald & Review on March 9, 2022. A copy of the certificate of publication is attached.

The applicant wished to keep their current sign, a pole sign used by the previous business that allows for visibility from US-51. Similarly, their neighbor across the street, Central Illinois Urgent Care, retained a similar sign through a variance process.

Based on the public hearing, the Commission voted to recommend approval of the variance with the above conditions. The Commission further made the following findings of fact:

1. Special or unique circumstances exist that are unique to the property seeking the variance, as this sign height allows for visibility from the primary roadway; 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 rights and/or uses commonly enjoyed by other owners of property in the immediate area under the regulations of this Development Ordinance as neighboring properties have received this same ordinance, and this request is to retain existing infrastructure; 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. This development is quite standard in other properties; and
5. The variance is the minimum variance that will make possible the reasonable use of the property, building, or structure.



Chairman, Planning & Zoning Commission

NEW BUSINESS

ITEM 4

ORDINANCE NO. 2022-_____
AN ORDINANCE AMENDING THE PROPERTY TAX ABATEMENT
QUALIFYING CRITERIA FOR THE
DECATUR MACON COUNTY ENTERPRISE ZONE
-VILLAGE OF FORSYTH-

WHEREAS, The Decatur Macon County Enterprise Zone was certified by the Illinois Department of Commerce and Economic Opportunity to begin operations on January 1, 2016 in accordance with the Illinois Enterprise Zone Act (20 ILCS 655/1 et. seq.), hereafter referred to as “the Act”; and,

WHEREAS, The Village of Forsyth adopted Ordinance 934 (the “Initial Designating Ordinance”), designating an Enterprise Zone (known as the “Decatur Macon County Enterprise Zone”), and,

WHEREAS, The County of Macon, the Village of Long Creek, the City of Decatur, and the Village of Mt. Zion, (collectively with the Village of Forsyth, the “Designating Units of Government”), each adopted substantially identical Designating Ordinances; and,

WHEREAS, the Designating Units of Government, have determined and concur that it is desirable and necessary for the Decatur Macon County Enterprise Zone, hereafter referred to as “the Zone”, to amend the qualifying criteria for property tax abatement within the boundaries of the Zone to meet the needs of existing employers and targeted investors and industry sectors in the region; and,

WHEREAS, specific participating taxing bodies will be requested to make similar amendments to their respective property tax abatement policies; and,

WHEREAS, certain parts of the Zone lie within the boundaries of the **VILLAGE OF FORSYTH**;

NOW BE IT THEREFORE ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF FORSYTH, MACON COUNTY, ILLINOIS:

SECTION 1. Recitals. The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth herein.

SECTION 2. Amendment of Ordinance 934, as amended. That the original Designating Ordinance 934 as amended, shall be further amended to reflect the changes to the Zone property tax abatement program as outlined below.

- A. Section 2.A.5. shall be amended to state as follows:
 Enterprises in the business of selling products or services in the following categories:
 stores selling products to the general public or wholesale customers, restaurants,
 hotels/motels, related concerns, and certain multi-family residential development projects.

B. Section 2. A.6 shall be amended to add the following ineligible project category:
11) Single family residential homes.

C. Section 2.F. shall be amended to state the following:

That, with the adoption of this Ordinance, taxes on real property levied by the **VILLAGE OF FORSYTH** shall be abated on retail, restaurant, hotel/motel, commercial and certain multi-family residential property developments located within the Zone, with the exception of those projects outlined in "Section 2.A.6." above, upon which new improvements have been constructed subsequent to such approval as follows:

D. Section 2.G. shall be amended to state as follows:

The above property tax abatement shall be available for eligible retail, restaurant, hotel/motel, commercial; and certain multi-family housing development projects involving real property upon which construction, improvements, renovation or rehabilitation, for which a building permit is required, which results in an increase in the equalized assessed valuation of at least \$25,000 has been completed after January 1, 2016 and prior to the expiration, termination or decertification of the Decatur Macon County Enterprise Zone.

Additionally, "retail/commercial companies" and "retail/commercial property" shall include multi-family properties, with a minimum of ten (10) living units with minimum investment of \$50,000/unit and maximum of \$250,000/unit (exclusive of site preparation work, utilities, and infrastructure) which construction of development must be completed within 24 months after obtaining necessary building permits. The per unit limits applicable in this Subpart shall be adjusted for inflation annually commencing January 1, 2023 based on the Consumer Price Index, United States average on all items and commodity groups, issued by the Bureau of Labor Statistics of the United States.

Section 3. Severability. In the event that any section, clause, provision, or part of this Ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

Section 4. Effective Date. This Ordinance shall be in effect from the date of and after its passage, approval and recording and upon certification by the Illinois Department of Commerce and Economic Opportunity, according to law.

PASSED this ____ day of March 2022.

INSERT LOCAL SIGNATURE PANEL

NEW BUSINESS

ITEM 5

AMENDMENT TO DECATUR MACON COUNTY ENTERPRISE ZONE INTERGOVERNMENTAL AGREEMENT

This Amendment Agreement made this _____ (date) by and between the City of Decatur, the County of Macon, the Village of Mt. Zion, the Village of Forsyth, and the Village of Long Creek.

WHEREAS, the City of Decatur, the County of Macon, the Village of Mt. Zion, the Village of Forsyth, and the Village of Long Creek entered the Decatur Macon County Enterprise Zone Intergovernmental Agreement on December 1, 2014 [hereinafter: AGREEMENT];

WHEREAS, circumstances have arisen wherein the AGREEMENT requires clarification to resolve potential ambiguity;

WHEREAS, the local units of government listed above desire to clarify and amend the AGREEMENT to serve the purposes and intent of the AGREEMENT; and

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises in the AGREEMENT and as set forth herein, the City of Decatur, the County of Macon, the Village of Mt. Zion, the Village of Forsyth, and the Village of Long Creek agree to the Amendment of the AGREEMENT by adding the following terms to apply to the operation and management of the Enterprise Zone:

- A. Section II, Subpart E) of the AGREEMENT shall be amended to state as follows:

"Retail/commercial companies" as described herein, are Enterprises in the business of selling products or services in the following categories: stores selling products to the general public or wholesale customers, restaurants, hotels/motels, and related concerns. Additionally, "retail/commercial companies" and "retail/commercial property" shall include multi-family properties, with a minimum of ten (10) living units with minimum investment of \$50,000/unit and maximum of \$250,000/unit (exclusive of site preparation work, utilities, and infrastructure) which construction of development must be completed within 24 months after obtaining necessary building permits. The per unit limits applicable in this Subpart E shall be adjusted for inflation annually commencing January 1, 2023 based on the Consumer Price Index, United States average on all items and commodity groups, issued by the Bureau of Labor Statistics of the United States.

- B. Section II, Subpart F) of the AGREEMENT shall be amended by adding the following:

11. Single family residential homes

The undersigned hereby agree as of the date and year set forth above.

City of Decatur

County of Macon

Village of Long Creek

By: _____

By: _____

By: _____

Village of Mt. Zion

Village of Forsyth

By: _____

By: _____

RESOLUTION NO. R2014-139

**RESOLUTION AUTHORIZING INTERGOVERNMENTAL AGREEMENT
- COUNTY OF MACON, THE VILLAGE OF MT. ZION, THE VILLAGE OF FORSYTH
AND THE VILLAGE OF LONG CREEK -**

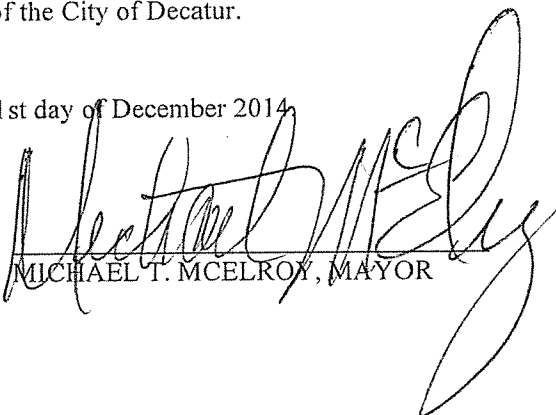
DECATUR MACON COUNTY ENTERPRISE ZONE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

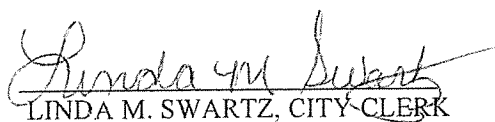
Section 1. That the Agreement presented to the Council herewith between the City of Decatur and the County of Macon, the Village of Mt. Zion, the Village of Forsyth and the Village of Long Creek regarding the Decatur Macon County Enterprise Zone be, and it is hereby, received, placed on file and approved.

Section 2. That the Mayor and City Clerk be, and they are hereby, authorized and directed to sign, seal, and attest said Agreement on behalf of the City of Decatur.

PRESENTED AND ADOPTED THIS 1st day of December 2014


MICHAEL T. MCELROY, MAYOR

ATTEST:


LINDA M. SWARTZ, CITY CLERK

DECATUR MACON COUNTY ENTERPRISE ZONE INTERGOVERNMENTAL AGREEMENT

This Agreement is made Dec. 1, 2014 (date), by and between the City of Decatur, the County of Macon, the Village of Mt. Zion, the Village of Forsyth and the Village of Long Creek.

WHEREAS, the City of Decatur, the County of Macon, the Village of Mt. Zion, the Village of Forsyth and the Village of Long Creek have adopted ordinance(s) and resolution(s) establishing an Enterprise Zone, herein after collectively referred to as “the Ordinance,” subject to certification by the Department of Commerce and Economic Opportunity, herein after referred to as “the Department,” including incorporated portions of the City of Decatur, unincorporated portions of the County of Macon, incorporated portions of the Village of Mt. Zion, incorporated portions of the Village of Forsyth and incorporated portions of the Village of Long Creek; and

WHEREAS, the Governor signed Senate Bill 3616, as amended, into law on August 7, 2012, thereby amending the “Illinois Enterprise Zone Act” (20 ILCS 655/1 et. seq.) under the provisions of Public Act 97-0905 outlining new application procedures and related changes to the Illinois Enterprise Zone Program; and

WHEREAS, the Ordinance is or will be part of the application to the Department for designation of an Enterprise Zone pursuant to 20 ILCS 655/1 et. Seq. and Section 18-170 of the Property Tax Code (35 ILCS 200-170) herein after referred to as “Act;” and

WHEREAS, the local units of government listed above desire to operate the Enterprise Zone in an efficient and effective manner in keeping with the terms of the Act and rules and regulations promulgated by the Department and the Illinois General Assembly for the operation of an Enterprise Zone; and

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises herein after recited, the City of Decatur, the County of Macon, the Village of Mt. Zion, the Village of Forsyth and the Village of Long Creek agree that the following terms shall govern the operation and management of the Enterprise Zone.

SECTION I – GENERAL PROVISIONS

The name of the Enterprise Zone shall be the Decatur Macon County Enterprise Zone, herein after referred to as the “Zone.”

A) **Legal Description.** The area as described in Addendum A of this document and the Ordinance shall be designated as the Decatur Macon County Enterprise Zone.

- B) **Term.** The term of the Zone will be for 15 years commencing on January 1, 2016, and ending at midnight on December 31, 2030, or until such time as the Zone has expired, been decertified by the Department or repealed by the General Assembly or by ordinance of the designating governmental entities, whichever is sooner. After the 13th year, the zone is subject to review by the state Enterprise Zone Board for an additional 10-year designation beginning on the expiration date of the enterprise zone. During the review process, the state Enterprise Zone Board shall consider the costs incurred by the state and units of local government as a result of tax benefits received by the enterprise zone before granting the extension. Upon approval of the state Enterprise Zone Board and certification by the Department, the Zone may further be in effect for an additional 10 years, beginning January 1, 2031.
- C) **Zone Administration.** The parties to this Agreement desire and concur that the administration of the Enterprise Zone shall be under the jurisdiction of the Economic Development Corporation of Decatur and Macon County (EDC), and more specifically the Zone Administrator shall be the CEO/President of the EDC as outlined in Section IV and V below.
- D) **Administration Fees.** As allowed by the Act, the Administrator of the Decatur Macon County Enterprise Zone is hereby authorized to collect an Administration Fee for the issuance of Sales Tax Exemption Certificates for Construction Materials from entities requesting said exemption, in order to offset the management and operational costs associated with the Administration of the Zone. Said fee shall be equal to .5 percent (1/2%) of the documented cost of building materials for each project up to a maximum of \$50,000 per Certificate (20 ILCS 655/8.2c). The Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, may also elect to collect a processing fee for related Enterprise Zone activities such as boundary amendment applications, technical correction applications, and/or other applications resulting in an amendment to the Zone or Zone operating procedures, which may change from time to time. At no time will all fees combined, which are related to a single project, exceed \$50,000 or such amount as may be stipulated in state statute. The parties to this Agreement shall have no liability for payment of such fee.
- E) **Provisions for Tax Abatement.** The parties to this agreement recognize the individual Enterprise Zone property tax abatement policies of the Designating Units of Government, set forth below and in their respective Designating Ordinances and Resolutions. The parties further agree that the taxpayer receiving eligible property tax abatement within the Decatur Macon County Enterprise Zone, subject to certification and/or as certified by the Department, will be subject to certain terms and conditions in the Memorandum of Understanding between said taxpayer and the Decatur Macon County Enterprise Zone Administrator as also outlined below.

SECTION II – DEFINITIONS

- A) “Memorandum of Understanding” or “MOU” as defined herein is the written agreement between the Decatur Macon County Enterprise Zone Administrator, on behalf of the Taxing Bodies participating in the Decatur Macon County Enterprise Zone property tax abatement program, and the Applicant receiving tax abatement. The MOU defines the terms and conditions by which abatement of real estate property tax is authorized.
- B) “Industrial/Manufacturing” as defined herein, are enterprises where the manufacturing or assembling of goods takes place.
- C) “Warehouse/Distribution/Logistic(s) Companies” as defined herein, are warehousing and distribution businesses that are engaged in the storage and/or packaging of goods and the transfer or transportation of products from a point of origin to a point of consumption.
- D) “Office/Knowledge-Based Companies” as defined herein are enterprises that are research oriented and that require a highly skilled workforce such as biotechnology, electronics and/or professional services such as engineering, architecture, finance, law and telemarketing companies.
- E) “Retail/Commercial Companies” as described herein, are enterprises in the business of selling products or services in the following categories: Stores selling products to the general public or wholesale customers, restaurants, hotels/motels and related concerns.
- F) Exclusions - Retail/Commercial Companies engaged in the following categories of business below shall be ineligible for any property tax abatement as provided herein:
 - 1) self-storage (mini warehouse facilities)
 - 2) automobile service station
 - 3) automatic or self-service coin operated car wash
 - 4) commodity scrap processing
 - 5) convenience food and beverage store
 - 6) gasoline station
 - 7) package liquor store
 - 8) recycling facility
 - 9) cash advance, pay day loan and title loan stores
 - 10) adult entertainment venues including adult bookstores

SECTION III – DESIGNATING UNITS OF GOVERNMENT PROPERTY TAX ABATEMENT POLICIES.

- A) By individual governmental ordinance, each designating unit of government for the Decatur Macon County Enterprise Zone shall have a uniform property tax abatement policy that follows the terms outlined below.
- B) **City of Decatur, County of Macon, Village of Mt. Zion, Village of Forsyth and the Village of Long Creek - Non Retail/Commercial Property Tax Abatement** - In no event shall any abatement of taxes on any parcel exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel.

- 1) That commencing on or after January 1, 2016, taxes on real property levied by the City of Decatur, County of Macon, Village of Mt. Zion, Village of Forsyth and/or the Village of Long Creek, whichever is applicable, shall be abated on property located within the boundary of the Enterprise Zone, as certified by the Department, and upon which new improvements have been constructed as follows:

a)	For taxes levied in the first year of abatement:	100%
b)	For taxes levied in the second year of abatement:	80%
c)	For taxes levied in the third year of abatement:	60%
d)	For taxes levied in the fourth year of abatement:	40%
e)	For taxes levied in the fifth year of abatement:	20%

Said abatements shall be for five (5) consecutive years beginning with the real estate taxes payable in the year following the first full year of a facility's commercial operation after which said improvements have been made. Abatement for a specific project will cease after the fifth year or upon expiration, termination or decertification of the Decatur Macon County Enterprise Zone, whichever is sooner.

- 2) The above property tax abatements shall be applicable for eligible Office/Knowledge-based, Warehouse/Distribution/Logistic(s) and Industrial/Manufacturing-based real property upon which construction, improvements, renovation or rehabilitation, for which a building permit is required, has been completed after January 1, 2016 and before the expiration, termination or decertification of the Decatur Macon County Enterprise Zone, whichever is sooner.
- 3) Both a minimum capital investment of One Hundred Fifty Thousand Dollars (\$150,000.00) and the creation and/or retention of twenty-five (25) full-time jobs are necessary for a parcel to receive real tax abatement as

provided herein for eligible Office/Knowledge-based, Warehouse/Distribution/Logistic(s) and Industrial/Manufacturing-based projects.

- C) **City of Decatur, County of Macon, Village of Mt. Zion, Village of Forsyth and the Village of Long Creek - Retail/Commercial Property Tax Abatement** - In no event shall any abatement of taxes on any parcel exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel.
- 1) That, with the adoption of this Agreement, taxes on real property levied by the City of Decatur, County of Macon, Village of Mt. Zion, Village of Forsyth and/or the Village of Long Creek, whichever is applicable, shall be abated on retail, restaurant, hotel/motel and commercial property developments located within the Zone with the exception of those projects outlined in SECTION II F above, and upon which new improvements have been constructed subsequent to such approval as follows:
- | | | |
|----|---|------|
| a) | For taxes levied in the first year of abatement: | 100% |
| b) | For taxes levied in the second year of abatement: | 75% |
| c) | For taxes levied in the third year of abatement: | 50% |
- Said abatements shall be for three (3) consecutive years beginning with the real estate taxes payable in the year following the first full year of a facility's commercial operation after which said improvements have been made. Abatement for a specific project will cease after the third year or upon expiration, termination or decertification of the Decatur Macon County Enterprise Zone, whichever is sooner.
- 2) The above property tax abatements shall be applicable for eligible retail, restaurant, hotel/motel and commercial projects involving real property upon which construction, improvements, renovation or rehabilitation, for which a building permit is required, which results in an increase in the equalized assessed valuation of at least \$25,000 has been completed after January 1, 2016 and prior to the expiration, termination or decertification of the Decatur Macon County Enterprise Zone.
- D) **Eligibility** - Questions as to the eligibility of a project will be decided by the Enterprise Zone Administrator, with advice and consent of the Enterprise Zone Advisory Board.
- E) **Abatement Performance Monitoring Process.** Entities meeting qualification criteria outlined above must enter into a Memorandum of Understanding with the Decatur Macon County Enterprise Zone through its Enterprise Zone Administrator, outlining projected job creation and/or job retention, and capital investment for

the eligible Office/Knowledge-based, Warehouse/Distribution/Logistic(s) and Industrial/Manufacturing-based projects or documentation that minimum increases in equalized assessed valuation have been met for eligible retail, restaurant, hotel/motel and commercial projects, and said Administrator is hereby authorized to enter such agreements on behalf of the Decatur Macon County Enterprise Zone.

- 1) Entities receiving property tax abatement for eligible Office/Knowledge-based, Warehouse/Distribution/Logistic(s) and Industrial/Manufacturing-based projects must agree to maintain a minimum of 90% of the employment levels at that location as described in the Memorandum of Understanding for the term of abatement. At the discretion of the Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, failure to maintain a minimum of 90% of the employment levels during the agreement period may result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable taxing districts.
- 2) Entities receiving property tax abatement for eligible retail, restaurant, hotel/motel and commercial projects must provide documentation of increased assessed valuation as a result of the project in the form of a Notice of Assessment Change from the Macon County Supervisor of Assessment's Office or similar documentation as deemed appropriate by the Decatur Macon County Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board.
- 3) The Administrator of the Decatur Macon County Enterprise Zone will annually monitor the performance of the eligible recipients of property tax abatement in order to ensure that job and investment projections as well as changes in equalized assessed valuation outlined in the Memorandum of Understanding are being met.
- 4) The Administrator of the Decatur Macon County Enterprise Zone, with advice and consent of the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the entity that may result in such entity's insolvency or discharge of workers.
- 5) Upon the effective date of this agreement, all incentives and benefits previously offered and in effect in the Decatur Macon County Enterprise Zone #39 expiring July 1, 2016, shall continue for the term of the newly

designated Decatur Macon County Enterprise Zone, subject to certification of said Zone by the Department, for the following groups:

- a) Business enterprises which are receiving benefits or incentives in the Decatur Macon County Enterprise Zone on the effective date of this designating ordinance;
- b) Business enterprises or expansions which are proposed or under development on the effective date of this designating ordinance:
 - i) if the business enterprise demonstrates that the proposed business enterprise or expansion has been committed to locating or expanding in the zone; or
 - ii) Substantial or binding financial obligations have been made; and such commitments have been made in reasonable reliance on the benefits and programs which would have previously been available because of the enterprise zone.

F) **LOCAL LABOR CONTENT.** As part of a taxpayer's request to receive property tax abatement for a qualified project as described in Section 2 above which will result in building construction, renovation or rehabilitation costs of \$4 million (\$4,000,000) or more, said taxpayer and/or their contractors will be required to submit a local labor utilization plan. The local labor utilization plan should provide for:

- The equitable opportunity for local labor contractors to submit bids for the skilled craft work required by the project;
- The taxpayer's planned efforts for utilization of at least 75% local labor by any non-local contractors who are awarded work related to the construction of said project.

Said taxpayer may request a waiver of the local labor utilization plan if any of the following conditions apply:

- Certain resources are not sufficiently available in the local labor market area;
- An awarded bid to a lower cost resource provider requires the use of non-local labor in order meet bid requirements; or
- The use of non-local labor results from requirements associated with any applicable governmental funding for the project.
- Conflicting obligations exist relative to any contracts or other agreements to which taxpayer is a party or with other policies or programs that may be in effect from time to time.

Local labor is defined as any worker whose primary legal residence is located within the Local Labor Market Area as established for the Decatur Macon County Enterprise Zone designation application.

Said taxpayer will provide such documentation of local labor utilization to the Decatur Macon County Enterprise Zone Administrator along with information supporting any waiver requests upon completion of the project. The Administrator will review submitted information and may conduct additional inquiry to support making a recommendation to the Enterprise Zone Advisory Board regarding whether the taxpayer and/or their contractors have met the requirements of this Section. Although contingent property tax abatement approval may be granted by the Zone Administrator prior to the beginning of project construction, final approval of the property tax abatement request by the Enterprise Zone Advisory Board is required before initiating the Memorandum of Understanding.

The Decatur Macon County Enterprise Zone Administrator will present all disputes and/or appeals concerning the local labor utilization clause of this Ordinance to the Enterprise Zone Advisory Board for final resolution.

SECTION IV – ENTERPRISE ZONE ADVISORY BOARD

- A) Duties. The Enterprise Zone Advisory Board will perform the following duties with respect to the Enterprise Zone:
- 1) Implement, monitor and update established goals and objectives.
 - 2) Establish procedures for the operation and management of the Zone, including appeals processes, and recommendations and advice on policies for the operation and management of the Zone and the administration and enforcement of the Ordinance.
 - 3) Report to the Designating Units of Government and other participating taxing bodies, on an annual basis with respect to Zone activities, performance, policies and procedures.
 - 4) Prepare and distribute to the Designating Units of Government and participating taxing bodies an annual report for the Zone.
 - 5) Develop and implement a marketing program to inform local businesses and industries, as well as out of town prospects, about the Zone and its incentive programs.
 - 6) Coordinate Enterprise Zone programs and activities with the various other planning, economic development and community development entities in the area.

- 7) Provide the necessary reporting data to the Illinois Department of Commerce and Economic Opportunity and the Illinois Department of Revenue.
 - 8) Perform other functions and duties as may be stipulated by future amendments to the Agreement by the Parties above or by the Act.
- B) **Membership.** The Enterprise Zone Advisory Board shall be comprised of the Board of Directors of the Economic Development Corporation of Decatur and Macon County, herein after referred to as “the EDC”, including ex-officio members and the President of the EDC in his or her capacity as Zone Administrator.
- 1) **Terms of Membership.** The terms of membership for Zone Advisory Board members shall serve during their respective terms on the EDC Board of Directors, or in the case of elected officials, during their respective term in office.
 - 2) **Elections.** The Enterprise Zone Advisory Board shall have the same officer designations as the Board of Directors of the EDC. These positions are elected on bi-annual-basis during the appropriate EDC Annual Meeting and are titled Chairman, Vice Chairman and Secretary/Treasurer. Each member shall have one vote for election purposes and for any and all matters upon which the Board must vote; except the Chairman, who shall not have a vote except in the case of a tie. A simple majority of the membership of the Zone Advisory Board present and accounted for at any meeting shall constitute a quorum. A simple majority of the voting members present at any meeting (assuming a quorum is achieved) shall be required for action upon any item brought before the Board for a vote.
 - 3) **Compensation.** Zone Advisory Board members shall serve without compensation.
 - 4) **Staff.** The Zone Administrator shall serve as advisor and staff to the Zone Advisory Board in order to assist in carrying out its functions and duties.
 - 5) **Conflict of Interest.** Any voting member of the Enterprise Zone Advisory Board who has a direct or an implied conflict of interest must abstain from voting on matters before the Advisory Board and their request(s) for abstention will be recorded in the minutes for the Board.

SECTION V - ENTERPRISE ZONE ADMINISTRATOR

- A) **Zone Administrator.** The President of the Economic Development Corporation of Decatur and Macon County shall be the Zone Administrator.

B) **The Duties and Responsibilities** of the Zone Administrator shall be as follows:

- 1) **Administration; Project Eligibility.** The Zone Administrator shall administer and enforce the Ordinance, and operate and manage the Zone. All appeals from any decisions or determination of the Zone Administrator shall be taken to the Enterprise Zone Advisory Board.
- 2) **Records.** The Zone Administrator shall maintain records associated with Zone activities and projects and necessary for the preparation of reports required by the State of Illinois and the Enterprise Zone Advisory Board.
- 3) **Report Preparation.** The Zone Administrator shall prepare all reports required by the State of Illinois.
- 4) **Advisor and Staff to the Enterprise Zone Advisory Board.** The Zone Administrator shall serve as advisor and staff to the Enterprise Zone Advisory Board. Said Administrator shall prepare agendas, minutes, handle correspondence and maintain the records of the Enterprise Zone Advisory Board.
- 5) The Zone Administrator shall initiate and enforce all Decatur Macon County Enterprise Zone property tax abatement Memorandums of Understanding between eligible taxpayers and said Administrator as outlined above.
- 6) The Administrator may also enter into other Enterprise Zone agreements as may be required from time to time, at the direction of the Enterprise Zone Advisory Board and the parties to this agreement, or as may be required by the Act.

SECTION VI - ZONE MANAGEMENT COSTS AND OPERATION

- A) Staff salary and fringe benefits of the Zone Administrator shall be determined and paid by the EDC as part of his or her responsibilities as CEO/President of the EDC.
- B) Operating expenses for the administration of the Zone may include, but are not limited to:
 - 1) Expenses related to promoting the Zone, e.g., brochure production and dissemination, television and newspaper advertising, workshops, presentations and travel.

- 2) Clerical, copying, printing, postage and minor equipment expenses associated with Zone Advisory Board meetings, activities of the Zone Advisory Board and reporting to the State of Illinois.

SECTION VII – ADMINISTRATOR SUCCESSION PROCESS. The agreement between the City of Decatur, on its own behalf and on behalf of the Designating Units of Governments, and the EDC, by which the EDC shall contract to act in the various capacities previously set forth herein, is expected to contain a provision authorizing the termination of said agreement, without cause, by either party upon notice to the other. In the event that the City of Decatur or the EDC elects such a termination prior to the expiration of this Intergovernmental Agreement, said termination shall not under any circumstances be construed as terminating this agreement. The parties to the agreement expressly agree that in that circumstance, this agreement shall remain in full force and effect and the parties hereto agree that they shall, in that event, designate, by majority vote, another entity, board or body to take over the duties of the EDC with regard to the Zone, or the Designating Units of Government shall create a means or mechanism for the election of a Zone Advisory Board and a Zone Administrator, which shall be adopted by a vote of the majority of the Designating Units.

SECTION VIII – NO TAX LEVY OBJECTION. Taxpayers receiving Decatur Macon County Enterprise Zone property tax abatement under the terms and conditions of above must agree that they shall not file an objection to the real estate property taxes levied on the Site and/or Facilities. In the event any real estate property tax protest or objection is filed for the subject property, the Enterprise Zone property tax abatement for the subject property shall automatically terminate.

SECTION IX – NO ASSIGNMENT OR TRANSFER. Decatur Macon County Enterprise Zone property tax abatement shall be specifically granted to the applicant and may not be assigned to or transferred without the written consent of the Decatur Macon County Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, on behalf of the taxing bodies. In the event that the applicant desires to transfer or assign any or all of its ownership of the subject property where the business is located thereon, the transferee shall submit a written request to the Decatur Macon County Enterprise Zone Administrator requesting transfer of the abatement to the new owner for the time remaining on the abatement.

The Decatur Macon County Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, shall review the taxpayer's request to transfer said abatement, and determine the taxpayer's eligibility for such transfer, subject to the terms and conditions outlined above and the applicable MOU. The Decatur Macon County Enterprise Zone Administrator shall notify the affected taxing bodies that such a request has been made and the action taken by the Administrator to address the transfer request.

SECTION X – TAX INCREMENT FINANCING DISTRICT OR REDEVELOPMENT AREA OVERLAY. In the event that a Tax Increment Financing (TIF) District or redevelopment district or project area (20 ILCS 655/5.4.1) is, will be, or has been created by a municipality under Division 74.4 of the

Illinois Municipal Code, and said redevelopment project area contains property that is located in an enterprise zone, and the municipality adopts an enterprise zone designating ordinance pursuant to Section 5.4 of the Act specifically concerning the abatement of taxes on property, as above, located within a redevelopment project area created pursuant to Division 74.4 of the Illinois Municipal Code, and the Department certifies the Ordinance, then the property that is located in both the enterprise zone and the redevelopment project area shall not be eligible for the abatement of taxes under Section 18-170 of the Illinois Property Tax Code.

SECTION XI – LOCAL SOURCING STATEMENT. In addition to Section III F above, the Designating Units of Government encourage companies receiving Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

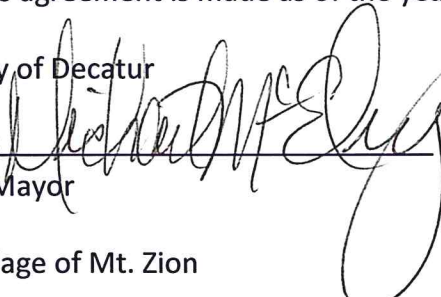
SECTION XII – EFFECTIVE DATE. This Agreement shall be in effect from the date of and after its passage, approval and recording and upon certification of the new Enterprise Zone designation by the Illinois Department of Commerce and Economic Opportunity, according to law. Failure to receive certification of the Zone by the Department will render this Agreement null and void.

SECTION XIII – COMPLIANCE WITH OTHER LAWS. Neither the passage of this Agreement nor the establishment of an Enterprise Zone shall excuse compliance with other applicable laws, ordinances or regulations, unless expressly superseded by the Agreement or the Enterprise Zone Act. Any development undertaken pursuant to the creation of the Enterprise Zone shall be performed in full compliance with all applicable laws and processes.

SECTION XIV – REASONABLE ACTION. For matters related to the operation, amendment or modification of the Decatur Macon County Enterprise Zone which will result in job creation, retention or capital investment within the boundaries or proposed boundaries of the Zone that, by statute, require the approval of the Designating Units of Government, the parties of this Intergovernmental Agreement stipulate and concur that said approval shall not be unreasonably withheld by any of said Designating Units of Government.

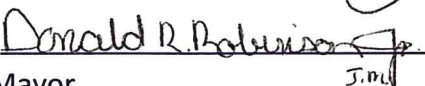
This agreement is made as of the year and day first above written.

City of Decatur

By: 

Mayor

Village of Mt. Zion

By: 

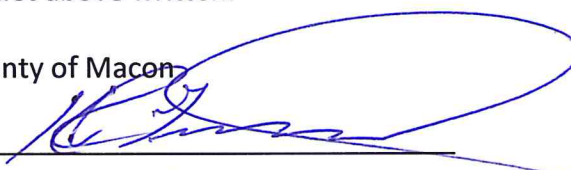
Mayor

Village of Long Creek

By: 

President

County of Macon

By: 

County Board Chairman

Village of Forsyth

By: 

Mayor

NEW BUSINESS

ITEM 6

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: April 5, 2022
Subject: Post Office

We have had some issues with our post office.

- **Brick mailboxes are no longer allowed**
- **Park Place address will be changed**
- **Getting shipping to Prairie Winds**

I want to make sure you are all up to date on this and have a discussion on solutions (if any).

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

NEW BUSINESS

ITEM 7

HS Fields:

Sean takes care of field #4, so his entire pay is for #4 (grooming, mowing, etc...) -- ~\$3,525

We also help with mowing when Sean cannot, we also apply fertilizer, grub and weed control to both HS fields (\$2,585 wages, ~\$4,000 material). We also use ~25,000 gallons of treated water to irrigate both HS fields.

We prep Softball when coaches cannot ~\$1,640, we mow outfield 2/wk at ~\$3100

Fields 1,2,3:

I would estimate $6 \text{ hrs} \times \$15 \times 107 = \$9,630$ -- Forsyth Youth League Only (FYL pays \$20 per game prepped ** 2021 is $107 \times \$20 = \$2,140$ revenue)

I would estimate \$28,575 in wages to work all fields from early spring through October. (using 2 guys at the min. \$15/hr for 8-10 hrs per M-F day, roughly 63 days (2 employees) roughly 43 days (1 employee))

We mow the fields 2/wk, ~\$5,940 (33 weeks, 2/wk, \$15/hr x 6hrs (2 hr/field, 3 fields)

Materials:

Top dressing, chalk, diamond dry, plugs, equipment, etc...

--last 3 years for HS field maintenance:

--4/1/19 ground maint \$1,814

--1/20/20 ground maint \$1,129

--3/6/20 ground maint \$1,764

--10/21/19, 7/20/20 warning track mix \$2,900, \$1,935

--11/04/19 Diamond Pro Ground maint \$5,605 (all 5 fields - 75% HS fields)

--5/6/19, 11/18/19 Infield mix \$720, \$5,299 (all 5 fields - 75% HS fields)

--4/6/20 Diamond pro / clay mix \$540

--Lining chalk - \$658/pallet (2 pallets/yr)

--field equip (plates, mounds, plugs, etc...) ~\$1,500/yr (all 5 fields - 90% Fields 1,2,3)

~\$55,000 in labor/yr

~\$9,100 in material/yr (avg over 3 yrs)

material cost does not include fuel or the cost to treat the water for irrigation

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: April 5, 2022
Subject: Baseball/Softball Turf

You will find two bids in the packet.

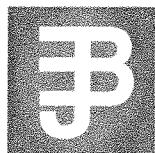
Bid 1: Turfing High School Baseball/Softball fields where they currently are. Within this bid, they have kept the baseball field the same and also another price to make it smaller) (if made it smaller we would have to move dugouts, which would increase the fan and viewer experience)

Bid 2: This is an older bid that was in the master plan that has us moving the fields to the Sports and Nature Park. This starts with the Phase 5 Cost Estimate

Items to Consider:

- The High School has approached us about working in partnership with them. They currently give us \$10,000 a year to use the fields. If we move forward they will increase that to \$15,000 for 10 years and \$20,000 last 10 years (20 total)
- Our cost to maintain the fields are attached. This will relieve Public Works from having to care for the fields.
- Greg believes the cost for this will be a good fit from the Hotel/Motel tax.
- The Junior High currently plays on the field in Maroa, they can now play here, bringing more traffic to the park.
- If we work with the school we can get a discount when they install their turf. If we do both baseball/softball at the same time we will also get a discount.
- This company falls under TIPS-therefore we do not have to go out to bid.
- It can be fitted with base paths and pitching mounds for various ages.

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



Byrne & Jones CONSTRUCTION

SPORTS

13940 St. Charles Rock Road

ST. LOUIS, MO 63044

PHONE: (314) 567-7997

FAX: (314) 567-1828

WWW.BYRNEANDJONES.COM/SPORTS

DATE: 03.07.2022

Village of Forsyth, IL
Attn: Jill Applebee, Village of Forsyth
301 South Route 51
Forsyth, IL 62535

Dear Ms. Applebee,

On behalf of Byrne & Jones Construction's Sports Division, I would first like to thank you for the opportunity to submit our proposal for the Synthetic Turf Baseball and Softball Fields for The Village of Forsyth, IL. We have reviewed the project thoroughly and we are confident that we have provided a competitive and attractive package for the district.

Founded in 1976, Byrne & Jones Construction is a privately held construction company in our 46th year of business. In 2021, our revenue was over \$150 million dollars. Despite our rapid growth in recent years, Byrne & Jones Construction remains a debt free organization.

Our Team has been in the Sports Construction industry for over 35 years. In the early 1980's we began building asphalt running tracks, which quickly led to the installation of all-weather running track surfacing. Since then, we have completed over 550 track projects across the Midwest. In 2004, we broke into the synthetic turf field industry with our first field at Washington University in St. Louis, MO. We now have over 450 athletic field projects under our belts averaging 30+ annually over the last 3 years. Just last year we became one of the few members of the 40/40/40 club participating in the construction of over 40 fields, 40 tracks, and 40 tennis courts.

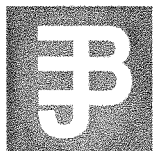
Our approach to sports construction is unique: we are the most knowledgeable builders in the synthetic and running track business. Currently, we are the only construction company in the **American Sports Builders Association (ASBA) with EIGHT (8) Certified Synthetic Turf Field Builders, FOUR (4) Certified Track Builders, and an ASBA Board of Directors member on staff.** Our agenda is NOT to sell track or turf systems. It's to match the best surface to the owner's goals. Our goal is to build the best facility for the owner's needs and budget. By being a turn-key full-service builder, we control the production schedule and eliminate the risks and added mark-up by having subcontractors on the job. Our crews are dedicated solely to our sports division and we have the most advance equipment to build your field according to the owner's and designer's specifications. Our resume includes work with the NFL, Frontier League, NCAA, Parks & Recreation Departments, private soccer clubs, countless high schools, and SEVEN (7) ASBA Distinguished Field Awards.

In the following pages you will find our proposal for your review. If you have any questions or need anything at all, please feel free to contact me directly.

Sincerely,

Joseph Schuit
Territory Manager
Byrne & Jones Construction | Sports Division
(314) 619-3326
jschuit@byrneandjones.com





Byrne & Jones CONSTRUCTION

13940 St. Charles Rock Road

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| SPORTS |

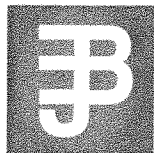
FULL TURF BASEBALL FIELD

- Mobilization of necessary material, labor, and equipment to complete the baseball field synthetic turf scope of work
- Price includes surveying and layout of our work
- Excavate to subgrade for the field area
 - Spoils to be remain on site
 - Cap irrigation for system for field if needed
- Install a 12" HDPE collection pipe that ties into the existing structure or daylight within 50' of the field
 - **Price does not include any onsite storm water detention systems or design**
 - Price based on no pipe excavation over 4' deep
- Install a turf tie down system around the perimeter of the field
 - Existing fence, backstop, dugouts, foul poles etc. to remain in place or be replaced by others
- Install 4 oz non-woven geotextile fabric over the subgrade and in the collection trench
- Install 1"x12" flat drains on 25' centers in the outfield only
- Furnish, grade, and compact 4" inches of drainable stone for the infield area
- Furnish, grade, and compact 2" inches of drainable surface stone for the infield area
- Furnish and install 1 set of bases, 2 sets of base anchors, and 1 bury all home plate for the game field
- Furnish 1 adult portable pitching mound for the game field
- Construct permanent pitching mounds for the existing bullpens
 - Price includes new home plates for the bullpens
 - New mounds to receive same turf as the field
- Furnish and install synthetic turf specifically engineered for baseball
 - Includes 4 sets of replacement panels for the batter's box, and catcher's area
 - Markings and logos per B&J rendering dated 9-29-2020
- Backfill around the field as needed and seed the areas disturbed

TOTAL INVESTMENT (Shaw TruHop or Comparable Greenfields Baseball Product): \$1,345,830

TOTAL INVESTMENT (Astroturf High-End Baseball Product, Millikin U): \$1,398,000





Byrne & Jones CONSTRUCTION

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FULL TURF SOFTBALL FIELD

- Mobilization of necessary material, labor, and equipment to complete the softball field synthetic turf scope of work
- Price includes surveying and layout of our work
- Excavate to subgrade for the field area
 - Spoils to be remain on site
- Install a 10" HDPE collection pipe that ties into the existing structure or daylights within 50' of the field
 - Price does not include any onsite storm water detention systems or design
 - Price based on no pipe excavation over 4' deep
- Install a turf tie down system around the perimeter of the field
 - Existing fence, backstop, dugouts, foul poles ect. to remain in place or be replaced by others
- Install 4 oz non-woven geotextile fabric over the subgrade and in the collection trench
- Install 1"x12" flat drains on 25' centers in the outfield only
- Furnish, grade, and compact 4" inches of drainable stone for the infield area
- Furnish, grade, and compact 2" inches of drainable surface stone for the infield area
- Furnish and install 1 set of bases, 1 sets of base anchors, and 1 bury all home plate for the game field
- Furnish and install synthetic turf specifically engineered for softball
 - Includes 4 sets of replacement panels for the batter's box, and catcher's area
 - Markings and logos per B&J rendering dated 9-29-2020
- Backfill around the field as needed and seed the areas disturbed

TOTAL INVESTMENT (Shaw TruHop or Comparable Greenfields Baseball Product): \$548,665

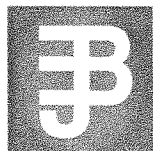
TOTAL INVESTMENT (Astroturf High-End Baseball Product, Millikin U): \$574,790

COMBINED SCOPE DISCOUNT

- If two fields are completed simultaneously, Byrne & Jones will provide a discount of \$10,000 - \$30,000 to the total project amount depending on scopes of work chosen.
-



ASPHALT | CONCRETE | STABILIZATION | MICROSURFACING | SPORTS



Byrne & Jones CONSTRUCTION

| SPORTS |

13940 St. Charles Rock Road

ST. LOUIS, MO 63044

PHONE: (314) 567-7997

FAX: (314) 567-1828

WWW.BYRNEANDJONES.COM/SPORTS

WARRANTIES

- 8 year synthetic turf manufactures warranty
- 1 year civil construction warranty

VALUE ADDED

- Member of the American Sports Builders Association
- 4 Certified Track Builders on staff
- 8 Certified Field Builders on staff

General Conditions/Exclusions:

1. Includes (1) mobilization per price shown above.
2. Price based on normal working hours and days.
3. Price based on mutually agreeable contract language.
4. Price based on tax exempt pricing.
5. Price based on complete access to the jobsite.
6. Priced do not include disposal or handling of any contaminated spoils.
7. Any modification to rock, or material type must be mutually agreed upon.
8. Price does not include any pavement repairs due to construction traffic.
9. Price does not include any fence installation.
10. Price does not include any bullpen, backstop, or batting cage installation unless specified.
11. Price does not include any sports equipment installation above mentioned scope.
 - a. Price excludes, goals, foul poles, ect.
12. Price excludes any soil stabilization or soil modifications.
13. Price does not include any work to existing structures/facilities around the fields.
14. Price does not include any utility locates, removals, or installation.
15. Price does not include any design for the site or any storm water management provisions or fees.
16. Price does not include any work not specified in the above scope of work.

If you have any questions, please feel free to contact me at (314) 619 – 3326 or jschuit@byrneandjones.com

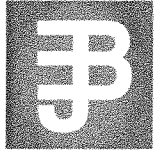
Sincerely,

Joseph Schuit

Signature If Accepted



ASPHALT | CONCRETE | STABILIZATION | MICROSURFACING | SPORTS



Byrne & Jones
CONSTRUCTION

| SPORTS |

13940 St. Charles Rock Road

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WWW.BYRNEANDJONES.COM/SPORTS



THE INTERLOCAL PURCHASING SYSTEM TIPS CONTRACT NUMBER 170205



ASPHALT | CONCRETE | STABILIZATION | MICROSURFACING | SPORTS

Hi!

You are correct - your field is enormous. Your field is appx. 145,000SF, which at \$1,396,000 is appx. \$9.63/SF

By bringing in your infield to shorten the backstop, and bringing in your outfield fence, we could likely get your field down to about 120,000 SF which would be appx. \$1,155,600 (at \$9.63/SF)

- That price is an approximation based on square footage and would get you close
- This price does not include the cost of moving the fence in.

If you wanted to explore shrinking the field, it would likely be a good idea to talk to the teams that use the field and get their input on what they'd like the fence distances to be at.

We (Byrne & Jones) also offer an option of entering into a Letter of Intent (LOI) agreement, where we become your design partner to consistently give you updated pricing and drawings until we reach an agreeable scope and price, and then we build the project. The way our letter of intent reads is that no money is due up front, but if B&J does not build the field(s), we would ask for 3% of the estimated contract value.

Is the LOI something you would be interested in?

PHASE 5 COST ESTIMATE

FORSYTH FAMILY SPORTS & NATURE PARK MASTER PLAN (REV. 2020)
VILLAGE OF FORSYTH, ILLINOIS

FOUR ADULT BASEBALL DIAMONDS DETAILED COST BREAKDOWN

PAY ITEM	QUANTITY	UNIT	UNIT PRICE	4 DIAMONDS - SYNTHETIC TURF INFIELDS & OUTFIELDS	4 DIAMONDS - SYNTHETIC INFIELDS & GRASS OUTFIELDS W/ IRRIGATION	4 DIAMONDS - GRASS INFIELDS & OUTFIELDS W/ IRRIGATION	2 DIAMONDS - SYNTHETIC TURF INFIELDS & OUTFIELDS 2 DIAMONDS - SYNTHETIC TURF INFIELDS & GRASS OUTFIELDS W/ IRRIGATION
FIELD SURFACING	1	LS	* SEE NOTES	\$4,400,000.00	\$3,500,000.00	\$2,000,000.00	\$3,950,000.00
FIELD LIGHTING	4	EA	\$200,000.00	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00
BACK STOP & NETTING	4	EA	\$40,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00
DUGOUTS	8	EA	\$20,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00
FOUL POLES	8	EA	\$10,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
SCOREBOARDS	4	EA	\$20,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
FENCING	4	EA	\$75,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
DOUBLE BATTING CAGE	1	LS	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
CONCESSIONS/RESTROOMS	1	LS	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00
PAVILION	1	LS	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
CONCRETE PLAZA	1	LS	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00
MISCELLANEOUS SITE FIXTURES	1	LS	* SEE NOTES	\$260,000.00	\$224,000.00	\$164,000.00	\$242,000.00
CONSTRUCTION TOTALS:				\$6,745,000.00	\$5,809,000.00	\$4,249,000.00	\$6,277,000.00

* COSTS ARE ESTIMATED USING 100,000 SQ. FT. PER FULL FIELD SURFACE AND 21,000 SQ. FT. PER INFIELD

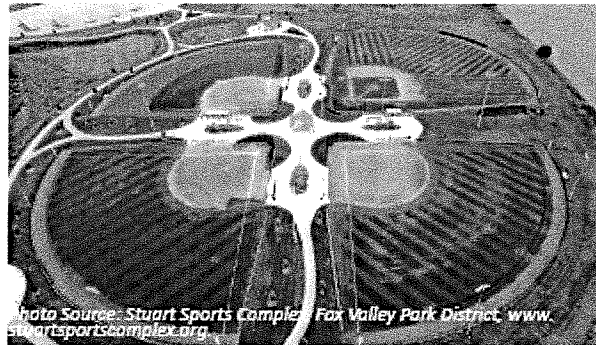
* MISCELLANEOUS FIXTURES ARE ESTIMATED TO BE 4% OF THE TOTAL COST OF THE OTHER ITEMS REQUIRED FOR THE DIAMONDS

PHASE 5

Phase 5 adds the sporting component to the park.

Construction items include:

1. Four (4) full-size baseball diamonds with all the amenities.
2. A concession stand with restrooms and a pavilion.
3. A walking path around the perimeter of the diamonds.
4. The completion of the northern parking lot.
5. A nature viewing area on the west side of the diamonds.
6. Thirty (30) shade and ornamental trees.



PHASE 5 COST ESTIMATE

FORSYTH FAMILY SPORTS & NATURE PARK MASTER PLAN (REV. 2020)
VILLAGE OF FORSYTH, ILLINOIS

COMPLETE NORTH PARKING LOT, 4 BASEBALL DIAMONDS & PATHS

PAY ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL COST	
HOT-MIX ASPHALT PARKING LOT, 3" (W/ 8" AGG. BASE)	6,300	SY	\$ 55.00	\$	346,500.00
8-6.12 CURB & GUTTER	400	LF	\$ 50.00	\$	20,000.00
PCC SIDEWALK, 5" (SPECIAL)	2,800	SF	\$ 10.00	\$	28,000.00
PAVEMENT MARKINGS	4,000	LS	\$ 1.00	\$	4,000.00
PCC ENTRANCE PAVEMENT, 6"	100	SY	\$ 60.00	\$	6,000.00
PCC SIDEWALK, 5"	6,000	SF	\$ 6.00	\$	36,000.00
HOT-MIX ASPHALT PATHS, 2 1/2" (W/ 6" AGG. BASE)	1,900	SY	\$ 35.00	\$	66,500.00
TREES	30	EACH	\$ 400.00	\$	12,000.00
NATURE LOOK OUT WOODEN FLOOR	1	LS	\$ 6,000.00	\$	6,000.00
4' TALL DECORATIVE FENCING	60	LF	\$ 50.00	\$	3,000.00
EDUCATIONAL SIGNAGE	1	LS	\$ 2,000.00	\$	2,000.00
ADULT BASEBALL DIAMONDS	1	LS	* SEE NOTES	\$ 4,249,000.00	\$ 6,745,000.00
CONSTRUCTION CONTINGENCIES (10%-20%):				\$ 478,000.00	\$ 1,455,000.00
SUBTOTAL:				\$ 5,257,000.00	\$ 8,730,000.00
DESIGN SERVICES (8%):				\$ 421,000.00	\$ 699,000.00
CONSTRUCTION SERVICES (8%):				\$ 421,000.00	\$ 699,000.00
PHASE 5 TOTAL:				\$ 6,099,000.00	\$ 10,128,000.00

*SEE PAGE 22 FOR A DETAILED BREAKDOWN OF THE COST ESTIMATES AND OPTIONS FOR THE FOUR BASEBALL DIAMONDS

Athletic Fields

The quad-plex serves as a regional draw for the facility. The design allows for a center concession, restrooms, and ample space for spectators. Shade trees, structures, and stands should be included for the comfort of the visitors. Field turf has been provided as an alternative. Black chain-link is the preferred fencing.



Nature Viewing Area

The lookout is meant to help connect residents with nature. This spot will be ideal for bird watching, pollinator spotting, and wildlife observation.



2020 Master Plan Update | Element Three 33

NEW BUSINESS

ITEM 8

Mayor and Trustees,

We are asking for permission to purchase four (4) new water plant dehumidifiers to help with removing plant condensation. The condensation is an attributing factor in the accelerated corrosion of plant equipment and system piping.

The dehumidifiers will be Quest HI-E Dry Model 195 covering 30,000 – 35,000 ft³ each.

The old (non-functioning) models were Quest HI-E Dry Model 120 covering 15,000 – 24,000 ft³ each.

We used five (5) each of the Model 120s before I arrived and it kept the plant dry.

Purchasing and using 4 new Model 195 dehumidifiers will cover (using minimum ft³) 120,000 ft³ for a price of \$3616.95 each (\$14,467.80 total). The 195s are the most electrical efficient model.

Purchasing and using 5 new Model 120 dehumidifiers will cover (using minimum ft³) 75,000 ft³ for a price of \$2999.00 each (\$14,995.00 total).

Sylvane was the lowest price that I have found so far, they also offer free shipping and a three (3) week lead time.

Following budget discussions, we did budget \$20,000 for this purchase. (51-00-511)

I recommend the purchase of 4 new HI-E Dry Model 195 dehumidifiers for the water plant, rather than the 120 models.

Pricing is unstable, but we will be around the \$14,467.80 range and well below the budgeted \$20,000.

Thanks, Darin

NEW BUSINESS

ITEM 9

UNIFORM PERSONNEL RULES AND REGULATIONS

VILLAGE OF FORSYTH, ILLINOIS

Updated April 5, 2022

Policy Cover Sheet

PROCESS

The Uniform Personnel Rules and Regulations policy for the Village of Forsyth, Illinois was last updated on July 2, 2012. Village Staff first met on October 1, 2021 to begin review of this document. The initial review included a comparison of personnel policies from the Decatur Park District, the Village of Mt. Zion, as well as a discussion of standard leave practices, and the experience of staff in their previous municipal positions. After employees were able to express their wishes for what would both make their work life better, and ensure that the Village of Forsyth remains an attractive employer for future prospective employees based on current trends in personnel, a working group consisting of Jill Applebee, Rhonda Stewart, and Steven Ward was formed to begin updating the policy.

The working group met multiple times over the past six months to get this document in its present form. This included three meetings with Mayor Peck, where constructive feedback was given, and additional revisions were made, including the scaling back of some potential employee benefits. Staff met as a whole again on March 28, 2022 to review the final draft of this document, and everyone feels good about where it currently stands. While some of the updates offer improvements to employee leave, many updates were designed to protect the Village, and to better define what employees can and cannot do. This strengthens the ability of Department Heads to manage their staff, and will provide consistency of interpretation from one Village Administrator to the next.

IMPORTANT CONSIDERATIONS

- Other than subject headings, all bold text reflects a change to policy
- Stricken language, where policy has changed, is reflected using ~~lines through text~~
- Edits that do not reflect a change to policy, for ex. changing “he” to “their”, or changing “Village Governing Body” to “Village Board of Trustees” were not made bold
- Formatting has been updated throughout the document, and page breaks, etc. will be improved when the document has been approved and the bold text and stricken language has been removed
- Resolutions: 12-03, 14-04, 14-05, 7-2017, 4-2018, 8-2018 were folded into the policy

UPDATES

- **Article I, Section I-5., “Collective Bargaining Agreements”, pg. 3: Language added to define Union collective bargaining processes in regards to personnel policy**
- **Article III, Section III-1., f) “Immediate Family”, pg. 4: Immediate family further defined, to include: civil union partner, step children, step grandchildren, step parents, and step grandparents**
- **Article V, Section V-1., c) “Hours of Work”, pg. 7: Language related to compensatory (comp) time added, including terms and limits**
- **Article V, Section V-2., a) “Holidays”, pg. 7: Language added to define which employees are eligible for holiday pay**
- **Article V, Section V-2., a) “Holidays”, pg. 7: MLK day added as an annual holiday**
- **Article V, Section V-2., b) “Holidays”, pg. 7: Language added to ensure that any future holiday pay won’t be expected upon separation**
- **Article V, Section V-3., “Vacation Leave”, pgs. 8-11: Entire section updated, with changes including:**
 - **a) Defines vacation leave timeframe, calendar year. Permanent part-time employees previously received vacation leave on their anniversary date.**
 - **b) & c) Language defining vacation leave carry-over added: full-time (40 hours) and permanent part-time (20 hours)**
 - **d) Language defining unauthorized and work stoppage vacation leave use added**
 - **e) Defines employee compensation for vacation leave, prior to four-month probationary period completion**
 - **f) Defines employee compensation for vacation leave, after four-month probationary period completion**
 - **g) Language encouraging full days of vacation leave, and full weeks of vacation leave use added**
 - **h), i), j), k), l) & m) Defines vacation leave request processes**
 - **n) Language added stating that vacation leave cannot be borrowed from future calendar years**
 - **o) Language added stating that seasonal employees are not eligible for vacation leave**
 - **p) Defines vacation leave increments, not less than 15 minutes**
 - **VACATION CHARTS: Charts define vacation leave proration for new employees, and vacation leave for employees after completing one full calendar year of service. Updates include:**
 - **New employees will be offered vacation leave at a prorated total, dependent on which quarter they begin employment. The major change is the total: 80%, 60%, 40%, and 20% vacation leave. Once the new employee hits January 1st, they will receive 80% for that calendar year. Once the employee completes their first full calendar year of service, they will move on to the next chart, receiving 100% of the vacation leave, as outlined.**
 - **Permanent part-time employees prorated and regular vacation leave (after completing their first full calendar year of service) will be based on the hours that they are scheduled to work in a year.**

- Vacation leave, year to year, will accrue a bit faster, for ex., rather than waiting until year ten to receive 3 weeks of vacation leave, employees will gradually build up to 3 weeks between years 3 and 9
 - 5 weeks of vacation leave will be offered after 25 completed years of service. This previously capped at 4 weeks of vacation after 20 years.
- Article V, Section V-4., a) “Sick Leave”, pg. 11: Full-time employees will receive twelve sick days of sick leave at the beginning of January each year, or a prorated total as outlined in the charts for new employees. Sick leave previously accrued at one-half day per month. Getting sick leave upfront will allow employees to better manage illness, and will prevent the Treasurer from having to make these updates for each employee during each pay period.
- Article V, Section V-4., d) “Sick Leave”, pg. 11: Defines sick leave increments, not less than 15 minutes
- Article V, Section V-4., e) “Sick Leave”, pg. 11: Language added defining sick leave compensation, including IMRF rules
- Article V, Section V-4., f) “Sick Leave”, pg. 12: Language added requiring a release form to return back to work following extended time off due to illness.
- Article V, Section V-4., i) “Sick Leave”, pg. 12: Language added allowing employees to use sick leave to attend medical appointments for members of immediate family
- Article V, Section V-4., k) “Sick Leave”, pg. 12: Language added stating that sick leave cannot be borrowed from future calendar years
 - SICK CHARTS: Charts define sick leave proration for new full-time employees, and sick leave for full-time employees after completing one full calendar year of service. Updates include:
 - New full-time employees will be offered sick leave at a prorated total, dependent on which quarter they begin employment. The major change is the total: 80%, 60%, 40%, and 20% sick leave. Once the new employee hits January 1st, they will receive 80% for that calendar year. Once the employee completes their first full calendar year of service, they will move on to the next chart, receiving 100% of the sick leave as outlined.
- Article V, Section V-5., “Personal Leave”, pgs. 12-14: Entire section updated, with changes including:
 - a) Defines personal leave timeframe, calendar year.
 - b) Language added stating that all personal time must be used by the end of the calendar year
 - c) Language defining unauthorized and work stoppage personal leave use added
 - d) Defines employee compensation for personal leave, prior to four-month probationary period completion
 - e) Defines employee compensation for personal leave, after four-month probationary period completion
 - f) Language added stating that personal leave cannot be borrowed from future calendar years
 - PERSONAL CHARTS: Charts define personal leave proration for new employees, and personal leave for employees after completing one full calendar year of service. Updates include:

- **New employees will be offered personal leave at a prorated total, dependent on which quarter they begin employment. The major change is the total: 80%, 60%, 40%, and 20% personal leave. Once the new employee hits January 1st, they will receive 80% for that calendar year. Once the employee completes their first full calendar year of service, they will move on to the next chart, receiving 100% of the personal leave as outlined.**
 - **Permanent part-time employees prorated and regular personal leave (after completing their first full calendar year of service) will be based on the hours that they are scheduled to work in a year.**
- **Article V, Section V-6., b) “Funeral Leave”, pg. 15: Language added to allow employee to take additional unpaid leave, or to use accumulated, sick, vacation, or personal leave**
- **Article V, Section V-7., b) “Civil Leave, Jury Duty”, pg. 15: Defines jury duty compensation procedures**
- **Article V, Section V-7., c) “Civil Leave, Jury Duty”, pg. 15: Personal leave added to the leave an employee may use for other court related duties**
- **Article V, Section V-10., a) “Weather and Safety Leave”, pgs. 15-16: Language added defining weather and safety leave, including pay for employees when offices are closed**
- **Article V, Section V-10., b) “Weather and Safety Leave”, pg. 16: Language added further defining weather and safety leave, specifically when offices “will be open”**
- **Article V, Section V-10., c) “Weather and Safety Leave”, pg. 16: Language added further defining weather and safety leave, specifically “early closure”**
- **Article VI, Section VI-2., a) & b) “Means of Discipline”, pgs. 16-17: Legal language added to protect the Village**
- **Article VI, Section VI-3., “Absent Without Leave”, pg. 17: Word “reprimand” added for consistency of language**
- **Article VIII, Section VIII-1., g) “Political Activity”, pg. 19: Language referring to use of Village property added**
- **Article VIII, Section VIII-4., a) & b) “Insurance”, pg. 20: Language added defining insurance benefits and cost sharing**
- **Article VIII, Section VIII-5., “Employee Assistance Program (EAP)”, pg. 20: Language for new EAP benefit added**
- **Article VIII, Section VIII-6., “Outside Employment”, pg. 20: Language further defining outside employment added**

**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

ARTICLE I INTRODUCTION

I-1. Rules Established

The following rules, regulations, and other administrative provisions for personnel administration are established to:

- a) Promote and increase efficiency and economy in the Village service.
- b) Provide fair and equal opportunity to all qualified citizens to enter Village employment in all occupations on the basis of demonstrated merit and fitness as ascertained through fair and practical method of selection without regard to age, race, color, sex, handicap, religion, national origin or ancestry.
- c) Develop a program of recruitment, advancement and tenure which will make the Village service attractive as a career.
- d) Establish and maintain a uniform plan of evaluation and compensation based upon the relative duties and responsibilities of positions in the Village service to assure a fair and equitable wage or salary to all employees.
- e) Establish and promote high morale by providing good working relationships, uniform personnel policies, opportunity for advancement without regard to age, race, color, sex, handicap, religion, national origin or ancestry, and consideration for employee needs and desires.

I-2. Administrative Responsibility

The personnel program consists of the policies and procedures related to personnel administrations in the service of the Village and shall be administered by the Village Administrator or his/her designee. The policies and procedures of the personnel program shall apply to all employees in the service of the Village of Forsyth, except the Village Administrator and elected officials.

I-3. Departmental Regulations

The head of any department may formulate in writing reasonable administrative regulations for the conduct of the department, which shall be available to all departmental employees. Nothing in this section shall be construed as granting any department authority to adopt regulations in violation of, or in conflict with, personnel regulations approved and adopted by the Village Administrator or Board of Trustees.

I-4. State and Federal Laws

Nothing in these rules and regulations shall be construed to require any employee to act in violation of any state or federal law and nothing is intended to conflict with any state or federal laws. In the event that any such conflict should occur, these rules and regulations shall be revised to the extent necessary to comply with any such laws. Nothing in these rules and regulations shall be construed to deprive any employee or the Governing Body of any right or privilege provided by any state or federal law.

I-5. Collective Bargaining Agreements

Any collective bargaining agreements entered into between Union employees and the Village shall supersede these rules and regulations in instances of directly conflicting terms. Notwithstanding the foregoing, any rules and regulations provided for herein that have not been subject to the collective bargaining process shall apply to Union employees.

ARTICLE II POSITION CLASSIFICATIONS

II-1. Position Classification Plan

Each position in the Village government shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class, which may include either a singular position or two or more positions.

II-2. Job Descriptions

Each class shall have a specification that includes a concise descriptive title, a description of the duties and responsibilities of positions in the class, and a statement of the qualifications for filling such positions. Such specifications shall be approved by the Village Administrator and shall be open to inspection by any interested party during regular office hours.

II-3. Job Classifications

Each job classification shall be assigned to an appropriate range in a pay plan, which has been approved by the Village Board of Trustees.

II-4. Maintenance of Plan

The classification plan shall, from time to time, be reviewed so as to provide for changes in class necessitated by organizational adjustment, improved methods, or new or revised service programs. The Village Administrator shall approve all new or revised class descriptions, reclassify, reassign, or transfer any employees when such action is deemed essential or desirable for the improvement of Village operations or the benefit of the employee.

ARTICLE III RECRUITMENT, SELECTION AND PLACEMENT

III-1. Definitions

- a) Full-time employee is one who works a normal forty (40) hour week on a regular and continuing basis.

- b) Part-time employee is one who works less than a normal work week on a regular and continuing basis.
- c) Permanent employee is a full-time or part-time employee who has satisfactorily completed a four (4) month probationary period.
- d) Temporary employee is one who works on an irregular and/or nonpermanent basis.
- e) Anniversary date is the date an employee begins employment.
- f) “Immediate Family” includes only: spouse **or civil union partner**; children **and step children**; brother and sister; aunt and uncle; parents of employee or the employee’s spouse **or civil union partner**; grandchildren and grandparents of the employee or the employee’s spouse **or civil union partner**; great grandchildren and great grandparents of the employee **or the employee’s civil union partner**; **step parents, step grandparents and step grandchildren.**

III-2. Qualifications for Employment

All new applicants for any position with the Village shall meet the minimum qualifications for the position as set forth in the class description. Each applicant shall complete a job application form and medical history form. The applicant also shall successfully pass a physical examination and other tests when deemed necessary by the Village Administrator.

III-3. Promotion

It is the policy of the Village to fill all vacancies for supervisory, skilled and upper-level positions from the ranks of present employees when practical. All employees seeking promotion shall be expected to meet the minimum qualifications for the classification to which they seek promotion, including a physical examination and/or other test when deemed necessary by the Village Administrator.

III-4. Probation

- a) Each employee hired to fill a permanent position shall satisfactorily complete a four (4) month probationary period before being granted permanent employee status. Any employee may be terminated during the probationary period for reasons without specification or cause.
- b) Each employee promoted to a classification with greater pay and responsibility shall satisfactorily complete a four (4) month probationary period before being granted permanent status in their new classification. Any employee who fails to satisfactorily complete such probationary period shall be returned to the pay and position that they held immediately prior to their promotion, or to a position with equal pay and responsibility.

III-5. Nepotism

- a) No employee shall hold a position where the employee would supervise, check or audit the work of another employee within the employee’s immediate family, nor shall an employee hold a position where the

employee's work would be supervised, checked or audited by a member of the employee's immediate family.

- b) If two employees marry during the period of their employment and are affected by the above, one may be transferred to another position if a vacancy for which the employee is qualified exists, or the Village may terminate one of the employees.

ARTICLE IV COMPENSATION

IV-1. Pay Plan

- a) All employees shall be paid at the rates prescribed for in the classification in which they are employed. Employees working on a part-time basis shall receive that portion of the salary assigned to their class to be determined by the actual time they work. Employees working less than full-time, and on an irregular basis, shall be paid at an hourly rate computed from the salary assigned to their positions.
- b) The promotion of any employee to a class with a higher salary range shall include an increase in their salary to at least the minimum for the new classification. If the minimum for the new classification is below their present salary, the employee shall not be granted more than a five (5) percent increase in salary at the time of promotion, unless the increase shall have been approved by the Village Administrator.
- c) In the event an employee is reclassified or demoted to a lower classification, their salary must be reduced to any amount in the lower classification, however, in no event shall their salary be fixed at an amount greater than they were earning immediately prior to their demotion.

IV-2. Salary Range New Employees

A new employee will normally enter employment at the minimum rate of pay for the position in which they are employed. In the case of difficulty in finding qualified personnel or in the hiring of an exceptionally qualified person, a higher starting salary may be established by the Village Administrator.

IV-3. Merit Salary Increase

Salary increases shall not be routine or automatic. An employee assigned permanent status following completion of a probationary period may be granted a merit increase. The head of a department may recommend additional salary increases within the assigned range when both of the following have been met:

- a) The employee has spent at least twelve (12) full months at their present salary; and
- b) A performance evaluation report has been prepared not more than sixty (60) days prior to the date of the recommendation and such report is rated satisfactory or higher.

IV-4. Performance Evaluation Required

- a) Employee performance evaluations shall be considered in determining salary increases within the limits established in the pay plan, as a factor in promotions, as a factor in determining the order of layoffs, and as a means of discovering employees who should be promoted or transferred, or who, because of their low performance, should be demoted.
- b) An evaluation of each employee's performance of their duties and responsibilities shall be made by each Department Head or authorized supervisor. The evaluation shall be in writing upon such forms as are approved by the Village Administrator. Each employee shall be evaluated at least once each twelve (12) months and not more often than once in each six (6) month period. A probationary employee shall be evaluated at the completion of their probationary period to determine their eligibility to be granted permanent status.

IV-5. Pay Days

Employees shall be paid bi-weekly on Fridays. When a payday falls on a holiday, employees may be paid on the preceding workday.

IV-6. Pay on Termination

An employee who is terminated will receive their final check on the first regular scheduled payday for the pay period during which their termination occurs.

IV-7. Overtime Work

- a) Overtime work shall be paid at one and one-half times the employee's regular rate of pay. Overtime work shall be paid not later than the first payday following the pay period in which it was earned.
- b) No person employed in an executive or professional position shall be eligible for overtime pay.

IV-8. Pay Records

The Village Treasurer shall keep adequate records of all persons employed, their pay scale, time worked, including overtime, accrued vacation, sick, personal leave, bonus days, and all absences for holidays, vacation, sick, and personal leave. Such records shall be available at all reasonable times for inspection by the employee.

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 employee shall be permitted to work in excess of forty (40) hours per week except when an emergency exists or overtime work 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

~~Vacation leave shall be earned and accrued from the employee's anniversary date under the conditions hereinafter stated. No employee shall be permitted to use vacation time for any period spent on unauthorized leave or participating in any work stoppage.~~

- a) ~~Full-time Employees:~~ Effective January 1, 1986, an employee who has more than one year but less than 10 years continuous service shall be allowed 10 working days vacation per year.
~~Employees who on their anniversary date have 10 years or more of continuous service but less than 20 years shall receive 15 working days of vacation per year. Employees who on their anniversary date, have 20 years or more of continuous service shall receive 20 working days of vacation per year.~~
- b) ~~Part Time Employees:~~ Permanent part-time employees shall receive vacation credit at the same proportion to a regular vacation as the work time of such employee bears to a regular work week in the employee's department.
~~Temporary employees shall not earn vacation credit.~~
- c) ~~Must Be Used Annually:~~ Vacation leave will be taken in the year following the anniversary date on which it accrues and must be used on an annual basis every year after and may not be carried over to subsequent years. Employees will be permitted to use vacation leave in units of less than one day subject to approval of their supervisor. In case of conflict, vacation leave shall be granted on the basis of seniority.
- d) ~~Holiday During Vacation:~~ Paid holidays which occur during vacation leave are not counted as a day of vacation.
- e) ~~Termination/Separation:~~ Upon termination or separation from employment, an employee shall be compensated for accumulated unused 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.**
- 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.**

- e) 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.
- f) 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) 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) Vacation leave requests must be submitted on an absent form.
- i) Absent form(s) for vacation leave requests must be approved by the appropriate Department Head.
- j) Department Head absent form(s) for vacation leave requests must be approved by the Village Administrator.
- k) The Village Administrator's absent form(s) for vacation leave requests must be approved by the Mayor.
- l) 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) If absent form(s) for vacation leave requests have not been approved and conflict arises, employee seniority will be the deciding factor.
- n) Employees will not be permitted to borrow vacation leave from future calendar years.
- o) Seasonal employees are not eligible for vacation leave.
- p) 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.

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	<u>80%</u>	<u>60%</u>	<u>40%</u>	<u>20%</u>
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.

- 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. ~~one-half working day of sick leave per month if the employee begins employment prior to the 16th or leave employment after the 15th of any month.~~**
- No employee shall be permitted to use sick leave for any period spent on unauthorized leave or when participating in a work stoppage.
- No employee may accrue more than one hundred and twenty (120) days of sick leave.
- 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.**
- 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%	60%	40%	20%
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

- a) **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. ~~Effective May~~**

1, 1999, all full-time and permanent part-time employees shall be entitled to two (2) personal days per year, which will not accrue from year to year. Any absence for a fraction of part of a day shall be charged in increments of time not less than two hours.

- b) 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.
- c) No employee shall be permitted to use personal leave for any period spent on unauthorized leave or when participating in a work stoppage.
- d) 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.
- e) 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).
- f) 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:

* Actual personal hours to receive	Jan. 1 - Mar. 31	Apr. - Jun. 30	Jul. 1 - Sep. 30	Oct. 1 - Dec. 31
Hours:	<u>80%</u>	<u>60%</u>	<u>40%</u>	<u>20%</u>
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	<u>80%</u>	<u>60%</u>	<u>40%</u>	<u>20%</u>
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

~~An employee shall be allowed time off not to exceed three (3) working days when his presence is reasonably required to be with his immediate family on account of death in his 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.~~

- 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.

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.

ARTICLE VII GRIEVANCE

VII-1. Grievance Defined

A grievance is a complaint involving misinterpretation or misapplication of a practice or policy under the personnel rules and regulations of the Village, excluding suspension, demotion and termination for cause.

VII-2. Filing Grievance

A sincere attempt should be made by each employee and supervisor to resolve any grievance before it becomes necessary to resort to the grievance procedure. Any employee who, after conferring with their Department Head still feels aggrieved, may, within five (5) working days, appeal in writing to a grievance committee by filing their appeal in writing with the Village Administrator.

VII-3. Grievance Committee

The grievance committee shall consist of two (2) Department Heads or supervisory personnel to be appointed by the Village Administrator, and one (1) non-supervisory employee to be jointly chosen by the above.

VII-4. Hearing and Notice

The grievance committee shall convene within three (3) working days to consider said complaint and shall give not less than one (1) working day notice in writing to all interested parties of the time and the place of such meeting. The grievance committee shall submit its findings to the employee and the Department Head within three (3) working days after the hearing. Findings of the committee shall be binding unless the employee or Department Head elects to appeal as provided in Section VII-5.

VII-5. Appeal

- a) Any employee or Department Head may appeal a finding of the grievance committee to the Village Administrator by filing written notice of intent with the Village Administrator not later than three (3) working days from the date the grievance committee has submitted its findings.
- b) No grievance shall be considered by the Administrator until the grievance committee shall first have reviewed the complaint and made a finding thereon.

- c) The Village Administrator shall consider the appeal within five (5) working days after filing and shall give not less than one (1) working days' notice of the time and place of said meeting to the employee and the Department Head. A decision on the appeal shall be final unless the employee elects to appeal as provided in Section VII-6.

VII-6. Final Appeal

- a) Any employee may appeal the finding of the Village Administrator to the Village Board by filing written notice of appeal with the Village Clerk not later than three (3) working days from the date the Village Administrator renders their decision.
- b) The Village Board shall consider the appeal within fifteen (15) working days after filing and shall give not less than five (5) working days' notice of the time and place of such meeting to the employee and the Village Administrator.
- c) The Village Board shall render a decision on the appeal within five (5) working days from the conclusion of the hearing. The decision of the Village Board is final.

ARTICLE VIII POLITICAL ACTIVITY, RESIDENCY, INSURANCE

VIII-1. Political Activity

- a) It is the duty and right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations, or civic betterment groups.
- b) Employees are not permitted to engage in any public political activity involving the election of candidates for any Village office.
- c) Any employee desiring to become a candidate for elective Village office shall first take leave of absence without pay or resign. Should the employee be unsuccessful in seeking Village office, they shall be returned to employment on the same terms and conditions as any other employee who has taken leave of absence without pay.
- d) Any employee who becomes a candidate for any elected position in the federal, state or county government shall be required to take a leave of absence without pay from their position if and during such period of time that their activities as candidate interfere with their employment or adversely affect the Village.
- e) Employees are not permitted to solicit, sell or handle political contributions in Village elections.
- f) Employees are not permitted to wear or display any political badges, buttons or signs on their person during on-duty hours.
- g) **Employees are not permitted to use any Village property or equipment for electioneering or campaigning purposes.**

VIII-2. Membership on Board and Commissions

Employees are not permitted to be a member of councils, boards or commissions that are advisory or administrative to the Village, except where such membership is specifically authorized by Village ordinance.

VIII-3. Residency

While employees are not required to maintain residency within the Village, employees subject to frequent call-out for emergency services are expected to reside within a reasonable distance of their place of employment or they may be terminated for cause. Reasonableness shall be solely determined by the Village Administrator for employees of the various departments of the Village.

VIII-4. Insurance

- a) **Full-time employees shall be eligible for individual health, vision, dental, life, and disability insurance coverage following completion of the term required by the insurer, at no cost to the employee.**
- b) **Full-time employees can choose to add dependents to their health, vision, and dental insurance coverage, but they will be responsible for a portion of the cost for each plan (to be determined by the Village Board).**
- c) All costs for health, vision, and dental insurance coverage shall be paid by the employee during the period the employee is on extended unpaid leave, unauthorized leave, or when participating in a work stoppage.
- d) Individual and dependent health, vision, and dental insurance coverage may be extended for a temporarily disabled employee drawing worker's compensation. The employee's share of the cost shall be deducted from any compensation due the employee in addition to worker's compensation payments. In the event no additional compensation is due, insurance may be extended at the option of the employer.
- e) No employee shall be entitled to a cash payment of any kind in lieu of health, vision, and dental insurance coverage.

VIII-5. Employee Assistance Program (EAP)

As of February 1, 2022, all employees will be eligible for the Employee Assistance Program (EAP) at no additional cost. This program offers limited mental health benefits and additional services, in the form of training, support, counseling, and online resources and information.

VIII-6. Outside Employment

Employees may carry on part-time jobs **outside of Village employment**, if:

- a. There is no conflict in working hours;
- b. The employee's efficiency is not reduced;
- c. There is no conflict of interest that could cause embarrassment to the Village or the employee; and
- d. Such employment is approved by the Department Head and the Village Administrator.

VIII-7. Amendment of Rules

These rules may be amended from time to time as deemed necessary by the Village Board.

NEW BUSINESS

ITEM 10

RESOLUTION NO. 8-2022

A RESOLUTION ADOPTING A REVISED EMPLOYEE HANDBOOK FOR VILLAGE OF FORSYTH EMPLOYEES

WHEREAS, the Village of Forsyth (“Village”), Macon County, State of Illinois, 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 an Employee Handbook 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 adopt the Employee Handbook as 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 Employee Handbook. The Mayor and Village Board of Trustees hereby adopt the Employee Handbook as attached hereto as **Exhibit A** and approve it for use. The Employee Handbook 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. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

SO RESOLVED this 5th day of April, 2022, at Forsyth, Macon County, Illinois.

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

VILLAGE OF FORSYTH

Jim Peck, Village Mayor

Attest:

Cheryl Marty, Village Clerk

EXHIBIT A
Employee Handbook

NEW BUSINESS

ITEM 11

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: April 5, 2022
Subject: Wages

We are having a hard time at both the Library and Public Works hiring qualified staff, or staff with some experience, at the wages we currently offer. However, enticing a new staff member at a slightly higher pay level may also have a pay rate domino effect for existing employees.

I would like to have a conversation regarding a salary study and possible solutions to this situation and getting ahead of the increase in the minimum wage. We have a wonderful staff we would like to maintain and in order to grow, we are going to need to keep them here and hire additional qualified staff.

Current	\$8.25
1/1/2020 – 06/30/2020	\$9.25
7/1/2020 – 12/31/2020	\$10.00
1/1/2021 – 12/31/2021	\$11.00
1/1/2022 – 12/31/2022	\$12.00
1/1/2023 – 12/31/2023	\$13.00
1/1/2024 – 12/31/2024	\$14.00
1/1/2025 –	\$15.00

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

CLOSED SESSION