

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF FORSYTH, ILLINOIS
6:30 P.M.
TUESDAY, OCTOBER 1, 2024
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 SEPTEMBER 17, 2024
2. APPROVAL OF WARRANTS
3. CD'S INVESTMENT LISTING FOR THE 3RD QTR (JUN-SEPT 2024)

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

ADMINISTRATION REPORTS

1. LAW ENFORCEMENT REPORT
2. VILLAGE STAFF REPORTS

OLD BUSINESS

1. DISCUSSION AND POTENTIAL ACTION REGARDING MEMORANDUM TO APPROVE LIST OF DEPOSIT INSTITUTIONS (VILLAGE TREASURER RHONDA STEWART)
2. DISCUSSION AND POTENTIAL ACTION REGARDING PRAIRIE WINDS ROADS (VILLAGE ADMINISTRATOR JILL APPLEBEE)

NEW BUSINESS

1. ORDINANCE NUMBER 2024-33 AN ORDINANCE APPROVING A SPECIAL USE AT 1401 HICKORY POINT DRIVE TO ALLOW ADULT-USE CANNABIS DISPENSARY (VILLAGE ADMINISTRATOR JILL APPLEBEE)
2. ORDINANCE NUMBER 2024-34 AN ORDINANCE ADDING TERRITORY TO ENTERPRISE ZONE AND APPROVING THE AMENDMENT OF THE ENACTING ORDINANCE AND INTERGOVERNMENTAL AGREEMENT (AMENDMENT 8) (VILLAGE ADMINISTRATOR JILL APPLEBEE)
3. DISCUSSION AND POTENTIAL ACTION REGARDING PAY SCHEDULE FOR BOARD MEMBERS (VILLAGE ADMINISTRATOR JILL APPLEBEE)
4. DISCUSSION AND POTENTIAL ACTION REGARDING SETTING OF 2024 TAX LEVY (VILLAGE TREASURER RHONDA STEWART)

ADJOURNMENT

Join Zoom Meeting
<https://us06web.zoom.us/j/88158897312>
Meeting ID: 881 5889 7312
One tap mobile
+13092053325,,88158897312# US

CONSENT AGENDA

ITEM 1

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF FORSYTH, ILLINOIS,
HELD AT 6:30 P.M. ON TUESDAY, SEPTEMBER 17, 2024
AT FORSYTH VILLAGE HALL**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Upon a call of the roll, the following members were physically present: Mayor Jim Peck, Trustee Marilyn Johnson, Trustee Bob Gruenewald, Trustee Jeff London, Trustee Dave Wendt, Trustee Jeremy Shaw

Telephone: Trustee Lauren Young

Staff Present: Village Administrator Jill Applebee, Village Clerk Cheryl Marty, Village Treasurer Rhonda Stewart, Village Library Director Melanie Weigel, Village Attorney Andrew Jarmer, Public Works Director Darin Fowler, Village Engineer Jeremy Buening

Staff Absent: Planning and Zoning Director Ryan Raleigh

Others Present: Bill Krueger, Joe Dugger

MOTION

Trustee Wendt made a Motion to approve that Trustee Young be allowed to participate by telephone in this meeting due to out of town on business and Trustee Gruenewald seconded the Motion.

Upon a voice vote, all agreed with no nays cast.

Motion declared carried.

CONSENT AGENDA

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

MOTION

Trustee Wendt made a Motion to approve the Consent Agenda as presented with changes as noted and Trustee London seconded the Motion.

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

Yeas: 6 – Johnson, London, Gruenewald, Wendt, Shaw, Young
Nays: 0 – None
Absent: 0 – None

Motion declared carried.

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

Joe Dugger, resident, shared his concerns about cars running the stop sign near his home and recommends speed humps (not speed bumps) be installed. He also asked for oversight of the fiber optics companies who are damaging yards unnecessarily.

ADMINISTRATION REPORTS

1. Law Enforcement Report
No report.
2. Village Staff Reports
Public Works Director Fowler spoke in response to Dugger's comments and agrees the Village needs more police coverage. He also addressed the issue of fiber optics companies damaging residential lawns and stated which companies are more responsive.

OLD BUSINESS

1. ORDINANCE NUMBER 2024-28 AN ORDINANCE SETTING WATER RATE FOR EMERGENCY WATER SUPPLIED TO CITY OF DECATUR PURSUANT TO INTERGOVERNMENTAL AGREEMENT (PUBLIC WORKS DIRECTOR DARIN FOWLER)

Public Works Director Fowler explained the previously discussed agreement was approved by the Decatur City Council. All agreed the rate cannot go higher than two (2) times the current rate.

MOTION

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

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

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

Motion declared carried.

2. DISCUSSION AND POTENTIAL ACTION REGARDING VILLAGE PARK PLAYGROUND AND CURBING (PLANNING AND ZONING DIRECTOR RYAN RALEIGH)

Administrator Applebee explained the details of the bids received for drainage and curbing around the new playground at Village Park. A brief discussion ensued. Director of Planning and Zoning Raleigh recommends approving the quote from A & A Build, LLC. for \$54,789.00.

MOTION

Trustee Wendt made a Motion to approve the quote from A & A Build, LLC and not to exceed \$54,789.00 as presented and Trustee Shaw seconded the Motion.

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

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

Motion declared carried.

3. DISCUSSION AND POTENTIAL ACTION REGARDING FISHING PIERS FOR SPORTS AND NATURE PARK (DIRECTOR OF PLANNING AND ZONING RYAN RALEIGH)

Public Works Director Fowler explained the two fishing pier options and the appeal of a partial roof which would be most usable and functional. Discussion centered on if both floating piers need the partial roof or not and the decision was to have one with a roof and one without noting that the roof could be added later if needed. This is not budgeted for this year but will be included in the 2025 budget. This will be installed once the pond is full.

No Motion needed.

4. DISCUSSION AND POTENTIAL ACTION REGARDING DISC GOLF TOURNAMENT (VILLAGE ADMINISTRATOR JILL APPLEBEE)

Administrator Applebee explained she spoke with Nate Heinold regarding the growth of the disc golf tournament. He felt \$20,000 would make a huge impact. She also spoke with the Decatur Park District about utilizing Fairview for a temporary course. A lengthy Board discussion ensued which ended in a consensus to increase the total purse to \$20,000 and try a temporary course at Fairview at the cost of \$7,000.

No Motion needed.

5. DISCUSSION AND POTENTIAL ACTION REGARDING VILLAGE OF FORSYTH STRATEGIC PLAN (VILLAGE ADMINISTRATOR JILL APPLEBEE)

Administrator Applebee explained the printed handouts of initial designs for the potential play space at Sports and Nature Park. Then she addressed the current version of the strategic plan as a refresher. Several of the designs are not the full concept the staff envisioned but they will continue to be revised with the staff at Chastain & Associates. A lengthy discussion was held.

No Motion needed.

NEW BUSINESS

1. DISCUSSION AND POTENTIAL ACTION REGARDING PARK CAMERAS (DIRECTOR OF PLANNING AND ZONING RYAN RALEIGH)

Public Works Director Fowler explained the multiple needs for video surveillance cameras at Village Park and the baseball/softball complex, noting that this \$15,542.00 quote from Altman Monitoring Solutions is covered within the budget. A discussion was held.

MOTION

Trustee Gruenewald made a Motion to approve the purchase of video surveillance cameras from Altman Monitoring for \$15,542.00 as presented and Trustee Wendt seconded the Motion.

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

Yeas: 6 – Johnson, London, Gruenewald, Young, Wendt, Shaw
Nays: 0 – None
Absent: 0 – None

Motion declared carried.

ADJOURNMENT

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

By: *Cheryl Marty*
Village Clerk

CONSENT AGENDA

ITEM 2

SYS DATE:09/26/24

VILLAGE OF FORSYTH
A / P W A R R A N T L I S T
REGISTER # 35

SYS TIME:09:36

[NW1]

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DATE: 10/01/24

Tuesday October 01,2024

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 ANDERSON BROTHERS ENTERPRISES, 410	01-52-517	SEEDING & AERATION BASEBALL & SOFTB	2100.00 2100.00	2100.00
01 JEFFERY ANDERSON 6169	01-52-617	GRASS SEED	2240.00 2240.00	2240.00
01 BEYERS CONSTRUCTION CO INC 092724-2	38-00-863-1	FAMILY SPORTS & NATURE PARK PHASE 1	556227.55 325158.62	325158.62
092724-3	38-00-863-1	FAMILY SPORTS & NATURE PARK PHASE 1	231068.93	231068.93
01 BLH COMPUTERS, INC I2402391	01-10-913	CLEAN UP DAYS RECYCLE ELECTRONICS	1494.97 1494.97	1494.97
01 CENTRAL ILLINOIS AG P21644	01-52-612	EQUIP MAINT-FILTER	63.55 63.55	63.55
01 CONSUMER REPORTS ON HEALTH 092724	01-53-672	ANNUAL SUBSCRIPTION	26.00 26.00	26.00
01 EVERGREEN FS, INC 93240011	51-00-549	LIME PROCESS REMOVAL	17256.75 17256.75	17256.75
01 DECATUR COMPUTERS INC DCI50941	01-11-537	ANNUAL COMPUTER PROTECTION PLAN	1623.00 1071.00	1071.00
DCI51207	01-11-537	PW ACCESS SERVER	432.00	432.00
DCI51216	01-11-537	VH FIX PHONE PROBLEM	120.00	120.00
01 DYNAGRAPHICS, INC 247655	01-41-513	LOGO ON VEHICLE	688.10 688.10	688.10
01 FARNSWORTH GROUP 254692	51-00-549	SCADA MAINT ENDING 8-30-24	425.00 425.00	425.00
01 CENGAGE LEARNING INC/GALE 85336743	01-53-671	BOOKS	429.90 196.74	196.74
85337894	01-53-671	BOOKS	103.46	103.46
85364492	01-53-671	BOOKS	80.22	80.22
85632291	01-53-671	BOOKS	49.48	49.48
01 GERBER STATE BANK TRUST 56 092724	18-00-928	SULLIVAN DEVELOPERS TIF AGREEMENT	43399.11 43399.11	43399.11
01 GOLDEN FOX BREWING 1573	01-10-917-1	BEER FOR FORSYTH MARKET 9-20	90.00 90.00	90.00
01 HOBBY LOBBY STORES, INC. 092724	01-53-913	PROGRAMMING	22.71 22.71	22.71
01 KEEPING IT GREEN LAWN IRRIGATI 28875	01-52-512	EQUIP SERVICE BALL FIELD	90.00 90.00	90.00
01 LOWE'S COMPANIES, INC. 092724	01-52-612	EQUIP MAINT SUPPLIES	98.58 98.58	98.58
01 MACON COUNTY TREASURER 24-63	01-11-535	REPLACE CANISTER VENT '18 FORD	52.61 52.61	52.61
01 MENARDS 092724	01-41-652	OP SUPPLIES	368.49 108.90	108.90
092724	51-00-652	OP SUPPLIES	10.98	10.98
092724	01-53-651	OFFICE SUPPLIES	5.99	5.99
092724	01-53-913	PROGRAMMING	39.03	39.03
092724	01-52-652	OP SUPPLIES	87.79	87.79

DATE: 10/01/24

Tuesday October 01,2024

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
092724	01-52-655	FUEL		51.85
092724	01-41-614	STREET MAINT SUPPLIES		22.98
092724	01-41-611	BLDG MAINT SUPPLIES		37.50
092724	01-41-653	SMALL TOOLS		3.47
01 MISSISSIPPI LIME COMPANY			19344.82	
1745212	51-00-656	CHEMICALS-LIME		5129.11
1746191	51-00-656	CHEMICALS-LIME		5167.73
1746828	51-00-656	CHEMICALS-LIME		3829.02
1747844	51-00-656	CHEMICALS-LIME		5218.96
01 MORGAN DISTRIBUTING, INC.			1659.93	
INV-034691	01-41-655	FUEL		768.50
INV-034691	01-52-655	FUEL		891.43
01 NANCY OSBORNE			440.00	
092724	01-41-517	REPAIR SPRINKLER 710 STVNS CRK BLVD		440.00
01 OTTO'S CONSTRUCTION LLC			25568.08	
2862	01-52-511	ROOF REPLACEMENT CONCESSION STAND		25568.08
01 PETTY CASH			232.25	
092724	01-10-917-1	BEER FOR FORSYTH MARKET		232.25
01 REAGAN MANAGERMENTS, LLC			15561.65	
092724	18-00-928	TIF REDEVELOPMENT AGREEMENT		15561.65
01 AT & T			582.07	
092724	52-00-552	783 STVNS CRK PHONE LINE		144.52
092724	52-00-552	101 HUNDLEY PHONE LINE		144.52
092724	52-00-552	440 HUNDLEY PHONE LINE		144.52
092724	52-00-552	815 FORSYTH PKWY PHONE LINE		148.51
01 S K S ENGINEERS, LLC.			600.00	
36517	38-00-863-1	SOIL TESTING AT SPORTS & NATURE PAR		600.00
01 SORLING, NORTHRUP, HANNA, CULL			7100.00	
224519	01-11-533	AUG '24 LEGAL SERVICES		7100.00
01 STOLLEY TERMITE & PEST CONTROL			110.00	
092724-1	01-53-511	LIB MONTHLY BUG SPRAY		65.00
09724	01-11-511	VH MONTHLY BUG SPRAY		45.00
01 THE PIONEER WOMAN MAGAZINE			22.49	
092724	01-53-672	ANNUAL SUBSCRIPTION		22.49
01 DECATUR TRIBUNE			50.00	
092724	01-53-672	ANNUAL SUBSCRIPTION		50.00
01 UTILITY SUPPLY OF AMERICA, INC			1950.65	
INV00460552	51-00-656	LAB CHEMICALS		585.28
INV00470043	51-00-652	OP SUPPLY MCC LIGHT		137.90
inv00479618	51-00-656	CHEMCIALS		1227.47
01 US POSTAL SERVICE (CAPS)			742.38	
092724	51-00-549-1	W/S POSTAGE FOR OCT 1 BILLING		371.19
092724	52-00-549-1	W/S POSTAGE FOR OCT 1 BILLING		371.19
01 VILL OF FORSYTH			150.00	
092724	01-11-571	W/S SERVICES 8/20/24-9/20/24		150.00
01 WAL-MART			81.41	
092724	01-53-651	OFFICE SUPPLIES		10.44

SYS DATE:09/26/24

VILLAGE OF FORSYTH
A / P W A R R A N T L I S T
REGISTER # 35

SYS TIME:09:36
[NW1]

DATE: 10/01/24

Tuesday October 01,2024

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
092724	01-53-913	PROGRAMMING		70.97
** TOTAL CHECKS TO BE ISSUED			700892.05	

SYS DATE:09/26/24

VILLAGE OF FORSYTH
A / P W A R R A N T L I S T
REGISTER # 35

SYS TIME:09:36
[NW1]

DATE: 10/01/24

Tuesday October 01,2024

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
GENERAL FUND			44791.09	
TIF DISTRICT FUND			58960.76	
FORSYTH FAMILY SPORTS/NATURE PAR			556827.55	
WATER OPERATIONS			39359.39	
SEWER OPERATIONS			953.26	
*** GRAND TOTAL ***			700892.05	
TOTAL FOR REGULAR CHECKS:			681,547.23	
TOTAL FOR DIRECT PAY VENDORS:			19,344.82	

CONSENT AGENDA

ITEM 3

<u>Fund Name:</u>	<u>Purchase Date:</u>	<u>Investment Period:</u>	<u>Maturity Date:</u>	<u>Investment Amount:</u>	<u>Interest Rate:</u>	
General Fund Reserve	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
General Fund Reserve	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
General Fund Reserve	8/6/2024	91-Days	11/5/2024	\$ 200,000.00	5.01%	
General Fund Reserve	8/6/2024	91-Days	11/5/2024	\$ 200,000.00	5.01%	
General Fund Reserve	8/6/2024	91-Days	11/5/2024	\$ 200,000.00	5.01%	
Total Currently Invested:				\$ 1,000,000.00		
Potential Future Investments:				\$ 800,000.00		
Total Projected Investments by the end of 2024				\$ 1,800,000.00		

<u>Fund Name:</u>	<u>Purchase Date:</u>	<u>Investment Period:</u>	<u>Maturity Date:</u>	<u>Investment Amount:</u>	<u>Interest Rate:</u>	
Motor Fuel Tax Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Motor Fuel Tax Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Total Currently Invested:				\$ 400,000.00		
Potential Future Investments:				\$ 600,000.00		
Total Projected Investments by the end of 2024				\$ 1,000,000.00		

<u>Fund Name:</u>	<u>Purchase Date:</u>	<u>Investment Period:</u>	<u>Maturity Date:</u>	<u>Investment Amount:</u>	<u>Interest Rate:</u>	
Hotel/Motel Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Hotel/Motel Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Hotel/Motel Fund	8/6/2024	91-Days	11/6/2024	\$ 200,000.00	5.01%	
Hotel/Motel Fund	8/6/2024	91-Days	11/6/2024	\$ 200,000.00	5.01%	
Total Currently Invested:				\$ 800,000.00		
Potential Future Investments:				\$ 400,000.00		
Total Projected Investments by the end of 2024				\$ 1,200,000.00		

<u>Fund Name:</u>	<u>Purchase Date:</u>	<u>Investment Period:</u>	<u>Maturity Date:</u>	<u>Investment Amount:</u>	<u>Interest Rate:</u>	
Capital Fund	8/6/2024	91-Days	11/6/2024	\$ 300,000.00	5.01%	
Capital Fund	8/6/2024	91-Days	11/6/2024	\$ 300,000.00	5.01%	
Capital Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Capital Fund	6/21/2024	91-Days	9/20/2024	\$ 300,000.00	5.01%	*
Capital Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Total Currently Invested:				\$ 1,300,000.00		
Potential Future Investments:				\$ -		
Total Projected Investments by the end of 2024				\$ 1,300,000.00		

<u>Fund Name:</u>	<u>Purchase Date:</u>	<u>Investment Period:</u>	<u>Maturity Date:</u>	<u>Investment Amount:</u>	<u>Interest Rate:</u>	
Economic Development Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Economic Development Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Economic Development Fund	8/6/2024	91-Days	11/5/2024	\$ 200,000.00	5.01%	
Economic Development Fund	8/6/2024	91-Days	11/6/2024	\$ 200,000.00	5.01%	
Economic Development Fund	8/6/2024	91-Days	11/6/2024	\$ 200,000.00	5.01%	
Economic Development Fund	8/6/2024	91-Days	11/6/2024	\$ 200,000.00	5.01%	
Total Currently Invested:				\$ 1,200,000.00		
Potential Future Investments:				\$ 200,000.00		
Total Projected Investments by the end of 2024				\$ 1,400,000.00		

<u>Fund Name:</u>	<u>Purchase Date:</u>	<u>Investment Period:</u>	<u>Maturity Date:</u>	<u>Investment Amount:</u>	<u>Interest Rate:</u>	
Sports/Nature Park Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Sports/Nature Park Fund	6/21/2024	91-Days	9/20/2024	\$ 200,000.00	5.01%	*
Sports/Nature Park Fund	8/6/2024	91-Days	11/5/2024	\$ 200,000.00	5.01%	
Sports/Nature Park Fund	8/6/2024	91-Days	11/5/2024	\$ 200,000.00	5.01%	
Total Currently Invested:				\$ 800,000.00		
Potential Future Investments:				\$ 600,000.00		
Total Projected Investments by the end of 2024				\$ 1,400,000.00		

Grand Total Currently Invested from above		\$ 5,500,000.00
Grand Total Potential Future Investments:		\$ 2,600,000.00
Grand Total Projected Investments by the end of 2024		\$ 8,100,000.00

* The following CD's were re-invested in 91-Days at 4.51% interest rate. The CD's were not completed with the bank at the time this report was completed.

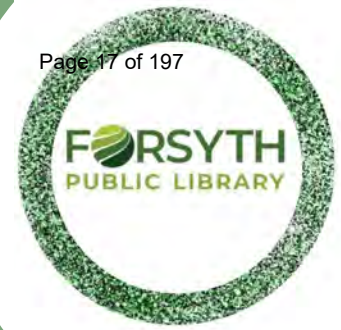
ADMINISTRATION REPORTS

Library Director's Report

Village Board Meeting

October 1, 2024

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Library Updates

- We recently hosted representatives from the Illinois Student Assistance Commission on September 24 to share information with families about financial aid opportunities available for HS students looking for post-secondary educational opportunities. At the request of several families who attended, we will be inviting ISAC back again in December to lead a hands-on workshop on filling out the FAFSA form.
- Staff continue to make great progress on our barcoding efforts. As shared previously, FPL is having to duplicate the barcodes of our 35,000+ materials. The new barcode on the front cover will allow the new automated material handling system to more easily sort the items traveling through delivery for interlibrary loan. We hope to finish in the coming weeks!
- Our second Community Watch program will be held on October 1. Residents can hear from local officials and law enforcement and ask questions about important topics here in the village. Please let me know if you'd be interested in speaking to residents at an upcoming meeting.

ADULT PROGRAMS IN OCTOBER

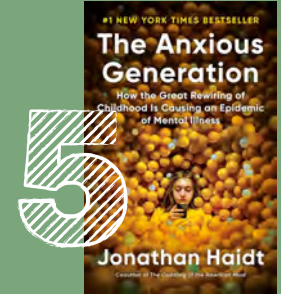
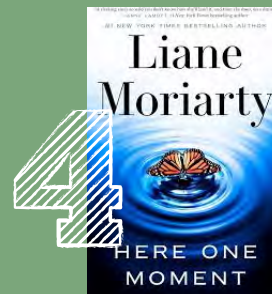
- Chair Yoga - Mondays and Wednesdays @ 11 AM
- Coffee Talk - Thursdays @ 9:30 AM
- Community Watch - October 1 @ 4 PM
- Bingo at the Library - October 8 @ 1 PM
- Next of Kin Winter Ornament - October 8 @ 5:30 PM (Registration required)
- Tech Club - October 10 @ 10:30 AM
- Food for Thought Book Club - October 10 @ 5:30
- Starting Point Medicare Enrollment Info - October 11 @ 1 PM (Registration required)
- Bookkeepers Book Club - October 18 @ 10 AM
- Holiday Appetizers Drop-In - October 19 @ 10 AM - 12 PM
- Diabetes Meal Planning - October 22 @ 2 PM

KIDS' PROGRAMS IN OCTOBER

- Baby Talk Times - Wednesdays @ 9:30 AM
- Story Time - Fridays @ 10 AM
- Lego Drop-In - October 3 @ 4 PM - 6 PM
- Pokemon Club - October 10 @ 3:30 PM - 4:30 PM (Registration required)
- Nintendo Mario Kart Drop-In - October 12 @ 10 AM - 12 PM
- Kids' Cross-Stitch Club - October 22 @ 3:30 - 4:30 PM (Registration required)
- Kids' Graphic Novel Book Club - October 24 @ 3:30 - 4:30 PM (Registration required)
- Nightmare on Elwood Street III Halloween Party - October 26 @ 10 AM - 12 PM

Melanie Weigel, Director

MOST REQUESTED ITEMS BY FORSYTH PATRONS IN SEPTEMBER



ENGINEER'S REPORT

Forsyth; October 1, 2024 Board Meeting

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



Project 6928 – Maroa-Forsyth Grade School Bike Path

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

Plats and easements for the two easement acquisitions necessary for the project are underway and meetings with property owners to negotiate the acquisitions have occurred. Title commitments have been received. AT&T has been contacted and locations for relocating each of their utility poles has been identified and staked. Ameren informed us they will begin work on moving the pole in the next few weeks. Construction plans and specifications are undergoing Quality Assurance and preparation for release.

Project 7982 – Forsyth Park LWCF Grant Compliance

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

Working days started on the project May 1, 2024. The contractor has been working on grading the walking path areas, placing rip rap, and installing site storm water culverts. Soft soils were found south of the southeast corner of the pond, Village staff is aware and Chastain has provided revised drawings avoiding this area with the path and parking lot. The contractor is finishing undercutting and rocking areas of path around the pond that were identified as soft in the proof roll. They have also been stockpiling subbase rock on-site in preparation to begin working on laying the base rock for the asphalt path

Project 8000 – Well No. 7

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

Burdick and their subcontractors are working with Village staff to complete network setup and system startup.

Project 8301 – Avalon Blvd Reconstruction

The work for this project consists of the removal of concrete pavement and replacement with asphalt along Avalon Blvd. from Forsyth Pkwy. To 170 ft south of Ventura Dr. It also includes mountable curb replacement, replacement of multiple sidewalk ramps with ADA accessible ramps, a storm sewer inlet installation, and other items necessary for the completion of the work. It was originally bid and rejected in September of 2022 due to extremely high bids received. This bid also included the reconstruction of concrete. The pre-construction meeting was held on Thursday, August 22. The contractor finished paving the surface course of the pavement on Wednesday, September 25, and the road is now open.

Project 8498 – Advisory Services

US Route 51 Improvements

This project consists of coordination responsibilities with IDOT to communicate the Village's vision on the proposed improvements. A sample of the color and stamp were poured, reviewed, and approved by Village Staff and the Mayor the week of August 5, 2024. Median construction is underway.

ENGINEER'S REPORT

Forsyth; October 1, 2024 Board Meeting

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



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Project 8594 – Moon St Sidewalk Improvements

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

Chastain is preparing a contract for final design and bidding for the construction of the sidewalks in 2026.

Project 8595 – Barnett Ave Improvements

This project consists of the rehabilitation and/or reconstructing Barnett Ave from the mall entrance to Koester Drive. The construction of this project is being funded by DUATS federal funds so federal procedures must be followed. After coordination, IDOT has confirmed the project will be processed as a State Approved Categorical Exclusion. The Environmental Survey Request has been submitted to IDOT and is currently under review. IDOT has indicated a Preliminary Environmental Survey Assessment (PESA) will be required for Phase I. The Village approved a supplemental engineering agreement for this work at last month's meeting. The agreement has been submitted to IDOT and is awaiting their approval.

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

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

The project plan for an IEPA Loan application has been submitted to the IEPA. The plans and specifications have been submitted to the IEPA for a construction permit. The IEPA construction permit was received.

Project 8793 – Advisory Services

Parks Master Planning

We continue to assist the Village with layout and cost estimating for the Forsyth Sports and Nature Park Splash Pad and Playground.

Project 8811 – Pavement Striping Design & Bid

This project consists of establishing a striping plan for the Village (with the exception of Woodland Hills which is scheduled to be rehabilitated in 2025 and there is no reason to stripe it at this time), finalizing quantities for the striping to include for the contractors for bidding, and bidding services. The contractor started on 9/9. They painted new centerlines, stop bars, and pavement symbols around town.

Project 8812 – Prairie at Talon Intersection Design & Bidding

This project consists of field work, coordination with utilities, engineering design, quantity calculations and schedules, engineered plans and specifications, bidding documents and special provisions, and bid letting and award for the complete reconstruction of the intersection at Talon Lane and Prairie Lane in Grayhawk Addition. The contractor finished paving the surface course of the pavement on Wednesday, September 25, and the road is now open.

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

This project is the second phase of necessary patching in Grayhawk. Scope of work includes the patching review and layout, quantity calculations and schedules, plan sets, specifications, bidding

ENGINEER'S REPORT

Forsyth; October 1, 2024 Board Meeting

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



documents and special provisions, bid letting, and award of bids. The pre-construction was held on Thursday, August 22, and work will begin around late September. This contract has a completion date of October 31st. The contractor has begun curb removal and replacement, and plans to mill and pave the patches early next week.

Project 8821 – Parking Lot A Reconstruction

Project bid recommendation was approved. Contracts have been prepared and sent to Dunn Company for signatures. Construction start is planned after September 30th. A preconstruction meeting was held on Thursday 9/19.

Project 8822 – Mall Path Rehabilitation

This project consists of designing repairs for the Mall Path, located behind the mall between Hickory Point Road and Weaver Road. The pre-construction meeting was held on Thursday, August 22, and work will begin around late September. This contract has a completion date of October 31st. The contractor began patching on 9/10. Crack filling was completed and paving started on 9/26.

Project 8846 – Forsyth Park Playground

This project consists of the layout and design for the new playground at Forsyth Park, included is an ADA accessible route and curb for pour-in-place surfacing. Project was put out for bid. Bids were due August 14, 2024. The project received no bids, despite sending the advertisement to several contractors. The playground installer began work installing the playground equipment. Once the equipment has been installed, they plan to begin forming and pouring the perimeter playground curbing.

OLD BUSINESS

ITEM 1

MEMORANDUM

To: Mayor and Board of Trustees

From: Rhonda Stewart, Village Treasurer

Date: October 1, 2024

RE: Permission to use Banking Facilities/Credit Union/ Brokerage Firms

To update the Selection of Banking Facilities/Credit Union/Brokerage Firms institutions services for deposits, investments and all other services needed for the Village. The Village Board of Trustees last approved an updated list on September 19, 2011. The Banking Facilities/Credit Unions/Brokerage Firms institutions suggested are:

1. Illinois Funds (Illinois Public Treasurer's Investment Pool)
2. Hickory Point Bank
3. First Mid Bank & Trust
4. Decatur Earthmover Credit Union
5. Morgan Stanley Financial Advisors (Brokerage Firm)
6. Edward Jones Financial Advisors (Brokerage Firm)

Suggested motion: "To authorize the Village Treasurer to use Illinois Funds, Hickory Point Bank, First Mid Bank & Trust, Decatur Earthmover Credit Union, Morgan Stanley Financial Advisors and Edward Jones Financial Advisors institutions services for deposits, investments, and all other services needed as outlined in the current investment policy for Village funds".



Investment Policy Manual

Board Approved 12-06-1999.

Board Revised and Approved updates on 08-20-2007.

Board Revised and Approved updates on 04-16-2024.

INVESTMENT POLICY

A. Scope

This investment procedure applies to all funds of the Village of Forsyth. These funds are accounted for in the Village of Forsyth's annual financial report and include all current funds, and any other funds that may be created from time to time. All transactions involving the Village of Forsyth's funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule."

B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased, and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The Village of Forsyth's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, considering the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
4. Maintaining the Public's Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Forsyth, the Board or the Treasurer.

C. Investment Instruments

The Village of Forsyth may invest its funds only in those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities.
 - a) Investments in Federal National Mortgage Association issues are limited to short-term discount notes.

2. Interest bearing savings accounts, interest bearing certificates of deposit or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (the "Act").
3. Certificates of deposit with federally insured institutions that are collateralized or insured at levels acceptable to the Village of Forsyth at the current limits provided by the Federal Deposit Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC), or National Credit Union Administration (NCUA) coverage limit.
4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Act.
5. The Illinois Public Treasurer's Investment Pool.
6. Any other investment instruments now permitted by the Act or hereafter permitted by reason of amendment of the Act.
7. Investments may be made only in those savings banks, brokerage firms, credit unions, or savings and loan associations the shares, or investment certificates of which are insured by the FDIC, or SIPC, or backed by the NCUA.
8. Investment products that are considered as derivatives are specifically excluded from approved investments.

D. Diversification

It is the policy of the Village of Forsyth to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Treasurer. The diversification shall be as follows:

- a) Up to 100% of C.,1, C.,2, C.,3 or C.5.
- b) Up to 33% of C.4.

E. Collateralization

1. It is the policy of the Village of Forsyth to require that time deposits in excess of FDIC, SIPC, or NCUA insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under the Act. The collateral must be placed in safekeeping at or before

the time the Village of Forsyth buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

3. Safekeeping of Collateral

- a) Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations:
 - i) at a Federal Reserve Bank or its branch office; or
 - ii) at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
 - iii) at an NCUA or SIPC insured institution in a trust or safekeeping department
- b) Safekeeping will be documented by an approved written agreement between the Treasurer and the governing board of the bank or credit union or brokerage that complies with FDIC, NCUA or SIPC regulations. This may be in the form of a safekeeping agreement.
- c) Substitution or exchange of securities held in safekeeping for the Village of Forsyth can be approved by the Treasurer, (or in the absence of the Treasurer, the Administrator or Mayor) and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.
- d) The Treasurer (or in the absence of the Treasurer, Administrator or Mayor) may release or add securities held in safekeeping for the Village of Forsyth when necessary.

F. Safekeeping of Securities

- 1. Third party safekeeping is required for all securities. To accomplish this, the securities must be held only at one or more of the following locations:
 - a) at a Federal Reserve Bank or its branch office.
 - b) at another custodial facility, which shall be a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved
 - c) in an insured account at a brokerage firm or primary reporting dealer, or

(d) at an NCUA insured financial institution.

2. Safekeeping will be documented by an approved written agreement between the Treasurer and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
3. Original certificates of deposits may be held by the originating bank, brokerage firm, or credit union. A safekeeping receipt will be acceptable documentation.

G. Qualified Financial Institutions and Intermediaries

1. Depositories - Demand Deposits
 - a) Any financial institution selected by the Village of Forsyth shall provide normal banking services, including, but not limited to checking accounts, wire/ach transfers and safekeeping services.
 - b) The Village of Forsyth will not maintain funds in any financial institution that is not a member of the FDIC system or the NCUA, SIPC program. In addition, the Village of Forsyth will not maintain funds in any institution that does not first agree to post required collateral for funds or purchase private insurance in excess of FDIC or NCUA, or SIPC insurable limits and in amounts acceptable to the Village of Forsyth.
 - c) To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition which it is required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer within 45 days of the end of each quarter.
 - d) Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Treasurer. Fees for services shall be substantiated by a monthly account analysis.
 - e) Each financial institution acting as a depository for the Village of Forsyth must enter into a depository agreement with an authorized Village of Forsyth official that incorporates this policy by reference.
2. Banks, Brokerage Firms, Credit Unions and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the Village of Forsyth's competitive certificate of deposit purchase program must:

- a) provide wire/ach transfer and certificate of deposit safekeeping services.
- b) be a member of FDIC, NCUA, or SIPC system and be willing and capable of posting required collateral or private insurance for funds in excess of FDIC, NCUA, or SIPC insurable limits and in amounts required by the Village of Forsyth; and
- c) meet at all times the financial criteria as established in the investment procedures of the Village of Forsyth.

The Treasurer shall maintain a list of financial institutions authorized by the Board and shall annually review the list.

3. Intermediaries

Any financial intermediary selected to be eligible for the Village of Forsyth's competitive investment program must:

- a) provide wire transfer and deposit safekeeping services.
- b) maintain appropriate federal and state registrations for the type of business in which they are engaged.
- c) provide an annual audit upon request.
- d) maintain an office within the State of Illinois and be licensed to conduct business in this State; and
- e) be familiar with the Board's policy and accept financial responsibility for any investment not appropriate according to the policy.

H. Management of Program

1. The Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this policy:

These documents include:

- a) Wire/Ach Transfer Agreement.
- b) Depository Agreement.

- c) Safekeeping Agreement.
 - d) Custody Agreement; and
 - e) Collateral Agreement.
2. Management responsibility for the investment program is hereby delegated to the Treasurer who shall establish a system of internal controls. The Treasurer shall be responsible for all transactions undertaken.
3. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with Village of Forsyth policy and State law and who shall be assisted in this function by Village of Forsyth legal counsel and auditors. These agreements include but are not limited to:
- a) Wire/Ach Transfer Agreement.
 - b) Depository Agreement.
 - c) Safekeeping Agreement.
 - d) Custody Agreement; and
 - e) Collateral Agreement.
4. The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall meet the criteria set forth in Section G (3) above and shall be approved by the Board.
5. All wire transfers made by the Treasurer shall require a secondary authorization by the Mayor or Administrator.

I. Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section B of this document for all funds. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the average weighted maturity of the Village of Forsyth's investments.

J. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the Village of Forsyth is authorized to invest, or the sellers, sponsors or managers of those investments.

K. Indemnification

Investment officers and employees of the Village of Forsyth acting in accordance with this Investment Procedure and such written operational policies as may be established by the Village of Forsyth, and who otherwise exercise due diligence and act with reasonable prudence, shall be relieved of personal liability for an individual security's credit risk or market changes.

L. Reporting

The Treasurer shall submit to the Board a monthly Treasurer's Report, which shall include information regarding a summary of fund balances, expenses and revenues. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and suggest revisions of investment strategies, if any.

M. Amendment

This procedure shall be reviewed from time to time by the Treasurer regarding the procedure's effectiveness in meeting the Village of Forsyth's needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board.

Village of Forsyth
Board Meeting Minutes
April 16, 2024

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

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

MOTION

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

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

Yeas: 4 – Wendt, Shaw, Young, Johnson
Nays: 0 – None
Absent: 2 – Gruenewald, London

Motion declared carried.

OLD BUSINESS

ITEM 2

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: October 1, 2024
Subject: Prairie Winds Road

As you are aware, the Prairie Winds Road project is a critical development that we must begin this year. The school has committed \$500,000 towards the project, but as of today, we do not yet have a final estimate for the total cost.

I would like to propose that the Village cover the remainder of the cost, once we have an estimate in hand. Below are the potential benefits of the Village taking on this responsibility:

1. **Enhanced Infrastructure for Village Growth:** By funding the remaining cost of the road, the Village will benefit from improved infrastructure, facilitating further residential and educational development in the area. This aligns with our long-term growth and development goals for Forsyth.
2. **Increased Property Values:** A well-constructed road and improved access to the school and surrounding areas can result in increased property values, which will ultimately contribute to higher property tax revenues for the Village.
3. **Community Investment and Engagement:** By paying the remaining costs, the Village demonstrates a commitment to the educational and infrastructural needs of our community. This investment in local schools and public infrastructure strengthens relationships and shows leadership. The current drop off situation has been a safety issue for many years.
4. **Attracting Future Development:** Completing this project may make the area more attractive to potential developers or businesses, thereby expanding our economic base and encouraging additional investments in Forsyth.
5. **Reduction in Future Costs:** By taking swift action now, the Village can avoid potential future cost increases associated with construction delays or rising material prices.

I look forward to discussing this proposal further and exploring the long-term financial and community benefits for Forsyth.

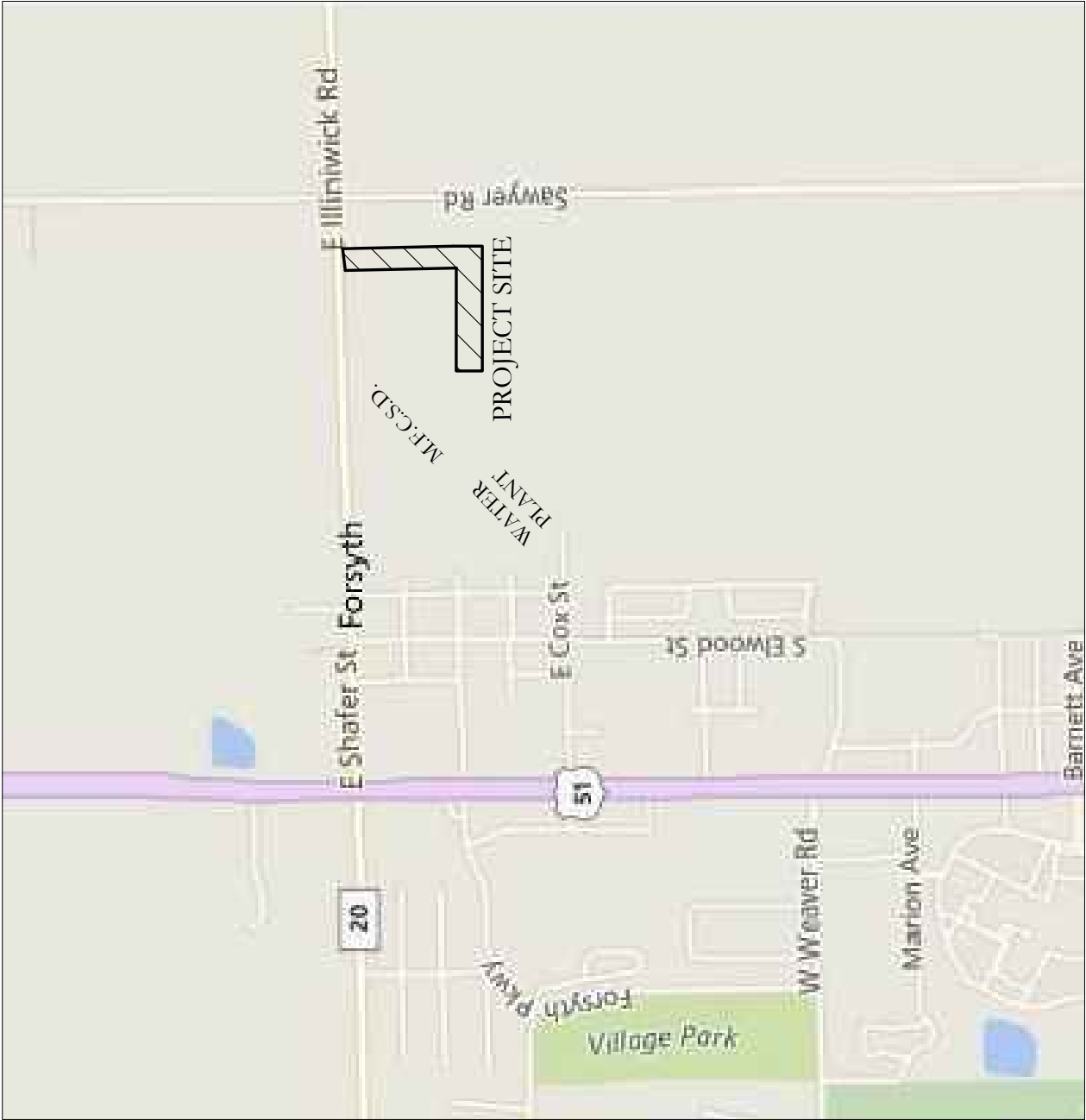
As always, if you are in need of anything further regarding this or any other matter, please do not hesitate to contact me.

PRAIRIE WINDS ACCESS ROAD
EAST SHAFER STREET
FORSYTH, IL

PROPERTY DESCRIPTION

A PART OF LOTS 3 AND 4 OF PRAIRIE WINDS AS PER PLAT RECORDED IN BOOK 5000 ON
PAGE 28 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

LOCATION MAP



INDEX OF SHEETS

- C-0. COVER SHEET
- C-1. OVERALL MAP & TOPOGRAPHY
- C-2. STREET PLAN & PROFILE
- C-3. STREET PLAN & PROFILE
- C-4. STREET PLAN & PROFILE
- C-5. INTERSECTION DETAILS
- C-6. STORM SEWER PROFILE
- C-7. STORM DETENTION AREA
- C-8. TYPICAL STREET SECTIONS
- C-9. STANDARD DETAILS
- C-10. STANDARD DETAILS
- C-11. CONSTRUCTION NOTES / LEGEND

DEVELOPER
HORVE BUILDERS
330 MARION AVENUE
FORSYTH, IL 62535

CIVIL ENGINEER
MANN ENGINEERING & SURVEYING, LLC
P.O. BOX 321
FORSYTH , ILLINOIS 62535
PHONE (217) 433-4537
DESIGN FIRM No. 184-007055

DANA W. MANN
REGISTERED PROFESSIONAL ENGINEER
ILLINOIS
No. 57164
LICENSE EXPIRATION -- 11/30/25

9/3/2024
DATE

STATE OF ILLINOIS
ENGINEER
DANA W. MANN
082-457164
PROFESSIONAL

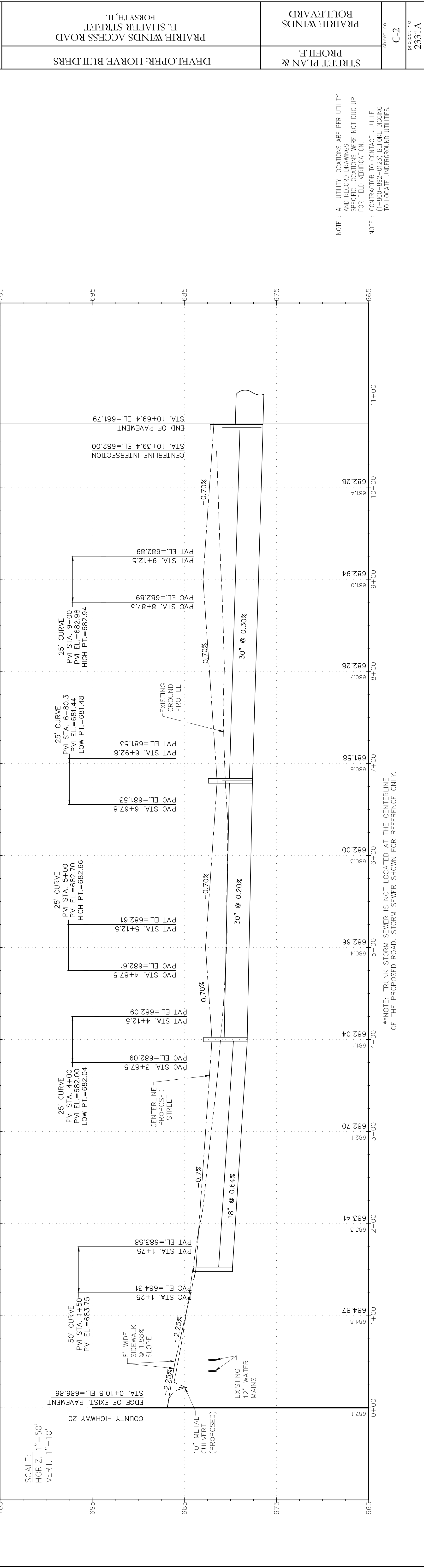
11/30/25
Exp.

DANA W. MANN
REGISTERED PROFESSIONAL
SURVEYOR
STATE OF ILLINOIS
FORSYTH
115-3608

11/30/24
Exp.

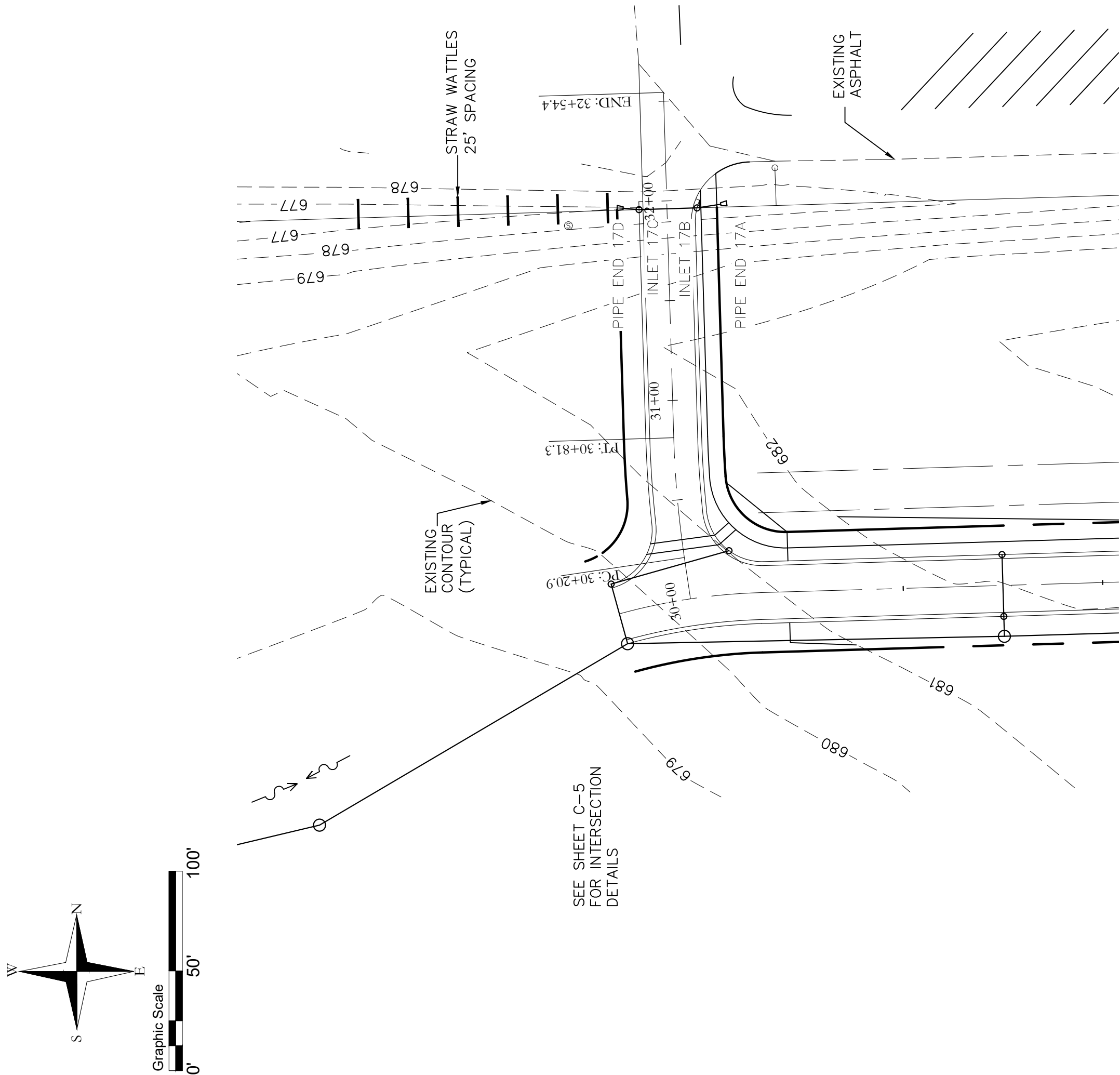
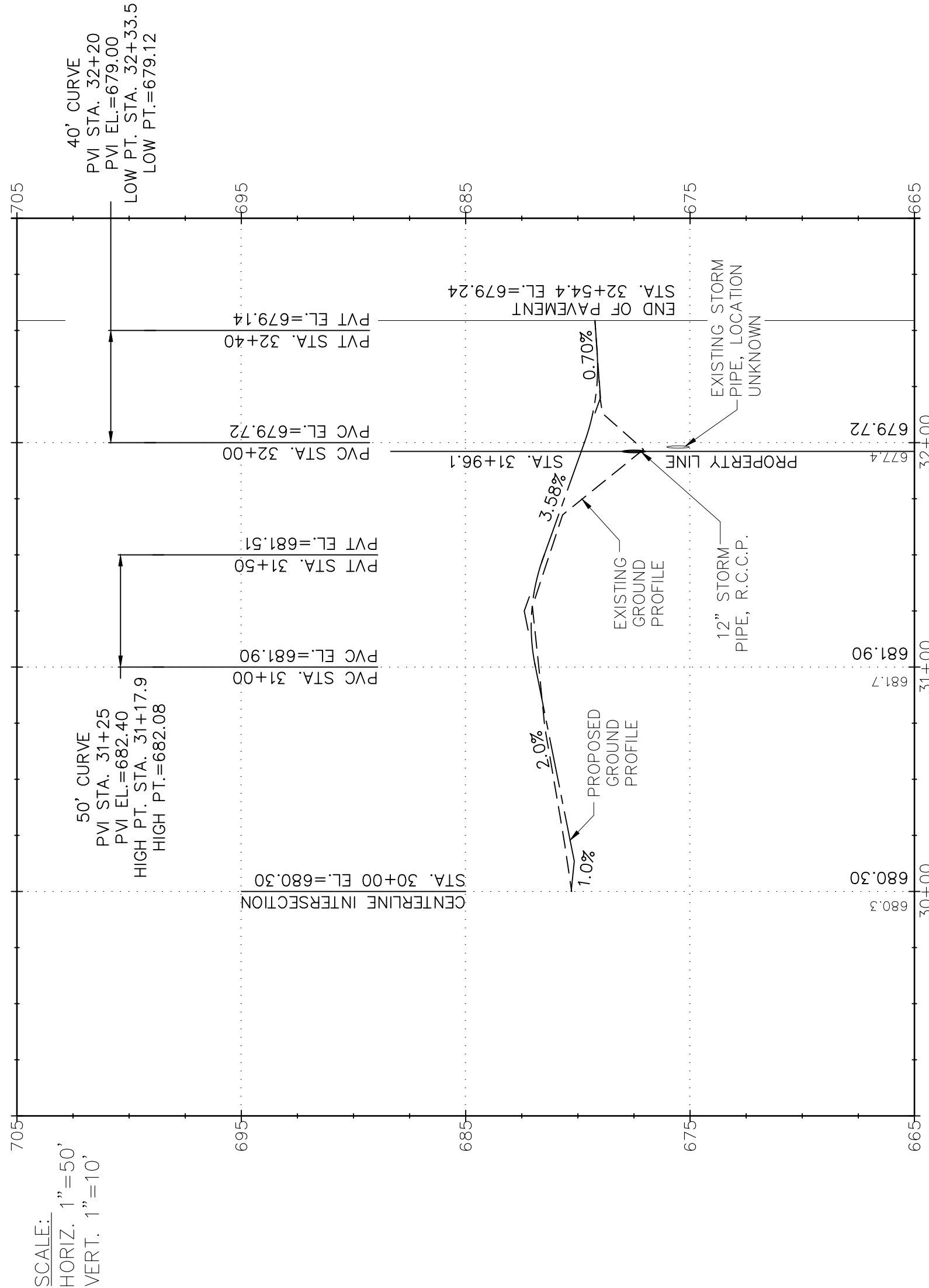
NOTE : ALL UTILITY LOCATIONS ARE PER UTILITY
AND RECORD DRAWINGS
SPECIFIC LOCATIONS WERE NOT DUG UP
FOR FIELD VERIFICATION.
NOTE : CONTRACTOR TO CONTACT JULLIE.
(1-800-892-0123) BEFORE DIGGING
TO LOCATE UNDERGROUND UTILITIES.

COVER SHEET		DEVELOPER: HORVE BUILDERS	PRAIRIE WINDS ACCESS ROAD E. SHAFER STREET FORSYTH, IL	project no. 2331A	C-0	sheet no.
MANN ENGINEERING & SURVEYING, LLC						
P.O. BOX 321 FORSYTH, IL 62535 TEL: 217-433-4537 EMAIL: MANNENG@YAHOO.COM ILLINOIS DESIGN FIRM No. 184-007055						
Project No. 2331A						
Scale						
Drawn By: DJM						
Date 9/5/2024						
Reviewed						
BY						
DATE						
REVISION						



NOTE : ALL UTILITY LOCATIONS ARE PER UTILITY AND RECORD DRAWINGS.
SPECIFIC LOCATIONS WERE NOT DUG UP FOR FIELD VERIFICATION.

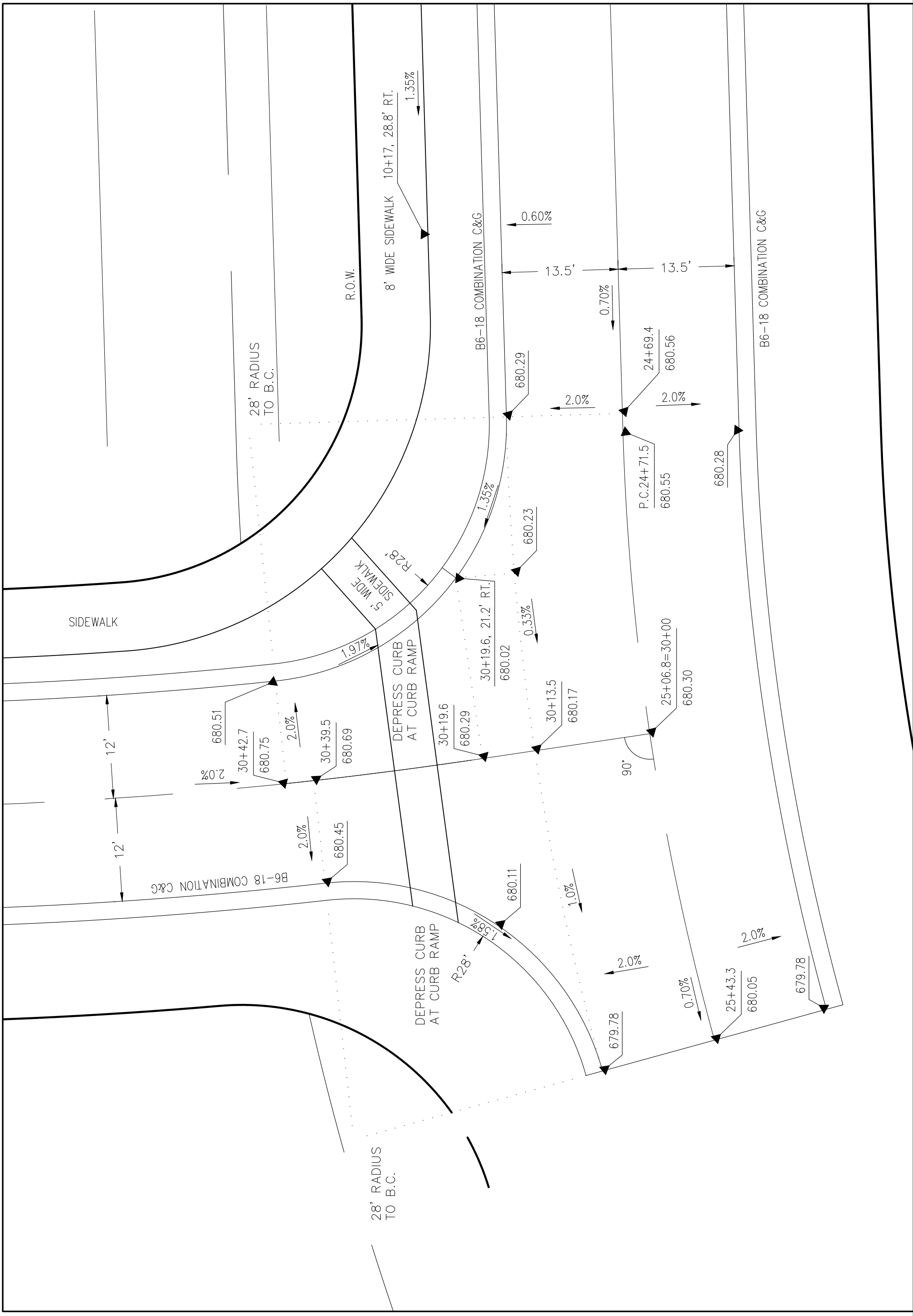
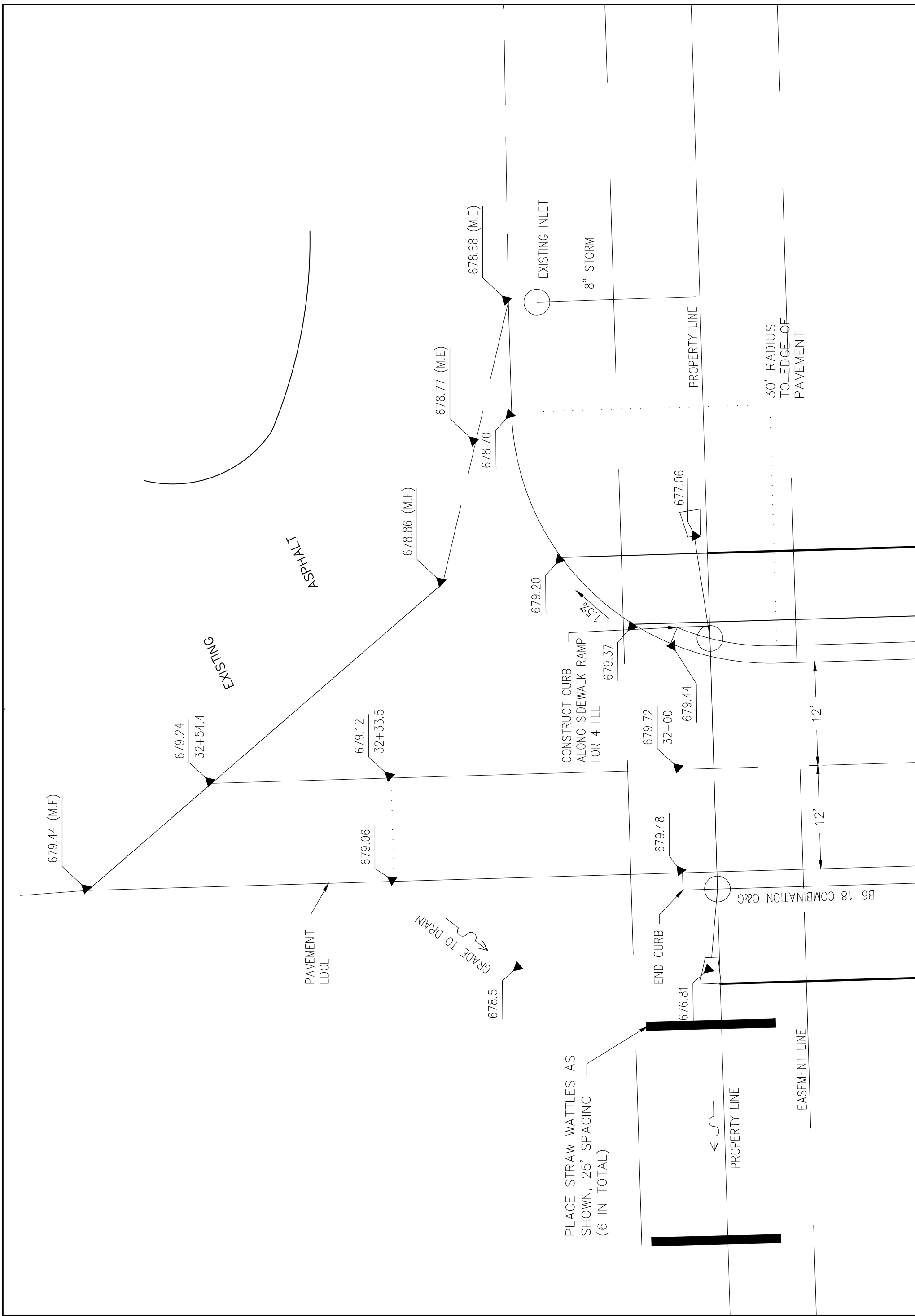
NOTE : CONTRACTOR TO CONTACT JULIE (1-800-892-0123) BEFORE DIGGING TO LOCATE UNDERGROUND UTILITIES.



MANN ENGINEERING & SURVEYING, LLC
P.O. BOX 321
FORSYTH, IL 62535
TEL: 217-433-4537
EMAIL: MANNENGR@YAHOO.COM
ILLINOIS DESIGN FIRM NO. 184-007055

INTERSECTION
DETAILS

sheet no.
C-5
project no.
2331A



NEW BUSINESS

ITEM 1

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: October 1, 2024
Subject: Bud and Ritas

Background

Bud & Rita's has submitted a Special Use Permit application, along with all required supplemental information, for the operation of their business at 1401 Hickory Point Road. The request was reviewed by the Planning and Zoning Commission on **September 26**, where the permit was **approved by a 4-2 vote**.

Details of the Application

The Special Use Permit application includes the following key elements:

- Security information, business plans, owner statement, pictures, maps of surrounding areas, customer counts, traffic generation
- No stipulations were given by the Planning and Zoning committee

Planning and Zoning Commission Review

On September 26, the Planning and Zoning Commission conducted a thorough review of the application. The commission approved the application by a 4-2 vote, indicating majority support but also acknowledging some concerns from members in opposition. These concerns were primarily related to the concern of a cannabis dispensary coming to the area.

Recommendation

Given the approval by the Planning and Zoning Commission and the inclusion of supplemental information that aligns with the Village's zoning regulations, it is recommended that the Village Board move forward with the approval of the Special Use Permit for Bud & Rita's.

Next Steps

If the Village Board approves the Special Use Permit, Bud & Rita's will be authorized to proceed with gathering information and submitting drawings to the Village for review. Any ongoing conditions or requirements will be monitored by Village staff to ensure full compliance with the approved terms.

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

EXHIBIT A

2.2 DEFINITIONS

Adult-Use Cannabis Dispensing Organization:

A facility operated by an organization or business that is licensed by the Illinois Department of Financial and Professional Regulation to acquire cannabis from licensed cannabis business establishments for the purpose of selling or dispensing cannabis, cannabis-infused products, cannabis seeds, paraphernalia or related supplies to purchasers or to qualified registered medical cannabis patients and caregivers, per the Cannabis Regulation and Tax Act, (P.A.101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

3.21 Adult-Use Cannabis Dispensing Organization.

Purpose and Applicability. It is the intent and purpose of this Section to provide regulations regarding the dispensing of adult-use cannabis occurring within the corporate limits of the Village of Forsyth. Such facilities shall comply with all regulations provided in the Cannabis Regulation and Tax Act (P.A.101-0027) ("Act"), as it may be amended from time-to-time, and regulations promulgated thereunder, and the regulations provided below. In the event that the Act is amended, the more restrictive of the state or local regulations shall apply.

Limitation. No more than one (1) Adult-Use Cannabis Dispensing Organization shall be granted a special use and permitted to be located within the Village of Forsyth. Each Adult-Use Cannabis Dispensing Organization may only be located upon approval of a special use as set forth in this section.

Procedure. Adult-Use Cannabis Dispensing Organization shall be a special use in the "B", "C1", and "C2" Zoning Districts and processed in accordance with the provisions of Section 9.12 of this Development Ordinance and this Section 3.21. No Adult-Use Cannabis Dispensing Organization shall be opened or operated unless specifically authorized under and pursuant to the Act, the Village of Forsyth Code or Ordinances, and this Development Ordinance.

Application. In addition to the special use application requirements set forth in the Development Ordinance, the application for a special use for Adult-Use Cannabis Dispensing Organization must include all of the following information and documents:

(A) The legal name and, if different than the legal name, the trade name of the proposed Adult-Use Cannabis Dispensing Organization for which the special use is sought.

(B) The commonly known address of the proposed Adult-Use Cannabis Dispensing Organization.

(C) The property owner's name and address.

(D) The legal name of the applicant, if different than the name of the proposed Adult-Use Cannabis Dispensing Organization.

(E) The address, telephone number and email address of the Adult-Use Cannabis Dispensing Organization and applicant's principal place of business, if different than the common address of the proposed Adult-Use Cannabis Dispensing Organization. A post office box may not be submitted as the address of the applicant's principal place of business.

(F) A copy of a business plan for the proposed Adult-Use Cannabis Dispensing Organization that includes, without limitation, the following information:

(1) A description of the products and services that the proposed Adult-Use Cannabis Dispensing Organization intends to offer, if any;

(2) Number of employees;

(3) Anticipated number of customers (if applicable); and

(4) The proposed hours and days of operation of the proposed Adult-Use Cannabis Dispensing Organization.

(G) A security plan that describes how the proposed Adult-Use Cannabis Dispensing Organization will provide security for its inventory, customers and employees shall be submitted to the Village of Forsyth. The security plan shall be shared with the Chief of Police for review and recommendation. The security plan shall be kept confidential to the extent permitted by law. Without limitation, the security plan shall include the following information:

(1) A description of the procedures that the proposed Adult-Use Cannabis Dispensing Organization will implement to prevent the diversion, theft or loss of cannabis during the delivery of cannabis to, and possibly from, the Adult-Use Cannabis Dispensing Organization by another adult-use cannabis business establishment, including, without limitation, the use of delivery manifests;

(2) A description of the procedures that the proposed Adult-Use Cannabis Dispensing Organization will implement to:

(a) Monitor the activities conducted within the proposed Adult-Use Cannabis Dispensing Organization;

(b) Secure the proposed business, including, without limitation, the Adult-Use Cannabis Dispensing Organization agents, cannabis and currency stored at the business; and

(c) Prevent the diversion, theft or loss of cannabis; and
(3) A description of the procedures that the proposed Adult-Use Cannabis Dispensing Organization will implement to restrict access to limited-access areas and restricted-access areas within and outside of the establishment.

(H) A written, and notarized statement that the applicant owns the property on which it proposes to operate the Adult-Use Cannabis Dispensing Organization or, if the applicant does not own the property, a written, and notarized, statement from the property owner certifying the owner's consent to the use of the property as an adult-use cannabis dispensing organization.

(I) A statement of the impact of the proposed Adult-Use Cannabis Dispensing Organization on existing and/or planned uses located within the vicinity of the subject property.

(J) A map of the area surrounding the location of the proposed Adult-Use Cannabis Dispensing Organization identifying the businesses, and the nature of each surrounding use, located within 1,500 feet of any part of the property line of the proposed Adult-Use Cannabis Dispensing Organization in existence at the time that the application of a special use permit is filed with the Village of Forsyth.

(K) Schematic drawings illustrating the design and character of the building elevations, types of construction and floor plans of all proposed buildings and structures.

(1) The drawing shall also include a schedule showing the number, type and floor area of all uses or combinations of uses, and the floor area of the entire development.

(2) The drawings shall illustrate ingress/egress of the entire building, as well as ingress/egress for any and all secured areas and restricted- or limited-access areas.

(3) The drawing shall illustrate any loading and handling facilities, including trash and waste.

(4) The drawings shall illustrate video surveillance areas, panic button locations and other security systems as needed.

(L) A comprehensive site plan, drawn to scale, compliant with the requirements of this Development Ordinance that also includes:

(1) Anticipated parking demand and available private parking supply;

(2) A photometric lighting plan for the proposed project if the project would result in new exterior lighting or changes to the existing exterior lighting;

(3) A site drainage plan, if applicable.

(M) Information sufficient to demonstrate that the proposed Adult-Use Cannabis Dispensing Organization complies with all applicable state laws and regulations, as such laws and regulations may be adopted or amended from time to time.

Adult-Use Cannabis Dispensing Organization Facility Components. In determining compliance with this Development Ordinance and Village of Forsyth Code of Ordinances Chapter 113, the following components of the Adult-Use Cannabis Dispensing Organization's facilities shall be evaluated based on the entirety of the circumstances affecting the particular property in the context of the existing and intended future use of the properties:

(A) Impact of the proposed facility on existing or planned uses located within the vicinity of the subject property.

(B) Proposed structure in which the facility will be located, including co-tenancy (if in a multi-tenant building), total square footage, security installations/security plan and building code compliance.

(C) Hours of operation and anticipated number of customers/employees.

(D) Anticipated parking demand and available private parking supply.

(E) Anticipated traffic generation in the context of adjacent roadway capacity and access to such roadways.

(F) Site design, including access points and internal site circulation, and commercial vehicle loading, unloading, and parking.

(G) Proposed signage plan.

(H) Compliance with all requirements provided in this Development Ordinance and Village of Forsyth Ordinance Chapter 113.

(I) Other criteria determined to be necessary to assess compliance this Development Ordinance and Village of Forsyth Ordinance Chapter 113.

Adult-Use Cannabis Dispensing Organization General Operational Standards. In those zoning districts in which an Adult-Use Cannabis Dispensing Organization may be located, the proposed facility must comply with the following general operational standards:

(A) Applicant shall install building enhancements, such as security cameras, lighting or other improvements, as set forth in the special use, to ensure the safety of employees and customers of the Adult-Use Cannabis Dispensing Organization, as well as its environs. The improvements shall be determined based on the specific characteristics of the floor plan

for an Adult-Use Cannabis Dispensing Organization and the site on which it is located, consistent with the requirements of the Act.

(B) No consumption of cannabis may be permitted on the premises.

(C) Any cannabis, cannabis-infused products or cannabis waste on the premises must always be stored within secure refuse containers located within a restricted access area at all times prior to the destruction and disposal thereof, which destruction and disposal must be performed pursuant to all applicable state laws and regulations, as may be amended from time to time.

(D) All advertising shall comply with advertising and promotional standards of the Cannabis Regulation and Tax Act and with the Village of Forsyth Sign Code.

(E) Adult-Use Cannabis Dispensing Organizations may not be located in a dwelling unit or operated as a home occupation.

Screening and buffering. All Adult-Use Cannabis Dispensing Organizations shall comply with the landscaping provisions, including transitional yard and screening requirements of this Development Ordinance.

Parking. Adult-Use Cannabis Dispensing Organizations shall have a minimum of 1 off-street parking space per 250 square feet of floor area and otherwise comply with Development Ordinance Article VI.

Adult-Use Cannabis Dispensing Organization Specific Operational Standards. In those zoning districts in which an Adult-Use Cannabis Dispensing Organization may be located, the proposed facility must comply with the following specific operational standards:

(A) Facility may not be located within 1,500 feet of the property line of a pre-existing public or private nursery school, preschool, primary or secondary school, day care center, day care home or residential care home. Learning centers and vocational/trade centers shall not be classified as a public or private school for purposes of this Section.

(B) Facility may not be located in a dwelling unit or within 500 feet of the property line of a pre-existing property zoned or used for residential purposes.

(C) Facility must be a free-standing structure not occupied by other business or tenant, or used for any other purpose other than an Adult-Use Cannabis Dispensing Organization.

(D) At least 75% of the floor area of any tenant space occupied by a dispensing organization shall be devoted to the activities of the dispensing organization as authorized by the Act, and no dispensing organization shall also sell food for consumption on the premises.

(E) Facility may not conduct any sales or distribution of cannabis other than as authorized by the Act.

(F) Dispensers may not have a drive-through service window.

(G) All dispensers must be equipped with a secure unloading space for the reception of deliveries of recreational cannabis and recreational cannabis-infused products, which space must be:

(1) Located within an enclosed area of the principal structure in which the Adult-Use Cannabis Dispensing Organization operates;

(2) Secured by doors that are closed and locked during all times that deliveries of recreational cannabis or recreational cannabis-infused products are unloaded; and

(3) A restricted-access area.

Additional Requirements. The following are additional requirements for obtaining a special use permit for an Adult-Use Cannabis Dispensing Organization:

(A) Permit holder shall pay an annual permit fee of \$3,500.00 with the initial permit fee due within 10 days from the date the Village approves the Special Use Permit and subsequent annual payments due on the anniversary of the date the initial permit fee is paid.

(B) Petitioner shall file an affidavit with the Village of Forsyth affirming compliance with the Specific Operational Standards as provided herein and all other requirements of the Act.

4.8 PERMITTED AND SPECIAL USE CHART

Business and Service Uses											
	AG	RE	R1/OT	R2	R3	B	C1	C2	OR	I1	I2
<u>Adult-Use Cannabis Dispensing Organization</u>	=	=	=	=	=	<u>S</u>	<u>S</u>	<u>S</u>	=	=	=

Name

Affordable Dentures & Implants
Ali Doolin-Hupp - State Farm Insurance Agent
Aligned Family Wellness Chiropractic and Acupuncture
All About Eyes - Forsyth
ApexNetwork Physical Therapy
Applebee's Grill + Bar
Aspen Dental - Forsyth, IL
AT&T Store
Barba Kenneth R MD
Bath & Body Works
Best Buy
Buffalo Wild Wings
Cardtronics ATM
Circle K
Cocoday
Coziahr Harley-Davidson
Decatur Adult Education
Decatur Earthmover Credit Union
Dollar Tree
Dr. Ara D. Aprahamian, MD
Dr. Gregory I. Halperin, MD
Dr. Marlon T. Muneses, MD
Dr. Priscilla Pappas-Walker
Dr. Sumeet Bhatia, MD
ecoATM
Fairfield Inn Forsyth Decatur
FedEx Drop Box
First Mid Bank & Trust
Forsyth
Friar Tuck Beverage
Geek Squad
Hampton Inn Decatur/Forsyth
Heartland Ag Group Ltd.
Hibbett Sports
Hobby Lobby
Homewood Suites by Hilton Decatur-Forsyth
Horve Builders
Horve Hospitality Management, Inc.
Jeff Ludwick - COUNTRY Financial Representative
KAY Jewelers
Kohl's
Lowe's Home Improvement
Maurices

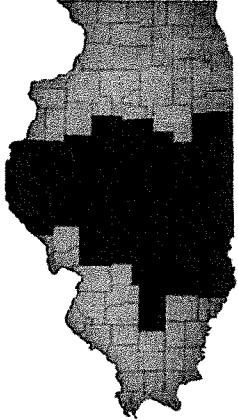
McDonald's
Miles Chevrolet
Pella Windows & Doors of Decatur
Petals
PetSmart
Play It Again Sports
Proactiv Automated Kiosk
Quality Inn near I-72 and Hwy 51
Red Lobster
Relaxation Spa
Residence Inn Decatur Forsyth
Ross Dress for Less
Shoe Dept. Encore
Speed Lube Oil Change Shop
Spirit Halloween
Sport Clips Haircuts of Decatur
Staples
Staples Print & Marketing Services
Steak 'n Shake
Subway
T.J. Maxx
Taco Bell
Texas Roadhouse
T-Mobile Authorized Retailer
Tower Loan
Ulta Beauty
Verizon
Von Maur
Xfinity Store by Comcast
Zac Young - COUNTRY Financial Representative
Zach Ludwick - COUNTRY Financial Agent

Type

Doctor/Dentist/Medical Office/Facility
Insurance Agent
Doctor/Dentist/Medical Office/Facility
Doctor/Dentist/Medical Office/Facility
Doctor/Dentist/Medical Office/Facility
Restaurant
Doctor/Dentist/Medical Office/Facility
Retail
Doctor/Dentist/Medical Office/Facility
Retail
Retail
Restaurant
ATM
Gas Station
Restaurant
Retail (Car Dealership)
Learning Center
ATM
Retail
Doctor/Dentist/Medical Office/Facility
Doctor/Dentist/Medical Office/Facility
Doctor/Dentist/Medical Office/Facility
Doctor/Dentist/Medical Office/Facility
Doctor/Dentist/Medical Office/Facility
ATM
Hotel
Package Handler
Bank
Government
Retail Liquor
Retail
Hotel
Professional Services
Retail
Retail
Hotel
Construction
Construction
Insurance Agent
Retail
Retail
Retail
Retail

Restaurant
Retail (Car Dealership)
general_contractor
Retail
Retail
Retail
Unknown
Hotel
Restauraunt
Spa
Hotel
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Retail
Mechanic
Retail
Professional services
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FEATHERSTUN, GAUMER, STOCKS, FLYNN & ECK, LLP

VIA EMAIL TO:

Jill Applebee
japplebee@forsyth-il.gov

September 26, 2024

Re: Bud and Rita's

Dear Jill,

For your records I am enclosing a copy of the Bud and Rita's storefront in Niles, Illinois.

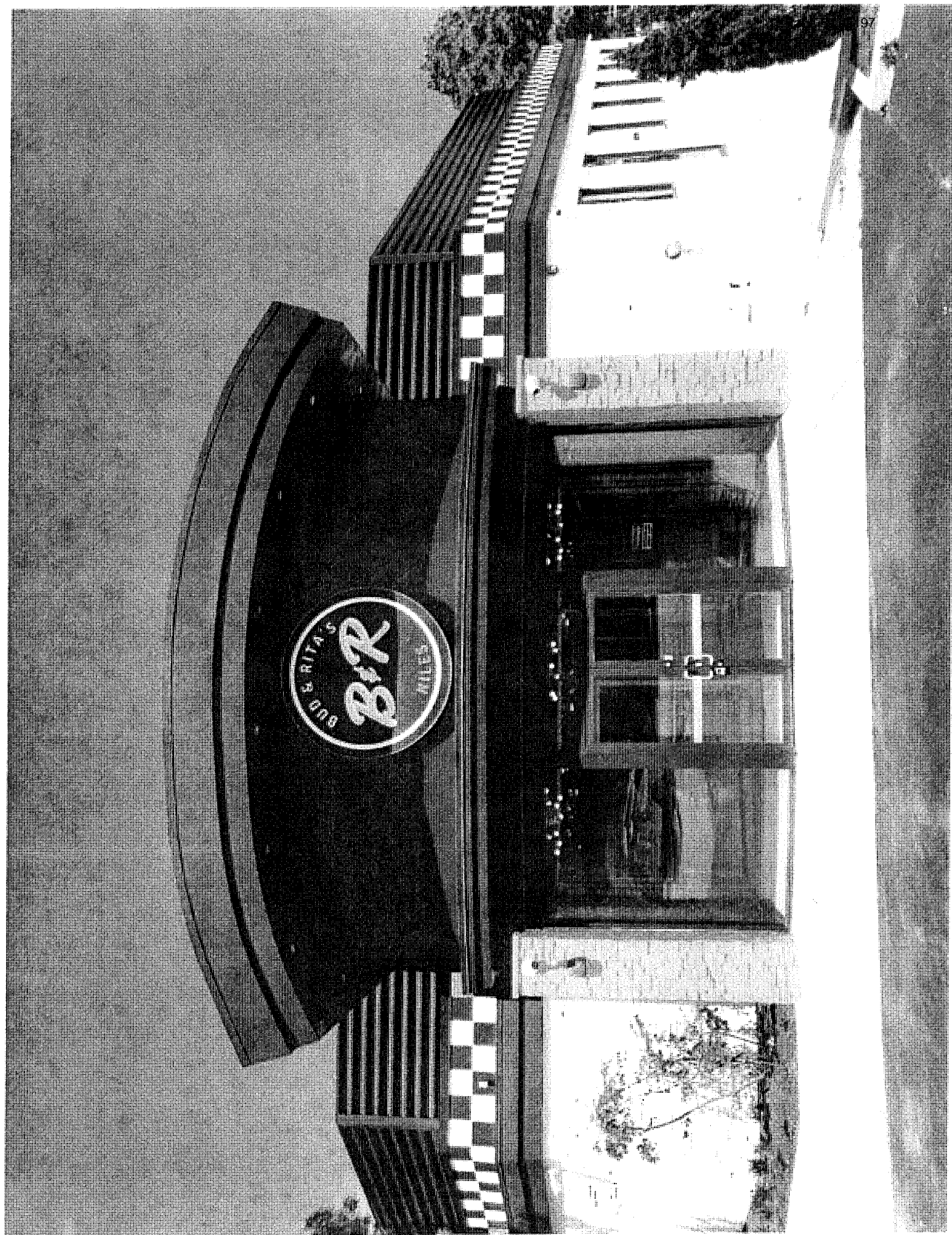
There are no cannabis leaves, no indication once so ever that there is anything nefarious going on in this building. From the outside it could be a bar, restaurant, shop or any number of businesses.

As per our conversation the name Bud and Rita's is simply the name of the grandparents where the cannabis is grown in western Illinois. They have operated multiple Bud and Rita facilities in numerous communities and have been good community partners. I am confident that they will be a good community partner in Forsyth, Illinois.

Very Truly Yours,

Edward Flynn

Featherstun, Gaumer, Stocks, Flynn & Eck, LLP



SPECIAL USE PERMIT APPLICATION SUPPLEMENT

This filing is submitted as a supplement to the Special Use Application submitted by Illinois Health & Wellness LLC on August 7, 2024 for their proposed Adult-Use Cannabis Dispensing Organization in Forsyth, Illinois. Illinois Health & Wellness LLC, by and through their attorneys Featherstun, Gaumer, Stocks, Flynn & Eck, LLP states as follows:

1. The legal name of the applicant and license holder is Illinois Health & Wellness, LLC. The management company operating the dispensary within is NGW Retail Operations, LLC dba Bud and Rita's Dispensary and Bud and Rita's.
2. The dispensary is tentatively planned to be located at 1401 Hickory Point Dr., Forsyth, IL 62535.
3. The owner of the property is Hickory Point Realty LLC, Hickory Point Nassim LLC and Hickory Point CH LLC. The contract-purchaser's name is Illinois Health & Wellness, LLC.
4. See #1.
5. Name and address of dispensing organization and applicant's principal place of business:
 - a. Illinois Health & Wellness, LLC 6323 N. 61st Place, Paradise Valley, AZ 85253
 - i. Telephone: 602-717-1227
 - ii. Email Address: mark@msteinmetz.com
 - b. NGW Retail Operations, LLC 230 E. Van Fossen Rd., Vermont, IL 61484
 - i. Telephone: 309-784-2056
 - ii. Email Address: legal@naturesgraceandwellness.com
6. Business plan attached hereto as Exhibit A.
7. Security plan attached hereto as Exhibit B.
8. Written, notarized property owner statements attached hereto as Exhibit C.
9. The impact of the proposed Adult-Use Cannabis Dispensing Organization on existing and/or planned uses located within the vicinity of the subject property was already included in the original special use permit application. However, our hope is that this supplement provides further clarification as to the impact. This is one of few spots in Forsyth that an Adult-Use Cannabis Dispensing Organization would be appropriate due to the distance from all businesses and organizations of concern, by ordinance, and the nature of the surrounding businesses. The proposed property is in an area which the majority of the properties zoned, are zoned commercial in the broadest commercial use definition allowed by the Village of Forsyth Code.
10. See attached Exhibit D for a map of the area surrounding the location of the proposed Adult-Use Cannabis Dispensing Organization identifying the businesses, and the nature of each surrounding use, located within 1,500 feet of any part of the property line of the proposed Adult-Use Cannabis Dispensing Organization in existence at the time that the

application of a special use permit is filed with the Village of Forsyth. The businesses are listed on an attachment thereto.

- a. The proposed facility is approximately 570 feet from the nearest pre-existing property zoned or used for residential purposes (Neighborhood to the South).
 - b. The proposed facility is approximately 1950 feet from the closest daycare/nursery (Kids N Fitness).
 - c. The proposed facility is approximately 1955 feet and 2075 feet from the closest residential care homes (Hickory Point Christian Village and Comfort Keepers of Central Illinois, respectively).
11. Affidavit for compliance attached hereto as Exhibit E.
12. A master site plan is attached hereto as Exhibit G which is a comprehensive site plan that includes schematic architectural drawings, proposed signage plans, a schematic security plan, and a photometric site plan.
13. Attached hereto as Exhibit H is a table of customer counts by hour and day for this location. Additional commentary as follows:
 - a. Employee Count: Between 6-8 employees at a given time.
 - b. We estimate that over 70% of the transactions that occur at the dispensary will be via online orders with in-store pickups. Purchasers are able to order through our online menu and then pickup their order in-store. This results in significantly quicker transaction times, approximately 5-7 minutes per transaction for online orders. In-store orders take approximately 10-12 minutes. This results in a diminished need for parking. The Applicant estimates at peak there would be 38 Purchasers per hour with 27 of those being online orders which would require 4 parking spots to accommodate those Purchasers and 3 parking spots to accommodate the other 11 in-store Purchasers. With 8 employees that would require 15 spaces plus an ADA space. The Applicant's current site plan shows dedicated parking of 27 spaces plus 1 ADA space resulting in 12 excess parking spaces in the event demand is higher than projected.
14. Traffic Generation:
 - a. The Applicant believes that the proposed use as a cannabis dispensary for the subject site will have a minimal impact on overall traffic generation in the area. Notably, the market for cannabis dispensaries has changed significantly within the state of Illinois over the last several years. In the early stages of the State's adult-use cannabis program, there were very few licensed dispensaries state-wide resulting in increased traffic generation at these locations at these destination locations. Over the last few years, the volume of licensed dispensaries has nearly quadrupled state-wide, resulting in dispensaries seeing less volume per location and primarily servicing their local community. Applicant expects the same for this location. The Applicant's proposed site is a former bank which is sited in an out-lot of the

Hickory Point Mall. The area is an existing retail and commercial thoroughfare with existing restaurants, shopping and hotel uses in addition to the Shopping Mall. The area was designed and has the existing infrastructure to accommodate traffic generations in excess of what it is currently experiencing. Notably, traffic generation to the Hickory Point Shopping Mall has decreased in recent years. Applicant's Exhibit H identifies projected transactions per day and per hour for Applicant's proposed use, which demonstrate a peak traffic generation at approximately 300 trips in and out of the subject site per day, resulting in a minimal impact to traffic generation in the area generally.

ILLINOIS HEALTH & WELLNESS LLC
By: FEATHERSTUN, GAUMER, STOCKS,
FLYNN & ECK, LLP
Attorneys for Applicant,

By: /s/ Ryan Beavers

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FLYNN & ECK, LLP
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Decatur, IL 62525
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E-mail: rbeavers@decatur.legal

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LONG-TERM MANAGEMENT PLAN AND PHILOSOPHY

We are an Illinois-based, community-oriented team of dispensary operators who are fundamentally committed to a long-term business, operational and management plan; a plan that measures success over decades, not years. Our operational and business framework is designed to exceed industry best practices and standards for business sustainability and serves as a model for what adult-use dispensaries across the country can and should be. This model is predicated on concentric circles of positive influence that begin with our employees and Purchasers and extend outward to our community and to society as a whole.

We are driven by several business management principles that are instrumental to these long-term goals. At the internal and employee level, we focus on training, compliance and investment in employees to achieve business sustainability. The positive and compliant internal culture we create will provide the foundation for positive influence at the Purchaser-level, which is further supported by our focus on high-quality products and a commitment to Purchaser experience throughout all our operations. At the external level, our goals will be achieved through our community presence, responsible marketing and ability to adapt to market changes.

Rigorous Training

All employees are held to strict operational, compliance and customer service standards, which are communicated through our intensive training program and integrated through ongoing managerial supervision and oversight. Our intensive, multi-phased training program slowly and deliberately guides staff from a base of no presumed knowledge to mastery of every Agent position, including managerial positions. The program is divided into five distinct modules corresponding to Agent positions in the dispensary with increasing levels of authority. After completing and testing out of each training module, an Agent will qualify for a new set of dispensary positions with additional responsibilities, where each will be given the time and oversight required to gain mastery of the role. All employees will be appropriately licensed and trained prior to taking on any Agent responsibilities.

Compliance

Compliance drives every aspect of our dispensary operations including all SOPs, staffing responsibilities, and management reporting structures. Our SOPs are built around an integrated system of two-party verification and continual auditing across distinct operational responsibilities to ensure accountability. Additionally, the Compliance team is granted broad authority outside of the operational management team to ensure compliance and will conduct routine and random audits beyond daily compliance checks. Our operational compliance is ensured through a robust system of audits, supervision and enforcement to ensure accountability and take corrective action as needed.

Investing in Employees

We believe that operational success, from compliant operations to customer experience, is rooted in empowering and investing in employees. We will invest in our employees through:

- Promoting from within and rewarding long-term employees with regular raises
- Well-defined training sequences with clear pathways to increased job responsibilities
- Abiding by comprehensive training standards that go beyond operational dispensary duties; allowing employees to develop broad industry expertise
- An open-door policy that welcomes input and feedback from all employees
- Fair compensation in excess of living wage standards and benefits for all employees including:
 - Choice of affordable Health Care Plans;
 - Dental, Vision, short term and long term disability benefits;
 - Matching 401k;
 - All legally required Leave Benefits in addition to up to 40 hours of PTO per year, extended personal leaves after one year of employment.

High-Quality Products

We are committed to maintaining strict product quality standards. Our cannabis product procurement strategy curates a rotating selection of products within each product category that meet our exacting quality standards. In order to maintain our quality standards in sourcing products, we have a dedicated Procurement team that have relationships with Supplier Sales Representatives, Growers and Extractors.

Commitment to Purchaser Experience

We employ a Purchaser-centric business model that integrates best practices into both customer service and user experience. All business operations ranging from retail space layout to staffing plans are driven by our commitment to accommodate all purchasers and providing an individualized purchaser experience. To differentiate user experience, our floor layout and customer interactions are designed to provide each Purchaser the option to engage in a prolonged interaction with a Sales Agent, to peruse products on their own using detailed placards and educational material, or to quickly proceed to purchasing through Quick Order and Pre-Order lines.

Positive and Engaged Community Presence

We understand that to be a positive and engaged presence in our community, we need to be a proactive, visible and active participant in the life and decision-making process of the community, and not merely an absence of negative impact.

Our management team will work to develop strong relationships with the neighborhood leaders, organizations and individuals that are a part of our community.

We take our physical presence in the neighborhood seriously. To ensure community safety and create a welcoming environment, we will implement the following:

- Ongoing building maintenance to ensure our surrounding environment is always clean, well-manicured and well-lit
- Architectural designs and renovations that present a welcoming aesthetic for the community
- No cannabis consumption allowed in any public space around our facility
- Zero-tolerance policy for any employees or Purchasers that are disrespectful to the neighborhood or disregard the law; no loitering or any behavior is allowed that might interfere with a friendly community environment
- On-site security guards during all hours of operation to be a friendly but safety-oriented presence for the community; guards will immediately notify police if there is any reason to believe that community safety is at risk

POS SYSTEM

The technical requirements of a point-of-sale system (POS) for a dispensary are distinct from the requirements for other retail establishments, including age-verification, purchase limits, dynamic inventory and product tracking, and real-time interfacing with the State's inventory tracking system. Our POS selection was driven by the following principles:

- **Stability:** required for any technical system to function at scale
- **Redundancy:** achieved at POS, Network and ISP levels to maintain network availability and minimize risk of disconnection
- **Customization:** required to increase operational efficiency during peak business hours and to implement technical changes required by regulations
- **Illinois-based Development:** includes prioritization and deep understanding of Illinois regulatory requirements and the need for dedicated technical features required by Illinois regulations

Dutchie

We utilize Dutchie as our POS. Dutchie is the leading POS provider in Illinois and the regulated cannabis industry nationwide. Its compliant and reliable system ensures accurate and compliant transactions are performed.

PURCHASE-PROCESSING AND DISPENSING PROCEDURES

Our procedures for processing customer purchases and dispensing cannabis are based on inventory and currency management best practices and designed to be secure and intuitive while providing the Purchaser with a quick, pleasant and easy customer experience. All dispensing and purchasing protocols are designed to ensure an efficient, secure and streamlined flow from arrival to purchase to exit.

Pre-Purchase Procedures

Purchaser Check-In

Upon entering the dispensary, the Front Desk Agent will ask all persons to present a valid ID for verification. The Agent will check and verify the ID through a dedicated ID-scanner, which will validate the identification card and that the person is either over the age of 21 or possesses an Illinois Medical Cannabis Card.

The Front Desk Agent will perform a visual check to ensure that the photograph on the ID matches the Purchaser. If the Front Desk Agent believes that the ID does not match the Purchaser, then the Agent will ask certain questions to provide an additional assessment and, in the further absence of certainty, will request the Shift Lead (the Agent in Charge of the facility for that shift) make a final determination. If fraudulent identification is suspected, local authorities may be called at the discretion of the Shift Lead.

If the Purchaser is verified and approved to enter the Retail Room, the Front Desk Agent will enter the Purchaser's first name, last initial and state of residence into the POS queue along with a uniquely generated queue number to ensure Purchaser confidentiality while providing Sales Agents with enough data to make a certain

identification of the Purchaser

The Front Desk and Sales Agents will work together to monitor and manage the number of Purchasers in the Retail Room. If the Retail Room is under capacity, the Front Desk Agent will communicate to the Sales Agent (either by text or two-way radio) to confirm whether to send in more Purchasers. The Sales Agent will reply with an exact count of the number of persons in the Retail Room and tell the Front Desk Agent exactly how many Purchasers to allow entrance from the Lobby.

Product Selection

Upon entering the Retail Room, a Sales Agent will meet each Purchaser and provide guidance in response to the Purchaser's goals for the visit. The Sales Agent will direct Purchasers to either the Pre-order or Quick Order Lines at the Transaction Counter or into the Sales and Product Information area to be helped by a Sales Floor Agent.

Pre-Order Queue

Our website and dedicated mobile app will integrate a pre-order system for Purchasers registered into our Loyalty Program. This system will allow these pre-registered Purchasers to place orders before entering the facility.

At the pre-order line, Sales POS Agents working with Purchasers will request loyalty number and re-scan and verify IDs. The POS Agent will find the associated pre-order and complete the financial component of the transaction.

Quick Order Queue

Some Purchasers will enter our dispensary with a clear understanding of the products and knowledge of the items available for purchase, often supported by our website that includes detailed descriptions and macro photographs of all products available for purchase. These types of knowledgeable Purchasers who do not want to interact with a Sales Floor Agent will be directed by the Greeter Agent to the Quick Order queue, where stationary POS Agents will process orders.

Sales and Product Floor

Other Purchasers will enter our dispensary to spend time reviewing products available and interacting with a highly trained Sales Agent. For these types of Purchasers, the Sales Agent will add the Purchaser's name on the POS Check-in Queue using a tablet. When a Sales Floor Agent becomes available, the Sales Floor Agent will check this queue and locate the Purchaser at the top of the list.

The Sales Agent will then spend as much time reviewing product information and providing guidance as the Purchaser needs before making a purchase decision and completing the transaction. Dedicated POS stations on the Sales Floor will be used for these types of transactions.

Processing Customer Purchases

We will ensure that Purchasers are never allowed to purchase cannabis product in excess of their allotted amount through dual-verification processes involving both Agents and our POS. Additionally, the separation of Pre-Order, Quick Order and Sales Floor POS's allows our dispensary to process multiple customer purchases simultaneously, with the number of POS stations flexing with customer demand.

Agent Re-Verification of Purchaser Identification and State of Residence

All Sales Agents will re-verify the Purchaser's identification and age prior to engaging in a transaction. Any Adult-Use Purchaser seeking to purchase an amount of cannabis greater than 15 grams of flower, 250 mg of THC in a cannabis-infused product, or 2.5 grams of cannabis concentrate (cumulative) will be required to present an Illinois-issued identification card again to the Sales Agent to verify their status as an Illinois resident. If such proof of residency is provided, the Purchaser will be allowed to purchase a quantity up to (cumulatively) 30 grams of flower, 500 mg of THC in a cannabis-infused product, or 5 grams of cannabis concentrate.

POS Verification and Automated Denial Records

Our POS tracks Purchaser limits and ensures transactional compliance. To add items to a customer cart, the Sales Agent will select from a product menu of working inventory in the POS. Upon addition to the cart, inventory is reserved and the cannabis limit is tracked. If the addition of a product exceeds the Purchaser's cannabis limit, the POS will not allow the product to be added to the cart and will present a denial message to the Agent.

If a Purchaser attempts to purchase a cannabis product that would put the Purchaser over the cannabis limit or rejects the transaction, the POS will automatically create a customer Denial Record with a detailed description, including the amount that would put the customer over the limit.

Payment Processing

Upon order completion, the Sales Agent will collect payment from the customer and enter the payment into the POS. The POS will send the transactions to the State for approval and posting. If the transaction is approved by the State, a customer receipt is printed, and a duplicate receipt is sent to the Working Inventory Room for the Fulfillment Agent to process the order. The POS will record the transaction number for each individual product.

Anticipated Transactions

We anticipate that sales will include cash transactions, debit card transactions, and gift-card transactions. All POS terminals, including those on the Sales Floor, will have dedicated, secure cash drawer. In order to best accommodate Purchasers, we will have an ATM available for Purchaser use in the Facility.

Dispensing Procedures

Fulfillment Agent

Within the Working Inventory area under constant surveillance and monitoring, the Fulfillment Agent will use the duplicate receipt printed by the POS to pick and compile the products from Working Inventory carts. The Fulfillment Agent will then place the products in a basket, along with the receipt, and move the basket through the Secure Dispensing Window.

Dispensing Agent

A Dispensing Agent, in the Restricted Access area of the Retail Room behind the Dispensing Counter, will take the order basket from the Fulfillment Agent and use the receipt to call over the waiting Purchaser to the Dispensing Counter. The Dispensing Agent will verify the Purchaser's ID, confirm each product in the basket against the receipt, and confirm in direct view of surveillance cameras that the batch number, product, and quantities match the Purchaser's receipt before placing the products into a single Exit Bag. The Dispensing Agent will also make available educational materials detailing safe and legal storage, usage and possession of cannabis products.

Exit

Once the purchase transaction and product dispensing are complete, the Purchaser will be directed to the Exit. Purchasers are not allowed to remain in the Retail Room after the transaction and dispensing are complete, except in case of emergency preventing such a route.

TRACKING DENIALS OF SALE

In instances where, after receiving product but prior to exiting the facility, a Purchaser realizes that the wrong product or wrong product quantity was dispensed, or if the Purchaser wishes to make a change in the order in some way, or in instances in which the POS has accidentally run a sale multiple times, then the sale will need to be voided, constituting a Denial of Sale. In such instances, the following will occur:

- Only the Shift Lead will be authorized to execute a Denial of Sale
- The Shift Lead will only accept back product from the Purchaser after confirming that the product package is intact and has not left the facility. If the package is no longer compliant then the product and package must be immediately placed into Quarantine.
- In instances in which Agent error is the cause, the Shift Lead will confirm the error on the surveillance monitor and will ensure that Purchaser malfeasance is not the cause.
- The Shift Lead will execute the Denial of Sale in the POS, thereby creating a permanent record, and will detail whether the product is being returned to Working Inventory or set for Disposal in the POS and then placed into Quarantine.

All records of voided sales will be maintained in the POS system and will be available to the Department for review.

MAINTAINING CONFIDENTIALITY

We will not obtain and record personal information about a Purchaser without the Purchaser's express consent. If a Purchaser has not consented to sharing personal information with us, all transactions related to the Purchaser will be recorded under a generic retail account number and any identifying personal information received by our dispensary, for any reason, will not be retained, used, shared or disclosed to any party.

First-time visitors to the dispensary will be given the option to join our Loyalty Program and allow us to record personal information, such as their email address and phone number. If the Purchaser wishes to participate, the Purchaser must electronically, or in writing, acknowledge and agree that our dispensary may retain the Purchaser's personnel information and transactional data in connection with the Loyalty program. Loyalty Purchasers, transactional data and the time-stamped Purchaser electronic or scanned acknowledgment and agreement will be recorded in our POS. Those who wish to opt into the Loyalty Program will be incentivized with access to our pre-order system and other benefits. Those who do not wish to participate will have no personal information retained.

If at any time the Purchaser wishes to opt out of the Loyalty program, we will promptly delete the Purchaser's record and all retained information. Upon a deletion, our POS will replace all transactions across all database tables with a

generic retail Purchaser number and delete any and all scanned transactions pertaining to the Purchaser that may contain personal information.

PRODUCTS OFFERED

We will offer a wide range of cannabis products and paraphernalia and ensure an adequate selection and supply of high-quality products at all times through supply chain and inventory management procedures.

Cannabis Products

We will source a wide range of cannabis products from a broad range of brands with a variety of delivery methods price points, cannabinoid and terpene profiles, and genealogies. Examples of types of products we intend to carry and dispense include:

- **Flower:** We will carry a diverse range of raw cannabis flower graded according to bud size, growing environment, cannabinoid and terpene profile, cure time, trimming method and other differentiating features.
- **Vaporizers:** We will carry a diverse range of extracted cannabis products prepared for vaporization, including:
 - Vape Cartridges and Disposable Vape Pens graded according to cannabinoid and terpene profile, cannabinoid concentration, method of extraction, quality of input material and diluent (if used).
 - Semisolid Concentrate Derivatives, in a diverse range of finished forms, graded according to extraction process (CO2, hydrocarbon, solvent free, etc.), quality of input material and consistency of resulting product. Example products include:
 - Live Resins
 - Budders
 - Shatters
 - Waxes
 - Rosins
- **Ingestibles:** We will carry a diverse range of cannabinoid-infused products prepared for ingestion and gastrointestinal absorption, including:
 - Edibles graded according to food type (gummy, chocolate, etc.), flavor profile, cannabinoid and terpene profile, and potency per dose.
 - Enterals, or orally ingested products, graded according to product form and cannabinoid/terpene profile. Example products include:
 - Capsules
 - Tablets
 - Liquids
- **Sublinguals:** We will carry a diverse range of cannabinoid-infused products prepared for sublingual application and oral mucosal absorption, including:
 - Tinctures
 - Oral Syringes
 - Dissolving Strips or Tablets

- **Topicals:** We will carry a diverse range of cannabinoid-infused products prepared for topical application, graded according to product form and cannabinoid/terpene profile, including:
 - Lotions
 - Creams
 - Balms
 - Gels
 - Massage Oils
 - Transdermal Patches

Showcasing Product

Our sales philosophy is grounded in showcasing all products available for sale to ensure that Purchasers are provided with complete product information before making a purchase decision.

Product information will be available on the Menu section of our website and on placards displayed next to each product. These informational placards will include the product name along with a detailed description of each product, including details on cannabinoid and terpene content, genetic lineage as applicable, and production details. The same product information will also be listed on the Menu page of our website. On the website, each product will be accompanied by a product photograph; listings for flower products will include high-resolution macro photographs. All product information will be updated in real time to reflect accurate inventory and current batch of product available for sale.

Curated Cannabis Selection

Our cannabis product procurement strategy is based on building relationships with licensed suppliers and the expert curation of a consistent supply and variety of high-quality products across each category.

Our Procurement team will build and maintain relationships with Sales Representatives, Master Growers and Master Extractors from every licensed provider in Illinois in order to gain consistent access to and comprehensive knowledge of all cannabis products available in the state. Prior to contracting with any suppliers, the Procurement team will thoroughly vet suppliers to ensure quality and compliance.

We are committed to working with as many licensed and compliant Illinois cannabis businesses as possible to ensure a wide variety and steady supply of products for our Purchasers. Our mix of curated products will include as many Illinois-licensed

cannabis businesses as possible; we are committed to never allow more than 40% of the total inventory available for sale to be sourced from a single supplier.

Appropriate Product Mix

Our procurement strategy is founded in the Appropriate Product Mix (APM) retail concept. Our APM is a dynamic list of product categories that establish and maintain minimum inventory numbers in order to ensure an adequate, consistent and competitive selection of products.

Our Procurement team will work with dispensary management to analyze retail data to develop and modify our APM, make correct purchasing decisions, and ensure adequate quantities of supply. The following Key Metrics will be utilized to measure retail performance and determine APM:

- Purchaser traffic
- Retail conversion rate
- Customer conversion ratio
- Average sale
- Average sale order value
- Items per purchase
- Gross margin

Our APM will provide Purchasers with safe, reliable, consistent and fairly-priced cannabis products across a range of product categories, price points and value propositions.

- Within each category, our APM will provide selections across:
 - Varied consumption methods
 - Varied cannabinoid and terpene profiles
 - Varied genealogies (as applicable)

Pricing Model

We will set prices based on cost. Our financial model estimates COGS to remain in a range of 50-55% of revenue. We are committed to cost-based pricing and will not change our model to gain penetration, or to exploit an open market even if the opportunity presents itself. Our philosophy is that premium- or geography-based

pricing models hurt Purchasers, negatively reflect on our brand and serve to undermine the Illinois cannabis industry as a whole. These strategies are short-term approaches that would have negative long-term repercussions for the market.

Paraphernalia

We will sell cannabis paraphernalia for the variety of cannabis products available at our dispensary. Our procurement philosophy for all paraphernalia and non-cannabis products is focused on safety and quality through distinct procurement SOPs for glass, electronic, paper, and other non-cannabis product categories.

Glass

We intend to sell a variety of glass paraphernalia for cannabis products, including:

- Pipes, including one-hitters
- Water pipes
- Concentrate Rigs

Electronics

We intend to sell a variety of electronic paraphernalia for cannabis products, including:

- **Metered Dose Inhalers (MDIs):** portable, handheld device that use compressed air to push out a pre-measured spray of formulated medical cannabis solution that can be inhaled
- **Dry Powder Inhalers:** portable, handheld device that delivers medical cannabis in dry powder form
- **Nebulizers:** electric or battery powered machine that sends compressed air through a formulated medical cannabis solution to aerosolize it into micro particles that can be inhaled
- **Vaporizer Pens:** portable, handheld devices that use an atomizer to heat medical cannabis oil, in preloaded, tamper-proof cartridges or pods, to produce a vapor that can be inhaled

- **Dry Flower Vaporizers:** portable, handheld or desktop devices with heating elements that use convection or conduction heat to heat dry medical cannabis flower to produce a vapor that can be inhaled

We will consider the following when sourcing electronic paraphernalia:

- **Price point:** We will stock electronics with a variety of price points.
- **Quality and Safety:** We will only stock electronics with a CE mark or other safety certification from a reputable quality control agency.

Other Paraphernalia

We intend to sell a variety of other paraphernalia for cannabis products, including:

- Rolling papers
- Lighters
- Odor-proof storage containers
- Stainless steel dabbers, silicone mats, and other Concentrate Rig related paraphernalia
- Food safe cleaning materials for glass, metal, or electronic paraphernalia

SERVICES OFFERED

While our dispensary will be a retail establishment selling adult-use cannabis and non-cannabis products, we will also provide Education and Accessibility related services to our Purchasers to supplement these retail activities. We intend to provide the following services:

Purchaser Education

Our dispensary will be a source of credible, up-to-date knowledge on the science of cannabis and all relevant technical matters without pretension or exclusivity; we are committed to providing Purchasers with the most accurate and current cannabis knowledge as further research becomes available.

Our training program will ensure that all Agents are highly knowledgeable about the science and application of cannabis before working with Purchasers. All staff will complete a multi-phase training program; Sales Agents will acquire and demonstrate extensive cannabis and product knowledge prior to promotion and authorization to work with Purchasers. Over the course of training, all staff will be educated on cannabis pharmacology, cannabis strains and genetics, cultivation and extraction methods, production and manufacturing processes and the variety of cannabis consumption methods.

Sales Agents will be trained to work with Purchasers to determine intended use and desired effects of cannabis products, as well as any undesired effects. After determining a Purchaser's preferences, Sales Agents will walk the Purchaser through available products that satisfy their desired use and effects.

Sales Agents will be trained to determine, meet, and increase each Purchaser's individual level of product knowledge. Sales Agents will be sufficiently knowledgeable and cable of catering to a wide variety of Purchaser knowledge from connoisseurs to new and curious Purchasers making a first product selection.

COMPLIANCE WITH LAWS AND ADMINSTRATIVE RULES

Compliance is the key to success for our dispensary as well as the state's adult-use cannabis program as a whole. Our compliance is grounded in strict SOPs, enforced through rigorous training and oversight, and improved through company-wide efforts to monitor and refine SOPs to ensure best practices. Our Compliance team will be responsible for ensuring operational compliance through continual auditing and verification of SOPs and dispensary activity.

Training & Oversight

Our staffing policies and training is founded in a culture of compliance. We will work to recruit team members dedicated to operational success and will have a zero-tolerance policy for non-compliant employee behavior of any kind.

All employees will be trained by an IDFPR-approved Responsible Vendor. Our multi-phase training program ensures that all new staff are trained in increasing levels of responsibility, shadow more experienced staff, and must demonstrate understanding and compliance before authorization for new positions with additional authorization. After approval for new positions, Agent work will continue to be checked in an ongoing capacity by a supervising manager.

Auditing

Our Compliance team will conduct regular audits of all dispensary paperwork and documentation to ensure ongoing compliance. In addition to these regularly scheduled reviews, our Compliance team will complete randomized audits to ensure operational compliance with all SOPs and with all relevant rules and regulations. Random audit will include a review of both live and archived security footage targeting high-risk moments and operational processes such as product intake and destruction as well as standard sale, fulfillment and dispensing processes.

Enforcement

We have a zero-tolerance policy for non-compliant behavior. Enforcement will meet every act of non-compliance as it occurs with disciplinary and corrective action. No laziness, sloppiness or any intentional or unintentional failure to adhere to SOPs will be tolerated. Any failure to adhere to SOPs will be grounds for disciplinary action, up to and including termination of employment.

Reviews

Reviews, led by the Director of Compliance, will be a secondary tool for compliance enforcement. During reviews, all documents will be reviewed to ensure that all employees and managers are maintaining compliance and to reinforce our dispensary's zero-tolerance policy. Employee and manager records of compliance will comprise a significant portion of their performance and pay review.

SOP's will also be reviewed semi-annually and after every inventory discrepancy or non-compliance event. Dispensary management will confer on changes and seek approval from the Department before amending.

Ongoing Training

To ensure that standards are continually maintained and enforced, we will provide ongoing retraining and continuing education to all employees in all areas of compliance and security as part of the 8 hours of annual continuing education.

Compliance Built into Management Structure

We have designed our organizational and management structures around a system of checks and balances to ensure accountability of all operational protocols under both the operations team (i.e., VP of Operations, Agent in Charge) and the Director of Compliance. All operational work is audited through regular, strict and redundant processes by multiple members of management, as well as through our contracted Security Provider. Our Director of Compliance has broad authority outside of the operational management team to provide additional assurance of accountability and accuracy through regular and random auditing.

Documentation

Documentation of all policies and procedures will be stored in hard and digital copy on premises and will be available to the Department upon request. Our Director of Compliance will conduct regular reviews and audits of all hard copy and digital records, including visitor logs. All policies and procedures will be reviewed at least annually and updated in accordance with Department requests as well as changes to industry standards or market demands.

All Dispensing Agents or Principal Officers will have a current and valid identification card in their possession any time they are at the dispensary.

Data Availability

Whenever a representative of the Department, State Police or law enforcement enters the facility to conduct an inspection, the Shift Lead will escort the inspector and comply with their requests, including all requests for data. All Agents in Charge will be fully versed compliance procedures for inspection requirements and will be able to make the following immediately available to the Inspector:

- Product Destruction Records
- Denial of Sales Records, with reasons for denial
- Inventory Records
- Alarm Inspection Reports
- Access Control Records
- Categorized Employee Training Hours
- Company and State Inventory on Hand Comparison Count
- Service Vendors Log

All reports may be converted to a .csv or Microsoft Excel .xlsx format per the request of the State Inspector.

Communication

Our Director of Compliance will be the primary point of contact with the Department, and will be responsible for all communications with suppliers and industry partners regarding regulatory issues, especially product recalls. We will maintain prompt written and telephone correspondence with the Department in all matters that require the Department's attention, including:

- When a Dispensary Agent is no longer employed with us, whether voluntarily or involuntarily
- In the event of any actual or suspected loss or theft of cannabis; State Police will be contacted as well
- Throughout any Recall or Adverse Event Reporting protocols

Signage

Placards will be located throughout the dispensary in prominent locations to inform Purchasers of activities strictly prohibited and punishable by law and to display

required statutory signage in locations that are appropriate and prominent. Placards will be no smaller than 24 inches tall by 36 inches wide, with typed, easy to read letters no smaller than 2 inches as follows:

- The Entrance Mantrap (Public Access) will bear the following sign:
 - “No minors permitted on the premises unless the minor is a minor qualifying patient under the Compassionate Use of Medical Cannabis Pilot Program Act.”
- The Lobby (Public Access) of the facility will have the following two signs:
 - “Distribution to persons under the age of 21 is prohibited.”
 - “Transportation of cannabis or cannabis products across state lines is prohibited.”
- The Retail Room (Limited Access) will have the following three signs:
 - In the section of the Sales and Product Information Areas containing edibles, “Edible cannabis-infused products were produced in a kitchen that may also process common food allergens.”
 - Behind the Transaction Counter, “Cannabis consumption can impair cognition and driving, is for adult use only, may be habit forming, and should not be used by pregnant or breastfeeding women.”
 - Behind the Dispensing Counter, “The effects of cannabis products can vary from person to person, it can take as long as two hours to feel the effects of some cannabis-infused products. Carefully review the portion size information and warnings contained on the product packaging before consuming.”
- The entrance to all Restricted Access Areas will be identified by posted signs that are a minimum of 12 inches by 12 inches in size with lettering no smaller than one inch in height. The signs will be posted at the Employee Mantrap, the Loading Dock gate, and the controlled-access interior doors to restricted areas off of the Lobby and Retail Room, and will state:
 - “Do not enter. Restricted access area. Authorized personnel only.”

Inoperative Equipment

All electronic systems will be equipped with back-up battery power to protect against power-outage or other equipment failure. However, should video surveillance, POS, or the state tracking system become inoperative, we will immediately cease all sales operations and request for all Purchasers on the sales floor or in the waiting area to exit. If any of these pieces of equipment become inoperative, we will cease all operations until systems become operable again.

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OVERVIEW

Despite the status of cannabis as legal for adult use in Illinois, we are highly cognizant that cannabis remains an illegal, Schedule 1 controlled substance under federal law, and that it remains a substance that needs to remain out of the hands of minors.

Our Company is passionately committed to preventing diversion and protecting the safety and security of everyone who works at and visits our dispensary, as well as of our greater community. We have developed a comprehensive security plan and security system in compliance with Section 15-100 of the Act that prevents and

detects diversion, theft, or loss of cannabis, currency, or unauthorized intrusion using a comprehensive system of commercial grade equipment installed, monitored, and maintained by an Illinois licensed private alarm contractor.

Our security plan puts into place a strict set of operating procedures to ensure our dispensary maintains strict standards of inventory control, theft and diversion detection and prevention, and provides for the greatest safety of our Purchasers, staff, and the community. Our training and management procedures will ensure that all security procedures are conducted in accordance with all applicable laws, rules and regulations. However, in the event that preventative measures fail, our security procedures are designed to quickly observe, respond, monitor, and protect in any situation that may arise.

FACILITY DESIGN

Our dispensary facility has been designed around our security needs to ensure the least possible risk of theft, diversion, or any other security threat. Key security design features are detailed below.

Barriers Between Areas

The dispensary is divided into distinct areas, all separated by controlled access doors and natural physical barriers. The public may only enter through the Entry which leads into the Lobby, the only **Public Access** area of the facility.

The Front Desk Agent controls the request-to-access door from the Lobby to the **Limited Access** Retail Room and will only unlock this door for approved Purchasers after presenting valid identification.

Controlled access doors will separate the Sales Floor from the **Restricted Access** areas behind the Dispensing Counters to restrict access to Purchasers while allowing authorized staff to move between these areas as needed.

Dedicated Entrances / Egresses

All individuals will have specific, dedicated entrances and egresses that they must use to access the facility, allowing us to precisely monitor and track each person's location while on the premises.

Purchasers and Non-Delivery Service Professionals

The Front Door will be unlocked during operating hours and will be the only door Purchasers and Non-Delivery Service Professionals may enter through. From the Retail Room, Purchasers may only exit through the secure Exit. To exit the facility, Non-Delivery Service Professionals will be escorted by an assigned Agent to the Front Desk to return their visitor's badge before being allowed to exit through the Front Door.

Agents

Agents must enter and exit through the employee entrance, where both the alarm pad, and where the POS where Agents will check-in and check-out, are located.

Non-Dispensary Delivery Personnel

Agents of other facilities delivering product will be required to enter and exit the facility in their vehicle through the secured Loading Entrance. Delivery personnel must notify dispensary management of their arrival, wherein a Dispensary Agent will meet the Delivery Personnel to facilitate the Delivery through the secured Loading entrance.

Restricted Inventory Area

Within the Restricted Access area, only Agents with product handling responsibilities (Fulfillment Agents and Dispensing Agents) will be provided access to the Working Inventory Area. By restricting access from that day's Sales Agents,

we will minimize the number of staff interacting with product and the number of people in this sensitive room. This will decrease opportunities for error or theft and maximize our chance to identify the cause in such instances.

High Value Rooms

The Vault housing all product during non-operating hours, and the IT/ Secure Records Room which houses our servers, control panels, secure documents, and security and surveillance systems, are the highest value targets in the facility. They will both be built with reinforced walls.

Facility Signage

Placards will be located throughout the dispensary in prominent locations to inform Purchasers of activities strictly prohibited and punishable by law and to display required statutory signage in locations that are appropriate and prominent. Placards will be no smaller than 24 inches tall by 36 inches wide, with typed, easy to read letters no smaller than 2 inches as follows:

- The Lobby (Public Access) will bear the following sign:
 - “No minors permitted on the premises unless the minor is a minor qualifying patient under the Compassionate Use of Medical Cannabis Pilot Program Act.”
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 - Behind the Dispensing Counter, “The effects of cannabis products can vary from person to person, it can take as long as two hours to feel the effects of some cannabis-infused products. Carefully review

the portion size information and warnings contained on the product packaging before consuming.”

- The entrance to all Restricted Access Areas will be identified by posted signs that are a minimum of 12 inches by 12 inches in size with lettering no smaller than one inch in height. The signs will be posted at the Employee Mantrap, the Loading Dock gate, and the controlled-access interior doors to restricted areas off of the Lobby and Retail Room, and will state:
 - “Do not enter. Restricted access area. Authorized personnel only.”

SECURITY PERSONNEL

We will partner with two Security Services Providers (SSPs) to provide ongoing security services to protect our dispensary, Purchasers, Agents, and our greater community at all times; we will also engage these SSPs to support conducting and supervising initial and ongoing security training for our Agents. In accordance with Division regulations, we will only work with SSPs that are licensed under Section 10-5 of the Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act of 2004.

Security Guard Provider (SGP) – We will contract with a licensed Security Guard Provider. A security guard will be on-site during all hours of operation.

Security Monitoring Provider (SMP) – We will contract with a licensed vendor to install, maintain, and monitor all dispensary security, alarm, and video surveillance systems and to serve as our Security Monitoring Provider (SMP), providing 24/7 monitoring of our alarm system and surveillance network utilizing computer interface control. All alarms will instantly notify the SMP, who will contact designated dispensary management and the local authorities for immediate response.

SECURITY EQUIPMENT

We will utilize best-of-class, commercial-grade equipment to keep our dispensary, employees, Purchasers, and entire community safe and secure. This equipment has been selected based on performance and direct experience, and will be kept in good working order and be maintained and monitored at all times.

Ongoing Audit & Servicing

To audit and maintain all security equipment, our SMP is maintained on a monthly retainer to provide ongoing and 24-hour emergency service as needed.

Our SMP will inspect and test all alarm and security systems on a regular basis and conduct preventative maintenance annually (or more frequently as needed). During each audit, all locks and security equipment will be tested to ensure they are in good working order, including alarm keypads, panic buttons and each door and camera, and the NVR will be checked to ensure it is maintaining a minimum of 90 days of footage that is accessible to the Division at all times.

Additionally, the SMP will ensure that trees, bushes, and other foliage outside the dispensary do not allow for a person to conceal themselves or block surveillance camera angles. The SMP will provide an Audit and Service Report at each visit, which will remain on the premises for a minimum of five years and be made immediately available to the Division upon request.

In the event of non-operation due to system failure, our contractor will provide around-the-clock service so that repairs can be made as quickly as possible. Any deficiencies will be reported immediately to the Division and approval sought for changes or upgrades needed to prevent future failures or malfunction. During any deficiency in the security or surveillance system, all operations will cease and the Limited Access area will be cleared of Purchasers. We will not conduct any operations without a fully functioning system without the written consent of the Division.

Failure Notification System

An AlarmNet Internet Communicator Failure Notification System protects all alarm, video surveillance, and security systems and will immediately notify our Security Monitoring Provider (SMP) and our dispensary's senior management via audible, text, or visual message in the event of a malfunction or failure. The Failure Notification System will immediately send either a phone or text message to dispensary senior management or other designated Agents in Charge, depending on the preferred method of communication selected, to ensure that the dispensing organization is notified within 5 minutes of a failure.

Alarm Equipment

Our SMP will install, monitor, maintain, and respond to, a comprehensive alarm system. The alarm system has been designed to provide perimeter security, deter and prevent unauthorized entry, include a variety of hard-wired and wireless alarms that efficiently contact the Public Safety Answering Point or designated local law enforcement, and failure notification systems for all equipment. This integrated system of alarms builds a defense against any potential safety, security, or diversion threats in accordance with all applicable Illinois rules and regulations.

- **Unified Control System:** This system provides a multi-zoned dedicated backup internet communicator that connects to all Alarm Keypads within the dispensary, creating a unified management solution that is easy to operate and has communication redundancies to ensure against failure. The system functions on a dedicated network LAN with an uninterruptable power supply of at least 4 hours.

- **Perimeter/Intrusion Detection Alarm:** Our Perimeter Detection Alarm provides a complete unauthorized intrusion detection matrix. This detection matrix monitors all interior facility areas, exterior security vestibules, access-controlled doors, exterior windows, contact switches, motion and shock sensors, glass break detectors as well as the Vault and IT/ Secure Records Room. When armed during non-operational hours, any detection of unauthorized entry will immediately alert the SMP.
- **Silent Holdup Alarm:** All Agents will be provided with a duress alarm code. When the duress alarm code is entered into the Alarm Keypads, the system will trigger a silent alarm that transmit an emergency message to the SMP. The silent alarm can also be initiated via foot-activated switches located at the Front Desk and Security Office. Hand-activated alarms will be located along the Transaction and Dispensing Counter. All Security Agents will be provided with mobile panic alarms.
- **Audible Panic Alarm:** All Agents will be provided with panic alarm code. When the panic alarm code is entered into the Alarm Keypads, the system will trigger an exterior panic siren and transmit an emergency signal to the SMP, local authorities and senior management.
- **Smoke and Fire Alarm:** Each area of the dispensary will be equipped with a photo-electronic smoke and heat detector with a built-in wireless transmitter that conducts alarms and tampering, maintenance needs, and low battery signals to the SMP.

Surveillance Equipment

Our dispensary will be protected by a comprehensive video surveillance system, managed by video management software. All interior and exterior areas of the dispensary (except restrooms) will be under constant 24-hour per day video surveillance. Real time footage with date and time stamp will be remotely accessible to dispensary senior management and to the Division, or law enforcement authorities acting within their jurisdiction, upon request.

Cameras will run continuously at 8 fps and store all data on a local server, located in the IT/ Secure Records Room, with enough storage capacity for a minimum of 90 days. This data will be remotely accessible to authorized personnel, including to persons at the Division, 24-hour per day, seven day a week. In the event of any

failure in the system, an audible alarm will sound and pop-up windows on security monitors will provide immediate notification.

- **Cameras:** Our dispensary will utilize securely mounted HD video cameras recording images with a minimum 1080p resolution, high dynamic range to automatically adjust between low and high light, and internet-transmitted date and time on continuous display without obscuring the picture image.
- **Storage:** Video and still images will be saved to open source formats and played on standard operating systems. Video surveillance storage will be in three parts: At least 90 days of footage will be stored on a DIVAR IP 7000 (2U/3U) array and DSA E-Series (E2800 12-bay) controller unit in the IT/ Secure Records Room with immediate on-demand, searchable online access to authorized personnel at all times.

Additional Security Equipment

In addition to the alarm and video surveillance systems, the following security equipment will protect our dispensary:

- **Security Lighting:** The entire dispensary, both interior and exterior, will be equipped with commercial grade, high-intensity LED security lighting outfitted with motion activation sensors. All lighting will be kept in good working order with wattage sufficient for security cameras. Exterior lighting will be downward directed and shielded, located above cameras to mitigate camera blooming, to fully illuminate

access points, walkways, and parking areas. Specific wattage will be calculated based on the U.S. Department of Energy exterior power allowance guidelines, with a consideration for safety.

- **Firewall:** Digital assets will be protected by a Firewall unified threat management system, a real-time anti-virus, anti-malware database system updated systematically with intrusion detection and prevention. This system makes our IP addresses invisible through granular communication controls for inter-intra-net communications.
- **Auxiliary Power:** The access control, video surveillance, smoke/fire, and alarm systems will have auxiliary power system; battery and backup generator. SmartPro 120V Line Interactive Uninterruptable Power Supply (UPS) in the IT/ Secure Records Room will supply immediate uninterruptible power service in the event of momentary power outage for a minimum of 4 hours to all security systems.
- **Controlled Access Doors with Secure Readers:** A unified system of electronic controlled access will control, monitor, and record all facility areas. Software will control each door and personalized user access, and will determine when to lock and unlock doors, levels of access, and when access is valid.
 - All doors will use secure readers triggered by access cards programmed per Agent on an access-required, daily basis, allowing tracking of all personnel movement throughout the dispensary.
 - In the event of a power outage, backup batteries will support the system for a minimum of 4 hours to ensure that locks are not released. However, doors may be opened by key, which will be on the person of the General Manager and the Shift Lead (both Agents in Charge) at all times.
- **Dual-Motion Sensors:** Detectors, ultrasonic and pyro- electric infrared motion detection devices, will be placed in every exterior room throughout the dispensary, as well as in the Vault and IT/ Secure Records Room.
- **Contact Switches:** All internal and external doors will be monitored and controlled by industrial grade magnetic contact switches. A record of each entry will be created, and an alarm will be triggered in the event of unauthorized entry.

- **Exterior Window Security:** In order to deter and prevent unauthorized damage or entry, any exterior facing glass windows at the dispensary will be protected by both **Glass Break Detectors** and **Shatterproof Security Film** covering 100% of the windows.
- **Multi-Zoned Alarm:** An integrated alarm system will be divided into multiple zones. The Vault and IT/ Secure Records Room will each have a dedicated alarm zone with access limited to authorized personnel only.

(I) PREVENTING THEFT & DIVERSION

We have a zero-tolerance policy for theft and diversion and will employ our robust set of security and surveillance equipment to track down the cause of any inventory or cash discrepancies. In the case of criminal intent, we will immediately refer the matter to the Department and appropriate law enforcement. In the case of error, we will initiate disciplinary procedures for each instance, up to and including termination for employees for repeated mistakes.

These anti-theft and anti-diversion goals will be achieved through a matrix of facility access controls, alarm and video surveillance systems, and cybersecurity controls that will be optimized through a rigorous set of Standard Operating Procedures that are continually trained, re-trained, audited and enforced to ensure constant compliance.

Access Control System

All exterior access and egress points of the dispensary will be protected by Access Control Vestibules and access control systems. The secure exterior will be outfitted with Request-to-Exit detectors.

The public will only be allowed access via the main Entrance and will exit via the Exit; staff will only be allowed access via the Employee Entrance. Product deliveries will all be conducted through the secure, loading area.

A unified system for electronic controlled access will monitor, manage, and record all facility access and movement within the facility. All interior facility doors will remain closed and locked at all times and will require a programmed keycard entry; high security doors protecting the Vault and IT/ Secure Records Room will restrict access to authorized personnel designated by the General Manager.

Software will control each door and user to determine when to lock and unlock doors, the level or access granted, and when that access is valid. Certain areas of the facility will be accessible to authorized employees only, and the following facility access procedures, uniquely coded access cards, commercial locks throughout the facility and the alarm and video surveillance systems will help limit employee access to those areas of the dispensary necessary to complete job duties and functions.

Access Log

The General Manager will assign access controls to all Agents on a daily basis, dependent on each Agent's position for that day. This information will be confirmed by the day's Shift Lead prior to beginning operations, ensuring that controls are rendered up-to-date daily. Shift Leads will be able to make adjustments only for Level 3 and Level 4 Agents but will not be able to alter permissions that involve access to the Vault or IT/ Secure Records Room.

A daily log of all access control privileges for all Agents, and the Agent in Charge who assigned those privileges, will be saved onto our Electronic Data Management System (EDMS), stored on servers in our IT/ Secure Records Room.

Access Levels

We will implement the following 4 access control levels:

Level 1: General Manager / Principal Officers

The General Manager and those Principal Officers with inventory and cash management responsibilities (all of whom will be Agents in Charge) will be granted full access to the entire facility. Such persons will also possess backup keys enabling them to unlock doors in the event of a system failure that automatically locks all controlled access doors. These individuals will also oversee daily access control permissions to Agents.

Level 2: Shift Leads / Inventory Managers

These Agents in Charge are allowed access to the entire facility on days in which they are assigned the Agent in Charge responsibilities of the Shift Lead or Inventory Manager. The Shift Lead is a 'key holding' employee who will take possession of the backup keys to controlled access doors from the Vault at the beginning of each shift and then returns the key to the Vault at day's end.

Level 3: Security and Inventory Agents

These Agents are allowed access to all non-high value portions of the facility during their shifts.

Level 4: Sales Agents, Greeter, Front Desk Agent

These Agents will have no need to interact with product and will therefore not have access to the Working Inventory or Dispensing Counter areas of the facility.

Access Control Cards

Our dispensary's access control system is managed by programmed *Access Control Permissions*, which grant access to specific access-controlled doors at specified times to a specified Access Control Card. These cards are unique and assigned to each Agent and cannot be used by any other individual or Agent.

The unified controlled access system will maintain a daily record of the times, dates, and identities of all Access Control Cards and every engagement with all access-controlled doors. Only the Agents in Charge will have access to this Access Control Log, which will be maintained in our Electronic Data Management System (EDMS) for a minimum of 5 years. The EDMS will ensure data is securely maintained with an unalterable record of inputs and a log of each user's activity.

Backup Keys

The General Manager and those Principal Officers with inventory and cash management responsibilities (all of whom will be Agents in Charge) will each have their own personal set of backup keys to keep with them at all times. Additionally, Shift Leads on duty will have access to a set up backup keys while onsite for their shift but cannot remove the backup keys from the dispensary facility and must keep the keys on their person at all times. At no time may any person with backup keys leave them in a lock, or store or place the keys anywhere except back in the Vault.

Agent in Charge Access Protocols

An Agent in Charge, either the General Manager, or that day's Shift Lead or Inventory Manager, must be onsite before and after any other agents are allowed access to the facility and employ the following procedures:

- When arriving to and departing from the dispensary, they will remain vigilant of their surroundings and always on alert for any suspicious activity or vehicles at or around the facility.
- They must enter and exit through the Employee Entrance using their uniquely coded access card and then use their personal Alarm System PIN to deactivate the intrusion detection system and other after-hours security systems.
- Once entry is gained, the Agent in Charge will check in by signing the entry log for the facility, putting on their employee badge, and securing personal items in a locker.
- After checking in, the Agent in Charge will proceed throughout the building, turning on all appropriate lights, ensuring all interior doors are secure, checking that all security systems are operations, and noting any maintenance or facility needs. Perimeter and exterior checks will be conducted using video surveillance system monitors.
- After the dispensary has concluded operations for the day, an Agent in Charge will be responsible for securing the facility before leaving. They will conduct a final interior walk-through to ensure no one else is left in the

building, turn off all appropriate lights, secure all interior doors, and ensure all security systems are fully operational.

- The Agent in Charge will check the video surveillance system to ensure no persons are present at the exterior of the facility and the exit path is clear and unobstructed.
- Finally, the Agent in Charge will arm the intrusion detection and other after-hours security systems, exit the facility, and ensure that the exterior door is completely shut and locked by pushing or pulling on the door.

Agent Access Protocols

Our Employees/Agents will use the following procedures to access the facility:

- All Agents must be in possession of their Employee ID cards while on the premises.
- All Agents must enter and exit through the Employee Entrance and use their uniquely coded access card, which creates a complete data set of their time of entry, room location when in the facility, and time of exit.
- Once entry is gained, the employee will observe Clock-in procedures in the Break Room's POS.
- After check in, employees will use the breakroom to prepare for their shifts; lockers are provided in the Break Room to secure personal belongings.
- To begin a shift, employees will use their access card to enter the area of the dispensary where their work requires them to be, and report to the Shift Lead for instructions.
- Once shift is complete and work is finished, employees can retrieve personal belongings from lockers, then observe Clock-out procedures in the Break Room's POS
- Before exiting, they must alert a Security Agent to ensure the Exit is free of threat and receiving an all-clear signal.

Vendor Access Protocols

Service Professionals will be allowed into the Restricted Access areas of the dispensary only under the strictest of protocols, including:

- **Listed Service Professional:** Only Service Professionals who have been approved by the General Manager and are listed in the Service Professional Log that has been forwarded to the Department shall be permitted entry.
- **Demonstrated Need to Visit:** Service Professionals may only be allowed access to the premises if they have a stated purpose requiring access, and that the visit has been approved by the General Manager.
- **Assigned Escort:** Service Professionals must be under the direct supervision of an assigned Escort Agent at all times that they are in a Restricted Access area of the dispensary. The Shift Lead must assign this duty to an Agent, who may not leave the Service Professional unsupervised at any time.

- **Dedicated Entrance and Exit:** Delivery Vendors must enter through the secure delivery area after having their identifications and vehicle information confirmed against that delivery's Manifest by a Security Agent outside of the facility. This Security Agent will then communicate to an Agent inside the facility to proceed with the delivery. Once inside the secure delivery area, Delivery Vendors will sign into the Service Professional Log and be issued numbered badges before being instructed to delivery product into the Working Inventory room. Upon exit, Delivery Vendors must include their sign-out time in the Service Professional Log, return their numbered badges and will be allowed to exit.

Non-delivery Vendors will enter through the Entry, submit their identification for verification, have their government issued ID card scanned our EDMS, sign the Lobby's copy of the Service Professional Log along with the time, date and purpose of visit, and receive a numbers visitor's badge. Once an Escort Agent is ready, the Agent will escort the Service Professional to the portion of the facility required for the work to be completed. Once the visit is concluded, Service Professionals will be required to check out of the facility by signing out of the Service Professional Log in the Lobby, turning in their visitor badge, and exiting the premises through the Entry Mantrap.

Purchaser Access Protocols

Purchasers are required to adhere to the following procedures:

- All Purchasers and members of the public must enter the dispensary through the Entrance and check in with a Front Desk Agent. All persons over the age of 21 with valid government issued ID may enter the retail sales floor.
- To check in, Purchasers must provide a government issued ID confirming the Purchaser is aged 21 or over. The Front Desk Agent will perform a visual check to ensure the photo matches the Purchaser and use a dedicated ID-scanner to confirm the validity of the ID card and the appropriate age of the Purchaser; no ID information will be retained from this scan.
- The Front Desk Agent will register the Purchaser into the Point-of-Sale (POS) system, using the Purchaser's first name, middle initial and last initial. First time Purchasers can choose to provide contact information and sign up for dispensary loyalty programs.
- To access the Retail Room, Purchasers must be buzzed in by the Front Desk Agent. No person who fails to present a current, valid government-issued ID may enter the Retail Room or any Limited Access Area. All Purchasers will be advised that they need to provide their government-issued ID again at the point of purchase.
- Purchasers will never be allowed behind the Dispensing Counter or to any other area not specifically demarcated as Limited Access.

- After concluding their dispensary transaction and receiving any dispensed cannabis products, Purchasers must immediately exit the facility using the designated Exit.

Maximum Capacity Management

We will never allow the Lobby or Retail Room to exceed maximum occupancy regulations or to become too crowded to effectively provide for the safety and security of Purchasers or staff. This maximum occupancy number will be shared with and approved by the Department prior to receiving licensure to operate and will be strictly adhered to employing the following protocols:

- On the POS screen, the Front Desk Agent will have the queue of persons who have checked in but not yet completed their purchase and will be able to track this queue's movement to track room occupancy. The Front Desk Agent will also have visual access to a surveillance monitor (not visible to any other persons in the Lobby) to monitor the occupancy of the Retail Room.
- After confirming the Retail Room is under capacity, the Front Desk Agent will contact the Greeter to confirm whether to send in more Purchasers. The Greeter will reply with how many Purchasers to allow entrance from the Lobby.

No Loitering

Our dispensary will enforce a strict No Loitering policy. All persons who are not authorized Purchasers and have not demonstrated a reasonable need to visit may not loiter either in the Lobby or on the exterior premises. The Security Agent will regularly check the exterior and advise those attempting to remain on the premises

without any need to do so that local law enforcement will be called to remove the offending party if they do not cease loitering. If such persons fail to respond to requests to vacate the premises, then law enforcement will be summoned to remove them.

Alarm Systems

Our dispensary will be protected by a multi-zone alarm system installed, monitored, maintained, and responded to by an Illinois licensed private alarm contractor. The system uses commercial grade equipment that includes a series of alarms that will protect our facility, our product and currency, as well as our Purchasers, staff, and greater community, by preventing and detecting diversion, theft, or loss of cannabis, currency, or unauthorized intrusion. Our Security Monitoring Provider (SMP) will provide 24-hour monitoring services and will immediately contact our senior management and, when called upon, local authorities when needed when an alarm is triggered.

Unified Control System

The dispensary's alarm system is designated into distinct zones managed by a unified control system.

Most of the dispensary falls under a primary security zone, while the Vault and IT/ Secure Records Room each have their own dedicated, security zones. The primary zone is managed via an Alarm Keypad located at the Employee entrance.

The Alarm Keypads will be used to arm and disarm the main facility or security zone alarm and to manage the appropriate manual alarms such as the Silent Duress, Audible Panic, and Holdup Alarms. The unified control system interfaces will all security alarm systems as well as the Fire and Smoke Alarms and Controlled Access Doors (outfitted with either Scanner). All exterior entry points and windows are protected by perimeter alarms and glass break detectors; exterior doors are controlled by electronic door locks and the access control system.

Additionally, our alarm system includes multiple alarm activation devices, or "Panic Buttons" that can trigger the Silent Duress or Holdup Alarms if the Alarm Keypads cannot be conveniently accessed. Hand-activated alarms will be located along the Transaction and Dispensing Counter. If these devices are activated, our SMP will alert local authorities of the need for immediate response with the likelihood of a crime in progress.

Alarm Permissions

Only Agents in Charge and Senior Management will be granted alarm permissions, which will be managed via unique PINs assigned to each individual. There will also be a universal panic PIN for all Agents to activate the silent/duress alarms. All code entries will be logged and monitored.

Each person with alarm permission will also be assigned a unique, confidential password for the alarm system. In the event of unintended alarm activation, the Principal Officer must provide the confidential password to the SMP to override normal alarm response procedures.

Video Surveillance System

To monitor and protect our facility and greater community, our electronic video monitoring and surveillance system will provide 24-hour continuous video surveillance that will be stored on an NVR and backed up nightly to HDD's. The system has been designed to be optimized for our security and forensic needs.

Camera Locations

Cameras will be strategically located throughout the interior and exterior of the dispensary to provide unobstructed, 24-hour per day video surveillance of all dispensary areas (except restrooms) including all exteriors of the facility to a minimum of 6 feet. Additionally, cameras will be angled to allow for capture of facial recognition, the capture of clear and certain identification of any person entering or exiting the dispensary and dispensary areas, the immediate surrounding area, and the license plates of vehicles in the parking lot (where applicable) and passing in front of the dispensary.

On & Off Site Monitoring

The General Manager, Security Guard, and Agents in Charge will be allowed to conduct on-site monitoring.

Dispensary senior management, including the General Manager and Principal Officers, will be authorized to conduct offsite monitoring of the video surveillance systems through remote login on personal electronic devices. Remote login can be conducted via computer through a secure web browser portal or mobile device via a secure application; username and password are required for login.

Remote login will also be used to provide the Division and Department of State Police access to all video surveillance monitoring recordings 24-hours a day via the secure web browser portal.

At all monitors, authorized users will be able to perform on-demand playback of footage, providing the ability to easily review situations that may have occurred.

Record Retention & Storage

All video surveillance system data and will be stored on equipment in the Secure IT/ Secure Records Room. Access to this room and to all video surveillance monitoring recording equipment will be limited only to persons essential to surveillance operations, enforcement authorities acting within their jurisdiction, security system service personnel, and the Division. We will maintain a current list of authorized Agents and service personnel that have authorized access to this room and will make this list available to the Division upon request.

Each video surveillance recording will be embedded with a date and time stamp (synchronized and set correctly) in a manner that does not significantly obscure the picture.

Video surveillance footage will be stored in a manner that allows the ability to immediately produce a clear, color still photo from the surveillance video, either live or recorded. Video and still images will be saved to open source formats that allow for the exporting of still images in an industry standard format such as .jpf, .bmp, and .gif that can be saved and played on a standard computer operating system. Exported video will have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place.

This surveillance data will be immediately remotely accessible for viewing to authorized personnel, including to persons at the Division, on a 24-hour per day, seven day a week basis. As needed, surveillance recordings will be retained as long as necessary in the event of any loss or theft of cannabis or a pending criminal, civil, or administrative investigation or legal proceeding for which the recording may contain relevant information. When approved for disposal, all recordings will be erased or destroyed prior to disposal.

Security Procedures

A Security Agent will be on the premises during all hours of operation, who will report to the Shift Lead (Agent in Charge on duty). The Security Agent on duty will implement all security and safety procedures, control initial access and identification, closely monitor anyone who enters the facility, and work to ensure the safety and security of Purchasers, employees, and our surrounding community. Any security incident will be reported in the Security Log accompanied by the date, time, location, and details of the occurrence.

Security Functions

The Security Agents primary functions will include:

- Monitor access control, alarm, and video surveillance systems as well as delivery tracking systems for any irregularities, unusual occurrences, or security incidents
- Conduct regular patrolling duties of the dispensary premises
- Guard the premises against unauthorized entry or intrusion and protect the property and equipment against acts of vandalism, theft, or sabotage
- Permit only authorized Purchasers, visitors, authorities and vehicles access to the dispensary
- Notify and report any notable incidents or irregularities during patrolling and monitoring duties to the Shift Lead
- Maintain and record all relevant incidents in security and facility logs
- Be courteous, polite, tactful, discrete, and at the same time firm in executing all duties and maintain a high standard of discipline and appearance at all times.

Monitoring/Patrolling Duties

In addition to the primary security functions, Security Agents will be responsible for the following monitoring and patrolling duties:

- Remain at assigned station at all times unless responding to an incident or conducting routine inspections or signoffs as required.
- Always be alert and vigilant to ensure that no unauthorized persons enter the dispensary, or Limited or Restricted Access Areas.
- Monitor all persons at the dispensary, including both employees and visitors/Purchasers, for illegal or suspicious activities inside and around the dispensary exterior.
- Immediately report to the Shift Lead all matters pertaining to theft, diversion, accidents, or any irregular incidents as well as any refusal of individuals to follow procedures.
- Record all notable observations in the Security Log.

Unauthorized Loitering on Premise

In the event of an unauthorized vehicle or person loitering on the premise, the Security Agents will be responsible for taking the following steps:

- Prior to approaching the person or vehicle, assess the situation and determine whether an Agent in Charge is needed to support.
- Approach the vehicle and/or persons cautiously and kindly ask the individuals to vacate the premises. Explain the consequences if compliance is not met in a friendly, non-threatening manner.

- If compliance is not met, attempt to get a name and physical description of the persons and return to the dispensary. If a vehicle, record the license plate number.
- Report the unauthorized person and/or vehicle to local law enforcement and request assistance in addressing the situation.

Cyber Security

We will implement a robust cyber security program to ensure our data is managed and protected to the highest possible standards. Our system will vigorously defend against all cyber risks and immediately respond to cyber-attacks that could impact dispensary operations.

NIST Framework

Our cyber security program will adhere to the National Institute of Standards and Technology (NIST) Cyber security Framework to integrate industry best practices to identify, assess, and manage cyber risks. Building on NIST standards, guidelines, and practices, this Framework provides a common taxonomy and mechanism to:

- Map current cyber security infrastructure and system
- Describe the ideal cyber security infrastructure and system
- Identify and prioritize opportunities for improvement within a continuous and repeatable process
- Assess progress toward the target cyber security infrastructure and system
- Communicate among internal and external stakeholders about cyber security risk

Inventory Management Procedures

All aspects of our SOP's will be dedicated to ensuring that all products in the dispensary are accounted for at all times, and that a traceable Chain of Custody exists to provide for a complete forensic analysis if there is any discrepancies among the physical count, the POS count and the SEVS count for any product in any batch.

Inventory Counts

Inventory will be counted, recorded and confirmed daily by multiple, dedicated Agents.

Working Inventory

Prior to opening, Working Inventory will be designated by the Shift Lead. The Fulfillment Agent will record the count of each batch (blind to the number in the SEVS) onto Hand Count Inventory Sheets before signing. The Shift Lead will then confirm those counts against the POS and SEVS and then address any discrepancies.

After close, a different Fulfillment Agent, responsible for closing, will record the count of each batch onto Hand Count Inventory Sheets before signing, and the Shift Lead will once again confirm against the POS and SEVS.

During operations, once a batch is sold through, the Fulfillment Agent will record the number in that batch as zero on the Hand Count Inventory Sheets and confirm

that the physical count is also zero. In this way, intraday and batch-specific inventory counts will be in addition to two-daily inventory audits, providing an additional layer of accountability and traceability.

Hand Count Worksheets will be scanned and stored in our Electronic Data Management System for a minimum of 5 years.

Bulk Inventory

Bulk Inventory will remain in the Vault at all times and a full count of all such items will be performed at least once per day. On days when an Inventory Manager Agent in Charge is on duty, that person will perform a full count of the Vault and confirm against POS/SEVS data. On days when an Inventory Manager has not performed a full Bulk Inventory audit, the Shift Lead Agent in Charge will perform one.

Inventory Discrepancy Emergency Protocols

In the event of a discrepancy between the physical count and the POS/SEVS counts, or in the event of any reported suspicious activity, witness reports, or other cause for concern, a full inventory audit of all Working, and Bulk Inventory will be performed to confirm the discrepancy and the following actions will be taken:

- Any work or activities that may hinder an investigation and full inventory audit will be immediately stopped; dispensary senior management will be immediately notified of the situation.
- All relevant records will be assembled and reviewed, anyone who may be involved will be interviewed, and the investigation will continue until the situation is resolved.
- A full inventory audit will be performed to assess the physical inventory on hand versus the inventory tracking system to confirm the discrepancy and determine whether there has been a data entry error or adverse loss. The area will be visually assessed to confirm the missing product(s) were not misplaced.
- An Agent in Charge will review and compare the number of purchases in the retail area each day to the overall number of purchases. Any non-coinciding events, cancelled purchases, unauthorized entries, missing product, or other suspicious events will be reviewed through both surveillance footage and employee review.
- In the event of an adverse loss, the Shift Lead will immediately notify dispensary senior management, local law enforcement/authorities, and the Division and perform a forensic investigation to determine the time and cause of error.

- The amount, product, location of storage, persons with access to that area at that time, and timeframe for the loss will be assessed; surveillance footage and access control logs will be reviewed to visually identify the diversion and persons responsible as follows:
- If the discrepancy is of product in that day's Working Inventory, then the POS system's time of sale information will be reviewed along with a search of the video archive to isolate a video record of the error, electronic room transfers, and destruction records.
- If the discrepancy is of product in the Vault, then the Controlled Access Log will be reviewed along with a search of the video archive to isolate a video record of the error, electronic room transfers and destruction records.
- If the point of error is identified, all necessary disciplinary actions will be taken to address the adverse loss or diversion; all offenders and co-conspirators will be immediately terminated and prosecuted to the fullest extent of the law where applicable.
- Accidental Agent errors will be recorded, and Agents will be retrained on dispensary protocols to prevent a repeat event. If errors are not eliminated, the Agent will be terminated for cause and the IDFPR alerted.
- If the point of error is not identified, a fuller investigation will be launched, including a review of all of the video evidence from the day and interviews with all Agents on duty. If no information is gained in this search, then the product cannot have left the facility through legal means and the IDFPR will be contacted to determine next steps.
- Relevant operating procedures will be amended to prevent the situation from happening again in the future and submitted to the Division. Where indicated, a private security firm will be employed to conduct a thorough protection review and all suggestions to additional safeguards will be instituted.

Inventory Adjustment Process

All inventory discrepancies must be investigated and corrected without delay. If the discrepancy cannot be resolved within 48 hours, the Department must be contacted, and its guidance sought on how to proceed.

Adjustments that change the quantity of any products in the dispensary must be pre-approved by the Department. Approval must be sought through the completion and submission of a Department-issued *Inventory Adjustment Form*.

Inventory Quarantine

Any containers storing cannabis that have been tampered with, damaged, or opened will be labeled with the date opened and then quarantined from other cannabis products in the vault until they are disposed. Cannabis that was tampered with, expired, or damaged will not be stored at the premises for more than 7 calendar days.

All products requiring quarantine, whether due to a recall, expiration or other reason, will be placed in a disposal kiosk, located in a segregated area within the Vault.

Next to the disposal kiosk will be a Disposal Checklist, which will record every item placed inside the kiosk including: a product label printed by the Inventory Tracking System which specifies the product name and batch number, the total weight of the container, the initials of the Agent in Charge who quarantined the product, and the date and time the product was moved into quarantine. Quarantined products will be disposed of at least weekly in accordance with destruction procedures.

Destruction Practices

Product destruction will be performed under the strictest inventory protocols to mitigate against any risk of unsafe product diversion:

- Only an Agent in Charge is authorized to destroy cannabis products and to log this destruction information into the Inventory Tracking System.
- An Agent in Charge and a second Agent must be present at all times during product destruction
- Destruction shall occur in the restricted access area at the same time every week, as pre-approved by the Department, and shall be performed in full view of the video surveillance. In the event of a change in this schedule, both IDFPR and ISP will be informed more than 7 days in advance.
- Only an Agent in Charge is authorized to have access to the key to open the disposal kiosk and remove quarantined products
- All quarantined products must first be weighed, and their weights recorded on the Disposal Checklist. Any discrepancies with the SEVS must be noted and investigated.
- The Agent in Charge must first confirm that all products set for destruction are included in the Quarantine Room of the Inventory POS along with a description of each product detailing the quantity, strain, variety, batch number and reason for disposal.
- All product must be rendered unusable according to our Destruction and Disposal Plan.
- After disposal has occurred, the Agent in Charge will then mark in the Inventory POS the method of disposal for each item and the date and time of disposal. All data concerning product destruction and disposal will be maintained in our EDMS on our servers for a minimum of five years and made immediately available to the Department upon request.

Dispensing Procedures

Dispensary procedures are designed to ensure a clearly delineated set of Agents are responsible for discrete, bifurcated tasks to provide for redundancy and

accountability, minimizing chance of error, maximizing our opportunity to catch errors immediately, and ensuring points of error are easily pinpointed should any occur. This approach is based on studies that have shown that professionals assigned to a single job are those least prone to error (e.g., surgeons who specialize in a single procedure greatly outperform general surgeons, even those with far better academic credentials, who perform multiple different procedures), and is accomplished through the following:

- Dedicated Sales Agents can only conduct POS transactions; they cannot be engaged at the same time in fulfilling orders or dispensing orders and will not have access to the areas of the facility where product is stored.
- The receipt from the transaction goes directly to a Fulfillment Agent, who will prepare orders for dispensing by retrieving desired products, ensuring products are labeled and packaged in compliance, and place in appropriate exit packaging for transfer to the Purchaser.
- Dispensary Agents will confirm age and identify of Purchaser via government issued ID, as well as confirm each product against the receipt by checking off each receipt item as the products are transferred into a bag. These receipts will be kept at the dispensary for at least 90 days.
- After receiving their products, Purchasers will be informed of the No Loitering Policy, and directing Purchaser towards the Exit Mantrap.

Product Handling

In order to ensure strict inventory management and the prevention of diversion, Agents authorized to handle cannabis products will be trained in the following handling procedures to ensure product compliance and integrity.

- Always use two hands when retrieving and handling products to fill an order; do not open, tamper with, or drop product containers.
- Handle one product at a time until it is labeled, sealed, and prepared for distribution to the Purchaser; never place more than one product at a time in front of you or the Purchaser.
- Be aware of your surroundings and the possibility that anyone may try to steal unattended products; do not turn your back on the Purchaser or leave any products unattended.
- Never transfer product to a Purchaser without first verifying the Purchasers age and identity with a government issued ID; ensure all dispensed products are in appropriate exit packaging.

Inventory Control

Our dispensary diversion prevention and security plans are founded in strict inventory management procedures. All Agents will be trained on the following secure inventory control measures:

- All persons must immediately report the discovery and/or knowledge of any discrepancy, diversion, theft, abuse, unauthorized sale or other inventory misconduct to an Agent in Charge or senior management

(II) SAFETY PROCEDURES

Community Safety

Our security plan is predicated on the principals of a commitment to security, public engagement, and enforcement communication to ensure the safety of our surrounding community.

Commitment to Security

Our dispensary will implement strict security measures to deter and prevent theft of cannabis and currency as well as protect the premises, Purchasers, our staff, and the entire community. In addition to implementing our security procedures regarding restricted access and inventory control, our Security Agent will be responsible for monitoring and responding to any community safety concerns regarding the premises or surrounding areas. If any Purchaser, Agent, or member of the community is threatened, the Security Guard will immediately call local authorities and take action.

Additionally, if any visitor to the dispensary feels unsafe, we will offer personal escorts to their vehicle. If we have any evidence to believe their safety is at risk in any way, we will also provide a vehicle escort away from the facility until the individual is in a high traffic area and feels safe to continue.

Enforcement Communication

We will conduct outreach with local law enforcement and first responders to ensure open lines of communication and clear guidance on our dispensary's safety and security plans. We intend to coordinate our emergency preparedness and community safety plans to ensure that local law enforcement has all the knowledge they need to act swiftly and efficiently in the event that community safety is ever at risk.

Respectful Neighbor

We are committed to operating as a respectful neighbor in our community. We will ensure that our facility is always clean, well-manicured and well-lit to convey a strong perception of care and concern for the well-being of the neighborhood. Our architectural designs and renovations will present a welcoming aesthetic for the community.

Additionally, we will ensure that our Purchasers and employees are always respectful of the neighborhood and obey the law. We will not tolerate any behavior that might be counter to a friendly community environment. No consumption of cannabis will be tolerated in any public space around our facility from either Purchasers or Employees.

Employee Security & Awareness

We will provide for a workplace environment in which our employee's physical safety is prioritized the greatest possible degree.

Security Training

All employees will be required to undergo rigorous security and safety training and demonstrate understanding and competence with all security and safety procedures prior to approval to work at our dispensary. Training and onboarding will ensure all employees are knowledgeable about the extensive security equipment integrated into our dispensary facility, as well as employee policies and expectations, dispensary operating procedures, workplace laws and procedures, and all relevant federal and state regulations.

During initial and ongoing training, all employees will participate in multi-day, interactive sessions on security and safety policies for the facility, personnel and Purchasers, as well as inventory and cash management policies. Agents must demonstrate mastery of the security and inventory management equipment and

procedures and will role-play a series of potential situations employees may face on the job. Sessions will address site-specific safety and risk-prevention procedures including personal safety, panic buttons, crime prevention, preventative measures, and awareness protocols; facility access procedures; conflict resolution techniques and preventing workplace violence; diversion detection and prevention; and emergency situation procedures including contingency/evacuation plans, medical emergency response, and incident reporting.

Agent contact with cannabis and currency will only be allowed after successfully completing initial training and demonstrating complete compliance and adherence to dispensary policy and procedures. New hires will shadow existing employees until Agents in Charge determine that the employee has demonstrated complete compliance and approves them for full employee permissions, having determined that Agents have demonstrated their understanding of what actions to take under all cases of security duress or other type of emergency situation.

Personal Safety & Crime Prevention

We are dedicated to the safety of our staff and prevention of any crimes during the daily scope of operations. Our security plan policies and procedures are designed to implement a vast set of preventative measures to ensure maximum safety and

protections for our employees while giving our dispensary the best systems for crime prevention. General safety and crime prevention measures include:

- Any burned-out lights or system failure will be immediately addressed and repaired or replaced as quickly as possible.
- Employees will be encouraged to lock their cars at all times and keep personal items in the provided lockers.
- Any incidents of harassment, threats, or violence will be immediately reported to an Agent in Charge so that security measures can be taken, and employee safety can be protected.
- Any employee who is victimized personally or traumatized by witnessing a workplace incident will be encouraged to seek treatment and psychological evaluation and support services, with the full support of our entire team.
- An incident report will be completed within 24 hours of any such type occurrence.

Violence Mitigation & De-Escalation

Our Company philosophy is to de-escalate any threatening or potentially violent situation in any way possible. We will not jeopardize the safety of any persons in order to minimize financial loss.

We are committed to a violence-free work environment, and we will not tolerate any level of violence or the threat of violence from anyone at our dispensary facility, including both Purchasers and employees. No weapons of any kind will be allowed on the licensed premises.

Employee Awareness

The key to personal safety is awareness. Employee training will include sessions on awareness at the dispensary facility, with a particular focus on maintaining awareness during the heightened risk times of opening and closing. Upon the opening or closing of a work shift, employees will be trained to observe anything that may appear suspicious or out of place while arrive at the facility, both exterior and interior, and observe any evidence of tampering or suspicious activity. If anything appears suspicious, the employee will immediately lock down their surroundings and notify the appropriate local authorities.

At opening, the Security Agent will wait outside the facility and ensure the entrance is secure prior to the arrival of the Shift Lead, who will be the first person to enter the facility and to deactivate the alarm system. At closing, the Shift Lead and the Security Agent will be required to be the final two individuals to leave, and they will be required to leave together. Further, employees will be trained to park in proximity to one another in a well-lit, dedicated section of the parking lot in order to access vehicles without having to separate.

Incident Reporting & Records

Our dispensary will maintain an Incident Log to report all notable occurrences at the facility, especially medical or any other types of emergencies. However, all employees will be trained to report and maintain a log of incidents to keep the entire team and company aware of any and all notable events, no matter how minor. An 'incident' is defined as an alarm activation, broken access point, evident of tampering, suspicious activity, or any unauthorized breach of security.

In the event of such an incident, the discovering employee(s) as well as management will fill out a report detailing the date, time, and nature of the incident. It will include a description of the action taken in response to the event, any changes to the physical nature of the facility, and any changes to operating procedures as a result of the event.

All incidents will be communicated with the Department and the Illinois State Police and guidance sought on any follow up information or investigation. If needed and relevant, video surveillance records of the incident will be saved and stored onsite for up to 5 years.

Emergency Procedures

We have developed procedures for responding to a variety of emergency situations to maximize safety for all persons inside and outside the facility. These procedures provide a generalized framework to ensure that employees always act intelligently and effectively when presented with whatever unpredictable circumstances are encountered. Of primary importance is instilling in all staff that under no circumstance will we jeopardize the safety of any persons in order to minimize financial loss.

Panic Buttons

The dispensary's multiple Panic Buttons will automatically send a silent alarm to the SMP when activated, who will then place an immediate call to local law enforcement and senior management, alerting them to a possible hostage situation requiring great caution. Panic Buttons will include, hand activated devices at POS terminals. Employees will be trained to only activate the Panic Buttons under three circumstances: emergency situations when it is not possible to dial 911 for assistance; during a robbery holdup in progress; or

when physically threatened. The Panic Button will not be used for any non-life-threatening situations and emergencies.

Crisis Preparedness & Management

We will conduct emergency and crisis preparation through initial and ongoing team training on security and safety measures, theft and diversion prevention, and emergency response and preparedness. These training modules will focus on de-escalating aggressive behavior, prioritizing Purchaser and staff safety under armed threat, safe evacuation and shelter-in-place procedures, and responses to various forms of natural disaster, medical emergencies and violent incursions.

In the event of an emergency, we will stop all operations and will not allow any Purchasers into the Limited Access Areas. Purchasers in Limited Access Areas will be directed to exit as soon as it is safe to do so (through the Exit if safe to do so, or through the door into the Lobby if necessary for protect their safety), and will not be allowed re-entry until the Shift Lead has assessed the situation and confirms that operations may resume.

Agents will be trained to follow instructions from any law enforcement officers or emergency responders on the scene. In addition, we have procedures prepared for the following specific crises and emergencies.

Medical Event

In the event of a medical emergency, Agents will be trained to:

- Remain calm, yell for help, and immediately contact 911 for assistance.
- Contact the Shift Lead and notify her of the manner and location of the medical emergency so they can help direct first responders to the correct location.
- Do not attempt to move the individual unless essential to protect life.

Fire Event

In the event of a fire or fire alarm, Agents will be trained to:

- Remain calm.
- Immediately stop all operations, including any transactions that might be in progress, and direct all building occupants to immediately proceed to the nearest emergency exit and assemble across the street from the main entrance to await further instructions.
- Once all building occupants are evacuated, call 911 for assistance.
- The Shift Lead will ensure that all employees are all accounted for; and Security Agents will monitor all facility access and egress points to protect against possible theft or diversion.
- In the event that a fire is discovered, building occupants will first be directed to a safe area away from the fire.

- If it is safe to do so and the fire is small, use fire extinguishers located throughout the dispensary to attempt to put out the fire.
- If the fire is large or it is unsafe to put out the fire, activate the fire alarms and wait for the fire department to respond.

Robbery Event

In the case of an incident initiated by an individual, under no circumstances should an employee confront the individual. As soon as the situation is safe to do so, witness employees will report and record the incident to ensure that as many details of the incident are captured as possible. In addition Agents will be trained to:

- Remain calm.
- Do not verbally or physically confront or try to outsmart the individual.
- Do comply with any and all demands made by the perpetrator(s). Instruct any Purchasers to comply as well.
- Do not offer anything additional to the robber other than what is requested.
- If it is safe to do so, engage the nearest Panic Button.
- If an incident is occurring in another part of the dispensary, notify a Security Agent, engage the Panic Button, calmly instruct any Purchasers to remain where they are, and call 911 for assistance.
- When safe to do so, call 911 for assistance, and then call the Shift Lead and senior management to notify them of the situation (if they were not already aware).
- After the incident, the Shift Lead will download and store all video surveillance recordings that may be pertinent to any investigation.
- During and after a robbery, no one should be permitted inside or outside the building until law enforcement is on the scene responding to the incident.

Theft Event

In the event of a theft, Agents will be trained to:

- Remain calm.
- Do not physically confront the individual.
- Notify the Shift Lead or a Security Agent, who will call the non-emergency police line.
- Speak with the individual in a calm manner in an attempt to keep them on the premises until law enforcement arrive. Remember that the dispensary cannot hold people if they are adamant about leaving; let them go if their identity is known.
- After the incident, the Shift Lead will download and store and video surveillance recordings that may be pertinent to any investigation that may be required.

Fight Event

In the event of a fight, Agents will be trained to:

- Remain calm.
- Do not physically confront the individual(s).
- Notify a Security Agent or Shift Lead, who will call the non-emergency police line to report the incident
- Try to write down as many details as possible to give to the police when they arrive (make, model, color of vehicle, names of participants, if known, or physical description).
- After the incident, download and store and video surveillance recordings that may be pertinent to any investigation that may be required.

Evacuation Procedures

If dispensary evacuation is called for, Agents will inform Purchasers and other dispensary occupants that the facility must be evacuated and will direct them to the nearest safe emergency exit. All Purchasers, employees, and other visitors will be directed to assemble at a predetermined meeting place directly across the street. Agents will be trained to work in pairs, using the buddy system if possible.

Once evacuated, the Shift Lead will tally all personnel in the assemble area and will work with the team to identify any employees, Purchasers, or visitors who are not in the assembly area and may still be in the building. The building will not be re-entered until authorized by emergency responders or law enforcement, and only the Shift Lead may first enter before providing access to any other staff.

(III) DELIVERY & STORAGE

We will adhere to the most rigorous security and inventory management protocols for all deliveries to and storage of product in the dispensary.

Delivery Receipt Protocols

At the beginning of each Operational Day, the Shift Lead will review that day's scheduled deliveries and ensure that an Agent in Charge Inventory Manager is assigned responsibility. If not, the Shift Lead will take responsibility for conducting intake activities. The following protocols must be adhered to:

- The delivery vehicle must provide 30 minutes notice by phone prior to arrival.
- A Security Agent will conduct an exterior patrol 10 minutes in advance of the vehicle's arrival to ensure that there is no suspicious activity in the area and that the delivery area is clear.

- When the delivery vehicle arrives, the Security Agent will corroborate the delivery vehicle's make, model and license, and the Delivery Vendors' Agent ID's, against the electronic Manifest.
- Once inside the receiving area, Delivery Vendors will sign into the Service Professional Log and be issued numbered badges before being instructed to transfer delivered product into the Working Inventory room.
- Upon delivery from a cultivator, each product will be individually counted to ensure that every product has the matching product name, strain name, weight, and identification number on the Digital Manifest as on the cannabis product label, package batch number and product label. Any products improperly labeled will be rejected, as detailed below. Additionally, any individual products not in sellable condition, for whatever reason, will also be rejected.
- Only an Agent in Charge will accept delivery from a cultivator and sign for the shipment. Only an Agent in Charge will be authorized to accept the electronic manifest in the Point of Sale System (POS).
- Manifests will be signed both by the Agent in Charge and the Delivery Vendor. After signing, manifests will be copied before the original is given to the Delivery Vendor.
- The manifest copy will be scanned into an electronic file and stored on site for a minimum of 5 years. These Manifests will also be included in quarterly audits submitted to the Department.
- Upon exit, Delivery Vendors will include their sign-out time in the Service Professional Log, return their numbered badges and will be allowed to exit.

Safe Cannabis Storage

We will store all cannabis products at appropriate temperatures and under appropriate conditions to ensure that the products' packaging, strength, quality, and purity are not adversely affected.

Storage Areas

All cannabis products will be stored in our climate-controlled Vault, where an electronic log of entry will log and record all access.

All storage areas will be securable, regularly cleaned and sanitized, and environmentally controlled. Products will be stored on stainless steel shelving to keep products off of the floor, currency will only be stored in the Cash Safe.

Vault

The dispensary will be outfitted with a Vault, where all cannabis products will be stored. The Vault will be constructed as a fortified, burglary resistant room within the dispensary, housed within the Restrict Access Areas, separated from general access areas by controlled access doors with an independent alarm zone and dedicated Alarm Keypad with categorical access controls. Specifically, the Vault will be secured with:

Physical Reinforcement

The vault will be reinforced with steel plate framing and/or steel mesh reinforced construction or concrete construction within walls and ceilings.

Currency Procedures

We are committed to ensuring proper accounting, transacting, and currency handling through training, supervision, and enforcement of cash handling and storage procedures. All currency will be carefully tracked at the dispensary using the POS system, constant video surveillance, and cash handling policies.

Storage Procedures

All POS terminals will be outfitted with a locking cash drawer. These drawers will only be accessible via unique keys carried by authorized Agents in Charge, and downward viewing cameras will be placed above each POS terminal.

All currency will be stored in the Vault. All currency will be counted in a dedicated secure area of the Facility on dedicated currency counting machines whose readouts will be plainly visible to overhead surveillance cameras.

Handling Procedures

Each POS Agent will be assigned to use a single POS terminal throughout the shift and will be responsible for that terminal's cash drawer. Any discrepancies in amount will result in disciplinary action up to and including termination. Agents will be specifically responsible for the following:

- Accurately performing all accounting and transactions
- Counting the cash drawer at the opening and closing of each shift, logging the amounts, and waiting for Shift Lead approval
- Checking for counterfeit bills with provided scanners and/or detector pens
- At each transaction, counting change back to Purchasers by placing bills on the counter one at a time
- If a register needs change, the Agent will notify the Shift Lead, who will create change as needed by accounting for and exchanging currency
- At the end of each shift, bringing their drawers to the Currency Reconciliation Counter, counting down their drawers, getting Agent in Charge approval of the amount, and then bundling the currency into a sealed envelope with the Agent's name, register number, amount of cash deposited, the drawer reconciliation print-out from the POS, and the Shift Lead's signature.

Agents in Charge will be responsible for the following:

- Accurately performing all accounting and transactions
- At the opening and closing of each shift, confirming and approving the count of each cash drawer with the assigned Agent
- At the end of each shift, counting, logging, and closing registers in the POS
- If a register needs change, create change as needed by accounting for and exchanging currency from the Cash Safe
- Generating a daily currency report and sending to the General Manager and to senior management
- Approving and signing each Agent's deposit envelope.

EXHIBIT C**AFFIDAVIT OF PROPERTY OWNER**
(CONTRACT-PURCHASER)

I, Mark Steinmetz, being first duly sworn, do hereby state:

1. I am over the age of 18 years and am under no legal disability.
 2. I have personal knowledge of the facts stated herein.
 3. I am an authorized agent of Illinois Health & Wellness, LLC.
 4. Illinois Health & Wellness, LLC is the contract-purchaser of 1401 Hickory Point Dr., Forsyth, IL 62535, and proposes to operate an adult-use cannabis dispensary organization in conjunction with NGW Retail Operations, LLC on the property.
 5. I consent to the use of 1401 Hickory Point Dr., Forsyth, IL 62535 as an adult-use cannabis dispensing organization.
- Further affiant sayeth not.

DocuSigned by:
Mark Steinmetz
B3D40F5B41E9470
MARK STEINMETZ

Under penalties as provided by law pursuant to § 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

DocuSigned by:
Mark Steinmetz
B3D40F5B41E9470
MARK STEINMETZ

EXHIBIT D

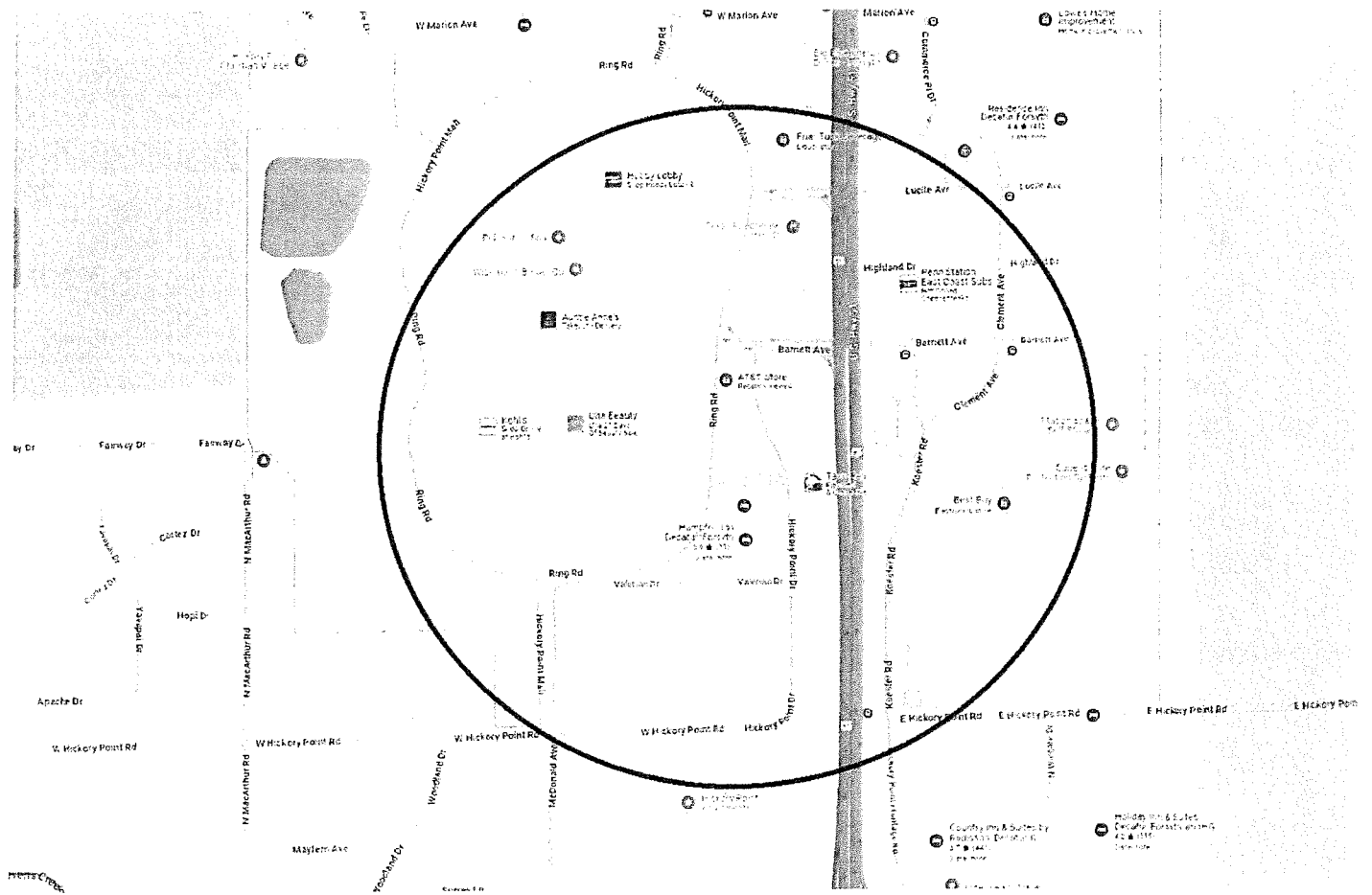


EXHIBIT D

(CONTINUED)

Name	Type
Affordable Dentures & Implants	Doctor/Dentist/Medical Office/Facility
Ali Doolin- Hupp - State Farm Insurance Agent	insurance_agency
Aligned Family Wellness Chiropractic and Acupuncture	Doctor/Dentist/Medical Office/Facility
Aligned Family Wellness Chiropractic and Acupuncture	
All About Eyes - Forsyth	Doctor/Dentist/Medical Office/Facility
ApexNetwork Physical Therapy	Doctor/Dentist/Medical Office/Facility
Applebee's Grill + Bar	Restaurant
Aspen Dental - Forsyth, IL	Doctor/Dentist/Medical Office/Facility
AT&T Store	Retail
Barba Kenneth R MD	Doctor/Dentist/Medical Office/Facility
Bath & Body Works	Retail
Best Buy	Retail
Buffalo Wild Wings	Restaurant
Cardtronics ATM	ATM
Circle K	Gas Station
Cocoday	Restaurant
Coziahr Harky- Davidson	Retail (Car Dealership)
Decatur Adult Education	Learning Center
Decatur Earthmover Credit Union	ATM
Dollar Tree	Retail
Dr. Ara D. Aprahamian, MD	Doctor/Dentist/Medical Office/Facility
Dr. Gregory I. Halperin, MD	Doctor/Dentist/Medical Office/Facility
Dr. Marlon T. Muneses, MD	Doctor/Dentist/Medical Office/Facility
Dr. Priscilla Pappas-Walker	Doctor/Dentist/Medical Office/Facility
Dr. Sumket Bhatia, MD	Doctor/Dentist/Medical Office/Facility
ecoATM	ATM
Fairfield Inn Forsyth Decatur	Hotel
FedEx Drop Box	Package Handler
First Mid Bank & Trust	Bank
Forsyth	Government
Friar Tuck Beverage	Retail Liquor
Geek Squad	Retail
Hampton Inn Decatur/Forsyth	Hotel
Heartland Ag Group Ltd.	Professional Services
Hibbett Sports	Retail
Hobby Lobby	Retail
Homewood Suites by Hilton Decatur-Forsyth	Hotel
Horve Builders	Construction
Horve Hospitality Management, Inc.	Construction
Jeff Ludwick - COUNTRY Financial Representative	Insurance Agent
KAY Jewelers	Retail
Kohl's	Retail
Lowe's Home Improvement	Retail
Maurices	Retail
McDonald's	Restaurant
Miles Chevrolet	Retail (Car Dealership)
Pella Windows & Doors of Decatur	general_contractor
Petals	Retail
PetSmart	Retail
Play It Again Sports	Retail
Proactiv Automated Kiosk	Unknown
Quality Inn near I-72 and Hwy 51	Hotel
Red Lobster	Restaurant
Relaxation Spa	Spa
Residence Inn Decatur Forsyth	Hotel
Ross Dress for Less	Retail
Shoe Dept. Encore	Retail
Speed Lube Oil Change Shop	Mechanic
Spirit Halloween	Retail
Sport Clips Haircuts of Decatur	Professional services
Staples	Retail
Staples Print & Marketing Services	Retail
Steak 'n Shake	Restaurant
Subway	Restaurant
T.J. Maxx	Retail
Taco Bell	Restaurant
Texas Roadhouse	Restaurant
T-Mobile Authorized Retailer	Retail
Tower Loan	Financial Institution
Uha Beauty	Retail
Verizon	Retail
Von Maur	Retail
Xfinity Store by Comcast	Retail
Zac Young - COUNTRY Financial Representative	Insurance Agent
Zach Ludwick - COUNTRY Financial Agent	Insurance Agent

EXHIBIT E
AFFIDAVIT FOR COMPLIANCE

I, Mark Steinmetz, being first duly sworn, do hereby state:

1. I am over the age of 18 years and am under no legal disability.
2. I have personal knowledge of the facts stated herein.
3. I am an authorized agent of Illinois Health & Wellness, LLC.
4. I execute this affidavit to affirm that Illinois Health & Wellness, LLC and any and all associated management companies will comply with the Village of Forsyth's Specific Operational Standards as provided in the Development Ordinance Additions for Adult-Use Cannabis Dispensing Organization.

Further affiant sayeth not.

DocuSigned by:
Mark Steinmetz
B3D40F5B41E9470...
MARK STEINMETZ

Under penalties as provided by law pursuant to § 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

DocuSigned by:
Mark Steinmetz
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MARK STEINMETZ

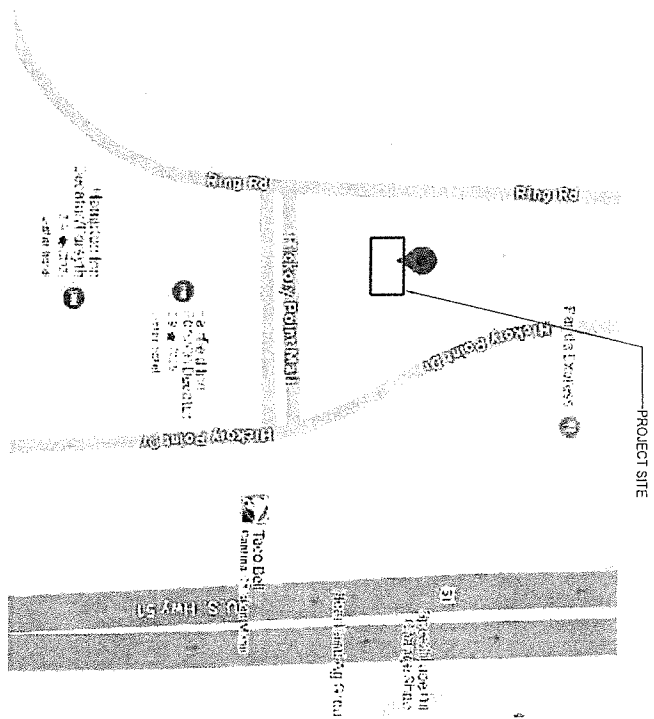
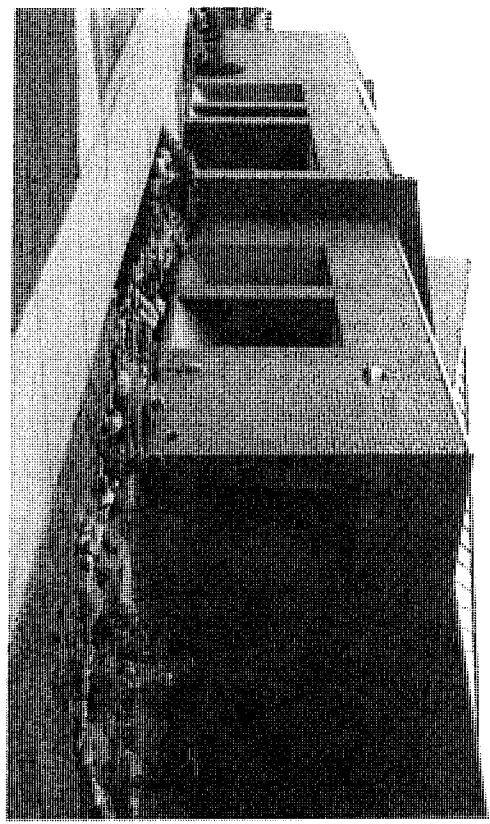
CUSTOMER COUNTS

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 AM	ONLINE	6	7	6	7	8	8	8
	INSTORE	3	3	3	3	3	4	4
	TOTAL	9	10	9	10	11	12	12
10:00 AM	ONLINE	11	11	11	12	15	16	15
	INSTORE	5	5	5	5	6	7	7
	TOTAL	15	16	15	17	21	23	22
11:00 AM	ONLINE	11	11	11	12	15	18	19
	INSTORE	5	5	5	5	6	8	8
	TOTAL	15	16	16	17	21	25	27
12:00 PM	ONLINE	12	12	11	14	17	20	27
	INSTORE	5	5	5	6	7	8	11
	TOTAL	17	17	16	20	24	28	38
1:00 PM	ONLINE	11	13	13	13	18	20	24
	INSTORE	5	5	5	5	8	9	10
	TOTAL	15	18	18	18	25	29	34
2:00 PM	ONLINE	12	14	14	13	18	19	24
	INSTORE	5	6	6	5	8	8	10
	TOTAL	17	20	20	18	25	27	34
3:00 PM	ONLINE	14	15	17	17	22	20	24
	INSTORE	6	7	7	7	10	8	10
	TOTAL	20	22	24	24	32	28	34
4:00 PM	ONLINE	16	18	15	18	22	18	22
	INSTORE	7	8	6	8	9	8	10
	TOTAL	23	26	21	25	31	26	32
5:00 PM	ONLINE	14	17	15	19	23	18	15
	INSTORE	6	7	7	8	10	8	7
	TOTAL	20	24	22	27	33	25	22
6:00 PM	ONLINE	11	11	13	13	15	15	12
	INSTORE	5	5	6	6	6	6	5
	TOTAL	15	15	19	19	21	21	17
7:00 PM	ONLINE	8	9	9	11	12	10	9
	INSTORE	4	4	4	5	5	4	4
	TOTAL	12	13	13	15	17	14	13
8:00 PM	ONLINE	6	6	7	7	9	8	10
	INSTORE	3	3	3	3	4	3	4
	TOTAL	9	9	10	10	13	11	14
9:00 PM	ONLINE	5	5	5	6	6	6	6
	INSTORE	2	2	2	2	2	2	2
	TOTAL	7	7	7	8	8	8	8
	TOTAL	194	213	210	228	282	277	307

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ARCHITECTURE + DESIGN
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NEW DISPENSARY

1401 HICKORY POINT DRIVE, FORSYTH, IL 62535



BLDG. DEPT. APPROVAL

NOT FOR
CONSTRUCTION

INTERFORM

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ILLINOIS HEALTH & WELLNESS
/ BUD & RTAS

KEYPLAN

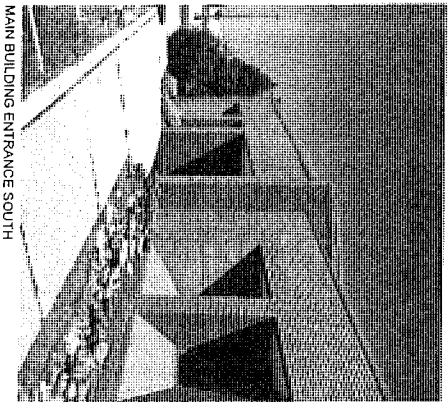
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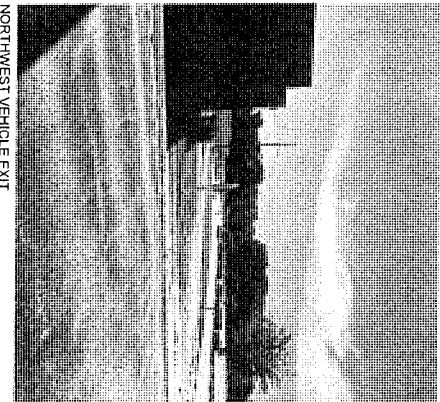
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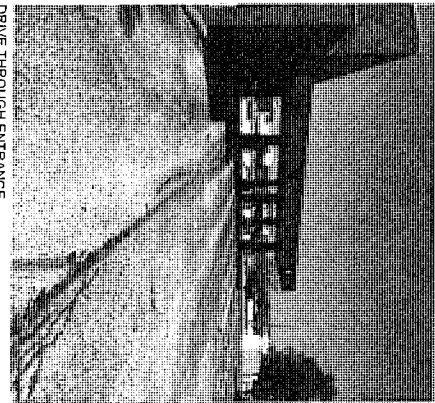
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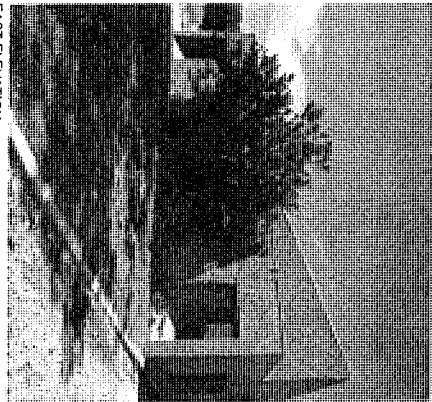
MAIN BUILDING ENTRANCE SOUTH



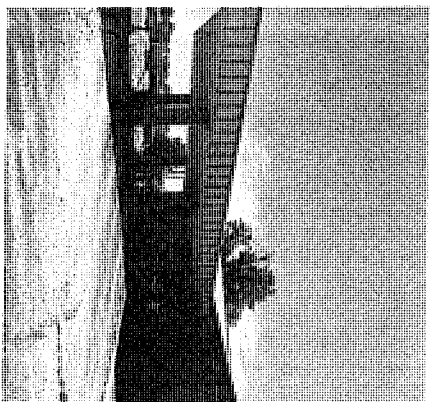
NORTHWEST VEHICLE EXIT



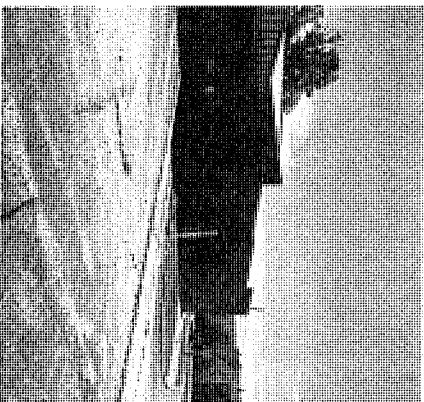
DRIVE THROUGH ENTRANCE



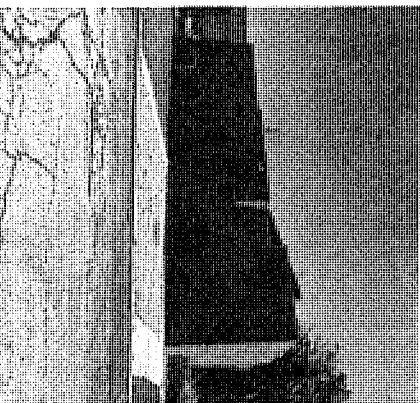
EAST ELEVATION



DRIVE THROUGH EXIT



NORTHWEST CORNER



EXISTING LOADING AREA WEST



SOUTHWEST CORNER

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CHICAGO, IL 60610
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ILLINOIS HEALTH & WELLNESS
/ BUD & RITAS

ARCHITECT

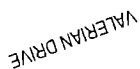
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DATE	5/4/2024	
PROJECT	ILLINOIS HEALTH & WELLNESS / BUD & RITAS	
PROJECT NO.	000000	
SEAL		

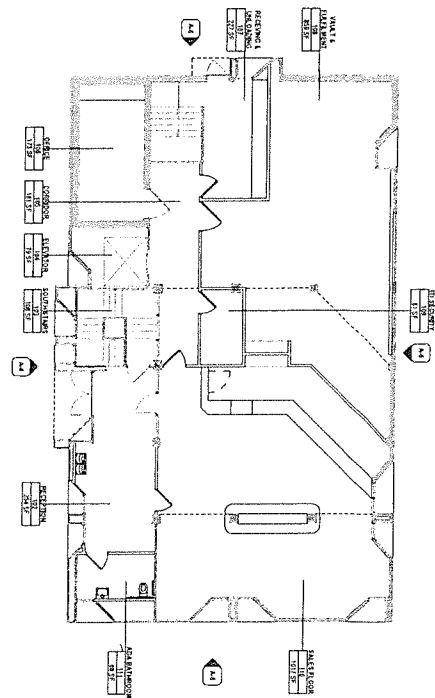
EXISTING CONDITIONS

A-1

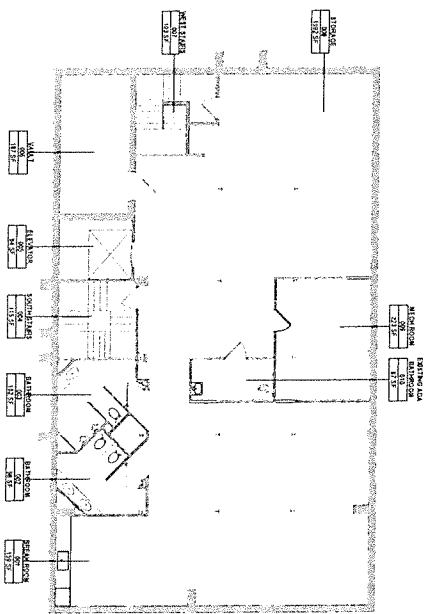
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A-2



1 FIRST FLOOR PARTITION PLAN



2 BASEMENT PROPOSED PLAN



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 CONSTRUCTION



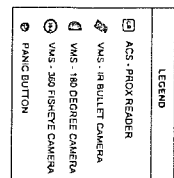
ILLINOIS HEALTH & WELLNESS
 / BUD & RIAS

KEYPLAN

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3	CHECKED	DATE
4	PROJECT NO.	200006
5	SEAL	

PROPOSED FLOOR PLANS

A-3

[illegible]

I INTERFORM
ARCHITECTURAL DESIGN

11500 75th AVE. S.E. SUITE 100
CHANDLER, AZ 85226
480/941-5251

1001 Montgomery Road Drive
Pawnee, IL 61540

KEYPLAN

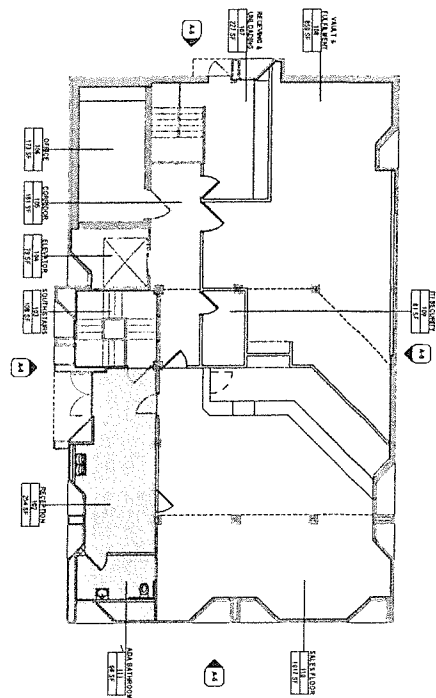
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SEAL

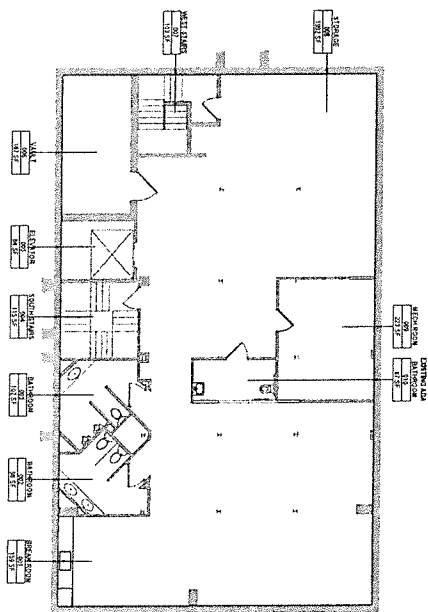
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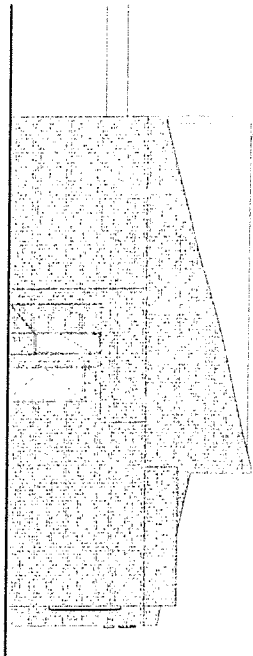
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Basement



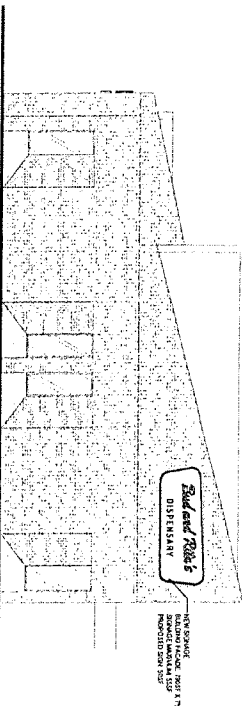
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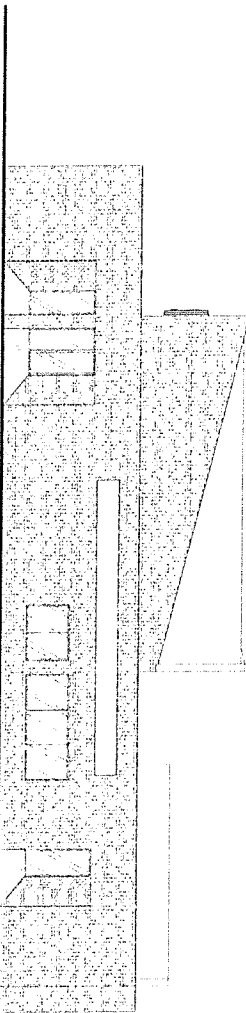
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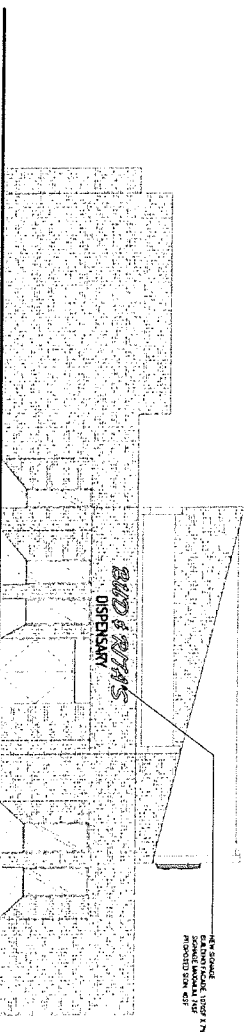
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EXTERIOR ELEVATION - WEST



3
EXTERIOR ELEVATION - EAST



2
EXTERIOR ELEVATION - NORTH



1
EXTERIOR ELEVATION - SOUTH



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CHICAGO, IL 60610
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ILLINOIS HEALTH & WELLNESS
/ BUD & RITA'S

KEY PLAN

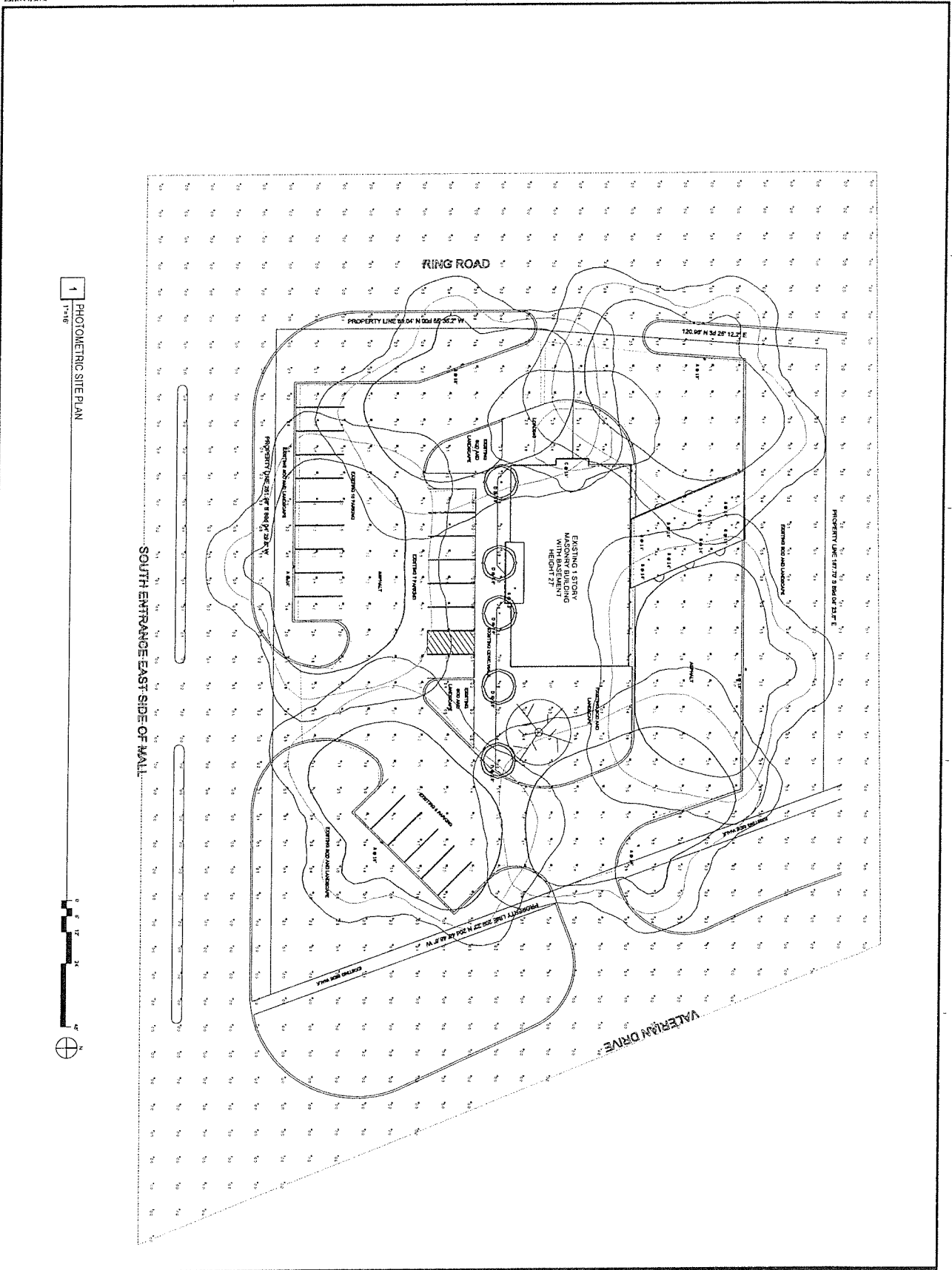
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EXTERIOR ELEVATIONS

A-6

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Gow, WI 53120
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ILLINOIS HEALTH & WELLNESS
/ BUD & RITAS

KEY PLAN

NO.	DESCRIPTION	DATE
1	DATE: 09/05/2014	
2	SCALE: 1"=10'	
3	DRAWN: ADW	
4	CHECKED: ADW	
5	PROJECT: ILLINOIS HEALTH & WELLNESS	
6	SEAL	

PHOTOMETRIC SITE PLAN

A-7

VILLAGE OF FORSYTH

301 S. Route 51
Forsyth, IL 62535

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



SPECIAL USE APPLICATION

OWNER: ☐

APPLICANT: ☒ (contract-purchaser)

Name: Illinois Health & Wellness LLC

Address: 6323 N. 61st Place Paradise Valley, AZ 85253

Phone Number: (602) 717-1227

E-mail Address: mark@mssteinmetz.com

Property Address: 1401 Hickory Point Dr, Forsyth, IL 6253

PIN #: 07-07-22-277-003

Legal Description of the Property:

Approximately 1.02 acres, improved with the former Hickory Point Bank Building, of Tax Lot 15-A in the Hickory Point Mall Tax Plat, more particularly described in Special Warranty Deed in Lieu of Foreclosure dated August 24, 2020 and recorded September 2, 2020 in Book 4765, Page 394 of the Records of the Macon County Recorder's Office.

Zoning District: C-1: Commercial Service District

Existing use of the property:

The property is a former bank.

Proposed use of the property (describe the special use):

This property is proposed to be used as an adult-use cannabis retail facility pursuant to the amendment to the Village Code of Ordinances Chapter 113, passed August 6, 2024, which is not currently contemplated by the scope of the zoning districts and proposed changes are to be submitted to the Planning and Zoning Commission for consideration at their August 22, 2024 meeting. It is our understanding that the Board, the Village Administrator and the Village Attorney expect this to be submitted as a Special Use Permit Application before adult-use cannabis is included in the Zoning Map, if at all.

*Attach a dimensioned site plan or plat to depict the proposed special use and plan for the property.

*See attached for the site plan included in the Hickory Point redevelopment. If further detail is needed,

Address the following items: we will submit upon request. There are no proposed changes to existing structures.

1. Economic effects on adjoining properties:

Increased patrons for nearby retail stores.

2. Effects of such elements as noise, glare, odor, fumes, and vibration on adjoining properties:

None.

3. General compatibility with adjacent and other properties in the district:

The property is situated amongst a mix of retail and restaurants, including a liquor store. Despite it being a new product to the Forsyth market, it is very compatible with surrounding properties.

4. Effects of traffic generated by the proposed use:

Increased traffic by retail customers. Parking lot is sufficient for customer parking.

5. Relationship to the Comprehensive Land Use Plan:

Retail sales tax generated will increase the funds available to the Village to further all areas of the comprehensive plan, including the health, safety and welfare of the Village of Forsyth. This retail establishment will provide a product which the silent majority of Forsyth supports.

6. Way the proposed special use fulfills requirements of Section 9.12 F Standards (attached document):

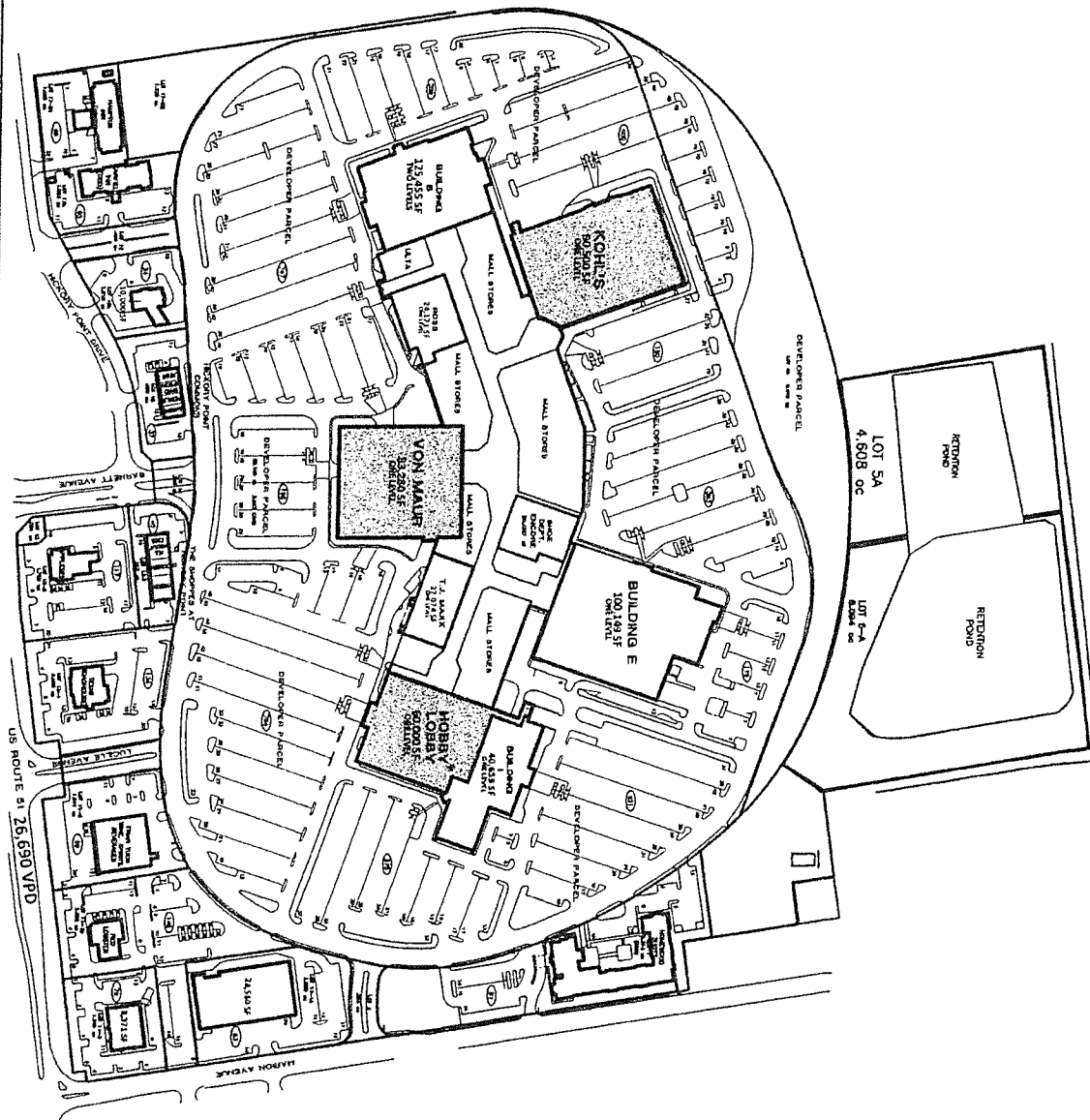
1. Using existing infrastructure that will be rehabilitated.
2. Will look modern and be a design improvement to its surroundings
3. All costs of security will be paid for by the business, and be no burden to city officials.
4. The building use will be retail, which is not dissimilar from the majority of businesses in the Hickory Point Mall area.
5. It is located within a retail shopping center, which is built for high traffic, and the parking is more than sufficient for many customers.
6. The building will have 24/7 security, and security guards during open hours.

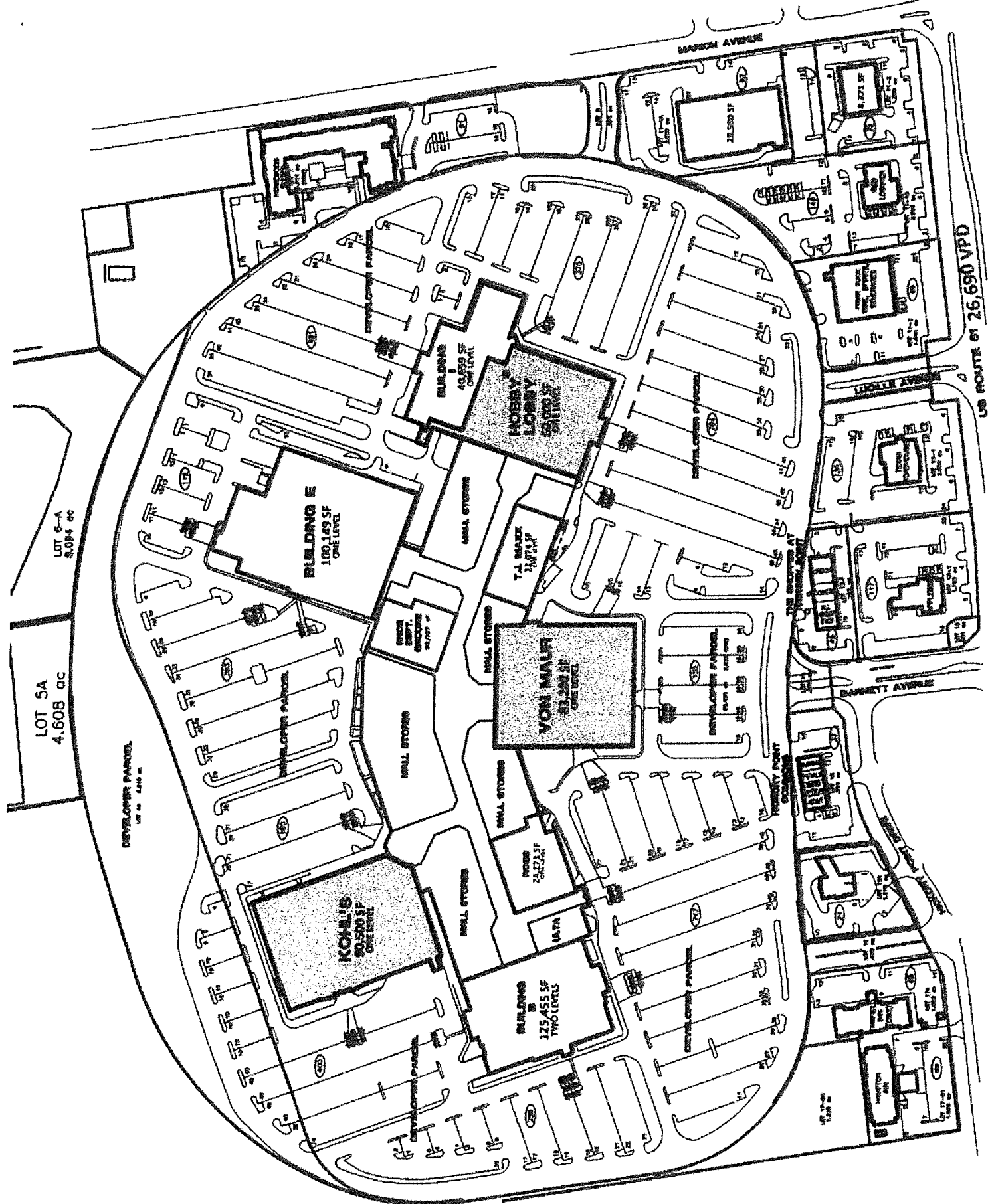
\$50.00 Application Fee: Required at time of the application. The fee will not be refunded if the request is denied by the Village Board of Trustees.

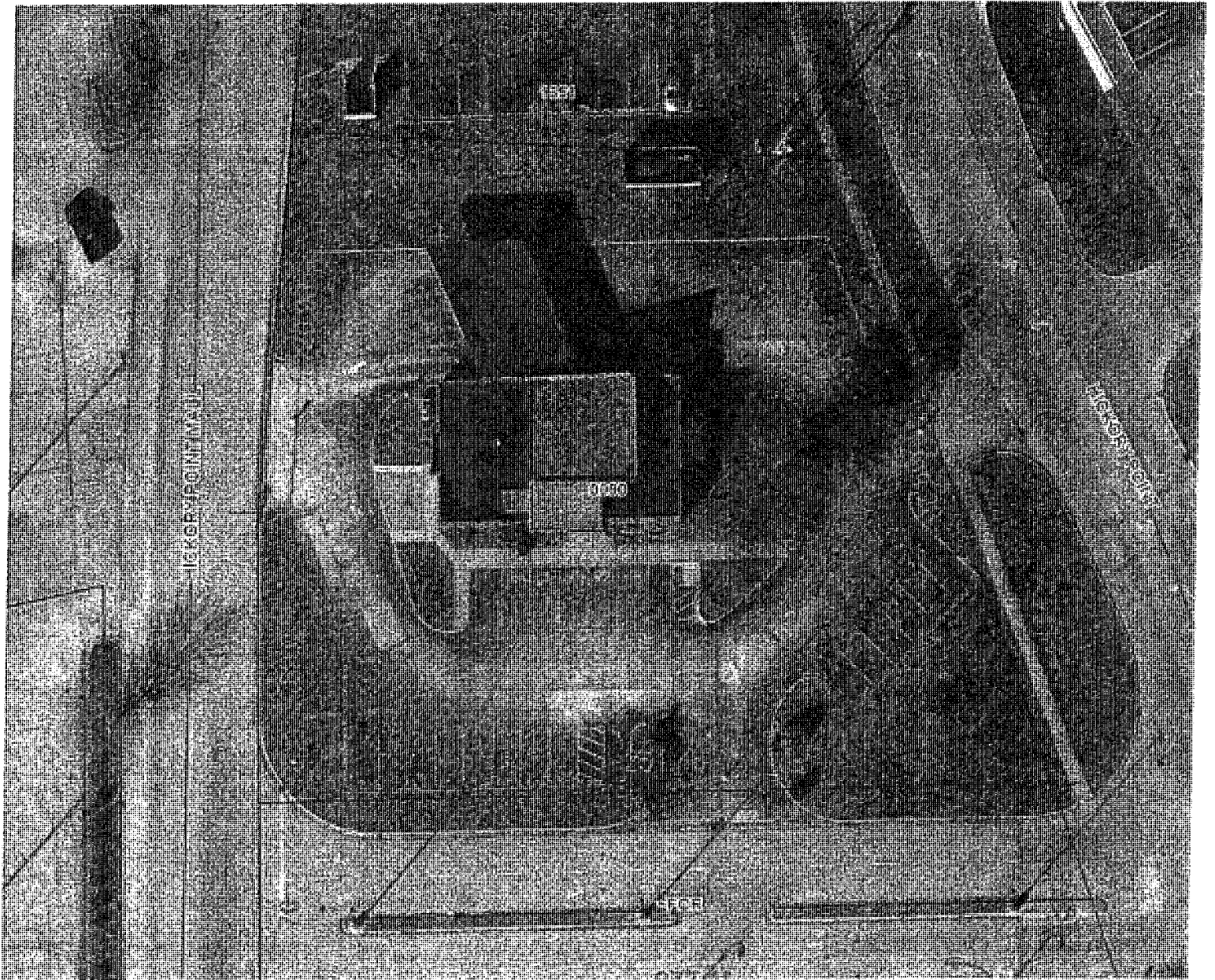
Signature: Date: 8/6/2024**For office use only**Date Received: 8/7/2024PZC Meeting Date: 9/26/2024Application Fee Paid: 50.00 ✓Board Meeting Date: 10/1/2024

Approved (Y/N): _____

Ordinance # _____







SPECIAL USE APPLICATION CHECKLIST:

- Complete the entire Special Use Request Form including:
 - ☐ Owner or Applicant (Please check appropriate box. However, if you are the applicant, contact information is needed for you and the owner.)
 - ☐ Legal Description of the Property (Example: Lot 1, Subdivision, Parcel #, A part of the southwest quarter of the northwest quarter of Section 23, Township 17, North Range 2 east of the 3rd PM, and where the deed is recorded with the Macon County Recorder's Office – (217) 424-1359)
 - ☐ Existing zoning of the property (if unsure please verify with Village Hall)
 - ☐ State the existing use of the property.
 - ☐ State the proposed use of the property with the proposed special use request.
 - ☐ Provide a dimensioned site plan or plat to depict the proposed special use. The site plan or plat should include the location of any current or proposed structures on the property.
 - ☐ Answer the six questions relating to the special use request for the property that will help the Planning and Zoning Commission and Village Board make their decision on the request. For question 6, use the excerpt from the Development Ordinance for Section 9.12 F Standards.
 - ☐ Pay the required \$50 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. Village Staff will also notify all the property owners that own property within 250 feet of your property.

* 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.

Question 6:

Section 9.12 F – Standards:

- (1) The Planning and Zoning Commission shall not recommend, nor the Village Board approve a special use, unless it shall find, based upon the evidence presented to the Planning and Zoning Commission in each specific case, that the special use:
 - (a) Will be harmonious with and in accordance with the general objectives of the Comprehensive Land Use Plan and/or this Ordinance.
 - (b) Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not alter the essential character of the same area.
 - (c) Will not be hazardous or disturbing to existing or future neighborhood uses.
 - (d) Will be adequately served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers, and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
 - (e) Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village of Forsyth.
 - (f) Will not involve uses, activities, processes, materials, equipment, and/or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
 - (g) Will have vehicular approaches to the property which shall be so designed as to not create an undue interference with traffic on surrounding public streets or highways.
 - (h) Will not increase the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue, or relief.
 - (i) Will not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance to the Village of Forsyth.
- (2) The special use shall, in all respects, conform to the applicable regulations of the district in which it is located, except as such regulations may be modified, in each instance, by the Village Board, pursuant to the recommendations of the Planning and Zoning Commission.

VILLAGE OF FORSYTH

301 S. Route 51

Forsyth, IL 62535

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



SPECIAL USE APPLICATION

OWNER: ☐APPLICANT: ☒ (contract-purchaser)Name: Illinois Health & Wellness LLCAddress: 6323 N. 61st Place Paradise Valley, AZ 85253Phone Number: (602) 717-1227E-mail Address: mark@mssteinmetz.comProperty Address: 1401 Hickory Point Dr, Forsyth, IL 6253PIN #: 07-07-22-277-003

Legal Description of the Property:

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*See attached for the site plan included in the Hickory Point redevelopment. If further detail is needed, Address the following items: we will submit upon request. There are no proposed changes to existing structures.

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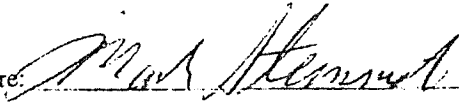
5. Relationship to the Comprehensive Land Use Plan:

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6. Way the proposed special use fulfills requirements of Section 9.12 F Standards (attached document):

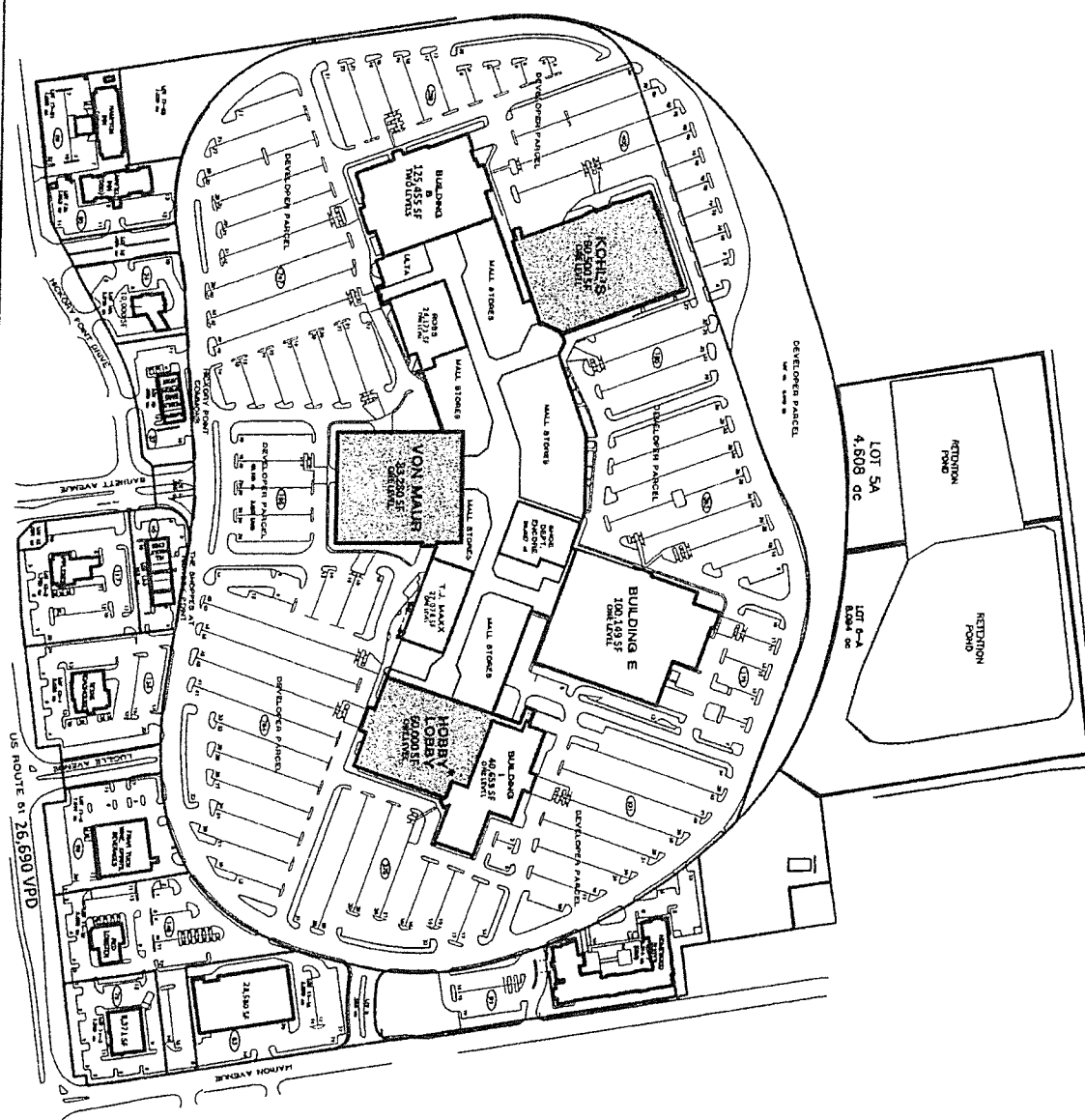
1. Using existing infrastructure that will be rehabilitated.
2. Will look modern and be a design improvement to its surroundings
3. All costs of security will be paid for by the business, and be no burden to city officials.
4. The building use will be retail, which is not dissimilar from the majority of businesses in the Hickory Point Mall area.
5. It is located within a retail shopping center, which is built for high traffic, and the parking is more than sufficient for many customers.
6. The building will have 24/7 security, and security guards during open hours.

\$50.00 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: 8/6/2024**For office use only**Date Received: 8/7/2024PZC Meeting Date: 9/26/2024Application Fee Paid: 50.00 ✓Board Meeting Date: 10/1/2024

Approved (Y/N): _____

Ordinance # _____



HICKORY POINT MALL
FORSYTH, IL

1146 HICKORY
POINT MALL
.....
LEASE PLAN
SP

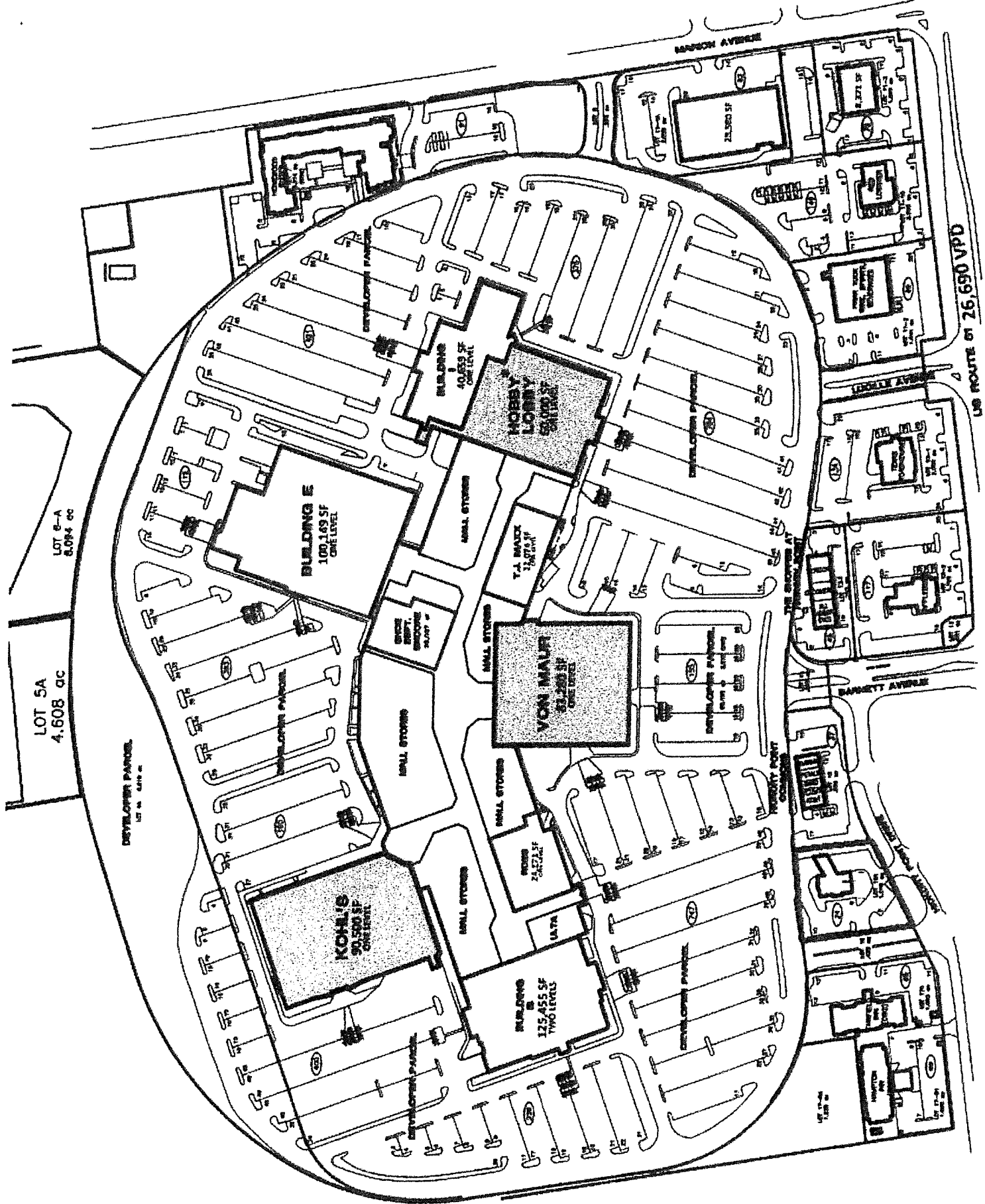


NAMDAR
REALTY GROUP

LEASING BY:

MASON
ASSET MANAGEMENT

CH Grand Co.



Name	Type
Affordable Dentures & Implants	Doctor/Dentist/Medical Office/Facility
Ali Doolin-Hupp - State Farm Insurance Agent	Insurance Agent
Aligned Family Wellness Chiropractic and Acupuncture	Doctor/Dentist/Medical Office/Facility
All About Eyes - Forsyth	Doctor/Dentist/Medical Office/Facility
ApexNetwork Physical Therapy	Doctor/Dentist/Medical Office/Facility
Applebee's Grill + Bar	Restaurant
Aspen Dental - Forsyth, IL	Doctor/Dentist/Medical Office/Facility
AT&T Store	Retail
Barba Kenneth R MD	Doctor/Dentist/Medical Office/Facility
Bath & Body Works	Retail
Best Buy	Retail
Buffalo Wild Wings	Restaurant
Cardtronics ATM	ATM
Circle K	Gas Station
Cocoday	Restaurant
Coziahr Harley-Davidson	Retail (Car Dealership)
Decatur Adult Education	Learning Center
Decatur Earthmover Credit Union	ATM
Dollar Tree	Retail
Dr. Ara D. Aprahamian, MD	Doctor/Dentist/Medical Office/Facility
Dr. Gregory I. Halperin, MD	Doctor/Dentist/Medical Office/Facility
Dr. Marlon T. Muneses, MD	Doctor/Dentist/Medical Office/Facility
Dr. Priscilla Pappas-Walker	Doctor/Dentist/Medical Office/Facility
Dr. Sumeet Bhatia, MD	Doctor/Dentist/Medical Office/Facility
ecoATM	ATM
Fairfield Inn Forsyth Decatur	Hotel
FedEx Drop Box	Package Handler
First Mid Bank & Trust	Bank
Forsyth	Government
Friar Truck Beverage	Retail Liquor
Geek Squad	Retail
Hampton Inn Decatur/Forsyth	Hotel

Heartland Ag Group Ltd.	Professional Services
Hibbett Sports	Retail
Hobby Lobby	Retail
Homewood Suites by Hilton Decatur-Forsyth	Hotel
Horne Builders	Construction
Horne Hospitality Management, Inc.	Construction
Jeff Ludwick - COUNTRY Financial Representative	Insurance Agent
KAY Jewelers	Retail
Kohl's	Retail
Lowe's Home Improvement	Retail
Maurices	Retail
McDonald's	Restaurant
Miles Chevrolet	Retail (Car Dealership)
Pella Windows & Doors of Decatur	general_contractor
Petals	Retail
PetSmart	Retail
Play It Again Sports	Retail
Proactiv Automated Kiosk	Unknown
Quality Inn near I-72 and Hwy 51	Hotel
Red Lobster	Restauraunt
Relaxation Spa	Spa
Residence Inn Decatur Forsyth	Hotel
Ross Dress for Less	Retail
Shoe Dept. Encore	Retail
Speed Lube Oil Change Shop	Mechanic
Spirit Halloween	Retail
Sport Clips Haircuts of Decatur	Professional services
Staples	Retail
Staples Print & Marketing Services	Retail
Steak 'n Shake	Restaurant
Subway	Restaurant
T.J. Maxx	Retail
Taco Bell	Restaurant

Texas Roadhouse	Restaurant
T-Mobile Authorized Retailer	Retail
Tower Loan	Financial Institution
Ulta Beauty	Retail
Verizon	Retail
Von Maur	Retail
Xfinity Store by Comcast	Retail
Zac Young - COUNTRY Financial Representative	Insurance Agent
Zach Ludwick - COUNTRY Financial Agent	Insurance Agent



Column

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in Herald & Review on the dates indicated below. If changes are needed, please contact us prior to deadline at help@column.us

Notice ID: SpT9uaV3XF344VSIGQP8 | Proof Updated: Sep. 06, 2024 at 12:41pm CDT
Notice Name: P & Z Meeting September 26, 2024

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Glenda Hoffman	Herald & Review
ghoffman@forsyth-il.gov	
(217) 877-9445	

Columns Wide: 1	Ad Class: Legals
-----------------	------------------

09/11/2024: General Legal Inside Area	59.09
Total	\$59.09

NOTICE OF PUBLIC HEARING

The Village of Forsyth Planning and Zoning Commission will hold public hearings at 5:30 p.m., Thursday, September 26, 2024 at the Village Hall, 301 S. Route 51, Forsyth, IL. The Planning and Zoning Commission will meet to hold a public hearing and discuss the following items:

- Request by Illinois Health and Wellness LLC for special use to use the real property commonly known as 1401 Hickory Point Drive, Forsyth, Illinois and legally described as HICKORY POINT MALL TAX PLAT LT 15-A BANK (PIN: 07-07-22-277-003), as an Adult-Use Cannabis Dispensary. The request is made in accordance with Development Ordinance Sections 3.21 and 9.12. The property is currently zoned C1 and no request to vary the zoning has been made. Any questions concerning this public hearing should be directed to the Village's Director of Planning and Zoning, Ryan Raleigh at 217-877-9445. All persons interested may appear and speak at the hearing.

9/11 #####

Herald&Review

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Yuade Moore, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Herald & Review, a newspaper printed and published in the City of Decatur, County of Macon, State of Illinois, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:

Sep. 11, 2024

NOTICE ID: SpT9uaV3XF344VSIGQP8

PUBLISHER ID: COL-9000517

NOTICE NAME: P & Z Meeting September 26, 2024

Publication Fee: 59.09

Under penalties as provided by Illinois law, the undersigned certifies that the statements set forth in this instrument are true and correct.

(Signed) Yuade Moore

VERIFICATION

State of Pennsylvania
County of Lancaster

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Subscribed in my presence and sworn to before me on this: 09/12/2024

Nicole Burkholder

Notary Public
Notarized remotely online using communication technology via Proof.

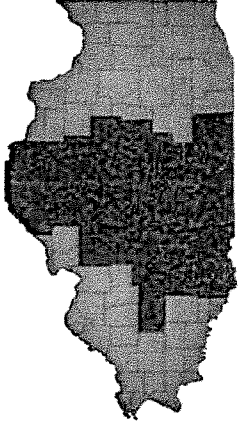
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Any questions concerning this public hearing should be directed to the Village's Director of Planning and Zoning, Ryan Raleigh at 217-877-9445. All persons interested may appear and speak at the hearing.
9/11 COL-9000517

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101 S. State Street
Suite 240
Decatur, Illinois
62523

Mailing Address:
P.O. Box 1760
Decatur, Illinois
62525

Phone Number:
217-429-4453

Fax:
217-425-8892

Law Offices of
FEATHERSTUN, GAUMER, STOCKS, FLYNN & ECK, LLP

VIA EMAIL TO:

Jill Applebee
japplebee@forsyth-il.gov

September 26, 2024

Re: Bud and Rita's

Dear Jill,

For your records I am enclosing a copy of the Bud and Rita's storefront in Niles, Illinois.

There are no cannabis leaves, no indication once so ever that there is anything nefarious going on in this building. From the outside it could be a bar, restaurant, shop or any number of businesses.

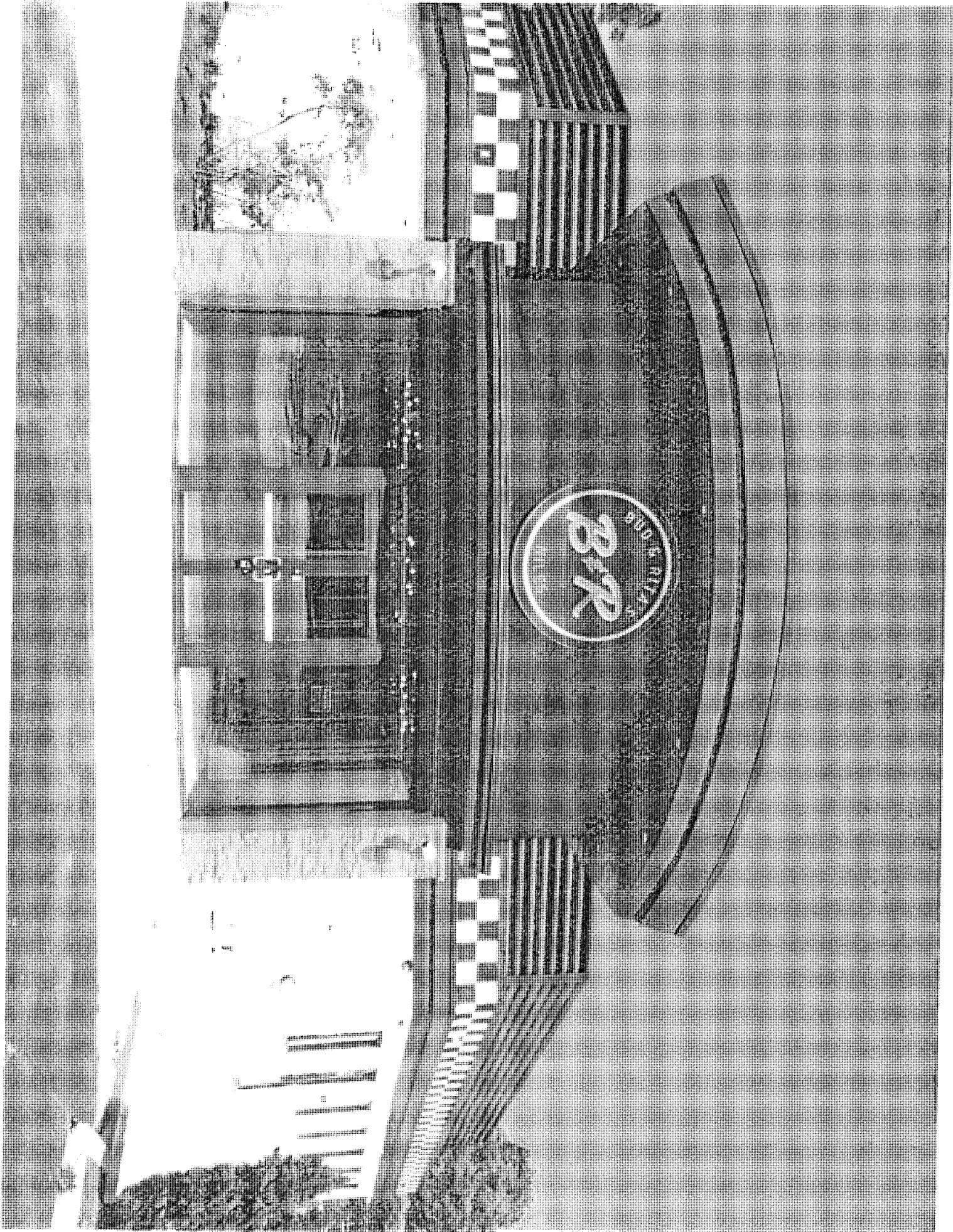
As per our conversation the name Bud and Rita's is simply the name of the grandparents where the cannabis is grown in western Illinois. They have operated multiple Bud and Rita facilities in numerous communities and have been good community partners. I am confident that they will be a good community partner in Forsyth, Illinois.

Very Truly Yours,

Edward Flynn
Featherstun, Gaumer, Stocks, Flynn & Eck, LLP

Reply To:

Edward Flynn
Attorney at Law
Direct email: eflynn@decaturn.legal



SECOND SPECIAL USE PERMIT APPLICATION SUPPLEMENT

1. The hours of operation requested are the hours set forth in 410 ILCS 705/15-70, as amended, if ever. However, the dispensary plans to be open 9:00 a.m. to 9:00 p.m., Monday through Sunday, if approved.
2. Please see attached updated and amended affidavit of compliance.
3. Please see attached Exhibit E to replace the original Exhibit E filed with the first Special Use Permit Application Supplement.
4. Signage requiring approval will be a monument sign within the bounds of ordinances not requiring further variance approval.

ILLINOIS HEALTH & WELLNESS LLC

By: FEATHERSTUN, GAUMER, STOCKS,

FLYNN & ECK, LLP

Attorneys for Applicant,

By: /s/ Ryan Beavers

Ryan M. Beavers
FEATHERSTUN, GAUMER, STOCKS
FLYNN & ECK, LLP
101 S. State St., Suite 240
P. O. Box 1760
Decatur, IL 62525
Telephone: 217-429-4453
E-mail: rbeavers@decatur.legal

EXHIBIT E
AFFIDAVIT FOR COMPLIANCE

I, Mark Steinmetz, being first duly sworn, do hereby state:

1. I am over the age of 18 years and am under no legal disability.
2. I have personal knowledge of the facts stated herein.
3. I am an authorized agent of Illinois Health & Wellness, LLC.
4. I execute this affidavit to affirm that Illinois Health & Wellness, LLC and any and all associated management companies will comply with the Village of Forsyth's Specific Operational Standards as provided in the Development Ordinance Additions for Adult-Use Cannabis Dispensing Organization.
5. Illinois Health & Wellness LLC will be licensed and maintain compliance with the Cannabis Regulation and Tax Act, as well as all other applicable local and State laws.
6. Please find attached our original BLS Region 8 (Decatur) IDFPR Conditional license letter and certificate, my Principal Officer License, and our most recent IDFPR letter acknowledging that Illinois Health & Wellness, LLC met the July 11th, 2024, location deadline, preserving our rights to the BLS #8 Region Adult Use Cannabis conditional license.

Further affiant sayeth not.

DocuSigned by:
Mark Steinmetz
B3D40F5B41E9470...
MARK STEINMETZ

Under penalties as provided by law pursuant to § 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

DocuSigned by:
Mark Steinmetz
B3D40F5B41E9470...
MARK STEINMETZ



Cut on Dotted Line ✂

For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 4330020



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

idfpr.illinois.gov

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

CAMILE LINDSAY
Acting Director

August 16, 2024

To Whom It May Concern,

The Illinois Department of Financial and Professional Regulation ("Department") has reviewed the materials submitted by ILLINOIS HEALTH & WELLNESS, LLC regarding whether it has found a location pursuant to Section 15-25(e), Section 15-35(c) and Section 15-35.10(c) of the Cannabis Regulation and Tax Act ("CRTA") for license no. 284.000218-CL. Pursuant to the aforementioned Sections of the CRTA, ILLINOIS HEALTH & WELLNESS, LLC has satisfied the requirement to find a location within 720 days from when it was issued a conditional adult use dispensing organization license ("conditional license"). Accordingly, ILLINOIS HEALTH & WELLNESS, LLC remains eligible to become operational as an adult use dispensing organization licensee under Section 15-36 of the CRTA. Additional information may be found on the Department's website here: <https://idfpr.illinois.gov/profs/adultusecan.html>. Whether ILLINOIS HEALTH & WELLNESS, LLC remains in good standing may be verified on the Department's website as well.

Should there be any changes to ILLINOIS HEALTH & WELLNESS, LLC's proposed location, ILLINOIS HEALTH & WELLNESS, LLC shall promptly notify the Department in order to demonstrate continued compliance with the CRTA.

Sincerely,

Vaughn G. Bentley
Deputy Director of the Cannabis Control Section
Illinois Department of Financial and Professional Regulation
555 West Monroe Street, 5th Floor
Chicago, IL 60661



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

www.idfpr.illinois.gov

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

CECILIA ABUNDIS
Director

Friday, July 22, 2022

Greetings **ILLINOIS HEALTH & WELLNESS, LLC**,

This letter serves to notify you that your Conditional Adult Use Dispensing Organization License ("Conditional License") has been issued. Page 2 of this document is your Conditional License, but please read this letter in its entirety as it contains important information.

Notification of Conditional License

Page 2 of this document is your Conditional License. This includes both your entity's name as it appeared on your application and your unique Conditional License number. This will serve as evidence that you have been granted a Conditional License for any who inquire. **A Conditional License does not entitle you to buy, sell, possess, or transfer cannabis.** Instead, it allows you to take the necessary steps to obtaining an Adult Use Dispensing Organization License under the Cannabis Regulation and Tax Act ("CRTA") before opening.

Next Steps Document

In a separate email, you will also receive a Next Steps document. This acts as both a checklist of necessary documents the Department needs as well as links to important forms. Please review the Next Steps document carefully to prepare for your Conditional Phase. Please note some documents referenced may still require finalization from the Department, so we recommend **bookmarking the link rather than downloading the form until you are ready to submit it.** This will ensure you have the most up-to-date form for your submission and help reduce delays.

Application For Adult Use Dispensing Organization License

A Conditional License, subject to other conditions, entitles the Conditional Licensee to apply for an Adult Use Dispensing Organization License. Once an entity receives its Adult Use License, it may begin sales of cannabis. As the Conditional Phase progresses, the Department will make the Adult Use License application publicly available.

If you have any questions throughout the Conditional Licensing Phase, please contact FPR.ConditionalAdultUseLicenses@illinois.gov.

Best,

Vaughn G. Bentley
Deputy Director of Adult Use Cannabis



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

www.idfpr.illinois.gov

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

CECILIA ABUNDIS
Director

Conditional Adult Use Dispensing Organization License

ILLINOIS HEALTH & WELLNESS, LLC has been issued this Conditional Adult Use Dispensing Organization License No. 284.000218-CL ("Conditional License") on 7/22/2022. This Conditional License does not entitle the Conditional License holder to buy, sell, or otherwise transfer cannabis under the Cannabis Regulation and Tax Act.⁹ This Conditional License authorizes the Conditional License Holder to apply for an Adult Use Dispensing Organization License pursuant to Section 15-36 of the Cannabis Regulation and Tax Act.¹⁰

This Conditional License cannot be sold, transferred, or otherwise assigned.

Regards,

Vaughn G. Bentley
Deputy Director of Adult Use Cannabis
555 West Monroe Street, 5th Floor
Chicago, IL 60661

⁹ "A dispensing organization that is awarded a Conditional Adult Use Dispensing Organization License [...] shall not purchase, possess, sell, or dispense cannabis or cannabis-infused products until the person has received an Adult Use Dispensing Organization License issued by the Department pursuant to Section 15-36 of this Act." See 410 ILCS 705/15-25(f); 410 ILCS 705/15-35 (e); and 410 ILCS 705/15-35.10(e).

¹⁰ "A person is only eligible to receive an Adult Use Dispensing Organization if the person has been awarded a Conditional Adult Use Dispensing Organization License pursuant to this Act or has renewed its license pursuant to subsection (k) of Section 15-15 or subsection (p) of Section 15-20." See 410 ILCS 705/15-36(a).

State of Illinois

Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO
284.000218-CL

EXPIRES:
01/18/2023

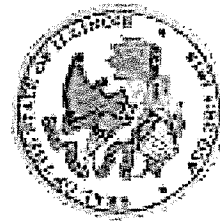
The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

STARTED: 7/22/2022

CONDITIONAL ADULT USE DISPENSING ORGANIZATION LICENSE

This Conditional License does not entitle the Conditional License holder to buy, sell, or otherwise transfer cannabis. This Conditional License authorizes the Conditional License Holder to apply for an Adult Use Dispensing Organization License.

ILLINOIS HEALTH & WELLNESS, LLC



Mario Treto Jr.

MARIO TRETTO JR.
SECRETARY

CECILIA ABUNDIS
DIRECTOR

The official status of this license can be verified at IDFPR.illinois.gov

15592999

THE VILLAGE OF FORSYTH

MACON COUNTY, ILLINOIS

ORDINANCE
NUMBER
2024-33

**AN ORDINANCE APPROVING A SPECIAL USE AT 1401 HICKORY POINT DRIVE
TO ALLOW ADULT-USE CANNABIS DISPENSARY**

JIM PECK, Mayor
CHERYL MARTY, Village Clerk

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

Village Trustees

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

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

ORDINANCE NO. 2024-33

**AN ORDINANCE APPROVING A SPECIAL USE AT 1401 HICKORY POINT DRIVE
TO ALLOW ADULT-USE CANNABIS DISPENSARY**

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, a petition for a special use was filed by Illinois Health and Wellness LLC for the property commonly known as 1401 Hickory Point Drive, Forsyth, Illinois and legally described as HICKORY POINT MALL TAX PLAT LT 15-A BANK (PIN: 07-07-22-277-003) (“Property”) to allow for an Adult Use Cannabis Dispensary on the Property; and

WHEREAS, the Illinois Municipal Code allows for special uses within certain zoning districts; and

WHEREAS, the Village’s Development Ordinance sets for the process for granting a special use; and

WHEREAS, a public hearing was noticed and duly held on September 26,, 2024, before the Village Planning and Zoning Commission (“Commission”) on the proposed special use; and

WHEREAS, the notice of the public hearing was published in the Herald & Review on September 11, 2024; and

WHEREAS, at the hearing on September 26, 2024, the Commission voted 4-2 to recommend allowing an “Adult-Use Cannabis Dispensary” as a special use on the Property; 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 special use with conditions as

recommended by the Planning and Zoning Commission and as set forth in this Ordinance.

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 Commission's recommendation from the September 26, 2024 meeting and public hearing attached hereto as **Exhibit A** and approves the special use of an Adult-Use Cannabis Dispensary on the Property.

Section 3. Description of the Property. The Property is commonly known as 1401 Hickory Point Drive, Forsyth, Illinois, and is legally described as HICKORY POINT MALL TAX PLAT LT 15-A BANK (PIN: 07-07-22-277-003).

Section 4. Public Hearing. A public hearing was duly advertised in the Decatur Herald & Review and held by the Planning and Zoning Commission on September 11, 2024, at which time the Planning and Zoning Commission voted to recommend allowing the special use.

Section 5. Special Use Permit. The special use permit requested in the Special Use Application, outlined herein, and recommended at the September 11, 2024 Planning and Zoning Commission meeting as set forth in the Report and Recommendation attached as **Exhibit A**, is hereby granted to allow for the operation of an Adult-Use Cannabis Dispensary.

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 _____ 2024, at Forsyth, Macon County, Illinois.

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

VILLAGE OF FORSYTH

Jim Peck, Village Mayor

Attest:

Cheryl Marty, Village Clerk

EXHIBIT A
REPORT AND RECOMMENDATION

SPECIAL USE RECOMMENDATION & FINDINGS OF FACT

To: Village of Forsyth Board of Trustees
From: Planning & Zoning Commission
Re: Recommendation for Adult Use Cannabis Dispensary Special Use Permit
Date: September 27, 2024

On September 26, 2024 the Planning and Zoning Commission (“Commission”) held a public hearing for a special use application for an Adult-Use Cannabis Dispensary at 1401 Hickory Point Drive, Forsyth, IL 62535. The notice of the public hearing was published in the Herald & Review on September 11, 2024. A copy of the certificate of publication is attached.

Illinois Health and Wellness LLC submitted an Special Use Application for opening an Adult-Use Cannabis Dispensary. The application submitted contained supplemental documentation required by the Development Ordinance Section 3.21 Adult-Use Cannabis Dispensing Organization. The submitted documents met all of the requirements of the Development Ordinance. The Planning and Zoning Commission discussed the operations of the business and asked question of the Illinois Health and Wellness owners and attorneys.

Based on the public hearing, the Commission voted to 4 to 2 to approve the Special Use Application. Based on the public hearing, the Commission found the special use will:

- (1) Be harmonious with and in accordance with the general objectives of the Comprehensive Land Use Plan and/or this Ordinance;
- (2) Be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not alter the essential character of the same area;
- (3) Not be hazardous or disturbing to existing or future neighborhood uses;
- (4) Be adequately served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers, and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
- (5) Not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village of Forsyth;
- (6) Not involve uses, activities, processes, materials, equipment, and/or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors;
- (7) Have vehicular approaches to the property which shall be so designed as to not create an undue interference with traffic on surrounding public streets or highways;
- (8) Not increase the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue, or relief; and
- (9) Not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance to the Village of Forsyth.

Chairman, Planning & Zoning Commission

SPECIAL USE RECOMMENDATION & FINDINGS OF FACT

To: Village of Forsyth Board of Trustees
From: Planning & Zoning Commission
Re: Recommendation for Adult Use Cannabis Dispensary Special Use Permit
Date: September 27, 2024

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- (3) Not be hazardous or disturbing to existing or future neighborhood uses;
- (4) Be adequately served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers, and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
- (5) Not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village of Forsyth;
- (6) Not involve uses, activities, processes, materials, equipment, and/or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors;
- (7) Have vehicular approaches to the property which shall be so designed as to not create an undue interference with traffic on surrounding public streets or highways;
- (8) Not increase the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue, or relief; and
- (9) Not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance to the Village of Forsyth.

Chairman, Planning & Zoning Commission

NEW BUSINESS

ITEM 2

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: October 1, 2024
Subject: Enterprise Zone

The Decatur Macon County Enterprise Zone Board has approved the request for a boundary amendment to include an additional parcel into the Decatur Macon County Enterprise Zone.

The next step is to receive the approval from the respective County and Village Boards and City Council to amend the designating ordinance or resolution to include this parcel. Attached, you will find the Addendum A (parcel legal description), Addendum B (maps) for the project listed below. I have also attached sample ordinances as an example, but I understand that the format will differ amongst the governing bodies.

The project is:

1. Long Creek Leasing, LLC

Enterprise Zone Application Option 2: Long Creek Leasing LLC is proposing a development project for two commercial buildings that will house businesses including Vanderlaan's Automotive Repair, Inc, a retail boutique, countertop retail business, and a pool supply shop in the Village of Long Creek. All businesses currently reside in Long Creek, or other locations that are not currently participating in the Enterprise Zone. Please note: Addendum B includes a map of the parcel. The current EZ is highlighted in yellow, and the requested parcel is highlighted in blue. The parcel will share a connector strip that was implemented when the Janvrin Plumbing parcel was recently added to the EZ. We are waiting the maps to be updated so it is not reflected on the attachment.

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

ADDENDUM A

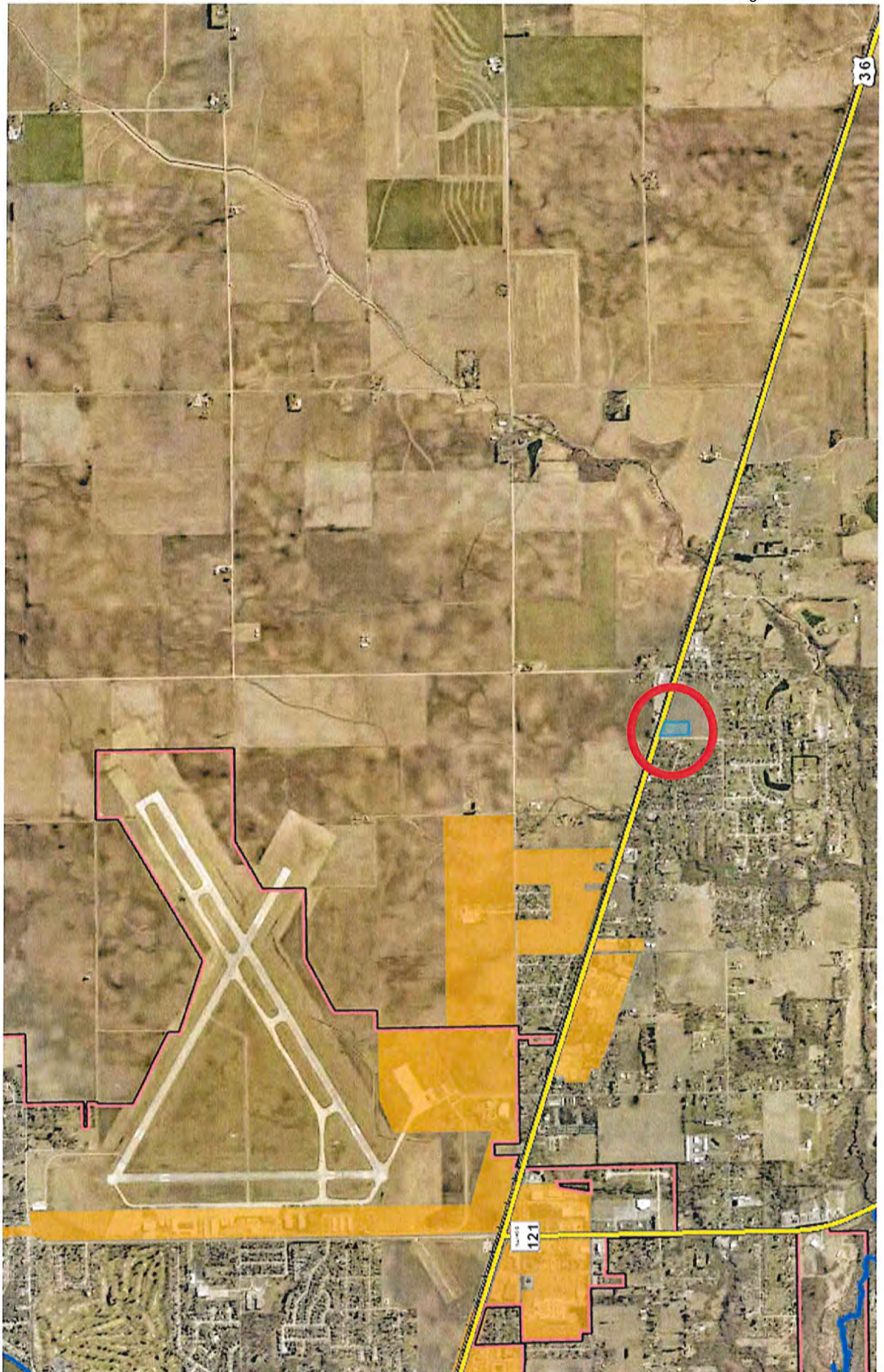
Long Creek Leasing LLC

09-13-27-427-006 | 2440 S Long Creek Rd, Decatur, IL 62521

Lot One (1) of the Greenfield Addition as per plat recorded in Book 5000 on Page 419 of the records in the recorder's office of Macon County, Illinois, and all that part of the Northeast of the Southeast $\frac{1}{4}$ of Section 27, Township 16 North, Range 3 East of the 3rd P.M., situated in Long Creek Township, Macon County, Illinois.

ADDENDUM B
Long Creek Leasing LLC





THE VILLAGE OF FORSYTH

MACON COUNTY, ILLINOIS

ORDINANCE
NUMBER 2024-34

**ORDINANCE ADDING TERRITORY TO ENTERPRISE ZONE AND APPROVING
THE AMENDMENT OF THE ENACTING ORDINANCE AND
INTERGOVERNMENTAL AGREEMENT (AMENDMENT 8)**

JIM PECK, Mayor
CHERYL MARTY, Village Clerk

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

Village Trustees

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

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

Ordinance No 2024-34

**ORDINANCE ADDING TERRITORY TO ENTERPRISE ZONE AND APPROVING
THE AMENDMENT OF THE ENACTING ORDINANCE AND
INTERGOVERNMENTAL AGREEMENT (AMENDMENT 8)**

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

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

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

WHEREAS, the Ordinance Establishing the Decatur Macon County Enterprise Zone and the Decatur Macon County Enterprise Zone Intergovernmental Agreement has been amended seven (7) times; and

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

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

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

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

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

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

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

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

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

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

VILLAGE OF FORSYTH

Jim Peck, Village Mayor

Attest:

Cheryl Marty, Village Clerk

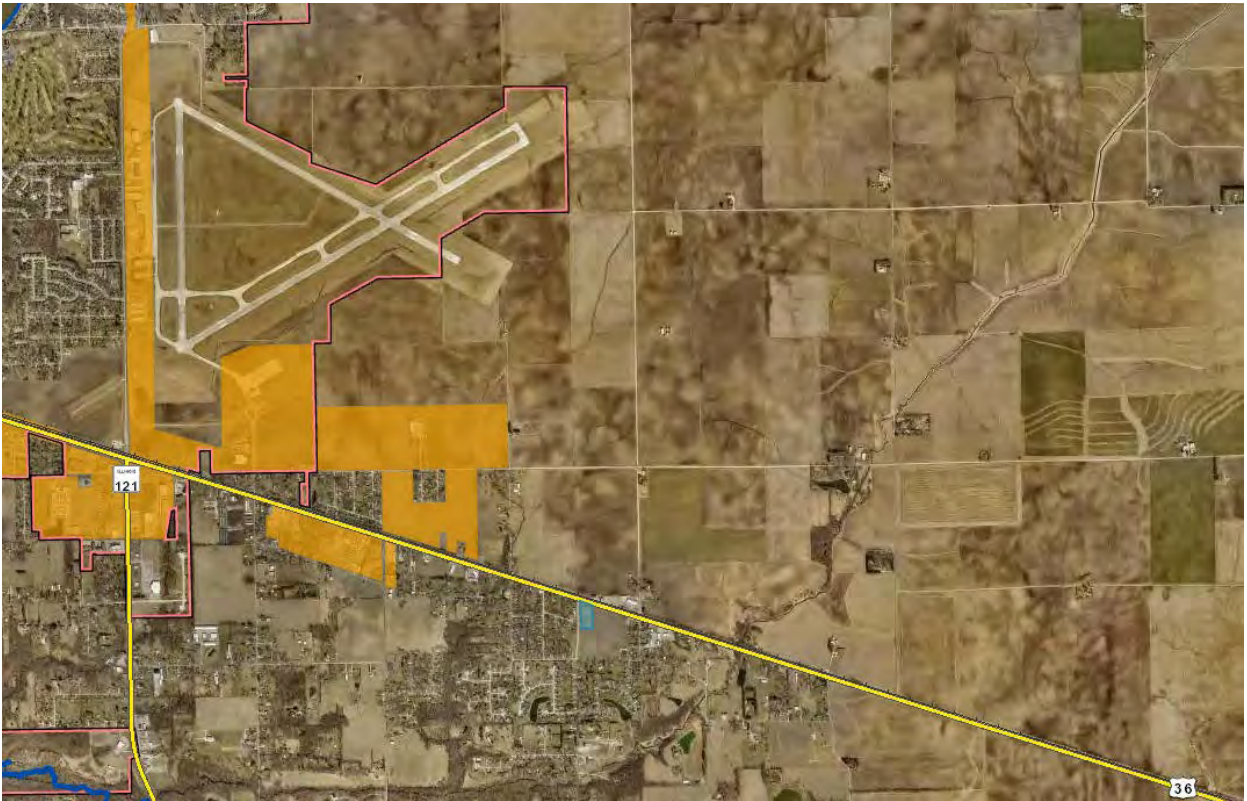
ADDENDUM A

Long Creek Leasing LLC

09-13-27-427-006 | 2440 S Long Creek Rd, Decatur, IL 62521

Lot One (1) of the Greenfield Addition as per plat recorded in Book 5000 on Page 419 of the records in the recorder's office of Macon County, Illinois, and all that part of the Northeast of the Southeast $\frac{1}{4}$ of Section 27, Township 16 North, Range 3 East of the 3rd P.M., situated in Long Creek Township, Macon County, Illinois.

ADDENDUM B



Ordinance No _____

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

BE IT ORDAINED BY VILLAGE OF FORSYTH, ILLINOIS:

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

Amendment 8

Addendum A

09-13-27-427-006 | 2440 S Long Creek Rd, Decatur, IL 62521

Lot One (1) of the Greenfield Addition as per plat recorded in Book 5000 on Page 419 of the records in the recorder's office of Macon County, Illinois, and all that part of the Northeast of the Southeast ¼ of Section 27, Township 16 North, Range 3 East of the 3rd P.M., situated in Long Creek Township, Macon County, Illinois.

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

– MAYOR

ATTEST:

– CITY CLERK

NEW BUSINESS

ITEM 3

MEMORANDUM

To: The Honorable President and Board of Trustees
From: Jill Applebee, Village Administrator
Date: October 1, 2024
Subject: Compensation of Elected Officials

As you may know, pursuant to the Local Government Officer Compensation Act (50 ILCS 145/1 et seq.) and Section 5/3.1-50-10 of the Illinois Municipal Code (65 ILCS 5/3.1-50-10), the compensation of the elected officers of the Village must be fixed at least 180 days before the beginning of the terms of those officers. Pursuant to Section 30.02 of the Forsyth, Illinois, Code of Ordinances, the Mayor and Trustees shall commence their respective terms at the first regular meeting of the Board of Trustees held in the month of May following the regular municipal election at which the officers were elected. Typically, this would mean the first regular meeting of the Board of Trustees held in the month of May, which in this case would be May 6, 2025.

Currently, the compensations of the elected officers of the Village is as follows:
Mayor \$4,500 per year
Trustees: \$2,500 per year

I am asking whether or not you wish to make any changes to the compensation of the elected officers of the Village, and if so, what those changes are: I am not making a recommendation as to whether or not changes should be made. That said, I would recommend that in the event you wish to change the compensation of the elected officers of the Village, such amounts be divisible by twelve (12) in order to make it easier to determine appropriate pay amounts in the event of an elected official leaving office in the middle of his or her term. If you wish to change the compensation of the elected officers of the Village, an ordinance making such changes will be prepared and presented at the next Board meeting for your consideration. Any changes made to the compensation of the elected officers of the Village shall initially only apply to those elected in 2025.

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

<u>Ordinance #</u>	<u>Date Passed:</u>	<u>Mayor Compensation:</u>	<u>Trustees Compensation:</u>
6	3/19/1958	\$1.00 per year	\$1.00 per year
35	3/20/1961	\$15.00 per regular meeting	\$7.50 per regular meeting
108	3/17/1969	\$25.00 per meeting attended	\$15.00 per meeting attended
176	3/7/1977	\$25.00 per meeting attended	\$15.00 per meeting attended
631	10/4/2004	\$50.00 per meeting attended	\$40.00 per regular brd mtg & \$25.00 other mtgs attended
761	10/21/2008	\$4,500.00 flat fee per annum	\$2,500 flat fee per annum

<u>Fiscal Year:</u>	<u>Yearly Total Compensated to Mayor:</u>	<u>Yearly Total Compensated to Six Trustees:</u>	<u>Yearly Grand Total Compensated Summary to Mayor and Six Trustees Total:</u>
2005/2006	\$ 6,450.00	\$ 9,110.00	\$ 15,560.00
2006/2007	\$ 6,700.00	\$ 9,160.00	\$ 15,860.00
2007/2008	\$ 6,200.00	\$ 10,170.00	\$ 16,370.00
2008/2009	\$ 5,450.00	\$ 9,015.00	\$ 14,465.00
2009/2010	\$ 4,500.00	\$ 15,550.00	\$ 20,050.00
2010/2011	\$ 4,500.00	\$ 13,344.88	\$ 17,844.88
2011/2012	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2012/2013	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2013/2014	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2014/2015	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2015 (8months)	\$ 3,000.00	\$ 10,000.00	\$ 13,000.00
2016	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2017	\$ 4,500.00	\$ 14,896.00	\$ 19,396.00
2018	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2019	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2020	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2021	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2022	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2023	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00
2024	\$ 4,500.00	\$ 15,000.00	\$ 19,500.00

NEW BUSINESS

ITEM 4

MEMORANDUM

To: Mayor and Board of Trustees

From: Rhonda Stewart, Village Treasurer

Date: September 26, 2024

Subject: 2024 Tax Levy

We are required to state (set) the amount of the 2024 tax levy at least 20 days before it is passed. Based upon our tentative schedule we would like the Village Board to set the 2024 tax levy amount during the October 1, 2024, Village Board meeting (the very latest we can set the amount would be during our November 5, 2024, Village Board meeting).

The tax levy must be passed by the Village Board each year by the last meeting in December (December 3, 2024). Based upon our tentative schedule we would like to have the tax levy passed by the Village Board on November 5, 2024, Village Board meeting.

The tentative schedule during our regular Village Board meeting dates for this year's levy are:

Tentative date to set the 2024 tax levy:	October 1, 2024
Tentative date to pass the 2024 tax levy:	November 5, 2024

Or

Last date to set the 2024 tax levy:	November 5, 2024
Last date to pass the 2024 tax levy:	December 3, 2024

Below is a summary of levies from 2012 through 2023 showing the total assessed value, the Village of Forsyth percentage of levy increase (over the previous year), and the actual amount of the tax levy. In 2011, was the last time the Village increased the amount of the levy 4.9% and in 2012 to 2023 the Village did not increase the amount of the levy.

Year	Total Assessed	Levy Increase	Amount Levied	Amount
2012	\$123,685,319	0.0%	\$452,369	\$448,050 received in 2013
2013	\$124,096,708	0.0%	\$452,369	\$448,337 received in 2014
2014	\$127,691,861	0.0%	\$452,369	\$451,250 received in 2015
2015	\$128,545,152	0.0%	\$437,369	\$437,401 received in 2016
2016	\$129,850,960	0.0%	\$437,369	\$437,429 received in 2017
2017	\$131,051,989	0.0%	\$437,369	\$437,412 received in 2018
2018	\$130,483,508	0.0%	\$437,369	\$437,407 received in 2019
2019	\$129,352,766	0.0%	\$437,369	\$437,432 received in 2020
2020	\$130,733,929	0.0%	\$437,369	\$437,423 received in 2021
2021	\$129,448,932	0.0%	\$437,369	\$437,420 received in 2022
2022	\$134,815,124	0.0%	\$437,369	\$436,031 received in 2023
2023	\$134,815,124	0.0%	\$437,369	\$437,420 (est.) in 2024

PROPOSED

Based upon the last several years (2012–2023) if you see fit to a 0.00% increase, the levy amount would be \$437,369. Listed below are additional increase options should you like to review any other percentage increase amounts. The levy amount may be set at the regular meeting of October 1, 2024, but no later than November 5, 2024.

2024	\$134,815,124 est.	4.9%	\$458,801 (\$21,432 estimated increase)
		4.5%	\$457,051 (\$19,682 estimated increase)
		4.0%	\$454,864 (\$17,495 estimated increase)
		3.5%	\$452,677 (\$15,308 estimated increase)
		3.0%	\$450,490 (\$13,121 estimated increase)
		2.5%	\$448,303 (\$10,934 estimated increase)
		2.0%	\$446,116 (\$ 8,747 estimated increase)
		1.5%	\$443,930 (\$ 6,561 estimated increase)
		1.0%	\$441,743 (\$ 4,375 estimated increase)
		0.5%	\$439,556 (\$ 2,187 estimated increase)
		0.0%	\$437,369 (\$ 0 estimated increase)

Suggested motion: To set the 2024 tax levy in the amount of \$437,369 (or the amount you see fit).

**VILLAGE OF FORSYTH
MACON COUNTY, ILLINOIS**

ORDINANCE NUMBER 2024-XX

**AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES FOR THE
VILLAGE OF FORSYTH, MACON COUNTY, ILLINOIS FOR THE FISCAL YEAR
BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024**

**JIM PECK
Mayor**

**CHYERL MARTY
Village Clerk**

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

Trustees

Published in pamphlet form by authority of the Mayor and Board of Trustees of the Village of
Forsyth, Macon County, Illinois, this 5th day of November 2024.

ORDINANCE NUMBER 2024-XX

**AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES FOR THE
VILLAGE OF FORSYTH, MACON COUNTY, ILLINOIS FOR THE FISCAL YEAR
BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024**

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF FORSYTH, MACON COUNTY, ILLINOIS, AS
FOLLOWS:**

SECTION 1: That the amount hereinafter set forth, or so much thereof as may be authorized by law, and the same are hereby levied upon all property subject to taxation within the municipality as that property is assessed and equalized for the current year, and for such purposes as General Corporate, Police Protection, Social Security, Liability Insurance, Audit, Illinois Municipal Retirement Fund, Street Lighting, and Unemployment Insurance for the Village of Forsyth, Macon County, Illinois, for the fiscal year beginning January 1, 2024, and ending December 31, 2024.

SECTION 2: That the amount levied for each object and purpose is placed in a separate column under the heading “Amount to be raised by Tax Levy,” which appears over the same begin as follows, to wit:

General Fund (01)**Legislative (10)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
	Description			
<i>(Personal Services)</i>				
430	Salaries- Elected	\$ 19,500		NONE
	Total Personal	\$ 19,500		NONE
<i>(Contractual Services)</i>				
554	Printing	\$ 250		NONE
549	Other Professiona Services	\$ 1,000		NONE
560	Professional Development	\$ 275		NONE
	Total Contractual	\$ 1,525		NONE
<i>(Other Expenditures)</i>				
913	Promotional	\$ 29,000		NONE
914	Family Fest	\$ 60,000		NONE
917	Activities & Events	\$ 19,000		NONE
917-1	1st Friday	\$ 12,000		NONE
918-1	Economic Development Corporation (EDC)	\$ 10,000		NONE
929	Miscellaneous Expenses	\$ 1,600		NONE
	Total Expenditures	\$ 131,600		NONE
TOTAL LEGISLATIVE		\$ 152,625	\$ 152,625	\$ -

General Fund (01)

Administration (11)

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<i>(Personal Services)</i>				
421	Salaries-Regular	\$ 292,500		\$ 74,067
423	Salaries-Overtime	\$ 1,550		NONE
451	Health/Dental/Vision Insurance	\$ 58,800		NONE
453	Unemployment Insurance	\$ -		\$ 2,040
461	(Social Security Tax) FICA Contribution	\$ 22,500		\$ 3,620
462	IMRF Contribution	\$ 23,200		\$ 5,420
471	Uniform Allowance	\$ 1,500		NONE
	Total Personal	\$ 400,050		\$ 85,147
<i>(Contractual Services)</i>				
511	Building Maintenance Service	\$ 5,000		NONE
512	Equipment Maintenance Service	\$ 6,000		NONE
531	Accounting Service	\$ 29,000		\$ 15,000
532	Engineering Service	\$ 65,000		NONE
533	Legal Service	\$ 50,000		NONE
535	Deputy Contract	\$ 662,550		\$ 93,086
537	IT Services	\$ 26,000		NONE
547	Electrical Inspections	\$ 1,000		NONE
549	Other Professional Services	\$ 35,000		NONE
549-1	Village Vision	\$ 2,000		NONE
551	Postage	\$ 6,000		NONE
552	Telephone	\$ 7,000		NONE
553	Publishing	\$ 3,000		NONE
554	Printing	\$ 2,500		NONE
556	Codification Services	\$ 5,000		NONE
560	Professional Development	\$ 18,600		NONE
571	Utilities	\$ 10,200		NONE
594	Risk Management Contribution	\$ 80,000		\$ 34,000
	Total Contractual	\$ 1,013,850		\$ 142,086
<i>(Supplies)</i>				
611	Building Maintenance	\$ 700		NONE
612	Equipment Maintenance	\$ 100		NONE
617	Ground Maintenance	\$ 100		NONE
651	Office Supplies	\$ 3,000		NONE
651-1	Computer/Equipment	\$ 4,000		NONE
654	Janitorial Supplies	\$ 700		NONE
	Total Supplies	\$ 8,600		NONE
<i>(Other Expenditures)</i>				
929	Miscellaneous Expense	\$ 3,000		NONE
929-1	Community Room Refunds	\$ 500		NONE
929-2	Golf Cart Permit Expenses	\$ 5,000		
999-7	School Transfer	\$ 1,150,000		NONE
	Total Other Expenditures	\$ 1,158,500		NONE
<i>(Interfund Transfer)</i>				
999-2	Forsyth Family Sports and Nature Park	\$ 4,626,347		NONE
999-3	Capital Project Fund	\$ 1,826,837		NONE
999-4	Economic Devel. Fund	\$ 250,000		NONE
	Total Expenditures	\$ 6,703,184		NONE
TOTAL ADMINISTRATION		\$ 9,284,184	\$ 9,056,951	\$ 227,233

General Fund (01)

STREETS & MAINTENANCE (41)

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<i>(Personal Services)</i>				
421	Salaries-Regular	\$ 228,000		\$ 46,345
423	Salaries-Overtime	\$ 6,000		NONE
451	Health/Dental/Vision Insurance	\$ 67,000		NONE
461	(Social Security Tax) FICA Contribution	\$ 22,000		\$ 2,200
462	IMRF Contribution	\$ 26,000		\$ 3,400
471	Uniform Allowance	\$ 2,500		NONE
	Total Personal	\$ 351,500		\$ 51,945
<i>(Contractual Services)</i>				
511	Building Maintenance Service	\$ 65,000		NONE
512	Equipment Maintenance Service	\$ 20,000		NONE
513	Vehicle Maintenance Service	\$ 10,000		NONE
514	Street Maintenance Service	\$ 40,000		NONE
514-1	Bridge Inspection (hundley 2yr/weaver 4yr	\$ 2,500		NONE
515	NOI Storm water Main. Service	\$ 5,000		NONE
515-1	Street Storm Sewer Maintenance	\$ 75,000		NONE
517	Ground Maintenance Service	\$ 28,000		NONE
517-1	Landscaping Tree Service	\$ 12,000		NONE
518	Sidewalk Maintenance	\$ 25,000		NONE
532	Engineering Service	\$ 10,000		NONE
534	Medical Service	\$ 200		NONE
549	Other Professional Service	\$ 5,000		NONE
552	Telephone	\$ 1,300		NONE
560	Professional Development	\$ 10,000		NONE
571	Utilities	\$ 12,000		NONE
572	Street Lighting & Repairs	\$ 60,000		\$ 50,000
578	Dumpster Roll Off/Trash	\$ 10,000		NONE
579	Traffic Lights & Repairs	\$ 14,000		NONE
	Total Contractual	\$ 405,000		\$ 50,000
<i>(Supplies)</i>				
611	Building Maintenance	\$ 1,000		NONE
612	Equipment Maintenance	\$ 6,500		NONE
613	Vehicle Maintenance	\$ 1,000		NONE
614	Street Maintenance	\$ 7,000		NONE
615-1	Storm Sewer Maintenance Supplies	\$ 4,000		NONE
616	Snow Removal	\$ 20,000		NONE
617	Ground Maintenance	\$ 1,000		NONE
617-1	Landscaping Trees	\$ 1,000		NONE
618	Sidewalk Maintenance Supplies	\$ 1,000		NONE
651	Office Supplies	\$ 3,000		NONE
651-1	Computers/Equipment Supplies	\$ 2,000		NONE
651-3	Furniture Supplies	\$ 1,500		NONE
652	Operating Supplies	\$ 15,000		NONE
653	Small Tools	\$ 3,000		NONE
654	Janitorial Supplies	\$ 5,000		NONE
655	Fuel	\$ 30,000		NONE
	Total Supplies	\$ 102,000		NONE
<i>(Other Expenditures)</i>				
929	Miscellaneous Expense	\$ 1,500		NONE
	Total Expenditures	\$ 1,500		NONE
TOTAL STREETS & MAINTENANCE		\$ 860,000	\$ 758,055	\$ 101,945

General Fund (01)**PARKS & RECREATION (52)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
	Description			
<i>(Personal Services)</i>				
421	Salaries-Regular	\$ 276,000		\$ 28,494
423	Salaries-Overtime	\$ 10,000		NONE
451	Health/Dental/Vision Insurance	\$ 80,000		NONE
461	(Social Security Tax) FICA Contribution	\$ 23,000		\$ 1,700
462	IMRF Contribution	\$ 30,000		\$ 1,600
471	Uniform Allowance	\$ 2,500		NONE
	Total Personal	\$ 421,500		\$ 31,794
<i>(Contractual Services)</i>				
511	Building Maintenance Service	\$ 100,000		NONE
512	Equipment Maintenance Service	\$ 20,000		NONE
513	Vehicle Maintenance Service	\$ 250		NONE
517	Ground Maintenance Service	\$ 60,000		NONE
517-1	Park Landscaping Service	\$ 15,000		NONE
520	Bike Trail Maint. Service	\$ 20,000		NONE
534	Medical Service	\$ -		NONE
549	Other Professional Service	\$ 3,000		NONE
552	Telephone	\$ 2,000		NONE
560	Professional Development	\$ 2,000		NONE
571	Utilities	\$ 20,000		NONE
578	Trash Service (Dumpster)	\$ 4,000		NONE
	Total Contractual	\$ 246,250		NONE
<i>(Supplies)</i>				
611	Building Maintenance	\$ 2,500		NONE
612	Equipment Maintenance	\$ 10,000		NONE
617	Ground Maintenance	\$ 50,000		NONE
617-1	Park Landscaping	\$ 4,000		NONE
618	Sidewalk Maintenance Supplies	\$ 2,000		NONE
620	Bike Path Maintenance	\$ 1,000		NONE
652	Operating Supplies	\$ 10,000		NONE
653	Small Tools	\$ 500		NONE
654	Janitorial Supplies	\$ 6,000		NONE
655	Fuel	\$ 15,000		NONE
	Total Supplies	\$ 101,000		NONE
<i>(Other Expenditures)</i>				
810	Land Acquisition/Grant Fees	\$ -		NONE
913	Summar Park Program	\$ 5,000		NONE
929	Miscellaneous Expense	\$ 2,000		NONE
	Total Other Expenditures	\$ 7,000		NONE
TOTAL PARKS & RECREATION		\$ 775,750	\$ 743,956	\$ 31,794

General Fund (01)**LIBRARY (53)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<i>(Personal Services)</i>				
421	Salaries-Regular	\$ 268,500		\$ 68,317
423	Salaries-Overtime	\$ 1,500		NONE
451	Health/Dental/Vision Insurance	\$ 71,000		NONE
461	(Social Security Tax) FICA Contribution	\$ 21,000		\$ 3,080
462	IMRF Contribution	\$ 21,500		\$ 5,000
471	Uniform Allowance	\$ 400		NONE
	Total Personal	\$ 383,900		\$ 76,397
<i>(Contractual Services)</i>				
511	Building Maintenance Service	\$ 2,500		NONE
512	Equipment Maintenance Service	\$ 2,500		NONE
537	Data Processing Service	\$ 13,000		NONE
540	Online Sources	\$ 7,000		NONE
540-1	Digital Library Service	\$ 1,500		NONE
549	Other Professional Service	\$ 2,000		NONE
551	Postage	\$ 600		NONE
552	Telephone	\$ 1,000		NONE
560	Professional Development	\$ 2,000		NONE
571	Utilities	\$ 18,000		NONE
578	Trash Service (Dumpster)	\$ 2,000		NONE
	Total Contractual	\$ 52,100		NONE
<i>(Supplies)</i>				
611	Building Maintenance	\$ 500		NONE
612	Equipment Maintenance	\$ 500		NONE
617	Ground Maintenance	\$ 500		NONE
651	Office Supplies	\$ 3,000		NONE
651-1	Computer/Equipment	\$ 2,000		NONE
651-2	Shelving	\$ -		NONE
651-3	Furniture Supplies	\$ 5,000		NONE
654	Janitorial Supplies	\$ 1,000		NONE
659	Library Supplies	\$ 800		NONE
671	Books	\$ 30,000		NONE
672	Periodicals	\$ 6,000		NONE
681	Audio Visual Materials	\$ 6,000		NONE
	Total Supplies	\$ 55,300		NONE
<i>(Other Expenditures)</i>				
909	Purchases from Donations	\$ 5,000		NONE
910	DPL/Other Reimbursement	\$ 200		NONE
912	Library Accessories	\$ 500		NONE
913	Promotional Programming	\$ 18,500		NONE
929	Miscellaneous Expense	\$ 500		NONE
	Total Other Expenditures	\$ 24,700		NONE
TOTAL LIBRARY		\$ 516,000	\$ 439,603	\$ 76,397

General Fund (01)

TOTAL GENERAL FUND	\$ 11,588,559	\$ 11,151,190	\$ 437,369
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		Amount to be raised by Tax Levy
REF:	General Corporate Tax (65 ILCS 5/8-3-1)	\$ 217,223
REF:	Police Protection Tax (65 ILCS 5/11-1-3)	\$ 93,086
REF:	Liability Insurance Tax (745 ILCS 10/9-107)	\$ 34,000
REF:	Social Security Tax (40 ILCS 5/21-110, 5/21-110.1)	\$ 10,600
REF:	Ill. Municipal Retirement Funds Tax (65 ILCS 5/7-171)	\$ 15,420
REF:	Municipal Auditing Tax (65 ILCS 5/8-8-8)	\$ 15,000
REF:	Unemployment Insurance Tax (745 ILCS 10/9-107)	\$ 2,040
REF:	Street Lighting Tax (65 ILCS 5/11-80-5)	\$ 50,000
		\$ 437,369

Motor Fuel Tax Funds (15)**MFT (00)**(Contractual Services)

864-2	Moon & Elwood Street Sidewalk Imp	\$ 40,000	NONE
874-2	Barnett Ave Reconstruction	\$ 150,000	NONE
874-3	US RT 51 Median Improvements	\$ 360,000	NONE
		<u>\$ 550,000</u>	<u>NONE</u>

TOTAL MOTOR FUEL TAX

<u>\$ 550,000</u>	<u>\$ -</u>	<u>\$ -</u>
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Hotel/Motel Tax Fund (16)**HOTEL/MOTEL TAX (00)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<u>(Personal Services)</u>				
421	Salaries-Regular	\$ 1,200		NONE
423	Salaries-Overtime	\$ 3,000		NONE
461	(Social Security Tax) FICA Contribution	\$ 325		NONE
462	IMRF Contribution	\$ 340		NONE
	Total Personal	<u>\$ 4,865</u>		<u>NONE</u>
<u>(Contractual Services)</u>				
549	Other Professional Service	\$ -		NONE
		<u>\$ -</u>		<u>NONE</u>
<u>Capital</u>				
893-1	D #1 & 2 Misc Updates/Charges	\$ 400,000		NONE
	Total Capital	<u>\$ 400,000</u>		<u>NONE</u>
<u>(Other Expenditures)</u>				
911	Other Events	\$ 15,000		NONE
911-1	Farm Progress	\$ -		NONE
911-3	DACVB	\$ 75,000		NONE
911-4	ASA Torunament	\$ 5,000		NONE
911-5	Disc Golf Tournament	\$ 10,000		NONE
929	Miscellaneous Expenses	\$ 1,450		NONE
	Total Other Expenditures	<u>\$ 106,450</u>		<u>NONE</u>
TOTAL HOTEL/MOTEL TAX FUND		<u>\$ 511,315</u>	<u>\$ 511,315</u>	<u>NONE</u>

Tax Increment Finance Funds (18)**TIF (00)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<u>(Contractual Services)</u>				
531	Accounting Audit	\$ 2,000		NONE
549	Other Professional Services	\$ 32,000		NONE
	Total Contractual	<u>\$ 34,000</u>		<u>NONE</u>
<u>(Other Expenditures)</u>				
928	Redevlpment Agreement Payments	\$ 115,000		NONE
928-1	Commercial Revitalization TIF Grant Program	\$ 50,000		NONE
999-7	School Agreement	\$ 87,000		NONE
	Total Other Expenditures	<u>\$ 252,000</u>		<u>NONE</u>
TOTAL TIF FUND		<u>\$ 286,000</u>		<u>NONE</u>

Capital Project Fund (30)

CAPITAL PROJECT (00)

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
(Capital)	Description			
831-1	Leaf Vac Replacement	\$ 120,500		NONE
862	Truck Purchase	\$ 40,000		NONE
862-3	Backhoe Claw Attach	\$ 20,000		NONE
862-5	Dump Truck	\$ 96,500		NONE
862-8	Material Storage Bays (PW Bldg.)	\$ 40,000		NONE
864	Street Pavement Striping Program	\$ 200,000		NONE
864-3	Avalon Blvd Reconstruction (design, bidding, construction & observation)	\$ 470,000		NONE
864-4	Woodland Hills Rehabilitation (design Eng. & bidding services, construction & observation)	\$ 120,000		NONE
864-7	Grayhawk 1st & 2nd Sub-D Pav't Patching & Gutter Repairs Annual Pavement Maintenance Program (design Eng., bidding, construction & observation)	\$ 400,000		NONE
864-8	Prairie Ln. @ Talon Ln. Intersection Reconstruction (Design & Bidding \$30,000 + Construction & Observation \$190,000 = \$220,000)	\$ 220,000		NONE
831	Mower Replacement	\$ 90,000		NONE
832-2	Shed w/pads (groomer, PB, Cages)	\$ 40,000		NONE
835	Maroa-Forsyth Grade School Bike Path (design Eng., bidding services, land acquisition, construction & observation)	\$ 580,000		NONE
837	New Playground Equipment	\$ 500,000		NONE
	Parking Lot Resurfacing & Maintenance (design, bidding, construction & observation); 2024 Lot A (Diamonds 1, 2 & 3) Parking Lot Drainage Improvements & Resurfacing design and Bidding \$70,000 + Construction & Observation \$720,000 = \$790,000. 2025 lot D (Veteran's Pavilion) Parking Lot Drainage Improvements & Resurfacing Design & Bidding \$20,000 + Construction & Observation \$220,000 = \$240,000. 2026 Parking lot B (tennis/pickleball/pavilions) Parking lot C (Diamonds 4 & 5); 2026 Resurfacing & Maintenance Design & Bidding \$50,000 + Construction & Observation \$520,000 = \$570,000.			
860		\$ 790,000		NONE
885-1	Gazebo Roofs (3)	\$ 35,000		NONE
892	Bike Path Resurfacing & Maintenance (design Eng., bidding, construction & observation)	\$ 370,000		NONE
895-7	Veteran's Pavilion Pond Outfall Repair (design Eng. & bidding services, construction & observation)	\$ 55,000		NONE
851	Prairie Winds Preparation and Improvements	\$ 125,000		NONE
873	Generator	\$ 50,000		NONE
810-2	Testing/Design Well	\$ 42,000		NONE
810-3	Public Water Security	\$ 20,000		NONE
810-4	Auto Transfer Switch Gen	\$ 45,000		NONE
810-6	Well 7 & Raw Water Main Extension (construction & observation services)	\$ 400,000		NONE
810-7	300-500 gpm pump (contingency plan)	\$ 75,000		NONE
810-8	Water Treatment Plant Claricone Clarifiers, Filter & Aerator Maintenance (design, permitting, bidding services, construction & observation)	\$ 116,850		NONE
810-8	Water Towers, Ground Storage Tank Maintenance (design, permitting & IEPA loan app. services)	\$ 190,000		NONE
810-8	Water Towers, Ground Storage Tank Maintenance (other professional services legal for easements, permits etc.)	\$ 20,000		NONE
812	Autoflush Fire Hydrants	\$ 21,000		NONE
812-1	Insert Hydrant Valves	\$ 14,000		NONE
840	New SCADA Communications	\$ 80,000		
	TOTAL CAPITAL PROJECT FUND	\$ 5,385,850	\$ 5,385,850	NONE

Economic Devl. Fund (31)**ECONOMIC DEVL. FUND (00)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<i>(Contractual Services)</i>		\$ -		NONE
		\$ -		NONE
TOTAL ECONOMIC DEVL. FUND		\$ -	\$ -	NONE

American Rescue Plan Act (32)**ARPA (32)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<i>(Capital Services)</i>				
810-8	Water Towers, Ground Storage Tank, Aerator, Claricone Clarifiers & Filter Maintenance	\$ 473,150		NONE
		\$ 473,150		NONE
TOTAL AMERICAN RESCUE PLAN ACT		\$ 473,150	\$ 473,150	NONE

**Forsyth Family Sports &
Nature Park (38)****FFSNP (38)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<i>(Capital)</i>				
863-1	OSLAD (construction & observation)	\$ 2,130,000		NONE
	Total Capital	\$ 2,130,000	\$ 2,130,000	NONE
TOTAL FORSYTH FAMILY SPORTS & NATURE PARK		\$ 2,130,000	\$ 2,130,000	NONE

Water Fund (51)**WATER (00)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
	Description			
<i>(Personal Services)</i>				
421	Salaries Regular	\$ 86,000		NONE
423	Salaries Overtime	\$ 8,000		NONE
451	Health/Dental/Vision Insurance	\$ 25,000		NONE
461	(Social Security Tax) FICA Contribution	\$ 7,100		NONE
462	IMRF Contribution	\$ 9,500		NONE
471	Uniforms	\$ 2,500		NONE
	Total Personal	\$ 138,100		NONE
<i>(Contractual Services)</i>				
511	Building Maintenance Service	\$ 50,000		NONE
512	Equipment Maintenance Service	\$ 40,000		NONE
512-1	Storage Tank Maintenance Service	\$ -		NONE
513	Vehicle Maintenance Service	\$ 100		NONE
532	Engineering Services	\$ 20,000		NONE
534	Medical Services	\$ -		NONE
547	Plumbing Inspections	\$ 1,500		NONE
549	Other Professional Services	\$ 125,000		NONE
549-1	Outsource Utility Billing	\$ 7,000		NONE
549-2	Online Payment Fees	\$ 4,000		NONE
551	Postage	\$ 100		NONE
552	Telephone	\$ 4,000		NONE
560	Professional Development	\$ 4,000		NONE
571	Utilities	\$ 60,000		NONE
	Total Contractual	\$ 315,700		NONE
<i>(Supplies)</i>				
611	Maintenance of Building	\$ 2,000		NONE
612	Maintenance of Equipment	\$ 80,000		NONE
813	Maintenance of Vehicle	\$ 100		NONE
617	Maintenance of Grounds	\$ 1,000		NONE
617-1	Landscaping Trees Supplies	\$ -		NONE
651	Office Supplies	\$ 100		NONE
651-1	Computer/Equipment Supplies	\$ 500		NONE
652	Operating Supplies	\$ 20,000		NONE
653	Small Tools	\$ 100		NONE
654	Janitorial Supplies	\$ 100		NONE
655	Fuel	\$ 500		NONE
656	Chemicals	\$ 400,000		NONE
	Total Supplies	\$ 504,400		NONE
<i>(Other Expenditures/Debt Services)</i>				
929	Miscellaneous Expense	\$ 100		NONE
997	Water Plant IEPA Loan Payment	\$ -		NONE
999-3	Inter-fund Transfer (out)	\$ -		NONE
	Total Other/Debt Services	\$ 100		NONE
TOTAL WATER		\$ 958,300	\$ 958,300	NONE

SewerFund (52)**SEWER (00)**

		Amount Budgeted	Other Sources	Amount to be raised by Tax Levy
Description				
<i>(Personal Services)</i>				
421	Salaries Regular	\$ 19,000		NONE
423	Salaries Overtime	\$ 1,500		NONE
451	Health/Dental/Vision Insurance	\$ 5,600		NONE
461	(Social Security Tax) FICA Contribution	\$ 1,600		NONE
462	IMRF Contribution	\$ 2,100		NONE
471	Uniforms	\$ 2,500		NONE
	Total Personal	\$ 32,300		NONE
<i>(Contractual Services)</i>				
512	Equipment Maintenance Service	\$ 15,000		NONE
513	Vehicle Maintenance Service	\$ 100		NONE
517	Ground Maintenance Service	\$ 25,000		NONE
517-1	Landscaping Tree Service	\$ 2,000		NONE
532	Engineering Services	\$ -		NONE
549	Other Professional Services	\$ 1,500		NONE
549-1	Outsource Utility Billing	\$ 6,000		NONE
549-2	Online Payment Fees	\$ 4,500		NONE
552	Telephone	\$ 7,500		NONE
560	Professional Development	\$ 500		NONE
571	Utilities	\$ 8,000		NONE
578	Sewer Discharge Fees	\$ 260,000		NONE
	Total Contractual	\$ 330,100		NONE
<i>(Supplies)</i>				
612	Equipment Maintenance	\$ 4,000		NONE
613	Vehicle Maintenance	\$ 500		NONE
652	Operating Supplies	\$ 500		NONE
653	Small Tools	\$ 150		NONE
655	Fuel	\$ 500		NONE
	Total Supplies	\$ 5,650		NONE
<i>(Other Expenditures/Debt Services)</i>				
929	Miscellaneous	\$ 500		NONE
999-3	Inter Fund Transfer (out)	\$ 80,000		NONE
	Total Expenditures/Debt	\$ 80,500		NONE
TOTAL SEWER		\$ 448,550	\$ 448,550	NONE

TAX LEVY SUMMARY

General Corporate Tax (65 ILCS 5/8-3-1)	\$ 217,223
Police Protection Tax (65 ILCS 5/11-1-3)	\$ 93,086
Liability Insurance Tax (745 ILCS 10/9-107)	\$ 34,000
Social Security Tax (40 ILCS 5/21-110, 5/21-110.1)	\$ 10,600
Ill. Municipal Retirement Funds Tax (65 ILCS 5/7-171)	\$ 15,420
Municipal Auditing Tax (65 ILCS 5/8-8-8)	\$ 15,000
Unemployment Insurance Tax (745 ILCS 10/9-107)	\$ 2,040
Street Lighting Tax (65 ILCS 5/11-80-5)	\$ 50,000
	\$ 437,369

SECTION 3: That the Village Clerk shall make and file with the county Clerk of said County of Macon, on or before the last Tuesday in December, a duly certified copy of this ordinance.

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect after its adoption, as provided by law.

PASSED this 5th day of November 2024.

	AYE	NAY	ABSTAIN	ABSENT
GRUENEWALD				
JOHNSON				
LONDON				
SHAW				
WENDT				
YOUNG				
PECK				
TOTAL				

APPROVED this 5th day of November 2024.

Jim Peck, Village Mayor

ATTEST:

Cheryl Marty, Village Clerk