

TOWN OF CORTLAND

Town Hall
59 S. Somonauk Rd.
Cortland IL. 60112

BOARD OF TRUSTEES

Committee of the Whole

7:00 P.M.
September 8, 2008

Call to Order/Pledge of Allegiance/Roll Call

Mayor Seyller called the meeting to order at 7:04 p.m. Roll call was taken by Deputy Clerk Rita Nielsen. Shown as present were Mayor Seyller, Trustees Shawn McAllister, Brad Stone, Mike Siewierski and Ben Suppeland and Chuck Lanning. Trustee Dan Milroy was absent. Quorum was present. Other officials present: Clerk Cheryl Aldis, Treasurer Susan Dockus, Attorney Parker Johnson and Town Engineer Noah Carmichael.

Agenda

Trustee McAllister moved and Trustee Lanning seconded a motion to approve the agenda as amended to include f. under Committee of the Whole to include a sales tax referendum discussion. Unanimous voice vote carried the motion. [After President's report the Agenda was amended again by a motion from Trustee Suppeland and Seconded by Trustee McAllister to allow for a discussion of Sheaffer International.]

Non-Supervisory Job Description Review

Mrs. Dockus explained that these are the non-supervisory jobs that are being brought to the board for review. She explained that Mayor Seyller asked for job descriptions that reflect the duties of the position. Trustee Milroy had responded to the supervisory job descriptions with questions that Mrs. Dockus has responded to. Trustee Lanning expressed concern regarding utility billings if Mrs. Thacker wanted to take a two week vacation. Mrs. Dockus explained that she and Mrs. Lenczewski would be able to do billing as Mrs. Thacker has written very clear procedures and she and Mrs. Lenczewski did billing before Mrs. Thacker was hired. Trustee Suppeland moved and Trustee Lanning seconded a motion to table the job descriptions. Trustee McAllister asked Mrs. Dockus to re-write her job description with changes that she agrees with and would coincide with Trustee Milroy's suggestions and see how close they are to agreeing on the job description. Unanimous voice vote carried the motion.

Elected Officials' Salaries

Trustee Lanning opened the discussion explaining that elected officials' salaries can only be increased up to 180 days before an election and the deadline to meet this statute would be September 22. Trustee Lanning stating that he is basing this request on how much time is involved in the office and at meetings. He would like to see the Mayor's salary increased by \$5,000 and \$5,000 for the position of Liquor Commissioner to include insurance benefits for the mayor and dependent, and IMRF benefits if the requirements for hours worked are met. He recommended no increase for trustees and that the Clerk's benefit package includes dependent insurance coverage.

Mayor Seyller stated that the Mayor spends a lot of time in meetings and performing administrative duties, putting in about 32.35 hours per week as well as being on call 24 hours a day. He stated that many municipalities have managers to handle the day to day operations and administration duties, and he believes that if the Town had a manager, the salary would be in the high \$70,000 range with a benefit package.

After discussion among the trustees, with many options discussed, the consensus of the committee was to make a recommendation to the Board of Trustees that the Mayor's salary remain \$25,000 with a 3% c.p.i., include paid health insurance with dental and vision, and pay the Liquor Commissioner a salary of \$1,100 with a 3% c.p.i.

New Business

Library/Town Hall Building Project

Mayor Seyller reported that the Library Board has hired a professional Library Planner to start the process of building a new Town Library. The library will be putting this to referendum in the next few years and he believes it is very important that the Town and Library work together on this planning process so that they can best utilize the common areas and parking. Mayor Seyller will ask Mrs. Coward, Library Director to attend a future meeting to report on progress of their planning.

Bid for Somonauk Rd. Drainage Improvement Project

Mr. Carmichael presented the bids explaining that Mr. Koehler, Director of Operations and Maintenance, handled the bid opening and he is recommending Wagner Excavating, LLC be awarded the bid to install drainage line along Somonauk Rd. A discussion regarding the increase from the lowest bidder to the highest bid took place. Trustee Stone felt that Wagner was in a better position to offer a lower bid as they are closer, own their own gravel pit and trucks. Trustee Stone also recommended Wagner for the work. Trustee Suppland made a recommendation to accept the bid from Wagner Excavating, LLC. with a second by Trustee Lanning. Unanimous voice vote carried the motion.

Gateway Tank Change Order 1 & 2

Mr. Carmichael presented Change Orders 1 & 2 to Gateway Tank, Inc. contract for elevated 1,000,000 gallon water storage tank and associated appurtenance. Change order #1 is for \$38,661 for added required labor and materials to make the electrical changes. Change order #2 is for \$21,685 for added required labor and materials to add exterior protective bolt caps on the aquastore tank. Trustee Suppland moved and Trustee Lanning seconded a motion to recommend acceptance of Change Order 1 & 2. Voice vote carried the motion with 3 yeas and 2 nays.

Sales Tax Referendum

Trustee Lanning presented options for a sales tax referendum to increase sales tax. He presented figures in ¼ cent increases. Mayor Seyller stated that increasing the sales tax even ½ cent would still keep it lower than Sycamore and DeKalb. Trustee Lanning stated that if it is put to a referendum we are asking the residents of Cortland to decide. They would be well informed before the election and could make up their own minds if a sales tax increase would be right for the Town or not. Trustee Suppland did not agree with raising the tax as he felt it could keep businesses from coming to Cortland. This discussion will be brought back to the table in October.

An Ordinance Approving a Plat of Dedication for a Segment of Richland Trail

Mr. Carmichael presented the ordinance explaining that it is to dedicate the Olson side of the Olson-Perkins property from Rt. 38 to the rail road tracks as well as to the tower site. Trustee Siewierski moved and Trustee Suppeland seconded a motion to waive the first reading. Unanimous voice vote carried the motion.

Trustee Siewierski moved and Trustee Lanning seconded a motion to approve An Ordinance Approving a Plat of Dedication for a Segment of Richland Trail

Roll call vote:

Yeas: Trustees Stone, Lanning, Suppeland, Siewierski and McAllister
Nays: None
Absent: Trustees Milroy Motion Carried **ORD. NO. 2008-24**

Accept Bid for Somonauk Rd. Drainage Improvement Project

Trustee Stone moved and Trustee McAllister seconded a motion to approve a bid from Wagner Excavating for the Somonauk Rd. drainage project for \$24,220.

Roll call vote:

Yeas: Trustees Stone, Lanning, Suppeland, Siewierski and McAllister
Nays: None
Absent: Trustees Milroy Motion Carried

President's Report

Mayor Seyller reported that the next NIMA meeting is in Roscoe. There is an invitation from DeKalb County Community Foundation, Thursday, September 18 at the Elwood House to meet the new Director. The Parade and Festival date is October 12. Volunteer forms are available on the web. Mayor Seyller read a thank you from Mrs. Van Buer for the flowers the Town sent for the funeral of her husband, Mayor Frank Van Buer of DeKalb. Mayor Seyller read a thank you from Mrs. Fran Lenczewski for the flowers and memorial donations from the Town for the loss of her husband, Mel.

President's Report

Mayor Seyller reported that he has started a Welcome to Cortland street banner project where Cortland businesses will be able to purchase a banner for \$125.00. He is working on behalf of the Festival and Parade Committee using this as a fund raiser. The committee will receive \$25.00 for each banner sold. There is a minimum order of 22 banners for this pricing to work.

Trustee Suppeland moved to amend the agenda to add item #VI Sheaffer Treatment Plant. Motion was seconded by Trustee McAllister. Unanimous voice vote carried the motion.

Trustee Suppeland referred to the "punch list" response from Sheaffer International. He believes that they have not fulfilled their contract and each month the Town continues to pay them \$15,000.00. He would like to know why. Mayor Seyller explained that the \$15,000.00 per month is a separate contract that is for maintenance and operations. It is not for construction and building. Mr. Carmichael said that he doesn't believe these issues are maintenance related, but construction related and the Town should not be paying for punch list items. Mr. Carmichael said that we do not want to go into the repair part of

this contract. Mayor Seyller said that the town has not signed off on the construction and he questions if meeting with Sheaffer would even do any good. Trustee Suppeland said that someone needs to take charge of this. Attorney Johnson said that the process is set up so that they have a chance to respond to our punch list and the staffs' frustration is that nothing is getting done. He said litigation is very expensive and not recommended. He asked if the board is ready to say that they are in default of contract. The committee asked about looking into a Declaration of Default or at least start the process. Mr. Carmichael said that this is the first time that there has been this much resistance from Sheaffer personnel. Trustee Suppeland asked that each dollar spent is tracked. Trustee McAllister said that he doesn't believe that the Town is getting the legal advice that he thinks it should be getting from them Ancel, Glink Lawyers.

Recommendation was to place this item on the agenda for the next meeting with possibly a closed session.

Adjournment

Trustee Lanning moved and Trustee Suppeland seconded a motion to adjourn. Unanimous voice vote carried the motion. Meeting adjourned at 9:30 p.m.

Respectfully submitted,



Rita Nielsen
Deputy Clerk

WEB ACCESSED