

TOWN OF CORTLAND
 Town Hall
 59 S. Somonauk Road
 Cortland, IL 60112

BOARD OF TRUSTEES

Committee/Business Meeting

July 11, 2011

7:00 P.M.

Call to Order / Pledge of Allegiance / Roll Call

Mayor Seyller called the meeting to order at 7:00 p.m. Roll call was taken by Town Clerk Cheryl Aldis. Shown as present were Mayor Seyller and Trustees Brad Stone, Mike Siewierski, Susan Dockus, Doug Corson and Sandra Barzso. Shown as a late arrival was Trustee Chuck Lanning. Other official present was Administrator Walter Magdziarz.

Agenda

Trustee Siewierski moved and Trustee Stone seconded a motion to approve the agenda as presented. Unanimous voice vote carried the motion.

Public Wishing to Speak

There was no one wishing to speak.

Committee of the Whole

Wage & Benefit Scale documents were submitted to the table

Mr. Magdziarz reported that this document is being revisited. The document was included in the budget for approval and was removed by the Board. The wage scale is shown on one page and benefits are shown on two pages. The changes are highlighted in red on both documents.

Regarding the wages Mr. Magdziarz said the changes are in the upper end of the ranges for.

Mayor Seyller asked that the previous ranges be supplied. (Shown in the table below)

OFFICERS & EMPLOYEES			
DEPARTMENT	LEVEL	RATE FOR FULL-TIME	RATE FOR PART-TIME
ADMINISTRATION	Supervisory	\$25,000-\$105,000/yr.	\$10.00-\$15.85/hr.
	Non-Supervisory	\$10,700-41,200/yr.	\$Min. Wage-\$13.50/hr
	Professional Non-Supervisory	\$25,000-46,350/yr.	\$12.00-\$21.50/hr.
Police	Supervisory: Chief	\$40,000-61,800/yr.	N/A
	Supervisory: Sergeant	\$34,700-51,500/yr.	N/A
	Non-Supervisory: Officers	\$31,300-41,200/yr	\$15.00-\$19.25/hr.
	Non-Supervisory: Clerical	N/A	\$10.00-\$15.00/hr.
	Operations & Maintenance and Water/Wastewater	Supervisory	\$35,000-\$61,800/yr.
	Non-Supervisory	\$10,712-\$41,200/yr.	Min. wage -\$15.00/hr.
<p>*Beginning 5/1/08, the upper end of the range for all categories under Rate for Full-time will be adjusted by the increase in the Consumer Price Index-Urban for the previous calendar year, not to exceed 3%, annually on May 1. (Revised 4/28/08, 12/14/09, 04/20/11)</p>			

Approved: July 25, 2011

Attest:

Proposed 2012 – Changes in RED

OFFICERS & EMPLOYEES			
DEPARTMENT	LEVEL	RATE FOR FULL-TIME	RATE FOR PART-TIME
ADMINISTRATION	Supervisory	\$35,000-\$109,450/yr.	\$10.00-\$16.50/hr.
	Non-Supervisory	\$25,000-\$42,950/yr.	Min. Wage-\$14.10/hr
	Professional Non-Supervisory	\$25,000-\$48,300/yr.	\$12.00-\$21.50/hr.
Police	Supervisory: Chief	\$40,000-\$64,425/yr.	N/A
	Supervisory: Sergeant	\$34,700-\$53,675/yr.	N/A
	Non-Supervisory: Officers	\$31,300-\$42,950/yr	\$15.00-\$20.10/hr.
	Non-Supervisory: Clerical	N/A	\$10.00-\$15.65/hr.
Operations & Maintenance and Water/Wastewater	Supervisory	\$35,000-\$64,425/yr.	N/A
	Non-Supervisory	\$25,000-\$42,950/yr.	Min. wage -\$15.65/hr.
<p>*Beginning 5/1/08, the upper end of the range for all categories under Rate for Full-time and Part-Time will be adjusted by the increase in the Consumer Price Index-Urban for the previous calendar year, not to exceed 3%, annually on May 1. (Revised 4/28/08, 12/14/09, 04/20/11)</p>			

Trustee Dockus stated in table reflecting the President – Rate (changes approved 10/09/08) \$25,000/yr with health dental and vision. The word “employee” is missing; it was placed there to have verification that the employee benefit was to be provided – certain changes are marked and it appears that others may not be. She stated she would prefer to be able to look at the documents for comparison prior to board meeting.

She asked what the asterisk in the bottom section referred to. It should be connected to another area or removed. She also noted that the changes in the salary ranges do not reflect the CPI only. Mrs. Dockus used a comparison of data from the most recent approval (12/14/09) through this proposal. She stated that the previous CPI’s have apparently not been included for this document or the high end range would be higher yet. These numbers are not accurate; however, the Board may wish to keep them as they are.

She commented on the word “will” be adjusted’ in the paragraph *Beginning... stating that possibly the Board would consider changing to the word “may” be adjusted’.

Mrs. Dockus noted that non-elected officers’ salaries or other compensation are to be fixed by ordinance. An ordinance was presented in June 2010 with no action taken. No ordinance or budget amendment has been presented to include what the statutes require. These positions would be the Administrator, Police Chief and Treasurer/Budget Officer. She stated that the Board might want to consider a percentage of salary that is treasurer/budget officer duty. In the past the Mayor did not want the full salary listed for those positions. The salary was divided treasurer 60% and the remaining 40% clerical because duties were being done that a clerical person could do. This determination should be made and allocate it accordingly in an ordinance.

Mr. Magdziarz concurred with Mrs. Dockus about the “employee” statement and said he would get an opinion on the salaries from Ancel, Glink.

Benefits

The benefit pages were reviewed with the following comments:

Uniforms: the Operations & Maintenance language needs to be corrected and Sewer should say Wastewater. A definition of time worked should be added to the first sentence and include new language "after completing 150 hours of service". Add language at the end of the first sentence "for part-time employees of these departments."

Vacation – the first change current language uses the term "seniority date", this proposal is "full-time" date. Mrs. Dockus' concern is for employees whose seniority date differs from full-time date. They need to be protected. They should not lose a benefit.

Holidays - Mr. Magdziarz reviewed this section with the Board. He stated the rationale it to match the county holiday schedule as closely as possible. The county takes Lincoln's Birthday, not President's Day.

Trustee Lanning asked if it would be better to allow employees two floating holidays instead of defining them.

Trustee Dockus stated that she had done a survey of Municipalities, with the help of the Clerk's office, and found that eight of 21 respondents have MLK and only one has a Spring holiday; five of 21 have Columbus Day. She commented that two more personal days might be more appropriate than adding holidays.

After discussion of the above consensus was reached that the Holiday proposal could be approved.

Paid Leave – this proposal increases the number of personal days from two to three and sick leave days from nine to 10. After discussion of paragraphs one and two it was determined there would be no change to either section at this time.

Discussion: why change the personal days when you have just added holidays and accrual of sick time. An option was to do away with personal days and sick leave and combine the two for total paid time off; and consider what can be changed with IMRF. Days paid at termination? Mr. Magdziarz said all of the language would be revisited if that became an option. Accrual of sick leave days gets cumbersome. The formula for each employee, based on language can become burdensome.

Trustee Stone moved and Trustee Lanning seconded a motion to amend the agenda to move Item IV. c & d to business at this time. Unanimous voice vote carried the motion.

Special Use Permit PC11-7 – Special Use Permit for motor vehicle impound yard at 231 W. Stephenie Drive, subject to certain conditions.

Mr. Magdziarz reviewed the documents with the Board. He reported the difference in this use is the use will be contained within the building. The applicant has agreed to the conditions. The Planning Commission noted in its recommendation motor vehicle impound yard requirements that will not apply to this applicant. An unintended consequence of the previous business was that they could not have signs identifying the business. The Planning Commission recommends allowing the use of a sign, require security cameras and 24/7 staff which should reduce the number of service calls as experienced by the other business.

Mr. Mike Smith, the applicant, is here to answer questions that the Board may have. Mr. Magdziarz reported that adjacent property owners were at the Planning Commission hearing and that there were

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Attest: RV

not objectors. He reported he had received phone calls from other property owners and they are not objecting because the use is inside. Mr. Smith was asked about floor drains, and fluid spills. He reported the building does not have floor drains and that an oil absorbent material will be used for any leaks.

When asked if the business would be towing strictly violation Mr. Smith reported they would be towing a combination of both violation and accident vehicles.

Mr. Magdziarz stated the building would have to change for the use. Building inspectors were asked regarding floor drains – they are nonexistent; triple catch basins would have been required.

Trustee Lanning asked what would stop the business from putting vehicles in the yard.

Mr. Magdziarz stated they must be in the building. The Special Use Permit would be in violation if any towed vehicle were placed outside. There is no room to store vehicles outside. Only employee vehicles will be outside.

When asked how many vehicles could be inside Mr. Magdziarz stated no more than 30 at a time.

Trustee Barzso asked what would prevent the business from leaving a towed vehicle outside and saying it is an employee car.

Mr. Smith replied they are in the business of towing and receiving a fee for release of a car. They would not leave them outside.

Trustee Dockus questioned the need for an expiration date. Previously Mr. Magdziarz stated he felt it was not necessary. Mrs. Dockus stated since you don't know what this experience will be should you not have one and then revisit?

Mr. Magdziarz replied, in this instance it is indoors, previous experience showed physical issues could be dealt with, soft issues like disgruntled people; complaints of damage and theft that are customary with that type of business were a little more difficult. Mr. Magdziarz stated he thinks this applicant addresses the causes of the soft issues. The Special Use permit will be revoked for violation; the language in the ordinance.

Trustee Dockus stated in the Findings of fact – “amendment” – needs to be changed.

Trustee Barzso also thought the document should have an expiration date. Mayor Seyller stated his agreement as well. He thought a two-year time frame would produce enough information for a revisit. Consensus of the Board was to add the two-year expiration to the ordinance.

It was further pointed out that the EPA inspection – taking precautions to keep spills cleaned up, that there are no floor drains for leaks to enter that the document will need to update exceptions regarding EPA inspections.

The Board recommendation is to place this on the consent agenda with the noted changes.

Special Use Permit Ordinance

Trustee Dockus noted that the cut and paste in the 4th whereas, etc. will need clean up.

Condition – applicant needs to provide a meets and bounds legal description of the building for this specific space use. That would be included in the ordinance prior to adoption.

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Trustee Siewierski moved and Trustee Lanning seconded a motion to amend the agenda to move New Business to this point and follow with remaining Committee of the Whole business. Unanimous voice vote carried the motion.

New Business

Application for Variance of Town Code

Trustee Siewierski moved and Trustee Lanning seconded a motion to accept the Application for Variance of Town Code (Noise) for August 12 and August 13, 2011, Cortland Summer Fest. Unanimous voice vote carried the motion.

M2011-04

Approve an Ordinance for a Class E Liquor License for Cortland Summer Fest

Trustee Lanning moved and Trustee Siewierski seconded a motion to approve An Ordinance for a Class E Liquor License for Cortland Summer Fest.

Roll call vote – carried unanimously.

Yeas: Trustees Dockus, Lanning, Siewierski, Barzso, Corson, and Stone

Nays: None

Absent: None

6-yea; 0-nay; 0-absent; motion carried

Ord 2011-12

Reconvene Committee of the Whole

Position Descriptions

Mr. Magdziarz presented a new style of proposed organizational chart. He stated this shows the organization, administration of town government, in a chart. It is similar, yet not identical to what was presented in April 2011. The reason Mr. Lamz and Mr. Magdziarz included the document in budget document was they felt this was one of the things felt they needed to do to work toward a government finance association designation. This is a tremendous honor to receive. They have begun making steps toward that designation; thus, the change of the documents that are being presented. It is all a part of the approach for preparation of the budget document.

Organization – responsibilities are divvied up – provides a snapshot of the organization and what it does. It does not identify individuals or roles and responsibilities.

The town government, the organization exists to provide services to the citizens and community.

Elected officials have responsibility that those services are provided as they see fit, and establish a budget to provide those services. Boards and commissions serve a statutory function – zoning board – hearing officers, etc. Parade and festival (board and commission designation) park advisory, etc. Town attorney & Prosecutor provide necessary legal services for the town and advice and counsel. Town Administration – the functions that occur in this building (town hall).

The other functions are referred to as Finance Department, Streets & Maintenance (Operations & Maintenance), Police Department and Water & Wastewater.

Mr. Magdziarz stated In order to proceed agreement and understanding are needed of the organization and how it is comprised so that we can move on.

Trustee Lanning asked regarding termination of an employee what the chain of command is.

Mr. Magdziarz stated that it varies depending on position description.

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Trustee Lanning clearly stated his opinion that the Mayor, in this Town, should have the final determination on any termination. This is important to him.

Trustee Dockus discussed billing and revenue collection stating that this was previously done by water-wastewater and is currently done by clerk's office.

Mr. Magdziarz stated it doesn't matter who does the job – the location of responsibility should be here.

Trustee Dockus stated she is having difficulty with this one.

Mr. Magdziarz stated this document is defining what should be, not what is being done. Identify where the common services and programs belong and place them there. All monies should be under the prevue of the person responsible for monies.

Mr. Magdziarz stated that no changes to job positions have been presented for this meeting.

Mr. Summerhill reported to Mr. Magdziarz that references to DSD should be from his documents.

There are many current positions descriptions where language says the supervisor is the administrator. These need to be corrected.

Trustee felt that first aid capabilities should be included for public safety staff.

It was noted that the revised, approved wastewater position description was not what was provided for this meeting. Mr. Magdziarz stated he will make the required changes.

Mr. Lanning stated his reason for asking that these be position descriptions be brought forward is the Administrator's duties and responsibilities need attention/correction. His issues are the right to hire and fire should belong to the Mayor. The department head should make the recommendation and the Mayor should make a determination.

Trustee Corson left the meeting at 9:22 p.m. Quorum remained.

Mr. Magdziarz stated he will go through the descriptions with the Mayor and make changes as they feel necessary.

Comments/Concerns

Trustee Dockus asked when the Board will discuss fees charged to applicants for staff review.

Walter Magdziarz asked if the Board wished want to do this separately or with all other fees.

Trustee Dockus stated the expectation of reimbursement should be discussed – school of thought is the Administrator's/Zoning Officer's salary is already paid. Are we charging applicants for reimbursement of an employee's salary? Should we charge for staff review time?

Tax payer money pays for basic service – this is over and above basic service. Needs discussion, not to just be done.

Mr. Magdziarz said it could be the August committee or July business meeting.

Trustee Dockus asked again for a copy of the approved FY12 budget.

Trustee Siewierski asked about Heatherfield Subdivision mowing at Somonauk Rd. Mr. Magdziarz reported that part was done today and will be completed.

Trustee Stone reminded the Board about movie night July 15.

Trustee Barzso asked if anyone had talked to the grain people about cleaning up the front of the building.

Mr. Lanning asked if the Board makes approval of spending for the festival committee prior to its spending. Mayor Seyller stated that they can spend up to \$1000, with Board approval, and then must come to the Mayor or the Board. A brief discussion of potential fireworks display was had. Trustee Stone stated he had heard the cost would be \$1,500 minimum. It has not yet been determined whether this will happen. Trustee Lanning is against the possibility of fireworks as Summer Fest.

President Report

Mayor Seyller reported that he will be attending the Northern IL Mayors Assoc meeting in Stillman Valley on July 21st. Should anyone care to attend with him please let him know.

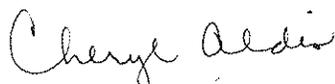
\$5,333 from IEMA for blizzard recover money was received 7-11-11. Mr. Magdziarz reported that the FEMA representative was here to help the Town process its paperwork two weeks before the tornado season hit the southern states. Our worksheet was processed prior to those events. We were very fortunate.

Water/wastewater has taken possession of the ATV vehicle.

Adjournment

Trustee Stone moved and Trustee Barzso seconded a motion for adjournment. Unanimous voice vote carried the motion. Adjournment 9:46 p.m.

Respectfully submitted,



Cheryl Aldis
Town Clerk