TOWN OF CORTLAND
Town Hall
59 S. Somonauk Road
Cortland, IL 60112
BOARD OF TRUSTEES
Committee/Business Meeting
March 12, 2012
7:00 P.M.

Call to Order / Pledge of Allegiance / Roll Call
Mayor Seyller called the meeting to order at 7:01 p.m. Roll call was taken by Deputy Clerk Rita Nielsen. Shown as present were Mayor Seyller and Trustees Susan Dockus, Doug Corson, Mike Siewierski, Chuck Lanning, Brad Stone (arrived 7:08)Trustee Sandra Barzso was absent. A quorum was present. Other officials present were Administrator Walter Magdziarz and Clerk Cheryl Aldis.

Approval of Agenda
Suggested amendments were to move Special Use Permit to Committee of the Whole item a., and remove items g and h (finance reports) Trustee Corson moved and Trustee Lanning seconded a motion to approve the agenda as amended. Unanimous voice vote carried the motion.

Public Wishing to Speak
Mr. Ed Aldis [in reference to his comments at the February 27 board meeting] informed the board that he met with the Town Engineer Mick Gronewold. Mr. Gronewold has agreed to keep Mr. Aldis informed as engineering services are being performed on the Aldis property, and he will address concerns regarding an unfinished project. Mr. Aldis said he would like to make sure that the situation that happened [on the Aldis farm] doesn't happen again and he would like to know who he should contact for answers to concerns in the future.

Special Use Permit for Body Art Studio
Mr. Garrett Dennison was present to answer any questions asked by the board. Mr. Dennison has applied for a Special Use Permit for a Body Art Studio at 302 W. Lincoln Hwy., Suite 1. The Planning Commission held a public hearing on March 5, 2012. There were no objectors present at the Public Hearing. Questions as to why a probationary period was not being requested were asked. Mr. Magdziarz stated that because the Town has experience with a body art studio use, the Planning Commission was not recommending a probationary period. Mr. Dennison said he would not object to a probation period. No recommendation for a probation period was made.

Accept Planning Commission Recommendation PC12-01 and approve an Ordinance granting a Special use Permit to establish and operate a Body Art Studio at 302 W. Lincoln Hwy will be placed on Consent Agenda for March 26.

Committee of the Whole
Town Administrator's Report
IEPA Violation Notice: Waiting for word from Attorney General's Office formalizing a response from the latest mark-up from Mr. Roy Harsch [Attorney representing the Town.]
Police Department Technology Upgrade Update: Waiting for specific response from County staff as well as OSSI's availability.

WEB ACCESSED

Retraction of Statement by Town Administrator
Mr. Magdziarz made a statement saying that he would like to retract any and all statements regarding an email [breach of security email] that he made at the January 9, 2012 board meeting. When asked if that includes memos, Mr. Magdziarz replied in the affirmative.

Trustee Lanning asked Clerk Aldis if this statement of retraction was sufficient. Clerk Aldis replied that she would accept the statement. Trustee Lanning said he would like to see a written letter.

Other Department Reports
Water/Wastewater Department: Mr. Jeff Lemke submitted a summary of his Technical Emergency Response Training for Chemical, biological, radiological, nuclear, and explosives. Trustees commented on how well written and appreciated this report was.

Proposed Personnel Policy Amendment: Electronic Communication Policy
If ready, with clear guideline, this policy will be submitted at a future board meeting for further discussion and possible adoption.

Proposed Personnel Policy Amendment: Travel and Training Policy
Trustee Dockus submitted to the table a suggested alternative to the travel and training policy previously submitted. No consensus was taken as to whether or not this alternative would be considered.

When the following revisions are made to the original policy, it will be submitted at a future board meeting for further discussion.

D 6, language about a "full day" – Mr. Magdziarz will find out why it is a separate paragraph or include it in the section regarding per diem (currently numbered as G 8). Mr. Magdziarz will also review and report on what he found out about the DOL policies regarding payment for travel time.

E 2 c "necessary to fulfill or maintain [as in C 3] certification requirements required by the Town."

G 1 c, Mr. Magdziarz will look into and report on whether an injury to an employee in a car accident during travel for training would be a worker's comp. claim.

G 2, combine with G 3 under the title COMMERCIAL TRANSPORTATION, delete first two sentences and include air travel under arrangements to be made by the Department head with help from the Finance Director if desired: "Travel by air, rail, or bus may be arranged by the Department manager, with the assistance of the Finance Director if desired." The current G 3, Rail Transportation, would be a separate paragraph under the 2 paragraphs of G2 and without a separate title. (3rd paragraph should start with "Commuter rail ....") Delete "and time" in the 2nd sentence in that paragraph (currently G 3) unless Walter finds out the employee has to be paid for all time spent in travel.

G 7, Hotel Rooms - Distance should be measured "from the employee's work site," not "from Cortland." 2nd paragraph, 1st sentence - "Arrangements for lodging may be made through the Finance Director if desired."

WEB ACCESSED

Building Code Discussion for siding and window replacement permit requirements will be held over for the April 9, Committee of the Whole meeting.

Finance Director Job Ad
Mr. Magdziarz explained that the ad for a full-time finance director was going be submitted to the Illinois Job Training Center. There are certain requirements that are necessary to get the job posted and those are being worked on. A lengthy discussion ensued regarding the need for a Finance Director over a Treasurer/Budget Officer and part-time versus full-time need. Mayor Seyller and Mr. Magdziarz believed that a full-time finance director was necessary. After deliberation, the consensus of the Trustees was to hire a full-time Treasurer/Budget Officer.

Richland Trails Bond Reduction
Mr. Magdziarz reported that this is the bond reduction request that was reviewed by Fehr-Graham (Town Engineers) and was presented at the February 13, 2012 board meeting. [At the February 13 meeting, Mr. Magdziarz reported that the Town attorney had reviewed the waivers of lien and found the documents to be in good order]. The Town Engineers are recommending that the Town reduces the bond for Richland Trails by $884,084.13. The Town Engineer identified all of the improvements yet to be constructed or completed and determined the $2,002,842.64 remaining in the bond would cover the completion of the public improvements. This dollar amount includes a 10% contingency over the value of future improvements. The largest part of the bond reduction request is for the water irrigation system.
Roll Call Vote:
Yeas: Trustees Dockus, Lanning, Siewierski, Stone and Corson
Nays: None
Absent: Trustee Barzso
5 - yea; 0 - nay; 1 - absent; motion carried.

Clerk Aldis asked if the Town has identified the expiration date of the bonds.

Approve Authorization Resolution (Illinois Funds)
A Corporate Authorization Resolution changing the persons authorized to execute transfers and/or sign checks for the Illinois Money Market Fund. Authorized names are Robert K. Seyller, Walter J. Magdziarz and Cheryl Aldis.

Trustee Dockus moved and Trustee Stone seconded a motion to Approve Corporate Authorization to be the same as required by Resource bank with 2 (two) signatures required on checks.
Roll Call Vote:
Yeas: Trustees Dockus, Lanning, Siewierski, Stone and Corson
Nays: None
Absent: Trustee Barzso
5 - yea; 0 - nay; 1 - absent; motion carried. **Res. 2012-05**

Resolution to Appoint IMRF Authorized Agent
A Resolution is necessary to change authorized agent for IMRF. Mayor Seyller is the recommended authorized agent until a treasurer is appointed. Mayor Seyller will appoint Mr. Magdziarz as assistant agent while he is acting treasurer.

Trustee Lanning moved and Trustee Corson seconded a motion to Appoint Mayor Seyller as the authorized agent.

WEB ACCESSED

Roll Call Vote:
Yeas: Trustees Corson, Lanning, Siewierski, Stone and Dockus
Nays: None
Absent: Trustee Barzso
5 - yea; 0 - nay; 1 - absent; motion carried. **Res. 2012-06**

Approve Town Code Amendment: Garbage Placement
Trustee Dockus moved and Trustee Lanning seconded a motion to approve the Town Code Amendment Garbage Placement.
Roll Call Vote:
Yeas: Trustees Corson, Lanning, Siewierski, and Dockus
Nays: Trustee Stone
Absent: Trustee Barzso
4 - yea; 1 - nay; 1 - absent; motion carried. **Ord. 2012-08**

Approve Town Code Amendment: Special Events Committee
Trustee Dockus moved and Trustee Stone seconded a motion to approve the Town Code Amendment for Special Events Committee.
Roll Call Vote:
Yeas: Trustees Corson, Lanning, Siewierski, Stone and Dockus
Nays: None
Absent: Trustee Barzso
5 - yea; 0 - nay; 1 - absent; motion carried. **Ord. 2012-09**

Comments/Concerns
Mr. Magdziarz said he attended a community meeting sponsored by the Cortland Church on Saturday [March 12]. The purpose of the meeting was to include community members to share ideas on how the Cortland Church can participate and encourage community relationships in Town. One of the ideas was to start a community newsletter of events

Trustee Dockus asked if there was a plan in place for landscape waste and if it was time to review a contract for garbage company that could provide services. Mayor Seyller said the town plans 2 times per year and a spring collection date will be announced.

Trustee Siewierski questioned smoking in public vehicles. There is a state laws as well as a Town policy that prohibits smoking in public vehicles.

Trustee Stone reported that the Parade & Festival Committee along with the Lions Club will be sponsoring an indoor event to replace one movie night. Repairs of the staging roof are underway.

Trustee Lanning asked if the Town has a strong enough ordinance for vehicles parked after 2" snow fall. Should there be future discussion regarding considering immediate towing?

There was a discussion regarding unattended dog issues at Llanos St. and North Ave. There was a discussion regarding the need for a vicious dog ordinance. No one was in favor of pursuing such an ordinance.

WEB ACCESSED

Adjournment
Trustee Stone moved and Trustee Siewierski seconded a motion to adjourn. Meeting adjourned at 10:25 p.m.

Respectfully submitted,
Rita Nielsen
Rita Nielsen
Deputy Clerk

WEB ACCESSED