

TOWN OF CORTLAND
Town Hall
59 S. Somonauk Road
Cortland, IL 60112
BOARD OF TRUSTEES
Committee/Business Meeting
April 23, 2012

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 Brad Stone, Sandra Barzso, Chuck Lanning, Susan Dockus and Mike Siewierski. Trustee Doug Corson was absent. Quorum was present. Other officials present: Clerk Cheryl Aldis, Administrator Walter Magdziarz.

Agenda

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

Public Hearing Electric Aggregation

Mayor Seyller called the meeting to order at 7:02 p.m. Deputy Clerk Nielsen read the Legal Notice for the public hearing for Residential Aggregation for Electric Rates for the Town. The notice was published in the *Daily Chronicle* on April 12 and 19 for April 23 and May 19. There was no one wishing to speak. Mayor Seyller closed the public hearing at 7:03 p.m.

Public Hearing FY13 Budget

Mayor Seyller called the meeting to order at 7:04 p.m. Deputy Clerk Nielsen read the Legal Notice for the public hearing for the tentative FY13 budget for the Town and Cortland Community Library for the fiscal year beginning May 1, 2012, and ending April 30, 2013. The notice was published in the *Daily Chronicle* dated April 7, 2012. The budget was on file and available for public inspection at the Town Hall. There were no requests for review of public documents. Mrs. Barb Coward, Director of the Cortland Community Library addressed the Board. Trustee Dockus asked Mrs. Coward if this was the only budget on file. Mrs. Coward said she was not sure. Mrs. Coward gave an overall view of how many full-time and part-time staff the library employees. No one else from the audience wished to speak.

Mayor Seyller closed the public hearing at 7:08 p.m.

Public Wishing to Speak

No one present wished to speak.

Eagle Scout Presentation

Mayor Seyller presented Christian Alexander Maurer with a letter and certificate to recognize his accomplishment of attaining the rank of Eagle Scout.

Consent Agenda

Approved: June 11, 2012

Attest: Clay JC

Deputy Clerk Nielsen read the consent agenda into the record.

Approve Minutes of March 26 & April 9, 2012

Accept Minutes of Festival and Parade Committee of February 23 and March 27, 2012

Accept ICCI Reports of December 2011, January and February 2012

Trustee Lanning moved and Trustee Siewierski seconded a motion to approve consent agenda as presented with Scriveners errors to be corrected.

Roll call vote:

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

Nays: None

Absent: Trustee Corson

5-yea; 0-nay; 1-absent

Motion carried.

Unfinished Business

FY13 Proposed Budget changes to be made after discussion:

Mr. Magdziarz pointed out that the capital outlay of \$134,870 for the purchase of a truck/ plow with a wing and spreader does not reflect the financing which at 6% interest would be \$34,540.

Trustee Siewierski questioned the purchase of a snow plow when everyone agreed that after the purchase of a new streets and maintenance building there would be no equipment purchases for a while.

General Fund

Change Tax Projections to \$300,000. Transfers from Capital Improvement Fund need to be included on Revenues page as well.

General Fund, Sewer System, Water System

Change salary to "Salaries/Wages".

Administration, Planning, Zoning, & Engineering

Conferences & Training should include funds for Treasurer to be trained in the financial software in Madison and attend certification training. Consensus is to increase line to \$14,000.

Police Department

"Dispatch" should show a double payment made in FY12 and \$0 in FY13. "Capital Outlay-Vehicle" should show the purchase of the squad; loan proceeds are included and debt service includes the new loan payments.

Streets & Maintenance

The lines for "Streets" (231) and "Parks" (234) are old names and should show \$0 for both FY12 and FY13; the expenditures should be itemized in other lines below those generic titles. Add loan proceeds unless we are going to pay outright for the truck and skid steer.

Water Department and Sewer Department

Include the expected wages for the Utility Billing Clerk in the "Salaries/Wages" and benefits lines and remove the new line titled "Administration." Allocate a portion of the salaries/wages of specific personnel by percentage to the Utility Billing Clerk wages and benefits lines.

Water Department

Include what is included in the \$16,000 for equipment.

Sewer Department

Loan proceeds are shown; need to include an estimate of debt service payments as well.

Motor Fuel Tax Fund

The IML estimates just under \$103,000 in FY13 for the MFT allotment, so the amount shown is high.

Capital Improvement Fund

FY12 should show revenue of one payment (approximately \$19,000) received from Non-Homerule Sales Tax. Consensus to include with the projects to show appreciation to the public for approving the 1% non-homerule sales tax: \$15,000 for electricity at Cortland Community Park and \$25,000 for Conestoga Avenue detention pond improvements.

Restricted Assets Fund

Liability accounts (lines numbered in the 2000's) are not Town's money and should not be included in the budget, either in Revenues or in Expenses.

Recommendation

To improve transparency, include a summary page showing the cash position of the Town at the beginning of FY13, budgeted revenues, expenditures, transfers, etc., and expected ending cash. The library should be included, since it is a component unit.

Approve Expenditure Reports of December 2011, January and February 2012

Trustee Dockus moved and Trustee Barzso seconded a motion to approve Expenditure Reports.

Roll call vote:

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

Nays: None

Absent: Trustee Corson

5-yea; 0-nay; 1-absent

Motion carried.

Approve Treasurer's Reports of December 2011, January and February 2012

Trustee Dockus moved and Trustee Barzso seconded a motion to approve Treasurer's Reports.

Roll call vote:

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

Nays: None

Absent: Trustee Corson

5-yea; 0-nay; 1-absent

Motion carried.

New Business

FY13 Budget

Trustee Siewierski moved and Trustee Lanning seconded a motion to call a Special Meeting for April 30 to approve FY13 Budget.

Roll call vote:

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

Nays: None
Absent: Trustee Corson
5-yea; 0-nay; 1-absent

Motion carried.

Approve DATA Participation Agreement

Mr. Magdziarz presented this Agreement explaining that the County has established an advisory committee called the DeKalb Advancement of Technology Authority (DATA) consortium comprised of network users. The purpose of the committee is to advise the County on the operation, maintenance and expansion of the network. The County has entered into an agreement with DeKalb Fiber Optics, LLC, to operate and maintain the fiber optic network for the benefit of the DATA consortium members. DeKalb Fiber Optics, LLC, will not allow the Police Department to connect without this Agreement.

Trustee Lanning moved and Trustee Siewierski seconded a motion to approve Participation Agreement with DATA.

Roll call vote:

Yeas: Trustees Barzso, Lanning, Stone, Siewierski and Dockus
Nays: None
Absent: Trustee Corson
5-yea; 0-nay; 1-absent

Motion carried.

Approve Noise Variance for Summerfest – August 10 & 11, 2012

M 2012-01

Trustee Stone moved and Trustee Lanning seconded a motion to approve a Noise Variance for Summerfest.

Roll call vote:

Yeas: Trustees Dockus, Lanning, Stone, Siewierski and Barzso
Nays: None
Absent: Trustee Corson
5-yea; 0-nay; 1-absent

Motion carried.

Approve Class E Liquor License for Summerfest

Trustee Stone moved and Trustee Siewierski seconded a motion to approve a Class E Liquor License for Summerfest.

Roll call vote:

Yeas: Trustees Dockus, Lanning, Siewierski, Stone and Barzso
Nays: None
Absent: Trustee Corson
5-yea; 0-nay; 1-absent

Motion carried.

Concerns/Comments

Trustee Dockus reminded everyone that in light of the fraud that took place in Dixon, it is the responsibility of the Trustees to maintain financial oversight by reading the financial reports that are provided for them. Also, the Town should get Dashboard (computer software) operating. The Trustees should also be aware of checks and balances, have access to auditors and encourage transparency. Trustee Dockus also expressed concern that the job description for the treasurer that is being advertised is not the job description has been approved by the Town.

Trustee Siewierski said he was glad to see money in the budget for sidewalks.

Trustee Stone reported that there was a great turn out of kids for the Magic Matt Show and everyone had a good time. Trustee Stone said he did witness people stealing dirt from the dirt pile in the park.

Trustee Barzso asked about fining people who are dumping grass clippings.

Trustee Lanning asked the Mayor to make sure that Dough Brothers understands that BYOB is an option for their restaurant.

President's Report

Mayor Seyller and Clerk Aldis will be attending IML Legislative Day. Mayor Seyller will be meeting with Department of Natural Resources and drop off bike path plans. Everyone was reminded that garage sale weekend is May 4 and 5, 2012. There are plans underway to start a community garden at Cortland Community Park.

Trustee Stone asked said the Parade & Festival Committee are wondering if the Town would be opposed to fireworks at Summerfest if it is done with donations. There were no objections.

Clerk Aldis said an employee meeting is being set up to explain health insurance and IMRF benefits. Department Heads will stay on for a Work Comp loss/safety control meeting.

Adjournment

Trustee Stone moved and Trustee Siewierski seconded a motion to adjourn. Unanimous voice vote carried the motion. Meeting adjourned at 10:22 p.m.

Respectfully submitted,



Rita Nielsen
Deputy Clerk