TOWN OF CORTLAND
Town Hall
59 S. Somonauk Road
Cortland, IL 60112
BOARD OF TRUSTEES
Town Board Meeting
February 23, 2015
7:00 P.M.

Call to Order/ Pledge of Allegiance/ Roll Call
Mayor Stokes called the regular meeting to order at 7:08 p.m. followed by the Pledge of Allegiance. Roll call was taken by Deputy Clerk Rita Nielsen. Shown as present were Mayor Russ Stokes, Trustees Susan Dockus, Mike Siewierski, Ben Haier, Chuck Lanning, Brad Stone, and Doug Corson. A quorum was present. Also present were Town Clerk Cheryl Aldis, Engineer Brandy Williams, Water-Wastewater Superintendent Joel Summerhill, Public Works Director John Kocher, and accountant Wes Levy.

Approval of Agenda
Trustee Stone moved and Trustee Lanning seconded the motion to approve the agenda. Unanimous voice carried the motion.

Public Wishing to Speak
There was no one wishing to speak.

Consent Agenda
Deputy Clerk Nielsen read the consent agenda into the record.

Approve Town Board Minutes of January 26 and February 9, 2015
Approve January 2015 Expenditures and January 2015 Treasurer's Report

Trustee Dockus moved and Trustee Lanning seconded the motion to approve the consent agenda. Unanimous roll call vote carried the motion.

Unfinished Business
Approve Proposal for Sesquicentennial Book Project
Cindy Hardy, Designers Ink, was present to answer any questions regarding her proposal for services to prepare a historical book for the town. Finished book size will be 8.5 x 11, staple bound; 60 to 80 pages, full-color print, professional layout, design and pre-press. Project time frame for completion is August 5, 2015.

Trustee Haier moved to waive the bidding process and accept the proposal from Ms. Hardy to create a sesquicentennial book [including printing] not to exceed $50,800 with finds to be taken from Capital Improvement Fund Community Projects. Trustee Dockus seconded the motion. Unanimous roll call vote carried the motion.

Veteran's Memorial Concept Plans for Suppeland Park
A concept plan for the Veteran's Memorial Monument was presented to the board. The paperwork has been turned in to the Department of the Army in hopes of receiving a demilitarized cannon or other piece of equipment. A discussion of ideas regarding the military cannon and where it would be placed ensued. Mayor Stokes stated that until we know if we are going to receive the equipment it would be too early to know how it will be set in place. A down payment of 50% of the monument's costs is needed at this time. Some of installation work may be down by the Town. Trustee Lanning stated that the McGuan memorial stone may have to be moved and re-installed.

Trustee Stone moved and Trustee Corson seconded a motion to approve $2,500 for monument. [Monies to come from Capital Improvement Fund Community Projects Unanimous roll call vote carried the motion.

New Business

Approve Crop Damage Agreement with Mary Aldis

Engineer Williams reported that this is the amount owed to Mary Aldis [$1,790] for crop damage caused when the Town built the North Avenue Lift Station in an easement. Payment will not come from the IEPA lift station loan. Superintendent Summerhill will determine what line item the funds will come from.

Trustee Lanning moved and Trustee Haier seconded a motion to approve payment to Mary Aldis. Unanimous Roll call vote carried the motion.

Approve Job Description Title Change to Director of Water and Wastewater

This is a house keeping item to bring the water/wastewater department head title into consistency with the Town Code 1-6-14. By making this change no other code changes would be required where the title is used within the code.

Trustee Stone moved and Trustee Lanning seconded a motion to approve the title change from Superintendent to Director. Unanimous voice vote carried the motion.

Approve Sewer Ordinance Amendment

Trustee Dockus had three suggested scrivener error changes: In Section 1, paragraph 4, line 2 remove strike through from the work penalty. Section 1, J, line 3 adds the word address after the word property. Section 2, strike through the word Public Works and add italics to the word director. Scrivener's errors were identified and corrections will be made.

Trustee Dockus moved to approve the Sewer Ordinance Amendment (with scrivener error changes) and Trustee Lanning seconded the motion. Unanimous roll call vote carried the motion.

Approve Capital Asset Policy

Mr. Levy explained the purpose of a Capital Asset Policy. The purpose of this policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements, and is established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

Each department will be responsible for control of capital assets for their department. The Department Head will ensure that control is maintained by establishing a capital asset inventory schedule.

Trustee Dockus had questions and comments for Mr. Levy regarding the Capital Assets Policy. Mr. Levy answered questions and responded to comments.

Fund Balance Policy

Mr. Levy explained that because no one knows what the financials will look like in the future the purpose of this policy is to provide financial stability, cash flow for operations, and the assurance that Government will be able to respond to emergencies with fiscal strength. The fund balance will be composed of three primary categories: Non-spendable Fund Balance, Restricted Fund Balance, and Unrestricted Fund Balance.

Trustee Dockus asked what it means if the Town cannot meet its fund balance obligation. Mr. Levy explained that having a Fund Balance gives everyone an idea on what is needed on hand to operate – usually three months funding.
Mr. Levy said that we need to be working toward shoring up the balances over a period of time. We will need to make sure that there is no spending for items that are not specifically budgeted.

Mr. Levy recommended that the Capital Assets Policy be approved before the end of the Fiscal Year. The Fund Balance Policy can be reviewed and adjusted as needed.

Trustee Dockus moved and Trustee Stone seconded a motion to postpone the Capital Asset Policy and Fund Balance Policy. Unanimous voice vote carried the motion.

Approve Resolution for Recapture Strategy (Reaffirming Res. 2005-16)
Trustee Dockus explained the purpose of a Revolving Loan Fund. The Illinois Department of Commerce and Economic Opportunity has allowed the Town of Cortland to recapture principal and interest from a CDAP grant that loaned funds to local businesses to create a Revolving Fund to expand Cortland's economic base. Re-affirming Resolution No. 2005-16 is at the recommendation of the bookkeepers. To date the IDCEO has not requested that funds be returned to them.

Trustee Dockus moved to approve the Resolution with a second by Trustee Corson. Unanimous roll call vote carried the motion.

Engineering
The North Avenue Lift Station project is completed and operating as expected. The contractor's final pay request is expected. MFT Projects: Meetings have taken place and quantities takeoffs for possible MFT projects have started. Budgetary costs will be provided to the town for approval. The parks grant modification is on hold until further notice. The turbo blower has received preliminary approval. An MFT monthly inspection revealed an obstruction in a storm sewer possibly between Mary Aldis Place and Pampas St. The blockage is where the state had worked, it will need to be replaced because of the way surface water runs.

Public Works
Director Kocher showed the LED lights he wants to use in all town owned streetlights. A grant may be available thru Com Ed.

Water/Wastewater
Director Summerhill was available to answer questions. He reported that he is still waiting to hear if the blower grant will be awarded, but still planning on putting it in the budget. Getting ready for spring and de-winterizing rigs and getting ready for open houses. He notified the trustees that Jeff Lemke is working on his Class C & D Water operator's License. He expects the Town will once again receive a Fluoride Award at the AWWA Conference.

Zoning Report
The January Zoning Report was in the packet for review.

Police Report
The January Police Report was in the packet for review.

Comments/Concerns

Trustee Dockus thanked Mayor Stokes for the appreciation dinner and recognition provided to her [upon retirement.]

Trustee Siewierski made mention of the potential LGDF (Local Government Distributive Fund) cuts that could cost the town about $200,000 if the Governor's proposal is approved.

Trustee Haier and Trustee Lanning also thanked Mayor Stokes for the appreciation dinner.

President's Report
Mayor Stokes notified the board that the appeal continuation process for the NPDES permit violation for Chestnut Grove has been extended another 90 days. The matter is still in the hands of the AG's Office.

Mayor Stokes attended the February 18 DeKalb Sycamore Area Transportation Study (DSATS) open house. There were maps of safe routes for pedestrian paths. Cortland was not included in the maps that were displayed. Mayor Stokes talked with the county engineer as well as the county board chairman who were optimistic that Cortland will be part of the walking and bike path projects.

Adjournment
The meeting was adjourned at 8:16 p.m. on a motion by Trustee Stone and a second by Trustee Haier. Unanimous voice vote carried the motion.

Respectfully submitted,

Rita Nielsen
Deputy Clerk