

TOWN OF CORTLAND  
Town Hall  
59 S. Somonauk Road  
Cortland, IL 60112  
**BOARD OF TRUSTEES**  
Business Meeting  
August 22, 2011

**Call to Order / Pledge of Allegiance / Roll Call**

The regular meeting of the Board of Trustees was called to order at 7:30 p.m. Mayor Seyller called the meeting to order with roll call taken by Town Clerk Cheryl Aldis. Shown as present were Mayor Seyller and Trustees Brad Stone, Susan Dockus, Chuck Lanning, and Mike Siewierski. Shown as absent were Trustees Sandra Barzso and Doug Corson. Quorum was present. Also present was Walter Magdziarz, Town Administrator.

**Agenda**

Trustee Stone moved and Trustee Lanning seconded a motion to approve the agenda as amended by moving New Business Item C above Administrator's Report - Approve a Contract with Swedberg Associates, Inc. for Remodeling the Streets and Maintenance Facility (250 Halwood St – Town Garage), subject to Attorney Review. Unanimous voice vote carried the motion.

**Public Wishing to Speak**

There were none present wishing to speak.

**Consent Agenda**

- Approve Town Board Minutes of July 25, August 1, and August 8, 2011
- Approve Treasurer's Report of July 2011
- Approve Expenditure Report of July 2011
- Accept Parade & Festival Committee Minutes July 12, and July 26, 2011
- Authorize Execution of a Compliance Agreement with Illinois Department of Agriculture (Emerald Ash Borer) **A2011-03**

Trustee Dockus questioned items in the Compliance Agreement; Item #4 reviewing the statement "Employees shall carry a copy of the agreement with them..." Mr. Magdziarz stated that they are only required to keep the document in their vehicle. Why not eradicate ash trees once they are known to be infected? Mr. Magdziarz stated that once the tree is infected it will die, although it may take years. Once the tree is 50% dead it will take approximately nine months for the tree to completely die. At that time they become very brittle and a wind damage hazard; they pose an imminent threat.

It was stated that treatment stops the death process of the tree – science not there yet to prove or disprove the statement.

Mr. Magdziarz stated the Department of Agriculture is not recommending the cutting down of all trees at this time. They don't know if chemicals will work, but they are hopeful.

Trustee Lanning moved and Trustee Stone seconded a motion to approve the consent agenda as presented.

Roll call vote:

Ayes: Trustees Lanning, Siewierski, Dockus, and Stone

Nays: None

Approved: September 26, 2011

Attest:     RN

Absent: Trustees Barzso and Corson  
4-yea; 0-nay; 2-absent; motion carried.

**Approve a Contract with Swedberg Associates, Inc. for Remodeling the Streets and Maintenance Facility (250 Halwood St – Town Garage), subject to Attorney Review**

Mr. Magdziarz reported that Swedberg Associates did an extraordinary job of reducing costs of the building. Swedberg staff, the project architect and town staff began to identify things that could be removed from the contract without changing the objective of the building. Many items are characterized as substitutions to achieve the desired end project. Contract amount includes site work. Paving parking and storage yard will remain gravel for the foreseeable future. Parking requirement does not come in to play because the Town is not increasing the square footage.

The one alternate asked for was overhead electric service; underground is included in this amount \$536,727. Submitted to table was a Debt Summary as budgeted 4-25-11 and revised 8-22-11. The total cost of building is \$1,095,399. The total budget was \$828,163; a \$200,000 difference. Mr. Magdziarz stated the Town can proceed with approving contract, but will need to make additional budget cuts to have this happen. It was strongly suggested that no capital equipment outlays be approved during the time of paying for the building. Money was allocated for purchase of skid-steer (4-5 yr financing). There is a possibility of finding other savings. More cost would be a large problem; the department may need to keep equipment for longer periods of time. The plow could be purchased from capital improvement in this budget; the truck will need to wait.

Mayor Seyller is anticipating end financing when the building is completed.

Mike Siewierski asked what if the revenue sources don't come in, what are the options today. We are not going to be able to buy things for the future until this building is completed.

Mayor Seyller stated that each item is going to be looked at carefully.

Mr. Magdziarz stated in trying to put a positive spin on gloomy information the building is 50% larger than we thought we would build new' there is more building. It is a facility that can be grown into over a period of time. This is an investment sacrifice that the Town needs to make. Mr. Magdziarz reported that Mr. Lamz is not too thrilled by going to the edge. He says we can perform, but we must avoid spending on capital equipment.

Mayor Seyller assured the Board that the police budget will not be affected; the squad car is still on track.

Trustee Lanning asked if approved, when construction would begin.

Steve Swedberg and Matt Gerhrke of Swedberg & Associates were present. They stated that they could start the paperwork right away. They need paper drawings and engineering approval before they can begin physical work. It was reported that 3-½ months of work is involved in this project. Priority work would be done on the interior; outside work could be done in the spring. Roof and exterior wall openings first, then interior, then remaining exterior.

Discussion of interior floor drains resulted in the statement that one drain would be relocated to provide a bigger drainage area in the building and eliminate one trench all together. All items will be reflected on new drawings.

\$536,727 includes complete building renovation and site work agreed to.

Mr. Magdziarz stated that Mr. Stone's relationship to Swedberg's was reviewed with the Town attorney, given the distance and type of familial relationship there is probably not an issue; if Mr. Stone were receiving monetary payments that would be an issue. In this case, no conflict of interest exists as per Parker Johnson.

Trustee Lanning moved and Trustee Siewierski seconded a motion to Approve a Contract with Swedberg Associates, Inc. for Remodeling the Streets and Maintenance Facility (250 S Halwood St - Town Garage).

Roll call vote:

Ayes: Trustees Stone, Dockus, Lanning and Siewierski

Nays: None

Absent: Trustees Barzso and Corson

4-yea; 0-nay; 2-absent; motion carried

**C2011-02**

### **Administrator Reports**

There were no other specific reports for this meeting.

### **Unfinished Business**

#### **Approve an Ordinance Fixing the Compensation of Appointed Officers of the Town of Cortland**

Submitted to table was a change to Wage & Benefit Scale with the proposed changes highlighted.

Mr. Magdziarz made the following statements and recommendations:

Supervisory – its purpose is to identify all positions in the budget; remove the generic from the list;

Delete Police Chief and Sergeant and non-supervisory clerical;

Shift Finance Director as a secondary title after Budget Officer;

Changed revision date in the footnote.

Under "Official" - President-language

Change insurance. Mr. Magdziarz stated he is electing to stay with Single terminology as he believes it is industry standard vocabulary, and he believes it removes any doubt for the individual holding office.

Trustee Dockus asked, by taking out Supervisory for Administration how well do you know how to choose a salary for these positions? This is the categories for everything above non-elected officers.

Trustee Dockus noted that the Wage & Benefit scale has previously been a separate document and that this proposed ordinance is adding them together. Adopting the Wage and Benefit scale as a part of the ordinance is not appropriate as the title does not fit the action on the agenda.

Trustee Lanning moved and Trustee Stone seconded a motion to table discussion to September 12, 2011.

Unanimous voice vote carried the motion.

### **New Business**

#### **Approve an Ordinance Authorizing the Sale of Surplus Personal Property Owned by the Town of Cortland (road salt pre-wetter)**

The documentation included in the packet explained that the Streets & Maintenance Department does not use this type of equipment for its deicing needs. Another municipality is looking for this type of equipment. This is a good opportunity to remove surplus equipment from inventory.

Trustee Stone moved and Trustee Lanning seconded a motion to Approve an Ordinance Authorizing the Sale of Surplus Personal Property Owned by the Town of Cortland.

Roll call vote:

Ayes: Trustees Siewierski, Stone, Dockus and Lanning

Nays: None

Absent: Trustees Corson and Barzso

4-yea; 0-nay; 2-absent; motion carried.

**Ord 2011-21**

#### **Approve an Ordinance Imposing a Retailers' Occupation Tax and a Service Occupation Tax of 1% on Sales of Personal Property within the Town of Cortland (Approved by referendum at the Consolidated Election of April 5, 2011)**

Approved: September 26, 2011

Attest:     RW

Mr. Magdziarz reported this particular tax was recently amended (2010), prior to that it could only be collected for public infrastructure use, now it can be used for any purpose up to 2015. All references are sighted as part of the amendment in the ordinance. While it is probably the intent of the Town to use the monies for any purpose, the Town could be faced with limitations in 2015.

Trustee Dockus moved and Trustee Siewierski seconded a motion to Approve an Ordinance Imposing a Retailers' Occupation Tax and a Service Occupation Tax of 1% on Sales of Personal Property within the Town of Cortland (Approved by referendum at the Consolidated Election of April 5, 2011).

Roll call vote:

Ayes: Trustees Dockus, Lanning, Siewierski, and Stone

Nays: None

Absent: Trustees Barzso and Corson

4-yea; 0-nay; 2-absent; motion carried.

**Ord 2011-22**

### **Liaison Reports**

#### **Festival/Parade – Brad Stone**

Trustee Stone submitted to the table an accounting of festival. He reported the basic cost was \$2500 for both nights. Mr. Magdziarz gave the committee props on the fireworks. It was a very nice display.

#### **Sewer/Water/Utilities – Brad Stone**

Barber Green lift station has been repaired and expenses submitted to the insurance company. Conversations held with ComEd staff on Friday morning during their transformer repair is that the lightening strike was on the opposite side of the lift station. The result was the surge to the electrical equipment and pumps. Surge suppressor estimate is \$3-4,000, has been ordered and will be installed this week. An inquiry was made to see if there is some type of metering device to make certain the surge suppressor is working. It was reported that they can be purchased but it is smoke and mirrors. That piece of equipment was not ordered. Started irrigation last week, barring any more rain they will continue this week. Pond levels are dropping; cell three has a lot of water yet to drain. Calculations show that it could take us into October to be drained. Water level had dropped dramatically so more liner is exposed. The good news is the bubble has not grown. There were other issues with filters and a pump. A short occurred in transducer box, it wasn't operating the pump for the disk filtration. Irrigation was halted until that was repaired. Bolts holding the box onto the pump came loose; wire was touching and melted, therefore shorting out. There was no fire. An alarm came, was checked out and shut down until repaired.

#### **Planning Commission – Chairman Brad Lawson**

Next Meeting: Wednesday, September 7, 2011

#### **Airport Advisory – Chuck Lanning**

Corn Fest is coming.

#### **President's Report**

Mayor Seyller had nothing specific to report.

#### **Concerns / Comment**

The stage was left up after Cortland Fest, acquired damage on roof (canvas), the structure that holds the canvas was damaged.

Trustee Dockus stated she liked the document submitted to the table tonight regarding the Street and Maintenance building stating it was very helpful because it shows the source of the funds for the loan

payment. She asked that the Treasurer's report include the same information, source of funds (budget) for each of the loans.

Mrs. Dockus noted from the last meeting that \$12, 851 were allocated for the quarterly allocation for billing clerk. Where are those revenues reflected in the General Fund? There was nothing budgeted for this transfer. She stated she would like to know the calculation to achieve the \$51,000 for the billing clerk. She stated that she had discovered recently the comparison sheets for health insurance showed health insurance only, not dental and vision. The Board did not receive the entire picture for premium changes. She also asked when the Board will be discussing consultant fees for special use permits. Mr. Magdziarz stated September 12.

**Adjournment**

With no further business to discuss Trustee Stone moved and Trustee Dockus seconded a motion for adjournment. Unanimous voice vote carried the motion. The meeting adjourned at 8:44 p.m.

Respectfully submitted:



Cheryl Aldis  
Town Clerk