

TOWN OF CORTLAND
Town Hall
59 S. Somonauk Road
Cortland, IL 60112
BOARD OF TRUSTEES
Committee/Business Meeting
September 12, 2011
7:00 P.M.

Call to Order / Pledge of Allegiance / Roll Call

Mayor Seyller called the meeting to order at 7:02 p.m. Roll call was taken by Deputy Clerk Rita Nielsen. Shown as present were Mayor Seyller and Trustees Brad Stone, Mike Siewierski, Chuck Lanning, Susan Dockus and Sandra Barzso. Trustee Doug Corson was absent. Other officials present were Treasurer Mike Lamz and Administrator Walter Magdziarz.

Agenda

Trustee Lanning asked that the agenda be amended to include a discussion regarding Summer Fest. Trustee Stone moved and Trustee Siewierski seconded a motion to approve the agenda as amended to include discussion under Committee of the Whole i. Unanimous voice vote carried the motion.

Public Wishing to Speak

There was no one present wishing to speak.

**Committee of the Whole
Town Administrator's Report**

Mr. Magdziarz reported that a decision has been reached by the IEPA and the Town can proceed with the North Lift Station project and loan before a resolution is reached with DeKalb Sanitary District concerning irrigation at the airport. Mr. Magdziarz will direct Fehr-Graham & Associates to prepare a timeline for the project. Trustee Lanning asked why we don't use a design/build option engineering firm for the project. Mr. Magdziarz explained that if we did not use our engineers [Fehr-Graham & Associates] we would have to go through a bidding process for engineering services.

Mr. Magdziarz reported that he and Mayor Seyller contacted Congressman Hultgren's Office to express concerns over the decisions by the United States Postal Service to consolidate and send Cortland carrier operations to another post office (Sycamore) and reducing the counter operations in Cortland. It is believed that the USPS did not comply with their rules and regulations in making this change.

In regards to the Administrator's Report, Trustee Dockus asked about the Water and Sewer Fund balances and if there will be rate studies provided. Mr. Magdziarz said yes, all matters will be justified before a rate increase.

Approved: 9/26/11
Attest: *Clay TC*

Mr. Magdziarz noted a correction to his report under Surplus Property. The amount netted for the bucket truck was \$1,950, not \$750 as reported.

Mr. Magdziarz stated that there is a "press release" in the packet announcing that Treasurer Mike Lamz has been recognized for completing accreditation from the Association of Public Treasurers' of the United States and Canada Certified Public Funds Investment Manager Credential.

Trustee Dockus asked for the name of the Town's insurance broker. Mr. Magdziarz said it is Mr. Keith Jabloski with Assurance Company.

Regarding a credit received from Attorneys Ancel, Glink, Mr. Magdziarz said that after a particularly large bill was received, he and Mayor Seyller sat down to discuss it when they realized that this particular case was supposed to have a cap on how much the charges were going to be. They found back up documentation, contacted Ancel, Glink, who then refunded the Town the difference.

All other department reports were in the packet.

Budget Update

Treasurer Mike Lamz gave an overview of fund balances:

Mr. Lamz indicated that (as reported) revenues are on track with the State of Illinois are still 3 months behind. Mr. Lamz noted that Streets and Maintenance variances within the department include a 52% increase in Contractual Services Expenditures and 28% increase in Commodities Expenditures. He noted that timing of projects impacts the variance, and expenditures are being closely monitored.

Mr. Lamz commented on the Police Department budget, stating that the overtime budget has only \$600 remaining for fiscal year. A new squad car is still in the budget and a discussion regarding the merits of a car or an SUV was discussed.

Mr. Lamz touched on concerns regarding fund sustainability for both sewer and water. Pricing and expense review needs to be performed to sustain these funds.

Mr. Magdziarz advised the Board that the SSA administrator sent notice to the Town that the SSA's for the wastewater recycling and re-use facility and the water tower are in danger of defaulting as soon as March 2012. He added that the bond counsel and the bond underwriter expressed their separate opinions that the utility assets are not at risk, nor is the Town financially liable for the SSA's if the default occurs

DCESDA (DeKalb County Emergency Services Disaster Agency

This Memorandum of Understanding is essentially a mutual aid agreement and places the Town Board on notice that Town personnel and equipment may and can be used in an emergency by DeKalb County ESDA under this agreement. Mayor Seyller asked if everyone has read it; he is looking for a consensus of the board to place on Consent Agenda for September 26. Trustee Dockus asked Mr. Magdziarz to check on the statement, "This Memorandum of Understanding replaces any and all prior to 2009." Mr. Magdziarz will check on this. Consensus was to place on Consent Agenda.

Approved: 9/24/11
Attest: Clay TC

Authorize Execution of a Participants Agreement between the Town of Cortland and DeKalb County Government DeKalb Advancement of Technology Authority (DATA).

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. Mr. Magdziarz explained that this Agreement sets forth the costs and responsibilities of the parties related to the provision of fiber optic service to the Town's designated facilities fees for membership (\$9,500 annually) There is no charge to Cortland to bring the fiber to Cortland because of a grant from the U.S. Department of Commerce, Broadband Technology Opportunity Program; however, we will be paying NIU \$9,500 a year for the use of it, and a one-time installation fees (\$3,500 for police; \$4,700 for town garage and \$500 for town hall.) were discussed.

Trustee Dockus would like to see the exhibit map that is mentioned in the document. Mr. Magdziarz will provide it.

DFO (DeKalb Fiber Optics Participation Agreement

Mr. Magdziarz explained that the Agreement in the packet is a template, and not specific to Cortland, other than the 4 fibers. This Agreement is for the physical construction in the public rights-of-way to our facilities. DFO wants to be treated differently for work done in the public rights-of-way from other utility providers. Other communities involved have accepted this Agreement; however, our attorneys are recommending that we "stick to our code" regarding insurance requirements and bonding requirements with a few other "soft issues." The issue at hand, does the Town assert itself to obtain the assurances we need to feel comfortable moving forward.

Trustee Dockus asked whether #6 of the Agreement requires them to follow our code regarding work in the rights-of-way. Mr. Magdziarz answered that DFO believes it does not.

Park Use License

Mr. Magdziarz presented a draft version for consideration. He and Mayor Seyller have come up with a generic enough license that it can be tailored to each individual event. This license requirement is intended to provide some control over the use of the park facilities and have better knowledge of who is using the parks.

The Board has also contemplated requiring a fee and/or deposit for the private use of public parks and the license would be one way to achieve that objective. The license requirement would also require liability insurance coverage naming the Town as an additional insured.

General discussion ensued.

Trustees were asked to read the License, and be ready to comment on additions or changes at a later date.

Position Description

Approved: 9/26/11
Attest: Clay TC

Mr. Magdziarz submitted to the table. This position is to create the Office of Finance Director, to administer the Finance Department under the supervision of the Town Administrator.

Trustees were asked to review the position description for discussion at a later date.

Salary Ordinance

This Ordinance is fixing the compensation of appointed officers of the Town. Trustee Dockus recommended that the applicable dates of appointment be included in the Ordinance.

With this change, it was the consensus of the Board to place on Consent Agenda for September 26.

Summer Fest Discussion

Trustees discussed staff participation of Police Department and Streets and Maintenance Department regarding reimbursement from Festival and Parade committee for their salaries. Trustee Stone commented that Mr. Kocher performed maintenance that won't need to be done again, so those expenses won't be incurred next year. Mayor Seyller stated that the committee will need to be billed for additional police presence. He also explained that it is not just for Summer Fest that police time is billed; the Town also bills Lions Club Turkey Trot.

Mr. Magdziarz asked that in order to have a better understanding of, and for preparing the pre and post event work, the Town will need to have an idea of what's involved in terms of staff time. A discussion as to how much police presence is necessary took place. No definite solution was reached.

Mr. Magdziarz reported that he and Police Chief Madema are working on a policy where the Town will require an incident management emergency plan from groups planning events in Town, similar to what the M.S. group does for their bike ride.

Comments and Concerns

Trustee Dockus stated that she has not received the calculations for the insurance comparison that she asked Mr. Magdziarz to provide her. She reminded Mr. Magdziarz that discussion needs to continue regarding fees for special use permits and to please see that it happens.

Trustee Dockus requested that she be appointed police liaison. Mayor Seyller said he would take it under consideration.

Trustee Stone reminded everyone of the Parade & Festival on October 16.

Trustee Barzso commented that DeLong's Grain Elevator door looks good since it's been fixed, and asked if they are planning on painting the building. Mr. Magdziarz said they are planning on fixing up the building. When Trustee Barzso asked about the draining of Cell #3, Mr. Magdziarz said no repair to the liner bubbles can begin until the cell is emptied. Draining is occurring much slower than anticipated due to unexpected issues with the design of the piping system to the facility.

Mr. Magdziarz reported that Mr. Kocher has inventoried 14 Ash Trees in Cortland Community Park. Mr. Magdziarz attended a workshop regarding grants available for tree management plans; however, the Town will more than likely not qualify as we do not have the number of trees that are needed to qualify.

President's Report

Mayor Seyller reported that Mr. Kocher has been asked to properly close the hand pump at Cortland Community Park. Trustee Stone offered to look at it with Mr. Kocher and plan accordingly.

Adjournment

Trustee Stone moved and Trustee Siewierski seconded a motion to adjourn. Meeting adjourned at 9:23 p.m.

Respectfully submitted:



Rita Nielsen
Deputy Clerk