**VILLAGE OF STANFORD**

**100 W. BOUNDARY**

**STANFORD, IL 61774**

*PRESIDENT AND BOARD OF TRUSTEES*

*THURSDAY, June 16, 2011*

*REGULAR SCHEDULED MEETING OF THE BOARD OF TRUSTEES*

Minutes of the Regular Scheduled Meeting of the Acting President and Board of Trustees for the Village of Stanford, held at the Allin Township Community Building at 6:00pm.

# ROLL CALL:

Present: 6 – Jim Bridgewater, Nydra Owen, Megan Phillips, Rowana Robles, Homer Smith and Acting President John Owen.

Absent: 0

Also Present: Treasurer Brenda Lazoen, Public Works Director Mike Boitnott, Water Operator Brad Bode, Attorney Mark McGrath, Attorney Pat McGrath, Danvers President Ron Roth, Danvers Trustees Kurt Willoughby & Nan Birky , Chief of Police Chris Gleason, Police Officers Mike Kemp & Ed Petrey .

# RECEPTION FOR EMPLOYEES/BOARD MEMBERS:

A reception was held at 6:00pm for the Village of Stanford Board Members and Employees and for the Village of Danvers President, Police Committee and Police Officers. Attorney Mark McGrath provided the dinner for the reception. This was a time where Board members and Employees had an opportunity to meet. No action was taken by the Board at the reception.

The regular Scheduled Board meeting started promptly at 7:00pm. Attorney Pat McGrath and the members of the Danvers Board left at that time.

# MINUTES:

Acting President John Owen moved, seconded by Trustee Robles, to approve the May 19, 2011 and June 2, 2011 meeting minutes.

All in favor. AYE.

# INTERNAL AUDITOR’S REPORT:

Trustee Nydra Owen reported there was nothing out of the ordinary.

# TREASURER’S REPORT:

Treasurer Brenda Lazoen brought the following to the attention of the Board:

* A statement received by Commerce Trust Company – doesn’t know if it is a bond from 1985 and does not show this item on any reports. Attorney McGrath advised, this is possibly a security for the water plant. It was the consensus of the Board to have Clerk Streenz and Treasurer Lazoen check with former Clerk Phyllis Fitch on the matter.
* A list of expenditures for MFT is needed by Farnsworth. It was the consensus of the Board to have Public Works Director Mike Boitnott and the Treasurer work together on this matter.
* Disconnection of Police phones at the Christian Church. It was the consensus of the Board to have the phones disconnected.

Trustee Nydra Owen moved, seconded by Trustee Robles, to approve the Treasurer’s Report as presented.

On roll call the vote was:

AYES: 6 – Acting President John Owen &Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

# FINANCIAL REPORT:

Trustee Nydra Owen moved, seconded by Trustee Robles, to approve the Financial Report as presented.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

# MONTHLY DISBURSAL:

Trustee Nydra Owen moved, seconded by Trustee Bridgewater, to approve the Monthly Disbursal and authorized the Treasurer to pay the bills.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

# APPOINTMENTS:

Acting President John Owen spoke of two Zoning Board seats that needed to have people appointed to.

Acting President John Owen appointed the Trustees to the following Committee Chairs: Homer Smith – Streets, Nydra Owen – Water, Jim Bridgewater – Community Development, Megan Phillips – Drainage, and Rowana Robles – Health/Beautification/Welfare and John Owen – Police, for a period of time ending May 1, 2012.

# PUBLIC CONCERNS:

## Jeremiah and Sandra Pitcher of N. Division was present to listen to the meeting and they introduced theirself.

Trustee Rowana Robles made a request to the Board to volunteer for the Good Old Days weekend. The committee is still in need of people to run the following: snack shack, kids tent, treat tent, silent auction and fish fry.

Trustee Robles also stated that she had noticed several poles of rebar with no flags on them drove into the ground around the property line of the Laborer’s School on S. Grant. This concerned her because there was no markings/flags on the rebar and was afraid of someone being hurt by one if they did not know they were there. Public Works Director Mike Boitnott stated that the reason the rebar was there was because the Laborer’s want to extend the parking lot and drainage pan through the ditch. They asked Boitnott about this and are willing to do the work. Boitnott and Acting President Owen will speak with the Laborer’s about the situation.

# COMMITTEE REPORTS:

## Streets:

Public Works Director Mike Boitnott reported that Beniach Construction and Midstate Asphalt had both been in working on the MFT project. Midstate Asphalt will also return at the end of July and finish their work.

## Water:

### Well #3:

Trustee Nydra Owen reported that the Water Department would like to start on the repair of Well #3 by the end of July or August. Public Works Director Mike Boitnott will obtain a quote from Layne/Western for the project and report at the July meeting.

### R/W Troxell Insurance:

Trustee Nydra Owen reported that the Boiler/Machinery Insurance was up for renewal for $570.00. Trustee Nydra Owen also stated that she would like to find the policy and call Troxell to see if a representative would come out and go over it with her.

Trustee Nydra Owen moved, seconded by Trustee Robles, to approve the renewal of the Boiler/Machinery Insurance with RW Troxell for $570.00.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

### Significant Digits:

Trustee Nydra Owen moved, seconded by Trustee Robles, to approve the Significant Digits License Renewal for the Hand Held meter reader in the amount of $550.00.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

## Health/Beautification/Welfare:

### Flower Program:

Trustee Robles reported that she will email Kathy Weinzierl from the Olympia Pacesetters 4H Club to see if they planted the flowers at the Veteran’s Memorial Park and to advise her that there is still funds available for the flower program.

### Recycling Program:

Acting President John Owen advised Trustee Robles that he will look further into the Recycling Program and that this issue will be tabled until the August meeting.

## Community Development:

### Review of Business:

Trustee Bridgewater advised the Board he spoke with Johnalee Alwes about getting the information for issues she had been working on while she was on the Board. Alwes advised Trustee Bridgewater that George Brawner also had information on the possible gas station. Trustee Bridgewater will speak with Brawner about this.

### NIMS Courses:

The Board was advised that Acting President Owen and Trustees Phillips and Bridgewater have completed their NIMS courses.

### Installation of radios in EMA vehicles:

It was the consensus of the Board to look back into Minutes to see if this matter was already approved 1 to 11/2 years ago.

## Police Report:

### Issues:

The following issues were reported on by Chief Gleason:

* Chief Gleason reported that the Police Department has moved from the Christian Church annex back to the Village Hall.
* Chief Gleason reported that the squad car has not had any additional trouble.
* Chief Gleason reported she will have flyers for the Good Old Days and Danvers Days about forming Neighborhood Watches.

### First Christian Church agreement:

Acting President John Owen spoke about returning the Christian Church to the original state under the agreement. Owen will contact Darrell Shields on the matter.

### Police Phone/Contact Information:

Trustee Robles moved, seconded by Acting President John Owen, to approve the disconnection of the police phone line.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

It was the consensus of the Board to have Clerk Streenz collect purchasing information on magnets/stickers with the Villlage/Police Contact information listed on it and report at the July meeting.

### Surplus Uniforms:

Acting President John Owen moved, seconded by Trustee Robles, to approve the donation of surplus Police uniforms to the Village of Danvers and to have Chief Gleason facilitate the move.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

### Good Old Days Police Coverage:

Chief Gleason advised the Board that there will not be any County Reserves working the weekend of the Good Old Days Festival. There will be Explorers, Part-time officers and herself working all weekend.

### Wright Express Credit Card:

Acting President John Owen reported to the Board about a credit card that could be used for the purchase of fuel for the squad car. The card goes with the vehicle and has a code. The Village can also obtain reports of mileage, etc. The Village will be billed for the amount of purchase. The cost is $2.00 per month per card. There is a $40.00 set up fee that Owen is looking into getting this fee waived.

Acting President John Owen moved, seconded by Trustee Robles, to approve to apply for the Wright Express Card to be used for fuel purchases for the Police Department.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

### Purchase of new refrigerator for the Village Hall:

Acting President spoke of the how the Police Department has moved from the First Christian Church south annex back to the Village Hall. Under the agreement the Village is responsible to put the annex back to the way it was before the Police Department was there. Acting President Owen has volunteered to remove the security door and move it to the Village Hall to be used to secure the Police Office and storage room. In doing this a smaller refrigerator will have to be purchased to make room for the door.

Acting President John Owen moved, seconded by Trustee Phillips, to approve the purchase of a small apartment size refrigerator from Menard’s not to exceed $350.00.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

### Heat/Air Conditioner at former Police Department:

Attorney McGrath advised the Board he will speak with Jeff Logdson about the heat/air conditioning unit at the former Police Department on S. Armstrong Street and will advise Acting President John Owen of his decision.

## Legal:

### Red Flag Officer/Identity Theft:

Acting President John Owen moved, seconded by Trustee Robles, to appoint Trustee Jim Bridgewater as the Red Flag Officer for the Village.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

### 114 W. Main:

Chief Gleason advised the Board she has found the inspection photos taken of the property from when Everett Copeland, former Chief of Police and Building Inspector Mike Boitnott inspected the property several years back. Chief Gleason will give the photos to Attorney McGrath so he may prepare a notice.

### 101 N. Division:

Acting President John Owen advised the Board that the loose bricks have been removed from the façade of the building and the owner is committed to tuck point and remove debris from the roof. Acting President Owen and Building Inspector Mike Boitnott looked at the outside of the property earlier today.

### 210 S. Grant:

Chief Gleason advised the Board that the floor and basement that was left after the house was torn down has holes in it and is a danger. Chief Gleason would like to see a fence put up around it before the Good Old Days.

Acting President John Owen moved, seconded by Trustee Smith, to approve Chief Gleason and Building Inspector Mike Boitnott to inspect the property located at 210 S. Grant and give a report to Clerk Streenz so a letter can be sent to the owner of the property about the dangerous and unsafe conditions.

 On roll count the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

# NEW BUSINESS:

## Internal Auditor:

Acting President John Owen appointed Trustee Rowana Robles to the position of Internal Auditor for a period of time through May 1, 2012.

## Clerk’s vacation:

Acting President John Owen advised the Board the Clerk will be taking the week of July 25 through July 29 off for vacation. The Clerk will meet with Acting President Owen, Treasurer Lazoen and Trustee Robles to go over deposits.

**\*\*The Board recessed at 8:45pm so the Clerk could return to the Village Hall to look for previous annexation paperwork\*\***

**\*\* The Board Meeting resumed at 9:15pm\*\***

## Annexation Request:

Marilyn Homerding has made a written request to annex a lot surrounded by her already annexed property, that was overlooked at the time of annexation.

This matter was tabled until the July meeting so more information can be found.

## Census:

Acting President John Owen spoke to the Board about the possible contesting of the Census findings. Chief Gleason advised the Board that the Village of Danvers will be conducting their own recount of the Census. Acting President Owen and Clerk Streenz will look further into the situation.

## Approval of Ordinance 02-11:

Acting President John Owen moved, seconded by Trustee Phillips, to approve Ordinance 02-11: An Ordinance setting forth provisions for compliance with the Illinois Identity Protection Act as amended by adding Clerk Streenz having access to social security numbers.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

## Appropriations:

It was the consensus of the Board to take home the Appropriation worksheet and work on it over the next month.

## IMLRA renewal package:

Trustee Nydra Owen advised the Board she has set up an appointment with a representative from the IMLRA for July 12th to meet and go through the renewal packet. This is due by August 1, 2011.

## Possible House Raffle:

It was the consensus of the Board to have Acting President John Owen and Attorney Mark McGrath meet with Morton Community Bank on this matter.

## Microsoft purchase:

After review the quote from Best Buy, it was the consensus of the Board to have Clerk Streenz look into other options for purchasing the Microsoft Office for the Village Hall.

## Change of Bank Signatures:

Acting President John Owen moved, seconded by Trustee Phillips, to change the names on the Village Bank accounts with Stanford Community Bank and Illinois Funds to include the following people as signatures: John Owen, Rowana Robles and Brenda Lazoen and remove George Brawner, Nydra Owen and Kara Streenz from the accounts.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

 ABSENT: 0

 There being 6 affirmative votes, the motion carried.

## Good Old Days Advertisement:

Acting President John Owen moved, seconded by Trustee Phillips, to approve the purchase of an advertisement for the Good Old Days book and to include the non-emergency phone number for the Police Department as 309-888-5030 not to exceed $100.00.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

## Peddler Permit:

Trustee Nydra Owen moved, seconded by Trustee Robles, to approve a Peddler Permit for Daniel Jackson to sell reading material with the condition of only selling door to door from 8:00am – 8:00pm for public safety and to charge a fee of $25.00.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

## Appointment to Zoning Board:

Acting President John Owen recommends the appointment of Jeremiah Pitcher to the Zoning Board to replace the unexpired term of Kathy Cahill through May 1, 2017.

Trustee Nydra Owen moved, seconded by Trustee Robles, to approve Acting President John Owen’s recommendation of appointment to the Zoning Board.

On roll call the vote was:

AYES: 6 – Acting President John Owen, Trustees Bridgewater, Nydra Owen, Phillips, Robles & Smith.

NAYS: 0

ABSENT: 0

There being 6 affirmative votes, the motion carried.

## 310 N. Kathleen:

Attorney McGrath advised the Board that they can not charge for mowing the vacant property at 310 N. Kathleen or any other vacant property with high vegetation until the owner of record has been notified by mail before each mowing. The Village can mow any property before a notice but can not charge for the mowing.

## Assignment List:

Acting President John Owen advised the Board that he will have Clerk Streenz prepare an “assignment” list each month after the Board meeting to remind the Board of issues they need to look further into during the month.

# MOTION TO ADJOURN @ 9:54PM:

There being no further business to discuss, Acting President moved, seconded by Trustee Robles to adjourn at 9:54pm.

All in favor. AYE.

Prepared by:

Kara M. Streenz

Village Clerk/Collector