**VILLAGE OF STANFORD**

**100 W. BOUNDARY**

**STANFORD, IL 61774**

*PRESIDENT AND BOARD OF TRUSTEES*

*THURSDAY, July 19, 2012*

*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 Village Hall at 7:00pm.

# ROLL CALL:

Present: 5 – Acting President John Owen, Trustees Jeremiah Pitcher, Homer Smith, Jim Bridgewater and Nydra Owen

Absent: 0

Also Present: Attorney Mark McGrath and Officer Mike Kemp

Public Present: Ida Jane Clark and Sue Eller

# APPROVAL OF CONSENT AGENDA:

Trustee Nydra Owen moved, seconded by Trustee Smith, to approve the consent agenda.

On roll call the vote was:

AYES: 5 – Acting President John Owen, Trustees Pitcher, N. Owen, Bridgewater and Smith.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

# PUBLIC CONCERNS:

Sue Eller was asking about the weight limits on the streets. She was concerned about the possible bus stop changes if the Village asks Olympia Transportation director to limit the bus usage of the streets.

# V: COMMITTEE REPORTS:

## Streets:

Trustee Smith reported the following to the Board:

* Trustee Smith reported that Mike Boitnott has received the safety cabinets for the maintenance building. Trustee Smith is still checking with Mike Boitnott about the other safety equipment that is needed.
* Trustee Smith reported to the Board that Midstate Asphalt Repair will start patch seal on the roads Monday July 23, 2012.
* Trustee Smith is checking on the street signs and traffic signs, and when they must be compliant by. Trustee Smith is going to check with the McLean County Highway Department about the signs.
* Trustee Smith and Acting President John Owen are going to set a time to go talk with the Olympia Transportation director about the weight limits on the Village streets, and the damage the buses are causing the Village streets.
* Trustee Smith is still checking into the replacement of sidewalks around the Village.

## Drainage:

Trustee Pitcher reported the following to the Board:

* Trustee Pitcher has located the culvert that was washed out in front of John William’s property on Main Street. Trustee Pitcher had Mike Boitnott pack some dirt in and around the culvert. Trustee Pitcher believes that the problem is solved.
* Trustee Pitcher reported that the 2012 IDCEO grant guidelines will be available soon. Trustee Pitcher will get all the information as soon as it is available.

## Water:

Trustee Nydra Owen reported the following to the Board:

* Trustee Nydra Owen discussed the Tonka service contract. The proposed contract for the Tonka would be $3,600.00 every other year. Mike Boitnott would like to learn some of the maintenance procedures, so he can perform them. Trustee N. Owen is going to check with Jeff Emerson to see if he can train Mike Boitnott with some of the procedures. This is tabled until next meeting.
* Trustee Nydra Owen updated the Board about the water tower cleaning. Mid-West Tower Cleaners had a fire at their operation base, and they lost a couple of their trucks in the fire. Trustee N. Owen stated that this changed their scheduling and they will not be here until next week.
* Trustee N. Owen discussed with the Board the interior water tower cleaning and the importance of having this procedure done. Trustee N. Owen has two different proposals for the interior water tower cleaning. Pittsburg Tank and Tower Maintenance Co. gave two different options; 1: Perform an exterior visual inspection and interior in-service inspection. A detailed written report of the findings with photographs, DVD of inspection, corrective recommendations and cost estimates will be provided at the cost of $1,200.00.

2: Perform a visual exterior inspection and dry out-of-service internal inspection. A detailed written report of the findings with photographs, corrective recommendations, and cost estimates will be provided at the cost of $1,500.00.

Pittsburg Tank and Tower inspections are performed by a Remotely Controlled Submergible Robot. Pittsburg also drains the inside of the tower.

Pro-Dive, INC. gave a quote of $3,177.00 to provide a dive team to inspect and clean the water tower for a (8) eight hour day. This quote included a three man diving team and gear to support the water tower inspection and cleaning. Pro-Dive will swim the tower and inspect for any problems and can fix with a product they use called aqua-poxy without draining the tower.

* Trustee N. Owen is going to check the references for Pro-Dive.
* Trustee N. Owen is going to check with Mike Boitnott on setting up a water plant tour.

## Health/Beautification/Welfare:

Acting President John Owen reported the following to the Board:

* Acting President John Owen discussed with the Board of Trustees the referendum to be submitted to the voters of the Village of Stanford on the question of refuse and recycling collection. A public hearing must be set before the August 16th meeting and the referendum must be done before August 20th.

## Community Development:

Trustee Bridgewater reported the following to the board:

* Trustee Bridgewater discussed the Ameren Reimbursement for the sub-division. Trustee Bridgewater has talked with Roy Buckston, and Mr. Buckston said he has never heard of anyone getting an extension on the electric reimbursement. Trustee Bridgewater is going to contact Amy Stedman, for more information on the extension.
* Trustee Bridgewater talked with spoke with Bill Anderson with Morton Community Bank. Mr. Anderson thinks that the raffle house is a good idea, but Morton Community Bank is not interested with helping with the project. Trustee Bridgewater hasn’t talked to Ted Schieler with Homeway Homes to see if he has any other suggestions for doing the raffle.
* Trustee Bridgewater discussed the appraisal of the sub-division lots. Based on the advice from Attorney Mark McGrath the Board will wait to have a lot appraised until a lot sells, then the other lots can be sold at the appraised value of the sold lot.

## Police:

Acting President John Owen reported the following to the board:

* Acting President John Owen stated that he has not had a chance to work with Chief Gleason and talk to the residents at 411 Pleasant or 103 S Kathleen.
* Attorney Mark McGrath presented the Board of Trustees an ordinance for the stop signs.
* Attorney Mark McGrath presented the Board with an ordinance for Disorderly Conduct. This ordinance needs to be adopted and the maximum fine should be $750.00.

Acting President John Owen moved, seconded by Trustee Pitcher to adopt the Disorderly Conduct Ordinance 03-12 with Attorney Mark McGrath to make changes.

On the roll call the vote was:

AYES: 5 – Acting President John Owen, Trustees Pitcher, N. Owen, Smith and Bridgewater.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes the motion carried.

Acting President John Owen moved, seconded by Trustee Pitcher to adopt Ordinance 02-12 Stop Signs, not including Main/Kathleen and Main/North.

On the roll call the vote was:

AYES: 5 – Acting President John Owen, Trustees Pitcher, N. Owen, Smith and Bridgewater.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes the motion carried.

## Legal:

Attorney Mark McGrath reported the following:

* Attorney Mark McGrath spoke to the board about the property located at 310 N. Kathleen. Attorney Mark McGrath reported to the Board that Attorney Pat McGrath has been contacted by a couple interested in the property. Pat McGrath talked to a couple and they are interested in purchasing the property, and making various repairs and improvements.

Attorney Mark McGrath spoke with the Board more about the property at 310 N. Kathleen. Attorney McGrath recommends that we obtain a market value of the property from a realtor and if the market value is unacceptable proceed with administrative search warrant.

Acting President John Owen moved, seconded by Trustee Pitcher to have a Realtor check into the market value of the property at 310 N. Kathleen. Acting President John Owen authorized Attorney Pat McGrath to proceed with the search warrant if the market value is unacceptable.

On the roll call the vote was:

AYES: 4 – Acting President John Owen, Trustee N, Owen, Bridgewater and Pitcher.

NAYS: 1 – Trustee Smith

ABSENT: 0

There being 4 affirmative votes the motion carried.

* Attorney Mark McGrath discussed the Vicki Bieri and Mellissa Robbins ordinance violations. At the following time Attorney Mark McGrath suggested that we drop the current tickets, and have the tickets issued by the new Police Department, if there are new violations.

# I: NEW BUSINESS:

* Acting President John Owen, Trustees of the Board and Treasurer Lazoen discussed the guidelines for the internal auditor;

1. To check time sheets, checks and sign checks.
2. Treasurer to make a bank statement that the internal auditor can look over and initial.
3. Oversee bills being paid on time.
4. Deposits are being made timely and securely.
5. Check approvals for checks written over $500.00 dollars.

* Acting President John Owen, the Board of Trustees and Treasurer Lazoen discussed the duties for the Treasurer. Treasurer Lazoen felt that her duties are to pay bills, payroll, and reconcile the bank account. Trustee N. Owen believes that the Treasurer should also have the responsibility of risk manager. The Board will have to decide who will take on the duty of risk manager. Treasurer Lazoen does not want the added responsibility of risk manager. The topic will be table until after a committee meeting to outline the Treasurer’s duties.

* Acting President John Owen reviewed the Appropriations worksheet for 2012 with the Board.
* Acting President John Owen discussed with the Board that Mike Boitnott employment contract did not indicate the payment for this annual annuity of $2,000.00. An amendment need to be made to his contract for this payment.

Acting President John Owen moved, seconded by Trustee Pitcher to amend Mike Boitnott’s employment contract to provide the $2,000.00 annual annuity payment.

On the roll call the vote was:

AYES: 5 – Acting President John Owen, Trustees Smith, Pitcher, N. Owen, Bridgewater.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

Acting President John Owen moved, seconded by Trustee Bridgewater to adopt Appropriation Ordinance 04-12.

On the roll call the vote was:

AYES: 5 – Acting President John Owen, Bridgewater, Nydra Owen, Smith

and Pitcher.

NAYES: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

# ADJOURMENT:

There being no more business to discuss, Acting President John Owen moved, seconded by Trustee Pitcher, to adjourn at 10:13pm.

ALL IN FAVOR

Prepared by:

Megan Phillips

Village Clerk/Collector