



## Town of Cortland

### Board of Trustees Town Board Meeting

Town Hall, 59 S. Somonauk Road Cortland, IL 60112

July 22, 2024

#### MINUTES

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#### CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

Mayor Pietrowski called the regular meeting of the Board of Trustees to order at 7:03 p.m. The Pledge of Allegiance was recited, and roll was called showing as present Trustees Corson, Fioretto, Walker, and Olson. Shown as absent were Trustees Stone and Siewierski. Quorum was present. Also present were Engineer/Zoning Administrator Brandy Williams, Commander Bruce VanWankum, Public Works Director Joel Summerhill and Town Attorney Kevin Buick.

#### APPROVAL OF AGENDA

Motion made by Trustee Corson, seconded by Trustee Walker to approve the agenda with the removal of Items #5 and #7. Unanimous voice vote carried the motion.

#### PUBLIC WISHING TO SPEAK

There was no one from the public wishing to speak.

#### CONSENT AGENDA

1. Approve Town Board Minutes of July 15, 2024; Approve Expenditure Reports of May 2024, Accept Treasurer's Report of May 2024

Clerk Aldis read the Consent Agenda into the record.

Motion made by Trustee Corson, seconded by Trustee Fioretto to remove the minutes of July 15, 2024, from the consent agenda for further consideration and approve the Expenditure Reports of May 2024, and Accept the Treasurer's Report of May 2024.

Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

Absent were Trustees Stone and Siewierski. Motion carried.

Consideration of July 15, 2024, minutes. Trustee Corson asked for consideration of an amendment to those minutes. He stated after the vote for ratification of the mayor's authorization of a contract with Cortland Flooring, he stated his reason for objection and would like that placed in the minutes. He restated his objection to item #5 as the Board is not following its proper procedure. The vote had nothing to do with the contractor or his work.

Motion made by Trustee Corson, seconded by Trustee Walker to approve the July 15, 2024, minutes with the amendment.

Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

Absent were Trustees Stone and Siewierski. Motion carried.

## NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. Cortland Community Library Annual Report  
The Cortland Community Library Annual Report was placed on file. Library Director Heather Black was present and provided an overview of the report.
3. Cortland Lions Club Application for Variance of Town Code Title 5, Chapter 4, Section 5-4-4 Exemptions D Community Events to add night hours until 12 a.m. Sections 5-4-2 A & B (*This Summer Fest request has been an annual request and allows for live music beyond the 10 p.m. hour for August 9 & 10, 2024*)  
Motion made by Trustee Corson, seconded by Trustee Fioretto to approve the Cortland Lions Club Application for Variance of Town Code Title 5, Chapter 4, Section 5-4-4 Exemptions D Community Events to add night hours until 12 a.m. Sections 5-4-2 A & B for August 9 & 10, 2024  
Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone and Siewierski. Motion carried. **M 2024-01**
4. Cortland Lions Club Application for Variance of Town Code Title 5, Chapter 4, Section 5-4-4 Exemptions D Community Events to add night hours until 12 a.m. Sections 5-4-2 A & B (*This Sock Hop request is a second-year request and allows for live music beyond the 10 p.m. hour for September 14, 2024*)  
Motion made by Trustee Olson, seconded by Trustee Corson to approve for the Cortland Lions Club Application for Variance of Town Code Title 5, Chapter 4, Section 5-4-4 Exemptions D Community Events to add night hours until 12 a.m. Sections 5-4-2 A & B for September 14, 2024  
Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone & Siewierski. Motion carried. **M 2024-02**
5. Removed from agenda.
6. Consider a motion to authorize payment to Cortland Lions Club for FY25 budgeted \$20,000 donation for Summer Fest and Parade (*This item was budgeted and requires Board approval to expend.*)  
Motion made by Trustee Walker, seconded by Trustee Olson to approve a motion to authorize payment to Cortland Lions Club for FY25 budgeted \$20,000 donation for Summer Fest and Parade.  
Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone and Siewierski. Motion carried.
7. Removed from agenda.
8. Consideration for approval of an Ordinance Annexing 16.73 Acres Owned by Natural Polymers, LLC to the Town of Cortland, DeKalb County, IL Property is addressed as 14438 North Street Cortland, IL PIN 09-28-100-016 (*This would allow the property owners the ability to connect to necessary town utilities and upgrade fire protection systems within its building*)  
Motion made by Trustee Corson, seconded by Trustee Olson to approve an Ordinance Annexing 16.73 Acres Owned by Natural Polymers, LLC to the Town of Cortland, DeKalb County, IL Property is addressed as 14438 North Street Cortland, IL PIN 09-28-100-016.

Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone and Siewierski. Motion carried. **ORD 2024-05**

9. Consideration of an Ordinance Approving the Rezoning of Certain Property owned by Natural Polymers, LLC located in the Town of Cortland, DeKalb County, IL. Property is addressed as 14438 North Street Cortland, IL PIN 09-28-100-016. (*This petition changes the current DeKalb County Zoning MC Commercial with Farm to Town of Cortland I-1 Light Industrial*)

Motion made by Trustee Corson, seconded by Trustee Walker to approve an Ordinance Rezoning of Certain Property owned by Natural Polymers, LLC located in the Town of Cortland, DeKalb County, IL. Property is addressed as 14438 North Street Cortland, IL PIN 09-28-100-016.

Attorney Buick stated that this rezoning is appropriate as the Town's Code requires all newly annexed property to be zoned as AG Agricultural Use. This is a zoning map amendment. The public hearing was held on July 18th.

Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone and Siewierski. Motion carried. **ORD 2024-06**

10. Acceptance of Easement Agreement for Ingress/Egress and Utilities (*Natural Polymers LLC as grantor provides a 50' by 300' easement for 520 E North Ave, Cortland, IL PIN 09-28-017, on the eastern boarder of the property.*)

Motion made by Trustee Corson, seconded by Trustee Fioretto accept an Easement Agreement for Ingress/Egress and Utilities. Natural Polymers LLC as grantor provides a 50' by 300' easement for 520 E North Ave, Cortland, IL PIN 09-28-100-017, on the eastern boarder of the property.

Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone and Siewierski. Motion carried. **E 2024-01**

11. Consideration for approval of an Ordinance Granting a Special Use Permit to the Town of Cortland, for Government Offices and Buildings on a 6.5 Acre Lot of Land located at 50 W Maple Ave, PIN 09-29-173-003, in the Town of Cortland, DeKalb County, IL (*Following Town Code Title 9, Chapter 4 the Town is requesting a Special Use Permit on the property to construct, operate, and maintain a government building.*)

Motion made by Trustee Fioretto, seconded by Trustee Walker to approve an Ordinance Granting a Special Use Permit to the Town of Cortland, for Government Offices and Buildings on a 6.5-Acre Lot of Land located at 50 W Maple Ave, PIN 09-29-173-003, in the Town of Cortland, DeKalb County, IL. The underlying zoning will remain R-1 Single Family Residence.

Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone and Siewierski. Motion carried. **ORD 2024-07**

12. Consider an Ordinance Approving the Rezoning of Certain Vacant Lots located in the Chestnut Grove-Unit 1 Subdivision owned by the Town of Cortland, DeKalb County IL. The plated undeveloped lots are located along E Ashford Ave adjacent to Dragon Tail Pond. PINs 09-33-181-001 through 09-33-181-014. (*Approval of this ordinance allows for future open space and recreation area adjacent to Dragon Tail Pond*)

The public hearing was held July 18.

Motion made by Trustee Fioretto, seconded by Trustee Olson to approve an Ordinance Approving the Rezoning of Certain Vacant Lots located in the Chestnut

Grove-Unit 1 Subdivision owned by the Town of Cortland, DeKalb County IL The plated undeveloped lots are located along E Ashford Ave adjacent to Dragon Tail Pond. PINs 09-33-181-001 through 09-33-181-014. The lots to be rezoned as P-1 Recreation and Open Space.

Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone & Siewierski. Motion carried. **ORD 2024-08**

## **UNFINISHED BUSINESS FOR DISCUSSION AND POSSIBLE ACTION**

### 13. Discussion only

Town Board Policy MAJOR PURCHASES & CONTRACTS. Any contract in an amount in excess of \$10,000 and any purchase in excess of \$10,000 will be considered by the Board of Trustees to determine whether it should go to bid, with approval of the Board of Trustees required prior to any award, barring emergencies. Contracts and purchases in amounts up to \$10,000 may be approved by the Mayor.

The policy was read into the record.

Town Board Policy MAJOR PURCHASES & CONTRACTS. Any contract in an amount in excess of \$10,000 and any purchase in excess of \$10,000 will be considered by the Board of Trustees to determine whether it should go to bid, with approval of the Board of Trustees required prior to any award, barring emergencies. Contracts and purchases in amounts up to \$10,000 may be approved by the Mayor.

Trustee Corson stated he had brought this up at the meeting on July 15. He had a conversation with Ms. Williams regarding the Board's policy. She kept referring to state statute that says the limit for bidding is \$25,000. It is the Board's right to set a lower limit, which it has. The procedure should be followed.

Attorney Buick reiterated that policy can be fixed by the Board. It cannot, however, exceed statutory amounts. The statutory amount is currently \$25,000 before items are required for bid, and the Board policy does not exceed that limit.

Trustee Corson stated he was not so concerned about the bidding process; he would like to see quotes provided to the Board before decisions are made. This keeps everyone current on pricing for a project, Board communication open and it does not delay a project timeline.

Trustee Fioretto expressed that bumping the number a bit may be in order.

Trustee Corson felt board members could meet in the middle with a number.

Attorney Buick reviewed that the state statutes mandate public improvements be bid when the project is expected to reach the \$25,000 amount. If the Board were to choose a motion to waive the required bidding it must be done by two-thirds of the trustees then holding office (the mayor does not vote). The Town has a lawful policy, which can be modified. Some communities tie their bidding thresholds to state bidding requirements.

Trustee Fioretto said communication between staff to the Board is very important.

Mayor Pietrowski replied that staff can always communicate. It cannot, however, be in opposition to the Open Meetings Act.

The difference between quote and bid was discussed. Trustees were of the opinion to raise the dollar amount, tie language to statute and encourage quotes when the amount falls under statutory bidding amounts. Attorney Buick stated that the Board has the ability to set its rules. The bottom line is what works for the municipality? The Board has a responsibility for every expenditure. When he asked for words for an amendment he was told to align with the state statutes.

## **DEPARTMENT HEAD REPORTS**

### 14. Police Department May/June 2024 and Permits Report June 2024

Regarding the police department reports it was noted that the traffic study reports show very interesting data. It appears that speeding at high levels continues. When asked regarding hours of department operation the Commander reported that fully staffed the department is 24/7. When staff are off the hours are adjusted and County Sheriff's department is notified. They cover those events.

## **COMMENTS**

Cortland Lions Club continues to need volunteers for Summer Fest. It was reported that the Club has purchased 20 picnic tables. They will be in use at Summer Fest.

## **MAYOR'S REPORT**

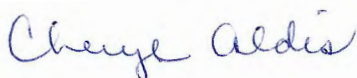
Mayor Pietrowski thanked the Public Works team for its work in cleaning up storm damage and helping residents by chipping branches from downed trees. It was noted that this service would be active until Thursday, July 25 at noon. Through Monday, July 22, the department had chipped 33 truckloads. It was noted that Trustee Stone helped with this project for one-day bringing his own equipment. The splash pad, which is currently out of service, has the needed part on order. The part was under warranty.

## **ADJOURNMENT**

With no further business to discuss a motion was made by Trustee Walker, seconded by Trustee Olson to adjourn.

Voting Yea: Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson  
Shown as absent were Trustees Stone and Siewierski. Motion carried. 8:05 p.m.

Respectfully submitted,



Cheryl Aldis  
Town Clerk