



## Town of Cortland

### Board of Trustees Town Board Meeting

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

April 08, 2024 at 7:00 PM

#### AGENDA

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

#### APPROVAL OF AGENDA

#### PUBLIC WISHING TO SPEAK

#### NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. An Ordinance Granting a Special Use Permit to Aspasia Solar Project, LLC to Operate a Solar Farm on 103.49 acres of land located south of Barber Greene Road and East of Somonauk Road, PINs 09-17-200-023 and 09-17-400-012 in the Town of Cortland, DeKalb County, Illinois *(This ordinance, if granted, would grant a Special Use Permit to allow Aspasia Solar Project, LLC to operate a Solar Farm on approximately 103 acres of land located on East Barber Greene Road. On March 7, 2024, the Plan Commission conducted a public hearing on this request and has recommended denial of the special use permit by a 5-0 vote. Accordingly, this ordinance must pass by a favorable vote of 2/3 of the members of the Board of Trustees in order to approve and grant the request. The Town Board may act to approve this request by passage of the ordinance, may fail to pass the ordinance and thus deny the request, or may refer the matter back to the Plan Commission for further hearing on additional evidence.)*
2. Approve a quote for Two Solar Light Pole Units in Robinson Farm from Fonroche Lighting America in the amount of \$12,361 *(Line item 01-6100-811 Capital Outlay Construction)*
3. Fulton Siren Services – 2024 Outdoor Warning Siren System one-year maintenance Contract *(this is an annual contract)*
4. Lauterbach & Amen, LLP one-year contract in the amount of \$155,520 *(Contract for financial services to the town May 1, 2024, to April 30, 2025)*
5. Chief of Police Revised Job Description *(Changes employment from non-exempt to exempt status)*
6. Civic Systems Software Purchase Agreement – one additional named hosted user
7. Waive fee for Cortland Lions Club Special Event Liquor License *(Summer-fest)*
8. Reappointment of Planning Commissioner Robert Barnhart – Term to expire May 2027

#### PARKS ADVISORY COMMITTEE REPORT

#### DEPARTMENT HEAD REPORTS

#### MAYOR'S REPORT

#### ADJOURNMENT

**TOWN OF CORTLAND  
DEKALB COUNTY, ILLINOIS**

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**TOWN OF CORTLAND  
ORDINANCE NO. 2024-\_\_**

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO ASPASIA SOLAR PROJECT, LLC TO OPERATE A SOLAR FARM ON 103.49 ACRES OF LAND LOCATED SOUTH OF BARBER GREEN ROAD AND EAST OF SOMONAUK ROAD, PINS 09-17-200-023 AND 09-17-400-012, IN THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS**

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**ADOPTED BY THE  
MAYOR AND BOARD OF TRUSTEES  
OF THE TOWN OF CORTLAND**

**This \_\_\_\_ day of \_\_\_\_\_, 2024**

Published in pamphlet form by the authority of the Mayor and Board of Trustees of the Town of Cortland, DeKalb County, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2024

**ORDINANCE 2024-\_\_**

AN ORDINANCE GRANTING A SPECIAL USE TO ASPASIA SOLAR PROJECT, LLC TO OPERATE A SOLAR FARM ON 103.49 ACRES OF LAND LOCATED SOUTH OF BARBER GREEN ROAD AND EAST OF SOMONAUK ROAD, PINS 09-17-200-023 AND 09-17-400-012 IN THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

**WHEREAS**, a petition has been filed by Aspasia Solar Project, LLC an Illinois Limited Liability Company, with the permission of the property owner, LNL 4Ever, LLC, seeking a Special Use Permit to operate a solar farm on certain property located south of Barber Green Road and east of Somonauk Road within the Town of Cortland; and

**WHEREAS**, the petition of Aspasia Solar Project LLC for said special use permit was made in accordance with the provisions of the zoning chapter of the Cortland Town Code; and

**WHEREAS**, public notice of a public hearing to consider the requested Special Use Permit application was published in the Daily Chronicle on February \_\_, 2024 and proper notice was sent by mail to proximate property owners in accordance with Sec. 9-9-2. B of the Cortland Town Code; and

**WHEREAS**, on March 7, 2024 the Plan Commission held a public hearing at which time the Petitioner and other members of the public offered testimony regarding the requested Special Use Permit; and

**WHEREAS**, the Plan Commission has tendered its Finding of Fact and Recommendation to the Cortland Board of Trustees, and recommended denial of the proposed special use by a vote of 5 aye, 0 nay, and 2 absent; and

**WHEREAS**, in accordance with Section 9-10-6 of the Town Code, the Board of Trustees, hereby accepts the report and Finding of Fact submitted by the Plan Commission, but rejects its Recommendation of denial of the Special Use Permit and hereby determines that all requirements for the special use have been met; specifically finding the following:

1. The proposed structure or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public and will contribute to the general welfare of the neighborhood or community;

2. The proposed structure or use will not have a substantial adverse effect upon the adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matters affecting the public health, safety and general welfare;

3. The proposed structure or use will be designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.

**NOW THEREFORE BE IT ORDAINED by the Board of Trustees of the Town of**

**Cortland, Illinois, as follows:**

Section 1. That a Special Use Permit is hereby approved and granted for the operation of a solar farm by Aspasia Solar Project, LLC on 103.49 acres of land located upon parcels denoted as PINs 09-17-200-023 and 09-17-400-012, south of Barber Greene Road and east of Somonauk Road in the Town of Cortland.

Section 2. That any necessary conditions attendant to the lawful operation of the solar farm must be met and approved, and shall be subject to determination of the Town Zoning Administrator as may be applicable.

This Ordinance shall, by authority of the Board of Trustees of the Town of Cortland, Illinois, be published in pamphlet form. From and after ten days after said publication, this Ordinance shall be in full force and effect.

**PASSED BY THE BOARD OF TRUSTEES** of the Town of Cortland, Illinois, at a regular meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2019, and approved by me as Mayor on the same day. **AN AFFIRMATIVE 2/3 VOTE OF THE BOARD OF TRUSTEES IS REQUIRED FOR PASSAGE OF THIS ORDINANCE BASED UPON THE PLAN COMMISSION'S RECOMMENDATION OF DENIAL OF THE SPECIAL USE IN ACCORDANCE WITH SECTION 9-10-6. D OF THE CORTLAND TOWN CODE.**

AYE:

NAY:

ABSENT:

\_\_\_\_\_  
Mark Pietrowski  
Mayor

**ATTEST:**

\_\_\_\_\_  
Cheryl Aldis  
Town Clerk

## REPORT OF FINDINGS

In accordance with 9-10-6. – Procedures, C. Report of Hearing; Within thirty (30) days following the hearing, the plan commission shall transmit to the town board a written report giving its findings as to compliance of the proposed special use with the standards governing special uses and giving its recommendation for action to be taken by the town board.

### 9-10-3. – Standards

A special use permit shall be granted only if evidence is presented to establish that:

A. The proposed structure or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public and will contribute to the general welfare of the neighborhood or community;

The Planning Commission prepared the following statement;

The proposed structure or use at the particular location requested is **NOT** necessary or desirable to provide a service or a facility which is in the interest of the public and will **NOT** contribute to the general welfare of the neighborhood or community.

B. The proposed structure or use will not have a substantial adverse effect upon the adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matters affecting the public health, safety and general welfare;

The Planning Commission prepared the following statement;

The proposed structure or use will ~~not~~ have a ~~substantial~~ adverse effect upon the adjacent property, the character of the neighborhood, ~~traffic conditions~~, ~~utility facilities~~ and other matters affecting the public health, ~~safety~~ and general welfare.

C. The proposed structure or use will be designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.

The Planning Commission agreed this standard would be met.

D. Such other standards and criteria as are established by the ordinance for a particular special use as set forth in section 9-10-4 of this chapter and as applied to planned developments as set forth in chapter 7 of this title (Ord. 2008-03, 1-28-2008)

The Planning Commission deemed this standard not applicable.

### 9-10-5. – Conditions

The plan commission may recommend and the town board may impose such conditions or restrictions upon the location, construction, design and operation of a special use including, but not limited to, provisions for off street parking spaces and the duration of such permit, as they shall respectively find necessary or appropriate to secure compliance with the purpose an intent of this title and other standards set forth herein. (Ord. 2008-03, 1-28-2008)

The Planning Commission deemed conditions not applicable.

**REPORT OF FINDINGS AND RECOMMENDATION  
TO THE TOWN OF CORTLAND BOARD OF TRUSTEES  
PC 24-01**

**To:** Cortland Board of Trustees  
**From:** Cortland Planning Commission  
**Date:** March 15, 2024  
**Subject:** Request for Special Use Permit for a Solar Energy System on PIN 09-17-200-023 and PIN 09-17-400-012, both located south of Barber Greene Road and east of Somonauk Road Cortland, IL  
**Applicant:** Aspasia Solar Project, LLC  
30 W. Hubbard, Suite 400  
Chicago, IL 60654

The Cortland Planning Commission conducted a Public Hearing on March 7, 2024, at 7:00 p.m. at the Cortland Town Hall, 59 S Somonauk Road, Cortland, Illinois. The purpose of the Public Hearing involved consideration of the request by Aspasia Solar Project, LLC as applicant, for request of a Special Use Permit in accordance with Title 9, Chapter 10, Section 6B of the Cortland Town Code regarding the property located at East Barber Greene Road, Cortland, Illinois. The 103.49-acre site is located south of Barber Greene Road and east of North Somonauk Road comprised of PIN 09-17-200-023 and PIN 09-17-400-012. The applicant is requesting a Special Use Permit on the subject property to construct, operate, and maintain a Solar Farm as set forth in Title 9, Chapter 4, Section 34 of the Cortland Town Code.

Public notice was given through publication in the Daily Chronicle.

The Planning Commission reviewed and considered the material and information presented at the public hearing. The Standards and Conditions set forth in Title 9, Chapter 10 were evaluated and read into the record by Brad Lawson. A motion was made and seconded to accept the Report of Findings. The motion passed. A second motion was made and seconded to recommend that the Town Board deny the request for a Special Use Permit. The motion passed.

Yea: 5

Nay: 0

Respectfully Submitted,



Mark Hedrick, Chairman  
CORTLAND PLANNING COMMISSION



# Town of Cortland

## Agenda Request

Item 2.

(SUBMIT FORM TO THE TOWN CLERK NO LATER THAN ONE WEEK BEFORE THE SCHEDULED MEETING)

**ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR**

☐ RESOLUTION ☐ ORDINANCE ☐ INFORMATION ☒ OTHER

DATE PREPARED: 03/25/24

FOR MEETING ON: 04/08/24

DESCRIPTION/TITLE: AUTHORIZATION TO PURCHASE 2 (TWO) SOLAR LIGHT POLE UNITS

REQUIRED ACTION: MOTION FOR BOARD APPROVAL AND AUTHORIZATION FOR MAYOR TO EXECUTE QUOTE (ACTION ITEM)

STAFF RECOMMENDATION: ENGINEER RECOMMENDS THE BOARD CONSIDER THE PURCHASE

STATEMENT OF SUMMARY: SEVERAL RESIDENTS HAVE REQUESTED ADDITIONAL LIGHTING ALONG ROBINSON AVENUE. FOR OVER A YEAR, THE TOWN HAS BEEN IN COMMUNICATION WITH COMED REGARDING POSSIBLE INSTALLATION OF TWO LIGHTS POLES ALONG ROBINSON AVENUE AT THE INTERSECTIONS WITH WALNUT AND LLANOS STREETS. LAST YEAR'S AND THE CURRENT YEAR'S BUDGET HAVE INCLUDED \$15,000 FOR THE INSTALLATION OF TWO POLES. DUE TO ADDITIONAL WORK AND COSTS ASSOCIATED WITH THE INSTALLATION OF POLES SIMILAR TO THE EXISTING POLES, STAFF HAS RESEARCHED SOLAR POWERED LIGHT POLES.

### AGENDA PLACEMENT:

☐ BOARD REVIEW OF PENDING BUSINESS ☒ NEW BUSINESS ☐ CONCERNS ☐ STAFF REPORTS  
☐ COMMITTEE OF THE WHOLE ☐ PRESIDENT'S REPORT ☐ CONSENT AGENDA ☐ UNFINISHED BUSINESS  
☐ PUBLIC HEARING

Prepared by: BCW

Approved by:

Date

f:\engineering and zoning\2024\board meetings\040824\fonroche\agenda request - authorization of purchase of solar lights.doc

# APPLICATION DESIGN

## Robinson Ave Intersections Cortland - IL



**River Landing - West Chapel, FL**

Project Number:	<u>G7140</u>
Date:	9/26/2023
Written by:	Cuong VU
Version :	A



# The global leader in solar lighting

Fonroche Lighting America is proud to be part of Fonroche Lighting, the global leader in off-grid solar street lighting. The deep resources and broader scope of an established market leader lets us take solar lighting even further, from the State Treasury in Salem, Oregon to the West African Republic of Senegal. Over 150,000 Fonroche SmartLight systems have been deployed worldwide.

With five offices in the USA and installations across the country, Fonroche is never far away. Some solution providers enter the solar lighting market—then move on. We're a reliable partner that sticks around. You get the responsive support and smart answers that you need now—and the confidence that we'll be here for you far in the future. And we can take on projects of any size, from local to national. That's why so many municipalities, military and federal facilities, tribes, commercial properties, and developers trust us to deliver the full promise of solar lighting.



**Olton City Park – Olton, TX**

## The **3** key benefits for your project

### - OFF-GRID

100% solar, not connected to the utility grid. No outages.

**365 nights of light a year – guaranteed.**

### - POWERFUL

Powerful illumination, on a par with grid-connected systems.

### - COST-EFFICIENT

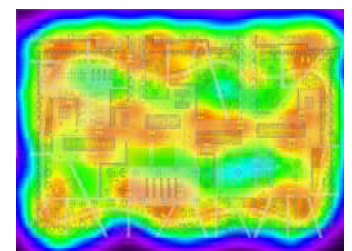
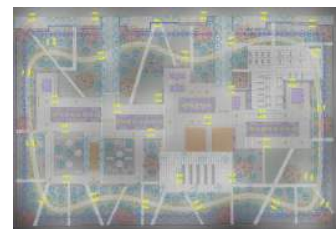
No maintenance for the first 10 years. Rapid installation. No operating costs.

## Feasibility of your solar lighting project

To guarantee powerful, cost-effective off-grid lighting, Fonroche operates its own **design offices**.

We assess the feasibility of each project in four stages:

- 1.** First, we define your **lighting requirements**.
- 2.** Next, we analyze the last 10 years of **local weather data** to determine how much energy our PV panels will generate.
- 3.** On this basis, we **calculate** what size and how many products we need to install.
- 4.** Finally, our sales team draws up a **cost estimate**.



## 1 Project = 1 Study



1



### 10-Year Analysis of local weather data

We use the **PVsyst** software suite and **Meteonorm** historical time series irradiation data to calculate the real-world operating conditions — orientation and tilt angle of the panel, shadow, etc. — and external parameters, such as direct and diffuse irradiation, temperature and the solar calendar.

2



### Simulation of product(s) over a typical year

Our teams have developed a solar sizing software application, which we use to determine which products will best meet your needs. We then simulate how these products operate over a typical year, based on the average conditions for **the last decade**.

3



### Sizing the project to your needs

We use a set of key criteria to optimally specify your project:

- Average battery charge level over the year
- Minimum charge level
- Comparative analysis of energy generated by the panel vs. energy used by the system
- Worst-case scenario (lowest irradiation, longest night)

4



### Results

Based on our experience, we propose the **optimal solution** in terms of lighting **performance** and **cost effectiveness**.

Autonomy of  
**365**  
nights of lighting /year

## SMARTLIGHT SYSTEM CONFIGURATION



Non pro-rated

### Project-Specific System Specifications

#### PHOTOVOLTAIC MODULE

PV panel power rating 310 Wp

PV panel tilt angle 45°



#### POWER 365: SMART STORAGE AND MANAGEMENT

Battery capacity (Must be NiMH) 1248 Wh



#### LED LIGHT UNIT

Lighting power 30 W nominal

LED light unit specification 4000K - 180 Lm/w



#### POLE & CROSSPIECE

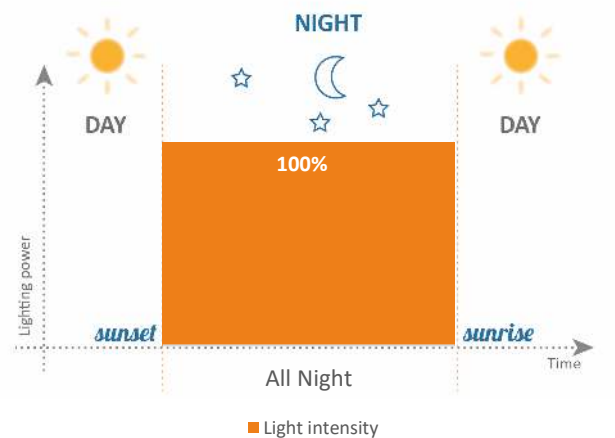
Pole height 20'

Protective treatment Powder Coated

**POWER 365**  
Ultimate Solar Lighting Technology by Fonroche



Chosen lighting profile for your project



# PHOTOMETRIC STUDY

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*\*Note: these results are only valid if the Smartlight PV panel is at an azimuth angle of zero degrees and is completely free of shadow.*

*\*\*These results are subject to change due to technological or regulatory advances. This technical report is valid for 60 days from the date you receive it.*

# Robinson Ave Intersections

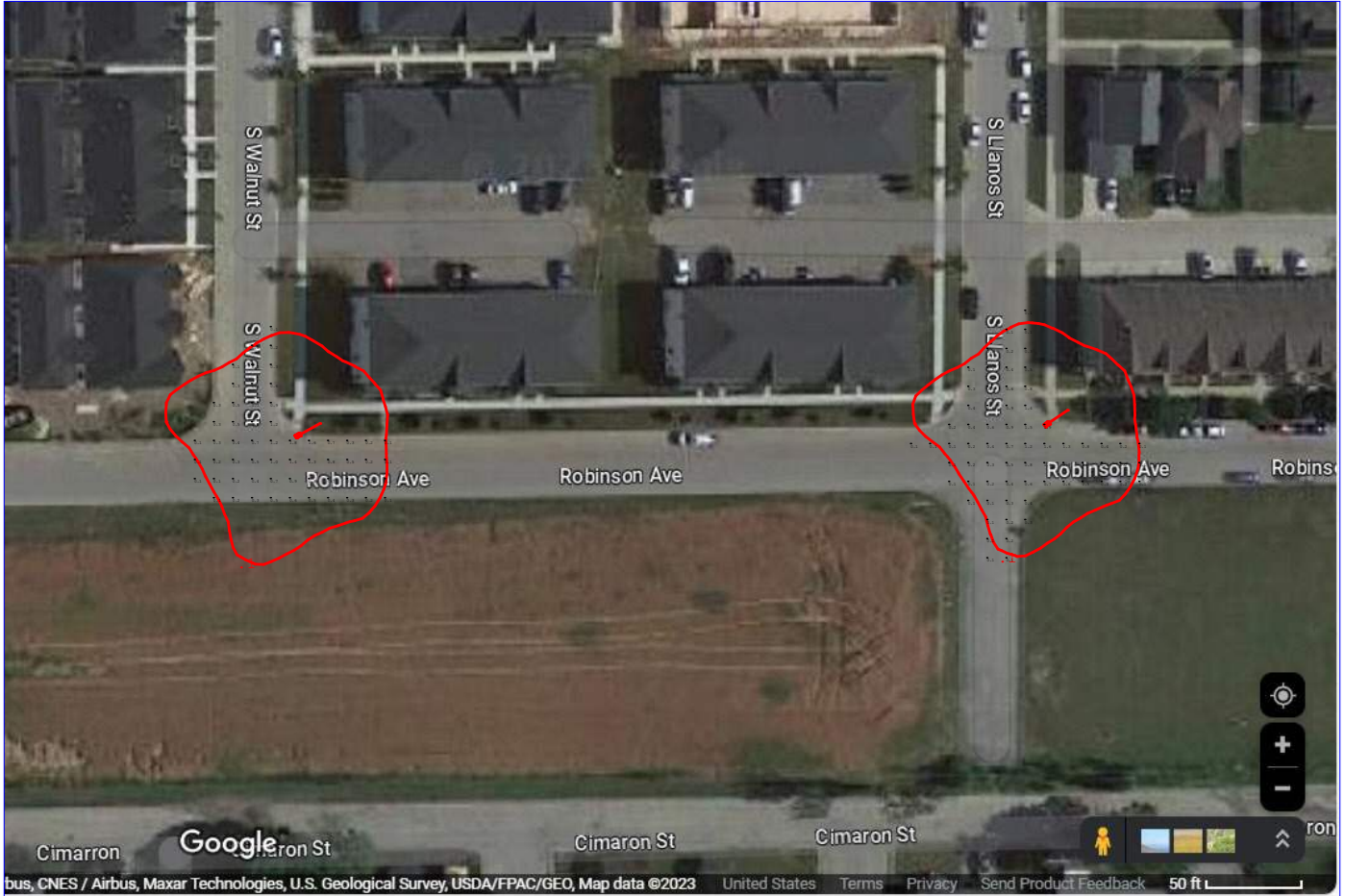



Lighting Plan Rev A

Project Number: G7140

By: Cuong Vu  
cuong.vu@fonroche.us  
Date: 9/26/2023

4900 David Strickland Road  
Forest Hill, TX 76119 | USA  
Phone Number: (339) 225 4530  
www.fonrochesolarlighting.com



Luminaire Schedule						
Symbol	Qty	Label	Arrangement	Total Lamp Lumens	LLF	Description
	2	T4-CK16B-4K-30W-20'	Single	5400	0.900	YTR215964

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Intersection - Left	Illuminance	Fc	0.49	1.8	0.1	4.90	18.00
Intersection - Right	Illuminance	Fc	0.45	1.9	0.1	4.50	19.00

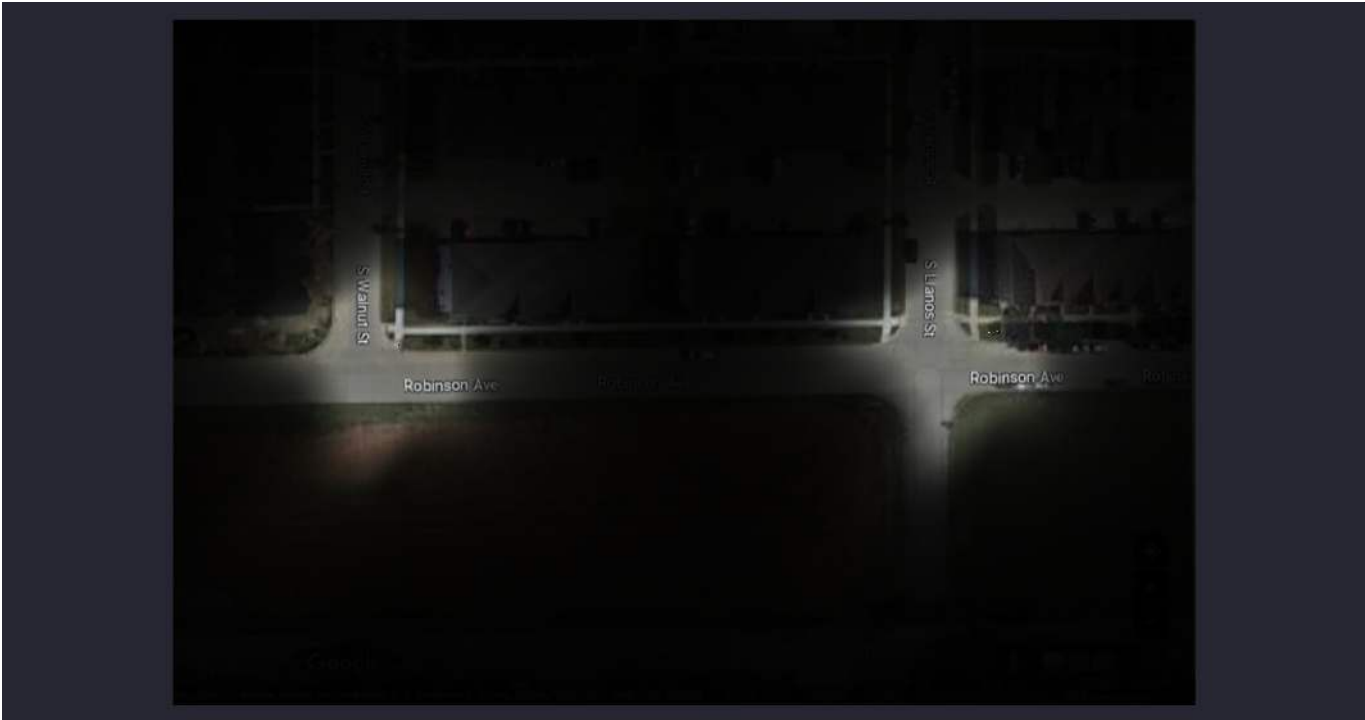
Robinson Ave Intersections



Lighting Plan Rev A  
Project Number: G7140

By: Cuong Vu  
cuong.vu@fonroche.us  
Date:9/26/2023

4900 David Strickland Road  
Forest Hill, TX 76119 | USA  
Phone Number: (339) 225 4530  
www.fonrochesolarlighting.com





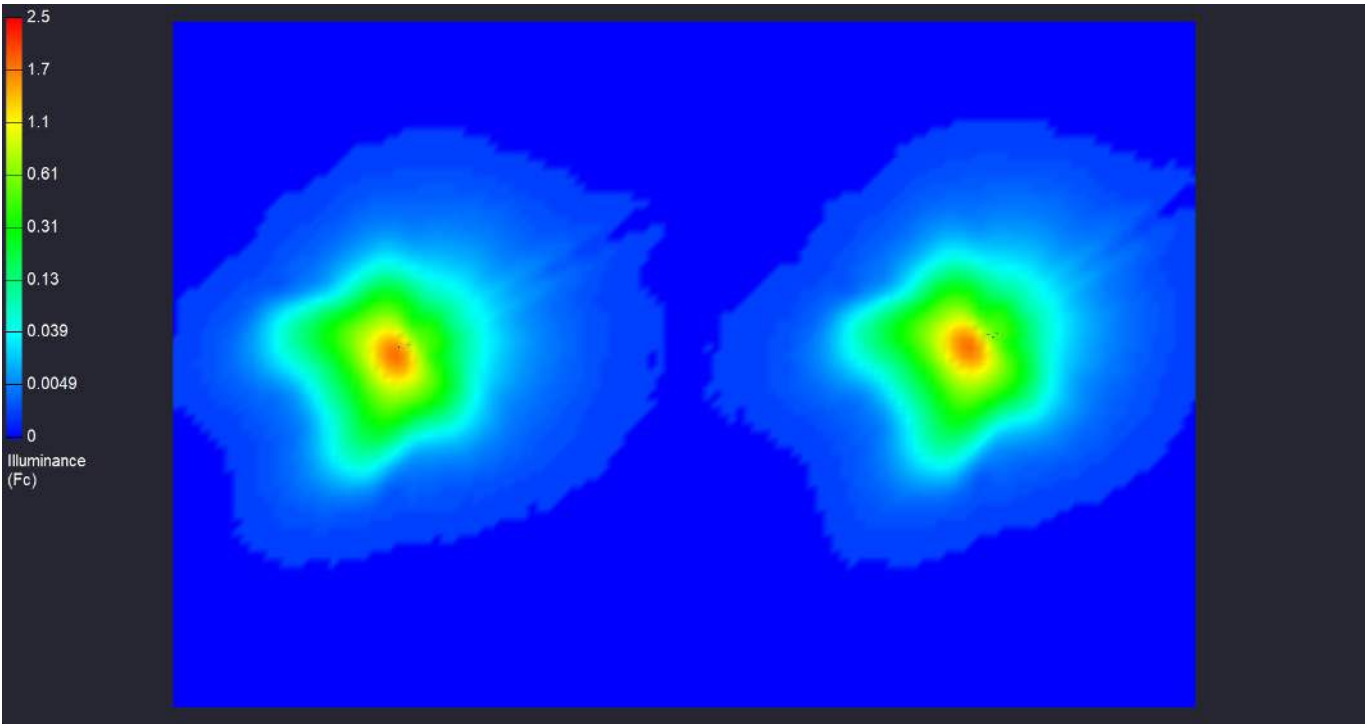
# Robinson Ave Intersections



Lighting Plan Rev A  
Project Number: G7140

By: Cuong Vu  
cuong.vu@fonroche.us  
Date:9/26/2023

4900 David Strickland Road  
Forest Hill, TX 76119 | USA  
Phone Number: (339) 225 4530  
www.fonrochesolarlighting.com



## A few examples







## Solar lighting

Your commitment to sustainability

### Contact us

**Austin Brennan**

*Inside Sales Representative*

**P: (339) 225-4530 x207**

**E: [Austin.brennan@fonroche.us](mailto:Austin.brennan@fonroche.us)**

FIND OUT MORE AT

**[www.FonrocheSolarLighting.com](http://www.FonrocheSolarLighting.com)**

FONROCHE LIGHTING AMERICA | 4900 David Strickland Road  
Forest Hill, TX 76119 | USA  
Telephone : 339-225-4530



Opportunity Owner	Austin Brennan	Quote Number	00082120
Payment Terms	50% deposit, 50% Net 30 from Ship Date-contingent on credit approval	Quote Name	G7140-Cortland IL-Robinson Ave Intersections-RevA
Shipping Terms	Prices are FOB Origin	Quote Date	3/21/2024
		Quote Expiration Date	5/31/2024
		Est. Lead Time	8-12 Weeks
		Ship To Name	Town of Cortland
		Ship To	United States

Beware of Fraud: Any advance payment request will only be made on the basis of a proforma invoice sent by Fonroche Lighting America.  
Shipping estimated; final cost determined on day of shipping and added to invoice.

Fonroche Model Number	Fonroche Product Description	Price System	Quantity	Amount
[T54-CK16B-4K-T4] [P310F-4P]HW-MC Fixture Color: BK POLE: 20Ft. Round Tapered Pole-Anchor Base-1-4FT Arm -Arm Color: Black -Pole Color: BK	SmartLight Assembly with 1248Wh-24V NiMH Battery , special extreme temperature (from -40 °F to +158 °F), 310W solar module with Top of Pole assembly and Intelligent management/control system. Provisioned for Single Fixture configuration. Single Essential (Formerly CK16B) Fixture 4K Color Temp.-Type 4 Fixture Color: BK - . Power Assembly color is black. Mount: High wind and enhanced marine coating. 20Ft. Round Tapered Pole-Anchor Base-1-4FT Arm -Arm Color: Black -Pole Color is BK 5 Year Warranty All Night Lighting 365 Days a Year - Full Battery Replacement Assumes No Shading   Tilt optimized for snow conditions  45 Degrees Tilt 100% =30 Watts worst case conditions.All Night at 100%	USD 5,159	2.00	USD 10,318
Total Line Items				USD 10,318
Shipping and Handling				USD 2,043
Quote Total				USD 12,361

#### This quotation is subject to the following terms and conditions

Seller's Terms and Conditions of Sale in effect on the date of this order shall apply to this quote and are hereby incorporated by reference.  
Seller's Terms and Conditions of Sale may be viewed at <https://www.fonrochesolarlighting.com/about-us/terms/>.

Pricing is based on Fonroche Lighting America's Standard Terms & Conditions and any additional terms stipulated herein. It is the Representative's responsibility to convey these terms to the customer. Without prior written approval from Fonroche Lighting America's Sales Director, any deviation from these terms may constitute a change in this pricing at the time of order. In the event that Fonroche Lighting America is unable recuperate difference in pricing from end customer, it may deduct the difference from representative's commission.



**Town of Cortland**  
**2024 Outdoor Warning Siren System Annual Maintenance Contract**

This is a contract proposal to perform annual maintenance for your Outdoor Warning Siren System. This includes the following on an annual basis for the calendar year of January 1, 2024 through December 31, 2024. We will perform the following:

- Clean and check contactors in control cabinets.
- Verify no moisture problems in control cabinets.
- Test Radio frequency, sensitivity, and audio levels.
- Check and verify decode signals on radio system.
- Test each command signal for proper timing and function.
- Check and test siren batteries and fill with distilled water if necessary. *\*Change batteries if over five years old or fails load test.*
- Check and test siren charging system and all motor controls.
- Check antenna, antenna cable and connectors.
- Check and test grounding system and provide ground rod reading:
- Test siren head heater circuit and thermostat.
- Inspect all relay contacts and connections.
- Check for any apparent breakage, wear and tear or vandalism and report same to owner.
- Inspect siren equipment for looseness or any condition that may compromise the reliability and useful life of the equipment.
- Perform inspection of surge protections system and notify the owner of deficiencies.
- Growl test performed after completion of preventive maintenance.

This contract includes all labor, equipment and material for general maintenance. *\*Any defective parts or components found will be repaired or replaced at an additional charge to the owner with an additional labor charge to perform the repair.* This is in addition to the basic contract amount approved, if major repairs are necessary we will contact the owner for approval.

**Maintenance Amount: \$1,233.03**  
Two (2) T-128s & One (1) Federal 2001

**PLEASE! Do not send payment now, this is not a bill. You will be invoiced after maintenance is completed.**

~~~~~

**PROPOSED BY:**

*Diane Vistine*

(Sign)

DIANE VISTINE

FULTON SIREN SERVICES

Date: 1/10/2024

**ACCEPTED BY:**

(Sign)

(Print name)

(Title)

Date: \_\_\_\_\_



March 12, 2023

Town of Cortland  
59 S. Somonauk Road  
Cortland, Illinois 60112

We are pleased to confirm our understanding of the services we are to provide for the Town of Cortland.

It is our understanding that Lauterbach & Amen, LLP will provide outsourced accounting, finance services, and utility billing to the Town of Cortland. Such assistance will be arranged between the Town and Lauterbach & Amen, LLP and will be billed at a monthly rate of \$12,960 for the year ending April 30, 2025. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

The Town agrees that during the term of this agreement and for a period of twelve months thereafter, the Town shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Town to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Town of Cortland, Illinois.

By: \_\_\_\_\_

Title: \_\_\_\_\_

## TOWN OF CORTLAND

JOB TITLE: **Chief of Police**

JOB DESCRIPTION APPROVED: 7/24/00

REVISED: Prop. 4-8-2024

## JOB LEVEL:

- ☒ I (Full-Time, 36-40 Hours Per Week, Full Benefits)  
☐ II (Part-Time, Minimum of 1000 Hours Per Year, Maximum of 35 Hours Per Week, Limited Benefits)  
☐ III (Part-Time, Maximum of 80 Hours Per Month or 1000 Hours Per Year, No Benefits)

## OVERTIME ELIGIBILITY:

- ☒ Exempt  
☐ Eligible (Non-Exempt)

## SALARY TYPE:

Police:

- ☒ Supervisory: Chief  
☐ Non-Supervisory

## QUALIFICATIONS:

- A. Must have 10 years of law enforcement experience and be certified as a Law Enforcement Officer by the Illinois Law Enforcement Training and Standards Board.
- B. Must possess a valid Illinois driver's license issued by the Illinois Secretary of State and a valid Firearm Owner's Identification issued by the Illinois State Police.
- C. Must have a Bachelor's Degree with major course work in law enforcement or have successfully completed one of the following:
  1. Northwestern Illinois University Traffic Institute 400 hour Staff and Command Instruction with certification by the Illinois Law Enforcement Training and Standards Board;
  2. Northwestern Illinois University Traffic Institute Illinois Law Enforcement Executive Management Program with certification by the Illinois Law Enforcement Training and Standards Board; or
  3. Federal Bureau of Investigation Training Academy.
- D. Must have supervisory experience in law enforcement and comprehensive knowledge of current issues in police management.
- E. Must have current knowledge of the laws pertaining to statutory and procedural law and civil liability.
- F. Must have proven leadership, above average interpersonal communications skills, sound judgment and decision making, and the ability to analyze, plan, and organize.
- G. Must have experience in and demonstrated commitment to Community Oriented Policing and Community Problem Solving.
- H. Must successfully pass a thorough background investigation conducted by the Illinois State Police and an oral interview conducted by the Town President (Mayor) and members of the Police Committee of the Board of Trustees.
- I. PHYSICAL DEMANDS:
  1. Requires prolonged sitting, standing, some bending, stooping, and stretching;
  2. Requires full range of body motion including handling and lifting, manual and finger dexterity and eye/hand coordination sufficient to operate a keyboard,

(Continued)

- photocopier, telephone, two-way radio, computer, firearms, and other office and law enforcement equipment;
3. Requires proficient operation of standard equipped police vehicles, including automobiles, utility vehicles, and small trucks;
  4. Requires walking and running for extensive distances and occasional carrying of items or persons in excess of 75 pounds;
  5. Requires corrected vision and hearing to normal range in order to prepare and communicate appropriate reports and be proficient in accomplishing law enforcement tasks;
  6. Requires the ability to perform the law enforcement task indoors and outdoors despite climate or weather conditions;
  7. Requires working under stressful conditions and working irregular hours.
- J. MENTAL DEMANDS:
1. Must be mentally adaptable and flexible in dealing with a variety of people and circumstances, including difficult situations and people;
  2. Must be able to deal with a variety of emotions and frustrations in making law enforcement decisions;
  3. Must have emotional stability and personal maturity;
  4. Must be able to analyze many variables and choose the most appropriate and effective course of action at any given point in time to accomplish the law enforcement task;
  5. Must be able to handle routine and diverse work problems on a daily basis and be able to communicate providing verbal feedback in a professional manner;
  6. Must be able to resolve problems, handle conflict, and make effective decisions under pressure;
  7. Must have a long attention span in order to listen to people, perceive the "real" problems, and bring issues to a successful conclusion.

DUTIES/RESPONSIBILITIES:

- A. EXECUTIVE AUTHORITY: Act as administrative head of the Police Department and accept responsibility for planning, organization, direction, and external relations. (These responsibilities embrace prevention of criminality, repression of crime, apprehension of offenders, recovery of property, and regulation of non-criminal conduct.) Determine Departmental rules, regulations and policies. Discharge all duties imposed on the Chief by law, ordinance, or resolution of the Board of Trustees.
- B. SUPERVISION OF COMMAND: Make personal inspections of the areas of his/her command so as to keep informed of the conditions therein. Determine if all members of his/her command are efficiently performing their duties and take suitable action to correct any violation of their rules, regulations, and policies, or dereliction of duty that he/she may observe.
- C. DIRECTION: Must officially sanction and approve any changes in Departmental organization before they are put into effect. (The detailed methods of directing and controlling certain functions may be developed by subordinate officers, but the original direction and final approval rest with the Chief.)
- D. CONTROL: Maintain administrative control in his/her capacity as chief executive and administrative head of the Department and govern Departmental activity personally and through his/her subordinate officers. Amend, modify, or cancel at his/her discretion any general order, special order, or policy, whether verbal or written, as

he/she deems necessary or expedient for the efficient, orderly, or effective operation of the Department.

- E. TRAINING: Cause the members to participate in training programs and firearms practice as often as he/she considers necessary.
- F. PLANNING: Accept the authority to plan the work of the Department in order to embrace emergencies, rapid changes, probable emergencies, and the proper distribution of the force for regular or special duty. Handle personnel standards and recruitment, space planning, and budget planning.
- G. REPORTS AND RECORDS: Review reports and records to keep abreast of Department performance and identify trends. Prepare the Monthly Police Activity Board Report, prepare and submit the Monthly Illinois Uniform Crime Reports for the Illinois State Police, and prepare copies of all Illinois Traffic Crash Reports for the Illinois Department of Transportation.
- H. GRANTS: Participate in the research and preparation of available grants.
- I. RECORDS: Furnish desired information to members of the Department and cooperate with other agencies and the public in their request for information. Provide the records and analyses which may be the basis for crime and accident prevention.
- J. PROPERTY: Accept responsibility for the care and custody of all property received by the Department, including found property, items in safekeeping, and prisoner's property.
- K. SUPPLIES: Accept responsibility for the care and custody of Departmental supplies. Take inventory and order supplies as needed for the operation of the Department.
- L. GENERAL: Supervise the patrol work and require the satisfactory performance of the Officers. Use his/her best efforts in meeting problems, appraising effectiveness of the police techniques used, and interpreting Departmental policies, rules, and regulations. Participate personally in patrol activities. Inspect or cause to be inspected all Officers or personnel of the Police Department on duty for any appearance of neglect, carelessness, or improper performance or act on their part. (In the performance of this duty, the Chief shall be assisted by such Officers as may be detailed from time to time for this purpose.) Accept responsibility for:
  - 1. Maintenance of personnel files;
  - 2. Public relations/media affairs;
  - 3. Crime prevention;
  - 4. Research and planning;
  - 5. Statistics and analyses;
  - 6. Policy Manual revisions;
  - 7. Personnel training and maintenance of training records;
  - 8. Legal research and analyses;
  - 9. Investigation of citizen complaints against members of the Department;
  - 10. Staff studies;
  - 11. Staff inspections;
  - 12. Administrative reports;
  - 13. Budget preparation;
  - 14. Patrol (as reflected in Patrol Officer job description);
  - 15. Attendance at (or designation of a representative to attend) meetings of the Board of Trustees;
  - 16. Informing the Town President (Mayor) and Town Attorney of any lawsuits instituted by him or through the Police Department and any matters in which there is a likelihood that litigation may be brought against the Town and its employees stemming from police action;

17. Reporting in writing to the Town President (Mayor) any member of the Department who is guilty of a violation of the rules, regulations, or policies of the Department;
  18. Making written reports to the Town President (Mayor) as requested;
  19. Informing the Town President (Mayor) of any emergency, extraordinary action taken by the Department, or necessary deviation from established Town policy or procedure.
- M. PATROL DIVISION COMMANDER: Serve as the Patrol Division Commander with direct control over the operations of the Patrol Division, including but not limited to:
1. Planning, organization, directing, and scheduling of members of the Patrol Division, including vacation and compensatory time;
  2. Reviewing – and causing to be corrected or amended – all reports and documents produced by the Patrol Division;
  3. Enforcing the rules, regulations, and policies of the Department, the Cortland Town Code, and the laws of the State of Illinois;
  4. Investigating or supervising the investigation of any complaint or charge brought against any member of the Department;
  5. Conferencing with subordinates for the purpose of giving instructions to promote lawful conduct, uniformity, efficiency, and effectiveness of the Department;
  6. Filing of reports as mandated by State and Federal laws;
  7. Being on 24-hour call. Responding to the scene and taking charge during disasters, major crimes, or major incidents which may present an extraordinary demand upon the resources of the Department.
- N. SUPPORT SERVICES COMMANDER: Serve as the Support Services Commander with direct control over the following duties and responsibilities, including but not limited to:
1. Maintenance and efficient operation of the Department computer systems. Serve as ALERTS Manager and communicate as needed with the Illinois Criminal Justice Authority Information Systems Unit;
  2. Providing reports, court documents, court information, citations, warrants, complaints, and other reporting information required by the Clerk of the Circuit Court and the Judicial System;
  3. Maintaining a close liaison with the Office of the State's Attorney and Clerk of the Circuit Court;
  4. Maintenance of vehicles and equipment;
  5. Supervising the submission of bills for payment to the Treasurer;
  6. Documentation of hours worked by Department staff including overtime, vacation time, holiday time, compensatory time, and sick time;
  7. Ensuring the secure storage of found property, recovered property, and property seized as evidence.

REPORTS: Illinois Uniform Crime Reports; Illinois Department of Transportation Reports; Monthly Activity Reports; Illinois Criminal Justice Authority Reports; United States Department of Justice Grant Progress Reports; Illinois Law Enforcement Training and Standards Board employee reports; Northeast Multi-Regional Training In-Service Reports; all reports listed in Patrol Officer job description.

AUTHORITY FOR JOB: Appointed by the Town President (Mayor)



IMMEDIATE SUPERVISOR: Town President (Mayor)

WHOM DO YOU SUPERVISE: Sergeant of Police, Patrol Officers, Part-Time Clerical Staff

PLEASE SUBMIT COPIES OF REQUIRED LICENSES AND PERMITS WITH THIS REPORT.

Employee Acknowledges Receipt and Agreement With This Job Description:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

\\w-jobs\jd-police chief.doc

# Software Purchase Agreement

Civic Systems, LLC  
4807 Innovate Ln  
P.O. Box 7398  
Madison, WI 53707-7398

Town of Cortland  
59 S Somonauk Road  
Cortland, IL 60112

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An invoice will be sent after completion of the work described in the Investment Summary.** The information provided in this proposal is valid for 90 days after the date of issue.

## 1. Investment Summary

The following Investment Summary reflects the monthly costs related to the Software and Services.

|                                                                          | <u>Investment</u> |
|--------------------------------------------------------------------------|-------------------|
| <i>1 Additional Named Hosted User (\$60/Month per Named Hosted User)</i> | <u>60/Month</u>   |

\*Client will pay semi-annual for Services in advance of the service period in conjunction with the semi-annual support billings.

\*\* This contract will give the Town of Cortland a total of 7 Named Hosted Users. Cortland still has 6 Concurrent Licenses. If you need more than 6 in at the same time, we will need a separate contract to increase the concurrent users.

## 2. Contract Agreement Execution

The parties hereto have executed this Contract Agreement to agree on costs and to get on the scheduled for implementation. A separate agreement will need to take place before go live.

### SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

#### TOWN OF CORTLAND, IL

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### CIVIC SYSTEMS, LLC

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CORTLAND IL LIONS CLUB**  
**#524 District 1-J**  
**70 S. Llanos St.**  
**Cortland, IL 60112**

April 3, 2023

Town of Cortland Mayor and Trustees,

The Cortland Lions club is excited to continue providing community events for the Town of Cortland residents, including the annual SummerFest, Parade as well as other activities.

As with SummerFest in the past and our first Sock Hop last year, we anticipate having a beer garden at some events.

As the Cortland Lions Club is a Not-for-Profit community organization, we are requesting that the Town waive the annual liquor license fee(s).

Thank you for your consideration,

Dan Black  
Secretary  
Cortland Lions #524