



Town of Cortland

Board of Trustees Town Board Meeting

Cortland Lions Den 70 S Llanos St, Cortland IL

July 13, 2026 at 7:00 PM

AGENDA

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

APPROVAL OF AGENDA

PUBLIC WISHING TO SPEAK

APPROVAL OF MINUTES

1. Approve the Regular Town Board Minutes of June 8, 2026

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. Information Only - Resignation of Chief of Police Lin Dargis
3. Consider a motion to approve the appointment of Commander Bruce VanWankum as the Interim Chief of Police effective with the resignation of Lin Dargis.
4. Confirm Mayor's appointment of Stephanie Kouba to fill a vacancy of the Planning Commission with a term ending May 2029

5. Apex Solar - Grand Prairie Special Use Permit

Consideration of Ordinance 2026-XX, An Ordinance Granting a Special Use Permit to Grand Prairie Solar, LLC to Operate a Solar Farm on 77.54 Acres of Land Located East of Somonauk Road and Generally Bounded by East Meadow Drive on the North and East North Avenue on the South, PIN 09-20-426-002, in the Town of Cortland, DeKalb County, Illinois

This ordinance, if passed in the affirmative, would grant the request for a special use permit sought by Grand Prairie Solar, LLC to construct and operate a solar garden on a parcel identified as 09-20-426-002 within the Town of Cortland limits, upon annexation of said parcel. The Town Board may, alternatively, pass an ordinance denying the request.

To view the complete application for this recommendation, view the link below:

<https://mccmeetings.blob.core.usgovcloudapi.net/cortlandil-pubu/MEET-Packet-86973c196a2543e1acbb1d449be4d367.pdf>

6. Consideration of Ordinance 2026-XX, An Ordinance Annexing 77.54 Acres Owned by Andra L. Olson as Trustee of the Andra L. Olson Declaration of Trust Dated October 28, 2022, To the Town of Cortland, DeKalb County, Illinois.

This ordinance, if passed, would annex one parcel identified as 09-20-426-002 into the Town of Cortland as part of the process associated with the request for a Special Use permit to operate a Solar Farm being brought by Grand Parade Solar, LLC. The property must be annexed in order for the Special Use Permit to become valid.

7. Consider an Ordinance Amending Title 3, "Business and License Regulations", Chapter 3, "Peddlers and Solicitors", of the Cortland Town Code.

If approved, this ordinance makes minor changes to existing code and adds new language for "Pop-Up Food Vendor" regulations.

8. Consideration of Approval of Quote for Meetings and Agenda Conversion by CivicPlus and Authorization for the Mayor to sign the Statement of Work (SOW) in the amount of \$5,300; monies to come from line 01-6000-321

This quote will address the required upgrade of the Agenda and Meeting Minutes software as well as address the federal ADA law.

9. Consideration of Approval of Quote for Catalis Website Upgrade and Authorization for the Mayor to sign a four-year contract in the total amount of \$11,354.30; monies to come from line 01-6000-321

This quote, if approved will authorize the upgrade of the current Town Website as well as address the federal ADA law.

UNFINISHED BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

COMMENTS

PARKS ADVISORY COMMITTEE REPORT

DEPARTMENT HEAD REPORTS

10. Permit Reports for May and June 2026;
Police Report for May 2026

MAYOR'S REPORT

ADJOURNMENT



Town of Cortland

Board of Trustees Town Board Meeting

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

June 08, 2026

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

Mayor Pietrowski called the regular meeting of the Board of Trustees to order at 7:00 p.m. The Pledge of Allegiance was recited and roll was called showing as present Trustees Corson, Fioretto, V. Haier, Siewierski, Stone, and Olson. There was no one absent. Quorum was present. Also present were Town Clerk Cheryl Aldis, Attorney Kevin Buick, Director of Public Works Joel Summerhill, Police Chief Lin Dargis, Town Engineer Brandy Williams and Deputy Clerk Catherine Koks.

APPROVAL OF AGENDA

Trustee Corson moved and Trustee Siewierski seconded a motion to approve the agenda as presented. Unanimous voice vote carried the motion.

PUBLIC WISHING TO SPEAK

Ben Haier addressed the board with concerns regarding his personal property and neighborhood service issues with LRS and contract negotiation process.

CONSENT AGENDA

1. Approval of Minutes of regular meeting of the Board of Trustees May 26, 2026, Approval of Expenditure Report and Acceptance of Treasurer's Report of April 2026
Deputy Clerk Koks read the consent agenda into the record.

Trustee Haier made a motion to approve the Consent Agenda as read, seconded by Trustee Siewierski.

Roll Call vote

Yea: Trustees Stone, Siewierski, Corson, Fioretto, Olson, and Haier

Nay: None

Absent: None

Motion Carried

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. Consider a motion to approve a renewal contract with Lakeshore Recycling Systems
(If approved this contract would be effective July 1, 2026, through June 30, 2031)

Trustee Corson made a motion to approve a renewal contract with Lakeshore Recycling Systems (LRS) effective July 1, 2026, through June 30, 2031. Trustee Siewierski seconded the motion.

Approved: _____

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Board members brought forward safety concerns with weekly pickup, billing issues, and some general service complaints from some specific areas in town. The board discussed the experience with LRS for the last ten years, which was positive overall.

Mayor Pietrowski explained that when contracts are put out for bid and bids are collected, the rate would have jumped much higher to keep up with the competition than negotiating with the same company. He was expecting a 12% or more jump, and it ended up only being about 4%.

Trustee Fioretto expressed that she would have liked to see more competition and what those competitive rates would have been. She asked to communicate concerns with LRS to hold them accountable when there are consistent issues.

Mayor Pietrowski stated that residents, board members, and staff can report issues at any time to LRS by contacting the customer service number, or the area representatives directly. He asked that the contact information be distributed to board members. [Clerk's note: the business cards of the representatives present at the meeting were provided to the Board member.]

Trustee Haier expressed concerns about her neighborhood's unique layout and yards being torn up during weekly pickup. She is willing to help try to problem solve by finding a solution to limit damage in the future, potentially changing location of all cans to reduce traffic in the alley.

Pietrowski and Aldis asked Jordan Kraber, Municipal Services Manager for LRS to speak about the procedure for pickup as well as addressing some of the issues brought forward. Kraber gave a brief overview on some standard practices, including multiple loops around the same block to ensure pickup, right-hand turns only due to equipment size and design, and pick up zones with the same driver to increase efficiency. She also stated that each truck is equipped with a 360-degree camera that allows footage of pick ups to be viewed by supervisors. She mentioned that E-Waste is curbside pickup only for an additional fee. The Elburn location will accept televisions and monitors if they are brought in. She offered to provide reports and operation notes upon request when services issues are reported.

Trustee Olson asked a clarifying question about going out for bid in lieu of negotiation. Pietrowski responded that the rate offered as part of the bid process would be higher than re-negotiating a new contract with the same company. Clerk Aldis added that the language of the contract also stipulates that properties will be locked into this rate.

Kraber stated a new informational tri-fold brochure is being formatted and will be made available in June or July to answer common questions about service and provide contact information. She mentioned LRS is also in the process of updating the website and billing portal.

Roll Call vote:

Yea: Trustees Stone, Siewierski, Corson, Fioretto, and Olson

Nay: Trustee Haier

Absent: None

Motion Carried

C 2026-03

3. Consider an Ordinance Approving and Authorizing the Execution of a TIF Redevelopment Agreement by and Between the Town of Cortland and Cortland Lions Club 524 *(If approved the eligible project cost shall not exceed 75% of the verified TIF eligible project costs or \$14,000, whichever is less, as set forth in this Agreement)*

Mayor Pietrowski introduced an Ordinance Approving and Authorizing the Execution of a TIF Redevelopment Agreement by and Between the Town of Cortland and Cortland Lions Club 524.

Trustee Corson made a motion, seconded by Fioretto, to approve the execution of a TIF Redevelopment Agreement between the Town of Cortland and Cortland Lions Club 524 in the amount of 75% of the verified TIF eligible costs or \$14,000, whichever is less.

Trustees Stone and Haier recused themselves from discussion on this matter due to their ownership of property within the TIF District.

There was no other discussion.

Roll Call Vote

Yea: Trustees Siewierski, Corson, Fioretto, Olson

Nay: None

Absent: None

Abstaining: Trustees Stone and Haier Motion Carried

Ord No. 2026-07

4. Consider a motion to approve An Ordinance Approving the Vacation of a Public Irrigation Easement on Property owned by the DeKalb Community Unit School District 428 (Cortland Elementary School) and Authorizing the Mayor and Town Clerk to Execute a Plat of Vacation. *(The Town of Cortland has no use for this land for public irrigation purposes and has no existing equipment located within the area of the existing public irrigation easement.)*

Mayor Pietrowski introduced an Ordinance to approve vacation of an easement owned by CUSD 428.

Trustee Stone made a motion to approve An Ordinance Approving the Vacation of a Public Irrigation Easement on Property owned by the DeKalb Community Unit School District 428 (Cortland Elementary School) and Authorizing the Mayor and Town Clerk to Execute a Plat of Vacation. Trustee Olson seconded the motion.

There was no discussion.

Roll Call vote:

Yea: Trustees Stone, Siewierski, Corson, Fioretto, and Olson

Nay: Trustee Haier

Absent: None

Motion Carried

Ord No. 2026-08

5. Consider approval of a special event - Cortland Community Library August 4, 2026 - This is an event hosted by the Cortland Community Library for End of Summer Reading Bash at the Cortland Community Park

Mayor Pietrowski introduced consideration to approve a special event hosted by the Cortland Community Library in August.

Trustee Corson made a motion to approve the End of Summer Reading Bash at Cortland Community Park, hosted by the Cortland Community Library on August 4, 2026, **who make the second?**

Library Staff commented that several activities featuring foam and bubbles are planned.

Roll Call vote:

Yea: Trustees Stone, Siewierski, Corson, Fioretto, Olson, and Haier

Nay: None

Absent: None Motion Carried

6. Consider approval of a proposal for emergency repairs from Albrecht Well Drilling, Inc in the amount of \$108,338; not to exceed \$150,000 from budget line 07-7400-243 (*If approved this would repair the pump at Well #4.*)

Mayor Pietrowski introduced the proposal for Well #4 repairs by Albrecht Well Drilling, Inc.

Trustee Stone made a motion to approve a proposal for emergency repairs from Albrecht Well Drilling, Inc in the amount of \$108,338; not to exceed \$150,000 from budget line 07-7400-243. Trustee Haier seconded the motion.

Public Works Director Summerhill stated that the condition of Well #4 has continued to decline and the issues it is experiencing warrant immediate repairs. The well is supposed to pump 600 gallons per minute but is currently only pumping 330 gallons per minute. The proposed repairs would also address removal of a mercury seal within the pipe.

Trustee Stone commented that Albrecht is a very good contractor and he recommends them for this type of work. Summerhill stated that this pipe was installed in 2008 and life expectancy for infrastructure in a well this size is 7-9 years. There have been no major issues, but he felt it would be best to get ahead of this repair before it fails.

Roll Call vote

Yea: Trustees Stone, Siewierski, Corson, Fioretto, Olson, and Haier

Nay: None

Absent: None Motion Carried

C 2026-04

UNFINISHED BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

There was no unfinished business to discuss.

COMMENTS

Approved: _____

Trustee Olson reported that she attended the meeting and commends the Planning Commission for its discussion and decision making process on the proposed solar project from Apex Energy at its June 4, 2026, meeting.

PARKS ADVISORY COMMITTEE REPORT

There was no Parks Advisory Committee report. The committee meets next on June 9, 2026, at 6:30 pm.

DEPARTMENT HEAD REPORTS

There were no department head reports submitted.

MAYOR'S REPORT

Mayor Pietrowski announced that he would be personally sponsoring a musician to play at the June 27, 2026, "America 250 Celebration" to be held at Suppeland Park. He is also personally sponsoring a giveaway of small memorabilia. He reported that Mr. Summerhill had acquired three commemorative flags to be hung at the Town Hall, at the Veteran's Memorial, and at Mound Rest Cemetery. Mayor Pietrowski also plans to ask if the Fire Department, Police Department and the Library would like to participate in some way. Trustee Corson asked if Public Works would be pulling out equipment to view as well. Director Summerhill stated that there was no overtime approved for monitoring or sitting with the equipment.

ADJOURNMENT

With no further business to discuss, Stone moved to adjourn, seconded by Trustee Siewierski. Unanimous voice vote carried the motion. The meeting adjourned at 7:43pm

Respectfully submitted

Catherine Koks, RMC

Deputy Clerk title here somewhere?

July 4, 2026

Mayor Mark Pietrowski
Town of Cortland
Cortland, Illinois

Dear Mayor Pietrowski,

Please accept this letter as formal notice of my retirement from law enforcement, effective August 10, 2026.

It has been an honor to serve the Town of Cortland and to work alongside the men and women who have carried out this mission with professionalism, integrity, and commitment. I am grateful for the opportunity to have served this community and for the trust placed in me during my tenure.

Thank you for your support and leadership throughout my service to the Town.

Respectfully,

Lin K. Dargis

Chief Lin K. Dargis
Chief of Police
Town of Cortland, Illinois



Town of Cortland Planning Commission Meeting

Lions Den 70 S Llanos Street Cortland, IL 60112

June 04, 2026

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chair Hedrick called the regular meeting of the Planning Commission to order at 6:30 p.m. The Pledge of Allegiance was recited.

SWEARING IN RE-APPOINTED PLANNING COMMISSIONERS

- Swearing in re-appointed commissioners Lawson and Torres.
Town Clerk Cheryl Aldis swore in Ms. Victoria Torres and Mr. Brad Lawson as Planning Commissioners, with a terms to expire April 2029.

ROLL CALL

Roll was called showing as present Mark Hedrick, Mariann Kaminski, Trent Moser, Julie Steadman, Brad Lawson and Victoria Torres. No Commissioners were absent. Quorum was present. Also present were Zoning Administrator Brandy Williams, Town Clerk Cheryl Aldis, and Deputy Town Clerk Catherine Koks.

APPROVAL OF AGENDA

Ms. Torres moved to approve the agenda as presented, seconded by Ms. Kaminski. A unanimous voice vote carried the motion.

PUBLIC WISHING TO SPEAK

There was no public wishing to speak on matters other than the public hearings.

APPROVAL OF MINUTES

- Approve Planning Commission Minutes of April 2, 2026
Ms. Torres made a motion to approve the Planning Commission Minutes of April 2, 2026. Seconded by Ms. Kaminski. A unanimous voice vote carried the motion.

PUBLIC HEARING

- Apex Clean Energy, LLC, as applicant, has filed with the Town of Cortland a request for a Special Use Permit in accordance with Title 9, Chapter 10, Section 6B of the Cortland Town Code regarding a property located at East North Avenue, DeKalb County, Illinois. The 77.54-acre site is located east of Somonauk Road, generally bounded by East Meadow Drive on the north and East North Avenue on the south, known as PIN 09-20-426-002. The applicant is requesting a Special Use Permit on the subject property to, upon annexation, construct, operate, and maintain a Solar Farm as set forth in Title 9, Chapter 4, Section 34 of the Cortland Town Code.

Public Hearing

Chair Hedrick opened the Public Hearing at 6:35 p.m. Deputy Town Clerk Koks read the public notice into the record. The notice was published in the *Daily Chronicle* on May 14, 2026, meeting the requirements of the law.

Chair Hedrick swore in those wishing to testify. Apex Clean Energy Development Manager Sidonie Shira and resident Peg Sloat were sworn in.

Applicant's Testimony

Ms. Shira addressed the commissioners with a presentation about construction of a solar farm on one parcel, yet to be annexed, in the Town of Cortland. Apex Clean Energy is an American-owned, veteran-led clean power producer. They build and operate solar arrays, batteries and storage. She stated that the power generated by this farm would go directly to the Glidden substation, addressed on Pleasant Street, that services Cortland. ComEd customers can subscribe for free to this specific energy program for a discount on their bill.

The planned project is a 5-megawatt farm, which is the maximum size allowed, and will take 3-6 months to build. This would be a 40-year operation and then fully decommissioned. The farm is remotely operated by Apex and would have minimal in-person visits. The location was chosen based on electrical need in the area and availability of appropriate space for the project. The total area needed for the project has been scaled down from the initial presentation in March.

This project would use 28.8 acres of the 77.54-acre parcel. The preliminary site plan for the location of the panels has been shifted to the southeastern portion of the property with a single driveway off North Avenue. This plan incorporated larger setbacks and accounted for access to connect stub roads. The interconnection line to the south will be upgraded instead of the line to the west. More vegetative screening will be used, and it was stated that the agricultural land can easily be returned to current use after decommissioning. Shira expressed that there would be no burden to local utilities.

Shira outlined the project priorities, including the objective to responsibly develop with respect for current and future land use, considering the overall impact to the community including noise level, partnering with local businesses, when possible, no effect or positive effect on property values and providing clean, reliable energy to the local grid at an affordable cost to subscribers. She also listed economic benefits to the Town of Cortland, including approximately \$1.16 million dollars in local tax revenue over the project's 40-year operation period. There would also be about 25 full-time construction jobs created during the construction period and the overall capital investment to Cortland by the project is approximately \$18 million dollars.

Shira stated that Grand Prairie Solar/Apex Clean Energy held a second meet and greet on June 2, 2026, and had extended invitations to residents in the area adjacent to and surrounding the new proposed location. They were available to answer questions about the project and about 13 residents attended. She also noted that a decommissioning plan had been submitted and the costs of \$605,932.00 will be bonded and reviewed periodically.

She addressed agreements and studies that had been completed. They also confirmed that there will be no impact on DeKalb-Taylor Municipal Airport. Grand Parade also has an executed agreement and full funding for Interconnection along East North Avenue with ComEd. A vegetation management plan was designed to conform with the Illinois Pollinator-Friendly Solar Act and maintenance of the vegetation was discussed.

Shira acknowledged concerns from a previous hearing regarding impacts on residential property values. She stated that an appraiser came to the site to analyze and compare property values of homes adjacent to similar solar farms. Several examples of similar or increased property values were submitted in the application packet. She also acknowledged other concerns about health and safety risks associated with the make-up of

the panels. The components of the panels are exactly like panels on a residential roof-mounted system. They can break, but do not shatter, much like a car windshield. There is no leaching and no vaporizing of any element within the panels.

Public Testimony

Ms. Williams read one letter, submitted as required, by the public:

Andra Olson: Ms. Olson wrote a letter in favor of the proposed solar farm. She is the landowner and stated that she had done a large amount of research on Apex when she was approached about the use of the land. She stated that Apex's flexibility in working not only with her, but with county and local regulations was one of the reasons she feels they are a good match for the project and the community. She asked that the commission recommend approving the special use permit.

In-Person testimony was given by the following:

Peg Sloat of Cortland addressed the commission. She had a question about the distance from the project to the nearest residence. The response from Ms. Williams was that the project has met the minimum standard for setbacks from the nearest residence. Ms. Sloat also had a question about vegetative screening, which she stated was answered in the presentation.

Rebuttal

There was no rebuttal from the applicant and there were no further questions.

Staff Report

Ms. Williams reported that the proposed project is in conformance with the 2023 Comprehensive Plan.

BACKGROUND

The subject property has been used as farmland for decades. The subject property is fronted with potable water and electric along East North Avenue. Sanitary sewer is adjacent on the north and south sides of the subject parcel. Storm sewer exists on the easterly limit of the subject site. Roadway access could be provided at multiple entrances.

COMPREHENSIVE PLAN

The Town adopted a Comprehensive Plan in September 2023, which guides development throughout the community. The Future Land Use Map within the Comprehensive Plan depicts the subject property as Agricultural use. The default zoning does coincide with the Comprehensive Plan. There is no distinction in the Future Land Use Map for Special Use Permits or for Solar Energy Systems, specifically.

TECHNICAL REVIEW AND VARIANCE REQUESTS

Water, sanitary sewer, and storm sewer utilities are not required for the project. Any electric infrastructure will be completed by the developer or ComEd as part of the interconnection agreements. This would likely consist of additional and/or larger poles along North Somonauk Road or East North Avenue. Once the facility is operational and the construction traffic ceases, vehicular access will be nominal.

Previous planning indicates the intent to connect Prairie Street from the Prairieview Subdivision on the south to NeuCort Lakes Subdivision on the north. Cardinal Street also currently dead ends at the northern property of the subject project.

Variances from Town Code have been requested as part of the application. These variances are summarized as:

1. **Maximum Height.** Grand Parade Solar respectfully requests that the five-utility pole line-up proposed for interconnection to ComEd's electrical grid be exempted from the 15-foot maximum height restriction outlined in the Cortland Zoning Ordinance, Section 9-4-34(1)(e).
2. **Power and Communication Lines.** Grand Parade Solar further requests that the same five utility pole line-up described above and illustrated in Figure 1 in the application be exempted from the underground power and communication line requirements that may otherwise apply under Cortland Zoning Ordinance, Section 9-4-34(4), for this section only.
3. **Restoration Requirements.** Grand Parade Solar requests that underground electrical cables installed at a depth greater than five (5) feet be exempted from the removal requirement specified in Cortland Zoning Ordinance, Section 9-4-34(16)(b). This request aligns with the State's underground cabling depth provisions in the Agricultural Impact Mitigation Agreement (AIMA), Section 17(4), which states: "Transformers, inverters, energy storage facilities, or substations, including all components and foundations; however, underground cables at a depth of 5 feet or greater may be left in place."

Deliberations

Question from Ms. Torres about the reason why the request was changed from two parcels to one. Response: the change in the substation connection allowed the plan to be changed to limit the space needed.

Question from Mr. Moser about where the 5 poles are located. Response: they are located along east North Avenue.

Question from Ms. Steadman about families that were initially concerned about seeing the panels from a 2nd floor window. Response: vegetative screening has been increased and there was also a study done on the topography of the area.

Question from Mr. Moser about what specific type of vegetation/tree would be used. Response: arborvitae would be used as well as bushes of an unknown variety.

Question from audience about who manages the maintenance of the vegetation. Response: Apex will send staff to mow and maintain.

Question from audience about who pays for decommissioning. Response the cost is bonded by Apex and will be reviewed periodically and updated as necessary.

Question from Ms. Steadman and Mr. Moser whether there would be any impediment on future development. Response no, there would be no issue with future development and Ms. Williams outlined the directions development could occur.

Question from Ms. Steadman about whether the upgrade to the substation would mean more constant power service. Response: the upgrade would increase the capability and the efficiency of the system, but it would still be subject to outages.

Question from Mr. Lawson about what deviations the Town could see in the plan. Response: that slight deviations in road location, panel style, and panel configuration could occur.

Question from Mr. Lawson about the setup of the subscription to the energy generated by the project. Response: that subscription to the project first comes first served and free to subscribers. The subscribers can come from anywhere and there must be a mix of both business and residential subscribers.

Question from Ms. Aldis asking if the project will ever connect to the other North Avenue solar farm connection. Response: no, this is a standalone project.

Question from audience about what happens when there is heavy snow. Response: the weather is monitored constantly by remote operators, and the panels will be moved to an upright position to prevent accumulation.

Question from Mr. Hedrick about how often decommissioning cost is reviewed. Ms. Williams responded that AIMA standards will be followed. Generally, the cost is revisited every ten years. It was also noted that any property violations would be addressed by the town.

Question from Ms. Steadman about what other questions were asked at the meeting with the public on June 2nd. Response: most questions were related to leaching and chemical concerns from the panels.

Question from Ms. Torres about requirement to offer subscriptions. Response: are legally required to offer subscriptions for the energy generated. Legislation was passed in 2021. You would likely not subscribe to more than one project. The proposed project would offer 20% off ComEd bill.

Then, hearing no more questions for deliberations, Mr. Hedrick closed the public hearing at 7:39 p.m.

Review Standards/Findings of Fact

Mr. Lawson made the statement that not only is this project part of a generational farm operation, but it is also a generation's decision for the Town. His interpretation of the 2023 Comprehensive Plan outlines the priority projects for the Town, and while solar does appear, it is low priority. He stated that the Town Board does not have a plan for solar projects and he would like them to be proactive when planning and approving. He encouraged all the commissioners to be aware of what is in the Comprehensive Plan and stressed that ad hoc decisions are not a strategy. There needs to be an exercise on how to do it, so the next generation is not affected. If the Olson family sells the property, it's zoned Ag and will have special use permit. If construction does not begin within the time set in the Town Code, the special use permit is null.

Standard A (9-10-3.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 commission concurs that the project would provide property tax benefits, increase capacity on the grid, and upgrade infrastructure.

Standard B (9-10-3.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 safety and general welfare:

The commission concurs that the project would provide adequate vegetative screening, scheduled maintenance on said property, and use of pollinator plants.

Standard C (9-10-3.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 commission concurs that the project has accommodated current utilities and future road expansion.

Standard D (9-10-3.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.

This standard is not applicable.

Mr. Moser made a motion to approve the Standards as read, seconded by Ms. Kaminski.

Roll Call vote:

Yea: Commissioners Moser, Hedrick, Lawson, Steadman, Torres, and Kaminski

Nay: None

Absent: None

Motion Carried

Recommendation

The planning commission finds no additional conditions need to be applied.

Ms. Steadman made a motion to recommend the Town Board Approve the Request for a Special Use Permit for Apex Clean Energy, LLC in accordance with Title 9, Chapter 4, Section 34 of the Cortland Town Code regarding a property located at East North Avenue, DeKalb County, Illinois. The 77.54-acre site is located east of Somonauk Road, generally bounded by East Meadow Drive on the north and East North Avenue on the south, known as PIN 09-20-426-002. Ms. Torres seconded the motion.

Roll Call vote:

Yea: Commissioners Moser, Hedrick, Steadman, Torres, Kaminski

Nay: Commissioner Lawson

Absent: None

Motion Carried

STAFF REPORTS

Ms. Williams reported that the July Planning Commission meeting will be canceled. The August meeting may also be cancelled.

REPORT OF THE CHAIR

There was no report.

ELECTION OF OFFICERS

Mr. Moser moved, seconded by Ms. Torres, to elect by acclamation the same officers as the preceding year for the coming year. Chair - Mark Hedrick, Vice Chair - Brad Lawson, Secretary - Victoria Torres for a term of one year, ending June 2027.

UNFINISHED BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

There was no unfinished business.

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

4. Consider a motion to Amend Policy No.1
This policy amendment, if approved, would bring the language in the Town of Cortland Planning Commission Remote Attendance Policy to current legal compliance.

5. Consider A Motion To Amend Policy No.2
This policy amendment, if approved, would bring the language in the Town of Cortland Planning Commission Persons To Be Heard Policy to current legal compliance.

Mr. Lawson made a motion to accept amendments to Planning Commission Policies #1 and #2 as presented, seconded by Ms. Torres.

The Planning Commissioners reviewed the proposed language amendments for Policies #1 and #2 related to Remote Attendance and Persons To Be Heard. Clerk Aldis explained that the changes bring the policies into compliance with current laws and mirror the policies of the Town Board.

Roll Call vote:

Yea: Commissioners Moser, Hedrick, Lawson, Steadman, Torres, and Kaminski

Nay: None

Absent: None

Motion Carried

COMMISSIONER'S REPORT

There were no reports.

ADJOURNMENT

Ms. Kaminski made a motion to adjourn, seconded by Mr. Lawson. A unanimous voice vote carried the motion. The meeting adjourned at 8:08pm

Respectfully submitted by:

Catherine Koks, Deputy Town Clerk

**RECOMMENDATION LETTER AND FINDINGS OF FACT
TO THE TOWN OF CORTLAND BOARD OF TRUSTEES
PC 26-03**

TO: Cortland Board of Trustees

FROM: Cortland Planning Commission

DATE: June 16, 2026

SUBJECT: PC 26-03: Request a Special Use Permit on the subject property to, upon annexation, construct, operate, and maintain a Solar Farm on PIN 09-20-426-002 located east of Somonauk Road, generally bounded by East Meadow Lane on the north and East North Avenue on the south.

APPLICANT: Grand Parade Solar, LLC
Apex Clean Energy, LLC
120 Garrett Street Ste 700
Charlottesville, VA 22902

OWNERS: Andra L. Olson, Trustee of the Andra L. Olson Declaration of Trust
164 N Somonauk Road
Cortland, IL 60112

The Cortland Planning Commission conducted a second Public Hearing on June 4, 2026, at 6:30 p.m. at the Cortland Lions Den, 70 S. Llanos Street, Cortland, Illinois. The purpose of the Public Hearing involved consideration of the request by Apex Clean Energy as applicant, for request of a Special Use Permit on the property located at East North Avenue, DeKalb County, Illinois. The 77.54-acre site is located east of Somonauk Road, generally bounded by East Meadow Lane on the north and East North Avenue on the south and comprised of PIN 09-20-426-002. The applicant is requesting a Special Use Permit on the subject property to, upon annexation, construct, operate, and maintain a Solar Farm as set forth in Title 9, Chapter 4, Section 34 of the Cortland Town Code.

The Planning Commission reviewed and considered the material, information, and testimony presented at the public hearing.

Review of Standards for Special Use Permit (9-10-3)

The standards were presented are as follows:

- 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.
- 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.

- 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.
- 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).

Findings of Fact

Commissioners deliberated, discussed, and reviewed the standards associated with approval of a special use. Upon deliberation of the relevant standards with respect to the proposed special use to operate a solar farm at the subject location, the Commissioners find as follows:

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 commission concurs that the project would provide property tax benefits, increase capacity on the grid, and upgrade infrastructure.

B. The proposed structure or use will not have 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 commission concurs that the project would provide adequate vegetative screening, scheduled maintenance on said property, and use of pollinator plants.

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 commission concurs that the project has accommodated current utilities and future road expansion.

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. 2008-23, 1-28-2008)
Not applicable.

Mr. Moser moved to approve the Findings of Fact, seconded by Ms. Kaminski

Roll call vote:

Yea: Commissioners Moser, Hedrick, Lawson, Steadman, Torres, and Kaminski

Nay: None

Absent: None

Motion carried.

Recommendation

Ms. Steadman made a motion to recommend the Town Board approve the request from Apex Clean Energy for a Special Use Permit, regarding property located at East North Avenue, DeKalb County, Illinois

(77.54 ac) PIN 09-20-426-002 to Construct, Operate and Maintain a Solar Garden as set forth in Title 9, Chapter 4, Section 34 of the Cortland Town Code. Ms. Torres seconded the motion.

Roll call vote:

Yea: Commissioners Moser, Hedrick, Steadman, Torres, Kaminski

Nay: Commissioner Lawson

Absent: None

Motion carried, and the recommendation of approval of the proposed special use permit shall be forwarded to the Town Board for consideration at its July 13, 2026 meeting.

Respectfully Submitted,

Mark Hedrick, Chairman
CORTLAND PLANNING COMMISSION

**TOWN OF CORTLAND
DEKALB COUNTY, ILLINOIS**

**TOWN OF CORTLAND
ORDINANCE NO. 2026-XX**

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO GRAND PARADE SOLAR, LLC TO OPERATE A SOLAR FARM ON 77.54 ACRES OF LAND LOCATED EAST OF SOMONAUK ROAD AND GENERALLY BOUNDED BY EAST MEADOW DRIVE ON THE NORTH AND EAST NORTH AVENUE ON THE SOUTH, PIN 09-20-426-002, IN THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

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

This ____ day of _____, 2026

Published in pamphlet form by the authority of the President and Board of Trustees of the Town of Cortland, DeKalb County, Illinois, this ____ day of _____, 2026.

ORDINANCE 2026-__

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO GRAND PARADE SOLAR, LLC TO OPERATE A SOLAR FARM ON 77.54 ACRES OF LAND LOCATED EAST OF SOMONAUK ROAD AND GENERALLY BOUNDED BY EAST MEADOW DRIVE ON THE NORTH AND EAST NORTH AVENUE ON THE SOUTH, PIN 09-20-426-002, IN THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

WHEREAS, a petition has been filed by Grand Parade Solar, LLC, an Illinois Limited Liability Company, acting through its affiliated entity Apex Clean Energy, LLC and with the permission of the property owner, Andra L. Olson as Trustee of the Andra L. Olson Declaration of Trust, seeking a Special Use Permit to operate a solar farm on certain property located east of Somonauk Road and generally bounded by East Meadow Drive on the north and East North Avenue on the south, within the Town of Cortland; and

WHEREAS, the petition of Grand Parade Solar, 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 the public hearing to consider the requested Special Use Permit application was published in the Daily Chronicle on May 14, 2026, 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 June 4, 2026, the Planning Commission held a public hearing at which time the Petitioner and other members of the public offered testimony regarding the requested Special Use Permit, with the Planning Commission subsequently sending a favorable recommendation for approval to the Town of Cortland Board of Trustees by a vote of five members in favor and one against; 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 and determines that all requirements for the requested special use have been met; specifically finding that the evidence presented establishes 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; and

WHEREAS, the Board of Trustees adopts and incorporates the contents of the Recommendation Letter and Findings of Fact to the Town of Cortland Board of Trustees PC 26-03 attached hereto as Exhibit "A,".

NOW THEREFORE BE IT ORDAINED by the Board of Trustees of the Town of Cortland, Illinois, as follows:

Section 1. That the Special Use Permit requested by Petitioner shall accordingly be granted for the operation of a solar farm on 77.54 acres of land located upon parcel denoted as PIN 09-20-426-002, east of Somonauk Road and generally bounded by East Meadow Drive on the north and East North Avenue on the south in the Town of Cortland, further incorporating in its entirety the Recommendation Letter and Finding of Fact to the Town of Cortland Board of Trustees PC 26-03 attached as Exhibit "A" as findings of the Board of Trustees in this Section 1.

Section 2. That such grant of the Special Use Permit shall be subject to the following conditions:

1. That Petitioner shall be required to obtain all necessary building permits associated with the special use for operation of a solar farm.
2. That Petitioner shall comply with all federal, state, and local laws including Section 9-4-34 of the Cortland Town Code.

Section 3. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This Ordinance shall be in full force and effect after its passage and publication as provided by law.

PASSED BY THE BOARD OF TRUSTEES of the Town of Cortland, Illinois, at a regular meeting thereof held on the ____ day of ____ 2026, and approved by me as Mayor on the same day.

AYE:

NAY:

ABSENT:

Mark Pietrowski
Mayor

ATTEST:

Cheryl Aldis
Town Clerk

CERTIFICATE

STATE OF ILLINOIS)
) SS.
 COUNTY OF DEKALB)

I, Cheryl Aldis, certify that I am the duly elected and acting Town Clerk of the Town of Cortland, DeKalb County, Illinois.

I further certify that on _____, 2026, the Corporate Authorities of such municipality passed and approved Ordinance No. 2026-____ entitled **AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO GRAND PARADE SOLAR, LLC TO OPERATE A SOLAR FARM ON 77.54 ACRES OF LAND LOCATED EAST OF SOMONAUK ROAD AND GENERALLY BOUNDED BY EAST MEADOW DRIVE ON THE NORTH AND EAST NORTH AVENUE ON THE SOUTH, PIN 09-20-426-002, IN THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS** which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2026-____ including the Ordinance and a cover sheet thereof prepared, and a copy of such Ordinance was posted in the Town Hall, commencing on _____. Copies of such Ordinance were also available for public inspection upon request in the office of the Town Clerk.

Dated at Cortland, Illinois, this _____ day of _____, 2026.

(SEAL)

Cheryl Aldis, Town Clerk

**TOWN OF CORTLAND
DEKALB COUNTY, ILLINOIS**

**TOWN OF CORTLAND
ORDINANCE NO. 2026-XX**

AN ORDINANCE DENYING A SPECIAL USE PERMIT TO GRAND PARADE SOLAR, LLC TO OPERATE A SOLAR FARM ON 77.54 ACRES OF LAND LOCATED EAST OF SOMONAUK ROAD AND GENERALLY BOUNDED BY EAST MEADOW DRIVE ON THE NORTH AND EAST NORTH AVENUE ON THE SOUTH, PIN 09-20-426-002, IN THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

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

This ____ day of ____, 2026

Published in pamphlet form by the authority of the President and Board of Trustees of the Town of Cortland, DeKalb County, Illinois, this ____ day of ____, 2026.

ORDINANCE 2026-__

AN ORDINANCE DENYING A SPECIAL USE PERMIT TO GRAND PARADE SOLAR, LLC TO OPERATE A SOLAR FARM ON 77.54 ACRES OF LAND LOCATED EAST OF SOMONAUK ROAD AND GENERALLY BOUNDED BY EAST MEADOW DRIVE ON THE NORTH AND EAST NORTH AVENUE ON THE SOUTH, PIN 09-20-426-002, IN THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

WHEREAS, a petition has been filed by Grand Parade Solar, LLC, an Illinois Limited Liability Company, acting through its affiliated entity Apex Clean Energy, LLC and with the permission of the property owner, Andra L. Olson as Trustee of the Andra L. Olson Declaration of Trust, seeking a Special Use Permit to operate a solar farm on certain property located east of Somonauk Road and generally bounded by East Meadow Drive on the north and East North Avenue on the south, within the Town of Cortland; and

WHEREAS, the petition of Grand Parade Solar, 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 the public hearing to consider the requested Special Use Permit application was published in the Daily Chronicle on May 14, 2026, 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 June 4, 2026, the Planning Commission held a public hearing at which time the Petitioner and other members of the public offered testimony regarding the requested Special Use Permit, with the Planning Commission subsequently sending a favorable recommendation for approval to the Town of Cortland Board of Trustees by a vote of five members in favor and one against; and

WHEREAS, in accordance with Section 9-10-6 of the Town Code, the Board of Trustees specifically rejects the Recommendation Letter and Finding of Fact submitted by the Planning Commission 26-03 and determines that the requirements for the special use have not been met; finding that in the opinion of the Board of Trustees the application and evidence presented establishes the following:

1. The proposed structure or use at the particular location requested fails 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;
2. The proposed structure or use may 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 is not 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 the Cortland Board of Trustees found that the evidence presented established the following:

1. The proposed structure or use at the particular location requested fails 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;

2. The proposed structure or use may 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 is not designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.

Accordingly, the Special Use Permit requested by Petitioner shall be denied for the operation of a solar farm on 77.54 acres of land located upon the parcel denoted as PIN 09-20-426-002 east of Somonauk Road and generally bounded by East Meadow Drive on the north and East North Avenue on the south in the Town of Cortland.

Section 2. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Effective Date. This Ordinance shall be in full force and effect after its passage and publication as provided by law.

PASSED BY THE BOARD OF TRUSTEES of the Town of Cortland, Illinois, at a regular meeting thereof held on the ____ day of ____ 2026, and approved by me as Mayor on the same day.

AYE:

NAY:

ABSENT:

Mark Pietrowski
Mayor

ATTEST:

Cheryl Aldis
Town Clerk

CERTIFICATE

STATE OF ILLINOIS)
) SS.
 COUNTY OF DEKALB)

I, Cheryl Aldis, certify that I am the duly elected and acting Town Clerk of the Town of Cortland, DeKalb County, Illinois.

I further certify that on _____, 2026, the Corporate Authorities of such municipality passed and approved Ordinance No. 2026-___ entitled **AN ORDINANCE DENYING A SPECIAL USE PERMIT TO GRAND PARADE SOLAR, LLC TO OPERATE A SOLAR FARM ON 77.54 ACRES OF LAND LOCATED EAST OF SOMONAUK ROAD AND GENERALLY BOUNDED BY EAST MEADOW DRIVE ON THE NORTH AND EAST NORTH AVENUE ON THE SOUTH, PIN 09-20-426-002, IN THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS** which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2026-___ including the Ordinance and a cover sheet thereof prepared, and a copy of such Ordinance was posted in the Town Hall, commencing on _____. Copies of such Ordinance were also available for public inspection upon request in the office of the Town Clerk.

Dated at Cortland, Illinois, this ____ day of _____, 2026.

(SEAL)

 Cheryl Aldis, Town Clerk

This Instrument Prepared By/Return To:

Foster, Buick, Conklin,
Lundgren & Gottschalk, LLC
Attorneys at Law
2040 Aberdeen Court
Sycamore, Illinois 60178

* The Above Space for Recorder's Use Only *

**TOWN OF CORTLAND
DEKALB COUNTY, ILLINOIS**

TOWN OF CORTLAND
ORDINANCE NO. 2026 - ____

AN ORDINANCE ANNEXING 77.54 ACRES OWNED BY
ANDRA L. OLSON AS TRUSTEE
OF THE ANDRA L. OLSON DECLARATION OF TRUST DATED OCTOBER 28, 2022
TO THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

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

This ____ day of _____ 2026

Published in pamphlet form by the authority of the President and Board of Trustees of the Town of Cortland, DeKalb County, Illinois, this ____ day of _____ 2026.

ORDINANCE 2026-__

AN ORDINANCE ANNEXING 77.54 ACRES OWNED BY
ANDRA L. OLSON AS TRUSTEE
OF THE ANDRA L. OLSON DECLARATION OF TRUST DATED OCTOBER 28, 2022
TO THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

WHEREAS, Andra L. Olson as Trustee of the Andra L. Olson Declaration of Trust dated October 28, 2022 has filed a petition for annexation, signed by the legal owners of record of all land within the territory hereinafter described, with the Town Clerk of the Town of Cortland, DeKalb County, Illinois, requesting that said territory be annexed to the Town of Cortland; and,

WHEREAS, there are no electors residing within said territory; and,

WHEREAS, the said territory is not within the corporate limits of any municipality but is contiguous to the Town of Cortland; and,

WHEREAS, legal notices regarding the intention of the Town to annex said property have been or will be sent to all public bodies required to receive such notice by state statute (65 ILCS 5/7-1-1 et seq.); and,

WHEREAS, all petitions, documents, and other necessary legal requirements are in full compliance with the statutes of the State of Illinois, specifically Section 7-1-8 of the Illinois Municipal Code; and,

WHEREAS, it is in the best interest of the Town of Cortland that the territory be annexed thereto.

NOW THEREFORE BE IT ORDAINED by the Board of Trustees of the Town of Cortland, Illinois, as follows:

Section 1. That the following described territory,

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 20, TOWNSHIP 40 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, DEKALB COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 20; THENCE NORTH 89°38'25" EAST ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER (ALSO THE SOUTH LINE OF NEUCORT LAKES UNIT ONE & THREE), A DISTANCE OF 1326.94 FEET TO THE WEST LINE OF THE EAST HALF OF SAID SOUTHEAST QUARTER, FOR A POINT OF BEGINNING; THENCE SOUTH 00°11'13" WEST, ALONG SAID WEST LINE A DISTANCE OF 2063.06 FEET TO THE NORTH LINE OF PRAIRIE VIEW SUBDIVISION; THENCE NORTH 89°12'47" EAST ALONG SAID NORTH LINE, A DISTANCE OF 95.61 FEET TO THE NORTHEAST CORNER OF SAID SUBDIVISION; THENCE SOUTH 00°06'00" WEST, ALONG THE EAST LINE OF SAID SUBDIVISION, A DISTANCE OF 357.66 FEET; THENCE NORTH 89°12'39" EAST, PARALLEL WITH THE SOUTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 404.09 FEET; THENCE SOUTH 00°09'15" WEST, A DISTANCE OF 252.78 FEET TO THE SOUTH LINE OF SAID SOUTHEAST QUARTER; THENCE NORTH 89°12'39" EAST ALONG SAID SOUTH LINE, A DISTANCE OF 824.93 FEET TO THE SOUTHEAST CORNER OF

SAID SOUTHEAST QUARTER; THENCE NORTH 00°13'16" EAST ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 2663.54 FEET TO THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER; THENCE SOUTH 89°38'25" WEST ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER (ALSO THE SOUTH LINE OF NEUCORT LAKES UNIT ONE & THREE), A DISTANCE OF 1326.93 FEET TO THE POINT OF BEGINNING.

Identified as DeKalb County PIN 09-20-426-002, consisting of 77.54 acres of land

being indicated on an accurate map of the annexed territory (which is appended to as Exhibit "A" and hereby made a part of this Ordinance), is and shall be annexed to the Town of Cortland, DeKalb County, Illinois.

Section 2. That the Town Clerk is hereby directed to record with the Recorder and to file with the County Clerk a certified copy of this Ordinance, together with the accurate map of the territory annexed appended to the Ordinance, and provide any necessary notifications to appropriate public bodies.

Section 3. Effective Date. This Ordinance shall be in full force and effect after its passage and publication as provided by law.

PASSED BY THE BOARD OF TRUSTEES of the Town of Cortland, Illinois, at a regular meeting thereof held on the 13th day of July, 2026, and approved by me as Mayor on the same day.

AYE:

NAY:

ABSENT:

Mark Pietrowski
Mayor

ATTEST:

Cheryl Aldis
Town Clerk

CERTIFICATE

STATE OF ILLINOIS)
) SS.
 COUNTY OF DEKALB)

I, Cheryl Aldis, certify that I am the duly appointed and acting Town Clerk of the Town of Cortland, DeKalb County, Illinois.

I further certify that on July 13, 2026, the Corporate Authorities of such municipality passed and approved Ordinance No. 2026-____ entitled **AN ORDINANCE ANNEXING 77.54 ACRES OWNED BY ANDRA L. OLSON AS TRUSTEE OF THE ANDRA L. OLSON DECLARATION OF TRUST DATED OCTOBER 28, 2022 TO THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS** which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2026-____ including the Ordinance and a cover sheet thereof prepared, and a copy of such Ordinance was posted in the Town Hall, commencing on _____. Copies of such Ordinance were also available for public inspection upon request in the office of the Town Clerk.

Dated at Cortland, Illinois, this ____ day of _____, 2026.

(SEAL)

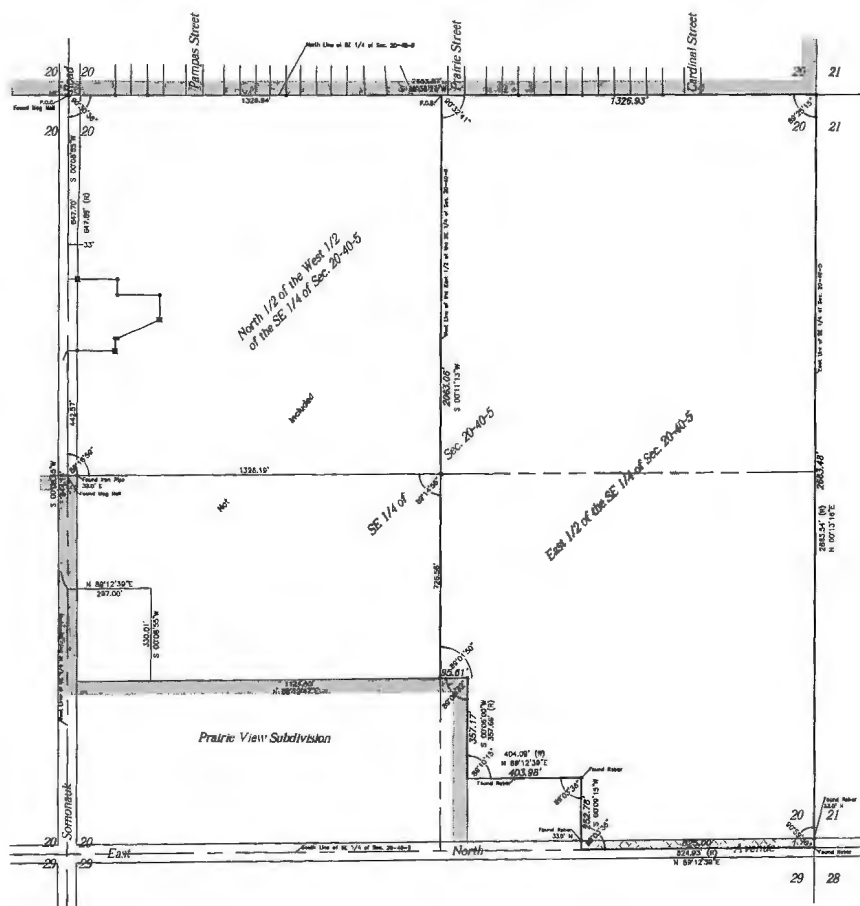
Cheryl Aldis, Town Clerk

Item 6.

CONTAINS 77.54 ACRES

PROPERTY ADDRESS: EAST NORTH AVENUE, PORTLAND, ILLINOIS
PH: (815) 226-1261

NOTE: THE RIGHT OF WAY OF EAST NORTH AVE IS ALSO ANNEXED AND HEREBY DEDICATED TO THE TOWN OF CORTLAND.



STATE OF ILLINOIS }
COUNTY OF DEKALB } SS
ACCEPTED AND APPROVED THIS _____ DAY OF _____, 2020

TOWN OF CANTON

STATE OF ILLINOIS } ss
COUNTY OF DEKALB

THIS INSTRUMENT WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DEKALB COUNTY, IN THE STATE OF ILLINOIS AFORESAID ON THIS _____ DAY OF _____, 2026 AT _____ O'CLOCK AND RECORDED IN PLAT CABINET _____ AT SLIDE NO. _____ AS DOCUMENT NO. _____.

NOTARY PUBLIC

TASHI SAS
COUNTY SHERIFF

SCALE 1"=200'

STATE OF ILLINOIS }
COUNTY OF DEKALB }

DATED AT DEKALB, ILLINOIS THIS 27TH DAY OF APRIL, 2026.

LESLIE AARON DOOGS
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3833
LICENSE EXPIRATION DATE: NOVEMBER 30TH, 2026

JADE Hanna Surveyors
155 N 3rd Street
DeKalb, IL 60115
(815) 756-2189
info@hannasurveyors.com
License No. 184006622

Exhibit A

**TOWN OF CORTLAND
DEKALB COUNTY, ILLINOIS**

**TOWN OF CORTLAND
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING TITLE 3, "BUSINESS AND LICENSE REGULATIONS"
CHAPTER 3, "PEDDLERS AND SOLICITORS," OF THE CORTLAND TOWN CODE**

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

**This ____ day of _____, 2026
Effective date: _____, 2026**

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 ____ 2026

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 3, "BUSINESS AND LICENSE REGULATIONS"
CHAPTER 3, "PEDDLERS AND SOLICITORS," OF THE CORTLAND TOWN CODE**

WHEREAS, the Board of Trustees of the Town of Cortland, Illinois, has determined that it is in the best interest and welfare of the citizens of the Town of Cortland to modify the provisions of Title 3, "Business and License Regulations," Chapter 3, "Peddlers and Solicitors"

NOW THEREFORE BE IT ORDAINED by the Board of Trustees of the
Town of Cortland, Illinois, as follows:

Section 1. That Title 3, "Business and License Regulations," Chapter 3, "Peddlers and Solicitors," of the Town Code shall be amended by deleting the Section in its entirety and replacing it with the following:

**CHAPTER 3 PEDDLERS, ~~AND SOLICITORS~~, AND POP-UP
FOOD VENDORS**

3-3-1. Peddlers and Solicitors Generally.

- A. *Invitation Required:* It shall be unlawful for any person to go upon the residential premises of another for the purpose of soliciting orders, selling, or peddling without the consent or invitation of the owner or occupant.

3-3-2. Peddlers.

- A. *Definition:* The term "peddler" shall mean any person or persons who sell or offer to sell goods, wares, or merchandise of any kind or character on foot or from any vehicle along any street or public way or in any public space within the town.
- B. *License Required:* It shall be unlawful to engage in peddling or in the business of peddler in the town without a license. A separate license shall be required for every individual engaged in any peddling enterprise within the town.
- C. *License Application:* Applications for peddler's license shall be made to the town clerk along with a nonrefundable fee and shall state thereon the description and registration number of all vehicles, if any, intended to be used; the type of goods, wares or merchandise to be peddled; the permanent address of the peddler; ~~and~~ the Illinois business tax number of the peddler, **and the Certificate of Registration from IL State Department of Revenue, listing Cortland and DeKalb County.**
- D. *License Fee:* The nonrefundable fee for such license shall be twenty-five dollars (\$25.00) per license.

- E. *Period in Effect:* A peddler's license shall be in effect for one year from the date of issuance.

3-3-3. Solicitors.

- A. *Definitions:* For the purpose of this chapter the following words as used herein shall be construed to have the meanings herein ascribed thereto:

REGISTERED SOLICITOR: Shall mean and include any person who has obtained a valid certificate of registration as hereinafter provided, and which certificate is in the possession of the solicitor on his or her person while engaged in soliciting.

RESIDENCE: Shall mean and include every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.

SOLICITING: Shall mean and include any one or more of the following activities:

1. Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character, or description whatever, for any kind of consideration whatever; or
 2. Seeking to obtain prospective customers for application or purchase of insurance of any type, kind, or character; or
 3. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and every other type of publication; or
 4. Seeking to obtain gifts or contributions of money, clothing, or any other valuable thing for the support or benefit of any charitable or nonprofit association, organization, corporation, or project.
- B. *Certificate of Registration:* Every person desiring to engage in "soliciting" as herein defined from persons in residences within this municipality is hereby required to make written application for a certificate of registration as hereinafter provided.
- C. *Application for Certificate of Registration:*
1. *Form, Filing, Contents:* Application for a certificate of registration shall be made upon a form provided by the chief of police of this municipality and filed with such chief along with a non-refundable application fee of twenty-five dollars (\$25.00). (The fee may be waived by approval of the town president/mayor.) The applicant shall truthfully state in full the information requested on the application:
 - a. Name and address of place of business;
 - b. State of Illinois business tax identification number;
 - c. Name and address of the person, firm, corporation, or association whom the applicant is employed by or represents; and the length of time of such employment or representation;
 - d. Description sufficient for identification of the subject matter of the soliciting in which the applicant will engage;
 - e. Period of time for which the certificate is applied (maximum of thirty (30) days);
 - f. The date, or approximate date, of the previous application for certificate under this chapter, if any;

- g. Has a certificate of registration issued to the applicant under this chapter ever been revoked;
 - h. Has the applicant ever been convicted of a violation of any of the provisions of this chapter or the ordinance of any other Illinois municipality regulating soliciting;
 - i. Has the applicant ever been convicted of the commission of a felony under the laws of the state of Illinois or any other state or federal law of the United States;
 - j. Also, such additional information as the chief of police may deem necessary to process the application.
2. **Identification:** At the time of application, the applicant must possess and display a valid identification card or driver's license issued by the state of origin of the applicant. The identification card or driver's license must contain a photo likeness of the applicant and contain an address, date of birth, and physical description of the applicant. This identification shall be photocopied and accompany the application for certificate of registration.
 3. **Age:** All applicants wishing to solicit for other than nonprofit organizations must be at least eighteen (18) years of age.
 4. **Fingerprinting:** The chief of police may require every applicant to submit to fingerprinting by the police department of this municipality in connection with the application for a certificate.
 5. The chief of police shall cause to be kept in his office a record of every application received and acted upon together with all other information and data pertaining thereto and all certificates of registration issued under the provisions of this chapter and of the denial of applications.
 6. **Effect of Conviction of Commission of Felony, Violation of Laws, Ordinances:** No certificate of registration shall be issued to any person who has been convicted of the commission of a felony under the laws of the state of Illinois or any other state or federal law of the United States within five (5) years of the date of application; nor to any person who has been convicted of a violation of any provisions of this chapter; nor to any person whose certificate of registration has been revoked as herein provided.

D. Issuance and Revocation of Certificate: The chief of police, after consideration of the application and all information obtained relative thereto, shall deny the application if the applicant does not possess the qualifications for such certificate as herein required, and if the issuance of a certificate of registration to the applicant would not be in accord with the intent and purpose of this chapter. Endorsement shall be made by the chief of police upon the denial of the application.

When the applicant is found to be fully qualified, the certificate of registration shall be issued forthwith for a maximum period of thirty (30) days. The certificate of registration shall state the expiration date thereof, which shall be a maximum of thirty (30) days from the date of issuance.

Any certificate of registration issued hereunder shall be revoked by the chief of police if the holder of the certificate is convicted of a violation of any of the provisions of this chapter, or has made a false material statement in the application, or otherwise becomes disqualified for the issuance of a certificate of registration under the terms of this chapter. Immediately upon such revocation, written notice shall be given by the chief of police to the holder of the certificate in person or by certified U.S. mail, addressed to his or her residence address set forth in the application. Immediately upon giving of such notice the certificate of registration shall become null and void.

- E. *Town Policy on Soliciting:* It is hereby declared to be the policy of the governing body of this municipality that the occupant or occupants of the residences in this municipality shall make the determination of whether solicitors shall be, or shall not be, invited to their respective residence.
- F. *Notice Regulating Soliciting:* Every person desiring to secure the protection intended to be provided by the regulations pertaining to soliciting contained in this chapter shall comply with the following directions:

Notice of the determination by the occupant of giving invitation to solicitors, or the refusal of invitation to solicitors, to any residence shall be given in the following manner:

A weatherproof card, approximately three inches by four inches (3" x 4") in size, shall be exhibited upon or near the main entrance door to the residence, indicating the determination by the occupant, containing the applicable words as follows:

ONLY SOLICITORS REGISTERED IN THE
TOWN OF CORTLAND INVITED
or
NO SOLICITORS INVITED

The letters shall be at least one-third inch ($\frac{1}{3}$ ") in height. For the purpose of uniformity the cards shall be provided by the chief of police to persons requesting these cards.

Such card so exhibited shall constitute sufficient notice to any solicitor of the determination by the occupant of the residence of the information contained thereon.

- G. *Duty of Solicitors:* It shall be the duty of every solicitor upon going onto any premises in the municipality upon which a "residence" as herein defined is located, to first examine the notice provided for in this section, if any is attached, and be governed by the statement contained on that notice. If the notice states "ONLY SOLICITORS REGISTERED IN THE TOWN OF CORTLAND INVITED", then the solicitor not possessing a valid certificate of registration shall immediately and peacefully depart from the premises; and if the notice states "NO SOLICITORS INVITED", then the solicitor, whether registered or not, shall immediately and peacefully depart from the premises.

Any solicitor who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

- H. *Uninvited Soliciting Prohibited:* It is hereby declared to be unlawful and shall constitute a nuisance for any person to go upon any premises and ring a doorbell upon or near any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and

engaging in "soliciting" as herein defined, in defiance of the notice exhibited at the residence in accordance with the provisions of this chapter.

- I. *Hours For Soliciting*: It is hereby declared to be unlawful and shall constitute a nuisance for any person, whether registered under this chapter or not, to go upon any premises and ring the doorbell upon or near any door of a residence located thereon, or rap or knock upon any door, or create any sound in any manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engaging in "soliciting" as herein defined, prior to 9:00 a.m. or after either dusk or 7:00 p.m., whichever is earlier, of any weekday, or at any time on a Sunday or on a state or national holiday. (Ord. 2000-18, 10-23-2000)

3-3-4. Pop-Up Food Vendors

- A. *Definition*: The term "pop-up food vendor" shall mean any person or persons who sell or offer to sell foodstuffs of any kind or character from a temporary business and who, in the furtherance of such business uses any approved place within the Town.
- B. *License Required*: It shall be unlawful to engage in pop-up food vending or the business of a pop-up food vendor in the town without a license. A separate license shall be required for every individual engaged in any pop-up vending enterprise within the town.
 - a. The provisions of Chapter 1 of this title 3 regarding licenses issued in the Town of Cortland shall be applicable as otherwise may be necessary.
- C. *License Application*: Applications for a pop-up food vendor license shall be made to the chief of police along with a non-refundable fee and shall include the following;
 - a. Completed application form listing the permanent address of the vendor.
 - b. Current DeKalb County Health Cottage Food certificate.
 - c. Certificate of Registration from IL State Department of Revenue, listing Cortland and DeKalb County and the Illinois Business Tax Number of the vendor.
 - d. Certificate of Liability Insurance with the Town of Cortland listed as an additional insured.
- D. *License Fees & Period In Effect*: The non-refundable fee for such license shall be;
 - a. Special Event: twenty-five dollars (\$25.00) per license per event
 - b. Annual License: one hundred fifty dollars (\$150.00) per license and shall include any special events

3-3-5. Location and Hours For Operation of Pop-Up Food Vendors.

- A. Subject to the restrictions and limitations set forth in this ordinance, pop-up food vendors may operate on town-owned property at;
 - a. Green Space, 86 S. Somonauk Rd.
 - b. Municipal Parking Lot, 85 S. Somonauk Rd.
 - c. Cortland Community Park Grounds/Green Space, 70 S. Llanos St. – Special Events Only
- B. Between the hours of 8:00a.m. to dusk.

3-3-6. Specific Regulations For Pop-Up Food Vendors

In addition to any and all other ordinances, laws, rules, and regulations, pop-up food vendors shall:

- A. Display a valid Town of Cortland Pop-Up Vendor license.
- B. Not obstruct traffic or the public right-of-way or public sidewalks or walkways within the approved locations.
- C. Not utilize Town utility connections.
- D. Not exceed a 10ft.x10ft. size pop-up structure.
- E. Deconstruct all pop-up tent structures at the conclusion of each event. Structures may not be left overnight or be unattended at any time.
- F. Provide a trash receptacle for use by customers and continuously contain and police waste and refuse. Licensees should not leave any location without first picking up, removing and disposing of all waste and refuse remaining from sales made by the pop-up vendor.
- G. Not permit unnecessarily loud or attention-attracting sound, including operating any loudspeaker, public address system, radio, music player, sound amplifier or similar device to attract attention of the public.
- H. Comply with all health inspection requirements of State and County regulations and display proof of compliance as may be necessary.
- I. Report sales taxes where required by applicable law and submit an ST1 Form to the Town of Cortland Finance Department at the conclusion of each event.

3-3-7. Penalties.

- A. *Fine:* Any peddler, ~~or~~ solicitor, or pop-up food vendor who violates any provision of this chapter shall be fined not less than fifty dollars (\$50.00) and not more than five hundred dollars (\$500.00).
- B. *Settlement:* Any person accused of a violation of this chapter may settle the claim by delivering to the town hall the violator's copy of the town ordinance citation and cash or money order made payable to the Town of Cortland. If the fifty dollar (\$50.00) fine is not received within seven (7) days the fine will increase to one hundred dollars (\$100.00). If that fine is not received within the next seven (7) days, the accused will be summoned to court and may be fined up to five hundred dollars (\$500.00).

Section 2. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Effective Date. This Ordinance shall be in full force and effect after its passage and publication as provided by law.

PASSED BY THIS BOARD OF TRUSTEES of the Town of Cortland, Illinois, at a regular meeting thereof held on the _____ day of _____ 2026, and approved by me as Mayor on the same day.

AYE:

NAY:

ABSENT:

Mark Pietrowski, Mayor

ATTEST:

Cheryl Aldis, Town Clerk



Town of Cortland

Agenda Request

Item 8.

(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: JULY 1, 2026

FOR MEETING ON: JULY 13, 2026

DESCRIPTION/TITLE: QUOTE # Q-123987-1 TO CONVERT CIVICPLUS AGENDA AND MEETING MINUTES FROM ESSENTIAL TO SELECT USING PRO PREMIUM PACKAGE AND IMPLEMENTATION. THIS UPGRADE RELIEVES AN END-OF-LIFE TIMELINE FOR OUR CURRENT ESSENTIAL'S PROGRAM AS WELL AS ADDRESSING THE FEDERAL ADA LAWS. THE NEW COST AS OF JANUARY 1, 2027 WOULD BE \$5,300 FOR THE YEAR, INCREASED FROM THE CURRENT \$4,400.

REQUIRED ACTION: APPROVAL AND AUTHORIZATION FOR THE MAYOR TO SIGN THE STATEMENT OF WORK (SOW).

STAFF/COMMITTEE RECOMMENDATION: APPROVAL IS RECOMMENDED

STATEMENT OF CONCERN/SUMMARY:

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: Cheryl Aldis

Approved by:

Date

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**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-123987-1

1/1/2027

Client:

Town of Cortland, IL

Bill To:

CORTLAND TOWN, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Sales Operations		salesops@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Conversion Pro Premium Implementation	AMM Select: Conversion Pro Premium Implementation	USD 0.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Conversion Pro Premium Package	Conversion Pro Premium Package	USD 0.00
1.00	AMM Select: AI Editing Assistant	AMM Select: AI Editing Assistant	USD 0.00
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 5,300.00

Total Investment - Initial Term	USD 5,300.00
Annual Recurring Services (Subject to Uplift)	USD 5,300.00

Initial Term	1/1/2027 - 12/31/2027, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-123987-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Town of Cortland

Agenda Request

Item 9.

(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: JULY 2, 2026

FOR MEETING ON: JULY 13, 2026

DESCRIPTION/TITLE: QUOTE DATE JULY 2, 2026 TO UPGRADE CATALIS WEBSITE. THIS QUOTE INCLUDES AN OVERALL WEBSITE DESIGN UPGRADE AS WELL AS ADDRESSING THE FEDERAL ADA LAWS REQUIRING COMPLIANCE BY APRIL 30, 2028. THIS IS A 4 YEAR CONTRACT TOTALING \$11,354.30.

REQUIRED ACTION: APPROVAL AND AUTHORIZATION FOR THE MAYOR TO SIGN THE CONTRACT.

STAFF/COMMITTEE RECOMMENDATION: APPROVAL IS RECOMMENDED

STATEMENT OF CONCERN/SUMMARY:

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: Cheryl Aldis

Approved by:

Date

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Quote

CUSTOMER INFORMATION

Customer: Cortland, IL
Contact Person: Cheryl Aldis

Email: townclerk@cortlandil.org
Phone: 815-756-3030

Catalis Representative: Aaron Mittlieder, aaron.mittlieder@catalisgov.com, (402) 215-3439

PRICING

1. Fee Summary

Software Subscription Fees for Year 1 Total: \$2,026.69

Professional Services One-time Fees Total: \$0.00

Fee details for these totals are in the tables below.

2. Software Subscription Fees

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Website Management	\$2,764.05			
Annual Product Subscription	Credit: -\$737.36 Overlap in dates: (3/1/26 - 8/1/26)	\$2,929.89	\$3,105.69	\$3,292.03
Total Subscription Fees	\$2,026.69	\$2,929.89	\$3,105.69	\$3,292.03

3. One-Time Professional Services Fees

Website Management	
Professional Services	\$0.00
Total One-Time Services Fees	\$0.00

If you would like to move forward with purchasing a Subscription, please reach out to your Catalis Representative for an Order Form.

2026 MONTHLY PERMITS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yearly Total
NEW CONSTRUCTION													Item 10.
RESIDENTIAL		2	16	4									
INDUSTRIAL/COMMERCIAL BLDG													0
REMODELING/RENOVATION													
ELECTRICAL/ELEC SERVICE UPGRADE	1				1								2
PLUMBING	1			2	2								5
HVAC													0
REMODEL/REPAIR/ALTERATION													0
REPLACEMENT DOORS			1										1
REPLACEMENT WINDOWS	1		2		2								5
ROOF		3	17	16	5								41
SIDING			3	1	1								5
ADDITION													0
DEMOLITION													
GARAGE			1										1
HOUSE													0
INDUSTRIAL/COMMERCIAL BLDG													0
OTHER													0
MISCELLANEOUS													
FIRE ALARM SYSTEM													0
FIRE SPRINKLER SYSTEM													0
IRRIGATION SYSTEM ELECTRICAL													0
WATER SERVICE													0
SITE GRADING													0
ALL OTHER IMPROVEMENTS													
DECK	1												1
DRIVEWAY/DRIVEWAY EXT				1	2								3
FENCE	3	1	4	6	15								29
FIREPLACE													0
GARAGE DETACHED					1								1
OUTDOOR FIREPLACE/PATIO WALL													0
PERGOLA/GAZEBO				1	1								2
PARK SHELTER													0
PARKING LOT REPAVEMENT/EXTENSION													0
POOL/HOT TUB													0
PORCH			1										1
RAMP													0
SHED				1									1
SIDEWALK													0
SIGN													0
SOLAR PANELS - RESIDENTIAL													0
SOLAR PANELS - COMMERCIAL													0
CONCRETE STEPS/STOOP				1									1
STORAGE BUILDING													0
UTILITY PERMIT	1		1	1									3
WHOLE HOUSE GENERATOR				1									1
TOTAL	8	6	46	35	30	0	0	0	0	0	0	0	125

2026 MONTHLY PERMITS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yearly Total
NEW CONSTRUCTION													Item 10.
RESIDENTIAL		2	16	4		3							
INDUSTRIAL/COMMERCIAL BLDG													0
REMODELING/RENOVATION													
ELECTRICAL/ELEC SERVICE UPGRADE	1				1								2
PLUMBING	1			2	2	2							7
HVAC						1							1
REMODEL/REPAIR/ALTERATION													0
REPLACEMENT DOORS			1										1
REPLACEMENT WINDOWS	1		2		2	2							7
ROOF		3	17	16	5	9							50
SIDING			3	1	1								5
ADDITION													0
DEMOLITION													
GARAGE			1										1
HOUSE													0
INDUSTRIAL/COMMERCIAL BLDG													0
OTHER													0
MISCELLANEOUS													
FIRE ALARM SYSTEM													0
FIRE SPRINKLER SYSTEM													0
IRRIGATION SYSTEM ELECTRICAL													0
WATER SERVICE						1							1
SITE GRADING						1							1
ALL OTHER IMPROVEMENTS													
DECK	1												1
DRIVEWAY/DRIVEWAY EXT				1	2								3
FENCE	3	1	4	6	15	4							33
FIREPLACE													0
GARAGE DETACHED					1								1
OUTDOOR FIREPLACE/PATIO WALL													0
PERGOLA/GAZEBO				1	1								2
PARK SHELTER													0
PARKING LOT REPAVEMENT/EXTENSION													0
POOL/HOT TUB													0
PORCH			1										1
RAMP													0
SHED				1		2							3
SIDEWALK													0
SIGN													0
SOLAR PANELS - RESIDENTIAL						1							1
SOLAR PANELS - COMMERCIAL													0
CONCRETE STEPS/STOOP				1									1
STORAGE BUILDING													0
UTILITY PERMIT	1		1	1									3
WATERPROOFING - BASEMENT						1							1
WHOLE HOUSE GENERATOR				1									1
TOTAL	8	6	46	35	30	27	0	0	0	0	0	0	152

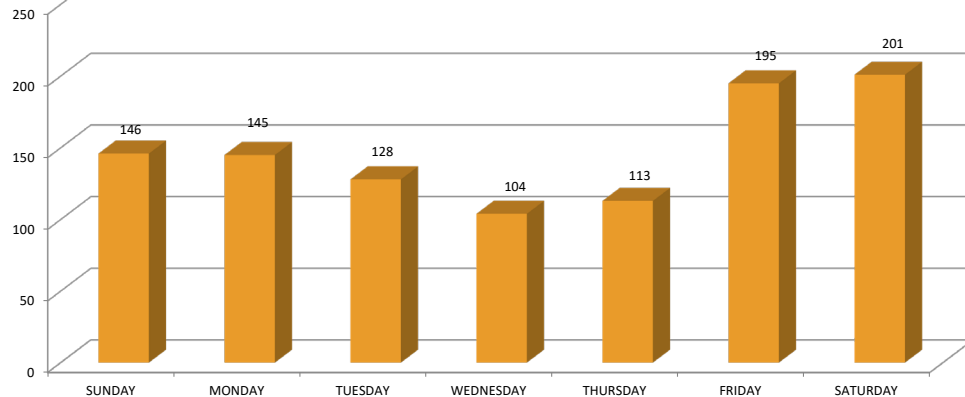
CORTLAND POLICE DEPARTMENT 2026

SUMMARY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Group A Offenses (NIBRS)	4	9	12	10	8								43
Mental Health Calls (NIBRS)	2	1	4	1	3								11
Community Contacts	86	75	89	69	78								397
Drug Offenses	0	0	4	1	1								6
Alcohol Offenses	0	0	0	0	0								0
Juvenile Offenses	1	1	0	5	0								7
Municipal Code	0	0	7	8	35								50
Traffic Stops	47	35	61	36	55								234
Warnings	46	29	48	30	44								197
Tickets Issued	9	11	15	7	9								51
Accidents	5	2	1	3	2								13
Criminal Arrests	0	5	6	3	6								20
*Warrant Arrests (# also included in Criminal Arrests)	0	0	0	0	0								0
Calls For Service	127	108	126	139	136								636
CAD Events	881	803	928	784	1032								4,428
Case Reports	36	30	39	51	75								231
Parking Tickets	1	0	0	0	3								4
Total	1,245	1,109	1,340	1,147	1,487	0	0	0	0	0	0	0	6,328

SPECIAL SERVICES FOR MAY 2026

ASSIST OTHER AGENCIES	08
ASSIST MOTORISTS	10
KEYS IN CAR	05
HOUSE/BUSINESS CHECK	89
EXTRA PATROL	228
FOOT PATROL	45
SCHOOL PATROL	12
STATIONARY PATROL	78
CONCENTRATED PATROL	112
COMMUNITY CONTACT	78

MAY



SQUAD CAR MILEAGE as of May 2026

VEHICLE	YEAR	MILES
Ford Explorer	2021	43694
Ford Explorer	2017	128026
Ford Taurus	2018	78009.3
Ford Taurus	2019	50534
Chevy Tahoe	2020	59424
Ford Explorer	2025	22313

SQUAD CAR EXPENSES MAY 2026

(01-6200-241)

0.00

THRU MAY 2026

SUMMARY	MISC P/T	HARRIS 974	RYDER 976	SAWYER 977	SCHAIBLE 978	HOPKINS 979	TOTAL
Case Reports	18	96	28	48	18	37	245
Community Contacts	6	94	48	71	8	166	393
Warnings	1	4	24	99	45	23	196
Tickets Issued	0	3	0	45	2	2	52
Accidents	0	2	4	4	1	3	14
Criminal Arrests	0	2	1	16	1	1	21
Total Calls	85	640	441	1505	761	996	4428
Traffic Stops	0	4	22	127	45	36	234
Self Initiated	172	528	357	1344	638	868	3907
Parking Tickets	0	0	1	0	0	0	1
Total	282	1373	926	3259	1519	2132	9491



COUNTY CALLS AFTER HOURS

CIVIL PROCESS	AMBULA NCE REQUEST	TOW ROAD HAZARD	911 HANG UP	ASSIST OTHER DPT	TRAFFIC STOP	MISC	TOTAL CALLS
4	1	2	5	12	13	23	60

