



## **Town of Cortland**

### **Board of Trustees Town Board Meeting**

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

April 28, 2025 at 7:00 PM

#### **AGENDA**

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

#### **APPROVAL OF AGENDA**

#### **PUBLIC WISHING TO SPEAK**

#### **PRESENTATION**

1. George Caravelli, Worthington Homes presentation of potential mixed use project. Information only, no action required.

#### **CONSENT AGENDA**

2. Consider a motion to Approve Town Board minutes of April 14 2024,

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

3. Consideration of renewal of a three-year contract with Lauterbach & Amen, LLP to provide outsourced accounting, finance services and utility billing to the Town for the years ending April 30, 2026, April 30, 2027, for a monthly rate of \$13,900.00 and April 30, 2028, for a monthly rate of \$14,250.00

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

#### **DEPARTMENT HEAD REPORTS**

4. Police Reports for February and March 2025
5. Utility Billing Summary - Information only

#### **MAYOR'S RECOGNITIONS/COMMENTS**

6. PROCLAMATION 2025-01 - OPEN ROADS ABATE OF ILLINOIS MAY AS MOTORCYCLE AWARENESS MONTH
7. PROCLAMATION 2025-02 - 56TH ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK - MAY 4-10, 2025

#### **ADJOURN SINE DIE**

#### **SWEARING IN OF NEWLY ELECTED OFFICIALS**

#### **CALL TO ORDER / ROLL CALL**

#### **COMMENTS**

#### **MAYOR'S REPORT**

#### **ADJOURNMENT**



December 31, 2024

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 the monthly rates noted below. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

| Services Provided   | For the Year Ended |                  |                  |
|---|--------------------|------------------|------------------|
|   | April 30, 2026     | April 30, 2027   | April 30, 2028   |
| Outsourced Accounting,<br>Finance Services and<br>Utility Billing | \$13,900 Monthly   | \$13,900 Monthly | \$14,250 Monthly |
| Total Annual Fee  | \$166,800          | \$166,800        | \$171,000        |

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.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over sixty days.

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.

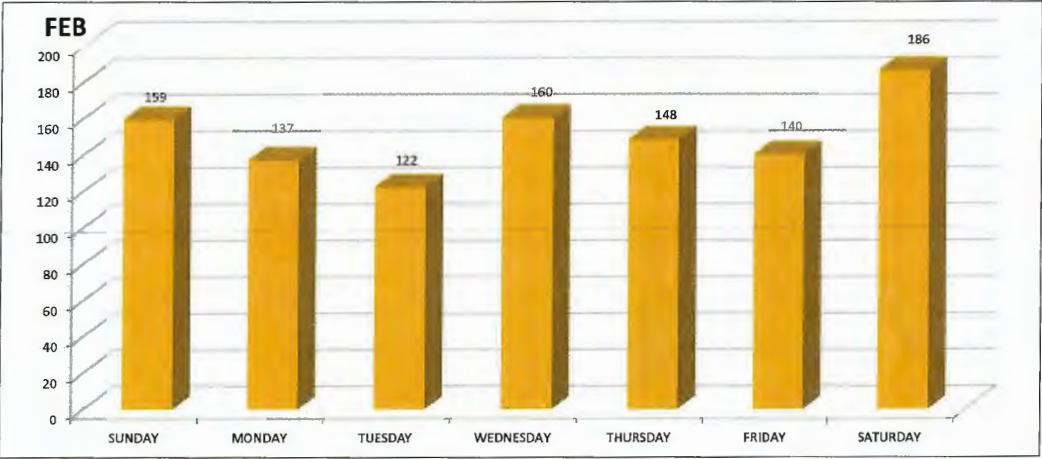
By: \_\_\_\_\_

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

CORTLAND POLICE DEPARTMENT 2025

| SUMMARY   | Jan   | Feb   | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Group A Offenses (NIBRS)                                  | 8     | 4     |     |     |     |     |     |     |     |     |     |     | 12    |
| Mental Health Calls (NIBRS)                               | 4     | 5     |     |     |     |     |     |     |     |     |     |     | 9     |
| Community Contacts  | 49    | 43    |     |     |     |     |     |     |     |     |     |     | 92    |
| Drug Offenses   | 0     | 0     |     |     |     |     |     |     |     |     |     |     | 0     |
| Alcohol Offenses  | 0     | 0     |     |     |     |     |     |     |     |     |     |     | 0     |
| Juvenile Offenses   | 0     | 1     |     |     |     |     |     |     |     |     |     |     | 1     |
| Municipal Code  | 9     | 0     |     |     |     |     |     |     |     |     |     |     | 9     |
| Traffic Stops   | 46    | 45    |     |     |     |     |     |     |     |     |     |     | 91    |
| Warnings  | 39    | 38    |     |     |     |     |     |     |     |     |     |     | 77    |
| Tickets Issued  | 5     | 8     |     |     |     |     |     |     |     |     |     |     | 13    |
| Accidents   | 3     | 4     |     |     |     |     |     |     |     |     |     |     | 7     |
| Criminal Arrests  | 2     | 3     |     |     |     |     |     |     |     |     |     |     | 5     |
| *Warrant Arrests<br>(# also included in Criminal Arrests) | 0     | 1     |     |     |     |     |     |     |     |     |     |     | 1     |
| Calls For Service   | 124   | 96    |     |     |     |     |     |     |     |     |     |     | 220   |
| CAD Events  | 1,060 | 1052  |     |     |     |     |     |     |     |     |     |     | 2,112 |
| Case Reports  | 39    | 40    |     |     |     |     |     |     |     |     |     |     | 79    |
| Parking Tickets   | 0     | 0     |     |     |     |     |     |     |     |     |     |     | 0     |
| Total   | 1,388 | 1,340 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 2,728 |

| SPECIAL SERVICES FOR FEB 2025 |     |
|-------------------------------|-----|
| ASSIST OTHER AGENCIES         | 09  |
| ASSIST MOTORISTS              | 05  |
| KEYS IN CAR                   | 06  |
| HOUSE/BUSINESS CHECK          | 117 |
| EXTRA PATROL                  | 268 |
| FOOT PATROL                   | 00  |
| SCHOOL PATROL                 | 24  |
| STATIONARY PATROL             | 250 |
| CONCENTRATED PATROL           | 22  |
| COMMUNITY CONTACT             | 43  |



| SQUAD CAR MILEAGE as of FEB 2025 |      |        |
|----------------------------------|------|--------|
| VEHICLE                          | YEAR | MILES  |
| Ford Explorer                    | 2021 | 27928  |
| Ford Explorer                    | 2017 | 126791 |
| Ford Taurus                      | 2018 | 70789  |
| Ford Taurus                      | 2019 | 42146  |
| Chevy Tahoe                      | 2020 | 47753  |

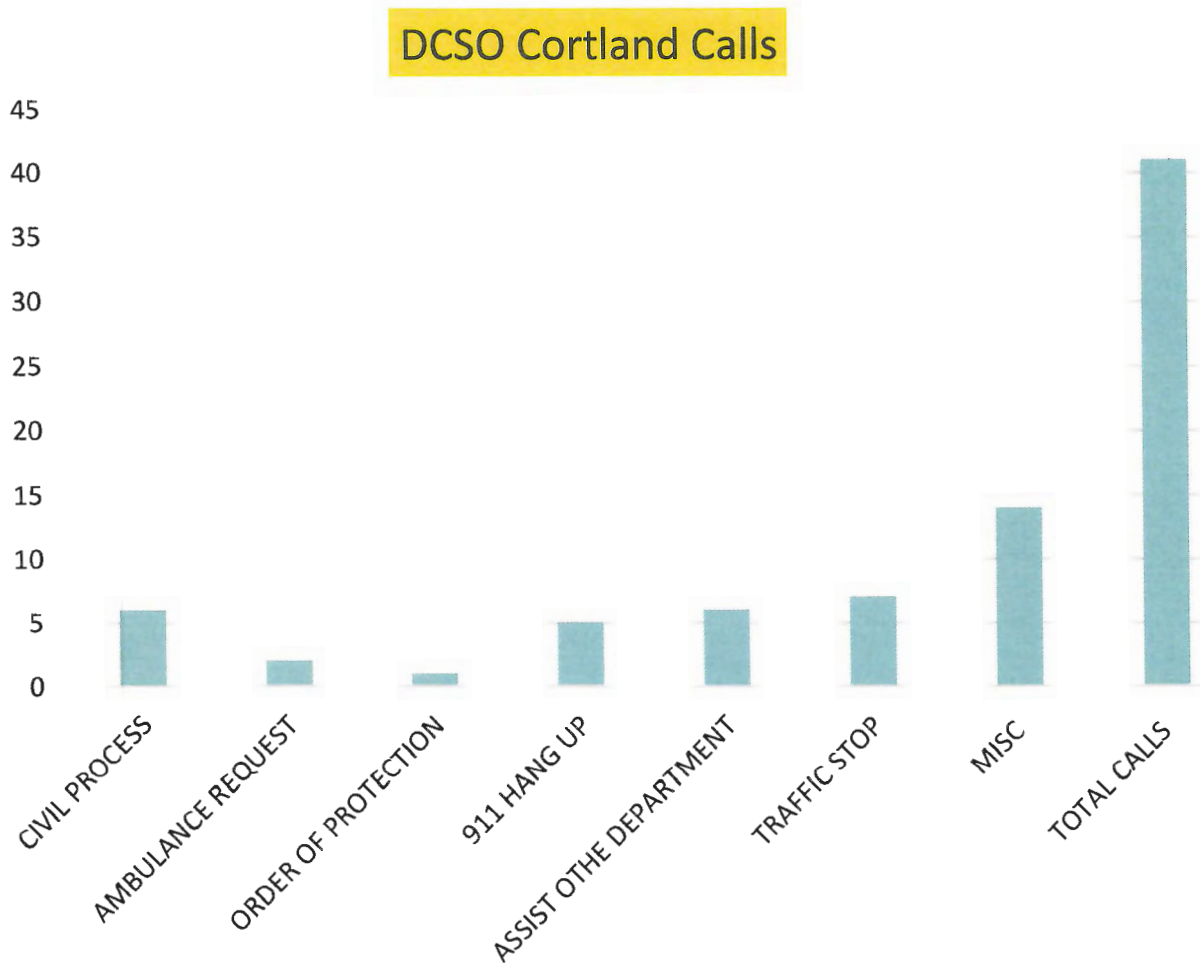
  

| SQUAD CAR EXPENSES FEB 2025 |          |
|-----------------------------|----------|
| (01-6200-241)               |          |
| Exxon Mobil                 | \$41.00  |
| Napa                        | \$251.09 |
| Brad Manning                | \$344.40 |

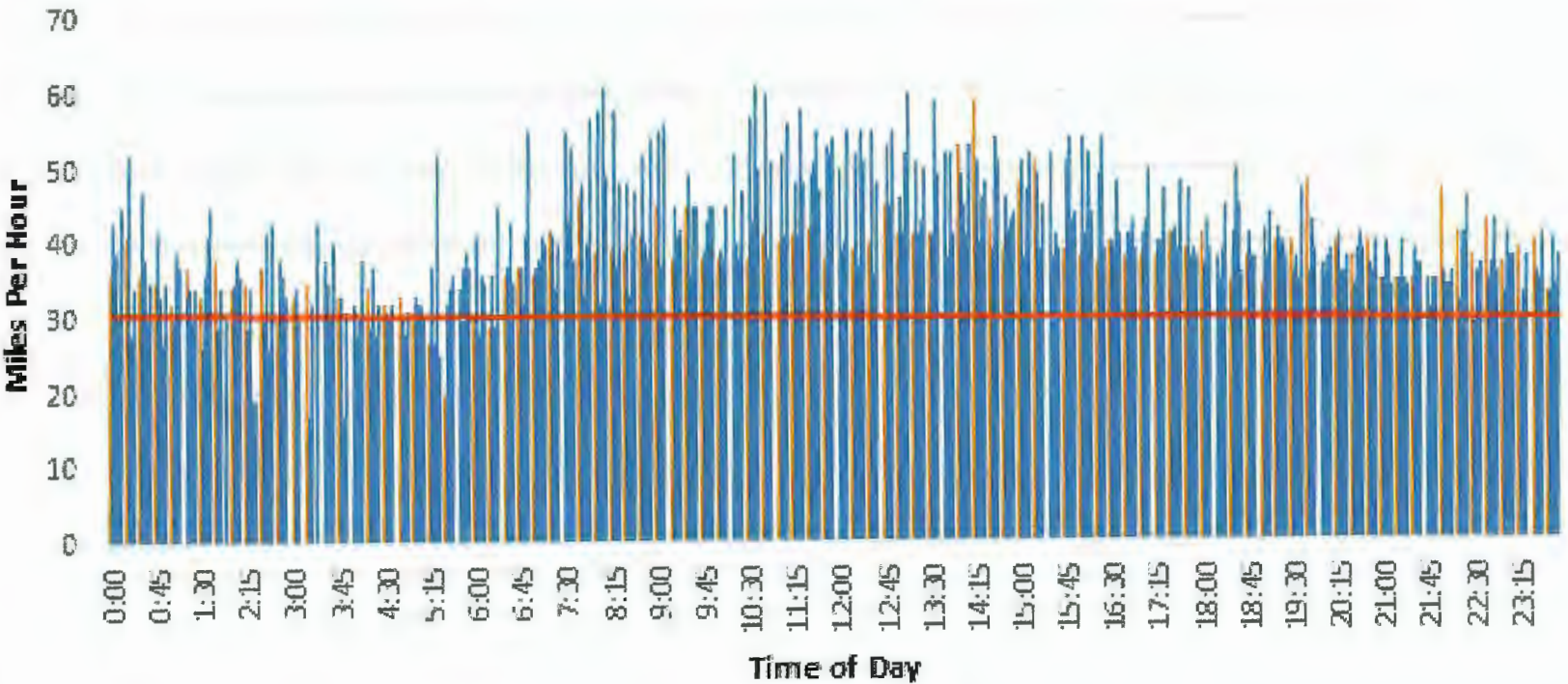
**THRU FEB2025**

Item 4.

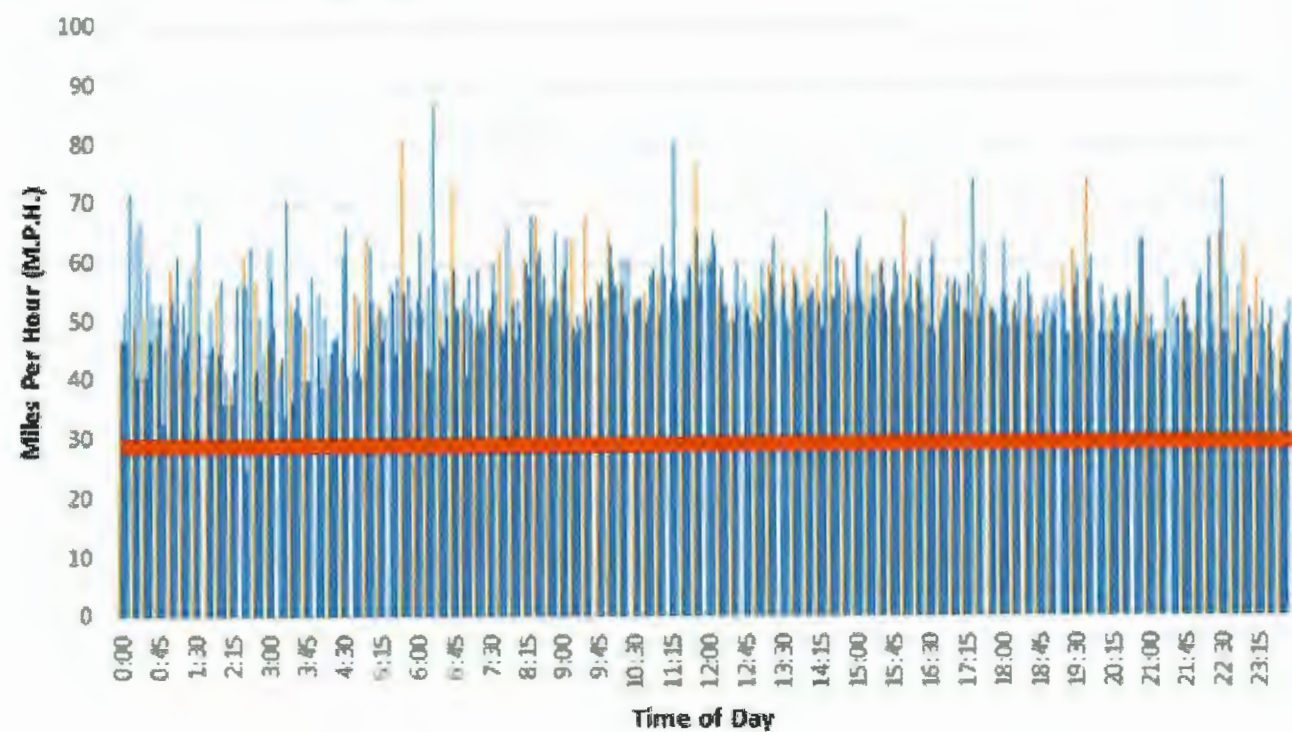
| SUMMARY           | CORYELL<br>9722 | DARGIS<br>971 | HARRIS<br>974 | RYDER<br>976 | HOPKINS<br>979 | SAWYER<br>977 | SCHAIBLE<br>978 | VANWANKO<br>M 972 | TOTAL |
|-------------------|-----------------|---------------|---------------|--------------|----------------|---------------|-----------------|-------------------|-------|
| Case Reports      | 9               | 2             | 25            | 9            | 5              | 13            | 15              | 1                 | 79    |
| Community Contact | 0               | 0             | 9             | 15           | 36             | 30            | 0               | 1                 | 91    |
| Warnings          | 55              | 0             | 0             | 5            | 0              | 16            | 0               | 0                 | 76    |
| Tickets Issued    | 0               | 0             | 0             | 0            | 0              | 11            | 2               | 0                 | 13    |
| Accidents         | 1               | 0             | 1             | 3            | 0              | 1             | 1               | 0                 | 7     |
| Criminal Arrests  | 0               | 0             | 1             | 0            | 0              | 1             | 2               | 0                 | 4     |
| Total Calls       | 482             | 7             | 255           | 138          | 274            | 607           | 300             | 30                | 2093  |
| Traffic Stops     | 58              | 0             | 0             | 4            | 0              | 25            | 2               | 0                 | 89    |
| Self Initiated    | 450             | 2             | 232           | 112          | 245            | 514           | 241             | 20                | 1816  |
| Parking Tickets   | 0               | 0             | 0             | 0            | 0              | 0             | 0               | 0                 | 0     |
| Total             | 1055            | 11            | 523           | 286          | 560            | 1218          | 563             | 52                | 4268  |



# Somonauk N/B at South Avenue Speed Study February 1st, 2025 through February 6th, 2025



Somonauk S/B at Cortland Center Speed Study  
February 1st, 2025 through February 6th, 2025

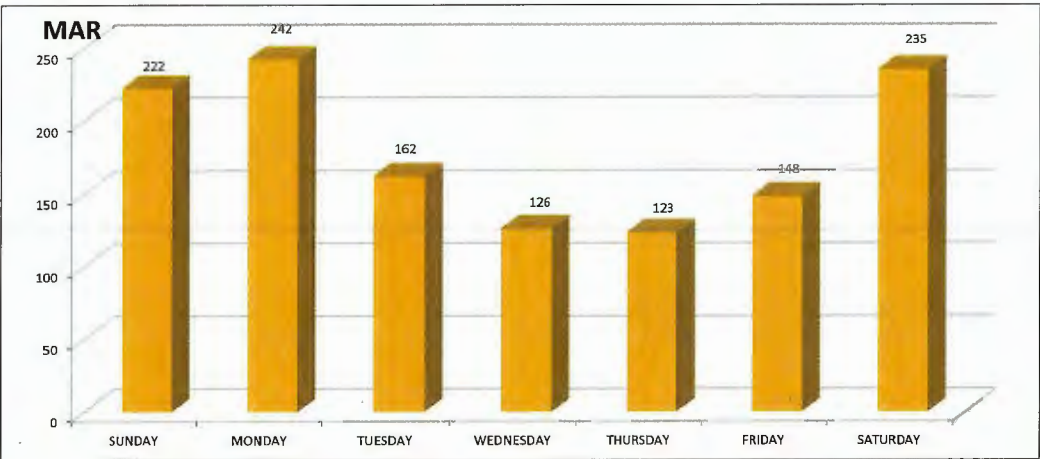


CORTLAND POLICE DEPARTMENT 2025

| SUMMARY   | Jan   | Feb   | Mar   | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|-------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Group A Offenses (NIBRS)                                  | 8     | 4     | 10    |     |     |     |     |     |     |     |     |     | 22    |
| Mental Health Calls (NIBRS)                               | 4     | 5     | 1     |     |     |     |     |     |     |     |     |     | 10    |
| Community Contacts  | 49    | 43    | 52    |     |     |     |     |     |     |     |     |     | 144   |
| Drug Offenses   | 0     | 0     | 1     |     |     |     |     |     |     |     |     |     | 1     |
| Alcohol Offenses  | 0     | 0     | 0     |     |     |     |     |     |     |     |     |     | 0     |
| Juvenile Offenses   | 0     | 1     | 1     |     |     |     |     |     |     |     |     |     | 2     |
| Municipal Code  | 9     | 0     | 0     |     |     |     |     |     |     |     |     |     | 9     |
| Traffic Stops   | 46    | 45    | 113   |     |     |     |     |     |     |     |     |     | 204   |
| Warnings  | 39    | 38    | 100   |     |     |     |     |     |     |     |     |     | 177   |
| Tickets Issued  | 5     | 8     | 21    |     |     |     |     |     |     |     |     |     | 34    |
| Accidents   | 3     | 4     | 2     |     |     |     |     |     |     |     |     |     | 9     |
| Criminal Arrests  | 2     | 3     | 5     |     |     |     |     |     |     |     |     |     | 10    |
| *Warrant Arrests<br>(# also included in Criminal Arrests) | 0     | 1     | 0     |     |     |     |     |     |     |     |     |     | 1     |
| Calls For Service   | 124   | 96    | 100   |     |     |     |     |     |     |     |     |     | 320   |
| CAD Events  | 1,060 | 1052  | 1258  |     |     |     |     |     |     |     |     |     | 3,370 |
| Case Reports  | 39    | 40    | 45    |     |     |     |     |     |     |     |     |     | 124   |
| Parking Tickets   | 0     | 0     | 0     |     |     |     |     |     |     |     |     |     | 0     |
| Total   | 1,388 | 1,340 | 1,709 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 4,437 |

SPECIAL SERVICES FOR MAR 2025

|                       |     |
|-----------------------|-----|
| ASSIST OTHER AGENCIES | 11  |
| ASSIST MOTORISTS      | 03  |
| KEYS IN CAR           | 06  |
| HOUSE/BUSINESS CHECK  | 157 |
| EXTRA PATROL          | 283 |
| FOOT PATROL           | 01  |
| SCHOOL PATROL         | 26  |
| STATIONARY PATROL     | 319 |
| CONCENTRATED PATROL   | 19  |
| COMMUNITY CONTACT     | 52  |



SQUAD CAR MILEAGE as of MAR 2025

| VEHICLE       | YEAR | MILES |
|---------------|------|-------|
| Ford Explorer | 2021 | 28647 |
| Ford Taurus   | 2018 | 71801 |
| Ford Taurus   | 2019 | 43260 |
| Chevy Tahoe   | 2020 | 49520 |

SQUAD CAR EXPENSES MAR 2025

(01-6200-241)

|             |            |
|-------------|------------|
| Exxon Mobil | \$181.00   |
| Napa        | \$101.58   |
| Ardnt       | \$10514.39 |
| Belle Tire  | \$240.99   |

THRU MAR 2025

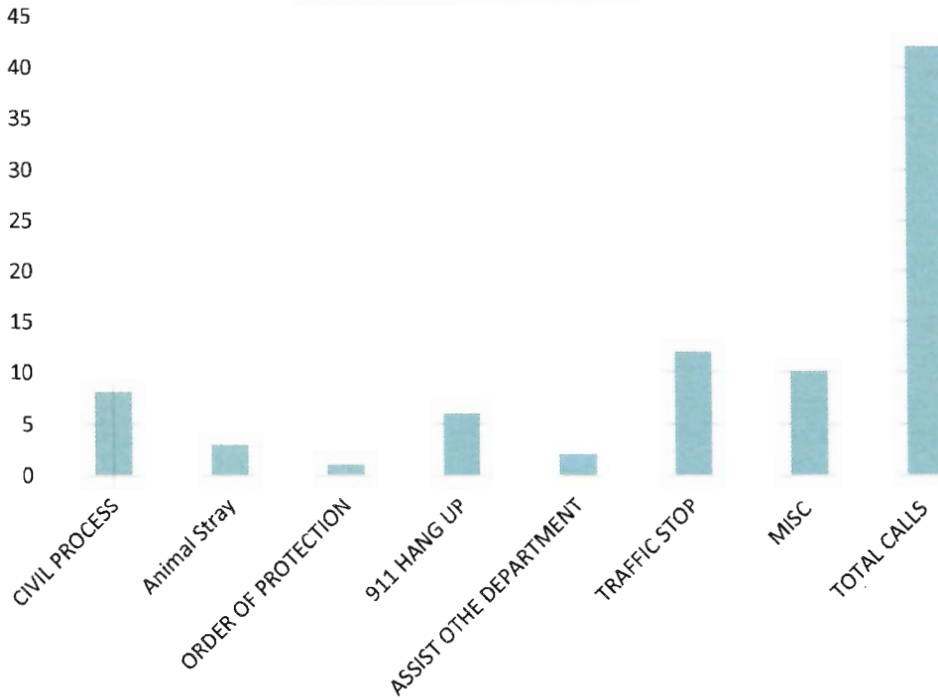
| SUMMARY           | CORYELL<br>9722 | DARGIS<br>971 | HARRIS<br>974 | RYDER<br>976 | HOPKINS<br>979 | SAWYER<br>977 | SCHAIBLE<br>978 | VANWANKU<br>M 972 | TOTAL |
|-------------------|-----------------|---------------|---------------|--------------|----------------|---------------|-----------------|-------------------|-------|
| Case Reports      | 15              | 2             | 42            | 12           | 9              | 19            | 23              | 4                 | 126   |
| Community Contact | 0               | 1             | 26            | 15           | 63             | 37            | 1               | 1                 | 144   |
| Warnings          | 105             | 0             | 8             | 12           | 14             | 29            | 16              | 0                 | 184   |
| Tickets Issued    | 0               | 0             | 0             | 4            | 0              | 15            | 15              | 0                 | 34    |
| Accidents         | 1               | 0             | 2             | 4            | 0              | 1             | 1               | 0                 | 9     |
| Criminal Arrests  | 0               | 0             | 3             | 1            | 0              | 4             | 8               | 0                 | 16    |
| Total Calls       | 798             | 7             | 442           | 222          | 508            | 849           | 477             | 42                | 3345  |
| Traffic Stops     | 104             | 0             | 8             | 10           | 15             | 40            | 27              | 0                 | 204   |
| Self Initiated    | 756             | 2             | 396           | 186          | 464            | 808           | 390             | 26                | 3028  |
| Parking Tickets   | 0               | 0             | 0             | 0            | 0              | 0             | 0               | 0                 | 0     |
| Total             | 1779            | 12            | 927           | 466          | 1073           | 1802          | 958             | 73                | 7090  |

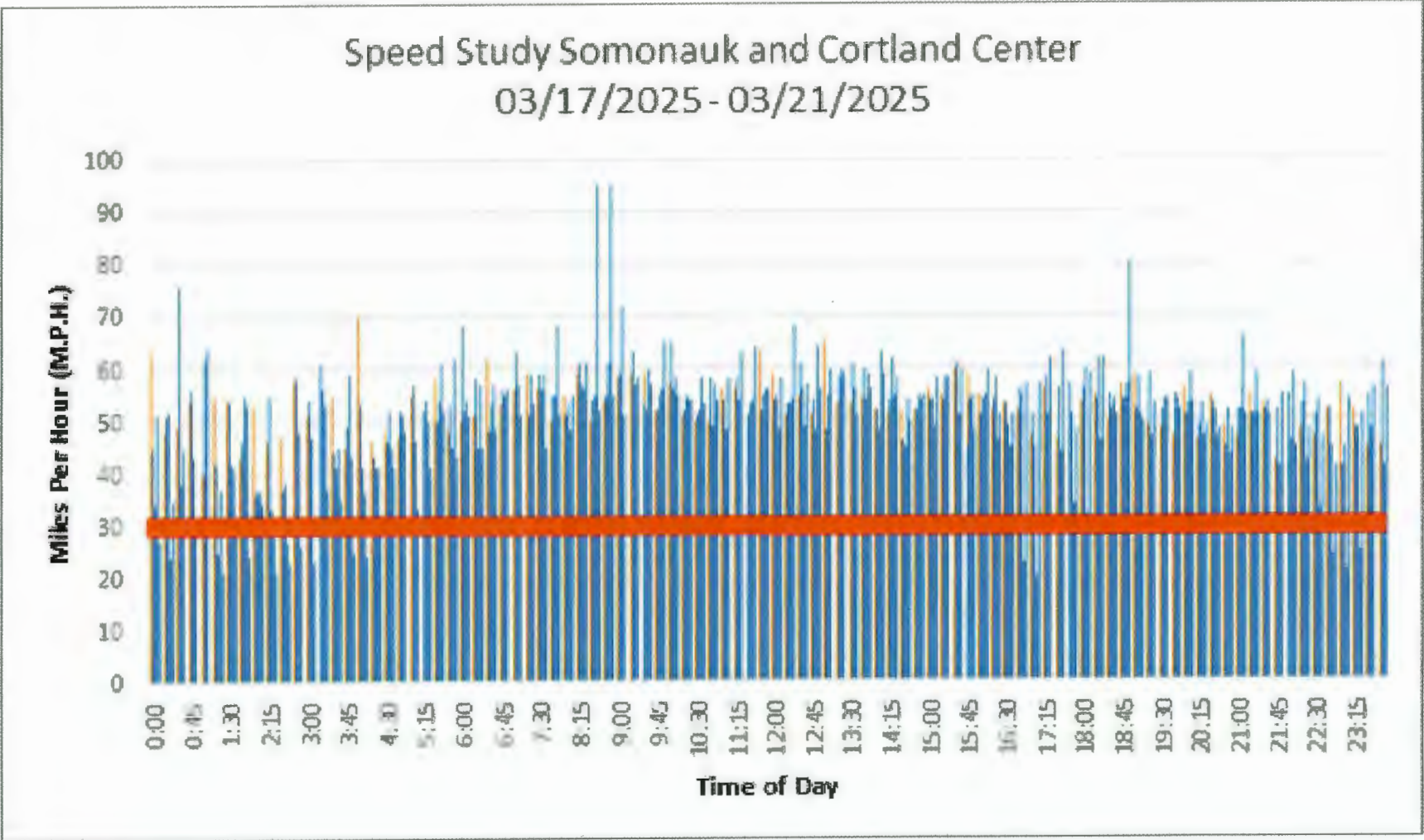


COUNTY CALLS AFTER HOURS

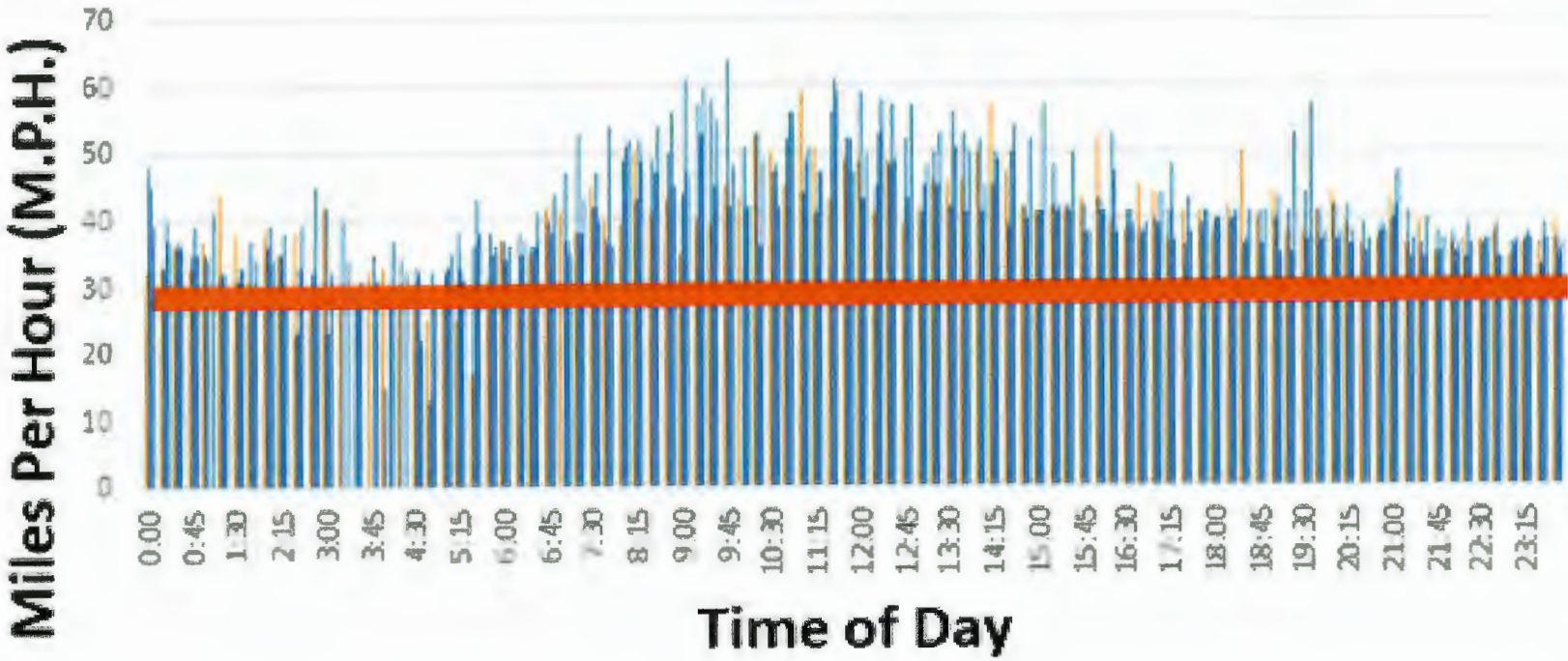
| CIVIL<br>PROCESS | Animal<br>Stray | ORDER OF<br>PROTECTI<br>ON | 911 HANG<br>UP | ASSIST<br>OTHE<br>DEPARTME<br>NT | TRAFFIC<br>STOP | MISC | TOTAL<br>CALLS |
|------------------|-----------------|----------------------------|----------------|----------------------------------|-----------------|------|----------------|
| 8                | 3               | 1                          | 6              | 2                                | 12              | 10   | 42             |

DCSO Cortland Calls





Speed Study Somonauk and South Av.  
03/17/2025 - 03/21/2025





# Town of Cortland

## Agenda Request

Item 5.

(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: 4-24-2025

FOR MEETING ON: 4-28-2025

**DESCRIPTION/TITLE:**

Utility Billing Update

REQUIRED ACTION: NONE

**STAFF/COMMITTEE RECOMMENDATION:**

**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: Joel Summerhill

Approved by:

Date 4-24-2025

k:\town board\agendas\agendas 2025\4b.april 28 2025\utiltiy billing update.docx

|              | Bank       | GovPay   | Portal      | Town Hall<br>Cash/Check | Town Hall<br>Credit Card | Total Town Hall<br>Payments<br>(Column E + F) |
|--------------|------------|----------|-------------|-------------------------|--------------------------|---|
| Aug-24       | 175        | 1        | 515         | 633                     | 37                       | 670   |
| Sep-24       | 5          | 0        | 81          | 55                      | 10                       | 65  |
| Oct-24       | 1          | 0        | 35          | 27                      | 7                        | 34  |
| Nov-24       | 158        | 0        | 563         | 567                     | 24                       | 591   |
| Dec-24       | 13         | 0        | 86          | 100                     | 11                       | 111   |
| Jan-25       | 1          | 0        | 47          | 36                      | 8                        | 44  |
| Feb-25       | 158        | 0        | 640         | 554                     | 27                       | 581   |
| <b>TOTAL</b> | <b>511</b> | <b>1</b> | <b>1967</b> | <b>1972</b>             | <b>124</b>               | <b>2096</b>                                   |

includes:  
walk-ins  
drop box  
USPS mail

#### Cost of mail postcards via USPS

|        |    |        |                |
|--------|----|--------|----------------|
| May-24 | \$ | 795.53 | 1501 postcards |
| Aug-24 | \$ | 802.48 | 1433 postcards |
| Nov-24 | \$ | 805.28 | 1438 postcards |
| Feb-25 | \$ | 796.32 | 1422 postcards |

#### Cost to purchase postcards (6000, 3 on a page):

|           |    |        |
|-----------|----|--------|
| 1/15/2025 | \$ | 499.00 |
| 2/16/2024 | \$ | 495.00 |

Cost to mail postcards: 56¢

#### Cost to purchase envelopes:

3000 envelopes \$ 289.00

Cost to mail #10 envelope: 69¢

#### 8x11 paper cost - one case (10 reams):

| Office Pro: |          | Amazon:    |          |
|-------------|----------|------------|----------|
| Hammermill  | \$ 72.99 | Hammermill | \$ 67.49 |
| Generic     | \$ 45.99 | Generic    | \$ 43.99 |

Number of paperless bill participants as of 4-9-25: 131



THE TOWN OF CORTLAND, ILLINOIS

**PROCLAMATION BY THE MAYOR**

**WHEREAS**, safety is the highest priority for the highways and streets of our TOWN and State; and

**WHEREAS**, the great State of Illinois is proud to be a national leader in motorcycle safety, education and awareness; and

**WHEREAS**, motorcycles are a primary, common, and economical means of transportation that reduces fuel consumption and road wear, and contributes in a significant way to the relief of traffic and parking congestion; and

**WHEREAS**, it is especially meaningful that the citizens of our TOWN and state be aware of motorcycles on the roadways and recognize the importance of motorcycle safety; and

**WHEREAS**, the members of ABATE of Illinois, Inc. (A Brotherhood Aimed Toward Education), continually promote motorcycle safety, education, and awareness in high school drivers' education programs and to the general public in our TOWN and State, presenting motorcycle awareness programs to over 120,000 participants in Illinois over the past nine years; and

**WHEREAS**, all motorcyclists should join ABATE of Illinois, Inc. in actively promoting the safe operation of motorcycles as well as promoting motorcycle safety, education, awareness and respect of the citizens of our TOWN and State; and

**WHEREAS**, the motorcyclists of Illinois have contributed extensive volunteerism and money to national and community charitable organizations; and

**WHEREAS**, during the month of May, all roadway users should unite in the safe sharing of roadways within the TOWN of CORTLAND, and throughout the great State of Illinois;

**THEREFORE**, I Mark Pietrowski, Jr. Mayor of the TOWN of CORTLAND, in the great state of Illinois, in recognition of 38 years of ABATE of Illinois, Inc., and over 352,318 registered motorcyclists statewide, and in recognition of the continued role Illinois serves as a leader in motorcycle safety, education and awareness,

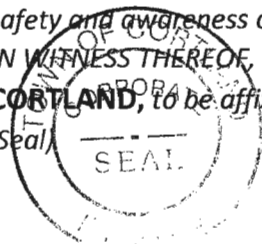
**DO HEREBY PROCLAIM THE MONTH OF MAY, THIS YEAR 2025 AS**

**MOTORCYCLE AWARENESS MONTH**

In the TOWN of CORTLAND, and urge all motorists to join in an effort to improve safety and awareness on our roadways.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the TOWN of CORTLAND, to be affixed this 28th day of April, in the year Two Thousand Twenty-Five.

(Seal)



**Open Roads ABATE of IL, Inc.**

# Proclamation

56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 4 - 10, 2025

*Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

*Now, Therefore, I, Mark Pietrowski, Jr., Mayor of Cortland, Illinois, do recognize the week of May 4 through 10, 2025, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Cheryl "Cookie" Aldis and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this twenty-eighth day of April 2025*

*Mayor*

*Attest: \_\_\_\_\_*