



## **Town of Cortland**

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

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

January 09, 2023 at 7:00 PM

#### **AGENDA**

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

#### **APPROVAL OF AGENDA**

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

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

1. Discussion only- Review Draft Ordinance Amending Title 3 "Business and License Regulations," to Add a New Chapter 11 Titled "Food Trucks" to The Cortland Town Code

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

2. Fulton Siren Services – 2023 Outdoor Warning Siren System one-year maintenance Contract (*this is an annual contract*)
3. Approve a Resolution Authorizing the Destruction of Audio Recording of Closed Session Minutes (*This would approve the destruction of June 14, 2021, audio tape*)
4. Approve Creation of Safety Committee for the Purpose of Promoting and Maintaining a Safe Work Environment (*This is an administrative committee that includes all department head staff or their designee*)
5. Approve Proposal for Architectural and Structural Engineering Design Services for the Proposed Public Safety and Town Hall Relocation Study for the Town of Cortland, Illinois, provided by Larson & Darby Group for a proposed amount not to exceed \$17,500.00 unless otherwise agreed to in writing.
6. Suppeland Park Splash Pad Discussion

#### **COMMENTS**

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

#### **ADJOURNMENT**

**TOWN OF CORTLAND  
DEKALB COUNTY, ILLINOIS**

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TOWN OF CORTLAND  
ORDINANCE NO. 2023-\_\_

**AN ORDINANCE AMENDING TITLE 3 “BUSINESS AND LICENSE REGULATIONS,”  
TO ADD A NEW CHAPTER 11 TITLED “FOOD TRUCKS”  
TO THE CORTLAND TOWN CODE**

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

**This \_\_ day of \_\_\_\_\_, 2023**

**Effective date: \_\_\_\_\_, 2023**

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 \_\_\_\_\_  
**ORDINANCE 2023-**

**AN ORDINANCE AMENDING TITLE 3 “BUSINESS AND LICENSE REGULATIONS,”  
TO ADD A NEW CHAPTER 11 TITLED “FOOD TRUCKS” TO 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 its regulations of businesses operating as food trucks within the Town;

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

That a new Chapter 11, “Food Trucks,” in Title 3, “Business and License Regulations,” shall be enacted and added to the Town Code as follows:

**TITLE 3 BUSINESS AND LICENSE REGULATIONS**

**CHAPTER 11, FOOD TRUCKS**

3-11-1: Definitions:

*Food truck* means a food service establishment that is mobile and located upon or within a vehicle, or which can be pulled by a vehicle, or a pushcart, where food or beverage is cooked, prepared and/or served. This definition shall not apply to vehicles such as ice cream trucks that move from place to place and are stationary in the same location for no more than 15 minutes at a time.

3-11-2: Licensing Procedure:

- A. License Required: Any food truck operating within the Town of Cortland shall be required to obtain from the Town Clerk a food truck license annually.
- B. The cost of a license for a food truck shall be fixed at \$250.00 annually.
- C. 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.

3-11-3: Location for Operation of Food truck:.

Subject to the restrictions and limitations set forth in this ordinance, food trucks may operate in parking spaces within the public right-of-way, on Town owned property at locations and times as may be approved by the Town department in primary control of such property, and in such other private areas as may be permitted by the owner of such property which do not otherwise violate provisions of this Code. It is further provided that food trucks may not operate on the public right-of-way within fifty (50) feet of the primary entrance of any type of restaurant located within a permanent structure or building, nor may food trucks park or locate within ten (10) feet

of any permanent structure.

#### 3-11-4: Specific Regulations for Food Trucks:

In addition to any and all other ordinances, laws, rules and regulations, food trucks shall:

- a) Display a valid Town of Cortland business license.
- b) If operating on a public right-of-way on Town property, contain food preparation within the Food truck.
- c) Not obstruct traffic or the public right-of-way or public sidewalks or walkways.
- d) If operating on a public right-of way, park at least twenty (20) feet from any intersection.
- e) If operating on a public right-of-way, distribute food/beverages away from vehicular traffic flow.
- f) If operating on a public right-of-way, utilize no more than two parking spaces.
- g) Not utilize Town utility connections.
- h) Continuously contain and police waste and refuse.
- i) Provide a trash receptacle for use by customers.
- j) If operating on the public right-of-way, not be left overnight or unattended at any time.
- k) Only operate between the hours of 7:00 a.m. and 10:00 p.m.
- l) Service/replenish the Food truck on a daily basis. This includes getting fresh water, disposing of waste and refuse and restocking supplies.
- m) Not leave any location without first picking up, removing and disposing of all waste and refuse remaining from sales made by the food truck.
- n) Not solicit or conduct business with occupants of a motor vehicle.
- o) Not permit unnecessarily loud or attention-attracting sound, including operating any loud speaker, public address system, radio, music player, sound amplifier or similar device to attract attention of the public.
- p) Not burn wood or charcoal, or produce smoke while operating on the public right-of-way.
- q) Provide exterior lighting which must be hooded or shielded so that the light source is not scattering light to surroundings other than to the food truck and its adjacent service area.
- r) Maintain and operate generators in conformance with the requirements of the noise ordinance of this Town.
- s) Comply with all health inspection requirements of State and County regulations and display proof of compliance as may be necessary.

#### 3-11-5: Penalty:

It shall be unlawful for any person or entity to violate any of the provisions of this Ordinance. Any person or entity found violating any provision of this Ordinance shall be subject to penalty as provided in Section 1-4-1 of the Town Code.

BE IT FURTHER ORDAINED that:

a) All Town Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

b) The provisions of this Ordinance are severable. If any part of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, that declaration shall not affect the part or parts that remain.

**PASSED BY THIS BOARD OF TRUSTEES** of the Town of Cortland, Illinois, at a regular meeting thereof held on the \_\_\_\_ day of \_\_\_\_, 2023 and approved by me as Mayor on the same day.

AYE:

NAY:

ABSENT:

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

**ATTEST:**

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



**Town of Cortland  
2023 Outdoor Warning Siren System Annual Maintenance Contract**

This is a contract proposal to perform annual maintenance for your Outdoor Warning Siren System. This includes the following on an annual basis for the calendar year of January 1, 2023 through December 31, 2023. We will perform the following:

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

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

**Maintenance Amt: \$1,185.60   Battery Amt: \$1,882.92   Total amt: \$3,068.52**  
Batteries Included: 4 Siren @ #1, 2 & 3  
Two (2) T-128s & One (1) Federal 2001

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

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**PROPOSED BY:**

**ACCEPTED BY:**

*Diane Vistine*

(Sign)

DIANE VISTINE

FULTON SIREN SERVICES

Date: 12/21/2022

(Sign)

(Print name)

(Title)

Date:

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF  
AUDIO RECORDING OF CLOSED SESSION MINUTES**

**WHEREAS**, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

**WHEREAS**, this governmental body has complied with that requirement; and

**WHEREAS**, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and
2. Approves the written minutes of the closed meeting; and

**WHEREAS**, for the verbatim record by tape of the meetings set forth in paragraph 1 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings or portions of meetings set forth in paragraph 1; and

**WHEREAS**, this governmental body may order the destruction of the verbatim record even if it continues to withhold the approved written minutes of the closed session until some later period of time;

**NOW THEREFORE BE IT RESOLVED** by the President and the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, as follows:

1. Based upon the statements made within the preamble to this resolution, the Board of Trustees of the Town of Cortland hereby orders the destruction of the verbatim record being an audio tape of the following executive session meetings as listed in Exhibit A.

2. This Resolution shall be in full force and effective immediately upon its passage.

**PASSED** by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, at its regular Board meeting held on January 09, 2022.

Ayes:

Nays:

Absent:

**APPROVED** by the Mayor on the 09<sup>th</sup> day of January 2023.

*Item 3.*

(SEAL)

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Mark Pietrowski, Mayor

**ATTEST:**

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Cheryl Aldis, Town Clerk



**EXHIBIT A**

*Item 3.*

**Town of Cortland Board of Trustees Meeting Dates, Closed Session Tapes:**

**June 14, 2021**



# Town of Cortland

## Agenda Request

Item 4.

(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: DECEMBER 29, 2022

FOR MEETING ON: JANUARY 9, 2023

DESCRIPTION/TITLE:

CREATION OF TOWN SAFETY COMMITTEE

REQUIRED ACTION:

APPROVAL OF TOWN BOARD

STAFF/COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION IS FOR APPROVAL

LIABILITY INSURANCE REQUIRES A SAFETY COMMITTEE. THE COMMITTEE SHOULD CONSIST OF EACH DEPARTMENT HEAD OR HIS/HER DESIGNEE

THE COMMITTEE WOULD CREATE POLICY, MONITOR REQUIRED TRAININGS AND SAFETY GUIDELINES BY DEPARTMENT

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 December 29, 2022

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## Larson & Darby Group

January 3, 2023

Mrs. Brandy Williams  
Engineer and Zoning Administrator  
Town of Cortland  
P.O. Box 519 | 59 S. Somonauk Rd  
Cortland, IL 60112

ARCHITECTURE

ENGINEERING

INTERIORS

RE: Public Safety and Town Hall Relocation Study

Dear Mrs. Williams:

On behalf of the entire Larson & Darby Group (LDG) team, thank you for the opportunity to submit the following proposal for architectural and structural engineering design services for the proposed Public Safety and Town Hall Relocation Study for the Town of Cortland, Illinois. Based on the provided scope of work, information you provided in a previous walk-through, and in recent e-mail correspondence, we are pleased to submit the following proposal for your review and consideration.

### PROJECT UNDERSTANDING

It is our understanding that the Town of Cortland, Illinois, would like to renovate the former Cortland Elementary School building on West Maple Avenue. Cortland would like to separate the original Cortland Elementary School building and administration addition from the other building additions and demolish the administration addition and original building. Cortland would then like to renovate the remaining structure to create a new Public Safety Building and Town Hall.

The Public Safety Building spaces would include, but are not limited to, an officer bullpen, commander office suite, conference room, breakroom, evidence storage, sally port, two holding cells, two interview rooms, a fitness center, hardened public vestibule, clerk office, file storage, and restrooms.

The Town Hall spaces would include but are not limited to a board room, reception space, staff offices, public and private restrooms, breakroom, storage, mechanical, and a new public entry.

Cortland has contracted for the removal of asbestos and other hazardous materials and has received the "all-clear" from that work.

### PROFESSIONAL SERVICES

#### Schematic Design

LDG will measure and draw an existing building plan and will provide up to three schematic design floor plan options for review and refinement. LDG will provide a structural review of the proposed building separation and provide a report detailing the feasibility and method of separating the buildings at the proposed location. LDG will provide a Preliminary Rough Order of Magnitude Professional Opinion of Probable Project Costs.

These items will be provided to the Town of Cortland in a Public Safety and Town Hall Relocation Study.



Brandy Williams  
Town of Cortland, Illinois  
January 3, 2023  
Page 2

## COMPENSATION

Compensation for the services described above is proposed to be provided for a Not-to-exceed fee of **Seventeen Thousand, Five Hundred Dollars (\$17,500.00)**, unless otherwise agreed to in writing by the Town of Cortland. We have included expenses for postage, UPS, permit, final printing, travel, and duplication of our documents.

## OWNER FURNISHED ITEMS

It is our understanding that the Town of Cortland will furnish our office with the following information:

- All AutoCAD files or existing drawings of the current facility.
- Access to the area of renovation for existing field survey work.

## SCHEDULE

We are prepared to begin this work upon approval to proceed. We anticipate approximately 6-8 weeks to complete this initial portion of the project work from the date of approval.

## EXCLUSIONS

Not included as part of this proposal is any work required for civil engineering, extensive interior design, zoning board meetings, boundary survey, topographical survey, soil borings, permit fees, quantity take-offs, 3D renderings, value engineering, record drawings or furnishings and equipment selection/specification.

In addition, changes in scope or value engineering will be evaluated at the time of their request and will be invoiced in addition to the fee outlined above. The additional compensation for these items will either be negotiated or on a time-card basis.

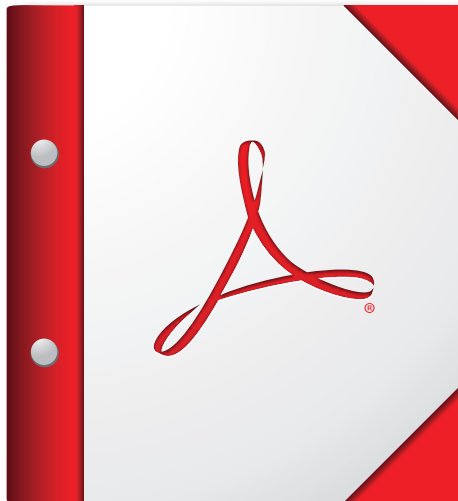
If you have any questions or would like additional information, I can be reached at 815.484.0739, ext. 185 or via e-mail at [ahulstedt@larsondarby.com](mailto:ahulstedt@larsondarby.com).

Thank you for the opportunity to submit this proposal and we look forward to being of service to the Town of Cortland.

Sincerely,

Alan J. Hulstedt, AIA, LEED AP  
Project Manager/Architect

/mbp



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