



Town of Cortland
Board of Trustees Town Board Meeting

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

February 24, 2025 at 7:00 PM

AGENDA

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

APPROVAL OF AGENDA

PUBLIC WISHING TO SPEAK

CONSENT AGENDA

1. Approve Town Board Minutes of January 27, 2025, Approve Expenditure report of December 2024, Accept Treasurer's report of December 2024

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. Consider a motion to accept An Ordinance Approving and Authorizing the Execution of a TIF Redevelopment Agreement By and Between The Town of Cortland and Cortland Flooring, Inc and Richard Jonutz Cortland Tax Increment Financing District
3. Consider a motion to approve a Return to Work Policy. *This policy is a condition of our insurance carrier with regard to Workman Compensation coverage*
4. Consider a motion to approve the purchase of five (5) tasers, training cartridges and training in an amount not to exceed \$28,700. Payments to be made interest free over a five-year period with the first payment to be made prior to April 30, 2025; estimated amounts \$2,547 from IPRF Safety Grant Line 01-6200-492 with remaining balance allocated to Capital Outlay-Equip/Furn line 01-6200-812 *(This is an unfunded state mandate to have less than lethal devices on the officers person. The current department equipment is outdated and cannot be replaced with the same model.)*
5. Consider a motion to Approve and Authorize the Mayor to Execute a Contract with Engineering Resources Associates (ERA) for design engineering for the replacement of the Airport Road Box Culvert in the amount of \$162,582. *Funds would come from Restricted Asset lines 13-4168 in the amount of 17,091.24 and 13-4170 in the amount of \$106,953.83, and Engineering Expense line 01-6300-211 in the amount of \$38,536.93, for a total of \$162,582.*
6. Consider a motion to Approve and Authorize the Mayor to Execute a Contract with Parkreation for an open shelter to be constructed in McPhillips Park in the amount of \$27,146. Monies from Restricted Assets line 13-8000-824 in the amount of \$14,305 and the remainder from Capital Outlay line 01-6100-812 in the amount of \$12,841. *This is a recommendation of the Parks Advisory Committee and has been budgeted in FY25.*
7. Informational - Annually the Town's official Zoning Map is presented. There were five (5) revisions from 2023 to 2024.
8. Informational -The FY22 MFT Audit Report Number 25-30-008 has been received and placed on file. The opinion is "that the Local Public Agency (LPA) has complied with applicable laws, regulations and administrative requirements and fairly represented the financial claims regarding their Motor Fuel Tax funds."

PARKS ADVISORY COMMITTEE REPORT

DEPARTMENT HEAD REPORTS

9. Public Works, Police Department, Building Permits January 2025

COMMENTS

MAYOR'S REPORT

ADJOURNMENT



Town of Cortland Board of Trustees Town Board Meeting

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

January 27, 2025 at 7:00 PM

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

Mayor Pietrowski called the regular meeting of the Board of Trustees to order at 7:01 p.m. The Pledge of Allegiance was recited, and roll call was called showing as present Trustees Stone, Walker, Corson, Fioretto and Olson. Shown as absent was Trustee Siewierski. Quorum was present. Also present were Public Works Director Joel Summerhill, Police Chief Lin Dargis, Engineer/Zoning Administrator Brandy Williams, and Town Attorney Kevin Buick.

APPROVAL OF AGENDA

Trustee Walker moved to approve the agenda as presented, seconded by Trustee Olson. Unanimous voice vote carried the motion.

PUBLIC WISHING TO SPEAK

There was no public present wishing to speak.

CONSENT AGENDA

1. Approve Town Board Minutes of November 27, 2024, Approve Expenditure Reports of October and November 2024, Accept the Treasurer's Reports of October and November 2024, Approval of Cash Farm Lease between Town of Cortland and Steve Swanson for a one Year Term; 123.0 Acres; Approve Fulton 2025 Outdoor Warning Siren System Annual Maintenance Contract

Clerk Aldis read the consent agenda into the record.

Trustee Fioretto moved to approve the consent agenda, seconded by Trustee Walker.

Roll call vote:

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

Nay: None

Absent: Trustee Siewierski Motion carried.

Cash Farm Lease

A 2025-01

Fulton Outdoor Siren Annual Maintenance

C 2025-01

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. Approve the amended Job Description for the Commander position. This amendment creates an exempt overtime position.

Trustee Fioretto moved to approve the amended job description for the Commander position, seconded by Trustee Olson. This change creates an exempt overtime position in keeping with administrative positions in the police department.

Approved: _____

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Roll call vote:

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

Nay: None

Absent: Trustee Siewierski Motion carried.

3. Approve Amendment to Appendix A of Town of Cortland Wage & Salary Scale amending Police Section in keeping with the Collective Bargaining Unit Agreement and the upper end range for all categories under Rate for Full-Time and Rate for Part-time will be adjusted by the increase in the Consumer Price Index-Urban which was used in the calculation of the levy approved the previous December, not to exceed 3%, annually on May 1.

Trustee Stone moved to approve the amended Appendix A Wage & Salary Schedule of the Town of Cortland Policies and Procedures Handbook, seconded by Trustee Olson.

Mayor Pietrowski reiterated the changes amending Police Section in keeping with the Collective Bargaining Unit Agreement and the upper end range for all categories under Rate for Full-Time and Rate for Part-time are adjusted by the increase in the Consumer Price Index-Urban which was used in the calculation of the levy approved the previous December, not to exceed 3%, annually on May 1.

Roll call vote:

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

Nay: None

Absent: Trustee Siewierski Motion carried.

4. Consideration of a Motion to Waive \$250 Deposit Fee for the Open Air Shelter Reservation at Cortland Community Park for the National MS Society Bike Ride to be held on June 21, 2025. This has been an annual event with the Cortland Community Park being used as rest stop.

Trustee Fioretto moved to waive the \$250 deposit fee for the Open Air Shelter reservation at Cortland Community Park for the National MS Society Bike Ride, to be held on June 21, 2025, seconded by Trustee Stone.

Director Summerhill reported that this event has been held annually for some time. They are good stewards and clean up after themselves and have posed no problems for the town. He stated he provides the maps to the police department so that they are aware of the prescribed routes.

Roll call vote:

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

Nay: None

Absent: Trustee Siewierski Motion carried.

5. Consideration of a Motion for Approval of Events for Cortland Lions Club: Easter Egg Hunt, Craft & Vendor Fair, Touch-A-Truck, SummerFest, Car Show, Annual Town Parade, Trunk-or-Treat

Trustee Stone moved to approve the Cortland Lions Club listed events which use the Cortland Community Park throughout the summer and fall, seconded by Trustee Walker.

Roll call vote:

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

Nay: None

Absent: Trustee Siewierski Motion carried.

PARKS ADVISORY COMMITTEE REPORT

Trustee Fioretto reported the committee will be meeting on February 11.

DEPARTMENT HEAD REPORTS

6. Public Works (November and December 2024), Police (November and December 2024), and Building Permits Report

Department head reports were included in the packet. Director Summerhill reported that approximately 80 tons of salt have been used to date. When asked about repair to the baseball fence at Cortland Community Park he stated he was waiting for direction of the board. Repair will proceed as weather permits.

COMMENTS

Verbal credit was provided for the snow plow drivers. Everyone know it is not an exact science and the weather does not meet every persons timetable.

MAYOR'S REPORT

Mayor Pietrowski wished everyone a Happy New Year. He stated we will be attempting to have one meeting per month with the second Tuesday generally being the optional meeting date. It is unlikely that the Board will meet on February 10 depending on department head needs.

ADJOURNMENT

Trustee Stone moved to adjourn, seconded by Trustee Walker. Unanimous voice vote carried the motion. The meeting adjourned at 7:16 p.m.

Respectfully submitted,

Cheryl Aldis
Town Clerk

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
12/04/24	5068	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	01-6100-351	OFFICE EQUIP & MAINT	319.84
12/04/24	5068	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	06-7300-311	OFFICE EXPENSE	319.84
12/04/24	5068	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	07-7400-311	OFFICE EXPENSE	319.84
12/11/24	43806	MENARDS	091724 CONCRETE MIX, GRAVEL	21310	01-6100-224	STREET REPAIR MATERIALS	V 435.04-
12/11/24	43806	MENARDS	091824 SAW KIT, SHOVEL, PVC, PRIM	21377	06-7300-243	M&O: SEWER PLANT	V 308.25-
12/11/24	43806	MENARDS	091924	21430	01-6100-242	TOWN HALL MAINTENANCE	V 19.58-
12/11/24	43806	MENARDS	092024 PVC, CAUTION TAPE	21497	06-7300-243	M&O: SEWER PLANT	V 49.07-
12/13/24	43983	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	01-6100-351	OFFICE EQUIP & MAINT	319.84
12/13/24	43983	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	06-7300-311	OFFICE EXPENSE	319.84
12/13/24	43983	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	07-7400-311	OFFICE EXPENSE	319.84
12/13/24	43983	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	01-6100-351	OFFICE EQUIP & MAINT	V 319.84-
12/13/24	43983	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	06-7300-311	OFFICE EXPENSE	V 319.84-
12/13/24	43983	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	07-7400-311	OFFICE EXPENSE	V 319.84-
12/13/24	43984	AT&T MOBILITY	112524 WIRELESS	2872972642	01-6200-314	TELEPHONE	556.31
12/13/24	43984	AT&T MOBILITY	112524 WIRELESS	2872972642	01-6200-314	TELEPHONE	V 556.31-
12/13/24	43984	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	01-6100-351	OFFICE EQUIP & MAINT	319.84
12/13/24	43984	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	06-7300-311	OFFICE EXPENSE	319.84
12/13/24	43984	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	07-7400-311	OFFICE EXPENSE	319.84
12/13/24	43984	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	01-6100-351	OFFICE EQUIP & MAINT	V 319.84-
12/13/24	43984	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	06-7300-311	OFFICE EXPENSE	V 319.84-
12/13/24	43984	ALPHA CARD SYSTEMS, LLC	120324 CLOUD BADGING	CC7327727	07-7400-311	OFFICE EXPENSE	V 319.84-
12/13/24	43985	AT&T MOBILITY	112524 WIRELESS	2872972642	01-6200-314	TELEPHONE	556.31
12/13/24	43985	BELLE TIRE	113024 2019 CHEVY TAHOE	44742904	01-6200-241	VEHICLE MAINTENANCE	416.98
12/13/24	43985	BELLE TIRE	113024 2019 CHEVY TAHOE	44742904	01-6200-241	VEHICLE MAINTENANCE	V 416.98-
12/13/24	43986	BOCKMAN'S TRUCK & FLEET	120424 2017 FREIGHTLINER-SAFETY	59293	01-6100-241	VEHICLE & EQUIPMENT MAINT.	55.00
12/13/24	43986	BOCKMAN'S TRUCK & FLEET	120424 2017 FREIGHTLINER-SAFETY	59293	01-6100-241	VEHICLE & EQUIPMENT MAINT.	V 55.00-
12/13/24	43986	BELLE TIRE	113024 2019 CHEVY TAHOE	44742904	01-6200-241	VEHICLE MAINTENANCE	416.98
12/13/24	43987	BOCKMAN'S TRUCK & FLEET	120424 2017 FREIGHTLINER-SAFETY	59293	01-6100-241	VEHICLE & EQUIPMENT MAINT.	55.00
12/13/24	43987	BRANIFF COMMUNICATIONS, I	120524 ACTIVATION CONTROLL UPGR	0035804	03-6500-837	EMERGENCY PREPAREDNESS	11,152.00
12/13/24	43987	BRANIFF COMMUNICATIONS, I	120524 ACTIVATION CONTROLL UPGR	0035804	03-6500-837	EMERGENCY PREPAREDNESS	V 11,152.00-
12/13/24	43988	COMED	112024 ACCT#1257391222	112024-3912	01-6100-219	ELECTRIC - STREET LIGHTS	151.08
12/13/24	43988	COMED	112024 ACCT#1257391222	112024-3912	01-6100-219	ELECTRIC - STREET LIGHTS	V 151.08-
12/13/24	43988	BRANIFF COMMUNICATIONS, I	120524 ACTIVATION CONTROLL UPGR	0035804	03-6500-837	EMERGENCY PREPAREDNESS	11,152.00
12/13/24	43989	COMED	112024 ACCT#1257391222	112024-3912	01-6100-219	ELECTRIC - STREET LIGHTS	151.08
12/13/24	43989	COMED	112324 ACCT#8834093000	112324-0930	01-6100-316	UTILITIES	42.49
12/13/24	43989	COMED	112324 ACCT#8834093000	112324-0930	01-6100-316	UTILITIES	V 42.49-
12/13/24	43990	COMED	112324 ACCT#8834093000	112324-0930	01-6100-316	UTILITIES	42.49
12/13/24	43990	COMED	112324 ACCT#2884133000	112324-1330	01-6100-316	UTILITIES	29.54
12/13/24	43990	COMED	112324 ACCT#2884133000	112324-1330	01-6100-316	UTILITIES	V 29.54-

M = Manual Check, V = Void Check

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
12/13/24	43991	COMED	112324 ACCT#2884133000	112324-1330	01-6100-316	UTILITIES	29.54
12/13/24	43991	COMED	112324 ACCT#4226364000	112324-3640	01-6100-219	ELECTRIC - STREET LIGHTS	84.93
12/13/24	43991	COMED	112324 ACCT#4226364000	112324-3640	01-6100-219	ELECTRIC - STREET LIGHTS	V 84.93-
12/13/24	43992	COMED	112324 ACCT#4226364000	112324-3640	01-6100-219	ELECTRIC - STREET LIGHTS	84.93
12/13/24	43992	COMED	112324 ACCT#5627704000	112324-7040	06-7300-221	UTILITIES	33.60
12/13/24	43992	COMED	112324 ACCT#5627704000	112324-7040	06-7300-221	UTILITIES	V 33.60-
12/13/24	43993	COMED	112324 ACCT#5627704000	112324-7040	06-7300-221	UTILITIES	33.60
12/13/24	43993	COMED	112324 ACCT#9332732000	112324-7320	01-6100-316	UTILITIES	30.84
12/13/24	43993	COMED	112324 ACCT#9332732000	112324-7320	01-6100-316	UTILITIES	V 30.84-
12/13/24	43994	COMED	112324 ACCT#9332732000	112324-7320	01-6100-316	UTILITIES	30.84
12/13/24	43994	COMED	112324 ACCT#1518843000	112324-8430	01-6100-219	ELECTRIC - STREET LIGHTS	16.66
12/13/24	43994	COMED	112324 ACCT#1518843000	112324-8430	01-6100-219	ELECTRIC - STREET LIGHTS	V 16.66-
12/13/24	43995	COMED	112324 ACCT#1518843000	112324-8430	01-6100-219	ELECTRIC - STREET LIGHTS	16.66
12/13/24	43995	COMED	112324 ACCT#7752852000	112324-8520	01-6100-316	UTILITIES	37.05
12/13/24	43995	COMED	112324 ACCT#7752852000	112324-8520	01-6100-316	UTILITIES	V 37.05-
12/13/24	43996	COMED	112324 ACCT#7752852000	112324-8520	01-6100-316	UTILITIES	37.05
12/13/24	43996	COMED	112524 ACCT#9931174000	112524-1740	06-7300-221	UTILITIES	31.69
12/13/24	43996	COMED	112524 ACCT#9931174000	112524-1740	06-7300-221	UTILITIES	V 31.69-
12/13/24	43997	COMED	112524 ACCT#9931174000	112524-1740	06-7300-221	UTILITIES	31.69
12/13/24	43997	COMED	112524 ACCT#1589242222	112524-2422	07-7400-221	UTILITIES	289.29
12/13/24	43997	COMED	112524 ACCT#1589242222	112524-2422	07-7400-221	UTILITIES	V 289.29-
12/13/24	43998	COMED	112524 ACCT#1589242222	112524-2422	07-7400-221	UTILITIES	289.29
12/13/24	43998	COMED	112524 ACCT#0282314000	112524-3140	06-7300-221	UTILITIES	196.85
12/13/24	43998	COMED	112524 ACCT#0282314000	112524-3140	06-7300-221	UTILITIES	V 196.85-
12/13/24	43999	COMED	112524 ACCT#0282314000	112524-3140	06-7300-221	UTILITIES	196.85
12/13/24	43999	COMED	112524 ACCT#4239393000	112524-3930	06-7300-221	UTILITIES	27.18
12/13/24	43999	COMED	112524 ACCT#4239393000	112524-3930	06-7300-221	UTILITIES	V 27.18-
12/13/24	44000	COMED	112524 ACCT#4239393000	112524-3930	06-7300-221	UTILITIES	27.18
12/13/24	44000	COMED	112524 ACCT#3842452000	112524-4520	07-7400-221	UTILITIES	1,249.02
12/13/24	44000	COMED	112524 ACCT#3842452000	112524-4520	07-7400-221	UTILITIES	V 1,249.02-
12/13/24	44001	COMED	112524 ACCT#3842452000	112524-4520	07-7400-221	UTILITIES	1,249.02
12/13/24	44001	COMED	112524 ACCT#3761543000	112524-5430	07-7400-221	UTILITIES	4,507.78
12/13/24	44001	COMED	112524 ACCT#3761543000	112524-5430	07-7400-221	UTILITIES	V 4,507.78-
12/13/24	44002	COMED	112524 ACCT#3761543000	112524-5430	07-7400-221	UTILITIES	4,507.78
12/13/24	44002	COMED	112524 ACCT#1157557000	112524-5570	06-7300-221	UTILITIES	133.28
12/13/24	44002	COMED	112524 ACCT#1157557000	112524-5570	06-7300-221	UTILITIES	V 133.28-
12/13/24	44003	COMED	112524 ACCT#1157557000	112524-5570	06-7300-221	UTILITIES	133.28
12/13/24	44003	COMED	112524 ACCT#6486757000	112524-7570	06-7300-221	UTILITIES	60.58
12/13/24	44003	COMED	112524 ACCT#6486757000	112524-7570	06-7300-221	UTILITIES	V 60.58-

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Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
12/13/24	44004	COMED	112524 ACCT#6486757000	112524-7570	06-7300-221	UTILITIES	60.58
12/13/24	44004	COMED	112524 ACCT#6348930100	112524-9301	06-7300-221	UTILITIES	9,037.70
12/13/24	44004	COMED	112524 ACCT#6348930100	112524-9301	06-7300-221	UTILITIES	V 9,037.70-
12/13/24	44005	COMED	112524 ACCT#6348930100	112524-9301	06-7300-221	UTILITIES	9,037.70
12/13/24	44005	COMED	112524 ACCT#1103985000	112524-9850	06-7300-221	UTILITIES	218.55
12/13/24	44005	COMED	112524 ACCT#1103985000	112524-9850	06-7300-221	UTILITIES	V 218.55-
12/13/24	44006	COMED	112524 ACCT#1103985000	112524-9850	06-7300-221	UTILITIES	218.55
12/13/24	44006	COMED	112624 ACCT#4603382222	112624-3822	13-8000-840	AIRPORT ROAD UTILITIES	18.06
12/13/24	44006	COMED	112624 ACCT#4603382222	112624-3822	13-8000-840	AIRPORT ROAD UTILITIES	V 18.06-
12/13/24	44007	COMED	112624 ACCT#4603382222	112624-3822	13-8000-840	AIRPORT ROAD UTILITIES	18.06
12/13/24	44007	COMED	112624 ACCT#2751575000	112624-5750	07-7400-221	UTILITIES	299.81
12/13/24	44007	COMED	112624 ACCT#2751575000	112624-5750	07-7400-221	UTILITIES	V 299.81-
12/13/24	44008	COMED	112624 ACCT#2751575000	112624-5750	07-7400-221	UTILITIES	299.81
12/13/24	44008	DAVID G ETERNO, ATTORNEY A	120424 ON SITE HEARINGS	10624	01-6200-212	ADJUDICATION	87.50
12/13/24	44008	DAVID G ETERNO, ATTORNEY A	120424 ON SITE HEARINGS	10624	01-6200-212	ADJUDICATION	V 87.50-
12/13/24	44009	DEKALB COUNTY INFORMATIO	120224 ANNUAL COMMUNITY GIS FEE	2024-CO	01-6000-321	DUES & SUBSCRIPTIONS	750.00
12/13/24	44009	DEKALB COUNTY INFORMATIO	120224 ANNUAL COMMUNITY GIS FEE	2024-CO	01-6000-321	DUES & SUBSCRIPTIONS	V 750.00-
12/13/24	44009	DAVID G ETERNO, ATTORNEY A	120424 ON SITE HEARINGS	10624	01-6200-212	ADJUDICATION	87.50
12/13/24	44010	DEKALB COUNTY TREASURER	112024 SALT	13700	01-6100-220	ROAD SALT	29,347.89
12/13/24	44010	DEKALB COUNTY TREASURER	112024 SALT	13700	01-6100-220	ROAD SALT	V 29,347.89-
12/13/24	44010	DEKALB COUNTY INFORMATIO	120224 ANNUAL COMMUNITY GIS FEE	2024-CO	01-6000-321	DUES & SUBSCRIPTIONS	750.00
12/13/24	44011	DEKALB COUNTY TREASURER	112024 SALT	13700	01-6100-220	ROAD SALT	29,347.89
12/13/24	44011	DEKALB LAWN & EQUIPMENT C	110124 ZERO TURN #72968-OIL & BEL	99124	01-6100-241	VEHICLE & EQUIPMENT MAINT.	144.69
12/13/24	44011	DEKALB LAWN & EQUIPMENT C	110124 ZERO TURN #72968-OIL & BEL	99124	01-6100-241	VEHICLE & EQUIPMENT MAINT.	V 144.69-
12/13/24	44012	ELBURN NAPA	110424 UNIVERSAL12V WIRE & CAPS	922733	01-6100-241	VEHICLE & EQUIPMENT MAINT.	27.74
12/13/24	44012	ELBURN NAPA	110424 UNIVERSAL12V WIRE & CAPS	922733	01-6100-241	VEHICLE & EQUIPMENT MAINT.	V 27.74-
12/13/24	44012	ELBURN NAPA	110624 ENGINEERING-OIL CHANGE	922934	01-6300-241	VEHICLE & EQUIPMENT MAINT.	32.33
12/13/24	44012	ELBURN NAPA	110624 ENGINEERING-OIL CHANGE	922934	01-6300-241	VEHICLE & EQUIPMENT MAINT.	V 32.33-
12/13/24	44012	ELBURN NAPA	110624 DIESE ANTIGEL & POWER SER	922936	06-7300-241	M&O: VEH & EQUIP	551.69
12/13/24	44012	ELBURN NAPA	110624 DIESE ANTIGEL & POWER SER	922936	06-7300-241	M&O: VEH & EQUIP	V 551.69-
12/13/24	44012	ELBURN NAPA	110724 BOXED MINIATURES, HD 50 50	923090	01-6100-241	VEHICLE & EQUIPMENT MAINT.	30.88
12/13/24	44012	ELBURN NAPA	110724 BOXED MINIATURES, HD 50 50	923090	01-6100-241	VEHICLE & EQUIPMENT MAINT.	V 30.88-
12/13/24	44012	ELBURN NAPA	110724 ALARM	923093	06-7300-241	M&O: VEH & EQUIP	44.84
12/13/24	44012	ELBURN NAPA	110724 ALARM	923093	06-7300-241	M&O: VEH & EQUIP	V 44.84-
12/13/24	44012	ELBURN NAPA	110724 CONNECTORS	923116	01-6100-241	VEHICLE & EQUIPMENT MAINT.	25.58
12/13/24	44012	ELBURN NAPA	110724 CONNECTORS	923116	01-6100-241	VEHICLE & EQUIPMENT MAINT.	V 25.58-
12/13/24	44012	ELBURN NAPA	111524 #15 BRAKES	924075	01-6300-241	VEHICLE & EQUIPMENT MAINT.	172.46
12/13/24	44012	ELBURN NAPA	111524 #15 BRAKES	924075	01-6300-241	VEHICLE & EQUIPMENT MAINT.	V 172.46-
12/13/24	44012	ELBURN NAPA	112024 FLAP DISCS, EPOXY SYRINGE	924615	01-6100-241	VEHICLE & EQUIPMENT MAINT.	142.57

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12/13/24	44012	ELBURN NAPA	112024 FLAP DISCS, EPOXY SYRINGE	924615	01-6100-241	VEHICLE & EQUIPMENT MAINT.	V 142.57-
12/13/24	44012	ELBURN NAPA	120224 RTU EXT LIFE, OIL FILTER, EN	925693	01-6200-241	VEHICLE MAINTENANCE	26.85
12/13/24	44012	ELBURN NAPA	120224 RTU EXT LIFE, OIL FILTER, EN	925693	01-6200-241	VEHICLE MAINTENANCE	V 26.85-
12/13/24	44012	ELBURN NAPA	120324 SPARK PLUG, OIL, COIL, REAR	925813	01-6200-241	VEHICLE MAINTENANCE	391.98
12/13/24	44012	ELBURN NAPA	120324 SPARK PLUG, OIL, COIL, REAR	925813	01-6200-241	VEHICLE MAINTENANCE	V 391.98-
12/13/24	44012	DEKALB LAWN & EQUIPMENT C	110124 ZERO TURN #72968-OIL & BEL	99124	01-6100-241	VEHICLE & EQUIPMENT MAINT.	144.69
12/13/24	44013	ELBURN NAPA	110424 UNIVERSAL 12V WIRE & CAPS	922733	01-6100-241	VEHICLE & EQUIPMENT MAINT.	27.74
12/13/24	44013	ELBURN NAPA	110624 ENGINEERING-OIL CHANGE	922934	01-6300-241	VEHICLE & EQUIPMENT MAINT.	32.33
12/13/24	44013	ELBURN NAPA	110624 DIESE ANTIGEL & POWER SER	922936	06-7300-241	M&O: VEH & EQUIP	551.69
12/13/24	44013	ELBURN NAPA	110724 BOXED MINIATURES, HD 50 50	923090	01-6100-241	VEHICLE & EQUIPMENT MAINT.	30.88
12/13/24	44013	ELBURN NAPA	110724 ALARM	923093	06-7300-241	M&O: VEH & EQUIP	44.84
12/13/24	44013	ELBURN NAPA	110724 CONNECTORS	923116	01-6100-241	VEHICLE & EQUIPMENT MAINT.	25.58
12/13/24	44013	ELBURN NAPA	111524 #15 BRAKES	924075	01-6300-241	VEHICLE & EQUIPMENT MAINT.	172.46
12/13/24	44013	ELBURN NAPA	112024 FLAP DISCS, EPOXY SYRINGE	924615	01-6100-241	VEHICLE & EQUIPMENT MAINT.	142.57
12/13/24	44013	ELBURN NAPA	120224 RTU EXT LIFE, OIL FILTER, EN	925693	01-6200-241	VEHICLE MAINTENANCE	26.85
12/13/24	44013	ELBURN NAPA	120324 SPARK PLUG, OIL, COIL, REAR	925813	01-6200-241	VEHICLE MAINTENANCE	391.98
12/13/24	44013	ENVISION HEALTHCARE LLC	120124 ADMIN FEES	246363	01-6000-131	EMPLOYEE HEALTH INSURANCE	117.00
12/13/24	44013	ENVISION HEALTHCARE LLC	120124 ADMIN FEES	246363	01-6000-131	EMPLOYEE HEALTH INSURANCE	V 117.00-
12/13/24	44014	FLOW TECHNICS INC	112224 PUMP	INV00001129	06-7300-812	CAP OUTLAY: EQUIPMENT	20,988.97
12/13/24	44014	FLOW TECHNICS INC	112224 PUMP	INV00001129	06-7300-812	CAP OUTLAY: EQUIPMENT	V 20,988.97-
12/13/24	44014	ENVISION HEALTHCARE LLC	120124 ADMIN FEES	246363	01-6000-131	EMPLOYEE HEALTH INSURANCE	117.00
12/13/24	44015	FLOW TECHNICS INC	112224 PUMP	INV00001129	06-7300-812	CAP OUTLAY: EQUIPMENT	20,988.97
12/13/24	44015	FRONTIER	110624 #815-756-2558-090623-5	110624-PD	01-6200-314	TELEPHONE	107.40
12/13/24	44015	FRONTIER	110624 #815-756-2558-090623-5	110624-PD	01-6200-314	TELEPHONE	V 107.40-
12/13/24	44016	FRONTIER	110624 #815-756-2558-090623-5	110624-PD	01-6200-314	TELEPHONE	107.40
12/13/24	44016	IL ASSN OF CHIEFS OF POLICE	100124 MEMBERSHIP RENEWAL	18169	01-6200-321	DUES & SUBSCRIPTIONS	130.00
12/13/24	44016	IL ASSN OF CHIEFS OF POLICE	100124 MEMBERSHIP RENEWAL	18169	01-6200-321	DUES & SUBSCRIPTIONS	V 130.00-
12/13/24	44017	IL ASSN OF CHIEFS OF POLICE	100124 MEMBERSHIP RENEWAL	18169	01-6200-321	DUES & SUBSCRIPTIONS	130.00
12/13/24	44017	ILLINOIS COUNCIL OF POLICE	121124 UNION DUES-AUG/OCT/NOV 2	121124	01-2140	UNION DUES	460.00
12/13/24	44017	ILLINOIS COUNCIL OF POLICE	121124 UNION DUES-AUG/OCT/NOV 2	121124	01-2140	UNION DUES	V 460.00-
12/13/24	44018	KSDisplays	112724 POLE BANNER	0023378	03-6500-840	HOLIDAY DECORATIONS	50.00
12/13/24	44018	KSDisplays	112724 POLE BANNER	0023378	03-6500-840	HOLIDAY DECORATIONS	V 50.00-
12/13/24	44018	ILLINOIS COUNCIL OF POLICE	121124 UNION DUES-AUG/OCT/NOV 2	121124	01-2140	UNION DUES	460.00
12/13/24	44019	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	01-6000-214	AUDIT & ACCOUNTING FEES	9,315.48
12/13/24	44019	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	06-7300-213	OTHER CONSULTING FEES	1,457.81
12/13/24	44019	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	07-7400-213	OTHER CONSULTING FEES	2,186.71
12/13/24	44019	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	01-6000-214	AUDIT & ACCOUNTING FEES	V 9,315.48-
12/13/24	44019	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	06-7300-213	OTHER CONSULTING FEES	V 1,457.81-
12/13/24	44019	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	07-7400-213	OTHER CONSULTING FEES	V 2,186.71-

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12/13/24	44019	KSDisplays	112724 POLE BANNER	0023378	03-6500-840	HOLIDAY DECORATIONS	50.00
12/13/24	44020	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	01-6000-214	AUDIT & ACCOUNTING FEES	9,315.48
12/13/24	44020	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	06-7300-213	OTHER CONSULTING FEES	1,457.81
12/13/24	44020	LAUTERBACH & AMEN LLP	120124 PROFESSIONAL SERVICES-N	98752	07-7400-213	OTHER CONSULTING FEES	2,186.71
12/13/24	44020	LEXIPOL LLC	110124 ANNUAL LAW ENFORCEMENT	11242465	01-6200-321	DUES & SUBSCRIPTIONS	5,413.88
12/13/24	44020	LEXIPOL LLC	110124 ANNUAL LAW ENFORCEMENT	11242465	01-6200-321	DUES & SUBSCRIPTIONS	V 5,413.88-
12/13/24	44021	MENARDS	091724 CONCRETE MIX, GRAVEL	21310	01-6100-224	STREET REPAIR MATERIALS	435.04
12/13/24	44021	MENARDS	091724 CONCRETE MIX, GRAVEL	21310	01-6100-224	STREET REPAIR MATERIALS	V 435.04-
12/13/24	44021	MENARDS	091824 SAW KIT, SHOVEL, PVC, PRIM	21377	06-7300-243	M&O: SEWER PLANT	308.25
12/13/24	44021	MENARDS	091824 SAW KIT, SHOVEL, PVC, PRIM	21377	06-7300-243	M&O: SEWER PLANT	V 308.25-
12/13/24	44021	MENARDS	091924	21430	01-6100-242	TOWN HALL MAINTENANCE	19.58
12/13/24	44021	MENARDS	091924	21430	01-6100-242	TOWN HALL MAINTENANCE	V 19.58-
12/13/24	44021	MENARDS	092024 PVC, CAUTION TAPE	21497	06-7300-243	M&O: SEWER PLANT	49.07
12/13/24	44021	MENARDS	092024 PVC, CAUTION TAPE	21497	06-7300-243	M&O: SEWER PLANT	V 49.07-
12/13/24	44021	MENARDS	111824 CANDY CANE LANE	24818	03-6500-840	HOLIDAY DECORATIONS	1,158.49
12/13/24	44021	MENARDS	111824 CANDY CANE LANE	24818	03-6500-840	HOLIDAY DECORATIONS	V 1,158.49-
12/13/24	44021	MENARDS	112224 CANDY CANE LANE	25092	03-6500-840	HOLIDAY DECORATIONS	490.17
12/13/24	44021	MENARDS	112224 CANDY CANE LANE	25092	03-6500-840	HOLIDAY DECORATIONS	V 490.17-
12/13/24	44021	MENARDS	112224 DECORATIONS-TH	25099	03-6500-840	HOLIDAY DECORATIONS	112.86
12/13/24	44021	MENARDS	112224 DECORATIONS-TH	25099	03-6500-840	HOLIDAY DECORATIONS	V 112.86-
12/13/24	44021	MENARDS	112724 POLICE FLASHLIGHT RACK	25398	01-6200-242	Office Maintenance	24.48
12/13/24	44021	MENARDS	112724 POLICE FLASHLIGHT RACK	25398	01-6200-242	Office Maintenance	V 24.48-
12/13/24	44021	MENARDS	112724 DECORATIONS-TH	25422	03-6500-840	HOLIDAY DECORATIONS	127.24
12/13/24	44021	MENARDS	112724 DECORATIONS-TH	25422	03-6500-840	HOLIDAY DECORATIONS	V 127.24-
12/13/24	44021	LEXIPOL LLC	110124 ANNUAL LAW ENFORCEMENT	11242465	01-6200-321	DUES & SUBSCRIPTIONS	5,413.88
12/13/24	44022	MENARDS	091724 CONCRETE MIX, GRAVEL	21310	01-6100-224	STREET REPAIR MATERIALS	435.04
12/13/24	44022	MENARDS	091824 SAW KIT, SHOVEL, PVC, PRIM	21377	06-7300-243	M&O: SEWER PLANT	308.25
12/13/24	44022	MENARDS	091924	21430	01-6100-242	TOWN HALL MAINTENANCE	19.58
12/13/24	44022	MENARDS	092024 PVC, CAUTION TAPE	21497	06-7300-243	M&O: SEWER PLANT	49.07
12/13/24	44022	MENARDS	111824 CANDY CANE LANE	24818	03-6500-840	HOLIDAY DECORATIONS	1,158.49
12/13/24	44022	MENARDS	112224 CANDY CANE LANE	25092	03-6500-840	HOLIDAY DECORATIONS	490.17
12/13/24	44022	MENARDS	112224 DECORATIONS-TH	25099	03-6500-840	HOLIDAY DECORATIONS	112.86
12/13/24	44022	MENARDS	112724 POLICE FLASHLIGHT RACK	25398	01-6200-242	Office Maintenance	24.48
12/13/24	44022	MENARDS	112724 DECORATIONS-TH	25422	03-6500-840	HOLIDAY DECORATIONS	127.24
12/13/24	44022	MERRY MAIDS	120524 CLEANING-TH	120524	01-6100-242	TOWN HALL MAINTENANCE	186.00
12/13/24	44022	MERRY MAIDS	120524 CLEANING-TH	120524	01-6100-242	TOWN HALL MAINTENANCE	V 186.00-
12/13/24	44023	MERRY MAIDS	120524 CLEANING-TH	120524	01-6100-242	TOWN HALL MAINTENANCE	186.00
12/13/24	44023	METRONET	112824 ACCT#1519708	112824	06-7300-311	OFFICE EXPENSE	49.95
12/13/24	44023	METRONET	112824 ACCT#1519708	112824	07-7400-311	OFFICE EXPENSE	49.95

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12/13/24	44023	METRONET	112824 ACCT#1519708	112824	06-7300-311	OFFICE EXPENSE	V 49.95-
12/13/24	44023	METRONET	112824 ACCT#1519708	112824	07-7400-311	OFFICE EXPENSE	V 49.95-
12/13/24	44024	NICOR	111524 54 MARY ALDIS LN	111524-2	01-6200-316	UTILITIES	127.16
12/13/24	44024	NICOR	111524 54 MARY ALDIS LN	111524-2	01-6200-316	UTILITIES	V 127.16-
12/13/24	44024	METRONET	112824 ACCT#1519708	112824	06-7300-311	OFFICE EXPENSE	49.95
12/13/24	44024	METRONET	112824 ACCT#1519708	112824	07-7400-311	OFFICE EXPENSE	49.95
12/13/24	44025	NICOR	111524 54 MARY ALDIS LN	111524-2	01-6200-316	UTILITIES	127.16
12/13/24	44025	PACE ANALYTICAL SERVICES L	113024 WATER TESTING	247225364	06-7300-345	WASTEWATER TESTING	717.90
12/13/24	44025	PACE ANALYTICAL SERVICES L	113024 WATER TESTING	247225364	06-7300-345	WASTEWATER TESTING	V 717.90-
12/13/24	44025	PACE ANALYTICAL SERVICES L	113024 COLIFORM, E COLI, FLOURIDE	247225875	07-7400-345	CHEMICALS & TESTING	350.50
12/13/24	44025	PACE ANALYTICAL SERVICES L	113024 COLIFORM, E COLI, FLOURIDE	247225875	07-7400-345	CHEMICALS & TESTING	V 350.50-
12/13/24	44026	RAMAKER & ASSOCIATES, INC.	120524 CEMETARY CIMS CLOUD HOS	133505	13-8000-836	CEMETERY MAINT / IMPROVEMENTS	1,062.50
12/13/24	44026	RAMAKER & ASSOCIATES, INC.	120524 CEMETARY CIMS CLOUD HOS	133505	13-8000-836	CEMETERY MAINT / IMPROVEMENTS	V 1,062.50-
12/13/24	44026	PACE ANALYTICAL SERVICES L	113024 WATER TESTING	247225364	06-7300-345	WASTEWATER TESTING	717.90
12/13/24	44026	PACE ANALYTICAL SERVICES L	113024 COLIFORM, E COLI, FLOURIDE	247225875	07-7400-345	CHEMICALS & TESTING	350.50
12/13/24	44027	RJ BOWERS DISTRIBUTORS IN	120224 UNDERBODY WAND SUTTNER	611359	01-6100-227	SMALL EQUIPMENT PURCHASES	497.75
12/13/24	44027	RJ BOWERS DISTRIBUTORS IN	120224 UNDERBODY WAND SUTTNER	611359	01-6100-227	SMALL EQUIPMENT PURCHASES	V 497.75-
12/13/24	44027	RAMAKER & ASSOCIATES, INC.	120524 CEMETARY CIMS CLOUD HOS	133505	13-8000-836	CEMETERY MAINT / IMPROVEMENTS	1,062.50
12/13/24	44028	RJ BOWERS DISTRIBUTORS IN	120224 UNDERBODY WAND SUTTNER	611359	01-6100-227	SMALL EQUIPMENT PURCHASES	497.75
12/13/24	44028	RK DIXON CO	112124 CONTRACT BASE RATE-PD-11/	IN5573396	01-6200-315	COPIES & PRINTING	48.75
12/13/24	44028	RK DIXON CO	112124 CONTRACT BASE RATE-PD-11/	IN5573396	01-6200-315	COPIES & PRINTING	V 48.75-
12/13/24	44028	RK DIXON CO	120524 CONTRACT BASE RATE 12/24-	IN5598068	01-6000-351	OFFICE EQUIP & MAINT	90.86
12/13/24	44028	RK DIXON CO	120524 CONTRACT BASE RATE 12/24-	IN5598068	01-6000-351	OFFICE EQUIP & MAINT	V 90.86-
12/13/24	44029	RK DIXON CO	112124 CONTRACT BASE RATE-PD-11/	IN5573396	01-6200-315	COPIES & PRINTING	48.75
12/13/24	44029	RK DIXON CO	120524 CONTRACT BASE RATE 12/24-	IN5598068	01-6000-351	OFFICE EQUIP & MAINT	90.86
12/13/24	44029	SHAW MEDIA	113024 TITA 2024	11241002512	01-6000-211	LEGAL EXPENSE	318.00
12/13/24	44029	SHAW MEDIA	113024 TITA 2024	11241002512	01-6000-211	LEGAL EXPENSE	V 318.00-
12/13/24	44029	SHAW MEDIA	120424 PUBLIC NOTICE-2024 TREASU	2211534	01-6000-211	LEGAL EXPENSE	486.70
12/13/24	44029	SHAW MEDIA	120424 PUBLIC NOTICE-2024 TREASU	2211534	01-6000-211	LEGAL EXPENSE	V 486.70-
12/13/24	44030	SHAW MEDIA	113024 TITA 2024	11241002512	01-6000-211	LEGAL EXPENSE	318.00
12/13/24	44030	SHAW MEDIA	120424 PUBLIC NOTICE-2024 TREASU	2211534	01-6000-211	LEGAL EXPENSE	486.70
12/13/24	44030	SHELL ENERGY SOLUTIONS R	112524 METER AT IRR RIG	NE000000002	06-7300-221	UTILITIES	5.71
12/13/24	44030	SHELL ENERGY SOLUTIONS R	112524 METER AT IRR RIG	NE000000002	06-7300-221	UTILITIES	V 5.71-
12/13/24	44031	SUPERIOR DIESEL INC. 2	120224 '01 INTERNATIONAL	W 1-28071	01-6100-241	VEHICLE & EQUIPMENT MAINT.	1,932.33
12/13/24	44031	SUPERIOR DIESEL INC. 2	120224 '01 INTERNATIONAL	W 1-28071	01-6100-241	VEHICLE & EQUIPMENT MAINT.	V 1,932.33-
12/13/24	44031	SUPERIOR DIESEL INC. 2	120224 '17 FREIGHTLINER	W 1-28153	01-6100-241	VEHICLE & EQUIPMENT MAINT.	299.00
12/13/24	44031	SUPERIOR DIESEL INC. 2	120224 '17 FREIGHTLINER	W 1-28153	01-6100-241	VEHICLE & EQUIPMENT MAINT.	V 299.00-
12/13/24	44031	SHELL ENERGY SOLUTIONS R	112524 METER AT IRR RIG	NE000000002	06-7300-221	UTILITIES	5.71
12/13/24	44032	TRAFFIC CONTROL & PROTEC	120624 TRAFFIC CONTROL SIGN-END	9952	01-6100-221	ROAD SIGNS	153.80

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12/13/24	44032	TRAFFIC CONTROL & PROTEC	120624 TRAFFIC CONTROL SIGN-END	9952	01-6100-221	ROAD SIGNS	V 153.80-
12/13/24	44032	TRAFFIC CONTROL & PROTEC	120624 TRAFFIC CONTROL SIGN(S)	9953	01-6100-221	ROAD SIGNS	396.30
12/13/24	44032	TRAFFIC CONTROL & PROTEC	120624 TRAFFIC CONTROL SIGN(S)	9953	01-6100-221	ROAD SIGNS	V 396.30-
12/13/24	44032	SUPERIOR DIESEL INC. 2	120224 '01 INTERNATIONAL	W 1-28071	01-6100-241	VEHICLE & EQUIPMENT MAINT.	1,932.33
12/13/24	44032	SUPERIOR DIESEL INC. 2	120224 '17 FREIGHTLINER	W 1-28153	01-6100-241	VEHICLE & EQUIPMENT MAINT.	299.00
12/13/24	44033	TRAFFIC CONTROL & PROTEC	120624 TRAFFIC CONTROL SIGN-END	9952	01-6100-221	ROAD SIGNS	153.80
12/13/24	44033	TRAFFIC CONTROL & PROTEC	120624 TRAFFIC CONTROL SIGN(S)	9953	01-6100-221	ROAD SIGNS	396.30
12/13/24	44033	UNIFORM DEN EAST, INC.	112724 OFFICER HARRIS	93318	01-6200-199	UNIFORM ALLOWANCE	1,170.00
12/13/24	44033	UNIFORM DEN EAST, INC.	112724 OFFICER HARRIS	93318	01-6200-199	UNIFORM ALLOWANCE	V 1,170.00-
12/13/24	44034	UNITED RENTALS (NORTH AME	111424 MIXER MORTAR	240970457-0	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	443.70
12/13/24	44034	UNITED RENTALS (NORTH AME	111424 MIXER MORTAR	240970457-0	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	V 443.70-
12/13/24	44034	UNIFORM DEN EAST, INC.	112724 OFFICER HARRIS	93318	01-6200-199	UNIFORM ALLOWANCE	1,170.00
12/13/24	44035	UNITED RENTALS (NORTH AME	111424 MIXER MORTAR	240970457-0	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	443.70
12/13/24	44035	VERIZON CONNECT FLEET US	120224 VEHICLE TRACKING SUBSCRI	3820000605	01-6100-314	TELEPHONE	87.25
12/13/24	44035	VERIZON CONNECT FLEET US	120224 VEHICLE TRACKING SUBSCRI	3820000605	01-6100-314	TELEPHONE	V 87.25-
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6000-314	TELEPHONE	88.50
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6300-314	TELEPHONE	190.59
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	07-7400-314	TELEPHONE	121.39
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	06-7300-314	TELEPHONE	72.34
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6100-314	TELEPHONE	238.76
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6000-314	TELEPHONE	V 88.50-
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6300-314	TELEPHONE	V 190.59-
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	07-7400-314	TELEPHONE	V 121.39-
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	06-7300-314	TELEPHONE	V 72.34-
12/13/24	44036	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6100-314	TELEPHONE	V 238.76-
12/13/24	44036	VERIZON CONNECT FLEET US	120224 VEHICLE TRACKING SUBSCRI	3820000605	01-6100-314	TELEPHONE	87.25
12/13/24	44037	WATER REMEDIATION TECHNO	120124 WATER TREATMENT- W 3	023809	07-7400-222	RADIUM REMOVAL PROCESSING	6,570.62
12/13/24	44037	WATER REMEDIATION TECHNO	120124 WATER TREATMENT- W 3	023809	07-7400-222	RADIUM REMOVAL PROCESSING	V 6,570.62-
12/13/24	44037	WATER REMEDIATION TECHNO	120324 WATER TREATMENT-W 4	123810	07-7400-222	RADIUM REMOVAL PROCESSING	2,851.67
12/13/24	44037	WATER REMEDIATION TECHNO	120324 WATER TREATMENT-W 4	123810	07-7400-222	RADIUM REMOVAL PROCESSING	V 2,851.67-
12/13/24	44037	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6000-314	TELEPHONE	88.50
12/13/24	44037	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6300-314	TELEPHONE	190.59
12/13/24	44037	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	07-7400-314	TELEPHONE	121.39
12/13/24	44037	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	06-7300-314	TELEPHONE	72.34
12/13/24	44037	VERIZON WIRELESS	120124 MOBILE BROADBAND SERVIC	6100074287	01-6100-314	TELEPHONE	238.76
12/13/24	44038	WATER REMEDIATION TECHNO	120124 WATER TREATMENT- W 3	023809	07-7400-222	RADIUM REMOVAL PROCESSING	6,570.62
12/13/24	44038	WATER REMEDIATION TECHNO	120324 WATER TREATMENT-W 4	123810	07-7400-222	RADIUM REMOVAL PROCESSING	2,851.67
12/27/24	44039	3-D AUTO REPAIR INC	112624 '19 CHEVY TAHOE BRAKES	27880	01-6200-241	VEHICLE MAINTENANCE	616.22
12/27/24	44039	3-D AUTO REPAIR INC	121024 CARLISLE RADIAL TRAIL HD TI	27936	01-6100-241	VEHICLE & EQUIPMENT MAINT.	496.98

M = Manual Check, V = Void Check

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
12/27/24	44040	ALDIS, CHERYL	120424 MILEAGE-NIMCA CLERK MEET	120424	01-6000-331	TRAVEL & TRAINING	162.00
12/27/24	44041	AMAZON CAPITAL SERVICES	110424 AIR FRYER TOASTER OVEN	111-7512997-	01-6200-312	OFFICE SUPPLIES	219.99
12/27/24	44041	AMAZON CAPITAL SERVICES	112124 CABLE ZIP TIES	111-8372982-	01-6200-312	OFFICE SUPPLIES	11.38
12/27/24	44041	AMAZON CAPITAL SERVICES	111924 CHRISTMAS DECORATIONS	114-1915013	03-6500-840	HOLIDAY DECORATIONS	116.62
12/27/24	44041	AMAZON CAPITAL SERVICES	111824 CHRISTMAS DECORATIONS	114-5009833	03-6500-840	HOLIDAY DECORATIONS	538.40
12/27/24	44041	AMAZON CAPITAL SERVICES	111824 CHRISTMAS DECORATIONS	114-5892076	03-6500-840	HOLIDAY DECORATIONS	159.82
12/27/24	44041	AMAZON CAPITAL SERVICES	110424 BATTERY REPLACEMENT FOR	114-7289499	01-6100-351	OFFICE EQUIP & MAINT	107.89
12/27/24	44041	AMAZON CAPITAL SERVICES	111424 COPY PAPER	114-8086719	01-6200-315	COPIES & PRINTING	61.99
12/27/24	44042	ATLAS BOBCAT, LLC	120424 4 MONTH SNOW RENTAL	N12384	01-6100-245	EQUIPMENT RENTAL	2,800.00
12/27/24	44043	BLACK HILLS AMMUNITION	121824 HONEYBADGER AMMO	265411	01-6200-240	EQUIPMENT PURCHASES & MAINT	1,647.50
12/27/24	44044	CINTAS FIRE PROTECTION	121124 FIRE EXTINGUISHER SERVICE	OF94734900	06-7300-243	M&O: SEWER PLANT	217.72
12/27/24	44044	CINTAS FIRE PROTECTION	121124 FIRE EXTINGUISHER SERVICE	OF94734900	07-7400-243	M&O: WELL SYSTEM	217.73
12/27/24	44044	CINTAS FIRE PROTECTION	121124 FIRE EXTINGUISHER SERVICE	OF94734901	01-6100-232	MAINTENANCE TOWN GARAGE	1,264.94
12/27/24	44044	CINTAS FIRE PROTECTION	121124 FIRE EXTINGUISHER SERVICE	OF94734902	01-6100-242	TOWN HALL MAINTENANCE	161.74
12/27/24	44044	CINTAS FIRE PROTECTION	121124 FIRE EXTINGUISHER SERVICE	OF94735010	01-6200-351	OFFICE EQUIP & MAINT	734.27
12/27/24	44044	CINTAS FIRE PROTECTION	121124 FIRE EXTINGUISHER SERVICE	OF94735011	01-6200-242	Office Maintenance	31.74
12/27/24	44045	COMED	112524 ACCT#2834093000	112524-0930	06-7300-221	UTILITIES	644.82
12/27/24	44046	COMED	121924 ACCT#1257391222	121924-3912	01-6100-219	ELECTRIC - STREET LIGHTS	305.23
12/27/24	44047	COMED	121924 ACCT#92829-23333	121924-9233	01-6100-219	ELECTRIC - STREET LIGHTS	2,617.27
12/27/24	44048	CONSERV FS INC	122024 DIESELEX GOLD ULTRA & OIL	121024518	01-6100-371	FUEL	464.38
12/27/24	44049	COUNTY RECORDS BULLETIN	121024 SUBSCRIPTION	121024	01-6000-321	DUES & SUBSCRIPTIONS	190.00
12/27/24	44050	DEKANE EQUIPMENT CORPOR	110424 PIPE, SOLENOID	IA98930	01-6100-241	VEHICLE & EQUIPMENT MAINT.	238.03
12/27/24	44051	FOSTER & BUICK	121924 GENERAL COUNSEL, ADJUDI	57038	01-6000-211	LEGAL EXPENSE	1,093.75
12/27/24	44051	FOSTER & BUICK	121924 GENERAL COUNSEL, ADJUDI	57038	01-6200-212	ADJUDICATION	262.50
12/27/24	44051	FOSTER & BUICK	121924 GENERAL COUNSEL, ADJUDI	57038	01-6200-512	LEGAL - UNION	218.75
12/27/24	44052	FRONTIER	120624 ACCT#815-756-2558-090623-5	120624-POLI	01-6200-314	TELEPHONE	116.41
12/27/24	44052	FRONTIER	120624 ACCT#815-756-3030-090623-5	120624-TOW	01-6000-314	TELEPHONE	243.88
12/27/24	44052	FRONTIER	120624 ACCT#815-756-9684-090623-5	120624-WAT	06-7300-311	OFFICE EXPENSE	40.27
12/27/24	44052	FRONTIER	120624 ACCT#815-756-9684-090623-5	120624-WAT	07-7400-311	OFFICE EXPENSE	40.28
12/27/24	44052	FRONTIER	121024 ACCT#217-021-0061-122818-5	121024	06-7300-311	OFFICE EXPENSE	67.86
12/27/24	44052	FRONTIER	121024 ACCT#217-021-0061-122818-5	121024	01-6000-314	TELEPHONE	101.28
12/27/24	44052	FRONTIER	121024 ACCT#217-021-0061-122818-5	121024	01-6200-314	TELEPHONE	101.28
12/27/24	44053	GRAINGER	121024 GAS WALL & CEILING UNIT HE	9341221522	07-7400-243	M&O: WELL SYSTEM	1,051.66
12/27/24	44054	ILLINOIS COUNCIL OF POLICE	12.24 UNION DUES-DECEMBER 2024	121824	01-2140	UNION DUES	184.00
12/27/24	44055	ILLINOIS STATE POLICE	122624 BACKGROUND CHECK-JOSHU	122624	01-6200-591	MISC EXPENSE	20.00
12/27/24	44056	KSDisplays	121224 LETTERHEAD & ENVELOPES	23382	01-6200-591	MISC EXPENSE	260.00
12/27/24	44057	MELINS LOCK & KEY	121624 MASTER #1 KA PADLOCK	27832	01-6100-226	TOOLS AND HARDWARE	93.66
12/27/24	44057	MELINS LOCK & KEY	121924 MASTER #1 KALJ PADLOCK	27836	01-6100-226	TOOLS AND HARDWARE	161.10
12/27/24	44058	MENARDS	120224 ADAPTER, USB CHARGER, MF	25679	07-7400-311	OFFICE EXPENSE	58.53

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Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
12/27/24	44058	MENARDS	120324 PLIERS, MICRO CLEANING KIT	25749	07-7400-346	TOOLS	144.97
12/27/24	44058	MENARDS	121124 3/8 " COMP TEE ANDER-LIGN	26262	07-7400-243	M&O: WELL SYSTEM	4.99
12/27/24	44058	MENARDS	121224 THERMOSTATE, GAS SUPPLY,	26301	07-7400-243	M&O: WELL SYSTEM	183.21
12/27/24	44058	MENARDS	121324-RETURN CHARGE-PIPE, ELBO	26362	07-7400-243	M&O: WELL SYSTEM	59.92-
12/27/24	44058	MENARDS	121324 ELBOW, PAPER TOWELS, PIP	26364	07-7400-243	M&O: WELL SYSTEM	60.01
12/27/24	44059	MUNICIPAL CLERKS OF IL	121824 MEMBERSHIP DUES-2025-C A	121824	01-6000-331	TRAVEL & TRAINING	55.00
12/27/24	44060	NCPERS GROUP LIFE INS	120124 LIFE INSURANCE PREMIUM-J	6231012025	01-2130	LIFE INSURANCE WITHHELD	112.00
12/27/24	44061	NICOR	121324 250 S HALWOOD ST	121324	01-6100-316	UTILITIES	686.66
12/27/24	44061	NICOR	121324 156 E NORTH AVE	121324	06-7300-221	UTILITIES	195.91
12/27/24	44061	NICOR	121624 227 S SOMONAUK RD	121624	07-7400-221	UTILITIES	197.47
12/27/24	44061	NICOR	121624 100 S LLANOS ST	121624	07-7400-221	UTILITIES	341.57
12/27/24	44061	NICOR	121624 91 N SPRUCE ST	121624	07-7400-221	UTILITIES	104.64
12/27/24	44061	NICOR	121624 238 E CORTLAND CENTER RD	121624	06-7300-221	UTILITIES	56.07
12/27/24	44061	NICOR	121624 59 S SOMONAUK RD	121624	01-6100-316	UTILITIES	164.55
12/27/24	44061	NICOR	121624 54 MARY ALDIS LN	121624	01-6200-316	UTILITIES	388.29
12/27/24	44062	OFFICE PRO	121024 PREMIUM CERTIFICATES, BIN	715020-0	01-6000-312	OFFICE SUPPLIES	68.88
12/27/24	44063	PHYSICIANS IMMEDIATE CARE	121124 V FIORE DRUG SCREEN	121124	01-6100-591	MISC EXPENSE	360.00
12/27/24	44064	PRINCIPAL LIFE INSURANCE C	121824 ACCT. 1048895-10001	121824	01-2100	HEALTH INS WITHHELD	246.93
12/27/24	44065	RYAN CALLIGAN INC	121624 VEHICLE LETTERING-CAR 25	2990	01-6200-241	VEHICLE MAINTENANCE	425.00
12/27/24	44066	SAUBER MANUFACTURING CO	121724 UNIT 97-AERIAL & POWER UNI	PSI231532	01-6100-241	VEHICLE & EQUIPMENT MAINT.	583.50
12/27/24	44067	SUN LIFE ASSURANCE COMPA	121624 EMPLOYEE DENTAL INSURAN	121624	01-2100	HEALTH INS WITHHELD	452.12
12/27/24	44068	SUPERIOR DIESEL INC. 2	121124 LEAKING BRAKE CHAMBER-20	1-28279	01-6100-241	VEHICLE & EQUIPMENT MAINT.	398.67
12/27/24	44069	TRAFFIC CONTROL & PROTEC	122324 STREET NAME SIGNS	10275	01-6100-221	ROAD SIGNS	326.40
12/27/24	44070	UNIFORM DEN EAST, INC.	120524 OFFICER SCHAIBLE UNIFORM	94548	01-6200-199	UNIFORM ALLOWANCE	496.73
12/27/24	44071	VANWANKUM, BRUCE	120924 TRAINING MILEAGE	120924	01-6200-331	TRAVEL & TRAINING	45.56
12/27/24	44072	VIKING CHEMICAL COMPANY	121624 HYDROFLUOSILICIC ACID & S	174162	07-7400-345	CHEMICALS & TESTING	919.67
12/27/24	44073	WATER REMEDIATION TECHNO	010125 BASE TREATMENT W-3	023919	07-7400-222	RADIUM REMOVAL PROCESSING	6,728.00
12/27/24	44073	WATER REMEDIATION TECHNO	010125 BASE TREATMENT W-4	023920	07-7400-222	RADIUM REMOVAL PROCESSING	2,930.33
12/27/24	44074	WELLS FARGO FINANCIAL LEA	121024 VERSALINK	5032449559	01-6000-351	OFFICE EQUIP & MAINT	131.85
12/27/24	44075	XEROX FINANCIAL SERVICES	112824 COPIER SERVICE	6528861	01-6200-315	COPIES & PRINTING	24.72
12/31/24	5049	ADOBE EXPORT PDF	121424 PHOTOSHOP	2958046073	01-6200-351	OFFICE EQUIP & MAINT	24.43
12/31/24	5050	BACKBLAZE	122624 B2 CLOUD STORAGE	C2034EBF5	01-6000-351	OFFICE EQUIP & MAINT	.91
12/31/24	5051	BLUECROSS BLUESHIELD OF I	121724 EMPLOYEE HEALTH INSURAN	121724	01-2100	HEALTH INS WITHHELD	13,780.57
12/31/24	5052	BLUNDSTONE USA	120224 UNIFORM-BOOTS-CHIEF DAR	303184306	01-6200-198	UNIFORMS	253.36
12/31/24	5053	ENVISION HEALTHCARE LLC	120624 HRA REIMBURSEMENT	120624	01-6000-131	EMPLOYEE HEALTH INSURANCE	238.13
12/31/24	5054	HYVEE	121924 HOLIDAY LUNCHEON	121924	01-6000-331	TRAVEL & TRAINING	27.99
12/31/24	5055	INTERMEDIA	120124 EXCHANGE & ARCHIVING	120124	01-6000-351	OFFICE EQUIP & MAINT	466.80
12/31/24	5056	MICROSOFT ONLINE	121124 ONLINE SERVICES	E0200UDJZ	01-6000-321	DUES & SUBSCRIPTIONS	115.50
12/31/24	5057	NORTH AMERICAN RESCUE, LL	121124 CAT CUMMERBUND HOLDER	IN858533	01-6200-240	EQUIPMENT PURCHASES & MAINT	134.25

M = Manual Check, V = Void Check

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
12/31/24	5058	PITNEY BOWES PURCHASE PO	121524 POSTAGE	121524	01-6000-313	POSTAGE	14.64
12/31/24	5058	PITNEY BOWES PURCHASE PO	121524 POSTAGE	121524	01-6300-351	OFFICE EXPENSE	3.97
12/31/24	5058	PITNEY BOWES PURCHASE PO	121524 POSTAGE	121524	01-6000-313	POSTAGE	146.15
12/31/24	5058	PITNEY BOWES PURCHASE PO	121524 POSTAGE	121524	01-6200-313	POSTAGE	65.75
12/31/24	5058	PITNEY BOWES PURCHASE PO	121524 POSTAGE	121524	07-7400-311	OFFICE EXPENSE	114.37
12/31/24	5059	RESOURCE BANK NA	123124 LOAN PAYMENT	123124	01-6100-611	PRINCIPAL PAYMENTS	22,173.44
12/31/24	5059	RESOURCE BANK NA	123124 LOAN PAYMENT	123124	01-6100-621	INTEREST EXPENSE	7,753.56
12/31/24	5060	SYCAMORE TOM & JERRY'S	122024 HOLIDAY LUNCHEON	122024	01-6000-331	TRAVEL & TRAINING	367.50
12/31/24	5061	WALMART - DEKALB	121924 SUPPLIES, HOLIDAY LUNCHE	121924	01-6000-312	OFFICE SUPPLIES	20.67
12/31/24	5061	WALMART - DEKALB	121924 SUPPLIES, HOLIDAY LUNCHE	121924	01-6000-331	TRAVEL & TRAINING	144.15
12/31/24	5062	WEX BANK	111524 FUEL PURCHASES-PD	100922378	01-6200-371	GAS & PETROLEUM	1,438.11
12/31/24	5062	WEX BANK	111524 WASHES-PD	100922378	01-6200-241	VEHICLE MAINTENANCE	68.00
12/31/24	5062	WEX BANK	111524 FUEL-PW	100922378	01-6100-371	FUEL	105.19
12/31/24	5062	WEX BANK	111524 FUEL-ENGINEERING	100922378	01-6300-371	GASOLINE	221.53
12/31/24	5062	WEX BANK	111524 FUEL-SEWER	100922378	06-7300-371	GAS & PETROLEUM	173.63
12/31/24	5062	WEX BANK	111524 FUEL-WATER	100922378	07-7400-371	GAS & PETROLEUM	405.15
12/31/24	5063	ZIFT, LLC	120324 PROCESSING FEES-NOVEMB	120324	06-7300-311	OFFICE EXPENSE	175.25
12/31/24	5063	ZIFT, LLC	120324 PROCESSING FEES-NOVEMB	120324	07-7400-311	OFFICE EXPENSE	175.25
12/31/24	5064	HUMANA INSURANCE CO	111924 HEALTH INS. PREMIUMS-VISIO	111924	01-2100	HEALTH INS WITHHELD	114.83
12/31/24	5065	ADOBE EXPORT PDF	122924 ACROBAT PRO	2971579886	01-6200-351	OFFICE EQUIP & MAINT	21.24
12/31/24	5066	ENVISION HEALTHCARE LLC	122724 HRA REIMBURSEMENT	122724	01-6000-131	EMPLOYEE HEALTH INSURANCE	55.69
12/31/24	5067	WEX BANK	121524 FUEL-PD	101543646	01-6200-371	GAS & PETROLEUM	1,241.28
12/31/24	5067	WEX BANK	121524 WASHES-PD	101543646	01-6200-241	VEHICLE MAINTENANCE	45.00
12/31/24	5067	WEX BANK	121524 FUEL-PW	101543646	01-6100-371	FUEL	78.17
12/31/24	5067	WEX BANK	121524 FUEL-ENGINEERING	101543646	01-6300-371	GASOLINE	130.87
12/31/24	5067	WEX BANK	121524 FUEL-SEWER	101543646	06-7300-371	GAS & PETROLEUM	161.94
12/31/24	5067	WEX BANK	121524 FUEL-WATER	101543646	07-7400-371	GAS & PETROLEUM	377.86
Total 12/24:							207,912.04
Grand Totals:							207,912.04

Funds: #01 = General Fund, #02 = Motor Fuel Tax, #03 = Capital Improvement Fund, #04 = Economic Development Fund, #05 = Special Project Fund, #06 = Sewer System, #07 = Water System, #12 = Police Department, #13 = Restricted Assets Fund, #14 = TIF FUND

General Fund Departments: #01-6000 = Administration, #01-6100 = Operations & Maintenance, #01-6300 = Engineering, Zoning & Building

M = Manual Check, V = Void Check

Town of Cortland

Cash Summaries

Month Ending:

December 31, 2024

	<u>General</u>	<u>MFT</u>	<u>CIF</u>	<u>Sewer</u>	<u>Water</u>	<u>Festival & Parade</u>	<u>RAF</u>	<u>TIF</u>	<u>Total</u>
Beginning Cash	\$ 634,831.33	\$ 777,205.72	\$ 1,541,550.71	\$ 2,991,889.72	\$ 1,431,123.41	\$ 0.00	\$ 1,915,861.64	\$ 1,288,055.62	\$ 10,580,518.15
Revenue over Expenses:	\$ (168,478.37)	\$ 20,763.58	\$ 24,151.20	\$ (33,634.94)	\$ (40,521.82)		\$ 8,148.34	\$ 4,860.80	\$ (184,711.21)
Receivables									
Prev month	\$ 73,824.75	\$ -	\$ (0.01)	\$ 49,522.05	\$ 48,522.16	\$ -	\$ -	\$ -	\$ 171,868.95
Current month	73,824.75	-	(0.01)	22,163.70	20,320.71	-	-	-	116,309.15
Change in receivables	\$ -	\$ -	\$ -	\$ 27,358.35	\$ 28,201.45	\$ -	\$ -	\$ -	\$ 55,559.80
Less: non-expense									\$ -
AJE for Audit		\$ -				\$ -	\$ -	\$ -	\$ -
Payables									
Prev month	\$ 16,879.86	\$ -	\$ -	\$ 649,104.81	\$ 96,093.57	\$ -	\$ 984,770.60	\$ -	\$ 1,746,848.84
Current month	\$ 16,190.12	\$ -	\$ -	\$ 649,104.81	\$ 96,093.57	\$ -	\$ 1,005,824.29	\$ -	\$ 1,767,212.79
Change in Payables	\$ (689.74)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,053.69	\$ -	\$ 20,363.95
Ending Cash	\$ 465,663.22	\$ 797,969.30	\$ 1,565,701.91	\$ 2,985,613.13	\$ 1,418,803.04	\$ 0.00	\$ 1,945,063.67	\$ 1,292,916.42	\$ 10,471,730.69
Per Cash									
Trial Balance:	\$ 465,663.22	\$ 797,969.30	\$ 1,565,701.91	\$ 2,985,613.13	\$ 1,418,803.04	\$ -	\$ 1,945,063.67	\$ 1,292,916.42	\$ 10,471,730.69

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROPERTY TAX</u>					
01-4052	RE TAX - CORPORATE LEVY	.00	503,151.56	503,859.00	707.44	99.9
01-4055	PROPERTY TAX-POLICE	.00	193,733.12	194,000.00	266.88	99.9
01-4058	RE TAX - IMRF LEVY	.00	54,926.68	55,000.00	73.32	99.9
01-4059	RE TAX - SOC SEC LEVY	.00	51,927.13	52,000.00	72.87	99.9
	TOTAL PROPERTY TAX	.00	803,738.49	804,859.00	1,120.51	99.9
	<u>FINES & FORFEITURES</u>					
01-4062	COURT FINES	862.00	4,713.00	8,000.00	3,287.00	58.9
	TOTAL FINES & FORFEITURES	862.00	4,713.00	8,000.00	3,287.00	58.9
	<u>ROAD & BRIDGE TAX</u>					
01-4071	ROAD & BRIDGE TAX REV	.00	16,975.61	18,700.00	1,724.39	90.8
	TOTAL ROAD & BRIDGE TAX	.00	16,975.61	18,700.00	1,724.39	90.8
	<u>BUILDING & ZONING PERMITS</u>					
01-4081	BUILDING & ZONING PERMITS	.00	325.00	55,000.00	54,675.00	.6
01-4082	ZONING PERMITS	275.00	3,000.00	.00	(3,000.00)	.0
01-4083	BUILDING PERMITS	3,483.50	45,556.29	.00	(45,556.29)	.0
01-4084	SITE GRADING PLAN REVIEW	200.00	3,900.00	.00	(3,900.00)	.0
	TOTAL BUILDING & ZONING PERMITS	3,958.50	52,781.29	55,000.00	2,218.71	96.0
	<u>INCOME TAX REVENUE</u>					
01-4101	STATE INCOME TAX REVENUE	38,517.28	499,100.30	720,000.00	220,899.70	69.3
	TOTAL INCOME TAX REVENUE	38,517.28	499,100.30	720,000.00	220,899.70	69.3
	<u>SALES TAX</u>					
01-4122	SALES TAX	27,247.86	164,288.42	320,000.00	155,711.58	51.3
01-4123	LOCAL USE TAX	14,277.24	88,589.56	150,000.00	61,410.44	59.1
	TOTAL SALES TAX	41,525.10	252,877.98	470,000.00	217,122.02	53.8

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REPLACEMENT TAX - STATE</u>					
01-4141 REPLACEMENT TAX - STATE	98.50	1,364.66	3,000.00	1,635.34	45.5
01-4142 VIDEO GAMING TAX - STATE	2,809.65	17,041.38	16,000.00	(1,041.38)	106.5
01-4143 CANNABIS USE TAX - STATE	551.77	3,937.44	6,000.00	2,062.56	65.6
TOTAL REPLACEMENT TAX - STATE	3,459.92	22,343.48	25,000.00	2,656.52	89.4
<u>OTHER PERMITS</u>					
01-4151 OTHER PERMITS	.00	275.00	700.00	425.00	39.3
01-4153 LIQUOR LICENSES	.00	.00	1,000.00	1,000.00	.0
01-4154 PARK RENTAL	.00	10.00	.00	(10.00)	.0
01-4155 NON-HIGHWAY VEHICLES PERMIT	.00	200.00	500.00	300.00	40.0
01-4156 SOLICITORS PERMIT	.00	25.00	350.00	325.00	7.1
TOTAL OTHER PERMITS	.00	510.00	2,550.00	2,040.00	20.0
<u>DONATIONS</u>					
01-4160 BENCH - DONATIONS	.00	1,200.00	.00	(1,200.00)	.0
01-4166 CEMETERY RECEIPTS	100.00	300.00	200.00	(100.00)	150.0
TOTAL DONATIONS	100.00	1,500.00	200.00	(1,300.00)	750.0
<u>FRANCHISE FEES</u>					
01-4181 FRANCHISE FEES	.00	14,149.12	30,000.00	15,850.88	47.2
TOTAL FRANCHISE FEES	.00	14,149.12	30,000.00	15,850.88	47.2
<u>SIMPLIFIED TELECOM TAX (IMF)</u>					
01-4201 SIMPLIFIED TELECOMM TAX (IMF)	519.51	3,021.40	6,000.00	2,978.60	50.4
TOTAL SIMPLIFIED TELECOM TAX (IMF)	519.51	3,021.40	6,000.00	2,978.60	50.4
<u>CORTLAND HISTORY BOOK</u>					
01-4851 CORTLAND HISTORY BOOK	.00	50.00	.00	(50.00)	.0
TOTAL CORTLAND HISTORY BOOK	.00	50.00	.00	(50.00)	.0

TOWN OF CORTLAND
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Item 1.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REIMBURSEMENTS</u>					
01-4901	REIMBURSEMENTS	.00	313.61	500.00	186.39	62.7
01-4909	REIMBURSEMENTS - OTHER	.00	792.54	.00	(792.54)	.0
	<u>TOTAL REIMBURSEMENTS</u>	<u>.00</u>	<u>1,106.15</u>	<u>500.00</u>	<u>(606.15)</u>	<u>221.2</u>
	<u>RESTITUTION</u>					
01-4911	RESTITUTION FOR PROP DAMAGE	.00	7,720.25	.00	(7,720.25)	.0
	<u>TOTAL RESTITUTION</u>	<u>.00</u>	<u>7,720.25</u>	<u>.00</u>	<u>(7,720.25)</u>	<u>.0</u>
	<u>SOURCE 498</u>					
01-4989	ORGANIZED RETAIL CRIME GRANT	.00	22,050.00	.00	(22,050.00)	.0
	<u>TOTAL SOURCE 498</u>	<u>.00</u>	<u>22,050.00</u>	<u>.00</u>	<u>(22,050.00)</u>	<u>.0</u>
	<u>MISCELLANEOUS REVENUE</u>					
01-4990	MISC REV PD REPORTS	10.00	90.00	100.00	10.00	90.0
01-4991	MISC REVENUE	164.01	2,931.69	500.00	(2,431.69)	586.3
01-4996	BUSINESS LICENSES	700.00	825.00	1,200.00	375.00	68.8
	<u>TOTAL MISCELLANEOUS REVENUE</u>	<u>874.01</u>	<u>3,846.69</u>	<u>1,800.00</u>	<u>(2,046.69)</u>	<u>213.7</u>
	<u>INTEREST ON INVESTMENT</u>					
01-8011	INTEREST ON INVESTMENT	961.58	20,259.18	35,000.00	14,740.82	57.9
	<u>TOTAL INTEREST ON INVESTMENT</u>	<u>961.58</u>	<u>20,259.18</u>	<u>35,000.00</u>	<u>14,740.82</u>	<u>57.9</u>
	<u>TRANSFERS FROM OTHER FUNDS</u>					
01-8101	TRANSFERS FROM OTHER FUNDS	.00	.00	1,227,768.57	1,227,768.57	.0
	<u>TOTAL TRANSFERS FROM OTHER FUNDS</u>	<u>.00</u>	<u>.00</u>	<u>1,227,768.57</u>	<u>1,227,768.57</u>	<u>.0</u>
	<u>GRANTS</u>					
01-8300	IEMA GRANT REVENUE	.00	.00	52,000.00	52,000.00	.0
01-8301	GRANTS	.00	.00	5,100.00	5,100.00	.0
	<u>TOTAL GRANTS</u>	<u>.00</u>	<u>.00</u>	<u>57,100.00</u>	<u>57,100.00</u>	<u>.0</u>

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	90,777.90	1,726,742.94	3,462,477.57	1,735,734.63	49.9

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
01-6000-110 SALARIES - ELECTED OFFICIALS	9,453.77	79,507.22	122,525.00	43,017.78	64.9
01-6000-119 SALARIES - CLERICAL WORKERS	4,443.57	37,474.74	97,750.00	60,275.26	38.3
01-6000-131 EMPLOYEE HEALTH INSURANCE	1,998.26	22,289.44	45,620.00	23,330.56	48.9
01-6000-133 IMRF CONTRIBUTION	937.71	7,938.71	15,850.00	7,911.29	50.1
01-6000-134 EMPLOYEE INOCULATIONS	.00	.00	4,000.00	4,000.00	.0
01-6000-193 PAYROLL TAXES	1,063.17	8,994.36	15,900.00	6,905.64	56.6
01-6000-210 LEGAL FEES: REIMBURSABLE	.00	350.00	.00	(350.00)	.0
01-6000-211 LEGAL EXPENSE	1,898.45	16,054.43	50,000.00	33,945.57	32.1
01-6000-214 AUDIT & ACCOUNTING FEES	9,315.48	79,538.38	121,430.00	41,891.62	65.5
01-6000-311 OFFICE EXPENSE	.00	658.15	.00	(658.15)	.0
01-6000-312 OFFICE SUPPLIES	89.55	2,430.40	5,000.00	2,569.60	48.6
01-6000-313 POSTAGE	160.79	696.43	2,500.00	1,803.57	27.9
01-6000-314 TELEPHONE	433.66	10,931.17	16,000.00	5,068.83	68.3
01-6000-315 COPIES & PRINTING	.00	.00	750.00	750.00	.0
01-6000-318 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
01-6000-321 DUES & SUBSCRIPTIONS	2,118.00	10,281.58	25,000.00	14,718.42	41.1
01-6000-331 TRAVEL & TRAINING	756.64	4,294.22	19,500.00	15,205.78	22.0
01-6000-351 OFFICE EQUIP & MAINT	690.42	21,779.15	18,550.00	(3,229.15)	117.4
01-6000-421 COMMUNITY PROGRAMS	.00	20,000.00	20,000.00	.00	100.0
01-6000-511 INSURANCE EXPENSE	.00	21,721.35	23,175.00	1,453.65	93.7
01-6000-531 REAL ESTATE TAXES	.00	40.00	1,600.00	1,560.00	2.5
01-6000-591 MISC EXPENSE	94.00	4,427.95	1,600.00	(2,827.95)	276.8
01-6000-812 CAP OUTLAY: EQUIP & FURN	.00	34,530.40	18,040.00	(16,490.40)	191.4
TOTAL ADMINISTRATION	33,453.47	383,938.08	626,290.00	242,351.92	61.3

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
01-6100-118 SALARIES - MAINT WORKERS	14,193.66	151,803.13	203,500.00	51,696.87	74.6
01-6100-131 EMPLOYEE HEALTH INSURANCE	1,833.27	20,402.94	34,500.00	14,097.06	59.1
01-6100-133 IMRF CONTRIBUTION	1,297.30	13,506.63	19,000.00	5,493.37	71.1
01-6100-151 UNEMPLOYMENT BENEFITS	.00	.00	3,500.00	3,500.00	.0
01-6100-193 PAYROLL TAXES	1,085.82	11,612.97	17,775.00	6,162.03	65.3
01-6100-197 DRUG/ALCOHOL PROGRAMS	.00	425.00	800.00	375.00	53.1
01-6100-198 UNIFORMS	.00	962.71	1,600.00	637.29	60.2
01-6100-218 MAINTENANCE - STREET LIGHTS	.00 (194.19)	5,000.00	5,194.19 (3.9)
01-6100-219 ELECTRIC - STREET LIGHTS	3,175.17	15,416.53	36,500.00	21,083.47	42.2
01-6100-220 ROAD SALT	29,347.89	29,347.89	35,000.00	5,652.11	83.9
01-6100-221 ROAD SIGNS	876.50	2,578.20	9,000.00	6,421.80	28.7
01-6100-222 RAILROAD CROSSING MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-6100-224 STREET REPAIR MATERIALS	.00	2,157.86	24,000.00	21,842.14	9.0
01-6100-226 TOOLS AND HARDWARE	254.76	1,822.73	3,000.00	1,177.27	60.8
01-6100-227 SMALL EQUIPMENT PURCHASES	497.75	497.75	10,000.00	9,502.25	5.0
01-6100-232 MAINTENANCE TOWN GARAGE	1,264.94	6,831.65	5,000.00 (1,831.65)	136.6
01-6100-235 PARKS - EQUIPMENT MAINTENANCE	443.70	5,700.15	12,000.00	6,299.85	47.5
01-6100-239 NUISANCE MOWING	.00	.00	1,000.00	1,000.00	.0
01-6100-241 VEHICLE & EQUIPMENT MAINT.	4,374.97	34,565.86	40,000.00	5,434.14	86.4
01-6100-242 TOWN HALL MAINTENANCE	347.74	2,616.26	6,000.00	3,383.74	43.6
01-6100-245 EQUIPMENT RENTAL	2,800.00	6,571.08	20,000.00	13,428.92	32.9
01-6100-255 STORM SEWER REPAIRS	.00	1,393.99	7,000.00	5,606.01	19.9
01-6100-258 FORESTRY	.00	7,219.51	8,000.00	780.49	90.2
01-6100-312 OFFICE SUPPLIES	.00	113.50	1,000.00	886.50	11.4
01-6100-314 TELEPHONE	326.01	2,569.37	6,000.00	3,430.63	42.8
01-6100-316 UTILITIES	991.13	3,676.32	8,000.00	4,323.68	46.0
01-6100-331 TRAVEL AND TRAINING	.00	.00	2,000.00	2,000.00	.0
01-6100-351 OFFICE EQUIP & MAINT	427.73	647.73	2,000.00	1,352.27	32.4
01-6100-371 FUEL	647.74	13,810.66	25,000.00	11,189.34	55.2
01-6100-492 IPRF SAFETY GRANT	.00	.00	2,500.00	2,500.00	.0
01-6100-511 INSURANCE EXPENSE	.00	41,675.66	44,000.00	2,324.34	94.7
01-6100-522 FEES/PERMITS	.00	1,000.00	2,000.00	1,000.00	50.0
01-6100-525 TECHNOLOGY UPGRADES	.00	.00	2,000.00	2,000.00	.0
01-6100-591 MISC EXPENSE	360.00	914.07	500.00 (414.07)	182.8
01-6100-592 CEMETERY EXPENSE	.00	150.00	2,000.00	1,850.00	7.5
01-6100-611 PRINCIPAL PAYMENTS	22,173.44	46,598.61	44,055.00 (2,543.61)	105.8
01-6100-621 INTEREST EXPENSE	7,753.56	13,255.39	7,264.00 (5,991.39)	182.5
01-6100-811 CAP OUTLAY: CONSTRUCT	.00	10,845.00	.00 (10,845.00)	.0
01-6100-812 CAP OUTLAY: EQUIP & FURN	.00	88,478.17	95,000.00	6,521.83	93.1
TOTAL PUBLIC WORKS	94,473.08	538,973.13	746,494.00	207,520.87	72.2

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
01-6200-114 SALARIES - REGULAR	74,713.85	373,071.41	521,800.00	148,728.59	71.5
01-6200-115 SALARIES - SPECIAL ASSIGNMENT	4,443.48	20,636.68	25,000.00	4,363.32	82.6
01-6200-116 SALARIES - OVERTIME	.00	.00	8,000.00	8,000.00	.0
01-6200-119 SALARIES - CLERICAL	775.88	7,487.56	9,000.00	1,512.44	83.2
01-6200-131 EMPLOYEE HEALTH INS	7,874.06	55,575.92	112,000.00	56,424.08	49.6
01-6200-133 IMRF CONTRIBUTION	6,962.33	34,615.58	48,422.00	13,806.42	71.5
01-6200-193 PAYROLL TAXES	6,222.40	29,693.79	45,200.00	15,506.21	65.7
01-6200-198 UNIFORMS (5.20)	1,398.74	4,120.00	2,721.26	34.0
01-6200-199 UNIFORM ALLOWANCE	684.91	1,857.96	4,300.00	2,442.04	43.2
01-6200-211 LEGAL EXPENSE	.00	437.50	1,500.00	1,062.50	29.2
01-6200-212 ADJUDICATION	350.00	1,662.50	3,500.00	1,837.50	47.5
01-6200-240 EQUIPMENT PURCHASES & MAINT	1,781.75	7,816.26	10,000.00	2,183.74	78.2
01-6200-241 VEHICLE MAINTENANCE	1,990.03	6,752.96	8,500.00	1,747.04	79.5
01-6200-242 OFFICE MAINTENANCE	56.22	1,352.22	1,500.00	147.78	90.2
01-6200-261 TELECOMMUNICATIONS SERVICE	.00	55,475.00	66,570.00	11,095.00	83.3
01-6200-312 OFFICE SUPPLIES	231.37	877.45	1,000.00	122.55	87.8
01-6200-313 POSTAGE	65.75	149.99	150.00	.01	100.0
01-6200-314 TELEPHONE	881.40	8,923.35	15,500.00	6,576.65	57.6
01-6200-315 COPIES & PRINTING	135.46	610.83	1,500.00	889.17	40.7
01-6200-316 UTILITIES	515.45	776.02	2,500.00	1,723.98	31.0
01-6200-317 BUSINESS FORMS EXPENSE	.00	.00	2,500.00	2,500.00	.0
01-6200-321 DUES & SUBSCRIPTIONS	5,543.88	20,790.44	39,450.00	18,659.56	52.7
01-6200-331 TRAVEL & TRAINING	45.56	2,242.95	8,500.00	6,257.05	26.4
01-6200-351 OFFICE EQUIP & MAINT	779.94	1,546.81	4,000.00	2,453.19	38.7
01-6200-361 DUI PREVENTION EQUIP	.00	436.75	2,000.00	1,563.25	21.8
01-6200-371 GAS & PETROLEUM	2,679.39	10,850.54	18,000.00	7,149.46	60.3
01-6200-421 COMMUNITY PROGRAMS	.00	772.13	1,000.00	227.87	77.2
01-6200-492 IPRF SAFETY GRANT	.00	.00	2,547.00	2,547.00	.0
01-6200-493 ORGANIZED RETAIL CRIME GRANT	.00	19,450.00	.00 (19,450.00)	.0
01-6200-511 INSURANCE EXP	.00	39,846.74	39,600.00 (246.74)	100.6
01-6200-512 LEGAL - UNION	218.75	5,185.00	.00 (5,185.00)	.0
01-6200-550 TECHNOLOGY UPGRADES	.00	1,042.00	4,000.00	2,958.00	26.1
01-6200-591 MISC EXPENSE	280.00	2,641.11	3,000.00	358.89	88.0
01-6200-812 CAP OUTLAY: EQUIP/FURN	.00	.00	55,000.00	55,000.00	.0
01-6200-814 CAP OUTLAY: VEHICLE	.00	58,915.03	25,000.00 (33,915.03)	235.7
TOTAL POLICE DEPARTMENT	117,226.66	772,891.22	1,094,659.00	321,767.78	70.6

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ENGINEERING & ZONING</u>					
01-6300-118 SALARIES - CODE OFFICIAL	1,174.32	15,672.12	40,000.00	24,327.88	39.2
01-6300-120 SALARIES - ENGINEER	10,769.23	90,911.11	140,000.00	49,088.89	64.9
01-6300-131 EMPLOYEE HEALTH/LIFE	15.42	131.07	205.00	73.93	63.9
01-6300-133 EMPLOYER IMRF	478.64	7,803.56	12,800.00	4,996.44	61.0
01-6300-193 PAYROLL TAXES	913.70	8,153.68	12,500.00	4,346.32	65.2
01-6300-211 OUTSIDE ENGINEERING EXPENSE	.00	4,225.00	40,000.00	35,775.00	10.6
01-6300-213 PLANNING/ZONING/BUILDING	.00	1,890.75	1,500.00	(390.75)	126.1
01-6300-215 ZONING ADM: REIMBURSABLE	.00	181.04	.00	(181.04)	.0
01-6300-241 VEHICLE & EQUIPMENT MAINT.	204.79	606.27	4,000.00	3,393.73	15.2
01-6300-312 OFFICE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
01-6300-313 POSTAGE	.00	.00	100.00	100.00	.0
01-6300-314 TELEPHONE	190.59	1,503.48	2,200.00	696.52	68.3
01-6300-315 COPIES & PRINTING	.00	302.50	600.00	297.50	50.4
01-6300-321 DUES & SUBSCRIPTIONS	.00	435.35	1,500.00	1,064.65	29.0
01-6300-331 CONFERENCE AND TRAINING	.00	1,692.32	6,000.00	4,307.68	28.2
01-6300-351 OFFICE EXPENSE	3.97	1,850.05	6,000.00	4,149.95	30.8
01-6300-371 GASOLINE	352.40	1,438.32	3,000.00	1,561.68	47.9
01-6300-493 GRANT REIMBURSEMENT EXPENSE	.00	.00	52,000.00	52,000.00	.0
01-6300-511 INSURANCE EXP	.00	946.67	1,000.00	53.33	94.7
01-6300-812 CAP OUTLAY: EQUIP & FURN	.00	.00	395,185.00	395,185.00	.0
TOTAL ENGINEERING & ZONING	14,103.06	137,743.29	719,590.00	581,846.71	19.1
TOTAL FUND EXPENDITURES	259,256.27	1,833,545.72	3,187,033.00	1,353,487.28	57.5
NET REVENUE OVER EXPENDITURES	(168,478.37)	(106,802.78)	275,444.57	382,247.35	(38.8)

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

MOTOR FUEL TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MOTOR FUEL TAX REVENUES</u>					
02-4011	MFT APPROPRIATION	17,763.83	118,485.72	178,000.00	59,514.28	66.6
	TOTAL MOTOR FUEL TAX REVENUES	17,763.83	118,485.72	178,000.00	59,514.28	66.6
	<u>INTEREST ON INVESTMENT</u>					
02-8011	INTEREST ON INVESTMENT	2,999.75	24,823.83	30,000.00	5,176.17	82.8
	TOTAL INTEREST ON INVESTMENT	2,999.75	24,823.83	30,000.00	5,176.17	82.8
	TOTAL FUND REVENUE	20,763.58	143,309.55	208,000.00	64,690.45	68.9

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

MOTOR FUEL TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MOTOR FUEL EXPENSES</u>					
02-6400-237	REBUILD ILLINOIS EXPENSES	.00	.00	65,000.00	65,000.00	.0
02-6400-370	GENERAL MAINTENANCE	.00	.00	150,000.00	150,000.00	.0
	TOTAL MOTOR FUEL EXPENSES	.00	.00	215,000.00	215,000.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	215,000.00	215,000.00	.0
	NET REVENUE OVER EXPENDITURES	20,763.58	143,309.55	(7,000.00)	(150,309.55)	2047.3

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>ELECTRICITY</u>					
03-4011	UTILITY TAX - ELECTRICITY	6,023.39	55,921.73	85,000.00	29,078.27	65.8
	TOTAL ELECTRICITY	6,023.39	55,921.73	85,000.00	29,078.27	65.8
	<u>GAS</u>					
03-4021	UTILITY TAX - GAS	3,673.10	21,070.15	70,000.00	48,929.85	30.1
	TOTAL GAS	3,673.10	21,070.15	70,000.00	48,929.85	30.1
	<u>TELEPHONE</u>					
03-4031	SIMPLIFIED TELECOMM TAX (UT)	1,831.23	10,628.57	20,000.00	9,371.43	53.1
	TOTAL TELEPHONE	1,831.23	10,628.57	20,000.00	9,371.43	53.1
	<u>SALES TAX</u>					
03-4041	NON HOME RULE SALES TAX	20,642.19	120,777.27	215,000.00	94,222.73	56.2
	TOTAL SALES TAX	20,642.19	120,777.27	215,000.00	94,222.73	56.2
	<u>MISCELLANEOUS REVENUE</u>					
03-4991	MISCELLANEOUS INCOME	.00	(250.00)	250.00	500.00	(100.0)
	TOTAL MISCELLANEOUS REVENUE	.00	(250.00)	250.00	500.00	(100.0)
	<u>INTEREST ON INVESTMENTS</u>					
03-8011	INTEREST ON INVESTMENTS	5,886.89	49,559.80	40,000.00	(9,559.80)	123.9
	TOTAL INTEREST ON INVESTMENTS	5,886.89	49,559.80	40,000.00	(9,559.80)	123.9
	TOTAL FUND REVENUE	38,056.80	257,707.52	430,250.00	172,542.48	59.9

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL IMPR EXPENSES</u>					
03-6500-421 COMMUNITY PROGRAMS	.00	.00	10,000.00	10,000.00	.0
03-6500-522 NPDES PERMIT FEE	.00	.00	1,000.00	1,000.00	.0
03-6500-726 DONATIONS- COMMUNITY AGENCIES	.00	3,000.00	3,000.00	.00	100.0
03-6500-824 STREET IMPROVEMENT	.00	.00	25,000.00	25,000.00	.0
03-6500-837 EMERGENCY PREPAREDNESS	11,152.00	12,385.03	.00	(12,385.03)	.0
03-6500-840 HOLIDAY DECORATIONS	2,753.60	3,808.15	15,000.00	11,191.85	25.4
03-6500-842 SIDEWALKS, NEW CONSTRUCTION	.00	32,560.00	50,000.00	17,440.00	65.1
03-6500-912 LOAN PAYMENTS	.00	.00	51,319.00	51,319.00	.0
03-6500-913 CAPITAL PURCHASE TRANSFERS	.00	.00	588,224.57	588,224.57	.0
TOTAL CAPITAL IMPR EXPENSES	13,905.60	51,753.18	743,543.57	691,790.39	7.0
TOTAL FUND EXPENDITURES	13,905.60	51,753.18	743,543.57	691,790.39	7.0
NET REVENUE OVER EXPENDITURES	24,151.20	205,954.34	(313,293.57)	(519,247.91)	65.7

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

SEWER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SERVICE FEES</u>					
06-4010	CONNECTION FEES	.00	10,000.00	18,000.00	8,000.00	55.6
06-4011	SERVICE FEES	286.07	286,736.01	560,000.00	273,263.99	51.2
	TOTAL SERVICE FEES	286.07	296,736.01	578,000.00	281,263.99	51.3
	<u>LATE CHARGES</u>					
06-4021	LATE CHARGES	(60.00)	18,208.90	31,000.00	12,791.10	58.7
	TOTAL LATE CHARGES	(60.00)	18,208.90	31,000.00	12,791.10	58.7
	<u>BAD CHECK CHARGES</u>					
06-4041	BAD CHECK CHARGES	(10.00)	(40.00)	25.00	65.00	(160.0)
	TOTAL BAD CHECK CHARGES	(10.00)	(40.00)	25.00	65.00	(160.0)
	<u>PERMITS</u>					
06-4051	PERMITS	.00	63,000.00	50,000.00	(13,000.00)	126.0
	TOTAL PERMITS	.00	63,000.00	50,000.00	(13,000.00)	126.0
	<u>MISCELLANEOUS REVENUE</u>					
06-4991	MISC REVENUE	.00	(198.53)	200.00	398.53	(99.3)
	TOTAL MISCELLANEOUS REVENUE	.00	(198.53)	200.00	398.53	(99.3)
	<u>INTEREST ON INVESTMENT</u>					
06-8011	INTEREST ON INVESTMENT	11,177.44	96,763.24	95,000.00	(1,763.24)	101.9
	TOTAL INTEREST ON INVESTMENT	11,177.44	96,763.24	95,000.00	(1,763.24)	101.9
	<u>GRANTS</u>					
06-8300	GRANT REVENUE	.00	.00	2,547.00	2,547.00	.0
	TOTAL GRANTS	.00	.00	2,547.00	2,547.00	.0

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

SEWER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LEASE INCOME</u>					
06-8801	LEASE INCOME	.00	4,710.39	34,800.00	30,089.61	13.5
	TOTAL LEASE INCOME	.00	4,710.39	34,800.00	30,089.61	13.5
	TOTAL FUND REVENUE	11,393.51	479,180.01	791,572.00	312,391.99	60.5

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

SEWER SYSTEM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER SYSTEM EXPENSES</u>					
06-7300-118 SALARIES: MAINT WORKERS	7,268.86	58,719.19	107,500.00	48,780.81	54.6
06-7300-131 EMPLOYEE HEALTH INSURANCE	857.20	7,286.20	12,000.00	4,713.80	60.7
06-7300-133 IMRF CONTRIBUTION	664.37	5,366.89	9,775.00	4,408.11	54.9
06-7300-134 PENSION EXPENSE	.00	.00	8,500.00	8,500.00	.0
06-7300-193 PAYROLL TAXES	556.07	4,492.02	8,000.00	3,507.98	56.2
06-7300-198 UNIFORMS	.00	417.96	1,500.00	1,082.04	27.9
06-7300-211 LEGAL/COLLECTION EXPENSE	.00	.00	1,000.00	1,000.00	.0
06-7300-212 ENGINEERING EXPENSE	.00	.00	2,500.00	2,500.00	.0
06-7300-213 OTHER CONSULTING FEES	1,457.81	10,204.67	16,550.00	6,345.33	61.7
06-7300-214 AUDIT FEES	.00	3,999.99	4,300.00	300.01	93.0
06-7300-218 EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
06-7300-221 UTILITIES	10,641.94	72,612.24	125,000.00	52,387.76	58.1
06-7300-241 M&O: VEH & EQUIP	596.53	7,536.75	8,000.00	463.25	94.2
06-7300-243 M&O: SEWER PLANT	217.72	19,652.61	40,000.00	20,347.39	49.1
06-7300-311 OFFICE EXPENSE	653.17	5,837.11	6,500.00	662.89	89.8
06-7300-312 ANNUAL PERMIT FEES	.00	7,500.00	11,000.00	3,500.00	68.2
06-7300-313 TRAINING	.00	397.50	3,000.00	2,602.50	13.3
06-7300-314 TELEPHONE	72.34	844.71	5,000.00	4,155.29	16.9
06-7300-345 WASTEWATER TESTING	717.90	7,297.90	18,000.00	10,702.10	40.5
06-7300-371 GAS & PETROLEUM	335.57	1,568.85	2,200.00	631.15	71.3
06-7300-492 IPRF SAFETY GRANT	.00	.00	2,547.00	2,547.00	.0
06-7300-511 INSURANCE EXPENSE	.00	5,069.07	5,500.00	430.93	92.2
06-7300-531 REAL ESTATE TAXES	.00	286.02	.00	286.02	.0
06-7300-591 MISC EXPENSES	.00	.00	500.00	500.00	.0
06-7300-611 DEBT SERVICE PRINCIPAL	.00	24,908.86	48,000.00	23,091.14	51.9
06-7300-621 INTEREST EXPENSE	.00	5,564.53	11,000.00	5,435.47	50.6
06-7300-812 CAP OUTLAY: EQUIPMENT	20,988.97	58,020.84	40,000.00	(18,020.84)	145.1
TOTAL SEWER SYSTEM EXPENSES	45,028.45	307,583.91	500,872.00	193,288.09	61.4
TOTAL FUND EXPENDITURES	45,028.45	307,583.91	500,872.00	193,288.09	61.4
NET REVENUE OVER EXPENDITURES	(33,634.94)	171,596.10	290,700.00	119,103.90	59.0

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SERVICE FEES</u>					
07-4011	SERVICE FEES	26.70	281,927.26	525,000.00	243,072.74	53.7
	TOTAL SERVICE FEES	26.70	281,927.26	525,000.00	243,072.74	53.7
	<u>LATE CHARGES</u>					
07-4021	LATE CHARGES	(4.64)	1,713.93	2,500.00	786.07	68.6
	TOTAL LATE CHARGES	(4.64)	1,713.93	2,500.00	786.07	68.6
	<u>BAD CHECK CHARGES</u>					
07-4041	BAD CHECK CHARGES	25.00	100.00	150.00	50.00	66.7
	TOTAL BAD CHECK CHARGES	25.00	100.00	150.00	50.00	66.7
	<u>PERMITS</u>					
07-4051	PERMITS	.00	66,000.00	85,000.00	19,000.00	77.7
	TOTAL PERMITS	.00	66,000.00	85,000.00	19,000.00	77.7
	<u>METER SALES</u>					
07-4301	METER SALES	600.00	4,500.00	5,000.00	500.00	90.0
	TOTAL METER SALES	600.00	4,500.00	5,000.00	500.00	90.0
	<u>MISCELLANEOUS REVENUE</u>					
07-4991	MISC INCOME	.00	1,100.00	2,000.00	900.00	55.0
	TOTAL MISCELLANEOUS REVENUE	.00	1,100.00	2,000.00	900.00	55.0
	<u>INTEREST ON INVESTMENT</u>					
07-8011	INTEREST ON INVESTMENT	5,333.23	47,044.59	50,000.00	2,955.41	94.1
	TOTAL INTEREST ON INVESTMENT	5,333.23	47,044.59	50,000.00	2,955.41	94.1

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LEASE INCOME</u>					
07-8801	LEASE INCOME	310.00	2,480.00	3,720.00	1,240.00	66.7
	TOTAL LEASE INCOME	310.00	2,480.00	3,720.00	1,240.00	66.7
	TOTAL FUND REVENUE	6,290.29	404,865.78	673,370.00	268,504.22	60.1

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>WATER SYSTEM EXPENSES</u>					
07-7400-118	SALARIES: MAINT WORKERS	10,903.26	88,078.90	158,500.00	70,421.10	55.6
07-7400-131	EMPLOYEE HEALTH INSURANCE	1,285.84	10,929.64	16,725.00	5,795.36	65.4
07-7400-133	IMRF CONTRIBUTION	996.55	8,050.37	15,000.00	6,949.63	53.7
07-7400-134	PENSION EXPENSE	.00	.00	12,350.00	12,350.00	.0
07-7400-193	PAYROLL TAXES	834.11	6,738.10	12,500.00	5,761.90	53.9
07-7400-198	UNIFORMS	.00	573.00	900.00	327.00	63.7
07-7400-213	OTHER CONSULTING FEES	2,186.71	15,306.97	24,800.00	9,493.03	61.7
07-7400-214	AUDIT FEES	.00	3,999.99	4,000.00	.01	100.0
07-7400-221	UTILITIES	6,989.58	47,573.73	75,000.00	27,426.27	63.4
07-7400-222	RADIUM REMOVAL PROCESSING	19,080.62	87,304.65	116,510.00	29,205.35	74.9
07-7400-241	M&O: VEH & EQUIP	.00	7,253.44	8,000.00	746.56	90.7
07-7400-243	M&O: WELL SYSTEM	1,457.68	26,268.72	30,000.00	3,731.28	87.6
07-7400-311	OFFICE EXPENSE	758.22	10,687.49	12,000.00	1,312.51	89.1
07-7400-314	TELEPHONE	121.39	958.00	5,000.00	4,042.00	19.2
07-7400-331	TRAVEL & TRAINING	.00	2,597.10	3,000.00	402.90	86.6
07-7400-341	METER PURCHASES & SUPPLIES	.00	8,670.00	15,000.00	6,330.00	57.8
07-7400-343	CONNECTION EXP	.00	.00	3,500.00	3,500.00	.0
07-7400-344	ACCESS SUPPLY PURCH	.00	.00	2,000.00	2,000.00	.0
07-7400-345	CHEMICALS & TESTING	1,270.17	14,464.31	25,000.00	10,535.69	57.9
07-7400-346	TOOLS	144.97	999.09	1,500.00	500.91	66.6
07-7400-371	GAS & PETROLEUM	783.01	3,660.75	8,000.00	4,339.25	45.8
07-7400-511	INSURANCE EXPENSE	.00	9,401.60	6,800.00	(2,601.60)	138.3
07-7400-531	REAL ESTATE TAXES	.00	113.88	240.00	126.12	47.5
07-7400-811	CAP OUTLAY: CONSTRUCT	.00	7,830.00	45,000.00	37,170.00	17.4
07-7400-812	CAP OUTLAY: EQUIPMENT	.00	31,213.50	.00	(31,213.50)	.0
07-7400-826	CAP OUTLAY: ENG STUDY	.00	.00	75,000.00	75,000.00	.0
	TOTAL WATER SYSTEM EXPENSES	46,812.11	392,673.23	676,325.00	283,651.77	58.1
	TOTAL FUND EXPENDITURES	46,812.11	392,673.23	676,325.00	283,651.77	58.1
	NET REVENUE OVER EXPENDITURES	(40,521.82)	12,192.55	(2,955.00)	(15,147.55)	412.6

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

RESTRICTED ASSETS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DONATIONS</u>					
13-4167	WASTE COLLECTION AGREEMENT	.00	6,697.50	17,000.00	10,302.50	39.4
	TOTAL DONATIONS	.00	6,697.50	17,000.00	10,302.50	39.4
	<u>PARK DEVELOPMENT FEES</u>					
13-4171	PARK LOT DEV FEES - GENERAL	200.00	500.00	1,000.00	500.00	50.0
	TOTAL PARK DEVELOPMENT FEES	200.00	500.00	1,000.00	500.00	50.0
	<u>CAPITAL CONTRIBUTIONS: TOWN</u>					
13-4201	CAP CONTRIB: PUBLIC WORKS BLDG	.00	4,037.04	.00	(4,037.04)	.0
13-4202	CAP CONTRIB: POLICE FACILITY	.00	3,222.24	.00	(3,222.24)	.0
13-4203	CAP CONTRIB: EMERGENCY SIREN	.00	92.56	.00	(92.56)	.0
13-4204	CAP CONTRIB: TOWN HALL BLDG	700.00	8,287.04	.00	(8,287.04)	.0
13-4205	CAP CONTRIB: SPORTS COMPLEX	.00	5,277.76	.00	(5,277.76)	.0
13-4206	CAP CONTRIB: CAPITAL EQUIPMENT	.00	2,800.00	.00	(2,800.00)	.0
	TOTAL CAPITAL CONTRIBUTIONS: TOWN	700.00	23,716.64	.00	(23,716.64)	.0
	<u>INTEREST</u>					
13-8011	INTEREST ON INVESTMENT	7,266.40	63,789.52	45,000.00	(18,789.52)	141.8
	TOTAL INTEREST	7,266.40	63,789.52	45,000.00	(18,789.52)	141.8
	TOTAL FUND REVENUE	8,166.40	94,703.66	63,000.00	(31,703.66)	150.3

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

RESTRICTED ASSETS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>RESTRICTED ASSETS</u>					
13-8000-350	ROAD IMPROVEMENTS	.00	.00	39,815.00	39,815.00	.0
13-8000-813	CAP OUTLAY: TOWN HALL	.00	.00	5,000.00	5,000.00	.0
13-8000-814	CAP OUTLAY: SSA#4	.00	.00	75,000.00	75,000.00	.0
13-8000-824	CAP O/L: PARK DEV (MCPhillips)	.00	.00	14,305.00	14,305.00	.0
13-8000-833	CAP OUTLAY: PUBL WKS FACILITY	.00	.00	5,000.00	5,000.00	.0
13-8000-839	AIRPORT ROAD PROPERTY TAXES	.00	4,782.05	.00	(4,782.05)	.0
13-8000-840	AIRPORT ROAD UTILITIES	18.06	148.38	.00	(148.38)	.0
	TOTAL RESTRICTED ASSETS	18.06	4,930.43	139,120.00	134,189.57	3.5
	TOTAL FUND EXPENDITURES	18.06	4,930.43	139,120.00	134,189.57	3.5
	NET REVENUE OVER EXPENDITURES	8,148.34	89,773.23	(76,120.00)	(165,893.23)	117.9

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

		TIF FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INTEREST INCOME</u>						
14-8010	TIF RE TAX RECEIVED	.00	604,399.49	485,000.00	(119,399.49)	124.6
14-8011	INTEREST ON INVESTMENT	4,860.80	41,293.54	25,000.00	(16,293.54)	165.2
TOTAL INTEREST INCOME		4,860.80	645,693.03	510,000.00	(135,693.03)	126.6
TOTAL FUND REVENUE		4,860.80	645,693.03	510,000.00	(135,693.03)	126.6

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2024

Item 1.

TIF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TIF EXPENSES</u>					
14-6600-212	ADMINISTRATIVE EXPENSE	.00	258,165.95	9,500.00	(248,665.95)	2717.5
14-6600-591	MISC EXPENSES	.00	19,169.45	500,000.00	480,830.55	3.8
	TOTAL TIF EXPENSES	.00	277,335.40	509,500.00	232,164.60	54.4
	TOTAL FUND EXPENDITURES	.00	277,335.40	509,500.00	232,164.60	54.4
	NET REVENUE OVER EXPENDITURES	4,860.80	368,357.63	500.00	(367,857.63)	73671.

General Fund - Streets and Maintenance			
Facility 250 S Halwood			
Loan Date: 12/31/11, Maturity Date: 6/30/30, Loan Amount: \$655,200.00			
Interest Rate: 7.25%, Semi-Annual P&I due 6/30 and 12/31			
Beginning Balance 5/1/2024		\$	299,378.24
Principal Paid Fiscal Year 2025:		\$	(43,830.24)
Interest Paid Fiscal Year 2025:	\$	16,023.76	
Current Balance:		<u>\$</u>	<u>255,548.00</u>
Remaining Debt Schedule			
	Principal	Interest	
Fiscal Year Ending 2025	\$ -	\$ -	
Fiscal Year Ending 2026	\$ 46,564.66	\$ 13,289.34	
Future	\$ 208,738.15	\$ 25,999.58	
Total:	<u>\$ 255,548.00</u>	<u>\$ 39,288.91</u>	
* rate change 3 year variable			

General Fund - IEPA Loan			
Wastewater Project: L17-5003			
Maturity Date 9/25/2034, Int Rate: 1.93%, Semi-Annual Payments			
Beginning Balance 5/1/2024		\$	576,634.88
Principal Paid Fiscal Year 2025:		\$	(24,908.86)
Interest Paid Fiscal Year 2025:	\$	5,564.53	
Current Balance:		<u>\$</u>	<u>551,726.02</u>
Remaining Debt Schedule			
Fiscal Year Ending 2025	\$ 25,149.23	\$ 5,324.16	
Fiscal Year Ending 2026	\$ 51,028.88	\$ 9,917.90	
Future	\$ 475,547.91	\$ 42,347.17	
Total:	<u>\$ 551,726.02</u>	<u>\$ 57,589.23</u>	

		Balance 12/1/2024	Deposits 12/31/2024	Expenditures 12/31/2024	Balance 12/31/2024
Customer Deposits					
13-2010	AP	\$ -			\$ -
13-2020	Deferred Revenue	\$ -	-	-	-
13-2301	Occupany Deposits	\$ -	-		-
13-2355	Airport Road Security Deposits	\$ -	-	-	-
Engineering Deposits					
13-2316	DCUSD #428	\$ 51,668.29	\$ -	\$ -	\$ 51,668.29
Land/Cash Contributions					
13-2401	Cortland Fire Protection District	\$ 2,700.00	\$ 600.00		\$ 3,300.00
13-2405	Sycamore School District # 427	\$ -	2,363.69		2,363.69
13-2406	#428 Schools	\$ 145,631.28			145,631.28
13-2407	Cortland Library	\$ 405.00	90.00		495.00
Storm Sewer Escrow					
13-2411	Neumann Homes Inc	\$ 52,821.55			\$ 52,821.55
Capital Contributions #428 Schools					
13-2432	DRH Cambridge - Richland Trails	\$ 281,376.56			\$ 281,376.56
Library Building					
13-2452	Library Building	\$ 22,244.64		\$ -	\$ 22,244.64
Fire Department Building					
13-2461	DRH Cambridge - Richland Trails	\$ 91,144.90			\$ 91,144.90
13-2462	Montalbano - Chestnut Grove	\$ 28,782.60		-	\$ 28,782.60
WasteWater Irrigation Land Acquisition					
13-2501	SSA # 4 Connection Fees	\$ 97,000.00	\$ 17,000.00	\$ -	\$ 114,000.00
13-2505	SSA # 8 Connection Fees	\$ -		-	\$ -
13-2551	Waste Water Irrigation Land Fee	\$ 99,500.00	1,000.00	-	\$ 100,500.00
Cortland Events Committee					
13-2900	Festival Parade	\$ -	\$ -	\$ -	\$ -
13-2350	Road Improvements	\$ -	\$ -		\$ -
13-2352	Administrative Fund	\$ 99,423.32	-	-	99,423.32
13-2354	Punch List Follow Up Items	\$ 12,072.46	-	-	12,072.46
Capital Contributions - Town Use (By Purpose)					
13-3100	McPhillips Park Improvements	\$ 13,961.76	\$ -	\$ -	\$ 13,961.76
13-4096	Town Services	\$ -	-	-	-
13-4167	Road Improvements - DC Trash Agreement	\$ 93,714.86			93,714.86
13-4168	Airport Road Property Rent	\$ 12,248.88		18.06	12,230.82
13-4170	Airport Road Farm Rent	\$ 106,953.83		-	106,953.83
13-4161	Parks Improvements	\$ 256.00		-	256.00
13-4171	Park Development Fees	\$ 9,500.00	200.00	-	9,700.00
13-4201	Public Works Facility	\$ 23,717.61		-	23,717.61
13-4202	Police Facility	\$ 19,346.12		-	19,346.12
13-4203	Emergency Siren	\$ 3,181.75		-	3,181.75
13-4204	Town Hall	\$ 46,192.61	700.00	-	46,892.61
13-4205	Sports Complex	\$ 182,756.69		-	182,756.69
13-4206	Capital Improvements	\$ 250,617.88	7,266.40	-	257,884.28
13-4206	SCADA - Chestnut Grove	\$ 2,425.60	-		2,425.60
13-8101	Transfers from Other Funds - Town Loan	\$ 157,239.89		-	157,239.89
13-8701	InvestForeclosures (Dep less Ltr of Credit)	\$ -	-	-	-
13-8702	Performance Bond - Nature's Crossing	\$ -	-	-	-
		\$ 922,113.48	\$ 8,166.40	\$ 18.06	\$ 930,261.82
		"FUND BAL"	\$ 835,504.39		
		Reserve for McPhillips	\$ 13,961.76		
		YTD Revs over Exps	\$ 89,773.23		
		Fund Equity	\$ 939,239.38		
		Account Interest	\$ 7,266.40	Total Assets	\$ 1,945,063.67
		13-8011		Total Liabilities & Equity	\$ 1,945,063.67
		* Account Interest posted to Capital Improvements			\$ -

SUMMARY OF INCOME AND EXPENSES FOR THE MONTH OF:
December 31, 2024

	Beginning Balance	Receipts/ Transfers In	Dividends/ Interest	Expenditures/ Transfers Out	Ending Balance
SSA #1 Special Tax Refunding Bonds 2017					
Bond & Interest Fund	\$ 442,316.72		\$ 1,457.43	\$ 21,528.00	422,246.15
2017 Reserve Fund	\$ 357,088.54	-	1,191.35	-	358,279.89
Special Redemption Account	\$ 137.77		0.60		138.37
Special Reserve Fund 2017	\$ 40,462.52		135.04	-	40,597.56
Administrative Expense Fund	\$ 1,023.15	21,528.00	3.37	-	22,554.52
Total SSA #1 Refunding Bonds	\$ 841,028.70	\$ 21,528.00	\$ 2,787.79	\$ 21,528.00	\$ 843,816.49
SSA #4-8 (Sheaffer Project)					
Bond & Interest Fund	\$ 0.00	\$ -			\$ 0.00
Special Redemption Account	\$ -	-	-	-	-
Debt Service Reserve Fund	\$ -	-	-		-
Administrative Expense Fund	\$ -		-		-
Total SSA #4-8	\$ 0.00	\$ -	\$ -	\$ -	\$ 0.00
SSA #9 (Richland Trails)					
SSA #9					
Bond & Interest Fund	\$ 210,174.05		\$ 796.27	\$ -	\$ 210,970.32
Reserve Fund	\$ 166,979.05		635.88		167,614.93
Improvement Fund	\$ -				-
Administrative Expense Fund	\$ 13,215.84		50.33	-	13,266.17
Total SSA #9	\$ 390,368.94	\$ -	\$ 1,482.48	\$ -	\$ 391,851.42
Total All SSA	1,231,397.64	21,528.00	4,270.27	21,528.00	1,235,667.91



Town of Cortland

Agenda Request

Item 2.

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

ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR

☐ RESOLUTION ☒ ORDINANCE ☐ INFORMATION ☐ OTHER

DATE PREPARED: 2/19/2025

FOR MEETING ON: 2/24/2025

DESCRIPTION/TITLE: AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF A TIF REDEVELOPMENT AGREEMENT WITH CORTLAND FLOORING

REQUIRED ACTION: MOTION FOR BOARD APPROVAL AND AUTHORIZATION FOR THE MAYOR TO EXECUTE THE REDEVELOPMENT AGREEMENT WITH CORTLAND FLOORING (ACTION ITEM)

STAFF/COMMITTEE RECOMMENDATION: NONE

STATEMENT OF CONCERN/SUMMARY: IN OCTOBER 2024, THE BOARD EVALUATED VARIOUS REIMBURSEMENT PERCENTAGES ON ELIGIBLE COSTS OF THE NEW COMMERCIAL DEVELOPMENT. ESTIMATED ELIGIBLE COSTS ARE \$127,597.50. THE DIRECTION FROM THE BOARD WAS TO REIMBURSE AT 75%. THE MAXIMUM REIMBURSEMENT AS SET FORTH IN THE AGREEMENT IS \$95,698.

AGENDA PLACEMENT:

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

Prepared by: BCW

Approved by:

Date

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TOWN OF CORTLAND, ILLINOIS

ORDINANCE NO. _____

**AN ORDINANCE APPROVING AND AUTHORIZING
THE EXECUTION OF A TIF REDEVELOPMENT AGREEMENT**

BY AND BETWEEN

THE TOWN OF CORTLAND

AND

CORTLAND FLOORING, INC. AND RICHARD JONUTZ

CORTLAND TAX INCREMENT FINANCING DISTRICT

**ADOPTED BY THE MAYOR AND TOWN BOARD
OF THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS,
ON THE 24TH DAY OF FEBRUARY, 2025.**

TOWN OF CORTLAND, ILLINOIS: ORDINANCE NO. _____

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF
A TIF REDEVELOPMENT AGREEMENT BY AND BETWEEN:THE TOWN OF CORTLAND &
CORTLAND FLOORING, INC. AND RICHARD JONUTZ

CORTLAND TAX INCREMENT FINANCING DISTRICT

The Town Board has determined that this TIF Redevelopment Agreement is in the best interest of the citizens of the Town of Cortland; therefore, be it ordained by the Mayor and Town Board of the Town of Cortland, DeKalb County, Illinois as follows:

SECTION ONE: The TIF Redevelopment Agreement with Cortland Flooring, Inc. and Richard Jonutz, Developer (*Exhibit A*) attached hereto is hereby approved.

SECTION TWO: The Mayor is hereby authorized and directed to enter into and execute on behalf of the Town said TIF Redevelopment Agreement and the Town Clerk of the Town of Cortland is hereby authorized and directed to attest such execution.

SECTION THREE: The TIF Redevelopment Agreement shall be effective the date of its approval on the 24th day of February, 2025.

SECTION FOUR: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED, APPROVED and ADOPTED by the Corporate Authorities of the Town of Cortland this 24th day of February, 2025 and filed in the office of the Town Clerk of said Town on that date.

MAYOR & TRUSTEES	AYE VOTE	NAY VOTE	ABSTAIN / ABSENT
Doug Corson			
Randi Olson			
James Walker			
Michael Siewierski			
Bradley Stone			
Charmaine Fioretto			
Mark Pietrowski, Mayor			
TOTAL VOTES:			

APPROVED: _____, Date ____/____/2025
Mayor, Town of Cortland

ATTEST: _____, Date: ____/____/2025
Town Clerk, Town of Cortland

EXHIBIT A: TIF REDEVELOPMENT AGREEMENT BY AND BETWEEN THE TOWN OF CORTLAND AND CORTLAND FLOORING, INC. AND RICHARD JONUTZ.

**TAX INCREMENT FINANCING DISTRICT
REDEVELOPMENT AGREEMENT**

by and between

TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

and

CORTLAND FLOORING, INC.

and

RICHARD JONUTZ

CORTLAND TAX INCREMENT FINANCING (TIF) DISTRICT

FEBRUARY 24, 2025

**CORTLAND TIF DISTRICT
REDEVELOPMENT AGREEMENT**
by and between
TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS
and
CORTLAND FLOORING, INC. AND RICHARD JONUTZ

THIS REDEVELOPMENT AGREEMENT (including Exhibits) is entered into this 24th day of February 2025, by and between the **Town of Cortland** (the “Town”), an Illinois Municipal Corporation, DeKalb County, Illinois, and **Cortland Flooring, Inc.**, an Illinois Corporation, and **Richard Jonutz** (the “Developer”).

PREAMBLE

WHEREAS, the Town has the authority to promote the health, safety and welfare of the Town and its citizens, and to prevent the spread of blight and deterioration and inadequate public facilities, including sanitary sewer, by promoting the development of private investment in the marketability of property thereby increasing the tax base of the Town and providing employment for its citizens; and

WHEREAS, Pursuant to 65 ILCS 5/8-1-2.5, a municipality may appropriate and expend funds for economic development purposes, including, without limitation, the making of grants for commercial enterprises that are deemed necessary or desirable for the promotion of economic development within the community; and

WHEREAS, pursuant to the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4 et seq., as amended (the “Act”), the Town has the authority to provide incentives to owners or prospective owners of real property to develop, redevelop, rehabilitate and/or upgrade such property by reimbursing the owner for certain costs from resulting increases in real estate tax revenues (“real estate tax increment”) and enter into contracts with developers necessary or incidental to the implementation of its redevelopment plan pursuant to 65 ILCS 5/11-74.4-4(b) and (j); and

WHEREAS, on January 23, 2012, recognizing the need to foster the development, expansion and revitalization of certain properties which are vacant, underutilized or obsolete or a combination thereof, the Town adopted Tax Increment Financing and created a Tax Increment Allocation Redevelopment area under the TIF Act for the Cortland Tax Increment Financing District (the “TIF District”); and

WHEREAS, included in the Redevelopment Project Area is property to be acquired by the Developer located at 90 West Ellwalk Street, Cortland, Illinois, real estate tax property identification number 09-29-182-015, hereafter be referred to as the “Subject Property”; and

WHEREAS, the Developer plans to acquire the Subject Property and construct a showroom and warehouse on the Property with office space for a new flooring business (the “Project”), and is doing so based on the availability of TIF incentives offered by the Town; and

WHEREAS, it is the intent of the Town to encourage economic development which will increase the real estate tax base of the Town, which increased taxes will be used, in part, to finance incentives to assist this Developer’s Project; and

WHEREAS, the Developer's proposed Project is consistent with the TIF District Redevelopment Plan and Projects for the Redevelopment Project Area and further conforms to the land uses and Comprehensive Plan of the Town as adopted; and

WHEREAS, pursuant to Section 5/11-74.4-4(b) of the Act, the Town may make and enter into all contracts with property owners, developers, tenants, overlapping taxing bodies, and others necessary or incidental to the implementation and furtherance of the Redevelopment Plan; and

WHEREAS, pursuant to Section 5/11-74.4-4(j) of the Act, the Town may incur project redevelopment costs and reimburse developers who incur redevelopment project costs authorized by a redevelopment agreement and further defined in Section 5/11-74.4-3(q) of the Act, including those Estimated TIF Eligible Project Costs as herein listed in the attached ***Exhibit 1*** of this Redevelopment Agreement; and

WHEREAS, the Developer requested that incentives for the development be provided by the Town from incremental increases in real estate taxes of the Town and that such incentives include the reimbursement of Eligible Project Costs; and

WHEREAS, the Town has determined that this Project required the incentives requested as set forth herein and that said Project will, as a part of the Plan, promote the health, safety and welfare of the Town and its citizens by attracting private investment to prevent blight and deterioration, to develop underutilized property and to provide employment for its citizens and to generally enhance the economy of the Town; and

WHEREAS, the Town has reviewed the conditions of the Subject Property and has reason to believe that the costs of the necessary public and private improvements to be incurred by the Developer in furtherance of the Project are eligible project costs under the Act and are consistent with the Redevelopment Plan of the Town; and

WHEREAS, the Parties have agreed that the Town shall reimburse the Developer on a pay-as-you-go basis for Developer's Estimated TIF Eligible Project Costs as set forth in ***Exhibit 1*** attached hereto, up to the maximum amount of **Ninety-Five Thousand Dollars and No Cents (\$95,000.00)**, which monies shall be utilized by the Developer strictly in conformance with this Agreement; and

WHEREAS, in consideration of the execution of this Agreement, the Developer is to complete the Project as set forth in ***Exhibit 1***; and

WHEREAS, the Town is entering into this Agreement having encouraged and induced the Developer to proceed with the Project located on said Property.

AGREEMENTS

NOW, THEREFORE, the Parties, for good and valuable consideration, the receipt of which is acknowledged, agree as follows:

A. PRELIMINARY STATEMENTS

1. The Parties agree that the matters set forth in the recitals above are true and correct and form a part of this Agreement and are to be construed as binding statements of this Agreement.

2. Any terms which are not defined in this Agreement shall have the same meaning as they do in the Act, unless indicated to the contrary.
3. The Town is extending incentives for this Project and is relying on the representation of the Developer contained herein to substantially complete the Project as set forth herein.
4. Each of the Parties represents that it has taken all actions necessary to authorize its representatives to execute this Agreement.
5. The Developer shall remain in compliance with all municipal ordinances relating to property development, property condition, zoning, subdivision and building codes. Failure to cure the violation of any such ordinance within thirty (30) days upon being provided written notice of the same by the Town shall be cause for the Town to declare the Developer in Default and unilaterally terminate this Agreement, except where such failure is not reasonably susceptible to cure within such 30-day period, in which case the Developer shall have such additional time to cure as is reasonably necessary, provided that the Developer has commenced such cure within such 30-day period and continues to diligently prosecute the same to completion.
6. The Developer shall complete the Project within twelve (12) months from the date this Agreement is executed, subject to extension due to Force Majeure (defined below), or as agreed by Town. The Project shall be deemed to be complete when all renovations are complete, the Developer has received a Certificate of Occupancy from the Town and the Cortland Flooring business is open to the public.
7. In order to continue receiving the incentives set forth herein, the Developer agrees to provide any information to the Town upon written request of the Town regarding the number of jobs created and/or retained by the Project as may be required by the Act and/or by the Illinois Comptroller. Failure to provide such information within forty-five (45) days of the date of Town's request shall be cause for Town, at Town's sole discretion, to declare the Developer in default and/or for the Town to withhold any payments due Developer until such time as the Town's request is satisfied.

B. DEFINITIONS

“TIF Eligible Project Costs” shall mean those costs which are eligible for reimbursement under the TIF Act and are further described in ***Exhibit 1*** attached hereto.

C. ADOPTION OF TAX INCREMENT FINANCING

The Town has created a Tax Increment Financing District known as the “Cortland TIF District” which includes the Developer's Property. The Town has approved certain Redevelopment Project Costs, including the types described in ***Exhibit 1*** for the Developer's Project which shall be hereafter known as the **“Cortland Flooring, Inc. Project”**.

D. INCENTIVES

In consideration for the Developer purchasing the Property and substantially completing the Project as set forth herein, the Town agrees to extend to the Developer the following incentives to assist the Developer's Project:

1. **Forgivable Loan.** Upon completion of the Project and verification of the Developer's TIF Eligible Project Costs, the Town agrees to loan the Developer a total amount not to exceed **Ninety-Five Thousand Dollars and No Cents (\$95,000.00)** from the Cortland TIF District Special Tax Allocation Fund. The terms and conditions of the Loan shall be as follows:
 - a. The full Loan amount, not to exceed **Seventy-Five Percent (75%)** of the verified TIF Eligible Project Costs or **Ninety-Five Thousand Dollars and No Cents (\$95,000.00)**, whichever is less, shall be paid to the Developer from the Cortland TIF District Special Tax Allocation Fund within thirty (30) days following completion of the Project as defined in **Section A(6)** above and verification of the Developer's TIF Eligible Project Costs pursuant to **Section E** below.
 - b. The interest rate for the note shall be Three Percent (3%) per annum and shall begin to accrue on the date the loan funds are disbursed to the Developer.
 - c. The term of the note shall expire on the fifth (5th) anniversary of the date the loan funds are disbursed to the Developer hereunder.
 - d. One-fifth (1/5) of the principal amount of the loan, plus any accrued interest thereon, shall be forgiven annually by the Town commencing one (1) year from the date the loan funds are disbursed to the Developer and continuing on said date of each year thereafter for the term of the loan, provided the Developer has been at all times in full compliance with every term of this Agreement, including the following:
 - i. The Developer shall maintain constant and continuous operation of the Cortland Flooring business located on the Property during regular customary hours from the time the Project is complete and continuing for the term of this Agreement.
 - ii. The Developer shall annually provide verification of the payment of the real estate taxes for the property during the term of this Agreement.
 - iii. The Developer does not file for bankruptcy or otherwise become insolvent during the term of this Agreement.
 - iv. The Property is not the subject of foreclosure proceedings during the term of this Agreement.
 - v. The Developer does not sell or otherwise convey the Property, other than by residential leases of the units located therein, during the term of this Agreement.
 - vi. The Developer shall carry adequate insurance on the Property to cover the replacement cost of the completed Project.
 - vii. As signatories to this Agreement Cortland Flooring, Inc. and Richard Jonutz shall be guarantors and shall be jointly and severally liable in the event of a default thereof by the Developer.

E. PAYMENT OF ELIGIBLE PROJECT COSTS

1. Payment to the Developer for TIF Eligible Project Costs as set forth by the Act, shall be made by a Requisition for Payment of Private Development Redevelopment Costs (see ***Exhibit 2***, the “Requisition”) submitted from time to time by the Developer to the Town’s TIF Administrator Jacob & Klein, Ltd., with copy to The Economic Development Group, Ltd. (collectively, the “Administrator”), and subject to the Administrator’s approval of the costs and to the availability of funds in the TIF District Special Tax Allocation Fund Account.
2. All Requisitions must be accompanied by all corresponding verified receipts, invoices, bills or statements of suppliers, contractors, or professionals, together with Mechanic’s Lien Waivers (whether partial or full), if applicable, cancelled checks or other proof of payment as required by the Town.
3. The Administrator shall approve or disapprove of a Requisition by written receipt to the Developer within sixty (60) calendar days after receipt of the Requisition. Approval of the Requisition will not be unreasonably withheld. If a Requisition is disapproved by the Administrator, the reasons for disallowance will be set forth in writing and the Developer may resubmit the Requisition with such additional information as may be required and the same procedures set forth herein shall apply to such re-submittals.
4. All approved TIF Eligible Project Costs shall be paid by the Town from the Special Account to the Developer. The Town shall pay such approved Eligible Project Costs provided the Developer has satisfied the terms of this Agreement and provided sufficient verification of costs equal to or exceeding the amount payable to the Developer under this Agreement. Payments shall be made within forty-five (45) days after approval of the TIF Eligible Project Costs subject to the terms of this Agreement.
5. The Parties acknowledge that the determination of TIF Eligible Project Costs, and, therefore, qualification for reimbursement hereunder is subject to changes or interpretation made by amendments to the Act, administrative rules, or legally binding judicial interpretation during the term of this Agreement. The Town has no obligation to the Developer to attempt to modify those decisions but will reasonably assist the Developer in every respect to obtain approval of Eligible Project Costs.

F. DEFAULT; CURE; REMEDIES

In the event of a default under this Redevelopment Agreement by any party hereto (the “Defaulting Party”), which default is not cured within the cure period provided for below, then the other Party (the “Non-defaulting Party”), may have an action for damages, or, in the event damages would not fairly compensate the Non-defaulting Parties for the Defaulting Party’s breach of this Redevelopment Agreement, the Non-defaulting Party shall have such other equity rights and remedies as are available to them at law or in equity. Any damages payable by the Town hereunder shall be limited to the real estate tax increment payable to the Developer under the terms of this Agreement.

In the event a Defaulting Party shall fail to perform a monetary covenant which it is required to perform under this Redevelopment Agreement, it shall not be deemed to be in default under this Redevelopment Agreement unless it shall have failed to perform such monetary covenant within thirty (30) days of its receipt of a notice from a Non-defaulting Party specifying that it has failed to perform such monetary covenant. In the event a Defaulting Party fails to perform any nonmonetary covenant

as and when it is required to under this Redevelopment Agreement, it shall not be deemed to be in default if it shall have cured such default within thirty (30) days of its receipt of a notice from a Non-defaulting Party specifying the nature of the default, provided, however, with respect to those nonmonetary defaults which are not capable of being cured within such thirty (30) day period, it shall not be deemed to be in default if it commences curing within such thirty (30) day period, and thereafter diligently and continuously prosecutes the cure of such default until the same has been cured.

G. LIMITED OBLIGATION

The Town's obligation hereunder to pay the Developer for Eligible Project Costs is a limited obligation to be paid solely from the TIF Special Account. Said obligation does not now and shall never constitute an indebtedness of the Town within the meaning of any State of Illinois constitutional or statutory provision and shall not constitute or give rise to a pecuniary liability of the Town or a charge or lien against any Town fund or require the Town to utilize its taxing authority to fulfill the terms of this Agreement.

H. WAIVER

Any party to this Agreement may elect to waive any remedy it may enjoy hereunder, provided that no such waiver shall be deemed to exist unless the party waiving such right of remedy does so in writing. No such waiver shall obligate such party to waive any right of remedy hereunder or shall be deemed to constitute a waiver of other rights and remedies provided said party pursuant to this Agreement.

I. SEVERABILITY

If any section, subsection, term or provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of said section, subsection, term or provision of this Agreement or the application of same to parties or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

J. VERIFICATION OF REAL ESTATE TAX INCREMENT

1. It shall be the sole responsibility of the Developer or its designee to provide to the Town, as requested in writing, copies of all PAID real estate tax bills, annually, for the Property.
2. The failure of Developer to provide any material information required herein after written notice from the Town, and the continued failure to provide such information within (30) days after such notice, shall be considered a breach of this Agreement and shall be cause for the Town to deny payments hereunder to the Developer, which payments are conditional upon receipt of the foregoing information.

K. REIMBURSEMENT OF THE DEVELOPER'S SHARE OF TAX OBJECTION REFUNDS

If a refund of incremental property tax revenue (including any accrued statutory interest thereon) is potentially due from the Town's TIF Fund as the result of any tax objection, assessment challenge or formal appeal to the Illinois Property Tax Appeal Board (PTAB), issuance of a certificate of error or other such action, including any appeals therefrom concerning the potential reduction of assessed value of the Property, the Town may at its sole discretion withhold the Developer's share of any such possible refund (including any accrued statutory interest thereon) from future reimbursements

calculated to be paid to the Developer under this Agreement. Furthermore, the Developer is hereby obligated to provide written notice to the Town within five (5) days of filing any such objection, assessment challenge or formal appeal to the PTAB or other such action, including any appeals therefrom, that could potentially reduce the assessed value of the Property. Failure to provide such notice shall be considered a breach of this Agreement and shall be cause for the Town to deny payments hereunder to the Developer.

Any funds withheld by the Town under this *Section K* shall be deposited by it into a special interest-bearing bank account. Upon final determination of the assessed value of the Property, the Town shall pay to the Developer the principal amount due under this Agreement as recalculated. The Town shall be entitled to retain any interest earned on the account as partial payment for the administration of the account due to the delay of the determination of the final evaluation and recalculation of the benefits due the Developer under this Agreement.

If it appears to the Town that it will be unable to recover the Developer's share of any such refund (including any accrued statutory interest thereon) from the remaining future reimbursements due the Developer under the Agreement, the Developer shall reimburse the Town for the Developer's remaining unpaid share of such refund within thirty (30) days upon receiving written demand of the same from the Town.

Notwithstanding anything contained in this Agreement to the contrary, the obligations contained in this *Section K* shall remain in effect for the remaining life of the TIF District, (identified by the Town as tax year 2035 payable 2036). Furthermore, the obligations set forth in this *Section K* shall survive the expiration of the TIF District if a tax objection or other such action taken by the Developer is pending prior to the expiration of the TIF District and shall continue until final disposition of such action.

L. NOTICES

All notices, demands, requests, consents, approvals or other instruments required or permitted by this Agreement shall be in writing and shall be executed by the party or an officer, agent or attorney of the party, and shall be deemed to have been effective as of the date of actual delivery, if delivered personally, or as of the third (3rd) day from and including the date of posting, if mailed by registered or certified mail, return receipt requested, with postage prepaid addressed as follows:

TO TOWN:

Town of Cortland
Attn: Town Clerk
59 S Somonauk Rd., P.O. Box 519
Cortland, IL 60112
Telephone: (815) 756-9041

TO DEVELOPER:

Cortland Flooring, Inc.
Attn: Richard Jonutz
300 W Route 38
Cortland, IL 60112
Telephone: (815) 970-0416

With Copy to:

Jacob & Klein, Ltd.
The Economic Development Group, Ltd.
1701 Clearwater Avenue
Bloomington, IL 61704
Telephone: (309) 664-7777

M. NO JOINT VENTURE, AGENCY, OR PARTNERSHIP CREATED

Neither anything in this Agreement nor any acts of the parties to this Agreement shall be construed by the parties or any third person to create the relationship of a partnership, agency, or joint venture between or among such parties.

N. INDEMNIFICATION OF TOWN

Developer acknowledges that it is responsible for compliance with the Illinois Prevailing Wage Act, but only to the extent such law, by its terms, is applicable to the Project. In such event, the Developer shall not pay less than the prevailing rate of wages as found by the Town or Illinois Department of Labor to all laborers, workers and mechanics performing work under this Agreement. The Developer shall indemnify and hold harmless the Town, and all Town elected or appointed officials, officers, employees, agents, representatives, engineers, consultants and attorneys (collectively, the Indemnified Parties), from any and all claims that may be asserted against the Indemnified Parties or one or more of them, in connection with the applicability, determination, and/or payments made under the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq.), the Illinois Procurement Code, and/or any similar State or Federal law or regulation. In addition, the Developer agrees to indemnify and hold harmless the Town for any claim asserted against the Town arising from the Developer's Project and/or this Agreement or any challenge to the eligibility of project costs reimbursed to the Developer hereunder. This obligation to indemnify and hold harmless obligates Developer to defend any such claim and/or action, pay any liabilities and/or penalties imposed, and pay all defense costs of Town, including but not limited to the reasonable attorney fees of Town.

O. ASSIGNMENT

The rights (including, but not limited to, the right to payments contemplated by *Section C* of this Agreement) and obligations (or either of them) of the Developer under this Agreement shall be fully assignable by the Developer provided written notice is provided to the Town and the Town's consent is obtained prior to such assignment. The Town's consent shall not be unreasonably withheld provided that the nature of the Project is not substantially changed, and further provided that the assignee is financially capable of fulfilling the obligations of the assignor. Any such assignment shall be subject to all the terms and conditions contained in this Agreement. Further, no such assignment shall be deemed to release the assignor of its obligations to the Town under this Agreement unless the consent of the Town to the release of the assignor's obligations is first obtained.

P. SUCCESSORS IN INTEREST

Subject to the provisions of *Section O* above, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, if any.

Q. TOWN PUBLIC PROJECTS

The Town intends to use part or all of its share of the Project's real estate increment for other public projects within the TIF District or within contiguous TIF Districts as allowed by law. The Town shall be eligible for reimbursement of the cost of doing so, as well as other eligible costs incurred by the Town in the TIF District.

R. LIMITED LIABILITY OF TOWN TO OTHERS FOR DEVELOPER'S EXPENSES

There shall be no obligation by the Town to make any payments to any person other than the Developer, nor shall the Town be obligated to make direct payments to any other contractor, subcontractor, mechanic, or materialman providing services or materials to the Developer for the Developer's Project.

S. COOPERATION OF THE PARTIES

1. The Town and the Developer agree to cooperate fully with each other when requested to do so concerning the development of the Developer's Redevelopment Project. This includes without limitation the Town assisting or sponsoring the Developer, or agreeing to jointly apply with the Developer, for any grant, award, subsidy, or additional funding which may be available from other governmental sources as the result of the Developer's or Town's activities. This also includes without limitation the Developer assisting or sponsoring the Town, or agreeing to jointly apply with the Town, for any grant, award, or subsidy which may be available as the result of the Town's or the Developer's activities.
2. The Parties agree to take such actions, including the execution and delivery of such documents, instruments, petitions, and certifications (and, in the Town's case, the adoption of such ordinances and resolutions), as may be necessary or appropriate, from time to time, to carry out the terms, provisions, and intent of this Agreement and to aid and assist each other in carrying out said terms, provisions, and intent.
3. The Parties shall cooperate fully with each other in seeking from any or all appropriate governmental bodies all approvals (whether federal, state, county or local) required or useful for the construction or improvement of property and facilities in and on the Property or for the provision of services to the Property, including, without limitation, wetland mitigation, gas, telephone, and electric utility services, roads, highways, rights-of-way, water and sanitary sewage facilities, and storm water disposal facilities.

T. TITLES OF PARAGRAPHS

Titles of the several parts, paragraphs, sections, or articles of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any provisions hereof.

U. WARRANTY OF SIGNATORIES

The signatories of Developer warrant full authority to both execute this Agreement and to bind the entity in which they are signing on behalf of.

V. ENTIRE AGREEMENT

The terms and conditions set forth in this Agreement and exhibits attached hereto supersede all prior oral and written understandings and constitute the entire agreement between the Town and the Developer with respect to the subject matter hereof.

W. TERM OF THE AGREEMENT

Notwithstanding anything contained herein to the contrary, this Agreement shall expire upon the first to occur of: (1) the date that is five years from the date the funds are disbursed to the Developer; (2) upon default by Developer under this Agreement after the applicable notice and cure periods provided herein; (3) upon the filing of a bankruptcy petition by Developer; or (4) filing of a foreclosure proceeding against the Property subject to this Agreement.

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed by their duly authorized officers on the above date at Cortland, Illinois.

TOWN OF CORTLAND, ILLINOIS,
a Municipal Corporation

BY: _____
Mayor, Town of Cortland

ATTEST:

Town Clerk, Town of Cortland

DEVELOPER:
CORTLAND FLOORING, INC.
an Illinois Corporation

BY: _____
Richard Jonutz, President

AND

RICHARD JONUTZ, individually

Richard Jonutz

EXHIBIT 1

SUMMARY OF ESTIMATED TIF ELIGIBLE PROJECT COSTS

Cortland Flooring, Inc. Project

Cortland TIF District in the Town of Cortland, DeKalb County, Illinois

Project Description: The Developer plans to acquire the Property and construct a showroom and warehouse on the Property with office space for a new flooring business.

Project Location: 90 West Ellwalk Street, Cortland, Illinois.

PIN#: 09-29-182-015

Estimated TIF Eligible Project Costs:

Property Acquisition.....	\$95,000.00
Site Preparation, Clearing and Grading	\$13,997.50
Professional Fees	\$12,700.00
Utility Extensions.....	\$4,050.00
Public Infrastructure Improvements.....	<u>\$1,850.00</u>
*Total Estimated TIF Eligible Project Costs.....	\$127,597.50

*The Developers Total Reimbursement of Eligible Project Costs shall not exceed **75%** of the verified TIF eligible project costs or **\$95,000.00**, whichever is less, as set forth in this Agreement.

EXHIBIT 2**TOWN OF CORTLAND, ILLINOIS
CORTLAND TAX INCREMENT FINANCING DISTRICT****PRIVATE PROJECT
REQUEST FOR REIMBURSEMENT
BY****CORTLAND FLOORING, INC. AND RICHARD JONUTZ**

Date _____

Attention: Town TIF Administrator, Town of Cortland, Illinois

Re: TIF Redevelopment Agreement, dated February 24, 2025 by and between the Town of Cortland, Illinois, and Cortland Flooring, Inc. and Richard Jonutz (the "Developer")

The Town of Cortland is hereby requested to disburse funds from the Special Tax Allocation Fund pursuant to the Redevelopment Agreement described above in the following amount(s), to the Developer and for the purpose(s) set forth in this Request for Reimbursement. The terms used in this Request for Reimbursement shall have the meanings given to those terms in the Redevelopment Agreement.

1. REQUEST FOR REIMBURSEMENT NO. _____
2. PAYMENT DUE TO: Cortland Flooring, Inc.
3. AMOUNTS REQUESTED TO BE DISBURSED:

Description of TIF Eligible Project Cost	Amount
Total	

4. The amount requested to be disbursed pursuant to this Request for Reimbursement will be used to reimburse the Developer for Redevelopment Project Costs for the Project detailed in ***Exhibit 1*** of the Redevelopment Agreement.
5. The undersigned certifies that:
 - (i) the amounts included in (3) above were made or incurred or financed and were necessary for the Project and were made or incurred in accordance with the construction contracts, plans and specifications heretofore in effect; and

- (ii) the amounts paid or to be paid, as set forth in this Request for Reimbursement, represent a part of the funds due and payable for TIF Eligible Redevelopment Project Costs; and
 - (iii) the expenditures for which amounts are requested represent proper Redevelopment Project Costs as described in *Section E* of the Redevelopment Agreement, have not been included in any previous Request for Reimbursement, have been properly recorded on the Developer's books and are set forth with invoices attached for all sums for which reimbursement is requested, and proof of payment of the invoices; and
 - (iv) the amounts requested are not greater than those necessary to meet obligations due and payable or to reimburse the Developer for its funds actually advanced for Redevelopment Project Costs; and
 - (v) the Developer is not in default under the Redevelopment Agreement and nothing has occurred to the knowledge of the Developer that would prevent the performance of its obligations under the Redevelopment Agreement.
6. Attached to this Request for Reimbursement is ***Exhibit 1*** of the Redevelopment Agreement, together with copies of invoices, proof of payment of the invoices, and Mechanic's Lien Waivers relating to all items for which reimbursement is being requested.

BY: _____(Developer)

TITLE: _____

APPROVED BY TOWN OF CORTLAND, ILLINOIS

BY: _____

TITLE: _____ DATE: _____

REVIEWED BY JACOB & KLEIN, LTD. & THE ECONOMIC DEVELOPMENT GROUP, LTD.

BY: _____

TITLE: _____ DATE: _____



The Town of Cortland is committed to providing a safe work environment for its employees. It is the intention of the Town of Cortland to provide employees who have sustained work-related injuries with the opportunity to return to or remain on the payroll during periods of partial incapacity resulting from these injuries. Every effort will be made to ensure that employees receive quality medical care and are returned to the work environment as soon as they are physically able. To ensure injured employees receive quality medical care in a timely fashion, and to relieve the financial burden of workers compensation, this program has been established.

Employees who may work in a limited capacity, but who are temporarily not capable of performing the full scope of their regular job duties may receive a temporary job assignment through this Return-to-Work policy.

Job assignments will be based on specific medical restrictions provided by licensed physicians. If work is available for the injured employee and the physical requirements of such work do not violate any of the medical restrictions, the employee will be required to perform the alternative job assignment.

This program will be coordinated by Cheryl Aldis, Town Clerk, 815-756-9041. Cheryl Aldis is responsible for ensuring that this program is being fully utilized and followed.

Every effort will be made to ensure that an injured employee has received quality medical care and is returned to the work environment as soon as they are physically able. To this end, the following physician has been designated to care for any injury needing medical attention.

(Physician's Name)	Physicians Immediate Care
(Address)	2496 DeKalb Ave, Sycamore, IL 60178-3153
(Phone number)	815-754-1122
(Office hours)	M-F 8 AM to 8 PM

In the event the injury occurs during the above physicians off hours, then immediate care shall be provided at the facility below, with all follow-up visits referred to the designated physician shown above.

Emergency Care:	Northwestern Medicine Kishwaukee Hospital
	1 Kish Hospital Drive, DeKalb, IL 60115
	815-756-1521



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: 2/21/2025

FOR MEETING ON: 2/24/2025

DESCRIPTION/TITLE: PURCHASE OF FIVE (5) TASERS, TRAINING CARTRIDGES FOR FIVE(5) YEARS AND AN INSTRUCTOR TO COME IN TO TRAIN THE DEPARTMENT

REQUIRED ACTION: MOTION OF APPROVAL OF PURCHASE NOT TO EXCEED 28,700
PAYMENTS AT ZERO PERCENT INTEREST OVER A FIVE-YEAR PERIOD
INITIAL PAYMENT TO BE MADE PRIOR TO APRIL 30, 2025, ESTIMATED AMOUNTS \$2,547 FROM
IPRF SAFETY GRANT EXPENSE, 01-6200-492. THE REMAINING BALANCE ALLOCATED TO
CAPITAL OUTLAY-EQUIP/FURN, 01-6200-812

STAFF/COMMITTEE RECOMMENDATION: CHIEF RECOMMENDS FOR THE DEPARTMENT

STATEMENT OF CONCERN/SUMMARY: THE QUOTE IS WITH SALES TAX; THIS WOULD BE MONITORED AS
THE MUNICIPALITY IS TAX EXEMPT

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: L Dargis

Approved by:

Date

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Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-663562-45694

Item 4.

➡

Issued: 02/06/2025

Quote Expiration: 03/31/2025

Estimated Contract Start Date: 06/01/2025

Account Number: 253844
Payment Terms:
Delivery Method:

SHIP TO	BILL TO
CORTLAND POLICE DEPT - IL 250 S Halwood St Cortland, IL 60112-4027 USA	CORTLAND POLICE DEPT - IL 250 S Halwood St Cortland IL 60112-4027 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Bobby Clardy Phone: 4807404134 Email: bclardy@axon.com Fax:	Bruce VanWankum Phone: (815) 756-2558 Email: bvanwankum@cortlandil.org Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$28,698.00
ESTIMATED TOTAL W/ TAX	\$31,459.62

Discount Summary

Average Savings Per Year	\$4,030.00
TOTAL SAVINGS	\$20,150.00

Payment Summary

Date	Subtotal	Tax	Total
May 2025	\$5,739.60	\$552.34	\$6,291.94
May 2026	\$5,739.60	\$552.34	\$6,291.94
May 2027	\$5,739.60	\$552.34	\$6,291.94
May 2028	\$5,739.60	\$552.34	\$6,291.94
May 2029	\$5,739.60	\$552.26	\$6,291.86
Total	\$28,698.00	\$2,761.62	\$31,459.62

Quote Unbundled Price:	\$48,	Item 4.
Quote List Price:	\$30,698.00	
Quote Subtotal:	\$28,698.00	

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	5	60	\$147.16	\$86.66	\$86.66	\$25,998.00	\$2,761.62	\$28,759.62
A la Carte Services									
101186	AXON VR - PSO - VIRTUAL	1			\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,700.00	\$2,700.00	\$2,700.00	\$0.00	\$2,700.00
Total							\$28,698.00	\$2,761.62	\$31,459.62

Firearms and Ammunition Excise Tax

Item 4.

SKU	Description	Taxable Amount	FAET Rate	FAET Amount
100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	\$6,919.55	0.1	\$691.95
100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	\$1,217.25	0.11	\$133.90
20018	AXON TASER - BATTERY PACK - TACTICAL	\$334.95	0.1	\$33.49
100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	\$485.85	0.1	\$48.59
100399	AXON TASER 10 - CARTRIDGE - LIVE	\$1,130.40	0.11	\$124.34
			Total	\$1,032.27

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100126	AXON VR - TACTICAL BAG	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	5	2	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	5	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100396	AXON TASER 10 - MAGAZINE - INERT RED	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100399	AXON TASER 10 - CARTRIDGE - LIVE	80	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	40	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100401	AXON TASER 10 - CARTRIDGE - INERT	10	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100591	AXON TASER - CLEANING KIT	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	5	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100748	AXON VR - CONTROLLER - TASER 10	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	5	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20378	AXON VR - HEADSET - HTC FOCUS 3	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	05/01/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	30	1	05/01/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	20	1	05/01/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1	1	11/01/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	11/01/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	30	1	05/01/2028

Non-Binding Budgetary Estimate

Item 4.

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	20	1	05/01/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	101180	AXON TASER - DATA SCIENCE PROGRAM	5	06/01/2025	05/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101703	AXON VR - USER ACCESS - TASER SKILLS	5	06/01/2025	05/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	5	06/01/2025	05/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	1	06/01/2025	05/31/2030

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION STANDARD	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	5
BUNDLE - TASER 10 CERTIFICATION STANDARD	101193	AXON TASER - ON DEMAND CERTIFICATION	1
A la Carte	101186	AXON VR - PSO - VIRTUAL	1
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100197	AXON VR - EXT WARRANTY - HEADSET	1	05/01/2026	05/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	5	05/01/2026	05/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	05/01/2026	05/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	05/01/2026	05/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	5	05/01/2026	05/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	05/01/2026	05/31/2030

Shipping Locations

Item 4.

Location Number	Street	City	State	Zip	Country
1	250 S Halwood St	Cortland	IL	60112-4027	USA
2	250 S Halwood St	Cortland	IL	60112-4027	USA

Payment Details

May 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	101186	AXON VR - PSO - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 1	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$540.00	\$0.00	\$540.00
Year 1	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	5	\$5,199.60	\$552.34	\$5,751.94
Total				\$5,739.60	\$552.34	\$6,291.94
May 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	101186	AXON VR - PSO - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 2	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$540.00	\$0.00	\$540.00
Year 2	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	5	\$5,199.60	\$552.34	\$5,751.94
Total				\$5,739.60	\$552.34	\$6,291.94
May 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	101186	AXON VR - PSO - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 3	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$540.00	\$0.00	\$540.00
Year 3	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	5	\$5,199.60	\$552.34	\$5,751.94
Total				\$5,739.60	\$552.34	\$6,291.94
May 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	101186	AXON VR - PSO - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 4	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$540.00	\$0.00	\$540.00
Year 4	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	5	\$5,199.60	\$552.34	\$5,751.94
Total				\$5,739.60	\$552.34	\$6,291.94
May 2029						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	101186	AXON VR - PSO - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 5	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$540.00	\$0.00	\$540.00
Year 5	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	5	\$5,199.60	\$552.26	\$5,751.86
Total				\$5,739.60	\$552.26	\$6,291.86

Non-Binding Budgetary Estimate

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of A goods or services.

Item 4.

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.





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: 2/21/2025

FOR MEETING ON: 2/24/2025

DESCRIPTION/TITLE: APPROVE CONTRACT WITH ENGINEERING RESOURCES ASSOCIATES (ERA) FOR DESIGN ENGINEERING FOR THE REPLACEMENT OF THE AIRPORT ROAD BOX CULVERT

REQUIRED ACTION: MOTION FOR BOARD APPROVAL AND AUTHORIZATION FOR THE MAYOR TO EXECUTE THE CONTRACT WITH ERA IN THE AMOUNT OF \$162,582.00 (ACTION ITEM)

STAFF/COMMITTEE RECOMMENDATION: STAFF RECOMMENDS APPROVAL AS THIS PROJECT WILL REPLACE A DEFICIENT COMPONENT OF CRITICAL INFRASTRUCTURE.

STATEMENT OF CONCERN/SUMMARY: IN DECEMBER 2024, THE TOWN INITIATED THE QBS PROCESS FOR ACQUIRING PROFESSIONAL DESIGN SERVICES. ERA WAS SELECTED. THE TOWN IS RESPONSIBLE FOR 100% OF DESIGN ENGINEERING. FUNDS FROM RESTRICTED ASSETS ACCOUNT 13-4168 IN THE AMOUNT OF \$17,091.24, RESTRICTED ASSETS ACCOUNT 13-4170 IN THE AMOUNT OF \$106,953.83 AND ENGINEERING EXPENSE ACCOUNT 01-6300-211 IN THE AMOUNT OF \$38,536.93.

AGENDA PLACEMENT:

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

Prepared by: BCW

Approved by:

Date

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Agreement For **MFT PE** Agreement Type **Original**
Using Federal Funds? ☐ Yes ☒ No

LOCAL PUBLIC AGENCY

Local Public Agency **Town of Cortland** County **DeKalb** Section Number Job Number
Project Number Contact Name **Brandy Williams** Phone Number Email **engineer@cortlandil.org**

SECTION PROVISIONS

Local Street/Road Name **Airport Road** Key Route Length Structure Number **019-4805**
Location Termini **over Union Ditch #1** **Add Location** **Remove Location**

Project Description

Phase I and II engineering to determine the replacement of the structure carrying Airport Road over the Union Ditch #1. Project scope includes: route and hydraulic survey, Geotechnical investigation, utility coordination, BCR, Hydraulic report, ESR, PDR and construction documents consisting of Plans, Specifications & Estimates.

Engineering Funding ☐ MFT/TBP ☐ State ☒ Other **Local**
Anticipated Construction Funding ☒ Federal ☐ MFT/TBP ☐ State ☒ Other **STP-Bridge, Local**

AGREEMENT FOR

☒ Phase I - Preliminary Engineering ☒ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name **Engineering Resource Associates** Contact Name **Melissa Lange** Phone Number **(630) 363-3060** Email **mlange@eraconsultants.com**
Address **3S701 West Avenue, Suite 150** City **Warrenville** State **IL** Zip Code **60555**

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge A full time LPA employee authorized to administer inherently governmental PROJECT activities
Contractor Company or Companies to which the construction contract was awarded

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT A: Scope of Services
- ☒ EXHIBIT B: Project Schedule
- ☒ EXHIBIT C: Qualification Based Selection (QBS) Checklist
- ☒ EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- ☒ EXHIBIT E : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- ☒ Rubino Engineering Cost Proposal
- ☐ _____
- ☐ _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER.

shall be due and payable to the ENGINEER.

Item 5.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Percent

☐ Lump Sum

☐ Specific Rate

☒ Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted. Item 5.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
- (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;

- (2) The grantee's or contractor's policy to maintain a drug free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
 - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Engineering Resource Associates	36-3686466	\$147,992.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Rubino Engineering	80-0450719	\$14,590.00
Subconsultant Total		\$14,590.00
Prime Consultant Total		\$147,992.00
Total for all work		\$162,582.00

AGREEMENT SIGNATURES

Item 5.

Executed by the LPA:

Attest: The

Local Public Agency Type

Town

 of

Local Public Agency

Town of Cortland

By (Signature & Date)

By (Signature & Date)

Local Public Agency

Town of Cortland

Local Public Agency Type

Town

Clerk

Title

(SEAL)

Executed by the ENGINEER:

Attest:

Prime Consultant (Firm) Name

Engineering Resource Associates

By (Signature & Date)

By (Signature & Date)

Title

Project Manager

Title

President

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number	Item 5.
Town of Cortland	Engineering Resource	DeKalb		

EXHIBIT A

SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See Attached

SCOPE OF SERVICES

The Town of Cortland, hereafter referred to as Local Public Agency (**LPA**), has initiated a project requiring professional engineering services by Engineering Resource Associates, Inc. (**ENGINEER**) for Phase I and Phase II Engineering for the replacement of the Airport Road concrete box culvert (SN 019-4805).

Summary. The Scope of Services for Phase I engineering involves a comprehensive preliminary engineering study. Included in this Phase I scope will be a Project Development Report (PDR), Bridge Condition Report (BCR), Environmental Survey Request (ESR), wetland delineation and Wetland Impact Analysis (WIE), stream hydraulic analysis, Preliminary Bridge Design & Hydraulic Report (PBDHR) including Type, Size and Location drawing(s) (TS&L), a comprehensive subsurface drain tile and geotechnical investigation, permitting coordination, survey that includes topographic, stream, wetland, and right-of-way survey. Plats and legal descriptions are also included along with a subsurface drain tile investigation. The Scope of Services for Phase II engineering involves contract documents including Plans, Specifications, and Estimates (PS&E). Work will also include Load Rating Analysis for the final structure and shop drawing review for construction.

Stakeholders. Coordination is anticipated with the following stakeholders, agencies, and utilities:

- DeKalb County Division of Transportation
- Illinois Department of Transportation District 3
 - Bureau of Local Roads and Streets
 - Bureau of Traffic
- Illinois Department of Transportation Bureau of Bridges and Structures
- Illinois Department of Natural Resources (IDNR)
- Police Departments
- Cortland Township
- DeKalb County Stormwater Management Ordinance
- DeKalb FP/C Floodplain/ Conservation District
- The United States Army Corps of Engineers
- Federal Emergency Management Association (FEMA) (if applicable)
- U.S. Fish and Wildlife Service (if applicable)
- U.S. Army Corps of Engineers
- U.S. Postal Service
- Fire districts
- School districts
- Property owners
- Utility companies

Subconsultants. The following subconsultants are used for the following services:

- Rubino Engineering – Geotechnical Services
- Huddleston McBride – Field Tile Investigation

Summary. The Scope of Services for Phase I and II engineering involves a comprehensive preliminary engineering and environmental study that results in design approval from the **DEPARTMENT**. Included in this scope are the following tasks:

- Data Collection and Review
- Route and Hydraulic Surveys
- Utility Identification and Coordination
- Environmental Studies
- Culvert Inspection and Condition Report
- Type, Size & Location Drawing (TS&L)
- Stream Hydraulic Analysis and Report
- Geotechnical Subsurface Investigation
- Geometric Analysis

Scope of services

- Abbreviated Location Drainage Study
- Traffic Management Analysis
- Public Involvement
- Project Development Report
- Plans, Specifications and Estimates (PS&E's)
- Right-Of-Way and Easement Plats
- Permitting
- Meetings
- Project Management

TASK 1 – DATA COLLECTION AND REVIEW

The **ENGINEER** will coordinate with local agencies and verify pertinent project data.

Review of Existing Data. Available information from **LPA** will be obtained and reviewed that will include existing right-of-way and property limit data, existing roadway and culvert plans from the County, County-based GIS digital topographic survey data, County-based GIS aerial photography and any existing maintenance and flooding records.

TASK 2 – ROUTE AND HYDRAULIC SURVEYS**Topographic Survey**

- The topographic survey will consist of a survey of the culvert and site within the project limits. This survey will include benchmarks with references, visible utilities, driveways and field entrances, drainage structures, landscaping elements including significant trees 6" in diameter or greater, fences, pavement location and type.
- Roadway cross sections will be taken at 50-foot intervals for approximately 500 feet north and south of the existing culvert and to the centerline of the culvert to a distance of 75-feet on either side of the existing centerline. These cross sections shall identify the right-of-way, centerline of the roadway, edges of pavement, edges of shoulders, visible structures, signs, and the slope of the embankment on each side. Additional survey will be taken as determined in the field.
- Initial survey will include extra control points outside the construction limits for use in the construction layout.
- The services will include the survey of in-ground and aerial utilities. A JULIE field locate will be called in before the survey so that existing utility locations can be surveyed.

Existing Right-of-way.

- Monument Reconnaissance will be performed in the field to find the physical monumentation to determine the existing right-of-way for the subject project.

Hydraulic Survey.

- Floodplain stream cross sections will be taken upstream and downstream of the culvert structure at intervals of approximately 50 feet, 500 feet and 1,000 feet. An additional cross section will be taken approximately 250 feet upstream.
- Within 50 feet upstream and downstream of the culvert structure, additional topographic features will be surveyed and as directed by the drainage engineer.
- Critical low openings of adjoining drainage structures within the project limits will be located with elevations.
- Streambed profile will be surveyed at 50' intervals a distance of 1000-ft up and downstream of the subject project. Normal Water surface elevation will be surveyed throughout survey limits.
- Waterway opening sketches upstream and downstream will be prepared for the subject project.

TASK 3 – UTILITY IDENTIFICATION AND COORDINATION

Scope of services

Utility Investigation. Pertinent utility information will be collected for the project area to locate utilities that may affect design or construction of the culvert.

- Coordinate a Joint Utility Locating Information for Excavators (JULIE) Design Stage Request for buried facilities.
- Prepare and send utility notification letters per LPA template to identified utility companies.
- Information provided by utility companies will be reviewed and incorporated into the base drawing. Compare facilities in relation to the proposed improvement for potential conflicts. Compile and summarize available utility information in a spreadsheet per the formatting requirements for Phase II utility documentation.
- Prepare and send follow-up letters with plan sheets showing potential conflicts to utility companies.
-

TASK 4 – ENVIRONMENTAL STUDIES

Environmental Survey Request. The Environmental Survey Request (ESR) and attachments will be prepared and submitted electronically in accordance with **DEPARTMENT** guidelines. An aerial markup of the ESR limits will be provided to the **LPA** for approval prior to submittal to the **DEPARTMENT**.

Bat Assessment. Conduct bat assessment according to **DEPARTMENT** guidelines. The Structure Bat Assessment form, with photographs, will be completed, signed, and submitted with the ESR.

TASK 5 – BRIDGE CONDITION REPORT

The Culvert Inspection and Condition Report will conform to the requirements of the **DEPARTMENT** *Bridge Condition Report Procedures & Practices*, the *Bridge Manual*, the **DEPARTMENT** *Structural Services Manual*, the *BLRS Manual* and National Bridge Inspection Standards (NBIS) standards.

Culvert Inspection. A culvert inspection will be performed to assess the current condition of the culvert and provide the data for the Bridge Condition Report. The inspection team will consist of personnel under the direction of a certified NBIS engineer. The **ENGINEER** will complete and submit the required documentation for the inspection.

Abbreviated Bridge Condition Report (BBS 2805). The Structure will be replaced in-kind. The ABCR will be compiling the existing information with the new inspection photos and filling out the BBS form 2805. The BCR will be submitted concurrently with the TS&L.

TASK 6 – TYPE, SIZE & LOCATION DRAWING (TS&L)

Type, Size and Location Drawing(s) will be prepared and submitted to the **DEPARTMENT** *Bureau of Bridges and Structures* as an attachment to the Preliminary Bridge Design and Hydraulic Report (PBDHR) for concurrence and approval. The TS&L will serve as the basis for design in Phase II.

Develop Design Parameters. Design parameters will be developed in accordance with the *Bridge Manual* and *BLRS Manual* based on roadway functional classification and traffic projections. The design parameters will include roadway classification data, waterway information, profile grade data, horizontal curve data, and design specifications, loading, allowable stresses, and seismic data.

Preliminary Design. Preliminary design calculations will be performed to establish structure and foundation types, sizes, and appropriate details.

Scope of services**TASK 7 – STREAM HYDRAULIC ANALYSIS AND REPORT**

A stream hydrology/hydraulic analysis and hydraulic report will be prepared for calculating a culvert size which meets **DEPARTMENT** and regulatory requirements.

Tasks include:

- Field review and data collection for the project will be performed including field inspection and field interviews
- A review of existing FEMA and USGS records will be conducted to retrieve hydrologic data
- Development of an existing hydraulic model with HECRAS modeling software. The geometry for this model will be created in RAS Mapper utilizing surveyed cross sections through the channel and floodplain, existing structure information, and County LiDAR data to create a layout of the existing conditions. A natural model and proposed model will be developed using the same cross section layout as existing conditions for an accurate comparison. The results of the analysis will be used in developing the waterway information table. The Airport Road Culvert (SN 019-4805) crosses over the Union Ditch #1, flowing southwest to northeast with a tributary area of about 4.5 square miles per USGS StreamStats data. This crossing is within a FEMA Special Flood Hazard Area (SFHA) Zone A; this area is unstudied with no base flood elevation or designated floodway.
- Impacts to the floodplain will be determined and the need for compensatory storage
- A HEC-18 scour analysis will be performed
- Develop and evaluate three alternatives and determine required waterway opening
- The Hydraulic Report will contain the following:
 - Hydraulic Report Data Sheets (BLR 10210)
 - Asbestos Determination Certification (BLR 10220)
 - Scour Critical Evaluation Form BBS SCE
 - Narrative – Description of existing conditions, floodplain, flood history, and sensitive flood receptor considerations; correlation of datum; hydrologic analysis and available studies; hydraulic analysis for existing, natural, and proposed conditions; model results; scour and design criteria.
 - Waterway Information Table (WIT)
 - Location Map
 - FIRM Map Excerpt
 - National Wetland Inventory Map
 - Hydrologic Atlas
 - Photographs
 - Hydrology
 - Streambed Profile
 - Plan & Profile of Roadway
 - Stream and Bridge Cross Section Plots
 - Topographic Work Map (Cross Section Schematic)
 - HGL for 10, Design, 50, 100, 200, and 500-Year events
 - Hydraulic Analysis
 - Scour Calculations
 - Compensatory Storage Calculations
 - Survey Data/Notes
 - Estimate Water Surface Elevation (EWSE)
 - Correspondence with Stakeholders
 - Hydraulic Model (Electronic File)

Scope of services

The hydraulic report will be submitted to **DEPARTMENT** as an attachment to the Preliminary Bridge Design and Hydraulic Report (PBDHR) and also be used as supporting documentation for the IDNR-OWR floodway construction permit.

TASK 8 – GEOTECHNICAL SUBSURFACE INVESTIGATION

Structure Borings. Two (2) structure borings are to be performed for the geotechnical investigation.

- Two (2) structural borings will be taken at the culvert elements. Based on geologic maps of the area and on STATE accepted procedures, geotechnical subconsultant will determine the depth of the borings.
- One (1) streambed scour boring will be taken as close as possible to the edge of the creek.

Roadway | Pavement Core. One (1) roadway / pavement core will be taken to identify the existing pavement materials and thickness and to determine the properties of the underlying aggregate and soil.

Laboratory Testing. The scope will include laboratory testing per AASHTO/ASTM guidelines testing for soil index, particle size distribution, Atterberg limits, soil settlement and collapse potential, shear strength of soil and soil classification.

Potentially Impacted Property (PIP) Evaluation. Soil testing (including pH) will be performed to determine if there are areas for special waste disposal and satisfy the Clean Construction or Demolition Debris (CCDD) requirements. This includes the preparation of the LPC 662 or LPC 663 form as required.

Traffic Control. The geotechnical subconsultant's scope of service will include all necessary traffic control and flagman required to complete subsurface drilling and testing operations. Any required permits will be obtained from the **LPA** or Township.

Geotechnical Report. A Geotechnical Report will be prepared to document the findings used in the development of the project.

TASK 9 – GEOMETRIC ANALYSIS

Preliminary Design. A preliminary roadway design will be developed in accordance with criteria prescribed in the *BLRS Manual*. Plan and profile sheets (1"=40' at 11"x17") and roadway typical sections will be developed based on the proposed elevation of the structure. The roadway geometry and plans will be prepared in accordance with the applicable requirements of *BLRS Manual Section IV – Project Design*. Preliminary cross sections will be prepared to the extent necessary so that right-of-way and easement needs, wetland impacts, floodplain and floodway impacts, and compensatory stormwater requirements can be identified and evaluated.

Design Exceptions. Elements to be constructed at less than the design guidelines will be identified, and a clear description of required exceptions and appropriate justification will be provided (*BLRS Manual Section 27-7*). **DEPARTMENT** form BLR 22120 will be completed with a justification memorandum and annotated preliminary plan exhibits for Level I and II variance submittals.

Barrier Warrant Analysis. A barrier warrant analysis will be performed and presented for review in a memorandum that includes a narrative, plan, calculations, and documentation.

Sight Distance Analysis. A sight distance analysis will be performed to evaluate the design exceptions.

TASK 10 – ABBREVIATED LOCATION DRAINAGE STUDY

The project will not complete an ALDS but will mimic the existing conditions and replace in-kind.

TASK 11 – TRAFFIC MANAGEMENT ANALYSIS

The anticipated construction will be done under a full roadway closure. The signage will be limited to the bridge site and will be a full detour route.

The **ENGINEER** will coordinate with the **DEPARTMENT** for their concurrence.

TASK 12 – PUBLIC INVOLVEMENT

A public informational meeting or public hearing are not anticipated per *BLRS Manual Section 21.3.01*.

Impacted Property Coordination. Per *BLRS Manual Section 21-3.01*, projects with minimal right-of-way (ROW) acquisition shall contact affected property owners via certified mail. Letters and exhibits depicting proposed ROW or easements will be prepared and provided to the **LPA** to mail.

TASK 13 – PROJECT DEVELOPMENT REPORT

Prepare a Project Development Report (PDR) using **DEPARTMENT** form BLR 22210 or 22211 including exhibits and documentation to obtain design approval for the project. The PDR will follow the guidelines outlined in the *BLRS Manual Section 22-2.11*.

Existing Condition Analysis. Evaluate existing conditions, design criteria, and determine deficiencies. Develop project purpose and need. (*BLRS Manual Section 22-2.11(b)(2-5)*).

Crash Analysis. Crash data obtained from the **LPA** for the past five years will be summarized, including a spot map showing crash locations. The types of crashes will be detailed and include collision diagrams, especially at cluster sites. Provide recommendations to address crash issues. (*BLRS Manual Section 22-2.11(b)(9)*).

Draft Project Development Report. The draft PDR with exhibits and documentation will be assembled and submitted to the **LPA** for review and comment. The **LPA** comments will be addressed before submitting the draft report to **DEPARTMENT**. A disposition of comments will be prepared.

Final Project Development Report. The final PDR will be revised based on review comments from **DEPARTMENT** and resubmitted to **DEPARTMENT** for design approval. A disposition of comments will be prepared.

TASK 14 – PLANS, SPECIFICATIONS AND ESTIMATES (PS&E's)

The Engineer will prepare a set of final design plans and specifications for the culvert improvement. Plans for the improvements are anticipated to consist of the following sheets:

- Cover Sheet (1 Sheet)
- Index of Sheets, Highway Standards, General Notes, D3 Standard Details (1 Sheet)
- Summary of Quantities
- Typical Sections
- Schedule of Quantities
- Alignment, Ties and Benchmarks (1 sheet)
- Plan and Profile Sheets (2 Sheets)
- Traffic Control Plan
- Erosion and Sediment Control
- Plat of Highways
- Pavement marking, signing Sheet
- Grading and Landscaping Sheet

Scope of services

- Structural Plans and Details
- District 3 Details (2 Sheets)
- Cross sections (9 Sheets)

Specifications will be prepared in the format required for IDOT projects using Microsoft Office. PS&E will be submitted for review and approval at the pre-final and final bid document stages of completion. This task also includes the preparation of an engineer's opinion of probable construction cost for the proposed improvement and estimate of time. AutoCAD files of the project will be provided to the County for use during construction layout.

TASK 15 – RIGHT-OF-WAY AND EASEMENT PLATS

The replacement of the culvert may Right-Of-Way (ROW) acquisition and/or temporary construction easements. Within the anticipated project limits, the ROW width is approximately 30-feet wide at the culvert and approximately 40-feet outside the culvert limits. If ROW is required, the ENGINEER will prepare the Plats and Legal descriptions. The LPA will do negotiations. ROW acquisition and/or easements will potentially impact three (3) land parcels.

- 0927226007
- 0927100013
- 0927226004

- Necessary courthouse research will be performed that will include all the plats, deeds, and right-of-way documents for each parcel within the project limits and adjoining the project. Additional monument reconnaissance in the field as required to verify the existing right-of-way for the subject project.
- A Plat will be prepared for the right-of-way takings and temporary construction easements and legal descriptions will be written for the three (3) parcels affected. A separate legal description will be needed for each holding affected, as determined by ownership.
- Current Title Commitments will be necessary to determine ownership and total holdings. Title Commitments will be ordered by the **ENGINEER**.
- Plat-of-Highway and legal descriptions will be prepared and submitted to STATE for review and comment.
- Plats shall be in accordance with STATE and **LPA** standards.

TASK 16 – PERMITTING

The engineer will prepare and submit permit documents to the following agencies:

- IDNR-OWR Statewide Permit No. 2
- U.S. Army Corps of Engineers – Nationwide Permit #14 (Linear Transportation Projects) and Permit #33 (Temporary construction, access, and Dewatering)
- IEPA NPDES Permit No. ILR10 Permit

TASK 17 – MEETINGS

Meetings will serve to discuss and resolve issues in the preliminary design process. Minutes of all meetings will be prepared by the **ENGINEER** and distributed within five working days of the meeting. The **ENGINEER** will be responsible for maintaining a list of action items that will be updated at each meeting.

- The **ENGINEER** has allotted for one (1) project initiation meeting with the **LPA** (via phone conversations).
- The **ENGINEER** will attend one (1) project initiation meeting at the STATE (via Webex)
- The **ENGINEER** will attend one (1) project initiation meeting at the FHWA (via Webex)
- The **ENGINEER** has estimated for two (2) additional progress meetings with the **LPA** (via phone conversations).

TASK 18 – PROJECT MANAGEMENT

The successful management of a project requires scheduling and reporting of the progress of the project. Services will include the following tasks:

Scope of services

- The **ENGINEER** will initiate project setup including contract administration, budget control and internal project team meetings.
- The **ENGINEER** will prepare and submit monthly progress reports and monthly invoices.
- The **ENGINEER** will provide phone and email updates and general project coordination with the **LPA** as necessary to advance the progress of the project.
- The **ENGINEER** will prepare and monitor the project schedule.

EXCLUSIONS TO THE SCOPE OF SERVICES

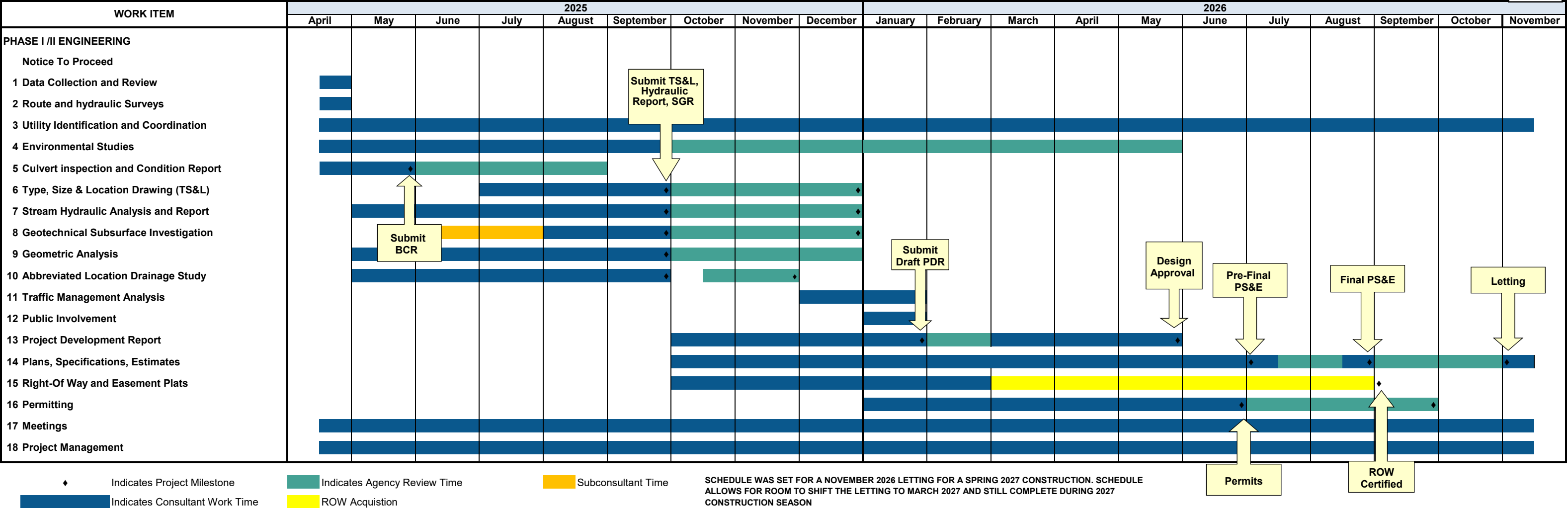
The following tasks or items were deemed unnecessary and would be considered as additional services if required:

- Public informational meeting or public hearing
- Traffic noise analysis
- COSIM modeling
- Wetland bank fee
- Land acquisition services (appraisals, negotiations, closings, and certification) (By **LPA**)
- Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)
- BIM modeling
- Section 6(f) or 106 coordination
- Section 4(f) coordination
- Incidental Take Authorization/coordination
- Addendum ESR (AESR) or Addendum WIE (AWIE) submittals
- Wetland Delineation and Report
- Wetland Impact Evaluation
- Special Waste Assessment
- Special Waste/ PESA validation
- Crash Analysis Report Deliverable
- Mailing of certified letters for property owners
- Abbreviated Location Drainage Study
- Traffic Management Analysis
- Detour committee meeting
- Traffic Management Plan (TMP)

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number	Item 5.
Town of Cortland	Engineering Resource	DeKalb		
EXHIBIT B PROJECT SCHEDULE				
See Attached				

AIRPORT ROAD BRIDGE REPLACEMENT, TOWN OF CORTLAND - PHASE I AND II ENGINEERING

Item 5.



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number	Item 5.
Town of Cortland	Engineering Resource	DeKalb		

Exhibit C
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☐ Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input type="checkbox"/>
5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
	Project Criteria		
	Weighting		
8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input type="checkbox"/>
Selection committee (titles) for this project			
Top three consultants ranked for this project in order			
1			
2			
3			
9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Local Public Agency	County	Section Number
Town of Cortland	DeKalb	
Prime Consultant (Firm) Name	Prepared By	Date
Engineering Resource Associates, Inc.	M. Lange	2/18/2025
Consultant / Subconsultant Name	Job Number	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Phase I and II for the replacement of the Airport Road concrete box culvert (SN 019-4805) over Union Ditch #1

PAYROLL ESCALATION TABLE

CONTRACT TERM	24	MONTHS	OVERHEAD RATE	132.90%
START DATE	3/1/2025		COMPLEXITY FACTOR	0
RAISE DATE			% OF RAISE	3.00%
END DATE	2/28/2027			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	3/1/2025			

The total escalation = 0.00%

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	90.00
ESCALATION FACTOR	0.00%

[illegible]

Local Public Agency	County	Section Number
Town of Cortland	DeKalb	
Consultant / Subconsultant Name		Job Number

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

[illegible]

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency

Town of Cortland

County

DeKalb

Section Number

Item 5.

Consultant / Subconsultant Name
Job Number

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	10	\$65.00	\$650.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Title Commitments	Actual Cost	3	\$750.00	\$2,250.00
Printing Costs (In-house)	Actual Cost	1	\$120.00	\$120.00
ERIS (Radius Report)	Actual Cost			\$0.00
TOTAL DIRECT COSTS:				\$3,020.00

Town of Cortland

DeKalb

Item 5.

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Item 5.

Section Number

Job Number

Local Public Agency

Town of Cortland

County

DeKalb

Consultant / Subconsultant Name

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 4

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Type, Size & Location (TS&L)			Stream Hydraulic Analysis & Report			Geotechnical Subsurface Investigation			Geometric Analysis			Abbrev. Location Drainage Study			Traffic Management Analysis		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional Engineer III	56.17										40	60.61%	34.04						
Structural Engineer IV	76.25	60	75.00%	57.19				2	100.00%	76.25									
Staff Engineer III	44.83	20	25.00%	11.21	160	91.43%	40.99				26	39.39%	17.66						
Engineering Technician VI	54.50																		
Ecological Services Director	62.00																		
Environmental Specialist II	37.50																		
Professional Surveyor II	64.00																		
Surveyor IV	49.00																		
Administrative Staff III	36.50																		
Professional Engineer II	51.63				15	8.57%	4.43												
TOTALS		80.0	100%	\$68.40	175.0	100%	\$45.41	2.0	100%	\$76.25	66.0	100%	\$51.70	0.0	0%	\$0.00	0.0	0%	\$0.00

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Item 5.

Section Number Item 5.

Job Number

Town of Cortland

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DeKalb

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 4 OF 4

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Project Management																	
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional Engineer III	56.17																		
Structural Engineer IV	76.25	5	71.43%	54.46															
Staff Engineer III	44.83																		
Engineering Technician VI	54.50																		
Ecological Services Director	62.00																		
Environmental Specialist II	37.50																		
Professional Surveyor II	64.00																		
Surveyor IV	49.00																		
Administrative Staff III	36.50	2	28.57%	10.43															
Professional Engineer II	51.63																		
TOTALS		7.0	100%	\$64.89	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



Airport Road over Union Ditch #1
EXHIBIT E - Workhour Summary

	<u>Task and Description</u>	<u>Total Workhours</u>
Task 1	Data Collection and Review	
	<i>Review Existing Data</i>	6
	<i>Prepare Photo Log</i>	2
	<i>Site Visit</i>	0
	Subtotal:	8
Task 2	Route and Hydraulic Surveys	
	<i>Horizontal and Vertical Control</i>	8
	<i>Topographic Survey</i>	16
	<i>Hydraulic Survey</i>	16
	<i>Existing Right-of-Way</i>	60
	<i>Drafting Existing Conditions</i>	16
	Subtotal:	116
Task 3	Utility Identification and Coordination	
	<i>JULIE Design Locate</i>	2
	<i>Utility Notification Letters</i>	4
	<i>Base Drawing and Conflict Identification.</i>	16
	<i>Follow-Up Letters</i>	4
	Subtotal:	26
Task 4	Environmental Studies	
	<i>Environmental Survey Request</i>	14
	<i>Wetland Delineation and Report</i>	0
	<i>Wetland Impact Evaluation</i>	0
	<i>Bridge Bat Assessment</i>	2
	<i>Special Waste Assessment</i>	0
	Subtotal:	16
Task 5	Bridge Condition Report	
	<i>Bridge Inspection (1 people)</i>	8
	<i>BBS 2805</i>	10
	<i>Bridge Condition Report</i>	0
	Subtotal:	18



Airport Road over Union Ditch #1
EXHIBIT E - Workhour Summary

	<u>Task and Description</u>	<u>Total Workhours</u>
Task 6	Type, Size & Location Drawing (TS&L)	
	<i>Develop Design Parameters</i>	8
	<i>Preliminary Bridge Design</i>	8
	<i>Type, Size, and Location (TS&L) Drawings</i>	64
	Subtotal:	80
Task 7	Stream Hydraulic Analysis and Report	
	<i>Field Review and Data Collection</i>	2
	<i>Develop Existing Hydrologic/Hydraulic Models</i>	55
	<i>Review FEMA and USGS Records</i>	2
	<i>Determine Floodplain Impacts and Comp. Storage Needs</i>	24
	<i>Perform HEC-18 Scour Analysis</i>	8
	<i>Proposed Hydraulic Model</i>	24
	<i>Hydraulic Report and Exhibits</i>	60
	Subtotal:	175
Task 8	Geotechnical Subsurface Investigation	
	<i>Review of Structural Geotechnical Report (SGR)</i>	2
	Subtotal:	2
Task 9	Geometric Analysis	
	<i>Preliminary Design / Modeling</i>	32
	<i>Design Exceptions</i>	16
	<i>Barrier Warrant Analysis</i>	12
	<i>Sight Distance Analysis (3 entrances)</i>	6
	Subtotal:	66
Task 10	Abbreviated Location Drainage Study	
	<i>Evaluate Existing Drainage</i>	0
	<i>Design Proposed Drainage Improvements</i>	0
	Subtotal:	0
Task 11	Traffic Management Analysis	
	<i>Traffic Management and Detour Analysis</i>	0
	<i>IDOT Coordination and TMP Submittal</i>	0
	Subtotal:	0



Airport Road over Union Ditch #1
EXHIBIT E - Workhour Summary

	<u>Task and Description</u>	<u>Total Workhours</u>
Task 12	Public Involvement	
	<i>Impacted Property Coordination</i>	4
	Subtotal:	4
Task 13	Project Development Activities and Report	
	<i>Existing Condition Analysis</i>	4
	<i>Crash Analysis</i>	4
	<i>Draft Project Development Report</i>	60
	<i>Final Project Development Report</i>	32
	Subtotal:	100
Task 14	Plans, Specifications and Estiamtes (PS&E's)	
	Cover Sheet (1 Sheet)	4
	Index of Sheets, Highway Standards, General Notes, D3 Standard Details (1 Sheet)	4
	Summary of Quantities (2 Sheets)	4
	Typical Sections (1 Sheet)	16
	Schedule of Quantities (2 Sheets)	16
	Alignment, Ties and Benchmarks (1 sheet)	12
	Removal Plan (1 Sheet)	8
	Plan and Profile Sheets (2 Sheets)	32
	Traffic Control Plan (2 Sheets)	6
	Erosion and Sediment Control Plan (1 Sheet)	16
	Stormwater Pollution prevention Plan (SWPP) (1 Sheet)	16
	Pavement marking, signing, Landscaping Sheet (1 Sheet)	8
	Structural Plans and Details (12 Sheets)	58
	District 3 Details (1 Sheet)	1
	Cross sections (3 Sheets)	24
	Plan Subtotal:	225
	Plans	225
	Specifications	40
	Estimates	40
	PS&E Subtotal:	305



Airport Road over Union Ditch #1
EXHIBIT E - Workhour Summary

<u>Task and Description</u>		<u>Total Workhours</u>
Task 15	Right-Of-Way and Easement Plats	
	Plat of Highway and Legal Descriptions	55
	Subtotal:	55
Task 15	Permitting	
	IDNR-OWR Statewide Permit 2	8
	USACOE	16
	IEPA NPDES Permit No ILR10	6
	Subtotal:	30
Task 16	Meetings	
	<i>Kick-off Meeting (2 people x 1 hr)</i>	2
	<i>IDOT Kick-off Meeting (2 people x 1 hr)</i>	2
	<i>FHWA/IDOT Meeting (2 people x 1 hr)</i>	2
	<i>IDOT District 3 Detour Meeting (2 people x 1.5 hrs)</i>	3
	<i>Progress Meetings (2) (3 people x 1 hr)</i>	6
	Subtotal:	15
Task 17	Project Management	
	<i>Project Startup</i>	1
	<i>Monthly Invoices and Progress Reports (24 months x 0.5-hrs)</i>	6
	Subtotal:	7
Grand Total:		1,023
Structural Sheets (listed above)		
	General Plan & Elevation (1 Sheet)	2
	General Data (1 Sheet)	2
	Precast Box Culverts	8
	CIP Culvert End Sections/ Wingwalls (3 Sheets)	44
	Soil Boring Logs (2 Sheets)	1
	Existing Plans (2 Sheets)	1
	Σ	58



Airport Road over Union Ditch #1
Exhibit E - Direct Cost Backup Data

CONTRACT RATES

8 1/2" x 11" B&W \$0.06	HALF DAY \$32.50	(VEHICLE OWNED)
11" x 17" B&W \$0.12	FULL DAY \$65.00	(VEHICLE OWNED)
8 1/2" x 11" Color \$1.00	CADD \$10.00	
11" x 17" Color \$3.90		

Task 1 Data Collection and Review

Vehicle Owned or Leased = 0 Day FULL DAY

Task Cost = \$0.00

Task 1 Cost = \$0.00

Task 2 Route and Hydraulic Surveys

Field Work = 84 hrs

Vehicle Owned or Leased = 9 Days FULL DAY

Task 2 Cost = \$585.00

Task 3 Utility Identification and Coordination

Task 3 Cost = \$0.00

Task 4 Environmental Studies

Field Work = 0 hrs

Vehicle Owned or Leased = 0 Days

Cost = \$0.00

(Wetland Delineation, Bat
Assessment, Tree Survey)

FULL DAY

FIM + RR + Historical Aerials = \$0.00

No. of Times = 1

Cost = \$0.00

Task 4 Cost = \$0.00

Task 5 Culvert Inspection and Condition Report

Vehicle Owned or Leased = 1 Day FULL DAY

Cost = \$65.00



Airport Road over Union Ditch #1
Exhibit E - Direct Cost Backup Data

Task 6 Type, Size & Location Drawing (TS&L)

Task 6 Cost = \$0.00

Task 7 Stream Hydraulic Analysis and Report

No. Of Copies = 1	(Hydraulic Report, TS&L)
No. of Pages = 31	8 1/2" x11" B&W
No. of Pages = 11	11" x 17" B&W
No. of Pages = 50	8 1/2" x11" Color
No. of Pages = 17	11" x 17" Color

Task 7 Cost = \$120.00

Task 8 Geotechnical Subsurface Investigation

Vehicle Owned or Leased = 0 Day HALF DAY

Task 8 Cost = \$0.00

Task 9 Geometric Analysis

Task 9 Cost = \$0.00

Task 10 Abbreviated Location Drainage Study

Task 10 Cost = \$0.00

Task 11 Traffic Management Analysis

Vehicle Owned or Leased = 0 Day HALF DAY

Task 11 Cost = \$0.00

Task 12 Public Involvement

Task 12 Cost = \$0.00

Task 13 Project Development Activities and Report

Task 13 Cost = \$0.00 (Electronic Copy)

Task 14 Plans, Specifications and Estimates

Task 14 Cost = \$0.00 (Electronic Copy)



Airport Road over Union Ditch #1
Exhibit E - Direct Cost Backup Data

Task 15 ROW and Easement Plats

Title Commitments = \$2,250 (3 Parcels)
Task 15 Cost = \$2,250.00 (Electronic Copy)

Task 16 Permitting

Task 16 Cost = \$0.00 (Electronic Copy)

Task 17 Meetings

Vehicle Owned or Leased = 0 Day Via webex meetings

Task 16 Cost = \$0.00

Task 18 Project Management

Task 17 Cost = \$0.00

TOTAL ALL TASKS = \$3,020.00

SUMMARY

Vehicle Owned or Leased = 10.0 Days	FULL DAY	\$650.00	2
Vehicle Owned or Leased = 0 Days	HALF DAY	\$0.00	
FIM + RR+ Historical =		\$0.00	
8 1/2" x11" B&W 31		\$1.86	
11" x 17" B&W 11		\$1.32	
8 1/2" x11" Color 50		\$50.00	
11" x 17" Color 17		\$66.30	
Title Commitments		\$2,250	
		ALL TASKS = \$3,020.00	

February 19, 2025

To: Melissa Lange
Engineering Resource Associates
3s701 West Avenue | Suite 150
Warrenville, IL 60555
P: 630.393.3060 x 2020

Re: Proposal - Geotechnical Exploration
Proposed Airport Road Culvert
Replacement Over Union Ditch #1
Courtland, Illinois

Proposal No. Q25.115g

Via email: mlange@eraconsultants.com

Dear Ms. Lange,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project. Rubino received a request for proposal from Melissa Lange of Engineering Resource Associates via email on February 19, 2025.

PROJECT UNDERSTANDING

Rubino understands that Engineering Resource Associates (ERA) is planning to aid in the replacement of the Airport Road Culvert Over Union Ditch #1 (SN 019-4805) in Courtland, Illinois. ERA has requested Rubino to perform soil borings, pavement cores, and CCDD testing for the proposed culvert replacement.

Information received:

- RFP email from Melissa Lange of Engineering Resource Associates on February 19, 2025
- "SN 019-4805" – kmz file included in RFP email

Structural Loads received: none; however Rubino will need the following information for the Structural Geotechnical Report:

- Boring elevations
- Scour depth or elevation
- Current TS&L that includes the following:
- Culvert type and description for SGR text

Field Services Scope of Services Summary

Additional Scope discussion can be found in subsequent pages of this proposal

Client Notification Needed prior to mobilization	Please notify Rubino if this is needed upon project authorization
Site Access	Open site
Field Equipment / Soil Sampling Method	Track-mounted Geoprobe Drill Rig & Core Machine
Traffic Control Needs	Flaggers
Boring Location Plan	See below for aerial / KMZ
Soil Sampling	IDOT SPT – 2 ½ ft to 30 ft, 5 ft thereafter
Backfill Needs	Cuttings, excess spoils remain on site
Patching	Cold Patch
Site Protection or Restoration included	None
Groundwater Readings	During drilling and upon auger removal
CCDD	662 – soil grabs at all borings + pH
Additional Sampling needed	Double Jar for Hydrometer at Scour Boring (S-01)
Additional Field Equipment needed	Rimac – for AASHTO

Boring Depths

To obtain data to evaluate subsurface conditions within the proposed development/construction areas. ERA proposes the drilling scope of work as detailed below:

NUMBER OF BORINGS	NUMBER OF CORES WITH PAVEMENT THICKNESS	DEPTH (FEET BEG*)	BORING ID / PURPOSE	SPT SAMPLING INTERVALS	SOIL CLASSIFICATION METHOD
2	--	30	Culvert Structure (CB-01 & CB-02)	2 ½ ft to 30 ft, 5 ft intervals thereafter	IDH (Rimac)
1	--	15	Scour (S-01)		
1	1	15	Roadway (RB-01)		

4 Total Borings **1 Total Cores** **90 Total Lineal Feet**

Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

SCOPE OF SERVICES DISCUSSION

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino's current understanding of the project.

Site Access

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the project site will be accessible to track-mounted Geoprobe drilling equipment.

Traffic Control

Rubino anticipates that traffic control will be necessary along Airport Road. Rubino will subcontract a traffic control company to provide flaggers.

Boring Locations

The approximate proposed boring locations are shown below. Rubino recommends that the borings be located and surveyed for elevation by others prior to drilling. If the borings cannot be surveyed, Rubino will locate the borings in the field by measuring distances from known, fixed site features.



SPT - Soil Sampling

Soil sampling will include split-barrel samples (ASTM D 1586) or thin-walled tube samples on cohesive soils (ASTM D 1587) at 2 ½ - foot intervals to a depth of 30 feet and 5 - foot intervals thereafter, as applicable.

Completion of Borings

Upon completion of drilling, the borings will be backfilled with soil cuttings and capped with similar existing material and/or asphalt cold patch. Some damage to ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the soil test borings is included.

It should be noted that over time, some settlement may occur in the bore hole. If Rubino is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges may apply.

Geotechnical Laboratory Testing

The soil samples obtained during the field exploration program will be transported to the laboratory for classification and a limited number of laboratory tests. The nature and extent of the laboratory testing program is at the discretion of Rubino Engineering, Inc. and will depend upon the subsurface conditions encountered during drilling.

Laboratory testing will be performed in accordance with ASTM procedures and may include examination of selected samples to evaluate the soils' index properties and relative strength characteristics.

Based on the proposed quantity of soil borings, anticipated depths, and project type, a list of the anticipated laboratory tests is summarized below.

Laboratory Test	Estimated Quantity	Sample Type
Natural Moisture Content	36	Split spoon
Atterberg Limits	2	Split spoon
Hydrometer	3	Split spoon
Organic Content	3	Split spoon

CCDD TESTING – LPC 662 ONLY

Rubino will obtain a "Potential Impacted Property" (PIP) evaluation of the area near the proposed improvements.

If the PIP evaluation indicates no further testing is needed for form LPC-662, Rubino will composite soil samples from each borehole for soil analytical testing in general compliance with the IEPA CCDD requirements.

- PIP Evaluation (Historical & Regulatory)
 - 1 Eris Report
- Soil Analytical Tests:
 - **pH (4 total tests: CB-01, CB-02, S-01, and RB-01)**
- P.E. Certification (LPC #662)
- *LPC-662 CCDD Certification, as applicable*

Please note that CCDD certification requirements vary depending on the dump site. The above scope should be reviewed by the proposed dump site to determine compliance with the site's specific requirements.

STRUCTURE GEOTECHNICAL REPORT (SGR)

- Cover Sheet and Table of Contents
- Project Description and Scope
- Field Exploration
- Geotechnical Evaluations and Recommendations
 - Settlement (if new fill for embankment is planned)
 - Slope Stability, drained and undrained (1 scaled profile included, to be provided by ERA)
 - Scour (Scour report to be provided by ERA)
 - Seismic Considerations
- Wing Wall Foundation Recommendations (if applicable)
- Culvert Bedding Stone Recommendations
- Construction Considerations
- Appendices (Supporting Documentation): location map, boring plan and soil profile, boring logs, laboratory test results, SSR Charts, photographs

An electronic copy of the report will be provided. The report will be addressed to Engineering Resource Associates.

PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 5 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Utility clearance and rig mobilization	5 – 10
Field work including site layout and drilling	2
Geo Laboratory Testing	5 – 10
CCDD Lab Testing	8 – 12
CCDD and Geo Reporting	5 - 10

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal recommendations can be made to appropriate parties upon completion of the field investigation and laboratory testing. Rubino will need to receive a signed copy of this proposal intact prior to mobilizing the drill rig.

UTILITY LOCATE AND OUTSIDE SERVICES

Rubino will coordinate contacting the Utility “One-Call” for public utility clearance prior to the start of drilling activities. It is Rubino’s experience that this service does not mark the locations of privately owned utilities. This proposal is based on privately owned utility locates being coordinated by the owner prior to drill rig mobilization.

FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a lump-sum basis. Based on the scope of services outlined above, the lump-sum fee will be:

Subsurface Exploration	Boring Layout / Utility / PM	\$ 990.00	Lump sum
	Drill Rig Mobilization and Drilling with Field Geologist	\$ 5,500.00	Lump sum
	Pavement Cores	\$ 700.00	Lump sum
Traffic Control	Flaggers	\$ 2,800.00	Estimate
Lab	Geotechnical Lab Tests as described above	\$ 1,200.00	Lump sum
Reporting	Preparation of the Geotechnical Report	\$ 2,000.00	Lump sum
CCDD 662	PIP Evaluation, pH, and LPC Form 662:	\$ 1,400.00	Lump sum
		\$14,590.00	Grand Total

Please see the attached fee schedule for additional unit rates for services requested after issuing the geotechnical report (drawing / spec review, scope or site layout change, etc.).

Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

Rock coring is not included in the scope of this exploration, therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services. Therefore, the borings will be advanced to the depths referenced above, or to refusal, whichever is shallower.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. The proposed lump-sum fee is based on the existence of adequate bearing materials being encountered within the proposed boring depths. Should conditions be encountered which require a deepening of borings or additional investigation, Rubino will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump-sum fee will not be performed without your prior authorization.

AUTHORIZATION

If this proposal is acceptable to you, Rubino will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. Rubino will proceed with the work upon receipt of authorization.

Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.



Michelle A. Lipinski, PE
President
Michelle.lipinski@rubinoeng.org



Anthony T. Tomaras, PG
Project Manager
anthony@rubinoeng.com

Prepared By:
Jonathan Ignarski
jonathan@rubinoeng.com
Reviewed By:
Anthony Tomaras, PG
anthony@rubinoeng.com

**RUBINO ENGINEERING, INC. IS:
AN AASHTO-ACCREDITED LABORATORY
IDOT PREQUALIFIED
IDOT DBE-CERTIFIED (100% WOMAN-OWNED)**

MAL/file

Attachments: Proposal Acceptance and Data Sheet
 Schedule of Services and Fees
 General Conditions

**This is an electronic copy. Hard Copies of this proposal are available upon request.

PROPOSAL ACCEPTANCE:

AGREED TO, THIS _____ DAY OF _____, 202__.
BY (please print): _____
TITLE: _____
COMPANY: _____
SIGNATURE: _____

PROJECT INFORMATION:

1. Project Name: _____
2. Project Location: _____
3. Your Job No: _____ Purchase Order No.: _____
4. Project Manager: _____ Telephone No.: _____
5. Site Contact: _____ Telephone No.: _____
6. Number and Distribution of Reports:
() Copies To: _____ () Copies To: _____

Attn: _____ Attn: _____
Email: _____ Email: _____

() Copies To: _____ () Copies To: _____

Attn: _____ Attn: _____
Email: _____ Email: _____
7. Invoicing Address: _____

Attn: _____
Email: _____
8. Other Pertinent Information Or Previous Subsurface Information Available:

Rubino Engineering, Inc.
2025 Schedule of Geotechnical Services & Fees

ENGINEERING

Professional and Technical Services for site evaluation, field supervision, analysis of test data and engineering recommendations and consultation:

Principal Engineer	Per Hour	\$	185.00
Project Engineer/Manager	Per Hour	\$	135.00
Engineering Field Technician / Field Engineer / Field Geologist	Per Hour	\$	115.00

SUBSURFACE EXPLORATION


Mobilization and moving of truck-mounted drilling equipment and crew (50-mile radius)	Per Trip	\$	650.00
Hourly Rate Drilling	Per Hour	\$	475.00
Thin Wall Tubes (ASTM D-1587)	Each	\$	50.00

LABORATORY TESTING

Moisture Content Test / Visual Classification	Each	\$	8.90
Atterberg Limits Determination (LL, PL)	Each	\$	65.00
Combined Hydrometer & Sieve Analysis	Each	\$	130.00
Organic Content Determination Test (loss on ignition)	Each	\$	15.00

FEE REMARKS

- 1) All fees and services are provided in accordance with the attached Rubino General Conditions.
- 2) Unit prices/rates are in effect for 12 months from the date of this proposal and are subject to change without notice thereafter.
- 3) Overtime rates are applicable for services performed in excess of 8 hours per day Monday through Friday, before 8:00 AM or after 5:00 PM, and for all hours worked on Saturdays, Sundays and holidays. The overtime rate is 1.5 times the applicable hourly rate.
- 4) All rates are billed on a portal-to-portal basis.
- 5) Standby time due to delays beyond Rubino's control will be charged at the applicable hourly rate.
- 6) Transportation and per diem are charged at the applicable rates.
- 7) Rates involving mileage (including transportation, mobilization, vehicle and trip charges) are subject to change based upon increases in the national average gasoline price.
- 8) A minimum charge of 4 hours applies to field testing and observation services.
- 9) Scheduling or cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum charge of 4 hours.
- 10) For all Rubino services, a project management/engineering review charge will be billed for all reports issued for the scheduling/supervision of personnel and the evaluation/review of data and reports.
- 11) The minimum billing increment for time is a half hour.
- 12) A project set-up charge of a minimum of two hours applies to all projects.
- 13) Professional services rates are exclusive of expert deposition or testimony time.
- 14) Drilling and field service rates are based on OSHA Level D personnel protection.
- 15) For sites where drilling is to occur that are not readily accessible to a truck mounted drill rig, rates for rig mobility, site clearing, crew stand-by time, etc. will be charged as applicable.
- 16) If applicable the prevailing wage fees charged under this agreement will be adjusted if there is any change in the applicable prevailing wage rate established by the Illinois Department of Labor.
- 17) Services and fees not listed on this schedule may be quoted on request.

Client#: 1171577		RUBINENG		DATE (MM/DD/YYYY) 9/06/2024		
ACORD™ CERTIFICATE OF LIABILITY INSURANCE						
<small>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</small>						
<small>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</small>						
PRODUCER USI Ins Svcs LLC Euclid-Prof 2021 Spring Road, Suite 100 Oak Brook, IL 60523 312 442-7200			CONTACT NAME: Laurie Cloninger PHONE (A/C No. Ext): 630 625-5219 FAX (A/C No.): 610 537-4939 E-MAIL ADDRESS: AECertificates@usi.com			
INSURED Rubino Engineering, Inc. 425 Shepard Dr Elgin, IL 60123			INSURER(S) AFFORDING COVERAGE		NAIC #	
			INSURER A: RLJ Insurance Company		13056	
			INSURER B: Pacific Insurance Company, Limited		10046	
			INSURER C:			
			INSURER D:			
			INSURER E:			
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:						
<small>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</small>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR NSR RVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PSB0003777	09/01/2024	09/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PROPERTIES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOSP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		PSA0001881	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE DED RETENTION \$		PSE0002142	09/01/2024	09/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	PSW0002789	09/01/2024	09/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Professional Liability		83OH056719924	09/01/2024	09/01/2025	\$2,000,000 each claim / \$4,000,000 annual aggr.
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Professional Liability is written on a 'claims made' policy form. Some or all officers are excluded from Workers Compensation coverage.						
CERTIFICATE HOLDER Rubino Engineering, Inc. 425 Shepard Dr. Elgin, IL 60123			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			

ACORD 25 (2016/03)

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DBDZP

GENERAL CONDITIONS

1. PARTIES AND SCOPE OF SERVICES: Rubino Engineering, Inc. shall include said company or its particular division, subsidiary or affiliate performing the services. "Services" means the specific geotechnical, analytical, testing or other service to be performed by Rubino Engineering, Inc. as set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. Additional services ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the services to be done by Rubino Engineering, Inc. If Client is ordering the services on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said services. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of Rubino Engineering, Inc.'s services. Rubino Engineering, Inc. shall have no duty or obligation to any third party greater than that set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. The ordering of services from Rubino Engineering, Inc., or the reliance on any of Rubino Engineering, Inc.'s work, shall constitute acceptance of the terms of Rubino Engineering, Inc.'s proposal and these General Conditions, regardless of the terms of any subsequently issued document.

2. TESTS AND INSPECTIONS: Client shall cause all tests and inspection of the site, materials and work performed by Rubino Engineering, Inc. or others to be timely and properly performed in accordance with the plans, specifications and contract documents and Rubino Engineering, Inc.'s recommendations. No claims for loss, damage or injury shall be brought against Rubino Engineering, Inc. by Client or any third party unless all tests and inspections have been so performed and unless Rubino Engineering, Inc.'s recommendations have been followed. Client agrees to indemnify, defend and hold Rubino Engineering, Inc., its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or Rubino Engineering, Inc.'s recommendations are not so followed except to the extent that such failure is the result of the negligence, wilful or wanton act of omission of Rubino Engineering, Inc., its officers, agents or employees, subject to the limitation contained in paragraph 9.

3. SCHEDULING OF SERVICES: The services set forth in Rubino Engineering, Inc.'s proposal and Client's acceptance will be accomplished in a timely, workmanlike and professional manner by RUBINO ENGINEERING, INC. personnel at the prices quoted. If Rubino Engineering, Inc. is required to delay commencement of the services or if, upon embarking upon its services, Rubino Engineering, Inc. is required to stop or interrupt the progress of its services as a result of changes in the scope of the services requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of Rubino Engineering, Inc., additional charges will be applicable and payable by Client.

4. ACCESS TO SITE: Client will arrange and provide such access to the site as is necessary for Rubino Engineering, Inc. to perform the services. Rubino Engineering, Inc. shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its services or the use of its equipment; however, Rubino Engineering, Inc. has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires Rubino Engineering, Inc. to restore the site to its former condition, upon written request Rubino Engineering, Inc. will perform such additional services as is necessary to do so and Client agrees to pay Rubino Engineering, Inc. for the cost.

5. CLIENT'S DUTY TO NOTIFY ENGINEER: Client represents and warrants that it has advised Rubino Engineering, Inc. of any known or suspected hazardous materials, utility lines and pollutants at any site at which Rubino Engineering, Inc. is to perform services hereunder, and unless Rubino Engineering, Inc. has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits. Rubino Engineering, Inc. may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof. Client agrees to defend, indemnify and save Rubino Engineering, Inc. harmless from all claims, suits, losses costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to Rubino Engineering, Inc.'s performance of its work and resulting to or caused by contact with subsurface of latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to Rubino Engineering, Inc. by Client and/or by any of Client's subcontractors or sub consultants

6. RESPONSIBILITY: Rubino Engineering, Inc.'s services shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. Rubino Engineering, Inc. shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. Rubino Engineering, Inc.'s services or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Rubino Engineering, Inc. has no right or duty to stop the contractor's work.

7. SAMPLE DISPOSAL: Unless otherwise agreed in writing, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of Rubino Engineering, Inc.'s report.

8. PAYMENT: Client shall be invoiced once each month for services performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay Rubino Engineering, Inc.'s cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Rubino Engineering, Inc. shall not be bound by any provision or agreement requiring or providing for arbitration or disputes or controversies arising out of this agreement, any provision wherein Rubino Engineering, Inc. waives any rights to a mechanics' lien, or any provision conditioning Rubino Engineering, Inc.'s right to receive payment for its services upon payment to Client by any third party. These General Conditions are notice, where required, that Rubino Engineering, Inc. shall file a lien whenever necessary to collect past due amounts. Release of such lien shall be given only when payment in full has been received for services duly rendered. Failure to make payment within thirty (30) days of invoice shall constitute a release of Rubino Engineering, Inc. from any and all claims which Client may have, whether in tort, contract or otherwise and whether known or unknown at the time.

9. STANDARD OF CARE: RUBINO ENGINEERING, INC.'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, THESE GENERAL CONDITIONS AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, RUBINO ENGINEERING, INC. WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. RUBINO ENGINEERING, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, IN CONNECTION WITH ITS SERVICES PROVIDED AS SET FORTH IN ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, AND THESE GENERAL CONDITIONS. STATEMENTS MADE IN RUBINO ENGINEERING, INC. REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.

SHOULD RUBINO ENGINEERING, INC. OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESSED OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON RUBINO ENGINEERING, INC.'S WORK, AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF RUBINO ENGINEERING, INC., ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$10,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO RUBINO ENGINEERING, INC. FOR ITS WORK PERFORMED WITH RESPECT TO THE PROJECT, WHICHEVER AMOUNT IS GREATER.

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT OR OTHERWISE, MAY BE BROUGHT AGAINST RUBINO ENGINEERING, INC., ARISING FROM OR RELATED TO RUBINO ENGINEERING, INC.'S WORK, MORE THAN TWO (2) YEARS AFTER THE CESSATION OF RUBINO ENGINEERING, INC.'S WORK HEREUNDER.

10. INDEMNITY: To the fullest extent permitted by law, Client and Rubino Engineering, Inc. each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, subcontractors, or subconsultants in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Client and Rubino Engineering, Inc., they shall be borne by each party in proportion to its negligence.

11. TERMINATION: This Agreement may be terminated by either party upon seven (7) days' prior written notice. In the event of termination, Rubino Engineering, Inc. shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses and for the completion of such services and records as are necessary to place Rubino Engineering, Inc.'s files in order and/or protect its professional reputation. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Rubino Engineering Inc. has been paid in full all amounts due for services, expenses and other related changes.

12. DISPUTE RESOLUTION: In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Client and Rubino Engineering, Inc. agree to attempt to resolve such disputes in the following manner: 1) The parties agree to attempt to resolve any and all unsettled claims, counterclaims, disputes and other matters in question through direct negotiations between the appropriate representatives of each party; 2) If such negotiations are not fully successful, the parties agree to submit any and all remaining unsettled claims, counterclaims, disputes and other matters in question to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this Agreement.

13. WITNESS FEES: Rubino Engineering, Inc.'s employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay Rubino Engineering, Inc.'s legal expenses, administrative costs and fees pursuant to Rubino Engineering, Inc.'s then current fee schedule for Rubino Engineering, Inc. to respond to any subpoena.

14. NO HIRE: Client agrees not to hire Rubino Engineering, Inc.'s employees except through Rubino Engineering, Inc. In the event Client hires a Rubino Engineering, Inc. employee, Client shall pay Rubino Engineering, Inc. an amount equal to one-half of the employee's annualized salary, with Rubino Engineering, Inc. waiving other remedies it may have.

15. HAZARDOUS MATERIALS: Nothing contained within this agreement shall be construed or interpreted as requiring Rubino Engineering, Inc. to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA, CERCLA, or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA, CERCLA, and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

16. PROVISIONS SEVERABLE: The parties have entered into this agreement in good faith and it is the specific intent of the parties that the terms of the General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

17. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

Rubino Engineering, Inc.



Town of Cortland

Agenda Request

Item 6.

(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: 02/19/25

FOR MEETING ON: 02/24/25

DESCRIPTION/TITLE: AUTHORIZATION TO PURCHASE MCPHILLIPS PARK SHELTER

REQUIRED ACTION: MOTION FOR BOARD APPROVAL AND AUTHORIZATION FOR MAYOR TO EXECUTE CONTRACT WITH PARKREATION IN THE AMOUNT OF \$27,146.00 (ACTION ITEM)

STAFF RECOMMENDATION: ENGINEER RECOMMENDS THE BOARD APPROVE THE PURCHASE

STATEMENT OF SUMMARY: THE CONSTRUCTION OF A SHELTER AT MCPHILLIPS PARK IS IN FY25 BUDGET. STAFF HAS WORKED WITH THE PARKS ADVISORY COMMITTEE ON SIZE, DESIGN, AND LOCATION OF THE SHELTER. PUBLIC WORKS WILL CONSTRUCT THE SLAB AND ASSEMBLE THE SHELTER. \$14,305 OF THE COST WILL COME FROM ACCOUNT 13-8000-824 WITH THE REMAINING \$12,841 FROM ACCOUNT 01-6100-812.

AGENDA PLACEMENT:

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

Prepared by: BCW

Approved by:

Date

f:\engineering and zoning\2025\board meetings\022425\mcphillips park shelter\agenda request - authorization of purchase of mcphillips park shelter.doc

PARKREATION, INC c/o ICON Shelters
27 East Palatine Road, Prospect Heights, IL 60070

February 3, 2025

Quotation Number: P020325K
Project Name: Cortland
Quoted By: Paul Gozder 815-735-1497
Good Buy contract # 24-25-9B000 Addendum # 1

Brandy Williams PE, PLS
Engineer and Zoning Administrator
Town of Cortland
P.O. Box 519 | 59 S. Somonauk Rd
Cortland, IL 60112
P 815.756.9041 | F 815.756.4583
engineer@cortlandil.org
www.cortlandil.org

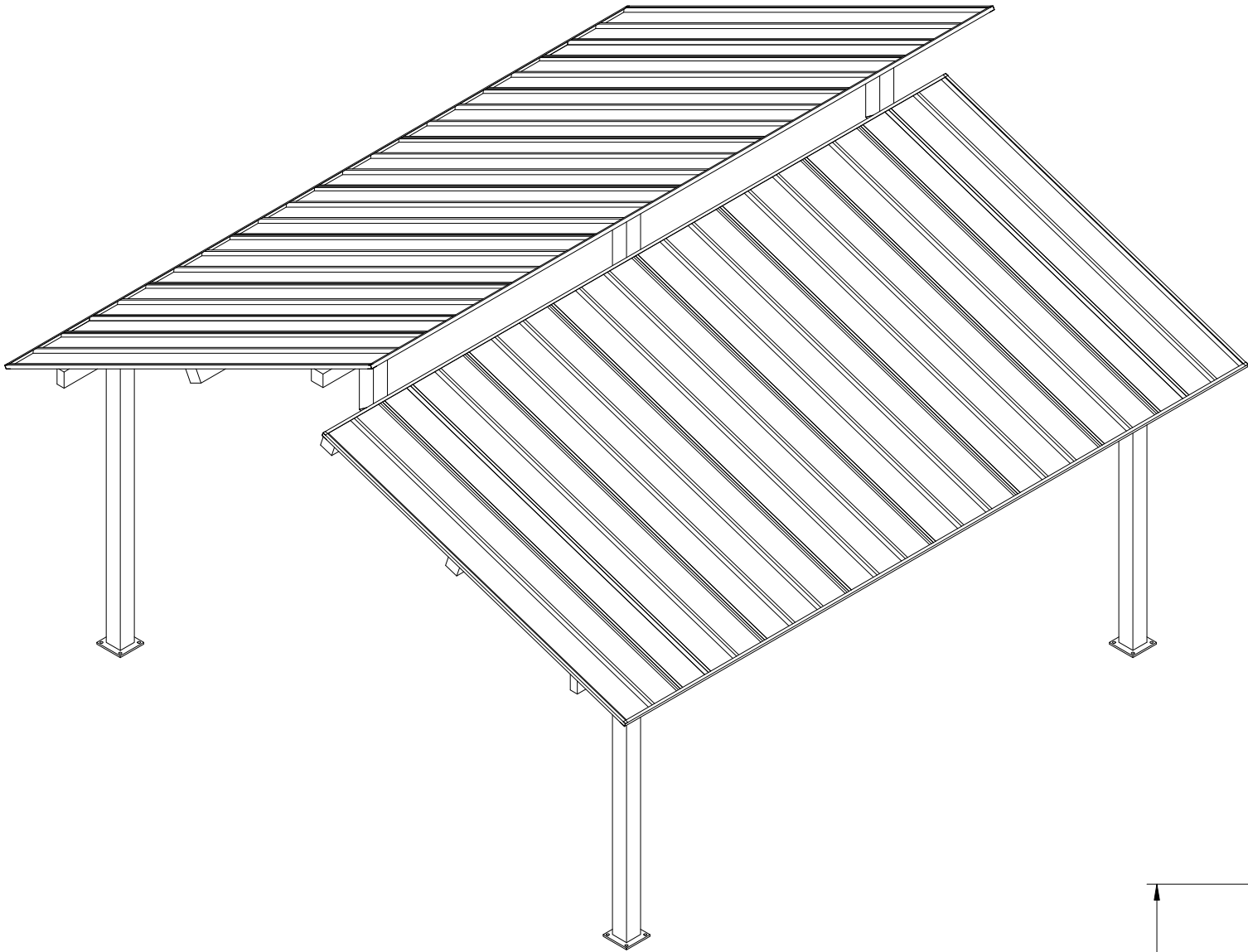
<u>QTY.</u>	<u>Product #</u>	<u>Description</u>	<u>All pricing is valid for 30 days</u>	<u>Unit Price</u>	<u>Total Price</u>
01	DS22x22M-P64	22' square dual slope shelter by ICON Shelters			
		Steel (4) columns (6:12 pitch and 4:12 pitch) 8' eave height			
		E-coat / powder coat color / final gloss finish			
		Surface mount columns with base covers			
		Carbon steel anchor bolts and necessary hardware included.			
		Total Material cost			\$ 28,440.00
		Good buy 10% discount applied			<u>\$ -2,844.00</u>
		Total			\$ 25,596.00
		Illinois stamped engineered drawings			\$ 250.00
		Shipping			<u>\$ 1,300.00</u>
		Total			\$27,146.00

Terms:

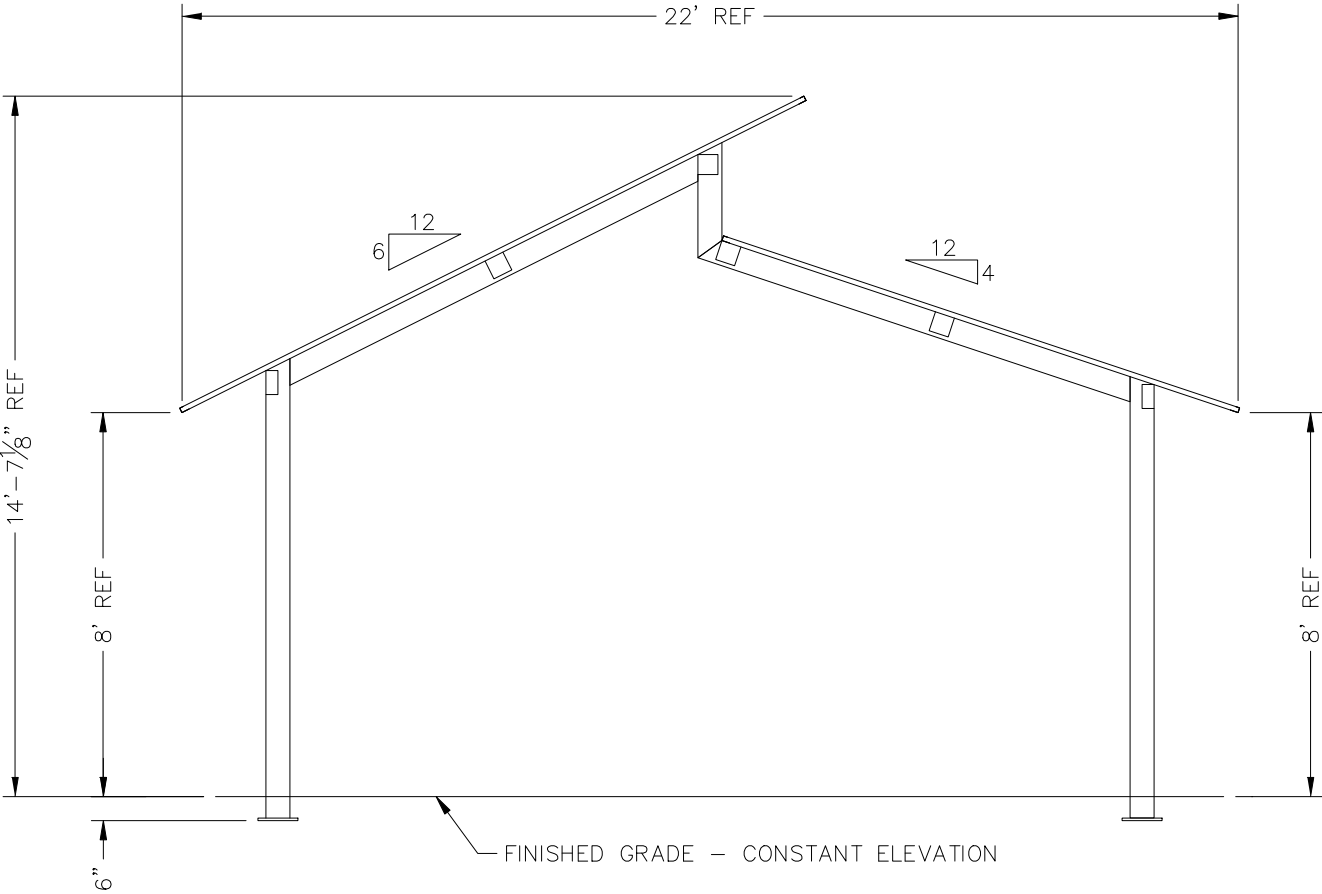
1. "I/We understand that all accounts are payable to Parkreation, Inc. according to the terms of their invoice, and if not paid on or before said date, are then delinquent. I/We agree to pay any and all service charges added each month to past due invoices. Terms are Net 30 days upon delivery with approved credit. All charges are due and payable in full at Parkreation, Inc., 27 E. Palatine Rd., Prospect Heights, IL 60070 unless notified in writing to the contrary. To the extent the terms and conditions of any purchase order/contract and/or any purchase order/contract confirmations are inconsistent with the terms and conditions of this signed quote, the terms and conditions of this signed quote shall prevail.
2. All pricing is valid for 30 days from the date above.
3. The above pricing (if more than one item) is based upon a package purchase. Any adjustments may be subject to a price revision.
4. Customer is responsible for the off-loading of the equipment and an accurate inventory should be taken at the time and all missing or damaged parts should be noted to the Driver. You have 60 days to report any missing or damaged parts to your sales representative. Truck Driver will not unload equipment.
5. Nontaxable entities are required to provide copy of tax exempt certificate or be taxed upon invoice.
6. Installation not included unless specifically quoted

Date _____ Purchaser's Signature _____ Purchaser's Title _____

Email Address *Special Instructions*



PRELIMINARY: NOT FOR
CONSTRUCTION



Item 6.

ICON

Shelter Systems Inc

DISTINCTIVE STEEL SHELTERS

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1455 LINCOLN AVE.
HOLLAND MI, 49423

616.396.0919
800.748.0985
616.396.0944 FX

Elevation

DRAWN BY:

ACP

DATE:

1/31/2025

PRELIMINARY ID:

96311

REVISION:

A

BUILDING TYPE:

DS24X24M-P64

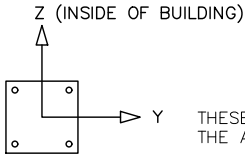
PROJECT NAME:

SHEET

10

115

DWG:DS\22X22\M-P6-25-90-19\Drawings\Preliminary\DS22M-P64-25-90-19~96311.DWG



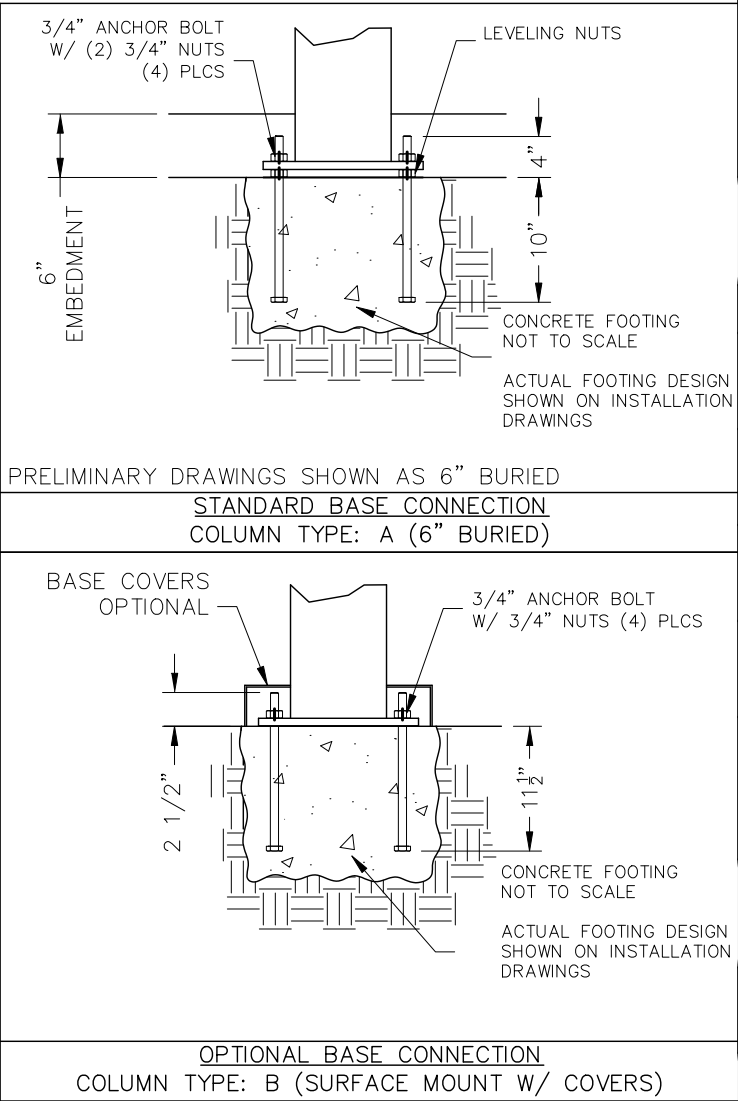
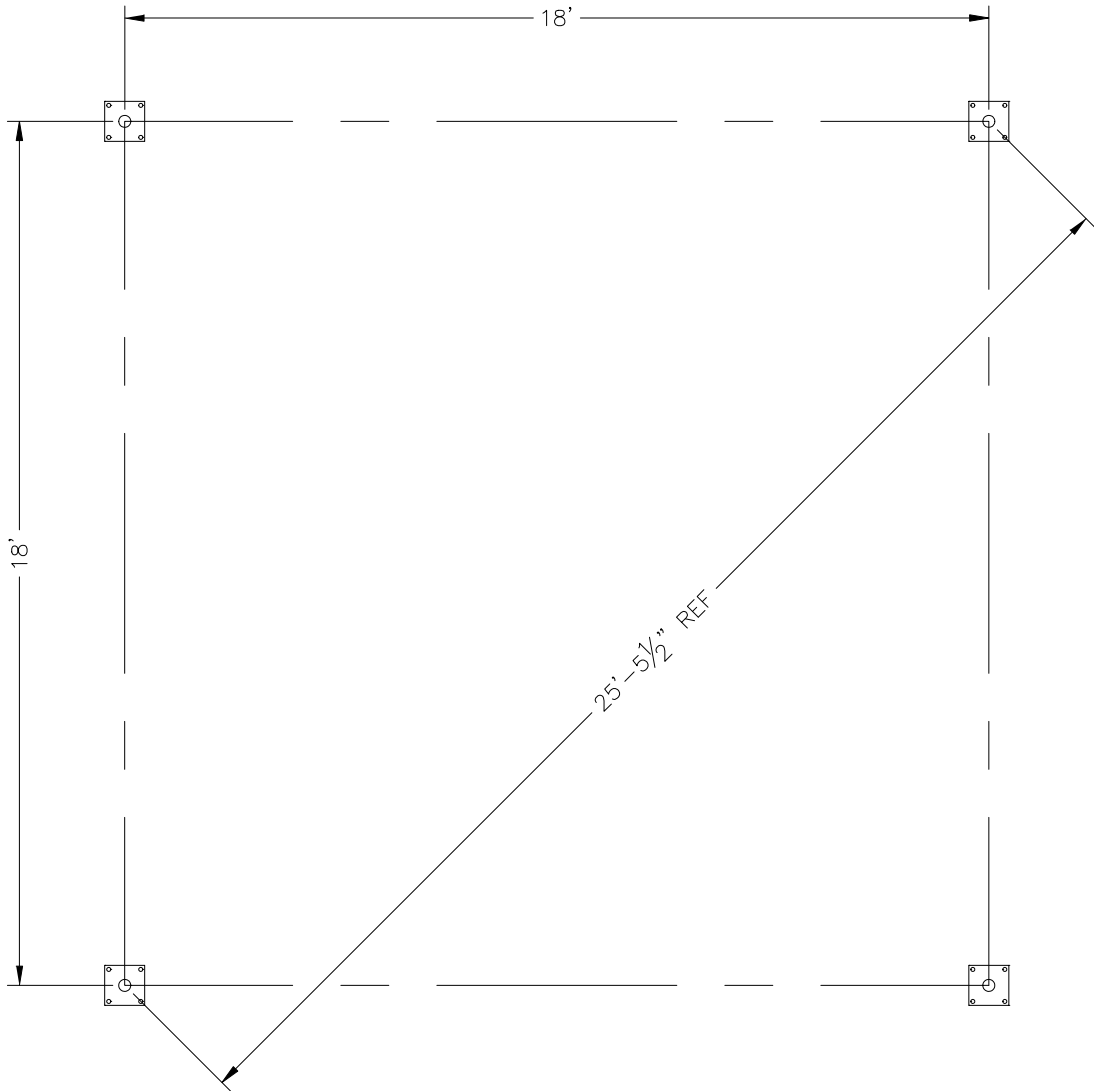
THESE FOUNDATION LOADS ARE FOR ESTIMATING PURPOSE ONLY.
THE ACTUAL LOADS WILL BE DETERMINED IN THE FINAL ENGINEERING

LOADS TO FOUNDATION (KIPS, IN-KIPS)	FOUNDATION LOADS					CL1
	AXIAL (Fx)	SHEAR (Fy)	SHEAR (Fz)	MOMENT (My)	MOMENT (Mz)	
DL	1.00	-0.06	0.33	-15.82	-2.35	
SL	3.12	0.30	1.12	-50.04	11.00	
W-UPLIFT	-1.64	-0.40	-0.47	20.24	-24.07	
W-FY	1.64	-0.40	0.47	-20.24	-24.07	
W-FZ	0.57	-0.03	0.91	-57.99	-1.14	
E-FY	0.03	-0.08	0.01	-0.55	-6.55	
E-Z	0.04	0.00	0.08	-5.97	-0.06	

- NOTES:
- TABLE SHOWS UNFACTORED SERVICE LOADS
 - A FOUNDATION DESIGN HAS NOT BEEN PERFORMED BY ICON SHELTER SYSTEMS INC.
 - A LICENSED ENGINEER FAMILIAR WITH SOIL CONDITIONS AT CONSTRUCTION SITE MUST PERFORM A FOUNDATION DESIGN.
 - THE STRUCTURE HAS BEEN ENGINEERED AS AN OPEN STRUCTURE.
 - CONSULT ICON SHELTER SYSTEMS INC. IF THE STRUCTURE IS TO BE ENCLOSED.
 - COORDINATES ARE LOCAL TO THE COLUMN

DEFINITIONS:

DL = SERVICE LEVEL DEAD LOAD REACTION WITH THE GREATEST AXIAL LOAD
SL = SERVICE LEVEL SNOW LOAD REACTION WITH THE GREATEST AXIAL LOAD
W-U/L = SERVICE LEVEL WIND LOAD REACTION WITH THE GREATEST UPLIFT LOAD
W-Y = SERVICE LEVEL WIND LOAD REACTION WITH THE GREATEST MAGNITUDE OF SHEAR IN THE LOCAL Y DIRECTION
W-Z = SERVICE LEVEL WIND LOAD REACTION WITH THE GREATEST SHEAR VALUE ACTING IN THE SAME DIRECTION AS THE DL SHEAR LOAD
E-Y = SERVICE LEVEL SEISMIC LOAD REACTION WITH THE GREATEST MAGNITUDE OF SHEAR IN THE LOCAL Y DIRECTION
E-Z = SERVICE LEVEL SEISMIC LOAD REACTION WITH THE GREATEST MAGNITUDE OF SHEAR IN THE LOCAL Z DIRECTION



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Anchor Bolt Layout

DRAWN BY:

ACP

DATE:

1/31/2025

PRELIMINARY ID:

96311

REVISION:

A

BUILDING TYPE:

DS24X24M-P64

PROJECT NAME:

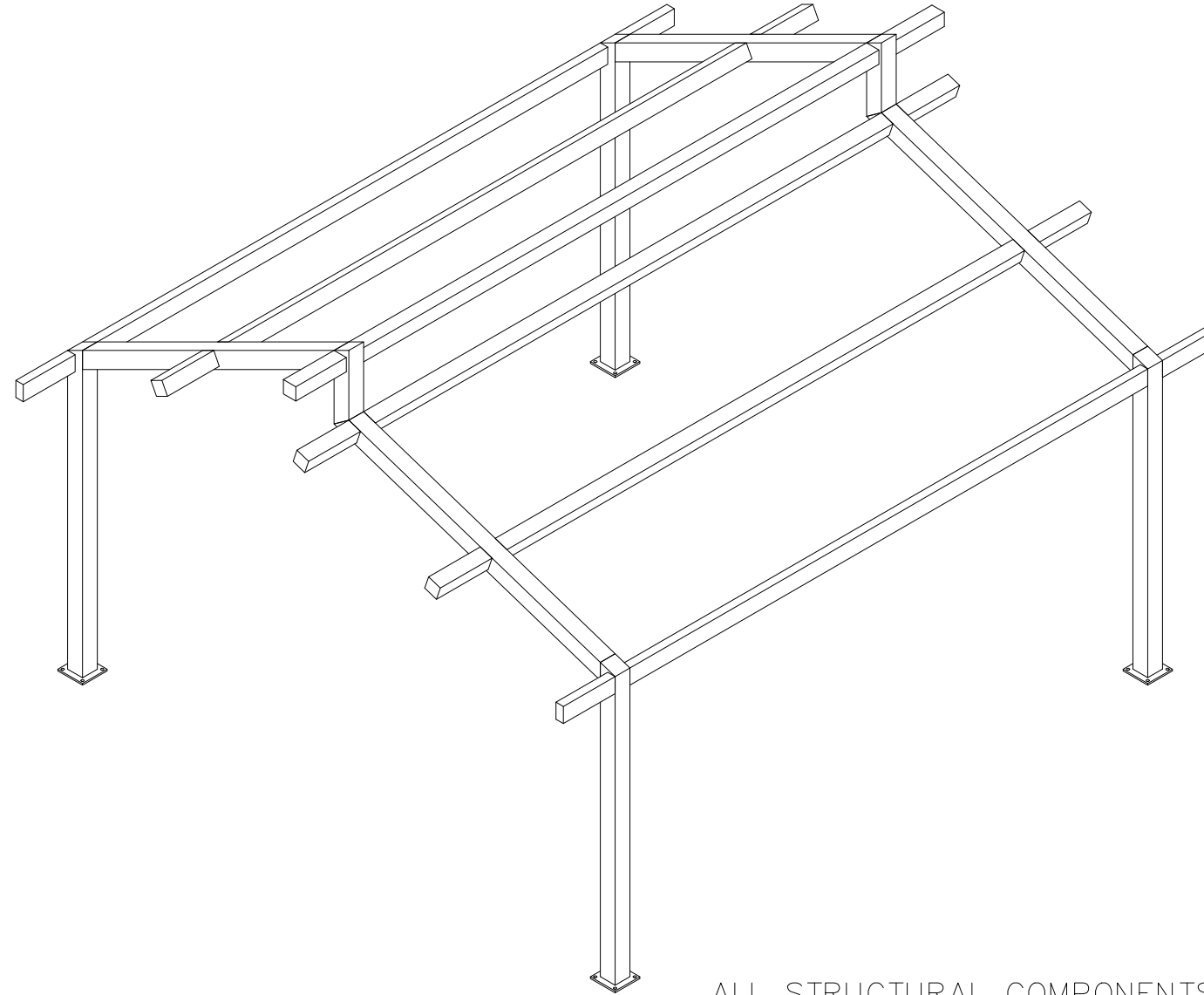
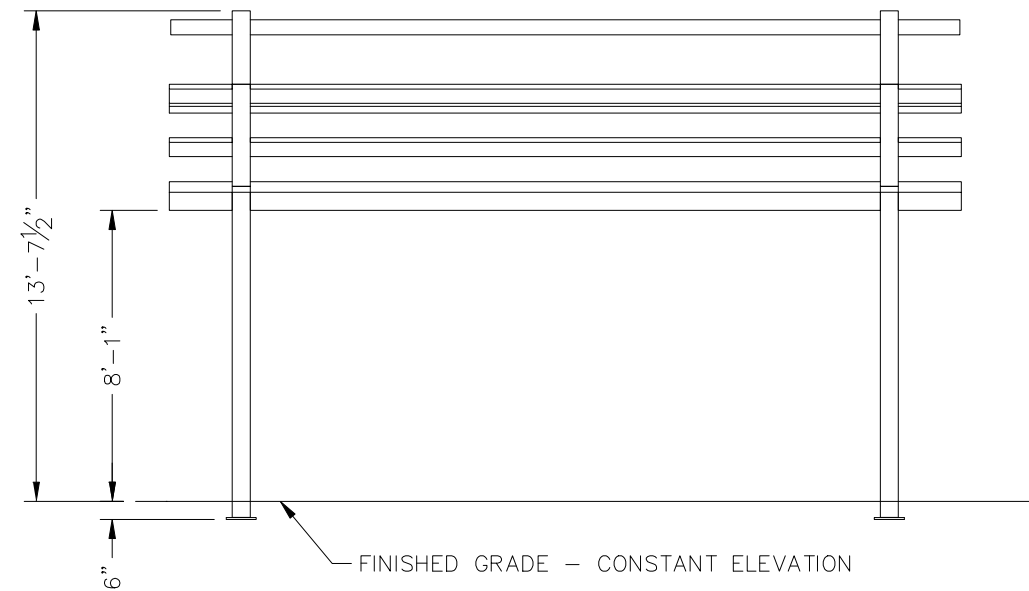
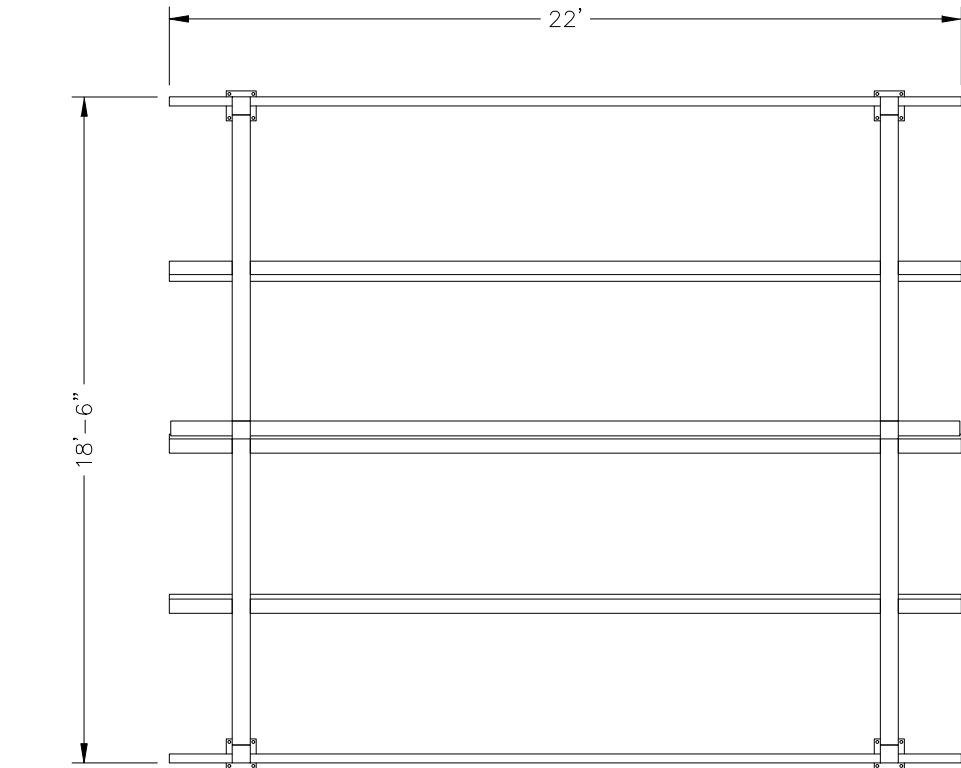
SHEET

2.0

Engineering\AcadStandard\Blocks\Titles\QF-73-01-42

116

DWG:DS\22X22\M-P6-25-90-19\Drawings\Preliminary\DS22M-P64-25-90-19~96311.DWG



ALL STRUCTURAL COMPONENTS WILL BE:
TUBE: ASTM A500 GRADE B
PLATE: ASTM A36
BOLTS: ASTM A325
NUTS: ASTM A563
WELDING: GMAW

NOTE:
COLUMN SIZE: HSS 6x6x3/16

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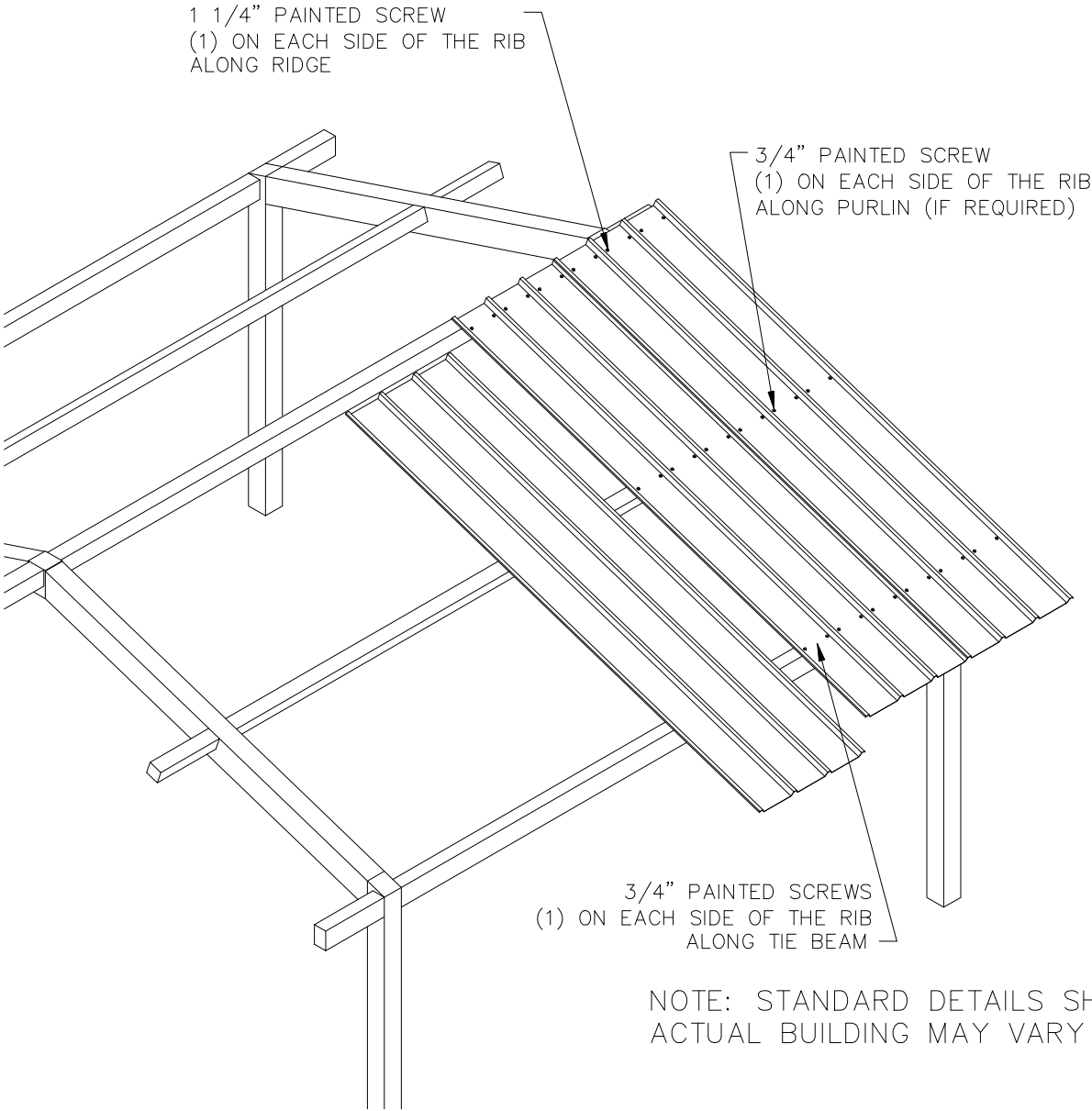
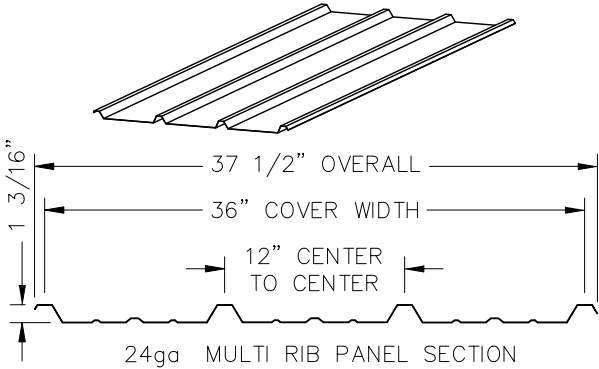
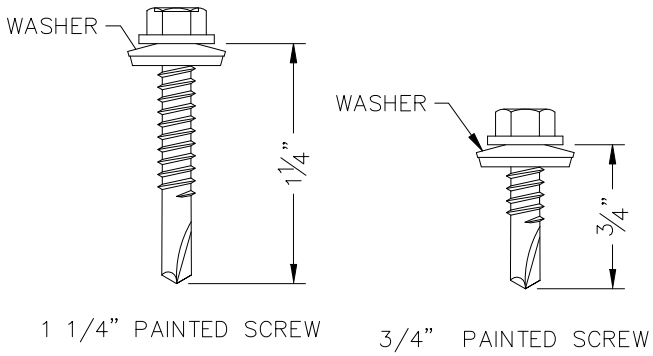
Frame

DRAWN BY:
ACP
DATE:
1/31/2025
PRELIMINARY ID:
96311
REVISION:
A
BUILDING TYPE:
DS24X24M-P64
PROJECT NAME:

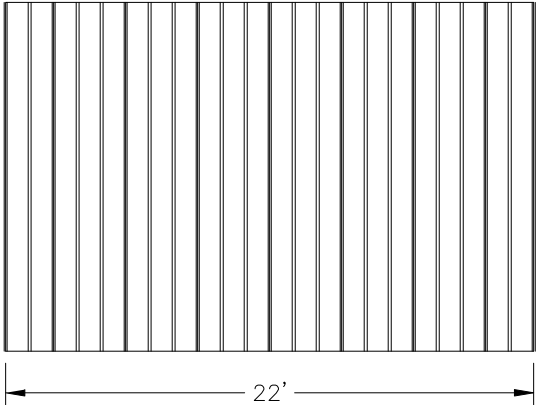
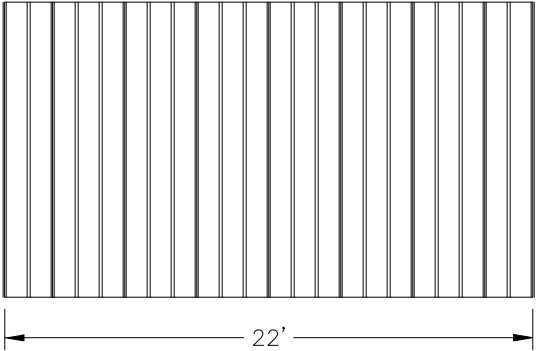
SHEET
3.0

117

DWG:DS\22X22\M-P6-25-90-19\Drawings\Preliminary\DS22M-P64-25-90-19-96311.DWG



NOTE: STANDARD DETAILS SHOWN
ACTUAL BUILDING MAY VARY



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Roof Layout

DRAWN BY:

ACP

DATE:

1/31/2025

PRELIMINARY ID:

96311

REVISION:

A

BUILDING TYPE:

DS24X24M-P64

PROJECT NAME:

SHEET

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118

ELECTRICAL INFORMATION - DUAL SLOPE

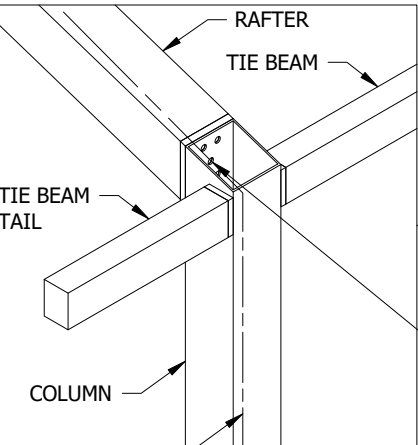
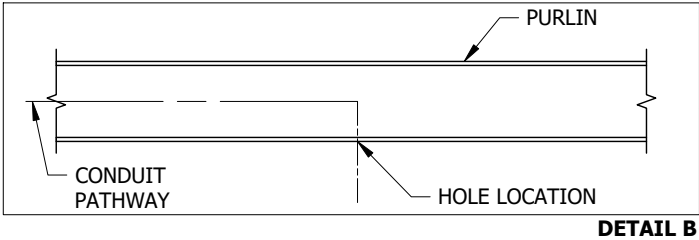
ICON'S STANDARD ELECTRICAL IS DESIGNED TO ACCOMMODATE Ø1/2" CONDUIT WITH A Ø3" INLET HOLE ON THE BOTTOM OF EACH COLUMN. THE CONDUIT PATHWAY RUNS THROUGH THE COLUMN, RAFTER, AND RIDGE BEAM THROUGH ALL BOLTED CONNECTIONS AS SHOWN. IF YOU HAVE SPECIAL ELECTRICAL REQUIREMENTS, PLEASE OUTLINE ANY CHANGES BELOW AS DESCRIBED.

PLEASE NOTE: DESIGN LIMITATIONS ON HOLE/CUTOUT SIZES MAY APPLY. ICON WILL REACH OUT TO DISCUSS ANY SUCH LIMITATIONS AS NEEDED.

NOTE: ICON SHELTER FRAME IS NOT UL LISTED TO ACT AS A CONDUIT FOR ELECTRICAL WIRING. CONSULT LOCAL BUILDING CODES WHEN PLANNING YOUR ELECTRICAL SYSTEM.

OPTIONAL EXIT HOLES

IF REQUIRED, EXIT HOLES FOR LIGHTING, ETC. CAN BE PLACED IN THE RAFTER AND/OR PURLIN. USE FRAME SHEET OF THIS PRELIMINARY TO SPECIFY REQUIRED EXIT HOLE LOCATIONS AND SIZE.

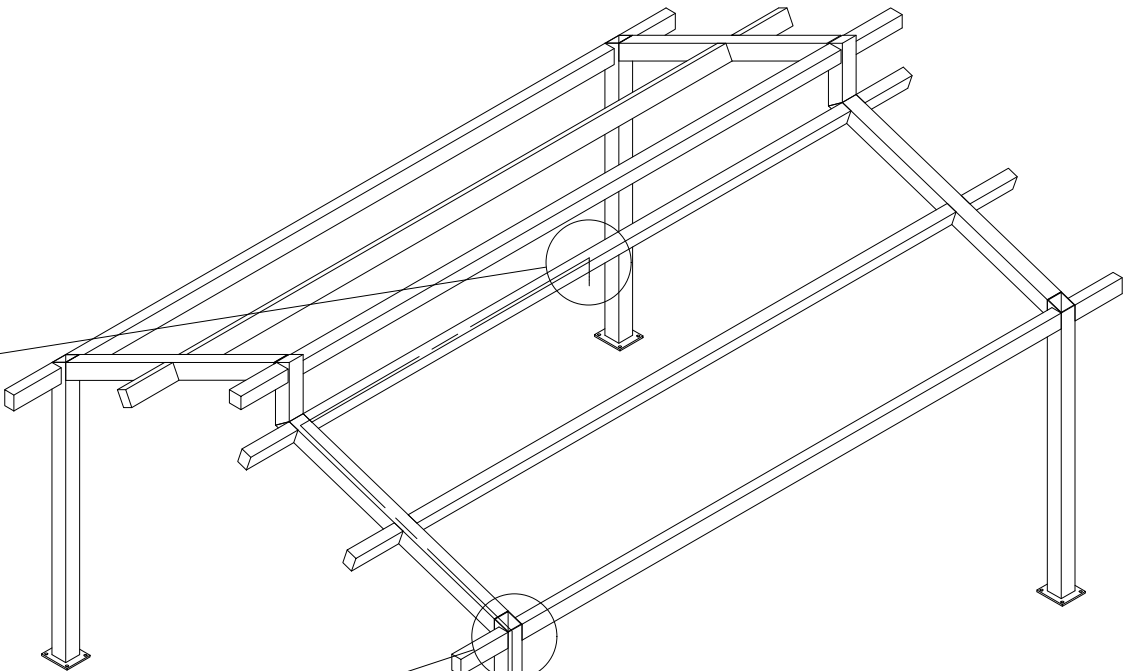


ICON PROVIDES A MINIMUM OF (1) 3/4" HOLE AT EACH CONNECTION FOR 1/2" CONDUIT. IF APPLICABLE, PLEASE SPECIFY REQUIRED CONDUIT SIZE: (CHARGES APPLY)

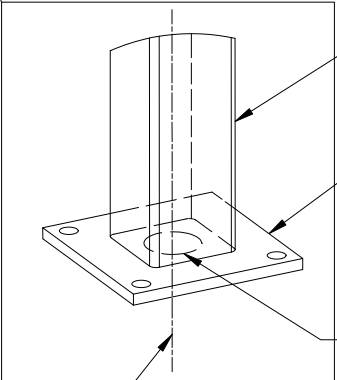
- ☐ 3/4" CONDUIT (1" HOLES)
- ☐ 1" CONDUIT (1 1/4" HOLES)
- ☐ OTHER (PLEASE SPECIFY)

NOTE: BUILDING DEPICTED ON THIS SHEET FOR ILLUSTRATION PURPOSES ONLY. ACTUAL LAYOUT AND FRAME MEMBER QUANTITIES VARY BY DESIGN. PLEASE REFER TO ELEVATION AND FRAME SHEETS IN THIS PRELIMINARY FOR ORDER-SPECIFIC CONFIGURATION.

PRELIMINARY: NOT FOR CONSTRUCTION



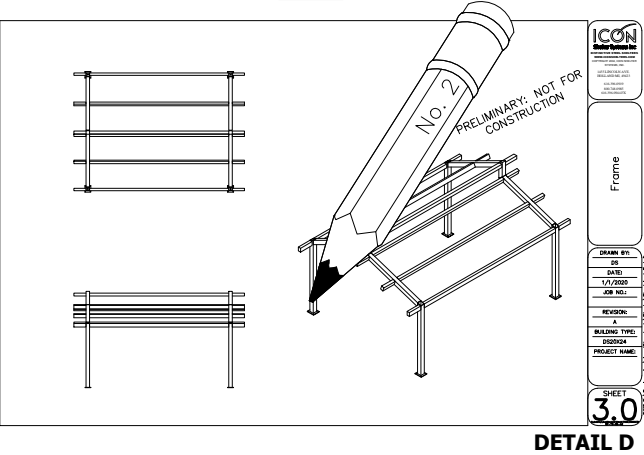
CONDUIT PATHWAY PROVIDED FOR EACH COLUMN.



CONDUIT (NOT BY ICON)

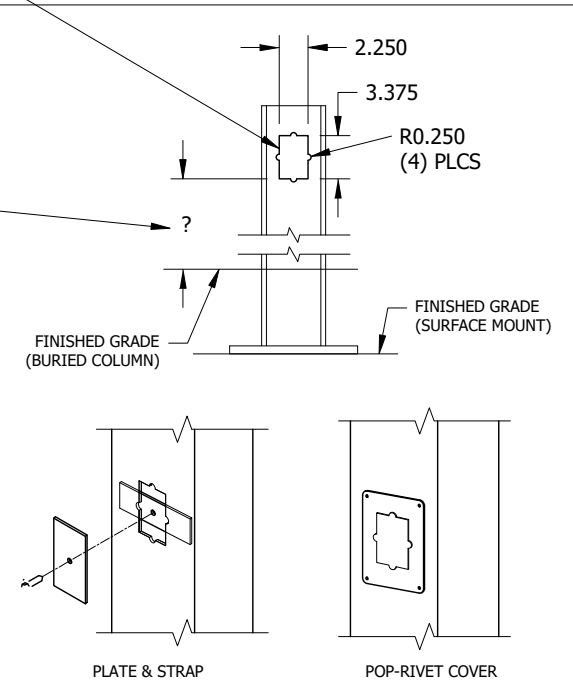
- STEPS:
1. CONDUIT HOLE SIZE (DETAIL A)
 2. ELECTRICAL EXIT HOLES (DETAIL B)
 3. ELECTRICAL ACCESS & COVER PLATES (DETAIL C)
 4. ELECTRICAL CONDUIT PATHWAY (DETAIL D)

IF REQUIRED, PLEASE DRAW THE NECESSARY ELECTRICAL CONDUIT PATHWAY ON THE FRAME SHEET OF THIS PRELIMINARY.



- (1) STANDARD CUTOUT SIZE SHOWN. SPECIFY IF OTHER SIZE REQUIRED.
- (2) CUTOUTS WILL BE ON INSIDE FACE OF COLUMN UNLESS OTHERWISE INDICATED ON FRAME SHEET.
- (3) SPECIFY HEIGHT ABOVE FINISHED GRADE FOR EACH CUTOUT AS SHOWN

OPTIONAL CUTOUTS
USE FRAME SHEET OF THIS PRELIMINARY TO SPECIFY REQUIRED CUTOUT LOCATIONS (CHARGES APPLY)
SEE REQUIRED INFO BELOW



(4) COVER PLATES PROVIDED UPON REQUEST (CHARGES APPLY)
PLEASE SPECIFY TYPE AND QUANTITY REQUIRED:

- ☐ PLATE & STRAP
 - ☐ POP-RIVET COVER PLATE
- HOW MANY REQUIRED? _____

Item 6.

ICON Shelter Systems Inc

DISTINCTIVE STEEL SHELTERS

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Electrical

DRAWN BY:

ACP

DATE:

1/31/2025

PRELIMINARY ID:

96311

REVISION:

A

BUILDING TYPE:

DS24X24M-P64

PROJECT NAME:

SHEET

5.0

Engineering\AcadStandard\Blocks\Titles\GF-73-01-42

119

DWG:DS\22X22\M-P6-P6-25-90-19\Drawings\Preliminary\DS22M-P64-25-90-19~96311.DWG

Standard Steel Roof Colors

Kynar 500 coated roof panels with 24-gauge Galvalume® substrate. The underside of the roofing material is a standard, white-washed color.



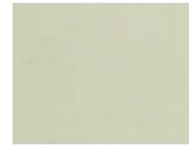
Regal White



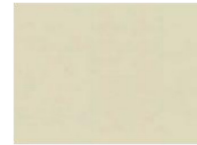
Bone White



Surrey Beige



Sandstone



Almond



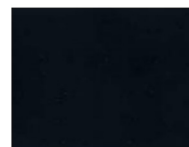
Ash Gray



Slate Gray



Charcoal



Matte Black



Medium
Bronze



Patina Green



Evergreen



Mansard
Brown



Colonial Red



Roman Blue



Patrician
Bronze



Terra Cotta



Brite Red



Hartford
Green



Brandywine



Silver
Metallic



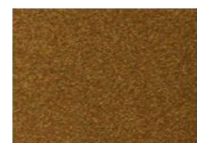
Galvalume
Plus



Light Stone



Tudor Brown



Copper Penny
Metallic



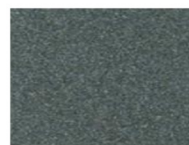
Dark Bronze



Regal Blue



Casco Orange



Prewathered
Galvalume



Texas Silver
Metallic



Champagne
Metallic



Buckskin

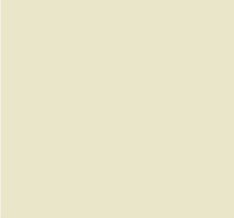











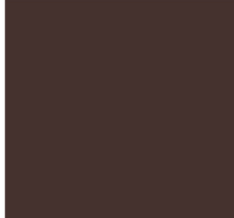


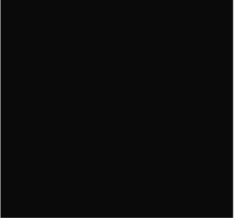
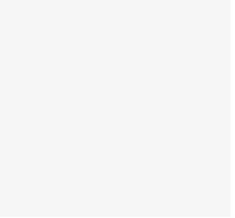

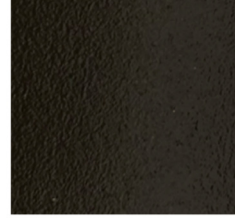
Notes:

Actual colors may vary from physical samples*

*Physical samples are available upon request.

Powder Coat Colors

Icon utilizes a super-durable TGIC powder coat over a liquid epoxy primer on every steel member.

				
RAL 1013 Oyster White	RAL 1019 Grey Beige	RAL 3001 Signal Red	RAL 3009 Oxide Red	RAL 5001 Green Blue
				
RAL 5005 Signal Blue	RAL 6000 Patina Green	RAL 6005 Moss Green	RAL 6026 Opal Green	RAL 6028 Pine Green
				
RAL 7012 Basalt Grey	RAL 7044 Silk Grey	RAL 8017 Chocolate Brown	RAL 8019 Grey Brown	RAL 9005 w/ Clear Jet Black (Glossy)
				
RAL 9005 Jet Black (Matte)	RAL 9016 Traffic White	Brown Texture PCT29118	Bronze Texture PCT29101	

Note:

Actual colors may vary from physical samples*

*Physical samples are available upon request.

Item 6.



122

Thanks



Town of Cortland

Agenda Request

Item 7.

(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: 2/19/2025

FOR MEETING ON: 2/24/2025

DESCRIPTION/TITLE: 2024 ZONING MAP

REQUIRED ACTION: NONE

STAFF/COMMITTEE RECOMMENDATION: NONE

STATEMENT OF CONCERN/SUMMARY: ANNUALLY THE TOWN'S OFFICIAL ZONING MAP IS PRESENTED. THERE WERE 5 REVISIONS FROM 2023 TO 2024.

AGENDA PLACEMENT:

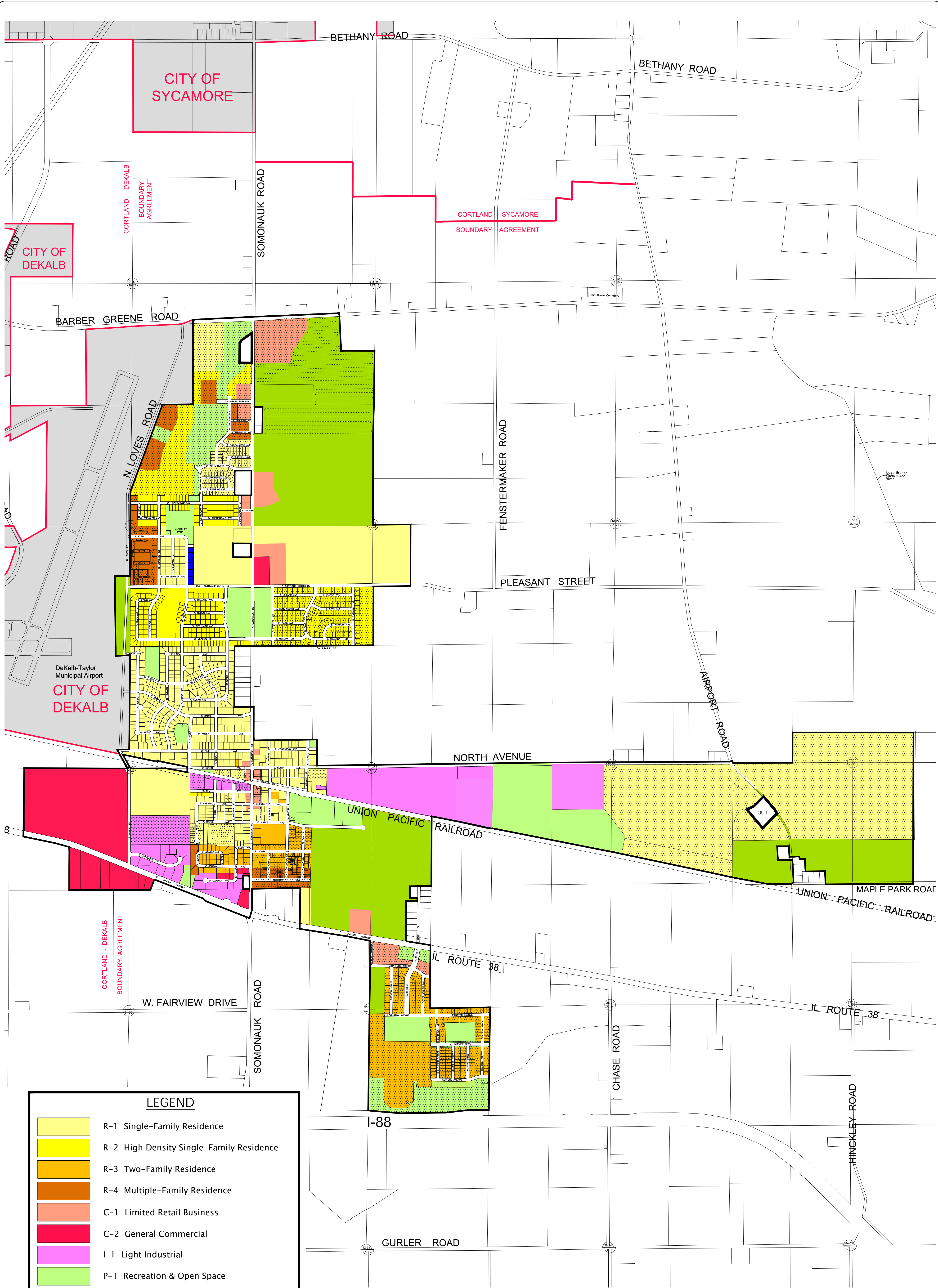
☐ BOARD REVIEW OF PENDING BUSINESS ☒ NEW BUSINESS ☐ CONCERNS ☐ STAFF REPORTS
☐ COMMITTEE OF THE WHOLE ☐ PRESIDENT'S REPORT ☐ CONSENT AGENDA ☐ UNFINISHED BUSINESS
☐ PUBLIC HEARING

Prepared by: BCW

Approved by:

Date

f:\engineering and zoning\2025\board meetings\022425\2024 zoning map\agenda request - zoning map 2024.doc



LEGEND

R-1 Single-Family Residence

R-2 High Density Single-Family Residence

R-3 Two-Family Residence

R-4 Multiple-Family Residence

C-1 Limited Retail Business

C-2 General Commercial

I-1 Light Industrial

P-1 Recreation & Open Space

AG Agricultural

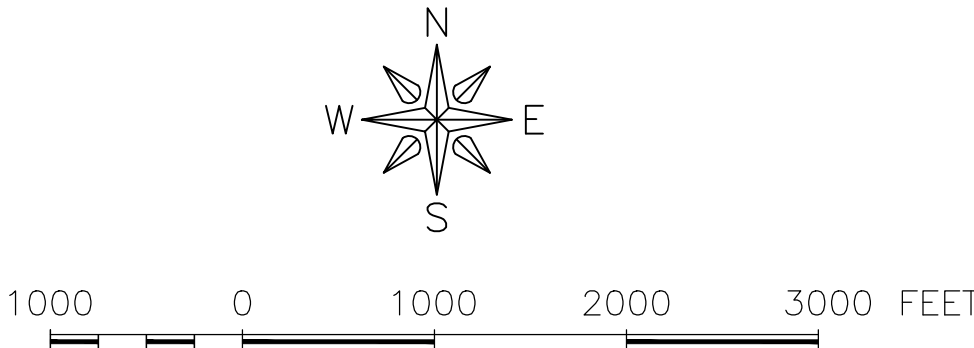
AO Aspen Drive Overlay

Special Use

Official Zoning Map of Town of Cortland illustrating existing zoning districts, regulations, and classifications of the Town of Cortland in effect on and prior to December 31, 2024, is available for public inspection at the Town Hall, 59 S. Somonauk Road, Cortland, Illinois, during business hours. This is provided in accordance with the requirements of Chapter 65 ILCS 5/11-13-19 of the Illinois Compiled Statutes.

2024 Official Zoning Map

Town Of Cortland, Illinois





Illinois Department of Transportation

Office of Finance and Administration / Bureau of Investigations and Compliance
2300 South Dirksen Parkway / Springfield, Illinois 62764

February 6, 2025

Ms. Cheryl Aldis
Town Clerk
Town of Cortland
59 South Somonauk Road
Cortland, IL 60112

SUBJECT: Motor Fuel Tax Audit for Town of Cortland Fiscal Year: 2022
Audit Report Number: 25-30-008

Dear Ms. Cheryl Aldis:

The Motor Fuel Tax Audit Services Unit of the Bureau of Investigations and Compliance has completed an audit of the Town of Cortland Motor Fuel Tax funds (MFT) for the fiscal year 2022 ending April 30, 2022.

The objective of the audit was to provide reasonable assurance that the Local Public Agency (LPA) properly administered its MFT funds in compliance with the Illinois Highway Code (605 ILCS 5/), the Bureau of Local Roads and Streets (BLRS) manual and in accordance with the policies, procedures and administrative requirements set forth by the Illinois Department of Transportation (IDOT).

It is the LPA's responsibility to establish and maintain effective internal controls that provide reasonable assurance of compliance with appropriate requirements and take corrective action when instances of noncompliance are identified, including corrective action on audit findings.

In fulfilling these responsibilities, estimates and judgements made by the LPA are required to assess the expected benefits and related costs of control procedures. Due to inherent limitations in any system of internal controls, errors or irregularities may occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or the degree of compliance with the procedures may deteriorate.

The auditors are required to exercise due professional care in performing audits. In doing so, the audit procedures were designed, and the audit conducted to ensure auditors were alert to the possibility of wrongdoing, errors and omissions, inefficiency, waste, ineffectiveness and conflict of interest. The auditors were also cognizant of conditions and activities where irregularities are most likely to occur.

It is the auditor's responsibility to express an opinion on the LPA's compliance based on the examination. Standardized audit procedures were conducted to the extent necessary for expressing an opinion on the LPA's administration and use of

- 2 -

MFT funds. These procedures included examining, on a test basis, evidence about the LPA's compliance with those requirements. The examination provides a reasonable basis for the auditor's opinion and does not provide a legal determination on the LPA's compliance with specified requirements.

The audit was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole and would not necessarily disclose all material weaknesses in the system. Accordingly, an opinion on the system of internal accounting controls for the town of Cortland was not expressed.

Opinion

Based on the audit, it is BIC's opinion that the LPA has complied with applicable laws, regulations and administrative requirements and fairly presented the financial claims regarding their Motor Fuel Tax funds.

This report is intended solely for the use of management of the town of Cortland and the State of Illinois, Department of Transportation, and it should not be used for any other purpose.

If you have any questions, please contact Jennifer Grafelman by email at Jennifer.Grafelman@illinois.gov or by phone at (217) 785-7758.

**Megan
Moldenhauer**

Digitally signed by
Megan Moldenhauer
Date: 2025.02.06
13:58:10 -06'00'

Megan Moldenhauer, CPA
Section Chief
Financial Review and Investigations
Bureau of Investigations and Compliance

MM:JG:UK:jec

cc: Greg S. Lupton, Acting Bureau Chief of Local Roads and Streets
Holly Primm, Local Planning & Programming Manager
Steve Chery, Engineer of Local Road and Streets, District 3
Mark Pietrowski, Mayor, Town of Cortland
Julie Wons, Finance Manager, Lauterbach & Amen, LLP
Mary Frost, Accountant, Lauterbach & Amen, LLP



Public Works Department Monthly Report January 2025

Listed below is a summary of the activities of the Public Works Department for January

STREETS, PROPERTIES, AND STORM SEWER

- Completed pothole patching.
- Completed sign inventory assessment and ordered signs.
- Move all shop supplies to PW building and reorganize all materials and tools. All PW employees report to and start the workday at the PW building. This continues to improve teamwork and efficiency within the PW department.
- Constructed a barricade trailer.
- Installed the new, proper sized flagpole at the Veteran's Memorial.
- Completed inspections/site visits with the new insurance company.

SNOWPLOWING AND ICE CONTROL

- 772 miles were driven during snow/ice removal operations in January.
- 109.5 tons of salt were used in January.

TRAINING

- Entry Level Driver Training was started for the two employees that do not have CDL's.
- Snow and Ice removal operations training was completed by all PW staff.
- Annual sexual harassment prevention training was completed by all PW staff.
- All PW staff completed various training topics as required by Illinois OSHA.

EQUIPMENT/VEHICLE MAINTENANCE AND REPAIRS

- Squad 21 – Oil change
- Squad 20 – Oil Change and replace headlight.
- Squad 17 – Replace upper radiator hose and clamp and top off coolant.
 - Water truck #1 – Oil change
 - Water truck #2 – Oil change
- Installed more LED warning light on the bucket truck.
 - Took the bucket truck to the safety lane.

WATER AND WASTEWATER

GENERAL

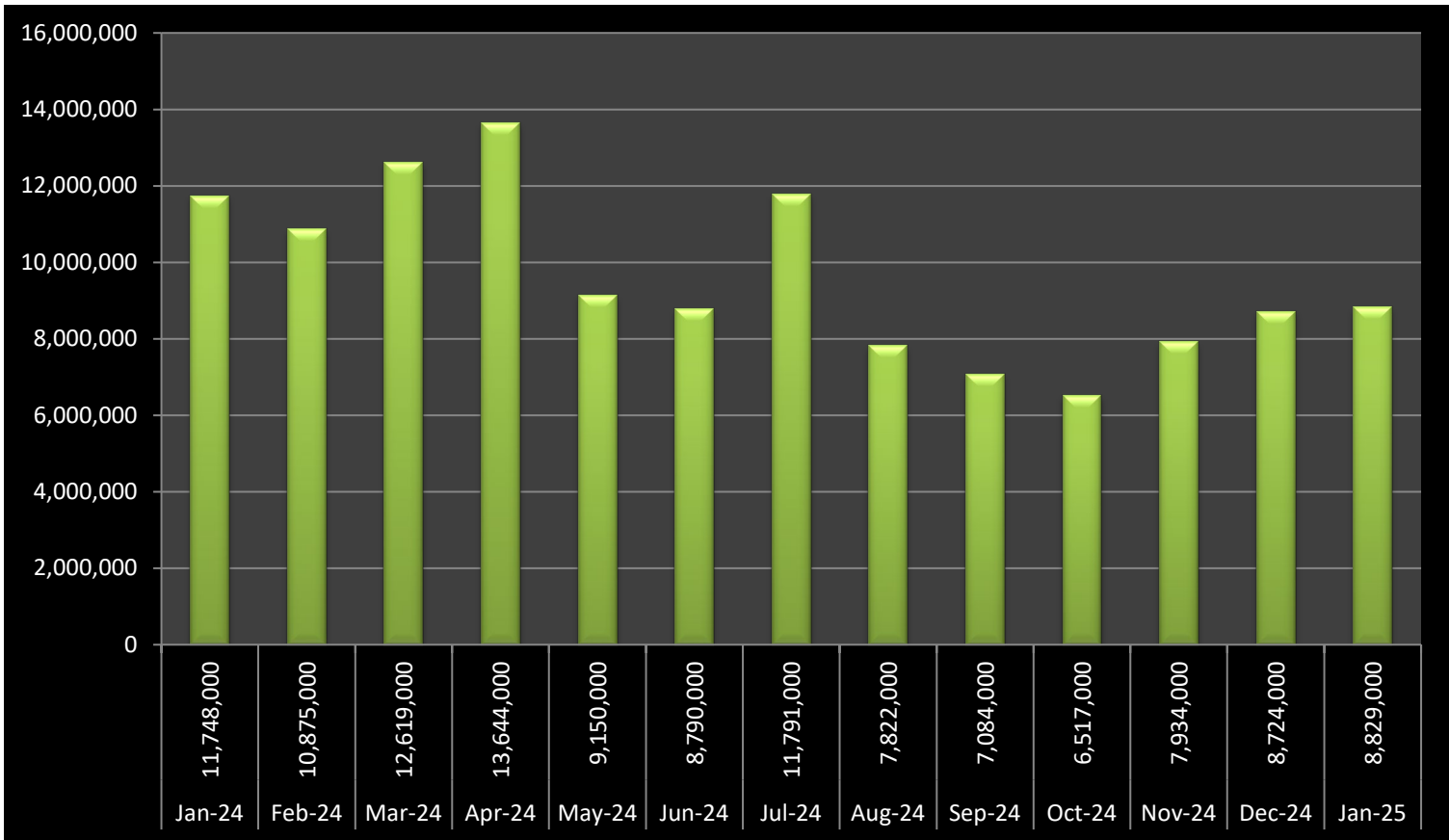
- Completed work orders for:

Shut-Off Service:	0
Turn On Service:	0
Final Read:	5
Courtesy Read:	3
Julie Locate Requests:	119
New Meters Installed:	6
Existing Meters Replaced with New Meters:	8
Other:	0
Final Inspections:	5
Total Work Orders:	27

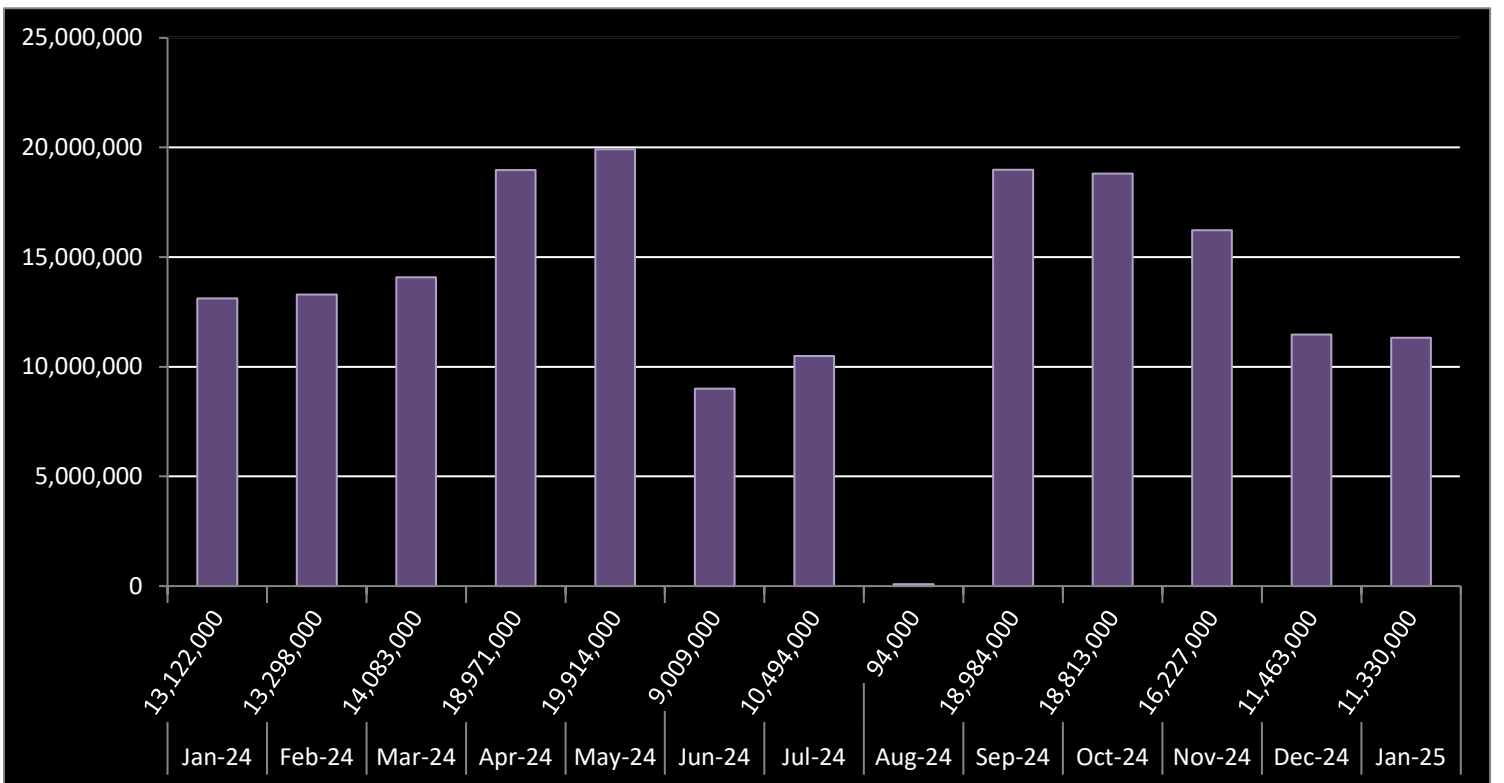
WASTEWATER

- Total raw wastewater flow into the plant (Influent) 8,829,000
- Total treated wastewater from the plant: (Effluent) 11,330,000
- Completed monthly wastewater sampling.
- Completed normal sewer main jetting.
- Completed compressor maintenance.
- Installed new battery on the generator at LS #5

INFLUENT

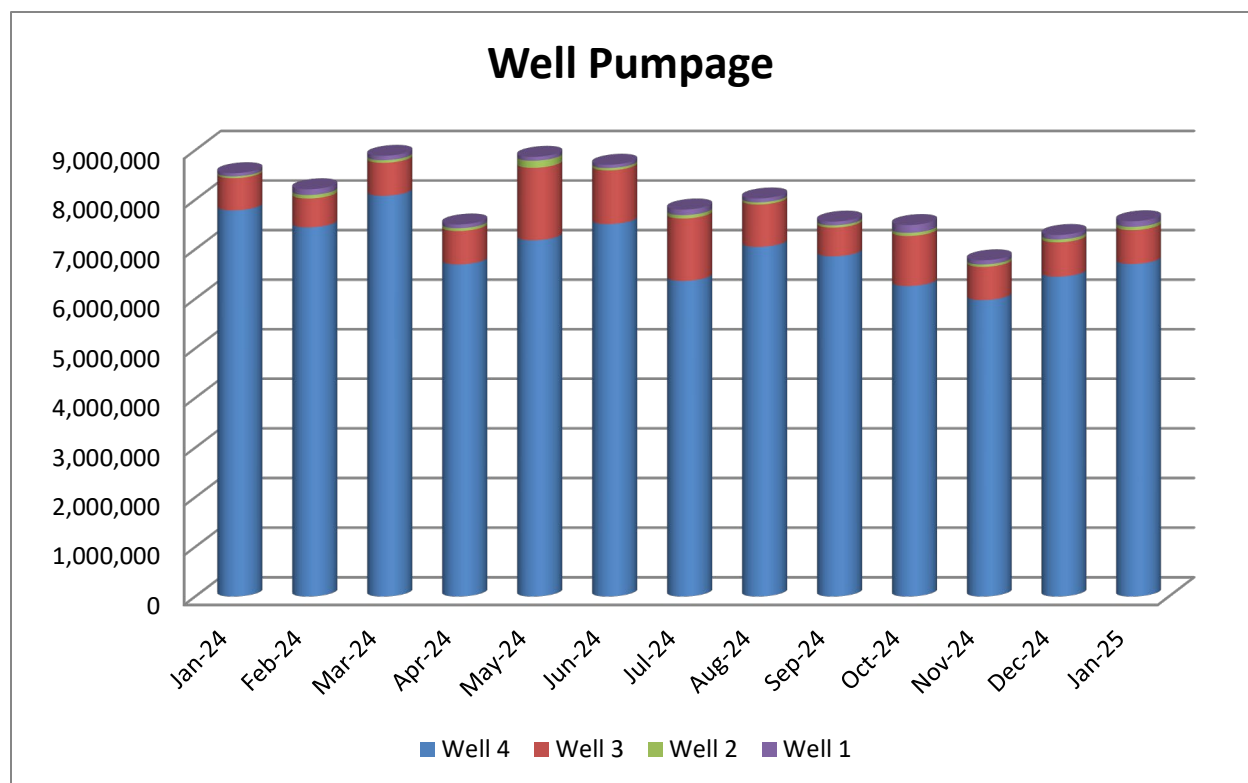


EFFLUENT



WATER

- Completed daily lab samples related to water quality. (pH, Fluoride, Chlorine, Hardness)
- Monthly chemical injection reports were complete and mailed to the IEPA.
- Completed monthly sampling.
- Distributed tags for disconnections
- Read meters.
- Distributed tags for meter changes



Well 1	112,700
Well 2	64,583
Well 3	685,000
Well 4	6,705,100

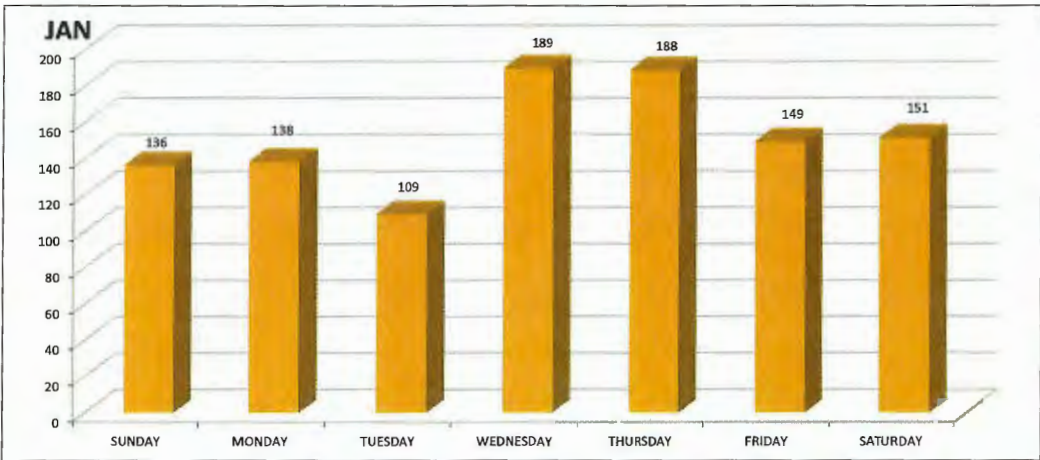
Total pumpage of treated water from wells for January: 7,567,383

CORTLAND POLICE DEPARTMENT 2025

SUMMARY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Group A Offenses (NIBRS)	8												8
Mental Health Calls (NIBRS)	4												4
Community Contacts	49												49
Drug Offenses	0												0
Alcohol Offenses	0												0
Juvenile Offenses	0												0
Municipal Code	9												9
Traffic Stops	46												46
Warnings	39												39
Tickets Issued	5												5
Accidents	3												3
Criminal Arrests	2												2
*Warrant Arrests (# also included in Criminal Arrests)	0												0
Calls For Service	1,060												1,060
CAD Events	124												124
Case Reports	39												39
Parking Tickets	0												0
Total	1,388	0	0	0	0	0	0	0	0	0	0	0	1,388

SPECIAL SERVICES FOR JAN 2025

ASSIST OTHER AGENCIES	10
ASSIST MOTORISTS	06
KEYS IN CAR	08
HOUSE/BUSINESS CHECK	122
EXTRA PATROL	291
FOOT PATROL	00
SCHOOL PATROL	14
STATIONARY PATROL	204
CONCENTRATED PATROL	21
COMMUNITY CONTACT	49



SQUAD CAR MILEAGE as of JAN2025

VEHICLE	YEAR	MILES
Ford Explorer	2021	26839
Ford Explorer	2017	125580
Ford Taurus	2018	70789
Ford Taurus	2019	41878
Chevy Tahoe	2020	46795

SQUAD CAR EXPENSES JAN 2025

(01-6200-241)

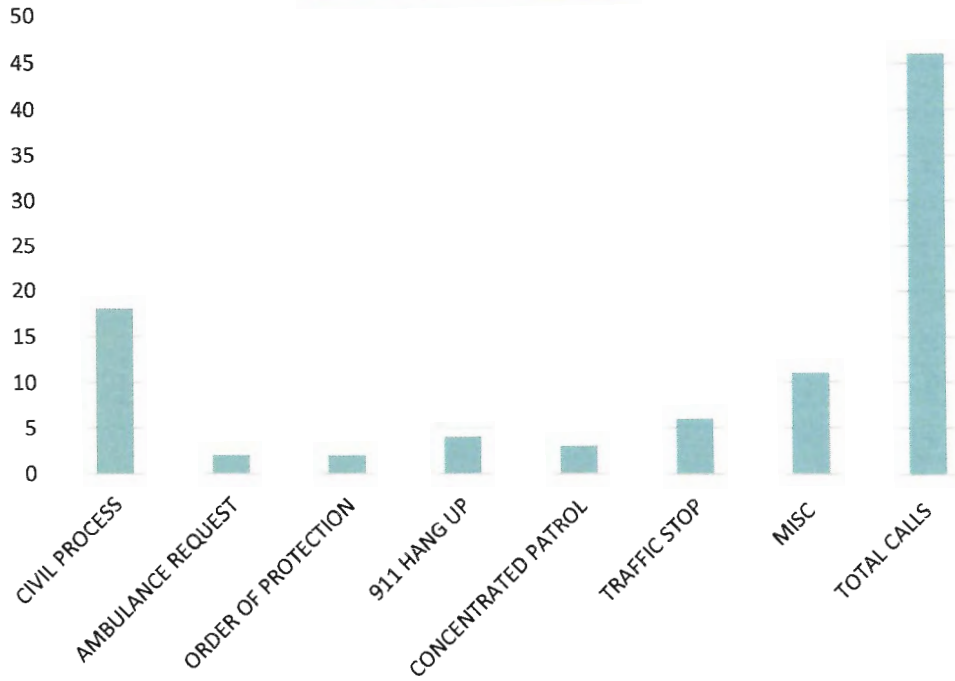
3D	\$852.74
Napa	\$300.43

THRU JAN2025									
	CORYELL	DARGIS	HARRIS	RYDER	HOPKINS	SAWYER	SCHAIBL	VANWANKU	
SUMMARY	9722	971	974	976	979	977	E 978	M 972	TOTAL
Case Reports	6	1	15	1	1	5	9	1	39
Community Contacts	0	0	4	7	18	19	0	1	49
Warnings	26	0	0	2	0	11	0	0	39
Tickets Issued	0	0	0	0	0	3	2	0	5
Accidents	0	0	1	0	0	1	1	0	3
Criminal Arrests	0	0	1	0	0	0	1	0	2
Total Calls	260	5	138	40	131	316	144	12	1046
Traffic Stops	31	0	0	1	0	12	1	0	45
Self Initiated	239	1	124	30	115	294	111	9	923
Parking Tickets	0	0	0	0	0	0	0	0	0
Total	562	7	283	81	265	661	269	23	2151

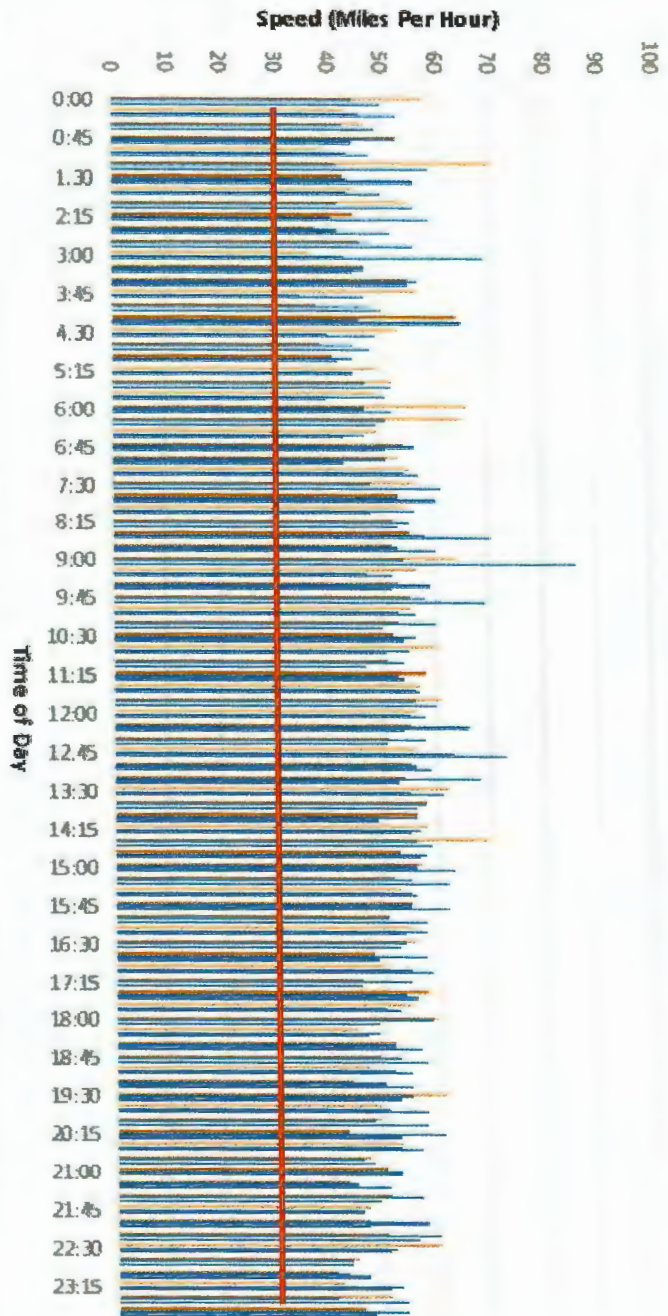
COUNTY CALLS AFTER HOURS

CIVIL PROCESS	AMBULA NCE REQUEST	ORDER OF PROTECTI ON	911 HANG UP	CONCENTR ATED PATROL	TRAFFIC STOP	MISC	TOTAL CALLS
18	2	2	4	3	6	11	46

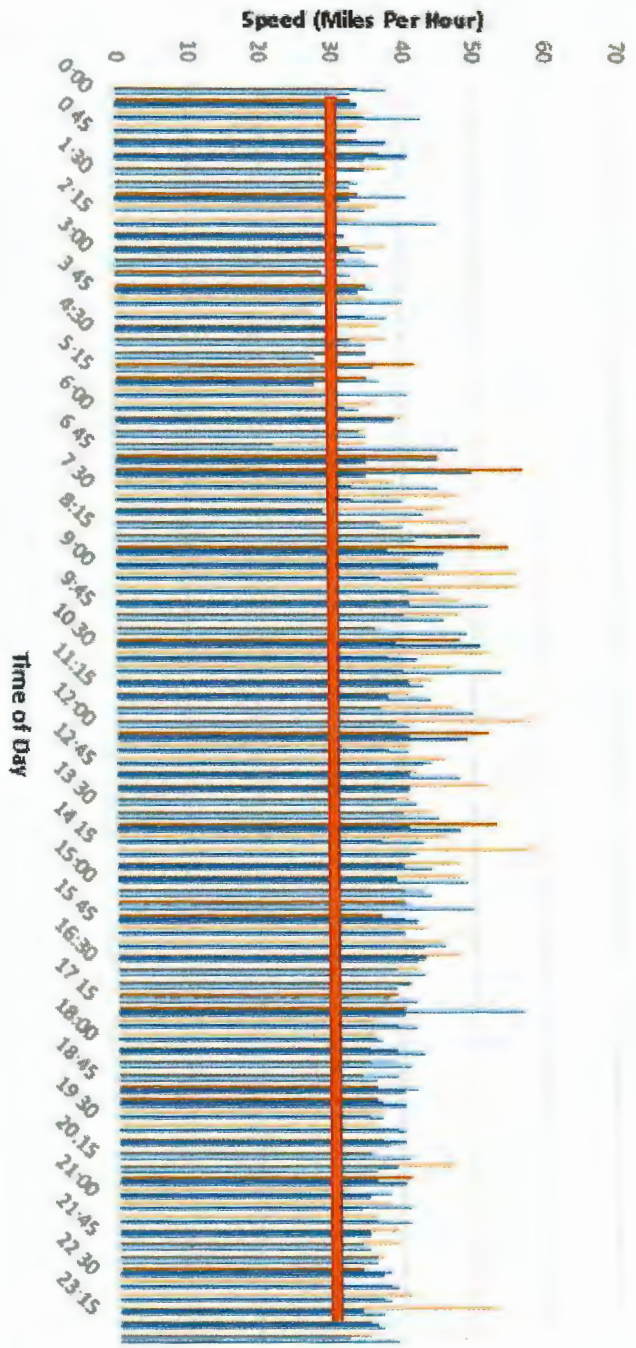
DCSO Cortland Calls



Speed Study
Southboud Somonauk at Cortland Center
January 1st, 2025 through January 3rd, 2025



Speed Study Somonauk Northbound at South Ave.
January 1st, 2025 - January 3rd, 2025



2025 MONTHLY PERMITS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
NEW CONSTRUCTION											
RESIDENTIAL											
INDUSTRIAL / COMMERCIAL BLDG											
SALT SHED											
REMODELING/RENOVATION											
ELECTRICAL / ELEC SERVICE UPGRADE											
PLUMBING											
HVAC	1										
REMODEL / REPAIR / ALTERATION											
REPLACEMENT DOORS											
REPLACEMENT WINDOWS	1										
ROOF	2										
SIDING	2										
ADDITION											
DEMOLITION											
GARAGE											
HOUSE											
INDUSTRIAL / COMMERCIAL BLDG											
OTHER											
MISCELLANEOUS											
FIRE ALARM SYSTEM											
FIRE SPRINKLER SYSTEM											
IRRIGATION SYSTEM ELECTRICAL											
WATER SERVICE											
SITE GRADING											
ALL OTHER IMPROVEMENTS											
DECK	1										
DRIVEWAY / DRIVEWAY EXT											
FENCE	1										
FIREPLACE											
GARAGE											
OUTDOOR FIREPLACE/ PATIO WALL											
PERGOLA/GAZEBO											
PAVING											
POOL / HOT TUB											
PORCH											
RAMP											
SHED											
SIDEWALK											
SIGN											
SOLAR PANELS - RESIDENTIAL	3										
SOLAR PANELS - COMMERCIAL											
STAIRS & HANDRAILING											
CONCRETE STEPS/STOOP											
STORAGE BUILDING											
UTILITY PERMIT	1										
WHOLE HOUSE GENERATOR											
TOTAL	12	0	0	0	0	0	0	0	0	0	0

