



**Town of Cortland**  
**Board of Trustees Town Board Special Meeting**

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

December 21, 2023 at 6:00 PM

**AGENDA**

---

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

**APPROVAL OF AGENDA**

**PUBLIC WISHING TO SPEAK**

**PUBLIC HEARING**

1. Tax Levy, Truth in Taxation Combined Levy for all corporate purposes for the Town of Cortland and for the Cortland Community Library, DeKalb County, Illinois for the fiscal year beginning May 1, 2023, and ending April 30, 2024

**NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION**

2. Approval of Annual Tax Levy Ordinances – Julie Wons, Lauterbach & Amen
  - i. Combined Town and Library
  - ii. SSA #1 – NeuCort Lakes Tax Abatement and Levy
  - iii. SSA #9 – Richland Trails Tax Abatement and Levy
3. Possible motion to reconsider vote regarding contract with B&F Construction Code Services Inc. for Plan Review and Building Inspections services  
*(Requires motion from prevailing side of previous vote)*
4. Consideration of motion to approve contract from B&F Construction Code Services Inc. for Plan Review and Building Inspection services  
*(If Motion to Reconsider successfully passes, this motion, if approved, would authorize the mayor to enter into a contract with B&F to provide support regarding plan review and inspection services on an as-needed basis)*

**COMMENTS**

**ADJOURNMENT**

**TOWN OF CORTLAND**  
**ANNUAL TAX LEVY ORDINANCE**  
**ORDINANCE NO. 2023-\_\_\_\_\_**

An Ordinance levying taxes for all corporate purposes for the Town of Cortland and for the Cortland Community Library, DeKalb County, Illinois, for the fiscal year beginning May 1, 2024, and ending April 30, 2025.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS:

SECTION ONE. That the amounts hereinafter set forth, or so much thereof as may be authorized by law, and the same are hereby levied upon all property subject to taxation within the municipality as that property is assessed and equalized for the current year, and for such purposes as: general corporate purposes and maintenance of a public library for the fiscal year of the said TOWN OF CORTLAND, DeKalb County, Illinois, and the said CORTLAND COMMUNITY LIBRARY, DeKalb County, Illinois, beginning May 1, 2024, and ending April 30, 2025.

SECTION TWO. That the amount levied for each object and purpose is placed in a separate column under the heading "Amounts to be Raised by Tax Levy," which appears over same being as follows, to wit:

	AMOUNTS BUDGETED	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	-----	-----	-----
I. General Fund			
Personnel	\$749,226		
Contractual Services	545,087		
Commodities	212,283		
Capital Outlay	221,582		
Debt Service	0		
	-----	-----	-----
TOTAL GENERAL FUND	\$1,728,178	\$1,121,178	\$607,000
	=====	=====	=====
REF: Corporate Fund Property Tax (65 ILCS 5/8-3-1)			\$500,000
IMRF (40 ILCS 5/7-171)			55,000
Social Security Tax (40 ILCS 5/21-110)			52,000
			-----
			\$607,000
			=====

	AMOUNTS BUDGETED	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
II. Police Department			
Personnel	\$688,735		
Contractual Services	154,861		
Commodities	78,949		
Capital Outlay	8,549		
Debt Service	0		
TOTAL POLICE DEPT.	\$931,094	\$737,094	\$194,000
	=====	=====	=====
REF: Police Protection Tax (65 ILCS 5/11-1-3)			\$194,000
			=====
<hr/>			
III. Restricted Assets Fund			
	\$194,831	\$194,831	\$0
TOTAL RESTRICTED ASSETS FUND	\$194,831	\$194,831	\$0
	=====	=====	=====
<hr/>			
IV. Motor Fuel Tax Fund			
General Maintenance Program	\$262,650	\$262,650	\$0
TOTAL MOTOR FUEL TAX	\$262,650	\$262,650	\$0
	=====	=====	=====
<hr/>			
V. Capital Improvement Fund			
Community Programs	\$1,050,600	\$1,050,600	\$0
TOTAL CAPITAL IMPROVEMENT FUND	\$1,050,600	\$1,050,600	\$0
	=====	=====	=====
<hr/>			

	AMOUNTS BUDGETED	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
VI. Sewer System			
Personnel	\$135,291		
Contractual Services	177,263		
Commodities	63,036		
Capital Outlay	138,480		
Debt Service	0		
TOTAL SEWER SYSTEM	\$514,070	\$514,070	\$0
VII. Water System			
Personnel	\$189,675		
Contractual Services	232,662		
Commodities	106,244		
Capital Outlay	180,250		
Debt Service	0		
TOTAL WATER SYSTEM	\$708,831	\$708,831	\$0
VII. Cortland Community Library			
Salaries & Wages	\$175,000		
IMRF Contribution	10,500		
Employee Health Insurance	7,500		
Payroll Taxes	13,000		
Audit	2,000		
Professional Fees	200		
Utilities	4,000		
Repairs & Maintenance	500		
Office Expense	25,000		
Circulation Materials	30,000		
Insurance Expense	5,000		
Miscellaneous	200		
Capital Expenditures	2,000		
Working Cash	5,600		
Emergency Fund	1,000		
TOTAL LIBRARY	\$281,500	\$0	\$281,500
REF: Library Tax (75 ILCS 5/3-4)			\$247,0000
Maintenance & Operations of Library Buildings & Equipment (75 ILCS 5/3-4)			5,0000
IMRF (40 ILCS 5/7-171)			10,500
Audit (65 ILCS 5/8-8-8 and 50 ILCS 310/9)			2,000
Tort Judgments/Liability Tax (745 ILCS 10/9-107)			5,000
Social Security (40 ILCS 5/21-110)			12,000
			\$281,500

	AMOUNTS BUDGETED	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
TAX LEVY SUMMARY			
Corporate Fund Property Tax (65 ILCS 5/8-3-1)			\$500,000
IMRF (40 ILCS 5/7-171)			55,000
Social Security Tax (40 ILCS 5/21-110)			52,000
Police Protection Tax (65 ILCS 5/11-1-3)			194,000
			-----
			\$801,000
			=====
Library Tax (75 ILCS 5/3-4)			\$247,000
Maintenance & Operations of Library Buildings & Equipment (75 ILCS 5/3-4)			5,000
IMRF (40 ILCS 5/7-171)			10,500
Audit (65 ILCS 5/8-8-8 and 50 ILCS 310/9)			2,000
Tort Judgments /Liability Tax (745 ILCS 10/9-107)			5,000
Social Security (40 ILCS 5/21-110)			12,000
			-----
			\$281,500
			=====
Town and Library Levies			\$1,082,500
			=====
Special Service Area #1 Special Tax Levy			\$421.103
Special Service Area #9 Special Tax Levy			207.460
			-----
SSA Levies			\$628,563
			-----
Grand Total Levies			\$1,711,063
			=====

SECTION THREE. That the Town Clerk shall make and file with the County Clerk of said COUNTY OF DEKALB, on or before the last Tuesday in December, a duly certified copy of the Ordinance.

SECTION FOUR. That if any section, subdivision, or sentence of this Ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance.

SECTION FIVE. That this Ordinance shall be in full force and effect after its adoption, as provided by law.

PASSED this 11<sup>th</sup> day of December 2023, A.D., pursuant to a roll call vote by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois.

Ayes:

Nays:

Absent:

APPROVED this 11th day of December 2023:

---

Mark A. Pietrowski, PRESIDENT

ATTEST:

---

Cheryl Aldis, TOWN CLERK

CERTIFICATION OF TAX LEVY ORDINANCE  
TOWN OF CORTLAND

The undersigned, duly elected, qualified, and acting Clerk of the Town of Cortland, DeKalb County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Tax Levy Ordinance of said town for the fiscal year beginning May 1, 2024, and ending April 30, 2025, as adopted on December 11, 2023.

This certification is made and filed pursuant to the requirements of 65 ILCS 5/8-3-1 and 75 ILCS 5/3-4 and on behalf of the Town of Cortland and Cortland Community Library, DeKalb County, Illinois. This certification must be filed by the last Tuesday in December.

Dated this 11<sup>th</sup> Day of December 2023.

---

Cheryl Aldis, Town Clerk

Filed this \_\_\_\_\_ day of December 2023

---

Tasha Sims, County Clerk

## TRUTH IN TAXATION

### CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of the Town of Cortland, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to and in all respects in compliance with the provisions of Section 70 through 85 of the "Truth in Taxation Law (35 ILCS 200/18-55 through 18-95).

The notice and hearing requirements of Section 70 of the Law are not applicable.

The notice requirement of Section 85 is not applicable.

This certificate applies to the 2023 levy.

Date: December 11, 2023

Presiding Officer:

---

Mark A. Pietrowski, President



---

**TOWN OF CORTLAND**

**DEKALB COUNTY**

**STATE OF ILLINOIS**

---

**ORDINANCE NO. 2023-\_\_**

**ORDINANCE ABATING SPECIAL SERVICE AREA TAXES  
FOR SPECIAL SERVICE AREA NUMBER ONE AND  
APPROVING THE AMENDED SPECIAL TAX ROLL**

---

ADOPTED BY THE  
MAYOR AND BOARD OF TRUSTEES  
OF THE  
TOWN OF CORTLAND  
DEKALB COUNTY  
STATE OF ILLINOIS

---

Published in pamphlet form by authority of the Mayor and Board of Trustees of the Town of Cortland, DeKalb County, Illinois this 11<sup>th</sup> day of December 2023.

---

**Ordinance No. 2023-\_\_\_**

**ORDINANCE ABATING SPECIAL SERVICE AREA TAXES  
FOR SPECIAL SERVICE AREA NUMBER ONE AND  
APPROVING THE AMENDED SPECIAL TAX ROLL**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE  
TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

Section 1.     Findings. It is found and declared by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois (the “Town”), as follows:

(a)     The Board of Trustees of the Town adopted Ordinance No. 2007-08 on March 12, 2007 (the “Bond Ordinance”) as amended by Ordinance No. 2007-10 adopted on March 26, 2007 which: (i) provided for the issuance of \$5,730,000 of Special Service Area Number One Special Tax Refunding Bonds, Series 2007 (the “Bonds”), of the Town, for the purpose of issuing bonds to refund certain obligations issued by the Town for the purpose of paying for the costs of certain improvements benefiting Special Service Area Number One (the “Special Service Area”); (ii) provided for the levy of special taxes (the “Special Taxes”) upon all taxable property within the Special Service Area sufficient to pay the principal of the Bonds for each year at maturity or mandatory sinking fund redemption dates and to pay interest and Administrative Expenses (as defined in the Bond Ordinance) of the Special Service Area for each such year; and (iii) authorized the Town to abate the taxes levied pursuant to such Ordinance to the extent the taxes levied exceeded the Special Tax Requirement (as defined in the Bond Ordinance) as calculated pursuant to the Special Service Area Number One Special Tax Roll and Report (the “Special Tax Report”) prepared by MuniCap, Inc. (the “Consultant”).

(b)     Pursuant to the Amended Special Tax Roll for 2023 and Explanation of the Methodology to Amend the Special Tax Roll dated November 6, 2023, prepared by the Consultant (the “Amended Special Tax Roll”), the Consultant of the Town determined that the

Special Tax Requirement for 2023 for the Bonds is \$534,166 and the 2023 Levy for Special Taxes is \$421,103.

Section 2. Abatement of Special Taxes. Of the \$534,166 of Special Taxes levied for calendar year 2023 pursuant to Section 6 of the Bond Ordinance, \$113,063.25 of such Special Tax is hereby abated resulting in a 2023 calendar year levy of \$421,103.23.

Section 3. Extension of Special Taxes. It is the duty of the County Clerk of DeKalb County to abate the Special Tax as provided in Section 2 of this Ordinance and extend the Special Taxes in accordance with the Amended Special Tax Roll attached hereto.

Section 4. Approval of Amended Special Tax Roll. The Board of Trustees of the Town hereby approves the Amended Special Tax Roll for the Special Service Area for the 2023 calendar year levy attached hereto as Exhibit A prepared by the Consultant.

Section 5. Conflicting Ordinances. All ordinances, resolutions, and orders, or parts thereof, in conflict with this Ordinance are repealed to the extent of such conflict. The Town Clerk shall cause this Ordinance to be published in pamphlet form. This Ordinance shall be in full force and effect after passage and publication as provided by law.

Section 6. Filing and Recording of Ordinance. A copy of this Ordinance, including the Amended Special Tax Roll, shall be filed with the County Clerk of DeKalb County and with the Recorder of Deeds of DeKalb County.

PASSED by the Board of Trustees of the Town this December 11, 2023.

Voting Aye (list names): \_\_\_\_\_  
Voting Nay (list names): \_\_\_\_\_  
Abstaining (list names): \_\_\_\_\_  
Absent (list names): \_\_\_\_\_

\_\_\_\_\_  
Cheryl L. Aldis, Town Clerk

SIGNED by the Mayor of the Town this  
December 11, 2023

\_\_\_\_\_  
Mark A. Pietrowski, Mayor

ATTEST:

\_\_\_\_\_  
Cheryl L. Aldis, Town Clerk  
Published in pamphlet form December \_\_\_\_, 2023.

**Cortland Special Service Area Number One  
Town of Cortland, Illinois**

**Exhibit A**

**Special Tax Roll  
Calendar Year 2023**

<b>Parcel Identification Number</b>	<b>Lot Number</b>	<b>2023 Maximum Special Tax</b>	<b>2023 Special Tax Abated</b>	<b>Special Tax to be Collected</b>
09-20-251-001	Outlot A	\$0.00	\$0.00	\$0.00
09-20-252-001	1	\$2,292.56	\$485.25	\$1,807.31
09-20-252-002	2	\$2,292.56	\$485.25	\$1,807.31
09-20-252-003	3	\$2,292.56	\$485.25	\$1,807.31
09-20-252-004	4	\$2,292.56	\$485.25	\$1,807.31
09-20-252-005	5	\$2,292.56	\$485.25	\$1,807.31
09-20-253-001	6	\$2,292.56	\$485.25	\$1,807.31
09-20-253-002	7	\$2,292.56	\$485.25	\$1,807.31
09-20-253-003	8	\$2,292.56	\$485.25	\$1,807.31
09-20-253-004	9	\$2,292.56	\$485.25	\$1,807.31
09-20-253-005	10	\$2,292.56	\$485.25	\$1,807.31
09-20-253-006	11	\$2,292.56	\$485.25	\$1,807.31
09-20-253-007	12	\$2,292.56	\$485.25	\$1,807.31
09-20-253-008	13	\$2,292.56	\$485.25	\$1,807.31
09-20-253-009	14	\$2,292.56	\$485.25	\$1,807.31
09-20-253-010	15	\$2,292.56	\$485.25	\$1,807.31
09-20-253-011	16	\$2,292.56	\$485.25	\$1,807.31
09-20-253-012	17	\$2,292.56	\$485.25	\$1,807.31
09-20-253-013	18	\$2,292.56	\$485.25	\$1,807.31
09-20-254-012	19	\$2,292.56	\$485.25	\$1,807.31
09-20-254-013	20	\$2,292.56	\$485.25	\$1,807.31
09-20-254-014	21	\$2,292.56	\$485.25	\$1,807.31
09-20-254-015	22	\$2,292.56	\$485.25	\$1,807.31
09-20-254-016	23	\$2,292.56	\$485.25	\$1,807.31
09-20-254-017	24	\$2,292.56	\$485.25	\$1,807.31
09-20-254-018	25	\$2,292.56	\$485.25	\$1,807.31
09-20-254-019	26	\$2,292.56	\$485.25	\$1,807.31
09-20-254-020	27	\$2,292.56	\$485.25	\$1,807.31
09-20-254-021	28	\$2,292.56	\$485.25	\$1,807.31
09-20-254-022	29	\$2,292.56	\$485.25	\$1,807.31
09-20-254-001	30	\$2,292.56	\$485.25	\$1,807.31
09-20-254-002	31	\$2,292.56	\$485.25	\$1,807.31
09-20-254-003	32	\$2,292.56	\$485.25	\$1,807.31
09-20-254-004	33	\$2,292.56	\$485.25	\$1,807.31
09-20-254-005	34	\$2,292.56	\$485.25	\$1,807.31
09-20-254-006	35	\$2,292.56	\$485.25	\$1,807.31

Parcel Identification Number	Lot Number	2023 Maximum Special Tax	2023 Special Tax Abated	Special Tax to be Collected
09-20-254-007	36	\$2,292.56	\$485.25	\$1,807.31
09-20-254-008	37	\$2,292.56	\$485.25	\$1,807.31
09-20-254-009	38	\$2,292.56	\$485.25	\$1,807.31
09-20-254-010	39	\$2,292.56	\$485.25	\$1,807.31
09-20-254-011	40	\$2,292.56	\$485.25	\$1,807.31
09-20-276-004	41	\$2,292.56	\$485.25	\$1,807.31
09-20-276-003	42	\$2,292.56	\$485.25	\$1,807.31
09-20-276-002	43	\$2,292.56	\$485.25	\$1,807.31
09-20-276-001	44	\$2,292.56	\$485.25	\$1,807.31
09-20-255-012	45	\$2,292.56	\$485.25	\$1,807.31
09-20-255-013	46	\$2,292.56	\$485.25	\$1,807.31
09-20-255-014	47	\$2,292.56	\$485.25	\$1,807.31
09-20-255-015	48	\$2,292.56	\$485.25	\$1,807.31
09-20-255-016	49	\$2,292.56	\$485.25	\$1,807.31
09-20-255-017	50	\$2,292.56	\$485.25	\$1,807.31
09-20-255-018	51	\$2,292.56	\$485.25	\$1,807.31
09-20-255-019	52	\$2,292.56	\$485.25	\$1,807.31
09-20-255-020	53	\$2,292.56	\$485.25	\$1,807.31
09-20-255-021	54	\$2,292.56	\$485.25	\$1,807.31
09-20-255-022	55	\$2,292.56	\$485.25	\$1,807.31
09-20-255-001	56	\$2,292.56	\$485.25	\$1,807.31
09-20-255-002	57	\$2,292.56	\$485.25	\$1,807.31
09-20-255-003	58	\$2,292.56	\$485.25	\$1,807.31
09-20-255-004	59	\$2,292.56	\$485.25	\$1,807.31
09-20-255-005	60	\$2,292.56	\$485.25	\$1,807.31
09-20-255-006	61	\$2,292.56	\$485.25	\$1,807.31
09-20-255-007	62	\$2,292.56	\$485.25	\$1,807.31
09-20-255-008	63	\$2,292.56	\$485.25	\$1,807.31
09-20-255-009	64	\$2,292.56	\$485.25	\$1,807.31
09-20-255-010	65	\$2,292.56	\$485.25	\$1,807.31
09-20-255-011	66	\$2,292.56	\$485.25	\$1,807.31
09-20-256-013	67	\$2,292.56	\$485.25	\$1,807.31
09-20-256-012	68	\$2,292.56	\$485.25	\$1,807.31
09-20-256-011	69	\$2,292.56	\$485.25	\$1,807.31
09-20-256-010	70	\$2,292.56	\$485.25	\$1,807.31
09-20-256-009	71	\$2,292.56	\$485.25	\$1,807.31
09-20-256-008	72	\$2,292.56	\$485.25	\$1,807.31
09-20-256-007	73	\$2,292.56	\$485.25	\$1,807.31
09-20-256-006	74	\$2,292.56	\$485.25	\$1,807.31
09-20-256-005	75	\$2,292.56	\$485.25	\$1,807.31
09-20-256-004	76	\$2,292.56	\$485.25	\$1,807.31
09-20-256-003	77	\$2,292.56	\$485.25	\$1,807.31
09-20-256-002	78	\$2,292.56	\$485.25	\$1,807.31

Parcel Identification Number	Lot Number	2023 Maximum Special Tax	2023 Special Tax Abated	Special Tax to be Collected
09-20-256-001	79	\$2,292.56	\$485.25	\$1,807.31
09-20-256-027	80	\$2,292.56	\$485.25	\$1,807.31
09-20-256-026	81	\$2,292.56	\$485.25	\$1,807.31
09-20-256-025	82	\$2,292.56	\$485.25	\$1,807.31
09-20-256-024	83	\$2,292.56	\$485.25	\$1,807.31
09-20-256-023	84	\$2,292.56	\$485.25	\$1,807.31
09-20-256-022	85	\$2,292.56	\$485.25	\$1,807.31
09-20-256-021	86	\$2,292.56	\$485.25	\$1,807.31
09-20-256-020	87	\$2,292.56	\$485.25	\$1,807.31
09-20-256-019	88	\$2,292.56	\$485.25	\$1,807.31
09-20-256-018	89	\$2,292.56	\$485.25	\$1,807.31
09-20-256-017	90	\$2,292.56	\$485.25	\$1,807.31
09-20-256-016	91	\$2,292.56	\$485.25	\$1,807.31
09-20-256-015	92	\$2,292.56	\$485.25	\$1,807.31
09-20-256-014	93	\$2,292.56	\$485.25	\$1,807.31
09-20-257-001	94	\$2,292.56	\$485.25	\$1,807.31
09-20-257-002	95	\$2,292.56	\$485.25	\$1,807.31
09-20-257-003	96	\$2,292.56	\$485.25	\$1,807.31
09-20-257-004	97	\$2,292.56	\$485.25	\$1,807.31
09-20-257-005	98	\$2,292.56	\$485.25	\$1,807.31
09-20-257-006	99	\$2,292.56	\$485.25	\$1,807.31
09-20-257-007	100	\$2,292.56	\$485.25	\$1,807.31
09-20-257-008	101	\$2,292.56	\$485.25	\$1,807.31
09-20-257-009	102	\$2,292.56	\$485.25	\$1,807.31
09-20-257-010	103	\$2,292.56	\$485.25	\$1,807.31
09-20-257-011	104	\$2,292.56	\$485.25	\$1,807.31
09-20-257-012	105	\$2,292.56	\$485.25	\$1,807.31
09-20-257-013	106	\$2,292.56	\$485.25	\$1,807.31
09-20-257-014	107	\$2,292.56	\$485.25	\$1,807.31
09-20-257-015	108	\$2,292.56	\$485.25	\$1,807.31
09-20-276-005	Outlot C	\$0.00	\$0.00	\$0.00
09-20-278-001	109	\$2,292.56	\$485.25	\$1,807.31
09-20-278-002	110	\$2,292.56	\$485.25	\$1,807.31
09-20-278-003	111	\$2,292.56	\$485.25	\$1,807.31
09-20-278-004	112	\$2,292.56	\$485.25	\$1,807.31
09-20-278-005	113	\$2,292.56	\$485.25	\$1,807.31
09-20-278-006	114	\$2,292.56	\$485.25	\$1,807.31
09-20-278-007	115	\$2,292.56	\$485.25	\$1,807.31
09-20-278-008	116	\$2,292.56	\$485.25	\$1,807.31
09-20-278-009	117	\$2,292.56	\$485.25	\$1,807.31
09-20-278-010	118	\$2,292.56	\$485.25	\$1,807.31
09-20-278-011	119	\$2,292.56	\$485.25	\$1,807.31
09-20-278-012	120	\$2,292.56	\$485.25	\$1,807.31

Parcel Identification Number	Lot Number	2023 Maximum Special Tax	2023 Special Tax Abated	Special Tax to be Collected
09-20-277-001	121	\$2,292.56	\$485.25	\$1,807.31
09-20-277-002	122	\$2,292.56	\$485.25	\$1,807.31
09-20-277-003	123	\$2,292.56	\$485.25	\$1,807.31
09-20-277-004	124	\$2,292.56	\$485.25	\$1,807.31
09-20-277-005	125	Prepaid	Prepaid	Prepaid
09-20-277-006	126	\$2,292.56	\$485.25	\$1,807.31
09-20-277-007	127	\$2,292.56	\$485.25	\$1,807.31
09-20-277-008	128	\$2,292.56	\$485.25	\$1,807.31
09-20-277-009	129	\$2,292.56	\$485.25	\$1,807.31
09-20-277-010	130	\$2,292.56	\$485.25	\$1,807.31
09-20-277-011	131	\$2,292.56	\$485.25	\$1,807.31
09-20-277-012	132	\$2,292.56	\$485.25	\$1,807.31
09-20-277-013	133	\$2,292.56	\$485.25	\$1,807.31
09-20-277-014	134	\$2,292.56	\$485.25	\$1,807.31
09-20-277-015	135	\$2,292.56	\$485.25	\$1,807.31
09-20-277-016	136	\$2,292.56	\$485.25	\$1,807.31
09-20-277-017	137	\$2,292.56	\$485.25	\$1,807.31
09-20-277-018	138	\$2,292.56	\$485.25	\$1,807.31
09-20-277-019	139	\$2,292.56	\$485.25	\$1,807.31
09-20-277-020	140	\$2,292.56	\$485.25	\$1,807.31
09-20-277-021	141	\$2,292.56	\$485.25	\$1,807.31
09-20-277-022	142	\$2,292.56	\$485.25	\$1,807.31
09-20-277-023	143	\$2,292.56	\$485.25	\$1,807.31
09-20-277-024	144	\$2,292.56	\$485.25	\$1,807.31
09-20-277-025	145	\$2,292.56	\$485.25	\$1,807.31
09-20-277-026	146	\$2,292.56	\$485.25	\$1,807.31
09-20-277-027	147	\$2,292.56	\$485.25	\$1,807.31
09-20-276-021	148	\$2,292.56	\$485.25	\$1,807.31
09-20-276-020	149	\$2,292.56	\$485.25	\$1,807.31
09-20-276-019	150	\$2,292.56	\$485.25	\$1,807.31
09-20-276-018	151	\$2,292.56	\$485.25	\$1,807.31
09-20-276-017	152	\$2,292.56	\$485.25	\$1,807.31
09-20-276-016	153	\$2,292.56	\$485.25	\$1,807.31
09-20-276-015	154	\$2,292.56	\$485.25	\$1,807.31
09-20-276-014	155	\$2,292.56	\$485.25	\$1,807.31
09-20-276-013	156	\$2,292.56	\$485.25	\$1,807.31
09-20-276-012	157	\$2,292.56	\$485.25	\$1,807.31
09-20-276-011	158	\$2,292.56	\$485.25	\$1,807.31
09-20-276-010	159	\$2,292.56	\$485.25	\$1,807.31
09-20-276-009	160	\$2,292.56	\$485.25	\$1,807.31
09-20-276-008	161	\$2,292.56	\$485.25	\$1,807.31
09-20-276-007	162	\$2,292.56	\$485.25	\$1,807.31
09-20-276-006	163	\$2,292.56	\$485.25	\$1,807.31



Parcel Identification Number	Lot Number	2023 Maximum Special Tax	2023 Special Tax Abated	Special Tax to be Collected
09-20-276-040	164	\$2,292.56	\$485.25	\$1,807.31
09-20-276-039	165	\$2,292.56	\$485.25	\$1,807.31
09-20-276-038	166	\$2,292.56	\$485.25	\$1,807.31
09-20-276-037	167	\$2,292.56	\$485.25	\$1,807.31
09-20-276-036	168	\$2,292.56	\$485.25	\$1,807.31
09-20-276-035	169	\$2,292.56	\$485.25	\$1,807.31
09-20-276-034	170	\$2,292.56	\$485.25	\$1,807.31
09-20-276-033	171	\$2,292.56	\$485.25	\$1,807.31
09-20-276-032	172	\$2,292.56	\$485.25	\$1,807.31
09-20-276-031	173	\$2,292.56	\$485.25	\$1,807.31
09-20-276-030	174	\$2,292.56	\$485.25	\$1,807.31
09-20-276-029	175	\$2,292.56	\$485.25	\$1,807.31
09-20-276-028	176	\$2,292.56	\$485.25	\$1,807.31
09-20-276-027	177	\$2,292.56	\$485.25	\$1,807.31
09-20-276-026	178	\$2,292.56	\$485.25	\$1,807.31
09-20-276-025	179	\$2,292.56	\$485.25	\$1,807.31
09-20-276-024	180	\$2,292.56	\$485.25	\$1,807.31
09-20-276-023	181	\$2,292.56	\$485.25	\$1,807.31
09-20-276-022	182	\$2,292.56	\$485.25	\$1,807.31
09-20-281-001	183	\$2,292.56	\$485.25	\$1,807.31
09-20-281-002	184	\$2,292.56	\$485.25	\$1,807.31
09-20-281-003	185	\$2,292.56	\$485.25	\$1,807.31
09-20-281-004	186	\$2,292.56	\$485.25	\$1,807.31
09-20-281-005	187	\$2,292.56	\$485.25	\$1,807.31
09-20-281-006	188	\$2,292.56	\$485.25	\$1,807.31
09-20-281-007	189	\$2,292.56	\$485.25	\$1,807.31
09-20-281-008	190	\$2,292.56	\$485.25	\$1,807.31
09-20-281-009	191	\$2,292.56	\$485.25	\$1,807.31
09-20-281-010	192	\$2,292.56	\$485.25	\$1,807.31
09-20-281-011	193	\$2,292.56	\$485.25	\$1,807.31
09-20-281-012	194	\$2,292.56	\$485.25	\$1,807.31
09-20-281-013	195	\$2,292.56	\$485.25	\$1,807.31
09-20-281-014	196	\$2,292.56	\$485.25	\$1,807.31
09-20-281-015	197	\$2,292.56	\$485.25	\$1,807.31
09-20-281-016	198	\$2,292.56	\$485.25	\$1,807.31
09-20-281-017	199	\$2,292.56	\$485.25	\$1,807.31
09-20-281-018	200	\$2,292.56	\$485.25	\$1,807.31
09-20-253-014	201	\$2,292.56	\$485.25	\$1,807.31
09-20-282-001	202	\$2,292.56	\$485.25	\$1,807.31
09-20-282-002	203	\$2,292.56	\$485.25	\$1,807.31
09-20-282-003	204	\$2,292.56	\$485.25	\$1,807.31
09-20-282-004	205	\$2,292.56	\$485.25	\$1,807.31
09-20-282-005	206	\$2,292.56	\$485.25	\$1,807.31

Parcel Identification Number	Lot Number	2023 Maximum Special Tax	2023 Special Tax Abated	Special Tax to be Collected
09-20-282-006	207	\$2,292.56	\$485.25	\$1,807.31
09-20-282-007	208	\$2,292.56	\$485.25	\$1,807.31
09-20-282-008	209	\$2,292.56	\$485.25	\$1,807.31
09-20-282-009	210	\$2,292.56	\$485.25	\$1,807.31
09-20-282-010	211	\$2,292.56	\$485.25	\$1,807.31
09-20-282-011	212	\$2,292.56	\$485.25	\$1,807.31
09-20-282-012	213	\$2,292.56	\$485.25	\$1,807.31
09-20-282-013	214	\$2,292.56	\$485.25	\$1,807.31
09-20-280-001	215	\$2,292.56	\$485.25	\$1,807.31
09-20-280-002	216	\$2,292.56	\$485.25	\$1,807.31
09-20-280-003	217	\$2,292.56	\$485.25	\$1,807.31
09-20-280-004	218	\$2,292.56	\$485.25	\$1,807.31
09-20-280-005	219	\$2,292.56	\$485.25	\$1,807.31
09-20-280-006	220	\$2,292.56	\$485.25	\$1,807.31
09-20-280-007	221	Prepaid	Prepaid	Prepaid
09-20-280-008	222	\$2,292.56	\$485.25	\$1,807.31
09-20-280-009	223	\$2,292.56	\$485.25	\$1,807.31
09-20-280-010	224	\$2,292.56	\$485.25	\$1,807.31
09-20-279-001	225	\$2,292.56	\$485.25	\$1,807.31
09-20-279-002	226	\$2,292.56	\$485.25	\$1,807.31
09-20-279-003	227	\$2,292.56	\$485.25	\$1,807.31
09-20-279-004	228	\$2,292.56	\$485.25	\$1,807.31
09-20-279-005	229	\$2,292.56	\$485.25	\$1,807.31
09-20-279-006	230	\$2,292.56	\$485.25	\$1,807.31
09-20-279-007	231	\$2,292.56	\$485.25	\$1,807.31
09-20-279-008	232	\$2,292.56	\$485.25	\$1,807.31
09-20-279-009	233	\$2,292.56	\$485.25	\$1,807.31
09-20-279-010	234	\$2,292.56	\$485.25	\$1,807.31
09-20-279-011	235	\$2,292.56	\$485.25	\$1,807.31
09-20-279-012	236 (SWM Pond)	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$534,166.48</b>	<b>\$113,063.25</b>	<b>\$421,103.23</b>

---

**TOWN OF CORTLAND**

**DEKALB COUNTY**

**STATE OF ILLINOIS**

---

**ORDINANCE NO. 2023-\_\_\_\_\_**

**ORDINANCE ABATING SPECIAL SERVICE AREA TAXES  
FOR SPECIAL SERVICE AREA NUMBER NINE;  
AND APPROVING AMENDED SPECIAL TAX ROLL**

---

ADOPTED BY THE  
MAYOR AND BOARD OF TRUSTEES  
OF THE  
TOWN OF CORTLAND  
DEKALB COUNTY  
STATE OF ILLINOIS

---

Published in pamphlet form by authority of the Mayor and Board of Trustees of the Town of Cortland, DeKalb County, Illinois this 11<sup>th</sup> day of December 2023.

---

**Ordinance No. 2023-\_\_**

**ORDINANCE ABATING SPECIAL SERVICE AREA TAXES  
FOR SPECIAL SERVICE AREA NUMBER NINE;  
AND APPROVING AMENDED SPECIAL TAX ROLL**

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Findings; Approval of Amended Special Tax Roll. It is found and declared by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois (the “Town”), as follows:

(a) The Board of Trustees of the Town adopted Ordinance No. 2007-20 on May 21, 2007 (the “Bond Ordinance”) which: (i) provided for the issuance of Special Service Area Number Nine Special Tax Bonds, Series 2007-1 (Richland Trails Project) (the “Bonds”), of the Town, for the purpose of paying for the costs of certain improvements benefiting Special Service Area Number Nine (the “Special Service Area”); (ii) provided for the levy of special taxes (the “Special Taxes”) upon all taxable property within the Special Service Area sufficient to pay the principal of the Bonds for each year at maturity or mandatory sinking fund redemption dates and to pay interest and Administrative Expenses (as defined in the Bond Ordinance) of the Special Service Area for each such year; and (iii) authorized the Town to abate the taxes levied pursuant to such Ordinance to the extent the taxes levied exceeded the Special Tax Requirement (as defined in the Bond Ordinance) as calculated pursuant to the Town of Cortland Special Service Area Number 9 (Richland Trails Project) 2017 Administration Report (the “Special Tax Report”) prepared by David Taussig & Associates, Inc. (the “Consultant”).

(b) The Board of Trustees of the Town adopted Ordinance No. 2015-17 on October 22, 2015 which authorized execution of an Agreement Regarding Payment of Bond and Abatement of Special Taxes (the “Abatement Agreement”) which provided for the reduction in

principal amount of the Bonds and an annual abatement of the special taxes levied on certain undeveloped parcels within the Special Service Area. All Bondholders consented to the execution of the Abatement Agreement.

(c) Pursuant to the Special Tax Report prepared by the Consultant, the Consultant has determined that the Special Tax Requirement for 2023 for the Bonds taking into account the requirement to abate the Special Taxes as directed by the Abatement Agreement is \$263,835. The Special Tax Report and Amended Special Tax Roll attached hereto as Exhibit A is hereby approved.

Section 2. Abatement of Special Taxes. Of the \$471,295 of Special Taxes levied for calendar year 2023, pursuant to Section 6 of the Bond Ordinance, \$263,835 of such Special Tax is hereby abated resulting in a 2023 calendar year levy of \$207,460.

Section 3. Extension of Special Taxes. It is the duty of the County Clerk of DeKalb County to abate the Special Tax as provided in Section 2 of this Ordinance and to extend the Special Taxes in accordance with the Amended Special Tax Roll attached hereto as exhibit A.

Section 4. Conflicting Ordinances. All ordinances, resolutions, and orders, or parts thereof, in conflict with this Ordinance are repealed to the extent of such conflict. The Town Clerk shall cause this Ordinance to be published in pamphlet form. This Ordinance shall be in full force and effect after passage and publication as provided by law.

Section 5. Filing and Recording of Amended Special Tax Roll. A copy of this Ordinance together with the Amended Special Tax Roll shall be filed with the County Clerk of DeKalb County and with the Recorder of Deeds of DeKalb County.

PASSED by the Board of Trustees of the Town on this 11th day of December 2023.

Voting Aye (list names): \_\_\_\_\_  
Voting Nay (list names): \_\_\_\_\_  
Abstaining (list names): \_\_\_\_\_  
Absent (list names): \_\_\_\_\_

\_\_\_\_\_  
Cheryl L. Aldis, Town Clerk

SIGNED by the Mayor of the Town this 11<sup>th</sup>  
day of December 2023

\_\_\_\_\_  
Mark A. Pietrowski, Mayor

ATTEST:

\_\_\_\_\_  
Cheryl L. Aldis, Town Clerk  
Published in pamphlet form December\_\_\_\_, 2023.

**EXHIBIT A****AMENDED SPECIAL TAX ROLL - LEVY YEAR 2023****Town of Cortland****Special Service Area No. 9**

Item 2.

PIN	Lot	Land Use	Number of Units	2023 Special Tax Levy		
				Original Amount Levied	Amount to be Abated	Amount to be Collected
Single Family Property						
09-20-151-001	22	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-002	23	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-003	24	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-004	25	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-005	26	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-006	27	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-007	28	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-009	29	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-010	30	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-011	31	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-012	32	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-013	33	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-014	34	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-015	35	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-016	36	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-017	37	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-018	38	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-019	39	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-020	40	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-021	41	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-022	42	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-023	43	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-024	44	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-025	45	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-026	46	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-027	47	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-028	48	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-030	49	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-031	50	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-032	51	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-033	52	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-034	53	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-035	54	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-151-040	59	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-001	60	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-002	61	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-003	62	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-004	63	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-010	69	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-011	70	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-013	72	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-014	73	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-015	74	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-016	75	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-017	76	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-019	78	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-020	79	SFD	1	\$2,255.00	\$0.00	\$2,255.00

**AMENDED SPECIAL TAX ROLL - LEVY YEAR 2023**

**Town of Cortland  
Special Service Area No. 9**

Item 2.

PIN	Lot	Land Use	Number of Units	2023 Special Tax Levy		
				Original Amount Levied	Amount to be Abated	Amount to be Collected
09-20-152-021	80	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-022	81	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-023	82	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-024	83	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-025	84	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-026	85	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-027	86	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-152-028	87	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-153-001	88	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-153-003	90	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-153-004	91	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-153-005	92	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-153-011	98	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-014	185	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-015	186	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-016	187	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-017	188	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-018	189	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-019	190	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-020	191	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-021	192	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-022	193	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-023	194	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-024	195	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-025	196	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-026	197	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-027	198	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-179-028	199	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-001	8	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-002	9	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-003	10	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-004	11	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-005	12	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-006	13	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-007	14	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-008	15	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-009	16	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-010	17	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-011	18	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-012	19	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-013	20	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-180-014	21	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-181-002	1	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-181-004	3	SFD	1	\$2,255.00	\$0.00	\$2,255.00
09-20-181-005	4	SFD	1	\$2,255.00	\$0.00	\$2,255.00
<b>Subtotal</b>			<b>92</b>	<b>\$207,460.00</b>	<b>\$0.00</b>	<b>\$207,460.00</b>
<b>Prepaid Single Family Property</b>						
09-20-151-036	55	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00



**AMENDED SPECIAL TAX ROLL - LEVY YEAR 2023**

**Town of Cortland  
Special Service Area No. 9**

*Item 2.*

PIN	Lot	Land Use	Number of Units	2023 Special Tax Levy		
				Original Amount Levied	Amount to be Abated	Amount to be Collected
09-20-151-037	56	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-151-038	57	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-151-039	58	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-152-005	64	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-152-006	65	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-152-007	66	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-152-008	67	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-152-009	68	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-152-012	71	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-152-018	77	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-002	89	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-006	93	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-007	94	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-008	95	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-009	96	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-010	97	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-012	99	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-013	100	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-014	101	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-015	102	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-016	103	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-017	202	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-018	203	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-019	204	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-020	205	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-021	206	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-022	207	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-023	208	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-153-024	209	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-001	104	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-002	105	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-003	106	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-004	107	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-005	108	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-006	109	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-007	110	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-008	111	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-009	112	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-010	113	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-011	114	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-012	115	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-013	116	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-176-014	117	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-001	118	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-002	119	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-003	120	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-004	121	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-005	122	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00

**AMENDED SPECIAL TAX ROLL - LEVY YEAR 2023**

**Town of Cortland  
Special Service Area No. 9**

*Item 2.*

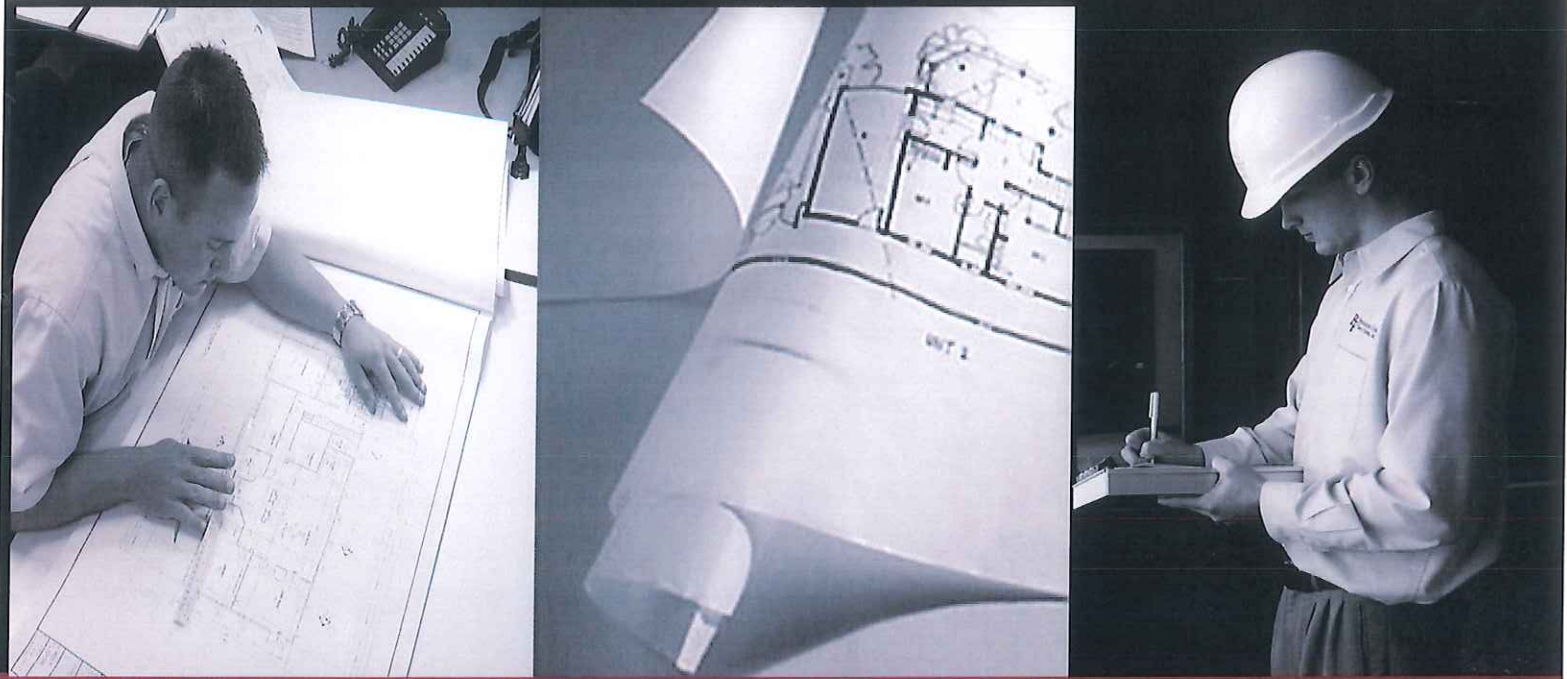
PIN	Lot	Land Use	Number of Units	2023 Special Tax Levy		
				Original Amount Levied	Amount to be Abated	Amount to be Collected
09-20-177-006	123	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-007	124	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-008	125	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-009	126	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-010	127	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-011	128	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-012	129	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-013	130	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-014	131	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-015	132	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-016	133	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-017	134	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-018	135	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-019	136	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-020	137	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-021	138	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-022	139	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-023	140	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-024	141	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-025	142	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-177-026	143	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-001	144	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-002	145	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-003	146	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-004	147	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-005	148	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-006	149	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-007	150	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-008	151	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-009	152	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-010	153	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-011	154	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-012	155	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-013	156	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-014	157	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-015	158	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-016	159	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-017	160	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-018	161	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-019	162	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-020	163	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-021	164	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-022	165	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-023	166	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-024	167	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-025	168	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-026	169	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-178-027	170	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00

**AMENDED SPECIAL TAX ROLL - LEVY YEAR 2023**

**Town of Cortland  
Special Service Area No. 9**

Item 2.

PIN	Lot	Land Use	Number of Units	2023 Special Tax Levy		
				Original Amount Levied	Amount to be Abated	Amount to be Collected
09-20-178-028	171	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-001	172	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-002	173	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-003	174	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-004	175	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-005	176	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-006	177	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-007	178	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-008	179	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-009	180	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-010	181	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-011	182	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-012	183	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-013	184	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-029	200	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-179-030	201	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-181-003	2	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-181-006	5	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-181-007	6	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
09-20-181-008	7	PREPAYS	1	\$2,255.00	\$2,255.00	\$0.00
<b>Subtotal</b>			<b>117</b>	<b>\$263,835.00</b>	<b>\$263,835.00</b>	<b>\$0.00</b>
<b>Exempt</b>						
09-20-151-008	214	EXEMPT	0	\$0.00	\$0.00	\$0.00
09-20-151-029	215	EXEMPT	0	\$0.00	\$0.00	\$0.00
09-20-151-041	211	EXEMPT	0	\$0.00	\$0.00	\$0.00
09-20-153-025	212	EXEMPT	0	\$0.00	\$0.00	\$0.00
09-20-153-026	216	EXEMPT	0	\$0.00	\$0.00	\$0.00
09-20-176-015	210	EXEMPT	0	\$0.00	\$0.00	\$0.00
09-20-181-001	213	EXEMPT	0	\$0.00	\$0.00	\$0.00
09-20-182-001	217	EXEMPT	0	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GRAND TOTALS</b>			<b>209</b>	<b>\$471,295.00</b>	<b>\$263,835.00</b>	<b>\$207,460.00</b>
			(# of units)	(maximum taxes)	(taxes abated)	(taxes levied)



December 6, 2023

Brandy Williams PE, PLS  
Engineer and Zoning Administrator  
Town of Cortland  
59 S. Somonauk Road  
Cortland, IL 60112

Thank you for the opportunity to present an updated proposal for the Town of Cortland. With over 30 years of experience, we are pleased to continue providing a proposal for Plan Review & Building Inspection Services. We look forward to serving the Town of Cortland.

If you have any questions please give Ron Yarbrough a call at 847-428-7010 or email [ryarbrough@bfccs.org](mailto:ryarbrough@bfccs.org).

Sincerely,

*Ron Yarbrough*  
Ron Yarbrough



## **PROFESSIONAL SERVICE AGREEMENT**

### **Statement of Qualifications**

B & F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services. All technical personnel are certified and/or licensed to provide the services as described and requested.

### **Services to be Provided – Plan Review & Building Inspections**

B & F Construction Code Services, Inc. will provide one ICC Certified Inspector to perform residential, commercial/industrial building, mechanical and electrical inspections within the limits of the Town of Cortland in the afternoons on Monday, Wednesday and Friday.

The inspector shall have proper inspection equipment to conduct inspections as required. Equipment shall include a clipboard, flashlight, electrical tester, tape measure and other equipment as determined to provide a quality inspection.

The inspector shall utilize forms acceptable to the Town of Cortland. These forms are three-part carbonless forms. A copy of the inspection report shall be left at the job site with a copy sent to the Municipality and a copy for ourselves.

The inspector shall utilize a B & F Construction Code Services, Inc. company vehicle to conduct inspections.

Inspection hours shall be conducted for fill-ins because of extended absences, heavy workloads, or due to town staff not being qualified.

The inspector will be available during the hours designated above to perform inspections as assigned. The Inspector will not perform fire alarm, fire protection, engineering, or other types of inspections or services outside his/her area of qualification.

### **Digital Plan Review**

We have the capability to perform digital plan review allowing applicants as well as the Village to send and receive plans quicker and more efficiently. If paper plan review is preferred, we can perform that as well. We provide pre-paid shipping via FedEx or pickup and delivery by our staff for paper plans.

## Plan Review Process

Plan reviews submitted to our office are processed within two (2) business days. Upon processing, the Town of Cortland will receive a receipt indicating the scope of the review and the completion date (based on date received). Once reviews are completed, plan review letters are sent to the Village via email and can also be sent directly to the applicant if requested. If the applicant has questions regarding a review comment, our letters contain contact information for each plan reviewer.

## Schedule to Perform Plan Reviews – All Disciplines

All first reviews are performed in nine (9) business days from date they are received in our office and the second and all subsequent reviews are performed within five (5) business days.

If a quicker turnaround time is desired, we offer Priority Express Reviews. These Priority Express or Expedited Reviews are completed in three (3) business days and all second and subsequent reviews are also completed within three (3) business days.

Miscellaneous and simple projects can be reviewed in two (2) to three (3) business days. These reviews are subject to fee for re-reviews.

We have a Director of Technical Services to oversee the entire process and actively manage it to ensure deadlines are met.

## Schedule to Perform Inspections

Inspections require notice the day prior by 3:00 p.m. Inspections can be conducted between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, excluding holidays. Inspection requests shall be emailed to [inspectionrequests@bfccs.org](mailto:inspectionrequests@bfccs.org). Inspections can be made outside of these timeframes on an as requested basis.

The inspections are conducted as progress of the project takes place. All inspections are conducted and are documented with an inspection report indicating the results of the inspection.

Inspectors shall contact customers, upon request, with estimated arrival times. We commit to adhere to inspection arrival times.

## Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services for municipal building departments. All inspection and plan review personnel are certified and/or licensed to provide the services as described.



We currently provide inspections and plan review for the City of Harvey, Villages of Broadview, Matteson, Markham, Riverdale, Brookfield, Forest Park, and Oak Lawn. We provide or have provided inspections and plan review for the Village of Hazel Crest, Richton Park, and University Park. We currently perform complete building department operations for the Villages of Winfield, Burlington, Barrington Hills, and Lake Barrington. We have assisted with complete building department operations in the Villages of Gilberts, Kingston and Hampshire. We also currently provide complete inspection and plan review services to West Chicago, Kingston, Kirkland, Shabbona, Hinckley, Waterman, Mettawa, Manhattan, Inverness, Elwood, Deer Park, Timberlane, and Poplar Grove.

In West Chicago, we provide full code enforcement services and administration including; inspections, notices of violation, tickets, adjudication, correspondence, testimony, etc.

There are other municipalities where we provide fill-in inspections when municipalities are in need of inspectors because of a large short-term workload or because they are down staff members due to vacations or extended leaves of absence. These municipalities include the City of Wheaton and Villages of Wheeling and Romeoville.

B & F Construction Code Services, Inc. performs plan review services for numerous other communities in Illinois and other states such as Michigan, New Jersey and Pennsylvania.

We have completed plan review and inspection services for large projects such as the new 3.8 Million Square Foot Amazon facility in Matteson as well as numerous Casino projects, including Four Winds Casinos in Michigan and Indiana, Bally (formerly Jumers) Casino in Rock Island, and Rivers Casino in Des Plaines.

### **Firm Information and Additional Qualifications**

B & F CONSTRUCTION CODE SERVICES, INC. is led by its founder Richard A. Piccolo who has more than forty years in the code enforcement arena. For many years, we have been providing Plan Reviews, Inspections, Building Department Administration, Code Consulting, and Training Services for Municipal Building Departments, Architectural Firms, Developers and Construction Workers. Our expertise is in all the Major Model Codes including the ICC (International Code Council) series, Illinois Plumbing Code, BOCA, NFPA, Accessibility and accepted industry standards and practices. We have performed over 110,000 plan reviews, conducted more than 600,000 construction inspections and over 220,000 code enforcement inspections. We have trained thousands of industry professionals nationwide. Our services have become the most sought after in the industry because of our continual focus on the three elements we have consistently delivered since inception...Quality, Value and Service.

We have over 50 technical employees which include a full-time staff of qualified, licensed (where applicable) and certified staff of Plans Examiners, Building Inspectors, Property Maintenance Inspectors, and support personnel. Our affiliate company, the Building and



Fire Code Academy (BFCA) provides training nationwide to industry professionals and has received approval by the State of Illinois as a Licensed Vocational School, approval by the International Association of Continuing Education & Training (IACET) and the approval of the American Institute of Architects (AIA).

Some B & F Construction Code Services, Inc. staff are also instructors with the Building & Fire Code Academy. The Building & Fire Code Academy works in conjunction with the State of Illinois and the Illinois Department of Employment Security to provide free training to help unemployed Municipal Building Department employees maintain their certification. BFCA is a State of Illinois Certified Workforce Provider. Individuals participating in a certificate program, or our flagship Code Enforcement Career Development Program receive first hiring preference over other applicants. Additionally, the Building & Fire Code Academy maintains a job placement service for our students.

What is unique about B & F Construction Code Services, Inc. is the combination of conducting inspections and training code officials across the country. Many of our competitors attend our training classes at our office and we appreciate their trust and confidence in our excellence in training.

This separates B & F Construction Code Services, Inc. from its competition and not to mention that all of our staff are company employees and we do not employ contract employees. We provide hours of training to make sure our staff is prepared prior to being assigned to a client.

B & F Construction Code Services, Inc. has developed a system to manage the varying needs of our clients. This includes a proprietary database, which tracks the adopted codes and their local amendments. It also tracks each project, which includes what was submitted, when the project is due, and the status of each project including first and all subsequent reviews.

All of our clients use our plan submittal form with each set of plans submitted. This form gives us the specific type of reviews and any special instructions for each project. A copy of the plan submittal form is attached at the end of this proposal.

We are a professional staff with company uniforms, vehicles (marked with company information on the vehicles), equipment, cell phones and the necessary materials to provide a high quality service for the municipality. We are available to serve the Village of Carol Stream in the best way possible.

Many of our staff members were previous building officials that led municipal building departments and supervised staff, worked on budgets and understand the inner workings of a municipality. Our experience is second to none!

### **Quality Control & Staff Development**

B & F Construction Code Services, Inc. Plans Examiners, Field Inspectors and Technical Staff undergo rigorous training and are required to attend our weekly technical meeting.



They also attend continuing education course training and certification training provided by the Building & Fire Code Academy and outside sources.

Our staff must be able to meet applicable Insurance Services Organization (ISO) standards and pass written and field examinations. Sean Fallows, Director of Technical Services works with inspectors and plans examiners regularly to continually develop areas of expertise and provide guidance for future growth. Part of this process includes random selection of completed projects for review and/or inspection, meeting with clients and field personnel to ensure our employees are providing the quality of work, care and service we require. Quality control and staff development also extends to support staff.

### **Costs for Services**

Inspections shall be billed at an hourly rate of ninety-five (\$95.00) dollars per hour per inspector plus one-way travel time. There is a minimum of 20 minutes per discipline.

Plan review fees are outlined in the attached fee schedule.

Other services offered are outlined in attached fee schedule.

This contract shall be subject to annual price increases that shall not exceed the Consumer Price Index for All Urban Consumers (CPI-U) for the Chicago-Gary-Kenosha, IL, IN, WI Area issued by the United States Department of Labor between January 15 of the preceding calendar year and January 15 of the current calendar year or 3%, whichever is less. Notification shall be made 60 days prior to anniversary date.

### **Other Services**

Cross Connection Program: Annual Cross Connection Surveys and Cross Connection Device testing can be provided.

Ordinance development: Assistance with the rewriting of existing ordinances or the development of new ordinances can be provided. This can include building codes, zoning, fees, property maintenance or any area where a building, zoning or planning department is involved. This can include agreements for building inspections, property maintenance inspections, zoning and planning and ordinances for building safety, zoning and fees. Building code updates will be priced based on complexity. Costs for these services are based per project.

### **Point of Contact for Contract**

Ron Yarbrough, Operations Supervisor

Telephone: (847) 428-7010

E-Mail: [ryarbrough@bfccs.org](mailto:ryarbrough@bfccs.org) Web: [www.constructioncodes.com](http://www.constructioncodes.com)

### Transmittal Method

As normal course of business, all correspondence from our main office shall be done electronically. All completed plan reviews will be emailed to the municipal office's designated recipient(s). Permit and inspection history will be kept and can be provided to the Village at any time requested. Typically, inspections result forms will be dropped off after they are performed that day. We are in the process of going to digital forms which then would be electronically delivered.

### All B & F Construction Code Services, Inc. employees are covered by the following:

- A. Workers Compensation Insurance;
- B. General Liability Insurance; and
- C. Professional Liability Insurance.

A Certificate of Insurance can be provided by request.

*The Town of Cortland shall agree not to attempt to hire any of B & F Construction Code Services, Inc. officers, employees, agents, or consultants for a period of one (1) year after the individual is no longer employed by B & F Construction Code Services, Inc.*

Town of Cortland

Accepted by \_\_\_\_\_

Please Print \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

B & F Construction Code Services

Accepted by *Ron Yarbrough*

Please Print Ron Yarbrough

Title Operations Supervisor

Date December 6, 2023



# B&F CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review  
Training · Inspections · Code Consulting

Plan Review

Inspections

Code Consulting

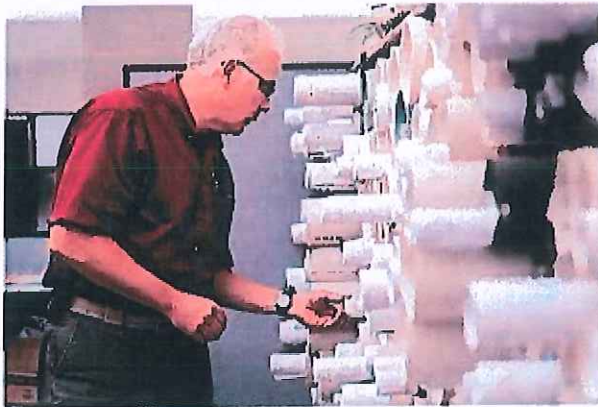
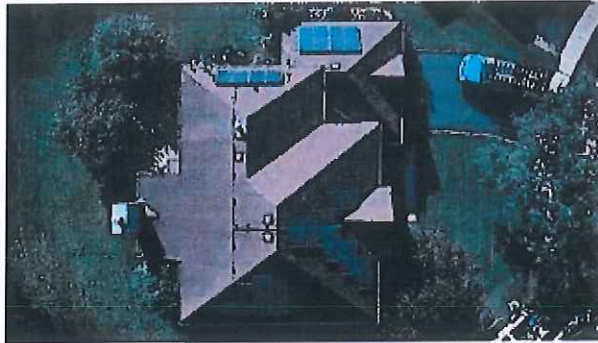
System Testing

Fire Protection

Code Adoption

System Analysis

Accessibility





# B & F Construction Code Services, Inc.

**B & F Construction Code Services, Inc.** provides complete Plan Review Services for Municipal building departments nationwide. Plan reviews are based on model building codes including the International Code Series, BOCA, UBC, SBCCI, CABO, NEC, NFPA, Life Safety, your local amendments, energy, and accessibility requirements.

For Building, Plumbing, Mechanical, Electrical, Energy Conservation, and Fire Suppression and Detection systems, you can count on professional, accurate, and time-saving service by a staff committed to excellence.



Plan reviews identify areas of noncompliance (arranged numerically) including the code and section referenced, and inform your office of compliance or noncompliance with applicable codes and standards.

Initial plan reviews are completed within 9 business days of receipt; additional reviews completed within 5 business days of receipt. Free telephone consultation for all projects, all disciplines, and all parties involved is included. Priority Express plan review service is available for time-sensitive projects.

## Additional Benefits

**One Fee Per Project Discipline.** Each project is invoiced for the first review only. Subsequent reviews for the same project discipline are performed at no additional charge. This means from beginning to end, you know what the total cost will be. No surprises. No "extras."

We now offer fully Digital Plan Review. Allowing for faster and more efficient plan review and communication. If plans are paper, free FedEx Shipping of your plans and specifications to our office is provided for all municipal building departments. Nationwide, your documents reach us next day – at no cost to you.

**Fast Turnaround Service** of your plan review. First reviews are completed and in your office within 9 business days of receipt. Additional reviews are completed within 5 business days.

**Priority Express Review Service** is available for projects requiring an expedited review and is completed within 3 business days (additional fee required).

## Why More Municipalities Choose B & F Construction Code Services, Inc....

- ◊ Nationwide
- ◊ We know the codes
- ◊ We include your local ordinances
- ◊ We're here when you need us
- ◊ Fast, accurate, reliable service
- ◊ No hidden costs, No extras
- ◊ We answer your questions
- ◊ No project too big or complex
- ◊ We are fully insured
- ◊ Proven knowledge & experience
- ◊ We provide the services you want & need
- ◊ Our reputation
- ◊ We're Always Here to Help

## Codes and Standards that are utilized

- |                                   |                            |                          |
|-----------------------------------|----------------------------|--------------------------|
| ◊ International Code Series (ICC) | ◊ National Fire Code       | ◊ State Codes/Amendments |
| ◊ Legacy Codes                    | ◊ NFPA Standards           | ◊ Local Ordinances       |
| • BOCA                            | ◊ National Electrical Code |                          |
| • Uniform                         | ◊ Reference Standards      |                          |
| • CABO / etc.                     | ◊ Accessibility Codes      |                          |

B & F Construction Code Services, Inc.  
2420 Vantage Drive • Elgin, IL 60124  
P.O. Box 5178 • Elgin, IL 60121

Phone: 847-428-7010 • Fax: 847-428-3151 • Toll Free 800-232-5523  
[www.constructioncodes.com](http://www.constructioncodes.com) • [bfcsc@bfcsc.org](mailto:bfcsc@bfcsc.org)

# Plan Review Fee Schedule

## COMMERCIAL

Building Size	Building Review	25% of Building Fee	50 % of Building Fee
Up to 60,000 Cubic Ft.	\$375.00	\$110.00*	\$187.50
60,001 to 80,000 Cubic Ft.	\$460.00	\$115.00	\$230.00
80,000 to 100,000 Cubic Ft.	\$590.00	\$147.50	\$295.00
100,001 to 150,000 Cubic Ft.	\$680.00	\$170.00	\$340.00
150,001 to 200,000 Cubic Ft.	\$770.00	\$192.50	\$385.00
Over 200,000 Cubic Ft.	\$900.00 + \$8.50 (per 10,000 Cu. Ft.)	\$225.00 + \$2.13 (per 10,000 Cu. Ft.)	\$450.00 + \$4.25 (per 10,000 Cu. Ft.)

Footing and Foundation	25% of Building Review (Min. \$310.00)
NFPA 101 Plan Review	25% of Building Review (Min. \$310.00)
Mechanical Review	25% of Building Review*
Plumbing Review	25% of Building Review*
Electrical Review	50% of Building Review*
Med Gas	50% of Building Review*
Fire Code	50% of Building Review (Min. \$210.00)
Energy Code	50% of Building Review (Min. \$210.00)
Commercial/Industrial Zoning	\$140.00 per 20,000 square feet of site area
Hood & Duct Plan Review (Type 1 w/o suppression)	\$260.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (15 flow points or less)	\$365.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (16-29 flow points)	\$400.00 per System
Hood & Duct Plan Review (Type 1 w/suppression (30 or more flow points)	\$425.00 per System
Hood & Duct Plan Review (Type 2)	\$215.00 per System
Spray Booth Plan Review	\$400.00 per Booth
Specialty Plan Review	\$160.00 per Hour
Technical Submittal Review	\$125.00
In-Ground Pool Plan Review	\$470.00 per Pool
Express Plan Review	x 2.5 of Base Plan Review
HPM, High Hazard, Processing Piping	x 1.5 of Base Plan Review
Medical Case Facilities (Institutional Use Groups)	x 1.5 of Base Plan Review

\*\$110 minimum for each discipline when multiple disciplines are submitted at the same time

## RESIDENTIAL

One and Two Single Family Dwellings	
Up to 3,200 square feet (including basement)	\$685.00 per Dwelling Unit
Up to 3,200 square feet (including basement and zoning)	\$750.00 per Dwelling Unit
Over 3,200 square feet (including basement)	\$0.22 per Square Foot
Over 3,200 square feet (including basement and zoning)	\$0.24 per Square Foot
Miscellaneous Plan Review	Per Discipline**
In-Ground Pool Plan Review	\$464.00 per Pool
Priority Express Plan Review	x 2.5 of Base Plan Review
Solar (Photovoltaic) Systems	\$250.00

Subdivisions call for pricing.

\*\* Misc. Reviews that comply on the first review are at a rate of \$30.00 per discipline and reviews that do not comply on the first review face a rate of \$50.00 per discipline. This higher charge is to capture the additional time and expense of re-reviews.



# Plan Review Fee Schedule

## FIRE PROTECTION

Fire Suppression Systems (Includes fire pump, hose stations and standpipes)	
1 to 100 sprinkler heads	\$450.00
101 to 200 sprinkler heads	\$575.00
201 to 300 sprinkler heads	\$700.00
301 to 500 sprinkler heads	\$800.00
Over 500 sprinkler heads	\$900.00 + \$1.00 each up to 20k, then \$0.75
Modifications (40 or fewer sprinkler heads without calculations)	\$185.00
Residential systems (NFPA 13D)	\$240.00
Fire Alarm Systems	\$0.017 per sq.ft. (\$215 min)
Fire Alarm system Modification (existing system alterations 5,000 sq.ft. or less)	\$190.00
Hood Suppression Only with 15 or less points	\$215 per System
Hood Suppression Only with 16-29 flow points	\$270.00 per System
Hood Suppression Only with 30 flow points or more	\$320.00 per System
Chemical Suppression systems (excluding hood suppression)	\$350 plus alarm fees
Carbon Dioxide / Clean Agents	\$175 for up to 105 pounds of agent, \$1 each pound over
Dedicated Fire Hydrant or Standpipe System	\$25 per valve (\$300 min)

## CONSULTING

Code Consulting	
Senior Staff	\$195.00 per hour
Supervisor Staff	\$175.00 per hour
Staff	\$155.00 per hour
Village Management/Administration	
Senior Staff	\$135.00 per hour
Supervisor Staff	\$120.00 per hour
Staff	\$90.00 per hour

## OTHER SERVICES

Code Writing and Adoption Assistance  
 Water Flow/Backflow/Hydrant Flushing Device Testing  
 Special Safety Training and Disaster Planning  
 Building Department Analysis  
 Fire Protection System Analysis  
 Existing Building Evaluation

# Inspection Fee Schedule

## COMMERCIAL

New and Existing, based on square footage

Building	\$0.15 per square foot
Mechanical	\$0.05 per square foot
Electrical	\$0.05 per square foot
Plumbing	\$0.05 per square foot
Energy	\$0.03 per square foot

Minimum fees applies

Special systems are an additional charge.

## RESIDENTIAL

New Construction, Remodels and Additions One and Two Single Family Dwellings

Up to 3,200 square feet (including basement)	\$685.00 per Dwelling Unit*
Over 3,200 square feet	\$0.22*

\* Minimum rates for remodels and additions plan reviews apply

Hourly and per Inspection rates available.

## FIRE PROTECTION

### Sprinkler

Underground Rough (Piping)	\$250.00
Underground Hydrostatic	\$250.00
Underground Flush	\$250.00
Any two underground inspections at the same time	\$400.00
All three underground inspections at the same time	\$500.00
Sprinkler Modification Rough (20 or fewer heads)	\$200.00
Hydrostatic Test per riser per floor	\$300.00
Fire Pump Test	\$200.00
Final Sprinkler Inspection/Test	\$250.00
Single Family (Includes rough & final)	\$250.00
Single Family Re-Inspection	\$125.00

Unless otherwise noted, failed re-inspections are at the same rates noted above.

### Fire Alarm

Rough	\$200.00
-------	----------

The following fees are based on the number of initiating devices. Initiating devices include smoke and heat detectors, pull stations, duct detectors, monitoring devices, flow switch, tamper switches and special detection devices.

Fire alarm Test (Final Inspection)

1 - 20 devices	\$200.00
21 - 49	\$425.00
50 - 99	\$625.00
100 and over	\$625.00 + \$4 per device over 99

Re-Inspections/Tests are based on the number of devices to be tested.

### Special Suppression (Dry Chemical, Clean Agent, etc.)

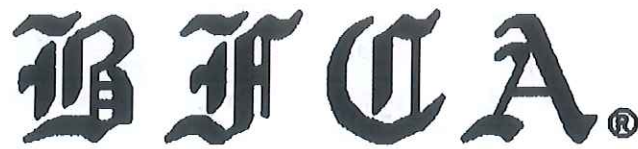
Rough**	\$200.00
Final**	\$250.00
Hood Suppression Systems	\$150.00

\*\*Additional Fire Alarm fees maybe applicable

## OTHER

When the cost of fuel (gasoline) increases above \$5.00 per gallon for any period within the month there shall be a fuel surcharge of \$8 per inspector per day. The rate shall be set by the U.S. Energy Information Administration for the Midwest Region for Regular Reformulated.





## Building & Fire Code Academy

Welcome to new educational opportunities offered by the Building & Fire Code Academy. The Building & Fire Code Academy (BFCA), provides comprehensive and practical education in the application, implementation and enforcement of building and fire codes for construction industry professionals nationwide. Our programs benefit thousands of building and fire officials, inspectors, design professionals, contractors and developers across the country. The Building & Fire Code Academy has established the first of its kind facility dedicated to providing continuing educational opportunities to construction industry professionals. The Building & Fire Code Academy instructors conduct on-site, open registration and private continuing education training. On-site and open registration courses are scheduled throughout the year and announced by direct mail, trade associations, fax, and our Web site. Registrations are completed directly with our office.

*Providing comprehensive and practical education in the application, implementation, and enforcement of building and fire codes for construction industry professionals nationwide.*

Call us to schedule your on-site training class. Choose from our standard course offerings or request topics customized to suit the specific educational needs of your organization. We can show you how even small groups can benefit, or tell us you want to be on our mailing list.



The Building & Fire Code Academy is approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. In

obtaining this approval, the Building & Fire Code Academy has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally.

As a result of their Authorized Provider membership status, the BFCA is authorized to offer IACET Continuing Education Units (CEUs) for its programs that qualify under the ANSI/IACET Standards.

The BFCA is additionally an Illinois Workforce Development System approved training provider and an American Institute of Architects/ Continuing Education System (AIA/CES) Registered Provider.

Architects completing Academy classes earn Learning Units (LUs). HSW (Health, Safety, and Welfare) credit may also be available. Other measures of accomplishment include contact, clock, or class hours.



### Building & Fire Code Academy

2420 Vantage Drive • Elgin, IL 60124

Phone: 847-428-2951 • Fax: 847-428-2911 • Toll Free: 800-488-7057

[www.bfecademy.com](http://www.bfecademy.com) • [bfea@bfacademy.com](mailto:bfea@bfacademy.com)