

Town of Cortland

Board of Trustees Town Board Meeting

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

December 11, 2023 at 7:00 PM

AGENDA

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

APPROVAL OF AGENDA

PUBLIC WISHING TO SPEAK

PRESENTATION

1. Dekalb County Visitors Bureau

PUBLIC HEARING

2. 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

CONSENT AGENDA

<u>3.</u> Approve Town Board Minutes of November 13, 2023; Accept Treasurer's Report and Approve Expenditure Report of October 2023

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

4. Approval of Annual Tax Levy Ordinances – Julie Wons, Lauterbach & Amen Combined Town and Library

SSA #1 - NeuCort Lakes Tax Abatement and Levy

SSA #9 – Richland Trails Tax Abatement and Levy

- Ratify Mayor's Approval of General Liability Insurance Renewals for December 1, 2023 (ICRMT), Government Crime Proposal (Hannover Insurance Group), Cyber Insurance (Assurance Agency), Envision Health Care HRA
- <u>6.</u> Approval of annual Service Fee by Assurance Agency in the amount of \$6,400 *(this is an annual fee for maintaining the town's liability insurances)*
- 7. Illinois Public Risk Fund (IPRF) Workers' Compensation renewal \$35,287(*This is an Annual Renewal, January 1, 2024-January 1, 2025*)
- Consideration of a motion to approve a resolution approving the plat for the Penelope Almady Subdivision – Unit 4 within Chestnut Grove – Unit 1 Subdivision (Resubdivision of Lot 13 Chestnut Grove Subdivision Unit 1)
- 9. Approval of Town of Cortland Personnel Policy Handbook Amendments
- <u>10.</u> Consideration of a motion to approve an Ordinance Regarding the Illinois Paid Leave for All Workers Act for the Town of Cortland *(This ordinance if approved creates compliance with the Paid Leave for All Workers Act.)*
- 11. Appointment of Lucinda Brunner as a Police Department FOIA Officer and Kaitlyn Siewierski as a general FOIA Officer
- <u>12.</u> Consideration of an Ordinance Regarding Certain Variation Requests for Property Located at 73 W Elm St. (*This ordinance, if passed, would grant variation requests*

from applicant Ryan O'Donnell to certain regulations associated with hard surface paving requirements for Parcel 09-29-128-011 at 73 W Elm St. The hearing officer report, along with exhibits and staff report from the hearing, is attached as an exhibit. The Town Board may 1.) pass the ordinance, 2.) modify the ordinance, or 3.) fail to pass the ordinance (which would represent denial of the requests.))

- 13. Consideration of an Ordinance Amending Title 7, "Public Ways and Property," Chapter 1, "Streets, Sidewalks and Public Ways," Section 10, "Garbage, Refuse and Injurious Materials Prohibited." (*If approved, this ordinance deletes current code language and replaces with new language.*)
- <u>14.</u> Consideration of a motion to approve contract from B&F Construction Code Services Inc. for Plan Review and Building Inspection Services

PARKS ADVISORY COMMITTEE REPORT - LIAISION CHARMAINE FIORETTO

DEPARTMENT HEAD REPORTS

15. Public Works, Engineering/Zoning, Police, and Building Permit Reports

COMMENTS

MAYOR'S REPORT

ADJOURNMENT



Town of Cortland

Board of Trustees Town Board Meeting

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

November 13, 2023 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 7:00 p.m. The Pledge of Allegiance was recited. Clerk Cheryl Aldis called the roll showing as present: Mayor Mark Pietrowski, Trustees Charmaine Fioretto, Randi Olsen and Jim Walker. Shown as absent were Trustees Brad Stone, Mike Siewierski, and Doug Corson. Quorum was present with the Mayor. Also present were Public Works Director, Joel Summerhill, Engineer & Zoning Administrator Brandy Williams, Police Chief Lin Dargis, Attorney Kevin Buick and bookkeepers Julie Wons and Wes Levy of Lauterbach & Amen.

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 wishing to speak.

CONSENT AGENDA

1. Approval of Town Board Minutes of October 23, 2023

Clerk Aldis read the consent agenda into the record. Approval of Town Board minutes of October 23, 2023.

Trustee Fioretto moved to approve the consent agenda as read, seconded by Trustee Olson.

Voting Yea:Trustee Walker, Trustee Fioretto, Trustee Olson, Mayor PietrowskiAbsent:Trustees Corson, Stone, and Siewierski

Roll call vote carried the motion.

UNFINISHED BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

 Consideration of a motion to approve purchase of two solar light pole units from Fonroche Lighting America in the amount of \$12,361 (Capital Outlay, line item 01-6100-811)

Trustee Fioretto moved to consider a motion to approve purchase of two solar light pole units from Fonroche Lighting America in the amount of \$12,361 (Capital Outlay, line item 01-6100-811), seconded by Trustee Olson. During discussion it was noted that information regarding the alternative light presented at the last meeting has been received as of today. It has not been able to be compared at this point and the mayor asked for consideration to postpone to a date certain for further study. Trustee Fioretto moved to amend her motion to defer consideration to January 22, 2024, seconded by Trustee Olson.

Voting Yea:Trustee Walker, Trustee Fioretto, Trustee Olson, Mayor PietrowskiAbsent:Trustees Corson, Siewierski and Stone.

Roll call vote carried the motion.

3. Discussion of Town and Cortland Community Library Combined Tax Levy - Truth in Taxation Hearing (*35 ILCS 200/18-55*)

Ms. Wons reviewed the proposed tax levy with the Board. She stated that the document before them is the same as October with the exception of updating the SSA numbers that were not then available. The proposed town levy is 6.00% and the proposed library levy is 6.53%, overall combined increase is 6.14% which creates the need for a Truth in Taxation public hearing. The hearing is scheduled to be held on Monday, December 11, 2023. The proposed rates are established to capture the new construction growth. It is unlikely that the town would receive the full request once the extensions are completed in the spring.

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

4. Consideration of approval of employee Health, Dental, Vision and Life Insurance renewals for 2024

Trustee Corson arrived at 7:21 p.m.

Ms. Wons presented the health insurances recommendations for Board consideration. She stated the need to look for other health insurance at this time because Humana has stopped servicing this type of policy. Humana is now focusing on Medicaid and Medicare policies.

The health insurance proposal is for Blue Cross-Blue Shield. The overall rate is a decrease of 3% in the proposal vs. the current policy. There are two tiers of medical service that the individual may choose from. The employee tier choice sets the deductible amount. There are coinsurance amounts and a higher deductible than previously. The emergency room deductible and/or use of an ambulance are eligible expenses under the HRA.

The current carrier for vision insurance is Humana and that is proposed to be kept with a 6% premium increase.

The current carrier for dental insurance is SunLife and that is proposed to be kept with no premium increase.

The current carrier for Life and AD&D is Principle and that is proposed to be kept with no premium increase. Envision is the proposed company for administering the HRA. That is not an item for approval at this time but, will be on the agenda for the December 11 meeting.

Trustee Olson moved, seconded by Trustee Fioretto to approve the following health insurances for a one-year term beginning January 1, 2024:

Blue Cross-Blue Shield for general health, based upon current census \$171,405 annual premium; Humana for Vision, based upon current census \$1,745 annual premium; SunLife for Dental, based upon current census \$6,464 annual premium; Principal for Life and AD&D, based upon current census \$3,136 annual premium.

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

Absent: Trustees Stone and Siewierski.

Roll call vote carried the motion.

5. Approval of 2024 Dates of Town Board, Planning Commission & Parks Advisory Committee (5 ILCS 120/2.02a)

The meeting dates for 2024 were presented. It was noted that all meetings are scheduled for 7 p.m. at 59 S Somonauk Rd, Cortland, IL, unless otherwise published. The Parks Advisory meetings begin at 6:30 p.m.

Trustee Walker moved and Trustee Corson seconded a motion to approve the dates as presented with the inclusion of the 6:30 p.m. meeting time for Parks Advisory Committee.

Voting Yea:Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee OlsonAbsent:Trustees Stone and Siewierski.

Roll call vote carried the motion.

6. Consider Mayor's appointment of Curtis Kouba to Parks Advisory Committee, term to expire April 2025

Trustee Corson moved and Trustee Fioretto seconded a motion to appoint Curtis Kouba to the Parks Advisory Committee, term to expire April 2025. Unanimous voice vote carried the motion.

Mr. Kouba was present for the appointment.

PARKS ADVISORY COMMITTEE REPORT

Trustee Fioretto reported that the committee has been meeting during the summer at the individual parks. Ideas have been generated with clarifications from engineering and public works. There is no official recommendation as yet for the Board.

DEPARTMENT HEAD REPORTS

There were no questions or comments for the department heads.

7. Public Works Report, October 2023

There were no questions regarding the monthly report. Mr. Summerhill reported that the holiday lights are being installed. The tree will be installed and the new archway will also be installed. These will be placed in the courtyard.

8. Engineerg/Zoning Report - November 2023

There were no questions regarding the monthly report.

9. Police Department Report - October 2023

There were no questions regarding the monthly report.

10. Building Permits - October 2023

There were no questions regarding the building permil report.

COMMENTS

Trustee Corson reminded the Board of the DeKalb Community Gardens food pantry for Tuesday, November 14 from 3-5 p.m. He stated if anyone had time to help it would be appreciated.

MAYOR'S REPORT

Mayor Pietrowski stated that his Trunk or Treat event was nicely received, good comments and enjoyable. He stated that holiday decorations are beginning to be placed. Mr. Summerhill

stated the Christmas tree would arrive at some point next week. They will set the tree and let if fall out for a time before placing lights.

ADJOURNMENT

With no further business to conduct a motion for adjournment was entered by Trustee Corson and seconded by Trustee Walker. The meeting adjourned at 7:31 p.m.

Respectfully submitted,

Cheryl Aldis, Town Clerk

Cash Summaries Month Ending: October 31, 2023

		<u>General</u>	<u>MFT</u>	<u>CIF</u>	<u>Sewer</u>	<u>Water</u>	Festival & Parade	RAF	<u>TIF</u>	<u>Total</u>
Beginning Cash	<u>\$</u>	<u>917,853.23</u> \$	<u>723,265.77</u> \$	<u>1,114,387.59</u>	<u>2,385,524.55</u>	1,188,157.41	<u>\$ 0.00</u>	<u>\$ 1,561,289.95</u>	<u>\$ 1,036,779.32</u>	8,927,257.82
Revenue over Expenses:	\$	(29,447.79) \$	20,755.97 \$	86,296.46 \$	127,409.92 \$	125,309.17	\$-	\$ 16,481.27	\$ (1,201.93) \$	345,603.07
Receivables Prev month Current month Change in receivables	\$ \$	- \$ 4,187.50 (4,187.50) \$	(15,625.24) \$ (15,625.24) - \$	- \$ 	19,225.39 \$ 152,168.95 (132,943.56) \$	10,423.06 151,407.62 (140,984.56)		\$ 346.69 346.69 \$ -	\$ - s \$ - s	5 14,369.90 292,485.52 5 (278,115.62)
Less: non-expense AJE for Audit		\$	-				\$-	\$ -	\$ - \$	- -
Payables Prev month Current month Change in Payables	\$ <u>\$</u> \$	54,404.53\$53,572.87\$(831.66)\$	- \$ - \$ - \$	52,002.73 \$ 52,002.73 \$ - \$	710,554.82 \$ 710,554.82 \$ - \$	113,693.49 113,693.49 -	\$ - <u>\$ -</u> \$ -	\$ 910,217.06 \$ 923,697.05 \$ 13,479.99	<u>\$ - </u>	1,840,872.63 1,853,520.96 12,648.33
Ending Cash	\$	883,386.28 \$	744,021.74 \$	1,200,684.05 \$	2,379,990.91 \$	1,172,482.02	\$ 0.00	\$ 1,591,251.21	\$ 1,035,577.39	9,007,393.60
Per Cash Trial Balance:	\$	883,386.28 \$	<mark>744,021.74 \$</mark>	1,200,684.05 \$	2,379,990.91 \$	1,172,482.02	<mark>\$ -</mark>	\$ 1,591,251.21	\$ 1,035,577.39 \$	<mark>9,007,393.60</mark>
Proof:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	PROPERTY TAX					
01-4051	PROPERTY TAX REVENUE	.00	.00	606,000.00	606,000.00	.0
01-4052	RE TAX - CORPORATE LEVY	.00	481,650.27	.00	(481,650.27)	.0
01-4055	PROPERTY TAX-POLICE	.00	144,182.55	150,000.00	5,817.45	96.1
01-4058	RE TAX - IMRF LEVY	.00	52,879.50	.00	(52,879.50)	.0
01-4059	RE TAX - SOC SEC LEVY	.00	49,986.55	.00	(49,986.55)	.0
	TOTAL PROPERTY TAX	.00	728,698.87	756,000.00	27,301.13	96.4
	FINES & FORFEITURES					
01-4062	COURT FINES	930.00	6,246.42	6,000.00	(246.42)	104.1
01-4063	ADJUDICATION REVENUE	.00	.00	2,500.00	2,500.00	.0
	TOTAL FINES & FORFEITURES	930.00	6,246.42	8,500.00	2,253.58	73.5
	ROAD & BRIDGE TAX					
01-4071	ROAD & BRIDGE TAX REV	.00	16,172.73	18,600.00	2,427.27	87.0
	TOTAL ROAD & BRIDGE TAX	.00	16,172.73	18,600.00	2,427.27	87.0
	BUILDING & ZONING PERMITS					
01-4081	BUILDING & ZONING PERMITS	450.00	700.00	40,000.00	39,300.00	1.8
01-4082	ZONING PERMITS	300.00	2,475.00	.00	(2,475.00)	.0
01-4083	BUILDING PERMITS	4,927.25	28,982.37	.00	(28,982.37)	.0
01-4084	SITE GRADING PLAN REVIEW	300.00	2,200.00	.00	(2,200.00)	.0
	TOTAL BUILDING & ZONING PERMITS	5,977.25	34,357.37	40,000.00	5,642.63	85.9
	INCOME TAX REVENUE					
01-4101	STATE INCOME TAX REVENUE	76,213.32	380,575.40	726,000.00	345,424.60	52.4
	TOTAL INCOME TAX REVENUE	76,213.32	380,575.40	726,000.00	345,424.60	52.4
	SALES TAX					
01-4122	SALES TAX	29,776.19	121,191.33	385,000.00	263,808.67	31.5
01-4123	LOCAL USE TAX	14,079.37	61,766.62	180,000.00	118,233.38	34.3
	TOTAL SALES TAX	43,855.56	182,957.95	565,000.00	382,042.05	32.4

50 % OF THE FISCAL YEAR HAS ELAPSED

	ARNED	PCNT
REPLACEMENT TAX - STATE		
01-4141 REPLACEMENT TAX - STATE 528.75 2,058.60 3,900.00	1,841.40	52.8
01-4142 VIDEO GAMING TAX - STATE 1,808.55 6,721.41 15,000.00	8,278.59	44.8
01-4143 CANNABIS USE TAX - STATE 539.06 2,206.02 6,500.00	4,293.98	33.9
TOTAL REPLACEMENT TAX - STATE 2,876.36 10,986.03 25,400.00	14,413.97	43.3
OTHER PERMITS		
01-4151 OTHER PERMITS .00 275.00 1,000.00	725.00	27.5
01-4155 NON-HIGHWAY VEHICLES PERMIT .00 400.00 1,000.00	600.00	40.0
01-4156 SOLICITORS PERMIT .00 250.00 .00 (250.00)	.0
TOTAL OTHER PERMITS .00 925.00 2,000.00	1,075.00	46.3
DONATIONS		
01-4166 CEMETERY RECEIPTS .00 100.00 500.00	400.00	20.0
TOTAL DONATIONS .00 100.00 500.00	400.00	20.0
FRANCHISE FEES		
01-4181 FRANCHISE FEES 2,279.88 9,435.26 25,000.00	15,564.74	37.7
TOTAL FRANCHISE FEES 2,279.88 9,435.26 25,000.00	15,564.74	37.7
SIMPLIFIED TELECOM TAX (IMF)		
01-4201 SIMPLIFIED TELECOMM TAX (IMF) 490.48 2,892.92 6,750.00	3,857.08	42.9
TOTAL SIMPLIFIED TELECOM TAX (IMF) 490.48 2,892.92 6,750.00	3,857.08	42.9
REIMBURSEMENTS		
01-4901 REIMBURSEMENTS .00 .00 150,000.00	150,000.00	.0
01-4901 REIMBURSEMENTS .00 150,000.00 01-4909 REIMBURSEMENTS - OTHER .00 375.00 .00	375.00)	.0 .0
TOTAL REIMBURSEMENTS .00 375.00 150,000.00	149,625.00	.3

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	MISCELLANEOUS REVENUE					
01-4990	MISC REV PD REPORTS	15.00	65.00	100.00	35.00	65.0
01-4991	MISC REVENUE	.00	451.75	3,000.00	2,548.25	15.1
01-4996	BUSINESS LICENSES	100.00	125.00	1,250.00	1,125.00	10.0
	TOTAL MISCELLANEOUS REVENUE	115.00	641.75	4,350.00	3,708.25	14.8
01-8011	INTEREST ON INVESTMENT	3,793.72	19,459.15	35,000.00	15,540.85	55.6
	TOTAL INTEREST ON INVESTMENT	3,793.72	19,459.15	35,000.00	15,540.85	55.6
	TRANSFERS FROM OTHER FUNDS					
01-8101	TRANSFERS FROM OTHER FUNDS	.00	.00	(51,128.00)	(51,128.00)	.0
	TOTAL TRANSFERS FROM OTHER FUNDS	.00	.00	(51,128.00)	(51,128.00)	.0
	TOTAL FUND REVENUE	136,531.57	1,393,823.85	2,311,972.00	918,148.15	60.3

		PERIOD ACTUAL	YTD ACTUAL	BUDGET		PCNT
	ADMINISTRATION					
01-6000-110	SALARIES - ELECTED OFFICIALS	9,233.14	59,245.62	119,100.00	59,854.38	49.7
01-6000-119	SALARIES - CLERICAL WORKERS	7,256.81	46,583.49	95,000.00	48,416.51	49.0
01-6000-131	EMPLOYEE HEALTH INSURANCE	2,416.17	32,057.00	31,000.00	(1,057.00)	103.4
01-6000-133	IMRF CONTRIBUTION	1,134.15	7,318.05	14,900.00	7,581.95	49.1
01-6000-193	PAYROLL TAXES	1,258.91	8,120.22	16,400.00	8,279.78	49.5
01-6000-211	LEGAL EXPENSE	1,388.75	12,109.90	60,000.00	47,890.10	20.2
01-6000-214	AUDIT & ACCOUNTING FEES	8,546.38	53,537.95	121,000.00	67,462.05	44.3
01-6000-311	OFFICE EXPENSE	57.90	367.90	.00	(367.90)	.0
01-6000-312	OFFICE SUPPLIES	215.81	1,214.95	5,000.00	3,785.05	24.3
01-6000-313	POSTAGE	96.40	493.18	2,800.00	2,306.82	17.6
01-6000-314	TELEPHONE	4,586.29	10,793.42	23,000.00	12,206.58	46.9
01-6000-315	COPIES & PRINTING	.00	31.25	2,000.00	1,968.75	1.6
01-6000-318	ADVERTISING	.00	653.14	1,500.00	846.86	43.5
01-6000-321	DUES & SUBSCRIPTIONS	107.25	7,410.44	16,000.00	8,589.56	46.3
01-6000-331	TRAVEL & TRAINING	1,634.38	6,331.48	7,000.00	668.52	90.5
01-6000-351	OFFICE EQUIP & MAINT	550.34	21,529.99	16,000.00	(5,529.99)	134.6
01-6000-421	COMMUNITY PROGRAMS	.00	20,000.00	.00	(20,000.00)	.0
01-6000-511	INSURANCE EXPENSE	.00	11,938.00	13,500.00	1,562.00	88.4
01-6000-531	REAL ESTATE TAXES	.00	1,539.41	12,826.00	11,286.59	12.0
01-6000-591	MISC EXPENSE	.00	109.70	1,600.00	1,490.30	6.9
01-6000-812	CAP OUTLAY: EQUIP & FURN	.00	13,590.00	(29,000.00)	(42,590.00)	46.9
01-6000-908	TRANSFER TO OTHER FUNDS	.00	(10.30)	20,000.00	20,010.30	(.1)
	TOTAL ADMINISTRATION	38,482.68	314,964.79	549,626.00	234,661.21	57.3

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PUBLIC WORKS					
01-6100-118	SALARIES - MAINT WORKERS	17,927.07	98,201.46	194,000.00	95,798.54	50.6
01-6100-110	EMPLOYEE HEALTH INSURANCE	2,634.50	15,856.66	41,000.00	25,143.34	38.7
01-6100-133	IMRF CONTRIBUTION	1,570.41	8,244.01	17,100.00	8,855.99	48.2
01-6100-151	UNEMPLOYMENT BENEFITS	.00	3,330.00	.00	(3,330.00)	.0
01-6100-193	PAYROLL TAXES	1,371.43	7,574.00	14,850.00	7,276.00	51.0
01-6100-197	DRUG/ALCOHOL PROGRAMS	510.00	594.00	800.00	206.00	74.3
01-6100-198	UNIFORMS	.00	340.00	1,600.00	1,260.00	21.3
	MAINTENANCE - STREET LIGHTS	(407.75)	4,931.00	5,000.00	69.00	98.6
01-6100-219	ELECTRIC - STREET LIGHTS	2,750.96	16,248.87	36,500.00	20,251.13	44.5
01-6100-220	ROAD SALT	.00	.00	30,000.00	30,000.00	.0
01-6100-221	ROAD SIGNS	3,387.30	7,728.05	5,000.00	(2,728.05)	154.6
	RAILROAD CROSSING MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-6100-224	STREET REPAIR MATERIALS	768.41	3,003.14	24,000.00	20,996.86	12.5
01-6100-226	TOOLS AND HARDWARE	1,236.92	1,785.88	3,000.00	1,214.12	59.5
01-6100-227	SMALL EQUIPMENT PURCHASES	.00	8,586.99	10,000.00	1,413.01	85.9
	MAINTENANCE TOWN GARAGE	571.00	1,746.90	2,000.00	253.10	87.4
01-6100-235	PARKS - EQUIPMENT MAINTENANCE	4,303.69	7,033.81	12,000.00	4,966.19	58.6
01-6100-236	PARKS - GENERAL MAINTENANCE	.00	204.93	.00	(204.93)	.0
01-6100-239	NUISANCE MOWING	.00	.00	1,000.00	1,000.00	.0
01-6100-241	VEHICLE & EQUIPMENT MAINT.	3,526.29	33,500.04	25,000.00	(8,500.04)	134.0
01-6100-242	TOWN HALL MAINTENANCE	235.95	2,384.54	6,000.00	3,615.46	39.7
01-6100-245	EQUIPMENT RENTAL	.00	880.00	20,000.00	19,120.00	4.4
01-6100-255	STORM SEWER REPAIRS	2,579.81	3,725.19	7,000.00	3,274.81	53.2
01-6100-258	FORESTRY	39.98	39.98	8,000.00	7,960.02	.5
01-6100-312	OFFICE SUPPLIES	.00	156.03	1,000.00	843.97	15.6
01-6100-314	TELEPHONE	277.33	1,955.71	6,000.00	4,044.29	32.6
01-6100-316	UTILITIES	339.51	2,308.07	8,125.00	5,816.93	28.4
01-6100-331	TRAVEL AND TRAINING	.00	1,147.04	2,000.00	852.96	57.4
01-6100-351	OFFICE EQUIP & MAINT	.00	21.99	2,000.00	1,978.01	1.1
01-6100-371	FUEL	575.46	8,555.22	25,000.00	16,444.78	34.2
01-6100-511	INSURANCE EXPENSE	.00	27,000.00	31,500.00	4,500.00	85.7
01-6100-522	FEES/PERMITS	.00	.00	2,000.00	2,000.00	.0
01-6100-525	TECHNOLOGY UPGRADES	.00	.00	500.00	500.00	.0
01-6100-591	MISC EXPENSE	.00	.00	500.00	500.00	.0
01-6100-592	CEMETERY EXPENSE	.00	.00	2,000.00	2,000.00	.0
01-6100-611	PRINCIPAL PAYMENTS	.00	20,452.53	41,142.00	20,689.47	49.7
01-6100-621	INTEREST EXPENSE	.00	5,111.37	9,986.00	4,874.63	51.2
01-6100-811	CAP OUTLAY: CONSTRUCT	.00	.00	15,000.00	15,000.00	.0
01-6100-812	CAP OUTLAY: EQUIP & FURN	8,340.00	33,840.00	120,000.00	86,160.00	28.2
	TOTAL PUBLIC WORKS	52,538.27	326,487.41	731,603.00	405,115.59	44.6

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	POLICE DEPARTMENT					
01-6200-114	SALARIES - REGULAR	36,343.51	238,363.32	451,000.00	212,636.68	52.9
01-6200-115	SALARIES - SPECIAL ASSIGNMENT	1,268.70	12,954.52	20,000.00	7,045.48	64.8
01-6200-116	SALARIES - OVERTIME	70.12	3,646.17	8,000.00	4,353.83	45.6
01-6200-119	SALARIES - CLERICAL	1,235.54	8,908.09	19,500.00	10,591.91	45.7
01-6200-131	EMPLOYEE HEALTH INS	5,952.12	37,502.00	90,075.00	52,573.00	41.6
01-6200-133	IMRF CONTRIBUTION	3,223.78	21,440.36	42,000.00	20,559.64	51.1
01-6200-193	PAYROLL TAXES	2,822.40	19,257.90	38,100.00	18,842.10	50.6
01-6200-198	UNIFORMS	.00	2,160.97	4,000.00	1,839.03	54.0
01-6200-199	UNIFORM ALLOWANCE	93.06	2,702.13	7,500.00	4,797.87	36.0
01-6200-211	LEGAL EXPENSE	.00	175.00	1,000.00	825.00	17.5
01-6200-212	ADJUDICATION	306.25	962.50	5,000.00	4,037.50	19.3
01-6200-240	EQUIPMENT PURCHASES & MAINT	24.75	1,824.19	14,500.00	12,675.81	12.6
01-6200-241	VEHICLE MAINTENANCE	259.60	5,722.55	13,500.00	7,777.45	42.4
01-6200-242	M&O: OFFICE	628.00	1,727.00	500.00	(1,227.00)	345.4
01-6200-261	TELECOMMUNICATIONS SERVICE	.00	65,260.00	66,000.00	740.00	98.9
01-6200-312	OFFICE SUPPLIES	16.00	478.41	.00	(478.41)	.0
01-6200-313	POSTAGE	7.05	46.71	150.00	103.29	31.1
01-6200-314	TELEPHONE	2,215.50	6,391.42	15,500.00	9,108.58	41.2
01-6200-315	COPIES & PRINTING	76.70	888.76	1,000.00	111.24	88.9
01-6200-316	UTILITIES	82.58	399.73	2,850.00	2,450.27	14.0
01-6200-317	BUSINESS FORMS EXPENSE	.00	559.80	2,500.00	1,940.20	22.4
01-6200-321	DUES & SUBSCRIPTIONS	130.00	12,883.32	25,000.00	12,116.68	51.5
01-6200-331	TRAVEL & TRAINING	518.27	4,431.06	8,500.00	4,068.94	52.1
01-6200-351	OFFICE EQUIP & MAINT	21.24	274.68	4,000.00	3,725.32	6.9
01-6200-361	DUI PREVENTION EQUIP	.00	.00	3,000.00	3,000.00	.0
01-6200-371	GAS & PETROLEUM	1,161.40	9,070.39	18,000.00	8,929.61	50.4
01-6200-421	COMMUNITY PROGRAMS	83.90	606.16	1,000.00	393.84	60.6
01-6200-511	INSURANCE EXP	.00	20,777.00	25,500.00	4,723.00	81.5
01-6200-550	TECHNOLOGY UPGRADES	.00	195.00	5,000.00	4,805.00	3.9
01-6200-591	MISC EXPENSE	.00	334.06	3,000.00	2,665.94	11.1
01-6200-812	CAP OUTLAY: EQUIP/FURN	.00	8,246.00	8,300.00	54.00	99.4
	TOTAL POLICE DEPARTMENT	56,540.47	488,189.20	903,975.00	415,785.80	54.0

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET		PCNT
	ENGINEERING & ZONING					
01-6300-118	SALARIES - CODE OFFICIAL	6,372.35	16,383.03	35,000.00	18,616.97	46.8
01-6300-119	ENGINEERING INTERN	.00	.00	12,000.00	12,000.00	.0
01-6300-120	SALARIES - ENGINEER	8,976.84	58,284.10	116,700.00	58,415.90	49.9
01-6300-131	EMPLOYEE HEALTH/LIFE	15.42	100.23	204.00	103.77	49.1
01-6300-133	EMPLOYER IMRF	786.38	5,105.74	10,300.00	5,194.26	49.6
01-6300-193	PAYROLL TAXES	1,174.22	5,711.98	9,850.00	4,138.02	58.0
01-6300-211	ENGINEERING: NON-REIMBURSABLE	.00	3,237.50	150,000.00	146,762.50	2.2
01-6300-213	PLANNING/ZONING/BUILDING	.00	.00	1,500.00	1,500.00	.0
01-6300-215	ZONING ADM: REIMBURSABLE	.00	1,400.00	.00	(1,400.00)	.0
01-6300-216	ZONING ADMINISTRATION FEES	.00	11,000.00	.00	(11,000.00)	.0
01-6300-241	VEHICLE & EQUIPMENT MAINT.	35.26	88.29	3,000.00	2,911.71	2.9
01-6300-312	OFFICE SUPPLIES	.00	235.61	3,000.00	2,764.39	7.9
01-6300-313	POSTAGE	.00	.00	100.00	100.00	.0
01-6300-314	TELEPHONE	185.00	1,092.15	2,160.00	1,067.85	50.6
01-6300-315	COPIES & PRINTING	415.00	843.50	500.00	(343.50)	168.7
01-6300-321	DUES & SUBSCRIPTIONS	.00	829.35	1,000.00	170.65	82.9
01-6300-331	CONFERENCE AND TRAINING	273.68	2,899.10	5,000.00	2,100.90	58.0
01-6300-351	OFFICE EXPENSE	.00	1,364.10	5,000.00	3,635.90	27.3
01-6300-371	GASOLINE	183.79	1,437.63	2,500.00	1,062.37	57.5
01-6300-511	INSURANCE EXP	.00	391.00	800.00	409.00	48.9
	TOTAL ENGINEERING & ZONING	18,417.94	110,403.31	358,614.00	248,210.69	30.8
	TOTAL FUND EXPENDITURES	165,979.36	1,240,044.71	2,543,818.00	1,303,773.29	48.8
	NET REVENUE OVER EXPENDITURES	(29,447.79)	153,779.14	(231,846.00)	(385,625.14)	66.3

Item 3.

MOTOR FUEL TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	MOTOR FUEL TAX REVENUES					
02-4011	MFT APPROPRIATION	17,312.43	66,102.93	177,000.00	110,897.07	37.4
	TOTAL MOTOR FUEL TAX REVENUES	17,312.43	66,102.93	177,000.00	110,897.07	37.4
	INTEREST ON INVESTMENT					
02-8011	INTEREST ON INVESTMENT	3,443.54	19,113.44	12,000.00	(7,113.44)	159.3
	TOTAL INTEREST ON INVESTMENT	3,443.54	19,113.44	12,000.00	(7,113.44)	159.3
	TOTAL FUND REVENUE	20,755.97	85,216.37	189,000.00	103,783.63	45.1

Item 3.

MOTOR FUEL TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	MOTOR FUEL EXPENSES					
02-6400-237	REBUILD ILLINOIS EXPENSES	.00	.00	55,000.00	55,000.00	.0
02-6400-370	GENERAL MAINTENANCE	.00	49,243.60	200,000.00	150,756.40	24.6
	TOTAL MOTOR FUEL EXPENSES	.00	49,243.60	255,000.00	205,756.40	19.3
	TOTAL FUND EXPENDITURES	.00	49,243.60	255,000.00	205,756.40	19.3
	NET REVENUE OVER EXPENDITURES	20,755.97	35,972.77	(66,000.00)	(101,972.77)	54.5

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	ELECTRICITY					
03-4011	UTILITY TAX - ELECTRICITY	8,315.08	42,238.96	95,000.00	52,761.04	44.5
	TOTAL ELECTRICITY	8,315.08	42,238.96	95,000.00	52,761.04	44.5
	GAS					
03-4021	UTILITY TAX - GAS	2,702.71	15,981.45	70,000.00	54,018.55	22.8
	TOTAL GAS	2,702.71	15,981.45	70,000.00	54,018.55	22.8
	TELEPHONE					
03-4031	SIMPLIFIED TELECOMM TAX (UT)	1,728.88	10,175.70	20,000.00	9,824.30	50.9
	TOTAL TELEPHONE	1,728.88	10,175.70	20,000.00	9,824.30	50.9
	SALES TAX					
03-4041	NON HOME RULE SALES TAX	19,857.34	80,174.82	225,000.00	144,825.18	35.6
	TOTAL SALES TAX	19,857.34	80,174.82	225,000.00	144,825.18	35.6
	MISCELLANEOUS REVENUE					
03-4991	MISCELLANEOUS INCOME	.00	(250.00)	.00	250.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	(250.00)	.00	250.00	.0
	INTEREST ON INVESTMENTS					
03-8011	INTEREST ON INVESTMENTS	5,305.99	28,283.19	15,000.00	(13,283.19)	188.6
	TOTAL INTEREST ON INVESTMENTS	5,305.99		15,000.00	(13,283.19)	188.6
	FUNDS FOR GRADE CROSSINGS					
03-8301	GRANT FUNDS	50,742.51	130,339.52	935,000.00	804,660.48	13.9
03-8302	DEKALB CTY COMMUNITY FDN GRANT	.00		.00		.0
	TOTAL FUNDS FOR GRADE CROSSINGS	50,742.51	149,539.52	935,000.00	785,460.48	16.0
	TOTAL FUND REVENUE	88,652.51	326,143.64	1,360,000.00	1,033,856.36	24.0

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CAPITAL IMPR EXPENSES					
03-6500-421	COMMUNITY PROGRAMS	.00	.00	15,000.00	15,000.00	.0
03-6500-522	NPDES PERMIT FEE	.00	1.000.00	.00	(1,000.00)	
03-6500-726	DONATIONS- COMMUNITY AGENCIES	.00	2,000.00	5,000.00	3,000.00	40.0
03-6500-820	CHESTNUT PARKING LOT	.00	4,170.00	.00	(4,170.00)	.0
03-6500-824	STREET IMPROVEMENT	.00	.00	800,000.00	800,000.00	.0
03-6500-837	EMERGENCY PREPAREDNESS	.00	3,068.52	.00	(3,068.52)	.0
03-6500-840	HOLIDAY DECORATIONS	.00	4,465.28	15,000.00	10,534.72	29.8
03-6500-842	SIDEWALKS, NEW CONSTRUCTION	.00	2,208.00	50,000.00	47,792.00	4.4
03-6500-846	SPLASH PAD	2,356.05	132,695.57	135,000.00	2,304.43	98.3
03-6500-857	DEKALB CTY COMMUNITY GRANT EXP	.00	19,508.74	.00	(19,508.74)	.0
03-6500-910	TRANSFERS TO OTHER FUNDS	.00	13,327.32	(26,655.00)	(39,982.32)	50.0
03-6500-912	LOAN PAYMENTS	.00	.00	(51,128.00)	(51,128.00)	.0
03-6500-913	CAPITAL PURCHASE TRANSFERS	.00	.00	(172,300.00)	(172,300.00)	.0
	TOTAL CAPITAL IMPR EXPENSES	2,356.05	182,443.43	769,917.00	587,473.57	23.7
	TOTAL FUND EXPENDITURES	2,356.05	182,443.43	769,917.00	587,473.57	23.7
	NET REVENUE OVER EXPENDITURES	86,296.46	143,700.21	590,083.00	446,382.79	24.4

SEWER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SERVICE FEES					
06-4010 06-4011	CONNECTION FEES SERVICE FEES	2,000.00 140,762.05	13,000.00 281,750.73	10,000.00 552,000.00	(3,000.00) 270,249.27	130.0 51.0
	TOTAL SERVICE FEES	142,762.05	294,750.73	562,000.00	267,249.27	52.5
	LATE CHARGES					
06-4021	LATE CHARGES	.00	14,124.16	28,000.00	13,875.84	50.4
	TOTAL LATE CHARGES	.00	14,124.16	28,000.00	13,875.84	50.4
	BAD CHECK CHARGES					
06-4041	BAD CHECK CHARGES	(10.00)	(29.99)	25.00	54.99	(120.0)
	TOTAL BAD CHECK CHARGES	(10.00)	(29.99)	25.00	54.99	(120.0)
	PERMITS					
06-4051	PERMITS	7,000.00	45,500.00	35,000.00	(10,500.00)	130.0
	TOTAL PERMITS	7,000.00	45,500.00	35,000.00	(10,500.00)	130.0
	INTEREST ON INVESTMENT					
06-8011	INTEREST ON INVESTMENT	10,904.86	62,014.56	50,000.00	(12,014.56)	124.0
	TOTAL INTEREST ON INVESTMENT	10,904.86	62,014.56	50,000.00	(12,014.56)	124.0
	LEASE INCOME					
06-8801	LEASE INCOME	.00	.00	10,725.00	10,725.00	.0
	TOTAL LEASE INCOME	.00	.00	10,725.00	10,725.00	.0
	TOTAL FUND REVENUE	160,656.91	416,359.46	685,750.00	269,390.54	60.7

SEWER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SEWER SYSTEM EXPENSES					
06-7300-118	SALARIES: MAINT WORKERS	6,382.92	41,881.23	97,500.00	55,618.77	43.0
06-7300-131	EMPLOYEE HEALTH INSURANCE	857.14	5,571.41	18,000.00	12,428.59	31.0
06-7300-133	IMRF CONTRIBUTION	559.14	3,668.78	8,650.00	4,981.22	42.4
06-7300-193	PAYROLL TAXES	488.31	3,203.97	7,200.00	3,996.03	44.5
06-7300-198	UNIFORMS	.00	150.00	1,000.00	850.00	15.0
06-7300-211	LEGAL/COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
06-7300-212	ENGINEERING EXPENSE	.00	.00	2,500.00	2,500.00	.0
06-7300-213	OTHER CONSULTING FEES	1,337.45	7,016.83	16,000.00	8,983.17	43.9
06-7300-214	AUDIT FEES	.00	3,150.00	4,000.00	850.00	78.8
06-7300-218	EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
06-7300-221	UTILITIES	5,763.20	32,700.90	110,000.00	77,299.10	29.7
06-7300-241	M&O: VEH & EQUIP	210.49	1,638.73	3,000.00	1,361.27	54.6
06-7300-243	M&O: SEWER PLANT	15,992.97	19,434.07	40,000.00	20,565.93	48.6
06-7300-311	OFFICE EXPENSE	75.31	2,477.23	6,500.00	4,022.77	38.1
06-7300-312	ANNUAL PERMIT FEES	.00	7,500.00	11,000.00	3,500.00	68.2
06-7300-313	TRAINING	1,049.17	1,049.17	2,000.00	950.83	52.5
06-7300-314	TELEPHONE	125.18	1,256.84	5,000.00	3,743.16	25.1
06-7300-345	WASTEWATER TESTING	266.80	3,605.80	17,500.00	13,894.20	20.6
06-7300-371	GAS & PETROLEUM	138.91	1,160.16	2,200.00	1,039.84	52.7
06-7300-511	INSURANCE EXPENSE	.00	2,994.00	4,100.00	1,106.00	73.0
06-7300-591	MISC EXPENSES	.00	30.05	500.00	469.95	6.0
06-7300-611	DEBT SERVICE PRINCIPAL	.00	24,434.99	49,106.00	24,671.01	49.8
06-7300-621	INTEREST EXPENSE	.00	6,038.40	11,841.00	5,802.60	51.0
06-7300-811	CAP OUTLAY: CONSTRUCT	.00	85,871.00	15,000.00	(70,871.00)	572.5
06-7300-812	CAP OUTLAY: EQUIPMENT	.00	.00	58,500.00	58,500.00	.0
	TOTAL SEWER SYSTEM EXPENSES	33,246.99	254,833.56	499,097.00	244,263.44	51.1
	TOTAL FUND EXPENDITURES	33,246.99	254,833.56	499,097.00	244,263.44	51.1
	NET REVENUE OVER EXPENDITURES	127,409.92	161,525.90	186,653.00	25,127.10	86.5

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SERVICE FEES					
07-4011	SERVICE FEES	148,065.78	294,103.97	520,000.00	225,896.03	56.6
	TOTAL SERVICE FEES	148,065.78	294,103.97	520,000.00	225,896.03	56.6
	LATE CHARGES					
07-4021	LATE CHARGES	.00	925.48	1,500.00	574.52	61.7
	TOTAL LATE CHARGES	.00	925.48	1,500.00	574.52	61.7
	BAD CHECK CHARGES					
07-4041	BAD CHECK CHARGES	25.00	100.00	25.00	(75.00)	400.0
	TOTAL BAD CHECK CHARGES	25.00	100.00	25.00	(75.00)	400.0
	PERMITS					
07-4051	PERMITS	7,600.00	49,400.00	50,000.00	600.00	98.8
	TOTAL PERMITS	7,600.00	49,400.00	50,000.00	600.00	98.8
	METER SALES					
07-4301	METER SALES	300.00	300.00	5,000.00	4,700.00	6.0
	TOTAL METER SALES	300.00	300.00	5,000.00	4,700.00	6.0
	MISCELLANEOUS REVENUE					
07-4991	MISC INCOME	535.00	1,435.00	1,500.00	65.00	95.7
	TOTAL MISCELLANEOUS REVENUE	535.00	1,435.00	1,500.00	65.00	95.7
	INTEREST ON INVESTMENT					
07-8011	INTEREST ON INVESTMENT	5,437.10	31,056.86	25,000.00	(6,056.86)	124.2
	TOTAL INTEREST ON INVESTMENT	5,437.10	31,056.86	25,000.00	(6,056.86)	124.2

50 % OF THE FISCAL YEAR HAS ELAPSED

FOR ADMINISTRATION USE ONLY

Item 3.

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LEASE INCOME					
07-8801	LEASE INCOME	310.00	1,860.00	3,720.00	1,860.00	50.0
	TOTAL LEASE INCOME	310.00	1,860.00	3,720.00	1,860.00	50.0
	TOTAL FUND REVENUE	162,272.88	379,181.31	606,745.00	227,563.69	62.5

Item 3.

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UN	EXPENDED	PCNT
	WATER SYSTEM EXPENSES						
07-7400-118	SALARIES: MAINT WORKERS	9,574.35	62,821.74	142,500.00		79,678.26	44.1
07-7400-131	EMPLOYEE HEALTH INSURANCE	1,285.74	8,357.31	2,700.00	(5,657.31)	309.5
07-7400-133	IMRF CONTRIBUTION	838.71	5,503.18	21,000.00	(15,496.82	26.2
07-7400-193	PAYROLL TAXES	732.42	4,805.78	17,950.00		13,144.22	26.8
07-7400-198	UNIFORMS	.00	366.16	900.00		533.84	40.7
07-7400-212	ENGINEERING EXPENSE	.00	.00	2,500.00		2,500.00	.0
07-7400-213	OTHER CONSULTING FEES	2,006.17	10,525.22	24,075.00		13,549.78	43.7
07-7400-214	AUDIT FEES	.00	3,150.00	4,000.00		850.00	78.8
07-7400-221	UTILITIES	5,565.11	25,959.39	75,000.00		49,040.61	34.6
07-7400-222	RADIUM REMOVAL PROCESSING	9,146.89	56,361.27	111,510.00		55,148.73	50.5
07-7400-241	M&O: VEH & EQUIP	112.20	188.11	5,000.00		4,811.89	3.8
07-7400-243	M&O: WELL SYSTEM	4,234.13	6,494.66	30,000.00		23,505.34	21.7
07-7400-311	OFFICE EXPENSE	222.87	5,494.75	11,000.00		5,505.25	50.0
07-7400-314	TELEPHONE	114.01	1,474.01	5,000.00		3,525.99	29.5
07-7400-331	TRAVEL & TRAINING	763.25	902.00	2,000.00		1,098.00	45.1
07-7400-341	METER PURCHASES & SUPPLIES	.00	5,313.40	15,000.00		9,686.60	35.4
07-7400-343	CONNECTION EXP	.00	.00	5,000.00		5,000.00	.0
07-7400-344	ACCESS SUPPLY PURCH	.00	.00	2,000.00		2,000.00	.0
07-7400-345	CHEMICALS & TESTING	1,485.70	14,372.71	20,000.00		5,627.29	71.9
07-7400-346	TOOLS	558.03	558.03	1,250.00		691.97	44.6
07-7400-371	GAS & PETROLEUM	324.13	2,707.09	8,000.00		5,292.91	33.8
07-7400-511	INSURANCE EXPENSE	.00	5,341.00	6,800.00		1,459.00	78.5
07-7400-531	REAL ESTATE TAXES	.00	236.56	.00	(236.56)	.0
07-7400-811	CAP OUTLAY: CONSTRUCT	.00	5,740.00	25,000.00		19,260.00	23.0
07-7400-812	CAP OUTLAY: EQUIPMENT	.00	36,420.00	100,000.00		63,580.00	36.4
07-7400-826	CAP OUTLAY: ENG STUDY	.00	.00	50,000.00		50,000.00	.0
	TOTAL WATER SYSTEM EXPENSES	36,963.71	263,092.37	688,185.00		425,092.63	38.2
	TOTAL FUND EXPENDITURES	36,963.71	263,092.37	688,185.00		425,092.63	38.2
	NET REVENUE OVER EXPENDITURES	125,309.17	116,088.94	(81,440.00)	(197,528.94)	142.6

FESTIVAL & PARADE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DONATIONS					
09-4961	DONATIONS	.00	.00	5,000.00	5,000.00	.0
	TOTAL DONATIONS	.00	.00	5,000.00	5,000.00	.0
	FUNDRAISERS					
09-4972	FESTIVAL RECEIPTS	.00	.00	17,500.00	17,500.00	.0
	TOTAL FUNDRAISERS	.00	.00	17,500.00	17,500.00	.0
	INTEREST					
09-8011	INTEREST ON INVESTMENT	.00	.04	60.00	59.96	.1
	TOTAL INTEREST	.00	.04	60.00	59.96	.1
	ALLOTMENT FROM GF					
09-8192	FESTIVAL/PARADE TRANSFER	.00	(10.30)	20,000.00	20,010.30	(.1)
	TOTAL ALLOTMENT FROM GF	.00	(10.30)	20,000.00	20,010.30	(.1)
	TOTAL FUND REVENUE	.00	(10.26)	42,560.00	42,570.26	.0

FESTIVAL & PARADE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	FESTIVAL & PARADE EXPENSES					
09-7700-218	CONTRACTED GROUPS/EVENTS/LABOR	.00	6,565.68	20,000.00	13,434.32	32.8
09-7700-241	RENTALS	.00	.00	4,500.00	4,500.00	.0
09-7700-312	SUPPLIES	.00	.00	4,500.00	4,500.00	.0
09-7700-313	POSTAGE	.00	.00	100.00	100.00	.0
09-7700-315	COPIES, PRINTING & ADVERTISING	.00	.00	1,500.00	1,500.00	.0
09-7700-571	PRIZES & AWARDS	.00	.00	750.00	750.00	.0
09-7700-591	MISC EXPENSE	.00	.00	500.00	500.00	.0
	TOTAL FESTIVAL & PARADE EXPENSES	.00	6,565.68	31,850.00	25,284.32	20.6
	TOTAL FUND EXPENDITURES	.00	6,565.68	31,850.00	25,284.32	20.6
	NET REVENUE OVER EXPENDITURES	.00	(6,575.94)	10,710.00	17,285.94	(61.4)

RESTRICTED ASSETS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEX	PENDED	PCNT
	DONATIONS						
13-4167	WASTE COLLECTION AGREEMENT	4,350.00	15,241.50	17,000.00		1,758.50	89.7
	TOTAL DONATIONS	4,350.00	15,241.50	17,000.00		1,758.50	89.7
	PARK DEVELOPMENT FEES						
13-4171	PARK LOT DEV FEES - GENERAL	100.00	100.00	1,000.00		900.00	10.0
	TOTAL PARK DEVELOPMENT FEES	100.00	100.00	1,000.00		900.00	10.0
	CAPITAL CONTRIBUTIONS: TOWN						
13-4201	CAP CONTRIB: PUBLIC WORKS BLDG	1,009.26	6,560.19	.00	(6,560.19)	.0
	CAP CONTRIB: POLICE FACILITY	805.56	5,236.14	.00	(5,236.14)	.0
	CAP CONTRIB: EMERGENCY SIREN	23.14	150.41	.00	(150.41)	.0
13-4204	CAP CONTRIB: TOWN HALL BLDG	1,809.26	9,835.19	.00	(, 9,835.19)	.0
13-4205	CAP CONTRIB: SPORTS COMPLEX	1,319.44	8,576.36	.00	(8,576.36)	.0
13-4206	CAP CONTRIB: CAPITAL EQUIPMENT	.00	.00	18,000.00		18,000.00	.0
	TOTAL CAPITAL CONTRIBUTIONS: TOWN	4,966.66	30,358.29	18,000.00	(12,358.29)	168.7
	INTEREST						
13-8011	INTEREST ON INVESTMENT	7,080.03	39,951.39	35,000.00	(4,951.39)	114.2
	TOTAL INTEREST	7,080.03	39,951.39	35,000.00	(4,951.39)	114.2
	TRANSFERS						
13-8101	TRANSFERS FROM OTHER FUNDS	.00	13,327.32	26,655.00		13,327.68	50.0
	TOTAL TRANSFERS	.00	13,327.32	26,655.00		13,327.68	50.0
	TOTAL FUND REVENUE	16,496.69	98,978.50	97,655.00	(1,323.50)	101.4

RESTRICTED ASSETS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	RESTRICTED ASSETS					
13-8000-350	ROAD IMPROVEMENTS	.00	27,617.95	35,000.00	7,382.05	78.9
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	50,000.00	50,000.00	.0
13-8000-815	CAPITAL OUTLAY SPLASH PAD NEUM	.00	.00	79,851.00	79,851.00	.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	8,471.72	.00	(8,471.72)	.0
13-8000-840	AIRPORT ROAD UTILITIES	15.42	96.36	.00	(96.36)	.0
	TOTAL RESTRICTED ASSETS	15.42	36,186.03	189,156.00	152,969.97	19.1
	TOTAL FUND EXPENDITURES	15.42	36,186.03	189,156.00	152,969.97	19.1
	NET REVENUE OVER EXPENDITURES	16,481.27	62,792.47	(91,501.00)	(154,293.47)	68.6

TIF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UN	IEXPENDED	PCNT
	INTEREST INCOME						
14-8010	TIF RE TAX RECEIVED	.00	440,294.58	355,000.00	(85,294.58)	124.0
14-8011	INTEREST ON INVESTMENT	4,580.02	21,646.85	15,000.00	(6,646.85)	144.3
	TOTAL INTEREST INCOME	4,580.02	461,941.43	370,000.00	(91,941.43)	124.9
	TOTAL FUND REVENUE	4,580.02	461,941.43	370,000.00	(91,941.43)	124.9

TIF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	TIF EXPENSES					
14-6600-212	ADMINISTRATIVE EXPENSE	2,829.95	4,549.90	.00	(4,549.90)	.0
14-6600-591	MISC EXPENSES	.00	23,502.20	427,000.00	403,497.80	5.5
14-6600-599	LOCAL MATCH - SOMONAUK RD	2,952.00	2,952.00	.00	(2,952.00)	.0
	TOTAL TIF EXPENSES	5,781.95	31,004.10	427,000.00	395,995.90	7.3
	TOTAL FUND EXPENDITURES	5,781.95	31,004.10	427,000.00	395,995.90	7.3
	NET REVENUE OVER EXPENDITURES	(1,201.93	430,937.33	(57,000.00)	(487,937.33)	756.0

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 5/1/2023					\$	340,817.46		
Principal Paid Fiscal Year 2024:					\$	(20,452.53)		
Interest Paid Fiscal Year 2024:			\$	5,111.37				
Current Balance:					\$	320,364.93		
Remaining Debt Schedule								
		Principal		Interest				
Fiscal Year Ending 2024	\$	18,218.32	\$	11,708.68				
Fiscal Year Ending 2025	\$	38,582.92	\$,				
Future	\$	263,563.69	\$	59,692.54				
Total:	\$	320,364.93	\$	92,672.30				
* rate change 3 year va	riable				-			

General Fund - IEPA Loan Wastewater Project: L17-5003 Maturity Date 9/25/2034, Int Rate: 1.93%, Semi-Annual Payments										
Beginning Balance 5/1/2023					\$	625,740.66				
Principal Paid Fiscal Year 2024: Interest Paid Fiscal Year 2024:			\$	6,038.40	\$	(24,434.99)				
Current Balance:					\$	601,305.67				
Remaining Debt Schedule		Drineinel		Interest						
Fiscal Year Ending 2024	ć	Principal 24,670.79	ć	Interest 5,802.60						
Fiscal Year Ending 2025	\$ \$	50,058.09		-						
Future	, S	526,576.79		,						
Total:	<u>+</u>	601,305.67	Ś	68,956.36	-					

I

Restricted Asset Fund Loan North Avenue Road Repairs Maturity Date 12/31/2024, Int Rate: 2%, Semi-Annual Payments									
Beginning Balance 5/1/2023					\$	52,002.73			
Principal Paid Fiscal Year 2024: Interest Paid Fiscal Year 2024:			\$	520.03	\$	(12,807.29)			
Current Balance:			ç	520.05	\$	39,195.44			
Remaining Debt Schedule		Principal		Interest					
Fiscal Year Ending 2024	\$	12,935.36	\$	391.95					
Fiscal Year Ending 2025	\$	26,260.08	\$	394.55					
Total:	\$	39,195.44	\$	786.50	-				

Town of Cortland Restricted Assets October 31, 2023

October 3	er 31, 2023		Balance		Deposits		Expenditures		Balance	
			10/1/2023	1	0/31/2023	•	/31/2023		10/31/2023	
<u>Customer</u>										
13-2010	AP	\$	-					\$	-	
13-2020	Deferred Revenue	\$	-		-		-		-	
13-2301	Occupany Deposits	\$	-		-				-	
13-2355	Airport Road Security Deposits	\$	-		-		-		-	
Engineerir 13-2316	ng Deposits DCUSD #428	ć	E1 669 20	ć		\$		ć	E1 669 30	
13-2316	DC0SD #428	\$	51,668.29	Ş	-	Ş	-	\$	51,668.29	
	n Contributions									
.3-2401	Cortland Fire Protection District	\$	4,200.00	\$	900.00			\$	5,100.00	
3-2405	Sycamore School District # 427	\$	2,363.69		898.71				3,262.40	
.3-2406	#428 Schools	\$	105,648.75						105,648.7	
.3-2407	Cortland Library	\$	630.00		135.00				765.00	
	ver Escrow									
.3-2411	Neumann Homes Inc	\$	79,850.65			\$	-	\$	79,850.65	
apital Co	ontributions #428 Schools									
.3-2432	DRH Cambridge - Richland Trails	\$	246,288.85					\$	246,288.85	
ibrary Bu	lilding									
3-2452	Library Building	\$	16,177.92	\$	674.08	\$	-	\$	16,852.00	
ire Depai	rtment Building									
.3-2461	DRH Cambridge - Richland Trails	\$	91,144.90					\$	91,144.90	
3-2462	Montalbano - Chestnut Grove	\$	20,932.80		872.20		-		21,805.0	
VasteWa	ter Irrigation Land Acquisition									
3-2501	SSA # 4 Connection Fees	\$	54,500.00	\$	8,500.00	\$	-	\$	63,000.0	
3-2505	SSA # 8 Connection Fees	\$	-				-	\$	-	
3-2551	Waste Water Irrigation Land Fee	\$	85,500.00		1,500.00		-	\$	87,000.0	
ortland E	Events Committee									
3-2900	Festival Parade	\$	-	\$	-	\$	-	\$	-	
	Beer data and the	~	20.045.42	~					20.045.4	
3-2350	Road Improvements	\$	39,815.43	Ş	-			\$	39,815.4	
3-2352 3-2354	Administrative Fund Punch List Follow Up Items	\$ \$	99,423.32 12,072.46		-		-		99,423.3 12,072.4	
		•								
	ntributions - Town Use (By Purpose)									
3-3100	McPhillips Park Improvements	\$	14,305.60	\$	-	\$	-	\$	14,305.60	
3-4096	Town Services	\$	-		-		-		-	
3-4167	Road Improvements - DC Trash Agreeement	\$	78,039.86		4,350.00		-		82,389.80	
3-4168	Airport Road Property Rent	\$	17,285.28		-		15.42		17,269.8	
3-4170	Airport Road Farm Rent	\$	106,953.83				-		106,953.8	
3-4161	Parks Improvements	\$	256.00		-		-		256.0	
3-4171	Park Development Fees	\$	8,500.00		100.00		-		8,600.0	
3-4201	Public Works Facility	\$	14,634.27		1,009.26		-		15,643.5	
3-4202	Police Facility	\$	12,096.08		805.56		-		12,901.6	
3-4203	Emergency Siren	\$	2,973.49		23.14		-		2,996.6	
3-4204	Town Hall	\$	30,609.27		1,809.26		-		32,418.5	
3-4205	Sports Complex	\$	170,881.73		1,319.44		-		172,201.1	
3-4206	Capital Improvements	\$	139,915.44		7,080.03		-		146,995.4	
3-4206	SCADA - Chestnut Grove	\$	9,520.60		-		-		9,520.6	
3-8101	Transfers from Other Funds - Town Loan	\$	77,937.04				-		77,937.0	
3-8701	InvestForeclosures (Dep less Ltr of Credit)	\$	-		-		-		-	
3-8702	Performance Bond - Nature's Crossing	\$	-		-		-		-	
				4		4		4		
		\$	683,908.49	\$	16,496.69	\$	15.42	\$	700,389.7	
	"FUND BAL"		642,805.51							
	Reserve for McPhillips		14,305.60							
	YTD Revs over Exps		62,792.47							
	Fund Equity	\$	719,903.58				Total Assets		1,643,600.6	
	Account Interact	ć	7 000 02		Total	Liabili	ties & Equity		1,643,600.6	
	Account Interest 13-8011	\$	7,080.03					Ş	-	
	13-0011									

13-8011

* Account Interest posted to Capital Improvements

SUMMARY OF INCOME AND EXPENSES FOR THE MONTH OF: October 31, 2023

		Beginning Balance	Receipts/ ransfers In	vividends/ Interest	penditures/ ansfers Out	Ending Balance
SSA #1 Special Tax Refunding	Bon	nds 2017				
Bond & Interest Fund	\$	403,536.36		\$ 1,220.85		404,757.21
2017 Reserve Fund	\$	353,063.50	-	1,375.69		354,439.19
Special Redemption Account	\$	-	-	-	-	-
Special Reserve Fund 2017	\$	40,000.00	-	155.83		40,155.83
Administrative Expense Fund	\$	5,623.99		21.90		5,645.89
Total SSA #1 Refunding Bon	\$	802,223.85	\$ -	\$ 2,774.27	\$ -	\$ 804,998.12
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	\$	183,252.11		\$ 619.06		\$ 183,871.17
Reserve Fund	\$	157,185.79		678.56		157,864.35
Improvement Fund	\$	-				-
Administrative Expense Fund	\$	14,997.92		64.75	4,000.00	11,062.67
Total SSA #9	\$	355,435.82	\$ -	\$ 1,362.37	\$ 4,000.00	\$ 352,798.19
Total All SSA		1,157,659.67	0.00	4,136.64	4,000.00	1,157,796.31

Check Register - Generic: Month (Detail w/ GL Account Title)

Check Issue Dates: 10/1/2023 - 10/31/2023

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Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
10/06/23	42726	ACCESSIBLE TECHNOLOGIES	092123 PRESSURE TRANSDUCER	361633	06-7300-243	M&O: SEWER PLANT	756.02
10/06/23		ALUMNI AWARD SERVICES	080723 NAME PLATES	5443		OFFICE EXPENSE	57.90
10/06/23		AMAZON CAPITAL SERVICES	092223 SHEET PROTECTORS	112-8167303		OFFICE EXPENSE	25.36
10/06/23		AMAZON CAPITAL SERVICES	092223 SHEET PROTECTORS	112-8167303		OFFICE EXPENSE	25.37
10/06/23	42728	AMAZON CAPITAL SERVICES	092223 PAPER TOWELS, PHONE CHA	112-8615657		OFFICE SUPPLIES	133.32
10/06/23		AMAZON CAPITAL SERVICES	091323 HYDRAULIC DRIVER, EXT CO	114-5052826	07-7400-346		182.77
10/06/23	42729	BINGHAM, ARTHUR & JULIE	091823 MULCH SALES	500		PARKS - EQUIPMENT MAINTENANCE	720.00
10/06/23	42730	BRUNNER, LUCINDA	8/16/23-9/26/23 MILEAGE	092623	01-6200-331	TRAVEL & TRAINING	55.27
10/06/23		COMED	091523 ACCT #2371151041	091523		ELECTRIC - STREET LIGHTS	166.37
10/06/23		COMED	092223 ACCT # 2863057150	092223	01-6100-316		39.76
10/06/23		COMED	092223 ACCT #0403167171	092223-#671	01-6100-316		19.98
10/06/23		COMED	092223 ACCT #3504012009	092223-#120	01-6100-316		24.53
10/06/23		COMED	092223 ACCT #2746057001	092223-#570	01-6100-316	UTILITIES	23.44
10/06/23		COMED	092223 ACCT #3683145005	092223-#450	01-6100-219	ELECTRIC - STREET LIGHTS	15.06
10/06/23	42737	COMED	092223 ACCT #0459043031	092223-#430	01-6100-219	ELECTRIC - STREET LIGHTS	33.10
10/06/23	42738	COMED	092523 ACCT #2875156024	092523-#560	07-7400-221	UTILITIES	1,145.40
10/06/23	42739	COMED	092523 ACCT #1239090004	092523-#900	07-7400-221	UTILITIES	243.05
10/06/23	42740	COMED	092523 ACCT #5631039010	092523-#390	07-7400-221	UTILITIES	239.03
10/06/23	42741	COMED	092523 ACCT #3567169021	092523-#690	07-7400-221	UTILITIES	3,614.62
10/06/23	42742	COMED	092523 ACCT #4707129051	092523-#290	06-7300-221	UTILITIES	23.14
10/06/23	42743	COMED	092523 ACCT #0723100114	092523-#001	06-7300-221	UTILITIES	56.69
10/06/23	42744	COMED	092523 ACCT #7347065022	092523-#650	06-7300-221	UTILITIES	115.01
10/06/23	42745	COMED	092523 ACCT #5715097078	092523-#970	06-7300-221	UTILITIES	117.84
10/06/23	42746	COMED	092523 ACCT #3974033034	092523-#330	06-7300-221	UTILITIES	24.70
10/06/23	42747	COMED	092523 ACCT #0403114054	092523-#140	06-7300-221	UTILITIES	668.39
10/06/23	42748	COMED	092523 ACCT #0993022049	092523-#220	06-7300-221	UTILITIES	4,347.62
10/06/23	42749	COMED	092523 ACCT #0419047171	092523-#471	06-7300-221	UTILITIES	156.97
10/06/23	42750	COMED	092223 ACCT #4188054000	092223-#540	06-7300-221	UTILITIES	23.35
10/06/23	42751	COMED	092223 ACCT #1565283053	092223-#830	13-8000-840	AIRPORT ROAD UTILITIES	15.42
10/06/23	42752	CSR BOBCAT INC	091923 OIL & FILTER, AIR FILTER	01-13519	01-6100-241	VEHICLE & EQUIPMENT MAINT.	126.43
10/06/23	42753	DARGIS, LIN	100823 PARADE-PANERA BREAD	092723	01-6200-421	COMMUNITY PROGRAMS	61.00
10/06/23	42754	DEKALB COUNTY EDC	092523 ANNUAL DINNER-M PIETROW	23.301	01-6000-331	TRAVEL & TRAINING	220.00
10/06/23	42755	DIVERSIFIED BENEFIT SERVIC	100323 105-HRA-ADMIN SERVICES &	392370	01-6000-131	EMPLOYEE HEALTH INSURANCE	111.30
10/06/23	42756	ELLIOTT & WOOD INC	092123 CATCH BASIN REPAIRS-PRAIR	15824	01-6100-255	STORM SEWER REPAIRS	1,875.00
10/06/23	42757	FOSTER & BUICK	092023 GENERAL COUNSEL, ORDINA	50992	01-6000-211	LEGAL EXPENSE	1,313.75
10/06/23	42757	FOSTER & BUICK	092023 GENERAL COUNSEL, ORDINA	50992	01-6200-212	ADJUDICATION	306.25
10/06/23	42758	FRONTIER	091023 FRONTIER YEALINK OFFICE P	091023	06-7300-314	TELEPHONE	56.00
10/06/23	42758	FRONTIER	091023 FRONTIER YEALINK OFFICE P	091023	01-6000-314	TELEPHONE	94.14
10/06/23	42758	FRONTIER	091023 FRONTIER YEALINK OFFICE P	091023	01-6200-314	TELEPHONE	88.76

Check Register - Generic: Month (Detail w/ GL Account Title)

Check Issue Dates: 10/1/2023 - 10/31/2023

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Check Date	Check #	Pavee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
10/06/23	42759	GRIFFIN, MARTIN	093023 FIREARMS TRAINING-4 HOUR	093023	01-6200-331	TRAVEL & TRAINING	112.00
10/06/23	42760	IL ASSN OF CHIEFS OF POLICE	100123 MEMBERSHIP RENEWAL THR	14081	01-6200-321	DUES & SUBSCRIPTIONS	130.00
10/06/23	42761	MELINS LOCK & KEY	080323 1KA PADLOCKS #2126	26431		TOOLS AND HARDWARE	112.20
10/06/23		MELINS LOCK & KEY	080323 1KA PADLOCKS #2126	26431	07-7400-241	M&O: VEH & EQUIP	112.20
10/06/23	42762	MENARDS	081023 DECK COMBO, AC2 GREEN T	96669	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	48.89
10/06/23	42762	MENARDS	081023 SS FCT, PL QC COUPLINGS, C	96689	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	25.32
10/06/23	42762	MENARDS	082423 CONCRETE MIX & TROWEL	97664	01-6100-255	STORM SEWER REPAIRS	526.65
10/06/23	42762	MENARDS	091323 NOZZLE, FLASHLIGHT, TORCH	98893	07-7400-346	TOOLS	375.26
10/06/23	42762	MENARDS	091423 5000K LED A 2PK	98957	01-6100-242	TOWN HALL MAINTENANCE	49.95
10/06/23	42762	MENARDS	091423 FAST SET CONCRETE MIX, SH	98972	01-6100-255	STORM SEWER REPAIRS	178.16
10/06/23	42762	MENARDS	091523 WOVEN COVER, CONCRTE &	99030	07-7400-243	M&O: WELL SYSTEM	320.13
10/06/23	42763	MERRY MAIDS	090523 CLEANING-POLICE DEPT-AUG	090523-PD	01-6200-242	M&O: OFFICE	314.00
10/06/23	42764	METRONET	092823 FIBER SPEED INTERNET	092823	07-7400-311	OFFICE EXPENSE	49.95
10/06/23	42764	METRONET	092823 FIBER SPEED INTERNET	092823	06-7300-311	OFFICE EXPENSE	49.95
10/06/23	42765	NCPERS GROUP LIFE INS	090123 LIFE INSURANCE PREMIUM-9/	6231092023	01-2130	LIFE INSURANCE WITHHELD	128.00
10/06/23	42765	NCPERS GROUP LIFE INS	090123 LIFE INSURANCE PREMIUM-1	6231102023	01-2130	LIFE INSURANCE WITHHELD	128.00
10/06/23	42766	NICOR	091523 156 E NORTH AVE	091523	06-7300-221	UTILITIES	172.01
10/06/23	42766	NICOR	091523 250 S HALWOOD ST	091523	01-6100-316	UTILITIES	163.43
10/06/23	42766	NICOR	091823 54 MARY ALDIS LN	091823	01-6200-316	UTILITIES	82.58
10/06/23		NICOR	091823 238 E CORTLAND CENTER RD	091823	06-7300-221	UTILITIES	57.48
10/06/23	42766	NICOR	091823 59 S SOMONAUK RD	091823	01-6100-316	UTILITIES	68.37
10/06/23	42766	NICOR	091823 227 S SOMONAUK RD	091823	07-7400-221	UTILITIES	61.63
10/06/23		NICOR	091823 100 S LLANOS ST	091823	07-7400-221	UTILITIES	195.85
10/06/23		NICOR	091823 91 N SPRUCE ST	091823	07-7400-221	UTILITIES	65.53
10/06/23	42767		091723 ACCT. 1048895-10001 LIFE INS	091723		HEALTH INS WITHHELD	261.36
10/06/23	42768	RK DIXON CO	090123 CONTRACT BASE RATE 9/27/2	IN4738413	01-6200-315	COPIES & PRINTING	51.98
10/06/23	42769	RUSH POWER SYSTEMS LLC	092023 PM2 SERVICE, OIL & COOLAN	11438	01-6100-232	MAINTENANCE TOWN GARAGE	571.00
10/06/23	42769	RUSH POWER SYSTEMS LLC	092023 PM2 SERVICE, OIL & COOLAN	11438		M&O: SEWER PLANT	3,780.00
10/06/23	42769	RUSH POWER SYSTEMS LLC	092023 PM2 SERVICE, OIL & COOLAN	11438		M&O: WELL SYSTEM	3,038.00
10/06/23	42770	SCHAIBLE, STEPHEN	091823 CLASS IN FREEPORT	091823		TRAVEL & TRAINING	10.00
10/06/23		SOFTWATERCITY INC.	093023 WATER RENT	093023		OFFICE SUPPLIES	16.00
10/06/23		SUBURBAN TIRE AUTO REPAIR	083023 TRAILER TIRES & INSTALLATI	9006688		VEHICLE & EQUIPMENT MAINT.	295.38
10/06/23	42773	SUMMERHILL, JOEL	08/25/23-08/30/23 PWX CONFERENCE	083023	06-7300-313	TRAINING	301.92
10/06/23		SUMMERHILL, JOEL	08/25/23-08/30/23 PWX CONFERENCE	083023	06-7300-313	TRAINING	747.25
10/06/23		SUMMERHILL, JOEL	08/25/23-08/30/23 PWX CONFERENCE	083023		TRAVEL & TRAINING	747.25
10/06/23	42774	TESTING SERVICE CORPORATI	073123 ENGINEERING SERVICES-TIF	IN127906	14-6600-599	LOCAL MATCH - SOMONAUK RD	2,952.00
10/06/23	42775		082823 SPLASH PAD SIGNS	116087		ROAD SIGNS	881.20
10/06/23	42776	UNIFORM DEN EAST, INC.	092823 PEGGY HOPKINS-EMBLEMS,	88469		UNIFORM ALLOWANCE	93.06
10/06/23	42777	VIKING CHEMICAL COMPANY	091223 SODIUM HYPOCHLORITE SOL	152003	07-7400-345	CHEMICALS & TESTING	1,080.50

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10/06/23	42778	WILLIAMS, BRANDY	8/26/23-8/30/23 MEALS & PARKING-SA	090123	01-6300-331	Conference and Training	248.68
10/20/23		RJ BOWERS DISTRIBUTORS IN	92723 KARCHER EL EDS	0304746		CAP OUTLAY: EQUIP & FURN	8,340.00
10/20/23		RJ BOWERS DISTRIBUTORS IN	92723 HOSE REEL PIVOT KARCHER,	0304747		TOOLS AND HARDWARE	780.00
10/20/23	42780	COMED	101123 ACCT #10711-16045	101123-#160	01-6100-219	ELECTRIC - STREET LIGHTS	2,536.43
10/20/23	42781	CSR BOBCAT INC	100623 HOSES, HOSE ENDS	01-13774		VEHICLE & EQUIPMENT MAINT.	86.23
10/20/23		ELBURN NAPA	090823 BOOSTER CABLE, '05 F250 BA	874687	06-7300-241	M&O: VEH & EQUIP	228.49
10/20/23	42782	ELBURN NAPA	091123 RETURN OF CORE DEPOSIT	874844	06-7300-241	M&O: VEH & EQUIP	18.00-
10/20/23	42782	ELBURN NAPA	091823 '04 FORD E250 BRAKES	875651	01-6100-241	VEHICLE & EQUIPMENT MAINT.	46.47
10/20/23	42782	ELBURN NAPA	092023 WIP 22IN & 26 IN, HBRD	875964	01-6300-241	VEHICLE & EQUIPMENT MAINT.	39.76
10/20/23	42782	ELBURN NAPA	092023 25 FT TAPE MEASURE	875965	06-7300-243	M&O: SEWER PLANT	22.99
10/20/23	42782	ELBURN NAPA	092223 EXCHANGE HBRD FOR BEAM,	876226	01-6300-241	VEHICLE & EQUIPMENT MAINT.	4.50-
10/20/23	42782	ELBURN NAPA	092223 FILTERS, FLUIDS WIPER BLAD	876348	01-6100-241	VEHICLE & EQUIPMENT MAINT.	1,866.97
10/20/23	42782	ELBURN NAPA	092523 RETURN OF AIR FILTER	876508	01-6100-241	VEHICLE & EQUIPMENT MAINT.	39.48-
10/20/23	42782	ELBURN NAPA	100223 OIL & FLUID FILTERS	877246	01-6200-241	VEHICLE MAINTENANCE	55.08
10/20/23	42782	ELBURN NAPA	100323 OIL & FLUID FILTER	877395	01-6200-241	VEHICLE MAINTENANCE	47.53
10/20/23	42783	DEKALB LAWN & EQUIPMENT C	090623 CHAIN LOOP	92642	01-6100-258		39.98
10/20/23	42783	DEKALB LAWN & EQUIPMENT C	092123 RHINO CASE	92854	01-6100-226	TOOLS AND HARDWARE	225.00
10/20/23		DEKALB LAWN & EQUIPMENT C	092223 MOTOMIX GAL	92874	01-6100-371	FUEL	120.00
10/20/23	42784	DEL'S FAMILY LANDSCAPING C	101623 SUPPELAND PARK LANDSCAP	341/2023	03-6500-846	SPLASH PAD	2,356.05
10/20/23	42785	FRONTIER	090623 #815-756-2558	090623	01-6200-314	TELEPHONE	25.80
10/20/23	42785	FRONTIER	090623 #815-756-3030	090623	01-6000-314	TELEPHONE	54.18
10/20/23	42786	The Economic Development Grou	100923 CONSULTING FEE - TIF DISTRI	100923	14-6600-212	ADMINISTRATIVE EXPENSE	2,524.70
10/20/23	42787	WEX BANK	101523 GASOLINE-PD	92467836	01-6200-371	GAS & PETROLEUM	1,161.40
10/20/23	42787	WEX BANK	101523 SERVICE-PD	92467836	01-6200-241	VEHICLE MAINTENANCE	62.00
10/20/23	42787	WEX BANK	101523 GASOLINE-PW	92467836	01-6100-371	FUEL	455.46
10/20/23	42787	WEX BANK	101523 GASOLINE-ENGINEERING	92467836	01-6300-371	GASOLINE	183.79
10/20/23	42787	WEX BANK	101523 GASOLINE-SEWER	92467836	06-7300-371	GAS & PETROLEUM	138.91
10/20/23	42787	WEX BANK	101523 GASOLINE-WATER	92467836	07-7400-371	GAS & PETROLEUM	324.13
10/20/23	42788	GRAINGER	100623 PREF THERMOPLASTIC HAND	9862392264	01-6100-224	STREET REPAIR MATERIALS	602.72
10/20/23	42789	Jacob & Klein, LTD	100923 2023 PROFESSIONAL FEES, 3	100923	14-6600-212	ADMINISTRATIVE EXPENSE	305.25
10/20/23	42790	MENARDS	100323 FRAM HMR, ALUM CHALK REE	207	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	249.55
10/20/23	42790	MENARDS	100523 PRESSURE TEST GUAGES, GL	323	06-7300-243	M&O: SEWER PLANT	167.84
10/20/23	42790	MENARDS	092523 WASP & HORNET SPRAY, GRE	99695	01-6100-226	TOOLS AND HARDWARE	80.74
10/20/23	42790	MENARDS	092623 CLAMP, SINKER NAILS, HARD	99730	01-6100-224	STREET REPAIR MATERIALS	165.69
10/20/23	42790	MENARDS	092823 SLEDGE HAMMER	99864	01-6100-226	TOOLS AND HARDWARE	38.98
10/20/23	42791	MERRY MAIDS	100523 CLEANING SEPTEMBER-PD	100523	01-6200-242	M&O: OFFICE	314.00
10/20/23	42791	MERRY MAIDS	100523 CLEANING SEPTEMBER-TOW	100523-TH	01-6100-242	TOWN HALL MAINTENANCE	186.00
10/20/23	42792	MID-WEST TRUCKERS ASSOCI	100423 ANNUAL RANDOM TESTING	27713	01-6100-197	DRUG/ALCOHOL PROGRAMS	510.00
10/20/23	42793	ADVANCED AUTOMATION AND	100323 SMC FLEX SMART MOTOR CO	23-4085	06-7300-243	M&O: SEWER PLANT	5,502.24

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10/20/23	42794	OZINGA READY MIX CONCRET	092923 6.0 BG FULL AE, LIQUID CHLO	ARI0078278	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	1,943.78
10/20/23	42795	TRAFFIC CONTROL & PROTEC	091823 TELSPAR ANCHORS & POSTS	116362	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	457.25
10/20/23	42795	TRAFFIC CONTROL & PROTEC	091823 TELSPAR ANCHORS & POSTS	116362	01-6100-221	ROAD SIGNS	1,459.95
10/20/23	42795	TRAFFIC CONTROL & PROTEC	091823 RR CROSSING, NO TRAIN HO	116374	01-6100-221	ROAD SIGNS	812.85
10/20/23	42795	TRAFFIC CONTROL & PROTEC	100523 STREET NAME SIGNS, WHITE	116455	01-6100-221	ROAD SIGNS	233.30
10/20/23	42796	VERIZON WIRELESS	100123 MOBILE BROADBAND SERVIC	9945766165	01-6000-314	TELEPHONE	121.30
10/20/23	42796	VERIZON WIRELESS	100123 MOBILE BROADBAND SERVIC	9945766165	01-6300-314	TELEPHONE	185.00
10/20/23	42796	VERIZON WIRELESS	100123 MOBILE BROADBAND SERVIC	9945766165	07-7400-314	TELEPHONE	114.01
10/20/23	42796	VERIZON WIRELESS	100123 MOBILE BROADBAND SERVIC	9945766165	06-7300-314	TELEPHONE	69.18
10/20/23	42796	VERIZON WIRELESS	100123 MOBILE BROADBAND SERVIC	9945766165	01-6100-314	TELEPHONE	190.08
10/20/23	42797	WATER REMEDIATION TECHNO	100123 BASE TREATMENT CHARGE-	022316	07-7400-222	RADIUM REMOVAL PROCESSING	6,373.89
10/20/23	42797	WATER REMEDIATION TECHNO	100123 BASE TREATMENT CHARGE-	022317	07-7400-222	RADIUM REMOVAL PROCESSING	2,773.00
10/20/23	42798	3-D AUTO REPAIR INC	101323 '05 F550 TIE ROD & ALIGNMEN	25537	01-6100-241	VEHICLE & EQUIPMENT MAINT.	505.67
10/20/23	42799	CARROLL CONSTRUCTION SU	092723 FIBER EXPANSION, BRICK RE	AU068898	01-6100-235	PARKS - EQUIPMENT MAINTENANCE	858.90
10/20/23	42800	LAUTERBACH & AMEN LLP	100523 PROFESSIONAL SERVICES F	83134	01-6000-214	AUDIT & ACCOUNTING FEES	8,546.38
10/20/23	42800	LAUTERBACH & AMEN LLP	100523 PROFESSIONAL SERVICES F	83134	06-7300-213	OTHER CONSULTING FEES	1,337.45
10/20/23	42800	LAUTERBACH & AMEN LLP	100523 PROFESSIONAL SERVICES F	83134	07-7400-213	OTHER CONSULTING FEES	2,006.17
10/20/23	42801	LEMKE, JEFFERY	100223 CONFERENCE PARKING	100223	07-7400-331	TRAVEL & TRAINING	16.00
10/20/23	42802	PITNEY BOWES PURCHASE PO	101523 POSTAGE	101523	01-6000-313	POSTAGE	96.40
10/20/23	42802	PITNEY BOWES PURCHASE PO	101523 POSTAGE	101523	01-6200-313		7.05
10/20/23	42802	PITNEY BOWES PURCHASE PO	101523 POSTAGE	101523	07-7400-311	OFFICE EXPENSE	147.55
10/20/23	42803	ACCESSIBLE TECHNOLOGIES	092623 AIR & OIL FILTERS, FOAM, BR	361625	06-7300-243	M&O: SEWER PLANT	4,887.88
10/20/23	42804	CASTLE PRINTECH	101123 INSPECTION FORMS	26991	01-6300-315	COPIES & PRINTING	415.00
10/20/23	42805	DARGIS, LIN	100823 DOZ DONUTS	100823	01-6200-421	COMMUNITY PROGRAMS	22.90
10/20/23	42806	REVERE ELECTRIC SUPPLY	092623 STREET LIGHT HEAD	S4963792.02	01-6100-218	MAINTENANCE - STREET LIGHTS	2,312.50
10/20/23	42807	WELLS FARGO FINANCIAL LEA	101023 XEROX COPIER-VERSALINK	5027058782	01-6000-351	OFFICE EQUIP & MAINT	131.85
10/20/23	42808	AT&T MOBILITY	092523 WIRELESS	2872972642	01-6200-314	TELEPHONE	555.11
10/20/23	42809	BOCKMAN'S TRUCK & FLEET	101323 IL SAFETY STICKER	54438	01-6100-241	VEHICLE & EQUIPMENT MAINT.	55.00
10/20/23	42810	SIEWIERSKI, KAITLYN	101323 '23 MCI INSTITUTE-BLOOMING	101323	01-6000-331	TRAVEL & TRAINING	165.06
10/20/23	42811	WILLIAMS, BRANDY	100323 PARKING-MCCORMICK PLACE	100323	01-6300-331	Conference and Training	25.00
10/20/23		XEROX FINANCIAL SERVICES	092823 COPIER LEASE-PD	4851887		COPIES & PRINTING	24.72
10/20/23		BELLE TIRE	101023 FOUR WHEEL ALIGNMENT	42018021		VEHICLE MAINTENANCE	94.99
10/20/23		PACE ANALYTICAL SERVICES L	093023 DISINFECTANT BYPRODUCTS,	19569977		CHEMICALS & TESTING	405.20
10/20/23		PACE ANALYTICAL SERVICES L	093023 DISINFECTANT BYPRODUCTS,	19569977	06-7300-345	WASTEWATER TESTING	266.80
10/20/23		SUBURBAN TIRE AUTO REPAIR	092223 TRAILER & RADIAL TIRES	9006955		VEHICLE & EQUIPMENT MAINT.	583.62
10/20/23		SYNDEO NETWORKS, INC	100123 DATA CIA, MEF-10/01/23-9/30/2	DATA005156		PREPAIDS	4,187.50
10/20/23		SYNDEO NETWORKS, INC	100123 DATA CIA, MEF-10/01/23-9/30/2	DATA005156		TELEPHONE	4,316.67
10/20/23		SYNDEO NETWORKS, INC	100123 DATA CIA, MEF-10/01/23-9/30/2	DATA005156		TELEPHONE	1,545.83
10/20/23	42817	VERIZON CONNECT FLEET US	100223 VEHICLE TRACKING SUBSCRI	3620000465	01-6100-314	TELEPHONE	87.25

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Date	#	Payee		#	GL Account			
10/31/23	4767	DoubleTree by Hilton	100823 HOTEL-MUNICIPAL CLERK CO	100823	01-6000-331	TRAVEL & TRAINING		700.00
10/31/23	4768	INTERMEDIA	100323 EXCHANGE & ARCHIVING	100323	01-6000-351	OFFICE EQUIP & MAINT		417.60
10/31/23	4769	METROPOLITAN ALLIANCE OF	UNION DUES FOR SEPTEMBER	093023	01-2140	UNION DUES		180.00
10/31/23	4770	US CPTED ASSOCIATION LLC	USCA '24 CONFERENCE REGISTRATI	100623	01-6200-331	TRAVEL & TRAINING		450.00
10/31/23	4771	WATER PRODUCTS CO	072723 FLAG MARKERS, MARKING PA	0317428	07-7400-243	M&O: WELL SYSTEM		876.00
10/31/23	4771	WATER PRODUCTS CO	072723 FLAG MARKERS, MARKING PA	0317428	06-7300-243	M&O: SEWER PLANT		876.00
10/31/23	4772	BARREL HOUSE	100923 K SIEWIERSKI-BLOOMINGTON	100923	01-6000-331	TRAVEL & TRAINING		24.92
10/31/23	4773	BIAGGI'S RISTORANTE	101023 K SIEWIERSKI-BLOOMINGTON	101023	01-6000-331	TRAVEL & TRAINING		38.24
10/31/23	4774	DoubleTree by Hilton	101323 C ALDIS-BLOOMINGTON MCI	101323	01-6000-331	TRAVEL & TRAINING		420.00
10/31/23	4775	MCDONALDS	101323 K SIEWIERSKI-BLOOMINGTON	101323	01-6000-331	TRAVEL & TRAINING		8.49
10/31/23	4776	MICROSOFT ONLINE	101123 ONLINE SERVICES	E0200P87V2	01-6000-321	DUES & SUBSCRIPTIONS		107.25
10/31/23	4777	BARREL HOUSE	101123 K SIEWIERSKI-BLOOMINGTON	101123	01-6000-331	TRAVEL & TRAINING		31.04
10/31/23	4778	DIVERSIFIED BENEFIT SERVIC	102023 105-HRA REIMBURSEMENT	102023	01-6000-131	EMPLOYEE HEALTH INSURANCE		587.07
10/31/23	4779	ADOBE EXPORT PDF	102923 ACROBAT PRO	2590583972	01-6200-351	OFFICE EQUIP & MAINT		21.24
10/31/23	4780	AMAZON CAPITAL SERVICES	102623 HANGING FILE FOLDERS FOR	11268260611	01-6000-312	OFFICE SUPPLIES		52.51
10/31/23	4781	DEKALB COUNTY RECORDER	103123 FILING OF COMPREHENSIVE	103123	01-6000-211	LEGAL EXPENSE		75.00
10/31/23	4781	DEKALB COUNTY RECORDER	103123 FILING OF COMPREHENSIVE	103123	01-6000-211	LEGAL EXPENSE	V	75.00-
10/31/23	4781	AMAZON CAPITAL SERVICES	102623 BLACK & DECKER DUSTBUST	11282402671	01-6000-312	OFFICE SUPPLIES		29.98
10/31/23	4782	DIVERSIFIED BENEFIT SERVIC	102723 105-HRA REIMBURSEMENT	102723	01-6000-131	EMPLOYEE HEALTH INSURANCE		970.11
10/31/23	4783	TAC 1 SYSTEMS	102323 KENWOOD VP5430 ANTENNA	6705	01-6200-240	EQUIPMENT PURCHASES & MAINT		24.75
10/31/23	4784	WILDERNESS RESORT	101823 GLACIER CANYON-ALDIS	101923	01-6000-331	TRAVEL & TRAINING		26.63
10/31/23	4785	BACKBLAZE	102623 B2 CLOUD STORAGE 9/26/23-1	102623	01-6000-351	OFFICE EQUIP & MAINT		.89
10/31/23	42818	DEKALB COUNTY RECORDER	103123 FILING OF COMPREHENSIVE	103123	01-6000-211	LEGAL EXPENSE		75.00
10/31/23	999999	HUMANA INSURANCE CO	HEALTH INS PREMIUMS-OCT 23	091923	01-2100	HEALTH INS WITHHELD		14,823.12
Total	10/23:						-	134,786.49
Gran	d Totals:							134,786.49

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

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 Contractual Services Commodities Capital Outlay Debt Service TOTAL GENERAL FUND	\$749,226 545,087 212,283 221,582 0 \$1,728,178	\$1,121,178	\$607,000
REF:	Corporate Fund Property Tax (65 ILCS 5/8-3-1) IMRF (40 ILCS 5/7-171) Social Security Tax (40 ILCS 5/21-110)			\$500,000 55,000 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			1
	Personnel Contractual Services Commodities Capital Outlay Debt Service	\$688,735 154,861 78,949 8,549 0		
	TOTAL POLICE DEPT.	\$931,094	\$737,094	\$194,000
REF: I	Police Protection Tax (65 ILCS 5/11-1-3)			====== \$194,000 ======
III.	Restricted Assets Fund			
		\$194,831	\$194,831	\$0
	TOTAL RESTRICTED ASSETS FUND	\$194,831 =======	\$194,831 ======	\$0
IV.	Notor Fuel Tax Fund			
IV.	Motor Fuel Tax Fund	* ~~~~~~~	4 000 050	\$ 0
	General Maintenance Program	\$262,650 	\$262,650 	\$0
	TOTAL MOTOR FUEL TAX	\$262,650 ======	\$262,650 ======	\$0 ======
V.	Capital Improvement Fund			
	Community Programs	\$1,050,600	\$1,050,600	\$0
	TOTAL CAPITAL IMPROVEMENT FUND	\$1,050,600 =======	\$1,050,600 =======	 \$0 =======

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

	AMOUNTS BUDGETED	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	TAX LEVY
TAX LEVY SUMMARY	I	1 1	I
Corporate Fund Property Tax (65 ILCS 5/8-3 IMRF (40 ILCS 5/7-171) Social Security Tax (40 ILCS 5/21-110) Police Protection Tax (65 ILCS 5/11-1-3)	3-1)		\$500,000 55,000 52,000 194,000
			\$801,000 ======
Library Tax (75 ILCS 5/3-4) Maintenance & Operations of Library Buildin IMRF (40 ILCS 5/7-171) Audit (65 ILCS 5/8-8-8 and 50 ILCS 310/9) Tort Judgments /Liability Tax (745 ILCS 10/9) Social Security (40 ILCS 5/21-110)		CS 5/3-4)	\$247,000 5,000 10,500 2,000 5,000 12,000 \$281.500
Town and Library Levies			\$1,082.500 =======
Special Service Area #1 Special Tax Levy Special Service Area #9 Special Tax Levy			\$421.103 207.460
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 11th 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.

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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 11th Day of December 2023.

Cheryl Aldis, Town Clerk

Filed this _____ day of December 2023

Tasha Sims, County Clerk

Item 4.

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 11th day of December 2023.

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Item 4.

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:

<u>Section 1.</u> <u>Findings</u>. 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.

<u>Section 2.</u> <u>Abatement of Special Taxes</u>. 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.

<u>Section 3.</u> <u>Extension of Special Taxes</u>. 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.

<u>Section 4.</u> <u>Approval of Amended Special Tax Roll</u>. 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 <u>Exhibit A</u> prepared by the Consultant.

<u>Section 5.</u> <u>Conflicting Ordinances</u>. 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.

<u>Section 6.</u> <u>Filing and Recording of Ordinance</u>. 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, Illnois

Exhibit A

Special Tax Roll Calendar Year 2023

Parcel Identification	T (NY)	2023 Maximum	2023 Special	Special Tax to
Number	Lot Number	Special Tax	Tax Abated	be Collected
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

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Parcel Identification		2023 Maximum	2023 Special	Special Tax to
Number	Lot Number	Special Tax	Tax Abated	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		2023 Maximum	2023 Special	Special Tax to
Number	Lot Number	Special Tax	Tax Abated	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
09-20-278-002 09-20-278-003 09-20-278-004 09-20-278-005 09-20-278-006 09-20-278-007 09-20-278-008 09-20-278-009 09-20-278-010 09-20-278-011	110 111 112 113 114 115 116 117 118 119	\$2,292.56 \$2,292.56 \$2,292.56 \$2,292.56 \$2,292.56 \$2,292.56 \$2,292.56 \$2,292.56 \$2,292.56 \$2,292.56 \$2,292.56	\$485.25 \$485.25 \$485.25 \$485.25 \$485.25 \$485.25 \$485.25 \$485.25 \$485.25 \$485.25 \$485.25	\$1,807.31 \$1,807.31 \$1,807.31 \$1,807.31 \$1,807.31 \$1,807.31 \$1,807.31 \$1,807.31 \$1,807.31 \$1,807.31 \$1,807.31

Parcel Identification		2023 Maximum	2023 Special	Special Tax to
Number	Lot Number	Special Tax	Tax Abated	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		2023 Maximum	2023 Special	Special Tax to
Number	Lot Number	Special Tax	Tax Abated	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		2023 Maximum	2023 Special	Special Tax to
Number	Lot Number	Special Tax	Tax Abated	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
Total		\$534,166.48	\$113,063.25	\$421,103.23

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 11th 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:

<u>Section 1.</u> <u>Findings; Approval of Amended Special Tax Roll</u>. 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 <u>Exhibit A</u> is hereby approved.

<u>Section 2.</u> <u>Abatement of Special Taxes</u>. 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.

<u>Section 3.</u> <u>Extension of Special Taxes</u>. 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.

<u>Section 4.</u> <u>Conflicting Ordinances</u>. 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.

<u>Section 5.</u> <u>Filing and Recording of Amended Special Tax Roll</u>. 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 11th 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

		•	_	2023 Special Tax Levy		
PIN	Lot	Land Use	Number of Units	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
			-		+ •	

Item 4.

Number Original Amount to be Amount to be PIN Lot Land Use of Units **Amount Levied** Abated Collected 09-20-152-021 80 SFD \$0.00 \$2,255.00 1 \$2,255.00 09-20-152-022 SFD 1 \$2,255.00 \$0.00 \$2,255.00 81 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 85 SFD 1 09-20-152-026 \$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 90 SFD 1 \$0.00 \$2,255.00 09-20-153-003 \$2,255.00 91 SFD 1 09-20-153-004 \$2,255.00 \$0.00 \$2,255.00 09-20-153-005 92 SFD 1 \$2,255.00 \$0.00 \$2,255.00 98 SFD 1 09-20-153-011 \$2,255.00 \$0.00 \$2,255.00 1 09-20-179-014 185 SFD \$2,255.00 \$0.00 \$2,255.00 SFD 09-20-179-015 186 1 \$0.00 \$2,255.00 \$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 SFD 1 09-20-179-018 189 \$2,255.00 \$0.00 \$2,255.00 09-20-179-019 190 SFD 1 \$2,255.00 \$0.00 \$2,255.00 SFD 09-20-179-020 191 1 \$2,255.00 \$0.00 \$2,255.00 SFD 1 09-20-179-021 192 \$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 SFD 1 \$2,255.00 09-20-179-025 196 \$2,255.00 \$0.00 SFD 1 09-20-179-026 197 \$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 9 SFD 1 \$2,255.00 09-20-180-002 \$2,255.00 \$0.00 10 SFD 1 \$0.00 09-20-180-003 \$2,255.00 \$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 13 SFD 1 \$0.00 09-20-180-006 \$2,255.00 \$2,255.00 14 SFD 1 \$2,255.00 \$0.00 \$2,255.00 09-20-180-007 09-20-180-008 15 SFD 1 \$2,255.00 \$0.00 \$2,255.00 1 09-20-180-009 16 SFD \$2,255.00 \$0.00 \$2,255.00 09-20-180-010 17 SFD 1 \$2,255.00 \$0.00 \$2,255.00 18 SFD 1 \$0.00 \$2,255.00 09-20-180-011 \$2,255.00 SFD 09-20-180-012 19 1 \$2,255.00 \$0.00 \$2,255.00 09-20-180-013 20 SFD 1 \$2,255.00 \$0.00 \$2,255.00 21 SFD \$0.00 \$2,255.00 09-20-180-014 1 \$2,255.00 09-20-181-002 1 SFD 1 \$2,255.00 \$0.00 \$2,255.00 3 1 SFD \$2,255.00 \$0.00 \$2,255.00 09-20-181-004 4 SFD \$0.00 \$2,255.00 09-20-181-005 1 \$2,255.00 92 \$0.00 Subtotal \$207,460.00 \$207,460.00 **Prepaid Single Family Property** 09-20-151-036 55 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00

2023 Special Tax Levy

ltem 4.

Number Original Amount to be Amount to be PIN Lot Land Use of Units **Amount Levied** Abated Collected 09-20-151-037 56 PREPAYS \$2,255.00 \$2,255.00 \$0.00 1 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 PREPAYS 1 \$0.00 09-20-152-007 66 \$2,255.00 \$2,255.00 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 77 \$0.00 09-20-152-018 PREPAYS 1 \$2,255.00 \$2,255.00 89 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 09-20-153-002 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 95 1 \$0.00 09-20-153-008 PREPAYS \$2,255.00 \$2,255.00 96 1 \$2,255.00 \$0.00 09-20-153-009 PREPAYS \$2,255.00 09-20-153-010 97 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 99 \$0.00 09-20-153-012 PREPAYS 1 \$2,255.00 \$2,255.00 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 \$0.00 102 \$2,255.00 \$0.00 09-20-153-015 PREPAYS 1 \$2,255.00 103 1 \$0.00 09-20-153-016 PREPAYS \$2,255.00 \$2,255.00 202 \$0.00 09-20-153-017 PREPAYS 1 \$2,255.00 \$2,255.00 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 \$0.00 205 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 09-20-153-020 206 1 \$0.00 09-20-153-021 PREPAYS \$2,255.00 \$2,255.00 09-20-153-022 207 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 1 09-20-153-023 208 PREPAYS \$2,255.00 \$2,255.00 \$0.00 1 09-20-153-024 209 PREPAYS \$2,255.00 \$2,255.00 \$0.00 104 1 \$2,255.00 \$2,255.00 \$0.00 09-20-176-001 PREPAYS 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 1 09-20-176-004 107 PREPAYS \$2,255.00 \$2,255.00 \$0.00 1 \$0.00 09-20-176-005 108 PREPAYS \$2,255.00 \$2,255.00 109 09-20-176-006 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 1 \$2,255.00 \$0.00 09-20-176-008 111 PREPAYS \$2,255.00 1 \$0.00 09-20-176-009 112 PREPAYS \$2,255.00 \$2,255.00 09-20-176-010 113 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 1 \$0.00 09-20-176-011 114 PREPAYS \$2,255.00 \$2,255.00 \$0.00 09-20-176-012 115 PREPAYS 1 \$2,255.00 \$2,255.00 09-20-176-013 116 PREPAYS 1 \$2,255.00 \$0.00 \$2,255.00 09-20-176-014 117 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 1 \$0.00 09-20-177-001 118 PREPAYS \$2,255.00 \$2,255.00 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

2023 Special Tax Levy

61

Item 4.

Number Original Amount to be Amount to be PIN Lot Land Use of Units **Amount Levied** Abated Collected 09-20-177-006 123 PREPAYS \$2,255.00 \$2,255.00 \$0.00 1 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 \$0.00 09-20-177-009 126 PREPAYS 1 \$2,255.00 \$2,255.00 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 \$0.00 \$2,255.00 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 1 \$0.00 09-20-177-015 132 PREPAYS \$2,255.00 \$2,255.00 09-20-177-016 133 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 \$0.00 09-20-177-017 134 PREPAYS 1 \$2,255.00 \$2,255.00 135 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 09-20-177-018 1 \$0.00 09-20-177-019 136 PREPAYS \$2,255.00 \$2,255.00 137 1 \$2,255.00 \$0.00 09-20-177-020 PREPAYS \$2,255.00 09-20-177-021 138 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 \$0.00 09-20-177-022 139 PREPAYS 1 \$2,255.00 \$2,255.00 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 \$0.00 142 1 \$2,255.00 \$0.00 09-20-177-025 PREPAYS \$2,255.00 09-20-177-026 143 1 \$0.00 PREPAYS \$2,255.00 \$2,255.00 144 \$2,255.00 \$0.00 09-20-178-001 PREPAYS 1 \$2,255.00 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 \$0.00 147 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 09-20-178-004 148 1 \$2,255.00 \$0.00 09-20-178-005 PREPAYS \$2,255.00 09-20-178-006 149 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 1 09-20-178-007 150 PREPAYS \$2,255.00 \$2,255.00 \$0.00 1 09-20-178-008 151 PREPAYS \$2,255.00 \$2,255.00 \$0.00 152 1 \$2,255.00 \$2,255.00 \$0.00 09-20-178-009 PREPAYS 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 1 09-20-178-012 155 PREPAYS \$2,255.00 \$2,255.00 \$0.00 1 \$0.00 09-20-178-013 156 PREPAYS \$2,255.00 \$2,255.00 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 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 09-20-178-016 159 1 \$0.00 09-20-178-017 160 PREPAYS \$2,255.00 \$2,255.00 09-20-178-018 161 PREPAYS 1 \$2,255.00 \$2,255.00 \$0.00 1 \$2,255.00 \$0.00 09-20-178-019 162 PREPAYS \$2,255.00 \$0.00 09-20-178-020 163 PREPAYS 1 \$2,255.00 \$2,255.00 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 1 \$0.00 09-20-178-023 166 PREPAYS \$2,255.00 \$2,255.00 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 1 09-20-178-027 170 PREPAYS \$2,255.00 \$2,255.00 \$0.00

2023 Special Tax Levy

Mr			
Number	Original	Amount to be	Amount to be
of Units	Amount Levied	Abated	Collected
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
1	\$2,255.00	\$2,255.00	\$0.00
117	\$263,835.00	\$263,835.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
209	\$471,295.00	\$263,835.00	\$207,460.00
(# of units)	(maximum taxes)	(taxes abated)	(taxes levied)
	of Units	of Units Amount Levied 1 \$2,255.00 1 \$2,000	of Units Amount Levied Abated 1 \$2,255.00 \$2,255.00

2023 Special Tax Levy

PREMIUM SUMMARY

Presented By: Illinois Counties RIsk Management Trust

Named Insured:

Cortland, Town of

Quote Number:

R3-1001066-2324-01

Policy Year:

DEC 01, 2023 - DEC 01, 2024

Coverage Parts	Premium
General Liability	Included
Law Enforcement Liability	Included
Auto	Included
Public Officials Liability - Claims Made	Included
Property	Included
Inland Marine	Included
Equipment Breakdown	Included
Sales Tax Interruption	Not Covered
Crime	Included
Cyber Liability	Not Covered
Excess Liability	Included
	\$76,249
Package Premium	
Workers' Compensation	Not Covered
Total Annual Premium	\$76,249



ILLINOIS COUNTIES RISK MANAGEMENT TRUST



Allmerica Financial Benefit Company Government Crime Proposal

Government Crime Proposal

Option 1

Policy Period:

Inception Date: 12/31/2023 Expiration Date: 12/31/2026

Insuring Agreements / Limits of Insurance / Deductible:

	Insuring Agreement:	Limits of Insurance	<u>Deductibles</u>
1.	Employee Theft – Per Loss Coverage	\$1,000,000	\$5,000
2.	Employee Theft – Per Employee Coverage	N/A	N/A
3.	Forgery Or Alteration	\$100,000	\$1,000
4.	Inside The Premises - Theft Of Money And Securities	\$100,000	\$1,000
5.	Inside The Premises – Robbery Or Safe Burglary Of Other Property	\$100,000	\$1,000
6.	Outside The Premises	\$100;000	\$1,000
7.	Computer And Funds Transfer Fraud	\$1,000,000	\$5,000
8.	Money Orders And Counterfeit Money	N/A	N/A
4. 5. 6. 7.	Inside The Premises – Theft Of Money And Securities Inside The Premises – Robbery Or Safe Burglary Of Other Property Outside The Premises Computer And Funds Transfer Fraud	\$100,000 \$100,000 \$100,000 \$1,000,000	\$1,000 \$1,000 \$1,000 \$5,000

Insuring Agreements / Limits of Insurance / Deductible added by endorsement:

Insuring Agreement:	Limits of Insurance	Deductibles
mouring Agreement.	Emilio or modranoc	Deddedbies



Allmerica Financial Benefit Company Government Crime Proposal

Premium and Tax Year 1:	Premium:	\$1,355.00
	Surcharges/Taxes:	
	Total:	\$1,355.00
Premium and Tax Year 2:	Premium:	\$1,355.00
	Total:	\$1,355.00
Premium and Tax Year 3:	Premium:	\$1,355.00
	Total:	\$1,355.00

Forms and Endorsements Applicable to this Government Crime Policy:

Form No.	Ed. Date	Title
CR DS 04	08 13	Government Crime Declarations
SIG-1100	11 17	Signature Page
CR 00 26	11 15	Government Crime Policy (Discovery Form)
CR 02 02	01 18	Illinois Changes
CR 25 08	10 10	Include Specified Non-Compensated Officers as Employees
CR 25 19	08 13	Faithful Performance of Duty
181-1802	02 22	Exclude False Pretenses
181-1806	02 22	Exclude Cyber Extortion CW
181-1836	10 20	Delete Exclusions for Bonded Employee, Treasurer And Tax Collector
181-1844	02 22	Difference in Conditions with Prior Policy
181-1851	02 22	Amend Computer And Funds Transfer Fraud Insuring Agreement

Titles and headings in this proposal are solely for convenience and form no part of the terms and conditions of coverage. Please read all forms and endorsements carefully.

Terms And Conditions

This quotation is expressly subject to the conditions listed below. If such conditions are not met or information is not received as required, and approved by us upon such receipt, this quotation will automatically expire without further action or notice.

This quotation is valid for 30 days from this letter or the effective date quoted whichever is sooner. If between the date of this quotation and the effective date of the policy, there is a significant change in the condition of the applicant or an occurrence of an event which could substantially change the underwriting evaluation of the applicant, then, at the sole discretion of the Allmerica Financial Benefit Company this quotation may be withdrawn or modified. In the event of any conflict or ambiguity between the proposed Policy and any statements made concerning this coverage, the proposed Policy shall control.

This proposal does not apply to the extent that trade or economic sanctions laws or other laws or regulations prohibit us from offering or providing insurance. To the extent that any such prohibitions apply, this proposal is void ab initio.

www.hanover.com Allmerica Financial Benefit Company 440 Lincoln Street, Worcester, MA 01653

Minimizing 📈

Executive Risk Quote Form Town of Cortland Effective Date: 12/14/2023

Limits and Retentions				
ltem	Expiring - CFC	Renewing - CFC		
Cyber Limits/Retention	\$2M/\$5k	\$2M/\$5k		
Cyber Retro Date	Full Prior Acts	Full Prior Acts		
Premium	\$4,221	\$3,610		

Cyber				
ltem	Expiring - CFC	Renewing - CFC		
Aggregate Limit	\$2M	\$2M		
Network Information Security & Employee Privacy Limit	Included	Included		
Communication and Media Liability Limit	Included	Included		
Regulatory Defense Expense Limit	Included	Included		
Business Interruption and Business Income Expense	Included	Included		
Business Interruption Waiting Period	8 hours	8 hours		
Dependent Business Interruption	Included	Included		
Business Interruption Systems Failure	Included	Included		
Dependent Business Interruption Systems Failure	Included	Included		
Data Recovery Costs	Included	Included		
Cyber Extortion	Included	Included		
Cyber Breach Response Expenses	Included (outside the limit)	Included (outside the limit)		
Crisis Management Expense Limit	Included (outside the limit)	Included (outside the limit)		
Forensic Expenses	Included (outside the limit)	Included (outside the limit)		
Forensic - Choice of firm	Panel	Panel		
PCI	Included	Included		
Reputational Harm Coverage	Included	Included		
Telecomm Theft	\$100k/\$5k	\$100k/\$5k		
Phishing Attacks - Client Phishing/Invoice Manipulation	\$50k/\$5k	\$50k/\$5k		
Unauthorized Use of Computer Resources (Cryptojacking)	\$100k/\$5k	\$100k/\$5k		
Funds Transfer Fraud Limit	\$100k/\$5k	\$100k/\$5k		
Social Engineering	\$100k/\$5k	\$100k/\$5k		
Cyber Terrorism	Included	Included		
Choice of Counsel	Carrier	Carrier		
Defense	Duty to defend	Duty to defend		
Settlement- Hammer Clause	80/20	80/20		
Change in Exposure	20%	20%		
Extended Reporting Period	1yr-100%/2yr-150%/3yr-200%	1yr-100%/2yr-150%/3yr-200%		
Premium	\$4,221	\$3,610		

This list is not intended to be all inclusive, and you should review your policy for additional or different exclusionary language.

Proposal Disclaimer:

The coverages represented in this proposal are summaries of important elements of the actual insurance programs and coverages being procured. The policies, as issued by the carriers, will contain complete details of the coverage, and therefore, supersede this proposal. At your request, copies of all policies being presented herein are available for review prior to purchasing these coverages. The proposal is based on limits of insurance and exposure bases that were provided to us by you.

Subjectivities

CFC - Signed version of the application form submitted, dated within 30 days of the required inception date. (14 days post binding)

Internal

Agency Bill or Direct Bill Payment Plan 11

Agency Bill In Full



Envision Healthcare HRA Fee Schedule

- All HRA plans administered by Envision include:
- Plan document creation and maintenance
- Setup of participant records and claim system programing
- Employee confirmation statements
- Daily HRA claim adjudication
- Claims received via fax, email, or mail.
- Checks mailed bi-weekly and directly to providers
- On-line account access for both client and member
- Consulting with updates on government legislation
- Toll-free customer service line

HRA Fees Per Member Per Month

Provider Direct payment BCBS submits claims directly to Envision Healthcare for claims processing, Envision applies claims to the claims system funding formula and sends a report to the employer for elligible payments approximately 3 banking days prior to ACH of funds taking place. Providers are reimbursed for medical claims on the closest business day to 15th or 30th *Starting at \$9.00 pepm*

*pricing may require direct deposit participating if reimbursing the members directly

Envision Healthcare, Inc. P.O. Box 5047 • Oak Brook, IL 60523 Tel.: 1-866-672-7526 • Fax: 1-800-596-3464 • Email: info@envisionhealthcare.com • <u>www.envisionhealthcare.com</u>



The proposal being presented to you contains a service fee charged by Assurance Agency, Ltd. in the amount and for the term stated below.

Service Fee Amount:	\$6,400
Service Fee Term:	12/31/23 to 12/31/24
Payment Terms:	Upon renewal

We the undersigned company acknowledge and accept a Service Fee by Assurance Agency, Ltd. in the amount and for the term indicated above. We understand and agree that this service fee is fully earned at the beginning of the term and that no portion of the service charge will be refunded except as required by law. We also acknowledge that this fee may be in addition to commissions or other income received from the insurance carriers.

Finally, we warrant that for any plan subject to ERISA, all fees payable to Assurance Agency, Ltd. under this agreement will be paid from our general assets, or, in the alternative, if there are any payment made from participant contributions, those contributions are exempt from 5500 Schedule C reporting because they meet the standards outlined in DOL Technical Release 92-01.

Your Name:	
Name of Company:	Town of Cortland
Signature:	
Title:	
Date:	



Workers' Compensation Information Page

Policy Number: P1074-2024

Named Insured and Mailing Address:

Town of Cortland P. O. Box 519 Cortland, IL 60112

The policy period is from:	01/01/2024 to 01/01/2025		
	12:01 a.m. Standard Time of the Insured's mailing address		

Coverage:

Part One of the policy applies to the Workers Compensation Law of the State of Illinois.

Part Two of the policy applies to Employers Liability in the State of Illinois: The limits of our Liability under Part Two are:

Bodily Injury by Accident	\$3,000,000 each accident
Bodily Injury by Disease	\$3,000,000 policy limit
Bodily Injury by Disease	\$3,000,000 each employee

This Policy includes these endorsements and schedules:

See listing of endorsements – Extension of Information Page

Broker Name and Address:

Marsh & McLennan Agency LLC 20 N. Martingale Road, Suite 100 Schaumburg, IL 60173

Total Estimated Premium:	\$34,259.00
Administrative Fee:	\$1,028.00
Total Estimated Cost:	\$35,287.00

Cancellation: In the event that the Policy is Cancelled prior to the expiration date, then the total annual premium stated on page 2 will be 100% fully earned

Terms and Conditions: The premium for this policy will be determined by our rules, classifications, rates and rating plans. All required information is subject to verification and change by audit at policy expiration.

As per Safety National Casualty Corp. Excess policy, and Illinois Public Risk Fund's By-Laws and Pooling Agreement.



EXTENSION OF INFORMATION PAGE ENDORSEMENT SCHEDULE

- IPRF WC 00 001 18 Broad Form All States for Employee Travel
- IPRF WC 00 002 18 Federal Employers' Liability Act Coverage
- IPRF WC 00 003 18 Foreign Voluntary Workers' Compensation and Employers' Liability For Traveling Employees
- IPRF WC 00 004 18 Longshoremen's and Harbor Workers' Compensation Act Coverage
- IPRF WC 00 005 18 Maritime Coverage
- IPRF WC 00 006 18 Voluntary Compensation



Cost Control Through Cooperation Since 1985

1074 Town of Cortland P. O. Box 519 Cortland, IL 60112

The premium for this policy will be determined by Illinois Public Risk Fund rules, classifications, rates and rating plans. All information required is subject to verification and change by Audit.

Class <u>Code</u>	Description	<u>Payroll</u>		<u>Rate/100</u>	<u>Premium</u>
5506	Street Maintenance	\$ 151,500	\$	8.888	\$ 13,465
7520	Waterworks	\$ 136,800	\$	2.814	\$ 3,850
7580	Sewage Disposal	\$ 91,200	\$	3.581	\$ 3,266
7720	Policeman	\$ 490,000	\$	2.153	\$ 10,550
8601	Engineers	\$ 117,000	\$	0.373	\$ 436
8810	Clerical	\$ 192,000	\$	0.117	\$ 225
9015	Building NOC	\$ 40,000	\$	3.037	\$ 1,215
9410	Municipal Employees	\$ 44,500	\$	2.814	\$ 1,252
				Subtotal:	\$ 34,259
		3% Administrative Fee:		\$ 1,028	
				TOTAL:	\$ 35,287

Selected payment plan: 4 Equal Quarterly Installments

Prepared on: Fri October 13 15:19:24 2023



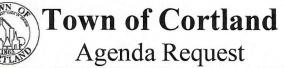
Cost Control Through Cooperation Since 1985

Installment Schedule

1074 Town of Cortland P. O. Box 519 Cortland, IL 60112

4 Equal Quarterly Installments

Due Date	Amount Due
01/01/2024	\$8,821
04/01/2024	\$8,822
07/01/2024	\$8,822
10/01/2024	\$8,822



	(Submit i	ORM TO THE TOW	N CLERK NO LATER THAN	NONE WEEK BEFC	ORE THE SCHEDULED ME	ETING)		
ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR								
	RESOLUTION		NANCE		INFORMATIC	N		OTHER
DA.	TE PREPARED: 11/28/23			FOR ME	ETING ON:	12/11/23	3	
DE	SCRIPTION/TITLE: RESOLUTI WITHIN TH		ING THE PLAT FO GROVE - UNIT			Y SUBDIN	/ISION – UN	IT 4
RE	QUIRED ACTION: MOTION FO	R BOARD AF	PROVAL AND A	UTHORIZAT	TION FOR MAYO	OR TO EXE	ECUTE (ACT	ION ITEM)
STA	AFF RECOMMENDATION: ENG	NEER RECO	MMENDS THE B	OARD APPI	ROVE THE RESO	DLUTION		
STATEMENT OF SUMMARY: A DUPLEX IS UNDER CONSTRUCTION. THE REQURIEMENTS OF TOWN CODE AND THE ANNEXATION AGREEMENT HAVE BEEN MET IN REGARDS TO THE PLAT.								
AG	ENDA PLACEMENT:				-			
	BOARD REVIEW OF PENDING BUSIN COMMITTEE OF THE WHOLE	ess 🛛	New Business President's Ref	_	Concerns Consent Agenda		STAFF REPOR	

PUBLIC HEARING

Prepared by: BCW

Approved by:

Date

f:\engineering and zoning\2023\board reports\121123 board meeting agenda items\agenda request - resolution for plat for penelope almady subdivision - unit 4 within the chestnut grove -unit 1 subdivision.doc

RESOLUTION 2023-XX

A RESOLUTION APPROVING THE PLAT FOR THE PENELOPE ALMADY SUBDIVISION - UNIT 4 WITHIN THE CHESTNUT GROVE – UNIT 1 SUBDIVISION

WHEREAS, the Town of Cortland entered into an Annexation Agreement with RBR Properties dated August 23, 2004; reaffirmed September 27, 2004, and as amended, regarding land that includes the Chestnut Grove – Unit 1 Subdivision, the terms of the Annexation Agreement have not expired; and

WHEREAS, the Annexation Agreement contains a procedure in which the Town Board has the authority to approve a proposed subdivision if the subdivision conforms with Town regulations as certified by the Town Engineer; and

WHEREAS, the Town Engineer recommends that the Town Board approve the plat for the Penelope Almady Subdivision – Unit 4 as set forth in the attached Exhibit "A."

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

- 1. That the Town approves the plat for the Penelope Almady Subdivision Unit 4 set forth on Exhibit "A," which is attached and incorporated herein; and
- 2. That the Town of Cortland hereby authorizes the Mayor and Town Engineer to approve the plat and execute the necessary Certificates.

PASSED by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, at its regular Board meeting held on December 11, 2023.

Ayes: _____

Nays:

Absent:

APPROVED by the Mayor on the 11th day of December, 2023.

(SEAL)

ATTEST:

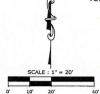
Mark Pietrowski, Mayor

Cheryl Aldis, Town Clerk

PARCEL I PENELOPE ALMADY SUBDIVISION UNIT 4

Final Plat of

Being a subdivision of Lot 13 in Chestnut Grove - Unit 1, a subdivision of part of the Southwest Quarter of Section 28 and part of the Northwest Quarter of Section 33, Township 40 North, Range 5 East of the Third Principal Meridian, according to the plat thereof recorded February 20, 2007, in Plat Cabinet 10 at Slide #15-B, as Document number 2007003009, in the Town of Cortland, DeKalb County, Illinois.





Notes:

1) Easements and Building Lines are per Chestnut Grove - Unit 1 as recorded February 20, 2007, Plat Cabinet 10 at Slide #15-B, as document number 2007003009 in Dekalb County, Illinois.

2) Property is subject to covenants recorded February 20, 2007, Plat Cabinet 10 at Slide #15-B, as document number 2007003009 in Dekalb County, Tilinois

OWNER'S CERTIFICATE

State of Illinois County of DeKalb ss

This is to certify that Finney Homes, LLC is the owner of the This is to certify that Finney Homes, LLC is the owner of the property described in the foregoing surveyor's certificate and has caused the same to be surveyed and subdivided as indicated on the attached plat for the uses and purposes therein set forth and does hereby acknowledge and adopt the same under the style and title of Penelope Almady Subdivision Unit 4, in the Town of Cortland, DeKalb County, Illinois, and further certify that to the best of our knowledge and belief, all lots shown hereon lie within DeKalb School District #428 in the State of Vileotie Tillinois

Dated this _____ day of _____, A.D., 20___.

By: Keith Almady, President Finney Homes, LLC 535 Olin H. Smith Drive Sycamore, IL 60178

NOTARY CERTIFICATE

State of Illinois

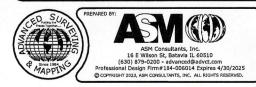
County of DeKalb

I, the undersigned, a Notary Public in and for said County in the State aforesaid, do hereby certify that Keith Almady who is personally known to me to be the same person whose name is subscribed to the foregoing instrument as owner appeared before me this day in person and acknowledged that he signed and delivered the said instrument as his own free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this day of A.D., 20

Notary Public

My commission expires _



Stratford Avenue (66' Public Right-of-Way) (Previously Dedicated) 5.89°34'25"E. 120.60 50 0



TOWN OF CORTLAND ACCEPTANCE RESOLUTION

State of Illinois SS County of DeKalb

Land a a a a a

Unplated

WHEREAS, Finney Homes, LLC, Owner of the land shown hereon have caused some to be subdivided and platted as shown, and

WHEREAS, the said land lies within the corporate limits of the Town of Cortland, Illinois, DeKalb County, Illinois.

NOW, THEREFORE BE IT RESOLVED by the Town of Cortland that the plat hereon be accepted and approved subject to the provisions of all applicable ordinances of the Town of Cortland.

A.D. 20 Approved this _ day of

Mayor, Mark Pietrowski, Jr.

Town Clerk, Chervl L. Aldis

COUNTY CLERK'S CERTIFICATE

State of Illinois - SS

County of DeKalb

I, Tasha Sims, County Clerk of DeKalb County, in the State of Illinois - do hereby certify that I have examined the records and have found no delinquent general taxes, no unpaid current general taxes, no delinquent special assessments or unpaid current special assessments against the tract of land described and plotted hereon.

This _ day of _ , AD. 20_

By: Tasha Sims, DeKalb County, Illinois DeKalb County Clerk

COUNTY RECORDER'S CERTIFICATE

State of Illinois

County of DeKalb

This plat was filed for record in the Recorder's Office of DeKalb County, aforesaid on this _____day of _____, 20___ at _____ o'clock ____M. and recorded in Plat Cabinet ______ at Slide No. ______ as Document No. ______

By: Tasha Sims, DeKalb County, Illinois DeKalb County Recorder

TOWN ENGINEER CERTIFICATE

County of DeKalb ss State of Illinois

I, Brandy Williams, do hereby certify that the required improvements have been installed, or the required bond has been posted for the completion of all required land improvements.

Item 8

Dated at Cortland, Illinois, this _ _____day of A. D.

. P.E.

SURVEYOR'S CERTIFICATE

State of Illinois

3 County of Kane

This is to certify that I, Carol A. Sweet-Johnson, an Illinois Professional Land Surveyor, have surveyed and subdivided the following described property.

Lot 13 in Chestnut Grove – Unit 1, a subdivision of part of the Southwest Quarter of Section 28 and part of the Northwest Quarter of Section 33, Township 40 North, Range 5 East of the Third Principal Meridian, according to the plat thereof recorded February 20, 2007, in Plat Cabinet 10 at Silde \pm 15-B, as Document Number 2007003009, in the Town of Cortland, DeKalb County, Illinois.

I, further certify that the Property shown on the Plat hereon drawn is within the corporate limits of the Town of Cortiand which has adopted a comprehensive plan and which is exercising the special powers authorized by Division 12 Articel 11 of the Illinois Municipal Code as heretofore and hereafter amended.

I, further certify that the property covered by this subdivision is located within Zone X, which is not a Special Flood Hazard Area as identified by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No. 17037C0275E dated January 2. 2009.

All measurements are shown in feet and decimal parts thereof.

This Professional Service conforms to the current Illinois Minimum Standards for a Boundary Survey.

Given under my hand and seal in Batavia, Illinois, this <u>14th day</u> of <u>November</u> A.D. <u>2023</u>. SWEET-JOK **Preliminary** 6 NE 04

Carol A. Sweet-Johnson Illinois Professional Land Surveyor No. 35-3342 License Expiration Date: November 30, 2024

AL LANDS ASM Job No. 790386SUB SHEET 1 OF 1

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INTRODUCTION

Welcome to Cortland. This Policies and Procedures Handbook was developed to provide you with information about your responsibilities and benefits as an employee of the Town of Cortland.

It is the policy of the Town of Cortland to provide equal employment opportunity to all persons and to prohibit discrimination in employment because of race, color, national origin, religion, sex, age, or disability.

All employees of the Town of Cortland are "at-will" employees. Nothing in this Handbook is intended to create any term or condition of employment inconsistent with "at-will" employment status.

Consistent with the "at-will" employment status of Town employees, the policies and procedures stated in this Handbook are not intended to create a contract or agreement between the Town and any of its employees, and they are subject to change at any time at the sole discretion of the Town Board of the Town of Cortland, with or without notice to employees. Individual Departments may have more specific rules, regulations, or guidelines that implement many of the policies and procedures contained in this Handbook. Please direct any questions to your supervisor or Department Head.

TOWN MISSION, FUNCTIONS, AND PROCEDURES

MISSION STATEMENT OF THE TOWN OF CORTLAND. The mission of the Town of Cortland is to provide for its citizens those essential services and amenities which will benefit all residents and property owners. These shall be services and amenities of high quality which the citizens cannot easily or economically provide for themselves and shall include: potable water, sewerage collection, storm water collection and control, passable streets, usable parks, reasonably safe environment, and regulation of land use and building activity within the municipal boundary.

VISION STATEMENT OF THE TOWN OF CORTLAND. The Vision of the Town of Cortland is to attract developments with high standards of quality, provide unparalleled infrastructure amenities, and foster an atmosphere perpetuating our small-town quality of life.

TOWN INTEGRITY. All employees whether elected, appointed, or hired shall at all times uphold the dignity and integrity of the Town and its ordinances.

FORM OF GOVERNMENT. The Town operates under a trustee form of government. The Town Board is comprised of the mayor and six trustees who are elected at-large for four-year terms. The Town Clerk also is elected at-large for a four-year term. The Chief of Police are appointed annually with the advice and consent of the Town Board. **TOWN OFFICIALS: MEETING ATTENDANCE.** Elected and appointed officials and commission members shall attend scheduled meetings in which they are involved unless the Mayor or Chairman is notified at least 24 hours in advance, except in an emergency. If an emergency arises, the Mayor or Chairman shall be contacted as soon as possible.

TOWN BOARD MEETING TIMES. Regular meetings of the Town Board are held on the 2^{nd} and 4^{th} Mondays of every month, beginning at 7 p.m. Meetings usually last until approximately 10 p.m. unless something extraordinary is on the floor. Work sessions for Town Board committees may be held on the 3^{rd} Monday of every month.

DEPARTMENTS (added 4/14/14). As used in this Policies & Procedures Handbook, "Departments" include all offices/buildings/employee groupings that include a supervisor and employees, including the Clerk's Office, Public Works, Water/Wastewater, and Police Department.

ADMINISTRATION OFFICE (revised 4/14/14). The Administration is located at the Town Hall, 59 S. Somonauk Road, Cortland, Illinois 60112. The Administration Office is responsible for facilitating several of the day-to-day activities of the Town government, including providing information as to a number of the other functions and services offered by the Town and issuing applications and permits related to building and zoning. Normal office hours will be as posted.

OFFICE OF THE CLERK (added 4/14/14). The Office of the Clerk is located at the Town Hall, 59 S. Somonauk Road, Cortland, Illinois 60112. The Office of the Clerk maintains files of Town Board minutes and other official records, and it is also responsible for issuing certain permits and completing information requests.

PUBLIC WORKS DEPARTMENT (revised 4/14/14). The Public Works Department, located at 250 S. Halwood Street, maintains the Town's streets, parks, storm sewers, and public buildings and services Department vehicles and equipment.

WATER/WASTEWATER DEPARTMENT. The Water/Wastewater Department, located at 100 S. Llanos Street, is responsible for the Town's potable water supply and for maintaining the operations and procedures necessary to supply the Town with potable water and sewerage services.

POLICE DEPARTMENT (revised 4/14/14). The Town of Cortland Police Department, headquartered at 250 S. Halwood Street, is a law enforcement agency that routinely applies community-oriented policing strategies to address local concerns, enhance public safety, and prevent crime.

STATEMENTS OF ECONOMIC INTEREST. Elected and appointed employees and appointed commission members who are required to do so shall file an annual "Statement of Economic Interests" between January 1 and April 30. Fines imposed as a result of failure to file shall be borne by the individual responsible for the failure.

MAJOR PURCHASES & CONTRACTS. Any contract in an amount in excess of \$10,000 and any purchase in excess of \$10,000 will be considered by the Board of Trustees to determine whether it should go to bid, with approval of the Board of Trustees required prior to any award, barring emergencies. Contracts and purchases in amount up to \$10,000 may be approved by the Mayor.

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PERSONNEL POLICIES

CLASSIFICATIONS OF EMPLOYEES, BY HOURS WORKED (revised 7/23/07, 4/14/14, 7/14/14, 12/11/23). All employees will be classified in one of the following categories, by hours worked per week or per year:

A. Full-Time: A full-time employee is one who is scheduled to work an average of 36 to 40 hours per week and is thereby eligible for full benefits.

B. Part-Time (With Benefits): A part-time employee in this category is one who is scheduled to work less than full time but at least 1,000 hours per year and less than 36 hours per week and is thereby eligible for limited benefits (including IMRF contributions.)

C. Part-Time (**No Benefits**): A part-time employee in this category is one who works less than 1,000 hours per year and less than 36 hours per week and is therefore not eligible for benefits other than an hourly wage, federal and state required leaves, workers' compensation coverage as required by law, as well as uniforms for part-time maintenance employees (in both the Public Works and Water/Wastewater Departments) in accordance with the "Wage & Salary Scale with Related Benefits" (Appendix A).

D. Full-Time Temporary (Without Benefits excluding IMRF contributions) (added 06/11/18): A full-time temporary employee is one who is scheduled to work an average of 36-40 hours per week and is employed for no more than one full year.

CLASSIFICATIONS OF EMPLOYEES, BY FLSA CATEGORY. All employees will be classified in one of the following FLSA classifications:

A. Exempt: An exempt employee is one who is exempt from the hours and overtime requirements of the federal Fair Labor Standards Act (FLSA) and the Illinois Minimum Wage Law (IMWL) by reason of being properly categorized as an executive, administrative, or professional employee and being paid on a salary basis.

B. Non-Exempt:

1. **Sworn Police Officers:** A non-exempt employee is one who is covered by the wage and hour provisions of the FLSA and/or IMWL. Sworn police officers occupying non-exempt positions are also covered by the extended work period election provisions contained in Section 207(k) of the FLSA. Non-exempt police officers are entitled to compensation in the form of pay or compensatory time off at the rate of one and one-half times their regular rate for hours worked in excess of 80 in two consecutive work weeks.

2. **Personnel Other than Sworn Police Officers:** A non-exempt employee is one who is covered by the wage and hour provisions of the FLSA and/or IMWL. Non-exempt employees are entitled to compensation in the form of pay or compensatory time off at the rate of one and one-half times their regular rate for hours worked in excess of 40 in a work week.

C. SENIORITY (revised 4/14/14).

1. A full-time employee's seniority date shall be his date of hire. If an employee is hired for a part-time position, as defined above, and later becomes full-time, his seniority date will be the date on which he became a full-time employee. If an employee quits or is terminated, and subsequently is rehired, the employee's seniority date will be his date of rehire.

2. An employee's seniority date will be used to determine his entitlement to paid time off and changes in entitlement to paid time off (e.g., changes in annual vacation time off allowed for full-time employees) that are based on seniority.

3. Except as otherwise provided in these Personnel Policies, seniority will not continue to accrue when an employee is absent from work on an **unpaid** leave of absence. The employee is not entitled to seniority or benefit accrual during periods of unpaid leave; the seniority date will be re-established following a break in service. Absence due to a work-related illness or injury, during which the employee is receiving temporary total incapacity payments under the Workers' Compensation Act, is considered to be an "unpaid leave of absence" for purposes of this policy.

D. JOB DESCRIPTIONS. A job description is available for each position. Current job descriptions are included in this Handbook as Appendix C. Each employee is expected to obtain, read, and be familiar with the job description applicable to his or her position.

EQUAL EMPLOYMENT OPPORTUNTY, NON-DISCRIMINATION, AND SEXUAL HARASSMENT (revised 12/10/18).

A. Policy: Discrimination in employment based on race, color, religion, ancestry, national origin, sex, disability, marital status, or any other basis protected by applicable federal or state law is prohibited in the administration of the personnel policies of the Town of Cortland. It is the duty of all elected officials, officers, and employees of the Town to give this policy full support.

B. Definition: This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act which defines sexual harassment as unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited acts of sexual harassment can take a variety of forms, ranging from subtle pressure for sexual activity or contact to physical contact. At times the offender may be unaware that his or her conduct is offensive to others. Examples of conduct that could be considered sexual harassment include, but are not limited to:

- 1. Persistent or repeated unwelcome flirting, pressure for dates, sexual comments, or touching;
- 2. Sexually suggestive jokes, gestures, or sounds directed toward another, or sexually oriented or sexually degrading comments about another;
- 3. Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault;
- 4. Preferential treatment of an employee, or a promise of preferential treatment of an employee, in exchange for dates or sexual conduct, or the threat or denial of employment, benefits, or advancement for refusal to consent to sexual advances;
- 5. The open display or distribution of sexually oriented pictures, poster, calendars, printed jokes, or other material offensive to others;
- 6. Retaliation against an individual for reporting or complaining about sexually harassing conduct; or
- 7. The use of sexually explicit language, harassment, cyber stalking, and threats via all forms of electronic communication.

C. Confidentiality: Disclosure of allegations of discrimination or sexual harassment shall be limited to those individuals who have a "need to know." Complaints of discrimination or sexual harassment should not be discussed with those who are outside the investigation process. It is important to protect the rights of the alleged harasser as well as the rights of the complaining employee.

D. Complaint Procedure: The Mayor of Cortland will serve as the Town's EEO Officer. Any employee who believes that he or she has been subjected to discrimination in employment or has been the victim of sexual harassment should report the incident immediately to his or her Department Head and should thereafter submit a written report of the incident to the Department Head. A form for reporting any complaint of discrimination is included in this Handbook as Appendix B. The Department Head should inform the EEO Officer of the incident as soon as it has been reported to him or her. If the employee's complaint of discrimination or sexual harassment involves the Department Head, the employee should report the incident directly and immediately to the EEO Officer. If the employee's complaint of discrimination or harassment involves the EEO Officer, the employee should report the incident directly and immediately to any member of the Town Board.

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within three hundred (300) days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within three hundred (300) days.

E. Consequences of Discrimination: All complaints of discrimination or sexual harassment will be investigated properly by an investigator appointed by the Mayor, and appropriate corrective action will be taken. Any employee found by investigation to have violated the Town's Equal Employment Policy will be subjected to appropriate disciplinary action, up to

and including discharge. Similarly, any employee found after investigation to have falsely accused an official or employee of the Town of having violated the Town's Equal Employment Opportunity Policy shall be subjected to appropriate disciplinary action, up to and including discharge.

F. Prohibition on Retaliation for Reporting Discrimination or Sexual Harassment Allegations: No individual shall take any retaliatory action against any Town employee due to a Town employee's (1) disclosure or threatened disclosure of any violation of this policy; (2) the provision of information related to or testimony before any public body conducting an investigation, hearing, or inquiry into any violation of this policy; or (3) assistance or participation in a proceeding to enforce the provisions of this policy.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceedings, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information of a State or federal law, rule, or regulation (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job, or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within three hundred (300) days of the alleged retaliation.

G. Legal Procedures and Remedies Available Through the Illinois Department of Human Rights and the Illinois Human Rights Commission (revised 12/11/23): The filing of a sexual harassment complaint with the appropriate Town official under this Policy does not limit, extend, replace, or delay the right of any person to file a similar charge or complaint with any federal or state agency having authority to hear complaints of sexual harassment. Investigative and remedial procedures are available through the Illinois Department of Human Rights and the U.S. Equal Employment Opportunity Commission. The Illinois Department of Human Rights is located at 555 W. Monroe Street, Suite 700, Chicago, Illinois, telephone number (312) 814-6200. The U.S. Equal Employment Opportunity Commission is located at 230 S. Dearborn Street, Suite 1866, Chicago, Illinois 60604, telephone number (312) 872-9744.

PERSONNEL EVALUATIONS (revised 4/14/14). Written personnel evaluations shall be completed by each employee's Department Head or supervisor annually during November, with all evaluations to be reviewed by the supervisor with the Mayor by November 30.

PERSONNEL FILES. The official personnel files of the Town shall be kept in the Administration Office. Department Heads keeping personnel files on their own personnel shall keep copies only and deliver all original documentation to the Administration Office to be available for review by employees. Employees shall have access to their own personnel files in accordance with the provisions and procedures set forth in the Illinois Personnel Record Review Act.

WAGES AND SALARIES (revised 4/14/14). The applicable salary or hourly wage range for each position is set forth in the current year's "Wage & Salary Scale with Related Benefits," which is included in this Handbook as Appendix A. Adjustments in wages and salaries, if any, will be awarded by the Mayor within the applicable salary or hourly range for each position approved by the Town Board and will be effective after the first six months of employment and at the beginning of each fiscal year thereafter. In addition, longevity increases will be given on full-time employees' seniority dates at regular intervals in accordance with Appendix A.

THE REGULAR WORK PERIOD (revised 7/23/07, 12/12/11, 4/14/14).

A. Sworn Police Officers: The regular work period is defined as two consecutive weeks from Saturday 12:01 a.m. until midnight the Friday of the following week. The establishment of a regular work period, however, shall not be construed as a guarantee of any number of hours of work per day or per week or per work period, nor shall it be construed as preventing or in any way restricting the Town from requiring employees to work outside the regular work period, subject to applicable overtime policies.

B. Personnel Other than Sworn Police Officers: The regular work period is defined as one week, Saturday 12:01 a.m. through Friday midnight. The establishment of a regular work period, however, shall not be construed as a guarantee of any number of hours of work per day or per period, nor shall it be construed as preventing or in any way restricting the Town from requiring employees to work outside the regular work period, subject to applicable overtime policies.

HOURS WORKED (added 12/12/11).

Hours worked are defined as only hours actually worked by an employee during a defined work week or work period. Hours worked <u>does not</u> include: Hours for which an employee is paid on account of holidays in accordance with the official Holiday Schedule; Hours for which an employee is paid in accordance with policies for Personal Days, Sick, Vacation, and Bereavement Leave.

OVERTIME (revised 7/23/07, 2/23/09, 12/12/11, 4/14/14).

Personnel Other than Sworn Police Officers: Overtime is defined for purposes of this Handbook as time worked in excess of 40 hours in a defined work period. Employees whose positions are eligible for overtime (i.e., non-exempt employees) are expected to adjust their workday hours within the regular work period such that they work a maximum of 40 hours per week, unless overtime is unavoidable. Except in an emergency, overtime must be approved in advance by the Department Head or supervisor. Overtime is to be paid at one and one-half times the employee's regular straight-time rate of pay. Hours worked on observed holidays shall be paid at the employee's regular straight-time rate in addition to the paid holiday or at the overtime rate for any hours worked in excess of 40 hours in the work period.

EMERGENCY CALL-OUTS. (Addendum #0507-01 approved 6/26/06, revised 12/12/11). If an employee responds to an emergency call-out outside of the employee's normal working hours on weekdays or anytime on weekends or holidays, that employee's hours on the call-out will be paid based on total number of hours actually worked for the work period. Appropriate straight-time or overtime pay rates will apply.

INSURANCE. Health and life insurance coverage for employees is set forth in Appendix A and in applicable summary descriptions, brochures, and pamphlets.

EMPLOYEES: SCHEDULED HOURS. Each Department is responsible for scheduling the working hours of the employees in that Department. Scheduled hours for regular duty or office time shall not be changed without notifying the Department Head, except in an emergency. If an emergency arises, the Department Head must be notified as soon as possible.

EMPLOYEE ATTENDANCE POLICY (revised 4/14/14). Regular attendance is essential to the accomplishment of the Town's Mission and is a necessary condition of employment. When employees are absent, schedules and service obligations to the public fall behind, and other employees must assume added workloads.

Employees are expected to report to work as scheduled and on time. If an employee knows in advance that he will be absent from work, he must report the planned absence to his or her immediate supervisor or Department Head as early as possible, but in no event less than 24 hours in advance of the absence; the Department Head is expected to keep the Mayor informed of all changes in staffing levels. If it is impossible for an employee to report for work as scheduled because of an unplanned absence due to illness or injury, the employee must call the immediate supervisor or Department Head before his or her regular starting time. If the immediate supervisor or Department Head is unavailable to take the call, a voice message must be left. If the absence continues beyond the first day, the employee must notify his or her immediate supervisor on a daily basis unless otherwise arranged. Calling in is the responsibility of every employee who is absent. Absence for three consecutive days without either calling in or reporting to work is grounds for discharge. Department Heads and the Mayor by e-mail of their absence and include notification regarding the responsible employee to contact during the absence.

SEMINAR/CLASS ATTENDANCE (revised 7/23/07, 8/25/08, 4/14/14).

A. Police Personnel: Class hours for police personnel are part of duty hours and will be scheduled by the Chief of Police.

B. Personnel Other than Police:

1. Registration fees and time for classes/training taken to meet the minimum requirements of an employee's job will not be reimbursed or paid in any way by the Town.

2. Attendance at seminars, conferences and classes/training attended outside normal working hours will not be considered part of the employee's regular work hours. Exceptions may be approved by the Mayor on a case-by-case basis.

3. Attendance at seminars, conferences, and classes/training attended during normal working hours will be considered part of the employee's regular work day hours if approved in advance by the Department Head, up to the maximum number of normal work hours for that day. (For example, the maximum for a two-day conference would be two 8-hour work days if the normal work day is 8 hours.) Registration for these seminars, conferences, and classes/training may be paid for in advance by the Town, except where a completion certificate is expected as indicated in item (4) below.

4. Registration fees for classes/training that are recommended by the Department Head and approved by the Mayor, and that are taken to improve employment-related knowledge beyond the minimum requirements of the job or to meet new standards of the job added during employment, will be paid in advance by the Town. However, if the course or training includes criteria used to determine successful completion of the course or training (e.g. grades or licensing/certification) and the completion certificate for the class or training does not show successful completion (i.e. a passing grade or approval of the license/certificate), repeat classes taken to obtain successful completion will be paid by the employee without reimbursement.

TRAVEL EXPENSES (revised 12/19/2016, 12/11/23)

Reimbursement for travel, meal, and lodging expenses of Town officials, officers and employees shall be as prescribed in Resolution 2016-05.

UNIFORMS (revised 4/14/14, 12/11/23). Employees of the public works departments (both Public Works and Water/Wastewater) and employees of the police department not covered by the Collective Bargaining Agreement shall receive a uniform allowance in accordance with the current year's "Wage & Salary Scale with Related Benefits," Appendix A. Work shirts must show a label identifying the person as an employee of the Town. All employees must be able to present a Town-provided photo-ID name tag at all times on the job. For tax reasons, uniforms must not be worn except on the job.

LEAVES OF ABSENCE (revised 7/23/07, 4/14/14, 12/11/23). **A. Preamble**

The Town of Cortland shall abide by all federal and state laws regarding employee leave, including leave not specifically listed herein.

B. Personal Leave:

1. A full-time employee of the Town is eligible to apply for an unpaid personal leave of absence if he or she has been a full-time employee of the Town for one (1) year or more. An employee wishing to take a personal leave of absence must give at least 24 hours advance notice to and receive approval of the leave from the Department Head. A personal leave of absence may not exceed 30 days, subject to renewal under extraordinary circumstances upon application to and approval by the Department Head.

2. Seniority and earned benefits will not accrue during an unpaid leave of absence. As a result of such non-accrual, seniority and earned benefits will be frozen at the level attained at the

end of the accrual period; accrual will resume again, beginning at the level at which seniority and benefit accrual was frozen, only upon the employee's resumption of full-time active employment.

3. The grant or denial of personal leave, or any extension thereof, is wholly discretionary on the part of the Town based upon the particular circumstances presented; the exercise of that discretion is not affected by any prior or subsequent granting or denial of personal leave or any extension thereof to any other employee.

C. Sick Leave:

1. Full-time employees earn sick leave in accordance with the "Wage & Salary Scale with Related Benefits" (Appendix A). Sick leave time is added to the employee's sick leave account on the first day of each month following six (6) months of employment and may be accrued in accordance with Appendix A. Sick leave days may be used by: (i) an employee who contracts or incurs a non-service sickness or disability which renders the employee unable to perform the duties of his or her position; or (ii) an employee a member of whose immediate or extended family is sick or injured, if the employee's presence is required to care for the sick or injured family member.

2. Sick leave may be used for preventive medical or physical treatment and physical examination by a physician or surgeon or dentist, provided that: (i) all sick leave utilization under the provisions of this paragraph (2)(b) shall have been approved by the Department Head at least 24 hours prior to the commencement of the workday for which the sick leave is requested; and (ii) the purpose of the sick leave utilization is stated at the time of the request for use, e.g., self-sickness, family sickness, or preventive.

3. An employee who knows or should know that he or she will be absent from work as a result of sickness or injury must inform his or her Department Head as soon as practicable in accordance with the procedure set by his/her Department. Sick leave is available only for the purposes set out in this subsection (2), and the employee may be required to supply medical or other evidence of actual illness or injury, regardless of the time of absence due to sick leave, in order to qualify for sick leave in any given case. Use of sick leave for any purpose other than as allowed by the provisions of this subsection (2) constitutes abuse of sick leave and may subject the employee to discipline, up to and including discharge.

4. Benefits and seniority shall continue to accrue during a paid absence due to authorized sick leave. Upon returning to work, the employee will return to the same position or one of comparable status and pay.

5. In the event that an employee suffers a work-related illness or injury, he shall be entitled, upon reporting the illness or injury as required by these Policies, to use sick leave for the first three (3) days of absence due to the illness or injury. In the event that the illness or injury lasts more than three days, and the employee is then entitled to receive workers' compensation benefits retroactive to the first day of work-related illness or injury, the employee's sick leave bank shall be re-credited with the sick leave taken during the first three days of absence due to work-related illness or injury.

6. Upon separation from employment, an employee who is eligible to receive a pension

from IMRF (i.e. having reached the minimum age and vesting requirements for pension eligibility under IMRF) shall have the option to receive pay from the Town for his or her accrued sick leave as indicated in the current year's "Wage & Salary Scale with Related Benefits" (Appendix A). This provision shall not apply to an employee who has been discharged by the Town.

C. Bereavement Leave:

1. Upon the death of a member of his or her immediate or extended family (spouse, child, or parent as defined in the Family Medical Leave Act or a sibling, parent-in-law, or grandparent or a person of significant standing to the immediate family), a full-time employee will be entitled, upon approval by the Department Head, to take bereavement leave without loss of pay or benefit accrual up to the number of days indicated in the current year's "Wage & Salary Scale with Related Benefits" (Appendix A).

2. In the event of the death of any current official or employee of the Town or a member of the official or employee's immediate or extended family or a person of significant standing to the immediate family, employees will receive reasonable time off without loss of pay to attend local funeral services that occur during the employee's working hours.

D. Jury Duty or Witness Leave:

An employee whose position meets the IMRF hourly standard who is summoned to jury duty or who must appear as a witness in any Court action or administrative case relating to Town business or the employee's Town responsibilities as a result of being served a subpoena shall be entitled to receive full pay for time served on the jury or as a witness for a maximum of thirty (30) days per fiscal year. In order for the employee to be eligible to receive such compensation, the employee must deliver over to the Town all monies or other compensation received for jury duty, except for mileage reimbursement for use of the employee's personal vehicle for traveling to and from the Court or hearing. Jury or witness duty leave is intended to cover only the actual time spent while attending to jury duty or serving as a witness, and employees are not permitted to be absent from work for a greater portion of the employee's regular hours than is necessary to attend to the jury or witness duty.

FAMILY AND MEDICAL LEAVE (revised 12/11/23).

Basic Provisions: An employee who has been employed by the Town for at least 12 months, and who worked at least 1,250 hours or was employed in an exempt FLSA classification during the 12 months immediately preceding the leave request, is eligible for family and/or medical leave under the federal Family and Medical Leave Act of 1993 (FMLA) for a period of up to twelve (12) weeks during a calendar year under the following circumstances:

1. Because of a serious health condition that causes the employee to be unable to perform the essential functions of his or her job.

2. To care for the employee's immediate family member, if the immediate family member has a serious health condition. "Immediate family member" is defined as spouse, child,

or parent.

3. Because of the birth of the employee's child, to care for such a child, or because of the placement of a child with the employee's family for adoption or foster care. Leave for this reason must be taken within the 12-month period following the placement of the child with the employee's family.

MILITARY LEAVE. Military leave and re-employment rights following such leave will be determined in accordance with applicable federal and state laws.

VACATIONS (revised 4/14/14). Full-time employees are eligible for annual vacation leave in accordance with the Vacation provisions of Appendix A. Vacation time is accrued monthly and added to the employee's vacation benefit account annually on the employee's seniority date. Unused vacation time expires 18 months after it is added to the employee's vacation account. Earned and unexpired but unused vacation time will be paid upon termination of employment. An employee whose employment status is changed from part-time to full-time during any year will begin to accrue vacation on his seniority date (date of becoming full-time); vacation may be granted by the Mayor at the time of change in status based on previous service to the Town in accordance with the current year's "Wage & Salary Scale with Related Benefits" (Appendix A).

HOLIDAYS (revised 4/14/14). Holidays recognized by the Town are set forth in the current year's "Wage & Salary Scale with Related Benefits" (Appendix A).

PERSONAL DAYS (revised 4/14/14). Personal days shall be granted as provided in the current year's "Wage & Salary Scale with Related Benefits" (Appendix A).

WORKERS' COMPENSATION. Workers' Compensation consists of temporary compensation and compensation for permanent disability or death as a consequence of an injury or illness sustained on the job and in the course and scope of one's employment. The Accident policy set forth below must be followed in the case of any accident, whether or not the employee suffering the accident believes that he or she has suffered a work-related injury. The determination as to whether an injury is or is not work-related will be determined in accordance with applicable state laws and procedures.

PRE-HIRE PHYSICALS. Candidates for employment shall be required to submit to a pre-hire physical in accordance with Town Policy.

ACCIDENTS. Employees shall immediately report unusual circumstances including but not limited to accidents, injuries, or breakdowns to the department supervisor. In case of accidents or injuries, an accident report shall be completed immediately but not more than 24 hours later by the department supervisor and in accordance with the Town's Drug/Alcohol Policy, if applicable. The employee must furnish a letter from a licensed physician attesting to his fitness to return to duty after any accidents or injuries affecting the employee. Forms for this purpose are available from the Administration office.

ENFORCEMENT OF ORDINANCES (revised 4/14/14). If an accepted practice appears to be in opposition to an established ordinance, employees should seek guidance from the Mayor for the proper interpretation and course of action. The Mayor should then begin the process needed to amend the ordinance. However, compliance with new ordinances is expected and should be required by the Mayor.

OUTSIDE EMPLOYMENT (revised 4/14/14). Any full-time employee who wishes to hold outside employment shall disclose same to his or her supervisor. Any full-time employee who wishes to hold outside employment that may affect his ability to do his job for the Town (e.g. a scheduling conflict) must have the written approval of his or her supervisor. Failure to abide by this provision may result in disciplinary action, up to and including termination

SAFETY & DRUG/ALCOHOL TESTING (revised 4/14/14). All Town employees will be subject to CDL rules for drug and alcohol testing for any reportable injury under OSHA, as well as any accident involving damage to property or equipment (Appendix D). All accidents involving personal injury as well as any accident involving damage to property or equipment must be reported immediately to the Mayor.

DRIVERS' LICENSES. Any employee who is required to have a valid driver's license as a condition of employment is required to report any suspension or revocation of his or her driver's license to his or her Department Head. Failure to report any such suspension or revocation will result in discipline, up to and including discharge. An employee who does not have a valid driver's license may be suspended from work until his or her driving privileges have been restored.

MUNICIPAL VEHICLES. Personal use of a municipal vehicle, other than a qualified non-personal use vehicle, is a taxable fringe benefit. The tax consequences to the employee of the take-home or other personal use of municipal vehicles will be determined in accordance with applicable IRS regulations.

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DISCIPLINE (added 12/11/23)

NOTIFICATION TO EMPLOYEE. Should an employee's performance, attitude, work habits, or personal conduct fall below an acceptable level or violate the established work rules of the Town, the employee's Supervisor shall promptly notify the employee of such lapse and counsel with and assist the employee to improve himself/herself as soon as practical. The Supervisor shall further allow a reasonable period of time for such improvement and inform the Mayor of any action taken.

WRITTEN REPRIMAND. Where notice of unacceptable performance from an employee's Supervisor has not resulted in expected improvements or, in cases where more sever initial action is required, a written reprimand may be delivered to the employee with a copy filed in his or her personnel records at Town Hall and a copy to the Mayor.

SUSPENSION. Suspensions are a temporary removal from employment, accompanied by a concurrent temporary loss of the privileges of employment, including, but not limited to wages or salary. The employee's group health and life insurance coverage shall remain in effect during the unpaid suspension. Suspensions may be used to discipline employees for serious misconduct or performance problems or for repeated misconduct or performance problems of a less severe nature.

Suspensions may be imposed for not less than one (1) but not more than five (5) days. Written notice of the suspension shall be placed in the employee's personnel file.

Employees may be suspended without pay by their Supervisor. The Supervisor shall give written notification of the suspension to the employee, specifying the reason, duration, and effective date. This notice may be given to the employee after the fact as in the case of an immediate suspension.

Suspended employees shall not be allowed to use any paid leave during a suspension. In the event any order of suspension is reversed or reduced, the employee shall be paid any lost wages, salary, or benefits and such reversal or reduction shall be documented in the employee's personnel file.

DISMISSAL. Any employee may be dismissed by their Supervisor, with approval of the Mayor, for any reason not prohibited by law, or no reason, with or without notice. Employees may be discharged for any improper or inappropriate conduct including, but not limited to, violation of work rules and general rules and regulations, unacceptable behavior, insubordination, intentional damage to or theft of Town property, gross negligence in performing assigned duties, intoxication in the workplace, misconduct, poor performance, or unacceptable attendance, without ever having received an oral reprimand, a written disciplinary notice or letter, a suspension, a reduction in pay, or a demotion.

Written documentation of the discharge shall be placed in the employee's personnel file.

APPEALS. In the event an employee wishes to appeal any disciplinary action or dismissal, he/she shall file a written appeal with the Mayor within forty-eight (48) hours of receipt of notice of discipline or dismissal. If an appeal is filed, the employee shall come before the Town Board of Trustees at the next regularly scheduled Town meeting or any special meeting called pursuant to law for such purpose, and may present to the Town Board of Trustees in Executive Session any

information he/she wishes the Town Board of Trustees to consider concerning his/her disciplinary action or dismissal. The Town Board of Trustees, after review with the Supervisor and consideration of any relevant matters presented by the employee, shall determine whether the action shall stand. The Town Board of Trustees' decision is final.

LAYOFF. Layoffs may occur because of a decrease in services, change in work methods, or other conditions. To assure continued quality services, merit and length of service may be given consideration in determining the order in which employees are laid off. An employee may also be laid off if he/she loses a license or other requirement necessary to perform the duties of his/her position.

RESIGNATION. A written notice of fourteen (14) days is expected upon resignation from employment. Any written notice shall be dated and signed by the employee. An exit interview with the Supervisor or Mayor may be scheduled at their discretion to process your file for termination, authorize the release of your final paycheck, or review any final benefit payout.

RETIREMENT. Retirement will normally occur when an employee separates from employment and is eligible to receive a pension as a result of employment with the Town. Employees are eligible to retire with certain benefits upon attaining specified ages and years of service as stipulated in the regulations of the Illinois Municipal Retirement Fund and Police Pension Fund. Any employee wishing to retire shall give written notice at least ninety (90) days prior to the effective retirement date.

TERMINATION DATE. The official date of termination will be the last full day the employee reports to work. Although resigning employees are generally discouraged from using accrued time during their period of notice, the Supervisor, after consultation with the Mayor, may grant an employee's request for time off, if such absence does not compromise the needs of the Department.

Participation in group insurance plans will cease on the last day of employment. Separating employees are eligible for an extension of medical, dental, and vision insurance benefits under the "Consolidated Omnibus Budget Reconciliation Act" (COBRA).

FINAL PAYCHECK. The final paycheck for separating employees is normally issued on the next payroll date following the last day of employment. The final paycheck will only be issued after the separating employee returns Town property to his or her Supervisor.

ACCRUED TIME PAYOUT. Unless otherwise specified by a Collective Bargaining Agreement, vacation time is prorated through the employee's last workday. Employees will be compensated for all unused, prorated vacation leave at termination.

Employees will be compensated for all unused comp time and sick time at termination, up to the maximums specified in their Collective Bargaining Agreement or by the Town Code and this Handbook.

RETURN OF TOWN PROPERTY. Employees shall return all property owned by the Town of Cortland on or before his/her termination date. Failure to return Town property will be treated as theft of Town property.

REINSTATEMENT. Any employee terminated for performance reasons or misconduct or any employee who resigns without giving ten (10) working days' notice shall not be eligible for re-employment.

Unless otherwise specified by a Collective Bargaining Agreement, any employee who is reemployed by the Town shall not be entitled to any previously earned benefits or seniority.

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DEPARTMENT POLICIES

Policies specific to a department and/or operational procedures for that department may be created for and maintained by a Department Head with the advice and consent of the Mayor and review by the Town Attorney as needed. A copy of department policies that are separate from this Handbook will be given to each employee by the Department Head at the time of hire and as amended. The following additional policies are applicable to the Town's Departments:

CORRESPONDENCE (revised 7/23/07, 4/14/14).

A. Police Personnel: this policy shall not apply.

B. Personnel Other than Police: All external correspondence (including corrective action notices, Zoning and Building correspondence, and other Town communications) shall use Town letterhead and envelopes and shall have a Town letter number issued by the office staff, entered in a log, and shown on the correspondence. File copies of all logged correspondence shall be provided to the office staff. The log shall be reviewed monthly to verify that copies have been submitted for the correspondence file. This policy shall not apply to internal Town correspondence. The Town Attorney may use their own letterhead and envelopes; copies of correspondence sent on the Town's behalf should be provided to the Town and entered in the log as above.

ELECTRONIC MAIL AND THE INTERNET. Employees of all departments are forbidden to use Town equipment or facilities, or working time, to generate abusive, threatening, or inappropriate electronic mail (e-mail) messages. Inappropriate e-mail messages include, but are not limited to, messages that are defamatory, violent, or contain communications or references to conduct prohibited by the Town's Sexual Harassment Policy. Employees also are forbidden to use Town equipment or facilities, or working time, to access and/or download unapproved information, including pictures and sounds, from the internet. Department Heads may authorize employees generally or in specific positions to access and/or download certain categories of information without specific approval; in all other circumstances, approval of the Department Head to access or download information using Town equipment or facilities or on working time is required. Violation of this Policy may result in discipline, up to and including discharge.

CELL PHONES. Cellular phones may be provided to Town employees for use on Town business. Personal use of Town-issued cell phones on other than a *de minimis* basis may constitute a taxable fringe benefit.

DEPARTMENT SPENDING. Department Heads may approve expenditures within documented limits set by the Mayor.

FORMS. Forms provided by the Town for each Department shall be used and shall be executed carefully and completely. Each employee shall be responsible for maintaining a proper supply of forms required for proper job performance. Forms shall not be altered without the Department Head's approval.

ZONING & BUILDING PERMITS. Zoning and building permits shall be issued in proper sequence, without exception.

APPENDIX A TOWN OF CORTLAND WAGE & SALARY SCALE with RELATED BENEFITS

OFFICERS & EMPLOYEES				
DEPARTMENT	LEVEL	RATE FOR FULL-TIME*	RATE FOR PART-TIME*	
	Supervisory	\$66,000-\$95,120/yr.	N/A	
Administration	Non-Supervisory	\$34,000-\$63,800/yr.	Min. Wage-\$30.67/hr.	
	Professional Non-Supervisory	\$34,000-\$75,000/yr.	Min. Wage-\$36.40/hr.	
	Supervisory: Chief	\$81,000- \$124,300/yr.	N/A	
Police	Supervisory: Commander	\$62,000- \$84,200/yr.	N/A	
	Supervisory: Sergeant	\$55,000-\$75,000/yr.	N/A	
	Non-Supervisory: Officers	\$43,680-\$72,600/yr.	\$21.00-\$34.90/hr.	
	Non-Supervisory: Clerical	N/A	Min. Wage-\$23.25/hr.	
Public Works and	Supervisory	\$68,000-\$124,300/yr	N/A	
Water/Wastewater	Non-Supervisory	\$34,000-\$63,800/yr.	Min. Wage-\$30.67/hr.	
Building	Non-Supervisory	N/A	Min. Wage-\$42.31/hr.	
	Supervisory	\$89,665-\$124,300/yr	N/A	
Engineering & Zoning	Non-Supervisory	\$34,000-\$88,000/yr	Min. Wage-\$42.31/hr	

* The upper end of the 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. The upper end of the ranges shown above are effective as of January 1, 2022.

A 3% increase will be added to the wage rate or salary of any full-time employee who reaches the anniversary of his or her seniority date that is a multiple of 5 years (5, 10, 15, etc.), effective on the seniority date; this increase will be in effect <u>only</u> for seniority dates reached on or after May 1, 2014. Elected officials and part-time personnel will not be eligible for longevity increases in their pay.

(Upper end of wage scale adjusted to reflect CPI used in the calculation of prior year levy)

(Multiple Revisions with the last on 1/23/2023, includes 2021 and 2022 CPI applicable to the 2022 & 2023 Levy)

APPENDIX A WAGE & SALARY SCALE with RELATED BENEFITS -

continued

ELECTED OFFICIALS					
OFFICIAL	TERM BEGINNING	RATE (revised 9/22/08, 7/14/14, 9/12/16)			
Mayor	in 2009 or after	\$25,000/yr. with employee health, dental & vision insurance.	+ the increase in the Consumer Price Index-		
Liquor Commissioner	In 2009 or after	\$1,100/yr.	Urban which was used in the calculation of the levy approved the previous December, not to exceed 3%, annually beginning May 1 of the year following election or re-election and continuing every May 1 while the Elected Official continues without interruption in office.		
Town Clerk	in 2017 or after	 \$38,000/yr. with full-time benefits Plus these additional amounts if the following certifications are obtained: \$4,000 additional for RMC certification \$7,000 additional for CMC certification \$9,000 additional for MMC certification 			
Trustee		\$2,400/yr.			
Appointed to an unexpired term		The compensation earned by the trustee whom the appointee replaces. Upon election in his or her own right, the trustee shall be compensated at the initial rate shown above.			
Personal Vehicle	Reimbursement	@ Federal Rate			

BENEFITS:

- Health Insurance (revised 4/14/14, 7/14/14): Single-employee coverage (health, dental, and vision) is fully paid for eligible employees until the employee reaches the age of Medicare eligibility, at which time the employee will be reimbursed for the cost of their Medicare and Supplements up to the cost of the single employee health coverage for non-Medicare employees (effective only for employees not yet eligible for Medicare), with continued employee dental and vision coverage under the Town's policy if desired. Coverage under the Town's health/dental/vision insurance begins on the first day of employment and ends on the final day of employment at the time of termination. Optional dependent health, dental, and/or vision coverage may be purchased by covered employees. No compensated insurance waivers will be allowed. Retiring employees may be eligible for continued coverage (until they reach the age of Medicare eligibility) through the purchase of retiree insurance at their own expense under the IMRF regulations.
- Life Insurance: Employees whose positions require 1000 hours of work per year have the option of enrolling at time of hire, at their own expense, in the life insurance coverage plan provided by the National Conference on Public Employee Retirement Systems.
- IMRF: Employees whose positions require 1000 hours of work per year will participate in the Illinois Municipal Retirement Fund.
- Uniforms (revised 10-10-11, 4/14/14, 12/11/23): Employees of the Public Works Department and Water/ Wastewater Department will receive a clothing allowance annually (calendar year) amounting to \$400 per year for full-time employees and \$200 per year for part-time employees after 150-hours of service in the respective department. Employees of the Police Department not covered by the Collective Bargaining Agreement shall be provided clothing and equipment at the discretion of the Chief and/or Commander. Clothing allowances for these employees will be treated by the Town as taxable fringe benefits; employees are responsible for claiming, on their own personal tax returns, any exemption or deduction that may be applicable to their purchase of clothing not suitable for street wear.
- Vacation (revised 09/28/09, 06/11/18, 12/11/23): Vacation is earned and credited to an employee's vacation account in accordance with the following rules. For full-time employees, vacation time off with pay is provided as follows, by seniority level: one week (40 hours) in the first year of employment which new hires are eligible to take immediately. After the first full year of employment, from and after the employee's seniority date; two weeks (80 hours) for each full year worked for the second through fourth years of employment; three weeks (120 hours) for each full year worked for the fifth through the ninth year of employment; and four weeks (160 hours) for each full year worked for the tenth year and after. An employee whose employment status is changed from part-time to full-time during any year will receive vacation time based on his seniority date (date of becoming full-time).

		Weekly
		Accrual
0-1 Year	40 hours	0.769 hours
2-4 Years	80 hours	1.538 hours
5-9 Years	120 hours	2.308 hours
10 years or more	160 hours	3.077 hours

Holidays (revised 7/23/07, 10/10/11, 3/24/14):

(A) Police Personnel: The Town recognizes the following holidays: New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day. Employees may also take time up to 3 hours off on Good Friday if desired to attend religious services. In lieu of holiday time off, a full-time police officer will be paid eight (8) hours holiday pay at his/her regular straight-time rate of pay in addition to pay for time worked during the pay period in which the holiday falls.

(B) Personnel Other than Police: The Town recognizes the following holidays: New Year's Day, Martin Luther King Day, President's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day. In each case, the recognized holiday is the day that the Town's offices are closed in observance of the holiday or the day otherwise designated by the Town as the holiday. Holidays are days on which employees (except police officers) are not expected to work except in case of an emergency. For IMRF-covered personnel, hours worked on a holiday because of an emergency will be paid for at time and one-half the employee's regular straight-time hourly rate of pay (in cash and not by way of compensatory time off). Paid holidays will be prorated for part-time employees whose positions meet the IMRF requirements.

Paid Leave (revised 3/24/14, 4/14/14, 7/14/14, 06/11/18, 12/11/23):

- 1. Personal Days: Full-time employees with at least six months of employment as of the first day of the fiscal year will be credited as of that day with three (3) personal days off for use during that fiscal year. New employees will be credited with one (1) personal day off for use during the remainder of the fiscal year on the first day of the month following the attainment of six months of employment. Personal days expire on the last day of the fiscal year. There is no compensation for unused personal days at termination of employment.
- 2. Sick Leave:
 - A. Full-time employees earn 9 hours of sick leave per month beginning on the first day of the month following six months of employment. For full-time

employees, unused sick days will accrue to a maximum of 75 days (600 hours). Upon termination of employment, eligible full-time employees (i.e. having reached the minimum age and vesting requirements for pension eligibility under IMRF) will have the option to be paid for accrued sick days (maximum of 60) at the rate of \$2.50 per hour. For those full-time employees not eligible, there is no compensation for unused sick leave upon termination of employment.

- B. Part-time employees earn .667 hours of sick leave per month beginning on the first day of the month following six months of employment. For part-time employees, unused sick time will accrue to a maximum of eight (8) hours. Upon termination of employment, part-time employees will receive no compensation for unused sick leave.
- C. Sick days are available for use by employees in accordance with applicable Town Policies
- 3. Bereavement Leave: Full-time employes shall be entitled to up to three days of bereavement leave during the fiscal year, in accordance with applicable Town Policies. In addition, an employee will be provided with paid time off to attend local funeral services occurring during the employee's working hours for a current official or employee of the Town or a member of the official or employee's immediate or extended family or a person of significant standing to the immediate family.

APPENDIX B

COMPLAINT OF EMPLOYMENT DISCRIMINATION FORM

Name:

Job:

Complaint based on:

Race ____ Sex (including sexual harassment) ____ Religion ____ Age ____

National Origin _____ Retaliation _____ Disability _____ Other (specify) _____

If you are complaining of discrimination on the part of or because of the conduct of any specific individual, name that individual:

Describe the particulars of what happened to you that you consider to be discriminatory, including dates, times, names of persons involved, and the specific events that occurred:

[Note: if additional space is needed to describe the events in question, attach additional sheets.]

Signed: _____

Dated: _____

Appendix C

Job Descriptions

Appendix D – Drug & Alcohol Policy

PDF Document

Drug and Alcohol Policy P2020-01

Drug-Free Workplace

In order to ensure a safe work environment and compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 8101 *et seq.*), the Town of Cortland maintains a drug-free workplace. Accordingly, Cortland prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the (Public Law 100–690, 102 Stat. 4181), use of drugs, and use of alcohol in the workplace. The foregoing prohibition shall apply to Cortland property, including in Cortland vehicles and any private vehicles parked on Town premises or worksites.

For purposes of this policy, the term "drugs" includes, but shall not be limited to: (i) any nonprescribed controlled substance that the employee is not authorized to possess or consume by law; (ii) any substance listed in the Controlled Substances Act (720 ILCS 570 *et seq.*); (iii) any substance listed in the Cannabis Control Act (720 ILCS 550 *et seq.*); and (iv) drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory, or coordination. A non-exhaustive list of applicable drugs includes, but is not limited to, the following:

Opium	Psilocybin-psilocin
Morphine	MDA
Codeine	PCP
Heroin	Chloral Hydrate
Meperidine	Methylphenidate
Cannabis	Hash
Barbiturates	Hash Oil
Glutethimide	Steroids
Methaqualone	Tranquilizers
Cocaine	Amphetamines
Phenmetrazine	LSD
Mescaline	

I. Prohibited Conduct

The following conduct is prohibited:

- 1. The unauthorized use, possession, manufacture, distribution, or sale of drugs, drug paraphernalia, or alcohol while on or in Town property, while conducting work-related business, or during working hours.
- 2. Being under the influence of drugs or alcohol while on or in Town property, while conducting work-related business, or during working hours.

- 3. Being under the influence of legal or prescribed drugs or chemicals used in excess of, or in non-conformity with, prescribed limits while on or in Town property, while conducting work-related business, or during working hours.
- 4. The illegal use, possession, manufacture, distribution, or sale of drugs or drug paraphernalia (while on or off duty).
- 5. Town prohibits its law enforcement officers, corrections officers, probation officers, firefighters and paramedics from the use, possession, manufacture, distribution or sale of cannabis while on or off duty.
- 6. Storing any illegal drug, drug paraphernalia, cannabis or alcohol in or on Town property.
- 7. Failing to notify an employee's supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that the employee is taking (or has taken) which might affect the performance of the employee's duties.
- 8. Refusing to immediately submit to an alcohol and/or drug test when requested by a supervisor.
- 9. Failing to provide, within one workday following a request, documentation confirming a valid prescription for any drug or medication identified by a positive drug test.
- 10. Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled as a condition of continued employment.
- 11. Failing to notify the employee's supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and *nolo contendere*) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea.
- 12. Tampering with, adulterating, altering, substituting, or otherwise obstructing any testing process required pursuant to this policy.
- 13. Performing any safety-sensitive duties while having a blood alcohol concentration of .02 or greater.
- 14. Possessing or using drugs or alcohol while on duty or while operating a commercial vehicle.

- 15. Operating a commercial vehicle within four hours after using alcohol (an on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty).
- 16. Consuming alcohol or cannabis during the eight-hour period following an accident requiring a drug and alcohol test before a post-accident alcohol or drug test is given.
- 17. Reporting for duty or remaining on duty requiring the operation of a commercial vehicle when the employee has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle.

II. Required Conduct

The following conduct is required of all Town of Cortland employees:

- 1. Employees must notify their supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that they are taking (or have taken) which might affect the performance of their duties or threaten the safety of the employee or any other person.
- 2. Employees must notify their supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and *nolo contendere*) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea. In accordance with federal law, Cortland will notify any applicable federal contracting officer(s) of any relevant conviction(s) or plea(s) within 10 days of receiving notice of the conviction or plea.
- 3. Employees must submit to drug testing in accordance with this policy and applicable law.

III. Reasonable Suspicion

All employees are required to submit to alcohol and/or drug testing if a supervisor determines that there is reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol or cannabis, or is consuming alcohol or cannabis while working.

For the purposes of this policy, reasonable suspicion means a belief based on objective facts sufficient to lead a reasonable prudent person to find that an employee is using, or has used, drugs or alcohol in violation of this policy. Such a suspicion shall be drawn from specific, objective facts and reasonable inferences drawn from those facts in light of experience.

Some factors that may be considered in determining whether a finding of reasonable suspicion is appropriate may include, but are not limited to, any of the following, alone or in combination:

- 1. Observable phenomena, such as direct observation of drug or alcohol use, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;
- 2. Abnormal conduct or erratic behavior;
- 3. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- 4. Slurred speech or unsteady walking or movement;
- 5. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute;
- 6. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated;
- 7. Testing for cannabis based on reasonable suspicion shall be supported by the good faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

Once reasonable suspicion has been determined, the employee shall be required to take the applicable drug and/or alcohol test. An order to submit to testing shall be in writing and signed by a supervisor. If an employee declines the test, it will be treated as a positive test and the employee will be subject to discipline up to and including termination. When an employee is ordered to submit to a drug and/or alcohol test as a result of a supervisor's reasonable suspicion, the employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

IV. Post-Accident Testing

All accidents, including those involving a vehicle, must immediately be reported to an employee's supervisor. The supervisor shall investigate the circumstances of the accident and determine if there is reasonable suspicion to require a drug and/or alcohol test. If it is determined that the employee caused or contributed to occurrence of the accident or the employee was otherwise at fault, the employee may be required to submit to a drug and alcohol test regardless of the existence of reasonable suspicion.

Post-accident testing for cannabis shall be supported by the good faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

If post-accident drug and/or alcohol testing is ordered, the employee involved must submit to a drug and/or alcohol test within two hours of the accident. An employee who fails to remain readily available for post-accident testing or leaves the scene of an accident without a valid reason or permission by his or her supervisor will be deemed to have refused to submit to testing. The employee to be tested shall not be permitted to drive himself or herself to the collection site.

V. Required Records from Prior Employment as Driver of a Commercial Vehicle

In accordance with applicable law, any individual who is given an offer of employment for a safety-sensitive position requiring a commercial driver's license (CDL) and who has worked as a driver of a commercial vehicle during the two-year period immediately preceding the offer of employment, must authorize his or her prior employer(s) during the two-year period immediately preceding the offer of employment to release information to Cortland regarding any positive alcohol or drug tests and/or any refusal to submit to an alcohol or drug test.

This information must be obtained before the individual can be hired by Cortland. However, if the information has not arrived by the individual's anticipated start date and the individual has passed a pre-employment drug test, the individual may be hired, and the requested information can be obtained from the individual's prior employer(s) within 14 calendar days of the individual's date of hire. If the information has not been received within 14 calendar days of the individual's date of hire, the individual will not be permitted to drive a commercial vehicle until the information has arrived. If the information obtained from any prior employer indicates that the individual tested positive for drugs or alcohol or refused to be tested during the past two years, that individual will not be permitted to drive a commercial vehicle unless subsequent information indicates that the individual was evaluated by a substance abuse professional and successfully completed return to duty testing.

VI. Cutoff Levels for Drugs and Drug Metabolites; Blood Alcohol Exceedances

Cutoff levels for all drug and drug metabolite testing shall be consistent with the guidelines established by the U.S. Department of Health and Human Services (HHS). An employee shall be deemed to be under the influence of alcohol if the applicable blood alcohol test demonstrates a level of .02 or greater.

VII. Drug and Alcohol Testing for Safety-Sensitive Positions

Employees in safety-sensitive positions are subject to drug and alcohol testing under different and additional circumstances than employees who are not in safety sensitive positions.

1. Reasonable Suspicion – Any employee in a safety-sensitive position shall submit to a drug and/or alcohol test when any supervisor has reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol or cannabis, or is consuming alcohol or cannabis while working or while on call.

Testing for cannabis based on reasonable suspicion shall be supported by the good

faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50. If an employee is removed from duty based on reasonable suspicion of alcohol use and an alcohol test is not administered within eight hours, the employee will not be allowed to perform or continue to perform safety-sensitive functions until: (i) an alcohol test determines that the employee's breath alcohol concentration measures less than .02; and (ii) 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has been using alcohol.

2. Post-Accident Testing Involving a Commercial Vehicle – An employee is required by law and this policy to submit to an alcohol test whenever he or she is involved in an accident while driving a commercial vehicle on a public road which results in: (i) a fatality; (ii) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; and/or (iii) one or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Post-accident testing for cannabis shall be supported by the good faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

- 3. Return to Duty Testing Any employee who has violated this policy and/or has tested positive on a drug or alcohol test and is subsequently permitted to return to work, must pass a drug and/or alcohol test in accordance with this policy prior to returning to duty.
- 4. Follow-Up Testing An employee in a safety-sensitive position who is referred for assistance related to alcohol and/or drug abuse is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a substance abuse professional and Cortland. The number and frequency of follow-up tests will be determined by the substance abuse professional and Cortland, but will not be less than six tests in the first 12 months following the employee's return to duty.

For purposes of this policy, a substance abuse professional is a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

VIII. Drug and Alcohol Testing of Public Safety Employees

Cortland prohibits law enforcement officers, corrections officers, probation officers, paramedics, and firefighters from the consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances while on or off duty.

IX. Collective Bargaining Agreements

Any drug and alcohol testing procedures in the collective bargaining agreement shall remain in full force and effect.

X. Discipline

Employee supervisors and their superiors, as applicable, are responsible for administering disciplinary measures, when in the sole discretion of the appropriate supervisor, based on the facts and circumstances of the situation, discipline is warranted. Prior to the administration of any disciplinary action, the applicable supervisor may give the employee the opportunity to respond to the allegations made against the employee. Employees subject to discipline for being under the influence of, in possession of or consuming cannabis shall be provided a reasonable opportunity to contest the basis for the imposition of discipline. The disciplinary procedures set forth in this section apply to all employees, unless otherwise subject to a collective bargaining agreement. These policies and procedures should not be construed as preventing, limiting, or delaying the Town from taking appropriate disciplinary action, including immediate dismissal without prior warning or notice, as the facts and circumstances warrant.

All discipline issued will be based on the applicable facts and circumstances, and at the level applicable in the sole and exclusive judgment of the applicable supervisor.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received a copy of the Town of Cortland Drug and Alcohol Policy ("Policy") and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my immediate supervisor and/or another appropriate member of management if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information and rules, policies, and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment and that unless otherwise provided in a collective bargaining agreement or individual employment contract, my employment is "at-will," which means that the employment relationship may be terminated at any time for any lawful reason with or without cause or notice.

I agree to abide by and observe all of the information and rules, policies, and procedures set forth in the Policy and understand that Cortland's rules, policies, and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

Print Name

Signature

Date Signed

Board Approved: January 11, 2020 Drug and Alcohol Policy P2020-01 (8 pages)

ORDINANCE NO. 2023-__

AN ORDINANCE REGARDING THE ILLINOIS PAID LEAVE FOR ALL WORKERS ACT FOR THE TOWN OF CORTLAND

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the Town of Cortland is a non-home rule Illinois municipality; and

WHEREAS, on or about March 12, 2023, Governor JB Pritzker signed into law the Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) (the "Act"); and

WHEREAS, the State of Illinois did not make the necessary appropriations or include statutory language exempting the Act from the Illinois State Mandates Act (30 ILCS 805/1 *et seq.*); and

WHEREAS, effective January 1, 2024, the Act requires an employer to provide certain paid leave to their employees, unless the employer is subject to an existing municipal or county ordinance that requires the employer to provide any form of paid leave to their employees; and

WHEREAS, the Town recognizes the importance of paid leave and currently provides reasonable paid leave benefits to its employees; and

WHEREAS, the Town has determined that applying the Act to its own employees will negatively impact the Town and place an undue financial and operational burden on the Town's ability to provide uninterrupted services to its residents; and

WHEREAS, the Town believes and hereby declares that it is in the best interests of the Town to clearly define the paid leave benefits that Town employees shall receive.

NOW, THEREFORE, be it ordained, by the Mayor and Board of Trustees of the Town of Cortland as follows:

Section 1. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Page 1 of 2

Section 2. Pursuant to Section 15(p) of the Act, the Town hereby adopts its current paid leave policy for all Town employees as set forth in the Town's Code of Ordinances, Employee Handbook, Annual Salary Ordinances, any collective bargaining agreements to which the Town is a party and all other binding legislative actions governing paid leave adopted by the Mayor and Board of Trustees of the Town, as the same may be amended from time to time. However, in no event shall the Town, as an employer, provide less than eight (8) hours of paid leave per year to any Town employee.

Section 3. Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 4. Severability. If any provision of this Ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 5. The clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PASSED THIS	day of	, 20
AYES: NAYS: ABSTENTIONS: ABSENT:		
APPROVED THIS	day of	, 20

Mayor

ATTEST:

Clerk

Item 12.

TOWN OF CORTLAND DEKALB COUNTY, ILLINOIS

ORDINANCE NO. 2023-___

AN ORDINANCE REGARDING CERTAIN VARIATION REQUESTS FOR PROPERTY LOCATED AT 73 W. ELM AVENUE, CORTLAND, ILLINOIS

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF CORTLAND THIS ____ DAY OF ____, 2023

Published in pamphlet form by the authority of the President and Board of Trustees of the Town of Cortland, DeKalb County, Illinois this _____ day of ____, 2023.

ORDINANCE NO. 2023-___

AN ORDINANCE REGARDING CERTAIN VARIATION REQUESTS FOR PROPERTY LOCATED AT 73 W. ELM AVENUE, CORTLAND, ILLINOIS

WHEREAS, the corporate authorities of the Town of Cortland are authorized by the Illinois Municipal Code, 65 ILCS 5/11-13-5, to vary the application of zoning regulations relating to the use, construction, or alteration of buildings or structures or use of land within the Town; and

WHEREAS, Ryan ODonnell has applied for variations from the requirement of Sections 9-5-3D and 9-5-5C of the Cortland Zoning Regulations to aggregate pavement rather than asphaltic or concrete pavement in 1) parking areas and 2) loading areas; and

WHEREAS, the subject property is located in the I-1 Light Industrial District; and,

WHEREAS, a public hearing was held on December 6, 2023, at 6:00 p.m. before the Town's hearing officer pursuant to proper notice and in compliance with the laws of the State of Illinois and ordinances of the Town of Cortland; and,

WHEREAS, the hearing officer has recommended approval of the variations to allow aggregate pavement in 1) parking areas and 2) loading areas; and,

WHEREAS, the Cortland Board of Trustees accepts and adopts the Report of Hearing Officer concerning the requested variations; and,

WHEREAS, the Cortland Board of Trustees finds that the Applicant has met his burden of demonstrating practical difficulties and particular hardship concerning variations from the required regulations.

NOW THEREFORE, BE IT ORDAINED by the Corporate Authorities of the Town of Cortland, DeKalb County, Illinois as follows:

SECTION 1: That variations from Off Street Parking and Loading regulations shall hereby be granted to allow aggregate pavement in 1) parking areas and 2) loading areas in derogation of the requirement of asphaltic or concrete pavement. Further, that the Report of Hearing Officer dated December _____, 2023, is attached hereto and incorporated herein as Exhibit "A".

SECTION 2: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

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

AYES: NAYS: ABSENT:

Mark Pietrowski, Mayor

ATTEST:

Cheryl Aldis, Town Clerk

Town of Cortland, Illinois

In the matter of:

APPLICATION FOR ZONING VARIATION

Filed by: Ryan O'Donnell

Subject

Property: 73 W. Elm Avenue, Cortland, Illinois PIN: 09-29-128-011

REPORT OF HEARING OFFICER

A Public Hearing on the above-described matter took place at:

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

December 6, 2023, at 6:00 p.m.

Hearing Officer: Jeffrey L. Lewis

Introduction

On October 18, 2023, Ryan O'Donnell (the "Applicant") submitted an Application for Zoning Variation regarding the property at 73 W. Elm Avenue, Cortland, Illinois (the "Property"). The details of the application and the conditions sought to be addressed are adequately detailed in the Advisory Report dated November 30, 2023, from Brandy Williams, Engineer and Zoning Administrator.

This report is being submitted as the requisite Findings of Fact and written recommendation of the Hearing Officer, in compliance with Section 9-9-3 of the Cortland Zoning Ordinance.

The Hearing Officer conducted a Public Hearing on this matter on December 6, 2023, at 6:00 p.m., at the Cortland Town Hall. Based on the evidence presented and the Findings of Fact below, the Hearing Officer concluded that <u>the application should be granted</u>.

The Hearing Officer recommends that the Town Board approve the requested variation.

Following are the Hearing Officer's Findings of Facts and Recommendation to the Board.

Findings of Fact

At the Public Hearing conducted in this matter, the Hearing Officer considered the following evidence:

- Testimony of the Applicant, Ryan O'Donnell
- Testimony of Brandy Williams, Engineer and Zoning Administrator for the Town
- Advisory Report of town staff, dated November 30, 2023
- Application for Zoning Variation filed October 18, 2023, and two exhibits attached thereto

In addition, the Hearing Officer viewed the subject property and the surrounding neighborhood on December 6, 2023, during daylight hours.

At the Public Hearing, Brandy Williams testified that the Town had received no written statements or correspondence regarding the Application.

No parties appeared at the Public Hearing other than Ryan O'Donnell.

As a matter of clarification, the Application as filed states that Applicant is seeking a variation of Section 9-5-3D of the Town Ordinances. The Advisory Report and all subsequent material makes reference to both 9-5-3D and 9-5-5C. The Hearing Officer clarified with Brandy Williams that the Application has been treated as a request for a variation from both ordinances, because the use of the property includes both parking (9-5-3D) and loading (9-5-5C). The Hearing Officer proceeded to consider the Application as requesting relief from both ordinance requirements. Pursuant to Section 9-9-3.B.4 of the Cortland Zoning Ordinance, the Hearing Officer

submits the following Findings of Fact:

a. The proposed variation is consistent with the general purposes of this title.

Title 9 of the Cortland Zoning Ordinance includes twenty-one (21) provisions that describe the purposes of said ordinance. The Property is vacant, unimproved land adjacent to the current operation site of O'Donnell Crane. Applicant testified that the O'Donnell Crane facility has been in operation for many years, with little or no change to the structures or improvements. The property has been used for light industrial purposes since prior to the 2009 enactment of the current ordinances (both 9-5-3D and 9-5-5C were enacted 06-22-2009). In addition, the Town's zoning ordinances and comprehensive plan show that the Property is being used in conformity with the Town's intended designs.

The evidence tended to show that granting this variation request would not substantially alter the current use of the Property, nor would it contravene the Town's zoning map or comprehensive plan.

b. Strict application of the district requirements would result in great practical difficulties or hardship to the applicant and prevent a reasonable return on the property.

Sections 9-5-3D and 9-5-5C of the Town ordinances require installation of hard surface material for parking and loading areas. Applicant testified that the weight of the trucks, cranes, and other vehicles would make asphalt and similar surfaces impractical. The vehicle traffic would damage the surface significantly. Applicant also testified that using concrete would require thicker than usual concrete, probably 8 inches or more. That would cost as much as \$400,000 - \$500,000 to install, which would be cost prohibitive for the intended use of the Property.

c. The proposed variation is the minimum deviation from such requirements that will alleviate the difficulties/hardship, and allow a reasonable return on the property.

Using stone for the surface areas will properly support the weight of the industrial vehicles on the Property, it will be easily maintained, and the installation cost will not be prohibitive. No alternative option was offered that would support Applicant's present and intended use of the Property at a reasonable cost.

d. The plight of the applicant is due to peculiar circumstances not of his own making.

Applicant did not participate in circumstances which led to the current situation. The relevant ordinances were enacted in 2009, after Applicant became the owner of the Property. The O'Donnell Crane business, which was located on the Property prior to 2009, has used loose stone as a surface material since before the Town enacted this building requirement.

e. The peculiar circumstances engendering the variation request are not applicable to other property within the district, and therefore, that a variation would be a more appropriate remedy than an amendment (rezoning).

The Property's location adjacent to the railroad tracks, with similar light industrial properties on both east and west sides, make this a unique situation in the Town. In addition, the nature of O'Donnell Crane's heavy vehicular traffic makes this an unusual scenario. There was no evidence of similar circumstances within the Town that would be treated differently than the Property at issue.

f. The variation, if granted, will not alter the essential character of the area where the premises in question are located nor materially frustrate implementation of this municipality's comprehensive plan.

The Property has been consistently used as O'Donnell Crane's base of operation since before the present versions of Sections 9-5-3D and 9-5-5C were enacted. Furthermore, the property to the west of the subject Property is light industrial. The property to the east is a large grain bin operation, with a crushed aggregate surface similar to that being requested by Applicant. Granting the variation will allow Applicant to make use of the subject Property in a manner that fits with the surrounding properties.

COMMENT:

Applicant described his plans for improving the Property if this variation is approved. He confirmed that he will follow the Town's requirements for engineering and drainage, which is likely to improve the water runoff for the immediately adjacent properties. Using a nonporous surface like asphalt or concrete for the subject Property will increase the burden on a water drainage area that is already problematic due to its lack of slope and poor runoff. Applicant's intended improvements will provide an added benefit to the subject Property and its immediate neighbors.

Respectfully Submitted,

Jeffrey L. Lewis, Hearing Officer

Date: 12/7/2023

Hearing Officer's Recommendation

Pursuant to Section 9-9-3.B.5 and 65 ILCS 5/11-13-11, based on the Findings of Fact

as previously set forth, the Hearing Officer submits the following recommendation for

consideration by the Town Board:

It is recommended that the Application for Zoning Variation for the property at 73 W. Elm Avenue, Cortland, Illinois (PIN: 09-29-128-011) be APPROVED.

Respectfully Submitted,

Jeffrey L. Lewis, Hearing Officer

Date: 12/7/2023

Jeffrey L. Lewis **Klein, Stoddard, Buck & Lewis, LLC** 2045 Aberdeen Court Sycamore, Illinois 60178 Phone: 815-748-0380 Fax: 815-748-4030 Email: jlewis@kleinstoddard.com

ADVISORY REPORT

TO: Jeffrey Lewis, Hearing Officer

FROM: Brandy Williams, Engineer and Zoning Administrator

DATE: November 30, 2023

SUBJECT: Zoning Variation – 73 West Elm Avenue, Cortland IL 60112 Public Hearing scheduled for December 6th, 2023, 6:00 PM

APPLICANT/CONTACT: Ryan O'Donnell 1525 Tesla Court Sycamore, IL 60178

<u>PROPOSAL</u>

The applicant has filed with the Town of Cortland a request for variation of the requirement to construct hard surface pavement in accordance with Title 9, Chapter 5 of the Cortland Town Code regarding the property at 73 West Elm Avenue, Cortland Illinois, PIN 09-29-128-011. Applicant is requesting a variation from Sections 9-5-3D and 9-5-5C of the Cortland Town Code to allow variation from asphaltic or concrete pavement to aggregate pavement for a proposed expansion of storage area. The petitioner's application, including Concept Plan, is attached as Exhibit A.

LOCATION AND DESCRIPTION

The subject property is located at 73 West Elm Avenue between Elm Avenue and the Union Pacific Railroad. This property is comprised of Lots 1 through 8 and Lots 13 through 20, vacated adjacent alley and vacated adjacent Nina Street all in Block 6 in the Original Village of Cortland, platted in 1855. The total area is approximately 2.5 acres. The subject property, which also includes the address 59 West Elm Avenue, has two industrial buildings.

<u>Existing and Surrounding Zoning</u>: The subject property is zoned I-1, Light Industrial. The properties to the east and west are zoned I-1, Light Industrial. The properties to the south across West Elm Avenue and north across Union Pacific Railroad Right of Way are zoned R-1, Single Family Residence.

Existing and Surrounding Land Uses: The property to the west is maintained and vacant. The property to the east has a frame garage. The properties to the south are improved with buildings being used as single-family residences. The property immediately to the north is railroad right of way. Beyond the right of way is a multi family residence.

BACKGROUND

Created in 1855 via a plat in the Original Village of Cortland, the subject property was designed for single family residential purposes. Town property files do not indicate the year in which or the applicant that requested the zoning to I-1, Light Industrial. However, records indicate the subject property has been zoned I-1 since at least 1995. Address prior to current addressing conversion was 4403 Elm Street

Staff has not located any variances that were granted for this property.

TECHNICAL REVIEW

The existing site pavement surface consists of aggregate. The aggregate is level and well maintained with what appears to be positive drainage. The thickness of the existing pavement cross section was not provided but appears to be sufficient to support the extreme loads created by movement and storage of cranes.

Any future permit application submittals will be required to include a site plan with relevant data such as boundary and easement information as well as other requirements per Town Code. Whether future pavement is aggregate (should this variance be granted) or hard surface, state and local drainage and stormwater management requirements will be enforced.

NEXT STEPS

After the public hearing, the Hearing Officer is to make a recommendation to the Town Board regarding the requested variation. Along with this recommendation the Hearing Officer shall include findings of fact that clearly indicate the Officer's reasons for his recommendation. If there are any recommended conditions to be placed upon the variation these conditions are to be included in a separate statement. The recommendation is to be made within "a reasonable time after the public hearing." (Section 9-9-3B5 of the Municipal Code) Section 9-9-3B6 notes that the Town Board has thirty (30) days after receiving the Hearing Officer's recommendation to accept, reject or modify the Officer's recommendation. The Town Board's regularly scheduled meetings are held the 2nd and 4th Monday of the month (upcoming dates include January 8th, January 22nd, and February 12th 2024).

Respectfully Submitted,

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Brandy Williams *'* Engineer and Zoning Administrator

Exhibit A – Application for Zoning Variation

Item 13.

TOWN OF CORTLAND DEKALB COUNTY, ILLINOIS

TOWN OF CORTLAND ORDINANCE NO. 2023-___

AN ORDINANCE AMENDING TITLE 7, "PUBLIC WAYS AND PROPERTY," CHAPTER 1, "STREETS, SIDEWALKS AND PUBLIC WAYS," SECTION 10, "GARBAGE, REFUSE AND INJURIOUS MATERIALS PROHIBITED," TO THE CORTLAND TOWN CODE

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

This _____ day of _____, 2023

Effective date: _____, 2023

Published in pamphlet form by the authority of the Mayor and Board of Trustees of the Town of Cortland, DeKalb County, Illinois, this _____ day of _____, 2023

ORDINANCE NO. 2023-___

AN ORDINANCE AMENDING TITLE 7, "PUBLIC WAYS AND PROPERTY," CHAPTER 1, "STREETS, SIDEWALKS AND PUBLIC WAYS," SECTION 10, "GARBAGE, REFUSE AND INJURIOUS MATERIALS PROHIBITED," TO THE CORTLAND TOWN CODE

WHEREAS, the Board of Trustees of the Town of Cortland, Illinois, has determined that it is in the best interest and welfare of the citizens of the Town of Cortland to modify the provisions of Title 7, "Public Ways and Property," Chapter 1, "Streets, Sidewalks and Public Ways," Section 10, "Garbage, Refuse and Injurious Materials Prohibited" within the Town.

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

Section 1. That Title 7, "Public Ways and Property," Chapter 1, "Streets, Sidewalks and Public Ways," Section 10, "Garbage, Refuse and Injurious Materials Prohibited" of the Town Code shall be amended by deleting the Section in its entirety and replacing it with the following:

7-1-10. - Garbage, Refuse, and Injurious Materials Prohibited.

A. Refuse Deposits:

- 1. No person shall deposit or place any dirt, sweeping, refuse or garbage in or upon any street, alley, sidewalk or other public place except as provided in this chapter.
- 2. It shall be unlawful for any person to knowingly deposit garbage or refuse, yard waste, compostable materials, snow, garbage containers, or any other materials upon the property of another, or on the public rights of way or public property, without the consent of the property owner.

B. *Windblown Materials:* It shall be unlawful to deposit any loose papers, pasteboard or like materials, or any kind of dirt, rubbish, shavings or chips in such a condition or place in the town so that the same may become scattered or blown into or upon any of the alleys, streets, sidewalks or other public places. If any such material shall be collected near or adjacent to any street, sidewalk or other public place, or in any place where they are liable to be scattered or blown upon any of the streets, alleys, sidewalks or other place, the same shall be so collected and placed in a substantial box provided with a cover, which shall at all times, except when such materials are being placed therein or taken therefrom, be securely locked.

C. Injurious Materials In Streets:

1. *Throwing Injurious Materials on Public Ways Prohibited:* No person shall throw or deposit upon any street or other public place any glass bottle, glass, nails, tacks, cans or any other

substance likely to injure any person, animal or vehicle upon such street, alley, sidewalk or other public place.

- 2. *Removal of Injurious Materials:* Any person who drops, or permits to be dropped or thrown upon any street or other public place, any destructive or injurious material shall immediately remove the same or cause it to be removed.
- 3. *Damaged or Wrecked Vehicles:* Any person removing a wrecked or damaged vehicle from a street shall remove any glass or other injurious substance dropped upon the street from such vehicle.

D. *Penalty:* Any person who violates any provision of this Section shall have committed a petty offense for each offense, and each day upon which such a violation occurs or continues shall constitute a separate offense.

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

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

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

AYE: NAY: ABSENT:

Mark Pietrowski, Mayor

ATTEST:

Cheryl Aldis, Town Clerk



(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				
		ORDINANCE		
DA ⁻	TE PREPARED: 12/07/23		FOR MEETING ON: 1	2/11/23
DE	SCRIPTION/TITLE: AUTHORIZATIO	N FOR MAYOR TO EXECUT	E B&F CONSTRUCTION CO	DDE SERVICES CONTRACT
RE	QUIRED ACTION: MOTION FOR BO	ARD APPROVAL AND AUT	HORIZATION FOR MAYOR	TO EXECUTE (ACTION ITEM)
STAFF RECOMMENDATION: ENGINEER RECOMMENDS THE MAYOR EXECUTE THE CONTRACT				
STATEMENT OF SUMMARY: FOLLOWING PROCEDURE IN LINE WITH SEVERAL ADJACENT MUNICPIALITIES, A BACK UP OR "FILL IN" NEED WILL BE PROVIDED BY A WELL-KNOWN REPUTABLE FIRM. B&F WILL PROVIDE SERVICES WHEN THE CURRENT PLAN REVIEWE OR BULDING INPSECTOR IS UNABLE TO PROVIDE THE SERVICE.				
AG	ENDA PLACEMENT:			
	BOARD REVIEW OF PENDING BUSINESS COMMITTEE OF THE WHOLE PUBLIC HEARING	 New Business President's Report 	CONCERNS T CONSENT AGENDA	 STAFF REPORTS UNFINISHED BUSINESS

Prepared by: BCW

f:\engineering and zoning\2023\board reports\121123 board meeting agenda items\agenda request - authorization for mayor to execute b&f servcies contract.doc

CONSTRUCTION CODE SERVICES, INC. Building & Fire Protection Plan Review Training • Inspections • Code Consulting

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.

Sincerely,

Ren Yarbreagh Ron Yarbrough

Item 14.

Item 14.

Town of Cortland Plan Review & Building Inspection Services Page **2** of **7**

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.

ــTown of Cortlan Plan Review & Building Inspection Services Page **3** of **7**

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 <u>inspectionrequests@bfccs.org</u>. 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.

B & F CONSTRUCTION CODE SERVICES, INC. 2420 Vantage Road • Elgin, IL 60124 Telephone: (847) 428-7010 • Fax: (847) 428-3151 Web: www.ConstructionCodes.com

Item 14.

ــTown of Cortlan Plan Review & Building Inspection Services Page **4** of **7**

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

۲own of Cortlan Plan Review & Building Inspection Services Page **5** of **7**

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.

Item 14.

Town of Cortland Plan Review & Building Inspection Services Page **6** of **7**

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

<u>Cross Connection Program</u>: Annual Cross Connection Surveys and Cross Connection Device testing can be provided.

<u>Ordinance development:</u> 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 Web: www.constructioncodes.com

B & F CONSTRUCTION CODE SERVICES, INC. 2420 Vantage Road • Elgin, IL 60124 Telephone: (847) 428-7010 • Fax: (847) 428-3151 Web: www.ConstructionCodes.com

ــTown of Cortlan Plan Review & Building Inspection Services Page **7** of **7**

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.

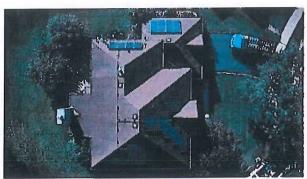
A Certificate of Insurance can be provided by request.

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 Ran Garbra	ugh
Please Print <u>Ron Yarbrough</u>	
Title Operations Supervisor	
DateDecember 6, 2023	
2420 Vantage F	ON CODE SERVICES, INC. Road • Elgin, IL 60124 7010 • Fax: (847) 428-3151

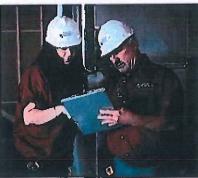


Building & Fire Protection Plan Review Training Inspections Code Consulting











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....

- ٥ Nationwide
- We know the codes 0
- ٥ We include your local ordinances
- 0 We're here when you need us
- 0 Fast, accurate, reliable service
- No hidden costs, No extras 0
- 0 We answer your questions
- 0 No project too big or complex
- 0 We are fully insured
- ٥ Proven knowledge & experience
- 0 We provide the services you want & need
- 0 Our reputation
- 0 We're Always Here to Help

- Codes and Standards that are utilized
- 0 International Code Series (ICC)
- ٥

- Legacy Codes ٥
 - BOCA
 - Uniform
 - CABO / etc.

- National Fire Code
- **NFPA Standards** ٥
- ٥ National Electrical Code
- ٥ **Reference Standards**
- ٥ Accessibility Codes

- ٥ State Codes/Amendments
- Local Ordinances 0

B & F Construction Code Services, Inc. 2420 Vantage Drive • Elgin, II, 60124 Phone: 847-428-7010 • Fax: 847-428-3151 • Toll Free 800-232-5523 www.constructioncodes.com + bfcesta bfces.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	\$225.00 + \$2.13	\$450.00 + \$4.25
	(per 10,000 Cu. Ft.)	(per 10,000 Cu. Ft.)	(per 10,000 Cu. Ft.)
Footing and Foundation			g Review (Min. \$310.00)
NFPA 101 Plan Review		25% of Building	g Review (Min. \$310.00)
Mechanical Review	aanaa maanaanaa daamada damid 111 mid 2011 mini madahaad da UU dari da UU sana UU sana da Sana da Sana da Sana	25% of Building	g Review*
Plumbing Review		25% of Building	g Keview ⁺
Electrical Review		50% of Buildin	
Med Gas		50% of Buildin	g Review*
Fire Code			g Review (Min. \$210.00)
Energy Code	nnna jajana majamina amini kee keri keri keri keri keri pana jaja maheeri jimi keki keki keri mana dan jaja kem	50% of Buildin	g Review (Min. \$210.00)
Commercial/Industrial Zoning_		\$140.00 per 20,	000 square feet of site area
Hood & Duct Plan Review (Ty	pe 1 w/o suppression)	\$260.00 per Sys	stem
Hood & Duct Plan Review (Ty	pe 1 w/suppression (15 flow	v points or less) \$365.00 per Sys	
Hood & Duct Plan Review (Ty	pe 1 w/suppression (16-29 f	flow points) \$400.00 per Sys	
Hood & Duct Plan Review (Ty	pe I w/suppression (30 or n	nore flow points)\$425.00 per Sys	
Hood & Duct Plan Review (Ty			
Spray Booth Plan Review			
Specialty Plan Review		\$160.00 per Ho \$125.00	ui
Technical Submittal Review			
In-Ground Pool Plan Review			
Express Plan Review	- Mile Lee -		
HPM, High Hazard, Processing	(riping		
Medical Case Facilities (Institu	nonai Use Groups)	A 1,5 UI DASC FE	an iveriew

*\$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
and and Decementary sound . Control of an experimental systems of	
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	_
YY	

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
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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
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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 their 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.

BFCA.

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.

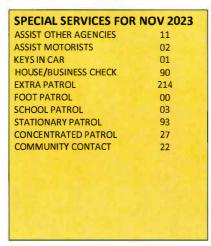


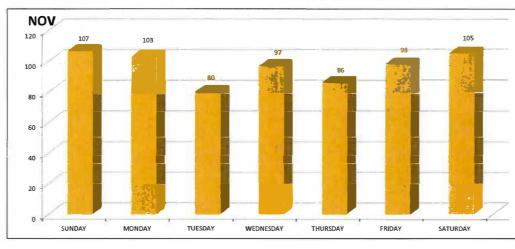
Building & Fire Code Academy 2420 Vantage Drive • Elgin, II, 60124 Phone: 847-428-2951 • Fax: 847-428-2911 • Toll Free: 800-488-7057 www.bfcacademy.com • bfcacademy.com

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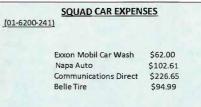
CORTLAND POLICE DEPARTMENT 2023 (THRU NOV)

SUMMARY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Group A Offenses (NIBRS)	3	11	6	6	10	10	9	12	12	12	47	0	138
Mental Health Calls (NIBRS	6	1	3	1	1	2	1	2	2	3	4	0	26
Community Contacts	88	171	48	66	127	60	84	97	75	34	22	0	872
Drug Offenses	1	0	2	1	1	2	2	2	2	3	4	0	20
Alcohol Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Offenses	0	0	4	1	2	1	1	0	3	1	1	0	14
Municipal Code	1	1	1	1	13	8	4	6	0	1	2	0	38
Traffic Stops	4	11	28	24	35	28	56	23	28	25	27	0	289
Warnings	4	5	10	21	18	17	44	15	18	19	18	0	189
Tickets Issued	1	2	14	10	26	12	22	9	15	17	21	0	149
Accidents	3	1	1	3	4	2	4	4	3	6	9	0	40
Criminal Arrests	1	9	4	6	15	10	8	14	7	8	12	0	94
*Warrant Arrests (# also included in Criminal Arrests)	0	2	0	0	1	4	0	1	0	1	2	0	11
Calls For Service	143	120	144	140	159	185	180	176	150	133	137	0	1,667
CAD Events	1,122	1049	1058	1098	1189	1115	1270	1122	1143	775	676	0	11,617
Case Reports	39	30	38	35	59	56	48	49	45	41	47	0	487
Parking Tickets	27	4	0	1	0	1	0	0	0	0	1	0	34
Total	1,443	1,417	1,361	1,414	1,660	1,513	1,733	1,532	1,503	1,079	1,030	0	15,685





SQUAD CAR M	ILEAGE as of N	ovember 2023
VEHICLE	YEAR	MILES
Ford Explorer	2021	15420
Ford Explorer	2017	114868
Ford Taurus	2018	57353
Ford Taurus	2019	36673
Chevy Tahoe	2020	38181



SUMMARY	<u>DAVENPOR</u> <u>T 9726</u>	DARGIS 971	FRENCH 975	<u>HARRIS</u> 974	<u>RYDER</u> 976	HCPKINS 979	<u>SAVVYER</u> 977	E 978	M 972	TOTAL
Case Reports	0	18	11	153	7	64	144	85	48	530
Community Contacts	3	14	18	506	2	53	<u>150</u>	21	20	787
Warnings	0	0	2	39	0	0	139	6	0	186
Tickets Issued	0	0	3	9	1	2	121	17	0	153
Accidents	0	0	0	8	0	10	8	8	3	37
Criminal Arrests	0	0	1	26	0	3	53	8	1	92
Total Calls	24	202	106	4963	90	958	3238	1613	569	11763
Traffic Stops	0	0	4	36	0	2	206	16	1	265
Self Initiated	12	95	59	4668	61	743	2869	1241	333	10081
Parking Tickets	0	1	10	8	0	0	7	1	7	34
Total	39	330	214	10416	161	1835	6935	3016	982	23928

Item 15.

2023 MONTHLY PERMITS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	ОСТ	NOV	DEC	Yearly Total
NEW CONSTRUCTION													
RESIDENTIAL	1	2	3	3	3	2	1	3	1	3	4		26
INDUSTRIAL / COMMERCIAL BLDG													0
SALT SHED													0
REMODELING/RENOVATION													
ELECTRICAL / ELEC SERVICE UPGRADE		1			1		2				1		5
PLUMBING			1	1	1		1	1					5
HVAC	4	1						1					6
REMODEL / REPAIR / ALTERATION					1		1			1			3
REPLACEMENT DOORS	1		-		1	1	1		1	1	3		9
REPLACEMENT WINDOWS	1	2	1	1	1	1	1	2	2		12		24
ROOF	1	1	1	3	3	2	6	3	16	4			40
ROOF OVER PORCH/BACK DOOR COVER													0
SIDING							1	1					2
ADDITION					1								1
RADON MITIGATION													0
DEMOLITION													
GARAGE													0
													0
INDUSTRIAL / COMMERCIAL BLDG						1							0
						1							1
ELECTRICAL - WATER TOWER													0
													0
FIRE SPRINKLER SYSTEM							5						5
IRRIGATION SYSTEM ELECTRICAL													0
													0
					2		2						0
HOT WATER HEATER					2		2						4
													0
DUMPSTER ENCLOSURES SITE GRADING	1					1							0
WIRELESS CELL ANTENNA	1					1							0
ALL OTHER IMPROVEMENTS						_							0
ALL OTHER INIPROVEMENTS AES FIRE RADIO													0
AIR CONDITIONER									1				1
DECK		1		1		1					1		4
DECK/PATIO - PRIVACY WALL				-		⊥							0
DIESEL CANOPY													0
DRIVEWAY / DRIVEWAY EXT				3	3	1	3	1					11
EXCAVATION					5	-	5	-					0
FENCE	2	2	2	7	5	4	14	10	2	4			52
FIREPLACE	2	<u> </u>	2	,	5			10	2	-			0
GARAGE								1					1
GARAGE HEATER								-					0
GAS LINE FOR POOL													0
GRAVEL LOT EXTENSION													0
OUTDOOR FIREPLACE/ PATIO WALL													0
PERGOLA/GAZEBO													0
PARKING LOT NEW													0
PARKING LOT ADDITION													0
PAVING													0
POOL / HOT TUB								1					1
PORCH	1								1		1		0
RAMP													0
SHED	1			1	1		1		1				4
SIGN	1					1				1			3
SOLAR PANELS	1	1	1			2	1	3	2	1	2		14
CONCRETE SLAB	1						1	-					1
CONCRETE STEPS/STOOP					1								1
STORAGE BUILDING					-								0
UTILITY PERMIT		1	1	1	1				2	2			8
WHOLE HOUSE GENERATOR				1	-	1	1		2				5
						_			. –				
TOTAL	13	12	10	22	25	18	42	27	30	17	23	0	239
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