I. TO ORDER/ROLL CALL

II. AMENDMENTS TO THE AGENDA

III. APPROVE MINUTES OF THE PREVIOUS MEETING OF NOVEMBER 23, 2015

IV. OLD BUSINESS

V. NEW BUSINESS
   A) DISCUSS WASTE MANAGEMENT REFUSE CONTRACT RENEWAL

VI. DEPARTMENT REPORTS

VII. ANNOUNCEMENTS

To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.
CITY OF GENOA
COMMITTEE OF THE WHOLE MEETING AGENDA
FEBRUARY 22, 2016
7:00 P.M.

THE MEETING HAS BEEN CANCELLED.
**NOTICE OF RESCHEDULED MEETING**

(THE COMMITTEE OF THE WHOLE MEETING CANCELLED FOR MARCH 28, 2016 WILL BE HELD MARCH 21, 2016)

CITY OF GENOA
COMMITTEE OF THE WHOLE AGENDA
MARCH 21, 2016
7:00 P.M.

I.  TO ORDER/ROLL CALL

II. AMENDMENTS TO THE AGENDA

III. APPROVE MINUTES OF THE PREVIOUS MEETING OF JANUARY 25, 2016

IV. OLD BUSINESS

V. NEW BUSINESS

A) OFFICER JOHN KLINK RETIREMENT RECOGNITION

B) NEW POLICE OFFICER SWEARING IN CEREMONY

C) PRESENTATION OF THE PROPOSED ANNUAL BUDGET FOR FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017

D) DISCUSS WEST MAIN STREET 15 MINUTE PARKING RESTRICTIONS
   • BUSINESS OWNER REQUEST FOR SIX 15 MINUTE PARKING SPACES IN THE 100 BLOCK OF WEST MAIN STREET

E) DISCUSS WATER & SEWER UTILITY RATE INCREASES
   • ANNUAL REVIEW OF WATER AND SEWER USAGE CHARGES AND MONTHLY USER FEES

VI. DEPARTMENT REPORTS

VII. ANNOUNCEMENTS

To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.
CITY OF GENOA
COMMITTEE OF THE WHOLE MEETING AGENDA
MARCH 28, 2016
7:00 P.M.

THE MEETING HAS BEEN CANCELLED

AND IS RESCHEDULED FOR MONDAY, MARCH 21, 2016
CITY OF GENOA
COMMITTEE OF THE WHOLE AGENDA
APRIL 25, 2016
7:00 P.M.

I. TO ORDER/ROLL CALL

II. AMENDMENTS TO THE AGENDA

III. APPROVE MINUTES OF THE PREVIOUS MEETING OF MARCH 21, 2016

IV. OLD BUSINESS

V. NEW BUSINESS
   A) KARL GALLAGHER - DISCUSS BUILDING PERMIT RATES
   B) BRIAN WALLACE - DISCUSS VOLKSMARCH EVENTS

VI. DEPARTMENT REPORTS

VII. ANNOUNCEMENTS

To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.
CITY OF GENOA

Committee of the Whole Meeting

Meeting Date – May 31, 2016
7:00 P.M.
Municipal Center Council Chambers

AGENDA

This meeting has been cancelled.
CITY OF GENOA
COMMITTEE OF THE WHOLE AGENDA
JUNE 27, 2016
7:00 P.M.

I. TO ORDER/ROLL CALL

II. AMENDMENTS TO THE AGENDA

III. APPROVE MINUTES OF THE PREVIOUS MEETING OF APRIL 25, 2016

IV. OLD BUSINESS

V. NEW BUSINESS

A) DISCUSS CONTRACT FOR NEW WEBSITE DESIGN – BALCOM-VETILLO DESIGN INC.

B) DISCUSS REQUEST FOR NEW OR ADDITIONAL LIQUOR LICENSE CLASS – BRAD SANDERSON

C) DISCUSS REMOTE ATTENDANCE POLICY, ORDINANCE AND CHROME BOOKS

D) DISCUSS POSSIBLE KNOX BOX ORDINANCE

E) DISCUSS MAIN STREET CAMERAS

F) DISCUSS BUILDING PERMIT FEE SCHEDULE ORDINANCE CHANGE

VI. DEPARTMENT REPORTS

VII. ANNOUNCEMENTS

To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.
CITY OF GENOA
COMMITTEE OF THE WHOLE AGENDA
JULY 25, 2016
7:00 P.M.

I.  TO ORDER/ROLL CALL

II.  AMENDMENTS TO THE AGENDA

III.  APPROVE MINUTES OF THE PREVIOUS MEETING OF JUNE 27, 2016

IV.  OLD BUSINESS

V.  NEW BUSINESS

A)  DISCUSS ORDINANCE FOR RESIDENTIAL PRAIRIE GARDENS / GRASSES

B)  DISCUSS CANOE / KAYAK LAUNCH AT CITIZEN’S PARK

C)  DISCUSS MAYOR, CLERK AND ALDERMAN COMPENSATION

VI.  DEPARTMENT REPORTS

VII.  ANNOUNCEMENTS

To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.
CITY OF GENOA
COMMITTEE OF THE WHOLE AGENDA
AUGUST 29, 2016
7:00 P.M.

I. TO ORDER/ROLL CALL

II. AMENDMENTS TO THE AGENDA

III. APPROVE MINUTES OF THE PREVIOUS MEETING OF JULY 25, 2016

IV. OLD BUSINESS

V. NEW BUSINESS

A) GENOA AREA CHAMBER OF COMMERCE – 2016 UPDATE AND 2017 OUTLOOK

B) LAUTERBACH & AMEN PRESENTATION OF 4/30/2016 ACTUARIAL VALUATION REPORT

C) DISCUSS ELECTED OFFICIALS COMPENSATION

VI. DEPARTMENT REPORTS

VII. ANNOUNCEMENTS

To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.
I. TO ORDER/ROLL CALL

II. AMENDMENTS TO THE AGENDA

III. APPROVE MINUTES OF THE PREVIOUS MEETING OF AUGUST 29, 2016

IV. OLD BUSINESS

V. NEW BUSINESS
   A) DISCUSS ELIMINATION OF CITY DOG LICENSE REQUIREMENTS SINCE COUNTY LICENSES ARE ALREADY REQUIRED
   B) DISCUSS CHANGES TO UTILITY BILLING OWNER/RENTER BILLS AND FINAL BILL PAYMENT REQUIREMENTS

VI. DEPARTMENT REPORTS

VII. ANNOUNCEMENTS

To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.
CITY OF GENOA
COMMITTEE OF THE WHOLE AGENDA
SEPTEMBER 26, 2016
7:00 P.M.

I. TO ORDER/ROLL CALL

II. AMENDMENTS TO THE AGENDA

III. APPROVE MINUTES OF THE PREVIOUS MEETING OF AUGUST 29, 2016

IV. OLD BUSINESS

V. NEW BUSINESS

    A) DISCUSS ELIMINATION OF CITY DOG LICENSE REQUIREMENTS SINCE COUNTY LICENSES ARE ALREADY REQUIRED

    B) DISCUSS CHANGES TO UTILITY BILLING OWNER/RENTER BILLS AND FINAL BILL PAYMENT REQUIREMENTS

VI. DEPARTMENT REPORTS

VII. ANNOUNCEMENTS

To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.
CITY OF GENOA

Committee of the Whole Meeting

Meeting Date – October 24, 2016
7:00 P.M.
Municipal Center Council Chambers

AGENDA

This meeting has been cancelled.
I. **To Order/Roll Call**

II. **Amendments to the Agenda**

III. **Approve Minutes of the previous meeting of September 26, 2016**

IV. **Old Business**

V. **New Business**

   A) **Discuss West Main Street 15 Minute Parking Restrictions**
      • **Genoa Business & Building Group Owners request for six 15 minute parking spaces in the 100 block of West Main Street**

   B) **Discuss Residential Economic Incentive Program Extension**
      • **Annual program providing financial incentives for new home construction**

   C) **Discuss Pavement Management Report**
      • **Baxter & Woodman Consulting Engineers presentation**

VI. **Department Reports**

VII. **Announcements**

*To respect the agenda and flow of the meeting, the Mayor may limit audience participation to 5 minutes per speaker and/or a total of 30 minutes for this portion of the agenda.*
CITY OF GENOA

Committee of the Whole Meeting

Meeting Date – December 27, 2016
7:00 P.M.
Municipal Center Council Chambers

AGENDA

This meeting has been cancelled.
Mayor Vicary called the meeting of the Committee of the Whole to order at 7:15 p.m. Roll call was taken. Aldermen Wesner, Carroll, Stevenson, Brust and Lang were present. Aldermen Curley, Watson and Cravatta were absent.

Amendments to the agenda – none

Motion made by Alderman Stevenson to accept the minutes of the Committee of the Whole meeting of November 23, 2015, seconded by Alderman Carroll. Voice vote was taken. All voted yes. Motion carried.

GUEST SPEAKER – none

OLD BUSINESS – none

NEW BUSINESS

Discuss Waste Management Refuse Contract Renewal – Mayor Vicary explained that the current contract for waste collection services provided by Waste Management was set to expire. Alyssa Seguss, Administrative Intern, had compiled a survey of services offered and pricing from surrounding municipalities for a comparison. Consultant Misurelli gave an overview of the current contract explaining that it is set to expire on April 25, 2016. Waste Management has approached the City and offered an extension. This extension would include maintaining the same rate for an additional year and “at your door service” of free electronics recycling and other challenging items to dispose such as paints and chemicals. The recycling of electronics is seen as a great benefit as there have been concerns with the County drop-off program not accepting certain items, therefore having individuals abandon them in the municipal lot. Waste Management has also offered to provide services for many of the City’s specials events throughout the year. The five year contract extension would have a 3% annual increase starting in year two. This percentage is seen as comparable within the industry. After a discussion, there was no objection to move the item to a vote in a future City Council meeting.

DEPARTMENT REPORTS

Administrative report – Consultant Misurelli had nothing further to report.
Public Works – Director Gentile reported on maintenance items being performed within Public Works. The Channel Monster recently purchased has been put in place of the previous equipment. The old equipment has been repaired and placed in a separate channel. Director Gentile also reported maintenance repairs on the South Clarifier. He reported a significant cost savings by being able to perform the maintenance and troubleshoot concerns.

Police Department – Chief Smith reported that the new squad was picked up today. He also presented the Police Department’s 2015 annual report. Alderman Stevenson asked if a date has been given requiring the use of body cameras for the police officers. Chief Smith reported that no specific date had been given, but the department will align its budget to be prepared to meet that requirement.

Mayor’s report – Mayor Vicary had nothing further to report.

ANNOUNCEMENTS – Mayor Vicary announced that the Genoa-Kingston High School Girls Dance Team won 1st place at Sectionals over the weekend. They will head to the State Competition on Friday.

Motion made by Alderman Wesner to adjourn the meeting of the Committee of the Whole, seconded by Alderman Stevenson. Voice vote was taken. All voted yes. Motion carried. Meeting adjourned at 7:39 p.m.
Mayor Vicary called the meeting of the Committee of the Whole to order at 7:08 p.m. Roll call was taken. Aldermen Wesner, Carroll, Curley, Cravatta, Brust and Lang were present. Alderman Stevenson arrived at 7:32 p.m. Alderman Watson was absent.

Amendments to the agenda – none

Motion made by Alderman Carroll to accept the minutes of the Committee of the Whole meeting of January 25, 2016, seconded by Alderman Brust. Voice vote was taken. All voted yes. Motion carried.

OLD BUSINESS – none

NEW BUSINESS

**Officer John Kink retirement ceremony:** Mayor Vicary read a proclamation honoring Officer John Klink for 20 years of service as an officer on the Genoa Police Department. Officer John Klink was presented a clock as a retirement gift from the City.

**New Police Officer Swearing In Ceremony:** City Clerk Di Guido performed the swearing in ceremony for the new Police Officer, Jessica Muth.

A brief recess was taken for reception. The meeting reconvened at 7:32 p.m.

**Presentation of the Proposed Annual Budget for Fiscal Year beginning May 1, 2016 and ending April 30, 2017:** City Treasurer Janis Tures presented the Proposed Annual Budget. City Treasurer Tures explained that the City of Genoa has adopted the Budget System for authorizing expenditures. In compliance with this system, the Public Hearing to approve the Annual Budget will be held at April 19, 2016 at 7:00 p.m. She noted that the City of Genoa had been awarded the Government Finance Officers Association (GFOA) “Excellence in Financial Reporting Award” for the 10th straight year. She also noted an upgrade of the City’s bond rating by Moody’s Investors Services from A3 to A1.

**Discuss West Main Street 15 minute parking restrictions:** The original request by the businesses on the 100 block of W. Main Street is to have six parking spots dedicated to 15 minute parking from 9 a.m. to 6 p.m. After careful review by Director Gentile, his suggestion
would be to restrict two parking spaces right in front of Everything Floral due to the revolving business. There was discussion regarding the precedent a parking restriction would create for the downtown and how feasible such a restriction would be to enforce by the Police Department. Alderman Brust suggested uniformity with the restriction throughout the entire downtown area with at least one spot per block dedicated to 15 minute parking. After a lengthy discussion, it was determined that there was not enough of a consensus to move forward with the item at this time.

**Discuss Water & Sewer Utility rate increases:** Director Gentile advised of a recommendation for a 3.6 percent increase in the City Water & Sewer Utility rates. Director Gentile explained that the increase will assist with projects to repair and repaint the north water tower on Cherry Road, which will cost approximately $350,000. He will continue to research the option of applying for a low interest loan offered by the Illinois Environmental Protection Agency (IEPA).

Mayor Vicary read a compliment received via email from a resident expressing gratitude for the Public Works Department and their efforts regarding a water problem on Homewood Court.

**DEPARTMENT REPORTS**

Administrative report – Consultant Misurelli reported on a second meeting with the DeKalb County Enterprise Zone. He reported on efforts being made by the DeKalb County Economic Development Commission (DCEDC) to educate and promote the Enterprise Zone at different area events.

Public Works – Director Gentile reported on the compilation of a recent water/sewer rate survey. Genoa ranked 14th out of 21 communities in average monthly bill. He also gave a report regarding the Annual Drinking Water Quality Report. The City did not receive any violations regarding this reporting period.

Police Department – Chief Smith gave a reminder about the upcoming training for School-Based Incidents being held on April 4th at Genoa-Kingston High School. The quota has been met to ensure that the class will be held. Chief Smith has initiated the process to find a replacement for Sergeant Lynch as his retirement is approaching in the near future.

Mayor’s report – Mayor Vicary wished everyone a happy and safe Spring Break.

**ANNOUNCEMENTS** – none

Motion made by Alderman Wesner to adjourn the meeting of the Committee of the Whole, seconded by Alderman Curley. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned.
Mayor Vicary called the meeting of the Committee of the Whole to order at 7:00 p.m. Roll call was taken. Aldermen Carroll, Curley, Stevenson, Brust and Lang were present. Aldermen Wesner, Watson and Cravatta were absent.

Amendments to the agenda – none

Motion made by Alderman Carroll to accept the minutes of the Committee of the Whole meeting of March 21, 2016, seconded by Alderman Brust. Voice vote was taken. All voted yes. Motion carried.

OLD BUSINESS – none

NEW BUSINESS

**Karl Gallagher – Discuss Building Permit rates** – Mr. Karl Gallagher, Owner of Karlsbad Tavern, was in attendance to report remodeling efforts to his business located on W. Main Street. Karlsbad Tavern has been open since 1994 and will celebrating its 22nd year in operation. Originally, Mr. Gallagher was quoted approximately $98,000 by a contractor to complete the remodeling. Since that time a more thorough review of the remodeling process has led that cost to nearly double. Mr. Gallagher requested the City Council consider possible options for reduction or waiver of the building permit rates. Mr. Gallagher presented his building plans which showed his vision to have a more lodge like look to the front of his building and well as key designs changes to the interior. Upon request of Alderman Curley, Consultant Misurelli explained that fees received from building permits apply towards the cost of having personnel to inspect the projects performed. Alderman Stevenson inquired whether any other businesses remodeling recently had requested a waiver or reduction such as this and Consultant Misurelli confirmed that none had been made. Alderman Lang suggested the use of anniversary based incentives for businesses trying to improve. After a discussion, there was no objection to working with Mr. Gallagher to find an incentive. Mayor Vicary and Consultant Misurelli will work on specifics and bring back for approval at a future City Council meeting.

**Brian Wallace – Discuss Volksmarch events** – Mr. Brian Wallace of the Kishwaukee Valley Wanderers was in attendance to give an update on the schedule of events for the 2016 Volksfest. He requested a liquor license be granted for Friday and Saturday for the event. He also spoke of a Poker Walk event that will be held on May 28th starting at the Genoa Vets Home with stops at downtown businesses. This summer there are plans for a club canoe event on the Kishwaukee River starting at Carroll Park and concluding at Kingston Park. Mr. Wallace inquired whether the permit for the pavilion at Kingston Park would allow for the possession of alcohol as there is no language currently in the rental agreement restricting it. Consultant Misurelli and Mayor Vicary
agreed there was nothing prohibiting such an event to possess or consume alcohol while renting the pavilion at Kingston Park. Going forward, the City Council will review the agreement and signage utilized to maintain proper controls of the usage of the pavilion.

DEPARTMENT REPORTS

Administrative report – Consultant Misurelli reported that the Illinois Department of Revenue under the Governor Quinn Administration sent $168,000,000 too much to communities regarding the Corporate Personal Property Replacement Tax Revenue. Under Governor’s Rauner’s Administration, they are correcting this concern and Consultant Misurelli advised that there should be no expectation to receive this type of revenue until the difference is made back. He reported that the revenue was estimated at $5,200 annually. Consultant Misurelli and Administrative Intern Seguss will attend a workshop hosted by the DeKalb County Economic Development Commission tomorrow regarding the DeKalb County Enterprise Zone.

Public Works – Director Gentile reported on receiving the Sludge Disposal Permit. This permit will be in place through 2021. He discussed options being considered for allowing future City Council meetings to entertain the ability to have remote meeting attendance.

Police Department – Chief Smith was not in attendance this evening.

Mayor’s report – Mayor Vicary reported on attending the Young Citizen of the Year Award dinner that was held at the Genoa Masonic Lodge. This weekend The Barn on Baseline Animal Shelter and Adoption Center will have the groundbreaking for the senior sanctuary being built.

ANNOUNCEMENTS – none

Motion made by Alderman Curley to adjourn the meeting of the Committee of the Whole, seconded by Alderman Stevenson. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned.
CITY OF GENOA
City Hall
Committee of the Whole Meeting Minutes
June 27, 2016
7:00 P.M.

Mayor Vicary called the meeting of the Committee of the Whole to order at 7:04 p.m. Roll call was taken. Aldermen Curley, Stevenson, Cravatta and Brust were present. Aldermen Wesner, Carroll, Watson and Lang were absent.

Amendments to the agenda – none

Motion made by Alderman Curley to accept the minutes of the Committee of the Whole meeting of April 25, 2016, seconded by Alderman Brust. Voice vote was taken. All voted yes. Motion carried.

OLD BUSINESS – none

NEW BUSINESS

Discuss Contract for New Website Design – Balcom-Vetillo Design Inc. – Mr. Mike Balcom-Vetillo, Mr. Vincent McKillip, and Mr. Randy Ford were in attendance to present their company’s background and intentions with the City’s website. Balcom-Vetillo Design Inc. is the company that has been recommended to the City Council based on a vendor analysis completed by the Administrative Intern and the Public Works Director. Administrative Intern Seguss explained that the last major update to the City’s website was done in December 2014. Recent limitations to update the website on demand as well as receive prompt customer service have led the City to explore options in website design and hosting. After a discussion, there was no objection to move the item to a vote in a future City Council meeting.

Discuss Request for new or additional Liquor License Class-Brad Sanderson – Consultant Misurelli explained that Mr. Brad Sanderson was in attendance to present his request for a liquor license as part of his intention to open a Video Gaming Café. Mr. Sanderson has requested that either an additional Class “A” liquor license be permitted or that a new liquor license class be created based on the business type. Mr. Sanderson presented his request to the City Council. The consensus was to create a new liquor license class for the business type. After a discussion, there was no objection to move the item to a vote in a future City Council meeting.

Discuss Remote Attendance Policy, Ordinance and Chrome Books – Administrative Intern Seguss reviewed the Remote Attendance Policy. Director Gentile explained how the Chrome Books will aid in the ability to perform meetings where remote attendance is necessary and approved.

Discuss Possible Knox Box Ordinance – Consultant Misurelli explained that this request was brought forward by Fire Chief Bruce Kozlowski. The Genoa-Kingston Fire Protection District
would like to require Knox Boxes as part of the building permit for new or remodeled commercial, industrial, or multi-family (three units or more) homes. In the case of emergency, keys are stored in the Knox Box mounted outside the business or residence, and allow for easier access to the building or home. This would lessen damage caused by forced entry from the Fire Department. Alderman Stevenson and Curley requested a cost analysis of the Knox Box. After a discussion, there was no objection to move the item to a vote in a future City Council meeting.

**Discuss Main Street Cameras** – Director Gentile explained that in light of recent events, it was decided to demo a camera utilizing a light pole near the intersection of Main Street and N. Emmett Street. He showed clips that showed how crosswalk signage was getting damaged. Director Gentile explained that the intentions would be to have a camera at either end of the downtown with additional cameras centrally located. Alderman Stevenson and Alderman Curley encouraged having downtown business owners involved in the process. After a discussion, there was no objection to move the item to a vote in a future City Council meeting.

**Discuss Building Permit Fee Schedule Ordinance Change** – Consultant Misurelli explained that a thorough review of the building permit fees was conducted due to a recent request to waive or reduce the fees for a potential commercial remodeling project in the downtown. The current permit fee schedule which bases the fee on the value of the construction project can be arbitrary and not truly equate to the City’s responsibility of a project. Based on the review along with discussions with the City’s Building Inspector, the recommendation is to move towards square footage defined criteria instead of using the value of the construction. After a discussion, there was no objection to move the item to a vote in a future City Council meeting.

**DEPARTMENT REPORTS**

Administrative report – Consultant Misurelli reported two new businesses opening. Simply Skin has opened their location at Sycamore and Main Street. The former 84 Lumber property on Derby Line Road has been purchased by J6 Polymers. Consultant Misurelli advised of intentions to have the owner of the company present the company profile at a future City Council meeting. He explained that two notable customers of the company are the United States Navy and NASA.

Public Works – Director Gentile had nothing further to report.

Police Department – Chief Smith reported activating the CodeRed on June 22nd due to inclement weather. Initial cost estimates are approximately $50-100 for a Knox Box. Officer Muth and the candidate will take the power test tomorrow. The Outlaws Motorcycle Club had a party on Saturday. There were no reported incidents.

Mayor’s report – Mayor Vicary had nothing further to report.

ANNOUNCEMENTS – Ms. Pattie Marx reported on the behalf of local business owners on a recent business owners’ meeting formed due to The Genoa Soaring Project. Their intentions are to create an open dialogue for the city and businesses to flourish. Their main goals are to
beautify, enhance the economic vitality, and improve the infrastructure of the downtown. The next meeting is scheduled for 6:00 p.m. at Crumpet’s.

Motion made by Alderman Brust to adjourn the meeting of the Committee of the Whole, seconded by Alderman Cravatta. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned at 8:20 p.m.
Mayor Vicary called the meeting of the Committee of the Whole to order at 7:06 p.m. Roll call was taken. Aldermen Wesner, Carroll, Curley, Brust and Lang were present. Aldermen Stevenson, Watson and Cravatta were absent.

Amendments to the agenda – none

Motion made by Alderman Brust to accept the minutes of the Committee of the Whole meeting of June 27, 2016, seconded by Alderman Carroll. Voice vote was taken. All voted yes. Motion carried.

OLD BUSINESS – none

NEW BUSINESS

**Discuss Ordinance for Residential Prairie Gardens/Grasses** – Director Gentile explained that a recent survey of properties found questionable native species and flowers growing. In most instances, the alleged native landscapes appear to be overgrown and not well maintained. The biggest concern has been the intrusion certain landscapes have on the public parkway and sidewalk. Director Gentile advised that if they are to continue to allow native species to grow near the parkway or sidewalk, there must be controls in place. Director Gentile described a process that could be used to permit the usage of native landscape within a property by requiring a site plan and setbacks. After a lengthy discussion, the City Council came to a consensus of not allowing native landscapes to be in the parkway area. Director Gentile will continue to research the matter before it is brought before the City Council for a future vote.

**Discuss Canoe/Kayak Launch at Citizen’s Park** – Director Gentile proposed plans to create a canoe/kayak launch. The access road would connect the existing parking area and extend to the southern portion of Citizen’s park. The project would not consist of any major construction and is estimated to cost around $1,500 that would be paid through the Public Grounds Maintenance budgeted funds. There were no objections to moving forward with the project.

**Discuss Mayor, Clerk and Alderman Compensation** – Consultant Misurelli explained that Illinois State Statute requires that a change in an elected official’s compensation must be adopted at least 180 days prior to an election. The change in compensation would not be immediate and would be staggered. This is because the elected position must first go through the election cycle. Before discussing any further, the consensus of the City Council was to obtain a market analysis of comparable communities. Based on preliminary review, Consultant Misurelli reported that the last compensation change would have had to been prior to the year 2000. The utilization of committees was discussed.
DEPARTMENT REPORTS

Administrative report – Consultant Misurelli had nothing further to report.

Public Works – Director Gentile had nothing further to report.

Police Department – Chief Smith had nothing further to report.

Mayor’s report – Mayor Vicary had nothing further to report.

ANNOUNCEMENTS – none

Motion made by Alderman Wesner to adjourn the meeting of the Committee of the Whole, seconded by Alderman Curley. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned at 7:53 p.m.
Mayor Vicary called the meeting of the Committee of the Whole to order at 7:18 p.m. Roll call was taken. Aldermen Wesner, Curley, Stevenson, Watson, Cravatta, Brust and Lang were present. Alderman Carroll was absent.

Amendments to the agenda – none

Motion made by Alderman Brust to accept the minutes of the Committee of the Whole meeting of July 25, 2016, seconded by Alderman Cravatta. Voice vote was taken. All voted yes. Motion carried.

OLD BUSINESS – none

NEW BUSINESS

**Genoa Area Chamber of Commerce 2016 update and 2017 outlook** – Executive Director Cortney Strohacker and Chamber member Pattie Marx were in attendance to provide the update and outlook. Executive Director Strohacker thanked the City Council for their support over the last year. She reported on record attendance at Chamber events as well as indications that Genoa is becoming a destination location. She explained the important role the Genoa Area Chamber of Commerce plays in the community. The Genoa Area Chamber is comprised of 1 full-time employee, 1 part-time employee, 10 member volunteer board of directors, and a 15 member Ambassador Club. The Genoa Area Chamber operates on an approximately $100,000 budget. The Genoa Area Chamber is requesting $5,000 - $10,000 annually from the City of Genoa to assist in city marketing, promotion, tourism, and community events.

**Lauterbach & Amen presentation of 04/30/2016 Actuarial Valuation Report** – Todd Schroeder of Lauterbach & Amen, LLP was in attendance to provide the presentation of the 04/30/2016 Actuarial Valuation Report regarding the Genoa Police Pension Fund. The Recommended Contribution has increased $107,424 from Prior Year. He explained the limitations the Fund has for allocation as the valuation must first be valued at $2.5 million. Mayor Vicary explained the distress placed on the City to hire additional full-time police officers due to the contribution level of the pension. Mayor Vicary advised of an effort with like-size communities throughout the state to request assistance/reform in how the pension is funded. This is due to communities with a population of 5,000 people are responsible for 100% percent funding. He explained the concern it can place on public safety.

**Discuss Elected Official Compensation** – Mayor Vicary reiterated that Illinois State Statute requires that a change in an elected official’s compensation must be adopted at least 180 days prior to an election. A survey compiled by Administrative Intern Seguss showed the
compensation for elected officials in surrounding communities with comparable demographics. The last change in compensation took place in 1998. There was no objection to increasing the Mayor’s annual compensation to $15,000. Compensation contingent on meeting attendance was discussed. A proposal of increasing Alderman compensation $25 per meeting ($4500 annually) was made. When discussing compensation for the City Clerk; the survey of comparable communities offered little data as most City Clerks are a part of the full-time staff. City Clerk Di Guido requested no change in compensation.

DEPARTMENT REPORTS

Administrative report – Consultant Misurelli reported on the Waste Management “At Your Door” Special Collections Report. Approximately 3,330 pounds worth of televisions have been collected including various other materials. The noise issue originating from equipment at Custom Aluminum has been resolved. Service Concepts has filed an application for an Economic Incentive Agreement which will be presented for a vote at the next City Council meeting. Mr. Brad Sanderson has advised that his video gaming café will open as “Ruby’s” and intends to open in October.

Public Works – Director Gentile reported on a City of Genoa native prairie, trails, and wetlands map in preparation for the Volksmarch. Finishing touches are being performed to have the Canoe/Kayak Launch and the parking area ready for the ribbon cutting on September 9th.

Police Department – Chief Smith had nothing further to report.

Mayor’s report – Mayor Vicary thanked Alderman Cravatta for his participation in the Pioneer Day event where he dressed as a Train Conductor. Alderman Watson also added appreciation for Director Gentile's assistance with Pioneer Day and setting up the sound.

ANNOUNCEMENTS – none

Motion made by Alderman Wesner to adjourn the meeting of the Committee of the Whole, seconded by Alderman Curley. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned at 8:29 p.m.
Mayor Vicary called the meeting of the Committee of the Whole to order at 7:07 p.m. Roll call was taken. Aldermen Wesner, Carroll, Curley, Stevenson, Cravatta, Brust and Lang were present. Alderman Watson was absent.

Amendments to the agenda – none

Motion made by Alderman Carroll to approve the minutes of the Committee of the Whole meeting of August 29, 2016, seconded by Alderman Stevenson. Voice vote was taken. All voted yes. Motion carried.

OLD BUSINESS – none

NEW BUSINESS

**Discuss elimination of City Dog License requirements since County Licenses are already required** – Consultant Misurelli explained that the Ordinance requiring dog tags was adopted before DeKalb County had something in place and now is duplicative. Based on a memo provided by Administrative Intern Seguss, there are over 1,000 dogs within City limits yet only 53 dog licenses have been issued in 2016. Given the lack of licenses issued and the duplicative process of the county, the removal of this requirement could save the City time and money. There was no objection to move the item to a vote in a future City Council meeting.

**Discuss changes to Utility Billing owner/renter bills and final bill payment requirements** – Staff has requested to amend the procedure for the City’s utility billing process. Multiple recent incidents have led to residents vacating properties and letting their utility bill go unpaid. This has led to lost time by City staff in trying to resolve these accounts. In situations with a rental property, the owner may not be aware of the bill left behind by a tenant. City staff would like language in the Municipal Code that states that the utility bill is ultimately the responsibility of the Owner of the property and all final bills must be paid with either cash or credit card. Alderman Stevenson requested money orders also be accepted. City staff is also requesting the bill to be sent directly to the Owner. Aldermen wanted options that would allow the tenant to be able to receive the utility bill if the Owner of the property requested. The utilization of a memorandum to be signed by the Owner of the property allowing for the utility bill to go directly to the tenant was presented. After a lengthy discussion, there was no objection to move the item to a vote in a future City Council meeting.

DEPARTMENT REPORTS

Administrative report – Consultant Misurelli had nothing further to report.
Public Works – Director Gentile had nothing further to report.

Police Department – Chief Smith reported that Officer Muth will graduate this Friday. The new full-time Police Officer, Dominque Collins, will attend the academy starting Monday and has signed a two year agreement.

Mayor’s report – Mayor Vicary had nothing further to report.

ANNOUNCEMENTS – Alderman Stevenson inquired if the City will be able to contribute to the request of the Genoa Area Chamber of Commerce for monetary assistance. Mayor Vicary explained that options are still being considered. Alderman Wesner inquired when a discussion could take place regarding a new Building Inspector. Mayor Vicary said it could be added to a future agenda.

Motion made by Alderman Wesner to adjourn the meeting of the Committee of the Whole, seconded by Alderman Carroll. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned at 7:36 p.m.
CITY OF GENOA  
City Hall  
Committee of the Whole Meeting Minutes  
November 28, 2016  
7:00 P.M.

Mayor Vicary called the meeting of the Committee of the Whole to order at 7:07 p.m. Roll call was taken. Aldermen Wesner, Carroll, Curley, Stevenson, Cravatta, Brus and Lang were present. Alderman Watson was absent.

Amendments to the agenda – none

Motion made by Alderman Stevenson to approve the minutes of the Committee of the Whole meeting of September 26, 2016, seconded by Alderman Curley. Voice vote was taken. All voted yes. Motion carried.

OLD BUSINESS – none

NEW BUSINESS

Discuss West Main Street 15 Minute Parking Restrictions – Mayor Vicary explained that a request had been reinitiated for the city council to review implementing 15 minute parking with signage on the 100 block of W. Main Street. This portion of W. Main Street has nine parking spaces and the business at 115 W. Main Street is requesting the City limit six spaces to 15 minute parking from 9 a.m. to 6 p.m. A previous petition shows all businesses on the 100 block of W. Main Street in agreement for this type of request. Director Gentile’s recommendation is for the city to limit the restricted parking space to three spaces just west of Sycamore Street. After a lengthy discussion, there was enough support to move the item to a vote in a future City Council meeting.

Discuss Residential Economic Incentive Program Extension – Consultant Misurelli provided an overview of the program and how it allows Genoa to compete with neighboring Sycamore for new development. There would be no changes to the program compared to last year and would still cease after the 20th permit is issued in a year. Currently, the annual average is 4 permits issued. Mr. Rick Hoffman, Developer for Oak Creek Estates and Derby Estates, provided a report regarding the progress in the subdivisions and felt the program was a great tool. After a discussion, there was no objection to move the item to a vote in a future City Council meeting.

Discuss Pavement Management Report – Mr. James Sparber and Mr. Ryan Wallace of Baxter & Woodman were in attendance to present the Pavement Management Report. The report established a comprehensive street inventory to evaluate the pavement conditions of the various streets throughout the city. They stressed the importance of not focusing all assets on the worst roads. Preventative methods on roads of better condition can reduce the future cost. Staff will be working with Baxter & Woodman to develop a five year road improvement program using the pavement management report as a resource.
DEPARTMENT REPORTS

Administrative report – Consultant Misurelli reported a new business will be opening on the 800 block of E. Main Street as Renegade Tactical. There is a party interested in opening a Bed & Breakfast business. This business type would require a Special Use Permit to operate. Consultant Misurelli expected plans to start developing early 2017 for the Bed & Breakfast.

Public Works – Director Gentile reported Celebrate the Season decorations will be going up tomorrow.

Police Department – Chief Smith reported that the new full-time Police Officer, Dominque Collins, has three more weeks left in the academy. Effective December 1st, Officer Edwards will be named Acting Sergeant. Alderman Carroll requested patrols watch for possible parking violations near the Genoa Public Library due to complaints received. Alderman Lang requested patrols watch for traffic violations due to the surge of school traffic in the morning near the intersection of Madison Street and Route 72. Director Gentile will check with IDOT regarding their traffic study of the surrounding area.

Mayor’s report – Mayor Vicary reminded everyone about the Celebrate the Season event on Friday. The Genoa Area Chamber of Commerce will host an Ugly Sweater Christmas Party on December 14th.

ANNOUNCEMENTS – none

Motion made by Alderman Wesner to adjourn the meeting of the Committee of the Whole, seconded by Alderman Curley. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned at 8:05 p.m.