CITY OF GENOA

CITY COUNCIL MEETING AGENDA

APRIL 3, 2018

7:00 P.M.

PUBLIC HEARING ON THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019

I. CALL TO ORDER/ ROLL CALL

II. PUBLIC COMMENT

III. CLOSE THE PUBLIC HEARING

IV. MOTION TO ADJOURN

REGULAR CITY COUNCIL MEETING

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKER

IV. APPROVAL OF MINUTES FROM THE MARCH 12, 2018 SPECIAL COMMITTEE OF THE WHOLE MEETING

V. APPROVAL OF MINUTES FROM THE MARCH 20, 2018 CITY COUNCIL MEETING

VI. APPROVAL OF ACCOUNTS PAYABLES/2ND HALF OF MARCH 2018

VII. ITEMS FROM INDIVIDUALS IN ATTENDANCE

VIII. COMMITTEE REPORTS

IX. OLD BUSINESS

X. NEW BUSINESS

A) **Adoption of An Ordinance Adopting the Annual Budget for the Fiscal Year Beginning May 1, 2018 and Ending April 30, 2019 for the City of Genoa**
   - An Ordinance to Adopt the City of Genoa Fiscal Year 2018-2019 Budget

B) **Adoption of a Ordinance Amending Title 3, Chapter 3, Liquor Control, Section 8 of the City Code**
   - Increasing the Number of G Liquor Licenses to 3

C) **Adoption of a Resolution Authorizing the Execution of a Contract with B&F Construction Code Services, Inc.**
   - Entering into a Contract with B&F for Plan Review and Inspection Services

XI. Department Reports

A) Administrative Report

B) Public Works

C) Police Department

D) Mayor's Report

XII. Announcements

XIII. Motion to Adjourn

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

Memo

To: Mayor Mark Vicary and City Council

From: Janis Tures, Treasurer

Date: March 28, 2018

Re: 2018/2019 Annual Budget Ordinance

I am seeking a motion by the Mayor / City Council to approve the 2018/2019 Annual Budget for the City of Genoa.

The 2018/2019 Budget was presented to the City Council on March 12, 2018.

A few minor changes were necessary, increasing the overall 2018/2019 Budget Expenditures total by $15,000. ($6,883,230 to 6,898,230) This additional expenditure was for the new tornado siren in Riverbend which will be paid through the Riverbend SSA Fund. The original estimated cost was $15,000, but once all of the estimates were received, the total increased to $30,000. The other changes made were in the Equipment Replacement Fund. The budget totals did not change, but some of the equipment being replaced was changed due to unforeseen equipment failures. There were no changes to the balanced General Fund.

Copies of the revised pages are enclosed.

If there are any questions, please feel free to contact me.

CITY OF GENOA

ORDINANCE NO. 2018 - _____

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019 FOR THE CITY OF GENOA, DEKALB COUNTY, ILLINOIS

WHEREAS: pursuant to the terms and provisions of 65 ILCS 5/8-2-9.1, et seq., and the City Code, the Annual Budget for the City of Genoa for Fiscal Year 2018-2019 has been duly presented for approval and adoption: and

NOW THEREFORE, BE IT ORDAINED: by the Mayor and City Council of the City of Genoa, DeKalb County, Illinois, as follows:

That the tentative Annual Budget document, a copy of which is attached hereto and made part hereof having been placed on public display in accordance with State Statutes, is hereby adopted as the Budget for the City of Genoa for the fiscal year beginning May 1, 2018 and ending April 30, 2019.

Adopted this 3rd day of April, 2018.

AYES:

NAYS:

ABSENT:

Approved by me this 3rd day of April, 2018.

_____
Mayor, Mark Vicary

Attest: _____
City Clerk, Kim Winker

THE CITY OF

GENOA

MEMO

To: Mayor Vicary and the City Council
From: Alyssa Seguss, Management Assistant
Subject: Increasing the Number of G Licenses
Date: March 27, 2018

As discussed at the March 12, 2018 Committee of the Whole meeting, the City Council discussed a request to increase the number of G licenses permitted by the liquor code. At that meeting, there was no consensus whether a third G liquor license should be added to the City Code, therefore, the attached ordinance was drafted in the event the City Council would approve the amendment.

The G license classification authorizes the sale of alcohol in a Video Gaming Café. The Municipal Code currently permits only two G liquor licenses.

For the Council's consideration, attached is an ordinance that would amend the Municipal Code to create a third G liquor license should the City Council approve the request.

If you have any questions, please contact me at (815) 784- 7106.

CITY OF GENOA
DEKALB COUNTY, ILLINOIS

ORDINANCE NO. 2018- ____

ADOPTED BY
THE MAYOR AND
CITY COUNCIL
OF THE
CITY OF GENOA

AN ORDINANCE AMENDING TITLE 3, CHAPTER 3,
LIQUOR CONTROL, SECTION 8 OF
THE CITY CODE OF THE CITY OF GENOA

Adopted April 3, 2018, by the Mayor and City Council of the City of Genoa
DeKalb County, Illinois, and approved and published in pamphlet form
This 3rd day of April 2018.

ORDINANCE NO. 2018-_____

AN ORDINANCE AMENDING TITLE 3, CHAPTER 3, LIQUOR CONTROL, SECTION 8 OF THE CITY CODE OF THE CITYOF GENOA

BE IT ORDAINED by the Mayor and City Council of the CITY OF GENOA, DeKalb County, Illinois, as follows:

WHEREAS, the City of Genoa requires a liquor license for the sale of alcohol; and

WHEREAS, it is necessary to amend the Municipal Code from time to time;

NOW THEREFORE, be it that the Municipal Code of the City of Genoa be amended as follows:

SECTION 1: That Title 3, Chapter 3, Section 8, subsection M be amended to instead read:

M. Class G Licenses. There shall be in force at any time no more than **three (3)** Class G Licenses.

SECTION 2: This ordinance shall be in full force and effect from and following its passage and approval.

AYES:

NAYES:

ABSTAINED:

ABSENT:

PASSED by the City Council of the City of Genoa, DeKalb County, Illinois this _____ day of _____, 2018.
Approved by me this _____ day of _____, 2018.

_____
Mark Vicary, Mayor

(SEAL)

ATTESTED and filed in my office this _____ day of _____, 2018.

_____
Kim Winker, City Clerk

THE CITY OF

GENOA

MEMO

To: City of Genoa Mayor and Aldermen
From: City Consultant, Bill Ganek
Subject: Proposal for Building Plan Review and Inspection Services
Date: March 29, 2018

The City just received notice that our Part Time Building Inspector has submitted his resignation effective April 11, 2018. Attached is a proposal for building plan review and inspection services from B&F Construction Code Services Inc. Included in the proposal are specific costs charged for various review, inspection and property maintenance services. These services would be charged to the City only on an as needed basis as building permits and other inspection services as needed and determined by staff.

B&F is a respected third party consultant in this field. The City of Genoa has previously used the services of B&F in the past, with a proven positive working relationship. I would expect this relationship to continue under this proposal as well.

Staff would recommend that the City Council approve this proposal with B&F Construction Codes Services Inc. and authorize the Mayor to execute this contract.

Should you have any questions please feel free to let me know.

B&F CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review

Training • Inspections • Code Consulting

CITY OF GENOA, IL

PROPOSAL

FOR

PLAN REVIEW AND INSPECTION SERVICES

February 2, 2018

SUBMITTED TO:

Bill Ganek
Administrative Consultant
City of Genoa
333 E 1st Street
Genoa, IL 60135

A. Introduction

B & F Construction Code Services, Inc. is submitting a proposal to provide consulting services to the City of Genoa. These consulting services consist of building plan review, building inspections, property maintenance inspections, department administration, assistance with zoning and planning, ordinance development and redevelopment planning. This proposal covers the following: residential, mixed use and commercial projects.

B. Qualifications

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

We currently perform complete building department operations for the Villages of Winfield, Burlington, Barrington Hills, Hampshire, and Lake Barrington. We have assisted with complete building department operations in the Village of Gilberts and Hampshire. We currently provide complete inspection and plan review services to West Chicago, Long Grove, Mettawa, Manhattan, Inverness, Elwood, Deer Park, and Westchester.

Plan review services and inspections are also performed for the DuPage County Airport and for the commercial and industrial projects in the Village of Burr Ridge. These same services are performed for specific projects in Brookfield, Elmwood Park, and River Forest.

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.

All B & F Construction Code Services, Inc. staff members are certified or licensed to perform plan review and inspections.

C. Schedule

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. There are no additional fees for any re-reviews.

All inspections are performed with less than twenty-four (24) hours notice. All inspection requests received by 4:00 PM will be performed the next business day.

There is no limit to the number of plan reviews and inspections we can perform.

B & F Construction Code Services, Inc., has thirty (30) full time inspection and plan review staff with an administrative staff of ten (10). These numbers do not include Human Resources, upper level administrative staff or the staff members used in the Building and Fire Code Academy. The Academy is a subsidiary of B & F Construction Code Services, Inc. and provides code training that is offered to the industry.

D. Regular Building and Real Estate Sale Inspections & Administrative Time

Regular building inspections, including real estate sale inspections, are performed for Eighty Dollars ($80.00) per hour (other inspection fees are listed below) including travel time one way. A B & F Construction Code Services, Inc. staff member can also provide department administrative services and miscellaneous plan reviews at your office as needed. This time will be invoiced at Eighty Dollars ($80.00) per hour. If there is a need for additional time for large projects or to attend meetings, it will be invoiced at this rate.

Single Family

E. Plan Reviews

Single Family Homes first reviews will be performed within nine (9) business days and second reviews within five (5) business days. Fee listed in this section are per project.

F. Plan Review Fees

Single Family Homes up to 3,200 square feet:
Six Hundred Thirty Five Dollars ($635.00) per dwelling unit
(includes building, plumbing, mechanical, energy and electrical).

Single Family Homes over 3,200 square feet:
$0.198 per square foot (actual square footage)
(includes building, plumbing, mechanical, energy and electrical)

Single Family Home Additions
$0.198 per square foot (actual square footage)
(includes building, plumbing, mechanical, energy and electrical) with a minimum fee of ($200.00) Two Hundred Dollars.

Zoning - $ 75.00 per lot

G. Inspections Performed - Single Family Homes

1. FOOTING FORMS
When the forms are set and before the concrete is poured.

2. FOUNDATION FORMS
When the forms are set and before the concrete is poured.

3. BACKFILL
When the concrete is poured, waterproofed, drain tile is in place and covered with gravel but before the foundation is backfilled.

4. PLUMBING UNDERGROUND
When piping is located between the floors or underground but before the covering is in place. Flushing of the underground shall be witnessed.

5. FRAMING OR STRUCTURAL
Before any drywall, plaster or interior finish is applied. Rough-in of the electrical, plumbing, ductwork must be in place before the inspection. An inspection per floor is required.

6. HVAC ROUGH
When piping and ductwork is installed.

7. ELECTRICAL ROUGH IN
When rough-in work is complete and before drywall, concrete or backfill is in place.

8. AIR LEAKAGE
When all roughs are complete and exterior finish is complete.

9. PLUMBING ROUGH IN
When rough-in work is complete.

10. INSULATION
When insulation is installed prior to drywall.

11. CONCRETE FLOOR BASEMENT
When base reinforcing is prepared and in place, and before the concrete is poured. All utilities and service equipment in the concrete must be in place before the inspection.

12. CONCRETE FLOOR GARAGE
When base reinforcing is prepared and in place, and before the concrete is poured. All utilities and service equipment in the concrete must be in place before the inspection.

13. ELECTRIC SERVICE
When meter socket and main panel are installed.

14. FINAL PLUMBING
When final work is complete and before the system is operational.

15. FINAL HVAC
When all HVAC components are complete.

16. FINAL ELECTRIC
When all electrical components are complete.

17. FINAL BUILDING
When all Building components are complete.

Additional inspections for driveways, sidewalks, service walks, patios or decks can be performed for an additional fee.

H. Inspection Fees - Single Family Homes

Single Family Homes up to 3,200 square feet:
Six Hundred Thirty Five Dollars ($635.00) per dwelling unit without a deck (includes building, plumbing, mechanical, energy and electrical).

Single Family Homes over 3,200 square feet:
$0.198 per square foot without a deck (actual square footage) (includes building, plumbing, mechanical, energy and electrical) .

Single Family Home Additions/Alterations
$0.198 per square foot without deck (actual square footage) (includes building, plumbing, mechanical, energy and electrical) with a minimum fee of Two Hundred Dollars ($200.00).

Re-inspection fees are invoiced at the rate of Fifty-Five Dollars ($55.00) per inspection (each discipline is considered a separate inspection).

Zoning - $75.00 per lot

Plan reviews and inspections for small projects can be invoiced on a per dicsplien, per inspection basis. See the section N on Misc. services for these prices.

Commercial, Industrial, Multi-Family

I. Plan Reviews

Commercial, Industrial, & Multi-Family first reviews will be performed within nine (9) business days and second reviews within five (5) business days. Fees listed in this section are per project.

J. Plan Review Fees – Commercial, Industrial, Multi-Family

Plan review fees invoiced as shown in our current fee schedule include: Building, Mechanical, Plumbing, Electric plus any additional reviews such as Energy. This does not include engineering, storm water or special use.

These fees include unlimited reviews and there is never a charge for re-reviews.

Specialized Commercial and Industrial or processes: One Hundred and Fifty Dollars ($150.00) per hour

K. Inspections Performed – Commercial, Industrial, Multi-Family

1. FOOTING FORMS
When the forms are set and before the concrete is poured.

2. FOUNDATION FORMS
When the forms are set and before the concrete is poured.

3. FOUNDATION BACKFILL
When the concrete is poured, waterproofed, drain tile is in place and covered with gravel but before the foundation is backfilled.

4. FRAMING OR STRUCTURAL
Before any drywall, plaster or interior finish is applied. Rough in of electrical, plumbing, ductwork must be in place before the inspection. An inspection per floor is required for all uses.

5. HVAC ROUGH
When piping and ductwork is installed.

6. ELECTRICAL ROUGH IN
When rough in work is complete and before the drywall, concrete or backfill is in place.

7. PLUMBING ROUGH IN
When rough work is complete.

8. ENERGY CONSERVATION
Inspect for energy conservation as each area is completed.

9. ELECTRIC SERVICE
When meter socket and main panel are installed.

10. DRYWALL
When drywall is installed prior to the taping.

11. CONCRETE FLOORS
When base reinforcing is prepared and in place, and before the concrete is poured.
All utilities and service equipment in the concrete must be in place before the inspection.

12. FINAL PLUMBING
When final work is complete and before the system is operational.

13. FINAL HVAC
When all HVAC components are complete.

14. FINAL ELECTRIC
When all electrical components are complete.

15. STRUCTURAL FINAL
When all the work is completed.

16. OCCUPANCY
When all the work is complete and before occupancy.

17. Fire protection system reviews and inspections can be provided if requested.

L. Inspection Fees – Commercial, Industrial, Multi-Family

Only utilized for large projects such as new buildings and large renovations.

Building	$0.14 per square foot
Plumbing	$0.04 per square foot
Mechanical	$0.04 per square foot
Electrical	$0.04 per square foot
Energy	$0.02 per square foot

M. Property Maintenance Inspections

These types of inspections include Code Enforcement and Property Maintenance. The fee for property maintenance inspections are Sixty-Five Dollars ($65.00) per hour including travel time one-way (travel not charged for full time inspector). This fee does not include any court time. We will provide one (1) full time Property Maintenance Inspector to report directly to Genoa each day during normal business hours, and one (1) part time Property Maintenance Inspector during hours to be determined. We request that we be permitted to park a company vehicle on-site, overnight, for the full time inspector to use.

N. Other Services

Miscellaneous Plan Reviews: Twenty-Five Dollars ($25.00) per Trade (Miscellaneous Plan Review shall include sheds, decks, fences, pools, re-roofing, satellite dishes, appliance and minor plumbing installations.) These plan reviews will typically be performed at the Village office before or after normal building inspections.

Miscellaneous Inspections: Thirty-Five Dollars ($35.00) per Inspection, per Trade) (Miscellaneous inspections shall include sheds, decks, fences, pools, re-roofing, satellite dishes, appliance and minor plumbing installations.)

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

Ordinance development: Assistance with the rewriting of existing ordinances or the development of new ordinances can be provided. This can include building, zoning, fees, property maintenance or any area where a building, zoning or planning department is involved.

Any ordinance related to fees or services in our contract would be prepared at no charge. This would include agreements for building inspections, property maintenance inspections, zoning and planning and ordinances for building safety, zoning and fees.

Other ordinances at the rate of One Hundred Fifty Dollars ($150.00) per hour.

O. Zoning and Planning

A staff member experienced in zoning and planning can be provided to assist with the zoning, planning and downtown redevelopment. This service can be customized to fit the needs of the municipality. It can be zoning and planning reviews for new or potential projects or assistance with long range planning.

Zoning and Planning Fees:

Single Family: Seventy-Five Dollars ($75.00) per lot

Commercial: One Hundred Twenty Dollars ($120.00) per 10,000 square feet of site and building floor area per review

This does not include engineering, storm water or special use.

P. Transmittal Method

All plan reviews will be faxed or e-mailed to the municipal office. A copy of the plan review can also be forwarded to one project contact from the developer or architect.

Q. Start Date

Full services including all plan reviews and inspections can start immediately.

R. Point of Contact

Ken Garrett, Vice President
Telephone: (847) 428-7010
E-Mail: kgarrett@bfccs.org

S. Additional Information

B & F Construction Code Services, INC. provides the most comprehensive services to the construction industry. Our one fee approach coupled with quick turnaround time is what sets us apart and gives you as a municipality the best value.

All first plan reviews are completed within nine (9) business days with re-reviews completed in five (5) business days. The reviews automatically include accessibility review as well as the application of any local code amendments.

When a municipality is using B & F Construction Code Services, INC. for their plan review or inspection services, we offer a reduced rate for assistance with general code consulting and ordinance preparation.

Our highly trained and experienced staff are certified or licensed in their respective disciplines. We are professional grade and provide the highest level of customer service. Our staff wear identifiable company uniforms that are worn neatly and drive white company vehicles outfitted with our company logo and phone number.

All of the employees of B & F Construction Code Services, INC. are covered by worker's compensation, general liability, automobile and professional liability insurance. This provides added protection because the municipality can be named as an additional insured at no additional charge. If a consultant does not have proper insurance, liability could extend to the municipality.

T. Agreement Terms

Notwithstanding any other provision contained hereof, either party may terminate this agreement at any time upon providing thirty (30) day written notice to the appropriate party. Upon termination of this agreement, all services actually performed by B & F Code Construction Services, INC. shall be paid in accordance with this agreement as stipulated herein.

U. Proposal Acceptance

1. All Building, Plumbing, Mechanical, Energy and Electrical Plan Review Services are performed in-house. All inspections contracted for shall be performed by employees of B & F Construction Code Services, Inc.

2. All B & F Construction Code Services, Inc. employees are covered by Workers Compensation Insurance.

3. B & F Construction Code Services, Inc. carries general liability insurance underwritten by Continental Casualty. The City of Genoa may request to be named as additional insured.

4. B & F Construction Code Services, Inc. has in force professional liability insurance underwritten by Hiscox. The City of Genoa may request to be named as additional insured.

5. A certificate of insurance for each policy will be provided upon acceptance of this proposal and annually when the policy is renewed.

6. City of Genoa agrees not to hire an employee of B & F Construction Code Services, Inc., for a period of one (1) year after the employee is no longer employed by B & F Construction Code Services, Inc.

Upon acceptance, signatures of acceptance are required by at least two (2) authorized City of Genoa officials.

Accepted By_____	Accepted By_____
Please Print_____	Please Print_____
Title_____	Title_____
Date_____	Date_____

B & F Construction Code Services, Inc.:

Accepted By_____ Please Print_____

Title_____ Date_____

CITY OF GENOA
DEKALB COUNTY, ILLINOIS

RESOLUTION NO. 2018 - ____

ADOPTED BY
THE MAYOR AND
CITY COUNCIL
OF THE
CITY OF GENOA

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH B&F CONSTRUTION CODE SERVICES, INC.

Adopted April 3, 2018, by the Mayor and City Council of the City of Genoa, DeKalb County, Illinois, and approved and published in pamphlet form this 3rd day of April 2018.

RESOLUTION NO. 2018-_____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH B&F CONSTRUCTION CODE SERVICES, INC.

WHEREAS, the City of Genoa requires plan review and inspections on various commercial and residential projects; and

WHEREAS, the City requires professional services to carry out these plan reviews inspections; and

WHEREAS, B&F Construction Code Services, Inc. has provided the City of Genoa with a proposal to provide the City of Genoa with plan review and various inspection services; and

Now Therefore BE IT RESOLVED by the Mayor and City Council of the CITY OF GENOA, DeKalb County, Illinois, as follows:

SECTION 1: The Mayor is hereby authorized to enter into and execute the Contract between the City of Genoa and B&F Construction Services, Inc. for plan review and inspection services.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Resolution shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Voting Aye:

Voting Nay:

Absent:

Abstain:

APPROVED:

_____

Mayor Mark Vicary

(SEAL)

ATTEST: _____
City Clerk Kim Winker

Passed: _____

Approved: _____

Published: _____