

CITY OF GENOA  
City Hall  
City Council Meeting Minutes  
May 19, 2021  
7:00 P.M.

Mayor Brust called the meeting of the City Council to order at 7:00 p.m. Roll call was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang were present. Quorum present.

Mayor Brust led the Pledge of Allegiance.

Guest Speakers - None

Motion made by Alderman Stevenson to accept the minutes of the May 5, 2021 Special City Council meeting seconded by Alderman Freund. Voice vote was taken. All voted yes. Motion carried.

Motion made by Alderman Wesner to approve payment of the account's payables for April 15, 2021, in the amount of \$212,631.64, seconded by Alderman Stevenson. Alderman Cravatta asked if every little bill has to be a separate line item; Alderman Lang asked about line item 20, 2020 real estate tax bill, Finance Director Tures stated that this is for the properties that the City owns that have leases on, the other properties that don't have renters or leases are tax exempt such as the properties where the water towers sit. Roll call vote was taken. Aldermen Wesner, Pulley, Stevenson, Winter and Cravatta voted yes. Motion carried.

**ITEMS FROM INDIVIDUALS IN ATTENDANCE** – None

**OLD BUSINESS** - None

**NEW BUSINESS**

**Authorize the Administrative Director to Enter into A Grant Agreement with the DeKalb County Community Foundation for the New Park in Riverbend Project:** The City of Genoa has received a Community Needs Grant from the DeKalb County Community Foundation (DCCF) to help in the purchase of park equipment for a park in Riverbend located at 627 Stearn Drive. This lot was originally platted as a park; however, equipment was not installed by the original developer. With this grant in the amount of \$1,500 and developer contribution funds (paid through building permits for new homes in Riverbend), the equipment can now be purchased and installed later this summer. A representative of the DCCF will be attending the meeting to present a check to the Council. The motion above authorizes Staff to enter into the agreement in the packet with the DeKalb County Community Foundation binding the City to commit to non-discrimination, a grant report, publicly recognizing the DCCF for funds when the project is publicized, and also recognizing that the City will be required to return funds if they are used improperly. Motion made by Alderman Holcomb to approve the Administrative Director to enter into a grant agreement with the DeKalb County Community Foundation for the new park in Riverbend Project, seconded by Alderman Cravatta. Manny Penna was present from the DeKalb County Community Foundation who presents the Council with \$1,500 grant to help build the park in River Bend. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Appointment of Boards and Commissions as Stated in Memo from Mayor Jonathon Brust Dated May 14, 2021:** Motion made by Alderman Cravatta to approve the appointment of Boards and Commissions as stated in memo from Mayor Jonathon Brust dated May 14, 2021, seconded by Alderman Lang. There was no discussion. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Authorize the Closure and Use of South Washington Street by Open Door Coffee from Main Street to the Alley on South Washington Street on June 12<sup>th</sup> from 8:00 AM to 2:00 P.M.** OpenDoor Coffee will be hosting an event on June 12<sup>th</sup> and will need additional parking for their vendors. OpenDoor Coffee will be responsible for setting up and taking down barricades for the event. OpenDoor Coffee will be required to submit a Certificate of Insurance naming the City of Genoa as an additional insured prior to the event. The Chief of Police has considered this request and *City Council approval is recommended*. Motion made by Alderman Stevenson to approve the Closure and Use of South Washington Street by Open Door Coffee from Main Street to the Alley on South Washington Street on June 12<sup>th</sup> from 8:00 AM to 12:00 P.M, seconded by Alderman Lang. Alderman Wesner asked what kind of event this is for, Nick Bradic from Open Door Coffee was present to inform the Council of the event; they are calling it a block party to have food trucks, sidewalk chalking, Girl Scouts to have some small carnival games, Dan Dillett will be performing and possibly other things going on. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**An Ordinance Approving a Preliminary Plat of Subdivision for Oak Creek Estates Unit 4 Phase 2 and 3:** The City of Genoa received a request for approval of a Preliminary Plat of Subdivision for Oak Creek Estates Unit 4 Phase 2 and 3. The Staff Report in this packet provides an overview of items that were considered in reviewing the request. A Plan Commission meeting was held on May 13<sup>th</sup>. During the meeting, residents of Ellwood Greens and members of the Plan Commission expressed concerns of storm water drainage that comes from the golf course and gathers within Phase 2 of the project. It was explained that Final Engineering will be reviewed when the petitioner requests a Final Plat of Subdivision and Final Planned Unit Development in the future. *The Plan Commission unanimously recommended to the City Council approval of the Final Plat of Subdivision for Oak Creek Estates Unit 4 Phase 2 and 3 with the conditions outlined in the ordinance (including that Final Engineering will need to be reviewed prior to final approval)*. Motion made by Alderman Cravatta to approve the ordinance of the preliminary plat of subdivision for Oak Creek Estates Unit 4 Phase 2 and 3, seconded by Alderman Lang. Alderman Pulley stated that he would like to have this Plat of Subdivision for Oak Creek Estate Unit 4 Phase 2 and 3 to review before it is finalized especially what is Lot 81 which states service to final sewer well when it becomes finalized through the Planning Commission. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**An Ordinance Annexing the Oak Creek Estates Outlot “A” to the City of Genoa:** Upon reviewing the petition for the Preliminary Plat of Subdivision for Oak Creek Estates Unit 4 Phase 2 and 3, it was realized that the “Outlot A” that connects the Oak Creek Estates Subdivision’s future Maple Lane and Elwood Green’s Ellwood Greens Road was not annexed to the City. When annexed, this property will be zoned AG without a zoning hearing. The only function of this lot is to serve as a roadway but it makes sense to annex it as it is part of the City’s Oak Creek Estates Subdivision. Motion made by Alderman Wesner to approve the ordinance annexing the Oak Creek Estates Outlot “A” to the City of Genoa, seconded by Alderman Pulley. No

discussion. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Ordinance Amending Authorizing the City of Genoa, DeKalb County Illinois to Declare Certain Property as Surplus and Approving the Disposal or Sale of Said Property:** Included as Exhibit A to this Ordinance is a list of equipment to be disposed of, given to past officials (a Chromebook and cell phone), or sold. The list of equipment to be disposed of all contains either broken or outdated equipment/furniture ranging from 1985 corded phones to a Chromebook from 2016 that no longer functions. Many of the computers and monitors to be disposed of are due to the recent IT updates that replaced all of the computers at Public Works. The Squad to be sold has been replaced. Motion made by Alderman Wesner to approve the ordinance amending authorization to the City of Genoa, DeKalb County Illinois to declare certain property as surplus and approving the disposal or sale of said property, seconded by Alderman Pulley. Administrative Director Seguss stated that the items to keep was the Chromebook and phone as past mayor Vicary had requested to keep these items for his personal use after his term. Chief Smith also stated that the squad car will eventually be auctioned off if they are unable to sell it and it needs about \$1,500.00 worth of work done to it at this time. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Motion to Authorize the Mayor to Sign Final Loan Repayment Amendment with the Illinois Environmental Protection Agency for the Well #4 and Genoa Street Water Main Projects:** In the packet is a Loan Repayment Amendment from the Illinois Environmental Protection Agency. The City Council had previously approved these projects and loan with the IEPA and the work has now been completed. The Amendment is due to the \$800,000 of the total \$1,323,883.87 of the project being forgiven, leaving the City to pay \$523,883.87 over a term of 20 years at an interest rate of 1.5%. Also in the packet is the Repayment Schedule showing the City making semi-annual payments of \$15,298.93 (with the exception of the first year). These loan payments have been accounted for in the Fiscal Year 2021-2022 Annual Budget. Motion was made by Alderman Pulley to authorize the mayor to sign final loan repayment amendment with the Illinois Environmental Protection Agency for the Well #4 and Genoa Street Water Main Projects seconded by Alderman Lang. Alderman Cravatta asked if there were any plans to pay off the loan sooner, Finance Director Tures stated that the loan is a set 20-year loan in which the City was more aggressive in the first 8 years and pay less the final years. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**An Ordinance Amending Title 8, Chapter 6, Rates and Charges of the Municipal Code of the City of Genoa, DeKalb County, Illinois:** The Ordinance increases both the Inside and Outside Corporate Limits water and sewer rates by 3% which has typically been done each May and states that rates will be increased by 3% annually in May. This ordinance also increases the Capital Improvement Fee from \$3.00 to \$5.00. This ordinance does not include language to amend the Municipal Code to charge multiple unit users as previously proposed.

Effect on utility bills:

Water 3% increase = \$.10 / 1,000 gallons	Generates additional \$16,000 in revenue
Sewer 3% Increase = \$.10 / 1,000 gallons	Generates additional \$16,000 in revenue
Capital Improvement Fee Increase \$3 to \$5	Generates additional \$48,000 in revenue

Including the water and sewer rate increase plus the Capital Improvement Fee increase, the average monthly bill (calculated with a 6,000-gallon usage) would increase by \$3.50. *Due to the funds that will be needed in the upcoming Fiscal Years for capital improvements, generating additional revenue for these improvements is recommended.* After discussion Alderman Cravatta made a motion to amend the Ordinance Title 8, Chapter 6,

Rates and Charges of the Municipal Code of the City of Genoa, DeKalb County, Illinois to increase annually in 2021 and 2022 by 3%, and increase the Capital Improvement Fee from \$3 to \$5; seconded by Alderman Holcomb. Administrative Director Seguss explained that if nothing is done with the water rates that starting in year 3 the positive amount in the account will turn negative. The 3% is something that the City has been doing for a long time. Mayor Brust stated that this Ordinance is so that increase can be automatically added every year without coming to the City Council for approval. Alderman Lang stated that she feels that this should come back to City Council even if it is every other year. Alderman Cravatta stated that he would like to possibly increase it more so that we can get ahead of the account becoming red in a couple of years again. There was much discussion from the City Council. Alderman Lang would like to have this come up every other year to the City Council instead of it being indefinitely. Alderman Cravatta made a motion amend the Ordinance Amending Title 8, Chapter 6, Rates and Charges of the Municipal Code of the City of Genoa, DeKalb County, Illinois that the water and sewer rates are increased on the first of May annually by 3% for the years of 2021 & 2022. Seconded by Alderman Holcomb. No further discussion on the amended ordinance. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**An Ordinance Amending Title 1, Chapter 7, City Clerk, and Title 2, Chapter 3, Board of Fire and Police Commissioners, of the Municipal Code of the City of Genoa, DeKalb county, Illinois:** The Ordinance attached amends language in the Municipal Code pertaining to the bonds to be held for certain City Officials per State Law. The City of Genoa will pay the premiums of these bonds which are required by State Law. Motion made by Alderman Lang to approve the Ordinance Amending Title 1, Chapter 7, City Clerk, and Title 2, Chapter 3, Board of Fire and Police Commissioners, of the Municipal Code of the City of Genoa, DeKalb county, Illinois seconded by Alderman Winter. Alderman Stevenson asked why this Ordinance was necessary, Mayor Brust stated that Attorney Kelly stated it was necessary. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Authorize the Purchase of Watchguard Video Server and Redaction Software, Body Cameras and Interview Room System from Watchguard Video, Not to Exceed \$23,346.** The amount of \$25,000 was budgeted specifically for the purchase of the Watchguard System. The cost breakdown includes the following:

Server and Redaction Software	(\$14,240)
3 Body Cameras and Equipment	(\$3,656)
1 Interview Room Camera Setup	(\$5,450)
Total Cost	(\$23,346)

The Server will replace the old system bought in 2012. The Redaction Software is required to block faces and other restricted captures for requests and court purposes. The body cameras will fulfill most of the 2025 state mandate. The interview room camera set up will link squad video and body camera video for a complete case file. Motion made by Alderman Cravatta to approve the Purchase of Watchguard Video Server and Redaction Software, Body Cameras and Interview Room System from Watchguard Video, Not to Exceed \$23,346, seconded by Alderman Wesner. Officer Hathcoat gave a brief description that this will have a larger server and will be able to move video from the car, body camera and interrogation room seamlessly. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Authorize the Mayor to Sign A Master Customer Agreement with Watchguard Video, INC. for the Purchase of Police Video Hardware and Software:** This Agreement with Watchguard Video, INC. outlines the equipment that the City is purchasing in item K and their responsibilities for products provided, installation service, maintenance, data protection and retention, and warranties. The Agreement also declares

responsibilities of the City such as protecting the equipment and software by only allowing “Authorized Users” access to the equipment and agreeing to not disclose confidential information. Motion made by Alderman Wesner to Authorize the Mayor to Sign A Master Customer Agreement with Watchguard Video, INC. for the Purchase of Police Video Hardware and Software, seconded by Alderman Pulley. No discussion. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Authorize the Mayor to Sign an Equipment Purchase and Software License Addendum with Watchguard Video, INC:** This Addendum states the expectations of software and equipment purchase and delivery and warranties for the WatchGuard software. Motion made by Alderman Holcomb to Authorize the Mayor to Sign an Equipment Purchase and Software License Addendum with Watchguard Video, INC, seconded by Alderman Stevenson. No discussion. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Authorize the Mayor to Sign A Subscription Software Addendum with Watchguard Video, INC:** This Addendum states the expectations of the software subscription service purchase and subscription service delivery, access to such subscription service software, subscription service license terms, and warranties for the WatchGuard subscription software. Motion made by Alderman Stevenson to Authorize the Mayor to Sign A Subscription Software Addendum with Watchguard Video, INC, seconded by Alderman Lang. No discussion. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Authorize the Mayor to Sign A Video as a Service Addendum with Watchguard Video, INC:** This Addendum states the Body Cameras to be received under Item J, their warranty, software licenses, and warranties. Motion made by Alderman Stevenson to Authorize the Mayor to Sign A Video as a Service Addendum with Watchguard Video, INC, seconded by Alderman Lang. No discussion. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Closed Session: For the purpose of approving the minutes of the previous closed session and For the purpose of discussing the Appointment, Employment, Dismissal, Compensation, Discipline and/or Performance of Specific Employees as Provided for in 5 ILCS 120/2(c):** Motion made by Alderman Stevenson to go to Closed Session: For the purpose of approving the minutes of the previous closed session and For the purpose of discussing the Appointment, Employment, Dismissal, Compensation, Discipline and/or Performance of Specific Employees as Provided for in 5 ILCS 120/2(c), seconded by Alderman Lang. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Reconvene Regular Session:** Motion made by Alderman Freund to reconvene regular session, seconded by Alderman Winter. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

**Appointment of the City Administrator, Development Administrator, Treasurer, Budget Officer, Public Works Director, Chief of Police, City Attorney, and City Engineer:** Motion made by Alderman Wesner to Appointment of the City Administrator, Development Administrator, Treasurer, Budget Officer, Public Works Director, Chief of Police, City Attorney, and City Engineer, seconded by Alderman Winter. Roll call vote was taken. Aldermen Wesner, Pulley, Freund, Stevenson, Winter, Cravatta, Holcomb and Lang voted yes. Motion carried.

## **DEPARTMENT REPORTS**

***Administrative Report*** – City Administrator, Alyssa Seguss reported that there will be a new sewer agreement for Kingston, Mayor Brust and City Administrator Alyssa are working on a Beatification Committee for downtown and revamping the Economic Development Commission will hopefully be on the next City Council Meeting.

***Finance Report*** – Treasurer & Finance Director, Jan Tures stated that they have till July to complete the audit and that the City received the Certificate of Achievement for Excellence in Financial Reporting this has been received for approximately 14 or 15 years in a row.

***Public Works*** – Public Works Director, Janice Melton stated that plants have been planted in the downtown area, they are waiting for houses to be finished so that they can plant the trees that they have, Public Works will be doing pot hole patching, they will be filling in the hole that is in front of the Fire Department Aqueduct top gate to be installed next week. They have hired a permanent part-time Forestry he has some background for this position, they are also hoping to get a program for tree keeper and Public Works Director Melton will be transferring her information to the program.

***Police Department*** – Chief Smith reported that the department has about 20 applications for Police Officer. High School Graduation is this Saturday but is being held at the NIU Convocation Center, Chief Smith talked to the school about the run that normally takes place during Genoa Days and the school has decided to cancel that event as well. At this time there are 25 total golf cart permits and 5 permits from last year that did not renew; there has been a few complaints of golf carts being rode on the sidewalks in subdivisions but otherwise it is going well.

***Mayor's Report*** – Mayor Brust stated he went to a community champ meeting at which he is networking with other municipalities and it seems that there are events that are going on later in the year such as Cornfest. Mayor Brust congratulated all of the new promotions.

**ANNOUNCEMENTS** – Alderman Stevenson reminded everyone about the Open Door Coffee Event and also stated that the Winery has opened its newly remodeled patio.

Motion to adjourn the meeting of the City Council was made by Alderman Wesner, seconded by Alderman Winter. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned at 8:27p.m.