

CITY OF GENOA
SPECIAL CITY COUNCIL MEETING AGENDA
JANUARY 12, 2022
7:00 P.M.

- I. CALL TO ORDER & ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. GUEST SPEAKERS**
- IV. APPROVAL OF MINUTES FROM THE DECEMBER 15, 2021 CITY COUNCIL MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**

A) RECOGNITION OF ALDERMAN JAMES STEVENSON UPON HIS RETIREMENT AS WARD 2 ALDERMAN

B) APPROVE A POLICE PENSION ACTUARIAL ENGAGEMENT LETTER WITH LAUTERBACH AND AMEN, LLP

Lauterbach and Amen, LLP has provided the City's actuarial services since 2016 and Staff has been happy with their services thus far. The most recent engagement letter has expired and a new engagement letter for a term of 3 years is included in the packet. The services provided will remain the same, however, there has been a 17% increase (\$4,050 to \$4,740) between 2021 and 2022. There is a memo in the packet that explains that the cost increases are due to additional actuarial reporting requirements. Staff is requesting the Council approve the engagement letter with Lauterbach and Amen, LLP to provide actuarial services.

C) APPROVE AN ORDINANCE DELETING TITLE 4, CHAPTER 2, GARBAGE, JUNK, AND REFUSE, SECTION 5 OF THE MUNICIPAL CODE OF THE CITY OF GENOA

Staff is recommending the deletion of the language in the Municipal Code pertaining to the refuse and recycling rate. Because the City previously provided billing services, the rate was updated in the Code each year to authorize the City to charge residents the rate established. With the most recent Flood Brothers contract, the Contractor began billing and therefore it is no longer necessary to include the rate in the Municipal Code and update it each year. The Council will still approve the refuse and recycling rate through the negotiated contract with each hauler.

D) APPROVE AN ORDINANCE AMENDING TITLE 3, CHAPTER 3, LIQUOR CONTROL, SECTION 7 OF THE MUNICIPAL CODE OF THE CITY OF GENOA

Prairie State Winery has requested to expand their business by selling distilled wine products. Distilling wine creates alcoholic beverages, such as brandy, which typically have a higher alcohol content. The Liquor Commission has met to discuss an amendment to the W Liquor License and has recommended that an “add-on” to the liquor license be created that would allow the sale of distilled wine products in accordance with the liquor code. An ordinance to amend the W Liquor License is included in the packet.

IX. DEPARTMENT REPORTS

A) ADMINISTRATION

B) FINANCE

C) PUBLIC WORKS

D) POLICE

E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
JANUARY 19, 2022
7:00 P.M.

- I. CALL TO ORDER & ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. GUEST SPEAKERS**
- IV. APPROVAL OF MINUTES FROM THE JANUARY 12, 2022 SPECIAL CITY COUNCIL MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**

A) APPROVE A RESOLUTION PROVIDING FOR THE RETIREMENT OF CERTAIN MUNICIPAL INDEBTEDNESS BY THE USE OF MOTOR FUEL TAX FUNDS

If approved, this IDOT Resolution authorizes the City of Genoa to utilize \$100,000 of Motor Fuel Tax Funds to pay principal on the 2020 Bond issued. The 2020 Bond was issued for street improvements, several of which were done in 2021 with more to come in 2022.

B) APPROVE AN ORDINANCE ADOPTING THE ZONING MAP OF THE CITY OF GENOA

The City of Genoa is required to annually update its zoning map. Staff worked with the DeKalb County GIS Coordinator to update the City of Genoa's Zoning Map. Changes made from the 2021 map include addressing unimproved lots in Derby Estates, Riverbend, and Oak Creek Estates. This will ease the process of creating new addresses for new homes. There were zoning changes approved by the Council that are not included in the 2022 map because they have not been formally recorded at the County (craft barn project and subdivision of two Derby Estates lots). These changes can be included in the 2023 map.

C) APPROVE AN ORDINANCE AMENDING TITLE 8, CHAPTER 6, RATES AND CHARGES, OF THE MUNICIPAL CODE OF THE CITY OF GENOA

Despite the title of the Chapter this ordinance amends, this ordinance does not change water and sewer rates and charges. Instead, this Ordinance amends the Municipal Code to align with the City's current water and sewer billing, accounting, and metering practices. Some of the inconsistencies in the ordinance were drawn to Staff's attention during negotiations with the Village of Kingston for the treatment of their wastewater. In example there is language in the Municipal Code that states that each resident is to maintain their water meter, which is no longer accurate. Additionally, the ordinance

clarifies the current uses of the rates and charges (operation and maintenance of the Wastewater Treatment Plant) and deletes the “debt service charge” and “debt service rate” as these were replaced by the Capital Fee.

D) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A MATERIALS MANAGEMENT AGREEMENT WITH SYNAGRO FOR SLUDGE HAULING AND DISPOSAL

During the waste water treatment process, a byproduct (“sludge”) is created which is the material that does not breakdown. To dispose of the sludge, the City contracts with a third party to haul the product away and apply it to land (all of which is regulated by state and federal agencies). Included in the packet is an agreement with Synagro, a company the City has worked with for a number of years, to lock in a 3 year agreement for these sludge hauling and disposal services. The rate for 2022 is \$20 per cubic yard, which was a \$2 increase since 2021 making it the first price increase in 4 years. In 2021, the City disposed of 380 cubic yards and has been billed \$6,840 accordingly. The rates for 2023 and 2024 will be modified according to the CPI adjustments annually. Furthermore, these fees may be adjusted based on the fuel surcharge included in the agreement. Public Works has reached out to another sludge hauler, however, due to not having fields to apply the sludge to in the area, the costs for hauling were higher.

IX. DEPARTMENT REPORTS

- A) ADMINISTRATION**
- B) FINANCE**
- C) PUBLIC WORKS**
- D) POLICE**
- E) MAYOR**

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
FEBRUARY 2, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

IV. APPROVAL OF MINUTES FROM THE JANUARY 19, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE THE APPOINTMENT OF WALTER STAGE, WARD 2 ALDERMAN

B) SWEARING IN OF WALTER STAGE, WARD 2 ALDERMAN

C) APPROVE THE USE OF THE MUNICIPAL PARKING LOT BY THE GIRL SCOUTS ON FEBRUARY 26TH FROM 1 - 4 PM

The Girl Scouts would like to use a few parking spaces at the Municipal Parking lot in the downtown for cookie sales. The Girl Scouts have submitted a Certificate of Insurance naming the City as an additional insured for the event.

D) APPROVE A RESOLUTION DESIGNATING SIGNATORIES FOR THE CITY OF GENOA

The City of Genoa previously authorized past Alderman Katie Lang and past Alderman James Stevenson as signatories for the City of Genoa. Designating a signatory allows that official to sign financial documents which require two separate signatures. Currently, the Mayor and Finance Director are signatories. Providing for additional signatories allows the ability for the City to continue to meet financial obligations should the Mayor be unavailable to sign checks or other financial documents. The resolution in the packet designates Alderman Wesner and Alderman Cravatta as additional signatories.

E) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A FAÇADE GRANT AGREEMENT WITH 137 WEST MAIN STREET, LLC FOR 133, 135, AND 137 WEST MAIN STREET, NOT TO EXCEED \$40,155

The City has received a Façade Grant application for the building currently occupied by Sib's Corner Grill. This building has multiple addresses and is also a corner lot which means not only is the front façade eligible for grants but the side of the building is as

well. The owners, Katie and Ted Aretos/137 West Main Street, LLC, have outlined numerous improvements to the building, including new windows, light fixtures, tuck-pointing, painting, and work to the current awning, totaling \$83,278 of investment into the downtown building. Broken down, the costs are as follows:

West Side of the Building \$32,968 / 2 = \$16,484	\$15,000 maximum
133 West Main - \$25,155 / 2 =	\$12,577.50
137 West Main - \$25,155 / 2 =	\$12,577.50
<hr/>	
Total Eligible Costs for Reimbursement	\$40,155

The applicants have provided an extensive amount of information for the packet including a letter to the Council, quotes for the work, and an elevation depicting the building once all the work is complete.

F) APPROVE A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE OAK CREEK ESTATES UNIT 4, PHASE 1 SUBDIVISION AND REDUCTION OF THE LETTER OF CREDIT

The Developer of Oak Creek Estates Unit 4, Phase 1 requested that the City of Genoa accept the remaining public improvements within the phase and reduce the Letter of Credit accordingly. The remaining improvements included:

1. Final lift on the streets and the paved path in the retention area
2. Curb repair/replacement
3. Concrete sidewalk in the park
4. Excavation needed for the asphalt path and park sidewalk

The Public Works Director has evaluated and inspected the improvements and determined that the requirements of the Developer have been met. The Oak Creek Estates Annexation Agreement requires a maintenance warranty in the amount of 10% of the cost of the improvements that are being accepted. Based on the improvements above which had a cost of just over \$250,000, the resolution in the packet was drafted for Council consideration which allows the Letter of Credit to be reduced to \$25,500, which accommodates the 10% maintenance warranty.

IX. DEPARTMENT REPORTS

- A) ADMINISTRATION
- B) FINANCE
- C) PUBLIC WORKS
- D) POLICE
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
FEBRUARY 16, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

IV. APPROVAL OF MINUTES FROM THE FEBRUARY 2, 2022 CITY COUNCIL MEETING AND FEBRUARY 2, 2022 SPECIAL COMMITTEE OF THE WHOLE MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) RECOGNITION OF CROSSING GUARD JOHN KITCH UPON HIS RETIREMENT

B) APPROVE A RESOLUTION AMENDING THE TERMS OF THE REVOLVING LOAN FUND AGREEMENT BETWEEN THE CITY OF GENOA AND TOBINSON HARDWARE, INC. DATED AUGUST 1, 2008

C) APPROVE THE PURCHASE OF A 2022 FORD F-150 POLICE RESPONDER FROM MORROW BROTHERS, NOT TO EXCEED \$40,205

The Police Department is requesting approval to purchase a new 2022 Ford F-150 to be used as a patrol vehicle. This will be used as a squad for full-time officers and replace a 2012 Chevy Impala. The Police Department alternates buying a new squad once every other year in order maintain adequate funding in the Equipment Replacement Fund but also ensure that the squads are replaced before they begin to incur too many mechanical problems. That being said, the squad that is being considered has been included in the Fiscal Year 2022-2023 budget, which follows the every other year cycle. Morrow Brothers has reserved 40 trucks for sale. If the Police Department does not reserve this truck, there is no guaranty that if the new truck is ordered after May 1, 2022 that it will arrive (and be paid for) prior April 30, 2023, the end of next Fiscal Year. Staff understands that this is a unique request, however, several budgeted items for 2021-2022 are being rebudgeted for Fiscal Year 2022-2023 because equipment currently has such a long lead time. Given that Morrow Brothers has these trucks reserved, the Police Department believes it will be delivered before the end of June after it is outfitted.

D) APPROVE THE PURCHASE OF AN E-FORCE RECORDS SYSTEM, NOT TO EXCEED \$26,080
 Information regarding the purchase of the Police Department’s records management system is included in the packet. This was a budgeted item and replaces the previously approved CAD system from Central Square. The approved Central Square system was \$12,000 for one user and a minimum of two users would have been required. The Police Department had intended to use the Central Square CAD system at the recommendation of the County, however, the County also charged yearly fees that were not known to the Police Department when the item was initially requested for approval. The E-Force system allows more users to access the system without having to pay per user and ultimately seems to be a better fit for the Police Department.

E) APPROVE AN ORDINANCE AMENDING TITLE 1, CHAPTER 4, GENERAL PENALTY, SECTION 1 OF THE MUNICIPAL CODE OF THE CITY OF GENOA
 The State of Illinois recently passed a law modifying the video gaming regulations. One feature of the law is to raise the annual non-home rule registration fee for video gaming terminals from \$25.00 to \$250.00. For businesses in Genoa that have Video Gaming currently, all are required to also have a pour liquor license. The ordinance in the packet increases the Video Gaming Terminal fees from \$25.00 to \$250.00 annually for bars, video gaming cafés, restaurants, and wineries. The Ordinance increases the fee for C Liquor License holders, which are “Clubs” (currently only includes the Vet’s Home) from \$25.00 to \$50.00. The City currently has 45 permitted video gaming terminals, with 5 of them belonging to the Vet’s Home. Accounting for the increased fees, this would increase the City’s Video Gaming Terminal revenue from \$1,125 to \$10,250. From January 2021 to December 2021, there was a Net Terminal [video gaming] Income in Genoa of \$1,472,1792 with approximately 1/3 going to the State, 1/3 going to the business, and 1/3 to the operator/contractor that owns the machines. After surveying other communities, the \$250 rate seems in line with many other communities, some of which are home-rule an can charge more than \$250.

Huntley- \$500	Algonquin- \$500	DeKalb - \$250	Pingree Grove - \$250
Marengo- \$25	Crystal Lake- \$500	Belvidere- \$500	Elburn- \$25*
East Dundee- \$250	Woodstock- \$100	Hampshire - \$250	West Dundee- \$250
Lake in the Hills \$500	Sycamore- \$250	Cortland - \$250	Gilberts- \$25*

*Considering increase to \$250 May 1st

F) APPROVE AN ORDINANCE AMENDING TITLE 8, CHAPTER 6, RATES AND CHARGES, SECTION 1 OF THE CITY CODE OF THE CITY OF GENOA

This ordinance amends the City's charges for water meters and attached equipment. An amendment was made to the rates last May, however, costs have increased since then. Amending the ordinance allows the City to recoup costs from builders when a new residential or commercial building is built and a meter is purchased. The \$50 additional charge will cover the City's costs for assembly, issuing meters, and installing permanent meters after a temporary meter is issued.

IX. DEPARTMENT REPORTS

- A) ADMINISTRATION
- B) FINANCE
- C) PUBLIC WORKS
- D) POLICE
- E) MAYOR

X. ANNOUNCEMENTS

XI. MOTION TO ADJOURN

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CITY OF GENOA
CITY COUNCIL MEETING AGENDA
MARCH 2, 2022
7:00 P.M.
City Council Chambers
333 East First Street

- I. CALL TO ORDER & ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. GUEST SPEAKERS**
- IV. APPROVAL OF MINUTES FROM THE FEBRUARY 16, 2022 CITY COUNCIL MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**

A) CONSENT AGENDA BY OMNIBUS VOTE: 2022 EVENTS

- MOTION OF UNANIMOUS CONSENT OF THE CITY COUNCIL FOR USE OF AN OMNIBUS VOTE TO APPROVE THE CONSENT AGENDA.
- MOTION TO APPROVE THE CONSENT AGENDA THAT INCLUDES THE FOLLOWING ITEMS:
 - A RESOLUTION FOR IDOT APPROVAL TO CLOSE ROUTE 72 (MAIN STREET) FOR THE 2022 GENOA DAYS CELEBRATION/CARNIVAL
 - USE OF THE MUNICIPAL PARKING LOT AND CITY STREETS DURING THE G-K FIRE DISTRICT ANNUAL GENOA DAYS EVENT FROM JUNE 7-12, 2022
 - CLOSURE AND USE OF NORTH GENOA STREET FROM ROUTE 72 TO THE EAST AND WEST BOUND ALLEY FROM JUNE 7-12, 2022
 - A RESOLUTION FOR IDOT APPROVAL TO CLOSE ROUTE 72 (MAIN STREET) FOR THE GENOA AREA CHAMBER OF COMMERCE 2022 CRUISIN' TO GENOA CAR SHOW ON
 - USE OF THE MUNICIPAL PARKING LOT AND CITY STREETS DURING THE GENOA AREA CHAMBER OF COMMERCE 2022 CRUISIN' TO GENOA CAR SHOW ON AUGUST 20, 2022
 - USE OF CITIZEN'S/CARROLL PARK DURING THE GENOA AREA CHAMBER OF COMMERCE RUMBLE ON THE RIVER ON SEPTEMBER 9, 2022
 - USE OF CITIZEN'S/CARROLL PARK DURING THE GENOA AREA CHAMBER OF COMMERCE GREAT GENOA DUCK RACE EVENT ON SEPTEMBER 11, 2022
 - A RESOLUTION FOR IDOT APPROVAL TO CLOSE ROUTE 72 (MAIN STREET) FOR THE GENOA AREA CHAMBER OF COMMERCE 2022 CELEBRATE THE SEASON EVENT ON DECEMBER 2, 2022

- USE OF THE MUNICIPAL PARKING LOT AND CITY STREETS DURING THE GENOA AREA CHAMBER OF COMMERCE 2021 CELEBRATE THE SEASON DOWNTOWN EVENT DECEMBER 2, 2022

B) APPROVE AN ORDINANCE PROVIDING A ONE YEAR EXTENSION OF THE LIMITED TEMPORARY REDUCTION IN CERTAIN FEES AS AN INCENTIVE FOR NEW CONSTRUCTION

Between 2009 and 2018, the Council waived the School and Park Impact fees for the first 20 new homes built in order to incentivize new construction in the Derby Estates and Oak Creek Subdivisions. In 2019, the City Council approved this ordinance with the 100% reduction in School and Park impact fees in the Derby Estates and Oak Creek Subdivisions, although only for the first 15 homes. In 2020 and 2021, an Ordinance to waive the School Impact fees City-wide for the first 10 homes each year was approved. The Park District has previously stated they no longer wish to participate in the waiver program.

Staff received a request from Silverthorne, the builder in the Oak Creek Subdivision, to extend the waiver in 2022. The school impact fees for the three new subdivisions in the City, depending on the number of bedrooms, range from \$4,100 to \$5,300 for 3-5 bedroom single family detached homes. The Grainger 55+ community condos and townhomes do not pay a school impact fee under the terms of the Riverbend Development Agreement.

The Genoa- Kingston School Board discussed waiving the impact fees at a recent board meeting and indicated that they were comfortable with waiving the impact fees for the first 5 homes in 2022. In the packet is an ordinance extending the incentive program for one year with the same terms as was approved in 2021, however, reducing the number of homes receiving the waiver from 10 to 5.

In 2021, 5 new single-family non-age restricted homes were built in Genoa. Should the number of new homes exceed 5 prior to the end of the year, the School Board and Council could revisit the topic to increase the number of homes that receive the waiver.

C) APPROVE THE REPLACEMENT OF A MOTOR FOR WELL 3, NOT TO EXCEED \$17,340

Please see the memo in the packet.

D) APPROVE EXCAVATION FOR AND INSTALLATION OF THE PRAIRIE STREET WATER MAIN, NOT TO EXCEED \$16,000

Please see the memo in the packet.

E) APPROVE THE PURCHASE OF COPPER AND BRASS FITTINGS FOR THE PRAIRIE STREET WATER MAIN, NOT TO EXCEED \$12,750

Please see the memo in the packet.

IX. DEPARTMENT REPORTS

- A) ADMINISTRATION
- B) FINANCE
- C) PUBLIC WORKS
- D) POLICE
- E) MAYOR

X. ANNOUNCEMENTS

XI. MOTION TO ADJOURN

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CITY OF GENOA
CITY COUNCIL MEETING AGENDA
MARCH 16, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

IV. APPROVAL OF MINUTES FROM THE MARCH 2, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE A RESOLUTION AUTHORIZING A TEMPORARY ROAD CLOSURE FOR THE MEMORIAL DAY PARADE

B) APPROVE A RESOLUTION AUTHORIZING A TEMPORARY ROAD CLOSURE FOR THE GENOA-KINGSTON HIGH SCHOOL HOMECOMING PARADE

C) APPROVE AN ORDINANCE AMENDING TITLE 1, CHAPTER 4, GENERAL PENALTY, SECTION 1 OF THE CITY CODE OF THE CITY OF GENOA

This ordinance amends the General Penalty section of the Municipal Code which establishes various fines and fees. The Police Department is recommending increasing many of the fines by increments of \$20-\$50 because they have not been increased since 2015. Increasing fines will aid in covering the increased costs of policing.

D) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A LETTER EXERCISING THE CITY'S OPTION TO EXTEND A LEASE AGREEMENT FOR A 5 YEAR TERM FOR THE PROPERTY AT 311 DUVAL STREET

IX. CLOSED SESSION

A) FOR THE PURPOSE OF APPROVING THE MINUTES OF THE PREVIOUS CLOSED SESSION

B) FOR THE PURPOSE OF RELEASING CLOSED SESSION MINUTES

**C) FOR THE PURPOSE OF DISCUSSING COLLECTIVE BARGAINING AS PROVIDED FOR IN 5
ILCS 120/2(C)(2)**

X. RECONVENE REGULAR SESSION

E) RELEASE CERTAIN CLOSED SESSION MINUTES

**F) FISCAL YEAR 2022-2023 BUDGET AND 5 YEAR CAPITAL IMPROVEMENT PLAN
PRESENTATION**

XI. DEPARTMENT REPORTS

A) ADMINISTRATION

B) FINANCE

C) PUBLIC WORKS

D) POLICE

E) MAYOR

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
CITY COUNCIL MEETING AGENDA**

APRIL 6, 2022

7:00 P.M.

**City Council Chambers
333 East First Street**

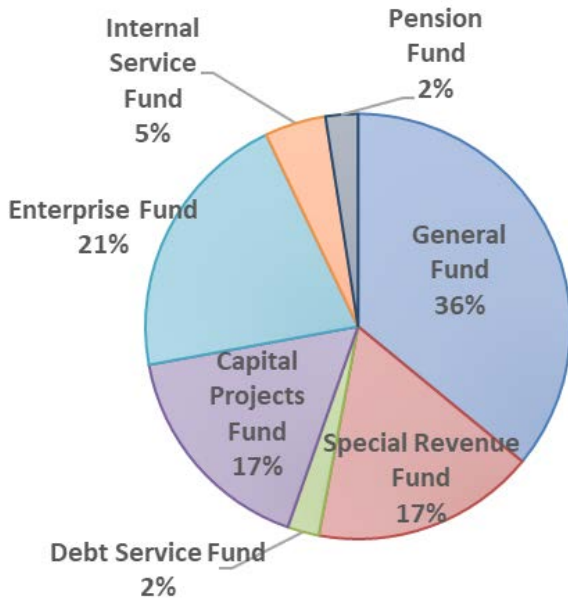
**PUBLIC HEARING ON THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING MAY 1, 2022
AND ENDING APRIL 30, 2023**

- 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 SPEAKERS**
- IV. APPROVAL OF MINUTES FROM THE MARCH 16, 2022 CITY COUNCIL MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**

A) APPROVE AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING MAY 1, 2022 AND ENDING APRIL 30, 2023 FOR THE CITY OF GENOA, DEKALB COUNTY, ILLINOIS



Total City Revenues are expected to be \$7,115,120 in 2022-2023. Total Expenditures are expected to be \$8,615,720. Expenditures are higher than revenues due to capital purchases and projects that were not completed in FY 2021-2022, including nearly \$700,00 in Street and Downtown Improvements. However, the general fund, which is the major operating fund, is balanced.

Priorities between budget years for operations remain largely the same with an emphasis on capital expenditures for streets and water and sewer infrastructure and a large Downtown revitalization project, representing a significant portion of expenditures. Highlights of the 2022-2023 budget include an overall balanced General Fund budget with an increase of 7.9% in revenues and an 8% increase in expenditures to the General Fund since Fiscal Year 2021-2022 and \$2.4 million in capital expenditures with an emphasis on repairs and maintenance to City Streets.

FY 2022-2023 Budget Highlights
<ul style="list-style-type: none"> • Completion of the Prairie Street Water Main Project - \$60,000 • \$116,500 in improvements to the Wastewater Treatment Plant • Over \$150,000 in street patching, crack sealing, and sidewalk repairs • \$300,000 set aside for the City’s portion of the Downtown Revitalization Grant (if awarded) • Purchase of a new Police Department Squad - \$62,000 • Riverfront Enhancement – Butterfly Garden in partnership with ComEd- (if awarded) \$10,000 • \$1,100,000 million towards the Street Improvement Program

B) APPROVE A LEASE AGREEMENT WITH THE GENOA AREA CHAMBER OF COMMERCE FOR PROPERTY AT 113 NORTH GENOA STREET

The lease agreement being considered includes the same terms as in years past: the Genoa Area Chamber of Commerce will rent a space at the Old City Hall free of charge with the exception of \$100 to be paid to the City per month to reimburse the City for utility costs. The other two units at Old City Hall currently have tenants in them with leases that expire April 30, 2023.

C) AUTHORIZE THE USE OF THE MUNICIPAL PARKING LOT DURING THE GENOA AREA CHAMBER OF COMMERCE’S FALL CRAWL FROM 2:30 P.M. TO 5:00 P.M. ON SATURDAY, OCTOBER 1, 2022

D) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A COLLECTIVE BARGAINING AGREEMENT WITH THE METROPOLITAN ALLIANCE OF POLICE FOR MAY 1, 2022 THROUGH APRIL 30, 2026

An agreement MAP for 2022-2026 is included in the City Council packet for Council consideration. This agreement has been reached following several months of discussions with MAP. Language changes within the contract include sections related to Officer involved shootings, laterally hired Officers, discipline, child bereavement leave, grievance procedures, a no strike clause, and an update on legal language that has changed since the last agreement was adopted including FMLA, recreational cannabis, and "Fair Share". The wage scale was also amended to increase officer's pay to become more competitive among the City's comparable communities. Adjustments were made to compensatory time allowances in order to help offset wage increases.

G) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A SIDE LETTER WITH THE METROPOLITAN ALLIANCE OF POLICE DATED FEBRUARY 15, 2022

E) APPROVE AN ORDINANCE AMENDING TITLE 3, CHAPTER 7, MOBILE FOOD VENDORS, OF THE CITY CODE OF THE CITY OF GENOA

A local business owner has requested the City Council consider creating an annual mobile food vendor site permit that allows a business owner to be permitted for mobile food vendors as opposed to each individual mobile food vendor applying for a permit from the City. The Ordinance to be considered creates a permit for a Mobile Food Vendor Site where each applicant is required to submit an application annually with a list of mobile food vendors with the dates and times that they will be at the site. The building inspector will still inspect each food truck during these events. Requiring an annual Mobile Food Vendor Site permit will reduce the administrative costs for collecting and reviewing individual applications. In addition, a background check will not be done on each applicant, which also reduces administrative costs.

F) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE AN AGREEMENT WITH COMED TO SATISFY ALL CLAIMS OF UNPAID TAX LIABILITY

An audit conducted showed that ComEd failed to collect taxes on 4 residential addresses between 2011 and 2014. ComEd is willing to settle the unpaid taxes amount to \$105.69. Council approval is needed for the Mayor to execute the agreement.

G) APPROVE CRACK ROUTING AND FILLING OF CITY STREETS PER THE BID SPECIFICATIONS SUBMITTED BY PATRIOT PAVEMENT MAINTENANCE, NOT TO EXCEED \$31,725

The City of Genoa is partnering with the DeKalb County Highway Department, the Village of Malta, and DeKalb and South Grove Road Districts to help reduce the unit pricing for crack routing and filling. Bids were received with the lowest responsible bidder for the county-wide contract being Patriot Pavement Maintenance. This work is included in the draft 2022-2023 budget to be considered by the City Council on April 6, 2022. In the packet is a map that shows the areas to be crack routed and filled in red.

H) APPROVE AN ORDINANCE AUTHORIZING THE CITY OF GENOA, DEKALB COUNTY, ILLINOIS TO DECLARE CERTAIN PROPERTY AS SURPLUS AND APPROVING THE SALE OF SAID PROPERTY

The Police Department has accumulated 10 unclaimed bikes that they would like to sell at the upcoming Genoa Area Chamber of Commerce Home and Business Expo. The proceeds from the sale will be deposited into the City's General Fund. Should any of the bikes not sell, they will be disposed of.

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
APRIL 20, 2022
7:00 P.M.
City Council Chambers
333 East First Street

REGULAR CITY COUNCIL MEETING

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

IV. APPROVAL OF MINUTES FROM THE APRIL 6, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A SERVICE AGREEMENT WITH FOUR SEASONS AMUSEMENTS, NOT TO EXCEED \$6,365.00

This service agreement pertains to Four Seasons Amusements providing attractions at the 2022 Harvest Festival. This cost was included in the Fiscal Year 2022-2023 budget.

B) APPROVE THE PURCHASE AND PLACEMENT OF AN ADDITIONAL 1" N50 SURFACE ON RAILROAD AVENUE FROM SCHROEDER ASPHALT SERVICES, INC., NOT TO EXCEED \$21,575

Staff has been actively working with Schroeder Asphalt Services to complete the street projects began last year, including on Railroad Avenue. During a pre-construction meeting, it was advised by both the City's consulting engineer and Schroeder to increase the depth of the asphalt being placed on Railroad Avenue because of the heavy industrial truck traffic. Adding 1" (on to the previously planned 2") of pavement will increase the life of the street and delay maintenance for potholes. There are sufficient funds remaining from the City's 2020 Public Improvement Bond to cover the costs of the additional asphalt.

C) CONSIDER A RESOLUTION FORGIVING THE UNPAID PARK DISTRICT FITNESS CENTER RENT FOR THE MONTHS OF MARCH, APRIL, MAY, AND JUNE 2020

The purpose of this agenda item is to consider a resolution that forgives the rent that was put in forbearance in early 2020. If it is going to be forgiven, Staff will acknowledge this in the City's upcoming audit as this has carried over from fiscal year to fiscal year. If the

rent is not going to be forgiven, the Fitness Center will be provided direction by reinforcing the 12/31/2022 due date, the date their current lease ends.

D) APPROVE A RESOLUTION REQUESTING A PERMIT FROM THE ILLINOIS DEPARTMENT OF TRANSPORTATION TO MAKE WATER MAIN REPAIRS ON ILLINOIS ROUTE 72

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
MAY 4, 2022
7:00 P.M.
City Council Chambers
333 East First Street

- I. CALL TO ORDER & ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. GUEST SPEAKERS**
- IV. APPROVAL OF MINUTES FROM THE APRIL 20, 2022 CITY COUNCIL MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
 - A) APPROVAL OF THE APPOINTMENT OF GREGG HUGHES, WARD 4 ALDERMAN**
 - B) SWEARING IN OF GREGG HUGHES, WARD 4 ALDERMAN**
 - C) APPOINTMENT OF STAFF, BOARDS, AND COMMISSIONS AS STATED IN THE MEMO FROM MAYOR JONATHON BRUST DATED MAY 1, 2022**
 - D) AUTHORIZE THE USE OF THE MUNICIPAL PARKING SPACES ON BOTH SIDES OF ROUTE 72 FROM MONROE STREET TO SYCAMORE STREET, PARKING SPACES ON THE EAST SIDE OF MONROE STREET, AND THE MUNICIPAL PARKING LOT FOR CRUISIN' FROM 9 AM TO 3 PM FOR A CAR SHOW ON JUNE 19, 2022.**
 - E) APPROVE CHIP AND SEAL WORK BY HELM CIVIL, NOT TO EXCEED \$29,910**

The City of Genoa is partnering with the DeKalb County Highway Department to help reduce the unit pricing for chip and seal work. Bids were received by DeKalb County and the lowest responsible bidder for the work was Helm Civil. This work was budgeted for in the Fiscal Year 2022-2023 budget, however, the project is nearly \$10,000 over the anticipated cost because of the increased costs (supplies, labor, demand) of the chip and seal process. Typically, Staff would recommend cutting back on the work to be done but there are sufficient funds in the City's Motor Fuel Tax Fund, which is for street improvements, to cover the overage for the much needed work. In the packet is a map that shows the areas to be chip and sealed in yellow.

F) APPROVE AN ORDINANCE CREATING TITLE 2, CHAPTER 10, WASTEWATER TREATMENT COMMITTEE, OF THE CITY CODE OF THE CITY OF GENOA

The purpose of the Wastewater Treatment Committee is to evaluate the solutions to increasing the City of Genoa's wastewater capacity, including expanding its own Wastewater Treatment Plant or connecting to the Kishwaukee Water Reclamation District. The duties of the Committee are as follows:

- A. To provide updates to the City Council regarding meetings and information on increasing the City's wastewater treatment capacity.
- B. To act as a liaison between the residents of Genoa and the City Council regarding the wastewater treatment project and provide information to either as it is received.
- C. To request, receive, and utilize staff assistance to enable the Committee to critically analyze future wastewater treatment options.

G) APPOINTMENT OF THE WASTEWATER TREATMENT COMMITTEE MEMBERS

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
MAY 18, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

A) JIM MANCINI OF THE SOCIETY OF ST. VINCENT DE PAUL

IV. APPROVAL OF MINUTES FROM THE APRIL 20, 2022 SPECIAL COMMITTEE OF THE WHOLE MEETING AND THE MAY 4, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) AUTHORIZE THE CLOSURE AND USE OF SOUTH WASHINGTON STREET BY OPENDOOR COFFEE FROM MAIN STREET TO THE ALLEY ON SOUTH WASHINGTON STREET ON JUNE 18TH FROM 7:00 AM TO 5:00 P.M.



OpenDoor Coffee will be hosting their Grand Opening on June 18th and would like to close the neighboring street down in order to provide more space for the event. 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.

B) APPROVE AN AGREEMENT WITH NORTHERN ILLINOIS UNIVERSITY CENTER FOR GOVERNMENTAL STUDIES FOR SERVICES RELATED TO THE RISE PLANNING GRANT, NOT TO EXCEED \$26,900

The City of Genoa submitted a Research in Illinois to Spur Economic Recovery Planning Grant through the Illinois Department of Commerce and Economic Opportunity. The plan to be created would address “growth resilience” in Genoa by evaluating infrastructure improvements, future workforce housing, evaluating possible locations for future development, and potential promotions and incentives for developers and new residents. The City of Genoa applied for the grant for approximately \$34,000, which would cover in full not only the work to be done by N.I.U. for creating the plan but also some revenue for staff time and material costs for printing, meeting materials, etc. Within the packet is a scope of work provided by NIU relative to their services.

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
JUNE 1, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

- A) PROCLAMATION RECOGNIZING ELAINE LIN, GENOA-KINGSTON HIGH SCHOOL GRADUATE**
- B) NICK ESCOBAR, COMED ANNUAL REPORT**

IV. APPROVAL OF MINUTES FROM THE MAY 18, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE AN ORDINANCE DESCRIBING AND ESTABLISHING WARD BOUNDARIES AND AMENDING TITLE 1, ADMINISTRATION, CHAPTER 16, MISCELLANEOUS PROVISIONS, SECTION 1-16-1, WARDS, OF THE CITY CODE OF THE CITY OF GENOA

Due to the recent 2020 Census results, Genoa's ward populations were shown to have shifted. The City is required by the U.S. Constitution to adopt an updated ward map so that no ward populations deviate by more than 10%. The City of Genoa was provided a draft of a new ward map from the DeKalb County GIS Coordinator that minimizes the shift in ward boundaries, while also following census blocks, and more evenly distributing updated population numbers.

B) APPROVE AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE CITY CODE OF THE CITY OF GENOA

The State of Illinois recently changed what police departments can write ordinance citations for. The Possession of Cannabis and Drug Paraphernalia, which includes not being in an odor proof container for adults must be written under the Illinois Vehicle Code (IVC) moving forward. In addition, no seat belts by a driver or passenger and uninsured motor vehicles are now a moving violation. These citations must also be written under the IVC and not ordinance.

The Chief is recommend removing these sections from the municipal code, which includes any associated fine structure located within section 1-4-1:

- 5-4-13-B - Use of Cannabis by Driver of Motor Vehicle. (Adults)
- 5-4-13-D – Possession of Cannabis not sealed in odor proof container. (Adult)
- 5-4-12-B - Possession of Drug Paraphernalia. (Adults)
- 6-1-2-5/12-603.1 – Seat Belts, required to use.
- 6-1-2-5/3-707 – Operation of Uninsured motor vehicle. (Business Offense)

Police Departments are still allowed to continue to cite those under 21 years of age for possession of both cannabis and drug paraphernalia. Please contact the Chief of Police with any questions.

C) APPROVE AN ORDINANCE CREATING TITLE 2, CHAPTER 11, FINANCE ADVISORY COMMITTEE, OF THE CITY CODE OF THE CITY OF GENOA

This Ordinance creates a Finance Advisory Committee to assist the Mayor and Staff in advising in drafting of the City's budget by providing feedback on priorities for capital expenditures and public improvements. The Committee will also receive no less than quarterly updates from Staff regarding the City's budget expenditures as compared to budgets for each fund. Upcoming discussions for the Committee include expenditures of grant funds received and advising Staff in the creation of an investment and fund balance policy. Appointments of Committee members will take place at a future meeting.

IX. CLOSED SESSION

A) FOR THE PURPOSE OF APPROVING THE MINUTES OF THE PREVIOUS CLOSED SESSION

B) 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)

X. RECONVENE REGULAR SESSION

D) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF GENOA AND EMPLOYEE ROBERT SMITH

XI. DEPARTMENT REPORTS

- A) FINANCE**
- B) PUBLIC WORKS**
- C) POLICE**
- D) ADMINISTRATION**
- E) MAYOR**

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
CITY COUNCIL MEETING AGENDA
JUNE 15, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

A) GENOA AREA FOOD HUB

B) PRESENTATION OF GRANT AWARD, DEKALB COUNTY COMMUNITY FOUNDATION

C) 2021-2022 STREET IMPROVEMENT PROGRAM, C.E.S.

IV. APPROVAL OF MINUTES FROM THE JUNE 1, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE AND AUTHORIZE THE CITY ADMINISTRATOR TO ELECTRONICALLY EXECUTE A GRANT AGREEMENT WITH THE DEKALB COUNTY COMMUNITY FOUNDATION

B) APPROVAL OF UPFITTING THE POLICE DEPARTMENT'S 2022 F150 RESPONDER BY JACOB HEISER, NOT TO EXCEED \$3,000

The Police Department has received the previously approved and purchased 2022 F150 Responder Pickup. The Police Department has begun purchasing the equipment to prepare the responder for the road, including radar, a gun rack, and computer. Also needed is the purchase and installation of equipment for sirens and lighting for the responder. While a \$2,500 purchase does not need Council approval under the City's Purchasing Policy, this item has been placed on the agenda for transparency purposes because a quote has been received by both an employee, Jacob Heiser, and Veto Enterprises, with Heiser being the lower quote. Additionally, the Police Department has utilized Heiser in the past, who has done great work in a timelier manner. The quote also includes work for \$500 to remove a camera from one squad and install it in the new responder, which Veto did not provide a quote for. Moving the camera from one squad to another as opposed to buying new saves approximately \$6,000.

C) APPROVE A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A FINAL PLAT OF SUBDIVISION

The Plan Commission held a meeting on May 19, 2021 for the purposes of considering a Final Plat of Subdivision for Margaret's Subdivision. If approved, this Final Plat will combine two residential lots in the Derby Estates Subdivision and vacate an easement between the lots. There are not any utilities within the easement. The property owner has requested this subdivision because they wish to build a home over the current property line between the lots. If approved, the new lot meets standards within the Unified Development Ordinance. *The Plan Commission unanimously recommended approval with the conditions outlined in the attached Resolution.*

D) APPROVE A RESOLUTION FOR MAINTENANCE UNDER THE ILLINOIS HIGHWAY CODE

The Illinois Department of Transportation requires that the City approve and file annually a Resolution appropriating Motor Fuel Tax funds for the purpose of maintaining streets. During Fiscal Year 2022-2023, street maintenance costs utilizing Motor Fuel Tax funds amounts to \$162,000.

E) UPDATE FROM THE WASTEWATER TREATMENT COMMITTEE

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
JULY 6, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

A) BASICS DEKALB COUNTY

IV. APPROVAL OF MINUTES FROM THE JUNE 15, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE THE APPOINTMENT OF ALDERMAN CHUCK CRAVATTA, TED ARETOS, AND MELISSA DAVIDSON TO THE CITY OF GENOA FINANCE ADVISORY COMMITTEE

B) APPROVE THE PURCHASE OF A KABOTA MOWER FROM BOBCAT OF ROCKFORD, NOT TO EXCEED \$11,956.

The Department of Public Works needs is requesting to purchase a Kabota mower from Bobcat of Rockford to replace the 2017 Toro that has over 1200 hours on it and is in need of replacement. The Public Works Department will be able to trade in the 2017 Toro, reducing the cost from \$16,956. The Public Works Department received two other quotes. One is from John Deere which is less expensive at \$14,900, however, Public Works has found that replacement parts are more expensive for John Deere mowers and breakdowns seem to be more often compared to Kabota mowers. The second quote was received for a Toro mower which amounted to \$18,817.21.

C) UPDATE FROM THE WASTEWATER TREATMENT COMMITTEE

IX. CLOSED SESSION

A) FOR THE PURPOSE OF APPROVING THE MINUTES OF THE PREVIOUS CLOSED SESSION

B) FOR THE PURPOSE OF DISCUSSING LAND ACQUISITION

X. RECONVENE REGULAR SESSION

XI. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

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
CITY COUNCIL MEETING AGENDA
JULY 20, 2022
7:00 P.M.
City Council Chambers
333 East First Street

- I. CALL TO ORDER & ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. GUEST SPEAKERS**
 - A) DEKALB COUNTY COMMUNITY FOUNDATION**
- IV. APPROVAL OF MINUTES FROM THE JULY 6, 2022 CITY COUNCIL MEETING AND JULY 6, 2022 SPECIAL COMMITTEE OF THE WHOLE MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
 - A) PROCLAMATION RECOGNIZING VETERAN’S WEEKEND JULY 29TH THROUGH JULY 31ST, 2022**
 - B) APPROVE THE APPOINTMENT OF TAMMY ENGEL TO THE CITY OF GENOA ECONOMIC DEVELOPMENT COMMISSION**
 - C) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE AN AGREEMENT WITH THE NORTHERN ILLINOIS UNIVERSITY BOARD OF TRUSTEES FOR THE DRAFTING OF A CITY OF GENOA COMPREHENSIVE AND STRATEGIC PLANS, NOT TO EXCEED \$39,000**

Northern Illinois Center for Governmental Studies will be present at the July 20, 2022 City Council meeting to review N.I.U.’s proposal to draft a Comprehensive Plan for the City of Genoa. The City’s current Comprehensive Plan was adopted in 2003. The City is once again planning to draft a Comprehensive Plan through significant public input to help guide Elected Officials and Staff in the public’s interests related to residential and economic development, land use, and utilities and infrastructure. Following the Comprehensive Plan drafting, under the agreement, N.I.U. would draft a Strategic Plan that will aid the City in drafting a plan to achieve goals identified through the Comprehensive Planning process. The City has been awarded an extremely generous \$20,000 grant from the DeKalb County Community Foundation to assist with the cost of the Comprehensive and Strategic Plans. Additionally, the City has applied for a RISE grant to address the City’s housing need, which would reduce the Comprehensive Plan cost by approximately \$7,000.
 - D) APPROVE THE USE OF THE MUNICIPAL PARKING LOT BY PRAIRIE STATE WINERY ON AUGUST 19, 2022 FROM 7 AM – 10 PM**

Prairie State Winery would like to use the Municipal Parking Lot from 7 AM to 12 AM on August 19th to host an event for their wine club members. The Winery intends to have music in

the parking lot along with food and their slushie machine available. The Winery will be roping off the area and only allowing one entrance where wrist bands and guest check-in will be required. Wine members will be picking up their wine subscription which may be opened at the event and the slushie machine will be available but the Winery doesn't intend to serve additional wine. The event will be take place from 6:30 PM to 9:30 PM, however, the Winery would like to reserve the park for the entire day to avoid any cars remaining parked in the parking lot during their event.

E) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF GENOA AND GENOA-KINSTON SCHOOL DISTRICT FOR A SCHOOL RESOURCE OFFICER PROGRAM

The City's agreement with the Genoa-Kingston School District for the School Resource Officer Program expired in June of 2022. The City and School District have met to review the terms of the initial agreement, which was the first agreement for the School Resource Officer program, and made changes to reflect how the School Resource Officer program works currently. Overall, the District and Police Department have been very happy with the arrangement and results of the School Resource Program.

F) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A SIDE LETTER WITH THE GENOA-KINSTON SCHOOL DISTRICT

As the City's designated School Resource Officer position is currently vacant, the Chief of Police will be filling the role. The side letter stipulates the rate required to be paid per hour that the Chief is working as the SRO.

G) APPROVE THE PURCHASE OF A RAW PUMP FOR THE WASTEWATER TREATMENT PLANT FROM THOMAS PUMP COMPANY, INC. NOT TO EXCEED \$43,024

Within the packet is a quote and additional information regarding replacement of a raw pump for the City's Wastewater Treatment Plant. The pump has been rebuilt multiple times and rebuilding is no longer recommended. This equipment is critical and required to pump sewage into the Wastewater Treatment Plant.

H) APPROVE THE PURCHASE OF A 2007 PELICAN STREET SWEEPER FROM STANDARD EQUIPMENT, NOT TO EXCEED \$65,000

A quote is provided in the packet for a 2007 Pelican Street Sweeper. The City's 1982 street sweeper with the ability to pick up sticks and leaves in the fall is irreparable as parts have become extremely difficult to find for the old equipment. Public Works has continued to shop for a used street sweeper while weighing the cost of the equipment against the miles and hours on the vehicles (see (newer) 2011 Pelican that is double the price with more miles and hours). This item was not budgeted during this fiscal year, however, it is critical to fall street cleanup. For this fiscal year, the City had budgeted \$250,000 for the purchase of a new sewer flusher truck. Both this item and the used flusher truck (also on the agenda for consideration) total \$150,000, which is \$100,000 less than the budgeted amount to purchase the flusher truck as well as a savings of \$250,000 to the City's equipment fund over two fiscal years.

I) APPROVE THE PURCHASE OF A 2008 VACTOR RAMJET (FLUSHER TRUCK) FROM STANDARD EQUIPMENT, NOT TO EXCEED \$85,000

A quote is provided in the packet for the purchase of a new flusher truck. Public Works inspected the truck and found that it was in good working condition. A new flusher truck was budgeted for this fiscal year, however, this would have amounted to \$250,000. The 2008 vehicle has 41,000 miles and 12,760 hours on it. Public Works feels that this flusher truck could last 5-10 years.

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
AUGUST 3, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

IV. APPROVAL OF MINUTES FROM THE JULY 20, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A GENERAL CONDITIONS AGREEMENT FOR PROFESSIONAL SERVICES WITH FEHR GRAHAM FOR MATERIALS REQUIRED TO APPLY FOR AN IEPA LOW INTEREST LOAN NOT TO EXCEED \$78,000

In the packet is a proposal and agreement with Fehr Graham to apply for an IEPA low interest loan (including design engineering). The purpose of applying to the IEPA Low Interest Loan is for the replacement of lead service lines. Public Works has been actively working to complete an inventory to establish a list of identified lead service lines that require replacement. Fehr Graham has had great success in applying for IEPA Low Interest Loans and receiving forgiveness from the IEPA. If the application is approved without forgiveness, the City could at that time decide whether or not to take out the loan. State law requires that the City create an inventory of lead service lines and begin replacing no less than 7% per year, which could be approximately 15 lead service lines per year. If the City were to borrow funds and/or receive forgiveness, the project would be done in a 1-2 year time frame. The City also received a proposal from Baxter and Woodman for \$64,980. Staff is recommending the agreement with Fehr Graham due to their success with receiving forgiveness for large IEPA loan projects and recommendations from other local communities.

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

The City of Genoa has received a request from an existing business owner for a liquor license. The business would most appropriately fall under the City's "R Liquor License" which allows the sale of beer, wine, and ale at a restaurant or banquet facility. The business will also likely add on the alcoholic liquor add on as well as the outdoor seating add on. The Council is considering this amendment to add an additional R liquor license.

C) APPROVE AN ORDINANCE AMENDING TITLE 9 OF THE MUNICIPAL CODE OF THE CITY OF GENOA

This ordinance adopts the following building codes by reference with amendments as detailed in the ordinance: 2012 International Building Code; 2012 International Fire Code; 2012 International Mechanical Code; 2012 International Property Maintenance Code; 2012 International Residential Code; 2012 International Existing Building Code; 2012 International Energy Conservation Code; 2011 National Electrical Code; 2014 Illinois Plumbing Code 77 IL Admin Code 890; 2012 Life Safety Code; and the 2019 Illinois Accessibility Code.

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
AUGUST 17, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

IV. APPROVAL OF MINUTES FROM THE AUGUST 3, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) DISCUSSION ON THE RENEWAL OF THE GENOA TOWNSHIP PARK DISTRICT FITNESS CENTER INTERGOVERNMENTAL AGREEMENT FOR THE SECOND FLOOR OF CITY HALL

B) APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE A WORK AUTHORIZATION AGREEMENT WITH C.E.S., NOT TO EXCEED \$24,500

In the packet is a work authorization agreement from C.E.S. to complete design engineering for multiple 2023 Street projects including:

- First Street – Sycamore to Duval – add curb, mill, and fill surface
- First Street – Duval to Eureka – mill and fill surface
- Evans Avenue – Prairie to City limits – reconstruction
- Prairie Street – Robinson to East Main Street – mill and fill surface

A very rough cost estimate of construction is \$325,000, plus \$24,500 for engineering, and \$24,500 for construction engineering (cost and work authorization would be presented at a future Council meeting). The City has approximately \$340,000 remaining of Rebuild Illinois funds that are required to be spent by Fall of 2023. The remainder of the project costs would be paid for using other street improvement funds, such as other (non-RBI) Motor Fuel Tax funds. These streets were chosen based on the City's Pavement Management Report and requirements of Rebuild Illinois Fund expenditures.

C) APPROVE AN ORDINANCE AMENDING TITLE 1 AND APPENDIX A OF THE MUNICIPAL CODE OF THE CITY OF GENOA

This ordinance includes implementing a temporary occupancy bond fee, requiring court for building code violations and expired temporary certificate of occupancies, a fine for conducting work without a permit when a permit is required, adjusting fees based on the number of inspections required under the new building code, and adding a fee for solar panels and commercial roof replacements.

D) APPROVE A CITY HALL HVAC MAINTENANCE AGREEMENT WITH DEKALB MECHANICAL, NOT TO EXCEED \$5,930

Please see the memo in the packet.

E) APPROVE A PUBLIC WORKS BUILDING HVAC MAINTENANCE AGREEMENT WITH DEKALB MECHANICAL, NOT TO EXCEED \$1,525

Please see the memo in the packet.

F) APPROVE AN AMENDMENT TO THE CITY'S DOWNTOWN FAÇADE IMPROVEMENT PROGRAM
Included in the packet is an amendment to the City's Façade Improvement Program. This includes:

- Amendment on page 2 to reference paint colors to be used in order to use Façade Improvement Program funds.
- Added Appendix A which includes eligible paint colors.

IX. DEPARTMENT REPORTS

A) FINANCE

B) PUBLIC WORKS

C) POLICE

D) ADMINISTRATION

E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
SEPTEMBER 7, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

A) INTRODUCTION OF OFFICER BRYAN HAVLICEK

IV. APPROVAL OF MINUTES FROM THE AUGUST 17, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. CLOSED SESSION

A) FOR THE PURPOSE OF APPROVING THE MINUTES OF THE PREVIOUS CLOSED SESSION

B) FOR THE PURPOSE OF RELEASING CLOSED SESSION MINUTES

X. RECONVENE REGULAR SESSION

B) RELEASE CERTAIN CLOSED SESSION MINUTES

C) DISCUSS THE ANNEXATION OF 5 ACRES BETWEEN NORTH OAK CREEK CIRCLE AND NORTH OAK CREEK CIRCLE

This property is located in the Oak Creek subdivision and is completely surrounded by City limits. The property has been obstructing drainage and causing flooding issues. The property is not currently in City limits and therefore the City's ordinances do not apply. The process of forced annexation of the property is outlined in the packet.

D) DISCUSS DOWNTOWN IMPROVEMENTS

The City unfortunately did not receive the Rebuild Main Streets grant from the State of Illinois. The City has since been working on scaling the project back and evaluating available funds, including ARPA funding and remaining 2020 bond funds, to still move forward with a downtown project that would include brick crosswalks, new ornamental street lighting with electrical buried under a brick ribbon along the back of the curb.

XI. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

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
CITY COUNCIL MEETING AGENDA
SEPTEMBER 21, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

A) INTRODUCTION OF OFFICER BRYAN HAVLICEK

IV. APPROVAL OF MINUTES FROM THE SEPTEMBER 7, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE A THIRD AMENDMENT TO AN INTERGOVERNMENTAL AGREEMENT FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF A COMMUNITY FITNESS CENTER

The Park District and City entered into an intergovernmental agreement in 2010 for the use of the 2nd floor of City Hall as a Fitness Center. The second extension/option of the agreement is coming to an end at the end of 2022. Due to the Fitness Center struggling financially since COVID, the Park District requested amendments to the existing agreement including:

- 2 year extension instead of 5
- No rent increase
- No maintenance increase

Following the Council's discussion at a previous meeting, an amendment was drafted in accordance with the Park District's requests, which the Park District Executive Director will also present the Park Board on September 19th.

B) APPROVE THE REIMBURSEMENT OF \$42,310.25 TO 137 WEST MAIN STREET, LLC

137 West Main Street, LLC applied for a Façade Improvement Grant in February of 2022 which included new windows, lighting, an awning, tuck pointing, and painting. The construction has been completed and the building owners have submitted for reimbursement of their costs under the terms of the grant program, however, their project went over budget. Therefore, they are asking for \$2,155.25 more than previously approved. The revised total, \$42,310.25 includes eligible expenses for the 2 addresses and side of the building.

C) APPROVE A FAÇADE IMPROVEMENT PROGRAM GRANT FOR 682 PARK AVENUE, NOT TO EXCEED \$30,000

In the packet is a Façade Improvement Program grant application for 682 Park Avenue, previously known as “Trackside”. The new owners of the building are currently doing extensive work to the inside of the building and will soon be doing work on the outside of the building, with exterior work amounting to just under \$110,000. Much of the work included in the scope of the project is eligible for the Façade Improvement Program grant funds. The new owners approached the Council and asked if they could receive approval for two sides of their building due to the extensive costs and the Council agreed to this. Sam and Dashi LLC is asking for approval of grant funds amounting to \$30,000 of eligible project costs including replacing all exterior windows and doors, painting walls, stone work, installing new awnings, and portions of the electrical work, roof work (mansard roof - side of building), parking lot repairs, and landscaping. The building will be a light gray color, with gray or brown stone (yet to be decided).

D) APPROVE A FAÇADE IMPROVEMENT PROGRAM GRANT FOR 308 – 316 WEST MAIN STREET, NOT TO EXCEED \$33,300

In the packet is a Façade Improvement Program grant application for 308-316 West Main Street. The owners plan to install white board and batten on the front of 308 West Main Street, as well as the top portion of 312 and 316 West Main Street as depicted in the color rendering included in the packet. The bottom half of 312 and 316 West Main Street will include a gray or black brick. The owners also plan to add awnings, new doors, flower boxes, and new lighting as shown in the color rendering. The owners are request approval of \$33,300 in Façade Improvement Program grant funds for the project.

E) APPROVE THE PURCHASE OF WATER METERS AND RADIOS FROM MUELLER, NOT TO EXCEED \$11,716.

Please see the Purchase Requisition in the packet.

F) APPROVE A RESOLUTION ADOPTING AN IDENTITY THEFT PREVENTION PROGRAM FOR THE CITY OF GENOA

State Law requires that the City implement an identity theft program and policy. In the packet is a resolution that includes a program and policy provided by the City Attorney. Staff has reviewed the program and policy and discussed how the program will be implemented. Many of the ways in which the City can identify identity theft have already been implemented, the Resolution is formally establishing a program.

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. MOTION TO ADJOURN

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CITY OF GENOA
CITY COUNCIL MEETING AGENDA
OCTOBER 5, 2022
7:00 P.M.
City Council Chambers
333 East First Street

- I. CALL TO ORDER & ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. GUEST SPEAKERS**
- IV. APPROVAL OF MINUTES FROM THE SEPTEMBER 21, 2022 CITY COUNCIL MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**

A) AN ORDINANCE PROVIDING A REDUCTION IN CERTAIN FEES AS AN INCENTIVE FOR NEW CONSTRUCTION

In the past, the City, with support of the School District, has waived school impact fees for a certain number of residential homes per year (i.e. the first 5, 10, 20 etc.). In 2022, the Council waived the first 5. Since then, all of the waivers have been utilized and Silverthorne Homebuilders, who is building homes in Oak Creek Estates, requested additional waivers. At their recent meeting, the School District indicated they'd like to waive the school impact fee for the remaining lots of Oak Creek Estates Unit 4 Phase 1, which would be for 19 additional new homes, which is reflected in the draft ordinance within the packet.

The Ordinance also includes a refund of a school impact fee that was paid by Silverthorne Homebuilders on the 6th new home that did not receive a waiver because the first 5 waivers had been utilized.

B) WAIVE THE BID PROCESS AND APPROVE A CONTRACT FOR SIDEWALK AND CURB WORK BY UNITRIM CEMENT AND LANDSCAPE, NOT TO EXCEED \$29,848.66

Unitrim has submitted a contract to complete sidewalk and curb repairs and installation throughout various areas of the community, including locations along: North State Street, North Hadsall Street, South Hadsall Street, South Genoa Street, South Sycamore Street, East Main Street, Forest View Drive, Walnut Street, and North Brown Street. Over 1/3 of the cost of this year's sidewalk work is to install a new sidewalk connecting Oak Creek Estates to South Oak Creek Drive.

IX. CLOSED SESSION

A) FOR THE PURPOSE OF APPROVING THE MINUTES OF THE PREVIOUS CLOSED SESSION

B) FOR THE PURPOSE OF DISCUSSING LAND ACQUISITION

X. RECONVENE REGULAR SESSION

XI. DEPARTMENT REPORTS

A) FINANCE

B) PUBLIC WORKS

C) POLICE

D) ADMINISTRATION

E) MAYOR

XII. ANNOUNCEMENTS

XIII. MOTION TO ADJOURN

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CITY OF GENOA
CITY COUNCIL MEETING AGENDA
OCTOBER 19, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

IV. APPROVAL OF MINUTES FROM THE OCTOBER 5, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A) PRESENTATION OF THE CITY OF GENOA FISCAL YEAR 2021-2022 AUDIT REPORT BY SIKICH**
Sikich's Auditor's Communication to the City Council is available in the packet. Sikich will present their findings at the City Council meeting.
- B) ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED APRIL 30, 2022**
Each year, the City's financials and accounting controls are reviewed by an independent auditor, Sikich. The City's financial statements are presented as an Annual Comprehensive Financial Report (ACFR). In this format, the basic financial statements, statements of net position and budget-to-actual statements are provided with additional information about the City in the introductory section and a statistical section toward the end of the document to show a historical comparison. The City of Genoa will be submitting the ACFR to the Government Finance Officers Association (GFOA) in order to be considered for the Certificate of Achievement for Excellence in Financial Reporting. The City of Genoa has received the Certificate with the past 16 ACFRs submitted and believes the Audit once again conforms with the GFOA's award standards. The Management's Discussion and Analysis (MD&A) is available in the ACFR and the ACFR will be posted on the City's website, once the ACFR is accepted by the Council. The MD&A is designed to provide a narrative overview and analysis of the City's financial activities for the past fiscal year. The MD&A focusses on significant financial issues as well as changes in the City's financial position.
- C) AUTHORIZE THE USE OF THE MUNICIPAL PARKING SPACES ON BOTH SIDES OF ROUTE 72 FROM MONROE STREET TO SYCAMORE STREET, PARKING SPACES ON THE EAST SIDE OF MONROE STREET, AND THE MUNICIPAL PARKING LOT FOR CRUISIN' FROM 8 AM TO 3 PM FOR A CAR SHOW ON OCTOBER 30, 2022.**

D) APPROVE THE REPAIR OF THE DIGESTER BUILDING ROOF BY ENECON USA, INC, NOT TO EXCEED \$22,680.

Currently, the roof of the digester building needs repairs and is allowing methane gas to escape the building. If the roof was repaired, the building would allow the recycling of methane into the methane boiler to provide heat to the digester tank and reduce the amount of natural gas used to “digest” the sludge at the wastewater treatment plant. The Wastewater Treatment Plant’s natural gas bills are approximately \$650 per month. While this wont be a 100% savings on that bill, it will surely help soften the increasing costs of natural gas moving forward.

E) APPROVAL OF THE 2023 MEETINGS CALENDAR

F) APPROVAL OF THE 2023 CITY HALL CLOSINGS

G) WAIVE THE BID PROCESS AND APPROVE ROYER ASPHALT PAVING TO COMPLETE VARIOUS ASPHALT PATCHING, NOT TO EXCEED \$39,490

Two quotes, a memo, and addresses for street patching are included in the packet.

H) APPROVAL OF THE DRAFT PERSONNEL POLICY

Included in the packet is a draft of the City’s Personnel Policy. City Attorney Kelly Cahill has reviewed the Policy, making necessary legal updates and clarifications for some inconsistencies found within the manual.

I) APPROVE AN ORDINANCE DELETING TITLE 1, CHAPTER 17, SECTION 7 OF THE CITY CODE OF THE CITY OF GENOA

This Ordinance removes the City’s Sexual Harassment Policy from the Municipal Code as it has now been included in the City’s Personnel Policy to be considered in item H.

J) APPROVE A CITY OF GENOA PURCHASING POLICY

With the Personnel Policy revisions include in item H, the Purchasing Policy was removed from the Personnel Policy and instead made a separate standalone document. The Policy is consistent with the City’s policy in the past and has been reviewed and discussed by the Finance Advisory Committee that recommended adoption of the Purchasing Policy.

K) APPROVE AN ORDINANCE AUTHORIZING THE CITY OF GENOA, DEKALB COUNTY ILLINOIS TO DECLARE CERTAIN PROPERTY AS SURPLUS AND APPROVING THE DISPOSAL OR SALE OF SAID PROPERTY

Attached to this ordinance is a list of electronics, most of it which have reached an age that the item is no longer usable, or it is broken. There is also a list of equipment from the Public Works Department that still has some life remaining and can be auctioned off. City Staff places electronic equipment in storage and once or twice a year presents an ordinance to the Council to dispose of the equipment. Flood Brothers will likely pick up the electronic equipment for recycling. Public Works can provide an update of the auctioned off equipment following the auction.

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
NOVEMBER 2, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

IV. APPROVAL OF MINUTES FROM THE OCTOBER 19, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) APPROVE THE 2021 TAX LEVY DETERMINATION FOR THE CITY OF GENOA

Staff has prepared the 2021 Tax Levy Determination:

City of Genoa	\$875,000
Genoa Riverbend SSA	\$ 92,723
Derby Estates SSA	\$ 8,525
Genoa Oak Creek Estates SSA #4	\$ 14,065

The tax levy determination being presented results in a 4.24% reduction in the City of Genoa's tax rate. A detailed presentation will be provided at the City Council meeting. A Public Hearing and final approval will be at the December 7, 2022 meeting.

B) APPROVE A CITY OF GENOA "POLICY REGARDING USE OF CITY-ISSUED CREDIT CARDS"

The City's Finance Advisory Committee reviewed the City's credit card policy and recommended changes as outlined in the packet. Highlights of the credit card policy include that purchases must:

- Comply with the City's Purchasing Policy
- Be accompanied by a receipt that is submitted to the Finance Office
- Be for business charge only
- Be repaid personally if charges are for personal use in addition to disciplinary actions and criminal charges.

C) APPROVE HEALTH INSURANCE RENEWAL EFFECTIVE DECEMBER 1, 2022 THROUGH NOVEMBER 30, 2023

The City has received renewal proposals for the City's Employee Health Insurance Program. The Program includes health, prescription drug, dental, life, and disability insurance for qualified employees. For the 2023 health insurance renewal, which is the most expensive portion of

employee's insurance package, the market trend has been an 8-15% increase. Due to demographics and risk factor changes, the City is seeing a decrease of 4.53% in cost, which represents a savings of over \$15,000. There were minimal increases to the disability insurance premium (\$72 annually) and dental premium (\$1,008 annually). While the increases to the City's portion of the insurance premiums are minimal, Staff also requested that a second dental option be included with the proposal. The dental policy offers better coverage, however, if elected, employees will be required to pay 100% of the increased cost of the premium between the basic and the higher coverage plan. Another notable change is an optional vision policy. Currently, the City offers a discount vision plan through Blue Cross Blue Shield that is included with employee health insurance. The proposed vision insurance, if elected by the employee, offers better coverage, however, each employee would be responsible for 100% of the premium for the vision insurance.

D) APPROVE THE AMENDED TERMS OF THE DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

The draft amendments include:

- A requirement that each building that participates in the program include brick or stone, whether through the improvement or existing brick or stone.
- Reinforcing that improvements made prior to agreement approval are ineligible.
- Stating that should the reimbursement request exceed the amount approved by the City Council, Council consideration is needed for the amount in excess of the original agreement.
- Requiring a clear color rendering that depicts proposed improvements, including materials, colors, landscaping, light fixtures, etc.

E) AMEND THE CITY OF GENOA'S PERSONNEL POLICY TO ADD JUNETEENTH AS A PAID HOLIDAY

F) APPROVAL OF THE 2023 CITY HALL CLOSINGS

The amended list reflects the addition of Juneteenth as a holiday that City Hall will be closed for.

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
NOVEMBER 16, 2022
7:00 P.M.
City Council Chambers
333 East First Street

- I. CALL TO ORDER & ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. GUEST SPEAKERS**
- IV. APPROVAL OF MINUTES FROM THE NOVEMBER 2, 2022 CITY COUNCIL MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
 - A) APPROVE THE CLOSURE OF SOUTH WASHINGTON STREET FROM ROUTE 72 TO THE ALLEY FROM 8 AM TO 4 PM ON SATURDAY, NOVEMBER 19, 2022 FOR OPENDOOR COFFEE'S ARTISAN CHRISTMAS MARKET**
 - B) PRESENTATION OF THE UPDATED CITY OF GENOA EMERGENCY PLAN**
 - C) APPROVE THE INCREASED COST FOR 3 NEW FORD F-150 TRUCKS, NOT TO EXCEED \$22, 825**

An order for three 2022 Ford-F150s was placed in January 2022 to replace three 2004 Ford F150s at the Public Works Department. Ford Motor Company was unable to fulfill the order and notified the City that it hoped to complete the order in 2023, although with price increases. Additional information including price comparisons is available in the packet.
 - D) APPROVE A RESOLUTION AUTHORIZING THE CITY CLERK TO RELEASE THE PERFORMANCE BOND FOR EROSION CONTROL, CONSTRUCTION ENTRANCE, TOPSOIL REPLACEMENT, AND SEEDING FOR THE 84 LUMBER PROJECT LOCATED ON DERBY LINE ROAD, GENOA, ILLINOIS**

This item is from a project which was long ago built, however, the City had been holding onto the bond for detention that was not completed. At the request of 84 Lumber, the City reviewed the engineering as well as the bond document and determined that the bond could not be held or called on for the incomplete detention and therefore release of the bond is recommended. The City has been in contact with the existing property owners regarding this matter.
 - E) APPROVE ENGINEERING SERVICES BY C.E.S. FOR THE GENOA DOWNTOWN STREETScape – EMMETT BLOCK AND REPLACEMENT OF LIGHTS AND CROSSWALK, NOT TO EXCEED \$94,275**

In order to continue moving forward with engineering and design work for the downtown revitalization project, C.E.S. drafted the work authorization within the packet to provide engineering for burying electrical wiring for streetlights, installing a “brick ribbon” along the back of the curb over the buried electrical cables, new streetlights, and brick crosswalks

throughout the downtown, which conceptual drawings have been shared at previous public meetings. The authorization also includes engineering for the Emmett Street block, which the City will begin sharing ideas with the community for feedback on in the near future. Current concepts for Emmett Street include a seating and/or gathering area but additional public input is needed.

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
- E) MAYOR

X. ANNOUNCEMENTS

XI. MOTION TO ADJOURN

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CITY OF GENOA
CITY COUNCIL MEETING AGENDA
DECEMBER 7, 2022
7:00 P.M.
City Council Chambers
333 East First Street

PUBLIC HEARING ON THE 2022 CORPORATE PROPERTY TAX LEVY, 2022 TAX LEVY FOR OAK CREEK ESTATES UNIT FOUR SPECIAL SERVICE AREA, AND THE 2022 TAX LEVY FOR THE RIVER BEND SPECIAL SERVICE AREA

- 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 SPEAKERS**
- IV. APPROVAL OF MINUTES FROM THE NOVEMBER 16, 2022 CITY COUNCIL MEETING**
- V. APPROVAL OF ACCOUNTS PAYABLES**
- VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE***
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
 - A) APPROVE AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES FOR THE CITY OF GENOA, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY, 2022 AND ENDING ON THE 30TH DAY OF APRIL, 2023.**
 - B) APPROVE AN ORDINANCE LEVYING SPECIAL SERVICE AREA PROPERTY TAXES FOR THE SPECIAL SERVICES TO BE PROVIDED IN THE RIVER BEND SPECIAL SERVICE AREA IN THE CITY OF GENOA, DEKALB COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY, 2022 AND ENDING ON THE 30TH DAY OF APRIL, 2023.**

- C) **APPROVE AN ORDINANCE LEVYING SPECIAL SERVICE AREA PROPERTY TAXES FOR THE SPECIAL SERVICES PROVIDED IN DERBY ESTATES SPECIAL SERVICE AREA IN THE CITY OF GENOA, DEKALB COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY, 2022 AND ENDING ON THE 30TH DAY OF APRIL 2023.**
- D) **APPROVE AN ORDINANCE LEVYING SPECIAL SERVICE AREA PROPERTY TAXES FOR THE SPECIAL SERVICES TO BE PROVIDED IN GENOA OAK CREEK ESTATES UNIT FOUR SPECIAL SERVICE AREA IN THE CITY OF GENOA, DEKALB COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY 2022 AND ENDING ON THE 30TH DAY OF APRIL, 2023.**
- E) **APPROVE AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2022 TO PAY THE PRINCIPAL AND INTEREST ON \$2,500,000 GENERAL OBLIGATION BONDS, SERIES 2020, OF THE CITY OF GENOA, ILLINOIS**

IX. DEPARTMENT REPORTS

- A) FINANCE
- B) PUBLIC WORKS
- C) POLICE
- D) ADMINISTRATION
 - 6 MONTH BUDGET UPDATE
- E) MAYOR

X. ANNOUNCEMENTS

XI. 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
CITY COUNCIL MEETING AGENDA
DECEMBER 21, 2022
7:00 P.M.
City Council Chambers
333 East First Street

I. CALL TO ORDER & ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. GUEST SPEAKERS

A) RECOGNITION OF THE GENOA-KINGSTON GIRLS VOLLEYBALL TEAM ON THEIR CLASS 2A STATE CHAMPIONSHIP

IV. APPROVAL OF MINUTES FROM THE DECEMBER 7, 2022 PUBLIC HEARING AND THE DECEMBER 7, 2022 CITY COUNCIL MEETING

V. APPROVAL OF ACCOUNTS PAYABLES

VI. ITEMS FROM INDIVIDUALS IN ATTENDANCE*

VII. OLD BUSINESS

VIII. NEW BUSINESS

A) FUTURE ITEMS FOR DISCUSSION

B) UPDATE FROM THE CITY ATTORNEY ON AMENDMENT 1 TO THE CONSTITUTION OF THE STATE OF ILLINOIS

C) APPROVAL OF AN ORDINANCE APPROVING MEMBERSHIP IN THE ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOCIATION AND AUTHORIZING THE EXECUTION OF THE IMLRMA INTERGOVERNMENTAL COOPERATION CONTRACT

D) APPROVAL OF AN ORDINANCE AUTHORIZING THE EXECUTION OF THE RMA MINIMUM/MAXIMUM CONTRIBUTION AGREEMENT

E) APPROVAL OF ENGINEERING COSTS FOR THE REID ROAD AND COOPER COURT WATERMAIN REPLACEMENT BY BAXTER AND WOODMAN, NOT TO EXCEED \$14,800
A memo is provided in the packet.

F) APPROVAL OF AN INVESTMENT MANAGEMENT AGENCY AGREEMENT WITH HEARTLAND BANK AND TRUST COMPANY

City Staff has been monitoring interest rates earned on funds kept in reserves, especially in substantial operating and capital funds. With interest rates on the rise, the City has an opportunity to increase interest earned through a local bank, Heartland Bank and Trust. The Bank's AMTS accounts offers a variable interest rate that depends on the market, however, the rate is nearing 4%, far exceeding returns in the current account. At this time, Staff is recommending transferring \$1,500,000 of the water and sewer operating and capital funds

balance to the AMTS account. It's important to keep a reserve in the operating account, however, any amount in excess of \$200,000 is not needed on a month-to-month basis and is therefore appropriate to invest. Based on current trends, this could increase interest returns on the water and sewer funds by approximately \$60,000 in just 12 months, which would be a great help with increasing labor and material costs. Funds from the AMTS account can be transferred back to a checking account for use within 1 business day, should the reserve need to be used. Staff is currently evaluating all operating and capital accounts to ensure that increasing interest rates are used to taxpayer's benefit while simultaneously working with the Finance Advisory Committee to create a Fund Balance Policy and an Investment Policy.

IX. DEPARTMENT REPORTS

A) FINANCE

B) PUBLIC WORKS

C) POLICE

D) ADMINISTRATION

E) COMMITTEE, BOARDS, AND COMMISSION REPORTS (WTC, EDC, PC, PC, PP, TB, DBC, AND FAC)

F) MAYOR

X. ANNOUNCEMENTS

XI. MOTION TO ADJOURN

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