

CITY OF GENOA  
City Hall  
City Council Meeting Minutes  
March 15, 2023  
7:00 P.M.  
City Council Chambers  
333 East First Street, Genoa, IL 60135

Mayor Brust called the meeting of the City Council to order at 7:02 p.m. Roll call was taken. Aldermen Pulley, Freund, Stage, Winter and Holcomb were present. Alderman Cravatta and Hughes were absent. Quorum present.

Mayor Brust led the Pledge of Allegiance.

Alderman Cravatta joined the meeting at 7:04pm

Guest Speakers – None

Motion made by Alderman Pulley to accept the minutes of the March 1, 2023 City Council meeting, seconded by Alderman Holcomb. No further discussion. Voice vote was taken. All voted yes. Motion carried.

Motion made by Alderman Holcomb to approve payment of the account's payables for March 15, 2023, seconded by Alderman Winter. No further discussion. Roll call vote was taken. Aldermen Pulley, Freund, Stage, Winter, Cravatta and Holcomb voted yes. Motion carried.

**ITEMS FROM INDIVIDUALS IN ATTENDANCE** – None

**OLD BUSINESS** - None

**FUTURE ITEMS FOR DISCUSSION:** None

**NEW BUSINESS:**

**APPROVE AN AGREEMENT FOR PROFESSIONAL SERVICES WITH FEHR GRAHAM FOR APPLYING TO RECEIVE CONGRESSIONAL DIRECT SPENDING, NOT TO EXCEED \$1,800:**

Motion made by Alderman Pulley for approval of an agreement for professional services with FEHR Graham for applying to receive congressional direct spending, not to exceed \$1800.00, seconded by Alderman Holcomb. No further discussion. Roll call vote was taken. Aldermen Pulley, Freund, Stage, Winter, Cravatta and Holcomb voted yes. Motion passed.

**APPROVE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF CORTLAND AND THE CITY OF GENOA:**

Motion made by Alderman Winter to approve an intergovernmental agreement between the Town of Cortland and the City of Genoa, seconded by Alderman Stage. The City of Genoa currently conducts Administrative Adjudication at City Hall once per month and has for several years. Administrative Adjudication is like court in that the city hires a Hearing Officer and both the city and the resident present their side of each case (ticket), some of which result in a trial. Tickets are for City Ordinance violations, such as public nuisances, property maintenance, and certain ordinance violations committed by

minors. Administrative Adjudication is advantageous in that the city has more control over the scheduling of cases and there is some revenue from adjudication. Both Kingston (beginning in 2016) and Kirkland (beginning in 2017) partner with the city and now hold their Administrative Adjudication at Genoa's City Hall. Each community pays the Hearing Officer separately and has their own bailiff, resulting in no direct cost for the city to allow additional communities to hold Adjudication in Genoa. A representative from the Town of Cortland has attended the past few Administrative Adjudications held at City Hall because they too are interested in partnering with the city. In the packet is an agreement which is very similar to Kingston and Kirkland's agreement that would allow Cortland to also participate in Administrative Adjudication at City Hall. Cortland would be responsible for paying the Hearing Officer, Bailiff, and any other administrative and procedural requirements. Should the Council be interested in the arrangement, the Village of Maple Park is also considering hosting Adjudication at City Hall. Alderman Stage asked if there was any extra cost to the city? Chief Smith stated there was no extra cost they are just using our building for court. City Administrator Seguss stated that they pay for their own bailiff, their own judge and their own attorney, the city already has it set up for our own adjudication. Roll call vote was taken. Aldermen Pulley, Freund, Stage, Winter, Cravatta and Holcomb voted yes. Motion passed.

**APPROVE A FAÇADE GRANT FOR 330 AND 408 WEST MAIN STREET, NOT TO EXCEED**

**\$58,137.50:** Motion made by Alderman Cravatta to approve a façade grant for 330 and 408 West Main Street, not to exceed \$58,137.50, seconded by Alderman Holcomb. The new owners of 330 and 408 West Main Street (the NAPA building) have applied for a Façade Grant. The project includes replacing windows, painting the exterior neutral colors, installing board and batten, and stone/brick to the north and east sides of the building, as shown in the renderings in the packet. The applicant for the grant and property owners of the building are S&A Holdings, LLC with the contractor for the building's work being S&A Maintenance Services. The owners intend to complete the project later this year with the investment to the front facades of the building amounting to \$142,400. The owners also plan to do work at the back of the building as well as remodel portions of the interior of the building; these costs were not included in the investment listed above. S & A maintenance was present at meeting with renderings to show the council what the plans will look like as well as to discuss the plans for the building. They are going to redo the 4 main sides of the building as well as the little house structure next to the main building. They are going to be using the colors the city has approved for the downtown district. They are going to be putting new siding on the building, new paint, new windows, redo the trim, new roof and adding awnings. They are going to be keeping and redoing some of the historical portion of the building. The NAPA sign will be staying on the building. They will be starting this project in about a month (weather permitting) and hopefully have the project completed by Fall. Alderman Cravatta asked how many units are above the buildings? The owners stated that they currently have a 1 apartment in 1 building and 2 apartments in the other. They are thinking about possibly taking the 1 apartment and turning it into an Air B & B. Administrator Seguss stated that she wanted to point out that in the Façade Grant it does state that the applicants cannot be the contractor, however she feels that since the applicants are a maintenance company she has no concerns about this. The owners stated that they will also have their employees completing the work. Alderman Cravatta asked if they are planning on keeping the current store there? The owners stated that they are and NAPA has a 5 year contract that ends 4 ½ years, but they have no intention to not renew the contract after that time if NAPA wants to stay. Alderman Cravatta also asked if this was the largest Façade grant to date? Administrator Seguss and Mayor Brust stated that this is the largest to date, it is \$15,000 per side per address and there is also roof allowance that is in addition to the \$15,000.

Alderman Winter asked if this will be the end of our Façade money? Administrator Seguss stated that this is not the end, there is a little more and will be explained in the budget presentation; however, as more money comes in from the payments to build the fund back-up, we can accept more applications. Roll call vote was taken. Aldermen Pulley, Freund, Stage, Winter, Cravatta and Holcomb voted yes. Motion passed.

**APPROVE THE TRANSFER OF \$715,000.16 FROM THE ARPA FUND TO THE GENERAL FUND:**

Motion made by Alderman Winter to approve the transfer of \$715,000.16 from the ARPA (American Rescue Plan Act) fund to the General Fund, seconded by Alderman Holcomb. Administrator Seguss stated that we received part of the funding last fiscal year and part of the funding this fiscal year it was deposited in the ARPA fund until we had expenses that were eligible under the ARPA rules. This fund will be paying for police and admin salaries. Roll call vote was taken. Aldermen Pulley, Freund, Stage, Winter, Cravatta and Holcomb voted yes. Motion passed.

**APPROVE THE RENEWAL OF A LEASE AGREEMENT WITH SCOTT HERRON FOR PROPERTY AT 113 NORTH GENOA STREET, UNIT 1:**

Motion made by Alderman Pulley to approve the renewal of a lease agreement with Scott Herron for property at 113 North Genoa Street, Unit 1, seconded by Alderman Freund. Alderman Winter asked if these tenants were planning on staying for the foreseeable future. Administrator Seguss stated that as of now that is the plan for at least another year. A couple of them have growth plans; however there is an out in the lease if anything changes within the city. Roll call vote was taken. Aldermen Pulley, Freund, Stage, Winter, Cravatta and Holcomb voted yes. Motion passed.

**APPROVE THE RENEWAL OF A LEASE AGREEMENT WITH THE GENOA AREA CHAMBER OF COMMERCE FOR PROPERTY AT 113 NORTH GENOA STREET, UNIT 2:**

Motion made by Alderman Pulley to approve the renewal of a lease agreement with the Genoa Area Chamber of Commerce for property at 113 North Genoa Street, Unit 2, seconded by Alderman Holcomb. No further discussion. Roll call vote was taken. Aldermen Pulley, Freund, Stage, Winter, Cravatta and Holcomb voted yes. Motion passed.

**APPROVE THE RENEWAL OF A LEASE AGREEMENT WITH CROWN EXTERIORS FOR PROPERTY AT 113 NORTH GENOA STREET, UNIT 3:**

Motion made by Alderman Holcomb to approve the renewal of a lease agreement with Crown Exteriors for property at 113 North Genoa Street, Unit 3, seconded by Alderman Stage. Alderman Winter asked if crown exteriors is the incubator space. Mayor Brust stated that all of these are incubator spaces. Alderman Winter stated that she would like to see these businesses take up different space in the town so that other start up business could grow in these units and use this building as intended. Mayor Brust stated that was the intention of the incubator space was too start up the business at a low rental rate, grow the business and then move out to a larger space within the city; however these contracts at this time have no end date to them as to when they have to move out. We have a scale that was put into place a few years ago that raises rent from starting out with around \$200 per month going up to market rate which is where a couple of tenants are or are close too. However, if the council would like to change the agreement and have a statement of a timeline for a business to grow and develop then we can have that discussion and change the contract. Alderman Winter stated that even if we have a different space to have an incubator space. Mayor Brust stated that if we get a new tenant then he would like to change the contract to put a better timeline on the business. Alderman Cravatta asked about the garage in the back? Could we convert this to have another business in there? Public Works Director Janice stated that public works has equipment in there as well as the chamber uses it for storage, this is also really not suitable to make into an office space without putting some money into it. Alderman Holcomb asked if there has been any interest with an incubator space. Administrator Seguss stated not recently since we currently don't have anything available. Mayor Brust stated that they have been thinking of some potential spots but have not done anything with them

at this time. Roll call vote was taken. Aldermen Pulley, Freund, Stage, Winter, Cravatta and Holcomb voted yes. Motion passed.

**FISCAL YEAR 2023-2024 BUDGET PRESENTATION AND DISCUSSION:** City Administrator Alyssa Seguss presented to the council the 2023-2024 budget presentation. Alderman Cravatta stated that Administrator Seguss did a great job along with everyone else who was involved and it's a great budget.

## **DEPARTMENT REPORTS**

**Finance Report** – Treasurer & Finance Director, Jan Tures stated that we are almost done with the budget and hoping for no more changes to the budget before it is finalized and approved. The monthly report is in the packet if anyone has any questions, please feel free to reach out. There are a lot of purchase requisitions that are outstanding and need to get completed by April 30<sup>th</sup> of this year before the new budget goes into effect.

**Public Works** – Public Works Director, Janice Melton stated that she thinks the worst of winter is behind us, we have 150 tons of salt in the building now, we still need to purchase 100 tons to fulfill our state obligation, but with that since we did not use a lot of salt this year we are able to order a 100 tons less this year for a savings of approximately \$10,000. Sidewalks are being target to being completed before May 1<sup>st</sup>, there are ones that could not be completed with the grinder. Most of the North East quadrant was completed in town. Busy with assessing areas for road repair for various patching, there are some areas that need larger patching that will be done this year. A shout out to Joe Flurry, he showed some restraint on salting Saturday night and no extra employees had to go out. On the previous event he did an excellent job on timing the event and bringing employees out for salting and clean up. Forestry we got our first quarterly due for the \$18,000 grant that was mentioned in the budget report, these are things that we have to pay for but we will get reimbursed for. We did a really good job on our grant, shout out to Katie Lange, there were 60 applicants and we were in the top 2. Alderman Cravatta asked if we got the grant? Janice stated we did, we are doing a 50% match; however we do have to pay for these things upfront. We are already at 33% of our reimbursement, how this grant is working is it is a 50/50 grant, we are able to do our obligation through in house labor and equipment usage which has really be adding up. We have a lot of planting that needs to be done this year. We have Central Park in River Bend, we have the reforestation project that is 200 trees alone and then our usual Spring and Fall planting. The water department got the source water protection plan, we were able to complete the rough draft through engineering; we are doing a great job and the report will reflect that, some corrections will be made, they were going by some old information and it needed to be updated. The report will be shared with council when it is complete. As of now Genoa's ground water source is good. Well 3 is currently down, the new motor that was put in is not working, it is under warranty they came and picked it up and will be fixing it. The water meters are continuing to be replaced we are now at 35 of 80 meters that need to be replaced on our list. Sewer received the radium samples in and our 503's the plant is operating at this time. In general, public works is gearing up for the busy Spring season. We are accepting applications for seasonal summer help. Mayor Brust stated that he would love to see before and after pictures of the tree grant, he would love to present those to council. Alderman Pulley asked if you still need to be 18 for seasonal help. Janice stated that it is still 18, she wishes that 16-year-olds could apply as they would most likely work longer with the city throughout high school and through collage.

**Police Department** – Chief Smith stated that on March 4<sup>th</sup> the missing person was recovered from the river, medical exam was conducted on March 6<sup>th</sup> it will be several weeks until we get the findings, but right now there is no foul play suspected. We received a quote to update our tornado sirens, within this quote the siren is web based so that no one has to come into the pd to set it off, it will automatically test weekly and we won't need to go out on the street to do the warning it will automatically do this, it was a budgeted item that needs to be completed by May 1<sup>st</sup>.

**Administrative Report** – City Administrator, Alyssa Seguss stated that she passed out the statement of economic interest form to everyone and thought it would be helpful for everyone to fill theirs out, it needs to be completed by May 1<sup>st</sup>. Everyone should have received it in the mail. There is a list with everyone’s date, time and link for the strategic plan interviews that are March 20<sup>th</sup>. Calendar invites were sent out February 1<sup>st</sup> to everyone’s email. If you can’t make this meeting, please let her know so that we can plan accordingly. Alderman Winter asked if this was in person or zoom? Administrator Seguss stated that this is through zoom, the in person one is in May. Alderman Stage asked if there is a list of questions? Administrator Seguss stated that she does not have any information on questions at this time but feels it will be pretty informal. Alderman Winter asked about the park district and where we were at with this? Administrator Seguss stated that the park district is all caught up on the rent that was due and they are currently following the payments that was approved by the council.

**Committee, Boards and Commission Reports (WTC, EDC, PC, PC, PP, TB, DBC AND FAC) –**

**Waste Water Treatment Committee-** Alderman Stage stated that we met tonight and are reviewing a meter fee for anyone based on the meter size to make up for the consumptions that is being used.

**Economic Development Committee-** City Administrator, Alyssa Seguss stated that the EDC met yesterday and talked about some updates to the Economic Development page on the city website, they are also potentially recommending a new appointment to the commission so that person attended yesterdays meeting. And they also just talked about some items that they would like to discuss as a commission. They are moving along really well; they are driving their own what do we do next and attendance has been great.

**Planning Commission-** Administrator Seguss stated that planning commission met last Thursday to discuss some changes to mini warehouse storage and boat/rv storage. They came up with some recommendations for a proposed UDO amendment. They will be meeting again the second Thursday in April with a public hearing to discuss those changes to then make a formal recommendation to the council at the end of April.

**Police Commission & Fire Commission-** They meet again in April

**Tree Board-** Public Works Director Janice stated that we have 5 people that will be put forward with their resumes. May 1<sup>st</sup> is when they will be appointed; all of these are within the city limits; the last members lived outside the city limits, so its great to have community involvement. Janice also stated that if anyone would like to get into some biology on the river there is a brochure that is on council members desk, there is one in Genoa on April 1<sup>st</sup>. If you are interested, please email Katie.

**Downtown Beatification Committee-** Mayor Brust stated he will inform council in his report

**Finance Committee-** Is meeting tomorrow morning

**Mayor’s Report** – Mayor Brust stated that he is sure council has seen a lot of Facebook activity in regards to the downtown project. The results have come in and we have had over 200 responses of the survey that was sent out online. We are at about an 80% approval rating for the project which is incredible. There are numerous positive responses and the negative responses are being recorded and have summarized the 4 biggest categories already and have responded to those on Facebook. Some of the questions asked are how is this being funded, what about the other streets, what about the other buildings and a lot of that is just informing what the city has been doing over the years. Mayor feels that we need to get better at communicating to the community, but overall it has been a positive response and will share with the council hopefully soon as the ending date for responses is next Wednesday, this covers the downtown project and the Emmet street. Alderman Winter stated that there was one person that asked when the deadline was for the survey and she did not see a response to that person, she feels that maybe putting out the ending date again would be helpful to residents. Mayor Brust stated that on the original post the deadline was posted, but that is great feedback.

**ANNOUNCEMENTS** – Eggapoluza is April 1<sup>st</sup>, this is a city-wide Easter egg hunt and the river watch; Election Day is April 4<sup>th</sup> please encourage everyone to go out and vote as this type of election since it is mid cycle does not typically have a lot of people show up but you are voting on usually your most impactful people. April 2<sup>nd</sup> there will be a celebration of life for Jim Klein who recently passed away, it will be held at the nature center at Russel Woods. He was an incredible member of our community. Alderman Cravatta stated that the Expo was great; our senator Andrew Chesney stopped by the booth and later he joined us at Chucks garage, it was great to talk and get to know him. Alderman Pulley stated Harvest Festival met on Monday, seems everyone would like to see Main Street shut down to make it safer and easier. Open Door could double their market size which would bring more people in. We are currently working on brochures, marketing sponsorships and how best to get the word out about the event, we are going to take advantage of the city's marketing person for insight on how to market it as we get closer to the event. We are also picking out rides within the next week or so.

Motion to adjourn the meeting of the City Council was made by Alderman Pulley, seconded by Alderman Winter. Voice vote was taken. All voted yes. Motion carried. Meeting was adjourned at 8:50 p.m.