



## AGENDA

### CITY COUNCIL MEETING

**Monday, March 2, 2026 at 7pm**

City Hall Council Chamber  
109 James Street  
Geneva, IL 60134

1. **CALL TO ORDER: ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC HEARINGS, SPECIAL ITEMS AND PRESENTATIONS**
  - a. Proclaim Women's History Month
  - b. American Public Works Association Award Recognition
  - c. Introduce Street Maintenance Workers Todd Flood and Spencer Matias, and Fleet Maintenance Technician Ricardo Pina
4. **AMENDMENTS TO AGENDA**
5. **OMNIBUS AGENDA (OMNIBUS VOTE)**

*All Items listed with an asterisk (\*) are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items unless a council member so requests in which event the item will be removed from the Omnibus (Consent) Agenda and considered in its normal sequence on the agenda. All items on the Omnibus Agenda require a simple majority vote unless otherwise indicated.*

- \*6. **APPROVE CITY COUNCIL MINUTES FROM FEBRUARY 17, 2026.**
- \*7. **REPORTS (N/A)**
8. **MUNICIPAL BILLS FOR PAYMENT: \$2,036,065.79.**
9. **COMMITTEE OF THE WHOLE ITEMS OF BUSINESS**
  - a. Consider Resolution No. 2026-19 Authorizing Execution of Contract with Douglas Floor Covering for Demolition and Replacement of New Flooring in the Public Works Training Room and Adjacent Rooms and Allowing the City Administrator to Approve Change Orders Not to Exceed 10% of Bid Price for a Total Amount of \$30,651.50.
  - \*b. Approve Resolution No. 2026-20 Authorizing Execution of a License Agreement with Bensidoun USA for the 2026 French Market.
10. **PRESENTATION OF ORDINANCES, RESOLUTIONS, OTHER ITEMS**
  - a. Consider Resolution No. 2026-21 through 2026-25 Authorizing the Use of Public Right of Ways and City Services; and Approving Illinois Dept. of Transportation Resolutions/Closure of Traffic Lanes for 2026 Festivals and Large-Scale Events.

*CITY COUNCIL*

*MARCH 2, 2026*

- b. Consider Resolution No. 2026-26 Approving a Four-Year Collective Bargaining Agreement Between the City of Geneva and the International Brotherhood of Electrical Workers (IBEW) Local 196.

**11. PUBLIC COMMENT**

*When recognized by the Chair, proceed to the podium, state your name for the record, and provide your public comments. Please understand this is your time to be heard and the public body's time to listen. No discussion or debate will follow.*

**12. NEW BUSINESS**

**13. ADJOURNMENT**

*ADA Compliance: Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the City at least 48 hours in advance of the scheduled meeting. The City can be reached in person at 22 S First Street, Geneva, IL or by telephone at (630) 232-7494. Every effort will be made to allow for meeting participation. Notice of this meeting was posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).*

Office of the Mayor  
*Proclamation*

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**WOMEN'S HISTORY MONTH**

**WHEREAS**, the National Women's History Alliance has designated the theme for March 2026 as "Leading the Charge: Women Shaping a Sustainable Future"; and

**WHEREAS**, this theme honors women who have consistently led the charge toward lasting solutions to global challenges, including climate change, economic insecurity, and health disparities; and

**WHEREAS**, in Geneva, women are recognized for reimagining and rebuilding systems to ensure long-term environmental, economic, educational, and societal sustainability; and

**WHEREAS**, women, particularly from marginalized communities, have often been at the forefront of designing blueprints for sustainable transformation and building resilient communities; and

**WHEREAS**, it is crucial to honor the contributions of women who are strengthening educational systems, advancing economic justice, and fostering leadership for future generations;

**NOW, THEREFORE, BE IT RESOLVED**, that I, Kevin R. Burns, do hereby proclaim March 2026 as Women's History Month in the City of Geneva, Illinois, and encourage all residents to celebrate the women who are shaping a sustainable, resilient future.

*In Witness Whereof, I have hereunto set my hand to be affixed this 1st day of March, 2026.*

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*Kevin R. Burns, Mayor*

**GENEVA CITY COUNCIL MEETING MINUTES**

**Tuesday, February 17, 2026**

City Hall Council Chambers  
109 James St., Geneva, IL 60134

**CALL TO ORDER**

The Geneva City Council meeting was called to order by Mayor Kevin Burns at 7:00 p.m. in the City Hall Council Chambers.

Elected Officials present:

Alderspersons: Larry Furnish, Dean Kilburg, William Malecki, Amy Mayer, Jeff Palmquist, Martha Paschke, Mark Reinecke.

Mayor Kevin Burns, City Clerk Vicki Kellick.

Elected Officials attending by video or teleconference: Anaïs Bowring, Richard Marks.

Elected Officials absent: Brad Kosirog.

Others Present: City Administrator Alex Voigt, Assistant City Administrator Benjamin McCready, Water Division Superintendent Bob Van Gyseghem, Public Works Director Rich Babica, Community Development Director David DeGroot, Finance Director Jennifer Milewski, Economic Development Director Cathleen Tymoszenko, Fire Chief Michael Antenore, Police Chief Eric Pasarelli.

Others attending by video or teleconference: Attorney Ron Sandack.

**PLEDGE OF ALLEGIANCE**

Mayor Burns invited Girl Scouts Rafaela, Hazel, and Ellie to lead the Pledge of Allegiance.

**PUBLIC HEARINGS, SPECIAL ITEMS AND PRESENTATIONS**

Welcome Williamsburg Elementary Girl Scout Daisy Troop 459

Troop 459 is comprised of 11 Daisy and Brownie Girl Scouts from Williamsburg, Heartland, Davis Elementary. Troop leader Jessica stated that the troop is learning important life skills such as teamwork, leadership, and community service. Next month, they will be repurposing cookie boxes from cookie sales into cat scratchers which will be donated to the Kane County Animal Shelter. She also stated that the troop has already sold over 1,300 boxes and cookie sales will continue through mid-March. The troop plans to use its sale proceeds to fund its first overnight camping trip.

Public Hearing on the FY 2027 City of Geneva Budget

Moved by Ald. Mayer, Seconded by Ald. Reinecke to open the hearing.

MOTION CARRIED by unanimous voice vote of those present.

No comments were made.

Moved by Ald. Paschke, Seconded by Ald. Mayer to close the hearing.

MOTION CARRIED by unanimous voice vote of those present.

## **AMENDMENTS TO AGENDA**

None.

## **OMNIBUS AGENDA (OMNIBUS VOTE)**

*All Items listed with an asterisk (\*) are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items unless a council member so requests in which event the item will be removed from the Omnibus (Consent) Agenda and considered in its normal sequence on the Agenda. All items on the Omnibus Agenda require a simple majority vote unless otherwise indicated.*

\*APPROVE CITY COUNCIL MINUTES FROM FEBRUARY 2, 2026.

### **\*REPORTS**

\*November & December 2025 Financial Reports

\*FY26 Third Quarter Goals Status Report

### **\*COMMITTEE OF THE WHOLE ITEMS OF BUSINESS**

\*Approve Resolution No. 2026-13 Adopting a Complete Streets Policy.

\*Approve Resolution No. 2026-14 Authorizing the Execution of a License Agreement with Metro Fibernet, LLC, of Evansville, Indiana.

\*Approve Resolution No. 2026-15 Authorizing a License Agreement Between City of Geneva and Pace, the Suburban Bus Division of Regional Transportation Authority Relating to the VanGo Pilot Vehicle Program.

Moved by Ald. Paschke, Seconded by Ald. Palmquist.

AYES: 9 (Bowring, Furnish, Kilburg, Malecki, Marks, Mayer, Palmquist, Paschke, Reinecke)

ABSENT: 1 (Kosirog)

NAYS: 0

## **MUNICIPAL BILLS FOR PAYMENT: \$4,378,955.04.**

Moved by Ald. Bowring, Seconded by Ald. Malecki.

AYES: 9 (Bowring, Furnish, Kilburg, Malecki, Marks, Mayer, Palmquist, Paschke, Reinecke)

ABSENT: 1 (Kosirog)

NAYS: 0

## **PRESENTATION OF ORDINANCES AND RESOLUTIONS**

Consider Resolution No. 2026-16 Authorizing the Annual Publication of a Zoning Map for the City of Geneva.

Moved by Ald. Paschke, Seconded by Ald. Mayer.

AYES: 9 (Bowring, Furnish, Kilburg, Malecki, Marks, Mayer, Palmquist, Paschke, Reinecke)

ABSENT: 1 (Kosirog)

NAYS: 0

Consider Resolution No. 2026-17 Authorizing Kane County Grand Victoria Riverboat Funds Grant Application.

Moved by Ald. Palmquist, Seconded by Ald. Paschke.

On a question by Ald. Malecki, Dir. Tymoszenko stated that applications are due the second week of March and the City will hear back in June or July as to whether the projects are funded.

AYES: 9 (Bowring, Furnish, Kilburg, Malecki, Marks, Mayer, Palmquist, Paschke, Reinecke)

ABSENT: 1 (Kosirog)

NAYS: 0

Consider Ordinance No. 2026-05 Authorizing and Providing for the Issue of Not to Exceed \$12,949,750 Waterworks and Sewerage Revenue Bonds, Series 2026 (Junior Lien IEPA) of the City of Geneva, Kane County, Illinois, for the Purposes of Paying the Costs of the Necessary Improvements to the Waterworks and Sewerage System of said City, Prescribing All the Details of Said Bonds and Providing for the Collection, Segregation and Distribution of the Revenues of Said System for the Payment of Said Bonds.

Moved by Ald. Paschke, Seconded by Ald. Mayer.

On a question by Ald. Reinecke, Dir. Milewski explained that this is a junior lien in which the net revenues generated from the operation of the enterprise are what are used to cover the payment. On another question, Dir. Milewski stated that this is a 30-year lien. Mayor Burns added that these are highly competitive bonds.

AYES: 9 (Bowring, Furnish, Kilburg, Malecki, Marks, Mayer, Palmquist, Paschke, Reinecke)

ABSENT: 1 (Kosirog)

NAYS: 0

Consider Resolution No. 2026-18 Adopting the FY 2027 City of Geneva Budget.

Moved by Ald. Mayer, Seconded by Ald. Paschke.

AYES: 9 (Bowring, Furnish, Kilburg, Malecki, Marks, Mayer, Palmquist, Paschke, Reinecke)

ABSENT: 1 (Kosirog)

NAYS: 0

### **PUBLIC COMMENT**

None.

### **NEW BUSINESS**

Ald. Palmquist thanked the alderpersons who have hosted police station tours for the public. He noted that he and Ald. Reinecke will also host a tour on Saturday, February 28 at 10:00 a.m.

Ald. Marks stated that he and Ald. Kosirog will host a police station meeting tomorrow night at Eagle Brook Country Club from 6:00-8:00 p.m.

Ald. Kilburg stated that he and Ald. Furnish will host a meeting for residents of the Third Ward at the fire station on East Side Drive on Saturday, March 7 at 10:00 a.m. They will also walk their neighborhoods between now and then distributing information on the referendum.

Ald. Reinecke stated that he will hold an open meeting for Fifth Ward residents on the corner of Third and Franklin Streets this Saturday from 11:00 a.m. until 2:00 p.m. with Lucy the alder-dog.

**ADJOURNMENT**

There being no further business, moved by Ald. Mayer to adjourn the Geneva City Council meeting.

MOTION CARRIED by unanimous voice vote of those present.  
The meeting adjourned at 7:30 PM.

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Vicki Kellick  
Geneva City Clerk



## Expenditure Summary Report

City of Geneva Expenditures - 3/2/2026	\$ 1,244,322.03
Utility Billing Refund(s)	155.64
City of Geneva Payroll	<u>789,783.09</u>
<b>City of Geneva Total Expenditures for Approval</b>	<b><u><u>\$ 2,035,513.55</u></u></b>
*Tri-Com Expenditures	552.24
<b>Report Total</b>	<b><u><u>\$ 2,036,065.79</u></u></b>

\*The total expenditures reflected in this summary include invoice allocations for Tri-Com Central Dispatch. These invoices are displayed solely for reconciliation purposes so the Expenditure Summary Report aligns with the Detailed Expenditure Report. The Geneva City Council does not review or approve Tri-Com invoices as part of this report; inclusion does not constitute authorization or approval of those expenditures.



## Expenditures by Fund

<b>Fund</b>	<b>Amount</b>	<b>Fund</b>	<b>Amount</b>
General	\$ 264,864.17	SSA # 23	\$ -
Motor Fuel Tax	-	SSA # 26	-
SPAC	-	SSA # 32	-
Beautification	-	General Capital Projects	-
Tourism	-	Infrastructure Capital Projects	14,512.62
Restricted Police Fines	977.27	Prairie Green	-
PEG	-	TIF # 2	-
Mental Health	150.00	TIF # 3	4,832.00
SSA # 1	1,338.35	TIF # 4	-
SSA # 4	-	Capital Equipment	-
SSA # 5	-	Electric	887,200.16
SSA # 7	-	Water/Wastewater	44,333.13
SSA # 9	-	Refuse	20.63
SSA # 11	-	Cemetery	-
SSA # 16	-	Commuter Parking	555.90
SSA # 18	-	Group Dental Insurance	13,075.80
SSA # 22	-	Workers Compensation	12,462.00
			<u>\$ 1,244,322.03</u>



# City of Geneva AP Invoice Report

Invoice Due Date Range 03/02/26 - 03/02/26  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 4286 - Kimberly G Abatangelo</b>									
GEN02102026	Recording Secretary Services	Edit		02/10/2026	03/02/2026	03/04/2026	02/24/2026		150.00
Vendor 4286 - Kimberly G Abatangelo Totals							Invoices	1	<u>\$150.00</u>
<b>Vendor 5468 - Pete Adams</b>									
012726	Reimbursement - Mileage	Edit		01/29/2026	03/02/2026	03/04/2026	02/13/2026		21.03
Vendor 5468 - Pete Adams Totals							Invoices	1	<u>\$21.03</u>
<b>Vendor 1011 - Airgas USA LLC</b>									
9167229045	Hard Hat	Edit		12/03/2025	03/02/2026	03/04/2026	02/12/2026		519.75
5522211181	Cylinder Rentals	Edit		01/31/2026	03/02/2026	03/04/2026	02/12/2026		1,194.72
9169194454	Nitrogen	Edit		02/11/2026	03/02/2026	03/04/2026	02/13/2026		417.17
Vendor 1011 - Airgas USA LLC Totals							Invoices	3	<u>\$2,131.64</u>
<b>Vendor 1489 - Al Warren Oil Co Inc</b>									
W1822058	Unleaded Fuel	Edit		02/19/2026	03/02/2026	03/04/2026	02/20/2026		8,337.35
W1822059	Diesel Fuel	Edit		02/19/2026	03/02/2026	03/04/2026	02/20/2026		8,391.60
Vendor 1489 - Al Warren Oil Co Inc Totals							Invoices	2	<u>\$16,728.95</u>
<b>Vendor 5362 - Altorfer Industries Inc</b>									
PM6A0044696	WTP Generator Service	Edit		02/09/2026	03/02/2026	03/04/2026	02/12/2026		2,450.00
Vendor 5362 - Altorfer Industries Inc Totals							Invoices	1	<u>\$2,450.00</u>
<b>Vendor 5323 - Amrize Mid America</b>									
722180011	3/4 Crushed Stone	Edit		01/09/2026	03/02/2026	03/04/2026	02/12/2026		873.98
722259811	3/4 Crushed Stone	Edit		02/12/2026	03/02/2026	03/04/2026	02/18/2026		1,320.20
Vendor 5323 - Amrize Mid America Totals							Invoices	2	<u>\$2,194.18</u>
<b>Vendor 3567 - Anixter Inc</b>									
6633447-00	GBPIII Material - Metering Install	Edit		02/10/2026	03/02/2026	03/04/2026	02/13/2026		50.34
6426139-00	SE Development Project (SEMP) Cable	Edit		02/13/2026	03/02/2026	03/04/2026	02/18/2026		356,947.39
6544911-00	Lugs	Edit		02/13/2026	03/02/2026	03/04/2026	02/24/2026		703.52
6426139-01	SE Development Project (SEMP) Cable	Edit		02/19/2026	03/02/2026	03/04/2026	02/20/2026		167,801.76
Vendor 3567 - Anixter Inc Totals							Invoices	4	<u>\$525,503.01</u>
<b>Vendor 3209 - Applied Concepts Inc</b>									
471512	Radar Remote	Edit		01/30/2026	03/02/2026	03/04/2026	02/13/2026		159.00
Vendor 3209 - Applied Concepts Inc Totals							Invoices	1	<u>\$159.00</u>
<b>Vendor 1001 - AT&amp;T</b>									
6302081605/0226	Monthly Phone Service	Edit		02/01/2026	03/02/2026	03/04/2026	02/12/2026		746.12
Vendor 1001 - AT&T Totals							Invoices	1	<u>\$746.12</u>
<b>Vendor 1147 - Atlas Copco Compressors LLC</b>									
1126009284	Maintenance - WTP	Edit		01/29/2026	03/02/2026	03/04/2026	02/10/2026		6,900.00
Vendor 1147 - Atlas Copco Compressors LLC Totals							Invoices	1	<u>\$6,900.00</u>
<b>Vendor 1009 - Barco Products Company</b>									
INVRCO36695	Bench - Giving Program	Edit		01/12/2026	03/02/2026	03/04/2026	02/17/2026		1,099.61
Vendor 1009 - Barco Products Company Totals							Invoices	1	<u>\$1,099.61</u>



# City of Geneva AP Invoice Report

Invoice Due Date Range 03/02/26 - 03/02/26  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
<b>Vendor 2739 - Batteries Plus Bulbs # 493</b>										
P89642025	Batteries	Edit		02/13/2026	03/02/2026	03/04/2026	02/13/2026		83.80	
	Vendor 2739 - Batteries Plus Bulbs # 493 Totals							Invoices	1	<u>83.80</u>
<b>Vendor 1267 - Boardman &amp; Clark LLP</b>										
313381	Legal Services	Edit		02/12/2026	03/02/2026	03/04/2026	02/18/2026		127.50	
	Vendor 1267 - Boardman & Clark LLP Totals							Invoices	1	<u>127.50</u>
<b>Vendor 1471 - Camic Johnson LTD</b>										
188	Adjudication Services - CE January 2026	Edit		01/29/2026	03/02/2026	03/04/2026	02/24/2026		350.00	
	Vendor 1471 - Camic Johnson LTD Totals							Invoices	1	<u>350.00</u>
<b>Vendor 2349 - CDM Smith Inc</b>										
90256337	WWTP Secondary Intensification Treatment Study	Edit		02/13/2026	03/02/2026	03/04/2026	02/13/2026		4,616.93	
	Vendor 2349 - CDM Smith Inc Totals							Invoices	1	<u>4,616.93</u>
<b>Vendor 3380 - Centrifuge-Systems, LLC</b>										
PSI-38308	Replacement Switch for Centrifuge	Edit		02/13/2026	03/02/2026	03/04/2026	02/18/2026		2,890.42	
	Vendor 3380 - Centrifuge-Systems, LLC Totals							Invoices	1	<u>2,890.42</u>
<b>Vendor 3574 - Chronicle Media LLC</b>										
38513	Budget Hearing Notice	Edit		02/04/2026	03/02/2026	03/04/2026	02/24/2026		35.00	
	Vendor 3574 - Chronicle Media LLC Totals							Invoices	1	<u>35.00</u>
<b>Vendor 1304 - City of Geneva</b>										
2026-0138	523 Eklund Ave	Edit		02/20/2026	03/02/2026	02/20/2026	02/24/2026		202.00	
	Vendor 1304 - City of Geneva Totals							Invoices	1	<u>202.00</u>
<b>Vendor 5766 - Conklin &amp; Conklin LLC</b>										
38059	1LF0013	Edit		10/20/2025	03/02/2026	03/04/2026	02/24/2026		1,622.00	
38060	1LF0012	Edit		10/20/2025	03/02/2026	03/04/2026	02/24/2026		540.00	
38074	1LF0010	Edit		10/20/2025	03/02/2026	03/04/2026	02/24/2026		145.00	
	Vendor 5766 - Conklin & Conklin LLC Totals							Invoices	3	<u>2,307.00</u>
<b>Vendor 4198 - Core &amp; Main LP</b>										
Y505379	Water Maintenance Supplies	Edit		02/09/2026	03/02/2026	03/04/2026	02/11/2026		1,490.20	
Y534036	Water Maintenance Supplies	Edit		02/13/2026	03/02/2026	03/04/2026	02/18/2026		44.32	
	Vendor 4198 - Core & Main LP Totals							Invoices	2	<u>1,534.52</u>
<b>Vendor 1543 - Customized Energy Solutions LTD</b>										
1095368	PJM Auction Revenue Rights - January 2026	Edit		02/13/2026	03/02/2026	01/31/2026	02/24/2026		1,007.00	
	Vendor 1543 - Customized Energy Solutions LTD Totals							Invoices	1	<u>1,007.00</u>
<b>Vendor 4790 - Dacra Adjudication System</b>										
2026-01-051	Ticketing Software	Edit		01/31/2026	03/02/2026	03/04/2026	02/13/2026		1,796.36	
	Vendor 4790 - Dacra Adjudication System Totals							Invoices	1	<u>1,796.36</u>
<b>Vendor 4954 - Brian Davids</b>										
21126-1	Tuition Reimbursement	Edit		02/11/2026	03/02/2026	03/04/2026	02/17/2026		3,480.00	



# City of Geneva AP Invoice Report

Invoice Due Date Range 03/02/26 - 03/02/26  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
21126-2	Tuition Reimbursement	Edit		02/11/2026	03/02/2026	03/04/2026	02/17/2026		3,560.00
21126-3	Tuition Reimbursement	Edit		02/11/2026	03/02/2026	03/04/2026	02/17/2026		3,560.00
Vendor <b>4954 - Brian Davids</b> Totals						Invoices	3		<u>\$10,600.00</u>
Vendor <b>1189 - Delta Dental of Illinois</b>									
102025	Claim Payments 10/16/25-10/22/25	Edit		10/20/2025	03/02/2026	10/22/2025	02/24/2026		4,567.00
121525	Claim Payments 12/11/25-12/17/25	Edit		12/15/2025	03/02/2026	12/17/2025	02/24/2026		1,858.60
021626	Claim Payments 02/12/26-02/18/26	Edit		02/16/2026	03/02/2026	02/18/2026	02/16/2026		3,213.40
022326	Claim Payments 02/19/26-02/25/26 & Admin Fees	Edit		02/23/2026	03/02/2026	02/25/2026	02/23/2026		3,436.80
Vendor <b>1189 - Delta Dental of Illinois</b> Totals						Invoices	4		<u>\$13,075.80</u>
Vendor <b>1178 - Experian</b>									
6000219513	Background Checks	Edit		02/01/2026	03/02/2026	03/04/2026	02/19/2026		25.00
Vendor <b>1178 - Experian</b> Totals						Invoices	1		<u>\$25.00</u>
Vendor <b>4973 - Factory Motor Parts</b>									
50-6550587	DEF Fluid	Edit		02/04/2026	03/02/2026	03/04/2026	02/10/2026		339.60
Vendor <b>4973 - Factory Motor Parts</b> Totals						Invoices	1		<u>\$339.60</u>
Vendor <b>1143 - First Environmental Laboratories, Inc.</b>									
196938	Weekly NPDES Nutrients Testing	Edit		02/09/2026	03/02/2026	03/04/2026	02/13/2026		106.50
197033	Quarterly Biosolids	Edit		02/12/2026	03/02/2026	03/04/2026	02/13/2026		789.00
Vendor <b>1143 - First Environmental Laboratories, Inc.</b> Totals						Invoices	2		<u>\$895.50</u>
Vendor <b>1270 - Fisher Scientific</b>									
6380378	Lab Consumables	Edit		01/29/2026	03/02/2026	03/04/2026	02/10/2026		719.90
Vendor <b>1270 - Fisher Scientific</b> Totals						Invoices	1		<u>\$719.90</u>
Vendor <b>1032 - Galls LLC</b>									
034026868	Helmet Pouch	Edit		02/10/2026	03/02/2026	03/04/2026	02/13/2026		51.99
Vendor <b>1032 - Galls LLC</b> Totals						Invoices	1		<u>\$51.99</u>
Vendor <b>5814 - General Pump Chicago</b>									
C-253230185	Dodson Booster Pump Spare Seal Kit	Edit		07/22/2025	03/02/2026	03/04/2026	02/18/2026		4,989.67
Vendor <b>5814 - General Pump Chicago</b> Totals						Invoices	1		<u>\$4,989.67</u>
Vendor <b>1055 - Geneva Ace Hardware</b>									
115942/1	Chain Loop & Chain Sprocket Cover	Edit		02/05/2026	03/02/2026	03/04/2026	02/24/2026		74.47
115960/1	Sump Pump & Valves	Edit		02/06/2026	03/02/2026	03/04/2026	02/13/2026		265.97
115963/1	Hand Warmers	Edit		02/06/2026	03/02/2026	03/04/2026	02/09/2026		25.98
115970/1	Shelf Supports	Edit		02/06/2026	03/02/2026	03/04/2026	02/10/2026		7.98
116003/1	Caulk - GBP III	Edit		02/10/2026	03/02/2026	03/04/2026	02/11/2026		4.59
116019/1	Liquid Spray Adhesive	Edit		02/11/2026	03/02/2026	03/04/2026	02/24/2026		9.99
116035/1	Exit Sign Bulb	Edit		02/12/2026	03/02/2026	03/04/2026	02/13/2026		6.99
116085/1	Extension Bar	Edit		02/17/2026	03/02/2026	03/04/2026	02/18/2026		12.99



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116098/1	Disconnect Tabs	Edit		02/18/2026	03/02/2026	03/04/2026	02/19/2026		16.99
116108/1	Chainsaw Bar	Edit		02/19/2026	03/02/2026	03/04/2026	02/24/2026		48.99
116112/1	Propane Refill	Edit		02/19/2026	03/02/2026	03/04/2026	02/20/2026		79.98
			Vendor <b>1055 - Geneva Ace Hardware</b> Totals			Invoices	11		<u>\$554.92</u>
Vendor <b>5384 - Gimba Technology LLC</b>									
22-00346-01-P4	Semi-Annual Software Maintenance	Edit		02/07/2026	03/02/2026	03/04/2026	02/19/2026		2,500.00
			Vendor <b>5384 - Gimba Technology LLC</b> Totals			Invoices	1		<u>\$2,500.00</u>
Vendor <b>1169 - Gordon Flesch Co Inc</b>									
IN15507036	Cost Per Copy	Edit		02/15/2026	03/02/2026	03/04/2026	02/17/2026		682.56
			Vendor <b>1169 - Gordon Flesch Co Inc</b> Totals			Invoices	1		<u>\$682.56</u>
Vendor <b>2814 - David Gualdoni</b>									
8798742602060803	CDL Renewal	Edit		02/06/2026	03/02/2026	03/04/2026	02/24/2026		50.00
			Vendor <b>2814 - David Gualdoni</b> Totals			Invoices	1		<u>\$50.00</u>
Vendor <b>1180 - GZA Illinois Inc</b>									
0915288	Periodic Emissions Screening	Edit		11/26/2025	03/02/2026	03/04/2026	02/19/2026		2,044.41
0920353	Permitting Assistance	Edit		02/12/2026	03/02/2026	03/04/2026	02/19/2026		1,295.00
			Vendor <b>1180 - GZA Illinois Inc</b> Totals			Invoices	2		<u>\$3,339.41</u>
Vendor <b>1171 - Hampton Lenzini &amp; Renwick Inc</b>									
000020260422	2025 Geneva WM Const - Division St Improvements	Edit		02/11/2026	03/02/2026	03/04/2026	02/24/2026		426.25
			Vendor <b>1171 - Hampton Lenzini &amp; Renwick Inc</b> Totals			Invoices	1		<u>\$426.25</u>
Vendor <b>4217 - Hawk Ford of St Charles</b>									
109501	Switch for Vehicle 7059	Edit		02/09/2026	03/02/2026	03/04/2026	02/12/2026		56.00
			Vendor <b>4217 - Hawk Ford of St Charles</b> Totals			Invoices	1		<u>\$56.00</u>
Vendor <b>1177 - Home Depot Credit Services</b>									
9013426	Air Pump w/Gauge, Ball Valve & Pipe Parts	Edit		01/27/2026	03/02/2026	02/13/2026	02/02/2026		52.14
8060874	Dowels	Edit		01/28/2026	03/02/2026	02/17/2026	02/02/2026		3.80
1014137	Drywall Items - FS#2 Bathroom	Edit		02/04/2026	03/02/2026	02/17/2026	02/11/2026		46.84
1014159	Lightbulbs	Edit		02/04/2026	03/02/2026	02/13/2026	02/06/2026		360.76
1204495	Credit Memo	Edit		02/04/2026	03/02/2026	02/13/2026	02/06/2026		(397.57)
1204496	Lightbulbs	Edit		02/04/2026	03/02/2026	02/13/2026	02/06/2026		360.76
9014376	Push Brooms & Velcro Ties	Edit		02/06/2026	03/02/2026	02/17/2026	02/11/2026		45.59
8014430	Plastic Tray, & Tray Liners	Edit		02/07/2026	03/02/2026	02/17/2026	02/11/2026		64.06
6014577	Plumbing Items for Kitchen Sink	Edit		02/09/2026	03/02/2026	02/17/2026	02/17/2026		37.04
			Vendor <b>1177 - Home Depot Credit Services</b> Totals			Invoices	9		<u>\$573.42</u>
Vendor <b>5627 - Huuso, PLLC</b>									
PD-2026-023	Decontamination Services	Edit		02/18/2026	03/02/2026	03/04/2026	02/19/2026		95.00
			Vendor <b>5627 - Huuso, PLLC</b> Totals			Invoices	1		<u>\$95.00</u>
Vendor <b>1116 - Illinois Municipal Utilities Association</b>									
26-01010	Safety Training - January 2026	Edit		02/10/2026	03/02/2026	03/04/2026	02/20/2026		575.00



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Vendor <b>1116 - Illinois Municipal Utilities Association</b> Totals						Invoices	1		\$575.00
Vendor <b>4461 - Illinois Public Risk Fund</b>									
98821	Worker's Comp Reinsurance Premium - March 2026	Edit		01/19/2026	03/02/2026	03/02/2026	02/25/2026		12,462.00
Vendor <b>4461 - Illinois Public Risk Fund</b> Totals						Invoices	1		\$12,462.00
Vendor <b>3271 - Interstate Billing Service Inc</b>									
3044929242	Pressure Sensor for Vehicle 6202	Edit		02/06/2026	03/02/2026	03/04/2026	02/11/2026		220.00
Vendor <b>3271 - Interstate Billing Service Inc</b> Totals						Invoices	1		\$220.00
Vendor <b>5062 - Isolved Benefit Services</b>									
I151586632	FSA Monthly Admin Fee - January 2026	Edit		02/09/2026	03/02/2026	03/04/2026	02/24/2026		370.04
Vendor <b>5062 - Isolved Benefit Services</b> Totals						Invoices	1		\$370.04
Vendor <b>1251 - JSN Contractors Supply</b>									
88227	Marking Paint for Locators	Edit		02/17/2026	03/02/2026	03/04/2026	02/18/2026		873.60
Vendor <b>1251 - JSN Contractors Supply</b> Totals						Invoices	1		\$873.60
Vendor <b>6150 - K-Tech Specialty Coatings</b>									
426020072	Beet Heet Concentrate	Edit		02/14/2026	03/02/2026	03/04/2026	02/17/2026		8,736.00
Vendor <b>6150 - K-Tech Specialty Coatings</b> Totals						Invoices	1		\$8,736.00
Vendor <b>1197 - Lands End Business Outfitters</b>									
SIN13875629	Uniform Shirts	Edit		02/11/2026	03/02/2026	03/04/2026	02/13/2026		606.13
Vendor <b>1197 - Lands End Business Outfitters</b> Totals						Invoices	1		\$606.13
Vendor <b>1198 - Level 3 Communications LLC</b>									
772032099	Phone Service	Edit		02/01/2026	03/02/2026	03/04/2026	02/17/2026		1,252.39
Vendor <b>1198 - Level 3 Communications LLC</b> Totals						Invoices	1		\$1,252.39
Vendor <b>6034 - MaK Americas, Inc.</b>									
INV55227	GGF Combustion Sensor Unions	Edit		02/09/2026	03/02/2026	03/04/2026	02/11/2026		2,933.46
Vendor <b>6034 - MaK Americas, Inc.</b> Totals						Invoices	1		\$2,933.46
Vendor <b>1200 - Menards</b>									
63815	Adapters, Primer & PVC Couplings	Edit		02/10/2026	03/02/2026	03/04/2026	02/24/2026		45.10
63827	Chimney & Wire Brushes	Edit		02/10/2026	03/02/2026	03/04/2026	02/13/2026		62.96
64264	Rapid Patch Cement	Edit		02/19/2026	03/02/2026	03/04/2026	02/24/2026		39.75
Vendor <b>1200 - Menards</b> Totals						Invoices	3		\$147.81
Vendor <b>6100 - Morton Salt Inc</b>									
5404044545	Road Salt	Edit		02/06/2026	03/02/2026	03/04/2026	02/09/2026		6,801.51
5404052438	Road Salt	Edit		02/10/2026	03/02/2026	03/04/2026	02/11/2026		3,382.13
Vendor <b>6100 - Morton Salt Inc</b> Totals						Invoices	2		\$10,183.64
Vendor <b>1774 - Motorola Solutions Inc</b>									
10071920260102	Starcom21 Network	Edit		02/01/2026	03/02/2026	03/04/2026	02/13/2026		51.00
Vendor <b>1774 - Motorola Solutions Inc</b> Totals						Invoices	1		\$51.00
Vendor <b>4565 - NAPA Auto Parts</b>									
902082	Oil Filters for 2116 Generator	Edit		02/11/2026	03/02/2026	03/04/2026	02/19/2026		57.94
902096	Oil Filters for 2116 Generator	Edit		02/11/2026	03/02/2026	03/04/2026	02/19/2026		51.29



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			Vendor <b>4565 - NAPA Auto Parts</b> Totals				Invoices	2	\$109.23
Vendor <b>5688 - Needham Shop Inc</b>									
35246	Picker Pin for Vehicle 3051	Edit		01/15/2026	03/02/2026	03/04/2026	02/11/2026		415.52
35276	Lock Nut, Screws & Tubes for Vehicle 3049	Edit		02/03/2026	03/02/2026	03/04/2026	02/24/2026		739.46
			Vendor <b>5688 - Needham Shop Inc</b> Totals				Invoices	2	\$1,154.98
Vendor <b>5681 - Nick Nicolaou</b>									
02182026	ARPA Grant Payout	Edit		02/18/2026	03/02/2026	03/04/2026	02/24/2026		38,608.00
			Vendor <b>5681 - Nick Nicolaou</b> Totals				Invoices	1	\$38,608.00
Vendor <b>1373 - Nicor Gas</b>									
4017619020/0226	Gas Services - 1717 Averill Rd	Edit		02/03/2026	03/02/2026	03/04/2026	02/24/2026		1,379.17
			Vendor <b>1373 - Nicor Gas</b> Totals				Invoices	1	\$1,379.17
Vendor <b>3890 - Oreilly Auto Parts</b>									
5765-243244	Headlight Bulb for Vehicle 3046	Edit		02/17/2026	03/02/2026	03/04/2026	02/24/2026		70.45
			Vendor <b>3890 - Oreilly Auto Parts</b> Totals				Invoices	1	\$70.45
Vendor <b>1926 - Ottosen Dinolfo Hasenbalg &amp; Castaldo LTD</b>									
18017	1LF0132	Edit		10/31/2025	03/02/2026	03/04/2026	02/24/2026		200.00
			Vendor <b>1926 - Ottosen Dinolfo Hasenbalg &amp; Castaldo LTD</b> Totals				Invoices	1	\$200.00
Vendor <b>1380 - PJM Settlement Inc</b>									
2026020400011493	Purchased Power 02-01-26/02-04-26	Edit		02/10/2026	03/02/2026	02/12/2026	02/13/2026		51,720.60
2026021100011493	Purchased Power 02-01-26/02-11-26	Edit		02/17/2026	03/02/2026	02/19/2026	02/17/2026		106,843.41
2026021800011493	Purchased Power 02-01-26/02-18-26	Edit		02/24/2026	03/02/2026	02/26/2026	02/25/2026		100,892.12
			Vendor <b>1380 - PJM Settlement Inc</b> Totals				Invoices	3	\$259,456.13
Vendor <b>1209 - Poms Tire Service Inc</b>									
640128220	Tires for Vehicle 7058	Edit		10/22/2025	03/02/2026	03/04/2026	02/24/2026		594.00
640128997	Tires for Vehicle 3139	Edit		11/26/2025	03/02/2026	03/04/2026	02/11/2026		670.28
640130290	Tire Service for Vehicle 3032	Edit		02/10/2026	03/02/2026	03/04/2026	02/12/2026		521.83
			Vendor <b>1209 - Poms Tire Service Inc</b> Totals				Invoices	3	\$1,786.11
Vendor <b>1526 - Power Line Supply</b>									
56950685	Blocks & Boots	Edit		01/20/2026	03/02/2026	03/04/2026	02/24/2026		216.00
56952077	Blocks & Boots	Edit		01/27/2026	03/02/2026	03/04/2026	02/24/2026		526.50
			Vendor <b>1526 - Power Line Supply</b> Totals				Invoices	2	\$742.50
Vendor <b>3555 - Primary Arms LLC</b>									
INV-801498	Safety Selector Kits	Edit		02/02/2026	03/02/2026	03/04/2026	02/13/2026		713.27
			Vendor <b>3555 - Primary Arms LLC</b> Totals				Invoices	1	\$713.27
Vendor <b>1860 - Priority Products Inc</b>									
1027956	Single Bow Hairpin Retainers	Edit		02/06/2026	03/02/2026	03/04/2026	02/12/2026		16.99
1028320	Connectors & Rivets	Edit		02/09/2026	03/02/2026	03/04/2026	02/24/2026		65.97
1028271	Hex Nuts & Pipe Swivel	Edit		02/13/2026	03/02/2026	03/04/2026	02/19/2026		36.27



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1028297	Castle Nuts, Screws & Washers	Edit		02/13/2026	03/02/2026	03/04/2026	02/24/2026		226.11
			Vendor <b>1860 - Priority Products Inc</b> Totals			Invoices	4		\$345.34
Vendor <b>5341 - Quadient Finance USA Inc</b>									
21826	Postage Refill - City Hall	Edit		02/18/2026	03/02/2026	02/20/2026	02/24/2026		2,000.00
			Vendor <b>5341 - Quadient Finance USA Inc</b> Totals			Invoices	1		\$2,000.00
Vendor <b>1053 - Ralph Helm Inc</b>									
18798	Cordless Blower	Edit		02/17/2026	03/02/2026	03/04/2026	02/19/2026		529.99
			Vendor <b>1053 - Ralph Helm Inc</b> Totals			Invoices	1		\$529.99
Vendor <b>6157 - Recore Chicago</b>									
W8057	Filter Burn & Pneumatic Cleaner	Edit		02/06/2026	03/02/2026	03/04/2026	02/24/2026		400.00
W8093	Clamp Kit & Gasket	Edit		02/09/2026	03/02/2026	03/04/2026	02/24/2026		192.79
			Vendor <b>6157 - Recore Chicago</b> Totals			Invoices	2		\$592.79
Vendor <b>1429 - Red Wing Shoe Store</b>									
3579746	Work Boots	Edit		02/06/2026	03/02/2026	03/04/2026	02/09/2026		175.00
			Vendor <b>1429 - Red Wing Shoe Store</b> Totals			Invoices	1		\$175.00
Vendor <b>1527 - Rehm Electric Shop, Inc.</b>									
15199	Breaker Disc	Edit		02/12/2026	03/02/2026	03/04/2026	02/17/2026		21.95
			Vendor <b>1527 - Rehm Electric Shop, Inc.</b> Totals			Invoices	1		\$21.95
Vendor <b>3194 - Reladyne</b>									
X627216-IN	ERG Hyvolt II for Substations	Edit		02/06/2026	03/02/2026	03/04/2026	02/17/2026		1,403.75
			Vendor <b>3194 - Reladyne</b> Totals			Invoices	1		\$1,403.75
Vendor <b>2529 - Schweitzer Engineering Laboratories Inc</b>									
INV-001212242	GBPIII Materials	Edit		02/13/2026	03/02/2026	03/04/2026	02/24/2026		287.90
			Vendor <b>2529 - Schweitzer Engineering Laboratories Inc</b> Totals			Invoices	1		\$287.90
Vendor <b>4523 - Sebis Direct Inc</b>									
129849	UB Printing - January 2026	Edit		02/06/2026	03/02/2026	03/04/2026	02/17/2026		1,031.61
			Vendor <b>4523 - Sebis Direct Inc</b> Totals			Invoices	1		\$1,031.61
Vendor <b>4631 - Sebis Direct, Inc (Postage Acct)</b>									
22026	UB Postage Replenishment	Edit		02/20/2026	03/02/2026	03/04/2026	02/24/2026		4,349.83
			Vendor <b>4631 - Sebis Direct, Inc (Postage Acct)</b> Totals			Invoices	1		\$4,349.83
Vendor <b>5156 - Sedgwick</b>									
1337592	Insurance Deductibles	Edit		02/06/2026	03/02/2026	03/04/2026	02/24/2026		8,703.98
			Vendor <b>5156 - Sedgwick</b> Totals			Invoices	1		\$8,703.98
Vendor <b>5085 - Smartsights Technologies LLC</b>									
2581999505-3	Computer Software WWTP	Edit		01/08/2026	03/02/2026	03/04/2026	02/18/2026		4,567.50
			Vendor <b>5085 - Smartsights Technologies LLC</b> Totals			Invoices	1		\$4,567.50
Vendor <b>1306 - Standard Equipment Company</b>									
030126	Life Insurance Premium - March 2026	Edit		03/01/2026	03/02/2026	02/24/2026	02/24/2026		3,330.55
			Vendor <b>1306 - Standard Equipment Company</b> Totals			Invoices	1		\$3,330.55
Vendor <b>1221 - Staples Advantage</b>									
6054075562	Tab Dividers	Edit		01/27/2026	03/02/2026	03/04/2026	02/17/2026		7.86



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6055171719	Toner Cartridge	Edit		02/05/2026	03/02/2026	03/04/2026	02/17/2026		122.06
6055171720	USB Drives	Edit		02/05/2026	03/02/2026	03/04/2026	02/17/2026		179.98
Vendor <b>1221 - Staples Advantage</b> Totals							Invoices	3	<u>\$309.90</u>
Vendor <b>1224 - Steiner Electric Company</b>									
S007911325.001	Connector & Steel Locknut	Edit		02/05/2026	03/02/2026	03/04/2026	02/24/2026		153.00
Vendor <b>1224 - Steiner Electric Company</b> Totals							Invoices	1	<u>\$153.00</u>
Vendor <b>1361 - The Wilson Bohannan Company</b>									
0223817-IN	Long Shackle Locks	Edit		02/10/2026	03/02/2026	03/04/2026	02/24/2026		188.10
Vendor <b>1361 - The Wilson Bohannan Company</b> Totals							Invoices	1	<u>\$188.10</u>
Vendor <b>2645 - Thompsons Plumbing &amp; Heating</b>									
18236	Sink Drains - City Hall	Edit		02/06/2026	03/02/2026	03/04/2026	02/24/2026		252.00
Vendor <b>2645 - Thompsons Plumbing &amp; Heating</b> Totals							Invoices	1	<u>\$252.00</u>
Vendor <b>1799 - Traffic Control &amp; Protection LLC</b>									
18837	Barricade D Cell Light	Edit		02/16/2026	03/02/2026	03/04/2026	02/19/2026		918.00
18833	Signs	Edit		02/17/2026	03/02/2026	03/04/2026	02/24/2026		213.00
18834	Signs	Edit		02/17/2026	03/02/2026	03/04/2026	02/24/2026		368.70
18835	Signs	Edit		02/17/2026	03/02/2026	03/04/2026	02/24/2026		579.20
18836	Signs	Edit		02/17/2026	03/02/2026	03/04/2026	02/24/2026		336.00
18838	Signs	Edit		02/17/2026	03/02/2026	03/04/2026	02/24/2026		1,176.90
Vendor <b>1799 - Traffic Control &amp; Protection LLC</b> Totals							Invoices	6	<u>\$3,591.80</u>
Vendor <b>1067 - Tri-R Systems Incorporated</b>									
006622	Service Call - Power Generator	Edit		02/18/2026	03/02/2026	03/04/2026	02/24/2026		1,710.00
Vendor <b>1067 - Tri-R Systems Incorporated</b> Totals							Invoices	1	<u>\$1,710.00</u>
Vendor <b>2521 - Trotsky Investigative Polygraph</b>									
GenevaPD26-01	Polygraph	Edit		02/04/2026	03/02/2026	03/04/2026	02/13/2026		210.00
Vendor <b>2521 - Trotsky Investigative Polygraph</b> Totals							Invoices	1	<u>\$210.00</u>
Vendor <b>4375 - Ultra Strobe Communications Inc</b>									
087632	Diagnostic Service	Edit		02/05/2026	03/02/2026	03/04/2026	02/13/2026		105.00
Vendor <b>4375 - Ultra Strobe Communications Inc</b> Totals							Invoices	1	<u>\$105.00</u>
Vendor <b>5823 - Unifirst Corporation</b>									
1320291349	Uniform Rental	Edit		02/11/2026	03/02/2026	03/04/2026	02/12/2026		93.89
1320293131	Uniform Rental	Edit		02/18/2026	03/02/2026	03/04/2026	02/19/2026		91.76
Vendor <b>5823 - Unifirst Corporation</b> Totals							Invoices	2	<u>\$185.65</u>
Vendor <b>1080 - United Radio Communications Inc</b>									
100001138-1	Radio Amplifier	Edit		12/22/2025	03/02/2026	03/04/2026	02/19/2026		11,143.41
Vendor <b>1080 - United Radio Communications Inc</b> Totals							Invoices	1	<u>\$11,143.41</u>
Vendor <b>1047 - UPS</b>									
0000601E23036	Shipping Charges	Edit		01/17/2026	03/02/2026	02/17/2026	01/22/2026		23.08
Vendor <b>1047 - UPS</b> Totals							Invoices	1	<u>\$23.08</u>
Vendor <b>1230 - USA Bluebook</b>									
INV00904404	WTP Chemicals	Edit		01/09/2026	03/02/2026	03/04/2026	02/10/2026		85.78
INV00952261	Latex Gloves	Edit		02/03/2026	03/02/2026	03/04/2026	02/18/2026		292.00



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 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor <b>1230 - USA Bluebook</b> Totals				Invoices	2	\$377.78
Vendor <b>5859 - UUS</b>									
11762144	Transformers 3 Phase Pad Mount	Edit		02/16/2026	03/02/2026	03/04/2026	02/18/2026		24,322.00
11762469	Transformers 3 Phase Pad Mount	Edit		02/19/2026	03/02/2026	03/04/2026	02/20/2026		32,100.00
			Vendor <b>5859 - UUS</b> Totals				Invoices	2	\$56,422.00
Vendor <b>1233 - Verizon Wireless</b>									
6132933838	Scada Backup	Edit		01/07/2026	03/02/2026	01/07/2026	02/24/2026		20.04
6135435997	Scada Backup	Edit		02/07/2026	03/02/2026	02/07/2026	02/24/2026		20.04
			Vendor <b>1233 - Verizon Wireless</b> Totals				Invoices	2	\$40.08
Vendor <b>6161 - Alexandra Voigt</b>									
9094	Reimbursement - Referendum Open House Refreshments	Edit		02/08/2026	03/02/2026	03/04/2026	02/24/2026		40.62
			Vendor <b>6161 - Alexandra Voigt</b> Totals				Invoices	1	\$40.62
Vendor <b>5244 - Marissa Walker</b>									
02132026	Crossing Guard 02/02/2026- 02/13/2026	Edit		02/13/2026	03/02/2026	03/04/2026	02/13/2026		652.50
			Vendor <b>5244 - Marissa Walker</b> Totals				Invoices	1	\$652.50
Vendor <b>5726 - Walker Wilcox Matousek LLP</b>									
245097	1LF0009	Edit		11/10/2025	03/02/2026	03/04/2026	02/24/2026		475.00
245131	1LF0011PE	Edit		11/10/2025	03/02/2026	03/04/2026	02/24/2026		600.00
245134	1LF0014TE	Edit		11/10/2025	03/02/2026	03/04/2026	02/24/2026		1,450.00
			Vendor <b>5726 - Walker Wilcox Matousek LLP</b> Totals				Invoices	3	\$2,525.00
Vendor <b>3454 - Jan Walkosz</b>									
02162026	Reimbursement for Meals	Edit		02/16/2026	03/02/2026	03/04/2026	02/19/2026		56.47
			Vendor <b>3454 - Jan Walkosz</b> Totals				Invoices	1	\$56.47
Vendor <b>1088 - Water Products Company of Aurora, Inc.</b>									
0333981	Band Repair Clamps & Curb Box Repairs	Edit		02/13/2026	03/02/2026	03/04/2026	02/18/2026		1,289.84
0333982	Band Repair Clamp	Edit		02/13/2026	03/02/2026	03/04/2026	02/18/2026		247.31
			Vendor <b>1088 - Water Products Company of Aurora, Inc.</b> Totals				Invoices	2	\$1,537.15
Vendor <b>5202 - WCR Incorporated</b>									
3553795-IN	GGF Oil Cooler Panel Inspection & Maintenance	Edit		11/25/2025	03/02/2026	03/04/2026	02/18/2026		10,467.20
			Vendor <b>5202 - WCR Incorporated</b> Totals				Invoices	1	\$10,467.20
Vendor <b>1051 - Wesco Receivables Corp</b>									
511937	LED Box Shaped Light for River Ln/Hamilton Parking Lot	Edit		01/27/2026	03/02/2026	03/04/2026	02/10/2026		636.36
531781	SE Development Project (SEMP) Material	Edit		02/10/2026	03/02/2026	03/04/2026	02/18/2026		9,016.00
533332	Street Light Bulbs	Edit		02/11/2026	03/02/2026	03/04/2026	02/12/2026		789.60
			Vendor <b>1051 - Wesco Receivables Corp</b> Totals				Invoices	3	\$10,441.96
Vendor <b>6160 - West Roosevelt Investments</b>									
02182026	ARPA Grant Payout	Edit		02/18/2026	03/02/2026	03/04/2026	02/24/2026		138,800.00



# City of Geneva AP Invoice Report

Invoice Due Date Range 03/02/26 - 03/02/26  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>6160 - West Roosevelt Investments</b> Totals						Invoices	1		\$138,800.00
Vendor <b>4847 - Wheatland Title Company</b>									
703009	1LF0119	Edit		11/11/2025	03/02/2026	03/04/2026	02/24/2026		95.00
703015	1LF0122	Edit		11/11/2025	03/02/2026	03/04/2026	02/24/2026		75.00
Vendor <b>4847 - Wheatland Title Company</b> Totals						Invoices	2		\$170.00
Vendor <b>1236 - Wills Burke Kelsey Associates LTD</b>									
8-49528	South & Seventh St Improvements	Edit		02/10/2026	03/02/2026	03/04/2026	02/12/2026		12,067.87
INV-0000051034	Geneva SEMP-MWI Construction	Edit		02/12/2026	03/02/2026	03/04/2026	02/20/2026		2,074.75
INV0000050867	Clarence Solar Special Use	Edit		02/12/2026	03/02/2026	03/04/2026	02/17/2026		1,390.00
Vendor <b>1236 - Wills Burke Kelsey Associates LTD</b> Totals						Invoices	3		\$15,532.62
Vendor <b>5629 - Laurel K Wintersteen</b>									
02132026	Crossing Guard 02/09/2026-02/13/2026	Edit		02/13/2026	03/02/2026	03/04/2026	02/13/2026		225.00
02202026	Crossing Guard 02/17/2026-02/20/2026	Edit		02/20/2026	03/02/2026	03/04/2026	02/19/2026		180.00
Vendor <b>5629 - Laurel K Wintersteen</b> Totals						Invoices	2		\$405.00
Vendor <b>1035 - WW Grainger Inc</b>									
9802775859	55 Gallon Transport Drum	Edit		02/10/2026	03/02/2026	03/04/2026	02/20/2026		212.25
9804585108	Lighting Contactor for State St Bridge	Edit		02/11/2026	03/02/2026	03/04/2026	02/12/2026		808.05
Vendor <b>1035 - WW Grainger Inc</b> Totals						Invoices	2		\$1,020.30
Vendor <b>Stephen Petrosa</b>									
70324	Lead Line Replacement	Edit		11/13/2025	03/02/2026	03/04/2026	02/13/2026		6,489.00
Vendor <b>Stephen Petrosa</b> Totals						Invoices	1		\$6,489.00
Vendor <b>Joni Verdicchio</b>									
96662	Mailbox Reimbursement	Edit		02/12/2026	03/02/2026	03/04/2026	02/24/2026		44.46
Vendor <b>Joni Verdicchio</b> Totals						Invoices	1		\$44.46
Grand Totals						Invoices	172		\$1,244,874.27

City of Geneva  
**Payment Batch Register**

Bank Account: 06 - Accounts Payable  
 Batch Date: 02/13/2026

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> 06 - Accounts Payable						
Check	02/13/2026	166963	Utility Management Refund	Krippner , George		155.64
			Account Type	Account Number	Transaction Date	Transaction Type
			Residential	0485001500-005	02/12/2026	Refund
06 Accounts Payable Totals:				Transactions: 1		\$155.64
	Checks:	1		\$155.64		



**Payroll Summary Report**  
**02/20/2026**

Net Pay	\$	652,577.30
FICA/Medicare Contributions		31,264.98
IMRF Contributions		-
Dental/Health Premiums		<u>105,940.81</u>
Total Payroll Expenditures	\$	<u><u>789,783.09</u></u>



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item:	Public Works Training Room & Area Flooring Replacement		
Presenter & Title:	Pete Adams, Facilities Manager		
Date:	February 10, 2026		
<b><i>Please Check Appropriate Box:</i></b>			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: Quality Infrastructure and Services			
Estimated Cost: \$27,865.00		Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If "Other Funding," please explain how the item will be funded:</i>			
<b>Executive Summary:</b>			
<p>At more than 30 years old the Training Room and surrounding area flooring in the Public Works building is in very poor condition. City Staff intended to submit a budget request for the replacement in the FY27 budget, but during budget review it was determined there was enough funding available in the FY26 General Capital Fund. City Staff published a Request for Proposals (RFP) for resilient flooring replacement for the Training Room &amp; Surrounding Rooms in January with a bid opening on Feb 2<sup>nd</sup>. Five (5) qualified and Two (2) unqualified bids were submitted; the lowest Qualified bid from Douglas Floor Covering of North Aurora to replace the floors with a high durability luxury vinyl tile product. Staff have reviewed the scope of work with Douglas to confirm understanding and commitment to the aggressive schedule and has validated the references provided support Douglas being capable of performing the scope as bid. After Council approval, City staff will execute a contract with Douglas to execute the flooring replacement before the end of FY26.</p>			
<b>Attachments:</b> <i>(please list)</i>			
<ul style="list-style-type: none"> <li>• PW Training Room Flooring Replacement - Bid Tab Sheet</li> <li>• BID SUBMISSION - Douglas Floor Covering - PW Training Room Flooring Replacement</li> <li>• COG - PW Training Room area flooring - Project Specifications v2</li> </ul>			
<b>Voting Requirements:</b>			
<p><i>This motion requires a simple majority of affirmative votes for passage.</i></p> <p><i>The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i></p>			
<b>Recommendation / Suggested Action:</b> <i>(how the item should be listed on agenda)</i>			
<p>Recommend Approval of Resolution Authorizing the City Administrator to Execute Contract with Douglas Floor Covering for the demolition and replacement of the Public Works Training Room &amp; Adjacent Rooms' flooring and allow City Administrator to approve change orders not to exceed 10% of bid price for a total amount of \$30,651.50.</p>			

**RESOLUTION NO. 2026-19**

**RESOLUTION AUTHORIZING EXECUTION OF THE  
CONTRACT WITH DOUGLAS FLOOR COVERING  
FOR THE REPLACEMENT OF THE PUBLIC WORKS TRAINING ROOM &  
ADJACENT ROOMS' FLOORING**

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**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA,  
KANE COUNTY, ILLINOIS, as follows:**

**SECTION 1:** That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, a Contract with Douglas Floor Covering for the demolition and replacement of the Public Works Training Room & Adjacent Rooms' flooring and allow City Administrator to approve change orders not to exceed 10% of bid price for a total amount of \$30,651.50 as recommended by Staff.

**SECTION 2:** This Resolution shall become effective from and after its passage as in accordance with law.

**PASSED** by the City Council of the City of Geneva, Kane County, Illinois, this 2nd day of March, 2026.

**AYES: \_\_ NAYS: \_\_ ABSENT: \_\_ ABSTAINING: \_\_ HOLDING OFFICE: \_\_**  
Approved by me this 2<sup>nd</sup> day of March, 2026.

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Mayor

ATTEST:

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City Clerk

City of Geneva, IL - PW Training Room Flooring Replacement

**Bid Tab Sheet**

2/2/2026

<b>Bidder</b>	<b>Bond/ Deposit?</b>	<b>BASE BID</b>	<b>FLOOR TYPE</b>	<b>Mnfr</b>	<b>Product</b>	<b>Mnfr Warranty</b>	<b>Installer Warranty</b>	<b>Alt #1 Demo</b>
C.A. Harris Construction Inc. DBA Sky Valley Group	Y	\$ 42,136.67	LVT	Bentley Mills	Batiste (LVT)	15 yr	2 yr	\$ 4,019.80
Douglas Floor Covering	Y	\$ 21,175.00	LVT	J&J Flooring	Signature II (LVT)	7 yr	1 yr	\$ 6,690.00
NPN Carpet Installation Inc.	Y	\$ 29,286.67	LVP	Patcraft	LVP		2 yr	\$ 4,595.00
Magic Poxy	N	\$ 10,950.00	Grind & Seal Concrete	Floorguard Products	FGP DT-454	n/a	5 yr	\$ 650.00
Magic Poxy	N	\$ 15,325.00	Epoxy Coating	Floorguard Products	FGP- Hyperbond	n/a	5 yr	\$ 650.00
Mazarini Inc.	Y	\$ 43,818.16	LVP	Lifeproof	Heirloom 22 mil LVP	Lfetime Residential?	2 yr	\$ 4,848.50
Taza Construction DBA of Tiles in Style, LLC	Y	\$ 36,444.00	SPC (Stone Plastic Composite)	Ezzy	SPC	15 yr	1 yr	\$ 7,350.00

City of Geneva  
Public Works Training Room Area Flooring Replacement

### PROPOSAL FORM

The following proposal is hereby made to the **City of Geneva, Illinois**, hereinafter called the Owner.

Proposal is submitted in duplicate by Douglas Floor Covering

The undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary to perform the "PW Training Room Floors" in accordance with the Specifications and Procedural documents attached.

In submitting this proposal, the undersigned declares that the only persons or parties interested in the Proposal as principals are those named herein and that the Proposal is made without collusion with any other person, firm, or corporation. The Undersigned acknowledges receipt of the following Addenda.

Addendum No.	Date	Initials
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

The Undersigned declares that they have examined the Contract Documents and is familiar with the local conditions at the site where the work is to be performed and with the conditions affecting the Contract requirements and understands that in making this Proposal, they wave all rights to plead any misunderstanding regarding the same.

BD (Initial) Confirms understand that the City is requiring work to be completed by 4/30/2026 & commitment Bidder is able to supply the materials and manpower necessary to be substantially complete with the installation by 4/30/2026.

Deadline for the City to commit to a color selection for material order to be fulfilled to take delivery to allow for the 4/30 Installation deadline to be achieved: 3/15/2026

Confirm if a deposit will be required for ordering materials? No

**On (a) separate sheet(s) of paper provide a written narrative including overview of the bidding/installing company, no less than 3 references with contact information, information on the products submitted including color & finish/texture options, and a tentative schedule for the work to transpire including clarification duration.**

\*Product overview must include maintenance information

INCOMPLETE SUBMISSIONS WILL BE CONSIDRED GROUNDS FOR DISQUALIFICATION

City of Geneva  
Public Works Training Room Area Flooring Replacement

<b>Base Bid</b>	
Preparation, Supply, and Installation of Replacement Resilient Flooring for the Public Works Building's Training Room and Adjacent rooms (as defined).  (Includes vinyl cove base for designated area)	\$ 21,175.00
Expected Days to complete (total, no demo)	4
<b>Product/System Proposed</b>	
Manufacturer	J&J Flooring
Product	Signature II
Manufacturer Warranty	7 Years
Installer Warranty	1 Year
<b>Alternate #1</b>	
Demolition of existing flooring systems	\$ 6,690.00
Expected Days to complete (demolition)	2



## Project References

**Project:** Bloomingdale Park District

**General Contractor:** Bear Construction

1501 Rohlwing Road, Rolling Meadows, IL 60008

847-222-1900

**Scope of Work:** Demo existing materials, basic prep for new, furnish and install Mannington carpet tile (Intertwine, color: Authenticity; 100 SY), Tarkett LVT (iD Latitude Stone, color: Hearthstone; 300 SF), and Tarkett Millwork Base (Reveal, color: Charcoal; 400 LF)

**Project:** Bartlett High School VCT Replacement

**General Contractor:** N/A – direct work with U46 School District

1460 Sheldon Ave, Elgin, IL 60133

847-888-5000

**Scope of Work:** Demo existing materials, basic prep for new, install customer supplied VCT (3,000 SF), furnish and install Tarkett resilient transitions at dissimilar floor coverings (color: Black)

**Project:** Mooseheart Museum

**General Contractor:** Lite Construction

711 S Lake St, Montgomery, IL 60538

630-896-7220

**Scope of Work:** Basic prep for furnish and install J&J Flooring LVT (Tatami, color: EDO; 165 SF), Tarkett walk-off carpet tile (Abrasive Action, color: Charcoal; 20 SY), Flexco resilient wall base (Sculptures Charmed & Base 2000, color: Fjord; 240 LF). Ceramic Tile prep, level, prime, and waterproof to prep for ceramic tile installation. Furnish and install Platform Surfaces ceramic tile (Caramella Stix, color: Fjord Blue 12x12; 50 SF), Elm Surfaces porcelain tile (Noble, color: White; 75 SF).

# Maintenance Schedule



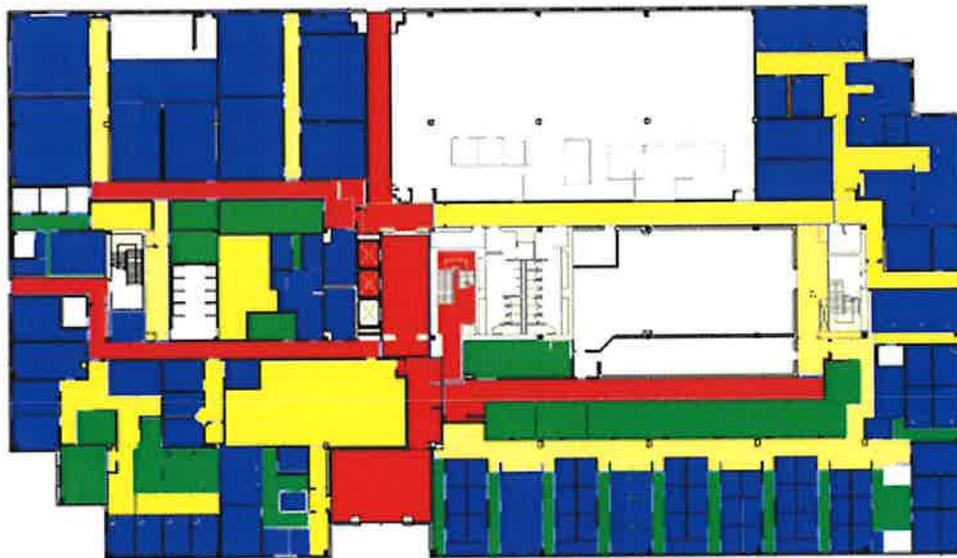
Follow this schedule of different maintenance procedures based on the amount of daily traffic on your facility's carpet.

## SUGGESTED FREQUENCY OF CLEANING

### Amount of Daily Foot Traffic

	Vacuum	Spot Cleaning	Pile Lifting	Interim	Restorative
Light (less than 400)	Daily	Daily	Quarterly	Quarterly	As required
Medium (400 to 800)	Daily	Daily	2 months	2-3 months	Annually
Heavy (800 plus)	Daily	Daily	2 weeks	Monthly	Quarterly

## SAMPLE FREQUENCY CHART



- Extra Heavy
- Heavy
- Moderate
- Light

# Daily, Routine Cleaning

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COMMERCIAL CARPET MAINTENANCE GUIDELINES

Regular cleaning is essential to the longevity of your facility's carpet. The following procedures can be used daily or as needed to keep the carpet in top shape and extend its life and appearance retention.



## Vacuuming Guidelines

- Most commercial facilities' high traffic areas should be vacuumed daily.
- Give the most attention to entryways, lobby areas and main traffic lanes.
- Vacuuming can reduce 80% of the dry soil load on a daily basis.
- Use a dual-motor upright canister or a backpack with power heads.
- Ensure the vacuum is equipped with a quality HEPA filter.
- Vacuum bags should be changed when they become 1/2 full, to ensure maximum lift.



## Spot Cleaning Guidelines

- Remove spots and stains as they occur.
- Always clean an area 3 to 4 times larger than the stain.
- Flush out the stain from the backing, or the stain may seep back up ("wick") into the fiber.
- Use a spot cleaner that dries to a brittle substance, which can be easily vacuumed up. Do NOT use a spot cleaner that dries to a tacky or sticky substance.
- If the spot cleaner is not premixed, use the exact dilution rate recommended. A higher concentration is NOT better.
- Use a neutral-pH cleaner.
- Liquid Spills - blot thoroughly with white cotton toweling, or use a "mini" extractor to remove spills.
- Dry Stains - gently break up dry soil with a spoon, and then vacuum. Moisten the area with a pre-tested spotter. Gently agitate the area using clean white cotton toweling. Thoroughly blot dry with dry cotton toweling. Repeat these steps until the spot is removed.
- Difficult Spots - oils, grease, ink, fruit drinks, wine, urine, toilet bowl cleaner, dyes, drain cleaners, mildew removers, insecticides, medicines, acids, etc., may damage the carpet fibers or require specialty spotters for removal.

Prevent wicking: Most spills on carpet can penetrate the surface fiber and then spread across the backing. Ensure you completely clean and flush out the stain from the backing, so that it will not wick back onto the surface of the carpet.



Contact your Mannington Commercial Flooring Specialist for your Carpet Rescue Kit.

# Wet Extractions/Restorative

7

Follow these guidelines for periodic wet extraction cleaning and/or restorative cleaning.



Hot water extraction protects your carpet from premature wear. The process forcefully injects cleaning solutions and hot water into the carpet, which are then powerfully vacuumed out along with deeply embedded sand and soil. It is the only method to remove soil that is saturated in the fibers of the carpet. Paired with regular interim cleaning (LMC) and pile lifting, hot water extraction extends the life, performance and appearance of your carpet.

- Hot water extraction can be done with truck-mount, portable or self-contained equipment.
- If soil is not cleaned and removed, the carpet fibers will become matted and abraded.
- Drying times are very important: if the cleaning is performed properly, the carpet should dry in 2 to 4 hours.
- A shorter dry time means more soil was removed and less residue was left in the carpet.
- Residue equals resoiling: residue from cleaning products is the foremost problem in the cleaning industry. Residue attracts dirt and leads to resoiling. Then rinse with water using extractor.

Always pre-spray: Equipment instructions typically tell you to put your chemicals in the tank of the extractor. The cleaning process cannot work this quickly. Instead, you should pre-spray so the chemicals have dwell time to work on the soil.



## Chemical Guidelines

- Chemicals may be needed to remove any sticky soil that has bonded to the fiber.
- Chemicals need a dwell time to work properly. This time allows the chemical to emulsify the soil, so it can be rinsed away.
- Pre-spray the chemical and then work it in with a pile lifter. This will help loosen up the soil so it can be rinsed out with water.
- Use cleaning agents with a pH of less than 10.

## Restorative Cleaning Process

Restorative cleaning may be required if the maintenance plan was not followed properly. Restorative cleaning will greatly reduce the amount of soil build up. Following a regular maintenance schedule will help prevent fiber damage.

- For optimal results, perform pile lifting first, followed by wet extraction.
- Pre-spray chemical, and work in with a dual counter-rotating cylindrical brush.
- Extract with plain water to remove soap residue.

## Do Not Use Bonnet Method

Mannington does not recognize any claims or warranties where damaged carpet is the result of an ongoing maintenance program that employs the Bonnet method. Bonnet cleaning was originally designed for hard surfaces and is an excellent cleaning system for that type of flooring; however, it is not recommended for carpet because it will cause premature abrasion of the carpet fiber.

# General Helpful Hints



Keep the following tips in mind to help ensure the successful maintenance, beauty and performance of your facility's carpet by Mannington Commercial.

1. Use proper signage and safety precautions around the area you are working in.
2. Do not use any type of rotary machine with a bonnet, brush or pad. If these are used, Mannington will not recognize any claim regarding damaged carpet.
3. See what your chemical looks like when dries by pouring it into a dish and let it dehydrate. Is the residue a powdery substance? Is it sticky or adhered to the dish? If it is sticky, resoiling will occur.
4. Select the caster/glide that will work best for the furniture you have selected. Contact area should be smooth, flat and large enough to distribute the load.
5. Exterior conditions have a major impact on soil entering the facility. Keep this in mind when determining walk off matting, cleaning routine, facility use and budget.
6. Perform a site survey to determine the volume of foot traffic in an area and type of soil affecting the area, and base your cleaning methods and frequency on the information gathered.
7. Follow all chemical maintenance instructions and read product Safety Data Sheets.
8. Where carpet meets vinyl flooring, take care to limit the contact of the hard surface cleaning process with the carpet.

Contact Mannington at [www.manningtoncommercial.com](http://www.manningtoncommercial.com) or 800-241-2262 for assistance.

### MAINTENANCE PRODUCT REFERENCE CHART

NOTE: Always follow the manufactures label for proper mixing ratios and use.

	Initial Cleaning	Daily Cleaning	Deep Cleaning
Buckeye www.buckeyeinternational.com 1-800-321-2583	Straight Up	Crossroads	Crossroads
Diversey www.diversey.com 1-800-558-2332	Profi	Profi	Profi
	GP Forward	GP Forward	GP Forward
	Prominence	Prominence	Prominence
Certified Green Products		Stride	Stride
Spartan Chemical www.spartanchemical.com 1-800-537-8990	Tribase	Tribase	Tribase
		Damp Mop	Damp Mop
Certified Green Products	Green Solutions Industrial Cleaner	Green Solutions All Purpose Cleaner	Green Solutions All Purpose Cleaner
XL North www.xlnorth.com 1-888-530-2259	XL APC All Purpose Cleaner	XL APC All Purpose Cleaner	XL APC All Purpose Cleaner

#### Tarkett North America

Technical Services Department  
30000 Aurora Road  
Solon, OH 44139  
800.899.8916  
info@tarkettna.com  
[www.tarkett.com](http://www.tarkett.com)



## SOFT SURFACE MAINTENANCE MANUAL

**Powerbond® & Modular:** Powerbond Cushion, Powerbond Medfloor®, ethos® Modular with Omniccoat Technology™, Modular Flex Aire® Cushion

**Tufted Broadloom:** LifeLONG®, Super-Lok®, Ergo-Step®

**Woven Broadloom:** CrossCushion® and Crossweave®

### INTRODUCTION

These instructions are written as a guide to be used by professionals for the proper care and maintenance of Tarkett Soft Surface flooring. These recommendations should be implemented prior to or immediately after the installation of Tarkett Soft Surface products. Utilizing these guidelines will ease the maintenance process and provide the customer with a product that will perform to its intended purpose. Always visit [www.tarkett.com](http://www.tarkett.com) for the most current installation and maintenance instructions. Technical videos and tip sheets are also available. Contact Tarkett Technical Services at (800)-248-2878 with any questions.

### CLEANING EQUIPMENT & CHEMISTRIES

Cleaning equipment and chemistry shall be selected from those products certified under the *Carpet & Rug Institute Seal of Approval* testing programs. For carpets with wool fiber, the cleaning chemistry shall be selected from recommendations by WoolSafe® Organization ([www.woolSAFE.com](http://www.woolSAFE.com)). The equipment manufacturer of any counter rotating brush equipment should be consulted to help determine the correct brush configuration for the textile. The complete and current listing of these products may be found at [www.carpet-rug.org](http://www.carpet-rug.org). All of the cleaning agents certified under the *Seal of Approval* program have been tested for cleaning efficacy, proper pH levels, absence of optical brighteners, and neutral re-soil properties.

#### Truck-mounted extraction:

- Gasoline, kerosene, or propane heated equipment that sits outside of the structure while hoses run inside for cleaning
- Highest levels of soil and moisture removal

#### Portable extraction:

- Box-and-Wand type equipment
- Equipment more mobile, possibly more practical in most commercial applications

#### Self-contained extractors:

- Walk behind, pull back, or ride on type equipment
- Average soil removal, between low moisture and truck mount or portable extractors
- Much higher *perceived* production rate compared to truck-mount or portable extractors
- About the same *perceived* production rate as low moisture encapsulation cleaning

- Typically, not capable of operating at the same, higher vacuum and PSI as truck-mounted or portable equipment
- Once the application, agitation, and dwell time of a pretreatment is taken into consideration, the production rate is very similar to truck mount or portable extractors.
- Cannot effectively be used as a single pass cleaning method

#### Twin Cylindrical Counter Rotating Brush (CRB) equipment:

- High production rate
- Excellent removal of deeply embedded soils and debris
- Has the ability to evenly distribute cleaning solution without building up friction or causing fiber abrasion
- Can be wet spray or low moisture foam devices
- Cannot entirely replace the need for water rinse extraction

**NOTE:** Cleaning equipment will require regular cleaning and maintenance to maintain effective results. Follow equipment manufacturer's recommendations for equipment care. For vacuum cleaners, replace nylon brush rollers at the first sign of wear. Check regularly to ensure the brush rolls are not entangled with hair and string. Empty vacuum bags when they become 1/2 to 2/3 full to improve soil removal results. Use only original manufacturer parts for cleaning equipment for consistent performance results.

### BLEACH STATEMENT

Products with 100% solution dyed face fiber content are much more resistant to damage from exposure to bleach than products constructed with face yarns processed with other types of dye methods. However, even 100% solution dyed products will eventually exhibit fiber degradation from exposure to bleach. This fiber degradation can take the form of color loss/change as well as a loss of physical properties such as tensile strength. Accidental spills of bleach must be saturated with water and thoroughly extracted as quickly as possible. This procedure must then be followed by an application of an approved general cleaning agent, such as Tarkett SYON5®, agitation with a twin cylindrical counter rotating brush machine, and water rinse extraction.

### ROTARY PROHIBITION STATEMENT

Please be advised that Tarkett prohibits the use of all rotary and oscillating devices or machines for the purpose of soft surface cleaning, rotary water rinse extraction, physical agitation and/or speed drying.

In place of these devices, the use of twin cylindrical counter rotating brush (CRB) machines is recommended.

The counter rotating action of the brushes in these machines allow for beneficial effects that cannot occur with any rotary device. First, the deeply embedded soils and debris in the carpet fiber are lifted up and out of the fiber and deposited into a catch tray or other component of the CRB to be removed by the user. Second, the small surface area of the brush that is in contact with the face fiber of the carpet is allowed to cool during each revolution. This contrasts with the rotary brush, bonnet, pad, plate, or disk, which is in continual contact with the face of the carpet leading to heat build-up and potential fiber damage. The proper denier or thickness of the bristles of twin cylindrical counter rotating brush equipment is essential to the care and preservation of the fiber of the soft surface product. The equipment manufacturer should be consulted to help determine the correct brush configuration for the textile. The complete and current listing of these products may be found at [www.carpet-rug.org](http://www.carpet-rug.org)



Twin Cylindrical Counter rotating brush machine cross section

d. Spot clean as necessary

### WATER RINSE EXTRACTION – DEEP CLEANING

1. Thoroughly vacuum the area to remove dry soil.
2. Fill the rinse tank of the carpet extractor with clean water. Following chemistry manufacturer's instructions for dilution, add a rinsing agent such as XL North Crystallizing Rinse.
3. Following chemistry manufacturer's instructions for dilution, apply an approved cleaning solution, such as Tarkett's SYON5 to the area as a pretreatment.
4. Mechanically agitate with a twin cylindrical counter rotating brush agitation device. Examples of this type of equipment are the XL North XLerator® and the Windsor® iCapsol.
5. Allow the agitated solution to dwell for 5 to 10 minutes or as recommended by the manufacturer of the cleaning agent. **NOTE: Do not allow the cleaning solution to dry before proceeding to the next step.**
6. Extract thoroughly to rinse and remove the cleaning agent and suspended soil.
7. Continue to rinse and extract until the recovery water runs clear.
8. Finish with dry passes (vacuum only) to remove as much moisture as possible.
9. Place air movers to expedite drying time.
10. Limit foot traffic on the area until dry.

### LOW MOISTURE ENCAPSULATION – INTERIM CLEANING

1. Thoroughly vacuum the area to remove dry soil.
2. Following chemistry manufacturer's instructions for dilution, apply an approved cleaning solution, such as Tarkett's SYON5 to the area as a pretreatment.
3. Immediately mechanically agitate with a twin cylindrical counter rotating brush (CRB) agitation device. Examples of this type of equipment are the XL NorthXLerator and the Whittaker Smart Care® Trio.
4. Place air movers to expedite drying time.
5. Limit foot traffic on the area until dry.
6. Dry vacuum once the area is completely dry.

### SPILL REMOVAL

The following steps may be used to remove liquid spills. Spills may require a cleaning solution to remove.

1. As soon as spill occurs, use a portable extractor filled with fresh hot water to flush out and remove the liquid.

**-OR-**

1. If a portable extractor is not available, blot the area with clean paper or cloth towels.
2. Place several layers of towels over the spill and apply pressure until excess liquid has been removed.

### SPOT TREATMENT

The following steps may be used to treat more difficult spots that cannot be removed by the above steps.

Determine if the spot is water soluble or oil-based by applying water and pressing the spot with an absorbent towel. Water-soluble spots will transfer to the towel, oil-based will not transfer.

- a. For water-based spots, continue rinsing with water as long as there is transfer to the towel. A cleaning agent may not be necessary if water continues to remove the spot. If a cleaning agent is needed, apply an approved spot lifter such as Tarkett Syon-5® to the area and allow it to dwell for 5 minutes. Then, flush thoroughly with water until all detergent residues have been removed. Repeat this process as necessary to completely remove the spot.
- b. For oil-based spots, blot to remove excess liquid, then apply a solvent-based cleaning agent such as XL North's XL VDS to a towel and apply to the spot. Do not apply the cleaning agent directly to the surface as this may cause the spot to spread. Work from the outer edges of the spot towards the center. Continue to reapply solution in this manner until the spot is completely removed. Then, flush thoroughly with water until all residues has been removed.
- c. For spots of known origin, i.e., ketchup, red wine, etc., comprehensive stain removal guides for specific staining agents can be found at [www.bridgepoint.com](http://www.bridgepoint.com) and [www.proschoice.com](http://www.proschoice.com). Following the removal of the spot as directed by the guides, the affected area must be cleaned with an approved general cleaning solution such as Tarkett Syon-5 to remove any residues from specialty spotting chemicals or other agents that were used as directed by the guides. Failure to remove these residues may result in accelerated soiling.

## WATER INTRUSION & FLOODING CONDITIONS

The guidelines that are listed below are provided as general information. Tarkett cannot guarantee the degree of success that may result from an attempt to restore flooded carpet and provides no warranty coverage for the affected material.

**NOTE: Limited Warranty coverage is voided for Tarkett Soft Surface products that have been exposed to flood conditions.**

Soft surface flooring that has been saturated with standing water is subject to possible degradation. This degradation may lead to short term or long-term loss of adhesion and/or tuft bind strength as well as deterioration of the appearance and performance of the carpet.

Depending on the extent of damage it may be possible that the textile can be restored and continue to provide acceptable performance. A decision to attempt restoration of flooded carpet is at the discretion of the owner.

An IICRC certified water damage restoration expert should evaluate each situation to develop a specific course of action based on the conditions involved. The following suggested procedural guideline has been developed as a general guide for most water intrusion situations. Consult [www.IICRC.org](http://www.IICRC.org) for water damage restoration experts in your area.

Establish the type of water intrusion that has occurred.

**NOTE: When Category 1 water intrusion migrates through building materials, it quickly transitions to a Category 2 water intrusion as microbes, debris, and other contaminants are absorbed.** Time is of the essence in water intrusion situations. Sanitary flooding may transition to unsanitary and finally black water as biological agents can incubate and proliferate. Once the flow of water has been stopped, restoration should begin as soon as possible.

1. **Category 1: Sanitary** – Involves flooding by potable (drinking) water. These situations may include uncontaminated sink or toilet tank overflows and ruptured pipes.
  - Extract carpet immediately (within 48 hrs. of flood event)
  - Return to a dry state within 12 hours following the intervention using air movers and dehumidification equipment
2. **Category 2: Unsanitary** – Includes any water with potential bio-contaminants. These may include roof leaks, toilet overflows with limited urine content, or any intrusion with limited contamination.
  - Employ the services of an IICRC certified water damage restoration expert
  - Extract carpet within immediately (within 48 hours) after the flow of water has stopped
  - Treat with an approved carpet sanitizer or antimicrobial, making sure to follow all label instructions closely
  - Rinse and extract
  - Return to a dry state within 12 hours following the intervention using air movers and dehumidification equipment
3. **Category 3: Black Water** – Includes any water coming into contact with the ground, seawater, raw sewage, or flooding because of rising water. Carpet exposed to black water should be replaced. Immediate removal is recommended because of potentially high bio-pollutant levels.
  - Always assume there is concern for human health and use proper personal protective equipment (gloves, safety glasses, respirators, etc.) even if reoccupying the facility
  - Employ the services of an IICRC certified water damage restoration expert
  - Subfloors must be treated with an approved disinfectant, making sure to follow all label instructions closely
  - Walls, furnishings, and other interior items may require demolition and proper disposal
  - Return to a dry state within 12 hours following the intervention using air movers and dehumidification equipment

### Tarkett North America

Technical Services Department

1000 Vista Dr.

Dalton, GA 30721

800.248.2878

[info@tarkettna.com](mailto:info@tarkettna.com)

[www.tarkett.com](http://www.tarkett.com)

# PLATFORM SURFACES

## CARE & MAINTENANCE

### Initial Cleaning During Installation

As with any flooring material, the most important step in the care and maintenance of your porcelain floor is the initial cleaning.

The single most important step in caring for your Platform Surfaces floor is the complete removal of setting material, grout residue, and/or any construction residue from the surface of the tiles before they have a chance to dry. In most cases, Platform Surfaces porcelain tiles can be cleaned successfully by scrubbing the installation with a neutral detergent cleaner followed by a thorough rinsing. If a grout residue still remains, rinse further, cleaning the tile several times with clean water to be certain you have removed traces of grout residue from the surface of the tiles.

Grout manufacturers have printed detailed instructions for the proper cleaning of grout residues available. The grout manufacturers' directions should be followed if a grout film is present on the surface of the porcelain tiles.

Once the initial cleaning process has been completed, Platform Surfaces porcelain tiles just need to be swept or vacuumed and damp mopped with a neutral detergent cleaner followed by a thorough rinsing.

### Special Grouting Precautions

It is recommended that a test patch be done prior to grouting the installation to determine if contaminations of grout pigment will occur on the tile—especially when using light-colored tiles or polished tiles that are to be grouted with a dark contrasting colored grout, or when dark-colored tiles are to be grouted with a light-colored grout. If discoloration does not occur on the surface of the tile, then proceed with grouting. If discoloration does occur, contact the grout manufacturer to request a proper procedure for the protection of this surface.

### Proper Care During Construction Phase

Like any other finished material, Platform Surfaces porcelain tiles are viewed as a finished flooring material. We strongly recommend using a protective cover, such as cardboard, construction paper, plywood, and/or other covering, to protect the porcelain tile during the initial construction phase. The use of plastic as a cover is not recommended since plastic becomes slippery when construction residue comes in contact with it. In addition, plastic has a tendency to delay the natural curing process of the thin-set and/or grout.

### Glazed, Matte, Honed & Textured Tiles

Platform Surfaces porcelain tile products do not require the use of sealers, surface coatings, or waxes on the Glazed, Matte, Honed, and Textured porcelain tiles. In fact, the surface of the matte series is so smooth, and non-absorbing, that Stain Test results show that Platform Surfaces porcelain tiles are virtually stain resistant. Applying a sealer or surface coating to matte finish porcelain tiles will only add unnecessary steps to the over-all maintenance program—without enhancing the overall appearance of the tile. The use of sealers on impervious porcelain paver tiles will turn a low-maintenance tile into labor intensive high-maintenance tile, and in most cases, these applied surface sealers will change and/or diminish the slip resistance of the porcelain tile.

### Polished Tiles

If a polished finish is used in an area prone to excessive spills or dirt, it may be advisable to treat the tile with a penetrating-type sealer.

During the polishing process, microscopic pores are sometimes exposed. Although the pores are shallow, spills can fill them, making standard cleaning procedures inadequate. By using a penetrating-type sealer, microscopic pores are filled, preventing stains from setting in. A penetrating-type sealer is designed only to fill pores, not to coat the tile surface.

You will not alter the polished tile's appearance, provided that a recommended sealer is used and applied according to manufacturer's instructions.

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#### Please note:

- Platform Surfaces highly recommends the use of low VOC, non-hazardous, and non-polluting products for the cleaning and maintenance of tile and grout products.
- Acid washing is rarely recommended. Acid or acid based cleaners should not be used to clean a grout residue. Some acids can burn non-epoxy or cementitious grouts and leave a white film that is almost impossible to remove. Also, the use of certain acid solutions can structurally weaken the grout in the joint of the tile. If in the event a mild solution of sulfamic or phosphoric acid base cleaner is needed, carefully read the manufacturer's instructions.

# PLATFORM | SURFACES

## STAIN REMOVAL GUIDE

STAIN	MIRACLE SEALANTS	AQUA MIX	FILA CHEMICALS
<b>Food Stains</b> Coffee, Wine, Grape, Juice, Tea, Mustard, Ketchup, Soda, Other Foods	Porcelain and Ceramic Tile Cleaner or Miracleclean #1***	Concentrated Stone & Tile Cleaner or Heavy-Duty Tile & Grout Cleaner for heavier stains	PS/87 or SR/95*
<b>Oil-Based Stains</b> Animal Fats, Vegetable Fats, Cooking Oil, Wax, Rubber, Lipstick	Porcelain and Ceramic Tile Cleaner or Liquid Poultice***	Heavy-Duty Tile & Grout Cleaner	PS/87
<b>Oil-Based Paint</b>	Porcelain and Ceramic Tile Cleaner or Liquid Poultice***	Sealer and Coating Remover	PS/87 or No Paint
<b>Other Stains</b> Ink, Felt Marker, Crayon	Porcelain and Ceramic Tile Cleaner or Poultice Powder with Liquid Poultice	Sealer and Coating Remover	PS/87 or SR/95*
<b>Pencil</b>	Porcelain and Ceramic Tile Cleaner or Poultice Powder with Liquid Poultice	Phosphoric Acid Cleaner with Poultice Stain Remover	PS/87
<b>Paint (H2O-Based)</b>	Porcelain and Ceramic Tile Cleaner or Poultice Powder with Liquid Poultice	Sealer and Coating Remover	PS/87 or No Paint
<b>Grout Cement, Latex/ Polymer</b>	MiraSeal GCFR, H2O Strip or Epoxy Grout Film Remover	Sulfamic Acid Crystals or Phosphoric Acid Cleaner (after 10 days on new grout) or Grout Haze Clean-up (first 1-10 days)*	Deterdek
<b>Epoxy</b>	Epoxy Grout Film Remover	Sealer and Coating Remover	PS/87

\*SR/95 for difficult to remove and colored stains.

\*\*Grout haze Clean-Up, Sulfamic Acid Crystals, and Phosphoric Acid Cleaner should not be used on polished or acid sensitive surfaces.

\*\*\* Miracle Sealants offers additional products for removal of these stains. Refer to manufacturer's literature.

### Cleaner Manufacturers Contact Information:

Miracle Sealants  
Company Aqua Mix  
Fila Chemicals

12318 Lower Azusa Road, Arcadia,  
CA 91006 250 Benjamin Drive,  
Corona, CA 92879 10800 NW  
21st Street #170, Miami, FL 33172

Phone: 800-350-1901  
Extension 3013 Phone:  
951-256-3040  
Phone: 305-513-0708

### 3. TECHNICAL DATA

Physical Properties	ASTM Test	Industry Standards	Results
Water Absorption	C373	Impervious <0.5%	≤ 0.1%
Thickness Dimension	C499	Range ±0.04in Max.	≤ ±0.04 in
Facial Dimension	C499	±0.25%	≤ ±0.25%
Warpage Average	C485	± 0.40% on any edge	≤ ± 0.40%
Warpage Average	C485	± 0.40% on diagonal	≤ ± 0.40%
Wedging Average	C502	± 0.25%	≤ ± 0.25%
Bond Strength	C482	≥ 50 psi	≥ 200 psi
Breaking Strength	C648	≥ 250 lbf	≥ 400 lbf
Hardness (Mohs)	Scratch Test (No regulated)	Range 0 - 10	≥ 7
Visible Abrasion Resistance for Glaze Tile	C1027	No requirement Range 0 - 5	Class 4
Frost Resistance (Freeze/Thaw)	C1026	No sample must show alterations to surface	No evidence of damage
Chemical Resistance	C650	No Requirement Range E - A	Class A
Stain Resistance	C1378	No Requirement Range E - A	Class A*
Coefficient of Friction (Dynamic)	DCOF Acutest <sup>sm</sup> (wet)	≥ 0.42	≥ 0.50*
Aesthetic Classification	Visual Evaluation Shade & Texture	No Requirement Range V0 - V4	V2

\* All values given are for matte or honed material. No values are given for polished material. Iris U.S. does not recommend polished surfaces in area subject to exposure from grease, oil or water.

For level interior spaces to be walked upon when wet (see ANSI A137.1 section 6.2.2.1.10 - Section 9.6 for test procedure).

### 4. INSTALLATION

All installation work using ELM Surfaces tiles will conform to the standards set forth in the latest version of ANSI A108/118 and/or the TCNA Handbook for Ceramic Tile installations.

Installation or setting materials:

Movement joints shall be provided throughout the tile and work will conform to ANSI Specification A108.01-3.7; A108.02 - 4.4. and TCNA Details EJ171.

Setting materials used will conform to the ANSI 118.4 or greater and be recommended by the selected manufacturer for the installation & setting materials for ceramic or porcelain tile based on the application requirements.

### 5. WARRANTY

ELM Surfaces guarantees that its products will be free of manufacturing defects and they will meet or exceed the performance specifications set forth in ANSI 137.1.

### 6. MAINTENANCE

#### Care and Maintenance Recommendations Guide

Please refer to **ELM Surfaces Care and Maintenance Recommendations Guide** for all technical information as to the care of this collection.

### 7. TECHNICAL SERVICES

#### Technical Assistance

Guide Specifications, literature, MSDS, tile samples, details and installation procedures are all available for your use or libraries.

Please contact your nearest ELM representative for catalogs, physical samples, or architectural binders.

**Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

Douglas Floor Covering, Inc.  
200 Alder Drive  
North Aurora, IL 60542

**OWNER:**

*(Name, legal status and address)*

City of Geneva  
22 S. First St.  
Geneva, IL 60134

**BOND AMOUNT:** Ten Percent of the Total Amount Bid (10%)

**SURETY:**

*(Name, legal status and principal place*

*of business)* Employers Mutual Casualty Company  
P.O. Box 712  
Des Moines, IA 50306-0712

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Geneva Public Works Training Room Area Flooring Replacement - Furnish and install floor prep, LVT and base

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 28th day of January, 2026

*(Witness)*



Douglas Floor Covering, Inc.

*(Principal)*

**COPY**

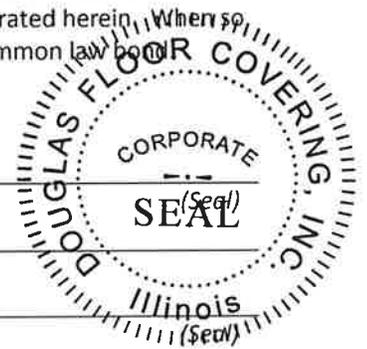
*(Title)*

Employers Mutual Casualty Company

*(Surety)*

*(Witness)* Stephanie Shetler

*(Title)* Annette Albach, Attorney-in-Fact



**POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT  
KNOW ALL MEN BY THESE PRESENTS, that:**

- |   |  |
|---|--|
| 1. Employers Mutual Casualty Company, an Iowa Corporation     | 4. Illinois EMCASCO Insurance Company, an Iowa Corporation   |
| 2. EMCASCO Insurance Company, an Iowa Corporation             | 5. Dakota Fire Insurance Company, a North Dakota Corporation |
| 3. Union Insurance Company of Providence, an Iowa Corporation | 6. EMC Property & Casualty Company, an Iowa Corporation      |

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

Annette Albach

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the Bid Bond

**Any and All Bonds**

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

**AUTHORITY FOR POWER OF ATTORNEY**

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

**RESOLVED:** The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

**IN WITNESS THEREOF**, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 17th day of September, 2025.

**COPY**

*Scott R. Jean*

*Todd Strother*

Scott R. Jean, President & CEO  
of Company 1; Chairman, President  
& CEO of Companies 2, 3, 4, 5 & 6

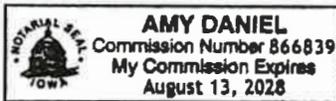
Todd Strother, Executive Vice President  
Chief Legal Officer & Secretary of  
Companies 1, 2, 3, 4, 5 & 6

Seals



On this 17th day of September, 2025 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires August 13, 2028.



*Amy Daniel*

Notary Public in and for the State of Iowa

**CERTIFICATE**

I, Ryan J. Springer, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 17th day of September, 2025, are true and correct and are still in full force and effect. In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 28th day of January, 2026.

*Ryan J. Springer*  
Vice President



# **REQUEST FOR PROPOSALS**

for

The City of Geneva's

## **Public Works Training Room Area Flooring Replacement**

January 2026

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NOTICE TO BIDDERS

The City of Geneva (City) is seeking a qualified proposals for the replacement of approximately 2500 Square Feet of hard surface flooring inside the Public Works buildings in Geneva, IL. This work must be completed by the end of the City’s fiscal year, April 30, 2026.

**Time and Place of Opening of Bids**

Contractors shall submit two (2) complete copies of their bids in a single, sealed envelopes with the words "PW Training Room Floors" clearly marked on them. Bids will be received by the City of Geneva, Illinois until 10:00 a.m. on Monday; February 2, 2026 at the office of the Geneva City Hall, located at 22 South First Street, Geneva, IL 60134, at which time the bids will be publicly opened and read aloud. Proposals submitted after the time specified will be returned to the bidder unopened. Bids that are not complete will not be read out loud after opening and will be returned.

Bidders may withdraw their proposal providing the bidder makes a request to withdraw their proposal in writing or in person before the scheduled time of the bid opening.

## PROJECT OVERVIEW & TERMS

### DESCRIPTION OF WORK

The City's PUBLIC WORKS TRAINING ROOM AREA FLOORING REPLACEMENT project is for the replacement of approximately 2500 square feet of hard surface flooring in the Public Works training room and adjacent rooms. The existing flooring is either VCT or "peel & stick" vinyl flooring applied directly to the concrete slab below. The City is seeking to contract the demolition and replacement of these floors with a durable resilient flooring solution capable of maintaining long term visual and performance integrity in an environment with heavy work boot traffic.

### MATERIAL

The City is anticipating proceeding with a Luxury Vinyl Plank/Tile or Epoxy/other resilient coating product, but will entertain bids for ANY resilient hard-surface flooring solutions/products. Bids will be evaluated & selected based on trade-offs between price/cost, durability/warranty, ease of maintenance, and the cosmetic desirability of the options available for the solution(s) submitted.

The flooring replacement includes replacement of the 4" vinyl cove base for the entire marked area. Color of the base is to be selected to match the flooring selected.

### GENERAL REQUIREMENTS

1. The bidder/contractor is responsible to field verify all measurements for estimating and ordering materials.
2. The City is responsible for the removal of all moveable furniture, appliances, and equipment in the affected areas. Cabinetry will remain in place.
3. The City is requiring the base bid price does NOT include demolition of the existing flooring and vinyl cove base, but will be requesting alternate pricing to include the demolition. Whether performed by the City or contractor, the City will directly arrange (a) dumpster(s) for demolition related disposal.
4. Bidder/Contractor is to use existing onsite dumpsters for all waste generated in course of the installation of the new flooring.
5. The bid shall include the cost to patch, level, and prepare the concrete slab as needed to meet the preparation requirements for the resilient flooring product submitted by the bidder.
6. Provide thresholds or transitions as manufacturer specified where the new resilient flooring transitions to the existing concrete slab (or ceramic tile in the bathrooms).
7. All work is to be done in a workmanship like matter. Contractor is responsible for keeping the work areas clean and safe on a daily basis while work transpires removes from site any debris and equipment no longer used in conjunction with the project in a timely fashion.
8. All finished work and materials shall be fully warranted for minimum two (2) years including any labor costs involved with servicing.
9. All work to be performed in accordance with these specifications and manufacturer's recommendations.
10. If the bidder submits a manufactured flooring product (vs applied coating), the bidder is responsible to provide no less than 50 Square Feet of surplus material for potential future service or replacement needs.
11. Awarded contractor is required to utilize installation labor that has experience with the manufacturer and products submitted.

## Public Works Training Room Area Flooring Replacement

**TEMPERATURE:** The City maintains heat and cooling to keep the spaces approximately 65-75 degrees Fahrenheit. Awarded contractor is required to notify the City along with bid package if the installation of the flooring products bid requires temperatures outside of this range.

ALL installation related materials must be delivered and placed in the space to acclimate to the conditions no less than 48 hours prior to the start of installation.

**EXAMINATION & PREPARATION:** Prior to beginning installation of the new flooring materials, examine substrates for compliance with manufacturer requirements for maximum moisture content and other conditions affecting performance of the Work.

1. Perform bond and moisture tests on concrete subfloors to determine if surfaces are sufficiently dry to ensure proper bond of any applied adhesives or coatings.
2. Verify and address the finish of substrates are free of cracks, ridges, depressions, scale. Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by floor tile manufacturer.
3. Alkalinity and Adhesion Testing: Perform tests recommended by flooring material manufacturer. Proceed with installation only after substrates alkalinity falls within range on pH scale recommended by manufacturer.
4. Moisture Testing: Proceed with installation only after substrates pass testing according to flooring materials manufacturer's requirements to ensure adhesion and manufacturers' product warranty apply.
5. Proceed with installation only after unsatisfactory conditions have been corrected.

**INSTALLATION:** Comply with product manufacturer's written instructions for installation or application.

1. If submission includes a tile or plank product:
  - a. Lay out floor tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths that equal less than one-half tile at perimeter.
  - b. Match floor tiles for color and pattern by using tile from cartons in same sequence as manufactured and packaged, if so numbered.
  - c. Discard broken, cracked, chipped, or deformed tiles.
  - d. Scribe, cut, and fit floor tiles to butt neatly and tightly to vertical surfaces and permanent fixtures including built-in furniture, cabinets, pipes, outlets, and door frames.
  - e. Adhere floor tiles to flooring substrates using a full spread of adhesive applied to substrate to produce a completed installation without open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, and other surface imperfections.
  - f. Place resilient edge strips tightly butted to flooring and secure with adhesive. Install edging
  - g. strips at edges of flooring which would otherwise be exposed
2. Extend flooring into toe spaces, door reveals, closets, and similar openings.
3. At doorways, extend flooring to center depth of the door frame.

**CLEANING AND PROTECTION:** Comply with manufacturer's written instructions for cleaning and protecting flooring. Perform the following operations immediately after completing floor tile installation:

## Public Works Training Room Area Flooring Replacement

1. Remove adhesive and other blemishes from exposed surfaces.
2. Sweep and vacuum surfaces thoroughly.
3. Clean resilient flooring by method recommended by resilient flooring manufacturer.
4. Protect flooring against damage during construction period to comply with resilient flooring manufacturer's directions.

## COLOR SELECTION

Submissions are to include color and finish options for the product(s) submitted; preferably in the form of paper marketing materials.

After City staff have selected a bid and advanced to the council for formal approval, the city will notify the bidder presumed for the award for the bidder to provide actual material/color samples for the City to choose from. The bidder will be promptly notified of the City's final selection.

## PLANS

The city has re-purposed partial plans from the Public Works building's expansion during the late 90s; marked to reflect the project's circumstances. Plans and photos of the work area are provided at the end of this document.

## PERMITS

Permits are NOT required for flooring replacement in Geneva at this time.

## FACILITY INSPECTIONS

The Contractor shall complete a thorough, initial inspection prior to submitting their proposal. **The Facility will be available for review on Friday January 23, 2026 at 8:30 am.**

During the inspections only general clarifying questions will be answered. Any specific or term clarifying questions are to be submitted in writing via email to the Facilities Manager at [padams@geneva.il.us](mailto:padams@geneva.il.us) by no later than Tuesday, January 27<sup>th</sup> 2026.

## SCHEDULE & WORK HOURS

**The City is seeking for work to be completed by no later than April 30th 2026.**

The Bidder shall submit a construction schedule at the preconstruction meeting in substantial conformance with the projected milestone dates listed below but no later than within 48 hours after the pre-construction meeting.

<u>Item</u>	<u>Date</u>	<u>Comment</u>
Facility Inspections	Fri, Jan 23, 2026	8:30 am @ Public Works
Deadline for Inquiries	Tues, Jan 27, 2026	
Deadline for Addenda to be Posted	Thurs, Jan 29, 2026	
<b>Bids Due &amp; Opening</b>	<b>Mon, Feb 2, 2026</b>	<b>10:00AM @ City Hall</b>
City Council Award	Mon, Feb 16, 2026	
Notice of Award	Wed, Feb 18, 2026	
<b>100% Completion</b>	<b>April 30, 2026</b>	All Punch List Items

**Daily work is to be performed during operational hours, Monday to Friday from 7:00 am to 3:30 pm.**

The Facilities will be closed and unavailable for work for the following scheduled City Holidays:

Presidents' Day	Monday, Feb. 16, 2026
Spring Holiday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026

**EXECUTION OF THE CONTRACT:** The bidder that is awarded the contract shall execute a contract and submit contract bonds within fifteen (15) calendar days after receiving the Notice of Award; they shall submit a certificate of insurance showing that their company meets the required minimum coverage listed in the Specifications. Work shall not start, there shall be no mobilization and no onsite deliveries shall be taken until the required insurance has been submitted and accepted by the City. This insurance policy shall be maintained during the life of the contract until final acceptance of the project by the City. Failure on the part of the successful bidder to provide a certificate of insurance within the time stipulated could void the award with resultant forfeiture of the Proposal Guaranty.

## INSTRUCTIONS & REQUIREMENTS FOR PROPOSALS

By submitting a bid, the Bidder is affirming that they have carefully read and examined all of the contract documents and has visited the site and is aware of the requirements necessary to complete the work with their own forces and as listed in this contract. Submission of a proposal is conclusive assurance and warranty the Bidder and any subcontractors have examined the materials, visited the site and understood all requirements for the performance of the work. The Bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in-depth examination.

The City of Geneva will, not be responsible for any additional cost, expenses, losses or changes in anticipated profits resulting from such failure or neglect found in the submission. Bidders are to alert the City of any errors or omissions observed in the specifications prior to submission.

All Bidders shall submit a five (10%) percent bid bond, and the successful Bidder shall submit a contract bond for the full amount (100%) of their bid. In both cases the guarantor shall be a surety company authorized to do business in the State of Illinois. A cashier's check for the amounts as described above can be submitted in lieu of the bonds.

If any Vendor is in doubt as to the true meaning of any part of the specifications, or other contract documents, he may submit to the Facilities Manager (FM) a written request for an interpretation. The FM will give an interpretation of the matter in question by issuing an "Addenda". The FM will not respond to written requests for interpretation that are received less than 5 business days before the opening.

The Bidder shall comply with all applicable laws.

The successful Vendor shall submit a copy of his/her insurance policy listing the City of Geneva as an additional insured.

Bids and Contracts shall be signed by the Primary Bidder/Contractor, partners in a Partnership, or the president of the Corporation making the submission. A proxy having Power of Attorney who can show proof that they are duly authorized to sign on the behalf of the entity making the submission may also sign the documents on their behalf. In the case of a corporation bids shall also bear the attested signature of the secretary of the corporation and the impression of the corporate seal.

After the contract has been awarded by the City Council, the Contractor shall receive a Notice of Award. After the award, the Contractor shall then have a maximum of 15 business days to submit the necessary documentation, the Contractor may be required by the City, to work with the FM formalize and sign the bid documents as a work contract.

City of Geneva  
Public Works Training Room Area Flooring Replacement

A Notice to Proceed will be issued when the Contractor has submitted all the necessary documentation. No site work shall begin before the Notice to Proceed is issued.

1. Contractors shall submit two (2) complete copies of their bids in a single, sealed envelopes with the words " PW TRAINING ROOM FLOORS" clearly marked on them.
2. The Contractor shall certify that they are not in violation of, nor has been convicted, for a violation of the Illinois Public Construction Act.
3. **QUALIFICATIONS OF VENDORS:** To demonstrate qualifications to perform the Work, each vendor must prepare to submit no less than three to five (3-5) customer references for similar work performed; preferably from other government or public sector organizations. Please include: organization name, contact name & title or role, and both phone number and email if available. Very helpful if information about what similar work was performed for the provided reference(s).
4. **INTERPRETATIONS AND ADDENDA:** All questions about the meaning or intent of the Contract Documents are to be directed to the Facilities Manager (FM) at [padams@geneva.il.us](mailto:padams@geneva.il.us). Interpretations or clarifications considered necessary by the FM in response to such questions will be issued by Addenda and posted on the City of Geneva web site [www.Geneva.il.us](http://www.Geneva.il.us).

**Questions should be submitted by Tuesday, January 27th.** Questions received after may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Addenda may also be issued to modify the Project Documents as deemed advisable by Owner.

5. **SUBSTITUTE OR "OR-EQUAL" ITEMS:** Any substitutions from the Vendor's proposal or documents for consumable products implemented and scope &/or schedule of services are subject to the approval of the by the City's FM at [padams@geneva.il.us](mailto:padams@geneva.il.us).
6. **SUBMISSION:** All proposals must include the required PROPOSAL form included with the Project Documents and the required written narrative explanation of the bidder's submission. All blanks on the Form must be completed using the fillable PDF version, by ink, or typewriter. The Bidder's proposal shall contain an acknowledgement of receipt of all Addenda (the numbers of which must be filled in on the Proposal Form).
7. **MODIFICATION AND WITHDRAWAL OF PROPOSALS:** Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner the proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.

If, within twenty-four hours after proposals are opened, any Vendor files a duly signed, written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its proposal, that Vendor may withdraw its proposal and the vendor's security will be returned.

8. All proposals shall remain open for ninety (90) days after the day of the opening of proposals.

## Public Works Training Room Area Flooring Replacement

9. **BID BOND/DEPOSIT:** Each Proposal must be accompanied by a Bid Bond or a certified check issued by a bank that is a member of the Federal Deposit Insurance Corporation, payable to the order of the City of Geneva, in an amount equal to ten percent (10%) of the maximum Bid price. Each Bidder agrees, provided its Proposal is one of the three low Proposals, that, by filing its Proposal together with such Bid Bond or check in consideration of the Owner's receiving and considering such Proposal, said Proposal shall be firm and binding upon each such Bidder and such Bid Bond or check shall be held by the Owner until a Proposal is accepted and a satisfactory Contractor's bond is furnished by the successful Bidder, or for a period not to exceed sixty (60) days from the date hereinbefore set for the opening of Proposals, whichever period shall be the shorter. If such Proposal is not one of the three low Proposals, the Bid Bond or check will be returned in each instance within a period of ten (10) days to the Bidder furnishing same.
10. **AWARD OF CONTRACT:** Owner reserves the right to reject any and all Proposals, to waive any and all informalities and to negotiate contract terms with the Successful Vendor, and the right to disregard all nonconforming, non-responsive or conditional proposals. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
11. **EVALUATION:** Owner shall consider the qualifications of the Vendors, whether or not the Proposals comply with the prescribed requirements, and alternates and unit prices if requested in the proposal.

Owner may consider the qualifications and experience of Subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for those portions of the Work as to which the identity of Subcontractors and other persons and organizations must be submitted as provided in the Supplementary Conditions. Operating costs, maintenance considerations, performance data and guarantee of materials and equipment may also be considered by Owner.

Owner may conduct such investigations as deemed necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of the Vendors, proposed Subcontractors and other persons and organizations to do the work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.

Owner reserves the right to reject the proposal of any Vendor who does not pass any such evaluation to Owner's satisfaction.

A conditional or qualified proposal will not be accepted.

12. **AWARD:** If the contract is to be awarded it will be awarded to the low, responsive, responsible Vendor whose evaluation by Owner indicates that the award will be in the best interests of the Owner. If the contract is to be awarded, Owner will give the Successful Vendor a Notice of Award within sixty days after the day of the proposal's opening.
13. **SIGNING OF AGREEMENT:** When Owner gives a Notice of Award to the Successful Vendor, at least three unsigned counterparts of the Agreement and all other Contract Documents will accompany it. Within fifteen days thereafter Contractor shall sign and deliver at least three counterparts of the Agreement to Owner with all other Contract Documents attached. Within ten days thereafter Owner will deliver all fully signed counterparts to Contractor.

**PROTECTION TO PERSONS AND PROPERTY (INSURANCE):** The Contractor shall at all times take all reasonable precautions for the safety of employees on the work site and of any persons present, and shall comply with all applicable provisions of Federal, State, and Municipal safety laws and building and construction codes, as well as the safety rules and regulations of the Owner.

The following provisions shall not limit the generality of the above requirements:

- The Contractor shall so conduct work over the course of the Project as to cause the least possible obstruction of daily operations.
- While performing work, the Contractor shall provide and maintain protection for the any City Employees onsite as may be required by applicable statutes, ordinances and regulations or by local conditions.
- The Contractor shall do all things necessary or expedient to properly protect any and all City property from damage while performing work, and in the event that any such property is damaged in the course of execution of the Project, the Contractor shall at its own expense restore any or all of such damaged property immediately to as good a state as before such damage occurred.
- The Contractor shall make good and full repair all injuries and damages to the Project or any portion thereof under the control of the Contractor by reason of any act of God or other casualty or cause whether or not the same shall have occurred by reason of the Contractor's negligence. The Contractor shall hold the Owner harmless from any and all claims for injuries to persons or for damage to property happening by reason of any negligence on the part of the Contractor or any of the Contractor's agents or employees during the control by the Contractor of the Project or any part thereof.
- Upon violation by the Contractor of any of the provisions of this section, after written notice of such violation given to the Contractor by the Owner, the Contractor shall immediately correct such violation. Upon failure of the Contractor so to do the Owner may correct such violation at the Contractor's expense: Provided, however, that the Owner may, if it deems it necessary or advisable, correct such violation at the Contractor's expense without such prior notice to the Contractor.
- **Safety and Health:** The contractor shall observe all safety precautions throughout the performance of this contract. All work shall be in strict accordance with all applicable Federal, State and local safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.
- The Contractor shall designate a responsible representative at the site whose duty shall be the prevention of accidents. This person could be the Contractor's superintendent. Their name and contact information shall be submitted in writing by the Contractor to the Owner.
- The Contractor shall prepare and maintain on the job site a Construction Site Safety Plan in accordance with the current Occupational Safety and Health Agency (OSHA) Standards and Procedures. The safety plan shall be acceptable to OSHA and contain the name of the individual in the employ of the Contractor responsible for the Construction Site Safety.
- **Uniforms and Protective Clothing:** The contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment and devices shall, as a minimum, conform to U.S. Occupational Safety and Health Administration (OSHA) standards for the products being used.
- **Vehicles:** Vehicles used by the contractor shall be properly licensed, registered and insured to operate in the State of Illinois and Kane County.

## INSURANCE

The Contractor shall take out and maintain throughout the construction period insurance in the following minimum requirements per City code: [8-3-7: - INSURANCE; BOND: | Code of Ordinances | Geneva, IL | Municode Library](#)

- Workmen's Compensation & Employer's Liability. This insurance shall protect Contractor and the Company against all claims under applicable state workmen's compensation laws. The Contractor shall also be protected against all claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall include "All States" endorsement.

The liability limits shall not be less than:

Workmen's Compensation	Statutory
Employer's Liability	\$1,000,000 each employee

- Comprehensive Automobile Liability. This insurance shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The General Liability limits shall be not less than:

Bodily Injury	\$1 Million (each person)
	\$1 Million (each occurrence)

Property Damage	\$1 Million
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- Comprehensive General Liability. This insurance shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries to persons other than his employees or damage to property of the Owner or others arising out of any act of omission of the vendor or his agents, employees, or Sub-Contractors. The policy shall also include protection against claims insured by usual personal injury liability coverage a "protective liability" endorsement to insure the Contractual liability assumed by the Contractor, and "Completed Operations and Products Liability" coverage (to remain in force during the correction period).

The liability limits shall be not less than:

Bodily Injury	\$5 Million (each person)
	\$5 Million (each occurrence)

Property Damage	\$5 Million (each occurrence)
	\$5 Million (aggregate)

- Installation Floater. The Contractor shall secure and maintain installation floater insurance on all materials and equipment installed under the Contract. This insurance shall protect the Contractor and the Owner from all risks of physical loss or damage to materials and equipment not otherwise covered under builder's risk insurance, while in warehouse or storage areas during installation, during testing, and after the work is completed. Installation floater insurance shall be of the "all risks" type, with coverage designed for the circumstances that may occur in the particular work included in the Contract. No exclusions shall be permitted with respect to this policy unless specifically authorized by the Owner in writing. The coverage shall be for an amount not less than the insurable

## Public Works Training Room Area Flooring Replacement

value of the work at completion, less the value of the materials and equipment insured under builder's risk insurance. The value shall include the aggregate value of the Owner-furnished equipment and materials to be erected or installed by the Contractor not otherwise insured under builder's risk insurance.

Installation floater insurance shall provide for losses to be payable to the Contractor and the Owner as their interests may appear. The policy shall contain a provision that in the event of payment for any loss under the coverage provided, the insurance company shall have no rights of recovery against the Contractor or the Owner.

- Additional Named Insured. The Owner and its employees, agents, and representatives shall be named additional insured on all insurance certificates.
- The Contractor shall furnish a certificate evidencing compliance with the foregoing requirements.
- Cancellation Notice. The standard ACCORD will not be accepted as proof of insurance unless the cancellation provisions have been altered to assure the Owner a minimum ten (10) days' notice of cancellation.
- INDEMNIFICATION: To the fullest extent permitted by laws and regulations, the Contractor shall defend, indemnify, and hold harmless the Owner and their officers, directors, partners, consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work by the Contractor, any Sub-Contractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

In any and all claims against the Owner or any of their officers, directors, partners, consultants, agents, or employees by any employee of the Contractor, any Sub-Contractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work by anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any such Sub-Contractor or other person or organization under workers or workmen's compensation acts, disability benefit acts, or other employee benefit acts, nor shall this indemnification obligation be limited in any way by any limitation on the amount or type of insurance coverage provided by the Owner, the Contractor, or any of his Sub-Contractors.

- RELEASE OF LIABILITY: Acceptance by the Contractor of the last payment shall be a release to the Owner and every officer and agent thereof from all claims and liability hereunder for anything done or furnished for or relating to the work, or for any act or neglect of the Owner or of any person relating to or affecting the work.

**PREVAILING WAGE:** This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

## Public Works Training Room Area Flooring Replacement

- Contractor or his Sub-Contractor shall pay all mechanics and laborers employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amount accrued at the time of payment, computed at wage rates not less than those stated in the advertised Specifications, regardless of any contractual relationship which may be alleged to exist between the Contractor or Sub-Contractor and such laborers and mechanics;
- The scale of wages to be paid shall be posted by the Contractor in a prominent and easily accessible place at the site of the work; and
- There may be withheld from the Contractor so much of accrued payment as may be considered necessary by the city controller to pay to laborers and mechanics employed by the Contractor or any Sub-Contractor on the work for the difference between the rates of wages required by such laborers and mechanics except those amounts properly deducted or refunded pursuant to the terms of the Davis-Bacon Act (USC, Title 40, Sec. 276a) and interpretations thereof.
- The overtime pay to which a laborer or mechanic working on the contract is entitled shall be that overtime pay to which he is entitled by any agreement he may have made with the Contractor or Sub-Contractor, or by any applicable provision of law, but in no such event shall such amount be less than the prevailing wage for such overtime.
- The minimum wages to be paid to the various laborers and mechanics, have been determined to be prevailing for the corresponding classes of laborers and mechanics employed on projects of a character similar to the Contract work in the vicinity.
- Please be aware of the following requirements of the Illinois Department of Labor for the Contractor and every Subcontractor working on public improvement projects in Illinois. There will be no exception to these public acts under this contract. Starting from the date the notice to proceed is issued the Contractor and the subcontractor will submit certified payroll records every calendar month for work that was completed and paid for as stated below.
  - CERTIFIED PAYROLL REQUIREMENTS (PUBLIC ACT 94-0515): Effective August 10, 2005 Contractors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor is aware that filing records he or she knows to be false is a Class B misdemeanor.
  - The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, and telephone number. Demographic information required as part of PA 1-3=347 (HB3400) is also required. Any Contractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.
- PREVAILING WAGES FOR KANE COUNTY:  
<https://idol.aem-int.illinois.gov/content/dam/soi/en/web/idol/laws-rules/conmed/documents/fy24/20230815/Kane.pdf>

## GENERAL INFORMATION

The City of Geneva has limited funds available to complete this project. Therefore, Contractors are hereby notified that the City of Geneva reserves the right to waive technicalities, delete part(s) of this contract or reject all bids. The aforementioned deletions shall not alter the contract unit prices.

If there is a change to a line item and this change was determined to cause a delay such that the Contractor is not able to complete the work within the time specified in this contract, additional time will be allowed by the FM. This additional time will only be allowed to complete the additional work.

**BIDDER QUALIFICATIONS AND REQUIREMENTS:** All Bidders shall show that they are able to complete more than 50% of the work with their own forces.

The Contractor shall designate an employee to be the on-site point of contact while work is taking place.

**SECURITY:** Upon entering the premises, Contractors' personnel must check in with the FM or designated site contact and will follow any facility required sign in in procedures. Before departing, site contact will be notified of pending departure and any applicable sign-out procedures will be followed.

**PAYMENTS/INVOICING:** Contractor should invoice for services in a timely fashion after work has been performed, no more than 30 calendar days whenever possible. Invoices are to be submitted to Accounts Payable at: [AP@geneva.il.us](mailto:AP@geneva.il.us).

**MSD:** After proposals have been opened and reviewed by the FM, the presumed awarded contractor shall provide current labels and material safety data sheets for all products or materials noted in the proposal's narrative for the FM to review prior to formal award. **ONLY INCLUDE** products or material data for items noted in the Proposal Form Narrative.

**QUALIFICATIONS:** Throughout the term of this contract, the organization and all Contractor personnel performing work on-site must maintain all applicable licenses, certifications or other formal requirements to be in compliance with applicable business operation or contractor requirements and any Manufacturer required certifications as required for the terms of the Manufacturers' Specifications.

**USE OF CITY FACILITIES:** Bathrooms are in the immediate work area and will be available for usage during the project; Any staging space needed on-site and/or use of City utilities (power/water), restrooms, breakroom should be clarified in the proposal's written narrative. Pricing should reflect any savings to be expected by the City for allowing use of city facilities and/or dumpsters for waste disposal.

The Corridor in the work area is the primary employee entrance for the facility; The city would prefer to maintain the access to the entrance/corridor and 2 bathrooms to the extent possible during the work period, but will work with the contractor to close as-needed while work is taking place.

## Public Works Training Room Area Flooring Replacement

**JOB SITE CLEAN-UP:** Contractor is responsible to safely remove and legally dispose of all project related debris as quickly as possible after waste is generated.

**WASTE AND SURPLUS MATERIALS:** Any waste or surplus material generated from the project shall be removed by the Contractor from the site of the Project as rapidly as practicable as the work progresses at the contractor's expense. On premises dumpsters may be used for disposal of waste generated from THIS project.

IF demolition of the existing floors is awarded with the scope of work, the City will arrange onsite walk-in dumpsters with our contracted waste services vendor. Contractor to coordinate timing of the demolition/dumpsters with no less than 48 hours' notice.

**CONSTRUCTION LIMITS:** The Contractor shall confine their operations to the construction limits. All damages caused by the Contractor or their Subcontractors outside of the Construction Limits or unnecessary damage within the Construction Limits shall be restored at the Contractor's expense.

**FREEDOM OF INFORMATION ACT:** Contractor acknowledges that the Freedom of Information Act, 5 ILCS 140/1 et seq. (the "Act") places an obligation on the City of Geneva to produce certain records that may be in the possession of the Contractor. Contractor shall comply with the record retention and documentation requirements of the Local Records Retention Act 5 ILCS 160/1 et seq. and the Act and shall maintain all records relating to this contract in compliance with the Local Records Retention Act and the Freedom of Information Act (complying in all respects as if the Contractor was, in fact, the City). Upon notice from the City, Contractor shall review its records promptly and produce to the City within two business days of said notice from the City the required documents which are responsive to a request under the Act. If additional time is necessary to comply with the request, the Contractor may request the City to extend the time do so, and the City will, if time and a basis for extension under the Act permits, consider such extensions. In the event Contractor fails to produce the requested records or fails to produce the requested records within the time period required above and the City is assessed a fine, fee or penalty for failure to timely comply with the Act due to Contractor's actions, Contractor shall reimburse City for all fines, fee or penalties, including reasonable attorney's fees, paid by the City.

# PROPOSAL FORM

The following proposal is hereby made to the **City of Geneva, Illinois**, hereinafter called the Owner.

Proposal is submitted in duplicate by \_\_\_\_\_

The undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary to perform the "PW Training Room Floors" in accordance with the Specifications and Procedural documents attached.

In submitting this proposal, the undersigned declares that the only persons or parties interested in the Proposal as principals are those named herein and that the Proposal is made without collusion with any other person, firm, or corporation. The Undersigned acknowledges receipt of the following Addenda.

Addendum No.	Date	Initials
_____	_____	_____
_____	_____	_____

The Undersigned declares that they have examined the Contract Documents and is familiar with the local conditions at the site where the work is to be performed and with the conditions affecting the Contract requirements and understands that in making this Proposal, they wave all rights to plead any misunderstanding regarding the same.

\_\_\_\_\_ (Initial) Confirms understand that the City is requiring work to be completed by 4/30/2026 & commitment Bidder is able to supply the materials and manpower necessary to be substantially complete with the installation by 4/30/2026.

Deadline for the City to commit to a color selection for material order to be fulfilled to take delivery to allow for the 4/30 Installation deadline to be achieved: \_\_\_\_\_

Confirm if a deposit will be required for ordering materials? \_\_\_\_\_

**On (a) separate sheet(s) of paper provide a written narrative including overview of the bidding/installing company, no less than 3 references with contact information, information on the products submitted including color & finish/texture options, and a tentative schedule for the work to transpire including clarification duration.**

\*Product overview must include maintenance information

INCOMPLETE SUBMISSIONS WILL BE CONSIDRED GROUNDS FOR DISQUALIFICATION

Public Works Training Room Area Flooring Replacement

<b>Base Bid</b>	
Preparation, Supply, and Installation of Replacement Resilient Flooring for the Public Works Building's Training Room and Adjacent rooms (as defined).  (Includes vinyl cove base for designated area)	\$
Expected Days to complete (total, no demo)	
<b>Product/System Proposed</b>	
Manufacturer	
Product	
Manufacturer Warranty	
Installer Warranty	
<b>Alternate #1</b>	
Demolition of existing flooring systems	\$
Expected Days to complete (demolition)	

# PLANS/PHOTOS



Training Room  
Looking South from NW corner



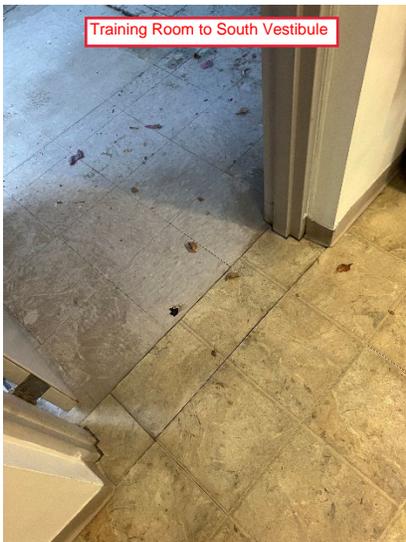
Training Room  
Looking South from SW corner



Training Room  
Looking East from NW corner



Training Room  
Looking West from NE corner



Training Room to South Vestibule



Media Closet Inside SW corner of  
Training Room



Niche (retractable wall storage) in-  
between training room entry

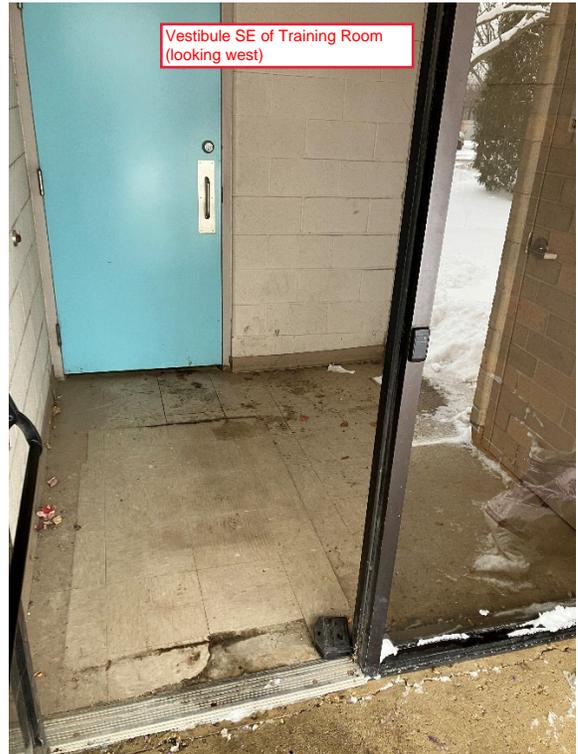
Public Works Training Room Area Flooring Replacement



Glance at Slab under the Existing Peel & Stick Vinyl in the Training Room



Vestibule SE of Training Room (looking East)



Vestibule SE of Training Room (looking west)

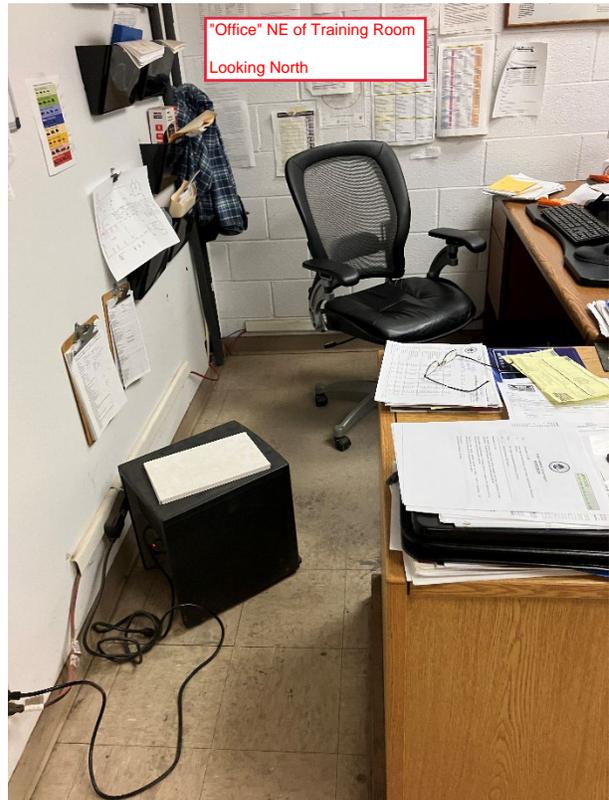
Public Works Training Room Area Flooring Replacement



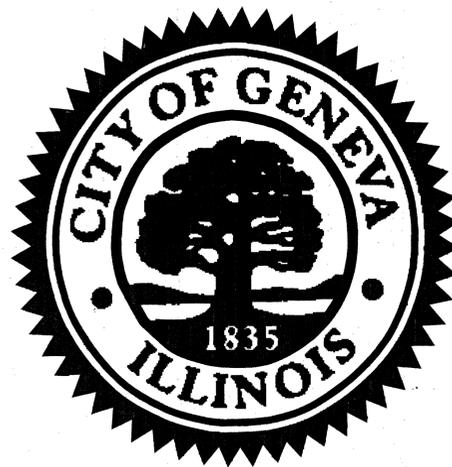
Public Works Training Room Area Flooring Replacement



City of Geneva  
Public Works Training Room Area Flooring Replacement



# PUBLIC WORKS FACILITY EXPANSION 1800 SOUTH STREET GENEVA, ILLINOIS 60134



AS BUILTS

PUBLIC WORKS FACILITY EXPANSION  
1800 SOUTH STREET  
GENEVA, ILLINOIS 60134

CHAPPLE WEST INC.  
1505 PARAMOUNT PARKWAY  
BATAVIA, ILLINOIS

4/29/17	5/13/17	5/22/17	6/2/17	6/14/17
PRELIMINARY	PRELIMINARY	PRELIMINARY	ISSUED FOR PERMIT	ISSUED FOR CONSTRUCTION
ISSUED FOR PERMIT (FOUNDATION)				AS-BUILT FOR PLUMBING AND ELECTRICAL

**DIRECT DESIGN LTD ARCHITECTS**  
400 S. ROUTE 31  
McHenry, IL 60050  
815-385-3430  
Fax 815-385-3445

PROJECT NO. 17164  
DRAWN BY: KLN  
TITLE SHEET: BUILDING STATS.  
T.I.I.  
OF TOTAL SHEETS

### LIST OF ABBREVIATIONS

AFJ	AC FINISH FLOOR	EA	EACH WAY	O.C.	ON CENTER
ADV.	ADVE	EA	EACH	O.H.	OVERHEAD
ACT	AGGREGATE	EL	ELEVATION	P.C.	PRECAST
ADA	AMERICANS WITH DISABILITIES ACT	ENGL	ENGINEERED	PL	PLATE
AGOR	AGGREGATE	ENG	ELECTRIC WATER COOLER	PLAM	PLASTIC LAMINATE
ALT.	ALTERNATE	EXST.	EXISTING	PLYHD.	PLYWOOD
ALUM.	ALUMINUM	EXP.	EXPOSED	PT.	PAINT
AVG.	AVERAGE	EXT.	EXTENSION JOINTS	PSI	POUNDS PER SQUARE INCH
BY	BOTTOM OF	EX. JNT.	EXPANSION JOINTS	R	RECESSED
BO.	BOARD	FE	FIRE EXTINGUISHER	REF.	REFRIGERATOR
BLDG	BUILDING	F.D.	FLOOR DRAIN	REV.	REVISED
BM	BEAM	FDN.	FOUNDATION	RH.	ROOM
BMT	BASMENT	FFL	FRESH FLOOR CHANGE LINE	RR	ROOF RAFTER
CANT.	CANTILEVER	FIN. FLR.	FINISH FLOOR	R.D.	ROOF DRAIN
CFM	CUBIC FEET PER MINUTE	FJ	FLOOR JOIST	S.D.	SMOKE DETECTOR
CJ	CENTER JOIST	FLR.	FLOOR	S.F.	SQUARE FEET
C	CENTER LINE (COLUMN LINE)	FFHB	FROST PROOF HOSE BIB	SCHD.	SOLID CORE WOOD DOOR
CL	CEILING	FTG.	FOOTING	SH	SINGLE HUNG
CLOS.	CLOSED	FURN.	FURNACE	SHLV.	SHELVES
CMU	CONCRETE MASONRY UNIT	ED	FIRE DAMPER (ON MECH PLANS)	SHT.	SHEET
COMP.	COMPACTED	GALV.	GALVANIZED	SHWS.	SHOWER
CONC.	CONCRETE	GFI	GROUND FAULT INTERRUPT	SLDR.	SLIDER
CONST.	CONSTRUCTION	GRD.	GRASS	ST.	STAIN
CONTIN.	CONTINUOUS	H/C	HANDICAP	T/	TOP OF
CONTN.	CONTRACTOR	HWR.	HARDWARE	T&B	TOP AND BOTTOM
CPT.	CARPET	HM	HOLLOW METAL	TEMP.	TEMPERATURE
CSMT.	CASHEMENT	HT.	HEIGHT	TRTD.	TREATED
D	DRYER	H4	HOT WATER HEATER	TYP.	TYPICAL
DDL	DIRECT DESIGN LTD. ARCHITECTS, McHENRY	IG	ISOLATED GROUND	UNO.	UNLESS NOTED OTHERWISE
DH	DOUBLE HUNG	INSUL.	INSULATION	UNEX.	UNEXCAVATED
DM	DIMENSION	INT.	INTERIOR	UNFIN.	UNFINISHED
DN	DOWN	JST.	JOISTS	V.	VARNISH
DR	DOOR	LAV.	LAVATORY	V.F.	VERIFY IN FIELD
DRS.	DRAWING	LBS.	POUNDS	VB	VINTL. BASE
DTL	DETAIL	MAX.	MAXIMUM	VCT.	VINTL. COMPOSITION TILE
DM	DISHWASHER	MFG.	MANUFACTURER	V.T.R.	VENT THROUGH ROOF
DIA.	DIAMETER	MICRO.	MICROMETER	W	WASHER
		ML	MILLIMETER	WC	WATER CLOSET
		MN.	MILLION	WD	WOOD
		MTL.	METAL	WDR.	WINDOW
		MIL.	MILLION	WLM.	WELDMANIZED
		N.T.S.	NOT TO SCALE	WPF	WEATHER PROOF
				WVH	WOVEN WIRE MESH
				WVF	WOVEN WIRE FABRIC

### BUILDING STATISTICS

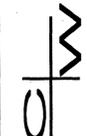
BUILDING CODE:	1990 BOCA W/NEH AMENDMENTS
PLUMBING CODE:	1995 STATE OF ILLINOIS PLUMBING
ELECTRICAL CODE:	1996 NATIONAL ELECTRIC CODE
BUILDING USE GROUP:	5-1, MODERATE - HAZARD STORAGE/ B, BUSINESS
CONSTRUCTION TYPE:	2C NONCOMBUSTIBLE, UNPROTECTED
FIRE SPRINKLERS:	YES, SEE DRAWINGS PREPARED BY OTHERS
EXISTING BUILDING AREA:	
MAIN LEVEL:	51,24 S.F.
MEZZANINE:	11,325 S.F.
TOTAL:	62,454 S.F.
BUILDING AREA ADDITION:	
MAIN LEVEL:	30,000 S.F.
MEZZANINE:	6,755 S.F.
NEW MEZZANINE & EXISTING BUILDING:	2,830 S.F.
TOTAL:	94,513 S.F.
PARKING PROVIDED:	
STANDARD:	76 STALLS
HANDICAPPED:	3 STALLS
TOTAL:	79 STALLS

### DRAWING INDEX

TJ	TITLE SHEET, BLDG STATS	E3.2	MEZZANINE LIGHTING PLAN
LJ	LANDSCAPE PLAN	E3.3	LIGHTING PLAN
D2.1	DEMOLITION FLOOR PLAN	E3.4	LIGHTING PLAN
D3.1	DEMOLITION REFLECTED CEILING PLAN	E3.5	LIGHTING PLAN
D2.1	DEMOLITION POWER PLAN	E3.6	SITE LIGHTING PLAN
DES.1	DEMOLITION LIGHTING PLAN	E3.7	PANEL SCHEDULES
A1.1	EXTERIOR ELEVATIONS		
A2.1	FLOOR PLAN		
A2.2	MEZZANINE PLAN		
A2.3	ENLARGED PLAN		
A2.4	ENLARGED PLAN		
A2.5	FLOOR PLAN OF NEW ADDITION		
A2.6	ROOF PLAN		
A3.2	MEZZANINE REFLECTED CEILING PLAN		
A3.3	REFLECTED CEILING PLAN		
A3.4	REFLECTED CEILING PLAN		
A3.5	REFLECTED CEILING PLAN OF NEW ADDITION		
A4.1	FOUNDATION PLAN		
A4.2	FOUNDATION DETAILS		
A5.1	BUILDING SECTIONS		
A6.1	HALL SECTIONS		
A6.2	HALL SECTIONS		
A7.1	DETAILS		
A8.1	DOOR DETAILS & SCHEDULES		
A9.1	ROOM FINISHES & SCHEDULES		
A1.2	INTERIOR ELEVATIONS		
F2.1	PLUMBING PLAN		
F2.2	PLUMBING PLAN		
F2.4	PLUMBING PLAN		
F2.5	PLUMBING PLAN OF NEW ADDITION		
F3.1	PLUMBING RISER DIAGRAMS		
E2.2	MEZZANINE POWER PLAN		
E2.3	POWER PLAN		
E2.4	POWER PLAN		
E2.5	POWER PLAN OF NEW ADDITION		

NOTE: MECHANICAL ENGINEERING IS NOT INCLUDED IN DIRECT DESIGN LTD'S SCOPE OF WORK, SEE DRAWINGS PREPARED BY OTHERS.

AS BUILTS

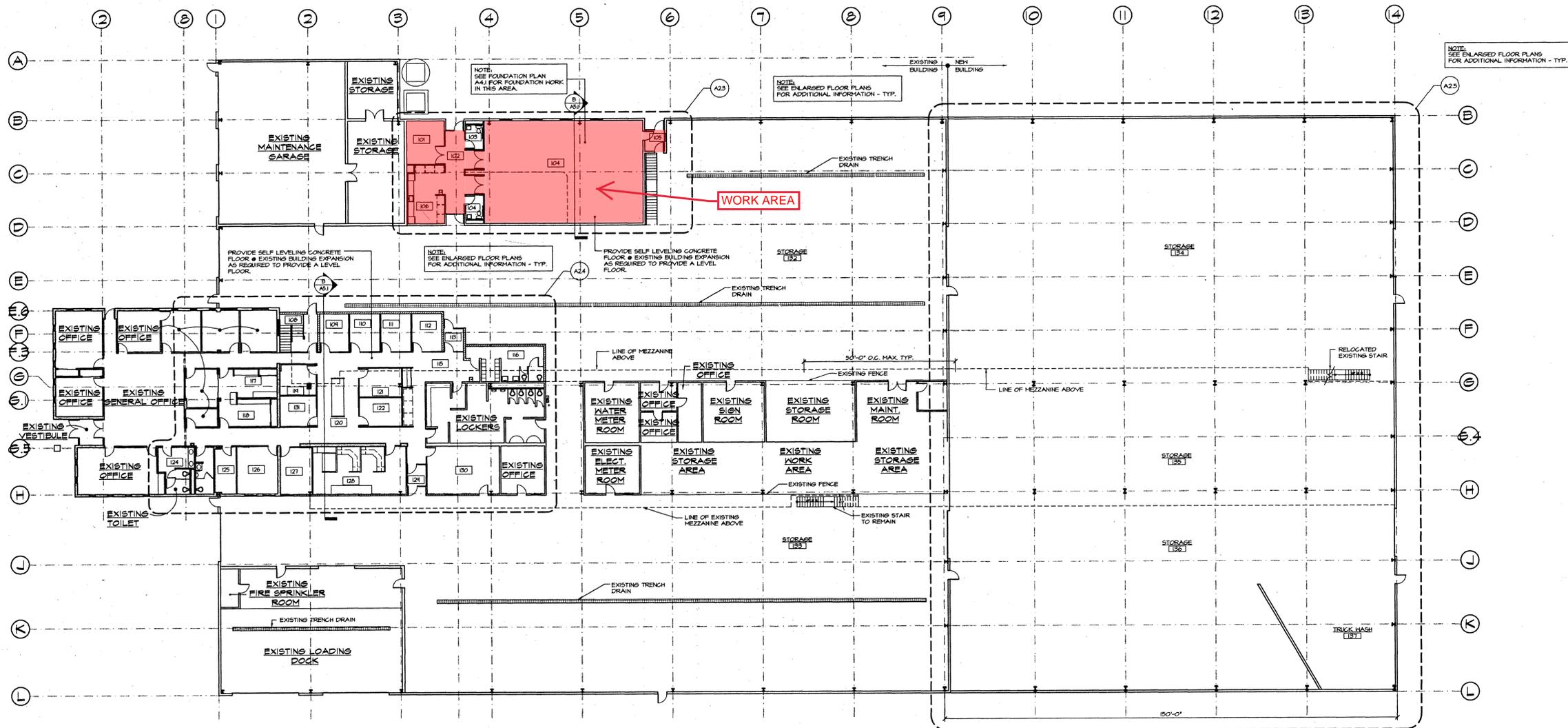


**WALL LEGEND**

	NEW BLOCK WALL PROVIDE 1/2" NOSE EDGE ALL EXPOSED BLOCK CORNERS - DOOR JAMB & HEAD ETC.
	EXISTING WALL TO REMAIN
	NEW METAL STUD WALL
NOTE: 1. REFER TO SHEET AMJ FOR TYPICAL PARTITION TYPES.	

**NOTES**

1. THE CITY OF GENEVA TO PROVIDE 5 POUND ABC FIRE EXTINGUISHERS INSTALLED IN ACCORDANCE W/ NFPA STANDARD #10.
2. PROVIDE FIRE RESISTIVE WOOD FOR ALL BLOCKING USED WITHIN NON-COMBUSTIBLE WALLS.

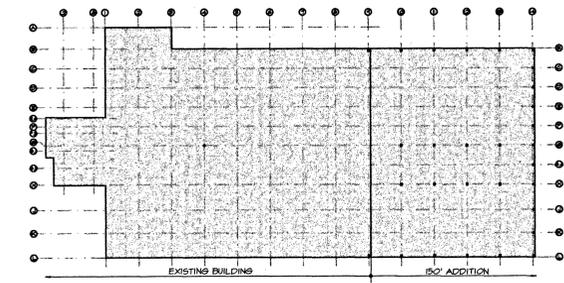


NOTE: SEE ENLARGED FLOOR PLANS FOR ADDITIONAL INFORMATION - TYP.

COMPOSITE BUILDING FLOOR PLAN



SCALE: 1/8"=1'-0"



KEY PLAN

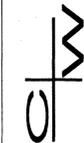
4/20/01	5/20/01	5/22/01	6/20/01	6/20/01	6/20/01	6/20/01	12/16/01
PRELIMINARY	PRELIMINARY	ISSUED FOR PERMIT FOUNDATION & ARCH	PRELIMINARY	ISSUED FOR FULL PERMIT	ISSUED FOR CONSTRUCTION	AS BUILT FOR PLUMBING AND ELECTRICAL	12/16/01

**DIRECT DESIGN**  
...LTD...  
ARCHITECTS

400 S. ROUTE 51  
McHenry, IL 60050  
815-385-3430  
Fax 815-385-2445

PROJECT NO. 11164  
DRAWN BY KLN/BJ  
FLOOR PLAN

A2.1  
# OF TOTAL SHEETS



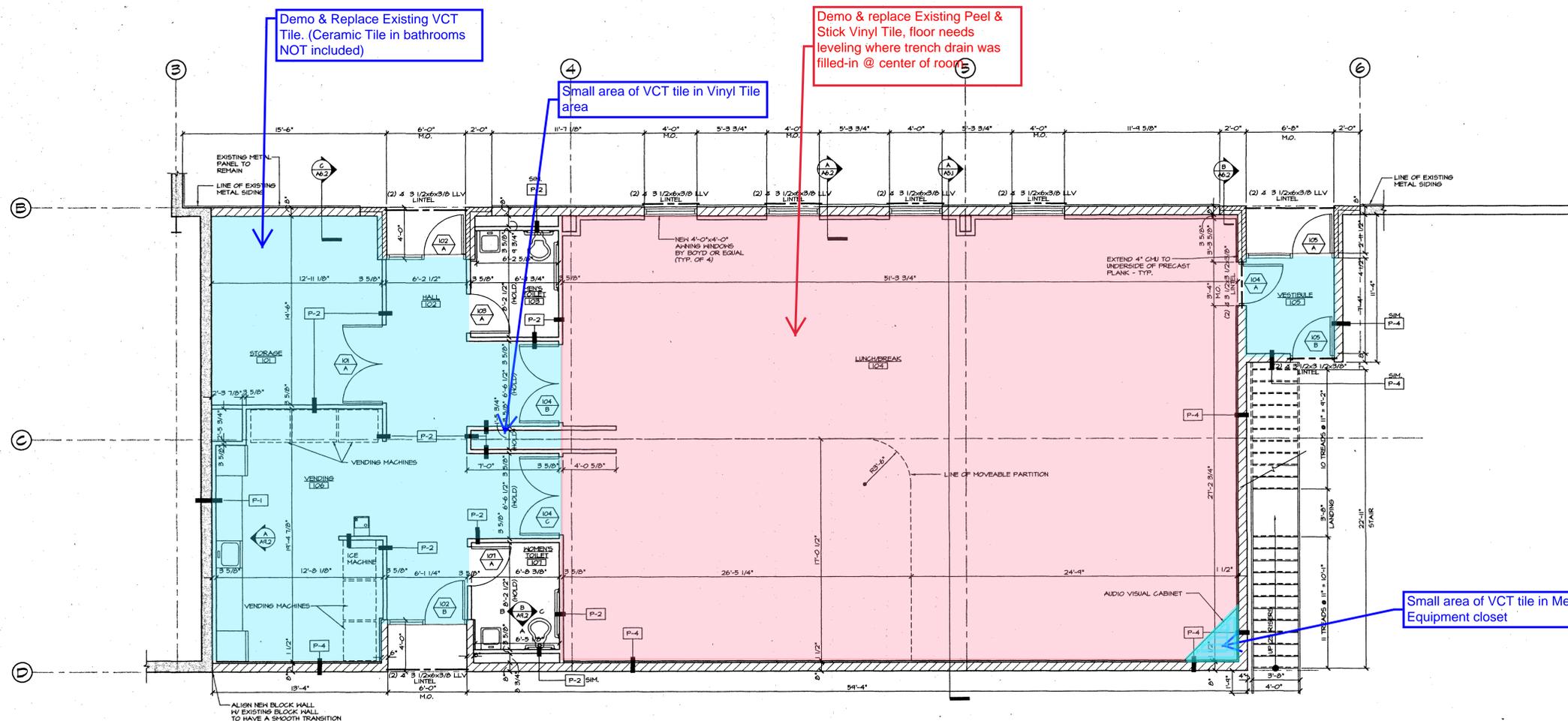
**WALL LEGEND**

	NEW BLOCK WALL PROVIDE BULL NOSE EDGE • ALL EXPOSED BLOCK CORNERS - DOOR JAMB & HEAD ETC.
	EXISTING WALL TO REMAIN
	NEW METAL STUD WALL

NOTE:  
1. REFER TO SHEET A01 FOR TYPICAL PARTITION TYPES.

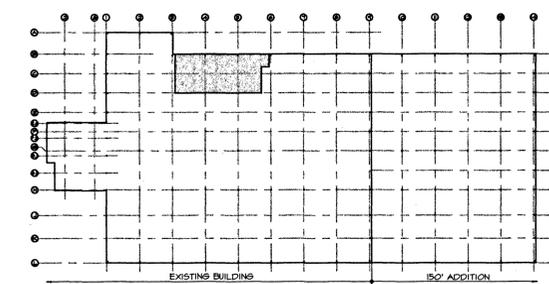
**NOTES**

1. THE CITY OF GENEVA TO PROVIDE 5 POUND ABC FIRE EXTINGUISHERS INSTALLED IN ACCORDANCE W/ NFPA STANDARD #10.
2. PROVIDE FIRE RESISTIVE HOOD FOR ALL BLOCKING USED WITH NON-COMBUSTIBLE WALLS.



ENLARGED FLOOR PLAN

SCALE: 1/4" = 1'-0"



4/20/01	5/20/01	6/20/01	7/10/01
PRELIMINARY	ISSUED FOR PERMIT FOUNDATION & ARCH	PRELIMINARY	ISSUED FOR PERMIT FOUNDATION & ARCH
ISSUED FOR PERMIT FOUNDATION & ARCH			
ISSUED FOR PERMIT FOUNDATION & ARCH			

**DIRECT DESIGN**  
...LTD...  
ARCHITECTS

400 S. Route 51  
McHenry, IL 60050  
Tel 815-385-3450  
Fax 815-385-3445

PROJECT NO. 1164  
DRAWN BY: KLN  
ENLARGED FLOOR PLAN

**A23**

1 OF TOTAL SHEETS



## AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	French Market License Agreement 2026-27		
Presenter & Title:	Cathleen Tymoszenko, Economic Development Director		
Date:	February 17, 2026		
<b>Please Check Appropriate Box:</b>			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: PGEV:1 & 2.			
Estimated Cost: \$	Budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If "Other Funding," please explain how the item will be funded:</i>			
<b>Executive Summary:</b>			
<p>Bensidoun, USA operates the French Market at 4<sup>th</sup> Street between Crescent and South. The French Market started as a strategy to drive downtown retail on Sunday and has grown into an economic driver for the entire community-offering visitors and residents a place to gather and access desired goods.</p> <p>For the upcoming and following seasons, our typical two-year license is proposed. The annual fee of \$800, increased in 2022, is proposed to stay the same to offset atypical costs associated with set up logistics. New this term, is the inclusion of a Relocation Licensed Area provision. The City has received notification of state funding for the downtown market pavilion project and is working with the IL Dept. of Commerce and Economic Opportunity (DCEO) to finalize the funding agreement(s) for future City Council approval. The downtown market pavilion is programed for the same location as the Licensed Area and a timeline for construction has not yet been determined. For this reason, the Relocated Licensed Area provision allow the City to shift the market west to the Fourth Street lot so the French Market can operate during construction.</p>			
<b>Attachments:</b> <i>(please list)</i>			
<ul style="list-style-type: none"> <li>• Resolution &amp; French Market License Agreement 2026-27</li> </ul>			
<b>Voting Requirements:</b>			
<p><i>This motion requires a simple majority of affirmative votes for passage. (City Council Only)</i></p> <p><i>The Mayor may vote on three occasions: (a) when the vote of the alderpersons has resulted in a tie; (b) when one half of the alderpersons elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i></p>			
<b>Recommendation / Suggested Action:</b> <i>(how the item should be listed on agenda)</i>			
Approve Resolution 2026 Authorizing Approval of the French Market License Agreement 2026-27.			

**RESOLUTION NO. 2026-20**

**RESOLUTION AUTHORIZING EXECUTION OF  
FRENCH MARKET LICENSE AGREEMENT 2026-27**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, the French Market License Agreement 2026-27, in the form attached hereto at Exhibit “A”, relating to the French Market operated by Bensidoun, USA.

**SECTION 2:** This Resolution shall become effective from and after its passage as in accordance with law.

**PASSED** by the City Council of the City of Geneva, Kane County, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2026

**AYES:** \_\_ **NAYS:** \_\_ **ABSENT:** \_\_ **ABSTAINING:** \_\_ **HOLDING OFFICE:** \_\_

Approved by me this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## MARKET LICENSE AGREEMENT

This Agreement (“Agreement”) is made as of \_\_\_\_\_, 2026, by and between the CITY OF GENEVA, a municipal corporation (the "Licensor") and BENSIDOUN USA, Inc., a corporation (the "Licensee").

Whereas, Licensor is the owner of the premises herein licensed, located at the northwest corner of the parking lot found at South Street and South Fourth Street, and commonly known as City of Geneva South Street parking lot, in the City of Geneva, Kane County, Illinois; and an adjacent parking lot at the southeast corner of South Fourth Street and Crescent Place, and commonly known as the City of Geneva Fourth Street parking lot.

Whereas, Licensor is creating plans and specifications for the construction of, an enclosed “Market Pavilion” that would be constructed on the Licensed Premises and would allow for public vehicular parking during the week but can accommodate a covered market/community activities on weekends. Construction of the Market Pavilion is expected to commence during the 2026 Market Season.

Whereas, in order to accommodate the construction of the Market Pavilion during the 2026 Market Season, Licensor and Licensee acknowledge that the location of the Licensed Premises will need to be temporarily relocated to other real estate owned by Licensor.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereto do hereby agree as follows:

1. Licensed Premises: Except as provided below, Licensor hereby grants to Licensee a revocable license to use the parking lot at the northwest corner of the parking lot found at South Street and South Fourth Street, and commonly known as City of Geneva South

- Street parking lot, in the City of Geneva, Kane County, Illinois. (The "Lot"), which premises are outlined on the drawing hereto attached as Exhibit A (the "Licensed Premises"). The Licensed Premises shall be used solely by the Licensee for the purpose of operating a Sunday morning open-air market. In order to permit the construction of the Market Pavilion on the Lot and upon 30-days prior written notice to Licensee, Licensor may relocate, temporarily, the Licensed Premises of the License to a new location within the City ("Relocated Licensed Premises." The Relocated Licensed Premises shall be located on the public parking lot at the northeast corner of State Street and Fourth Street, as depicted on the drawing hereto attached as Exhibit B (the "Relocated Licensed Premises"). All of the terms and conditions, including Rules and Regulations, of this Agreement shall be applicable to the Relocated Licensed Premises; any reference to "Licensed Premises" shall be applicable to the Relocated Licensed Premises as well. As a condition precedent to occupying any portion of the Relocated Licensed Premises, Licensee, its agents, employees, contractors or tenants shall be prohibited from installing any form of anchors or anchoring system which penetrates the concrete surface of the Relocated Licensed Premises. The type of anchoring system proposed to be used at the Relocated Licensed Premises shall be approved, in writing, by the Licensor.
2. Term. The term of this Agreement shall commence on April 12, 2026 and shall continue until November 14, 2027. The 2026 market season shall commence on April 12, 2026 and end on November 15, 2026; the 2027 market season shall commence on April 11, 2027 and end on November 14, 2027.

3. License Fee. The annual licensing fee for the premises is \$800.00. The Licensee shall pay all charges and deposits assessed by the Licensor for use of the Lot. The Licensee shall make one single deposit of \$5,000.00 to the Licensor for the repair of any damage to the property of the Licensor caused by the Licensee's use of the property. Any portion of the deposit remaining at the end of the term of this agreement shall be returned to the Licensor.
4. Use of Licensed Premises.
  - 4.1 Fees. Licensee may use the Licensed Premises solely for setting up, maintaining, and operating an open-air market. The Licensee may set up their canopies between the hours of 9:45 p.m. and 11:45 p.m. on the Saturday immediately preceding a scheduled open-air market day. An earlier setup time beginning at 6:45 p.m. may be permitted with permission of the Police Department if the lot is clear of cars. The Licensee may operate and maintain the open-air market from the hours of 7:00 a.m. to 2:00 p.m. on Sundays, provided no commercial sales by Vendors to the Public shall commence earlier than 8:00 a.m. nor terminate later than 2:00 p.m. on Sundays. Licensor may cause to be towed or removed, at the expense of the Licensee, any vehicles or equipment that remains on the Licensed Premises at times other than those specified above but no earlier than 9:45 pm on Saturday. Licensor will also ensure that Licensed Premises are free of any vehicles, or other impediments, other than those expressly permitted by Licensee during the hours described above.
  - 4.2 Preparation of Licensed Premise. The Licensee has erected a series of tents or canopies for the display of products. In order to minimize the damage to the Lot,

Licensee has installed, prior to the commencement date of the term, sleeves or gaskets in the asphalt parking Lot surface in order to insert the supporting tent and canopy poles. Licensee shall install, and the City reserves the right to approve licensed contractor for the work. At the termination of the license (either at the original premises or any agreed upon relocated premises), Licensee, at the request of the Licensor, shall remove the sleeves and/or gaskets and repair any damage to the Lot caused thereby. As detailed in Section 1, preparation of the Relocated Licensed Premise prohibits the installation of any form of anchor or anchoring system which penetrates the concrete surface of the Relocated Licensed Premises. The type of anchoring system proposed to be used at the Relocated Licensed Premises shall be approved, in writing, by the Licensor.

4.3 Water. The Licensee shall secure and install a water meter from the City of Geneva's Water Department. The Licensee shall deposit \$1,000.00 with City's Water Department for said meter, and shall pay for all water used in the operation of the open-air market at the Licensor's standard billing rate, minimum cost of \$50.00 annually.

4.4 Storage. The Licensee shall store only the equipment and materials approved by the Licensor for the open-air market on-site. All other equipment and materials must be stored off site and at the Licensee's own expense.

4.5 Parking. Licensor shall have no obligation to secure private parking for the licensee. Parking for Market customers and Vendors will be available in City parking areas at no charge on a non-exclusive basis.

- 4.6 Electricity. The Licensor agrees to provide the Licensee with electricity during Market hours. The Licensee shall reimburse the Licensor for the actual cost incurred by the Licensor for the electricity as well as its installation and removal each year.
- 4.7 Trash Removal. The Licensor agrees to dispose of three (3) 33-gallon trash containers per market day at no charge to the Licensee. The Licensee shall remove trash in excess of three containers. The Licensee shall place containers in or near the southwest corner of the Lot located at South Fourth Street and Crescent Place. The Licensee shall clear all debris from the surface of the Lot and sweep or hose off the surface at the end of each market day.
- 4.8 Signage. On site signage will be modified to allow the Licensee to open the markets on the dates specified in Section 2. The Licensee shall pay the Licensor for the cost to modify the permanent “no parking” signs to give proper notice to the parking patrons. Such signs shall be installed at least two weeks before the beginning of the market.
- 4.9 Designated Representative. Licensee shall designate in writing to Licensor a Market Manager who shall be in charge of managing the general operations of the open-air market and Licensee's use of the Licensed Premises. The Market Manager shall be readily accessible by telephone and upon Licensor's request, shall be available to be present at the Licensed Premises within a reasonable period of time. The Market Manager or his/her designee shall be in attendance at all times during the operation of the open-air market. Licensee shall further immediately notify the Licensor in writing of any change in the identity of the person in charge.

- 4.10 Licensors Rules and Regulations. Licensor shall have the right, from time to time upon notice thereof to Licensee, to prescribe rules and regulations, which in its judgment may be desirable for the use of the Licensed Premises. Licensee agrees to comply with all such rules and regulations provided that such rules and regulations shall not contradict any right expressly granted to Licensee herein. A violation of any such rules and regulations shall constitute a default by Licensee under this Agreement. The Licensee agrees that Vendors will abide by the rules attached as Exhibit C and herein made a part of this Agreement.
- 4.11 Geneva Business Option. Before offering a non-Geneva business to sell goods at the open-air market, the Licensee will offer any Geneva business engaged in selling that product or similar products the opportunity to take a Vendor space at the market. If more than one Geneva business exists for a particular category, the Geneva businesses may alternate years or weeks at the market as determined by the Licensee.
- 4.12 Licensee's Further Responsibilities. Licensee shall be responsible and provide any and all canopies, gaskets and other supporting structures and equipment for the open-air market Vendors.
- 4.13 Marketing. Licensee shall provide marketing for the open-air market through a combination of press releases, paid-for advertisements and hand-delivered flyers. Licensor shall provide notice of the open-air market through its newsletter and an on-site banner.
- 4.14 State Sales Tax Reporting. Licensee shall register the French Market with the Special Event Division of the Illinois Department of Revenue and follow all

appropriate regulations. The Licensee shall also provide to the Licensor on a monthly basis detailing each of the market day Vendors, their Illinois Business Tax (IBT) number and business address. The Licensee shall be required to ensure that each Vendor has an Illinois Business Tax Number (IBT) prior to being allowed to sell any products at the market. Further, Vendors shall properly report their sales taxes. Vendors who do not report or inaccurately report their retail sales may be barred from participation in this Open-Air Market.

5. Condition of Licensed Premises. Licensee hereby accepts the Licensed Premises in their "as is" condition as of the date hereof, and acknowledges that upon delivery of possession of the Licensed Premises to Licensee the same were in good order, condition and repair. Licensee shall, at its sole cost and expense, be responsible for any and all repairs of damage to the Licensed Premises arising from the misuse or damage to same by Licensee or any Vendor, its agents, employees, successors, and assigns. Upon termination of this License by lapse of time or otherwise, Licensee shall re-deliver possession of the Licensed Premises to Licensor in good order, condition and repair, normal wear and tear expected.
6. Alterations and Additions. Licensee shall make no alterations, additions, improvements or changes in or to the Licensed Premises except the installation of canopy standard gaskets (not permitted on the Relocated Licensed Premises; see Section 1). Gaskets shall be removed, holes patched, and parking lot area repaved by the Licensee at its sole cost, to the satisfaction of the Licensor, at the end of the term of this Agreement, or at the end of any extension of this Agreement.

7. Assignment. Licensee shall not assign this Agreement or any portion thereof, or allow the use thereof by any person, firm or entity other than the Licensee, its Vendors and its programs.
8. Compliance with Laws. Licensee shall comply with all of the requirements of all governmental authorities and insurance carriers now in force pertaining to the use of the Licensed Premises or which Licensee shall hereafter carry.
9. Waiver: Risk of Loss. Neither Licensor nor any of its officers, directors, agents, employees, members and affiliated entities shall be liable for any accident, injury or death, loss or damage resulting to any person or property sustained by Licensee or Licensee's agents, employees and/or invitees, anyone claiming by or through Licensee or any Vendor or customer on the Licensed Promises, without limitation, for tortuous or criminal acts of third parties. Licensor shall have no obligation or duty to provide security services, traffic direction or police services for the premises. All property of Licensee or Licensee's agents, employees and/or invitees, anyone claiming by or through Licensee or any user of the Licensed Premises shall be at the Licensed Premises at the risk of Licensee or such other person only, and Licensor shall not be liable for any damage thereto, including, without limitation, theft or vandalism of any vehicles at the Licensed Premises. Nothing in this Agreement shall be interpreted to waive any immunities or privileges provided to the Licensor, as an Illinois Municipal Corporation under Illinois Statutory or Common Law, such privileges and immunities being specifically reserved by the Licensor.
10. Hold Harmless and Insurance. Licensee shall carry insurance during the entire term hereof insuring Licensee, and insuring, as additional named insured, Licensor and its

officers, directors, agents, employees and affiliated entities, as their interests may appear, with comprehensive public liability insurance, (including the broad or extended liability endorsement) during the entire term hereof with terms and in companies satisfactory to Licensor to afford protection to the limits of not less than \$5,000,000 for combined single limit personal injury and property damage liability per occurrence. Insurance shall cover Licensor's use of the property on market days as well as injury or damage which may occur as a result of the installation of the canopy standard gasket. The insurer shall be subject to the reasonable approval of the Licensor.

Licensee, to the greatest extent permitted under Illinois law, shall defend, hold harmless, and indemnify the Licensor for any and all claims, actions, causes of action, demands, cost, including reasonable attorney's fees, resulting from the Licensee and its vendees operation of the open market and possession of the Licensed Premises only up to the maximum level of insurance limit provided for under the terms of the insurance policy secured for the benefit of the Licensee and Licensor pursuant to the terms of this Paragraph. Licensee shall, prior to the commencement of the Agreement term, furnish to Licensor certificates evidencing such coverage, which certificates shall state that such insurance coverage may not be changed or canceled without at least thirty (30) days prior written notice to Licensor. In the event Real Estate Taxes are assessed against the Licensed premises as the result of this License agreement, Licensee shall upon notification by Licensor of said tax levy, either agree to pay same, or if Licensee does not agree, this License can be terminated by Licensor.

11. Default by Licensee. If Licensee defaults in the performance of any obligation hereunder, Licensor may, pursuant to paragraph (b) below, at its option and in addition

to any other rights or remedies hereunder or otherwise available at law or in equity, terminate this Agreement and the right of Licensee (and any and all users) to use the Licensed Premises. Neither Licensee nor any Vendor or other person claiming through or under Licensee shall be entitled to possession or to remain in possession of or use the Licensed Premises but shall forthwith quit and surrender the Licensed Premises, and Licensor may exclude Licensee (including, without limitation, any or all of Licensee's Vendors) access to the Licensed Premises. Licensor shall provide Licensee 30-days prior written notice of any alleged default, which Licensee shall have the right to cure prior to Licensor exercising any options pursuant to this paragraph. Licensor shall have the right, among other remedies, to enter the Licensed Premises, exclude Licensee (including, without limitation, any or all of Licensee's permit users or permit vehicles) therefrom and remove any or all of their property and effects. Licensee shall pay to Licensor upon demand the expense and costs for removal and/or storage of vehicles, any and all repairs to the Licensed Premises and all other costs arising from Licensee's default, including, but not limited to, attorney's fees and expenses.

In the event of a material default or a breach of an obligation hereunder, the non-defaulting party shall be entitled to obtain, pursuant to an order from a court of competent jurisdiction, its reasonable attorney's fee and court costs associated with prosecuting any action against the defaulting party. If for any reason this License shall be construed as a tenancy of any kind, such lease or tenancy shall be on a day-to-day basis only and shall, upon a default, subject to the notice and cure provisions of subparagraph (b) above, be terminable by Licensor upon one (1) day prior notice to Licensee and upon the giving of such notice, the License term, and the License granted

hereunder, shall terminate as of the date which is one (1) day after the giving of such notice.

12. Notices. All notices to be given hereunder shall be given in person or by registered or certified mail, return receipt requested, addressed to the parties as follows, or at such other place as either of them may hereafter designate for itself by notice in writing to the other:

To Licensor:           City Administrator  
City of Geneva  
22 South First Street  
Geneva, Illinois 60134

To Licensee:           Bensidoun USA, Inc.  
405 N. Wabash, Unit 3404  
Chicago, IL 60611  
With copies emailed to bensidoun@yahoo.com

With a copy to:       Lawrence J. Feller  
Horwood Marcus & Berk Chartered  
180 North LaSalle, Suite 3700  
Chicago, IL 60601

Any such notice shall be deemed given when personally delivered or upon being mailed as aforesaid.

13. Authorization. Each party has full right, power and authority to enter into this Agreement and to perform its obligations thereunder, and the execution, delivery and performance of this Agreement shall not, nor shall the observance or performance of any of the matters and things herein set forth, violate or contravene any provision of law or of the charter or by-laws of either such party or of any indenture or other agreement of or affecting either party. All necessary and appropriate action has been taken on the part of each party to authorize the execution and delivery of this

Agreement. This Agreement is the valid and binding agreement of each party in accordance with its terms.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CITY OF GENEVA

BENSIDOUN USA, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_

City Administrator

President

Attest:

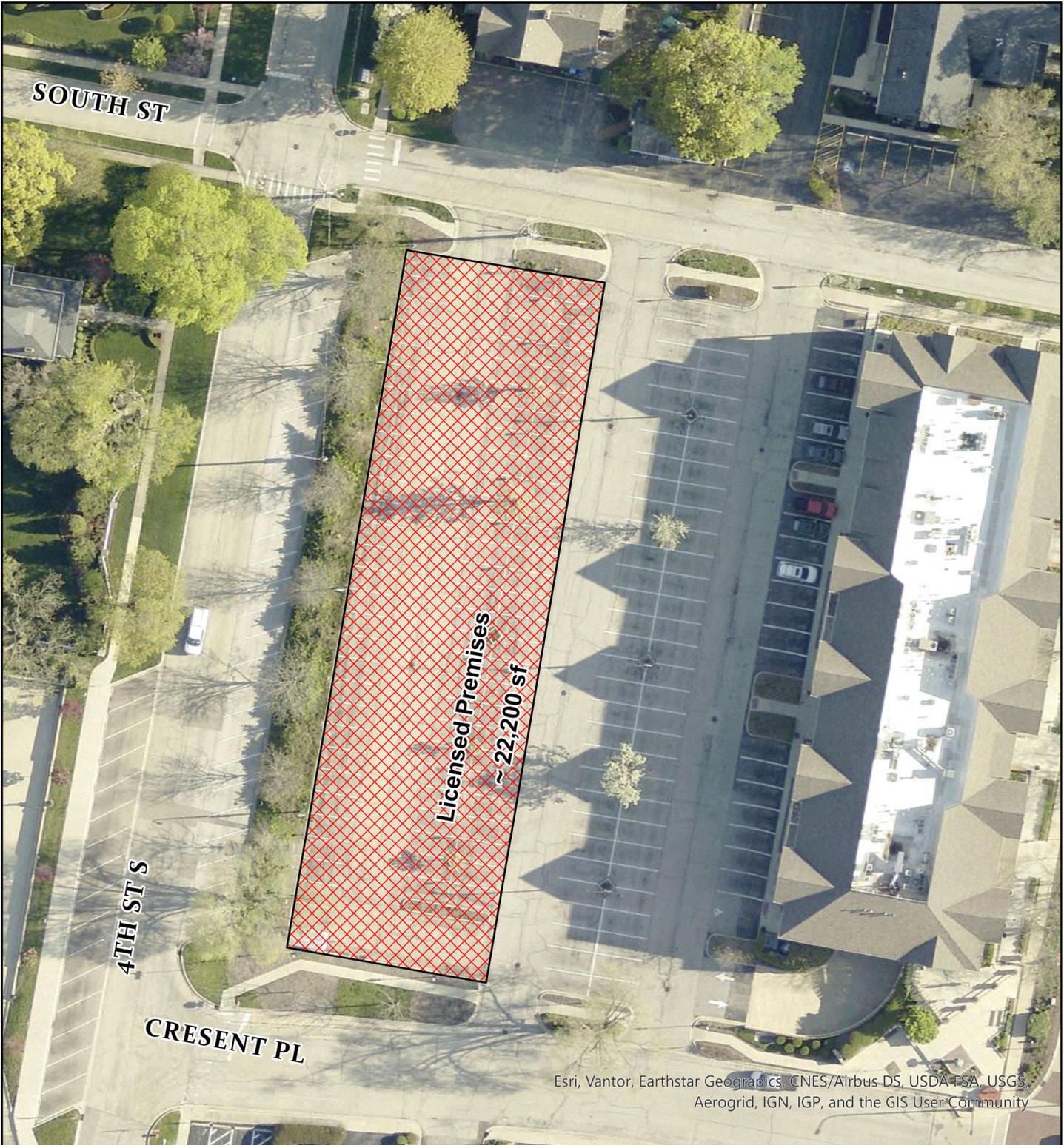
Attest:

By: \_\_\_\_\_

By: \_\_\_\_\_

City Clerk

Secretary



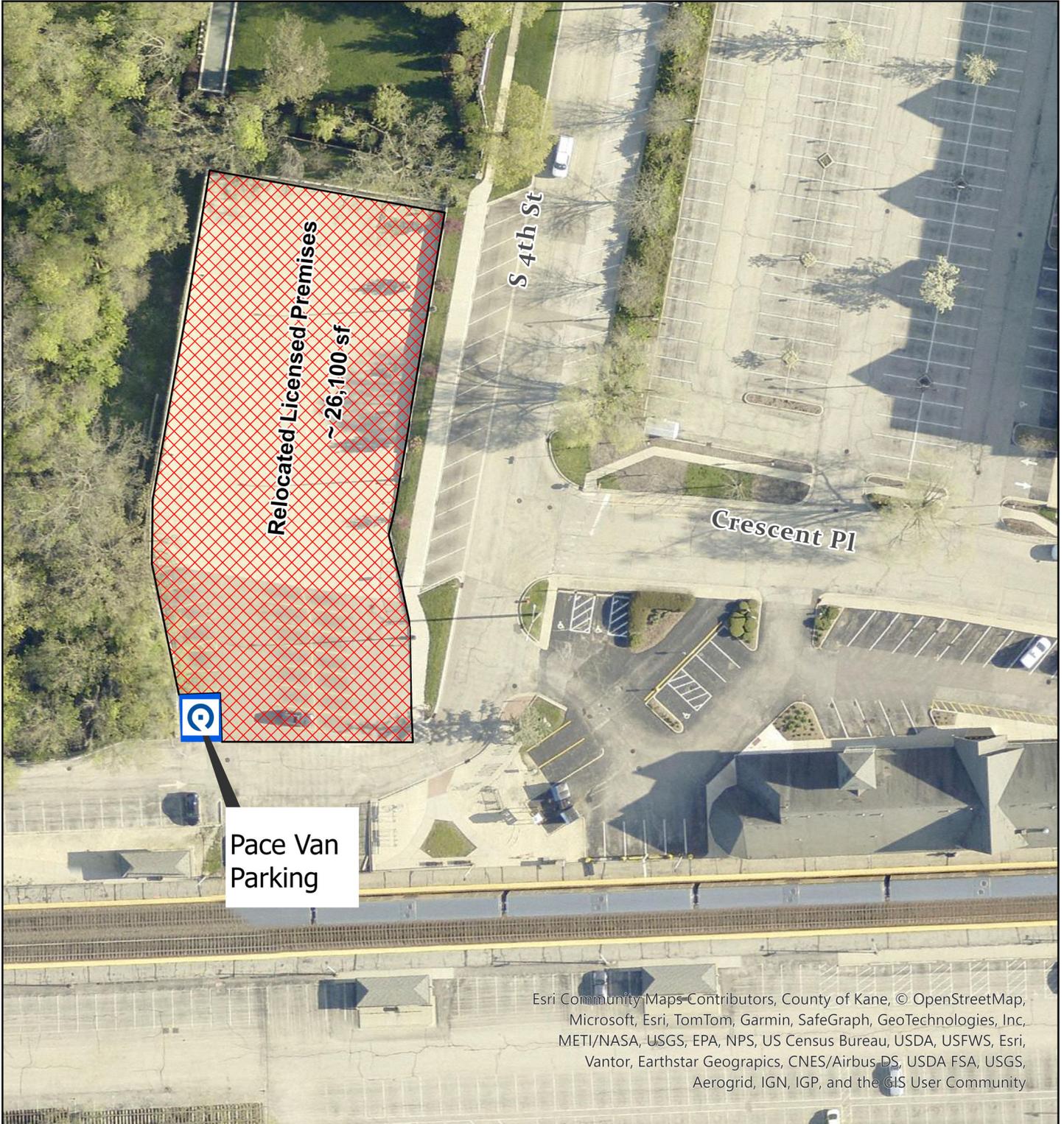
Esri, Vantor, Earthstar Geographics, CNES/Airbus DS, USDA FSA, USGS, Aerogrid, IGN, IGP, and the GIS User Community



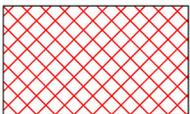
Licensed Premises  
approximately 22,200 SF



# Exhibit B



Esri Community Maps Contributors, County of Kane, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, Esri, Vantor, Earthstar Geographics, CNES/Airbus-DS, USDA FSA, USGS, Aerogrid, IGN, IGP, and the GIS User Community



Relocated Licensed Premises  
Approximately 26,100 SF



## **Exhibit C**

### **RULES AND REGULATIONS FOR VENDORS AT GENEVA FRENCH MARKET**

For the purpose of those rules and regulations, "Vendor" means any entity or individual renting space from Bensidoun USA, Inc., the "Promoter", on any given Market Day. "Space" means that space the Vendor has rented from the Promoter. "Market hours" means those hours the Market is open for the sale of goods to Market customers.

1. Vendors must comply with all applicable Federal, State and local laws, rules and regulations, including but not limited to health and licensing.
2. Vendors are responsible for paying all applicable Federal, State and local taxes.
3. Products must be deemed appropriate to a family audience by the Promoter. No drug paraphernalia or sexually explicit material will be tolerated. In addition, Vendors shall only sell products that are of good quality, which they have lawfully obtained, manufactured or grown. Should the Promoter determine, in their own discretion, that the Vendor is not selling such products, the Promoter may request the Vendor to vacate his/her space(s) immediately. Furthermore, the Promoter may prohibit the Vendor from leasing future space.
4. Connected with its responsibility to maintain the public health, safety and welfare, The City of Geneva, as Licensor herein, reserves the right to determine the appropriateness of any product or Vendor at the Geneva French Market. As such, the Licensor, at its discretion, may require the promoter to prohibit the sale of any product or the participation by such Vendor from the Geneva French Market operation. Any further sale of such product or participation by such Vendor shall be at the discretion of the Licensor. A determination of such appropriateness may be made by a simple majority vote of the City Council; or when immediate action is necessary to safeguard against an impending threat to public safety and welfare, such a determination may be made by any City Official or agent acting in his or her official capacity.
5. Vendors must be prepared to sell at the start of Market hours, and must continue to sell until the close of Market hours. Loading and unloading will occur only before and after Market hours, respectively. Set-up to begin no earlier than 7 a.m., Market operation from 9 a.m. – 2 p.m.
6. Vendors will at all times be polite with customers and will use their best efforts to enthusiastically sell their products.
7. Vendors must continually keep their spaces as clean as possible. Vendors must provide their own disposal bags, in accordance with local ordinances, into which they will put rubbish collected within their respective space(s). At the close of the Market hours, the Promoter will pick-up the refuse bags and dispose of such bags by placing the same in the containers in or near the southwest corner of the Lot located at South Fourth Street and Crescent Place.
8. Vendors who bring their goods in wooden crates or boxes must take those crates or boxes back with them at the close of Market hours.

9. Vendors may only park and load their vehicles in areas designated by the Promoter. The use of City parking lots and customer parking zones is prohibited. Anyone violating the parking regulations will be fined and/or towed away at their own expense.
10. Vendors will cooperate with and participate in promotions organized by the Promoter (for example: contributing a reasonable amount of the Vendor's products to Market customer giveaways) and may be asked to provide information for publicity.
11. All sales by Vendors to Market customers are final unless Vendors, in their own discretion, determine otherwise. Signs stating all sales are final must be posted.



## AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Special Event: Resolution Authorizing Use of Public Right Of Way and City Services and Approving IDOT Resolution for Closure of Traffic Lanes for 2026 Festivals and Large Scale Events		
Presenter & Title:	Ben McCready, ACA/DOAS		
Date:	February 26, 2026		
<b>Please Check Appropriate Box:</b>			
<input type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: PGEV-I			
Estimated Cost: \$	Budgeted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "Other Funding," please explain how the item will be funded: n/a</i>			
<b>Executive Summary:</b>			
<p>Annually, the City Council reviews a list of reoccurring event dates and authorizes the City Administrator, or designee, to approve details of the special event application in keeping with prior approval provisions. This process offers more discretion for event logistics, provides event organizers with more fluidity to finalize details and reducing administrative tasks associated with event review management. City Council will continue to review special event liquor licenses and new event proposals as applicable. The event requested includes IDOT required resolutions needed for closures of state highways in association with certain events.</p>			
<b>Attachments:</b> <i>(please list)</i>			
Resolution Authorizing Use of Public Right of Way and City Services and Approving IDOT Resolutions for Closure of Traffic Lanes for 2026 Festivals and Large Scale Events			
<b>Voting Requirements:</b>			
<i>This motion requires a majority of affirmative votes for passage.</i>			
<i>The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i>			
<b>Recommendation / Suggested Action:</b> <i>(how the item should be listed on agenda)</i>			
Approve Resolution Authorizing Use of Public Right of Way and City Services and Approving IDOT Resolutions or Closure of Traffic Lanes for 2026 Festivals and Large Scale Events.			

**RESOLUTION NO. 2026-21**

**AUTHORIZING USE OF PUBLIC RIGHT OF WAYS AND CITY SERVICES AND APPROVING ILLINOIS DEPARTMENT OF TRANSPORTATION RESOLUTIONS FOR CLOSURE OF TRAFFIC LANES FOR 2026 FESTIVALS AND LARGE SCALE EVENTS**

---

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** Resolution No 2008-15 designates certain events as festivals. These and other large-scale events have occurred at the same time each year with minor changes, include varying requests for use of public right of ways and City services. The City Administrator, or designee, is authorized to approve special event applications for such reoccurring events consistent with prior approvals for the following events:

- |                                       |   |
|---------------------------------------|---|
| Memorial Day Parade, May 25, 2026     | Festival of the Vine, Sept. 11-13, 2026 |
| Swedish Days/Parade, June 24-28, 2026 | Fox Valley Marathon, September 20, 2026 |
| Geneva Arts Fair, July 25-26, 2026    | GHS Homecoming Parade, October 2, 2026  |
| Concours d' Elegance, August 23, 2026 | Christmas Walk, December 4-5, 2026      |

**SECTION 3:** The Illinois Department of Transportation require municipalities to assume all responsibility and liability involved in the closing of traffic lanes for parades and other events by Resolution as included as Exhibit A.

**SECTION 4:** This Resolution and Exhibit A Resolutions, subject to modification as determined by the City Administrator or designee to accommodate unforeseen changes to events, shall become effective from and after its passage in accordance with law.

**PASSED** by the City Council of the City of Geneva, Kane County, Illinois, this \_\_\_\_ day of March 2026.

**AYES: \_\_ NAYS: \_\_ ABSENT: \_\_ ABSTAINING: \_\_ HOLDING OFFICE: \_\_**

Approved by me this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

ATTEST:  
\_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2026-22**

**A RESOLUTION REQUESTING CLOSURE OF TRAFFIC LANES ON STATE ROUTE 31, STATE ROUTE 38 AND STATE ROUTE 25 FOR THE FOX VALLEY MARATHON ON SEPTEMBER 20, 2026**

WHEREAS, the Fox Valley Marathon, of the City of Geneva, desires to hold their Marathon Sunday, September 20, 2026 at 7:00 am;

WHEREAS, said event will require the closing of two traffic lanes of State Route 31 either partially or completely, between Stevens Street and Roosevelt Street, and between Third Street and Fabyan Parkway, and four (4) traffic lanes of State Route 38 between Seventh Street and State Route 25, either partially or completely, so as to establish a safe and manageable course for those participating in the marathon;

WHEREAS, The State of Illinois requires the City of Geneva to assume all responsibility and liability involved in the closing of traffic lanes at the aforementioned location;

Now, THEREFORE, BE IT RESOLVED by the City of Geneva that said City will assume full responsibility for the direction, protection and regulation of traffic during the time the lane closures are in effect, and all liabilities for damages of any kind occasioned by the closing of said lanes on State Route 31, State Route 38 and State Route 25.

It is further agreed that efficient, all weather lane closures will be maintained conspicuously marked and judiciously police patrolled for the benefit of traffic affected on the State Route.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the City of Geneva, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: \_\_\_\_\_  
(Mayor)

Attest: \_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2026-23**

**A RESOLUTION REQUESTING CLOSURE OF TRAFFIC LANES ON STATE ROUTE 38 FOR THE GENEVA COMMUNITY HIGH SCHOOL HOMECOMING PARADE ON OCTOBER 2, 2026**

WHEREAS, the Geneva Community High School, of the City of Geneva, desires to hold their Homecoming Parade on Friday, October 2, 2026 at 2:00 pm;

WHEREAS, said event will require the closing of four (4) traffic lanes of State Route 38 between Anderson Boulevard and Third Street, so as to establish a safe and manageable course for those participating in the parade;

WHEREAS, The State of Illinois requires the City of Geneva to assume all responsibility and liability involved in the closing of traffic lanes at the aforementioned location;

Now, THERFORE, BE IT RESOLVED by the City of Geneva that said City will assume full responsibility for the direction, protection and regulation of traffic during the time the lane closures are in effect, and all liabilities for damages of any kind occasioned by the closing of said lanes on State Route 38.

It is further agreed that efficient, all weather lane closures will be maintained conspicuously marked and judiciously police patrolled for the benefit of traffic affected on the State Route.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the City of Geneva, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: \_\_\_\_\_  
(Mayor)

Attest: \_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2026-24**

**A RESOLUTION REQUESTING CLOSURE OF TRAFFIC LANES ON STATE  
ROUTE 38 FOR THE AMERICAN LEGION MEMORIAL DAY PARADE ON  
MAY 25, 2026**

WHEREAS, the American Legion Post 75, of the City of Geneva, desires to hold their Memorial Day Parade, May 25, 2026 at 9:00 am;

WHEREAS, said event will require the closing of four (4) traffic lanes of State Route 38 on the east side and west side of Third Street, so as to establish a safe and manageable course for those participating in the marathon;

WHEREAS, The State of Illinois requires the City of Geneva to assume all responsibility and liability involved in the closing of traffic lanes at the aforementioned location;

Now, THERFORE, BE IT RESOLVED by the City of Geneva that said City will assume full responsibility for the direction, protection and regulation of traffic during the time the lane closures are in effect, and all liabilities for damages of any kind occasioned by the closing of said lanes on State Route 38.

It is further agreed that efficient, all weather lane closures will be maintained conspicuously marked and judiciously police patrolled for the benefit of traffic affected on the State Route.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the City of Geneva, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: \_\_\_\_\_  
(Mayor)

Attest: \_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2026-25**

**A RESOLUTION REQUESTING CLOSURE OF TRAFFIC LANES ON STATE ROUTE 38 FOR THE SWEDISH DAYS PARADE ON JUNE 21, 2026**

WHEREAS, the Geneva Chamber of Commerce, of the City of Geneva, desires to hold their Swedish Day Parade, June 21, 2026 at 1:00 pm;

WHEREAS, said event will require the closing of four (4) traffic lanes of State Route 38 from Anderson to Third Street, so as to establish a safe and manageable course for those participating in the parade;

WHEREAS, The State of Illinois requires the City of Geneva to assume all responsibility and liability involved in the closing of traffic lanes at the aforementioned location;

Now, THERFORE, BE IT RESOLVED by the City of Geneva that said City will assume full responsibility for the direction, protection and regulation of traffic during the time the lane closures are in effect, and all liabilities for damages of any kind occasioned by the closing of said lanes on State Route 38.

It is further agreed that efficient, all weather lane closures will be maintained conspicuously marked and judiciously police patrolled for the benefit of traffic affected on the State Route.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the City of Geneva, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: \_\_\_\_\_  
(Mayor)

Attest: \_\_\_\_\_  
City Clerk



### AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Consider approval of a resolution approving a four-year Collective Bargaining Agreement between the City of Geneva and the International Brotherhood of Electrical Workers (IBEW) Local 196		
Presenter & Title:	Benjamin McCready, Asst. City Admin./Dir. of Admin. Services		
Date:	February 26, 2026		
<b>Please Check Appropriate Box:</b>			
<input type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: N/A			
Estimated Cost: \$ N/A	Budgeted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Executive Summary:</b>			
Attached is the Geneva International Brotherhood of Electrical Workers (IBEW) Local 196 Successor Collective Bargaining Agreement (CBA) as agreed upon by union representatives and the management team. Union members ratified the proposed contract January 15, 2026. The CBA is a four (4) year successor agreement with the following wage proposals: 2.5% (5/1/2025), 2.5% (11/1/2025), 5% (5/1/2026), 2.25% (5/1/2027), 3.75% (5/1/2028). In addition to the wage proposal, other items include standardizing paid leave language, compensation for acting foreman, emergency callout procedures, changes regarding the notice of discipline.			
<b>Attachments:</b> <i>(please list)</i>			
<ul style="list-style-type: none"> <li>• Resolution</li> <li>• International Brotherhood of Electrical Workers (IBEW) Local 196 Contract</li> </ul>			
<b>Voting Requirements:</b>			
<i>This motion requires choose an item affirmative votes for passage. (City Council Only)</i>			
<i>The Mayor may vote on three occasions: (a) when the vote of the alderpersons has resulted in a tie; (b) when one half of the alderpersons elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i>			
<b>Recommendation / Suggested Action:</b> <i>(how the item should be listed on agenda)</i>			
Recommend approval of resolution approving the collective bargaining agreement between the City of Geneva and the International Brotherhood of Electrical Workers (IBEW) Local 196.			

**RESOLUTION NO. 2026-26**

**RESOLUTION APPROVING THE FOUR-YEAR COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF GENEVA AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 196.**

---

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** That union representatives and the City management team have negotiated a collective bargaining agreement (CBA) between the City of Geneva and the International Brotherhood of Electrical Workers, Local 196 regarding the wages, terms and conditions of employment for certain employees in the Public Works Electric Division.

**SECTION 2:** That said CBA shall be effective from May 1, 2025 through April 30, 2029.

**SECTION 3:** This Resolution shall become effective from and after its passage as in accordance with law.

**PASSED** by the City Council of the City of Geneva, Kane County, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2026.

**AYES: \_    NAYS: \_    ABSENT: \_    ABSTAINING: \_    HOLDING OFFICE: \_**

Approved by me as Mayor of the City of Geneva, this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Agreement

Between  
The City of Geneva

And

Local Union 196  
International Brotherhood of Electrical  
Workers

May 1, 2025 - April 30, 2029

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## **AGREEMENT**

This agreement is entered into this \_\_\_\_ day of February, 2026, by and between the City Council of the City of Geneva, Illinois hereinafter called "Employer", and Local No. 196 of the International Brotherhood of Electrical Workers, AFL-CIO, hereinafter called "Union".

Inasmuch as the Employer and the Union desire to establish a standard of conditions under which the employees shall work for the Employer during the term of this Agreement and with the view of securing harmonious cooperation and for settling of any disputes without interruption of work, it is agreed as follows:

### **RECOGNITION - EFFECTIVE DATE**

### **TERMINATION - AMENDMENTS**

1. The Union is recognized as the sole collective bargaining agent with respect to rates of pay, hours of employment and other conditions of employment, for all Union employees working in the Electric Utilities Division of the Employer.
2. The Union reserves the right to discipline its members for violation of its laws, rules and agreements.
3. This Agreement shall take effect May 1, 2025 and shall remain in effect until April 30, 2029. It shall continue in effect from year to year thereafter unless notice of termination is given in writing by registered or certified mail by either party not less than ninety (90) days or more than one hundred eighty (180) days before midnight, April 30, 2025, or by a subsequent annual expiration date. Notices or termination required by this provision, if by the Employer, shall be addressed to the Union Business Agent, and if by the Union to the Employer at the office of the City Administrator. Termination notices shall be considered to have been given as on the date shown on the postmark.
4. There shall be no stoppage of work by either strike or lockout because of any dispute over matters relating to the provisions herein, or during the time that any grievance or other matters are in dispute. All such matters must be handled in the manner later provided in this Agreement. Any employee who participates in a strike or other interruption of work may be discharged and employees shall not be entitled to any benefits or wages whatsoever while they are engaged in a concerted work stoppage. Only the question of whether an employee did in fact participate in or promote such action shall be subject to the grievance and arbitration procedure.
  - A. The Employer agrees that there shall be no discrimination, interference, restraints or coercion by the Employer or any of its agents, or servants on behalf of or against any of its employees because of membership in the Union. The provisions of this agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, race, color, creed, national origin, political affiliations or union membership.

5. Either party desiring to change or terminate this Agreement must notify the other in writing, by registered mail, at least ninety (90) days prior to April 30<sup>th</sup> of any year. Whenever notice is given for changes, the nature of the changes desired must be specified in the notice.
6. Changes mutually agreed to by both the Employer and the Union may be made at any time.
  - A. The Union Steward will be granted reasonable time off during working hours without loss of pay to investigate and settle grievances provided that the officer or Steward shall request permission from his Division Superintendent. Permission will not be unreasonably withheld by the Division Superintendent or his designate.
  - B. A written list including the Union Steward and other officers and representatives shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer of any changes, provided that the Union shall not designate more than one Steward.
  - C. The internal business of the Union shall be conducted during the non-duty hours of the employee involved.
  - D. The Employer agrees to permit representatives of the IBEW Local 196 to have reasonable access to the premises of the Employer, subject to the security regulations.

### **GRIEVANCE PROCEDURE**

7. **Grievance Defined.** For the purpose of the Agreement, a grievance is any dispute or difference of opinion raised by an employee or the Union against the Employer involving the interpretation or application of the provisions of this Agreement.

Grievances shall be raised and settlement attempted, pursuant to the following procedure:

Step 1. Any employee who has a grievance shall reduce it to writing, have it signed by the Steward, and shall be presented to his immediate non-bargaining unit supervisor. The supervisor shall give his written answer to the employee within seven (7) working days after the date of submission.

Step 2. If the immediate non-bargaining unit supervisor fails to answer the grievance, or if the answer does not resolve the dispute, the grievance shall be presented by the Union to the Division Superintendent within seven (7) working days following the immediate non-bargaining unit supervisor's answer in Step 1. The Division Superintendent shall investigate the grievance and provide a written answer within seven (7) working days after the receipt of the grievance.

Step 3. If the Division Superintendent fails to answer the grievance, or if the answer does not resolve the dispute, the grievance shall be presented by the Union to the Department Head within seven (7) working days following the Division Superintendent's answer in Step 2. The Department Head shall attempt to adjust the grievance as soon as possible, but shall give his answer in writing to the Union within seven (7) working days after receipt of the grievance.

Step 4. If the Department Head does not answer the grievance in Step 3 or if the answer does not solve the dispute, the Union shall request a meeting with City Administrator, designated within seven (7) working days of the answer in Step 3. The meeting shall be held at a mutually agreeable time and place. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the parties. If no settlement is reached, the City Administrator or his designated representatives shall give the Union and the Employer's answer within fifteen (15) working days following their meeting.

8. Arbitration. Grievances which are not submitted to the Employer within seven (7) working days after the occurrence of the event giving rise to the grievance and grievances which are not processed within the time limits set forth above shall be considered settled on the basis of the Employer's action on the last answer given. Grievances that are processed properly, but not adjusted between the Employer and the Union, as provided above, may be referred to arbitration upon written request of the Union made within ten (10) working days of the Employer's answer in Step 4. When arbitration is requested, the parties shall attempt to agree on the selection of an arbitrator. If an agreement cannot be reached within ten (10) working days from the date on which arbitration is requested, then the Chicago office of the American Arbitration Association shall be requested to submit a list of five (5) arbitrators. From such list of arbitrators, the grieving party shall strike two (2) names and the Employer shall then strike two (2) names and the person whose name remains shall be the arbitrator; provided, however, that either party shall have the right to reject one (1) list of arbitrators and ask for a new list from the American Arbitration Association.

In settlement of any grievance resulting in retroactive adjustment, such adjustment shall be limited to a maximum of five (5) calendar days prior to the date of the filing of the grievance.

The decision of the arbitrator shall be final and binding upon the parties. The arbitrator shall have no right to ignore, add to, take from, or modify any of the provisions of this Agreement. The expenses of the arbitrator shall be shared equally by the parties, and such expenses may be at the request of either party, including the cost of a written transcript of the hearing. Each party shall bear all other expenses incurred by it in connection with the proceeding.

#### **PROBATION - SENIORITY**

9. Seniority as used herein shall mean the length of service in continuous employment of the Employer. An employee's seniority shall date from the time of his employment except

where service is interrupted by reason of layoff, resignation, or discharge. Layoffs shall not terminate the seniority of any employee, except as provided as follows:

New employees or re-employed employees whose seniority has been terminated shall serve a twelve (12) month probationary period with the Employer and during such period the Employer shall have the right to discharge for its own reasons or hire such employees. Employees who are continued in the service of the Employer after said probationary period shall be immediately credited with twelve (12) months seniority.

10. The seniority of an employee shall terminate under any of the following conditions:
  - A. When laid off for a period equal to one (1) year, or his seniority, whichever is less
  - B. When an employee resigns his employment with the Employer.
  - C. When an employee is discharged for just cause.
  - D. When an employee fails to return to work within two (2) days after written notice, by registered mail, to his last known address, requesting such return.
  - E. When an employee fails to report for work on three (3) successive workdays without notifying the employer.
  - F. Failure to return to work immediately after doctor's release from sick leave.
  - G. Failure to return to work on stated date after authorized leaves of absence.
  
11. In making promotions, or demotions, the following factors shall be used:
  - A. Ability to do the work measured by physical fitness, experience, training, skill, and demonstrated work habits; and
  - B. Seniority

Where, as measured by factor (A) two more applicants are substantially equal, factor (B) shall govern. Final determination of ability shall be made by the Employer, except that any dispute which may arise in this connection shall be handled in accordance with the provisions of this Agreement for the settlement of grievances.

12. Any employee who is promoted shall be given a reasonable time, not to exceed sixty (60) days, to acquaint him with the job and prove his ability to fill same satisfactorily. Should any employee at the end of such probationary period prove unfit for the job to which he was promoted, he shall return to his former job without any loss of seniority. If, after a sixty (60) day period, the employer should subsequently demote such employee, he may return to his former job without loss of seniority.

13. Should it become necessary to lay off any employee on account of lack of work, the employer shall give such employee or employees affected, a reasonable notice in advance. If thereafter, a vacancy occurs, the laid off employee(s) shall be afforded the opportunity of filling same in accordance with his seniority status, provided the employee has the requisite ability to perform the Employer's work in a satisfactory manner. Recall rights shall exist for two (2) years from the date the employee is laid off and will be waived if the employee accepts severance pay.
14. Layoffs on account of reduction of forces shall be made in the inverse order of the seniority of the employee within the occupational groups of those engaged in similar work covered by this Agreement.
15. Employees must report any accident or injury to their Supervisor as soon as they are aware an accident or injury has occurred, even if the injury is so slight that no time is lost, a report must be made.

If, while on light duty assignment, the employee needs to be absent for related medical treatment or doctor's appointment, the employee must bring a written statement from the treating physician/facility. This statement should inform the City if there is any change in the employee's condition that would impact the light duty assignment. The statement should be forwarded to the Human Resources Department.

If any employee covered by this Agreement is injured while in the performance of his duty as such, he shall be entitled to his former position upon his recovery with full seniority rights, provided he is physically qualified to return to work and provided his accident was not primarily due to his carelessness on his part. In case of his return, other employees moved up because of his absence will consent to such demotions or layoffs as may be necessary under the circumstances.

#### **DISCHARGES - DISCIPLINE - DRUG & ALCOHOL POLICY**

16. No employee shall be discriminated against for any Union activities, or in any way, so as to violate the letter of the spirit of this Agreement.
17. The Employer shall have the right to discharge any employee at any time for a justifiable cause, such as incompetence, insubordination, dishonest, unprovoked assault of other employees or an Employer's representative during working hours, or violation of the Employer's drug and alcohol policy which are in place as of the signing of this agreement. Any changes to the above mentioned policy other than those mandated by law shall be mutually agreed upon by the Employer and the Union. In the event any employee is discharged or discriminated against, such employee shall have the right to resort to the machinery of adjustment provided for in this Agreement. Any employee found to have been unjustly discharged shall be reinstated to his job, with seniority rights, and he shall be compensated at his regular rate of wages for all time lost. If a claim involves Workers' Compensation, the City shall follow Illinois State Workers' Compensation Law.

Discipline issued to an employee shall be specific and in writing and must be delivered within five working days from occurrence of the incident, or from when the occurrence was known to occur, excluding Saturdays, Sundays, and holidays or time off for sickness. After discipline has been received by the employee any grievance in connection therewith shall be taken up subject to the time limits in Section 7.

An employee shall be advised when any performance-related materials not submitted by the employee are added to the employee's official personnel file, located at the Human Resource Office. Any information of an adverse nature, outside of materials which were part of a disciplinary action which the City determines to be unfounded, shall be promptly removed from an employee's official personnel file, and may not be used against an employee in any future disciplinary proceeding.

The parties agree that oral or written warnings shall be disregarded in making determination of future disciplinary actions when more than two (2) years have passed since the prior action was taken and no subsequent disciplinary actions based on any type of offense have been taken in the meantime. Disciplinary actions resulting in suspension or loss of pay shall be disregarded in making determinations of future disciplinary actions when more than five (5) years have passed conditioned upon applicable remediation efforts, if any (e.g. completion of substance abuse or anger management program, correction of poor attendance record) and no subsequent disciplinary actions based on any type of offense have been taken in the meantime.

18. Vacation allowances shall be earned on an employee's anniversary date, based upon completed years of continuous service as follows:

After one (1) year of employment	Ten (10) working days
After two (2) years of employment	Eleven (11) working days
After four (4) years of employment	Twelve (12) working days
After six (6) years of employment	Fifteen (15) working days
After ten (10) years of employment	Sixteen (16) working days
After eleven (11) years of employment	Seventeen (17) working days
After twelve (12) years of employment	Eighteen (18) working days
After thirteen (13) years of employment	Nineteen (19) working days
After fourteen (14) years of employment	Twenty (20) working days
After seventeen (17) years of employment	Twenty-one (21) working days
After twenty (20) years of employment	Twenty-three (23) working days
After twenty-three (23) years of employment	Twenty-four (24) working days
<u>After twenty-five (25) years of employment</u>	Twenty -five (25) working days

At the conclusion of six months consecutive service, newly hired bargaining unit members will earn 40 hours vacation leave. This leave does not impact leave earned upon the employee's one year anniversary. Leave is available for use contingent upon supervisor approval.

19. Employees shall be allowed to pick vacation in order of seniority. The vacation time so chosen shall be subject to the approval of the Division Superintendent or designee. Unused vacation leave may not be carried over to the next anniversary year. A notice of five (5) working days shall be given to the Division Superintendent prior to the date chosen by the employee for vacation time. Upon separation from City employment, employees will be paid for any unused earned vacation leave, and accrued vacation leave on a pro-rata basis determined by years of service. Specifically excluded are all probationary employees who terminate, or are terminated, prior to the completion of their probationary period.
20. Sick leave with full pay shall be credited to all regular employees at the rate of 3.6923 per pay period (equivalent to one (1) working day for each full month's service) and may be accumulated from year to year, with no maximum number of hours accrued. Earned, but unused sick leave shall not be compensated, other than upon retirement as outlined in the Personnel Policy Manual, upon separation of employment with the City. Sick leave shall not be considered as a privilege which an employee may use at his discretion but shall be allowed only in case of a necessity and actual sickness or disability of the employee or because of illness or birth in his immediate family or to meet physical examination appointments or other sickness preventive measures. To receive compensation while absent on sick leave, the employee shall notify his Division Superintendent in a reasonable time under the circumstances. When absence, is for more than sixteen (16) working hours, the employee may be required to file a physician's certificate certifying to the illness or disability of the employee. If a physician's certificate is requested, the Employer shall pay the cost of such office visit or examination which examination shall be made by the Employer's current Medical Examiner. Requests for information as required by the Family and Medical Leave Act are the responsibility of the employee as any such request are based on federal or state law and are not a request of the City due to suspected misuse of sick leave.

Up to sixty (60) days of unused or accumulated sick leave will be paid upon retirement at the employee's regular rate upon formal application for retirement to the Illinois Employee Municipal Retirement Fund. Any sick leave pay out must comply with IMRF regulations.

Employees may be disciplined for excessive sick leave usage, subject to the just cause standard for non-probationary employees. If, upon investigation, any employee is found to have abused the intent of the sick leave privilege, he shall be subject to disciplinary action by the Employer and also by the executive Board of the Union.

21. Access to the Employer's Donated Leave Time Policy will be available to employees covered by this contract under the same terms and conditions as all other City non-union employees.

**FITNESS FOR DUTY EXAMINATIONS**

22. Prior to and during employment, any and all employee shall, for just cause, be subject to a physical and/or fitness for duty examination at the request of the City, with the expense of such examination to be borne by the City. A fitness for duty examination shall only be applicable to providing a safe work environment for the individual, the public, and/or his coworkers. Psychological examinations shall only be requested in cases where there are concerns of potential workplace violence. The City will refer the employee to an individual or service that has specific training and credentials to perform such examination, and the individual or service provider will determine the required course of action. If the employee is not fit for duty, as determined by the selected professional, said employee will be subject to restricted duty, transfer, demotion or dismissal, paid or unpaid administrative leave. If unpaid administrative leave is determined by the City, the employee shall have the option of exhausting all accrued paid leave while recovering. If said employee is determined not fit for duty and the inability to work continues beyond six (6) months, the employee must make application for a second six (6) month leave of absence period, which shall not be unreasonably withheld, in order to continue his seniority rights. Nothing herein shall prevent the employee from voluntarily electing to pursue assistance through any programs offered by the City. Nothing contained in this Section shall excuse the City from any of their obligations to the ADA or FMLA. This section will be subject to Sections 7 and 8 of this collective bargaining agreement.

**PAID HOLIDAYS**

23. The following holidays shall be observed:

New Year's Day
Martin Luther King, Jr. Day
Washington's Birthday (President's Day)
Spring Holiday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day After Thanksgiving
Christmas Eve Day
Christmas Day
Three (3) Personal Days

An employee will be eligible for personal days after completion of thirty (30) days of employment with the City, and thereafter personal days are earned on the employee's anniversary date. Whenever possible, the employees should request advanced notice through the Division Superintendent or designee. Personal days may be taken in one (1) hour increments with the Division Superintendent's or designee's approval.

Unused personal days shall not be allowed to be carried over into the next year (based on the employee's anniversary date). Personal days may not be compensated if they are not used as a paid day off from the employee's regular work schedule.

Whenever a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, the preceding Friday shall be considered a holiday. In case a holiday is observed on a day during a full week of the employee's regular vacation, an additional day off with pay shall be allowed for each holiday. To be eligible for holiday pay, the employee must work the scheduled day before and after the holiday, with the following exceptions:

-if the day before and/or after is a normal day off from duty.

-if the employee is on vacation, an approved personal day, or funeral leave before and/or after the holiday.

-if the employee is absent due to illness on the day before or after a holiday.

NOTE: The Department Head has the discretion to require a confirmation from a medical doctor or other licensed health practitioner in this case.

### **SAFETY DAY**

24. Each full-time Union employee will have the ability to earn a Safety Day should the employee serve twelve (12) consecutive months (one fiscal year) without being involved in an accident. For purposes of the Safety Day provision, an accident will be defined as:
- A. an injury incurred which required professional medical attention and loss of time at work, the latter interpreted as missing any part of the work day following the day the subject injury occurred or time missed on a subsequent date due to the accident-related injury; or
  - B. an incident resulting in damage to City owned or private property or equipment amounting to a value in excess of \$600.00.
  - C. Department Safety Committees shall review accidents and make recommendations as to the eligibility for the Safety day. Injuries and/or accidents as referenced above, and determined by the respective Department Safety Committee, to be the fault of the employee shall disqualify said employee from eligibility to earn a Safety Day. These recommendations are subject to final approval by the Department Head.

### **FUNERAL LEAVE**

25. Employees are granted up to three (3) consecutive days with pay, Monday through Friday, as funeral leave to attend the funeral or handle related family matters caused by the death of a member of his or her family - meaning spouse, child (natural, adopted, foster, or stepchild), sister, brother, parent (including natural, step-mother, step-father, or legal guardian), mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, or grandchild. Pay for funeral leave is considered as time worked for the purpose of computing overtime premium.

### **SEVERANCE PAY**

26. In the event a lineman's position is eliminated, severance pay will be provided up to three (3) months for employees who have been employed for over two (2) years but less than six (6) years, and up to six (6) months for employees with over six (6) years of employment; provided the employee is not re-employed to serve as a lineman within the City during the severance pay period.

### **FOREMAN'S PAY**

27. Whenever the number of workers in any one line crew exceeds three (3) employees, there shall be a Line Foreman in charge of the crew. When a crew is working on energized primary lines, a Line Foreman must be with the crew on the site. The Line Foreman must be close enough to the working crew to permit supervision of the work.

When an employee takes the place of a Foreman for more than thirty consecutive minutes, he shall receive the Foreman's rate of pay for the shift as acting Foreman. In the case of emergency call outs, acting foreman pay applies when an employee takes the place of a Foreman for more than thirty consecutive minutes and paid for the duration of the emergency call out. In the absence of the regular Foreman an acting Foreman will be appointed when required by the paragraph above. The Employer shall utilize Foreman to prepare switching routines when working with contractors. Lineman assigned to inspect the work of contractors will not be asked to supervise or oversee crews.

### **FIRST AID KIT**

28. All trucks must be equipped with a first aid kit recommended by a qualified safety authority.

### **INJURY WHILE OFF THE JOB**

29. If an employee, covered by this Agreement, is injured while not in the performance of his duty (outside of his working hours, on vacation, on weekends or on holidays) or becomes ill, and the illness or injury continues beyond six (6) months and the employee is not able to return to work, the employee must make application for a second six-month sick leave of absence period in order to continue his seniority rights. Medical certificates indicating that the employee cannot perform his assigned duties for his job classification will be required. Employees who become ill or incapacitated due to injury beyond one year must apply for re-employment with a statement declaring when he expects to be available. Any employee who is re-employed by the Department shall maintain the record of seniority, which he possessed prior to the employee's incapacitation. However, seniority will not accumulate beyond the first year leave of absence for illness or injury specified in this article. An employee returning to work in accordance with this article shall return to his former classification. If the employee is not capable of performing his assigned duties, he will be given an opportunity for another job classification, provided that it is in accordance with his seniority, and another job is available. During incapacitation, seniority will not accumulate for sick leave or vacation time.

### **APPRENTICE**

30. An apprentice lineman's seniority as a lineman starts when he has completed four (4) years of his apprenticeship, passes all test, and is promoted to a lineman.
31. The apprentice lineman will be subject to the following work schedule during his apprenticeship.
- A. During the first six (6) months the apprentice will be permitted to work on dead secondary lines and frame poles.
  - B. During the second six (6) months the apprentice will be permitted to work on energized secondary lines, with a journeyman lineman on the same pole.
  - C. In the second year, the apprentice will be permitted to work on energized secondary lines and dead primaries, provided a journeyman is working on the job with the apprentice and his work is under the direct supervision of a Line Foreman. The journeyman need not be on the pole with the apprentice lineman.
  - D. In the third year, the apprentice shall do work according to the discretion of the Line Foreman. Work must be under the supervision of a journeyman lineman, or a Line Foreman but need not be by both. In this year the apprentice will not be permitted to work on energized primaries alone.
  - E. In the apprentice's fourth year, he will be permitted to work on energized primaries provided a journeyman lineman is on the same pole with him. Whenever the apprentice lineman works on energized primaries with a journeyman lineman, a Line Foreman must be in charge of the crew.

### **MANAGEMENT FUNCTIONS**

32. All functions of management of the operations of Employer and the direction of its employees which are not limited by the express language of this agreement, are exclusively vested in and retained by Employer, including but not limited to the right to determine the means, methods and place of operations; to decide what work or services shall be performed by employees: to hire; to discipline or discharge employees for just cause and employees during their probationary period without cause; to transfer, promote or relieve employees from duty because of lack of work or for other legitimate reasons; to maintain discipline, order and efficiency; the right to make and enforce reasonable work rules, regulations, safety rules and procedures, to introduce new and improved methods, materials, equipment or facilities, or change or eliminate existing methods, materials, equipment or facilities; provided this will not be used for purposes of discrimination against employee's membership in the Union; to schedule and assign work, to assign overtime as established in the attached document; to contract out work as long as such contracting out does not, without first bargaining with the Union, directly result in layoffs or part timing of full time employees who are otherwise qualified to perform the work without additional training or the need for equipment not in the City's possession; to take necessary actions to carry out the mission of the Employer's electric utility, on work normally performed by the bargaining unit members, in the event of a civil emergency as

may be declared by the Mayor or the Mayor's designee. It is understood that at no time shall the Employer jeopardize the health and/or safety of any employee in the event of a civil emergency.

### **HOURS-RATES OF PAY**

33. A normal work day for all employees working in the Electric Division is eight (8) hours. A normal work week is forty (40) hours and consists of five (5) consecutive eight (8) hour days, namely: Monday, Tuesday, Wednesday, Thursday, and Friday. Time of work shall be from 7:00 a.m. to 12:00 noon and from 12:30 p.m. to 3:30 p.m. for employees assigned to normal duties. Employees required to attend training or seminars will work the hours for which the actual training or seminar is scheduled, less any scheduled seminar/training break periods. Such schedule adjustment, which shall be considered the normal work day, shall be discussed and set with the employee, at a minimum, forty-eight (48) hours in advance of the scheduled start of the training or seminar.

### **TRAINING**

34. When any employees covered by the terms of this agreement are asked to attend supplemental training by the Employer, such employee shall be compensated for travel time to and from said training, minus their normal commute. Normal commute shall be defined as any travel time twenty (20) minutes from their point of departure. Time spent in training or travel shall be compensated in accordance with Sections 33 and 34 of this agreement.

Employees selected to attend training, or employees requesting to attend training, shall be compensated in accordance with the Fair Labor Standards Act (FLSA). Such compensation shall be agreed upon by the Employer and the Employee before the training is scheduled.

### **OVERTIME WORK**

35. Time and one-half shall be paid for all overtime work, except for time worked on Sundays and allowable holidays (per paragraph 23 of this Agreement) and starting at midnight and ending at 6:59 A.M. which time shall be paid at double time rate. Reasonable advance notice, under the circumstances will be given for scheduled overtime work.

Employees who are called out shall respond not only to one initial callout, but shall also make themselves available, at no additional expense to the Employer, to respond to any other callout during that two hour period, as long as the employee as not left City property. Should the duration of the second call extend beyond the two hour period, the employee shall receive the applicable rate of pay for any additional hours worked.

When additional employees are needed for emergency call out, the Electric Superintendent or designee will provide a list of bargaining unit members organized by overtime, double time, standby hours, and compensatory time earned. The list will be based on the total described hours earned in the preceding twelve months. The overtime

list will be updated on the first Wednesday of the first full week of each month to reflect applicable hours earned since the beginning of the current fiscal year and posted in area where it is available for inspection by bargaining unit members. Bargaining unit members shall be contacted starting with the individual who has the least total hours.

Employees may earn compensatory time in lieu of overtime pay, but not in lieu of standby pay. For an employee to earn compensatory time, the employee must have worked at least forty (40) hours during the workweek (or the equivalent if the employee is on a schedule other than 40 hours per week). For each overtime occurrence, if employees agree to accumulate compensatory time instead of receiving overtime pay, they must receive consent to do so prior to accruing any compensatory time.

Upon completion of earning compensatory time, the employee must complete a payroll adjustment form, signed by the appropriate supervisor, which is to be submitted on a bi-weekly basis with time sheets to the Human Resources Office.

Compensatory time earned is the same rate as overtime earned; time and one half or double time. The maximum number of hours of compensatory time that can be accumulated by an employee is one hundred (100) hours. Compensatory time may be used at a minimum of one (1) hour increments and at a maximum increment of eighty (80) hours. Authorization of said time off must not unduly disrupt operations as determined by the authorizing supervisor. Employees must request, in writing, compensatory time leave at least one (1) week in advance of the requested time off.

Employees are required to utilize their accrued compensatory time by the end of the fiscal year that follows the fiscal year in which the compensatory time is earned. In order to accommodate operations and budgetary concerns, Department Heads are authorized to make exceptions to the compensatory time policy only after consultations and approval from the City Administrator or his/her designee.

### **STAND-BY**

36. The two employees on standby duty shall be paid as follows:

Four (4) hours pay per day at straight time for standby duty on Saturday and Sunday. Four and one-half (4 1/2) hours pay at straight time for standby on any holiday or days celebrated as such. Two (2) hours pay at straight time for standby duty for each weekday, Monday through Friday. If called for duty, the employee shall receive compensation for time worked as called for in paragraph 36 of this Agreement. The oncall list for the electric division shall be generated on a regular basis, and shall provide for equal rotation throughout the year. On-call time shall start on Thursday at 7:00 a.m. and conclude the following Thursday at 7:00 a.m.

Employees who are off on sick leave due to personal illness or injury shall not be eligible for standby duty for the days absent from work while on sick leave. When this occurs, management will designate a replacement utilizing the standby list unless the union provides an alternate volunteer.

## **MINIMUM HOURS**

37. A minimum of two (2) hours at time and one-half shall be paid to any regular employee who is called back to work after having been released after his regularly scheduled work day. Such call-in time shall start when the employee begins work and shall end when he is released from work.

On call-ins that are prearranged for work prior to the employee's regular hours, when the employee then continues with regular hours of work or where same occurs during noon hour, only actual time at overtime rates apply.

- A. All employees shall live within sixteen (16) miles of Geneva City limits regardless of whether on standby forces or not. One (1) year or more, at the discretion of the Division Superintendent, will be given to accomplish such relocation.
- B. Bargaining unit employees agree that two (2) employees that are not working under any restrictions as a result of Article 22 or "light duty" will be actively available for standby duty. Of the two (2) employees actively available for standby, one (1) shall be designated for primary response with the second being called in by the primary only if necessary. Apprentice lineman shall be eligible for stand-by after satisfactory completion of two (2) years of apprenticeship and shall be on stand-by with a Foreman.
- C. Two (2) hours show-up time shall be paid to any bargaining unit employee who shows up for work and is unable to work due to weather conditions or other unforeseen circumstances. Two (2) hours pay shall be at the appropriate rate of pay.

## **REST PERIOD**

38. An employee who has worked more than fourteen (14) hours continuously, or more than eight (8) hours of overtime in a sixteen (16) hour period preceding their basic work day shall, have the option to be released, for a rest period, or upon request, may continue working at the discretion of the Superintendent or designee. All callouts after 8 PM will be considered a minimum of two hours or actual hours worked, whichever is greater, for the purposes of determining rest period eligibility. For multiple callouts in the same two-hour period, only the initial two hours or actual hours worked will be considered for determining rest period eligibility.

Upon release, employee is entitled to an eight (8) hour rest period before returning to work. If a rest period, under the provisions of this Section extends into a basic work day, the employee shall lose no time thereby.

If after fourteen (14) continuous working hours an employee is required to continue working, it shall be at the double time rate of pay.

## OVERTIME MEALS

39. Employees who are required to work overtime shall be eligible for a meal and/or meal money allowance based on the following provisions:

All meal payments required below will be reimbursed, payable on the next pay period and subject to tax per IRS regulations. If the meal is provided by the employer the employee will not be reimbursed the meal allowance.

- A. after working (actual work time) a minimum of two (2) hours immediately preceding the normal workday (with less than twelve (12) hours advance notice) an employee shall be eligible for a meal money allowance of \$20.00 and shall eat on the employer's time for the breakfast meal. An additional lunch meal allowance will not be provided by the Employer; or
- B. after working (actual work time) a minimum of two (2) hours immediately following the normal workday (with less than twelve (12) hours advance notice) an employee shall be eligible for a meal money allowance of \$20.00; Employees working overtime at the GGF are not eligible for a meal money allowance or meal period, but will be permitted to obtain a meal en route to the facility and eat at the facility while performing said overtime work.
- C. after each four (4) hours of non-scheduled (i.e., less than twelve (12) hours advance notice) overtime (including overtime at GGF). If the employee can be temporarily released for a meal, an allowance of \$20.00 shall be given and the employee shall eat on the employer's time. Employee will obtain and consume their meals within ½ hour (not including travel time), or longer if approved by Supervisor. The Employer will make every effort to release an employee for a meal, although there may be occasions where circumstances delay the break or do not permit it. If the employee cannot be temporarily released, the Employer shall either give the Employee the meal money allowance or will furnish a meal which shall be eaten on the Employer's time at the job site within a maximum of one-half hour paid. The person in charge shall coordinate these meals. If the job is completed and a meal has been earned but not taken, the City will pay the meal money allowance and the one-half hour meal period at the applicable rate; or
- D. After working five (5) hours on a regular day off or on a holiday when the employee was given at least twelve (12) hours advance notice; an employee shall be allowed a one-half hour unpaid meal period on the job site.
- E. after working ten (10) hours on a regular day off or on a Holiday when the employee was given at least twelve (12) hours advance notice the employee shall be eligible for a meal money allowance of \$15.00.

## UNIFORM ALLOWANCE

40. The employees covered by this Agreement will utilize and wear uniforms and/or standardized clothing as may be provided and required by the City.

It shall be the responsibility of the City to issue and replace all necessary Fire Resistant (FR) clothing to all bargaining unit employees. Employees shall produce all FR clothing issued to them upon request by the City. The City may require the return of any issued FR clothing.

The kit of clothing issued to all employees shall include, at a minimum, the following items:

- 7 FR short sleeve tee shirts (the City will continue to use a uniform vendor to provide long sleeve FR uniform shirts)
- 2 FR long sleeve high visibility pull over tee shirts
- 7 FR jeans
- 1 pair of insulated or non-insulated FR overalls
- 1 FR winter jacket with hood
- 1 balaclava
- 1 hooded high visibility zip front sweatshirt

The City shall be responsible for the purchase of all replacement clothing and for the purchase of any additional clothing items necessary to reach the minimum numbers above.

New employees will be fit for their FR clothing and an order will be placed within the first 30 days of employment.

Employees have the option of purchasing additional items through the City at their own expense.

All clothing must comply with NFPA 70E, Section 103.7(C), as may be amended from time-to-time by the NFPA. Employees shall be required to care for and maintain their uniforms and will be responsible for the return of the uniforms and equipment purchased by the City in good condition, less normal depreciation. Employees who lose uniform items or who negligently or intentionally damage uniform items may be required to replace such items at their own expense.

The Electric Division Supervisor shall have the sole discretion to determine whether or not employees' clothing meets safety and appearance standards. Some type of clothing must cover the torso of the employee during all working hours.

Employees will be provided an annual allowance for protective footwear in accordance with the City of Geneva Public Works Department Protective Footwear Policy. (This annual amount will change with the City wide protective footwear policy).

In lieu of the kit, the City shall provide the Purchasing and Inventory Coordinator an annual clothing allowance of \$500.00 to purchase apparel from the approved list.

### COMMERCIAL DRIVER'S LICENSE

41. Non-probationary employees covered by this Agreement, and required by their job description to hold a commercial driver's license, will be reimbursed the City-required portion of the license renewal fee not more than once every four years unless otherwise required by an Illinois governmental agency or department, in which case the City shall reimburse the City-required portion of the license renewal fee even if it had previously reimbursed the employee within the last four years. This provision will not apply to new hires that, as a requirement of employment, must have attained their commercial driver's license before commencing employment with the City of Geneva.

### WAGES

42. Wages shall be effective May 1 of each contract year unless specified otherwise below\*:

Position	FY 25-26		FY 26-27	FY 27-28	FY 28-29
	May 1, 2025	Nov. 1, 2025	May 1, 2026	May 1, 2027	May 1, 2028
	2.5%	2.5%	5%	2.25%	3.75%
Line Foreman	\$65.4426	\$67.0787	\$70.4326	\$72.0174	\$74.7180
Field Serviceman	\$65.4426	\$67.0787	\$70.4326	\$72.0174	\$74.7180
Journeyman Lineman	\$61.1980	\$62.7279	\$65.8643	\$67.3463	\$69.8718
Purchasing & Inventory Coordinator	\$43.9398	\$45.0383	\$47.2902	\$48.3542	\$50.1675
General Maintenance	\$40.0557	\$41.0571	\$43.1100	\$44.0800	\$45.7330

\* Wage increases are retroactive to May 1, 2025 and Nov 1, 2025 for all employees actively employed in a bargaining unit position on the date of ratification.

### APPRENTICE WAGES

#### 43. Wages for Lineman Helpers and Apprentices, Lost or Damaged Clothing:

Classification	Minimum Requirements			Wages % of Lineman
	Service	Required Hours Worked	Course Material (ALBAT)	
Start Date 1 <sup>st</sup> Step	0 Months	0 Hours	None	75%
2 <sup>nd</sup> Step	6 Months	1000 Hours and Successful Completion of Climbing School	None	77%
3 <sup>rd</sup> Step	12 Months	2000 Hours	Workbook Through 1-3 Tests Through 1-3	80%
4 <sup>th</sup> Step	18 Months	3000 Hours	Workbook Through 1-6 Tests Through 1-7	83%
5 <sup>th</sup> Step	24 Months	4000 Hours	Workbook Through 2-3 Tests Through 2-3	86%
6 <sup>th</sup> Step	30 Months	5000 Hours	Workbook Through 2-6 Tests Through 2-7	89%
7 <sup>th</sup> Step	36 Months	6000 Hours	Workbook Through 3-3 Tests Through 3-3	92%
Promotion to Lineman	-	7000 Hours	Workbook Through 3-6 Tests Through 3-7	100%

The above chart does not apply to any apprentice currently employed by the Electric Division as of May 1, 2021. Apprentices currently employed will complete the apprentice program using the approved requirements at time of hire.

Apprentices will not be promoted to the next step until they have completed the minimum hours worked and service requirements, and all appropriate tests and workbooks required by the ALBAT program (or other approved apprenticeship program). The minimum service requirement will not begin until all minimum requirements for the previous step have been completed. Any and all paid or unpaid leave will not count towards the minimum hours worked requirement.

Apprentices, who voluntarily separate employment with the Electric Division of the City of Geneva prior to being promoted to Lineman, shall repay the City, upon demand, the sum equivalent to the total cost expended to date for school and books.

Apprentices, who voluntarily separate employment with the Electric Division of the City of Geneva within the following stated periods of time from the date of promotion to Lineman by the City, and as set forth below, shall repay the City, upon demand, the sum equivalent to the percentage of the total cost for schooling and books. This does not apply to any apprentice currently employed by the Electric Division as of May 1, 2011.

All employees, including apprentices, shall be required to reimburse the City the full cost of any City-issued clothing items which are lost or negligently or intentionally damaged.

<b>PERIOD</b>	<b>REPAYMENT PERCENTAGE</b>
0 days - 180 days	100%
181 days - 360 days	75%
361 days - 540 days	50%
541 days - 720 days	25%
721 days - 1080 days	10%

### **GENERATION & FIBER OPTICS**

44. To the extent, if any, the Electric Division assigns employees to operate or maintain an electric generation system, one employee so assigned shall be paid that of a line foreman for each hour worked on the electric generation system where that employee is actually engaged in troubleshooting mechanical problems with the engine/generator and associated auxiliaries, performing routine generator maintenance or engaging in repairs to the engine/generator and associated auxiliaries. No additional pay will be received for maintaining any facility itself or transmission lines or operating a generator. The City has the right to contract out the maintenance or operations of City-owned generation facilities, without requiring a union employee to be present.

If additional assistance is needed for an electric generation system, the Supervisor shall be called. Any call-ins for assistance on electric generation are not obligated to follow the call-out list. If an employee not currently on standby, is called and unavailable, such employee will not be subject to discipline if unable to respond.

When one employee is assigned to the duties listed below the employee shall be paid that of a line foreman for each hour worked (without a Caterpillar employee present or a Foreman/Field Serviceman on duty) on the electric generation system where that employee is actually:

- A. engaged in troubleshooting mechanical problems with the engine/generator and associated auxiliaries;
- B. performing routine generator maintenance; or
- C. engaging in repairs to the engine/generator and associated auxiliaries.

The Electric Division is responsible for the development, construction, and/or maintenance of a fiber optic system and an electric generation system. Members of the bargaining unit may be cross-trained, as much as practical, for such purposes, tasks, duties, and responsibilities as may be required to develop, construct, and/or maintain such systems. Any such cross-training shall not be the basis for any increase in rates of pay under or during the term of this Agreement.

## **PAYROLL AND PAYDAY**

45. The payroll period shall be defined as the two-week pay period beginning at 12:00 a.m. on Sunday and ending at midnight on the second Saturday following such beginning. Employees are required to submit appropriate payroll documentation to their Supervisor or Department Head, as directed. Payday shall be defined as no later than 3:30 p.m. the Friday following the completion of the payroll period.

Errors on payroll (i.e. missed hours) will be corrected on the next scheduled pay day. If the error results in the employee receiving less than base pay, such corrections will be made as soon as possible upon request of the employee. Corrections not made by the next scheduled pay day will be made as soon as possible upon request of the employee.

**Dues Deduction.** While this Agreement is in effect, the Employer will deduct from each employee's paychecks in a manner determined by the City the regular union dues assessed by the Union for each employee in the bargaining unit who has filed with the Employer a voluntary, effective check-off authorization. If a conflict exists between the authorization form and this Article, the terms of this Article, and this Agreement, shall control.

An employee may revoke his/her dues check off authorization at any time upon 30 days written notice to the Employer. The Employer shall advise the Union promptly upon receiving a revocation of dues check off authorization.

If the employee has no earnings due for that period, the Union shall be responsible for collection of dues/ The Union agrees to refund to the employee any amounts paid to the Union in error on account of this Dues Deduction Provision. The Union may change the fixed uniform dues formula no more than twice each year during the life of the Agreement. The Union shall give the Employer thirty (30) days' notice of any such change in the uniform dues.

**Indemnification.** The Union shall indemnify and hold harmless the Employer, their appointed and elected representatives, officers, administrators, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that arise out of or by reason of any action taken or not taken by the Employer for the purpose of complying with the provisions of this Article, or in reliance on any written check off authorization furnished under any of the provisions of this Article.

## **TOOLS AND EQUIPMENT**

46. For employees hired after May 1, 2014, the Employer shall provide to the employees for their use while on the job, all tools and equipment necessary to perform his duties, including all climbing gear (boots, lineman belt, and gaffs) but excluding personal hand tools (wrench, hammer, side cutters, skinning knife, and pliers). With the exception of normal wear and tear, if tools are broken on the job the employer will replace them. Tools must be turned in to the employer in order to receive a replacement tool or reimbursement for a replacement tool. If the tool is unable to be produced, then a written

statement requesting replacement and the reasons thereto must be submitted to the supervisor. Suitable rain protective equipment shall be furnished by the Employer for employees required to work out of doors in emergencies during inclement weather. The employees will be responsible for the return of such equipment in good condition, reasonable wear and tear expected. Employees shall not be required to pay for the replacement cost of a lost or damaged employee identification card. Employees shall not be responsible for the replacement cost of stolen equipment.

#### **INCLEMENT WEATHER**

47. During the normal workday when the regular assigned work for employees engaged in outside work is discontinued because of weather which the Employer determines inclement (normally defined as below 10 degrees Fahrenheit or rain, snow, sleet or hail which presents hazardous or dangerous working conditions to the employees), all employees affected shall be assigned work under shelter wherever possible. The Employer shall have the right to determine the type of work assigned under shelter. Nothing herein shall restrict the Employer from requiring employees to do their work outdoors despite inclement weather in cases of emergency, scheduled or unscheduled outages, and in the performance of essential duties including but not limited to locating, inspecting equipment and patrolling lines from a vehicle where practicable, and unloading materials delivered to Employer facilities.

#### **RUBBER GOODS**

48. All rubber goods used for safety purposes shall be tested for hazardous conditions every six (6) months and be certified, with the date of the test to be marked on each article. Tools and equipment not returned shall be chargeable to the employee at cost.

#### **PRESCRIPTION SAFETY GLASSES**

49. The Employer shall reimburse employees for one pair of prescription safety glasses, to a maximum of \$300, within a twenty-four (24) month period, or more frequently, if the employee's prescription warrants a change.

#### **COOPERATIVE EFFORTS TO MAINTAIN EFFICIENCY**

50. It is agreed that the Union will cooperate with the Employer in an effort to reduce to a minimum all practices which result in a loss of efficiency and needless expense. Inasmuch as "waste" is comprehensive in scope, it is impossible to enumerate all of the practices which might be involved.

However, specifically, the cooperation will include:

- A. Elimination of Waste of Time: Elimination of stopping work before the recognized lunch period or quitting time, and/or taking excessive during coffee break periods.
- B. Elimination of Waste of Materials: Reduction of improper use of materials, scrap, and/or careless handling of materials.

- C. Conservation of Tools and Equipment: Elimination of careless handling or use of small tools and vehicles resulting in excessive wear, breakage, or loss.
- D. Reduction of Absenteeism: Reduction of excessive and unwarranted absenteeism and tardiness.
- E. Conservation of Supplies: Elimination of waste or everyday supplies such as gasoline, water, electricity, heat, etc.

## **BENEFITS**

51. Section A. Medical, Dental, Vision and Life Insurance Plan. During the term of this Agreement, the City shall continue to make available to non-retired, full-time employees and their eligible dependents the same medical, dental, vision and basic life insurance plan(s) as provided for regular, full-time unrepresented employees. The City reserves the right to make any changes, reductions, modifications, deletions, or improvements with respect to employee medical, dental, vision or life insurance (including but not limited to changes in insurance carriers, insurance plans, benefit levels, deductibles, co-payment levels, opting for self-insurance, etc.), so long as such changes are equally applicable to regular, full-time unrepresented employees.

During the term of this contract the employee will contribute the following toward the payment of medical, dental and basic life insurance premiums: employee plus one or family portion of medical insurance premium - employee pays 20%; employee portion of employee only medical insurance premium - 10%; family portion dental insurance premium - employee pays 50%; single dental - 0%; basic life insurance - 0%. The Vision Service Plan - employee pays 100%. The amount of employee premium contributions required under this Section shall be deducted from the employee's regular paychecks.

Section B. Cost Containment. The City reserves the right to maintain or institute cost containment measures relative to insurance coverage. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, prohibition on weekend admissions except in emergency situations, bounty clause, and mandatory out-patient elective surgery for certain designated surgical procedures.

Section C. Terms of Policies to Govern. The extent of coverage under the insurance policies referred to in this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in said policy and shall not be subject to the grievance procedure set forth in this Agreement.

Section D. Right to Maintain Coverage While on Unpaid Leave or on Layoff. An employee who is on an approved unpaid leave of absence or who is on layoff with recall rights shall have the right to maintain insurance coverage by paying monthly in advance the full applicable monthly premium for employee coverage and, if desired, for dependent coverage for as long as permitted under COBRA. The rights of employees on military leave to maintain coverage shall be governed by applicable state and federal law.

Section E. IRC Section 125 Plan. The City shall permit full-time employees to participate in the IRC Section 125 Plan offered to regular, full-time unrepresented employees of the City. This Plan will remain in effect so long as it continues to be permitted by the Internal Revenue Code.

Section F: Employee Assistance Program. For as long as the City of Geneva makes this service available to all City employees, it will be available to employees covered by this contract under the same terms and conditions as other City non-union employees.

Section G: Life insurance (one full year's wages, up to maximum amount covered by City's Policy), access to the City sponsored Health Fair and the deferred compensation plan will be available to employees covered by this contract under the same terms and conditions as all other City non-union employees.

Section H: Travel Pay: Members of this contract will be eligible to receive Travel and Business Expense reimbursement as described in Section 9.4 of the Personnel Manual.

Section I. The City shall provide retiree insurance coverage as required by the Illinois Insurance Code. The retiree shall be responsible for paying the entire premium amount.

### **EDUCATION REIMBURSEMENT**

52. Education Reimbursement: Employees are eligible for the same educational reimbursement program as all other non-union full-time employees of the City. This program is subject to funding by the City Council during the annual budget process.

### **COMPLETE AGREEMENT**

53. This Agreement (together with any letters of agreement executed concurrently herewith) is the complete Agreement between the parties and cancels all prior practices and agreements unless expressly stated to the contrary herein.

The non-economic provisions of the Employee's Personnel Manual adopted November 7, 1988, and amended through January 17, 2017, shall apply to and are incorporated by reference to this Agreement except those sections of said manual that exempt employees covered by a collective bargaining agreement. In the event of conflict in the terms or provisions of this Agreement and the Personnel Manual, this Agreement shall be controlling. The Employer and the Union shall each maintain a copy of the Personnel Manual. No changes to the Personnel Manual shall be binding on the Union if the changes conflict with any of the express provisions of this Agreement. The City shall provide 30 days' notice to the Union prior to implementing any changes to the handbook. Upon request, the City shall meet and discuss the changes, but such discussions shall not have the effect of delaying implementation.

54. For purposes of this Agreement, the use of the word "he" shall be read as "he or she" and the use of the word "his" shall be read as "his or her".

### **APPROVAL OF AGREEMENT**

55. None of the provisions of this Agreement will be construed to require either the Employer or the Union to violate and Federal or State law, in the event any provision hereof should conflict with any such law, such provision shall be modified to the extent necessary to conform to such law.
56. The Union will at all times use all legitimate means and its best efforts to further and protect the interests of the Employer.
57. It is understood that this Agreement is subject to the approval of the President of the International; Brotherhood of Electrical Workers.
58. The Employer is interested in establishing an on-going Labor/Management Committee/Team.

### **GENERAL CONDITIONS GOVERNING OVERTIME SCHEDULING FOR LINEMAN**

59. All new construction overtime will follow the overtime list. When a foreman is required, the foreman who has organized the job will have the option of running the job. All additional required personnel will follow the callout list by required classification. New construction will be defined as all service related work for customers that have never been attached to the system. In the interest of efficiency if a job which has been started during the normal working hours overlaps into overtime hours the crew on the job will continue the work disregarding the callout/standby list.
60. Scheduled maintenance related overtime, both overhead and underground, will not follow the overtime list if the crew to whom the job has been assigned can be scheduled at the necessary time. If some members of the crew to whom the job has been assigned will not be available and/or additional personnel are required, the callout/standby list shall be followed. Maintenance related work will be defined as line rebuilds, pole change outs, all switch change outs, all transformer change outs, any existing service upgrades not related to new construction, etc.

On the first Wednesday of the first full week of the Month, the Electric Superintendent or designee will post a three man crew consisting of a Foreman or Field Serviceman, a Journeyman Lineman, and one other qualified employee. This crew will consist of the employees with the least amount of time worked according to the list created for overtime callout within their classification. If the employees on this list do not wish to be utilized for Construction of Scheduled Maintenance activities as called out in Section 59 and 60, then the City will choose a replacement in the same job classification that is listed by the least amount of time worked. The City reserves the right to assign work as outlined in section 62.

61. In lieu of the above, the City reserves the right to post potential overtime work, provided if more employees sign up than are required, the City will utilize the overtime list, to determine who is assigned the work.

- 62. In the event insufficient volunteers are found through the methods described above, the City reserves the right to require overtime in the order of the overtime list for scheduled outages, inclement weather which the City believes necessitates callouts, where the protection of City property is at stake, and in circumstances where the City believes provision of electrical services to the public may be interrupted or delayed should the work not be performed.
  
- 63. The City may bypass employees who are scheduled off on vacation, personal or sick time for the day in question or in cases where the employees would suffer undue hardships.

The intent of this policy is to put into writing the general guidelines that have been followed throughout the years at the City of Geneva Electric Utility. It is not realistic to expect this policy to cover all circumstances which might arise but it should address normal day to day situations requiring overtime. Any circumstance which falls outside the above stated guidelines or requires clarification should be brought to a Supervisor for interpretation.

\_\_\_\_\_  
IBEW Local 196

\_\_\_\_\_  
City of Geneva

Date: \_\_\_\_\_

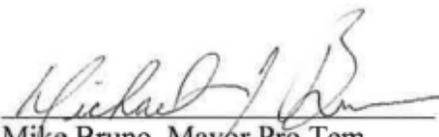
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**Side Letter of Agreement**

During the initial year of this agreement, within 30 days of execution of this agreement, the City will review its records or prior clothing purchases by current employees. During the 30 day period mentioned above, all current bargaining unit employees shall inventory and report back to their supervisor, the quantity of all FR pants and FR t-shirts in their possession. Employees will present their already-owned insulated FR overalls, FR winter jacket, and hooded sweatshirts for inspection by the City.



Eric Patrick  
IBEW Local 196



Mike Bruno, Mayor Pro Tem  
City of Geneva

Date: 11-30-17

Date: 20 NOV 17