

**AGENDA**

**CITY OF PLANO**

**COMMITTEE OF THE WHOLE**

**March 14, 2022**

**Immediately following the City Council  
meeting**

**Masks are optional**

1. CITIZEN'S COMMENTS
2. La Michoacana Class E Liquor License
3. Non-Union Police Department Salaries
4. Property Maintenance Inspector's Job Description

Documents:

[INSPECTOR JOB DESCRIPTIONS.PDF](#)

5. 104 S. Lew St. - Rezoning M1 To R5
6. Mowing Contracts For 2022

Documents:

[2022 MOWING BIDS.PDF](#)

- 6.I. Mowing Contract (2)

Documents:

[MOWING.PDF](#)

7. OC Creative Update

Documents:

8. Budgets
9. CITIZEN'S COMMENTS
10. Aldermen Comments/Questions

# City of Plano

## Building, Planning & Zoning

**Title:** Part Time Property Maintenance Inspector

**Position:** Reports directly to the Director of Building, Planning & Zoning

**Summary:** Inspects both commercial and residential properties for conformance with the property maintenance codes and ordinances as adopted by the City of Plano

**Essential Duties and Responsibilities:** Inspects both residential and commercial properties for conformance with the property maintenance codes and ordinances as adopted by the City of Plano

Interacts with the public in a positive, professional and educational manner

Wears appropriate attire to be provided by the City of Plano building, Planning and zoning department

Maintains neat and legible records of inspections, notices of violations and citations as to be used for the administrative or judicial authorities

Appears at the administrative or judicial hearings as representative of the City of Plano presenting any and all information in order to help facilitate a finding of liability

Utilizes appropriate computer programs for data entry of all above information

**Supervisory Responsibilities:** None

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or the ability required

**Training, Experience and Certifications Required:** High School graduate or G.E.D. equivalent

International Code Council Property Maintenance & Housing Inspector certification, or the ability to obtain within 30 days

Experience in the construction trades, building inspections or fire and life safety inspections

**Other Skills:** The Property Maintenance Inspector will have the ability to communicate effectively both verbally and in writing. Basic math skills and experience in understanding and interpreting tables, graphs and text normally found in model building codes. Familiarity with basic computer programs and data entry. Bi-lingual (Spanish) highly desirable. Law enforcement, fire service and military experience highly desirable

**Special Requirements:** Property maintenance Inspector must possess valid Illinois driver's license; City of Plano vehicle will be provided for all work-related activities

**Physical Demands:** Property maintenance Inspectors must have the physical ability to perform the essential duties in all types of varying conditions

# City of Plano

## Building, Planning & Zoning

**Title:** Part Time Building Inspector

**Position:** Reports directly to the Director of Building, Planning & Zoning

**Summary:** Inspects both commercial and residential properties for conformance with building, zoning and property maintenance codes and ordinances as adopted by the City of Plano

**Essential Duties and Responsibilities:** Inspects both residential and commercial properties for conformance with building, zoning and property maintenance codes and ordinances as adopted by the City of Plano

Inspects residential, commercial, industrial and other structures during and after construction to ensure all components meet applicable provisions of adopted building codes and city ordinances

Inspects structures under construction for conformance with submitted and approved plans and specifications

Performs residential rental inspections as adopted by the City of Plano

Performs commercial occupancy inspections as adopted by the City of Plano

Interacts with the public in a positive, professional and educational manner

Wears appropriate attire to be provided by the City of Plano building, Planning and zoning department

Maintains neat and legible records of inspections, notices of violations and citations as to be used for the administrative or judicial authorities

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Utilizes appropriate computer programs for data entry of all above information

**Supervisory Responsibilities:** None

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or the ability required

**Training, Experience and Certifications Required:** Building inspector with plumbing, electrical or HVAC concentration

High School graduate or G.E.D. equivalent

International Code Council Zoning Inspector certification, or the ability to obtain within 30 days

International Code Council Residential Building Inspector certification, or the ability to obtain within 60 days

International Code Council Commercial Building Inspector certification, or the ability to obtain within 180 days

Other International Code Council certifications as deemed appropriate by the Director of Building, Planning & Zoning during the course of employment

Experience in the construction trades, building inspections or fire and life safety inspections

**Other Skills:** The Building Inspector will have the ability to communicate effectively both verbally and in writing. Basic math skills and experience in understanding and interpreting tables, graphs and text normally found in model building codes. Familiarity with basic computer programs and data entry. Bi-lingual (Spanish) highly desirable. Law enforcement, fire service and military experience highly desirable

**Special Requirements:** The Building Inspector must possess valid Illinois driver's license; City of Plano vehicle will be provided for all work-related activities

**Physical Demands:** The Building Inspector must have the physical ability to perform the essential duties in all types of varying conditions. The inspector must have the physical ability to perform the essential duties in a construction site environment. Ability to climb ladders, work at heights and move over broken ground in all weather conditions is essential

**City of Plano**  
**Building, Planning & Zoning**

**Title:** Full Time Property Maintenance/Building Inspector

**Position:** Reports directly to the Director of Building, Planning & Zoning

**Summary:** Inspects both commercial and residential properties for conformance with building, zoning and property maintenance codes and ordinances as adopted by the City of Plano

**Essential Duties and Responsibilities:** Inspects both residential and commercial properties for conformance with building, zoning and property maintenance codes and ordinances as adopted by the City of Plano

Inspects residential, commercial, industrial and other structures during and after construction to ensure all components meet applicable provisions of adopted building codes and city ordinances

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Utilizes appropriate computer programs for data entry of all above information

**Supervisory Responsibilities:** None

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or the ability required

**Training, Experience and Certifications Required:** Property Maintenance, Building inspector with plumbing, electrical or HVAC concentration

High School graduate or G.E.D. equivalent

International Code Council Property Maintenance & Housing Inspector certification, or the ability to obtain within 30 days

International Code Council Zoning Inspector certification, or the ability to obtain within 60 days

International Code Council Residential Building Inspector certification, or the ability to obtain within 90 days

International Code Council Commercial Building Inspector certification, or the ability to obtain within 180 days

Other International Code Council certifications as deemed appropriate by the Director of Building, Planning & Zoning during the course of employment

Experience in the construction trades, building inspections or fire and life safety inspections

**Other Skills:** The Property Maintenance/Building Inspector will have the ability to communicate effectively both verbally and in writing. Basic math skills and experience in understanding and interpreting tables, graphs and text normally found in model building codes. Familiarity with basic computer programs and data entry. Bi-lingual (Spanish) highly desirable. Law enforcement, fire service and military experience highly desirable

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**GTZ Maintenance**

603 Esta Dr.  
Plano IL, 60545  
(630) 888-9929

March 8th, 2022

Gtz Maintenance is honored to provide you with this proposal for mowing services of various parks and parcels owned by the city of Plano. This pricing does include; SERVICE AREAS Gorman park (Klatt & Mitchell) (3.16 AC), Hemmingsen park (Bailey & Clason) (2.03 AC), Niles park (Cummins & Eldamain) (3.74 AC), Water Tower #2 (4501 Cummins) (0.84 AC), Kristen Baseball Fields (Behind 401 Kristen) (4.01 AC), Well #7 (401 Kristen) (1.0AC), Klatt St. Lift Station, the Plano Police Department as well as the lot beside it. The cost of servicing these areas will be \$8,500. Furthermore, one application of fertilizers will be provided to the following locations mentioned above for a total of \$3,500. There will also be one application of weed treatment for above locations. Additionally, Route 34 will receive lawn services bi-weekly and the cost will sum to \$250 per visit. Services will begin on April 1st, 2022 and end on November 15th, 2022. Proof of insurance certificate will be sent out via email.

Seasonal Price: \$ 12,000

Thank You,

Frank Gutierrez

March 8, 2022

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**Xtreme Team**  
 3902 Turner Ave  
 Plano, IL 60545  
 (815) 786-5166  
 xtremeteam815@gmail.com



Estimate

ADDRESS  
 Tommy Johns  
 City of Plano  
 17 E Main St  
 Plano, IL 60545

ESTIMATE # 1088                      DATE 03/08/2022

DATE	DESCRIPTION	AMOUNT
	2022 Mowing proposal for the following properties:	9,000.00
	Gorman Park - 3.16 acres	
	Hemmingsen Park - 2.03 acres	
	Niles Park - 3.74 acres	
	Water Tower #2 - .84 acres	
	Kristen Baseball Fields - 4.01 acres	
	Well #7 - 1 acres	
	Klatt Lift Station .11 acres	
	Police Station and city lot next to PD	

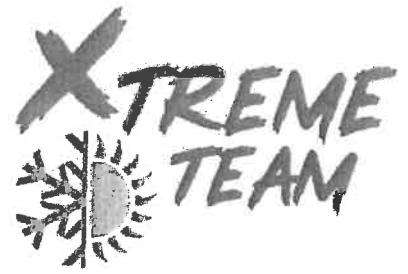
This proposal is for the upcoming mowing season, which starts April 1st 2022 and ends November 15th 2022.

TOTAL **\$9,000.00**

Accepted By

Accepted Date

**Xtreme Team**  
 3902 Turner Ave  
 Plano, IL 60545  
 (815) 786-5166  
 xtremeteam815@gmail.com



Estimate

ADDRESS  
 Tommy Johns  
 City of Plano  
 17 E Main St  
 Plano, IL 60545

ESTIMATE #  
 1089

DATE  
 03/08/2022

DATE	DESCRIPTION	AMOUNT
	Fertilizer application for the following properties: Gorman Park - 3.16 acres Hemmingsen Park - 2.03 acres Niles Park - 3.74 acres Water Tower #2 - .84 acres Kristen Baseball Fields - 4.01 acres Well #7 - 1 acres Klatt Lift Station .11 acres Police Station and city lot next to PD	2,000.00
	Weed control application for the following properties: Gorman Park - 3.16 acres Hemmingsen Park - 2.03 acres Niles Park - 3.74 acres Water Tower #2 - .84 acres Kristen Baseball Fields - 4.01 acres Well #7 - 1 acres Klatt Lift Station .11 acres Police Station and city lot next to PD	2,000.00
	<b>TOTAL</b>	<b>\$4,000.00</b>

Accepted By

Accepted Date

**Xtreme Team**  
3902 Turner Ave  
Plano, IL 60545  
(815) 786-5166  
xtremeteam815@gmail.com



## Estimate

ADDRESS  
Tommy Johns  
City of Plano  
17 E Main St  
Plano, IL 60545

ESTIMATE #                      DATE  
1090                                03/08/2022

DATE	DESCRIPTION	AMOUNT
	Bi-weekly mowing and trimming of specified parkway on Route 34 and around City of Plano welcome signs on each end of town.	300.00

This proposal is for the upcoming mowing season, which starts April 1st 2022 and ends November 15th 2022.

TOTAL

**\$300.00**

Accepted By

Accepted Date

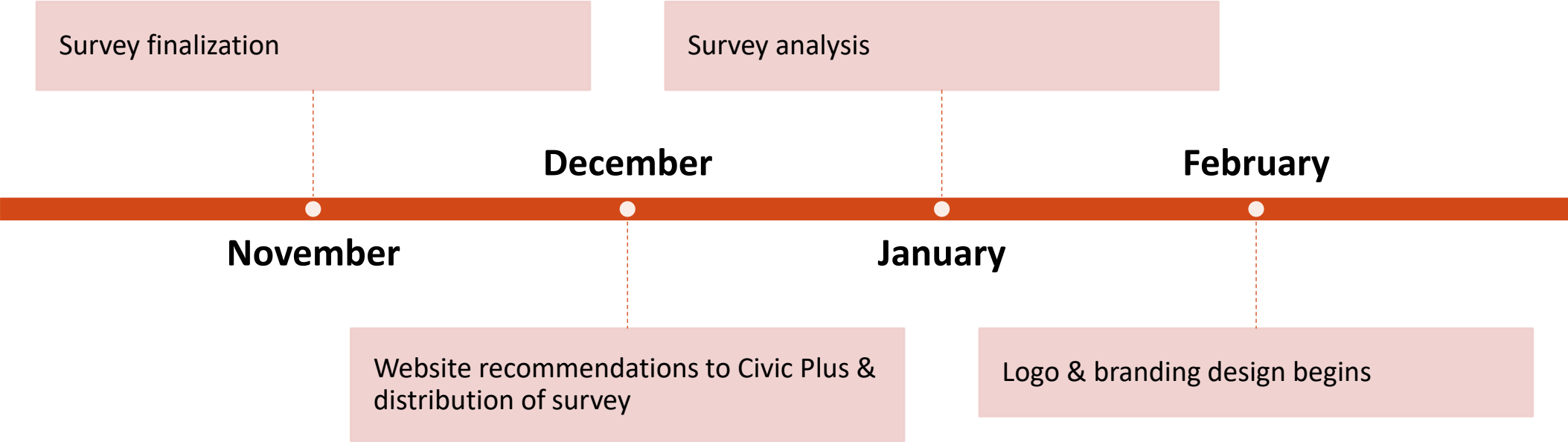
# City of Plano

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## Survey & Branding

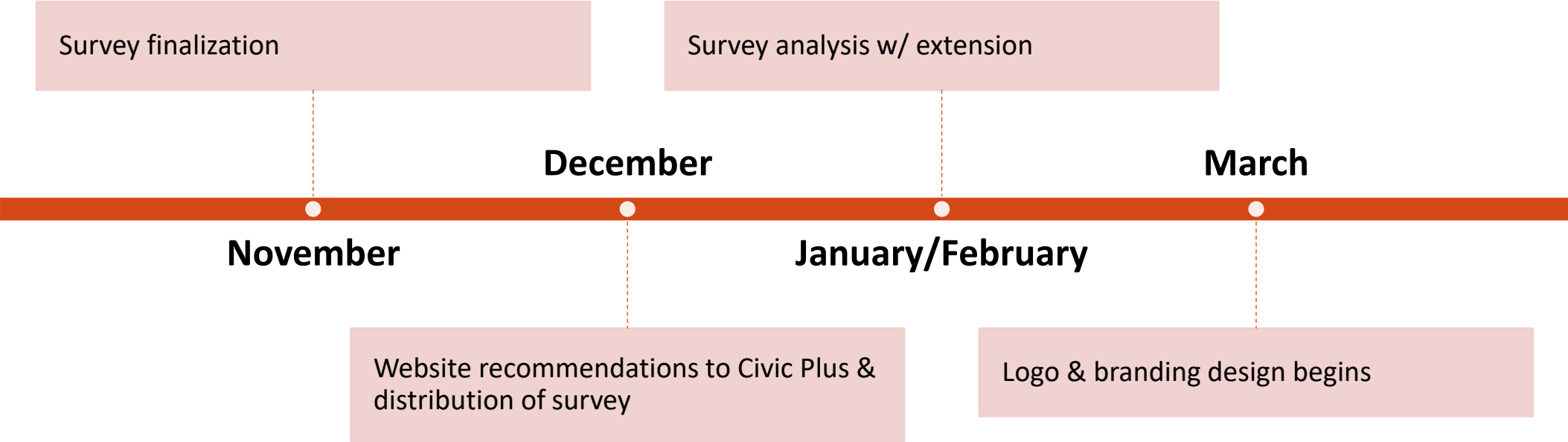
# Branding Update & Timeline - *Original*

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# Branding Update & Timeline - *Revised*

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# Survey Response Summary

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Goal was minimum 300 Completed Surveys

60% Completion Rate

402 Completed Surveys of 669 Starts

12:21 Average Completion Time



# Survey Respondent Summary 1 of 3

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59% Live in Plano

24% Live & Work in Plano

13% Work in Plano

2% Own a Business in Plano

2% Don't Live in Plano

# Survey Respondent Summary 2 of 3

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6% ages 18-29

41% ages 30-44

32% ages 45-59

19% ages 60-74

2% ages 75+ and under 18 (*combined*)

# Survey Respondent Summary 3 of 3

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88% completed survey in 1<sup>st</sup> two weeks (*Dec 20 – Jan 2*)

9% more completed prior in January prior to original deadline

3%, 12 more completed after extension

# Survey Respondent Summary Bonus

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Outreach – City Staff, Library, School District, Social, News

47% clicked on the web link, 53% clicked on the social link

34% of Respondents would be open to follow up contact

# Survey Data Files

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PDF of Questions

PDF of All Summary Data w/ graphics (*closed questions*)

CSV of Raw Data

PDF & XLS of a few Open Response Data (*open questions*)

# Which Logo Best Represents Plano?

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30%

None of the Above

21%



12%

# How would you Describe Plano TODAY?

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*Agree or Strongly Agree*

1. Safe = 87%
2. Traditional = 77%
3. Welcoming = 73%
4. Close-Knit = 65%
5. Rural, Farming Community = 60%
6. Suburban = 58%
7. Industrial = 38%
8. Innovative = 18%

*No value-add differences among survey groups*

# How would you Describe Plano FUTURE?

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*Agree or Strongly Agree*

1. Traditional = 80% (77% in present description)
2. Growing = 77%
3. Innovative = 74% (18% in present description)
4. Youthful = 73%
5. Energized = 70%
6. Slower-Paced = 68%

*No value-add differences among survey groups*



# Most Important to Plano's Identity

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*Ranking was required*

1. Quality of Life = 3.97 (*most #1 rankings*)
2. Small Town Atmosphere = 3.33
3. Potential to Grow = 2.94
4. Innovation = 2.41 (*quite low when ranked*)
5. Heritage = 2.35 (*most #5 rankings*)

*No value-add differences among survey groups*

# Preference in Retiring Harvester

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1. I don't have a strong opinion = 38.1%
2. Yes, do it = 29.4%
3. No, I really like it = 25.1%
4. Other = 7.4%

# Preferences by Survey Category

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1. Live/Work = No significant difference
2. Length Lived in Plano
  - a) 16 years+ (14% or respondents)
    - I. Don't retire logo (44%)
    - II. Too much change, not what it used to be
3. Age of Respondent
  - a) 60 years+ (20% or respondents)
    - I. Don't retire logo (40%)
    - II. Less critical than long-term residents

# Key Open Responses 1 of 3

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“I don't know enough about it to have an opinion. If the harvester was created here then I think it is important. But if the future of Plano is not to be focused on farmland as much for development, then I would retire it. You can have a multiple symbol "shield" perhaps and incorporate it among with a more modern symbol as well. But to me, to be the only focused symbol does not give off a feel of anything but farming.”

# Key Open Responses 2 of 3

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“I think Plano is a 50/50 mix of old school/old family names and new school/new faces/families that are first-generation”

“The city of Plano is currently stuck between the past and the future. While there have been many housing developments, the programming, business, and restaurants have not grown to meet the needs of the increase of people.”

# Key Open Responses 3 of 3

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“I have mixed feelings. I think it is a big part of Plano’s history, and should remain a part of whatever logo you choose. Doesn't have to be ‘front and center’, but it should remain.”

“Why get rid of what this city was founded on? That's the "new" Plano getting rid of "old" Plano.”

“Embrace the past to go into the future...keep the reaper in any upcoming branding/logo.”

# Primary Takeaways

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1. Respondents want to see Plano moving forward, not backward
2. How fast and how forward varies. Newer residents (transplants) want more progress.
3. Without existing momentum, progress is difficult to sell.
4. Some form of the reaper (hidden?) will likely be preserved.
5. This branding campaign can unify your messaging.
6. A city initiative should accompany this launch.

*Control the narrative, otherwise perception is reality.*



# What's Next – Committee & Counsel

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1. Share Survey Data (*limit public sharing of raw data*)
2. Determine who is your Audience
3. Determine who are Decision Makers
4. What City Initiative/Messaging can accompany this launch?
5. What other data is desired?
6. What questions remain?



# What's Next – OC Creative

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1. Keep the purple (*warm or cold TBD*)
2. Ensure the logo is unique from neighbors
3. Ensure the logo is simple and evergreen
4. Chose a unique font and/or interesting symbols made from the first letter.

*Round one of logos in 2-3 weeks.*