

**Special Service Area #6 Minutes
3:00 p.m.**

Wednesday, April 18, 2018

**Quad Cities Chamber of Commerce
1601 River Drive, Suite 310
Moline, IL**

The Special Service Area #6 meeting came to order at 3:00 p.m. The Board met in regular session in the Quad Cities Chamber of Commerce offices.

Board Members Present:

Larry Anderson, Moline Glass
Chelsey Hohensee, Metrolink
Amy Trimble, WaterMark Corners
Pete McDermott, McDermott Construction

Board Members Absent

Ajay Singh, Heart of America (HOA)
Mark Roemer, Property Owner
Chris Schram, ConStruct Services

Staff Members Present

Adam Holland
Terri Smith

Visitors Present

Annaka Whiting, City of Moline
Chris Mathias, City of Moline

AGENDA ITEM #1 – Public Comment

Chris Mathias, Property Manager with the City of Moline, was asked by City Council to bring a matter to the attention of this Board.

The City of Moline is in the process of issuing an RFP for maintenance in city parking garages. They have included within this RFP new responsibilities, which are two parking lots adjacent to The Q. Chris Mathias asked this SSA Board if they would be amenable to taking over maintenance responsibilities for these areas. He indicated that they need a higher level of service now that the Element has opened. He presented the Board with a chart representing yearly snow removal/mowing charges. The chart is attached.

Questions/comments from Board members are as follows:

1. Amy Trimble indicated that we do not perform snow removal services in SSA6.
2. Chelsey Hohensee asked what was the city's revenue generation plan for this area. Chris Mathias stated that the hotel was providing the City with fees, but was unsure of the amount.
3. Is the hotel charging fees for parking?
4. Does the City receive revenue from parking fees?

5. What does the Development Agreement for this project state with regard to parking lot maintenance or just maintenance in general?
6. The purpose of the SSA is to provide “public” property maintenance. Are the parking lots in question “private” or “public”?
7. Annual maintenance fees (per the chart) of \$19,000 seem to be high. At this point we do not have that money available in the budget. The EAV would have to be raised to accommodate those numbers.
8. There is approximately \$49,000 sitting in reserves but the Board is not comfortable depleting those funds.

After discussing this topic in further detail, Amy Trimble stated that the Board could not come to a conclusion at this time because we need supplementary information. She asked Chris Mathias to gather answers to the above referenced questions and bring that information back to our next meeting for further discussion.

AGENDA ITEM #2 – Approval of Minutes

Minutes from the November 8, 2017 and January 17, 2018 meetings were reviewed. A motion to accept the minutes was made by Chelsey Hohensee. Larry Anderson seconded the motion. Motion was approved unanimously.

AGENDA ITEM #3 – Officer Elections/Nominations

Since there was a lack of quorum in the January meeting, we were unable to nominate officers for 2018. Currently, Amy Trimble serves as Chair, Mark Roemer is Vice President and Ajay Singh serves as Secretary.

After a brief discussion, Pete McDermott made a motion to have the current officers maintain their positions for the 2018 year. Larry Anderson seconded the motion. Motion was approved unanimously.

AGENDA ITEM #4 – Maintenance Proposal Review

Adam Holland stated that we received one response to the RFP for SSA#6. The vendor who submitted the bid was Quality Construction Company, who is our current vendor. The estimate was based on their prior 3 years of service. They bid out at an hourly rate.

After a brief discussion, Larry Anderson made a motion to accept the maintenance proposal from Quality Construction for 2018. Pete McDermott seconded the motion. Motion was approved unanimously.

AGENDA ITEM #5 – Future Streetscape Projects

Adam stated that he obtained some figures for fixing the corral in the Historic Block. The cost would be approximately \$7,000 - \$9,000. An RFP would need to be completed and posted, prior to moving forward on this project.

Fixing the corral would entail keeping the metal structure and inserting recycled plastic slats into the existing metal posts. Pete McDermott handed out a sample of the plastic slat for the Board to review.

After a brief discussion, Larry Anderson made a motion to proceed with the creation of an RFP for this project. Amy Trimble seconded the motion. Motion was approved unanimously.

Another project that needs to be addressed is cleaning up the garbage corral in the Historic Block parking lot. Tenants are not keeping the area clean and the doors are damaged. Pete McDermott offered his professional services to clean it up. He mentioned that it would take a couple of days and he could begin immediately. The cost would approximate \$1,000.

Board members felt that the tenants should be contacted to see if they would contribute to the clean-up of this structure.

Adam Holland stated that he would be happy to contact the business owners to see if they would be willing to contribute. He will report back to the Board as soon as he speaks to everyone.

AGENDA ITEM #6 – Other Business

Amy Trimble stated that we should have a meeting prior to the next regularly scheduled meeting, which is July 18, 2018. This Board needs extra time to review and discuss the budget prior to the City's budget session, which takes place in July.

After a brief discussion, the Board decided to have a Special Meeting take place on June 20th at 2:00 p.m. in this office. A notice will be sent out to the members as a reminder.

Meeting was adjourned at 4:10 p.m.

Next meeting is scheduled for June 20th at 2:00 p.m.

Respectfully submitted by Terri Smith