

# Committee-of-the-Whole Minutes

Tuesday, February 12, 2019

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- PRESENT:** Mayor Stephanie Acri (*Chair*)  
Alderman Quentin Rodriguez (*Ward 1*)  
Alderman David Parker, Jr. (*Ward 2*)  
Alderman Mike Wendt (*Ward 3*)  
Alderman Richard “Dick” Potter (*Ward 4*)  
Alderman Lori Turner (*Ward 5*)  
Alderman Kevin Schoonmaker (*Ward 6*)  
Alderman Mike Waldron (*Ward 7*)  
Alderman Sonia Berg (*Alderman At-Large*)
- ABSENT:** None.
- STAFF:** J.D. Schulte, Public Works Director and Interim City Administrator  
Maureen Riggs, City Attorney  
Janine Hollembaek Parr, City Clerk  
Ray Forsythe, Planning & Development Director  
Alison Fleming, Human Resources Manager  
Lori Wilson, Parks Recreation Director  
Don Goff, Information Technology Manager  
Bryon Lear, Library Director  
R.T. Finney, Interim Chief of Police  
Jeff Snyder, Fire Chief  
Scott Hinton, City Engineer  
Jeff Anderson, City Planner  
Sarah Mark, Fleet and Facilities Coordinator  
K.J. Whitley, Community Development Manager  
Ryan Berger, Land Development Manager  
Chris Mathias, Property Management Coordinator  
Rodd Schick, Municipal Services General Manager  
Brandon Pannell, Municipal Services Operations Manager
- OTHERS:** Sarah Hayden, The Dispatch  
Fire personnel, family and friends  
Mark Peterson, GovHR  
George Ryan, Wood PLC

Mayor Acri called the meeting to order at 6:00 p.m. in Council Chambers.

## Oath of Office

Oath of office for regular commissioned appointment as a Firefighter/Paramedic to Jerry Bessler effective February 5, 2019.

### **Questions on the Agenda**

Item #1 on the Council Agenda has been moved to the Non-Consent Agenda. There are three “Other” items for the COW Agenda: 1) introduction of Land Development Manager Ryan Berger, 2) discussion of the parking policy at Element Hotel, 3) a Freedom of Information Act (FOIA) request will be reviewed.

### **Agenda Items**

**1. A Resolution repealing Special Ordinance No. 804 establishing a policy governing special events in the City of Moline, Illinois, and formation of a special event committee; and authorizing the establishment of a new special event policy.** Janine Hollembaek Parr, City Clerk, stated that the public health, safety, and welfare of the residents of Moline require the regulation of special events within the City. Accordingly, special events involving the use of City streets, parking lots, and other City owned properties, as well as City staff support, may be permitted in the City only upon approval of the Special Event Committee and/or Mayor and City Council. Special Ordinance No. 804 establishing a policy governing special events in the City and the formation of a special event committee was adopted March 1997, and the policy is outdated. The Special Event Committee seeks Council approval of a new special event policy detailing guidelines and processes to aid event coordinators wishing to hold events within the City. A motion was made by Alderman Turner to approve. Seconded by Alderman Parker. Hollembaek Parr explained that the goal of the new policy and associated procedures, is to provide clear information and stream-line processes for both event coordinators and the City. The committee has worked with event coordinators to make route and timing adjustments to minimize the impact on police staffing and traffic flow. Motion passed unanimously.

**2. An Ordinance amending Chapter 28, “STREETS AND SIDEWALKS,” of the Moline Code of Ordinances, Section 28-2108, “DUMPSTERS,” by repealing said section in its entirety and enacting in lieu thereof one new Section 28-2108 dealing with the same subject matter and “DIVISION 3. PERMITS,” Section 28-2300, “WHEN REQUIRED,” by repealing said section in its entirety and enacting in lieu thereof one new Section 28-2300 dealing with the same subject matter.** Scott Hinton, City Engineer, stated that the City of Moline revised Chapter 28 of the Moline Code of Ordinances in 2004 to require that, among other things, the owner of a dumpster was required to acquire a permit from the building division prior to placing the dumpster in the public right-of-way. The dumpster companies found this permitting process to be onerous and burdensome and chose to not deliver dumpsters in Moline, rather than acquire a permit for every dumpster. As such, that Code requirement was not enforced and dumpsters continued to be available to residents and property owners who needed to place them in the right-of-way. Staff proposes to revise the Code to require an annual, \$200 licensing agreement to use the public right-of-way in lieu of a permit for each dumpster placement. The licensing agreement will include insurance and indemnification requirements to protect the City. The current dumpster safety requirements will remain as protective measures to the travelling public. A motion was made by Alderman Parker to approve. Seconded by Alderman Berg. There was discussion. Hinton explained that special circumstances will be addressed by staff. Motion passed unanimously.

**3. An Ordinance amending Chapter 20, “MOTOR VEHICLES AND TRAFFIC,” of the Moline Code of Ordinances, Appendix 10 thereof, “PARKING PROHIBITED AT ANY TIME,” by including Forty-sixth Avenue Drive, on the south side, from 430 feet east of Fifty-third Street to 880 feet east of Fifty-third Street.** Scott Hinton, City Engineer, indicated that a request to prohibit parking on the south side of 46th Avenue Drive in front of Heritage Woods was received. Traffic Committee reviewed the request and recommends approval. A motion was made by Alderman Parker to approve. Seconded by Alderman Potter. Hinton explained that the request is contrary to City code and that is the reason for review. There was no opposition by Traffic Committee. Motion passed unanimously.

**4. A Resolution authorizing the Mayor and City Clerk to execute a contract with Walter D. Laud, Inc., for Project #1309, 34th Avenue Reconstruction, 34th Avenue Place to 50th Street, for the amount of \$864,660.50.** City Engineer Scott Hinton shared that bids were opened and publicly read on February 5, 2019, for Project #1309, 34th Avenue Reconstruction, 34th Avenue Place to 50th Street, with the following results:

\$864,660.50 Walter D. Laud, Inc.  
\$902,154.00 Centennial Contractors of the Quad Cities, Inc.  
\$949,574.00 Langman Construction Inc.  
\$968,671.90 Brandt Construction Co.  
\$998,065.55 Illinois Civil Contractors, Inc.  
\$1,092,788.75 Valley Construction Company  
\$1,155,685.60 McCarthy Improvement Company  
\$1,350,791.50 Needham Excavating, Inc.

Walter D. Laud, Inc. submitted the lowest responsible and responsive bid. A motion was made by Alderman Waldron to approve. Seconded by Alderman Wendt. Hinton indicated that this is the third of four reconstruction projects on 34<sup>th</sup> Avenue. Motion passed unanimously.

**5. A Resolution authorizing the Mayor and City Clerk to execute a contract with Complete Asphalt Service Company, for Project #1320, 2019 Joint & Crack Sealing Program, for the amount of \$67,400.00.** Scott Hinton, City Engineer, explained that bids were opened and publicly read on February 5, 2019, for Project #1320, 2019 Joint & Crack Sealing Program, with the following results:

\$67,400.00 Complete Asphalt Service Company  
\$78,900.00 Denler, Inc.  
\$98,000.00 Centennial Contractors of the Quad Cities, Inc.

Complete Asphalt Service Company submitted the lowest responsible and responsive bid. A motion was made by Alderman Parker to approve. Seconded by Alderman Turner. There was discussion. Hinton explained that the City has not worked with Asphalt Service Company previously. Hinton indicated that subpar work was done in some areas last year by a different company, and that they have promised to repair the work in those areas. Staff will review areas with potholes, and determine if there is a correlation to the scope of repair. Rodd Schick and Brandon Pannell, Street Division, have responsibility for coordinating the work. Motion passed unanimously.

**6. A Resolution authorizing City staff to submit a concept plan proposal to provide refuse and recycling collections services to the Rock Island Arsenal.** J.D. Schulte, Public Works Director and Interim City Administrator, stated that the Rock Island Arsenal is seeking a partner that can provide refuse and recycling removal and disposal on a regular basis. The City seeks to submit a concept plan proposing how it would provide such services. The City is also in discussions with the City of Rock Island to jointly provide this service to the Arsenal. The Arsenal seeks a ten-year contract for removal of trash and recycling from all residences on the island as well as from government furnished cans throughout the Arsenal. A motion was made by Alderman Wendt to approve. Seconded by Alderman Parker. Moline's rate structure will be used, and Rock Island will tip the trash carts, until which time the City can modify its routes. City will oversee all other service and administrative functions, with the intent to eventually take on the total process. Schulte noted that all parties are happy with the collaboration and resulting cost savings. Schulte stated that Moline and Rock Island have a level of trust, and quality assurance is not a concern. There was discussion of feasibility and cost benefit. Schulte explained that this collaboration is positioning the City to provide other services on the island in the future. Motion passed unanimously.

**7. An Ordinance amending Chapter 35, "ZONING AND LAND DEVELOPMENT," of the Moline Code of Ordinances, Section 35-3419, "GROUP DEVELOPMENTS," subsection (a), "DEFINITION," by enacting three new subsections (3), (4), and (5); and amending subsection (c) "SPECIAL USE REGULATIONS," by repealing subsection (5) in its entirety and enacting in lieu thereof one new subsection (5) dealing with the same subject matter; by amending Section 35-5100, "OFF-STREET PARKING AND TRAFFIC CIRCULATION STANDARDS," subsection (h)(3), "Minimum Off-Street Parking Requirements for Land Uses," by repealing subsection (b) in its entirety and enacting in lieu thereof one new subsection (b) dealing with the same subject matter; and by amending Section 35-3401,**

**“REGULATION OF ALLOWED USES,” Table 35-3401.1, “Permitted Land Uses,” by deleting the “P” designation under “Central Business (B-2)” and inserting in lieu thereof an “S” designation for the following types of land use: “Principal Transportation & Utility Land Uses (Sec. 35-3409),” subsection (b), “Parking, Offsite,” and “General Accessory Land Uses (Sec. 35-3417),” subsection (g), “On-Site Parking.”** Jeff Anderson, City Planner, indicated that the City Council directed City staff to prepare an amendment to the Zoning Code whereby a Special Use Permit would be required in order to develop a new surface parking area or parking structure. To this end, staff drafted proposed language for a text amendment of the Zoning Code, which was reviewed and considered by the Plan Commission at its regularly scheduled meeting held on Wednesday, January 23, 2019. The proposed amendment also contains a provision whereby the demolition of a structure within the B-2 Zoning District for purposes of establishing a new parking area or otherwise, would also require the approval of a Special Use Permit. The Plan Commission unanimously recommended approval of the amendment. Council suggested looking at a smaller square foot or parking space threshold, and staff applied that to some locations. Based on the parking design requirements in the Zoning Code, a square foot (sf) estimate is more feasible. Upon Council direction to replace the 7,500 sf parking lot size requirement to 2,000 sf, the ordinance language has been updated and approved by Renew Moline. In the previously adopted policy, it was stated that staff would be obliged to utilize all plans, policies and studies in evaluating new development construction and design. This language has been updated and approved by Renew. A developer would be obliged to look within 600 sf (2 blocks) of their proposed parking location to see if there is opportunity to co-locate for parking use. Staff was not directed to modify this requirement, and stated that this language may be modified if it proves to be a burden in the future. Lastly, staff reviewed and revised wall and landscape requirements for clarification. A motion was made by Alderman Wendt to approve. Seconded by Alderman Berg. Alderman Wendt moved to amend and add to (a)(3): this provision shall apply to any parking lot that is created, improved, repaved or upgraded.” Motion passed unanimously. The amended motion passed unanimously.

**8. Other.** City Planner Jeff Anderson introduced Ryan Berger, Land Development Manager, to the City Council.

**9. Other.** Mayor Acri explained the fee structure for parking in the Element Hotel lot. Staff indicated that fees were established with input from the gate vendor. Council and staff agreed that the rate structure should be adjusted and made more lenient, with consistency and fairness to the public as objectives. Staff will investigate options, including validation. Alderman Wendt moved to direct staff to adjust the penalty fee to \$16 (one day rate) for wrong button pushed or lost ticket. Seconded by Alderman Rodriguez. Motion passed unanimously.

**10. Other.** Freedom of Information Act (FOIA) request for release of emails between City Administrator Doug Maxeiner and Council members during a specific timeframe. Mayor Acri expressed the importance of elected officials’ transparency of information and processes shared with the community they represent. Citing statute, the law department excluded the solicited emails. Mayor suggested that Council gain a better understanding of the law department’s philosophy, indicating that Council may find the approach conservative and may wish to set its own standard for what is appropriate in the interest of the community. She stated that she has found Council and Staff to be professional and direct in communication. There was discussion that consideration should be given to redacting personal contact and sensitive information from emails before allowing publication. Alderman Parker moved to release the solicited email communication after personal and personnel information has been redacted. Seconded by Alderman Wendt. Staff will follow through on next steps. Motion carried unanimously. Mayor suggested Deputy City Attorney Amy Keys and FOIA Officer Amanda Rodell provide an informational presentation on the FOIA process and philosophy to the Committee-of-the-Whole. City Attorney Maureen Riggs indicated that the City’s legal stance is to foster open and frank communication preliminarily, and though staff has no issue with providing more transparency if that is the wish of Council, it may prove difficult to claim exemption on some and not others. The law department will take another pass at redaction with the new direction of Council. City Attorney Maureen Riggs stated that the law department will make this FOIA request and communication redaction a priority.

**Informational**

**International Alternative Fuels Presentation Update.** J.D. Schulte, Interim City Administrator and Public Works Director, and Sarah Mark, Fleet and Facilities Coordinator, shared a synopsis of their International Alternative Fuels presentation to take place February 26-28, 2019, in Columbia, South America. They will be presenting to hundreds of producers and peers within the field of alternative fuels.

**2018-2019 Municipal Services Snow Season Update.** Rodd Schick, Municipal Services General Manager, provided a 3-year snow season comparison, attached, and explained that this year's heavy snow and ice will potentially result in spending \$67,000 to \$144,000 over budget.

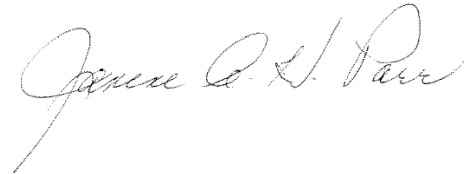
**Sharrows.** Scott Hinton, City Engineer, stated that six routes have been identified where it makes sense to put in sharrows to connect to the bike path. The total cost of the 24.90 miles of marking is \$14,454. The sharrows should be painted annually. The consensus of Council was for staff to move forward with planning.

**Public Comment**

There was no public comment.

The meeting adjourned at 7:58 p.m.

Respectfully submitted,



Janine A. H. Parr  
City Clerk

### **3-YEAR SNOW SEASON COMPARISON**

#### **2016-2017**

	November	December	January	February	March	Total
Snow - inches	0	10.92	0.99	1.42	4.1	<b>17.43</b>
Salt - Tons	0	1,740	435	422	510	<b>3107</b>
Deicing - gallons	0	10,000	0	0	10,000	<b>20000</b>
Overtime	\$1,993	\$31,278	\$997	\$329	\$2,981	<b>\$37,578</b>
Standby	\$1,395	\$2,290.00	\$536	\$510	\$729	<b>\$5,460</b>

#### **2017-2018**

	November	December	January	February	March	Total
Snow - inches	0	9.6	2.2	16.3	10.4	<b>38.5</b>
Salt - Tons	0	1,168	1,048	2,036	481	<b>4733</b>
Deicing - gallons	0	0	10,000	15,000	0	<b>25000</b>
Overtime	\$3,313	\$7,582	\$28,457	\$54,839	\$22,103	<b>\$116,294</b>
Standby	\$1,554	\$2,344	\$1,789	\$1,762	\$1,494	<b>\$8,943</b>

#### **2018-2019**

	November	December	January	February	March	Total
Snow - inches	18.4	1.1	30.2			<b>49.7</b>
Salt - Tons	991	468	3,599			<b>5058</b>
Deicing - gallons	0	9,000	18,000			<b>27000</b>
Overtime	\$2,450	\$16,173	\$112,841			<b>\$131,464</b>
Standby	\$1,427	\$1,282	\$22,079			<b>\$24,788</b>

## 2019 SNOW SEASON BUDGET

### Current

	Jan-19	Feb-19	Mar-19	Total	<i>Budget</i>	<i>Difference</i>
Snow - inches	30.2			30.2		
Salt - Tons	3,599			3,599	4,500	-901
Deicing - gallons	18,000			18,000	20,000	-2,000
Overtime	\$112,841			\$112,841	\$76,000	\$36,841
Standby	\$22,079			\$22,079	\$20,000	\$2,079

### Feb & March from 2017

	Jan-19	Feb-17	Mar-17	Total	<i>Budget</i>	<i>Difference</i>
Snow - inches	30.2	1.42	4.1	35.72		
Salt - Tons	3,599	422	510	4,531	4,500	31
Deicing - gallons	18,000	0	10,000	28,000	20,000	8,000
Overtime	\$112,841	\$329	\$2,981	\$116,151	\$76,000	\$40,151
Standby	\$22,079	\$510	\$729	\$23,318	\$20,000	\$3,318

### Feb & March from 2018

	Jan-19	Feb-18	Mar-18	Total	<i>Budget</i>	<i>Difference</i>
Snow - inches	30.2	16.3	10.4	56.9		
Salt - Tons	3,599	2,036	481	6,116	4,500	1,616
Deicing - gallons	18,000	15,000	0	33,000	20,000	13,000
Overtime	\$112,841	\$54,839	\$22,103	\$189,783	\$76,000	\$113,783
Standby	\$22,079	\$1,762	\$1,494	\$25,335	\$20,000	\$5,335

## **2019 SNOW SEASON POTENTIAL IMPACT**

Overtime

\$40,000 to \$100,000 over budget

Standby

\$3,000 to \$5,000 over budget

Deicing Fluid (\$3.00 per gallon)

8,000 to 13,000 gallons over budgeted amounts

\$24,000 to \$39,000 over budget

Salt (\$58.44 per ton)

30 to 1,600 tons over budgeted amounts

*\$1,755 to \$93,504 in costs*

### **Salt Domes**

Public Works

Capacity

Current

3,750 tons

1,600 tons

South Slope

2,400 tons

1,400 tons

Total

6,150 tons

3,000 tons

(Estimated need = 1,000 to 2,500 tons)

### ***Total Potential Impact***

***\$67,000 to \$144,000 over budget***

***Limited salt available for the start of the 2019 snow season***