

# Committee-of-the-Whole Minutes

Tuesday, March 17, 2020

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**PRESENT:** Mayor Stephanie Acri (*Chair*)  
Alderman Scott Williams (*Ward 1*)  
Alderman David Parker, Jr. (*Ward 2*) ~ *Electronically*  
Alderman Mike Wendt (*Ward 3*) ~ *Electronically*  
Alderman Richard “Dick” Potter (*Ward 4*)  
Alderman Sam Moyer (*Ward 5*)  
Alderman Kevin Schoonmaker (*Ward 6*)  
Alderman Mike Waldron (*Ward 7*)  
Alderman Sonia Berg (*Alderman At-Large*)

**ABSENT:** None.

**STAFF:** J.D. Schulte, Interim City Administrator  
Janine Hollembaek Parr, City Clerk  
Don Goff, Information Technology Manager  
Darren Gault, Chief of Police  
Jeff Snyder, Fire Chief  
Tony Loete, Utilities General Manager  
K.J. Whitley, Community Development Program Manager

**OTHERS:** Derke Price, Ancel Glink

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

## Questions on the Agenda

Alderman Moyer, seconded by Alderman Berg, moved to approve the electronic remote attendance of 2<sup>nd</sup> Ward Alderman David Parker, Jr. and 3<sup>rd</sup> Ward Alderman Mike Wendt. Motion passed unanimously.

## Agenda Items

**1. A Resolution authorizing the Mayor and City Clerk to execute and attest to an Agreement with MidAmerican Energy Company for installation of electric service to the water tank site located at the former Oak Glen Home property in an amount not to exceed \$73,807.69.** Tony Loete, Utilities General Manager, explained that in 2018, the City entered into an intergovernmental agreement with the Sheriff of Rock Island County and the County of Rock Island to acquire abandoned water tanks located at the former Oak Glen Home, Coal Valley, for the purpose of extending the City’s water service to City-owned real estate within proximity to the tanks. City staff has begun efforts to refurbish the water tanks, which includes establishment of electric service to the site; existing service is obsolete and cannot be used. MidAmerican Energy Company is the exclusive electric service provider to the area, and the conductors and transformer installed will be owned by MidAmerican as part of its network. This agreement with MidAmerican includes installation of the conductors and transformer needed to power pumping facilities and other appurtenances at the site. City staff expects to contract separately for the installation of required conduits. The City is the recipient of an Illinois Department of Commerce and Economic Opportunity grant in the amount of \$60,000.00 that may be used toward this work. An amount of \$85,000.00 is also budgeted in FY2020 account #310-1718-434.08-45, Water Contracts. A motion

was made by Alderman Potter to approve. Seconded by Alderman Moyer. There was discussion. Motion passed unanimously.

**2. A Resolution authorizing the Mayor and City Clerk to execute and attest to an Agreement with Strand Associates, Inc. for professional engineering services required to model and analyze hydraulic data related to the River Drive Sanitary Sewer Interceptor in an amount not to exceed \$67,800.** Tony Loete, Utilities General Manager, stated that the Illinois Environmental Protection Agency issued a non-compliance advisory to the City in 2009 related to hydraulic overloads of the sanitary sewer collection system caused by wet weather. Since the advisory was issued, the City has undertaken a number of initiatives to mitigate overflows. Treatment plant improvements that allow a greater flow of wastewater into the plant in wet weather conditions have been constructed. In addition, interceptor relocations related to I-74 Bridge construction resulted in re-contouring of the interceptor for reduced head losses. With these improvements in place, it is appropriate to perform a more focused analysis on the River Drive Interceptor downstream of the 39<sup>th</sup> Street pumping station to determine if improvements may be made to remove certain restrictions in that piping, while also modeling hydraulic simulations of improved conditions downstream in the more developed areas of downtown. Strand Associates, Inc. has previously performed similar work for the City. A motion was made by Alderman Waldron to approve. Seconded by Alderman Berg. There was discussion. Alderman Waldron stated that his motion includes approval of a loan from the utility fund to the TIF if needed. Motion passed unanimously.

**3. A Resolution authorizing the Mayor and City Clerk to execute and attest to a contract with Davenport Electric Contract Company for Project #1339, Video Detection Systems Installation, in the amount of \$51,749.49.** J.D. Schulte, Interim City Administrator, indicated that bids were opened and publicly read on March 3, 2020, for Project #1339, with the following results:

\$51,749.49	Davenport Electric Contract Company
\$68,602.83	Tri-City Electric Company of Iowa
\$94,660.30	Engle Electric Co.

Davenport Electric Contract Company submitted the lowest and the most responsible and responsive bid. Project #1339 includes installation of previously purchased video detection systems at the following City intersections: 19th Avenue and 1st Street A; 19th Avenue and 7th Street; 19th Avenue and 12th Street; 12th Avenue and 41st Street; 12th Avenue and 48th Street; 12th Avenue and 53rd Street. Other work shall include furnishing and installation of PVC conduit and electric cable, installation only of provided signage, and furnishing and installation of signal heads and pedestrian signal heads. The sole source procurement for traffic signal equipment upgrade in the amount of \$112,832.00 was previously approved by the Interim City Administrator and discussed as an informational item at the Committee-of-the-Whole meeting on February 4, 2020. Pavement striping will take place as part of this project and will be installed as part of the annual pavement striping program. A motion was made by Alderman Potter to approve. Seconded by Alderman Berg. There was discussion. Motion passed unanimously.

**4. A Resolution authorizing the Mayor and City Clerk to adopt the updated City of Moline Community Development Block Grant Policies and Procedures Manual.** K.J. Whitley, Community Development Manager, shared that on October 23, 2019, the Citizens Advisory Council on Urban Policy approved key amendments as well as scrivener's errors/updates to the current Community Development Block Grant Program Policies and Procedures Manual with a recommendation to City Council for approval. Updates include removal of recaptures for Community Housing Services (CHS), Critical Assistance Program (CAP), and Lead Hazard Control (LHC) Program; the addition of two new programs: 1) Down Payment/Closing Cost Assistance Program, and 2) Emergency Rental & Utility Assistance Program; and environmental review updates to adhere to U.S. Department of Housing and Urban Development's (HUD) mandatory electronic requirement. These amendments are necessary to continue to adhere to the established regulatory policies as outlined in Title 1 of the Housing and Community Development Act of 1974, as amended. A motion was made by Alderman Moyer to approve.

Seconded by Alderman Potter. There was discussion. Alderman Wendt moved to strike the removal of recaptures for Community Housing Services (CHS), Critical Assistance Program (CAP), and Lead Hazard Control (LHC) Program provision from the original motion, and direct staff to return to Council with alternative language and uses for recaptured funds. Seconded by Alderman Potter. Motion passed unanimously. Alderman Wendt requested that the remaining decision points be considered separately. The amended motion failed with Aldermen Potter and Waldron voting aye. Whitley then presented each policy change separately:

- Two new programs are being proposed to address homelessness:
  - Down Payment/Closing Cost Assistance Program- \$5,000 with a 5-year recapture, neither are prorated. Alderman Waldron, seconded by Alderman Berg, moved to approve. Alderman Berg moved to amend and modify the down payment from \$500 to \$1,000. Seconded by Alderman Schoonmaker. There was discussion. Motion carried with Alderman Moyer voting nay. Staff will provide Council with a comparison to a similar program in Rock Island. Alderman Potter requested that staff also provide more information on means testing by area agencies. Alderman Berg moved to amend and add that funding is forgiven after 5 years, and prorated on a monthly basis. Seconded by Alderman Moyer. Motion passed unanimously. The amended motion passed unanimously.
  - Emergency Rental & Utility Assistance Program (one month each per calendar year, and income qualified). Alderman Moyer, seconded by Alderman Potter, moved to approve. There was discussion. Alderman Potter noted that the policy states two months, rather than one. Staff indicated that this is a scrivener's error that will be corrected. There was discussion that similar, and perhaps duplicate, programs are offered within the community. Alderman Wendt moved to table for two meetings to allow staff time to talk with community partners and identify opportunities for coordination of services. Seconded by Alderman Waldron. Motion passed with Alderman Schoonmaker voting nay.
- Environmental review updates to adhere to U.S. Department of Housing and Urban Development's (HUD) mandatory electronic requirement. Alderman Schoonmaker moved to approve. Seconded by Alderman Williams. Motion passed unanimously.
- Per the policy, CACUP meetings are held in the Committee-of-the-Whole meeting room in City Hall. Staff would like to remove this requirement from the policy. Alderman Berg moved to approve. Seconded by Alderman Potter.

**Other.** Corporation Counsel Derke Price requested consensus and direction from Council regarding a number of issues concerning the current COVID-19 public health crisis. Staff's intent is to bring back a resolution addressing those issues that would remain in effect for the duration of the declared emergency. Staff is recommending the following:

**City Service Fees for Utility services**

SEC. 34-1100. GROUNDS FOR TERMINATION

Water/Sewer/Garbage/Stormwater services to Residential and Business Customers:

The City will not impose late fees and will not execute shut-offs or disconnection of services for non-payment of invoices, due during the emergency period or issued during the emergency period.

**Consensus of Council is to approve staff's recommendation.**

**Licenses for Bars and Restaurants**

Haz-Mat SEC. 11-1101.1. FEES; Food License SEC. 1-1117.

The due date for payment of HazMat and Food Licenses for Bars and Restaurants will be extended until 30 days after the emergency period ends, and licensees may pay 25% of license fees due, each month for the next 4 consecutive months. The amount of each license fee for a HazMat license, Food license, and the next Liquor License renewal will be prorated to reflect time of mandatory closure.

**Consensus of Council is to approve staff's recommendation.**

**Food and Beverage Tax:**

**SEC. 31-7105. PENALTY, INTEREST ON DELINQUENT TAX, ENFORCEMENT**

For restaurants and bars, the City will not issue revocation letters for non-payment of food and beverage taxes and will follow the State of Illinois concerning the timeline for payment after the state of emergency ends. The City will not impose late fees and will not execute shut-offs or disconnection of services for non-payment of invoices, due during the emergency period or issued during the emergency period.

**Consensus of Council is to approve staff's recommendation.**

**Parking Accommodation**

During the period of mandatory closure for restaurants and bars under the Executive Order of the Governor of the State of Illinois, restaurants and bars providing curbside service will be permitted to post signage during business hours-for no more than 2 parking spaces that are immediately adjacent to the curbside service entrance and that are not designated spaces for persons with disabilities--restricting parking to 15 minutes.

**Proposed signage language:**

Parking for Curbside Service Only During Business Hours:  
Time Limit 15 minutes.

**Consensus of Council is to approve staff's recommendation.**

**Prohibition of Non-Emergency Entry to Residents and Businesses**

**HazMat Inspections**

HazMat license holders are required to have an annual inspection by the Fire Department. Fire has completed approximately 385 inspections for 2020. Staff recommends suspending the inspection program during the state of emergency.

**Inside Meter Reading**

Staff recommends that utility staff suspends entry into homes for any non-critical calls for service during the state of emergency.

**Code Enforcement Inspections**

Staff recommends that Neighborhood Improvement and Code Compliance inspections inside customers' homes, other than for life safety issues in conjunction with police and fire forces, be suspended during the state of emergency.

**Consensus of Council is to approve staff's recommendation.**

**Closure of City Facilities**

Although neighboring governments have closed municipal buildings, staff is not recommending that City Hall be closed at this time. As the situation evolves, closing of sites like City Hall, Finance and Public Works to public access may ultimately be considered to "flatten the curve." At present, staff recommends keeping City Hall open as a resource to the Residents.

**Consensus of Council is to approve staff's recommendation.**

**Work at Home Options**

Staff will be working on a policy concerning work-from home during the state of emergency and will bring one forward for consideration.

**Providing Alternative Services**

Staff updated the Council on alternative services being delivered by the Library and Parks Department:

- The Moline Public Library ("Library") closed to the public as of March 17, 2020. The Library is working to put a process together for curbside pickup of materials while the library is closed. This would give people an opportunity to still get books and other materials while we're closed. The Library will also be discussing the potential of livestreaming a children's program or two via YouTube or Facebook.

- The City as a whole will continue to encourage residents to use online services and communicate via email and phone when able.
- The Finance Department is reminding residents of the drop-off box for submitting payments.
- Park Department has cancelled events, rentals and programs through the first week in April. Parks Recreation is promoting various ideas for recreation at home and in the parks that respect the need for social distancing.

### **Amendment of Chapter 2 of the Moline Code of Ordinances**

Although Mayor Acri has not declared a state of emergency, the ordinance has been tweaked to include a section of the Illinois Public Health Act that provides additional powers to the mayor for a public health emergency. Any order by the mayor would sunset upon the next meeting, when Council would vote to either continue or void the order. The code amendment will appear on the Council Non-Consent Agenda for consideration this evening.

### **Informational**

**Lead (Based Paint) Hazard Reduction Program Update.** K.J. Whitley, Community Development Program Manager, reviewed program details (attached). There was discussion. Alderman Wendt suggested finding ways to increase capacity. Staff was directed to brainstorm ways to promote the program to contractors and continue efforts with SHPO.

**Springtime Free Yard Bag Collection.** J.D. Schulte, Interim City Administrator, requested Council direction in regard to offering free yard bag collection for two weeks. There was discussion. Alderman Potter made a motion to waive the sticker fee for two weeks. Seconded by Alderman Williams. Motion carried with Alderman Waldron voting nay.

**Employer-Assisted Program to aid eligible homebuyers in purchasing homes within the City limits of Moline.** Sonia Berg, Alderman-at-Large, will postpone this presentation until next meeting.

**Identification of Second Quarter Work Session Topics.** Mayor Acri requested Council input on second quarter work session topics. Council consensus:

April 14, 2020 – regular meeting

May 12, 2020 – TBD - this will be revisited in late April

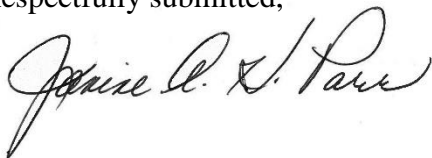
June 9, 2020 – I-74 Bridge ROW Downtown Land Development Plan

### **Public Comment**

There was no public comment.

The meeting adjourned at 7:31 p.m. A 6-minute recess will be taken before the Council meeting.

Respectfully submitted,



Janine A. H. Parr  
City Clerk