

# Committee-of-the-Whole Minutes

Tuesday, April 14, 2020

---

**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*) ~ *Electronically*  
Alderman Sam Moyer (*Ward 5*)  
Alderman Kevin Schoonmaker (*Ward 6*) ~ *Electronically*  
Alderman Mike Waldron (*Ward 7*) ~ *Electronically*  
Alderman Sonia Berg (*Alderman At-Large*) ~ *Electronically*

**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  
Carol Barnes, Finance Director ~ *Electronically*  
Jeff Anderson, City Planner ~ *Electronically*  
K.J. Whitley, Community Development Program Manager ~ *Electronically*  
Rodd Schick, Interim Public Works Director ~ *Electronically*  
Eric Griffith, Parks Recreation Director ~ *Electronically*  
Alison Fleming, Human Resources Manager ~ *Electronically*

**OTHERS:** Derke Price, Ancel Glink

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

## Appointment

Mayor’s recommendation to request Rock Island County Board Chairman Richard Brunk’s reappointment of Mayor Stan Leach as Moline’s representative on the Rock Island County Joint Animal Control Board for a full 3-year term effective March 31, 2020. A motion was made by Alderman Parker to approve. Seconded by Alderman Moyer. Motion passed unanimously.

## Proclamation

A Proclamation from Darren Gault, Chief of Police, to declare April 19-25, 2020, as Crime Victims’ Rights Week. Melody Williams, Victim’s Assistant with the Rock Island County State’s Attorney’s Office, addressed the Council via a pre-recorded video.

## Questions on the Agenda

Alderman Moyer made a motion to approve the remote electronic attendance of Aldermen Parker, Wendt, Potter, Schoonmaker, Waldron and Berg. Seconded by Alderman Williams. Motion passed unanimously.

**Agenda Items**

**1. A Resolution authorizing the Mayor and City Clerk to execute and attest to an agreement between the City of Moline and Quad City Towing, Inc. to provide towing services for the City of Moline for an initial three-year term.** Darren Gault, Chief of Police, explained that the Police Department solicited sealed bids to provide towing services for the City of Moline. One bid response from Quad City Towing, Inc. was received and reviewed. Acceptance of the bid submitted by Quad City Towing, Inc. is recommended based upon compliance with the bid specifications, quality and security of facilities, and reasonable cost. The agreement is for a three-year period with an option to extend for one additional year upon mutual agreement of the parties. A motion was made by Alderman Moyer to approve. Seconded by Alderman Williams. Motion passed unanimously.

**2. An Ordinance amending Chapter 4, “ALCOHOLIC LIQUOR,” of the Moline Code of Ordinances, Section 4-4110, “SALES OF SINGLE SERVING CONTAINERS OF ALCOHOLIC LIQUORS,” to clarify that the regulation of retail sale of single serving containers of certain alcoholic liquors in their original packaging pertains to off-premises consumption.** Corporation Counsel Derke Price indicated that in November 2019, the City adopted General Ordinance No. 3028-2019 to enact one new Section 4-4110 to the Moline Code of Ordinances to restrict the retail sale of single serving containers of certain alcoholic liquors in their original packaging. Following implementation and review, City staff and Corporation Counsel have determined that Section 4-4110 should be amended to include language clarifying that the restrictions for retail sale referenced therein pertain to off-premises consumption. This ordinance will amend the introductory paragraph of Section 4-4110 by adding the words “for off-premises consumption;” the remainder of the section will be unchanged. The attachment to this item is a redline text amendment. To provide this updated information to liquor licensees at the earliest convenience, this item will also appear on the City Council Agenda on April 14, 2020, under “Items Not On Consent” for first reading. A motion was made by Alderman Moyer to approve. Seconded by Alderman Williams. Motion passed unanimously.

**3. A Resolution establishing a City of Moline policy entitled Temporary Remote Attendance and Public Comment Policy pursuant to the COVID-19 pandemic state of emergency.** Derke Price, Corporation Counsel, stated that pursuant to the Open Meetings Act (“Act”), if a quorum of members of a public body are physically present, a majority of the public body may allow a member to attend the meeting by video or audio conference under certain conditions of the Act and in accordance with rules adopted by the public body. In addition, the Act permits any person an opportunity to address public officials under the rules established and recorded by the public body. J.B. Pritzker, Governor of the State of Illinois, declared all counties in Illinois as a disaster area on March 9, 2020 (“Gubernatorial Disaster Proclamation”), due to the ongoing outbreak of COVID-19. On March 16, 2020, in order to increase social distancing in an effort to reduce the spread of COVID-19, Governor Pritzker issued Executive Order No. 2020-07, suspending the provisions of the Act that require or relate to in-person attendance by members of a public body during the Gubernatorial Disaster Proclamation. The City Council has previously adopted rules for the remote attendance of its members and the members of its subsidiary bodies, at Section 2-2200 of the Moline Code of Ordinances, that conform to the requirements of the Act. The Council desires to further adopt temporary remote attendance and public comment rules to facilitate access to public meetings while practicing social distancing in accordance with Executive Order No. 2020-07 and such further laws, regulations, and orders that may be implemented during the Gubernatorial Disaster Proclamation. This policy will be automatically repealed when the Gubernatorial Disaster Proclamation is terminated as to Rock Island County. The Council finds that this policy is in the best interest of the City of Moline and in the best interest of the public health, safety and welfare. A motion was made by Alderman Parker to approve. Seconded by Alderman Moyer. Motion passed unanimously.

**4. Other – COVID-19 Budget Impacts and Adjustments.** J.D. Schulte, Interim City Administrator, and Carol Barnes, Finance Director, explained the anticipated budgetary impact of the COVID-19 pandemic.

### GENERAL FUND

GENERAL FUND:	RECONCILIATION	Revenues	Expenditures	Change in Fund Balance
	Budgeted 2020	45,897,140	45,897,140	0
	COVID19	42,324,879	45,260,168	(2,935,289)
		<b>(3,572,261)</b>	<b>(636,972)</b>	
	<b>Adopted Expenditures</b>		<b>45,897,140</b>	
	* <b>Less Expenditure Cuts to Date</b>	<b>(1,323,108)</b>		
	Plus 2019 Audit Adjustment	374,236		
	Plus New COVID Expenses	311,900		
	<b>Net Expenditure Change</b>		<b>(636,972)</b>	
	<b>Net Expenditures</b>		<b>45,260,168</b>	

Schulte summarized input received by Council members on the COVID-19 budget impacts. As requested, staff will provide recommended minimum fund balances for each of the three internal service funds (liability, fleet and facilities) within the next 2 weeks. Staff was also directed to identify core functions and review possible cuts to non-core/non-essential services. A proposed remedy to the anticipated shortfall was presented.

### Proposed Solution to General Fund Shortfall

<b>Current Shortfall in General Fund</b>	<b>-2,935,289</b>
Parks: Additional 5% cut (Transfer back to General Fund)	529,247
Library: Reduce budget transfer out of General Fund	414,825
Net drawdown of General Fund Reserves	1,334,460
Reduction in workforce/hours	656,757
<b>Proposed Shortfall</b>	<b>0</b>
<b>Net Projected General Fund Balance</b>	<b>10,070,039</b>
<b>Expenditures to Fund Balance</b>	<b>22%</b>
<b>Days of Fund Balance</b>	<b>80.10</b>

During budget development, \$414,825 was allocated to the Library from the General Fund. This will be rescinded. Explaining the 5% cut to the Parks budget, Schulte indicated Council's direction was to make equitable cuts to the Parks and Library budgets. Mayor Acri suggested that Library, Parks, Capital Improvement Projects (CIP) and Pension funding be reviewed this evening to establish some policy for budget revision. Proposed cuts are based on anticipated COVID-19 impact through April 30, 2020, and will not affect the level of service

experienced by Moline residents. There was discussion that the Governor's stay-at-home order will likely extend beyond April 30, 2020, requiring larger budget cuts. Council directed that an across-the-board percentage cut may not be appropriate. A motion was made by Alderman Parker directing staff to propose cuts, for an anticipated \$10 Million shortfall, that do not adhere to a specific percentage. Seconded by Alderman Berg. There was discussion. Motion passed unanimously.

It is Council's expectation that, with the exception of first responders, overtime is not necessary at this time. Chief of Police Darren Gault stated that although overtime is unavoidable, he is very cognizant of overtime and prudently backfills where possible. Fire Chief Jeff Snyder stated that overtime is driven by the bargaining agreement. There have been no union negotiations to address the COVID-19 impact. Corporation Counsel Derke Price reminded that any new hiring and promotions will require Council approval. A motion was made by Alderman Schoonmaker directing staff to provide a bi-weekly accounting of overtime, with a comparison to last year's totals. Seconded by Alderman Wendt. Motion passed unanimously. Alderman Berg suggested that staff might be directed to have a conversation with the union about overtime. Price indicated that staff will report back on this suggestion as part of the process.

Alderman Parker made a motion to direct staff to adjust the budget without incurring additional debt. Seconded by Alderman Schoonmaker. There was discussion. Corporation Counsel Derke Price indicated that there is a possibility that tax levy payments from both the county and the state will be late, in which case a tax anticipation note/debt service fee may result. Draws on lines of credit are included. Motion passed unanimously.

There was discussion and acknowledgement that not all Capital Improvement Projects (CIP) are of equal importance, and that those of priority should be moved forward. Allocation of Enterprise Funds and Utility Tax is restricted to capital improvement projects. Core services are a priority. Alderman Parker made a motion to move forward with bid, but not yet awarded, CIP projects with the exception of sidewalks not embedded in a street project. Seconded by Alderman Waldron. Motion passed with Aldermen Potter and Moyer voting nay.

It was discussed that the budgeted additional investment, beyond the statutory requirement, in Police and Fire Pensions will have a great long-term impact. Alderman Parker, seconded by Alderman Williams, moved to fund Public Safety (Police) and Fire Pensions as budgeted per the recommendation of the actuary. Motion passed unanimously.

Corporation Counsel Derke Price explained that the Park Board and Library Board are subsidiary boards, with the Park Board being much more so and is held in check more directly by the Council. The Library Board is given more control by statute. Council might challenge each board with a performance standard, partnering toward that end. The Library receives City-levied funds and beyond that its mortgage debt is funded by the CIF. Library Director Bryon Lear explained some of the work being done by staff at this time. Alderman Parker made a motion directing the Mayor to engage in a discussion with the Library Chairman regarding budget impact for this year and next, specifically rescission of the 2020 General Fund allocation and future tax levy funds in doubt. Seconded by Alderman Moyer. Motion passed unanimously.

Alderman Parker, seconded by Alderman Berg, moved to direct staff to formally communicate to the Park Board that the previous budget approval has been withdrawn, request that the board engage in a budget review and advise Council. Motion passed unanimously.

Barnes indicated that the \$1.3 Million in budget cuts proposed by staff included \$176,000 in hiring freezes, a reduction in fleet chargebacks, plus non-operational expenditures. Staff will provide detail. Alderman Wendt, seconded by Alderman Williams, moved to direct staff to temporarily exclude spending of general fund reserves below the current 88 days when making additional budget cuts. Motion passed unanimously. Alderman Wendt suggested that a policy be developed to determine the most appropriate level for each reserve fund. Schulte requested direction regarding specific cuts to the Park and Library budgets. Council directed staff to make a determination of core services and then make cuts to unrelated expenditures within each budget. Good cooperation is anticipated.

5. Rodd Schick, Interim Public Works Director, seeks Council approval for the purchase of 3,000 tons of salt through the Illinois Department of Central Management Services (CMS). Schick presented the purchasing options from both Illinois CMS and from the City of Davenport, Iowa.

IL CMS Salt Purchase:

- Quantity must be submitted online by the end of this week
- Full authorization schedule is unknown
- Minimum purchase is 80% of ordered amount and maximum purchase is 120% of ordered amount
- Last year's price was \$50.48 per ton delivered

Davenport Salt Purchase:

- Quantity should be submitted as soon as possible
- There is time to obtain approval through the regular Council process
- Minimum purchase is 25% of ordered amount and maximum purchase is 100% of ordered amount
- Last year's price was \$78.23 per ton delivered
- *6,000 tons purchased this past winter (12,000-ton order to meet 25% minimum.)*

Moline's Salt Usage (previous six winters)

Season	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Tons Used	4,850	3,130	3,110	4,730	8,100	4,370

An estimated 3,650 tons of salt is currently in the City's domes (last year there were only 1,300 tons.) The City's average annual salt usage is 4,715 tons. At a minimum, an additional 1,000 tons is needed for the 2020-2021 winter. Based on the average, that would provide a surplus of approximately 2,000 tons at the end of the upcoming winter. A motion was made by Alderman Berg to approve the purchase of 3,000 tons of salt from Illinois CMS. Seconded by Alderman Moyer. Motion passed unanimously.

**Informational**

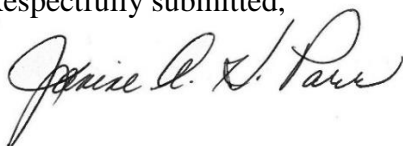
**Community Development Block Grant (CDBG) Neighborhood Infrastructure Project (NIP) Recommended Activities.** K.J. Whitley, Community Development Program Manager, presented alternate uses of CDBG NIP (Infrastructure) funds to provide immediate aid to those impacted by the COVID-19 pandemic. The Floreciente Streetscape Project includes Phase 1 (\$75,000) and Phase 2 (\$315,000). Staff estimates that Phase 1 and some essential aspects of Phase 2 could be accomplished at a combined cost of \$125,000. There was discussion that the remaining \$180,000 might be reallocated for uses in the low-moderate census tract categories that include acquisition and disposition of real property, public facilities and improvements, public services, housing, economic development, infrastructure, general administration and planning. In 90% of cases, environmental assessments can be done in-house within less than a week. Whitley also noted that HUD will distribute new CDBG – COVID-19 funds to aid the community. There was discussion. Alderman Wendt, seconded by Alderman Williams, moved to complete Phase 1 and a portion of Phase 2, with the remaining \$180,000 of Phase 2 funds reallocated to proposed uses. Engineering staff is directed to return with a prioritized project list of proposed uses. Motion passed unanimously. It was noted that upon sunset of the Governor's declared stay-at-home mandate, due process for public hearings and meetings will resume.

**Public Comment**

There was no public comment. View recorded meetings at <http://www.moline.il.us/CivicMedia?CID=9>

The meeting adjourned at 8:56 p.m.

Respectfully submitted,



Janine A. H. Parr, City Clerk