

**MINUTES OF THE MEETING OF THE MAYOR
AND THE COMMITTEE-OF-THE-WHOLE OF
THE CITY OF EAST MOLINE, ILLINOIS
MONDAY, FEBRUARY 4, 2019**

ROLL CALL

Mayor Freeman called the meeting to order and directed City Clerk Arletta D. Holmes to call the roll. The following Aldermen were present: Alissa Sallows Gary Almblade, Nancy Mulcahey, Frederic Kotoku, Maria Tapia, and Jose Rico. Absent: Ed DeJaynes **6:50 p.m.**

ADDITIONS/CORRECTIONS TO AGENDA

None.

CITY GARBAGE COLLECTION FEE – (Ms. Whiting, Finance Director)

On December 7, 2015 City Council approved an increase to the garbage collection fee at a rate of an additional \$0.20 per month per user for a total of \$7.35.

Per the City’s contract with Republic, our rate increased on January 1, 2019 3% from \$9.98 to \$10.28. Below are the rates for the remainder of the contract:

- January 1, 2019 – December 31, 2019 - \$10.28 (3% over previous year)
- January 1, 2020 – December 31, 2020 - \$10.28 (0% over the previous year)
- January 1, 2021 – December, 31,2021 - \$10.59 (3% over previous year)

In order to cover our costs associated with this contract, an increase to the rate charged to customers per month is proposed as follows:

- February 1, 2019 – December 31, 2019 - \$7.60 (3+% over previous year, little more than 3% to round up to the nearest .05)
- January 1, 2020 – December 31, 2020 - \$7.60 (0% over previous year)
- January 1, 2021 – December 31, 2021 - \$7.85 (3+% over previous year, little more than 3% to round to nearest .05).
- (Extra garbage bin would remain the same at \$6.00).

FINANCIAL:

This is a budgeted item.

Line Item#: 002-340-4430.00 **Title:** Collected Fees

Amount Budgeted: \$576.00 **Actual Cost:** Additional \$15,840.00 in 2019

This is not a CIP Project

RECOMMENDATION:

Approval by Council to increase the Garbage Collection fee based on the schedule provided above.

After a lengthy discussion regarding various aspects of Garbage Collection fees;

A motion was made by Alderman Almblade, seconded by Alderman Mulcahey, to amend to combine the percentages for the next three years to equal \$10.59. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

CURBSIDE RECYCLE FEE - (Ms. Whiting, Finance)

Per the City’s contract with Republic, our rate increased on January 1, 2019 3% from \$3.50 to \$3.61.

Below are the rates for the remainder of the contract:

- January 1, 2019 – December 31, 2019 - \$3.61 (3% over the previous year)
- January 1, 2020 – December 31, 2020 - \$3.61 (0% over the previous year)
- January 1, 2021 – December 31, 2021 - \$3.75 (4% over the previous year)

In order to cover our costs associated with this contract, an increase to the rate charged to customers per month is proposed as follows:

- February 1,2019 – December 31, 2019 - \$3.65 (4% over previous year, round to nearest .05)
- January 1, 2020 – December 31, 2020 - \$3.65 (0% over previous year)
- January 1, 2021 – December 31, 2021 - \$3.75 (3% over previous year)

FINANCIAL:

This is a budgeted item.

Line Item# 002- 340-9002.00 **Title:** Recycling Curbside

Amount Budgeted: \$64,200 **Actual Cost:** Additional \$2,600 in 2019.

This is not a CIP

RECOMMENDATION:

Approval by Council to increase the Curbside Recycling fee based on the schedule provided above.

A motion was made by Alderman Almblade, seconded by Alderman Rico, to concur with the recommendation as presented. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

TITLE 2, CHAPTER 19, ORDINANCE UPDATE - (Ms. Whiting, Finance Director)

An update to Title 2, Chapter 19 relating to the Economic Development Commission in needed for cleanup and clarification purposes. The updates/changes are as follows:

- Minor punctuation, format and grammar clean up throughout.
- Clarification of 2-19-1 for number of members and term of appointments.

- Add section on Removal of Members.
- Update language in 2-19-4: Meetings, minutes will be presented to City Council at its next regularly scheduled meeting.
- Remove and update language in section 2-19-5: Financing. Previous Ordinance allowed \$150.00 reimbursement of personal expenses, language was removed. Remove limit to amount EDC can loan to businesses.
- Update language in 2-19-6: Functions and 2-19-7: Powers to be in line with the intent and purpose of the EDC.
- Delete section on Assistant City Administrator as it does not apply.

All changes were discussed, reviewed and approved by members of the EDC.

FINANCIAL:

This is not a budgeted item.

RECOMMENDATION:

Approval of changes to Title2, Chapter 19 regarding Economic Development Commission.

A motion was made by Alderman Almblade, seconded by Alderman Tapia, to concur with the recommendation as presented. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

TITLE 1, CHAPTER 22, SECTION 1-22-9, RETURNED CHECK FEE ORDINANCE UPDATE (Ms. Whiting, Finance Director)

Xpressbill Pay increased the cost of the stop check fee to \$27.00, currently the City only charges \$25.00 for stopped checks and non-sufficient fund fees. An update to the existing Ordinance from \$25.00 to \$30.00 is necessary to recoup the cost carried onto the City for said charges.

FINANCIAL:

This is not a budgeted item.

RECOMMENDATION:

Approval by Council to increase cost of fee from \$25.00 to \$30.00.

A motion was made by Alderman Almblade, seconded by Alderman Sallows, to concur with the recommendation as presented. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

UTILITY BILLING RFP (Ms. Whiting, Finance Director)

Staff has received numerous complaints regarding the current tri-fold/ pressure sealed Utility Bill including the lack of information available on the bill due to the size, and no return envelopes for payment. Staff worked with our current software provider to create an 8 1/2 x 11 format utility bill that would provide ample room for messages mandated by the EPA, large enough area to include all meters and their associated cost (especially for industrial bills), perforated format to easily return payment, and contact information on the return payment portion as well as the portion retained by the customer.

Currently employees (2) spend approximately 12 hours each month preparing, printing, and mailing utility bills. In addition to employee cost, the City has to pay for maintenance of the pressure sealer, postage, and paper. The pressure sealer is currently past its life and the estimate in 2017 to replace was \$7,295.00. In 2018 the cost to the City for utility billing was a total of \$53,576.46. If the City stayed with its current format, it is estimated that with increase in postage that went into effect on January 27th, the total cost in 2019 for processing of utility bills will be approximately \$64,200.

If the mailing of the utility bills remained in-house for the new 8 1/2 x 11 format the estimated cost is estimated at \$67,310 and we would not have any back up plan should the machine malfunction. (see attached documentation).

We received 14 responses to the RFP issued in December. One had to be disqualified as it was not received before the deadline. Staff met and reviewed each RFP to determine the following:

- Experience/Capacity
- Were requirements of RFP met including a disaster recovery plan
- Cost
- References
- Postage cost control

Top 3 response are:

1. The Data Center - \$955.88 plus actual cost of postage
2. Infosend - \$956.75 plus actual cost of postage
3. The Master's Touch - \$1,146.75 plus actual cost of postage

FINANCIAL:

This is not a budgeted item.

RECOMMENDATION:

Approve the Data Center to provide the City with Utility Billing – Printing and Mailing Service and allow staff to do all things necessary for implementation.

A motion was made by Alderman Almblade, seconded by Alderman Tapia, to concur with the recommendation as presented. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

CTL REDEVELOPMENT AGREEMENT (Ms. Whiting, Finance Director)

Redevelopment Agreement between the City of East Moline and CTL Property Management, LLC for the EMG TIF.

This agreement was drafted by the City’s TIF Attorney and reviewed by staff. There will be no upfront costs provided to the developer, expenses are reimbursed **AFTER** the project has been completed **AND** after the City has received all four installments of the real estate taxes. 85% of the amount of incremental taxes generated by the redevelopment are subject to reimbursement to the developer.

The total reimbursement is not to exceed the lesser of 25% of the total project cost or \$2,250,000 from the incremental taxes. Also outlined in this agreement is a requirement to have the project substantially completed within 24 months of the commencement date. Completed is defined substantially completed, such that the improvements constructed as part of the Project are capable of being used for their intended use or function, subject to punch list items and cosmetic finishing work, and satisfy the standard required to receive a certificate of occupancy.

FINANCIAL:

This is not a budgeted

RECOMMENDATION:

Approve Redevelopment Agreement with CTL Properties, LLC for the project located within the EMG TIF.

Mr. Knanishu provided an update to the City Council Members regarding the CTL.

A motion was made by Alderman Sallows, seconded by Alderman Almblade, to concur with the recommendation as presented. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

PROBATIONARY PERIOD INCREASE FOR POLICE OFFICERS – (Chief John Reynolds, EMPD)

During the last FOP negotiations, the City and FOP agreed to increase the probationary period for New officers from 12 months to 18 months. This ordinance change will reflect that agreement.

6-1-3: APPOINTMENTS:

All members of the police department, except the chief, after examination, shall be appointed by the board of fire and police commissioners, (subject to a one-year probationary period –remove this language) subject to an 18-month probationary period (add this language) and promotions shall be made in the same manner, as provided by statute. Any person who is appointed as a member of the police department after adoption here of shall establish residency within a nineteen and one-half (19.5) mile radius of City hall, 915 16th Avenue, East Moline, Illinois, within a period of eighteen (18) months from and after the date of his/her commencement of employment with the city. (Ord. 14-03, 3-17-2014)

FINANCIAL:

This is not a budgeted item.

RECOMMENDATION:

Approve the Ordinance change to reflect the City/FOP agreement.

A motion was made by Alderman Almblade, seconded by Alderman Rico, to concur with the recommendation as presented. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

RAVINE SEWER – EASEMENT ACQUISITION SERVICES (Mr. Miller, Engineering)

In December, the Ravine Sewer Access-Way project was presented and discussed. East Moline has miles of sanitary sewers located in ravines and rough wooded areas which do not permit ease of access for inspection and maintenance. In many areas, the city lacks easements for these utilities and their access. The City Council has agreed for the need for proper easements for these utilities and their access. East Moline retained McClure Engineering (now IMEG) in January 2016 as consultant to facilitate and manage this city-wide, multi-year survey, design, and construction project. As previously discussed, the boundary survey work and preliminary design for access-ways has been completed throughout the city, and the project is now ready for a first phase of land acquisition, final plans, and construction.

A proposal for a first phase of land acquisition services has been obtained from IMEG and is attached for review and consideration. Details of the scope of work to be performed includes coordination, appraisals, negotiations, easement plats, and other professional services for 38 land parcels in four (4) ravine areas. For final design to be completed and construction to occur, the city must have rights to the necessary property. As such, land acquisition services are anticipated to start immediately upon approval by council. This contract does not include cost of the actual easements which will be determined during appraisals and negotiations for each property.

FINANCIAL:

This is a budgeted item

Line Item#: 270-4547-452.0 **Title:** Sewer CIP - Construction

Amount Budgeted: \$200,000 (Land Acquisition) **Estimated Cost:** \$111,400 (Land Cost T.B.A.)

Funding Sources: Sewer CIP Funds **Departments:** Engineering

This is a CIP **CIP Project Number:** ENGR 2018 – 10

RECOMMENDATION:

Approve consultant contract for professional services as proposed.

A motion was made by Alderman Sallows, seconded by Alderman Mulcahey, to concur with the recommendation with the Estimated Cost of \$111,400.00. Upon roll call the following voted in favor: Almlblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

2019 AERIAL PHOTOGRAPHY ACQUISITION – (Mr. Miller, Engineering)

The City of East Moline in Conjunction with Rock Island County, Scott County, Muscatine County, The Cites of Muscatine, Davenport, Bettendorf, Rock Island, Moline, Silvis, Coal Valley, and Milan covering approximately 1400 sq. miles. The East Moline portion of this project is approximately 21 sq. miles. The City has been a member of the consortium for the last 3 projects. The City obtained aerial photography from these projects in 2005, 2009, & 2014 and this flight will be 2019. The City is in need of the new photography for numerous projects daily including as background for maps and exhibits, measurements for verification of utility features, conditions of streets, property boundaries, zoning infractions and numerous other uses. In addition to the aerial photography the City will also receive a flight of LIDAR (light detection and radar) to examine the surface of the earth. The LIDAR allows the production of 1' contours for the entire City of East Moline. The contours have not been produced for the City since 2001.

The Consortium requested proposals for this work in December of 2018. In January the RFP's were reviewed and interviews were conducted. The Consortium has chosen SURDEX from St. Louis Mo to conduct the flight due to the quality of their response, their experience with similar projects, and due to the low cost of the products for all consortium members. The cost proposal for the East Moline portion is included and the East Moline complete proposal is anticipated to be brought to the next council meeting for final approval. The proposal has a short turn around due to the requirements of sunny clear days after all snow has melted, but before trees have leaves. We anticipate a flight time of between March 1st and April 10th, 2019.

FINANCIAL:

This is a budgeted item.

Line Item #: See Below **Title:** Aerial Photography Acquisition

Amount Budgeted: \$21,000 (FY- 2019) **Actual Cost:** \$14,900 **Under/over:** \$6,100

Funding Sources: Sewer CIP \$7,000 270-4547-300.2 **Drainage CIP:** \$7,000 320-4500-300.3
Water CIP \$7,000 220-4546-300.3

Departments: Engineering This is a CIP **CIP Project #:** 005-2019.

RECOMMENDATION:

Approve for Aerial Photography Acquisition with final contract.

A motion was made by Alderman Almblade, seconded by Alderman Rico, to concur with the recommendation as presented. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

10TH AVENUE & 29TH AVENUE UTILITY REPLACEMENT – CONSULTANT Design (Mr. Miller, Engineering)

29th Avenue (5th St -7th St) and 10th Avenue (13th Av -17th St) have deteriorated underground utilities in need of replacement. The water main on 29th Avenue has had numerous breaks and requires replacement. The sanitary sewer on 10th Avenue is suffering from differential settlement, making ponds of effluent and solids due to lack of pipe gradient (i.e. the pipe is not flowing downhill). The existing water main on this segment of 10th Avenue is located directly above the sewer pipe, making relocation of this utility necessary in order to reconstruct the sewer in accordance with IEPA guidelines.

To address these infrastructure deficiencies, reconstruction of these utilities has been programmed in the 2019 Budget and CIP Improvements are scheduled to include replacement of water mains, replacement and/or lining of sanitary sewers, repairs and/or replacement to portions of storm drainage infrastructure, pavement patching, resurfacing, and related work. In the case of 10th Avenue, the replacement of the utilities requires complete reconstruction of the roadway. The Engineering Department has obtained a contract proposal from Shive-Hattery for assistance with the survey and design engineering services required for this project. This proposal is attached for review and consideration along with an exhibit to show the project locations. Completed plans, bid documents, and letting schedule will be presented in the coming months for final approval.

FINANCIAL:

This is a budgeted item

Line Item: See below **Title:** Sewer CIP – Construction

Amount Budgeted: \$660,000 (FY – 2019) **Actual Cost:** \$33,600 (Construction \$\$ T.B.A.)

Funding Sources: Water CIP Funds 220-4546-452.0 Sewer CIP Funds 270-4547-452.0

Departments: Engineering This is a CIP **CIP Project Number:** ENGR 2019-02, 2019-07

RECOMMENDATION:

Approve consultant contract to professional engineering services as proposed.

A motion was made by Alderman Almblade, seconded by Alderman Mulcahey, to concur with the recommendation as presented. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried.

ADJOURNMENT:

A motion was made by Alderman Almblade, seconded by Alderman Tapia, to Adjourn the Committee-of-the-Whole Meeting. Upon roll call the following voted in favor: Almblade, Mulcahey, Frederic, Tapia, Rico and Sallows. Motion carried. 7:40p.m.

ADJOURNMENT:

A motion was made by Alderman , seconded by Alderman DeJaynes, to adjourn the Committee-of-the-Whole meeting. Upon roll call the following voted in favor: Sallows, Almblade, DeJaynes, Miller, Tapia, and Rico. Motion carried. **6: p.m.**

Minutes taken and submitted

Arletta D. Holmes, City Clerk