

**MINUTES OF THE MEETING OF THE MAYOR
AND THE COMMITTEE-OF-THE-WHOLE OF
THE CITY OF EAST MOLINE, ILLINOIS
TUESDAY, SEPTEMBER 7, 2021**

ROLL CALL

Mayor Freeman called the meeting to order and directed City Clerk Wanda Roberts-Bontz to call the roll. The following Aldermen were present: Larry Toppert, Gary Almblade, Nancy Mulcahey, Jayne O'Brien, Rhea Oakes, Maria Tapia and Jose Rico. **6:58 p.m.**

ADDITIONS/CORRECTIONS TO AGENDA

None.

CAPITAL ASSET POLICY (Ms. Annaka Whiting –Director of Finance)

As noted by our auditors for our FY 2020 audit, the City does not have a formal capital asset policy to provide guidance on the financial aspects and stewardship of capital assets. This policy addresses the recommendation made by the auditors and aligns with Generally Accepted Accounting Principles best practices which includes:

- A minimum dollar amount and minimum useful life for a capital asset
- Standard depreciation methods and useful life applied to specific categories of assets
- Department name and physical location of asset
- Date asset was purchased/acquired and/or disposed
- Surplus Property requirements

RECOMMENDATION:

Staff recommends approval of the Capital Asset Policy.

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

OUTSTANDING CHECK WRITE-OFF POLICY (Ms. Annaka Whiting – Director of Finance)

As noted by our auditors for our FY 2020 audit, the City does not have a formal policy for following up and processing old outstanding checks, it is recommended and accomplished via this policy to implement an outstanding check policy that includes procedures to follow-up and process outstanding checks to be in compliance with State unclaimed property statutes which requires all checks that are greater than three years old to be sent to the State of Illinois Treasurer once a year.

RECOMMENDATION:

Staff recommends approval of the Outstanding Check Policy.

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: Mulcahey, O'Brien, Oakes, Tapia, Rico, Toppert and Almblade. Motion carried.

GRANT POLICY (Ms. Annaka Whiting –Director of Finance)

As noted by our auditors for our FY 2020 audit, the City does not have a formal Grant Policy that documents our grant procedures. This policy documents the procedures in place for ensuring grant requirements are being monitored for Single Audit and Grant Accountability Transparency Act, and includes the award process, accounting for the grant, compliance monitoring, and reporting requirements. The policy outlines the requirement for each department to prepare a pre-grant approval form for budgeting and audit purposes, and states that requests for funding of more than \$50,000 and/or grants requiring a local match commitment go before City Council.

RECOMMENDATION:

Staff recommends approval of the Grant Policy.

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

ROCK ISLAND COUNTY HAZARD MITIGATION PLAN (Mr. Kammler – Director of Engineering)

To remain eligible for FEMA emergency funding, the city must have a formal Hazard Mitigation Plan (HMP) on file with FEMA/IEMA. East Moline is covered under the Rock Island County's Multi-Jurisdictional HMP, which has expired. An updated HMP has been prepared for the County by Bi-State; the City's Emergency Management Officer has been part of this process. A copy of the draft HMP can be found on the city's website; the document is 347 pages.

Rock Island County has adopted the plan, which is being submitted to FEMA for review and concurrence. A draft resolution for East Moline's adoption of the plan is attached for review and consideration.

East Moline's adoption of the updated plan is required for our grant application, for which the city is requesting \$4.6M in HMGP funds.

RECOMMENDATION:

Adopt Rock Island County Multi-Jurisdiction Hazard Mitigation Plan.

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

HEALTH CARE PLANNING COMMITTEE RECOMMENDATION ON DENTAL INSURANCE (Mr. Maxeiner – City Administrator)

See attached Agenda Supplement.

FINANCIAL:

This is not a budgeted item.

This is not a CIP.

RECOMMENDATION:

Staff recommends approval of the Health Care Planning Committee recommendation to implement an employer sponsored basic dental insurance program for active employees that are participating in the City's medical insurance plan with the employer paying the contractual language specified in collective bargaining agreements and the personnel manual.

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

VEHICLE REPLACEMENTS (Chief Ramsey - EMPD)

2 new squad cars were budgeted for the FY 2021 budget I am requesting the replacement of Squad 513 (2014 Police Interceptor Utility 126,653 miles) and Squad 514 (2014 Police Interceptor Utility 129,444 miles). These squads are among the oldest and have the highest mileage in the fleet Costs of repairs and maintenance for both of these squads is getting costly and that trend will likely continue due to their age and mileage.

Bids were received from Kunes Country Ford in the amount of \$35,405.00 per squad, Lindquist Ford in the amount of \$34,455.00 per squad, and Sexton Ford in the amount of \$34,406.00 per squad. A bid was also received from Federal Signal for the up-fitting of each squad with a cost listed at \$9,472.00 per squad. A bid was sought from Racom for up-fitting of each squad, but they declined to provide a quote due to issues of being able to get pricing for the equipment we use.

The recommendation is to go with the lowest bidder, Sexton Ford, for the purchase of the two new squads (total \$68,812.00), and the bid by Federal Signal for the parts and build costs of the two new squads (total \$18,944.00). The final overall total for the purchase of the two Squads to include parts/build, graphics (\$490 each), and title/plates (\$160 each) would be \$89,056.00.

\$85,000.00 was budgeted for the purchase of the two new squads through the Motor Pool-Capital Purchase Fund. The \$4,056.00 overage will be paid through the State DUI Reimbursement Fund. The police department will dispose of squad 513 (2014 Police Interceptor Utility #1FM5K8AR5EGA38507) and Squad 514 (2014 Police Interceptor Utility #1FM5K8AR7EGA38508) through one of the following methods: "sealed bid, live auction, trade or sell for scrap". *See attached documentation.

FINANCIAL:

This is a budgeted item.

Line Item # 012-4900-743.0

Title: Motor Pool-Capital Purchase

Amount Budgeted: \$85,000.00

Actual Cost: \$89,056.00

Under/(Over): (\$4,056.00)

Funding Sources: Motor Pool-Capital Purchase

State DUI Reimbursement Fund

Departments: Police Department

This is not a CIP.

RECOMMENDATION:

Approve purchase of two 2022 Police Interceptor Utility vehicles with additional listed expenses along with disposal of used Squads 513 and 514.

A motion was made by Alderman Almblade, seconded by Alderman Oakes to approve the bid from Kunes Ford in East Moline. Upon roll call the following voted in favor: Mulcahey, O'Brien, Oakes, Tapia, Rico, Toppert and Almblade. Motion carried.

ADJOURMENT:

A motion was made by Alderman Almblade, seconded by Alderman Oakes to adjourn the Committee-of-the-Whole meeting. Upon roll call the following voted in favor: Mulcahey, O'Brien, Oakes, Tapia, Rico, Toppert and Almblade. Motion carried. **7:24 p.m.**

Minutes taken and submitted

Wanda Roberts-Bontz, City Clerk