

**Committee of the Whole**  
**February 23, 2016**

Present: Mayor Vulich, Council Members Gassman, Seeley, McGraw, Determann, O'Neill, Connell, Allesee, City Administrator, City Attorney, City Clerk, Press and interested citizens.

1. Retirement Incentive Policy – Jessica Kinser

City Administrator advised the Council on a proposed City Policy on Incentive Payments for Retirement or Resignation of city employees. As requested by Councilmember O'Neill to provide the Council with a three and five year exposure and draw a line at the breaks; as well as the number of employees that would be impacted by the program ending in three or five years. Administrator Kinser stated there are 4 employees eligible to retire on March 1, 2019 at a total liability of \$108,500; additionally there are 8 other employees eligible to retire on March 1, 2021 at a total liability of \$238,500. This is assuming non-department head employees are making the election to retire at the date of reaching the rule of 88 or 85.

Councilmember O'Neill advised the Council this is not a movement to get rid of employees; there is no advantage to the City for them to retire early and lose their knowledge and expertise only to hire a younger employee that would need to be trained in that department.

M/S: O'Neill-Gassman moved to select Option No. 2 that states: It is the policy of the City of Clinton that public funds will not be expended to incentivize individuals to retire early or to resign from employment, except for the routine payout of accrued benefits as is already allowed in the City Personnel Manual, unless said funds are specifically authorized in an individual case by resolution of the City Council. This policy will not apply to persons eligible to retire prior to March 1, 2021, who are eligible for early retirement benefits allowed pursuant to Council Resolution No. 04-85 and to include the names of those eligible. On roll call, Gassman, McGraw, Determann, O'Neill, Allesee – Yes, Seeley – No. Motion carried.

2. Review of Subdivision Regulations – Jessica Kinser

City Administrator Jessica Kinser advised the Council the information requested at the February 9<sup>th</sup> Committee of the Whole meeting regarding the proposed change to the ordinance that would allow the Council to grant temporary or permanent exemptions from the installation of the sidewalks. She continued in stating the current definition of a sidewalk and the area that must be maintained in keeping with current ADA standards. She noted that while the Sidewalk Regulations ordinance can be amended to impose a requirement to install a sidewalk before a property ownership is transferred; the City does not have to be notified of the transfer of property prior to that transfer occurring. Kinser reminded the Council of section 97.030 that provides the Council the authority to order sidewalk repairs and specially assess these costs to the owners.

Councilmember O'Neill advised the Council that no exemptions should be made since sometimes sidewalks cannot be put in due to the settling of the land, or for reasons of ongoing construction or the weather. Councilmember O'Neill continued there needs to be a moratorium put in place regardless of development; a sidewalk needs to be put in place for the next person who comes along and wants to build. Mayor Vulich inquired regarding whether it was required of the Railport and the Airport to have sidewalks. Administrator Kinser replied yes, they should have had sidewalks. Mayor Vulich continued that some areas don't need a sidewalk.

Councilmember McGraw stated she would like to have the word permanent removed from the sidewalk ordinance. Mayor Vulich inquired regarding whether the Wild Rose Casino was required to put in sidewalks. City Engineer Jason Craft responded the Platt includes a drawing of sidewalks as buildings are put in place. A letter was sent to the Wild Rose Casino to inform them of the requirement of sidewalks by City Code, however Casino management refused. Councilmember O'Neill inquired if the letter could be sent to the current City Attorney and ask them to re-send the letter to the Casino.

M/S: Gassman – Connell moved to have the word 'permanent' removed from Chapter 97 of the Code of Ordinances, section 1 in the Sidewalk Regulations. On roll call, carried unanimously.

M/S: Gassman – O'Neill moved to move the Subdivision Regulations to set a public hearing date to the next City Council agenda. On roll call, carried unanimously.

3. Grant Opportunity for Boat House for Fire Boat – Chief Mike Brown

Fire Chief Mike Brown advised the Council of an opportunity to apply for federal grant funding for a port security projects coming up. Chief Brown continued he was encouraged to apply for funding for a floating facility in which to house the fire boat by a US Coast Guard representative for both security reasons and to protect the City's investment by keeping it out of the weather. Chief Brown noted the deadline for this is no later than 11:59 pm on April 25, 2016. The funding from this grant is 75% and hopes to cover the remaining costs through a match from a local industrial partner or use the in-kind option. The grant would allow 36 months to complete the project which would provide ample time to secure matching funds.

M/S: O'Neill – Connell moved to support the Fire Department in applying for the federal grant funds for a floating facility for the fire boat. On roll call, carried unanimously.

4. Contract for Planning Services with ECIA – Jessica Kinser

City Administrator Jessica Kinser proposed a plan to handle the planning through East Central Intergovernmental Association (ECIA) in order to move the zoning responsibilities to the current part-time planning specialist. She noted that ECIA was hired previously for some grant administration and may be able to do planning services such as writing plans, subdivision plats, zoning ordinance amendments, special exceptions and variances. The fee requested by ECIA for the FY 2017 budget is \$7,500 with the intent of supplying \$15,000 in services to the City. They are able to pay for 50% of the services through grants. By not requiring ECIA to come to the meetings would be a cost reduction and the City Administrator would provide reports to the Council.

M/S, Determann – O'Neill moved to forward the Contract for Planning Services with ECIA to the next City Council agenda. On roll call, carried unanimously.

5. FY 17 Engineering Budget – Anita Dalton/Jason Craft

Finance Director Anita Dalton advised the Council the addition of a part-time engineering technician position was overlooked during the budget planning. The position would be paid for from the Public Works/Engineering activity in the road use tax fund. Director Dalton noted the Engineering Department has experienced a heavier workload over the past few years and currently the staffing level is made up of full time personnel.

M/S, Determann – O’Neill move to hire a permanent part-time employee for the Engineering Department. On roll call, carried unanimously.

6. Review of Contingency Policy – Councilmember O’Neill

Councilmember O’Neill advised the Council regarding the current Resolution establishing the Contingency Account for the General Fund leaves out a section stating Council would get final approval. He continued there may be times when an emergency is needed but it still needs to be approved through the Finance Committee, then forwarded to the Council with recommendations. Councilmember Gassman stated that process can take days or weeks to get an approval and City Administrator needs to be able to make decisions during an emergency. Mayor Vulich reminded Council the City Administrator has \$40,000 spending limit without Council approval. City Administrator Jessica Kinser advised that when weather related issues arise, such as spending for overtime hours, the funding would come from the contingency fund.

M/S, O’Neill – Determann moved to amend the Contingency Policy to state any expenditure from the annual contingency appropriation must first be presented to the Finance Committee for approval and then forwarded to the City Council for final approval. On roll call, carried unanimously.

7. Mayor & Council Member Updates

Mayor Vulich advised that Clinton County Day at the Capital is Thursday, February 11, 2016.

Councilmember Determann advised the Quad City Chamber of Commerce will be going to Springfield and it would be nice if some Councilmembers could attend to support the Highway 30 project.

Councilmember Connell reminded the Councilmembers that Tuesday is Election Day and to please vote.

M/S, Determann-O’Neill moved to adjourn. All in favor.

Respectfully Submitted,

Teresa Lindstrom  
Deputy City Clerk