

15 January 2019 Minutes of the Regular and Committee of the Whole Meetings of the Silvis City Council held in Silvis City Hall, Council Chambers, 121 11th Street Silvis at 6:30pm.

1) Pledge of Allegiance:

Mayor Matt Carter called the 15 January 2019 Regular meeting of the Silvis City Council to order at 6:30pm and led the Silvis City Council in the Pledge of Allegiance.

2) Roll Call:

Mayor Matt Carter asked City Clerk Jim Nelson to call the Roll.

Members present: Tony Trulson, Larry York, Ian Pavelonis, Kathy Hall, Caryn Unsicker, Joshua Dyer, Bob Rockwell, Rick Lohse

Members absent: None

3) Proclamations: None

4) Guest Speaker: None

5) Public Comment: None

6) Consent Agenda:

Mayor Matt Carter asked City Clerk Jim Nelson to read the Consent Agenda dated Wednesday 15 January 2019. Clerk Nelson read the Consent Agenda dated Wednesday 15 January 2019. Mayor Carter asked if anything needed to be removed from the Consent Agenda dated Wednesday 15 January 2019.

Motion:

Alderman Tony Trulson made a motion to approve the Consent Agenda dated Wednesday January 2019. Motion was seconded by Alderwoman Kathy Hall.

Vote:

Members voting aye: Tony Trulson, Larry York, Ian Pavelonis, Kathy Hall, Caryn Unsicker, Joshua Dyer, Bob Rockwell, Rick Lohse.

Motion carried 8 ayes 0 nays 0 absent

7) *Items removed from the Consent Agenda: None*

8) *Special Non-Consent:*

A) Parks, Building & Grounds

Item 1) Letter of Intent with ESG

Alderman Josh Dyer noted that there was more information needed for this and will table this for a future meeting.

9) Attorney's Report: *None*

10) City Administrator's Report:

City Administrator Jim Grafton reported that he met with MEG and they need to set up a separate account for MEG because they need our assistance in handling Federal Drug Seizure monies seized by MEG agents in the Quad Cities. Chief Mark VanKlaveren said they are looking for a Fiduciary to handle the funds. They are their own government entity, but they cannot hold those funds because there was an Obama era decision on holding seizure funds. Chief said Rock Island County has done this with them in the past and now they are looking for someone else. Chief said we would hold the funds and would issue the checks to keep MEG running and these would just be Federal Funds. Clerk Nelson asked if this would require a motion to authorize the Mayor to sign the Fiduciary agreement letter. Mr. Grafton said he had turned the matter over to the Attorney. Attorney Nick Mason said he had reviewed the document. Mr. Grafton said stay tuned. Mr. Grafton then said the second item is about the grant to do a study on Illinois RTE 92 10 miles between IL RTE 5 through downtown Silvis, East Moline, Moline and Rock Island.

Regular Meeting (continued)

15 January 2019

10) City Administrator's Report: (continued)

Mr. Grafton noted that there is no theme on the grant so we interviewed 3 Engineering firms last Friday. Mr. Grafton said he was impressed with the work already from the firm that was selected. This will be a yearlong project and you will be hearing about this project in the near future. Mr. Grafton noted that Silvis is the entrance to the Quad Cities Area from IL RTE 5. Mr. Grafton noted that along the IL 92 corridor, the City of Silvis attracts the most traffic. Mr. Grafton noted that this is a Federal Grant. Mr. Grafton noted that it was not only tied in with traffic, but what are we doing with complete streets.

11) City Engineer's Report: None

12) City Treasurer's Report: None

13) City Clerk's Report:

City Clerk Jim Nelson noted that his new hire Holly Handel will start in the Clerk's Office.

14) Mayor's Report:

Mayor Matthew Carter said the most important thing he had to report on was the Silvis News.

15) Call for adjournment from the Regular Meeting of the Silvis City Council.

Mayor Matt Carter said if there was no more business to be brought before the 15 January 2019 Regular Meeting of the Silvis City Council he would entertain a motion to adjourn.

Motion:

Alderman Tony Trulson made a motion to adjourn from the 15 January 2019 Regular Meeting of the Silvis City Council. Motion was seconded by Alderman Larry York.

Vote:

Motion carried via voice vote.

The 15 January 2019 Regular Meeting of the Silvis City Council adjourned at 6:40pm.

Committee of the Whole Meeting

15 January 2018

16) Call Committee of the Whole to Order & Roll Call

Mayor Matt Carter called the 15 January 2019 Silvis City Council Committee of the Whole Meeting to order at 6:40pm and asked City Clerk Jim Nelson to call the Roll.

Roll Call

Members present: Tony Trulson, Larry York, Ian Pavelonis, Kathy Hall, Caryn Unsicker, Josh Dyer, Bob Rockwell, Rick Lohse.

Members absent: **None**

17) Public Comment: None

18) Agenda items for discussion:

A) Public Works

Item 1) Repairs needed for well 3.

Discussion;

Alderman Larry York discussed repairs needed for well #3 at a cost of \$34,525.00

Motion:

Alderman Larry York made a motion to place the repairs needed for well #3 at a cost of \$34,525.00 on the 5 February 2019 agenda for approval.

Motion seconded by Alderman Rick Lohse.

Committee of the Whole Meeting

15 January 2019

18) Agenda items for discussion:

A) Public Works

Item 1) Repairs needed for well 3 (*continued*)

Vote:

Members voting aye: Tony Trulson, Larry York, Ian Pavelonis, Kathy Hall, Caryn Unsicker, Joshua Dyer, Bob Rockwell, Rick Lohse.

Motion carried 8 ayes 0 nays 0 absent

B) Parks, Buildings, and Grounds

Item 1) McGehee Center Rental Policy

Discussion:

Alderman Josh Dyer discussed the revisions to the McGehee Center rental agreement and the revision to the McGehee Center Policies and Procedures. Alderman Rick Lohse asked Alderman Rick Lohse for a summary of the changes. (See attached exhibit A all changes are underlined and in italics).

Motion:

Alderman Josh Dyer made a motion to place a resolution to make revisions to the McGehee Center rental agreement, policies and procedures on the 5 February 2019 agenda approval.

Motion was seconded by Alderman Tony Trulson.

Vote:

Members voting aye: Tony Trulson, Larry York, Ian Pavelonis, Kathy Hall, Caryn Unsicker, Joshua Dyer, Bob Rockwell, Rick Lohse.

Motion carried 8 ayes 0 nays 0 absent

19) Staff Reports

A) Fire Department

Fire Chief John Winters reported that the Fire Department had their Blood Drive with 18 donors. Fire Chief Winters gave a report on the Firefighter that passed away in Clinton and the survivor.

B) Inspections:

Building Inspector Tom Lupinski gave a report on the progress at the Aldi remodel.

C) Police:

Police Chief Mark VanKlaveren reported that he had met with Civil Service and his hiring list was certified. The new Police Officer will be Ryan Stroyan. His start date is January 28th and he will leave for the academy in Decatur on the 3rd of February. Chief noted that we will swear in Ryan sometime during the Week of January 28th. Police Chief VanKlaveren gave a quick update with Officer John VanHyning informing Council that he is back to work doing administrative, non-enforcement duties and is doing well. Chief VanKlaveren informed Council that the investigation is still underway. When the integrity task force is done with their investigation then Chief VanKlaveren will release his investigation. Alderman Tony Trulson asked why the Street Department wasn't notified earlier about the slick conditions. Alderman Trulson asked if that is the Police Department that gives them the initial call. Chief VanKlaveren said that his officers are supposed to notify Jim to get the PW guys out and the Police made a judgment call.

Committee of the Whole Meeting

15 January 2019

19) Staff Reports (continued)

D) Public Works & Parks:

Public Works Director Jim Grafton said the issue on the Saturday call-out has been addressed. Mr. Grafton said that Saturday storm lasted 16 hours, the City went through about 160 tons of salt. Mr. Grafton noted that between the salt and overtime it was about a \$15,000 storm. Mr. Grafton noted that the Public Works guys have really worked hard and have had very few problems.

20) Comments from the Alderpersons:

Alderman Tony Trulson asked all to consider the Fire Department Trivia night on the 9th on the 16th the Library is going to have Bingo at the McGehee Center. Alderwoman Kathy Hall attended the SBA meeting and they thanked the City for the invitation for the ribbon cutting at Silvis Nails. Alderwoman Hall noted that the SBA is looking at an advertising package that will include several businesses with WQAD. Alderwoman Hall noted that if they choose someone other than WQAD she will let everyone know. Alderwoman Caryn Unsicker thanked City Clerk Jim Nelson for increasing the revenue received from interest on money in the bank. Alderwoman Unsicker also thanked Jim Grafton for all the work keeping the streets in the City of Silvis clean. Alderman Josh Dyer called a Joint PB&G meeting with Finance for Tuesday January 21st at 5:30pm to discuss a new camera system for City Hall, solar contract with Blue Sky solar and Simple Solar, the SolSmart designation and the letter of intent with ESG for a feasibility study. Alderman Dyer asked that Building Inspector Tom Lupinski attend a free solar webinar on solar permitting next Tuesday from 1:00pm until 2:30pm. Alderman Dyer said he would try to get inspector Lupinski more info on how to sign on to the webinar. Alderman Dyer said that alone will earn the City 10 points toward the 60 points needed for bronze designation. Alderman Dyer then said that there will be another designation for Fire and safety training for the firefighters at a solar storage site. Alderman Dyer told Chief Winters he would let him know the time and date when it becomes available. Mayor Matt Carter asked Alderman Dyer if he received the email about Smart City conference that is coming up in Rock Island through Bi-State Regional Commission. Alderman Bob Rockwell reminded everyone that the City had 4 grievances back in late October and our Attorney could not attend. Alderman Rockwell explained that after that the Union and the City sat down and tried reconcile the grievances. The combined effort came up with this resolution to the grievances and has been approved by the AFSCME E-Board. The problem was there was no direction in the contract for intradepartmental moves according to the contract for the first couple of years it would be a reduction in pay. Alderman Rockwell read the amendment to the contract by and between the City of Silvis and AFSCME 1234 that is in effect from 5/01/2018 through 4/30/2023 (Exhibit 2). Alderman Rockwell noted that the amendment to the contract will settle the grievances. Alderwoman Kathy Hall asked if there is a probationary period during the cross training. Clerk Nelson noted that is covered in Article 31 of the Collective Bargaining Agreement. Alderman Tony Trulson asked if this was an amendment to the contract or-- Alderman Rockwell interrupted and said this is an addendum to the contract and not a memorandum of understanding. Clerk Nelson said that the Council will vote on this addendum at the next Council meeting to authorize the negotiating team to sign the addendum.

Committee of the Whole Meeting

15 January 2019

21) Closed Session-None

22) Adjournment

Mayor Matt Carter asked for a motion to adjourn from the 15 January 2019 Committee of the Whole meeting of the Silvis City Council.

Motion:

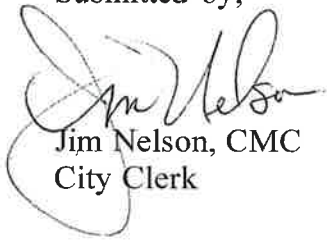
Alderman Caryn Unsicker made a motion to adjourn from the 15 January 2019 Silvis City Council Committee of the Whole meeting.

Motion was seconded by Alderman Joshua Dyer.

Motion carried via voice vote:

The 15 January 2019 Committee of the Whole meeting of the Silvis City Council adjourned at 7:10pm

Submitted by,



Jim Nelson, CMC
City Clerk

Dep Paid _____

Rent Paid _____

McGehee Center – Rental Contract Offer

Must Be a Silvis Resident

McGehee Center is located at Schadt Park, 1101 4th Avenue, Silvis, IL

_____ Number of Hours

Date of Rental _____

From _____ am/pm to _____ am/pm

Name:	Event:
Key alternate:	
Address:	Telephone:

The undersigned does hereby tender **CASH ONLY** payment of a damage/cancellation and/or cleanup deposit in the sum of **\$100** at the time of signing of this contract.

Remaining rental balance due _____ for \$ _____ (5 days prior to event)

Signature of Renter _____ Date _____

This Contract is accepted by **Jim Nelson, City Clerk** By _____

***Cancellation Policy: Notice of cancellation of reservation by renter must be received on or before 5 working days prior to planned rental, or deposit fee will be forfeited.**

***Key pick up as follows: Weekday events - day of rental. Weekend events - Friday before.**

Key pick up is at Silvis City Hall: 121 11th Street Monday-Friday 8:00 a.m. - 4:30 p.m.

**** A \$25 key deposit (CASH ONLY) will be collected at time of key pick up. _____ renter's initial**

***Picture ID is required to pick up keys.**

The key deposit and damage deposit will be refunded (via mailed check), within 2 weeks of rental

***Questions may be directed to the Silvis City Clerk's Office at (309) 792-9181**

I understand that the consumption or possession of alcohol is prohibited at the McGehee Center/Silvis Parks and that violation of this clause will result in the forfeit of \$100 deposit and ineligibility to rent center, indefinitely. Signature of Renter _____ Date _____

Exhibit 1



Office of the City Clerk
Jim Nelson, CMC

McGehee Center Policies and Procedures

- **Must be a Resident of Silvis to reserve and rent the McGehee Center**
- **Rental Rate is \$25 cash per hour-min. of 2 hours. If renter exceeds time contracted amount of \$25 per hour will be assessed to renter.**
- **Cancellation Policy: Notice of cancellation of reservation by renter must be received on or before 5 working days prior to the planned rental, or deposit fee will be forfeited.**
- **Damage Deposit: \$100 cash to secure date/time for facility**
****Current employees & current Elected Officials do not have to pay the damage deposit and it is understood if for any reason there is damage at the McGehee Center the amount will be deducted from their next paycheck.****
- **Key Deposit: \$25 cash will be collected at the time of key pick up.**
- **Location of Key pick up: Silvis City Hall 121 11th Street Monday – Friday 8:00am – 4:30pm.**
- **Key pick up as follows: Weekday event – day of rental. Weekend events-Friday before. Picture ID required for key pick up.**
- **Return Key: When event is over place key in the drop-box located near the East facing door on the North side of City Hall. Please return key immediately following your event.**
- **McGehee Center is an alcohol and drug free zone. Use of alcohol or drugs is prohibited in all Silvis Parks and Buildings. Any violation of this policy will result in a forfeit of the \$100 damage deposit and the renter will be ineligible to rent the McGehee Center indefinitely.**
- **All paid rentals may use:**
 - Refrigerator**
 - 42 cup coffee pot**
 - Microwave**
 - Chaffing pans**
 - 12 rectangular tables-2 round tables 75 chairs**
 - Garbage cans and liners are available and are provided**
 - Dish detergent is provided for your use**
- **The renter is responsible, if desired, for hiring a caterer at the renter's expense. It is recommended that if the renter hires a caterer, the caterer needs to be licensed and insured. For functions open to the Public the renter must obtain a temporary food license from Rock Island County Health Department.**

City of Silvis · 121 11th Street · Silvis, Illinois 61282
Phone: (309) 792-9181 · www.silvisil.org · Fax: (309) 792-9726
Jim Nelson, CMC · City Clerk · jnelson@silvisil.org

Exhibit 1

- The renter is responsible for caterer/family to expedite cleanup procedures posted at the facility. Ultimately, the renter is responsible.
- The renter is responsible for the cleaning of pans, coffeepot if used and putting away in the proper place. Microwave is to be wiped clean.
- The McGehee Center is not to be used for commercial or political activities.
- The City of Silvis assumes no liability for any accidents, damages, or other claims arising out of the rental use of the facility. The renter shall indemnify and hold harmless the City of Silvis for all claims for any accidents or damages arising out of the rental use of the facility.
- The City of Silvis shall not be responsible for stolen or lost articles belonging to the renter/caterer or family.
- The City of Silvis shall only provide the building for the permitted use of the facility subject to the restrictions and other rules set forth under the rental contract.
- The time allowed to the renter begins at the time reserved for the rental.

CLEAN UP

- All Clean up responsibility must be implemented in order to receive \$100 cash damage/cancellation deposit refund. A check off sheet will be provided to assure all clean-up responsibilities are outlined and completed before you leave the center.
- Garbage must be maintained throughout the function and placed in sealed bags outside kitchen door. At the end of the function garbage must be placed in containers provided. Bags must be tied and new bags placed in each garbage container. Can liners will be provided throughout your rental.
- Tables must be cleared and wiped clean.
- All decorations must be removed at the end of your event.
- Anything used in the kitchen must be washed, dried, and put back in its place. Countertops must be wiped off.
- Clean up and or damage deposit refund be at the absolute discretion of the City of Silvis.

RESTRICTIONS

- No Alcoholic beverage of any kind is allowed to be brought into the facility.
- No smoking in the building.
- No uncooked rice or bird seed allowed inside the building.
- NO TAPE ON WALLS. This will be grounds for forfeiting deposit if it is found to have been used during your rental. No staples, nails, or tacks will be allowed to put up decorations.
- Helium balloons are acceptable, but need to be properly disposed of.
- No Confetti.
- No skateboards, rollerblades are allowed.
- Must be 21 to rent McGehee Center.

Exhibit 2

APPENDIX E WAGES 5/1/2018 – 4/30/2023

CITY CLERK'S OFFICE CLERK LABOR GRADE PAY SCALE

	5/1/2018	5/1/2019	5/1/2020	5/1/2021	5/1/2022
	2.75%	2.75%	2.5%	2.5%	3.5%
C/S	\$19.07	\$19.59	\$20.08	\$20.58	\$21.30
C/1	\$20.40	\$20.96	\$21.48	\$22.02	\$22.79
C/2	\$21.57	\$22.16	\$22.71	\$23.28	\$24.09
C/3	\$22.00	\$22.61	\$23.18	\$23.76	\$24.59
C/4	\$22.41	\$23.03	\$23.61	\$24.20	\$25.05
C/5	\$22.87	\$23.50	\$24.09	\$24.69	\$25.55
C/6	\$23.17	\$23.81	\$24.41	\$25.02	\$25.90
C/7	\$23.71	\$24.36	\$24.97	\$25.59	\$26.49
C/8	\$24.52	\$25.19	\$25.82	\$26.47	\$27.39
C/9	\$25.33	\$26.03	\$26.68	\$27.35	\$28.31
C/10	\$26.14	\$26.86	\$27.53	\$28.22	\$29.21

*Effective May 1, 2018 all employees shall receive a 2.75% (two and three quarter percent) wage increase, 2.75% (two and three quarter percent) Effective May 1, 2019, 2.5% (two and one half percent) Effective May 1, 2020, 2.5% (two and one half percent Effective May 1, 2021, and 3.5% (three and one half percent) Effective May 1, 2022. (See attached wage schedule.)

The following agreed stipulations shall govern the Billing Clerk, Accountant's Assistant/Secretary, Water/Sewer Secretary and any other clerk positions in the Clerk's Office.

Performance of Duties, Cross-Training or Assignment of Other Duties

The Billing Clerk, Accountant's Assistant/Secretary, Water/Sewer Secretary or other clerk position in the Clerk's Office may be required to cross-train or perform duties of other clerk positions in the Clerk's Office at the direction of the City Clerk. If an employee in a clerk position in the Clerk's Office performs any duties of another clerk position in the Clerk's Office

Exhibit 2

or is assigned to cross-train, the employee shall continue to be paid at his/her then current hourly rate (with no wage change) received prior to the performance of additional duties (the duties of the other Clerk's Office position) or cross-training, pursuant to the ***City Clerk's Office Clerk Labor Grade Pay Scale***. These employees are not entitled to out-of-class pay or an increase in compensation for the performance of any duties of another clerk position in the Clerk's Office or completion of cross-training.

Designation of Labor Grade Upon Hire into Clerk's Office

Internal Transfer within Clerk's Office

1. If an employee working in the City Clerk's Office bids on a job opening in the City Clerk's Office, said employee shall have all rights as established by Article 31 of this Agreement.
2. If an employee working in the City Clerk's Office bids on a job opening in the City Clerk's Office and is awarded the job consistent with Article 31 of this Agreement, said employee shall continue to be paid the same hourly rate of pay made in the previous position, pursuant to the ***City Clerk's Office Clerk Labor Grade Pay Scale***, when starting in the new position awarded, subject to any increases otherwise required herein. Said employee's "Department Seniority," as defined by Article Fifteen, shall be based on his/her continued service within the City Clerk's Office. The employee's anniversary date shall remain the same based on the date of hire in the Clerk's office.
3. If an employee working in the City Clerk's Office bids on a job opening in the City Clerk's Office and is awarded the job consistent with Article 31 of this Agreement, said employee's hourly wage to be paid pursuant to the ***City Clerk's Office Clerk Labor Grade Pay Scale*** shall be set pursuant to subsection (2) above and shall not result in any reduction in pay.

External Transfer within City

4. If an employee working for the City outside of the Clerk's Office bids on a job opening in the City Clerk's Office, said employee shall have all rights as established by Article 31 of this Agreement.
5. If an employee working for the City outside of the Clerk's Office bids on a job opening in the City Clerk's Office and is awarded the job consistent with Article 31 of this Agreement, said employee shall be designated at the Labor Grade C/2 and paid the applicable C/2 rate pursuant to the ***City Clerk's Office Clerk Labor Grade Pay Scale*** upon hire into the new position awarded.
6. If an employee working for the City outside of the Clerk's Office bids on a job opening in the City Clerk's Office and is awarded the job consistent with Article 31 of this

Exhibit 2

Agreement, said employee's anniversary date shall be based on his/her start date in the new position awarded.

External Candidates (Non-City Employees)

7. If an external candidate (defined as an individual who does not work for the City in any department) bids on a job opening in the City Clerk's Office and is awarded the job, said employee shall be designated at the Labor Grade C/S and paid the applicable C/S rate pursuant to the *City Clerk's Office Clerk Labor Grade Pay Scale* upon hire into the new position awarded.

