

City of LeClaire, Iowa
Committee of the Whole Meeting Minutes
Monday, May 3, 2021 – 6:25 p.m.
Council Chambers
325 Wisconsin St
LeClaire, IA

Mayor: _____ Ball: _____ Blair: _____
Gerard: _____ Gravert: _____ Long: _____
Salvador: _____ Laserfiche: _____

Mayor Ray Allen called the City Council Meeting to order at 6:25 p.m. in the City Hall Council Chambers, 325 Wisconsin Street. Present: Council Members Amy Blair, Dennis Gerard (Electronic), Barry Long and Ryan Salvador, City Administrator Chris Ball, City Clerk Tracy Northcutt, Police Chief Shane Themas, Library Director Ellen Miller and City Engineer Leo Foley. Absent: Council Member Sara Gravert.

Discussion Items:

- A. Council Liaison Update: None
- B. Board of Adjustment Member Consideration
Chris Ball, City Administrator, stated that the BOA submitted Debbie Smith and Don Cordt as the Board's selection for membership. Linda Kamp, 833 Canal Shore Dr SW, and member of BOA, submitted the attached documentation regarding the selection process. Council Member Salvador expressed concern over the process for selection and the type of questions asked of the candidates. Bill Gillespie, 1430 Davenport, President of BOA, invited members of the public and the Council to attend meetings. Mayor Allen thanked the Board for its efforts and stated the appointments would appear on the City Council Agenda on May 17, 2021 to be voted upon.
- C. Bealer Development Review
Chris Ball, City Administrator, stated that plans are underway for the development of 179 lots in four stages between 2021-2024. Bonnie Musal, property owner, stated that the Bealer Family has extensive development experience in the Quad Cities. Donald Chapman, 1620 Wisconsin St, expressed concerns about drainage on the development site. Leo Foley, City Engineer, explained that due diligence will be conducted and proper storm water drainage will be addressed.
- D. City Administrator Report
Chris Ball, City Administrator, gave an overview of the following items:
 - 1. Multi Factor Authentication and Email Phishing Training will be implemented by RKDixon in the next week.
 - 2. Earthworks has begun groundwork for Huckleberry Park for the Pickleball Project.
 - 3. Fire Department will reopen the Community Room at the Fire Station after implementing the same procedures as the Rec Center.
 - 4. Speed Camera Revenue has not been received yet.
 - 5. Continued Sewer Pump repair and replacement will be ongoing.

Adjournment

Moved by Salvador, seconded by Blair, to adjourn at 7:18 p.m. Motion carried unanimously on voice vote.

Attest:

Ray C. Allen, Mayor

Tracy A. Northcutt, City Clerk

BOA CANDIDATE RECOMMENDATION PROCESS

The Board of Adjustment recruits and selects applicants for vacant positions on the Board in accordance with Iowa Code Section 414.8, Le Claire Zoning Ordinance III.3.1, and Article III of the Rules of Procedure for the Board of Adjustment. The latter document incorporates the requirements of the state and the City and provides specific means for doing the work of the Board, including a process for recruiting and selecting new members to recommend for appointment by the Council. Basically, this is how the process is carried out:

1. When a position becomes vacant, notice calling for applicants is posted in several public places and on the City website by staff. Gender requirements are specified. The Council is also to be notified that applicants are needed, and are encouraged to publicize the vacancy(s).
2. Applications are forwarded as they arrive to Board and Council members. Eligibility (age and residence) is confirmed.
3. When sufficient applications are received The Board schedules a meeting to interview and select candidates for recommendation to the Council.
4. During the interview Board members question all candidates to determine which of the applicants seem most able to meet the needs of the Board and the position. Examples of some of the questions frequently asked include:
 - Are you available/would you plan to be available for Thursday evenings meetings?
 - Are you willing and able to read/research and share information with your colleagues on the Board?
 - What is your occupation (does it have the potential for frequent conflicts of interest? (indicate special knowledge or skills?))
 - Do you have difficulty saying “No” when a situation demands it, even if the person making the request is a friend or neighbor?
 - Do you feel you can make a five year commitment?

- You have an indicated willingness to serve on any City Board or Commission. Do you have a preference?

These and other questions help the board in appraising an applicant's willingness and ability to fulfill the duties of a member, and they also help the applicant learn a bit more about the work for which they are volunteering.

Following the completion of all interviews the Board discusses its own needs and compares them with the qualities perceived among the applicants. At this juncture, Board members were concerned about the loss of experienced Board members, as in addition to one whose term expired in March, two other long-time member's terms will expire in the next two years. While the Board generally seems to prefer to recruit younger members, one applicant who was considered younger was understandably unable to be present for an interview and thus could not be considered, in fairness to other applicants. Another younger candidate seemed better suited for a position on P&Z. Moreover, the Board is down to three members: All must be present in order to conduct any business, so a delay in appointments seemed inadvisable, especially since one member has family health problems and may be unable to participate fully for the next couple of months.

In the final analysis, the Boards' recommendation represents an attempt to balance our needs for continuity by recommending Deb Smith for reappointment to a second 5 year term, and Don Cordts for the shorter, 2 years of an unexpired term, while encouraging the remaining younger applicants (Brittany Taylor, Michael Dominico, and Zane Neilsen) to reapply for the next two openings. Taylor and Dominico indicated at the meeting that they would do so. Neilsen contacted me later and indicated that he would also reapply next March for the 5 year term beginning then.

This result is very desirable as it puts the Board in a position, within the next two years, of being able to nominate two younger candidates to fill seats which they could occupy for 10 years, providing the desired continuity. The Board is therefore pleased to recommend Deb Smith for a second 5 year term and Don Cordts to the remainder of the unexpired term of Mindy Swank. Likewise, we urge you all to begin now to encourage individuals who might be interested to apply for future positions. Applications are kept on file for future reference.

Thank you for your kind attention.