



City of Collinsville

125 S. Center Street
Collinsville, IL 62234

Minutes - Draft

City Council

Councilman Nancy Moss

Councilman Jeff Kypta

Councilman Jeff Stehman

Councilman Cheryl Brombolich

Mayor John Miller

City Manager Mitch Bair

Corporate Counsel Steve Giacoletto

City Clerk Kim Wasser

Monday, August 22, 2016

7:30 PM

Council Chambers

A. CALL MEETING TO ORDER

Mayor Miller called the meeting to order at 7:30 p.m.

B. ROLL CALL

Also present were City Manager Mitch Bair, Corporate Counsel Steve Giacoletto, and City Clerk Kim Wasser.

Present: 5 - Councilman Jeff Kypta, Councilman Jeff Stehman, Councilman Cheryl Brombolich, Councilman Nancy Moss, and Mayor John Miller

Absent: 0

C. INVOCATION

Delivered by Pastor Jeff Young of the First United Presbyterian Church.

D. PLEDGE OF ALLEGIANCE

Recited.

E. PROCLAMATIONS/RECOGNITION/PRESENTATIONS

1. Presentation of the August 2016 Yard of the Month Award to Janet Boerm

Attachments: [Agenda Item Report](#)

Mayor Miller presented Janet Boerm with the August 2016 Yard of the Month plaque.

2. Presentation of Historic Landmark Certificate (Collinsville Memorial Library, 408 W. Main)

Mayor Miller and Historic Preservation Commission member Lois Metzger presented the Historic Landmark Certificate, plaque and history booklet regarding the Collinsville Memorial Library, 408 W. Main, to Tom Wells and Vicky Hart.

3. Presentation of Historic Landmark Certificate (Blum House, 414 W. Main)

Mayor Miller gave a brief history of the Blum House. He and Lois Metzger presented the Historic Landmark Certificate, plaque and history booklet regarding the Blum House, 414 W. Main, to Tom Wells and Vicky Hart.

F. BUSINESS PRIOR TO PUBLIC INPUT

G. SPEAKERS FROM THE FLOOR

Rob Dorman indicated the agenda was not taped to the door of the Council Chambers. He mentioned a new bulletin board that was installed at City Hall. He spoke of a hearing that was held but not video taped. He inquired if the City could increase the number of Councilmembers by passing an ordinance. He also spoke of the C3 event and thanked the various departments for their presentations. He spoke of the minutes.

Robert Thiel inquired of a calendar of schedule for mosquito spraying. He also inquired of a map that outlines all the TIF and Business Districts. He spoke of the sales tax in Collinsville. He indicated he is opposed to the new water treatment plant location but heard positive things at the Strategic Session. He talked of school kids playing in the area.

Joe Ashmann inquired of the new Walmart receiving tax incentives. He mentioned the lack of dialogue. He inquired as to an update of the new water treatment plant. He inquired of C.A.R.D. and the parks. He spoke of revising public input to allow for dialogue. He spoke of Bud Blum, who owned the Blum House.

Mary Drumm mentioned the new bulletin board installed outside of City Hall. She also mentioned the need of an LED sign. She spoke of restricting the use of city owned vehicles and credit cards. She indicated she was not able to attend the hearing. She spoke of the Street Department correcting an issue near her home.

H. COMMENTS & ANNOUNCEMENTS - MAYOR

Mayor Miller spoke of the back to school C3 event and thanked Donna Green for chairing the event. He reminded the public to be mindful of children walking to and from bus stops.

I. COMMENTS & ANNOUNCEMENTS - COUNCIL MEMBERS

Councilman Stehman proposed for the Council to consider structuring meetings to allow for more discussion prior to voting on items. He suggested having a workshop type of meeting prior to or discussion within the regular meeting.

Councilman Moss indicated many of Mr. Ashmann's questions regarding an update on the water treatment plant were answered at the Strategic Session which the video will be available on the City's website. Public Works Director Kress indicated he and the Finance Director recently prepared financial documents for the EPA regarding the new water treatment plant. He indicated that all the funds accumulated from the water rate increase that was implemented in January 2014 is intact along with 20% in reserves.

Councilman Kypta mentioned he has seen grass clipping in the street which may stop up the storm sewers. He reminded the public to blow the clipping back into their yards.

Councilman Brombolich clarified that the new Walmart Neighborhood Market did not request incentives and City Manager Bair confirmed. It was also discussed that they will be located in the Northeast Business District. She also clarified that the Walmart in Collinsville Crossings did not receive incentives either. She indicated it was slated to be in a TIF district but a business district was established instead which explains the 1% tax. She spoke of Kohl's being in a business district. She reiterated what Councilman Moss said regarding the Strategic Session. She mentioned the park district and people receiving information prior to the public. She indicated "other people" may be those who serve on a board or commission as they are required to review the issues for public hearings or recommendation to the Council. Those meetings are advertised and agendas are posted. City Manager has a blog on the City's website with upcoming projects and updates. Some items are discussed in closed sessions and should remain confidential for various reasons.

J. COMMENTS & ANNOUNCEMENTS - CITY STAFF

K. CONSENT AGENDA

1. Motion to Approve Payment of Bills for the Period Ending August 12, 2016 in the Amount of \$744,667.46

Attachments: [Agenda Item Report](#)
 [Board List 07-01-16](#)
 [Board List 08-05-16](#)
 [Board List 08-12-16](#)

2. Motion to Approve Payroll for the Period Ending July 29, 2016 in the Amount of \$495,847.33

Attachments: [Agenda Item Report](#)
 [Board List 07-29-16](#)

3. Motion to Approve Minutes of the July 25, 2016 Strategic Session and Regular Meeting

Attachments: [Agenda Item Report](#)
[072516StrategicSession.pdf](#)
[072516RegMtg.pdf](#)

4. Ordinance Providing for the Appointment of a Zoning Hearing Officer for the City of Collinsville

Attachments: [Agenda Item Report](#)
[Ordinance](#)

5. Resolution Requesting Permission from Illinois Department of Transportation to Close Street For Veteran's Day Parade

Attachments: [Agenda Item Report](#)
[Resolution](#)

Mayor Miller asked if the Council wished to pull any items prior to a Motion. No items were pulled. A motion was made by Councilman Kypta, seconded by Councilman Moss, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, and Miller

Nay: 0

Absent: 0

Abstain: 0

L. NEW BUSINESS

1. Ordinance Authorizing Contract with Coe Equipment, Inc. in the Amount of \$84,539 for the Purchase of Multi Conductor TV Inspection System for the Wastewater Lines Department (sewer main inspection camera system), Project # EQP-599-16.

Attachments: [Agenda Item Report](#)
[Ordinance](#)
[Coe Proposal](#)

Public Works Director Dennis Kress indicated 3 bids were received and opened on June 13 for the purchase of a sewer main inspection camera system which will be mounted on a City truck chassis. It will replace the existing camera system was purchased in 1995 and mounted on a 1995 GMC van. The existing system was upgraded in 2006. Proposal includes: sewer camera capable of tilt, zoom and pan, transporter cradle for inspecting 6" to 24" pipes, 1000 feet of video cables, heavy duty cable reel, remote handheld controller, DVR recording station with GIS capabilities, 19" monitor, work station with camera controls and storage, generator, roof top A/C unit and associated equipment. Equipment will be mounted in a cargo box and affixed to a City supplied truck chassis. The 1995

GMC van and equipment will be traded.

Bids received:

Coe Equipment, Inc. - \$99,539 with \$15,000 trade-in allowance
EJ Equipment, Inc. - \$145,130 with \$10,000 trade-in allowance
Key Equipment and Supply, Inc. - \$119,719 with \$5,000 trade-in allowance

He explained replacement is necessary due to the overwhelming costs of maintenance on the equipment and numerous hours of idle time on the vehicle. This purchase was included in the 2016 Enterprise Capital Equipment Plan. He further advised the camera and chassis proposals were below budget. A discussion was had regarding the purchase of an extended warranty and the manufacturer's updates.

Councilman Brombolich asked Director Kress to explain what the equipment is used for. He explained that this is a camera system that allows them to inspect the sewer lines for problems, as well as stormwater drainage pipes.

A motion was made by Councilman Brombolich, seconded by Councilman Stehman to approve. The motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, and Miller

Nay: 0

Absent: 0

Abstain: 0

2. Ordinance Authorizing Contract with Landmark Ford in the Amount of \$25,679 for the Purchase of 2017 Ford E-450 Chassis for the Wastewater Lines Department (sewer main inspection equipment), Project # EQP-616-16

Attachments: [Agenda Item Report](#)
[Ordinance](#)

Director Kress advised 3 bids were received and opened on August 8 for the purchase of a 2017 Ford E-450 truck chassis to be equipped with the newly purchased sewer main inspection equipment.

Bids received:

Landmark Ford - \$25,679
Jack Schmitt Ford - \$26,539.16
Broadway Ford - \$27,709.16

This purchase was included in the 2016 Enterprise Fund Capital Plan.

Councilman Brombolich inquired if Landmark holds the state bid and Director Kress advised a state bid does not exist on a chassis. He also confirmed that according to our policy the City has to accept the lowest qualified bid which is not always a local dealer.

A motion was made by Councilman Brombolich, seconded by Councilman Moss to approve. The motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, and Miller

Nay: 0

Absent: 0

Abstain: 0

3. Resolution Giving Final Plat Approval to Subdivision Under Collinsville Subdivision Control Ordinance Being a Subdivision of the North Half of Section 29, Township 3 North, Range 8 West, of the Third Principal Meridian, Madison County, Illinois (Compton Commercial Subdivision)

Attachments: [Agenda Item Report](#)
[Resolution](#)
[Final Plat](#)

City Manager Bair advised this resolution would give final plat approval to Compton Commercial Subdivision. It meets all the requirements of the Collinsville Subdivision Control Ordinance. He indicated this is the Jimmy John's property on Rt. 157. Staff recommends approval.

A motion was made by Councilman Stehman, seconded by Councilman Kypta to approve. The motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, and Miller

Nay: 0

Absent: 0

Abstain: 0

4. Resolution Giving Final Plat Approval to Subdivision Under Collinsville Subdivision Control Ordinance Being Part of the the Subdivision of the Northeast Quarter of the Southeast Quarter of Section 21, Township 3 North, Range 8 West, of the Third Principal Meridian, Madison County, Illinois, (A Resubdivision of Lot 3 of Keebler Crossing and Lots 1 & 2 of Lefebure Acres Allaband Subdivision)

Attachments: [Agenda Item Report](#)
[Resolution](#)
[Final Plat](#)

City Manager Bair advised this final plat is for the Walmart Neighborhood Market, former Kmart site. The plat was reviewed by staff and meets all of the requirements of the Collinsville Subdivision and Land Control ordinance. Staff recommends approval.

A motion was made by Councilman Moss, seconded by Councilman Brombolich to approve. The motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, and Miller

Nay: 0

Absent: 0

Abstain: 0

5. Ordinance Authorizing the Sale of Personal Property Owned by the City

Attachments: [Agenda Item Report](#)
[Ordinance](#)
[Exhibit A - List of Auction Items](#)

Overview by Clerk Wasser, who advised the City will be hosting an auction consisting of former police evidence items that have been released to the City along with various City owned vehicles that are no longer necessary or useful to the City. The last auction was in 2010 so the City has an abundance of items. The list of items are available in the agenda packet as well as will be advertised in the newspaper and on the City's website. The auction will be held on Saturday, September 17 at 1101 Beltline Rd., former Kmart parking lot.

City Manager Bair spoke of the items to be in the auction and mentioned the pews that were formerly in the courtroom at City Hall. These pews originally came from S.S. Peter and Paul Church.

A motion was made by Councilman Kypta, seconded by Councilman Stehman to approve. The motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, and Miller

Nay: 0

Absent: 0

Abstain: 0

M. OLD BUSINESS

1. Motion to Approve Minutes of the July 11, 2016 Strategic Session and Regular Meeting

Attachments: [Agenda Item Report](#)
[071116StrategicSession.pdf](#)
[071116RevisedRegMtg.pdf](#)

Motion was made by Councilman Kypta, seconded by Councilman Moss to remove item from being tabled. Motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, Miller

Nay: 0

Absent: 0

Abstain: 0

Overview by City Clerk Wasser indicated the minutes should described the events that took place during the meeting, who was in attendance, general statement of the issues considered by the participants and decisions. Minutes should not be viewed as a transcript but rather a summary of the meeting and decisions made. She spoke of her continuous education regarding City Clerk responsibilities and mentioned Robert's Rules pertaining to minutes which indicates minutes should record what was done at the meeting, not necessary what was said by the members.

Councilman Stehman spoke of being consistent. He asked Clerk Wasser to provide an outline of how minutes are prepared and she confirmed. City Manager Bair indicated the minutes should be recorded in an consistent manner with the boards and commissions, as well.

City Manager Bair confirmed that the minutes have been amended. Clerk Wasser indicated they were amended and available for review in the agenda packet.

Councilman Brombolich spoke of Robert's Rules and the municipal clerk certification process. She indicated Clerk Wasser has shown consistency in the minutes since her appointment. She spoke of the example being set by amending minutes prepared by trained personnel to do so.

A motion was made by Councilman Moss, seconded by Councilman Kypta to approve. The motion carried by the following vote:

Aye: 4 - Kypta, Stehman, Moss, and Miller

Nay: 1 - Brombolich

Absent: 0

Abstain: 0

N. CLOSED SESSION

Mayor Miller announced a closed session for discussion in accordance with 5 ILCS 120/2(c):

5. The purchase or lease of real property.
6. The setting of a price for sale or lease of property.
11. Pending or Threatened or Imminent Litigation.

A motion was made by Councilman Brombolich, seconded by Councilman Moss to approve. The motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, and Miller

Nay: 0

Absent: 0

Abstain: 0

O. ANNOUNCEMENTS

P. ADJOURNMENT

A motion was made by Councilman Kypta, seconded by Councilman Moss to adjourn at 8:30 p.m. The motion carried by the following vote:

Aye: 5 - Kypta, Stehman, Brombolich, Moss, and Miller

Nay: 0

Absent: 0

Abstain: 0

ADDRESSING THE COUNCIL DURING SPEAKERS FROM THE FLOOR

Below are the rules for input during City Council meetings as set out in Ordinance No. 4765 entitled “Ordinance Governing Speakers From the Floor During Meetings of the City Council and the Commission, Boards, and Sub-Bodies of Collinsville, Illinois”. Speakers may address the Council during the time designated as Speakers From the Floor on the agenda.

RULE 1: Speakers shall be allowed only during “Speakers from the Floor,” or at any other time if requested by a member of the City Council.

RULE 2: Input must relate to a matter under the authority of the City of Collinsville.

RULE 3: Upon request by the meeting Chairman for speakers from the floor, a prospective speaker shall express the desire to speak, be recognized by the meeting Chairman, approach the designated podium, and state their name and general subject matter to which they will address the City Council.

RULE 4: After establishing their identity, prospective speakers shall immediately address only the City Council.

RULE 5: Each speaker is limited to four (4) minutes to address the City Council. No extensions will be granted and no time shall be compensated to the speaker resulting from interruptions by or discussion with the City Council, City Manager, or any other City officer or employee.

RULE 6: Speakers shall address only the City Council collectively or its members individually. Speakers shall speak to issues and shall refrain from personal attacks on City appointed officials and employees. Speakers may not address issues related to pending litigation in which the City or its subsidiary bodies, officers, agents, employees, boards or commissions is a party.

RULE 7: Speakers shall not be permitted to advertise, solicit, request, urge, summon, or cajole the City Council or the general public, except as otherwise provided for herein, with regard to any products, goods, services, information, gains, losses, advantages, consequences, or any other similar matter, notwithstanding that there may or may not be any pecuniary, monetary, financial or property gain, loss, or benefit to the speaker or any other person or entity.

RULE 8: Speakers shall act and speak with decorum and conform to conventional social manners in speech, writing, dress, and behavior. The audience shall refrain from conduct that disrupts the meeting in any way such as clapping, booing, loud talking or outbursts. A speaker may be immediately terminated at the meeting Chairman’s discretion.

RULE 9: Determination of breaches of this Ordinance shall be made by the meeting Chairman. The meeting Chairman customarily will warn the speaker or members of the audience of inappropriate behavior through one warning use of the gavel. Subsequent inappropriate behavior shall result in the immediate removal of the responsible parties at the discretion of the meeting Chairman.