



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, March 27, 2017

7:00 PM

Council Chambers

A. CALL MEETING TO ORDER

Mayor Miller called the meeting to order at 7:00 pm.

B. ROLL CALL

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

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

Absent: 0

C. INVOCATION

Delivered by Pastor Dale Barnhurst of Seventh-Day Adventist.

D. PLEDGE OF ALLEGIANCE

Recited.

E. PROCLAMATIONS/RECOGNITION/PRESENTATIONS

Mayor Miller presented Collin Fenton and Jared Grzywacz with a Certificate of Appreciation for their heroic actions taken on March 3, 2017 when they rescued an elderly woman from a house fire.

Fire Chief Kevin Edmond thanked Mr. Fenton and Mr. Grzywacz for their efforts and the prevention of a loss of life situation.

F. BUSINESS PRIOR TO PUBLIC INPUT

1. Ordinance Amending the Collinsville Municipal Code, Title 17, Zoning

Attachments: [Agenda Item Report](#)
 [Ordinance](#)
 [Staff Report](#)
 [Draft Minutes](#)

Overview by Community Development Director David Bookless advised this amendment will address uses that are sometime considered contentions such as buy-here/pay-here type car lots, tobacco stores and gold buyers. These uses are all permitted under current language in the Zoning Ordinance. Planning Commission is recommending that these uses fall under the requirements of a Special Use Permit process. He displayed pictures and described some examples of businesses that would required to following the Special Use Permit.

Planning Commission is proposing the following amendments to the Zoning Ordinance:

1. Minimum 2.5 acres required for automobile sales lot.
2. Establishing clear language for electronic cigarette stores and/or tobacco stores that specifies paraphernalia identified as drug paraphernalia by the Police is prohibited. Also indicates a Special Use Permit could be revoked if such items are introduced for sale at a later date.
3. Clarification given as to what a gold buyer is.

He further explained that a Special Use Permit allows for an additional review by the Planning Commission of the proposed business at a given location as well as Council review. If denied by the Planning Commission, the applicant has the right to appeal before the City Council.

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

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

Nay: 0

Absent: 0

Abstain: 0

G. COUNCIL DISCUSSION

1. Utility Tax Rebate Demonstration

Finance Director introduced Azavar Technologies representatives, Nick Chivers and Scott Shamberg. Mr. Chivers gave the demonstration of the Utility Tax Rebate process for qualifying individuals utilizing the prepared application. He explained the application portal will be available on the City's website as a link. The applicant will first need to create an account to which an email confirmation will be sent to the applicant. Once logged in, they can access the Available Rebates tab and begin a claim. An informational button is available to explain qualification requirements for seniors, low income and disabled. The Claim process consists of 5 steps:

Upload 2 forms of identification. There is an option to take a picture of their identification paperwork with their mobile device.

- Select the appropriate eligibility group - Senior, Low Income or Disabled
- Upload monthly utility bills
- Enter mailing address
- Verify information before submitting

A support phone number and email address available for the applicant. He also explained the Claim History tab available to the applicant.

Mr. Chivers further explained the municipal side of the application process which shows the status of the rebate claims. Azavar will review the claims and update them as accepted or rejected. If accepted, the claim will be exported to the Finance Dept. authorizing the rebate amount. If rejected, notification will be given to the applicant with an explanation under the My Claims tab.

Councilman Stehman inquired as to who will administer program. City Manager Bair clarified his question and explained that the Finance Department will administer rebate checks. He further explained that City employees will assist anyone needing help with the rebate process. iPads are available at the front counter of City Hall and various workshops may be held at the Senior Center and Library for those needing assistance. The Shuttle Bus will be used to transport qualifying individuals to the various locations.

Councilman Moss inquired of the workshop opportunities. City Manager Bair clarified that City employees will be onsite to help applicants submit their claim on City iPads. She indicated the process may be cumbersome for some.

Councilman Brombolich inquired of the compatibility of the rebate software to that of the City's existing accounting software to which Director Ammann confirmed compatibility.

Councilman Moss inquired of potential security issues with confidential information. Director Ammann explained that staff will not take and keep paper documents from the applicant but assist them in the application process only. The applicant will take screen shots of their supporting documents and download them to the claim form. City Manager Bair explained all information will be purged from the iPad once claims are submitted.

Mayor Miller asked if Azavar was going to have a flyer listing requested documents and are people needing assistance going to make appointments for City employee assistance. Director Ammann explained that the system was designed to be automated so that they (rebate applicant) could easily file for the rebate but City staff will be available for assistance, if requested.

Director Ammann explained that applicants have the entire months of April and May to submit a claim and Wednesdays and Thursdays are typically less busy in the Finance Dept. She also indicated this information was listed on the water bills.

Mr. Shamberg explained that the first year may be somewhat time consuming but process will be much easier for following years. Councilman Moss inquired of provisions for just submitting bills for

coming years since an account had already been established. Mr. Chivers indicated they will be taking note of suggestions or possible improvements to the application to streamline the process.

Councilman Brombolich indicated that similar information and supporting documents are requested by our Finance Dept. to create water bill account already and Director Ammann confirmed. She further indicated that most identification, with the exception of the 1040 form to prove low income status, will not have social security numbers listed.

H. SPEAKERS FROM THE FLOOR

Pat Adams indicated that many seniors do not access to a computer and that the program may be frustrating for some. She explained she is leery of downloading confidential information on the computer systems.

Paul Drumm indicated his property assessment value increased. He inquired of Mayor Miller's property tax value. He further indicated that Mayor Miller should not have the right to vote on issues that do not pertain to him. He expressed his opinion that TIF is wrong.

Aaron Wright spoke of the candidates forum held at the Gateway Center and mentioned the use of City resources. He indicated the rebate process is cumbersome and the collection process seems easy.

Paul Drumm spoke up from the back of the room regarding the use of credit cards. Mayor Miller advised him that he already had his opportunity to speak and that he was out of order once he (Drumm) continued to speak from the gallery.

Mary Drumm indicated the rebate process may be difficult for some seniors and disabled persons. She mentioned the street sweeper made several passes on her street during the rain. She inquired of the whereabouts of City vehicles during the weekend. She expressed disappointment regarding the cancellation of the last City Council meeting. She mentioned a Belleville News Democrat article. She inquired of the use of City resources for the candidates forum.

Paul Drumm spoke out again from the back of the room announcing his candidacy for Mayor. Mayor Miller explained he was out of order and asked him to have a seat.

Phil Astrauskas spoke of utility tax rebate process. He indicated that after the first year, identified seniors and disabled people should receive an automated rebate check. He mentioned a newspaper article on sales taxes. He spoke of the candidates forum and indicated the City's law firm sponsored the bar. He inquired of the law firm. He spoke of vacant properties on Main Street. He mentioned the Southwest Business District.

Karen McReynolds expressed disappointed over the cancelled meeting. She spoke of Ms.

Brombolich according to her (McReynolds) observations. She referenced the wrecked fire truck that was totalled by the insurance company. She mentioned a previously ordered fire truck.

Robert Thiel mentioned the birth of a granddaughter. He spoke of a comment made by the Mayor encouraging the public to contact him (Mayor), Council and/or Staff with concerns. He indicated that a Council meeting is a better venue to discuss issues. He thanked the Street Dept. for actions taken to resolve drainage issues near his home. He indicated the issues was water flow. He expressed displeasure over the meeting cancellation. He spoke of the candidates forum. He mentioned the Collinsville Chronicle. He inquired as to how the utility tax rebate is handled. He spoke of drainage at the new water treatment plant.

Janet Schultz indicated Sunshine week was March 12-19 and it is the annual celebration of government transparency. She referenced the Freedom of Information Act and Open Meetings Act. She mentioned the cancellation of the Council meeting. She indicated that the City's assets belongs to the public. She mentioned the increase in the utility tax and rebate process. She references the *Little Shop of Horrors* play. She indicated the City wanting more from the tax payers. She talked about TIF incentives.

I. COMMENTS & ANNOUNCEMENTS - MAYOR

None.

J. COMMENTS & ANNOUNCEMENTS - COUNCIL MEMBERS

None.

K. COMMENTS & ANNOUNCEMENTS - CITY STAFF

City Manager Bair addressed some issues mentioned during Speakers from the Floor. He spoke of the recent candidates forum and indicated the City had less than years past. He explained that in 2013 Mark Ahlvers was paid by the City as a private contractor and received overtime for his involvement in 2015. This year he (Ahlvers) received regular time to video the event. The City was not involved in the rental of the Gateway Center for the event and no alcohol was served at the candidates forum. He further explained that the City covers many community events as well as the candidates forum.

He advised the Council meeting was canceled due to the fact that there were no items of business. Mayor Miller waited until Thursday to cancel the meeting in order to ensure no items came about. Per ordinance, bills and payroll items are paid before appearing on the Consent Agenda.

City Manager Bair addressed the fire truck issues. He explained allocations were made in the budget for the purchase of a fire truck for several years but never acted on. He indicated that an accident occurred that decommissioned the use of the 22 year old fire truck. Fire truck is pending delivery.

He explained that the City has not raised their property taxes since 2008. He advised the utility tax

rebates are on an annual basis. He concluded with clarifying that Sloan's did not receive \$400,000 in TIF funds but was approved for \$230,000 and have only received approximately \$170,000 to date.

L. CONSENT AGENDA

1. Motion to Approve Payment of Bills for the Period Ending March 17, 2017 in the Amount of \$2,017,161.89

Attachments: [Agenda Item Report](#)
 [Board List 01-01-17](#)
 [Board List 02-01-17](#)
 [Board List 02-24-17](#)
 [Board List 03-03-17](#)
 [Board List 03-10-17](#)
 [Board List 03-17-17](#)

2. Motion to Approve Payroll for the Period Ending February 24, 2017 and March 10, 2017 in the Amount of \$1,054,870.55

Attachments: [Agenda Item Report](#)
 [Board List 02-24-17](#)
 [Board List 03-10-17](#)

3. Motion to Approve Minutes of the February 27, 2017 Regular Meeting

Attachments: [Agenda Item Report](#)
 [022717RegMtg.pdf](#)

4. Resolution Reappointing Members to the Community Appearance Board (Brion Brown Jr. and Liz Dalton)

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

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 Brombolich, seconded by Councilman Stehman, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Brombolich, Moss, Kypta, Stehman, and Miller
Nay: 0
Absent: 0
Abstain: 0

M. NEW BUSINESS

1. Ordinance to Award Bid and Authorize Contract for the Purchase of Water Main Maintenance Materials, Project #EQP-622-17, to HD Supply Waterworks

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

Public Works Director Dennis Kress explained that this is the annual shop stock bid for maintenance materials of the water distribution system. Such materials includes items for hydrants, valves, clamps, and miscellaneous items for new water systems. Four bids were received and opened on March 6. The lowest bid was received from HD Supply in the amount of \$33,978.74. Other bids received were:

Schulte Supply - \$35,597.03

Midwest Municipal - \$34,528.00

Midwest Meter - \$44,553.82

Staff recommends approval.

Councilman Kypta inquired of pricing compared to last year. Director Kress explained the overall pricing is different each year since there are different quantities and kinds of materials; however, the cost of brass has increased significantly. He explained recent legislation that regulates the use of lead free brass has caused brass to increase approximately 30%.

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

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

Nay: 0

Absent: 0

Abstain: 0

2. Resolution Memorializing the Commitment of the City of Collinsville to the Financial Support for the Long Range Plan for the Gateway Center Through TIF Funds

Attachments: [Agenda Item Report](#)
 [Resolution](#)
 [Gateway Ctr Econ and Fiscal Impact Report_2017-02-03.pdf](#)
 [Gateway Ctr Johnson Consulting Proposal.pdf](#)
 [Gateway Ctr EDC Letter of Support 10-21-16.pdf](#)
 [Gateway Ctr Chamber Ltr of Support - TIF FUND REQUEST.pdf](#)

City Manager Bair recapped the February 13, 2017 discussion item regarding the Gateway Center's Economic and Fiscal Impact Analysis presented by C.H. Johnson Consulting, Inc. The Gateway Center is asking for the City's support in the creation of a long range plan to further their economic value to the community. The total study amount is estimated at \$67,800 (\$52,800 base project and \$15,000 Hotel Study). He indicated given the Economic and Fiscal Impact Analysis study and request, staff wished to bring the supporting Resolution to Council now with the understanding that the Gateway Center will apply for reimbursement upon project completion to the Council's satisfaction. This method will ensure they are competitive and fiscally sound. The City will make sure capital improvement projects are in place for the Gateway Center as well as future development of Eastport Business Park. He further explained the Resolution does not specify a dollar amount but is referenced in the Agenda Item Report as costs should be in-line with the estimate.

Councilman Moss spoke of the significance of the Resolution paragraph that mentions "increase competition and changing convention market, a study and long range plan is needed to establish future business strategies and to increase attendance and revenues associated with the Gateway Center." She inquired of the strong language used in Section 2 regarding the financial support through TIF funds and referenced the Agenda Item Report. She read Section 2 and 3 of the Resolution. She expressed concerns that it could be interrupted as automatic funding through the end of TIF 1 and inquired if the Resolution could be amended if necessary in the future to which City Manager Bair indicated it could be. He explained that the Resolution is a symbolic gesture that the City supports their endeavors on a general basis. He further explained that the Council would evaluate each request based on its merit. She clarified her understanding that the application(s) must conform with the eligible uses of TIF and all requirements will be met. City Manager Bair confirmed and elaborated that this is to clarify some of the misunderstandings surrounding the previous TIF application from the Gateway Center. She clarified that Section 4 authorizes them to continue with the study and apply for funds later and City Manager Bair confirmed.

Councilman Stehman highlighted the fact that all applications must still come before Council for approval.

Mayor Miller explained that the Gateway Center is not a taxing body. He indicated they bring an overwhelming economic interest to the City and that it is crucial that we assist them to stand along once TIF 1 expires. He explained their bonds will be paid off in 5 years which will allow for self supporting measures. He indicated they have expanded and are competing with other venues. He advised this process would make them viable in the future. The Resolution is to ensure the Gateway board understands TIF procedures and establishes a relationship.

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

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

Nay: 0

Absent: 0

Abstain: 0

3. Resolution Recognizing ILLINOISouth as the City's Certified Tourism Bureau

Attachments: [Resolution](#)
 [Letter from ILLINOISouth Tourism](#)

A motion was made by Councilman Brombolich to bring the item before Council and Councilman Moss made a motion to table the item before a second was voiced. Councilman Moss indicated she spoke with Madison County representatives, namely Chairman Prenzler, who indicated that Madison County is not planning on relationship changes this year with current tourism bureau. She further indicated the urgency to approve is not necessary and voiced concerns of the lack of an Agenda Item Report or associated costs. She mentioned the deadline date to respond to the ILLINOISouth Tourism is today. She expressed her request to postpone until additional information is available.

Mayor Miller asked Councilman Moss if she wished to hear from him as to how this Resolution came about and she agreed. Corporate Counsel Steve Giacoletto advised that a motion was initially made to bring the item forward but was not seconded and explained procedures for discussion. Councilman Stehman seconded Councilman Brombolich's motion to bring the item on the table for discussion. Mayor Miller confirmed the request of Councilman Moss to table the item and Councilman Kypta seconded.

Mayor Miller indicated he was contacted by the Director of ILLINOISouth Tourism who expressed concern that the Alton Tourism board was attempting to obtain Madison County tourism. He explained Collinsville has worked with ILLINOISouth for 20 years and positive results. He advised the Director was concerned that Collinsville would be forced into a different tourism bureau. He further explained that this is a non-binding Resolution indicating that Collinsville would like to stay with ILLINOISouth. Collinsville currently has an agreement with ILLINOISouth for an annual fee of \$2,500. He advised that he was not aware that Madison County did not vote on the item but could be voted on at a later date. Councilman Moss explained that the item did not make it out of committee and she was assured that nothing would change. Councilman Brombolich inquired as to who Madison County is using for tourism and Councilman Moss advised that they are making no changes and ILLINOISouth is a current agent they use. Councilman Brombolich asked for clarification as to why it would hinder Collinsville to stay with ILLINOISouth and Councilman Moss indicated urgency of certification is unnecessary. Councilman Moss inquired if the annual agreement was due. Councilman Brombolich indicated renewal is usually due by April 1.

Mayor Miller asked for a roll call to table the item and indicated he would obtain more information before bringing the item back to the Council for discussion.

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

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

Nay: 0

Absent: 0

Abstain: 0

N. OLD BUSINESS

O. CLOSED SESSION

P. ANNOUNCEMENTS

1. Ameren will be hosting a Customer Assistance Event on Wednesday, March 29 from 9am-1pm, at the Collinsville Senior Center. For additional information and grant qualifications, please visit the City's website.

Q. ADJOURNMENT

A motion was made by Councilman Kypta, seconded by Councilman Stehman to adjourn at 8:28 pm. The motion carried by the following vote:

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