



City of Collinsville

125 S. Center Street
Collinsville, IL 62234

Minutes - Draft

City Council

Councilman Jeff Stehman

Councilman Cheryl Brombolich

Councilman Donna Green

Councilman David Jerome

Mayor John Miller

City Manager Mitch Bair

Corporate Counsel Steve Giacoletto

City Clerk Kim Wasser

Monday, July 10, 2017

6:00 PM

Council Chambers

A. CALL MEETING TO ORDER

Mayor Miller called the meeting to order at 6:00 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 Donna Green, Councilman Jeff Stehman, Councilman David Jerome, and Mayor John Miller

Absent: 0

C. INVOCATION

Delivered by Pastor David Amsden of Navigation Church.

D. PLEDGE OF ALLEGIANCE

Recited.

E. PROCLAMATIONS/RECOGNITION/PRESENTATIONS

F. BUSINESS PRIOR TO PUBLIC INPUT

1. Consideration of a Staff-Initiated Request to Modify the Definitions and Regulations Contained Within the Zoning Ordinance Related to Dwellings Located Below the First Floor of Non-Residential Buildings

Attachments: [Agenda Item Report](#)

Councilman Jerome made a motion to remove item from the table in order to allow for a discussion, seconded by Councilman Stehman, motion carried with the following roll call: Brombolich - yes, Green - yes, Stehman - yes, Jerome - yes, Miller - yes.

Community Development Director David Bookless gave a brief overview. He reminded Council that City Manager Bair previously presented the Planning Commission's unanimous recommendation of denial of an amendment to the Zoning Ordinance that would have allowed for residential dwellings to be below the first floor of non-residential buildings. After some discussion, Council referred the item back to the Planning Commission.

The Planning Commission was unable to advertise for another public hearing on this matter due to time restrictions; however, they were able to discuss their original recommendation and merits of hosting a new hearing. The Commission discussed evidence previously provided at the hearing by the Fire Chief, Chief Building Official and himself (Bookless) regarding the Building Code, Life Safety Code, Fire Code and Zoning Ordinance. He indicated that after some discussion the Planning Commission decided that they were comfortable with the original decision of denial and voted not to reopen the hearing. He advised the Planning Commission is recommending a denial.

Corporate Counsel Giacoletto explained that a vote is not necessary to discuss the item.

Councilman Jerome expressed some confusion over a vote to maintain the current status which is not required. Councilman Brombolich inquired of the wording "to modify the definitions and regulations" if the City is going to continue to follow the existing guidelines. A discussion was had regarding the Planning Commission's options. Councilman Jerome indicated the Planning Commission motioned to not modify the Zoning Ordinance and they voted in favor of not to modify. He explained that traditionally the vote is to modify and then vote yes or no. Councilman Brombolich and Mayor Miller expressed confusion as well. Mayor Miller read the motion as presented on the agenda with a yes vote meaning to modify or a no vote indicating to not modify. Councilmen Brombolich and Jerome explained that no modifications were presented. Mayor Miller suggested not to vote, leave the definitions and regulations as is, no motion made and the item dies on the floor.

G. COUNCIL DISCUSSION

1. Capital Improvement Projects

City Manager Bair explained the Capital Improvement Plan (CIP) for 2017-2022. He gave an overview of the presentation that will include general information as this is not the final draft, policies and project prioritizing, fund description, projects by department, as well as other projects needing direction by Council.

He explained the criteria for a capital project as being over \$5,000, must be an asset that is able to depreciate, includes infrastructure projects, land acquisitions, and the purchase of vehicles and equipment. Studies are considered operational and not classified as capital projects.

He listed the various funding sources for the projects:

- * Enterprise Fund (Water and Wastewater)
- * Capital Projects Fund
- * Motor Fuel Tax (MFT)
- * Animal Shelter Fund
- * DUI Court Fines
- * Police Forfeiture
- * Police Vehicle Fund
- * TIF #1
- * Northeast Business District

City Manager Bair explained the goals of the CIP as a way to address the City's immediate and long term capital needs such as maintaining infrastructure, expand tax base, encourage growth, provide safe and efficient services and maintain and improve quality of life. He indicated that additional funding sources such as grants would be explored as well. He further advised that each project is linked to one or more of the Strategic Plan goals. He also explained the funding priorities. City Manager Bair explained the relation of CIP to Operating Budget as well the financial impact used to identify the project.

He described the various funding sources. He explained the Capital Projects Funds which is derived from utility taxes and grants. He spoke of the performance measures of the Capital Projects Fund and mentioned the redirection of \$600,000 Home Rule Sales Tax back into the General Revenue Fund for operating expenses. The Enterprise Fund in which revenues are generated from water and sewer utilities and used for the Water and Wastewater Departments. He addressed the Motor Fuel Tax with revenues from the State of Illinois to pay for engineering services, road maintenance and infrastructure improvements. TIF #1 was implemented in 1986 and will expire in 2021 with a focused effort to finance infrastructure projects for Uptown area. He spoke of the Northeast Business District, which was created in 2009, and helped fund infrastructure improvements at the intersection of Keebler and Beltline. Police Forfeiture Fund is limited with certain constraints over expenditures. The Animal Shelter Fund was mentioned. He spoke of the Police Vehicle Fund and DUI Court Fines which is limited to the purchase of Police Department vehicles and DUI enforcement equipment.

City Manager Bair highlighted the various projects by department. The Public Works Projects to include a streets program based on survey/evaluation rating, local roads, and mill and overlay. A total of 92,429 feet of road repairs/maintenance through 2022 with an expenditure of approximately \$4.5 million (\$750,000 per year). He indicated that 17,200 length feet of mill and overlay for 2017 with another 17,207 length feet in 2018. This is funded out of the Capital Improvements Fund. He further explained that many of these roads are those within the older subdivisions that have not had much maintenance or attention over the last 20 years; however, the increase of the utility tax will help fund the improvements. Councilman Stehman inquired of a comparison from previous years for the amount of funding dedicated for road maintenance before increasing the utility tax. City Manager Bair advised he would need to gather data. Councilman Brombolich inquired if the roads identified are currently oil and chip. City Engineer Troy Turner indicated they are not all oil and chip but indicated he will track

the information and report back to Council. Councilman Brombolich explained the importance of permanent surfaced roadways progression to include curbs and gutters. Public Works Director Dennis Kress advised there are 72 miles of mill and overlay permanent local streets. Councilman Brombolich inquired of a percentage depicting permanent streets but information was not readily available. Director Kress advised the particular streets listed may change based on the conditions of other roads identified during the annual road survey process. City Manager Bair displayed all the 2018 mill and overlay projects with a aerial map. He indicated 14,000 length feet of mill and overlay in 2019. In 2020, 14,676 length feet of mill and overlay at an estimated cost of \$750,000. The year 2021 and 2022, over 14,000 plus length feet of mill and overlay each year at an estimated cost of \$750,000 each year. He further indicated that each year includes up to 8 mill and overlay projects per year and consists of multiple streets and neighborhoods.

He mentioned the various equipment and vehicle projects associated with the Public Works Department. Funding for these projects are included in the Capital Improvement and Enterprise Funds. He mentioned the equipment necessary. He spoke of property acquisition necessary for salt shelter and material storage. City Manager Bair spoke of the sidewalk repair and replacement program and a brief discussion was had regarding ADA requirements for sidewalks.

He mentioned various projects supported by the Enterprise Fund to include vehicles, manhole and sewer main rehabilitation, and lift station replacement. Director Kress spoke of multiple phase projects for water main replacements. He advised the water main projects will be done in-house by the construction crew as well as engineering. Labor cost are not included in the projects and only the material cost is listed.

Director Kress gave a 20 year history of water main projects. He indicated that 26 miles (14%) of water mains have been replaced. Most of the lines replaced were 2" lines that had no fire protection system on them. In the 90's, the City had 900 fire hydrants and now there are around 1,400 hydrants. He indicated that a few years back the Fire Department flushed all the lines and all the hydrants were repaired. He explained that each hydrant in the city cannot be inspected on a daily bases. He spoke of the broken hydrant that was recently discovered and indicated it was last used and functioning properly in January 2017 as it was used to help fight a fire. Apparently, the hydrant sustained damage sometime thereafter. City Manager Bair advised it is believed that the hydrant was damaged by an accident but went unreported. City Manager Bair spoke of the City's ISO rating. Councilman Brombolich explained the ISO rating system and indicated that better the City's rating means lower insurance rates for residents. Director Kress explained that reported damaged hydrants are a priority. He further explained that approximately 20% of the water mains are 4" lines but only 16% of hydrants are fed from a 4" main. Mayor Miller spoke of hydrants being flushed and inspected by the Fire Department. Director Kress explained that all the hydrants were flushed by the Fire Department approximately 6 years ago and then half flushed every other year but that program changed due to staffing. City Manager Bair indicated the former Fire Chief Emert made a decision to not follow the hydrant flushing program which was probably due to staffing issues. He advised that a focused conversation was had to resume the hydrant flushing program and indicated no discrepancies in the distribution system. Mayor Miller spoke of the flow ratios for hydrants and mentioned the addition of a water tower to assist with flow.

Director Kress spoke of the million gallon water storage tank to be housed at the new water plant. He further explained the need for a new storage tank and EPA requirements. He indicated the old tank and maintenance garage will remain at the old water plant site.

City Manager Bair spoke of projects within the Wastewater Treatment Plant to include a pump replacement, sewer main extension at E. Country Lane and Rt. 159, and an odor control upgrade system for the plant. He also mentioned various equipment and a water distribution project.

City Manager Bair next spoke of Public Works Projects that would be funded through TIF #1. The projects include Clay St. Streetscape, resurfacing of Main St., Uptown storm water rehabilitation, water main at Eastport Plaza, Church St. water main replacement, and Eastport resurfacing. Councilman Brombolich mentioned the fact that TIF funds can only be used for projects within the associated TIF district.

He mentioned a large scale improvement project for Sugar Loaf Rd. area through MFT and Surface Transportation Program (STP) funding. City Engineer Turner gave a brief overview of the project which will consist of a reconstruction of roadway and the addition of sidewalks. City Manager Bair also spoke of the Beltline/Keebler intersection improvement project funded by the Northeast Business District. He last spoke of the other Public Works Projects to include automated water meters and Sugar Loaf water main.

City Manager Bair next spoke of the consolidated software manager program for Community Development Department. The project is estimated at \$100,000 and slated for 2018.

City Manager Bair addressed the various Fire Department Projects within the Capital Projects Fund which includes the already replaced fire engine and ambulance remount. He spoke of another ambulance and fire truck replacement that is necessary. Fire Chief Kevin Edmond spoke of engine #1215 which is 20 years old. Once replaced, #1215 would be relocated to Station 2 and allow for both Stations to have front line apparatus. Chief Edmond spoke of the need for a tanker to help with fighting fires in distant areas of the nearest hydrant. City Manager Bair mentioned EMA siren replacement. He also mentioned the replacement or upgrading EMS and Fire equipment. He spoke of replacing vehicles for the Fire Chief and Assistant Chief. He mentioned a fire engine for Station 2 and the need of a brush truck to assist with brush fires within the district. Lastly, he spoke of relocating Station 2 and an additional Station at an estimated cost of \$4 million. A study will be done as well as a Fire Master Plan by Chief Edmond.

City Manager Bair addressed projects within the Police Department. He mentioned a replacement vehicle for Animal Control which would be funded by the Animal Shelter Fund. He spoke of the Tazer 60 Plan which was previously approved by Council and continuing the patrol vehicle replacement program. He spoke of remodeling of the evidence room and clerk's area and radar speed signs that qualifies for Forfeiture Funds to be used. He also spoke of dash camera through the Capital Fund. He mentioned TIF funds for flooring and roof replacement. Lastly, he spoke of the radio upgrades and suggested a study be done of system and recommendation. Councilman

Brombolich inquired of the consolidated 9-1-1 system. Police Chief Steve Evans advised a plan was established by the Emergency Telephone Systems Board and is being submitted to the State Advisory Board for consideration. The plan allows for Collinsville to accept all of Highland's 9-1-1 calls. A recommendation was presented by Councilmen Stehman and Brombolich to earmark \$500,000 for radio upgrade system. Chief Evans elaborated on the strict use of Forfeiture Funds.

Next, City Manager Bair highlighted various projects within the Administration Division. Such projects includes working with the Community Appearance Board to administer a City welcome sign replacement program, Uptown sign boards which is TIF eligible, IT components (printers, Microsoft Exchange, servers, equipment replacement and upgrades), and a fleet vehicle replacement program. Lastly, he spoke of the City Hall spatial study as to how to best utilize the building, address ADA accessibility and code compliance issues, and the need for a consolidated customer service counter. Councilman Brombolich inquired of the current fleet vehicles to which City Manager Bair advised they would be liquidated through on-line auction or trade-in unless still useful to the City.

City Manager Bair spoke of the next steps. He advised he would revise the presented draft based on Council's comments and could present revisions at the July 24 meeting and propose adoption at the August 14 meeting or present at August 14 meeting and propose adoption at the August 28 meeting. Mayor Miller recommended and Council agreed for staff to distribute a hard copy of the revised presentation to each Councilmember by August 14 for their review and discuss at the August 14 Council meeting with proposed adoption at the August 28 meeting.

H. SPEAKERS FROM THE FLOOR

Phil Goble spoke of a recent incident involving house fires in his neighborhood. He indicated many of his concerns and questions were addressed during the presentation. He expressed his appreciation for the employees of the Fire and Police Departments.

Phil Astrauskas spoke of receiving summons served by the Sheriff's Department. He indicated he paid his Crime Free fees before receiving the summons. He mentioned various code violations in town. He mentioned a zoning violation and indicated he has owned the property for 23 years and purchased it as a 6 family unit.

Joe Ashmann indicated he was troubled regarding comments made about CARD. He spoke of debt by CARD and other officials. He spoke of issues surrounding CARD. He commended some CARD employees for their efforts.

I. COMMENTS & ANNOUNCEMENTS - MAYOR

Mayor Miller spoke of the passing of Richard Rader, former 25 year employee with the Street and Wastewater Plant.

He mentioned a letter he received from the Illinois Environmental Protection Agency, dated June 19, that advised the loan agreement was amended to provide for principal forgiveness for the new Water Treatment Plant in the amount of \$750,000 adjustment. He spoke of the State passing a budget.

J COMMENTS & ANNOUNCEMENTS - COUNCIL MEMBERS

Councilman Jerome spoke of the Catsup Bottle Festival and Auto Show. He congratulated Mike Gassmann and his staff for a tremendous community event. Mayor Miller mentioned the event may be coming to an end due to lack of volunteers.

K. COMMENTS & ANNOUNCEMENTS - CITY STAFF

None.

L. CONSENT AGENDA

City Clerk Wasser read the Consent Agenda.

Mayor Miller advised he would be voting on the minutes since he watched the meeting on video. Councilman Jerome inquired of the purpose of Item #4 - Gift of Real Estate. Corporate Counsel Giacoletto explained the City periodically does demolition on homes with numerous code violations. By Statue, notice of the demolition process is given to the property owner and lien holders. This particular property owner did not wish to deal with the issues at the home and was willing to give the property to the City as an option. The property owner will give the City a Quitclaim Deed. In some circumstances, the properties may have unpaid taxes and/or mortgages. He further explained the advantage of a Quitclaim Deed which allows for a quick and easier demolition. He indicated that a title search was done that showed no mortgage but approximately \$5,000 due in taxes. He also indicated the property should be valued at more than the cost of the tax lien which means the City could recoup the money by selling the vacant property. He explained the demolition process. City Manager Bair also spoke of the demolition process which is done in-house by the construction crew. This property would be slated for demolition this fall.

1. Motion to Approve Payment of Bills for the Period Ending June 30, 2017 in the Amount of \$1,209,722.47

Attachments: [Agenda Item Report](#)
 [Board List 05-01-17](#)
 [Board List 06-23-17](#)
 [Board List 06-30-17](#)

2. Motion to Approve Payroll for the Period Ending June 16, 2017 in the Amount of \$511,461.18

Attachments: [Agenda Item Report](#)
 [Board List 06-16-17](#)

3. Motion to Approve Minutes of the June 26, 2017 Meeting

Attachments: [Agenda Item Report](#)
 [062617RegMtg.pdf](#)

4. Ordinance to Accept a Gift of Real Estate and Improvements Located at 310

S. Seminary Street in the City of Collinsville

Attachments: [Agenda Item Report](#)
 [Ordinance](#)
 [Quit Claim Deed 310 S Seminary.doc](#)

5. Resolution Appointing A Member of the Collinsville Economic Development Commission (Stacy Hinrichs)

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

6. Resolution Requesting Permission from the Illinois Department of Transportation to Close Streets for the Collinsville High School Homecoming Parade

Attachments: [Agenda Item Report](#)
 [Resolution](#)
 [Homecoming Parade Req Ltr and Insurance.pdf](#)

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 Green, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Brombolich, Green, Stehman, Jerome, and Miller

Nay: 0

Absent: 0

Abstain: 0

M. NEW BUSINESS

1. Ordinance Amending the Collinsville Municipal Code, Title 9 - Public Peace, Morals and Welfare

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

Overview by Community Development Director David Bookless advised this ordinance addresses litter on the sidewalks in front of businesses. He indicated many business owners do clean the adjacent sidewalks but some are not as diligent as others. He explained the code does not spell out that business owners are responsible to clean up sidewalks in front of their businesses. Title 9 defines litter. This ordinance could be used to compel a business owner to comply.

Councilman Stehman inquired of a planned use for outdoor dining. Director Bookless explained sidewalk dining is allowed for under a special permit with language requiring the business owners to

clean up the sidewalk dining and surrounding areas. City Manager Bair clarified that the issue is not about sidewalk dining but rather other locations having litter. Councilman Jerome inquired of enforcement of the ordinance. Director Bookless advised that enforcement is established by code violation. Mayor Miller spoke of previous Uptown business owners sweeping and maintaining the sidewalks.

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

Aye: 5 - Brombolich, Green, Stehman, Jerome, and Miller

Nay: 0

Absent: 0

Abstain: 0

N. OLD BUSINESS

O. CLOSED SESSION

P. ANNOUNCEMENTS

Q. ADJOURNMENT

A motion was made by Councilman Jerome, seconded by Councilman Green to adjourn at 8:23 pm. The motion carried by the following vote:

Aye: 5 - Brombolich, Green, Stehman, Jerome, 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.