



# 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*

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Monday, November 13, 2017

7:00 PM

Council Chambers

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#### **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 David Jerome, Councilman Cheryl Brombolich, Councilman Donna Green, Councilman Jeff Stehman, and Mayor John Miller

**Absent:** 0

#### **C. INVOCATION**

Delivered by Pastor Myles Holmes of Revive Church.

#### **D. PLEDGE OF ALLEGIANCE**

Recited.

#### **E. PROCLAMATIONS/RECOGNITION/PRESENTATIONS**

1. Swearing in of Barry O'Neill as Deputy Fire Chief for the City of Collinsville  
Mayor Miller proceeded with the swearing in ceremony of Barry O'Neill as Deputy Fire Chief.

2. New Employee Introductions

Mayor Miller welcomed and introduced new employees:

Derek Jackson, Assistant City Manager

Amanda Guntrum, Account Technician  
Chris Gallina, Account Technician  
Randy Tedesco, Chief Building Official  
Bert Fite, Building Inspector  
Shawna Robinson, Administrative Assistant

3. Recognition of Chamber Community Award Recipients:  
Firefighter of the Year - Chris Castens  
Police Officer of the Year - Doug Talbot  
Spirit of Excellence Award - Pat Reitz

Mayor Miller introduced the Collinsville Chamber of Commerce Community Award recipients:

Firefighter of the Year - Chris Castens  
Police Officer of the Year - Doug Talbot  
Teacher of the Year - Michael Alexander  
Spirit of Excellence Award - Pat Reitz

He spoke of the Hometown Heros Banner program coordinated by Pat and Leonard Reitz. He mentioned the City of Collinsville won the Governor's Hometown Award for the program.

4. Presentation of the 2017 Yard of the Year Award to Joseph and Linda Webb  
of 107 Echo Ridge

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

Mayor Miller presented the 2017 Yard of the Year plaque and certificate to Joseph and Linda Webb of 107 Echo Ridge.

## **F. BUSINESS PRIOR TO PUBLIC INPUT**

## **G. COUNCIL DISCUSSION**

1. Budget Workshop

City Manager Bair explained the budget as being the financial plan of the City's business plan. He highlighted the timeline:

November 13 - public hearing notice published and budget discussion  
November 27 - public hearings for 2018 and 2019 Budgets  
December 11 - adoption of the 2018 Budget  
January 8, 2018 - adoption of the 2019 Budget

He spoke of the business plan approach in that the City would be ran like a business with profits returned back into operations as a way to increase better services for less money or the same amount. Balanced revenue streams between sales tax revenues and market fluctuations. Focus on key values to include serving the residents and an efficient and effective approach.

He mentioned the base assumptions when preparing the 2018-2019 budgets.

Revenues:

2% increase in sales tax per year

5% increase in property tax per year by lifting the dollar cap

3% water and sewer rate increases

Expenditures:

2% per year increases

5% health insurance increases

5% liability insurance increases

He further explained the property tax dollar cap has been in place since 2007. He indicated the EAV increase is estimated at 4.67% with a steady target rate. He indicated that even with the dollar cap lifted and increasing the amount to 4.9% would result in a decrease net amount due to CARD's levy. Finance Director Tamara Ammann explained the City's property tax allocation with 35% going towards operations and 65% supports the Fire and Police Pensions. The property tax increase is anticipated to have a net zero impact.

City Manager Bair advised water and sewer rates were not increased in 2017 but an increase is necessary to maintain operating expenses.

He spoke of new and/or updated programs to be implemented in 2018 and 2019:

Parks and Recreation Department

2018 budget = \$431,170

1 full-time Director

1 full-time Program Coordinator

1 full-time Grounds Maintenance

Part-time/seasonal help (6,000 hours per year)

2019 budget = \$447,170

Revenues include property tax and other revenues from business (leases, concessions, telecommunication tower leases).

Fleet Maintenance

2018 budget = \$151,730

1 full-time senior Mechanic

Part-time assistance (1,000 hours per year)

2019 = \$264,830

1 full-time senior Mechanic

1 full-time junior Mechanic

Part-time assistant (2,000 hours per year)

Facility Maintenance

2018 budget = \$193,370

1 full-time Coordinator

Part-time help (6,000 hours)

2019 budget = \$200,870

Offset costs by reduction in janitorial services, supplies, facility repairs and allows staff to refocus on other responsibilities.

City Manager Bair spoke of operations to include an additional IT personnel as we currently have 1 full-time IT Coordinator for 7 facilities and 184 employees. A Streets Operations Coordinator to manage daily operations in Streets Division and Fleet Maintenance program. These positions will allow us to refocus our efforts, return employees to core responsibilities and control costs.

He summarized the workshop by explaining the approach is to have a healthy business plan, healthy reserves for all funds that will improve through time, and sustainability of revenues and expenditures.

Mayor Miller agreed that the business plan approach is best for the City and its citizens.

Councilman Stehman thanked staff for efforts and spoke of the improvements over the last year.

Councilman Brombolich spoke of the business plan format that was once established and is glad to see such plan will be followed. She thanked staff for efforts.

Councilman Green thanked staff for bring the information to the public with clear explanations.

Director Ammann advised the draft budget is available online and a printed copy is available for viewing at the front counter of City Hall.

## **H. SPEAKERS FROM THE FLOOR**

Phil Astrauskas spoke of a water bill that included fees and penalties. He mentioned the need for smart meters.

## **I. COMMENTS & ANNOUNCEMENTS - MAYOR**

Mayor Miller spoke of the American Legion parade honoring Veterans. He mentioned the event was promoted on social media and has been an annual event for many years.

## **J. COMMENTS & ANNOUNCEMENTS - COUNCIL MEMBERS**

Councilman Brombolich mentioned Mr. Astrauskas speaking about 3 separate tenants having high, overdue water bills. She inquired if staff has had the opportunity to speak with him regarding these bills as this situation could be better handled at the staff level since they may know details. Director Ammann advised she personally did not speak with Mr. Astrauskas but is unsure if her staff has or not. Mr. Astrauskas spoke up from the gallery and advised he does not need an explanation but wants the situation resolved. City Manager Bair indicated the water account billing will be brought back to Council for discussion as this issue needs to be addressed. He further advised that staff is looking into the cost for smart meters and how to fund them.

Councilman Stehman commented to the public that staff is looking into the smart meter option and will

be addressing the issue in the future.

## **K. COMMENTS & ANNOUNCEMENTS - CITY STAFF**

City Manager Bair announced that he received notice today that Collinsville was awarded the Great Streets Grant Program in the amount of approximately \$70,000 for Collinsville Rd. and St. Louis Rd. improvements. He thanked Cristen for her efforts in applying and securing the grant. He advised the City Scoop fall edition went out in the mail this week. He spoke of the Town Hall meeting scheduled for Monday, November 20 and the opportunity for the public to submit questions to allow for a proactive dialogue. He asked Finance Director Ammann if she wished to make a comment regarding the water account that was mentioned. She indicated it sounds as if there was a leak but she will look into the account information for more details.

Mayor Miller read an email he received regarding our Hometown Heros Banner program and thanked Collinsville for recognizing those who have served.

## **L. CONSENT AGENDA**

City Clerk Wasser read the Consent Agenda.

1. Motion to Approve Payment of Bills for the Period Ending November 03, 2017 in the Amount of \$5,514,766.98

**Attachments:**    [Agenda Item Report](#)  
                              [Board List 10-19-17](#)  
                              [Board List 10-26-17](#)  
                              [Board List 10-27-17](#)  
                              [Board List 11-03-17](#)

2. Motion to Approve Payroll for the Periods Ending October 31, 2017 in the Amount of \$706,308.19

**Attachments:**    [Agenda Item Report](#)  
                              [Board List 10-20-17.pdf](#)  
                              [Board List 10-31-17.pdf](#)

3. Motion to Approve Minutes of the October 23, 2017 Meeting

**Attachments:**    [Agenda Item Report](#)  
                              [102317RegMtg.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 - Jerome, Brombolich, Green, Stehman, and Miller

**Nay:** 0

**Absent:** 0

**Abstain:** 0

## **M. NEW BUSINESS**

### **1. Repealing Ordinance 4659 and Adopting a Financial Policy**

**Attachments:** [Agenda Item Report](#)  
[Ordinance](#)  
[Financial Policy](#)

Overview by Finance Director Ammann, who advised this ordinance will update and amend the Financial Policy as discussed by Council at prior meeting. Expenditure/Expense Policy #3: Contingency Account will be removed from the amended policy since the ending fund balance target is set for 15-20% of annual revenues.

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

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

### **2. Ordinance Authorizing the Mayor to Sign Engagement Letters Designating Bernardi Securities, Inc. as Underwriter of the 2017 Taxable General Obligation Refunding Bonds**

**Attachments:** [Agenda Item Report](#)  
[Ordinance](#)  
[Bernardi Engagemen Letter 2017 - 2009 Bonds.pdf](#)  
[Bernardi Engagement Letter 2017 - 2007B Bonds.pdf](#)  
[Bernardi RDD Letter 2017.pdf](#)

Director Ammann advised Bernardi Securities gave a new proposal to refinance the remaining 2007B and 2009 Bonds which result in a savings of about 5% or \$130,000. She advised the Council will need to pass a parameters ordinance that indicates the City will sell the bonds if they should fall within this amount of savings during the month of December.

Councilman Brombolich inquired of the purpose of the bonds. Director Ammann explained the 2009 Bonds are within the TIF District 1 Fund for the Doubletree Hotel with a balance of \$1,920,000 and the 2007B Bonds are on the Fournie Lane improvements with a balance of \$430,000.

**A motion was made by Councilman Brombolich, seconded by Councilman**

**Stehman to approve. The motion carried by the following vote:**

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

3. Ordinance Authorizing the Mayor to Sign an Engagement Letter Designating Chapman and Cutler LLP as Bond Counsel for 2017 General Obligation Refunding Bonds

**Attachments:** [Agenda Item Report](#)  
[Ordinance](#)  
[Chapman and Cutler Engagement Letter 2017.pdf](#)

Director Ammann advised Chapman and Cutler has been the City's bond counsel for quite some time. This ordinance will authorize an engagement letter for the 2017 Bonds. Chapman and Cutler's fee is \$18,000 (\$3,000 for non-taxable portion of the 2017A Bonds for refinancing the 2007B Bonds and \$15,000 for taxable portion of the 2017B Bonds for refinancing 2009 Bonds). The refinancing allows for an overall savings of \$130,000.

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

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

4. Resolution to Amend the Appropriation of Funding for the Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code (2018 MFT General Maintenance Program)

**Attachments:** [Agenda Item Report](#)  
[Resolution - BLR 14220 Amended](#)  
[Resolution - BLR 14231 Amended](#)

City Engineer Troy Turner explained this amendment will allow the City to charge street sweeper rental to Motor Fuel Tax Funds (MFT). This increases the MFT funding amount that the City is allowed to spend by \$121,426.50.

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

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

5. Resolution in Support of the City's Illinois Transportation Enhancement Program (ITEP) Funding Application (Streetscape V Improvements)

**Attachments:**    [Agenda Item Report](#)  
                              [Resolution](#)  
                              [ITEP Exhibit - Streetscape V Map](#)

City Engineer Turner advised this supporting resolution will allow the City to apply for ITEP funding to help reduce the cost of extending the streetscape project in the Uptown area. The improvements would be along Seminary St. from Clay to Church, Church St. from Seminary to Clinton, and Center St. from Clay to Main.

Councilman Brombolich inquired of the what the streetscape program entails. Mr. Turner described the improvements to include new sidewalks that are handicap accessible, signage, pedestrian lighting, ADA ramps and landscaping in right of way.

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

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**N. OLD BUSINESS**

**O. CLOSED SESSION**

Mayor Miller asked for a motion to proceed into closed session to discuss in accordance with 5 ILCS 120/2(c):

1. Appointment, employment, compensation, discipline or performance of employees
2. Collective bargaining
11. Pending or Threatened or Imminent Litigation

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

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**P. ANNOUNCEMENTS**



City Clerk Wasser announced the Town Hall meeting scheduled for Monday, November 20, 2017 at 6:30pm to be held at the Gateway Convention Center.

**Q. ADJOURNMENT**

**A motion was made by Councilman Green, seconded by Councilman Brombolich to adjourn at 8:18pm. The motion carried by the following vote:**

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