



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, February 26, 2018

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 Donna Green, Councilman Jeff Stehman, Councilman David Jerome, Councilman Cheryl Brombolich, 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

1. Swearing-In Ceremony of Police Officer Jacob Potts

Police Chief Steve Evans thanked Pastor Amsden for being their police chaplain. He introduced Jacob Potts as the newly hired Officer with the Police Department. Officer Potts introduced his family in attendance. Mayor Miller proceeded with the ceremonial oath for Officer Potts.

F. BUSINESS PRIOR TO PUBLIC INPUT

1. Ordinance Amending the Collinsville Municipal Code, Title 15 - Buildings and Construction, Title 16 - Subdivisions, Title 17 - Zoning, and Title 18 - Land Development (Changes in Ownership and Contractors in Property Developments)

Attachments: [Agenda Item Report](#)
 [Ordinance](#)
 [Staff Report - Planning Commission 02082018](#)
 [Draft PC Minutes 02082018](#)

Overview by Community Development Director David Bookless, who spoke of the amount of time it takes for land development and indicated ownership of the property and/or contractors may change during that time. The new ownership/contractor information may not get forwarded on to the City. This ordinance provides for notification to the City of such changes as well as adds provisions for outstanding money owed to the City.

Councilman Brombolich inquired if this ordinance would apply to a subdivision where a developer may sell lots to other contractors. Director Bookless advised information regarding changes to the subdivision developer would need to be updated. He further advised that once a building permit is obtained and changes occur thereafter would require notification to the City.

Councilman Jerome asked if this notification process would be included on the contractor's checklist form to which Director Bookless indicated it would. Councilman Jerome spoke of this as being a beneficial amendment to the code.

Mayor Miller inquired as to how this provision would be policed. Director Bookless advised a letter explaining the requirements will be included with all applications and spoke of the procedure defined in the ordinance.

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

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

Nay: 0

Absent: 0

Abstain: 0

G. COUNCIL DISCUSSION

1. Civil Service Commission

City Manager Bair introduced Michael Lowenbaum, Labor Employment Law Attorney. Attorney Lowenbaum advised they are asking Council to consider disbanding the Civil Service Commission. He indicated the commission was established in 1967 and served its purpose for adopting uniform

practices for evaluating and ranking applicants for various departments. He indicated his firm represents over 50 municipalities and of those, Collinsville is the only municipality that still uses Civil Service Commission for hiring and promotional purposes. He described the commission as an antiquated form of hiring that has not benefited the City and is cumbersome under the City Manager form of government. The commission rules and procedures only apply for the hiring of bargaining positions. The Police Fraternal Order of Police has requested that we eliminate the commission while Operating Engineers remain neutral but does not oppose. It is believed the elimination would have a positive impact on the City's hiring process. He spoke of the commission's hiring procedures hindering the City by causing delays and overlooking qualified candidates such as qualified part-time dispatchers for full-time positions. He spoke of using sound hiring practices to identify qualified candidates. He clarified that by eliminating the commission would not impact how the Police Officers and Fire Fighters are hired or promoted as this falls under the rules and procedures for the Board of Fire and Police Commissioners. He advised the City has already addressed nepotism issues. He further advised the recommendation to eliminate the commission comes from the City Manager, Department Heads and Labor Counsel.

City Manager Bair reiterated that the commission is an antiquated system and spoke of issues. He mentioned an incident in which test results were manipulated to favor ranking of a candidate. He spoke of professional standards in place within the Employee Handbook. He indicated the commission interferes with the City's ability to implement employment law practices and hinders serving the residents.

Councilman Stehman indicated the commission served its purpose at the time it was adopted since many cities did not have professional human resource departments with established rules governed by the Council.

Councilman Jerome spoke of the commission's purpose as a way to eliminate bias. He inquired of the purpose for the delay. Attorney Lowenbaum explained some candidates are no longer available due to the lengthy process of the commission. He spoke of the overwhelming weight given on the results of the written test which is not necessarily a good indicator to determine the best qualified candidate. He also mentioned losing valuable part-time employees that could transition over into full-time positions without the commission. Councilman Jerome inquired of procedures to ensure unbiased hiring practices. Attorney Lowenbaum spoke of applicable laws to address this issue. A discussion was had regarding procedures.

Councilman Brombolich spoke of the Civil Service volunteers who have done a great job over the years. She mentioned an incident that occurred several years ago where tests were lost after list ranking was established. This incident made her question the credibility of the process. She spoke of the Police dispatcher positions and being able to hire trained part-time employees into vacant full-time positions.

City Manager Bair indicated that the system did not prevent abuse. He further spoke of the incident in which test results were lost, the first ranked candidate was hired who was also the neighbor of the Department Head, and then the former City Manager hired another person in an attempt to resolve the

situation after having to adjust the budget to accommodate the additional hired employee.

Mayor Miller spoke of using State and Federal rules set forth for hiring.

Councilman Brombolich indicated she was hired by the Civil Service Commission in 1985 and at that time there was not an H.R. Department or Employee Handbook.

Councilman Green spoke of the hiring process by the commission as being a foreign concept to her. She mentioned the City receiving over 400 applications for a recent job posting and indicated H.R. and supervisors as being the best people to review the applications to determine qualified candidates.

2. Water Plant Update

Public Works Director Dennis Kress gave a progress report on the construction of the new Water Plant. He advised the project is on schedule and is currently under budget with 54% of funds spent. Anticipated completion date is by the end of January 2019. Once the plant is online the old plant will be demolished. He mentioned various change orders that will be paid for with contingency funds. He advised \$750,000 was received from principal forgiveness as well as Ameren rebates for upgrades and grants (\$908,000 total). He showed a time lapse video of the progress.

H. SPEAKERS FROM THE FLOOR

Phil Astrauskas mentioned an invoice he received from his attorney regarding a lawsuit. He spoke of a SLAPP suit. He spoke of saloons in the Uptown area. He mentioned the need to hire employees to repair streets and sidewalks. He mentioned a water leak he had at his property. He mentioned the City taking responsibility of the parks. He spoke of the food and beverage tax. He spoke of renovations at City Hall. He mentioned a drainage issue.

Scott Rayho spoke of things progressing in the City. He mentioned the need to invest in businesses to bring them to the City as an opportunity. He thanked the City for taking a proactive approach in improving the parks. He mentioned bands wanting to play at Woodland Park. He spoke of the CARD meeting and indicated their desire to sell Willoughby Farm and Splash City. He encouraged the public to attend. He mentioned the EDC and C3 event scheduled for March 8.

I. COMMENTS & ANNOUNCEMENTS - MAYOR

None.

J COMMENTS & ANNOUNCEMENTS - COUNCIL MEMBERS

Councilman Jerome addressed Mr. Astrauskas' comments with regards to his lawsuit. He indicated Council cannot comment on pending litigation issues. He spoke of Ardent as being a great business opportunity that has thrived elsewhere. He advised it is not a saloon but rather a restaurant and distillery. He mentioned jobs that will be created and generate sales revenues from the business. He encouraged attendance at the C3 and EDC events.

K. COMMENTS & ANNOUNCEMENTS - CITY STAFF

City Manager Bair spoke of various road and sidewalk projects that are occurring. He mentioned \$40 million worth of projects identified in the Capital Improvement Plan. He indicated a revised plan will be presented to Council to address the parks. He agreed that the demand of improvements needed far outweighs available funds and manpower. He spoke of the previous in-depth discussion had regarding the need for renovations to City Hall in order to address safety and code issues, malfunctioning HVAC system and public accessibility.

L. CONSENT AGENDA

City Clerk Wasser read the Consent Agenda.

1. Motion to Approve Payment of Bills for the Period Ending February 16, 2018, in the Amount of \$787,162.09

Attachments: [Agenda Item Report](#)
 [BOARD LIST 01-01-18](#)
 [BOARD LIST 02-09-18](#)
 [BOARD LIST 02-16-18](#)

2. Motion to Approve Payroll for the Period Ending February 9, 2018, in the Amount of \$590,121.01

Attachments: [Agenda Item Report](#)
 [Board List 02-09-18.pdf](#)

3. Motion to Approve Minutes of the February 12, 2018 Regular Meeting

Attachments: [Agenda Item Report](#)
 [02122018RegMtg.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 Green, seconded by Councilman Brombolich, to approve the Consent Agenda. The motion carried by the following vote:

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

Nay: 0

Absent: 0

Abstain: 0

M. NEW BUSINESS

1. Ordinance Amending the Collinsville Municipal Code, Title 18 - Land Development (Soil Excavation and Erosion Control Regulations)

Attachments: [Agenda Item Report](#)
 [Ordinance](#)
 [Staff Report - Planning Commission 02082018](#)
 [Draft PC Minutes 02082018](#)

Overview by Director Bookless, who advised this ordinance would define major and minor grading permits, establish an erosion control plan with silt fencing in place where needed, and allows for exceptions that are small scale. He indicated the amended ordinance is consistent with surrounding communities as well as Federal and State requirements.

2. Ordinance Approving the Transfer of 2018 Volume Cap

Attachments: [Agenda Item Report](#)
 [Ordinance](#)
 [Assist Letter 2018](#)
 [Assist Originations 2018](#)
 [Press Release - Collinsville - 2018](#)
 [SWIDA Letter 2018](#)

Finance Director Tamara Ammann advised that the City was granted the privilege of issuing \$2,685,795 of private activity bonds in 2018. The State of Illinois controls the amount of volume cap that is allocated to municipalities. This ordinance would provide for the 2018 volume cap to be split equally to Southwestern Illinois Development Agency and the City of Aurora. She identified no financial impact to the City regarding this ordinance.

City Manager Bair spoke of 8 properties purchased in the City utilizing the First Time Home Buyers incentive program that is facilitated by the volume cap. He spoke of the benefits to the residents.

Director Ammann indicated that not of the local banks are participating in the First Time Home Buyers program even though she has asked them to.

Councilman Jerome inquired as to how someone could obtain information regarding the program. Director Ammann advised she has a press release that could be issued or they could contact her at City Hall for information. She explained the program as being a low interest loan with some principal forgiveness.

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

Aye: 5 - Green, Stehman, Jerome, Brombolich, and Miller
Nay: 0
Absent: 0
Abstain: 0

3. Ordinance Authorizing the Purchase of Two (2) 2019 Kenworth T370 Truck

Chassis for the Street and Water Departments From CIT Trucks, LLC. in the Amount of \$150,856.00

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

Director Kress advised the ordinance would authorize the purchase of two new Kenworth truck chassis from CIT Trucks in the amount of \$150,856. Upon deliver, the trucks will be delivered to Woody's Municipal Supply in order to be equipped with dump beds and snow plow accessories. He advised 3 bids were received and opened for the chassis on February 13:

CIT Trucks - \$150,856 and trade-in value of \$6,000

Truck Center - \$149,417 with trade-in value of \$10,000

Peterbilt of St. Louis - \$171,570 with tade-in value of \$15,000

He further advised that Truck Center's bid was for 2 different truck models which neither met City specifications.

He further advised the purchase of these trucks will replace a 1996 Freightliner and a dump truck that was declared totalled by the insurance company after a traffic accident. The City received \$25,944 for the loss of the truck. Director Kress indicated the purchase of these trucks were included in the adopted CIP with a total cost of \$219,000. The total cost of the trucks equipped with accessories is \$208,856 (\$10,144 less than budget). Once the trucks are received, the 1996 Freightliner will be declared surplus and sold on the City's auction site.

Councilman Jerome commented on the savings amount and thanked Director Kress for his efforts.

Mayor Miller inquired of the 1996 Freightliner's condition. Director Kress advised the cost of repairs outweighs the value of the vehicle.

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

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

Nay: 0

Absent: 0

Abstain: 0

4. Ordinance Authorizing the Purchase and Installation of Two (2) Dump Beds and Snow Plow Accessories From Woody's Municipal Supply Co. in the Amount of \$58,000

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

Director Kress advised this ordinance will authorize the purchase and installation of two dump beds and one snow plow from Woody's Municipal Supply through the Illinois Joint Purchasing Program in the amount of \$58,000 for the two new truck chassis previously approved.

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

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

Nay: 0

Absent: 0

Abstain: 0

5. Ordinance to Award Bid and Authorizing Contract with All Inclusive Rec, Project #EQP-658-18, in the Amount of \$43,520.55

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

Overview by Parks and Recreation Director Kimberly Caughran, who advised this purchase is partly funded with the Park Enhancement Program (PEP) grant. She advised bids were received and opened on February 13 for the purchase of ADA picnic tables and 5 tiered bleachers. The lowest bid was received from All Inclusive Rec in the amount of \$43,520.55. The PEP grant allotted for the City is \$41,300 making the financial impact to the City \$2,220.55. Staff recommends approval for the much needed items.

Councilman Brombolich inquired of the location for the ADA picnic tables and bleachers. Director Caughran advised picnic tables will go to the various pavilions at Woodland Park and Glidden Park and bleachers going to the Fletcher Field, Woodland Park and the Madison County side of the Jaycee Sports Complex.

Councilman Jerome spoke of disrepair with park equipment. He thanked Director Caughran for seeking grants and addressing the issues.

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

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

Nay: 0

Absent: 0

Abstain: 0

6. Resolution in Support of and Authorizing the Mayor to Apply for Metro East Park and Recreation District (MEPRD) Reimbursement Grant

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

Director Caughran advised the Metro East Park and Recreation District (MEPRD) is currently accepting grant applications for park improvements through the 2018 Park and Trail Grant Program. The program is a reimburseable grant for up to 40% of project costs. She is seeking a grant in the

amount of \$103,052.56 for improvements to Woodland Park (picnic tables, trash receptacles, benches, disc golf baskets and concrete tees, accessible pathways, signage, and replace playground). She explained the amount is due to the availability of funds through MEPRD. She further explained the grant funds recently became available since another community withdrew their application.

Councilman Jerome spoke of a story he recently seen regarding handicap accessible playgrounds. Director Caughran explained the proposed playground and surface pad will be accessible but not all inclusive. She further advised it will meet the minimum accessibility standards and could possibly exceed some standards.

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

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

Nay: 0

Absent: 0

Abstain: 0

7. Resolution in Support of and Authorizing the Mayor to Apply for National Recreation and Park Association Grant Funds

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

Director Caughran identified the National Recreation and Park Association (NRPA) grant as a complimentary grant to the MEPRD. She explained the grant is for \$30,000 which would go to offset the costs for the improvements to Woodland Park playground. She further advised the NRPA grant is a national level grant making the competition greater.

City Manager Bair thanked Director Caughran for all her efforts in a short time.

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

Aye: 5 - Green, Stehman, Jerome, Brombolich, 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
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 Stehman to approve. The motion carried by the following vote:

Aye: 5 - Green, Stehman, Jerome, Brombolich, and Miller
Nay: 0
Absent: 0
Abstain: 0

P. ANNOUNCEMENTS

Q. ADJOURNMENT

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

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