



# City of Collinsville

125 S. Center Street  
Collinsville, IL 62234

## Minutes - Final

### 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, July 24, 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 Donna Green, Councilman Jeff Stehman, Councilman David Jerome, Councilman Cheryl Brombolich, and Mayor John Miller

**Absent:** 0

#### C. INVOCATION

Delivered by Pastor Jeff Young of the First Presbyterian Church.

#### D. PLEDGE OF ALLEGIANCE

Recited.

#### E. PROCLAMATIONS/RECOGNITION/PRESENTATIONS

1. Presentation of the July 2017 Yard of the Month Award to Steve and Connie Garland of 210 Keeneland

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

Mayor Miller presented a plaque and gift certificate to Mr. and Mrs. Garland of 210 Keeneland for July 2017 Yard of the Month contest.

**F. BUSINESS PRIOR TO PUBLIC INPUT**

1. Ordinance Amending the Collinsville Municipal Code, Title 17, Zoning (Definitions, Site Plan Review)

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

Overview by Community Development Director David Bookless, who spoke of the purpose for the Zoning ordinance. The ordinance includes specifics regarding site plan review. Site plan review is intended to ensure that the character and objectives of a proposed development are presented with adequate details. He explained that certain language contained in the ordinance with regards to site plan review has lead to some confusion and hindered the process. Recently, the Planning Commission recommended an amendment to the site plan portion of the Zoning ordinance that will update definitions in order to simplify language, clarifies intent and purpose of the site plan, and clarifies when a site plan is required as well as procedural clarification.

Councilman Brombolich inquired of the Planning Commission's public hearing regarding this amendment to which Director Bookless advised the hearing was held at the last monthly meeting and they voted unanimously to amend.

Councilman Jerome indicated this proposed amendment had been a topic of discussion for months. The purpose was to remove the need of a site plan review process for smaller remodel projects and give Community Development Director the authority to review in-house. Director Bookless concurred.

Mayor Miller inquired of public comments during the hearing to which Director Bookless advised no comments were made.

**G. COUNCIL DISCUSSION**

1. Positional Classifications and Salary Ranges

**Attachments:**    [Agenda Item Report](#)  
                              [Exhibit A Salary Ranges](#)

City Manager Bair informed Council that in 2013 salaries switched from a range approach to a defined salary ordinance. The salary ordinance requires staff to come before Council for approve when any and all changes are made. He indicated a salary ordinance limits recruiting efforts. A salary range allows for the City Manager to hire within positional range based on experience and education.

He indicated his preference to a positional salary range approach and described the program to include:

- \* Positional Levels and Job Classification - separates one type of job from another and based on

duties (complexity of job, education and experience requirements and whether or not position includes supervisory role).

- \* Applies to non-union full and part-time employees only.

- \* Range starts at a minimum, includes midpoint, 3rd quartile and ends at maximum.

He further advised that new hires could be compensated for prior experience up to the 3rd quartile range, salary range reviewed and adjusted annually, with 6 month probationary period. Salary adjustments are based on annual across-the-board adjustments, interim assignments, performance of duties, passing probationary period, permanent job duty change, reorganization and/or changes to the salary ranges.

City Manager Bair explained the impact that current salary ordinance has when attempting to recruit new employees. Human Resource Coordinator Stacy O'Brien indicated that a salary range approach is common practice within other municipalities.

Councilman Brombolich clarified that the salary range only pertains to non-union personnel. She indicated the process worked well under previous administration. She inquired if all the currently filled positions are between the minimum and 3rd quartile. Coordinator O'Brien advised 1 person does not meet the minimum. City Manager Bair suggested amending the salary for the 1 person in order to get them within range. City Manager Bair explained that policies would be drafted to accompany the salary ranges.

Councilman Jerome indicated the salary range approach gives the City discretion and allows for latitude based on candidates qualifications. Mayor Miller agreed that the previous salary range program worked well. Council was in agreement to bring the salary range ordinance and policy back as New Business in August.

## 2. 2012 Building Code Update

Director Bookless indicated that this is an introduction to updating the Building Code as he is working on a draft ordinance to amend Title 15 Building Codes and Construction. He explained the Building Codes encompasses several construction code regulations. The codes are based on international standards and updated every 3 years with most cities adopting the updated codes every other year. The City currently uses the 2006 edition but proposing to update to the 2012 codes which will allow for contemporary building standards and update ISO rating.

City Manager Bair advised the City has been talking about updating to the 2012 codes since 2012. He spoke of exempting residential sprinklers from the code.

Councilman Stehman advised the most recent code is the 2015 edition. He spoke of reducing certain building permits fees that do not require an inspection. He asked staff to review cost associated with inspections and possibly make a fee adjustment accordingly.

Councilman Brombolich recalled a reason as to why the 2012 Building Codes were not adopted and City Manager Bair indicated the main reason was the residential sprinkler requirements as well as Life Safety Code issues. She mentioned that roofing contractors are required to have a State license and

that is verified when they obtain a permit. She also inquired of updating the fee ordinance on an annual basis. City Manager Bair indicated a comprehensive fee analysis will be done.

Councilman Stehman spoke of the 2012 codes and the residential sprinkler requirements. He indicated that other municipalities have exempted the residential sprinkler requirement and put into place other provisions.

### 3. Northeast Business District Sign Grant Application for Orchard Shell

**Attachments:**    [Agenda Item Report](#)  
                          [NEBD Sign Grant Application](#)  
                          [Bids and Architectural Plans](#)  
                          [Approved Sign Permit Application](#)

Overview by Cristen Hardin, Associate Planner, who highlighted the Northeast Business District (NEBD) program purpose as to encourage private investments. City Manager Bair explained that besides redevelopment agreements, this is the first application since implementing the NEBD in 2009. He further advised that the district's funds are currently dedicated to the Beltline/Keebler Road intersection project but funds could be supplemented with MFT.

Ms. Hardin advised staff has met with the owner of Orchard Shell regarding improvements to his business and he inquired of NEBD grant funds. He later submitted a sign grant application, sign permit application and bids for the renovation of an existing freestanding sign. The sign permit was approved by the Community Development Department. The proposed sign improvement is the first of a larger improvement project to include new fuel pumps and concrete islands, lighting, canopy, painting and electrical. The overall project is estimated at \$125,000. The applicant received 3 bids for the sign improvement with the lowest bid at \$21,806. The applicant is requesting a reimbursement of 50% = \$10,903.11.

Councilman Jerome read from a handout regarding the sign grant program that specifically mentioned promoting monument type graphics. He compared the existing sign with that of the proposed sign and indicated that the new sign essentially consist of new skins on the existing sign with the addition of a television display. He further advised the Planning Commission previously recommended monument signs instead of pole signs. He indicated he would like for the applicant to look into replacing the pole sign with a monument type of sign. Ms. Hardin advised the LED price changing sign and message board would be an addition to the pole sign. A brief discussion was had regarding the sign grant application. Mayor Miller spoke of the placement of a monument sign with regards to line of sight issues.

Ms. Hardin advised she will meet with the applicant regarding the sign and other proposed improvements.

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

Bob DesPain spoke of how the public body conducts business. He referenced the March 27, 2017

meeting. He inquired of updates regarding the Miner's Theater. He spoke of conflict of interest and the appearance of conflict.

Guy Don Carlos read a section of 735 ILCS 110 Citizen's Participation Act.

Karen McReynolds spoke of Agenda Item 5 regarding unpaid utility accounts. She inquired of the recovery program the City participates in to recover bad debt. She indicated the ordinance is unfair. She mentioned a lawsuit filed by the City against a citizen. Councilman Jerome advised the Council cannot respond since this is pending litigation. She mentioned a previous remark by Councilman Jerome.

Susan Bailey spoke of collection methods by the water department. She mentioned options to include monthly billing, increase deposit amount, and the process of shutting off services sooner.

Mary Drumm inquired of the Local Debt Recovery program results. She mentioned options for collecting money on overdue water bills. She spoke of a FOIA regarding calls to the Walmart Super Center.

Phil Astrauskas inquired of code enforcement. He mentioned various employees on vacation. He agreed that a building permit fee should not be required if an inspection is not necessary or done. He spoke of the water bills and mentioned options. He mentioned a FOIA request regarding Crime Free.

Phil Astrauskas Jr. spoke of the benefits of automated water meters. He suggested the City shut off water for overdue bills.

Scott Rayho spoke of concerns regarding water bills white might include a change in the market. He suggested the City notify the landlord if tenant is past due. He spoke of the effective date to allow for a change in rental agreements. He spoke of a partnership with the City to come up with a solution.

Kyle Anderson indicated he was opposed to the water bill collection ordinance.

Guy Don Carlos inquired if there is a state or federal authority that oversees municipal utilities.

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

Mayor Miller thanked Walmart Neighborhood Market for grants to the Fire Department, Police Department and C3 event. He indicated they will be opening this coming Wednesday and has expressed a desire to be a part of the community. He mentioned the Faith in Action auction which was held at the Gateway Center this past Saturday. He also mentioned the CHS alumni football game that was held as a fundraiser for the high school football team.

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

Councilman Green spoke of additional grants from Walmart Neighborhood Market to Caseyville Elementary School in the amount of \$2,000 and Collinsville Food Pantry in the amount of \$4,000. She spoke of the grand re-opening ribbon cutting event at Schnucks.

Councilman Jerome spoke of the Schnucks ribbon cutting event. He reminded the public of the BBQ festival this coming weekend on Main Street. He spoke of community events in Collinsville. He mentioned efforts to communicate with the public.

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

City Manager Bair clarified that no City funds has been given to the Miner's Theater since the TIF award from when C.A.R.D. owned the building. He mentioned the success of the Wildey Theater was due to public investment.

**L. CONSENT AGENDA**

City Clerk Wasser read the Consent Agenda.

1. Motion to Approve Payment of Bills for the Period Ending July 14, 2017 in the Amount of \$556,911.27

**Attachments:**    [Agenda Item Report](#)  
                              [Board List 07-07-17](#)  
                              [Board List 07-14-17](#)

2. Motion to Approve Payroll for the Period Ending June 30, 2017 in the Amount of \$524,474.95

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

3. Motion to Approve Minutes of the July 10, 2017 Meeting

**Attachments:**    [Agenda Item Report](#)  
                              [071017RegMtg.pdf](#)

4. Resolution Reappointing Member of the Collinsville Economic Development Commission (Kai Redmon)

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

5. Ordinance to Vacate the Quitclaiming and Vacating of Utility Easements at Woodland Park Apartments

**Attachments:**    [Agenda Item Report](#)  
                              [Ordinance](#)  
                              [Exhibit 1 - Easement Vacation](#)  
                              [Exhibit 2 - Easement Vacation](#)

**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 Jerome, seconded by Councilman Green, 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 Accepting an Illinois Workers' Compensation Commission Settlement Contract Lump Sum Petition and Order

**Attachments:** [Agenda Item Report](#)  
[Ordinance](#)  
[Settlement Contract](#)

Overview by Tamara Ammann, Finance Director, who advised employee John Rukavina was injured on November 4, 2015 when lifting a vault lid while on duty. All medical expenses and disability benefits have been paid. This ordinance authorizes a settlement payment of \$9440.25 as resolution.

Councilman Jerome inquired of the percentage of disability since it was redacted from the documents and asked for that information to be available on future cases. Director Ammann indicated that was redacted at Council's direction. She also advised this case was previously discussed during closed session.

**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

2. Ordinance Declaring Personal Property Owned by the City as Surplus and Authorizing the Sale of Personal Property (2002 John Deere 6120 Tractor with Boom Mower Attachment)

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

Public Works Director Dennis Kress reminded Council of the previously approved purchase of a

2016 John Deere Tractor with boom mower to replaced a 2002 John Deere Tractor that was damaged in an electrical fire. The insurance company advised the City that we can retain possession of the 2002 tractor. Staff is requesting the tractor to be declared surplus and allow for the sale of the tractor. Once a reserve amount is determined, the City will place the item for sale with Public Surplus, an online auction service.

**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

3. Ordinance Authorizing the Purchase of a 2017 Ford F-250 4x4 Crew Cab from Landmark Ford in the Amount of \$29,521 (Water Lines)

**Attachments:** [Agenda Item Report](#)  
[Ordinance](#)  
[Landmark Ford Quote](#)

Director Kress advised the ordinance authorizes the purchase of a 2017 Ford F250 truck through the Illinois Joint Purchasing Program from Landmark Ford in the amount of \$29,521. This vehicle will replace the 1999 Ford F250, over 100,000 miles, and reassigned to the Street Department. He explained that due to a breakdown in communications, the truck was previously ordered and delivered. The vehicle was budgeted for in the 2015 CIP but not ordered due to unexpected expenses. He apologized for the miscommunication between staff.

City Manager Bair clarified that the vehicle was budgeted for twice, replaces a 1999 truck and was part of the recent CIP discussion. He indicated a possible procedural change regarding the purchasing authorization.

Councilman Stehman agreed with changing the purchasing authorization as long as items are budgeted for within the Capital Improvement Plan.

**A motion was made by Councilman Brombolich, seconded by Councilman Jerome 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 of a 2017 Ford F-250 from Landmark Ford in the Amount of \$27,761 (Animal Control)

**Attachments:**    [Agenda Item Report](#)  
                              [Ordinance](#)  
                              [Larkmark Ford Quote](#)

Overview by Police Chief Steve Evans, who advised this ordinance will authorize the purchase of a 2017 Ford F250 through the State's Joint Purchasing Program in the amount of \$27,761. This vehicle will be used within the Animal Control division. This vehicle was budgeted for in the 2017 CIP with funding from the Animal Shelter Fund. Currently, there are 2 animal control officers who drive a 2005 Ford F250 truck, over 90,000 miles with increasing maintenance costs. The 2017 Ford truck will replace the 2005 truck but staff is considering expenses related to maintaining and keeping the 2005 truck as backup.

Councilman Stehman inquired of the animal control bed equipment. Chief Evans advised a committee researched the options and determined that an after market truck bed shell with individual kennels would be beneficial.

**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

5.        Ordinance Amending the Collinsville Municipal Code, Title 13, with Regards to the Owner and Several Liabilities for Unpaid Utility Accounts

**Attachments:**    [Agenda Item Report](#)  
                              [Ordinance](#)  
                              [Water Account by Owner Information](#)

City Manager Bair introduced an ordinance regarding uncollected water bills to be the responsibility of the property owner. He advised this ordinance is similar to how other municipalities handle this situation. He explained that approximately 23% of the City's water accounts are classified as non-owner occupied but clarified that this figure does not mean the City is only 23% non-owner occupied or rental; however, the delinquency is 69.4% which reflects \$128,000 out of \$185,000 and about 50.9% in disconnections. Staff will review fees, appropriate deposit amount and shut off process. He explained the debt recovery program requires someone to be owed money from the State before we can collect but was a better solution than the collection agency.

Councilman Brombolich expressed concern over the 69% delinquency and the amount of money that entails. She inquired if notices are sent to the landlord when the tenant is delinquent. Director Ammann advised previously all bills were sent to the property owners and tenants but it did not help with the collection. She further indicated they received a lot of negative feedback, process was time consuming and incurred additional expense in postage. She further explained other attempts that included increase deposit amounts, shutting off service sooner and better collection efforts; however,

the unpaid amount is the result of these efforts. Councilman Brombolich inquired of the return of the water account deposit after a certain amount of time to which Director Ammann advised an owner will receive their deposit back after 2 years as long as they had 12 payments with no penalties. She further advised that renters only receive their deposit back when the account is closed. Councilman Brombolich inquired of other cities billing cycles. A discussion was had regarding changing the billing cycle and the impact that would have on staff. City Manager Bair spoke of automated meter readings to help with some of the mentioned options. He explained the shared liability clause. Councilman Brombolich indicated she would like to see how other municipalities handle this issue. Director Ammann clarified that the Local Debt Recovery program only works if the individual is owed money from the State such as a tax refund or lottery winnings. So far, they have collected about 20% through the debt recovery program.

Councilman Stehman spoke of his priorities to include good customer service and to be financially responsible. He indicated he was astonished by the delinquency rate and inquired why. He mentioned he is a landlord and as such it is easier for the property owner to collect from the renters than the City to do so. He indicated he asks for paid utility receipts before refunding deposit to renter. City Manager Bair suggested making the effective date 30, 60 or 90 days out upon passage. He spoke of the importance of good customer service.

Director Ammann clarified that it would be a rarity for an account to go 3 months without the City knowing it was delinquent. She indicated that many renters fail to notify the City when they are vacating a premise but the account is flagged as closed when the new tenant opens an account at the same property. Usually, it is known within 30 days that the account will be delinquent.

Councilman Jerome explained that contractually you can make someone responsible for another's debt but questioned if it is fair to do so. He indicated the City's collection agent should be collecting these funds. He spoke of various options to including billing monthly, increasing the deposit amount and cutting of services sooner. He spoke of landlords having to have a court order if someone fails to pay their utilities but the City can unilaterally shut off services without such order. Director Ammann clarified that these are not active accounts but already closed and delinquent water accounts. City Manager Bair attempted to clarify some confusion and advised that the City already has a process for shutting off services on active accounts that are in arrears. He further indicated they are referring to past, closed accounts. A discussion was had as to how the process would be implemented. Councilman Jerome spoke of the need to partner with the landlords. He also indicated that this process would take some time as it would have to be worked into future lease term agreements.

Mayor Miller advised he would like to see how other municipalities are handling this process as well as options.

**A motion was made by Mayor Miller, seconded by Councilman Jerome to table. The motion carried by the following vote:**

**Aye:** 4 - Green, Jerome, Brombolich, and Miller

**Nay:** 1 - Stehman

**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):

- 5. The purchase or lease of real property
- 11. Pending or Threatened or Imminent Litigation

**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

**P. ANNOUNCEMENTS**

**Q. ADJOURNMENT**

**A motion was made by Councilman Brombolich, seconded by Councilman Jerome to adjourn at 9:21 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.