



# 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, November 27, 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 Cheryl Brombolich, Councilman Donna Green, Councilman Jeff Stehman, Councilman David Jerome, and Mayor John Miller

**Absent:** 0

#### C. INVOCATION

Delivered by Pastor David Seaton of Collinsville Community Church.

#### D. PLEDGE OF ALLEGIANCE

Recited.

#### E. PROCLAMATIONS/RECOGNITION/PRESENTATIONS

1. Proclamation for the Illinois Bicentennial Celebration

Mayor Miller read the Proclamation of the Illinois Bicentennial Celebration.

#### F. BUSINESS PRIOR TO PUBLIC INPUT

1. Public Hearing on Proposed Budget for Fiscal Year Ending December 31,

2018

- A. Motion to Open Public Hearing
- B. Staff Report
- C. Public Input
- D. Adjourn Public Hearing

Motion made by Councilman Jerome and seconded by Councilman Brombolich to open Public Hearing.

Finance Director Tamara Ammann explained the draft copy of the 2018 budget has been available for review on the City's website and at the front counter of City Hall for over 2 weeks. No changes have been made to the budget since Council last discussed it.

No public input.

Motion made by Councilman Stehman and seconded by Councilman Green to adjourn Public Hearing.

2. Public Hearing on Proposed Budget for Fiscal Year Ending December 31, 2019

- A. Motion to Open Public Hearing
- B. Staff Report
- C. Public Input
- D. Adjourn Public Hearing

Motion made by Councilman Brombolich and seconded by Councilman Green to open Public Hearing.

Finance Director Tamara Ammann explained the proposed 2019 budget has been available for review on the City's website and at the front counter of City Hall for over 2 weeks. No changes have been made to the budget since Council last discussed it.

No public input.

Motion made by Councilman Jerome and seconded by Councilman Stehman to adjourn Public Hearing.

3. Ordinance Rezoning Real Estate Owned by 115 E. Clay, LLC (Located at 115 E. Clay St.)

**Attachments:**    [Agenda Item Report](#)  
                              [Ordinance](#)  
                              [Staff Report to Planning Commission](#)  
                              [Planning Commission Public Hearing Minutes](#)

Community Development Director David Bookless displayed an aerial view photo of 115 E. Clay which was the former Collinsville Herald building. He explained the building has been vacant since the newspaper closed. The City was contacted by Ardent Distillers with intended use to open a restaurant with micro distillery and brewery. They may seek incentives as a later date. This ordinance allows for the property to be rezoned from B2 to Uptown Collinsville District (UCD). He further explained the Planning Commission held a public hearing to which 2 residents expressed concern of potential noise and screening; however, these issues were resolved. The Planning Commission voted unanimously to recommend.

Councilman Brombolich inquired as to who was going to develop the property to which Director Bookless advised it would be the owner.

Mayor Miller inquired of restrictions by the Planning Commission. Director Bookless spoke of concerns about parking but indicated the neighboring bank has offered the use of their parking lot to Ardent.

Councilman Jerome spoke of the site as having potential and the benefits to rezoning it UCD rather than Planned District.

**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

## **G.        COUNCIL DISCUSSION**

### **1.        ArchImages Space Planning Update**

City Manager Bair introduced Greg Garner of ArchImages. Mr. Garner will update Council on the assessment of City Hall. Mr. Garner gave a brief review of last update. He spoke of the priorities/needs, process, design/phasing and space planning. He spoke of an addition to the front as a main entryway into the building and displayed an exterior concept drawing. He mentioned the building being registered as a historical site and indicated they will meet the requirements to keep the historical value. City Manager Bair spoke of the update and the amount of people the new Chambers would hold, restroom locations and multi-purpose room instead of the current training room for public meetings. Mr. Garner spoke of phasing options, relocating employees into swing spaces to allow for construction and temporarily hosting Council meetings and municipal court proceedings offsite versus

relocating 90% of all functions to offsite facilities during construction. He gave cost opinions which depends on time and market, completion of design, and phases. He estimated the construction value at \$2.75 to \$3.25 million. He indicated they would use as many existing resources as possible (furniture, lighting, equipment, etc). He indicated the design work could take 4-6 months and construction 7-10 months.

City Manager Bair inquired of the cost for a new facility to which Mr. Garner estimated that it could be twice as much for new construction and this estimate does not include land acquisition.

Mr. Garner explained the next steps to include Council's review, scope and schedule proposal, design construction plans, bid project and start construction. He advised he would submit final documents to City Manager Bair within the next 2 weeks for Council's review.

Councilman Stehman commented that the previous remodeling did not address priorities and needs.

## 2. Mobile Home Inspections

Director Bookless gave an overview of the mobile home parks inspections program. He indicated the State stopped their annual inspection program for home rule municipalities in 2011 thereby allowing home rule cities to adopt their own inspection programs. In 2012, a similar inspection program was proposed but cancelled by former management. Mobile home park inspections have not been done in Collinsville since the ceased State program. He explained the justification for an inspection program and the difference between reactive enforcement versus a proactive inspection program. He further indicated the inspection program would address exterior life safety issues, electrical systems, lighting, exterior siding and skirting, roof conditions, means of egress, etc. He identified 7 mobile home parks in Collinsville with the smallest consisting of 2 units and the largest at 251 units for a total of 384 mobile home units within locations classified as mobile home parks. Single units located on residential lots are not included in the inspection program. He advised his department would like to start the inspection program in 2018 and would use existing staff. He suggested a fee schedule to include \$100 per park and \$12 per mobile home. Each inspection would take approximately 30-45 minutes. He summarized the proposed Mobile Home Park Inspection Program and the next steps moving forward to include a draft ordinance for Council's approval, database for tracking, and notification to owners.

Councilman Brombolich inquired if the program would go before the Planning Commission for review to which Director Bookless advised it is not a zoning ordinance amendment but they could review at Council's request. Councilman Jerome indicated it appears to be more of a code enforcement issue and not a planning/zoning issue but it would not hinder anything by having someone else review it.

Councilman Jerome inquired as to why the state discontinued the program. Director Bookless assumed it was due to funding issues; however, the state still performs the program for non home rule municipalities. Councilman Jerome asked for clarification between an exclusive inspection program versus code enforcement. Director Bookless advised this would assist code enforcement efforts and continue with an inspection program that had successfully existed at the state level. Director Bookless

explained the inspections would consist of exterior only and would include the same standards as the state requires.

City Manager Bair indicated that most home rule municipalities adopted an inspection program once the state concluded theirs. Councilman Stehman clarified that the state did not drop the inspection program all together but stopped inspections for municipalities that are home rule. He also explained that many mobile home parks have privately owned infrastructure (streets, fire hydrants) that needs to be inspected on a regular basis. O'Fallon adopted a similar program.

Mayor Miller agreed that it would be beneficial to have the Planning Commission review the program.

### 3. Vacant Property Registration

Director Bookless gave a summary of the vacant property registration and explained the authority that home rule municipalities have to enforce such with regards to the protection of the public, safety, and welfare. He indicated there are 1,900 similar programs nationally and 100 in Illinois. He described the programs consisting of vacant and abandoned properties. He explained the justification for a vacant property registration to address extended periods of vacancy, attractive nuisance issues, pests, trash, decay, fire safety, criminal activities, other nuisances such as tall grass, potential dangers, and diminishes property values for neighboring properties. He explained the difference between reactive enforcement verses a proactive inspection. He described the program to include required registration after a property is vacant for 6 months, owner contact information on file with a local authorized agent within 30 miles of City, maintenance standards and liability insurance for the property. The program would include an inspection of the property to focus on life safety issues, property maintenance and nuisance abatement. May also require a plan of action by the owner should the property be vacant for more than 24 months. He indicated the program would be facilitated by using existing staff with a start date in the first or second quarter of 2018. He indicated that Collinsville currently has at least:

- \* 15 foreclosed properties
- \* 100 single family vacant buildings
- \* 15 multi family vacant units
- \* 20 commercial units that are vacant

He spoke of the program in Aurora, IL and proposed a similar registration fee of \$250 per unit with increasing semi-annual fees after 1 year vacancy. He also described other similar programs. He indicated the next step would be to draft an ordinance for Council's approval, obtain database for tracking purposes and notification to owners. City Manager Bair summarized the vacant property registration program.

Councilman Jerome indicated he would like for the Planning Commission to review the program as well as the Edwardsville program. He spoke of the need for an exemption clause as some homes that are for sale may sit vacant longer than 6 months. He also mentioned a medical reason exception. He inquired of the enforcement of the program.

## H. SPEAKERS FROM THE FLOOR

Bob DesPain mentioned a gathering that took place 12 years ago at Horseshoe Lounge. He spoke of a letter he wrote to the Belleville News Democrat. He spoke of a ticket he received.

David Seaton thanked Council and staff for efforts in upkeep initiatives. He spoke of visiting an apartment in Collinsville and the poor living conditions, code violations and life safety issues that were present. He mentioned the need for occupancy permits.

Ron Dederick of Illinois Association of Realtors/Greater Gateway Association of Realtors spoke of the mobile home inspection program and vacant property registration. He indicated their association would like to be a part of the discussions before implementation.

Janet Schultz thanked Mayor Miller and Mike Jefferies for their help with a water situation at her home. She spoke of the water situation. She mentioned water meters malfunctioning.

Phil Astrauskas indicated deplorable conditions are not always due to the landlord. He also indicated the City should not allow residents to live in buildings without water. He mentioned vacant properties that are maintained should not be charged a fee. He spoke of code enforcement issues and due process of violations. He mentioned a special use permit that was issued.

Karen McReynolds continued reading Ms. Schultz's comments on her water account issue. She spoke of ArchImages assessment of City Hall and inquired as to what would happen to the current building if a new facility was built. She mentioned the need of a crosswalk in front of City Hall. She spoke of the rezoning of 115 E. Clay. She asked for an update on the MotoMart development. She also asked Council for their thoughts of the Town Hall meeting.

Mark Lozano advised he is a former Marine. He spoke of various forms of leadership. He mentioned a bottle in parking lot.

Scott Rayho reiterated comments made by the Government Affairs Director of Illinois Association of Realtors. He thanked Council for looking into programs that will improve Collinsville. He was in agreement with the suggestion of having the Planning Commission review the programs before implementing. He indicated commercial properties may be vacant longer than residential properties.

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

Mayor Miller announced the upcoming Christmas parade and Collins House events. He addressed the parking lot maintenance. He mentioned the discussion items as a way to reinforce property maintenance efforts. He spoke of the Town Hall meeting and expressed his opinion that it went well but had hoped for better attendance and additional questions.

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

Councilman Green indicated that Council was in agreement to have discussions with the realtors regarding the inspection and registration programs. She too indicated she had hoped for better attendance but was overall pleased with the Town Hall meeting.

Councilman Jerome mentioned the upcoming Christmas parade event and encouraged everyone to attend. He spoke of the Planning Commission reviewing to proposed programs and allowing for open discussions with the public. He spoke of the Town Hall meeting and indicated he had hoped for more people in attendance as well as more time allotted but overall enjoyed it. He spoke of future meetings and advised he wants to hear from the citizens as to what they want from Council and the City.

Councilman Brombolich spoke of the Town Hall meeting and expressed disappointment in the lack of attendance. She indicated the meeting was a great avenue to allow for open dialogue between the public and Council.

Councilman Stehman also indicated he enjoyed the Town Hall meeting but was disappointed with the lack of attendance.

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

City Manager Bair spoke of the Town Hall meeting and comments made by the moderator as this was the only general Town Hall meeting she has done. Staff will be preparing a community engagement plan. He clarified the issues regarding CARD and why Collinsville was disappointed with their approach. He indicated the City of Collinsville is 62.42% of CARD's EAV which is approximately \$366.3 million of their total EAV. The City was excluded from CARD's conversations of giving a park to another city. He also spoke of CARD's special meeting as being in conflict with the City's first Town Hall meeting.

Public Works Director Dennis Kress spoke of Ms. Schultz's water issue. He mentioned an excess of water going through the new interim meter while her original meter was being tested. He spoke of similar issues that are typically caused from a stuck open flapper valve in the toilet. He spoke of the testing of Ms. Schultz's water meter. City Manager Bair indicated staff will look into the water account billing process for future Council discussion.

#### **L. CONSENT AGENDA**

City Clerk Wasser read the Consent Agenda.

1. Motion to Approve Payment of Bills for the Period Ending November 21, 2017 in the Amount of \$1,287,229.82

**Attachments:**    [Agenda Item Report](#)  
                              [Board List 10-01-17](#)  
                              [Board List 11-08-17](#)  
                              [Board List 11-17-17](#)  
                              [Board List 11-21-17](#)

2. Motion to Approve Payroll for the Period Ending November 3, 2017 in the Amount of \$558,915.11

**Attachments:**    [Agenda Item Report](#)  
                              [Board List 11-03-17.pdf](#)

3.      Motion to Approve Minutes of the November 13, 2017 Meeting

**Attachments:**    [Agenda Item Report](#)  
                              [111317RegMtg.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 Stehman, 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 providing for the issuance of not to exceed \$475,000 General Obligation Refunding Bonds, in one or more series, and not to exceed \$1,950,000 Taxable General Obligation Refunding Bonds, in one or more series, of the City of Collinsville, Madison and St. Clair Counties, Illinois, and providing for the levy and collection of a direct annual tax for the payment of the principal of and interest on said bonds, and authorizing the execution of one or more escrow agreements and bond orders in connection therewith

**Attachments:**    [Agenda Item Report](#)  
                              [Ordinance](#)  
                              [Escrow Agreement Exhibit A](#)

Overview by Finance Director Tamara Ammann, who advised the ordinance will allow for the refinancing of the remaining balance on the 2007B Bonds and 2009 Bonds at a lower interest rate by issuing replacement bonds. Present was Dan Forbes of Speer Financial, who is the City's financial advisor. Mr. Forbes explained the refunding process. City Manager Bair elaborated on the savings as being 5.14% (\$129,905) over the next 11 years.

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

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

**Nay:**        0

**Absent:**    0

**Abstain:** 0

2. Ordinance Authorizing the Purchase of a 2017 E-One Typhoon Custom Rescue Pumper from Banner Fire Equipment, Inc. (Fire Department EQP-654-17)

**Attachments:**    [Agenda Item Report](#)  
                          [Ordinance](#)  
                          [Bid Tabulation](#)  
                          [Sales Agreement](#)  
                          [2017-2022 CIP FINAL Fire Truck Purchase.pdf](#)

Fire Chief Kevin Edmond advised this ordinance would authorize the purchase of a new pumper that would replace a 22 year old pumper. He spoke of the committee and specification. He indicated that the Fire Dept. recommends the purchase of the E-One Typhoon Custom Rescue Pumper from Banner Fire Equipment which was the lowest bid in the amount of \$519,820.

Councilman Jerome commented that this amount falls \$30,000 below what was budgeted for in the CIP to which Chief Edmond confirmed.

Councilman Brombolich asked that future purchases include the amount within the agenda title.

City Manager Bair spoke of amending the CIP as financing costs is not included.

Mayor Miller spoke of the benefits of having standardized fire equipment.

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

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

**Nay:**        0

**Absent:**    0

**Abstain:** 0

3. Ordinance Authorizing the Mayor to Sign a Purchase Contract with Madison County (200 Angle St.)

**Attachments:**    [Agenda Item Report](#)  
                          [Ordinance](#)  
                          [Exhibit A - Purchase Contract](#)

Overview by Director Bookless explained that the City has been maintaining the property since the house was demolished in 2014. The City has over \$15,000 in liens for the cost of the demo and yard maintenance. Due to delinquent taxes, Madison County took ownership of the property. They have offered to sell the property to the City for approximately \$634.

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

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

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**4. Motion to Award Bids for 2018 MFT Maintenance Program**

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

[Bid Tab - pg 1](#)

[Bid Tab - pg 2](#)

[Bid Tab - pg 3](#)

Troy Turner, City Engineer, advised bids for the purchase of street maintenance materials were received and opened. Prices were within reason. He spoke of the need to bid out slag chips in the near future.

Councilman Brombolich inquired of the grand total and he indicated it is approximately \$580,000.

**A motion was made by Councilman Green, 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 Stehman, seconded by Councilman Green to adjourn at 9:14pm. 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.