

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF
THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
DECEMBER 10, 2018 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Ebersohl called the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois to order at 7:00 P.M.

Upon Roll Call, the following members were:

Present: Committee Members - Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, and Holtkamp. Mayor Hutchinson was also present.

Absent: Alderman Martens.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, City Clerk and Director of EMA Wes Hoeffken, Accounting Manager and Acting City Treasurer Linda Sharp, City Engineer Chris Smith, Director of Community Development Scott Dunakey, Building Official Justin Osterhage, Chief of Police Jerry Paul, Deputy Chief of Police Jason Donjon, EMS Chief Kim Lamprecht, and Deputy Clerk Donna Mehaffey.

Guests: Mr. Bill Groennert, Mrs. Charlotte Hooock, Mrs. Carla Becherer, Mrs. Cail Furkin, Sonya and Michael Madlinger, and Mr. Mike Degener regarding the home at 871 Meadowview Lane; Pete and Julie Ingold of Sunset Overlook; Mr. Danny Reifschneider of Reifschneider's Grill and Grape, and Mr. Steve Traube of Traube Tent & Structures.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of Minutes from the November 13, 2018 Committee of the Whole Meeting; (2) 871 Meadowview Lane; (3) Route 3 Rumble Strips; (4) Temporary Structure Permit Regulations; (5) Gateway/POP-UP SHOP Monument Sign; (6) Federal QBS Requirements; (7) MOU with Monroe County Circuit Clerk (Digital Ticket System for Police Department); (8) EMA Vehicle; (9) Amendment to Agreement with GovTemps USA; (10) Building Permit Process; (11) Other Items to be Considered; (12) Public Comments; and (13) Executive Session – 5 ILCS 120/2(c).

II. APPROVAL OF MINUTES FROM THE TUESDAY, NOVEMBER 13, 2018 COMMITTEE OF THE WHOLE MEETING

The minutes from the Tuesday, November 13, 2018 Committee of the Whole committee meeting were submitted for approval.

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Holtkamp, to approve the minutes from the Tuesday, November 13, 2018 Committee of the Whole committee meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Reis, and Holtkamp voted yea. Alderman Huch abstained. **MOTION CARRIED.**

III. 871 MEADOWVIEW LANE

The meeting was turned over to Alderman Mary Ellen Niemietz regarding the home concerns of 871 Meadowview Lane. She said she continues to receive phone calls about the home dating back to September 2007. She was most recently contacted by the neighborhood delegation that is in attendance at the meeting tonight. In the past, she has contacted the City Administrator, City Attorney, Fire Marshall, Police Chief, and Code Administrator to check out any issues with the property, but the biggest concern is no one is residing in the home. Building Official Justin Osterhage said some work has been done to the front of the home and said the owner does not know what the plan is for the property but does want to comply with the City. A representative was at the meeting since the property owner was already scheduled to work and could not attend.

A delegation of neighborhood residents voiced their concerns of the home. Those residents were: Mrs. Cail Furkin, Mrs. Carla Becherer, Mr. Bill Groennert, Mrs. Sonja Madlinger, Mr. Mike Degener, and Mrs. Charlotte Hooch. Concerns were: The family moved out in 2004 and never saw a moving van so suspects all the furniture is still inside; the owner's father does keep the lawn mowed, several neighbors have had trouble selling their homes because of the condition of this home, basement windows are busted, closed a patio door that was left open on the home and the inside of the home smelled bad, there is no water or electricity so when work has been completed on the home, a neighbor has been asked by the property owner to provides the water for the work, back of the home is a mess and an eyesore, recently re-financed own home and the appraiser asked about the home and if anyone lived there, one of the neighbors sells real estate and confronted the owner about selling the property and was not interested in selling it, there were holes in the second floor windows and squirrels were going in and out, wondered how the home could be insured, asked if the City could do something, asked if anyone was present to speak for the property in question and there was no response.

City Attorney Terry Bruckert informed the Committee and guests that the taxes and water bill are current on the home. Under Illinois law, the property can't be declared vacant. The City can't go inside the home without the owner's permission. Mr. Bruckert said the City can go to the County Health Department and make a complaint if there is a health issue.

Alderman Niemietz added that if the neighbors help provide maintenance, they are enablers and the City can only do things from a legal standpoint.

Mr. Bruckert, Mr. Osterhage, and the attorney representing 871 Meadowview Lane will be meeting to see what needs to get done to bring the home up to code.

Mr. Bruckert updated the Committee that the attorney for 871 Meadowview Lane was just retained at 4:00 P.M. today and said he will work with the property owner and the City to bring the outside of the property up to code. Mr. Bruckert also informed the attorney that he will also be requesting the right to get inside the home due to health issues. The property owner's attorney will work on this issue as well.

IV. ROUTE 3 RUMBLE STRIPS

City Administrator James Morani addressed the Committee regarding the Route 3 rumble strips noise complaints. Mr. Morani explained IDOT installed another set of rumble strips before the intersection of Route 3 and Veterans Parkway after the second fatality at that location. Mr. Morani and Chief Paul have been dealing with Mr. Joe Monroe of IDOT and if the City would want the rumble strips removed, IDOT would need a letter in writing with direction by the City Council.

Mayor Hutchinson said the City could put together a letter to IDOT to remove the strips and asked how the Committee felt about it. Alderman Holtkamp said this set of rumble strips sounds different than the other two sets that are on the highway at the north and south end of Route 3. Alderman Reis said the new strips are much higher.

Mayor Hutchinson said the City can speak to IDOT and see if there are less aggressive strips that are not so loud. Alderman Niemietz said white stripes could be installed before the stop light as an alternative. Mr. Morani stated IDOT may say rumble strips or no rumble strips. Alderman Reis said to ask IDOT if there were any similar situations around the State of Illinois. Mr. Morani said he is not aware of any other rumble strips in the metro east area for this type of situation.

It was the consensus of the committee for Chief Jerry Paul to ask IDOT for less aggressive rumble strips and white stripes before the stop light at the intersection of Route 3 and Veterans Parkway.

V. **TEMPORARY STRUCTURE PERMIT REGULATIONS**

Director of Community Development Scott Dunakey presented a draft ordinance to the Committee to incorporate Temporary Structure Permit Requirements and Appropriate Fees for tent structures in the City of Columbia Municipal Code. Mr. Dunakey said there is no allowance for tents in our current municipal code. The draft ordinance was completed due to a tent recently erected. Mr. Dunakey introduced a discussion on the draft ordinance to initiate tents as a temporary structure and a letter was sent to various property owners with tents. Three letters were sent. There was concern of an open fire pit in a tent structure shown on Facebook which are not allowed. Propane heaters are also not allowed in the tent structures. Mr. Dunakey said there are some tents with forced-air heat. It was noted that Sunset Overlook has forced-air heat in their tent structure.

Mr. Danny Reifschneider of Reifschneider's Grill and Grape was in attendance and stated that he just installed a heating system and his tent has been located at his restaurant for the last seven years. It was installed by Traube Tent Company of Columbia and was approved by the City's previous building inspector. Mr. Dunakey said there was not a building permit issued for the tent at Reifschneider's. Mr. Reifschneider added the previous building inspector said no permit was needed. Mr. Reifschneider said he has parties scheduled in the tent until June and if they have to be cancelled, it will kill his business. The heat that is in his tent is made for tents. He feels he should be grandfathered in.

Mr. Steve Traube of Traube Tent & Structures (tent rental) was in attendance and gave his experience and said he did not know about his hometown doing this. Mr. Traube said the way the proposed ordinance is written, it will negatively influence his business. Regarding the permit period, he said he has never heard of 14 days, but has heard of 180 days. Mr. Traube rents tents all over the country. He said the proposed ordinance is very restrictive and the minimum cost of the permit fee will be \$250.00. He provided an example of seeing the firemen cooking under canopy tents with propane which is a fire hazard. Mr. Traube agrees there needs to be permitting, but it will hurt his business. He also said the current situation is unfair and now businesses with tents are in violation of the City's municipal code when the process is not in place.

Mr. Morani said there is currently nothing in the City's municipal code for a permitting process. Building Official Justin Osterhage said the timeline is the only addition to the proposed ordinance; all of it was taken out of the 2006 International Building Code and the 2006 International Fire Code.

Mayor Hutchinson stated that the proposed ordinance is only a sample ordinance; the City looks for experts, and Mr. Traube's opinion matters. He suggested staff work with

Traube Tent & Structures to come up with some ideas and check with other communities. The International Building Code was discussed as to standards and possible changes.

Alderman Niemietz reminded all in attendance that the Committee meetings are open for discussion for these types of issues. Mr. Dunakey said the proposed ordinance for Temporary Structure Permit Regulations is not intended to hurt anyone's business. Mr. Dunakey said the most critical and most immediate concern is an open flame in the tent structure.

It was the consensus of the Committee for Mr. Dunakey to have Mr. Osterhage complete a safety inspection for piece of mind with regard to the heating of the tents. Mr. Dunakey will also get in touch with Mr. Traube to get a workable solution for the Temporary Structure Permit Regulations. Mr. Dunakey will also send the other two tent business owners direction as to what was discussed.

VI. GATEWAY/POP-UP SHOP MONUMENT SIGN

Mr. Dunakey said the review committee (Aldermen Agne and Niemietz; Justin Osterhage, Sue Spargo, and Scott Dunakey) met last week for the sign design and the review committee after discussion, voted 4-1 to recommend Summit Sign & Graphics design concept 1 for a 10-foot tall monument sign.

Alderman Holtkamp stated he has no problem with the sign, but a problem with the cost and will be voting no. He also asked what the cost of the maintenance would be for the sign. Mr. Dunakey said the sign is warranted for five years and Alderman Holtkamp said the sign won't last forever.

To help offset the cost of the sign, it was suggested to add a fee to advertise the City sponsored special events on the sign.

Alderman Agne said the POP-UP SHOP is a great idea, but feels the sign will be a distraction to drivers. He added the sign needs to be more in character with the building and is too large of a sign.

Alderman Roessler stated this is the third time this has been brought to the City Council Committee meeting, asked if there was another purpose for the sign, and that a \$50,000.00 sign won't pay for itself.

Mr. Dunakey reminded the Committee the other purposes for the sign was to clean up the banners areas at the north and south end of Columbia, advertise special events, City events, community information, and be a gateway sign for the community.

It was noted the cost of the sign would be coming out of the general fund.

Alderman Ebersohl said he prefers a more traditional sign and would like to see an eight foot sign without the arch since the new bank at the north end of Columbia has an arch on it. Alderman Niemietz said the funding is a concern and asked if the tourism fund could be used. Mr. Dunakey said that would be an appropriate use and would speak to Accounting Manager Linda Sharp and Community Relations & Tourism Coordinator Sue Spargo. Mr. Morani added that possibly a partial amount may be justifiable.

Mr. Dunakey will bring sign maintenance information back to the Committee. No further action was taken.

VII. FEDERAL QBS (QUALIFICATIONS-BASED SELECTION) REQUIREMENTS

City Engineer Chris Smith addressed the Committee on the Federal QBS (Qualifications-Based Selection) Requirements.

Mr. Smith explained the Federal QBS process was briefly discussed over the last year. He said the Federal Highway Administration and IDOT were changing the way they handle utilizing federal funds to pay for engineering. Previously, if you didn't exceed \$150,000.00 in engineering, you could use an existing relationship and not change the \$150,000.00 mark to \$25,000.00. If you have an engineering agreement over \$25,000.00 in federal funding; they have updated their manual and you must have written policies and procedures for how the City is going to implement your quality-based selection process to utilize federal funds. Mr. Smith said he used two pages from IDOT's manual as a guide for adopting the written policies and procedures for QBS when using federal funds for professional engineering services. Mr. Smith said that if the City complies with IDOT regulations, additional approvals are not needed. If the City deviates from the policies and procedures, then it has to be sent to IDOT to get permission. Mr. Smith referenced an IDOT Preliminary Engineering Services Agreement for Federal Participation and noted the last page on the agreement; Exhibit C – Federal Qualification Based Selection (QBS) Checklist. Mr. Smith said he will have an upcoming project where the City will be using federal money for engineering so the City needs to adopt these policies and procedures to be in compliance to move forward with that project. Mr. Smith mentioned several grants that would use the QBS requirements; the ones that are 80/20 that allows the City the opportunity to use federal money for engineering. He also heard that the amount was changing from \$25,000 in federal funding to \$40,000 in federal funding for the first part of 2019. Mr. Smith also said there will be quarterly reporting on all state funding, federal funding, MFT, etc. due to a new transparency act, the DATA Act (Digital Accountability and Transparency Act).

Mr. Morani said the Resolution Adopting Written Policies and Procedures for QBS When Using Federal Funds for Professional Engineering Services will be ready for consideration at the next City Council meeting.

VIII. MOU WITH MONROE COUNTY CIRCUIT CLERK (DIGITAL TICKET SYSTEM FOR POLICE DEPARTMENT)

Police Chief Jerry Paul presented the draft of the Memorandum of Understanding between the City of Columbia and the Monroe County Circuit Clerk's Office regarding DigiTicket. Chief Paul reviewed costs with the Committee which included costs to the Monroe County Circuit Clerk's Office (\$55,006 for year one) and the City of Columbia Police Department (\$4,870 beginning year two which includes the hosting service annual fee of \$900). Chief Paul added he will agree to a five-year commitment for the annual maintenance and support (years three to five will have the same cost as year two and the total is \$19,480). Chief Paul said the DigiTicket system will save manpower for police officers and for the Circuit Clerk's Office.

Mr. Morani said the MOU will be revised slightly, but with no substantive revisions, and will be presented for consideration at the next City Council Meeting.

IX. EMA VEHICLE

Director of EMA Wes Hoeffken addressed the Committee regarding the purchase of an EMA Vehicle. He compared the prices of Morrow Brothers Ford of Greenfield, Illinois and Weber Commercial Truck Center in Granite City, Illinois. The lights and radios the City currently have will be used on the new truck. Mr. Hoeffken said the Ford F150 is sufficient so the Ford F250 is not needed per Alderman Holtkamp's inquiry. The Off Road Package is also not needed. Mr. Hoeffken said the Crew Cab is needed to haul other EMA personnel. It will take six to eight weeks for the order and will be a lease-purchase.

Mr. Hoeffken also provided an update on the outdoor warning sirens.

MOTION:

It was moved by Alderman Reis and seconded by Alderman Holtkamp to recommend to the City Council for consideration the lease purchase of a 2019 Ford F150 4X4 Crew Cab truck in the amount of \$32,810 from Weber Commercial Truck Center in Granite City, Illinois for the Columbia EMA vehicle. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, and Holtkamp voted yea. **MOTION CARRIED.**

X. AMENDMENT TO AGREEMENT WITH GOVTEMPS USA

Mr. Morani informed the Committee that a candidate has been selected for the City's Code Compliance Officer through GovTemps USA. Mr. Morani reported that the agreement with GovTemps USA has been amended. He pointed out that the base compensation is what the City will pay GovTemps USA (\$28.00 per hour) and is not the employee's hourly wage (\$20.00 per hours). The candidate will start next Monday, December 17.

It was the consensus of the Committee to recommend to the City Council for consideration the amendment to the agreement with GovTemps USA at the next City Council meeting.

XI. BUILDING PERMIT PROCESS

Director of Community Development Scott Dunakey presented the City's building permit process to the Committee by overhead projector. He reviewed the application submittal, attachments (building plans, floor plans and site plan), the application review (which includes compliance with the City's building codes – 2006 International Codes – Building, Existing Building, Property Maintenance, Fuel Gas, and Mechanical; 2006 International Fire Code, 2005 National Electric Code, and the 2014 Illinois Plumbing Code.) It takes staff three to five working days for residential permits approval once the application is fully completed. Mr. Dunakey said some applications are incomplete when they are turned in which makes for a longer approval. Building permits are paid before the permit is issued. Building Official Justin Osterhage added that sometimes the department is doing some of the applicant's work when the application is not fully completed.

Mr. Dunakey reviewed inspections completed. He also said that Mr. Osterhage completes fire testing and reviews the fire alarm code. Alderman Holtkamp suggested the City have a fire alarm permit or some type of testing before occupancy.

Lastly, Mr. Dunakey reviewed the Process Flowchart for the Building Permit Process.

Mr. Dunakey will make the next presentation in January. The Building Permit Process slides will be e-mailed to Mr. Morani and the Committee.

XII. OTHER ITEMS TO BE CONSIDERED

A. Inducement Resolution – Revenue Bonds for Budnick Converting, Inc.

An Inducement Resolution for Budnick Converting, Inc. was presented to the Committee for review by Mr. Morani; A Resolution Determining the Intent of the City of Columbia, Illinois to Issue its Revenue Bonds in an Aggregate Principal Amount Not to Exceed \$8,000,000 to Provide Funds to be Loaned to Budnick Converting, Inc. to Finance Certain Manufacturing Facilities. Mr. Morani said the proposed resolution does not bind the City of Columbia in any manner. Mr. Sean Flynn of Gilmore & Bell, P.C. explained in an e-mail to the City the proposed resolution is a reimbursement resolution that should be adopted at the next City Council meeting on December 17. He further added that Budnick Converting, Inc. has started construction on their new building and the proposed resolution needs to be in place in order for Budnick Converting, Inc. to reimburse itself with proceeds of the bonds. Mr. Flynn said nothing in the proposed resolution binds the City. The proposed resolution merely satisfies an IRS requirement relating to reimbursements, which requires the City of Columbia to declare its intent to allow bond proceeds to be used to reimburse expenditures incurred by Budnick. The City will also need to approve another resolution to issue the bonds. Mr. Morani said Budnick approached the City regarding the revenue bonds and that Mr. Flynn with Gilmore & Bell is very reputable. Mr. Bruckert said he has been involved with bond issues in other communities. Mayor Hutchinson said a local bank will handle the bonds and they will be tax exempt. Mr. Dunakey said that staff will distribute a summary of the project prior to adoption of the resolution.

It was the consensus of the Committee for Mr. Morani to follow up with Mr. Sean Flynn of Gilmore & Bell, P.C. and the proposed resolution will be ready for consideration at the next City Council meeting.

XIII. PUBLIC COMMENTS

There were no public comments.

XIV. EXECUTIVE SESSION - 5 ILCS 120/2(c)

Chairman Ebersohl inquired if there was a need to go into Executive Session. There was none.

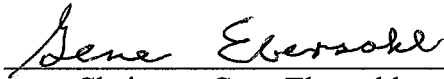
XV. ADJOURNMENT

MOTION:

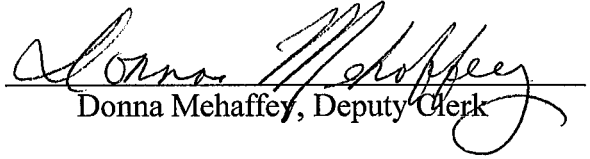
It was moved by Alderman Reis and seconded by Alderman Roessler to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, December 10, 2018 at 9:00 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, and Holtkamp voted yea.

MOTION CARRIED.

Minutes taken by:



Chairman Gene Ebersohl
Committee of the Whole



Donna Mehaffey, Deputy Clerk

Committee of the Whole Meeting –December 10, 2018

Temporary Structure Permit Regulations – 6 pages

Gateway/POP-UP SHOP Monument Sign – 5 pages

Federal QBS Requirements – 16 pages

MOU with Monroe County Circuit Clerk (Digital Ticket System for Police Department) – 3 pages

EMA Vehicle – 4 pages

Amendment to Agreement with GovTemps USA – 4 pages

Inducement Resolution for Budnick Converting, Inc. with e-mail – 4 pages

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