

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF  
THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
JANUARY 14, 2019 IN THE COUNCIL ROOM OF CITY HALL**

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**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, Holtkamp, and Martens. Mayor Hutchinson was also present.

Absent: None.

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, Police Chief Jerry Paul, Historic Main Street Columbia Association Director Andrea Yochum, and Deputy Clerk Donna Mehaffey.

Guests: Mr. Steve Traube of Traube Tent.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of Minutes from the November 26, 2018 Committee of the Whole Meeting; (2) Approval of Minutes from the December 10, 2018 Committee of the Whole Meeting; (3) Main Street Streetscape Project Temporary Construction Easements; (4) Temporary Accessory Structure Permit Regulations; (5) Parking Restrictions for Commercial Vehicles in Residential Areas; (6) Surface Transportation Program (STP); (7) Approval Process for Tow Companies; (8) Gateway/POP-UP SHOP Monument Sign; (9) FY 2019-2020 Budget; (10) Other Items to be Considered; (11) Public Comments; and (12) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE NOVEMBER 26, 2018 COMMITTEE OF THE WHOLE MEETING**

**MOTION:**

Committee of the Whole Meeting –January 14, 2019  
Temporary Accessory Structure Permit Regulations – 3 pages  
Parking Restrictions for Commercial Vehicles in Residential Areas  
Surface Transportation Program (STP) – 2 pages  
Approval Process for Tow Companies – 8 pages

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It was moved by Alderman Reis and seconded by Alderman Niemietz to approve the minutes of the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, November 26, 2018. Upon roll call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

**III. APPROVAL OF MINUTES FROM THE DECEMBER 10, 2018 COMMITTEE OF THE WHOLE MEETING**

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Niemietz to approve the minutes of the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, December 10, 2018. Upon roll call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

**IV. MAIN STREET STREETScape PROJECT TEMPORARY CONSTRUCTION EASEMENTS**

City Administrator James Morani addressed the Committee of the Whole on the Main Street Streetscape Project Temporary Construction Easements. Mr. Morani explained there will be 20 temporary construction easements needed for the Main Street Streetscape Project sidewalk. He has relayed this information to the Historic Main Street Association. Mr. Morani said what the proposed plan entails.

City Engineer Chris Smith said letters have been sent out to the Main Street property owners with a future meeting to be held at City Hall. Mr. Al Goepfert with Oates and Associates will be at the meeting to answer any questions regarding the easement process. Mr. Goepfert is a state-approved right-of-way negotiator. The easements must be certified by May 1 since the letting for the project is in June. Mr. Smith added that the Main Street Streetscape Project will be an improvement to the Main Street properties.

Mr. Morani stated Historic Main Street Columbia Association (HMSCA) has suggested that if all property owners involved were to waive compensation for the easements, would the City consider a donation of \$10,000 for the organization? If so, this money could be used for expenses such as marketing, signage during construction, or façade improvements, for example. Mr. Morani said all 20 property owners would have to agree to it in order for the City to make the donation. Otherwise, in order to expedite the process, some properties could be removed from the scope of work. But this would result in non-uniformity or possibly delay one of the phases. It was also noted no negotiations would be needed if the 20 property owners agreed to waive compensation but that Mr. Goepfert would still be at the meeting if needed.

Ms. Andrea Yochum, Director for HMSCA, was in attendance and said there is a meeting of their board this Wednesday, January 16, about the easements. She also added she would like all of Main Street to look the same.

It was the consensus of the Committee for the City to extend the offer of a \$10,000 donation to Historic Main Street Association.

## **V. TEMPORARY ACCESSORY STRUCTURE PERMIT REGULATIONS**

Director of Community Development Scott Dunakey updated the Committee on the draft of the Temporary Accessory Structure Permit Regulations Ordinance that was proposed last month. Mr. Steve Traube of Traube Tent was in attendance. Mr. Dunakey referenced his handout spreadsheet, "Comparison of Various Municipal Tent Permit Requirements" which showed Government Unit, Fee, Time Limit, etc.

Discussion:

Mr. Traube is still in favor of the 180 consecutive days (six months) allowance for a tent permit. Mr. Traube explained right now, his business is in a slow period. There are not a lot of jobs at this time of year. But he said the jobs he currently has in Columbia could not be done with the proposed ordinance. He noted the City of St. Louis is 180 days allowance and that number of days is common all over the country. Mr. Traube also thought it would increase the liability of the City of Columbia if the City Council's approval is required, page 2, item C-2-(c) of the draft ordinance. Mr. Traube is not in favor of naming the permits Type A and Type B and suggested they should be Residential and Commercial. He also feels the draft ordinance is very complex and restrictive. Mr. Traube noted that other City Councils on the spreadsheet do not approve these types of structures.

City Clerk and Director of EMA Wes Hoeffken offered a solution to have one permit per year for 180 days.

Mr. Dunakey informed the Committee that staff is not comfortable approving the temporary structure permits for 180 days and that approval for these should be made by the City Council. He added that the Zoning Code is the driving course for the draft ordinance.

Mayor Hutchinson stated that staff is already completing the permit, should be the one to sign off on it, and it should not become political. Mr. Morani said this issue is no different than a special use permit and it does become political for staff when elected officials receive phone calls about a tent structure that staff did or did not approve.

Alderman Roessler suggested if the City would go with the 180 days allowance, the proposed ordinance could be made more restrictive if there was a problem down the road.

Alderman Reis thought the population of the cities should be indicated on the spreadsheet, like the proposed ordinance, and is balanced.

Mr. Traube again said when the City Council gets involved with permit approval, it opens the City to liability. City Attorney Terry Bruckert corrected Mr. Traube that City Council permit approval does not open the City to liability and explained to him the tort immunity law.

Mayor Hutchinson also said that Type B in the draft ordinance should be "long term" as it is for Commercial use. Mr. Dunakey agreed.

There was also a discussion on the time needed to review the temporary structure permit application. Mr. Morani said no more than two weeks are needed for the review process.

Examples for a temporary structure permit to be constructed immediately due to emergency situations were discussed. They were construction sites, tornado, hail storm, hurricanes, wildfires, etc. Mr. Dunakey said that the EMA trailer could be used as well for shelter.

After discussion, it was the consensus of the Committee to add language to the proposed ordinance to address emergency circumstances for temporary structure approval as well as long term/short term suggested changes for consideration at the next City Council meeting.

**VI. PARKING RESTRICTIONS FOR COMMERCIAL VEHICLES IN RESIDENTIAL AREAS**

This item was tabled.

**VII. SURFACE TRANSPORTATION PROGRAM (STP)**

Mr. Smith reviewed the proposed Surface Transportation Program (STP) federal grant administered through East-West Gateway and is due February 14, 2019. Mr. Smith said the grant would be for the resurfacing of Quarry Road, Phase 2. Mr. Smith referenced a handout to the Committee which showed 2016 to 2018 Distribution of Federal Transportation Funds and over the last three years, Columbia has received 12% of the Federal Transportation Funds awarded to the Illinois side of the region.

It was the consensus of the Committee of the Whole for City Engineer Chris Smith to submit Phase 2 of Quarry Road Resurfacing for the Surface Transportation Program (STP) grant.

Mr. Smith also mentioned to the committee that the City of Columbia has been shortlisted for the Open Space Lands Acquisition and Development (OSLAD) grant for Creekside Park and he will be required to give a three minute presentation to the Illinois Department of Natural Resources (IDNR) in Springfield on January 22 at 9:00 a.m. Mr. Smith said more than one person can offer the presentation and must be able to answer any questions. Mr. Smith said if the City is successful, they will have two years to get the project completed.

#### **VIII. APPROVAL PROCESS FOR TOW COMPANIES**

Chief of Police Jerry Paul presented a new towing agreement to the committee for their review. The new agreement has been reviewed by City Attorney Terry Bruckert and will allow background checks to be completed on the tow company employees plus a non-resident fingerprinting fee if the applicant is a non-resident. Chief Paul also stated that the Columbia Police Communications will periodically check the tow companies driver's licenses for any criminal activity.

It was the consensus of the committee to proceed with the new approval process for tow companies.

#### **IX. GATEWAY/POP-UP SHOP MONUMENT SIGN**

Mr. Dunakey addressed the Committee on the Gateway/POP-UP SHOP Monument Sign. Mr. Dunakey said questions have come up and funding has been a concern. Mr. Dunakey said since the City is starting the budget process, he wanted to identify a funding stream through the budget process for the proposed sign. Mr. Dunakey said the tourism fund could possibly be used for the funding of the proposed sign.

Alderman Martens asked about another option of the placement of the proposed sign, which could be closer to Interstate 255 coming into Columbia and not at the POP-UP SHOP on Route 3 at South Main and Gall Road.

Alderman Reis said that the proposed sign is backwards. Mr. Dunakey said that can be addressed and considered as the sign has not been approved yet.

Alderman Niemietz stated the cost of the proposed sign is substantial and there will be maintenance and possibly another sign at the north end of Columbia which would make

the investment double. She also said not everyone would see the sign at the south end of Columbia.

Mr. Dunakey will notify the sign vendor to postpone the Gateway/POP-UP SHOP Monument Sign until the FY 2019-2020 budget is completed.

**X. FY 2019-2020 BUDGET**

Accounting Manager Linda Sharp referenced the FY 2019-2020 Budget Schedule she distributed. She said the budget will be approved before May 1 and that she and Mr. Morani had already spoken to department heads about preparing their capital projects and equipment needs for the upcoming fiscal year. The budget hearing will be scheduled for Monday, April 15 at 6:45 p.m., before the City Council meeting and the budget will then be presented at the same City Council meeting for consideration.

Ms. Sharp said the City received \$600,000 in property tax proceeds from Monroe County at the end of December. She added that \$500,000 was for the governmental purposes and \$100,000 was for TIF.

Mrs. Sharp reported the 2018 W-2s have been prepared and will be included with the pay advice this Friday.

**XI. OTHER ITEMS TO BE CONSIDERED**

1. Caring for our Community – Police Chief Jerry Paul said \$11,000 was raised this year and the fund can help the children from the apartment building fire that occurred this evening.
2. Alderman Niemietz commented that she received phone calls that the snow removal recently completed by DOPW was excellent. Other Aldermen concurred.
3. Mr. Morani said he, the Mayor, Chief Jerry Paul, and City Engineer Chris Smith will be meeting with Mr. Joe Monroe of IDOT regarding the new rumble strips on Route 3 at Veterans Parkway.

**XII. PUBLIC COMMENTS**

There were no public comments.

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

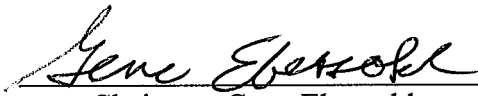
Chairman Ebersohl inquired if there was a need to go into Executive Session. There was none.

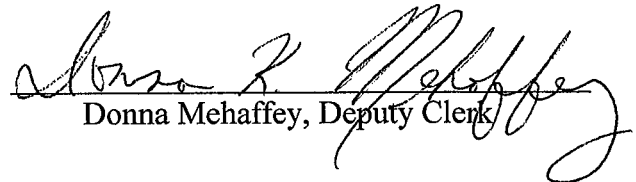
**XIV. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Martens to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, January 14, 2019 at 8:30 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

Minutes taken by:

  
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Chairman Gene Ebersohl  
Committee of the Whole

  
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Donna Mehaffey, Deputy Clerk