

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF  
THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
SEPTEMBER 24, 2018 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, Reis, Holtkamp, and Martens. Mayor Hutchinson was also present.

Absent: Alderman Huch.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, Accounting Manager Linda Sharp, City Engineer Chris Smith, Director of Community Development Scott Dunakey, Building Official Justin Osterhage (Arrived at 7:18 P.M.), Police Chief Jerry Paul, Deputy Chief of Police Jason Donjon, and Deputy Clerk Donna Mehaffey.

Guests: Mr. Dennis Brand representing Brellinger Subdivision and Mr. Dustin Row and Ms. Salle Plunkett of the Main Street Abbey.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of Minutes from the August 27, 2018 Committee of the Whole Meeting; (2) Main Street Abbey Amended Development Plan; (3) Brellinger Fourth Addition Subdivision - Final Plat; (4) Mobile Home Park Licensing; (5) Mobile Home Demolition; (6) Code Compliance Officer; (7) Elected Officials Salaries; (8) Other Items to be Considered; (9) Public Comments; and (10) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE AUGUST 27, 2018 COMMITTEE OF  
THE WHOLE MEETING**

The minutes from the August 27, 2018 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Reis, to approve the minutes from the August 27, 2018 Committee of the Whole committee meeting as

amended. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Reis, Holtkamp, and Martens voted yea. **MOTION CARRIED.**

\*\*Director of Community Development Scott Dunakey asked that the Brellinger Fourth Addition Subdivision - Final Plat be presented before the Main Street Abbey Amended Development Plan since it was being presented at the Plan Commission meeting.

### **III. BRELLINGER FOURTH ADDITION SUBDIVISION - FINAL PLAT**

Mr. Dunakey noted that the applicant, Mr. Dennis Brand, representing Brellinger Subdivision, was in attendance. Mr. Dunakey said that the Cooperation Agreement had not been reviewed until today and said City Attorney Terry Bruckert is not comfortable with deferring the costs of the sidewalks, curb/gutter, and pavement per Mr. Brand's proposed agreement. (See page 3, Section 1., Temporary Culs-de-Sac Construction and Maintenance, Item (B) of the proposed Cooperation Agreement between the City of Columbia and Brellinger Land Trust.) Mr. Bruckert said it was not a good idea and the money for these costs should be placed in an escrow account. Mr. Dunakey explained the temporary culs-de-sac will be located at the end of Benjamin Drive and Frost Landing. The temporary culs-de-sac will be asphalt and the future developer will put in concrete. City Engineer Chris Smith said the streets are only 70 feet long and added these situations need to be set a certain way and remain consistent. There was a short discussion about a second access to Brellinger Subdivision at the Immaculate Conception Church or from Rueck Road.

#### **MOTION:**

It was moved by Alderman Agne and seconded by Alderman Reis, to recommend to the City Council the Final Plat of the Brellinger Fourth Addition for consideration at the next City Council meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Reis, Holtkamp, and Martens voted yea. **MOTION CARRIED.**

#### **MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Reis, to recommend to the City Council for consideration at the next City Council meeting the Cooperation Agreement between the City of Columbia and Brellinger Land Trust with the discussion and City Attorney's comments/changes in the proposed agreement. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Reis, Holtkamp, and Martens voted yea. **MOTION CARRIED.**

### **IV. MAIN STREET ABBEY AMENDED DEVELOPMENT PLAN**

Mr. Dunakey said that Mr. Dustin Row and Ms. Salle Plunkett were present for the meeting representing the Main Street Abbey Amended Development Plan. Mr. Row presented the proposed addition and said the Plan Commission had just reviewed it. Mr. Row referenced the four pages of design drawings which shows a pavilion with fireplace

and storage building in the back of the pavilion to be located next to the Main Street Abbey on South Main and Madison Streets. (This was previously discussed at the September 10<sup>th</sup> Committee of the Whole meeting as a 40 foot by 40 foot court yard with a heated tent plus a pavilion storage building in the back of the court yard.) Building Official Justin Osterhage said a fence or enclosure needs to be placed around the proposed addition because of alcohol consumption. Mr. Row said once the project is completed, a decision will be made what type of fence or greenery to be placed around the addition. Mr. Osterhage said the development is a mixed-use development so no variance is needed.

Alderman Reis asked about the front gable siding on the pavilion. Ms. Plunkett said it will definitely not be vinyl siding, but said the fireplace will be stone. She added the rear gable will be brick. Mr. Osterhage said Architectural Standards note the type of material to be used. After discussion on the type of materials that could be used for the front gable, Mayor Hutchinson suggested that since there will have to be special provisions, he suggested a list of approved materials be placed in the ordinance, which will provide flexibility.

It was the consensus of the Committee to place the list of approved materials in the ordinance for consideration at the next City Council meeting.

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Holtkamp, to recommend to the City Council for consideration at their next meeting the Main Street Abbey Amended Development Plan with a list of approved materials for the pavilion. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Reis, Holtkamp, and Martens voted yea. **MOTION CARRIED.**

V.

**MOBILE HOME PARK LICENSING**

Mr. Dunakey referenced the hand out at the meeting regarding the proposed new Section 05.04.290 Mobile Home Parks of the Columbia Municipal Code under Chapter 5.04 Business Licensing and Regulation for consideration. Mr. Dunakey explained this came about because of the recent sale of the property to the City with the two mobile homes. He said right now the City regulates the mobile home park in two different ways; one is in the building code and the other is through business licensing, but they are not tied together. Mr. Dunakey said what the proposed ordinance will do is it will tie the two processes together so the City is not redundant in our processes and fees. Fees are capped by state statute (Illinois Mobile Home Park Act) as to what the City can charge to have the mobile home park licensed. Mr. Dunakey said this is done to tie it together with the building code requirements and business licensing requirements and to bring it into full compliance with the way the statute reads.

Alderman Holtkamp mentioned Item C on the handout and asked what type of inspection it is. Mr. Osterhage said the inspections are a walk of the land with the owner at least twice per year and are not for each individual trailer. Mr. Osterhage said the City is to receive a list of tenants, which may lead to electrical and home inspections of the trailers for occupancy permits. City Administrator James Morani said it is difficult to know how many occupants are living in each mobile homes as there are only two water meters for the entire mobile home park. There are no individual water meters for each trailer. Mr. Dunakey reported to look at Chapter 15.56 Mobile Home Parks under Title 15 Building and Construction of the City's Municipal Code. This chapter gives the City more teeth than the State of Illinois regulations.

Mr. Dunakey said he will be looking for any feedback from the Committee and will bring back a draft ordinance for review. The fee ordinance will also be amended. It was the consensus of the Committee for Mr. Dunakey to move forward with the proposed new Section 05.04.290 Mobile Home Parks of the Columbia Municipal Code under Chapter 5.04 Business Licensing and Regulation.

## **VI. MOBILE HOME DEMOLITION**

Mr. Morani said there is one trailer vacant on the City's property and had asked Mr. Osterhage to get some quotes for demolition. Mr. Morani said the trailer is in disrepair. The trailer is also full of contents - furniture, appliances, and clothing and will likely fall apart if moved. Mr. Morani said he has a couple of quotes for it and wanted to inform the Committee before he moves forward with the demolition.

Mayor Hutchinson asked if the City had tried to sell it and no, the City had not tried. He said someone may purchase it for \$100 and then they would have to haul it away with no cost to the City. Mr. Morani was unsure if anyone would purchase the trailer and said another option would be to haul away the trailer. The title transfer for the mobile home was also mentioned.

It was the consensus of the Committee for the City of Columbia to try to sell the mobile home trailer.

## **VII. CODE COMPLIANCE OFFICER**

Mr. Morani referenced the Code Compliance Officer Position hand out which showed the Code Compliance Officer (CCO) as a part-time City employee with no benefits and a full-time City employee with benefits. GovTemps salaries were also shown for the different scenarios.

Mr. Morani provided a history of our previous CCO who was part-time, who resigned recently and took another job. His "full-time" salary was split with the Village of Shiloh. Mr. Morani said there were situations when the CCO would be gone for three days which

made code compliance follow up difficult. Mr. Morani said the Village of Shiloh didn't want to continue with the arrangement since their building activities are slowing down for the year. He also said his work in Shiloh were building inspections and more of the work in Columbia was code compliance (e.g. property maintenance). Mr. Dunakey, Mr. Osterhage, and Mr. Morani recommend to continue the arrangement with GovTemps, but make it a full-time position. Mr. Morani explained GovTemps recruits employees, but does not train them, there are no benefits to pay, and is a contract. Mr. Morani said in Columbia there are a lot of code enforcement issues, which are the most tedious with a lot of repeat offenders. He said the full-time position will start out of the gate focusing on code enforcement issues and then phase into occupancy and building inspections when necessary. Mr. Morani said there are currently adequate funds remaining in the budget for a full-time CCO through the end of the fiscal year and we can allocate funds for the position in next year's budget. Alderman Reis mentioned that he has seen a full-time contract employee get hired by the company after working under a contract and is a good thing. The length of the contract was questioned and can be one year, 18 months, or two years. There will also be a 90-day probationary period. Alderman Niemietz said not having a CCO affects safety, law enforcement, etc.

Alderman Roessler suggested to possibly increase the fee ordinance to make up for the cost of the proposed full-time CCO position.

Future candidate credentials were discussed; namely a background in contracting, building and city codes, code enforcement, and the right demeanor.

It was the consensus of the Committee for Mr. Morani to reach out to GovTemps for a full-time Code Compliance Officer.

## **VIII. ELECTED OFFICIALS SALARIES**

Mr. Morani presented the Worksheet of Elected Officials Compensation with the proposed 2.5% increase. It was noted the increase will be for the next term of Aldermen elected at the next City Election on April 2, 2019. The ordinance will be presented at the next City Council meeting for consideration.

## **IX. OTHER ITEMS TO BE CONSIDERED**

### **A. POP-UP SHOP Signage**

Mr. Dunakey said he wanted to do a follow up on the discussion from the POP-UP SHOP signage from the last meeting. Mr. Dunakey said the City really needs to go through a selection process and noted design and cost being important factors. Mr. Dunakey reported he had spoken to City Attorney Bruckert and he recommended using a Request for Proposal (RFP) process for the signage. Mr. Dunakey said the most important factor is design and any sign company can build a sign. Mr. Dunakey wants to make sure the

design meets the City's standards and would be an asset and add value to the community. He said they will develop selection criteria that would be based on design, but would also consider the cost. There would be a design concept, specifications for the sign, and the proposed cost and then the City would develop the criteria and rank the proposals based on the design aesthetics, the cost, and the adherence to the specifications that the City developed. Mr. Dunakey said there would be a scoring of the consultants and the scoring would be objective. If the selected consultant is not the lowest cost proposal, the lowest cost could be selected, or the best design could be the lowest cost. Mr. Dunakey said if in the end the proposal selected was not the lowest cost, then the City would waive the low bid requirement at that time.

There will be a review committee to select the sign consisting of him plus Community Relations and Tourism Coordinator Sue Spargo, Building Official Justin Osterhage, and Aldermen Agne and Niemietz. Mr. Dunakey asked for any feedback on this approach. Alderman Holtkamp suggested to encourage applicants to do more than one proposal or one or more design concepts. Mr. Dunakey agreed to make a revision to the RFP.

It was the consensus of the Committee for Mr. Dunakey to finalize the RFP for the POP-UP SHOP signage and proceed with the solicitation of proposals.

#### B. Sunset Overlook Noise Complaint

Alderman Holtkamp reported he received a call from a resident concerning the noise at Sunset Overlook and asked if someone could measure the noise with a meter. He said the worse time is from 8:00 P.M. to 9:00 P.M.

Mr. Morani updated the Committee on the status of the situation. He is working with a consultant to do an in-depth study for the noise and the City will be drafting a new noise ordinance for consideration.

Mayor Hutchinson said he has received phone calls about it and said to let the resident know there will be a process for this issue.

Mr. Morani said the noise measurement will be done at the exit of the property line per Alderman Holtkamp's question. Alderman Roessler suggested to use the Police Department noise measurement device and the consultant noise measurement device at the same time to ensure they are getting the same readings.

#### X. PUBLIC COMMENTS

There were no public comments.

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

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

**XII. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Agne to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, September 24, 2018 at 8:20 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

Minutes taken by:

Gene Ebersohl

Chairman Gene Ebersohl  
Committee of the Whole

Donna Mehaffey

Donna Mehaffey, Deputy Clerk