

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF
THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
JANUARY 22, 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, Holtkamp, and Martens. Mayor Hutchinson was also present.

Absent: None.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, City Attorney J.D. Brandmeyer, City Clerk and Director of EMA Wes Hoeffken, Accounting Manager Linda Sharp, Building Official Justin Osterhage, Chief of Police and Director of EMS Jerry Paul, Deputy Chief of Police Jason Donjon, EMS Chief Kim Lamprecht and Deputy Clerk Donna Mehaffey.

Guests: Mr. Michael Adams, Director of Operations, Broadway Restaurant Group representing Burger King.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of the Executive Session Minutes from the December 11, 2017 Committee of the Whole Meeting; (2) Approval of the Minutes from the January 8, 2018 Committee of the Whole Meeting (3); Approval of the Executive Session Minutes from the January 8, 2018 Committee of the Whole Meeting (4) Burger King Sign Code Variances; (5) City Hall Renovations; (6) Gedern Village Subdivision Parking; (7) Other Items to be Considered; (8) Citizen Comments; and (9) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF THE EXECUTIVE SESSION MINUTES FROM THE
DECEMBER 11, 2017 COMMITTEE OF THE WHOLE MEETING**

The Executive Session minutes from the December 11, 2017 Committee of the Whole committee meeting were submitted for approval.

MOTION:

It was moved by Alderman Holtkamp and seconded by Alderman Reis, to approve the Executive Session minutes from the December 11, 2017 Committee of the Whole committee meeting. 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 JANUARY 8, 2018 COMMITTEE OF THE WHOLE MEETING

The regular session minutes from the January 8, 2018 Committee of the Whole committee meeting were submitted for approval.

MOTION:

It was moved by Alderman Reis and seconded by Alderman Niemietz, to approve the regular session minutes from the January 8, 2018 Committee of the Whole committee meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp, and Martens voted yea. **MOTION CARRIED.**

IV. APPROVAL OF THE EXECUTIVE SESSION MINUTES FROM THE JANUARY 8, 2018 COMMITTEE OF THE WHOLE MEETING

The Executive Session minutes from the January 8, 2018 Committee of the Whole committee meeting were submitted for approval.

MOTION:

It was moved by Alderman Reis and seconded by Alderman Huch, to approve the Executive Session minutes from the January 8, 2018 Committee of the Whole committee meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp, and Martens voted yea. **MOTION CARRIED.**

V. BURGER KING SIGN CODE VARIANCES

Building Official Justin Osterhage explained the five (5) sign variances from the City of Columbia Sign Code requested by Broadway Restaurant Group - Burger King located at 360 Columbia Centre and in a C-2 (General Business) Zoning District. The Street Graphics Advisory Committee at their meeting on January 4, 2018 approved all of the sign variances unanimously.

(1) 15.44.100 Sign Area Allowance - The applicant desires to exceed the maximum allowed signage - one hundred (100) square feet and display a total of one hundred thirty-three point fifty-eight (133.58) square feet of signage fronting a combination of Admiral Parkway (IL Route 3) and Columbia Centre Drive for four (4) signs.

There will be a total of two (2) flush mounted signs and two (2) freestanding signs on the site. Two (2) free standing signs and one (1) wall sign totaling one hundred five point thirty-one (105.31) square feet will front Columbia Centre Drive and one (1) wall sign of twenty-eight point twenty-seven (28.27) square feet fronting Admiral Parkway (IL Route 3) will make up the site's signage, totaling one hundred thirty-three point fifty-eight (133.58) square feet.

(2) 15.44.190 Commercial and Industrial Districts - This section provides and requires only one exterior sign regardless of type shall be permitted on each street frontage. The applicant desires to construct a total of four (4) signs in a Commercial District that front a combination of Admiral Parkway (IL Route 3) and Columbia Centre.

The applicant has requested more than one (1) sign per frontage. The proposal includes two (2) freestanding signs and one (1) wall sign fronting Columbia Centre Drive. They would also like to have one (1) wall sign fronting Admiral Parkway (IL Route 3).

(3) 15.44.190(F) Freestanding Signs - This section provides and requires not more than one (1) freestanding sign shall be displayed on any street frontage of any lot. Applicant desires to construct two (2) freestanding entrance signs fronting Columbia Centre Drive - both signs to be approximately twenty-five (25) square feet.

(4) 15.44.190(F)(4) Freestanding Signs - This section provides and requires all freestanding signs shall not be located closer than one hundred (100) feet to another sign. Applicant desires to construct one (1) freestanding sign fronting Columbia Centre Drive within one hundred (100) feet of an existing freestanding sign.

The freestanding entrance sign is within one hundred (100) feet of the State Farm Insurance freestanding sign on the neighboring lot.

(5) 15.44.190(F)(4) Freestanding Signs - This section provides and requires all freestanding signs shall not be located closer than one hundred (100) feet to another sign. Applicant desires to construct one (1) additional freestanding sign fronting Columbia Centre Drive within one hundred (100) feet of an existing freestanding sign.

The freestanding entrance sign is within one hundred (100) feet of the Columbia Firestone freestanding sign on the neighboring lot.

Mr. Osterhage explained that the original request included a freestanding pylon sign at the entrance on Columbia Centre Drive, but during the application process, the applicant modified the request to omit this sign and instead, add a second freestanding direction sign on the south portion of the lot. The modified request totals 133.58 square feet of signage, including the two twenty-five (25) foot freestanding directional signs. The square footage of the freestanding direction signs are being considered as part of this request because they are larger than three (3) square feet. Any directional signage three (3) square feet or less does not require a sign permit and is not counted toward the total amount of signage permitted on the site.

Discussion:

- Mr. Osterhage reported that McDonald's Restaurant did obtain variances in 2010 and received a variance for a total sign area of two hundred seventy-three point sixty-two (273.62) square feet. At the time of application, they were permitted to have one hundred forty (140) square feet and were allowed an additional one hundred thirty-

three point sixty-two (133.62) square feet by the variance. With the City's acceptance of Columbia Centre Drive as right-of-way, McDonald's now has three (3) street fronts so under current conditions, they would be permitted to have two hundred forty (240) square feet of signage. Mr. Osterhage said they would be permitted one hundred (100) square feet along Columbia Centre Drive, one hundred (100) square feet along Admiral Parkway (IL Route 3) and they would be permitted forty (40) square feet along Veterans Parkway.

- Mr. Osterhage said at this time a sign proposal for the multi-tenant pylon sign located at Columbia Centre has not been submitted, so it should not be part of the discussion.
- A concern of Alderman Niemietz was the area of the signage that was approved. For example, the freestanding direction signs are six (6) feet tall and total twenty-five (25) square feet in area, very little of which is covered with signage. At a later date, additional signage (words or images) could be added to the sign without additional permits being obtained. Alderman Martens also had this concern and it could be a free speech issue. Another concern was the signage blocking visibility for those entering and exiting the restaurant.
- Discussion was held if sign variances could allow content or verbiage added to the sign or not. It was added this could be an interpretation issue.
- Mayor Hutchinson questioned why these variances are being requested done at the 11th hour, after the fact; the signs are already located at the restaurant and were done after the building was built. The variances should have been discussed at the time the building permit was being approved.
- Mayor Hutchinson wanted to know if these were the only sign variances for the site, or if there were going to be additional variances requested at a later date. He added the last variance the City approved was contingent upon buying the lot. He also felt that by Burger King applying for these variances after opening, the City Council is pressured into approving the requests so that the new restaurant will succeed.
- Mr. Osterhage said City staff had requested the development team provide a sign package at the beginning of the project so it would move through with all other necessary approvals.
- Alderman Martens agreed with Mayor Hutchinson and added that all sign variances for the site should be considered at once, rather than considering additional variances at a future date.
- City Administrator James Morani said the City Council has a legal obligation of a time frame to act on the variances. This issue will be discussed further with the City Attorney.
- Alderman Agne mentioned how pole signs at fast food restaurants in Manchester, Missouri have been replaced with monument signage and noted that he believes it looks much nicer. He added monument signs or face mounted signs look better than pole signs. He also provided a history of the multi-tenant pylon sign at Columbia Centre.
- Mr. Osterhage said the Burger King property is a maxed out site and has a McDonald's sign and a Columbia Centre sign located on it. There is no room for a monument sign. The rest of the property is consumed by the parking lot.
- Mr. Michael Adams, Director of Operations, Broadway Restaurant Group representing Burger King said regarding the directional signs that they have no

intentions of placing additional verbiage on the signs and their company franchise does not allow them to add any content to the directional signs. He said they have a directional sign problem and in the future would like to be on the multi-tenant pylon sign because McDonald's Restaurant is on it. He added he is not trying to pass anything by the Committee.

- Alderman Roessler questioned signage on the street by the side of the Post Office. Mayor Hutchinson said if Burger King requested signage at that location which would not be their property, they would have to apply for a variance for off premises signage.
- Per Alderman Marten's question, Burger King may be asking for a variance in the future to place a Burger King sign on the multi-tenant pylon sign for Columbia Centre.
- Alderman Niemietz said the multi-tenant pylon sign is for the Columbia Centre tenants only and not for the individual property owners of Columbia Centre like Columbia Firestone, Taco Bell, etc. and she said she would have a very hard time supporting Burger King on the sign.

After discussion about whether or not to have separate ordinances for each variance, it was the consensus of the Committee to have one ordinance for the five (5) Burger King Sign Code Variances ready for consideration at the next City Council meeting.

VI. CITY HALL RENOVATIONS

City Administrator James Morani reviewed the City Hall renovation floor plan with the Committee. Mr. Morani wants to re-locate employees who work together to the same area of the building. As of now, some are located in different areas of the building. The Director of Community Development, the Building Official, the Code Compliance Officer and the Building and Zoning Administrative Assistant will be located in one area – part the old Community Room and Building and Zoning office. The City Engineer will be located from the first office in City Hall to a more isolated office off of the old Community Room. At this location, DOPW employees will be able to directly visit the office of the City Engineer through the side door of the building and not track up the floor area at the front entrance to City Hall (they are often at work sites). The Building and Zoning office will have a service counter as well as the Clerk's Office. It is not known at this time what type of security will be installed at these service counters. When the Building and Zoning Administrative Assistant is absent, Clerk's Office staff could easily access the workstation to keep the office open. There will be a waiting area and a public meeting room for instances when a resident has an issue and needs to meet with a member of staff or an elected official. Flooring in the entrances and hallways will be some kind of hard flooring. Signage will be installed for the offices and there will only be two entrances into the employees' offices - the new one by the Building and Zoning office and the original one behind the Clerk's Office. Mr. Morani noted the stairway entrance to the Auditorium will most likely have a key card as well as other areas of the building instead of separate locks and keys. Mr. Morani noted the floor plan is not to scale as it relates to the workstations and seats behind the service counter.

Mr. Morani also reported the Community Relations and Tourism Coordinator will move from next door to his office to the office downstairs where the part-time Administrative Assistant/Risk Management Coordinator and Accounting Clerk share an office. Mr. Morani said drywall in that office will be constructed to give the Community Relations and Tourism Coordinator a separate office. The Administrative Assistant/Risk Management Coordinator will locate to the office next to Mr. Morani's office since they work together and the Accounting Clerk will locate to the current Director of Community Development's office, which is next to the Accounting Manager's office, since they work together.

Mr. Morani also explained the status of the Auditorium. The room has been cleaned out and the Department of Public Works will remove the platform portion of the floor. The meeting room tables will be moved towards the back of the room which will make more room at the front for the audience and presenters at public hearings. Carpet squares will be installed. Mr. Morani also said they are getting rid of a lot of old files, most of which are duplicates or draft versions.

It was the consensus of the Committee to move forward with the proposed City Hall renovations. The start of the City Hall renovations will be no earlier than March.

VII. GEDERN VILLAGE SUBDIVISION PARKING

Mr. Morani reported on the Gedern Village Subdivision Parking. When the City was discussing about acquiring the trail in their subdivision, the residents requested signs for no trail parking on their streets. This was brought to the attention of Mr. Morani from Alderman Holtkamp who resides in the subdivision and has received complaints.

Discussion:

- Does the City desire to do this and should the City reach out to the Homeowner's Association?
- Signs could say "No Trail Use".
- The signs should either be "No Parking" or "Parking Allowed".
- How would a police officer know why a vehicle was parked on the street. The subdivision resident would have to call the police and make a complaint.
- It is not feasible to place parking signs in the subdivision.
- Let the Play Commission move forward and mark the trail, designate where to park, and use the trail.
- Trail signage could be included in the new budget.
- The area for trail parking could be in Legion Park.

It was the consensus of the Committee to move forward with the Play Commission marking the trail with signage and designate where to park for the use of the trail with funds for the signage being included in the upcoming budget.

VIII. OTHER ITEMS TO BE CONSIDERED

1. Emergency Warning Sirens Update

Director of EMA Wes Hoeffken updated the Committee on the Emergency Warning Sirens. Mr. Hoeffken said Outdoor Warning Consulting was in Columbia today to program the controller board. Two tests were run. One was for the chimes and the other was a pre-recorded message. Mr. Hoeffken said the testing showed that everything worked, but the controller board in the Police Dispatch office was making an annoying high pitched sound that is unbearable. The engineer from Outdoor Warning Consulting said it is a problem and will be returning the controller board to Whelan Security for a replacement. Once the controller board is replaced, it has to be programmed with all of the calls.

The five (5) siren towers are located:

1. Behind the Department of Public Works building on Sand Bank Road
2. Quarry Road across to the Immaculate Conception Church
3. Bethany Methodist Church
4. Bulk Water Station - 600 Parkway Drive (Behind Walgreens)
5. Cherry Street Water Tower

The highlights of the towers are: They are all solar powered with no moving parts. The batteries can operate 30 minutes non-stop on a full charge. For example, if there were four tornado warnings in one evening with a blast of three minutes each, that is only 12 minutes. There would be enough power until the next morning when the solar power would kick in.

Mr. Hoeffken said that part of the system requires a 600 ohm radio. He explained when the tones go out, the controller board sends a signal to the radio, the radio keys the mike, and sends a signal to each of the receivers in the five (5) towers. Mr. Hoeffken said the current ohm radio is an old, borrowed radio. He indicated he has enough money in his budget and would like to buy a new one so all the equipment is new.

Also, Mr. Hoeffken said there is a Kenwood 2180 hand-held radio. The radio can be pre-programmed and Outdoor Warning Consultants is going to send him a quote for two of them for budgeting purposes for next fiscal year. Mr. Hoeffken said if there would be a major incident out in the field, it would allow the Director of EMA to have one radio and the Incident Commander to have the other one. This would allow the tones be sounded or voice-overs completed remotely.

Mr. Hoeffken will be contacting Mr. Paul Tipton for his Motorola contacts to program the controller board to remove the old icons from the screen and replace them with the new icons so Police Dispatch can click on the appropriate icon and would sound the alarms through the controller board. Mr. Hoeffken said he spoke to Chief Paul and the controller board will be designed so that it has to be a double click for that particular siren.

Mr. Hoeffken said the controller board was overnighted to Whelan Security and they are trying to get it pre-programmed before it is returned since they sent us a defective board. When Mr. Hoeffken knows when testing will take place, they will do some press releases that will go out to the schools, etc., information to the Police Department facebook page and the MP3 will be there so the residents can hear a sample of the tones. A notice can also be placed on the utility bills. A visual sign at both ends of the City were suggested to inform the residents. The tones are: tornado - elongated siren for three (3) minutes; fire - wail up and down for two (2) minutes and Winsor chimes for 12:00 Noon and 6:00 P.M.

IX. CITIZEN COMMENTS

There were no citizen comments.

X. EXECUTIVE SESSION – 5 ILCS 120/2(c)

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

XI. ADJOURNMENT

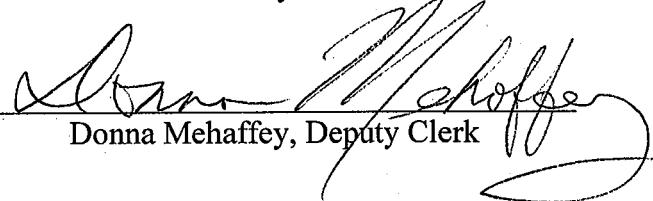
MOTION:

It was moved by Alderman Niemietz 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 22, 2018 at 8:12 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp, and Martens voted yea. **MOTION CARRIED.**

Minutes taken by:

Gene Ebersohl

Chairman Gene Ebersohl
Committee of the Whole



Donna Mehaffey, Deputy Clerk