

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF  
THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
JULY 9, 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, Huch, Holtkamp, and Martens. Mayor Hutchinson was also present.

Absent: Alderman Reis.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, City Clerk and Director of EMA Wes Hoeffken, Accounting Manager Linda Sharp, Community Relations and Tourism Coordinator Sue Spargo, City Engineer Chris Smith, Director of Community Development Scott Dunakey (Arrived at 7:20 P.M.), Police Chief Jerry Paul, EMS Chief Kim Lamprecht, and Deputy Clerk Donna Mehaffey.

Guests: None.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of Minutes from the June 25, 2018 Committee of the Whole Meeting; (2) Welcome Center/Pop-Up Shop; (3) Small Wireless Facilities Deployment Act; (4) EMS/EMA Trailer; (5) Other Items to be Considered; (6) Public Comments; and (7) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE JUNE 25, 2018 COMMITTEE OF THE WHOLE MEETING**

The minutes from the June 25, 2018 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Martens, to approve the minutes from the June 25, 2018 Committee of the Whole committee meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Holtkamp and Martens voted yea. **MOTION CARRIED.**

### **III. WELCOME CENTER/POP-UP SHOP**

Community Relations and Tourism Coordinator Sue Spargo presented an alternative use for the Welcome Center (Shoemaker School House) to the Committee. She reviewed the Request for Proposals (RFP) for the proposed Pop-Up Shop and the proposed business plan. She explained how the Pop-Up Shop came about and is a great way to utilize the building and get people to come to Columbia. A Pop-Up Shop by definition is a fun and creative way to activate and promote underutilized buildings and store fronts. The Pop-Up Shop offers a short term license at a low cost to entrepreneurs, makers, and business owners who may have a store front in another city that may want to try out the market in Columbia which may lead to a permanent business in Columbia. She said the Pop-Up Shop sector is valued at \$50 billion in the United States as of right now, is booming, and getting a lot of attention from small businesses. She added that Director of Community Development Scott Dunakey had a great idea to post an interpretive sign on the building explaining the history of the Shoemaker School House so it can be read before entering the building. Mrs. Spargo said the building will need some minor renovations (secure doors and customer counter) which will have to be completed once the Gall Road construction is finished in August. It is anticipated to have an open house on a Saturday in November and invite three entrepreneurs to show their wares and get the excitement started. It will be opened up for good for the Christmas shopping season around November 15 or Thanksgiving. There will be a \$5.00 per day rental fee which will be made payable to a Columbia non-profit organization chosen from a provided list. Rental can be one day or up to 31 days.

#### **Discussion:**

- No modifications can be done to the building by the tenant.
- There is not much parking available.
- Need to think about every type of proposed business scenario.
- Certain businesses could be difficult to operate at the location. The Pop-Up Shop is more of a tickler to show the business and is for short-term purposes.
- Main goal is to get a business in, but also to get businesses in Columbia.
- Biggest problem will be the signage for the Welcome Center. City property lines need to be inspected as well as the State of Illinois Right-of-Way property lines.
- Security for keys was discussed. Mr. Morani said the City is getting keys that can't be copied.
- Some of the items currently in the Welcome Center will have to go into storage.
- It was suggested the Monroe County Museum could use some of the historical items from the Welcome Center.
- Want to maintain the integrity of the old school house.
- It was noted that all signage and banners all over Columbia need to be reviewed. Mr. Morani said Mr. Dunakey has experience with revising sign codes.

After discussion, it was the consensus of the Committee to move forward with the Welcome Center Pop-Up Shop.

#### **IV. SMALL WIRELESS FACILITIES DEPLOYMENT ACT**

City Administrator James Morani presented a proposed draft of an Ordinance Amending Section 18.65 of the City of Columbia Municipal Code to Establish Fees and Charges to be Assessed for Small Wireless Facilities Within the City. Mr. Morani said this needs to be completed by August 1, 2018 and the proposed Ordinance will be ready for consideration at the next City Council meeting. Mr. Morani said the design standards will come later, have time to work those out and there is not a deadline for it. Mr. Morani is working with Attorney Dan Vogel on an ordinance that will specifically regulate the design standards. Mr. Morani read the act to the Committee and said the proposed ordinance is just adopting the maximum fee amount by statute and if that amount would change, the City would not have to change that section of the Municipal Code.

There was a short discussion regarding small wireless facilities popping up all over the area.

It was the consensus of the Committee to recommend to the City Council for consideration at the next City Council meeting the proposed Ordinance Amending Section 18.65 of the City of Columbia Municipal Code to Establish Fees and Charges to be Assessed for Small Wireless Facilities Within the City.

#### **V. EMS/EMA TRAILER**

Director of EMA Wes Hoeffken reported to the Committee of the Whole for information only on the EMS/EMA Trailer. Mr. Hoeffken said the Wildwood trailer was only being optimized for one event, Columbia Days, and wanted to expand the use of the trailer. He would like to use it as a cooling/warming center and for other emergency situations, and used the example of the gas leak on Main Street recently where residents were evacuated and needed a place to stay temporarily. There is some general maintenance that needs to be completed on the trailer. Mr. Hoeffken said there is a company in East Carondelet that can repair the rotten wood on the back of the trailer, clean and re-seal the roof (roof is not leaking), and replace the steps for a cost of \$2,611.95. Unless there is opposition, Mr. Hoeffken would like to proceed with the work as there is funding for it in the budget. Mr. Morani said he can authorize the work to be completed.

It was the consensus of the Committee for the work to be completed on the EMS/EMA trailer.

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

There were no other items to be considered.

**VII. PUBLIC COMMENTS**

There were no public comments.

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

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

**IX. ADJOURNMENT**

**MOTION:**

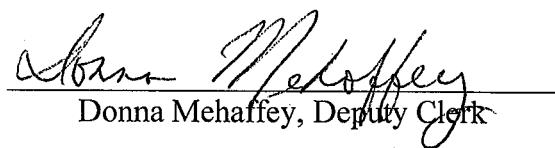
It was moved by Alderman Niemietz and seconded by Alderman Roessler to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, July 9, 2018 at 7:40 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Holtkamp and Martens voted yea.

**MOTION CARRIED.**

Minutes taken by:



Chairman Gene Ebersohl  
Committee of the Whole



Donna Mehaffey, Deputy Clerk