

**MINUTES OF THE WATER AND SEWER COMMITTEE MEETING OF THE
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
APRIL 8, 2013 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Ebersohl called the Water and Sewer Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:02 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Mathews and Reis.

Absent: None

Quorum Present.

Others Present: Mayor Hutchinson and Alderman Niemietz and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Accounting Manager Linda Sharp, Interim EMS Chief Shannon Bound and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Ebersohl stated the purpose of the meeting was to discuss (1) fees; and (2) any other items to be considered.

II. FEES DISCUSSION

Chairman Ebersohl called upon City Engineer Ron Williams to address the Committee/Council Members on this issue. Ron distributed a "Revised" Memo re: Sewer Rates Fiscal Year 2013-2014 Budget (to replace the one previously distributed to the Committee/Council Members) – he then reviewed the "Revised" Memo, which contained revised revenue, percentage and rate figures. Williams informed those in attendance that if the sewer rates were set based on the average water usage for the months of January, February and March of each year (i.e., the monthly sewer base rate set for each respective user would be static for the remainder of the year, regardless of monthly water usage, and until the new monthly sewer base rate for said respective user was established for the next year) that the decrease in revenue to the city in sewer user fees would approximate \$50,000 annually – he indicated an increase in sewer rates from \$2.07/100 gallons of water usage to \$2.17/100 gallons of water usage would be needed to offset the decrease. Williams recommended that the months January, February and March be used to set the base rate because he felt water usage during those months best reflected amounts entering the city's sanitary sewers – other months' usage would include water used to water lawns

and plants, wash vehicles, fill swimming pools and for other outdoor uses (i.e., water not entering the city's sanitary sewers). After a brief discussion wherein all in attendance were given the opportunity to make comments, ask questions and express their opinions, it was the consensus of the Committee/Council Members that city staff prepare the necessary documentation to change the way sewer fee rates are calculated (and billed) as recommended by City Engineer Williams with an increase in sewer fees used to set the base rate to \$2.17/100 gallons of water usage.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Agne and seconded by Alderman Reis to adjourn the Water and Sewer Committee Meeting held Monday, April 8, 2013 at 7:14 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Mathews and Reis voted yea. **MOTION CARRIED.**

Gene Ebersohl

GENE EBERSOHL, Chairman
WATER AND SEWER COMMITTEE

Minutes taken by:

Sandra Garner

SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE STREETS, SIDEWALKS, DRAINAGE AND PUBLIC
UTILITIES COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY
OF COLUMBIA, ILLINOIS HELD MONDAY, APRIL 8, 2013 IN THE COUNCIL
ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Ebersohl called the Streets, Sidewalks, Drainage and Public Utilities Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:15 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Niemietz, Roessler and Mathews.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Agne and Reis.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Chief of Police & EMS Director Joe Edwards (arrived at 7:25 p.m.), Accounting Manager Linda Sharp, Interim EMS Chief Shannon Bound and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Ebersohl stated the meeting was called for the purpose of discussing (1) stop signs; and (2) any other items to be considered.

II. STOP SIGN DISCUSSION

Chairman Ebersohl opened the meeting and called upon City Engineer Ron Williams to address the Committee/Council Members on this issue. Ron indicated that the intersection at Autumn Rise Lane and Briar Lake Place is currently a two way stop intersection and recommended that it be changed to a four way stop intersection – he felt the change would make traveling through the intersection safer and less confusing.

MOTION:

It was moved by Alderman Mathews and seconded by Alderman Roessler to recommend to the City Council that city staff be authorized to prepare the necessary documentation to change the intersection at Autumn Rise Lane and Briar Lake Place to a four way stop

intersection. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler and Mathews voted yea. **MOTION CARRIED.**

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

Other items discussed at this meeting included (i) stop sign placement at the intersection of Palmer Road and the Immaculate Conception Church (“ICC”) private access road – stop signs are currently located on the ICC private access road, but City Engineer Williams has been asked to consider having stop signs placed at that intersection on Palmer Road (the stop signs would then be removed from the ICC private access road) – Ron plans to contact some of the residents in that area (pertaining to the stop sign placement change request) and will respond that the city is giving consideration to this issue; (ii) residents’ concerns pertaining to speeding motorists and state laws pertaining to changing speed limits on city streets; (iii) safety signage placement within the city including trail crossing signage where trails cross city streets; (iv) the difficulty of turning onto/crossing Main Street from Cherry Street and options to addressing that issue; and (v) the parking of vehicles on Bradington Drive near the Columbia Rehab & Nursing Center.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Mathews to adjourn the Streets, Sidewalks, Drainage and Public Utilities Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, April 8, 2013 at 7:48 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler and Mathews voted yea.

MOTION CARRIED.

Gene Ebersohl

GENE EBERSOHL, Chairman

STREETS, SIDEWALKS, DRAINAGE AND PUBLIC UTILITIES COMMITTEE

Minutes taken by:

Sandra Garner

SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE ORDINANCE, PLANNING AND ZONING COMMITTEE
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS
HELD MONDAY, APRIL 8, 2013 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Jim Agne called the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois to order at 9:14 p.m.

Upon Roll Call, the following members were:

Present: Chairman Agne and Aldermen Ebersohl, Niemietz and Reis.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Roessler and Mathews.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Agne stated the purpose of the meeting was to discuss and review (1) vehicle parking on unpaved surfaces on private property; and (2) any other items to be considered.

**II. VEHICLE PARKING ON UNPAVED SURFACES ON PRIVATE PROPERTY
DISCUSSION**

Chairman Agne made opening remarks pertaining to the issues discussed on this topic at the March 25th Committee Meeting and whether any parking time limits should be considered – he then called upon City Engineer Ron Williams to update the Committee/Council Members on his activities pertaining to this issue. Ron informed those in attendance that he had been in touch with City Attorney Terry Bruckert and that it was Terry's opinion that city's have the right to set their own standards on this issue, since it's not addressed in the state statutes – Terry also told him that many communities require private property vehicle parking to be on improved surfaces. A discussion was then held wherein all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (i) if private property vehicle parking is only allowed on improved surfaces (including back yard parking), (a) a grandfathering period would have to be considered – a period of 6 to 12 months was discussed with the possibility of splitting the difference and using 9 months; and (b) vehicle volume would be limited to the number that could be located on the improved surface (impervious surfaces on property within the city is limited by regulations

contained in the Zoning Code); and (ii) a definition of “vehicle” would have to be determined since many different items can be deemed to be a vehicle. City Engineer Williams is to develop and recommend the list of items to be included in the “vehicle” definition.

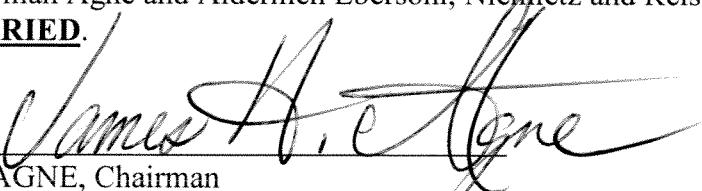
III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

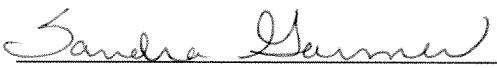
MOTION:

It was moved by Alderman Ebersohl and seconded by Alderman Niemietz to adjourn the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, April 8, 2013, at 9:35 p.m. Upon Roll Call vote, Chairman Agne and Aldermen Ebersohl, Niemietz and Reis voted yea. **MOTION CARRIED.**



JIM AGNE, Chairman
ORDINANCE, PLANNING AND ZONING COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE AMBULANCE, RADIO COMMUNICATION AND
DISPATCH COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY
OF COLUMBIA, ILLINOIS HELD MONDAY, APRIL 8, 2013 IN THE COUNCIL
ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Steven Reis called the Ambulance, Radio Communication and Dispatch Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:48 p.m.

Upon Roll Call, the following members were:

Present: Chairman Reis and Aldermen Niemietz and Mathews.

Absent: Alderman Huch.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Agne and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Chief of Police and EMS Director Joe Edwards, Interim EMS Chief Shannon Bound, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: Columbia EMS employees Tim May, Darin Hartman, Phil Bassett, Josh Bird, Kevin Mennel and Kyle Smith.

Chairman Reis stated the purpose of the meeting was to discuss (1) EMS employee scheduling; and (2) any other items that may need to be considered.

II. EMS EMPLOYEE SCHEDULING DISCUSSION

Chairman Reis opened the meeting and called upon Interim EMS Chief Shannon Bound to address the Committee/Council Members on recent employee scheduling issues (Note: prior to Shannon beginning her presentation, copies of the following documents were distributed to the Committee/Council Members: (i) CEMS daily scheduling documentation for the months of March and April, 2013; (ii) annual mutual aid call summary lists for CY 2012 detailing the calls made by Columbia EMS units to aid Dupo, Millstadt and Monroe County EMS units, as well as the calls made by those units to aid Columbia EMS; (iii) a CY 2012 listing of Columbia EMS calls detailing when both units were in service at the same time; (iv) a CY 2012 listing of Columbia EMS calls detailing the ambulance arrival times vs. time dispatched to each of the calls; (v) information from the Fair Labor Standards Act website re: overtime pay requirements; (vi) information contained in the Fair Labor Standards Act; and (vii) a listing of other local agencies using EMT-Basic personnel on their ambulance crews). Shannon indicated that she had been asked to limit the shifts worked by paid volunteer EMS personnel to two (2) shifts/week (i.e., keep the hours worked/week to less than 30) and this was causing scheduling

difficulties, especially when trying to keep two trucks staffed – she then referenced the March and April, 2013 schedule documentation and indicated that a second truck had been staffed 77% of the time in March (before the shift/week limitation) vs. only 20% of the time in April (after the shift/week limitation). She indicated that response times were extended when no second truck is staffed and available because the city has to rely on crews arriving from either Dupo or Monroe County – she then reviewed the figures on mutual aid calls made in 2012 (both by Columbia EMS to other agencies and from other agencies in support of Columbia EMS). Shannon then reviewed some of the text from the Fair Labor Standards Act as it pertains to overtime pay and indicated there were two options available for emergency workers: (1) overtime pay on a regular 40 hour work week; or (2) a 7(k) option where 88 hours can be worked over a two week period (and 212 hrs. in a 28 day period) before overtime is due. City Administrator Hudzik then addressed the Committee/Council Members and informed them that the shift limitation had been imposed due to requirements pertaining to the city's obligation to provide health care coverage for employees working more than 30 hrs/week as the U.S. health care act takes effect later this year – he indicated he is in the process of researching whether there are any exemptions for paid volunteer/part-time emergency employees (similar to those at the city's EMS Department); once a determination is made, a reassessment will be made as to the maximum weekly shifts the paid volunteers can work. A brief discussion then occurred wherein all in attendance (including EMS employees) were given the opportunity to make comments, ask questions and express their opinions.

Shannon then reviewed the list of other local agencies using EMT-Basic employees on their trucks and indicated that her main goal (for the EMS Department) is to make sure that services provided are not diminished (from the levels the city has been able to provide in the past).

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

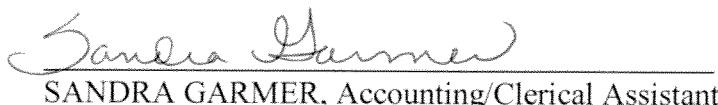
It was moved by Alderman Mathews and seconded by Alderman Niemietz to adjourn the Ambulance, Radio Communication and Dispatch Committee Meeting held Monday, April 8, 2013 at 8:12 p.m. Upon Roll Call Vote, Chairman Reis and Aldermen Niemietz and Mathews voted yea. **MOTION CARRIED.**



STEVEN REIS, Chairman

AMBULANCE, RADIO COMMUNICATION AND DISPATCH COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
APRIL 8, 2013 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Ebersohl called the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois to order at 8:11 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Mathews and Reis and Mayor Hutchinson.

Absent: Alderman Huch.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Chief of Police & EMS Director Joe Edwards (left at 8:30 p.m.), Interim EMS Chief Shannon Bound (left at 8:25 p.m.), Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer (left at 9:38 p.m.).

Guests Present: Columbia EMS employees Tim May, Kyle Smith, Kevin Mennel, Darin Hartman, Phil Bassett and Josh Bird (all left at 8:25 p.m.).

Chairman Ebersohl stated the purpose of the meeting was to review and discuss (1) budgetary and financial information; and (2) any other items to be considered.

II. BUDGETARY AND FINANCIAL INFORMATION PRESENTATION AND DISCUSSION

Chairman Ebersohl opened the meeting and called upon Interim EMS Chief Shannon Bound to address the Committee Members pertaining to the EMS' Department budget proposals for the upcoming fiscal year. Shannon reviewed a document entitled "2013-2014 Budget Presentation" (that was distributed at this meeting) detailing the EMS Department's requests for equipment and building improvements for the city's 2013-2014 fiscal year budget – Shannon reviewed each of the items individually and gave the reasons each of the items were needed; she also reviewed recommended price increases for EMS services. Accounting Manager Linda Sharp then reviewed the Motor Fuel Tax Fund and Capital Development Fund Multi-Year Cash Flow Projection documents (that had previously been distributed to the Committee Members) – both Linda and City Administrator Hudzik commented on these documents; Linda continued by reviewing both the fee increase "Analysis of General Fund Accounts" and fee schedule documents (previously distributed) – the fee increase analysis document showed that for every 1% increase in all city fees, the city would receive approximately \$1,800 in increased revenues – it was the general consensus of the Committee Members that no fee increases

Committee of the Whole Meeting

April 8, 2013

04/08/13 Committee of the Whole Meeting Distribution Item (2 pages)

Memo from Accounting Manager Linda Sharp re: Documents for Discussion at the Monday Committee of the Whole Meeting (1 page)

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be included in the upcoming fiscal year budget for most of the fees – increases should only be included for (i) the sanitary sewer connection fees – 2% for each category (pursuant to prior ordinance approval); (ii) monthly garbage collection fees (by \$.88/mo.) due to the increase charged to the city by Reliable Sanitation; (iii) Street Dumpster Permit Fees (as discussed in the Ordinance, Planning & Zoning Committee); and (iv) ambulance fees (as recommended by the EMS Department); consideration will also be given to increasing the sewer rate (as discussed in the Water & Sewer Committee Meeting). City Administrator Al Hudzik then reviewed (previously distributed) documentation detailing the increase in Medical Insurance and Prescription Drug premiums, effective July 1, 2013, that the city recently received from the Steelworkers Health and Welfare Fund – the new premiums represented increases of approximately 6.80% over the current rates. Both Hudzik and Sharp presented recommended budget changes (to the draft budget that was posted on April 3rd) in the amounts of (a) \$9,600 for the general fund (i.e., \$8,500 increase for Medical and Prescription Drug insurance premiums and a \$1,100 increase (from \$5,500 to \$6,600) for 4th of July Fireworks); and (b) \$34,500 for the Water and Sewer Operations Funds (i.e., \$3,500 for the cleaning and inspection of the SE Water Tank (carryover from the current budget), \$12,000 from each fund (\$24,000 total) for the server and network reconfiguration project, and \$7,000 (total) as an increase in Medical and Prescription Drug insurance premiums). Hudzik informed the Committee Members that the expected fund cash on hand totals (at 04/30/13) would be sufficient to pay for the recommended budget changes in each of the affected funds.

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Niemietz to recess the Committee of the Whole Meeting at 9:13 p.m. Upon Roll Call Vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Mathews and Reis voted yea. **MOTION CARRIED.**

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Niemietz to reconvene the Committee of the Whole Meeting at 9:36 p.m. Upon Roll Call Vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Mathews and Reis voted yea.

MOTION CARRIED.

III. EXECUTIVE SESSION

Chairman Ebersohl entertained a motion to go into Executive Session to discuss employee wages and benefits for one or more classes of employees/specific employees.

MOTION – EXECUTIVE SESSION

It was moved by Alderman Roessler and seconded by Alderman Niemietz to go into Executive Session at 9:37 p.m. to discuss employee wages and benefits for one or more classes of employees/specific employees. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Mathews and Reis voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Roessler and seconded by Alderman Niemietz to return to the Regular Session of the Committee of the Whole Meeting at 10:09 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Mathews and Reis voted yea. **MOTION CARRIED.**

Upon return to the Regular Session of the Committee of the Whole Meeting, Mayor Hutchinson and the following Committee Members were present: Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Mathews and Reis.

Chairman Ebersohl asked if there was any action to be taken as a result of the Executive Session of the Committee of the Whole Meeting – there was none.

IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

V. ADJOURNMENT

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Reis to adjourn the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, April 8, 2013 at 10:09 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Mathews and Reis voted yea. **MOTION CARRIED.**



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant



ALBERT G. HUDZIK, City Administrator