

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF THE
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
NOVEMBER 9, 2015 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: Chairman Ebersohl and Committee Members - 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 Engineer Chris Smith, Accounting Manager Linda Sharp, Director of Community and Economic Development Paul Ellis and Deputy Clerk Donna Mehaffey.

Guests Present: Mr. James Schmersahl of Schorb and Schmersahl, LLC.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of Executive Session minutes from the October 12, 2015 Committee of the Whole committee meeting; (2) Approval of minutes from the October 26, 2015 Committee of the Whole committee meeting; (3) Approval of Executive Session minutes from the October 26, 2015 Committee of the Whole committee meeting; (4) Audit Presentation; (5) Main Street Abbey Project; (6) Leaf and Limb Services; (7) Settling of driveways above city utilities; (8) Local Debt Recovery Program; (9) Review of Resolution Supporting the selection of the Scott Air Force Base Site for the proposed National Geospatial-Intelligence Agency Facility; (10) Other items to be considered; (11) Citizen Comments; and (12) Executive Session – 5 ILCS 120/2(c)(2).

II. APPROVAL OF EXECUTIVE SESSION MINUTES OF THE OCTOBER 12, 2015 COMMITTEE OF THE WHOLE COMMITTEE MEETING

The Executive Session minutes of the October 12, 2015 Committee of the Whole committee meeting were submitted for approval.

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Niemietz, to approve the minutes of the October 12, 2015 Executive Session of the 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 OCTOBER 26, 2015 COMMITTEE OF THE WHOLE COMMITTEE MEETING

The minutes of the October 26, 2015 Committee of the Whole committee meeting were submitted for approval.

MOTION:

It was moved by Alderman Reis and seconded by Alderman Holtkamp, to approve the minutes of the October 26, 2015 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 EXECUTIVE SESSION MINUTES OF THE OCTOBER 26, 2015 COMMITTEE OF THE WHOLE MEETING COMMITTEE MEETING

The Executive Session minutes of the October 26, 2015 Committee of the Whole committee meeting were submitted for approval.

MOTION:

It was moved by Alderman Huch and seconded by Alderman Roessler, to approve the minutes of the October 26, 2015 Executive Session of the 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. AUDIT PRESENTATION

Accounting Manager Linda Sharp turned the meeting over to Mr. James Schmersahl, CPA, partner with the firm of Schorb and Schmersahl, LLC to make the annual financial report and audit presentation for fiscal year ended April 30, 2015 to the committee. Accounting

Committee of the Whole Meeting –November 9, 2015

Audit Presentation – 65 pages

Main Street Abbey Project – 9 pages

Leaf and Limb Services – 6 pages

Local Debt Recovery Program – 8 pages

Review of Resolution supporting the selection of the Scott Air Force Base Site for the proposed National Geospatial-Intelligence Agency Facility – 2 pages

Page 2 of 6

Manager Linda Sharp distributed a foldout of the Annual Financial Report - page 11 – Statement of Net Position; page 12 – Statement of Activities; page 18 – Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds; page 47 – IMRF; page 48 – Police Pension Fund plus Governmental Activities Comparison for the cities of Columbia, Waterloo and Cahokia. Mr. Schmersahl began his presentation by thanking Accounting Manager Linda Sharp and city staff for their cooperation in providing the necessary financial data during the city's audit for its recently ended fiscal year. Mr. Schmersahl then informed the committee members that (1) the city's accounting policies conform to generally accepted accounting principles appropriate to local governmental units of this type (i.e., municipalities); (2) the audit was conducted according to proper accounting standards and with qualified personnel; and (3) the draft contained an unqualified (clean) audit opinion on its financial statements for the past fiscal year and that no problems were encountered during the audit and there were no difficulties, disputes or disagreements (with city staff) to report.

Mr. Schmersahl reviewed with the committee the handout pages of the Annual Financial Report and also the Governmental Activities Comparison for Columbia, Waterloo and Cahokia.

Alderman Huch asked for sales tax numbers for Columbia versus Waterloo. Mr. Schmersahl said he would get the information to him.

Mr. Schmersahl noted that there would be one more pay out to STS Custom Homes and Horner and Shifrin. He also said the ambulance department is again at a deficit and has to be funded by the General Fund.

Mr. Schmersahl asked if there were any questions. There were none. Chairman Ebersohl thanked him for his presentation.

VI.

MAIN STREET ABBEY PROJECT

Director of Community and Economic Development Paul Ellis reviewed with the committee – Main Street Abbey Project items – 1) proposed inducement resolution; 2) PGAV (Peckham Guyton Albers & Viets, Inc.) proposed contract; 3) Exhibit A – TIF (Tax Increment Financing) Study Area Boundary Map; and 4) proposed agreement with developer to pay for the PGAV contract (this agreement is still needed.) City Administrator James Morani added that the City of Columbia would be reimbursed by the developer for the PGAV contract. The committee discussed the responsibility of the developer paying for the PGAV contract and also the proposed agreement with the developer to pay for the PGAV contract. The city is somewhat cautious of this type of agreement due to a previous contract concern. Mr. Ellis said all three (3) documents (resolution, PGAV contract and developer agreement) fit

together. Mayor Hutchinson added that City's TIFs are not set up to cost city residents any money.

It was the consensus of the committee that Mr. Ellis will bring all three (3) documents to the next City Council meeting and will distribute before the meeting. Mr. Ellis also said he will get the developer agreement drafted and out to the City Council members.

VII. LOCAL DEBT RECOVERY PROGRAM

Mr. Morani reviewed the Local Debt Recovery Program with the committee. Mr. Morani stated that this program will not be utilized for the City's grass mowing liens as they are only good for one (1) year under the program. However, water and sewer liens are good for ten (10) years under the program. Mr. Morani questioned Mrs. Sharp what the timeline would be if this program is approved at the next City Council meeting, on November 16. Mrs. Sharp said she will be working on the program in December and will not be collecting until March or April, 2016.

The program will be ready for consideration at the next City Council meeting.

VIII. REVIEW OF RESOLUTION SUPPORTING THE SELECTION OF THE SCOTT AIR FORCE BASE SITE FOR THE PROPOSED NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY FACILITY

Director of Community and Economic Development Paul Ellis presented the proposed resolution to support the selection of the Scott Air Force Base site for the proposed National Geospatial-Intelligence Agency Facility. Mr. Ellis stated that Mayor Hutchinson asked him to add a line to the resolution regarding employment benefits to the area if located to the Scott Air Force Base site. Mayor Hutchinson said the proposed resolution will be going to the Federal Government to keep the facility on the east side. Mr. Morani added that the proposed location is between a North St. Louis County location and the east side location at the Scott Air Force Base site.

IX. OTHER ITEMS TO BE CONSIDERED

CITY PROPERTY BUILDINGS

Mayor Hutchinson mentioned that the city has a lot of property that is vacant and would like to explore the idea of using an outside party to oversee all of the city's properties. He would like to get an RFQ (Request for Quote) or bid process to take a look at the properties, evaluate them, and get businesses located in them. City Administrator James Morani said that taking care of the city's property buildings is very time-consuming. Mr. Morani said one problem

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Page 4 of 6

they were having was with lease agreements. The properties would include Fort Piggott, the Oak Street office building, Welcome Center, and the Miller-Fiege Home.

It was the consensus of the committee to move forward with exploring this proposal.

X. RECESS

MOTION:

It was moved by Alderman Martens and seconded by Alderman Agne, to recess the November 9, 2015 Committee of the Whole committee meeting at 7:58 P.M. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

XI. RECONVENE

MOTION:

It was moved by Alderman Reis and seconded by Alderman Martens, to reconvene the November 9, 2015 Committee of the Whole committee meeting at 8:28 P.M. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

XII. LEAF AND LIMB SERVICES

City Engineer Chris Smith reviewed with the committee his memorandum regarding the leaf and limb contracts. Mr. Smith added that staff recommends adding the requirement to the contract that the contractor have their company name clearly identified on their vehicles, equipment and personnel. There was a short discussion about whether the cell phone number of the company should be listed on the vehicles as well and it was determined that it is already on the notices on the website and in the newspaper and would not be needed on the vehicles. Alderman Huch suggested that the proposed contract be longer than two (2) years. He would like to see a five (5) year contract; the same as the trash/recycling contract, to drive costs down. Mayor Hutchinson noted that he received only one (1) complaint last year and Alderman Niemietz said she received none.

It was the consensus of the committee to discuss this issue further at an upcoming committee meeting.

XIII. SETTLING OF DRIVEWAYS ABOVE CITY UTILITIES

City Engineer Chris Smith addressed the committee on the settling of driveways above city utilities. The driveways in question are in the Meadowridge and Indian Hills subdivisions. City Attorney Terry Bruckert's opinion is to get the City's Municipal Code updated, avoid precedence and if the City did the harm, it is the City's fault and if not, the resident fixes it. Mr. Bruckert added that he has a release that he is working on which the City will have a one (1) year responsibility. This release will be used one time for the current issue the city is having with a resident's driveway that was previously repaired by the City several years ago. Alderman Roessler asked about having a contractor do the work versus the City. Alderman Holtkamp asked about the quality of concrete, pinning the slabs of concrete and the thickness of the concrete. Mayor Hutchinson suggested that the resident have a contractor complete the driveway work, the city pays the Contractor, and the City releases the liability.

It was the consensus of the committee that the driveway in question be repaired by the property owner and the City's policy for future incidents will be revisited at an upcoming meeting.

XIV. CITIZEN COMMENTS

There were no citizen comments.

XV. EXECUTIVE SESSION – 5 ILCS 120/2(C)(2)

No Executive Session was held.

XVI. ADJOURNMENT

MOTION:

It was moved by Alderman Reis 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, November 9, 2015 at 8:55 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
GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Donna Mehafey
DONNA MEHAFFEY, Deputy Clerk

**MINUTES OF THE PARKS, PLAYGROUNDS AND RECREATION
COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF
COLUMBIA, ILLINOIS HELD MONDAY, NOVEMBER 9, 2015 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Niemietz called the Parks, Playgrounds and Recreation Committee Meeting of the City of Columbia, Illinois to order at 8:00 P.M.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Roessler, Huch, Reis and Holtkamp.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, Director of Community and Economic Development Paul Ellis, City Engineer Chris Smith, Accounting Manager Linda Sharp and Deputy Clerk Donna Mehaffey.

Guests Present: None.

Chairman Niemietz stated the meeting was called to discuss: 1) Parks and Recreation Donation.

II. PARKS AND RECREATION DONATION

Chairman Niemietz turned the meeting over to Director of Community and Economic Development Paul Ellis. A list of "Potential Projects for ADM 'Strong Bonds' Grant Request" was distributed to the committee members.

Mr. Ellis reviewed each potential donation item project alphabetically with the committee. They included: American Legion Playground, Bolm-Schuhkraft Safety Connector Trail, Creekside Park – GM&O Trail Extension (a), Dog Park, GM & O Trail Extension (b) and Splash Pad. Mr. Ellis would like to set the criteria for next year's projects and informed the committee there will be money from the city plus money from other sources. The criteria cited by a potential donor includes: a – Donation should be matched by other sources; b – Project must be completed by mid-2016; and c – Want to replace funding raised in memory of Sherri (Coleman) and her boys. Mr. Ellis reported that the American Legion Playground equipment is old equipment and should be replaced; the Bolm-Schuhkraft Safety Connector Trail would not be ready for next year

as the \$250,000.00 cost does not include the structure for the creek; the Dog Park has no plans at this time; and the splash pad project at Admiral Trost Subdivision Park would work best for the remembrance of Sherri and Her Boys. Mr. Ellis added that there is a high cost for the splash pad and it is not ready for immediate funding. It was noted that the two (2) trail projects – Creekside Park – GM&O Trail Extension (a) (North of Rueck Road to Creekside Park) and GM&O Trail Extension (b) (Cherry Street to Metter Street) are top priorities. Mayor Hutchinson favored trail extension (b) – Cherry to Metter. He explained it would cost more for grading the area, but the trail would provide more benefit to the community since it would tie into streets and sidewalks to that area of the city. Mr. Morani said that funds are budgeted for trail extension. Mayor Hutchinson also said to use the money already budgeted for the project until it runs out. Chairman Niemietz entertained a motion for the approval of trail (b).

MOTION:

It was moved by Alderman Ebersohl and seconded by Alderman Martens for the City of Columbia and Director of Community and Economic Development Paul Ellis to move forward with the GM&O Trail Extension (b) – Cherry Street to Metter Street. Chairman Niemietz and Aldermen Ebersohl, Agne and Martens voted yea. The other Aldermen – Roessler, Huch, Reis and Holtkamp also voted yea. **MOTION CARRIED.**

III. ADJOURNMENT

MOTION:

It was moved by Alderman Martens and seconded by Alderman Agne to adjourn the Parks, Playgrounds and Recreation Committee Meeting of the City Council of the City of Columbia held Monday, November 9, 2015 at 8:20 P.M. Upon voice vote, Chairman Niemietz and Aldermen Ebersohl, Agne and Martens voted yea. **MOTION CARRIED.**

Mary Ellen Niemietz

MARY ELLEN NIEMIETZ, Chairman
PARKS, PLAYGROUNDS AND RECREATION COMMITTEE

Gene Ebersohl

Committee Member

Jim Agne

Committee Member

K. Cast

Committee Member

Minutes taken by:

Donna Mehafey

DONNA MEHAFFEY, Deputy Clerk

**MINUTES OF THE LICENSE, INSURANCE CLAIMS, CEMA AND
CONTRACTS COMMITTEE MEETING OF THE CITY COUNCIL OF THE
CITY OF COLUMBIA, ILLINOIS HELD MONDAY, NOVEMBER 9, 2015 IN
THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Martens called the License, Insurance Claims, CEMA and Contracts Committee Meeting of the City Council of the City of Columbia, Illinois to order at 8:21 P.M.

Upon Roll Call, the following members were:

Present: Chairman Martens and Committee Members - Aldermen Roessler, Reis and Holtkamp.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Agne, Niemietz, and Huch.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, City Engineer Chris Smith, Accounting Manager Linda Sharp, Director of Community and Economic Development Paul Ellis and Deputy Clerk Donna Mehaffey.

Guests Present: None.

Chairman Martens stated the meeting was called to discuss: (1) IMLRMA (Illinois Municipal League Risk Management Association) Renewal.

II. IMLRMA POLICY RENEWAL DISCUSSION

Chairman Martens opened the meeting and called upon City Administrator James Morani to address the committee members on this issue. Mr. Morani presented the Illinois Municipal League Risk Management Association – IMLRMA (City's Insurance Coverage) Contribution Analysis for 2016 Renewal, a Minimum/Maximum Status Report and the IMLRMA policy renewal invoice/options for payment. Mr. Morani also reviewed a handout from Accounting Manager Linda Sharp on the Minimum-Maximum Status Report based on claims data as of June 30, 2015. Mr. Morani pointed out several items:

- There have only been two (2) years when the city has gone above the minimum. It was in years 2009 and 2011.
- The last two (2) years for the percentage of loss fund paid/incurred have been very low.
- The City completes safety meetings and training for all departments which helps to prevent claims, especially workers compensation claims.
- The renewal numbers are excellent.

- Recommends the minimum/maximum rate for 2016 as has been done in the past. The City has had success with the program.

MOTION:

A motion was made by Alderman Reis and seconded by Alderman Roessler to recommend to the City Council that an ordinance be prepared authorizing the Illinois Municipal League Risk Management Association (IMLRMA) Minimum/Maximum Contribution Agreement Option 1 in the amount of \$230,203.71 be paid by November 20, 2015 to receive the early 1% discount for the City's insurance coverage for calendar year 2016. On Roll Call vote: Chairman Martens and Aldermen Roessler, Reis and Holtkamp voted yea. **MOTION CARRIED.**

III. ADJOURNMENT

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Reis to adjourn the License, Insurance Claims, CEMA and Contracts Committee Meeting held Monday, November 9, 2015 at 8:28 P.M. Upon voice vote, Chairman Martens and Aldermen Roessler, Reis and Holtkamp voted yea. **MOTION CARRIED.**



KEVIN MARTENS, Chairman

LICENSE, INSURANCE CLAIMS, CEMA AND CONTRACTS COMMITTEE



COMMITTEE MEMBER



COMMITTEE MEMBER



COMMITTEE MEMBER

Minutes taken by:



DONNA MEHAFFEY, Deputy Clerk