

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF  
THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
MARCH 12, 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, Reis, Holtkamp and Martens. Mayor Hutchinson was also present.

Absent: Aldermen Roessler and Huch.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, Director of EMA Wes Hoeffken, City Engineer Chris Smith, Accounting Manager Linda Sharp, Director of Community Development Emily Fultz, Police Chief and Director of EMS Jerry Paul, Deputy Chief of Police Jason Donjon, EMS Chief Kim Lamprecht, and Deputy Clerk Donna Mehaffey.

Guests: Mr. Dustin Row of Songs4Soldiers with Songs4Soldiers organization members, Mr. Dan LaFata of 613 North Main Street - A Wellness Within You, and Emily and Jill Bauer of 606 Pines Way.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of Minutes from the February 26, 2018 Committee of the Whole Meeting; (2) Songs4Soldiers; (3) Architectural Request - A Wellness Within You; (4) Procurement Policies; (5) FY 2018-2019 Budget; (6) Other Items to be Considered; (7) Citizen Comments; and (8) Executive Session – 5 ILCS 120/2(c)

**II. APPROVAL OF MINUTES FROM THE FEBRUARY 26, 2018 COMMITTEE OF  
THE WHOLE MEETING**

The minutes from the February 26, 2018 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Martens, to approve the minutes from the February 26, 2018 Committee of the Whole committee meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Reis, Holtkamp and Martens voted yea. Alderman Niemietz abstained. **MOTION CARRIED.**

**III.**

**SONGS4SOLDIERS**

President of Songs4Soldiers, Mr. Dustin Row, addressed the Committee. Also present were members of the Songs4Soldiers organization for support. He mentioned that he has submitted his Special Event Permit application for this year of which the Committee has received a copy. All department heads signed off on his application and he noted an increase in security fees from the Columbia Police Department. Mr. Row distributed a handout to the Committee for their history of the event showing monies disbursed of \$386,669 with 303 veterans assisted since 2013. The event this year will have a country music artist, but Mr. Row is not able to say what act will be performing. Mr. Row explained all of the positives of the event and asked the Committee to consider making a security exception since the fees for the CPD will be increasing from \$1,500 to \$6,000 this year. Mr. Row discussed the increase with Chief Paul and said the Chief indicated he could absorb these costs in his current budget but would like the City Council to make that decision. It was the opinion of the Committee if the City would waive the fees, it would have to be waived for all the other special events and would be setting a precedent. It was also reported by the Committee that times are more complicated with regard to security, more time is needed to check out the request, are dealing with public funds, need to check with legal sources, see what other municipalities do, and then follow up with Mr. Row. There could also be other avenues for payment of security with tourism funds (hotel/motel tax revenue). It was noted that Columbia is a non home-rule Community and is held by certain rules.

It was the consensus of the Committee that more time is needed to consider the possible waiving of the Columbia Police Department security fees for the upcoming Songs4Soldiers event.

**IV.**

**ARCHITECTURAL REQUEST - A WELLNESS WITHIN YOU**

Director of Community Development Emily Fultz explained the Architectural Request for 613 N. Main Street, "A Wellness Within You". Dan and Dawn LaFata are requesting a variance from Section 17.28.070 CMC "Building materials allowed for exterior walls" to use Hardie plank cement based horizontal siding on their new construction. The new construction is a separate structure (yoga studio) to be built behind their building at 613 North Main Street. An Architectural Review Board meeting was held March 1, 2018 and members of the board voted unanimously 4 to 0 for approval. The Architectural Review Board is requesting City Council recommendation. Ms. Fultz reported there will be

Hardie board and brick on three sides of the new building and Hardie board only on the fourth side. Parking for the new building was questioned since the plans showed 27 yoga mats and only showed nine or ten parking spaces. The parking will be discussed later and the number of yoga mats were overstated. Ms. Fultz stated that the City is bound by the Zoning Code based on square footage of the building to determine the minimum parking requirements and the new building will meet that minimum parking requirement.

It was the consensus of the Committee to recommend to the City Council for consideration at their next meeting the Architectural Request for "A Wellness Within You" located at 613 North Main Street to use Hardie plank cement based horizontal siding on their new construction behind their current building. Alderman Agne would like to go on record to say the building would be more appropriate if the new building would be all brick top to bottom.

## **V. PROCUREMENT POLICIES**

City Administrator James Morani reported to the Committee that the proposed changes have come about since the State of Illinois modified their limitation for competitive bidding and has been increased from \$20,000 to \$25,000. (The passage of State of Illinois Public Act 100-338 has increased the dollar amount applicable to public bidding requirements in 65 ILCS 5/8-9-1 from \$20,000 to \$25,000).

### **A. DRAFT ORDINANCE AMENDING CHAPTER 2.17.040 OF THE CITY CODE REGARDING EMERGENCY PURCHASES BY THE CITY ADMINISTRATOR**

Mr. Morani referenced the draft ordinance amending Chapter 2.17.040, Subparagraph P of the City Code. This is being amended to match what is in our City Code with State Statutes. Currently, the emergency purchase is in excess of \$10,000 but less than \$20,000 and Mr. Morani recommends changing the \$20,000 to \$25,000.

### **B. DRAFT ORDINANCE AMENDING BIDDING REQUIREMENTS FOR PUBLIC WORKS CONTRACTS AND SUPPLIES**

The draft ordinance amending the bidding requirements for Public Works Contracts and Supplies, Chapter 2.54.020 Formal Contract Procedure was referenced by Mr. Morani. Currently, the City requires public bidding for public works contracts that are in excess of \$20,000. He recommends changing the amount to \$25,000 to match to the State Statutes. Also, Chapter 2.54.100, Open Market Procedure, the cost or purchase involved does not exceed \$1,000. The current process is anything over \$1,000, even if it is in the budget, Mr. Morani or Mrs. Sharp have to initial the purchase. Mr. Morani recommends the amount be changed to \$2,500 to streamline the process for department

heads. It was noted that this is an internal control process and has nothing to do with the State of Illinois bidding changes.

**C. BIDDING AND CONTRACT PROCEDURES (GOODS AND SERVICES LESS THAN \$20,000)**

The internal Bidding and Contract Procedures are not codified but adopted by motion. For these procedures, Mr. Morani recommended to increase them from \$20,000 to \$25,000 to be consistent with the City Code. These are for goods and services less than \$25,000. Mr. Morani reminded the Committee that anything to be purchased over \$10,000, the department head (or designee) has to solicit at least three (3) bids and requires at least two (2) submitted bids.

It was the consensus of the Committee to recommend to the City Council for consideration the Ordinance Amending Chapter 2.17.040 of the City Code Regarding Emergency Purchases by the City Administrator, Ordinance Amending Bidding Requirements for Public Works Contracts and Supplies, and the Bidding and Contract Procedures (Goods and Services Less Than \$25,000).

**VI. FY 2018-2019 BUDGET**

Accounting Manager Linda Sharp distributed two (2) handouts to the Committee. They were Capital Equipment and Capital Projects for Fiscal Year 2018/2019 and Capital Development Fund - Multi-Year Cash Flow Projection. City Engineer Chris Smith distributed one (1) handout - spreadsheet of the DOPW Anticipated Project Schedule for the next seven (7) fiscal years.

Mrs. Sharp reviewed the budget amounts on the Capital Equipment and Capital Projects for Fiscal Year 2018/2019. She mentioned the City Hall Building Facade Improvements of \$11,600, the Oak Street building new roof, HVAC and repairs for \$150,000, the interior plaster work at the Miller-Fiege home for \$40,000, the Police Department Polaris 6x6 with EMS attachment for \$10,260, new ambulance with a five (5) year lease with the payment of \$26,000 for this year only, improvements to the Old School House of \$35,000, Library Fund of \$6,100 and the Library Building Fund of \$2,100. Mrs. Sharp also reviewed the projected amounts for four (4) years for the Capital Development Fund - Multi-Year Cash flow Projection. The four (4) year projection has a positive cash balance. She mentioned a large item was the Ameren Illinois buyout which is \$141,000 every year for the next five (5) years. The MFT has a positive cash balance in each of the last five (5) years. It was noted that the TIF is coming to an end of its 23 years and will end in 2021.

Each department head, namely Police Chief Jerry Paul, EMS Chief Kim Lamprecht, Director of Community Development Emily Fultz, and City Engineer Chris Smith

reviewed their prospective budgets in the Capital Equipment and Capital Projects with the Committee.

Mr. Smith noted on the MFT Cash Flow Projections that he does not want to use MFT for professional engineering services. He added TIF funds could be used for the Valmeyer Road improvements. Mr. Smith also reviewed the DOPW Anticipated Project Schedule spreadsheet with the Committee showing 23 projects.

For the Ambulance Department, Ms. Lamprecht distributed a handout to the Committee regarding the proposed purchase of a new ambulance.

Other discussions were considering the old school house (Welcome Center) for a new use, the Polaris 6x6 with EMS attachment for the Police Department and its life span, new ambulance purchase and disposal of old one, and the Oak Street building issues.

Mrs. Sharp added that the proposed fee schedule will be provided at the March 26<sup>th</sup> Committee of the Whole meeting as well as the draft budget.

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

### **A.      Outdoor Warning Sirens Update**

Director of EMS Wes Hoeffken updated the Committee on the Outdoor Warning Sirens. The Daylight Savings Time was overlooked and chimes are going off at the wrong times. The issue is currently being addressed. There have been positive and negative complaints about the new sirens, but most residents are understanding. More information on the sirens and chimes was added to the City's website and Facebook page. If residents go to the City's website, there is a link to the tones. They can listen to the tones of the Westminster Chimes, the Tornado Alert, and the Fire Call Wail. Mr. Hoeffken said there is no volume control on the chimes; they are either on or off and the tones are pre-programmed at each tower. Alderman Holtkamp suggested how to possibly fix the volume and Mr. Hoeffken will research his suggestion. Mr. Paul Tipton will be showing Mr. Hoeffken how to program the siren system and a specification sheet will be created for the lead police dispatcher.

### **B.      City Computers and E-Mails Update**

Mr. Morani gave a brief update on the City's computers and e-mail issues.

## **VIII. CITIZEN COMMENTS**

Emily and Jill Bauer of 606 Pines Way stated they liked the Westminster Chimes.

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

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

**X. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Reis to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, March 12, 2018 at 8:25 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

Minutes taken by:



Chairman Gene Ebersohl  
Committee of the Whole



Donna Mehaffey, Deputy Clerk