

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
APRIL 12, 2010 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 9:04 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Niemietz, Row, Hejna, Oberfell, Stumpf, Roessler and Mayor Hutchinson.

Absent: None.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Chief of Police and Ambulance Director Joe Edwards, Deputy Chief of Police Jerry Paul, Accounting Manager Linda Sharp, P-T Assistant EMS Director Ken Buss and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Ebersohl stated the purpose of the meeting was for the (1) presentation and discussion of the FYE 04/30/2011 Draft Budget; and (2) discussion of any other items to be considered.

II. BUDGET INFORMATION PRESENTATION

Chairman Ebersohl turned the meeting over to City Administrator Hudzik, who made opening remarks pertaining to the meetings that had been held, and all the hard work that had been done to compile the FYE 04/30/2011 Draft Budget. He then asked Accounting Manager Sharp to address the Committee – she went into more detail on the meetings held with the city's Department Heads and the processes used to create the Draft Budget (e.g., at least two (2) meetings were held with each Department Head – the first to receive their proposed budget figures, and the second to consider reductions in/eliminations from their initial figures). Linda then gave a general overview of the FYE 04/30/2011 Draft Budget figures as compared to those in the FYE 04/30/2010 budget – she then reviewed the changes (reductions, eliminations and increases) in the Draft Budget as a result of the meetings held with the Department Heads (resulting in a net \$294,000 reduction in the Draft Budget). She also advised the Committee Members that the Draft Budget's General Fund expenditures exceeded projected revenues by a small amount, and that

additional work would be done to try and eliminate that shortfall. City Administrator Hudzik then reviewed his "Draft Budget (FY 04/30/2011) Notes & Comments" document, which detailed the basis of some of the receipts, expenses and recommended fee increases reflected in the Draft Budget. He specifically touched upon (a) the estimated funds due the city from the State of Illinois (income taxes and the state's arrearage, as well as use taxes) and the difficulty in predicting those revenues; (b) the Ambulance Fund (showing an imbalance approximating \$181,000, which is being subsidized by the General Fund); (c) the Motor Fuel Tax Fund, which is experiencing cash flow problems due to street projects approved in past years; (d) the Garbage Fund, which incorporates a recommended rate increase of \$.34/month effective May 1, 2010; (e) the Capital Development Fund, which contains (i) street projects the city was unable to fund from the Motor Fuel Tax Fund; (ii) other projects carried over from past years; and (iii) a transfer to the General Fund in the amount of \$445,000 (i.e., the same figure as last year); and (f) the Water and Sewer Operations Funds, which incorporate fee increases of 5% for Water Service and 2% for Sewer Service – these combined funds are showing a slight shortfall of projected revenues vs. expenses.

A general discussion was held by all in attendance during the presentation of the budget information, including the asking of questions and making of comments. Comments were made and concern was expressed pertaining to the continued drawdown of the Capital Development Fund funds, as well as the effect the current economic times were having on the city's budget (including the arrearage due the city by the state). City Administrator Hudzik informed the Committee that Ms. Sharp and he would continue to review the Draft Budget to see if expenses could be reduced/eliminated further to help with the city's cash flow.

Ms. Sharp then touched upon a few changes to the Capital Development Fund, including (i) the removal of the Valmeyer Bridge Structural Analysis (\$15,000) and its transfer to the TIF District Fund, since that bridge is within the TIF district; (ii) the addition of \$27,000 as matching funds to the Celebration 2009 Committee's fund balance for the construction of a pavilion in Metter Park; and (iii) the addition of \$9,000 to replace the Council Members' computers.

Another general discussion was then held concerning the FYE 04/30/2011 Draft Budget and the financial condition of the city.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Niemietz to adjourn the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, April 12, 2010 at 10:42 p.m. Upon Roll Call vote, Chairman Ebersohl and

Committee of the Whole Meeting
April 12, 2010

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2010-2011 Municipal Budget (Draft) (44 pages)

Draft Budget (FY 4/30/2011) Notes & Comments (3 pages)

Memo (1 page) & Capital Equipment and Capital Projects for the Fiscal Year Ended 4-30-11 (5 pages)

Aldermen Agne, Niemietz, Row, Hejna, Oberfell, Stumpf and Roessler voted yea.
MOTION CARRIED.

Gene Ebersohl
GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:

Sandra Garmer
SANDRA GARMER, Accounting/Clerical Assistant

Albert G. Hudzik
ALBERT G. HUDZIK, City Administrator

**MINUTES OF THE AMBULANCE, RADIO COMMUNICATION AND
DISPATCH COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY
OF COLUMBIA, ILLINOIS HELD MONDAY, APRIL 12, 2010 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Fred Stumpf called the Ambulance, Radio Communication and Dispatch 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 Stumpf and Aldermen Niemietz, Row and Hejna.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl (arrived at 7:03p.m.) Agne, Oberkfell and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, Chief of Police & Ambulance Director Joe Edwards, Deputy Chief of Police Jerry Paul, Accounting Manager Linda Sharp, P-T Assistant EMS Director Ken Buss and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: Mike Schlemmer, family members and relatives.

Chairman Stumpf stated the purpose of the meeting was to (1) present various lifesaving awards; (2) discuss proposed title/rank changes and the approval of an Organizational Chart & Chain of Command of the Columbia Emergency Medical Services Division of the Columbia Police Department; and (3) consider any other items that may need to be discussed.

II. PRESENTATION OF LIFESAVING AWARDS

Chairman Stumpf made opening remarks and called upon Assistant EMS Director Ken Buss to present lifesaving awards to various employees/individuals for successfully reviving victims of cardiopulmonary arrest. Mr. Buss gave the date of the call and described each of the three (3) incidents, as well as the actions taken by the individuals involved – he then presented each of the following individuals with their lifesaving award certificates:

Date of call: June 5, 2009

Name of patient: Mike Schlemmer

Awards presented to: Paul Schlemmer – brother of the victim
Deputy Chief of Police Jerry Paul
Officer Shawn Westfall – Columbia Police Dept.
Paramedic Gary Hutchison – Columbia EMS Dept.
Paramedic Jennifer Frost – Columbia EMS Dept.
EMT Heather Middleton – Columbia EMS Dept.

Date of call: November 15, 2008

Awards presented to: Paramedic Michael Mueller – Columbia EMS Dept. (not in attendance)
Paramedic Shirelle Parks – Columbia EMS Dept.
EMT Heather Middleton – Columbia EMS Dept.

Note: each of the above named individuals (involved in the November 15, 2008 call) also received awards from the Illinois Department of Public Health for their lifesaving actions in this incident

Date of call: October 7, 2009

Awards presented to: Paramedic Jason Sitzes – Columbia EMS Dept.
Paramedic Nick Hoeffken – Columbia EMS Dept. (not in attendance)
EMT Anthony Johnson – Columbia EMS Dept.

As each group of individuals received their awards, they were recognized and applauded by all in attendance – patient Mike Schlemmer and his family members were also recognized and applauded.

III. AMBULANCE DEPARTMENT STRUCTURE/ORGANIZATIONAL CHART
Chairman Stumpf referenced the “Proposed Title/Rank Changes” and “Organizational Chart & Chain of Command” documents that had previously been distributed and called upon Police Chief and Ambulance Director Joe Edwards to address these issues. Chief Edwards indicated the changes were being proposed to adopt the paramilitary command structure appearing in the National Incident Management System (NIMS) and its Incident Command System (ICS); he indicated the adoption of the proposed title/rank changes would not change the duties, responsibilities or salaries of the individuals involved; proposed title/rank changes in the Columbia EMS Department, a division of the Columbia Police Department are: Ken Buss, Chief of the EMS Division; Jason Sitzes, Captain (in charge of operations); Gary Hutchison, Lieutenant (lead instructor/training officer); and Michelle Wrigley, Lieutenant (regional field training supervisor and in charge of medical supply purchasing). Chief Edwards then asked Assistant EMS Director Buss to address the Committee – Mr. Buss reviewed the Organizational Chart & Chain of Command document and indicated costs incurred in the adoption of the proposed title/rank changes and organization chart would be negligible since most, if not all, of them would be paid through the normal uniform allowance for department employees. A general discussion was held during and after the presentations made by Chief Edwards and Assistant EMS Director Buss.

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Row to recommend to the City Council the adoption of the proposed title/rank changes and approval of the Organizational Chart & Chain of Command structure in the Columbia Emergency Medical Services Division of the Columbia Police Department. Chairman Stumpf and Aldermen Niemietz, Row and Hejna voted yea. **MOTION CARRIED.**

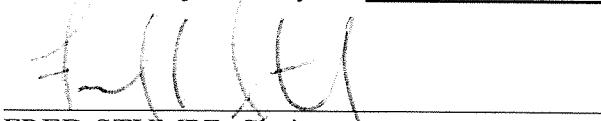
IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

V. ADJOURNMENT

MOTION:

It was moved by Alderman Henja and seconded by Alderman Row to adjourn the Ambulance, Radio Communication and Dispatch Committee Meeting held Monday, April 12, 2010 at 7:24 p.m. Upon Roll Call Vote, Chairman Stumpf, Aldermen Niemietz, Row and Henja voted yea. **MOTION CARRIED.**



FRED STUMPF, Chairman

AMBULANCE, RADIO COMMUNICATION AND DISPATCH COMMITTEE

Minutes Taken by:


SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE PARKS, PLAYGROUNDS AND RECREATION
COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF
COLUMBIA, ILLINOIS HELD MONDAY, APRIL 12, 2010 IN THE COUNCIL
ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Mary Ellen Niemietz called the Parks, Playgrounds and Recreation Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:25 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Row, Hejna, Oberkfell and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Director of Community and Economic Development Paul Ellis, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Chairman Niemietz stated the purpose of the meeting was to consider the purchase of specific parcels of real estate (in Executive Session).

II. EXECUTIVE SESSION

MOTION – EXECUTIVE SESSION

It was moved by Alderman Stumpf and seconded by Alderman Ebersohl to go into Executive Session at 7:26 p.m. to consider the purchase of specific parcels of real estate. Chairman Niemietz and Aldermen Ebersohl, Agne and Stumpf voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Stumpf and seconded by Alderman Agne to return to the Regular Session of the Parks, Playgrounds and Recreation Committee Meeting at 9:03 p.m. Upon Roll Call vote, Chairman Niemietz and Aldermen Ebersohl, Agne and Stumpf voted yea. **MOTION CARRIED.**

Upon return to the Regular Session of the Parks, Playgrounds and Recreation Committee Meeting, the following Committee Members were present: Chairman Niemietz and

Aldermen Ebersohl, Agne and Stumpf. Other Council Members present: Mayor Hutchinson and Aldermen Row, Hejna, Oberfell and Roessler.

Chairman Niemietz asked if there was any action to be taken as a result of the Executive Session of the Parks, Playgrounds and Recreation Committee.

MOTION:

It was moved by Alderman Ebersohl and seconded by Alderman Agne to recommend to the City Council that the city contract with Southwest Illinois Resource Conservation and Development, Inc. to provide consulting services, and assist the city in preparing documentation necessary, for the possible acquisition of real estate for parks and recreation purposes, as discussed in Executive Session. Chairman Niemietz and Aldermen Ebersohl, Agne and Stumpf voted yea. **MOTION CARRIED.** A poll of the other Aldermen: Row, Hejna, Oberfell and Roessler voted yea.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Stumpf and seconded by Alderman Ebersohl to adjourn the Parks, Playgrounds and Recreation Committee Meeting held Monday, April 12, 2010 at 9:04 p.m. Upon Roll Call Vote, Chairman Niemietz and Aldermen Ebersohl, Agne and Stumpf voted yea. **MOTION CARRIED.**

Mary Ellen Niemietz

MARY ELLEN NIEMIETZ, Chairman
PARKS, PLAYGROUNDS AND RECREATION COMMITTEE

Minutes Taken by:

Sandra Garner

SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE MUNICIPAL BUILDINGS, PROPERTY AND CAPITAL
IMPROVEMENTS COMMITTEE MEETING OF THE CITY COUNCIL OF THE
CITY OF COLUMBIA, ILLINOIS HELD MONDAY, APRIL 12, 2010 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Brad Oberkfell called the Municipal Buildings, Property and Capital Improvements Committee Meeting of the City Council of the City of Columbia, Illinois to order at 10:43 p.m.

Upon Roll Call, the following members were:

Present: Chairman Oberkfell and Aldermen Agne, Niemietz and Row.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Hejna, Stumpf and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Director of Community and Economic Development Paul Ellis, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Oberkfell stated the purpose of the meeting was to discuss (1) the bids received for the Library roof replacement; (2) the city's Oak Street building; and (3) any other items to be considered.

II. LIBRARY ROOF BIDS UPDATE/DISCUSSION

Chairman Oberkfell made opening remarks and turned the discussion over to City Engineer Williams to update the Committee on the Library roof bids received. Mr. Williams informed the Committee that he met with Lakeside Roofing (the lowest bidder) personnel today to discuss their bid. He indicated the Library Board had agreed upon revisions to help reduce the cost of the roof replacement; he then reviewed all bids received, gave his comments and explained each to the Committee – he then touched upon warranty issues. Ron informed the Committee he would be attending the Library Board meeting tomorrow night to present and review the bids – it was the consensus of the Committee to accept Ron's recommendations as presented to the Library Board at their April 13, 2010 meeting.

III. OAK STREET BUILDING DISCUSSION

Director of Community and Economic Development Paul Ellis distributed and reviewed a document re: Management of Oak Street Community Building containing sections entitled "Findings of Fact – past and current disposition of the Oak St. Building" and "Prospective uses for the building". In his review he indicated that (i) the dentists currently leasing a portion of the building would like to expand their lease space, but they would like a ten (10) year lease; (ii) the accountants had agreed in principal to a graduated increase in lease rates; and (iii) he has had discussions with a non-profit organization that has expressed an interest in using the remaining portion of the building wherein they would renovate it and expect to receive credit on their lease payments in the amount of the cost of renovations. A general discussion then took place wherein several options were discussed including (a) getting bids to renovate the unused space; (b) selling the building; or (c) demolishing it and building a parking lot; the issue of possibly using part of it as a senior center was also discussed. The general consensus of the Committee was that (i) the property should be renovated to allow the entire building space to be leased; and (ii) Director of Community and Economic Development Ellis should negotiate building leases with the existing tenants (up to ten (10) years), and contact various contractors to obtain bids for renovating the building.

IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

V. ADJOURNMENT

MOTION:

It was moved by Alderman Row and seconded by Alderman Agne to adjourn the Municipal Buildings, Property and Capital Improvements Committee Meeting of the City of Columbia, Illinois held Monday, April 12, 2010 at 11:23 p.m. Upon Roll Call vote, Chairman Oberkfell and Aldermen Agne, Niemietz and Row voted yea. **MOTION CARRIED.**



BRAD OBERKFELL, Chairman
MUNICIPAL BUILDINGS, PROPERTY & CAPITAL IMPROVEMENTS
COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant

NOTICE OF & AGENDA FOR
CITY OF COLUMBIA, ILLINOIS
COMMITTEE MEETINGS TO BE HELD ON
MONDAY, APRIL 12, 2010
AT COLUMBIA CITY HALL
208 S. RAPP AVENUE
COLUMBIA, ILLINOIS

7:00 PM - Ambulance, Radio Communication and Dispatch

1. Presentation of lifesaving awards
2. Ambulance Dept. structure/organization chart discussion
3. Other items to be considered or discussed

7:15 PM - Parks, Playgrounds and Recreation

1. Executive Session
 - (a) Discussion to consider the purchase or lease of specific parcel(s) of real estate
2. Other items to be considered or discussed

7:45 PM - Committee of the Whole

1. Presentation and discussion of FYE 04/30/2011 Draft Budget
2. Other items to be considered or discussed

8:15 PM - Municipal Buildings, Property and Capital Improvements

1. Library roof bids discussion
2. Oak Street Building discussion
 - A) Executive Session to discuss setting of lease price of real estate owned by the city
3. Other items to be considered or discussed

8:45 PM - Personnel

No Personnel or Executive Personnel Session

1. Executive Session
 - a) Update/discussion on collective bargaining mtg. negotiations and employee salaries
2. Other items to be considered or discussed

on 4-12-10

JG