

NOTICE OF & AGENDA FOR
CITY OF COLUMBIA, ILLINOIS
COMMITTEE MEETINGS TO BE HELD ON
MONDAY, JULY 26, 2010
AT COLUMBIA CITY HALL
208 S. RAPP AVENUE
COLUMBIA, ILLINOIS

7:00 PM - Municipal Buildings, Property and Capital Improvements

1. Shoemaker Schoolhouse update/discussion
 2. Oak Street property update/building leases discussion
- Executive Session
- (a) Discussion on tenant lease amounts
 3. Other items to be considered or discussed

7:15 PM - Streets, Sidewalks, Drainage and Public Utilities

1. Breidecker Street discussion
2. Other items to be considered or discussed

7:30 PM - Refuse Collection and Recycling

1. Recycling encouragement/opportunities/programs discussion
2. Other items to be considered or discussed

7:45 PM - Committee of the Whole

1. Global Connect Notification System discussion
2. Other items to be considered or discussed

8:00 PM - Finance, Claims, Bonds and Interest

1. Audit engagement letter review/discussion
2. Illinois Criminal Justice Information Authority Grant (for radios) discussion
3. Executive Session
 - a) Discussion on employment of legal counsel for the city (including legal fees compensation)
4. Other items to be considered or discussed

**MINUTES OF THE MUNICIPAL BUILDINGS, PROPERTY AND CAPITAL
IMPROVEMENTS COMMITTEE MEETING OF THE CITY COUNCIL OF THE
CITY OF COLUMBIA, ILLINOIS HELD MONDAY, JULY 26, 2010 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Brad Oberfell called the Municipal Buildings, Property and Capital Improvements 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 Oberfell and Aldermen Agne, Niemietz and Row.

Absent: None.

Quorum Present.

Others Present: Aldermen Ebersohl (Arrived at 7:15 p.m.), 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 Donna Mehaffey, Deputy Clerk.

Guests Present: None.

Chairman Oberfell stated the purpose of the meeting was to discuss (1) the Shoemaker Schoolhouse; (2) the Oak Street property/building leases with Executive Session (a) Tenant Lease Amounts and (3) any other items to be considered.

II. SHOEMAKER SCHOOLHOUSE UPDATE/DISCUSSION

Chairman Oberfell made opening remarks and turned the discussion over to Director of Community and Economic Development Paul Ellis.

Mr. Ellis previewed an information board for the Shoemaker Schoolhouse project for the committee and other Council members. Mr. Ellis indicated that due to the state's current fiscal situation, the State of Illinois will be funding no more Tourism Attraction Development Grants for FY10 (See copy of email attached as a part of these minutes) - this was one of the funding sources the City was anticipating. Mr. Ellis would like to finish the project and went over his memo to the Mayor and Council regarding an

Alternative Funding Plan for the Monroe County Welcome Center (see copy of memo attached as part of these minutes). The items are 1) Apply dedicated funds to complete the Welcome Center portion of the project; 2) Start a commemorative stone project in the courtyard; 3) Build a partnership with Monroe County stakeholders. Mr. Ellis went over the Revised Working Budget (see copy attached as part of these minutes).

A Committee member suggested the City place a stone paver or plaque at the schoolhouse in honor of Mr. Charles Todd. City Administrator Al Hudzik questioned if bids had been solicited for the figures shown on the revised working budget. Mr. Ellis indicated that they were. Mr. Hudzik stated that as a reminder, any work on the schoolhouse must abide by our Prevailing Rate of Wages Ordinance.

Mr. Ellis reported that for the meeting tonight, he would like approval of the Revised Working Budget (including appropriation from the hotel/motel tax proceeds); the adoption of an agreement authorizing sale of engraved stones and sharing of the proceeds above expenses with the two other named groups; and approval of an Interlocal Agreement with the villages named in the memo, the City of Waterloo and Monroe County, which is currently in the drafting stage.

Accounting Manager, Mrs. Linda Sharp indicated no motion is needed since the necessary figures are already contained in the budget. A straw poll voice vote by Chairman Oberkfell indicated the Committee was in favor of moving forward with the Revised Working Budget, including the donation from Mr. Charles Todd.

III. OAK STREET PROPERTY UPDATE/BUILDING LEASES DISCUSSION

Director of Community and Economic Development Paul Ellis handed out Revenue/Cost Projections for the Oak Street Community Building and the area 3 existing floor plan. The committee had already received the Oak Street Community Building Square Footage document (see copies attached as part of these minutes). Mr. Ellis pointed out that the Revenue/Cost projections numbers are not final numbers and are not audited.

Mr. Ellis reviewed the three (3) page Revenue/Cost Projections with the Committee and other Council members. Mr. Ellis indicated there is no tenant in area #3. The only leases the City has as of right now are for the Dental Office and the Accounting Firm and they are intending to follow thru with the new lease agreements. Mr. Ellis reported that the City might be able to get a grant for the energy efficiency upgrades namely the window replacements and the heating and cooling systems.

There were several questions from the Committee and Council members regarding handicapped accessibility, property taxes, use of possible grant proceeds as a funding source, need to get area 3 tenant ready as soon as possible, etc. It was noted that the City has to pay for the property taxes on the building since it is a non-related business use by

the City. Mr. Ellis is not looking for any action at this meeting and reported that he will have the two (2) tenant lease agreements soon - he also indicated that no Executive Session needed to be held.

IV. EXECUTIVE SESSION

- a) Discussion on tenant lease amounts

None held.

V. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

VI. 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, July 26, 2010 at 7:34 p.m. Upon Roll Call vote, Chairman Oberkfell and Aldermen Agne, Niemietz and Row voted yea. **MOTION CARRIED.**

Brad Oberfell

BRAD OBERFELL, Chairman

MUNICIPAL BUILDINGS, PROPERTY & CAPITAL IMPROVEMENTS
COMMITTEE

Minutes Taken by:

Donna Mehafey

DONNA MEHAFFEY, Deputy Clerk

CITY OF COLUMBIA

Illinois



MUNICIPAL BUILDING
208 SOUTH RAPP AVENUE
P.O. BOX 467
COLUMBIA, IL 62236-0467
PHONE: 618-281-7144

WWW.COLUMBIALLINOIS.COM

IN THE GREATER ST. LOUIS METROPOLITAN AREA

TO: Mayor Hutchinson & City Council
FROM: Paul Ellis, Director of Community & Economic Development 
RE: Alternative Funding Plan for the Monroe County Welcome Center
DATE: July 22, 2010

As you can see in the attached message, the State of Illinois has rescinded the matching funds previously promised for the Monroe County Welcome Center.

We can still complete this project this summer using an alternative approach, as follows:

1. Apply dedicated funds to complete the Welcome Center portion of the project (aka Phase I).

This would involve directing the funds donated by local philanthropist Charles Todd, as well as a portion of the hotel/motel tax revenues, to renovating the exterior and front portion of the building and for seed money for the stone courtyard [per the attached Revised Working Budget]; further improvements to the remainder of the building would be on hold pending additional funding.

2. Start a commemorative stone project in the courtyard.

A similar project in Jerseyville raised more than \$37,000 for renovation of their Lone Star School. Funds raised from selling engraved stones (above expenses) would be split equally between the City for Shoemaker School, Monroe County Partners for Sand Bank School, and St. Paul Lutheran Church for renovation of St. Paul Lutheran Christian Day School.

3. Build a partnership with other Monroe County stakeholders.

We are drafting an Interlocal Agreement for operation of the Welcome Center in cooperation with the villages of Hecker, Maeystown and Valmeyer, with the City of Waterloo, and with Monroe County. Joint use of the facility could require funding from each of these jurisdictions (the funding from Monroe County is likely to be drawn from the Monroe County Economic Development Council).

To proceed, we are seeking:

- a. Approval of the Revised Working Budget (including appropriation from the hotel/motel tax proceeds);**
- b. Adoption of an agreement authorizing sale of engraved stones and sharing of the proceeds above expenses with the two other groups;**
- c. Approval of an Interlocal Agreement with the villages, Waterloo, and Monroe County.**

Ellis, Paul

From: Mihalich, Greg [Greg.Mihalich@illinois.gov]
Sent: Thursday, July 01, 2010 2:48 PM
To: Mihalich, Greg
Cc: Fleischli, Cindi; Kemmerling, Jan
Subject: Important! Tourism Attraction Development Grant Opportunity
Attachments: image001.gif, image004.jpg

Good Afternoon,

As a result of the fiscal year budget issues, difficult decisions have been made. It is with much regret that I relay to you that we have just been informed due to the current fiscal situation that any and all Tourism Attraction Development Grants are ceased for FY10. No grants will be issued that have not already been executed. The fund that pays FY10 grant opportunities has been swept and exhausted. Each agency has sacrificed in its fiscal responsibility and ours is no exception. As Governor Quinn has mentioned "spending continues to outpace available revenues and unpaid bills continue to mount".

As FY11 continues to unfold after the Governors budget address, programmatically we are moving forward in accepting Applications, however the certainty is that there will be delays in process as long as the cash shortage issue continues. With that said if your project can continue in the next fiscal year you are welcome to reapply for FY11, keeping in mind the fiscal situation the State is in and delays that will be certain. We do not have any more information than that.

Thank you for your understanding and patience through this unprecedented and unfortunate time for the State of Illinois and the Office of Tourism. This is a very difficult time for us all and we regret any inconveniences this may have caused. If you have any questions please do not hesitate to contact our office we will do our best to answer.

Sincerely,

Greg Mihalich

Manager, Tourism Attraction Development Program
Sports Illinois Niche Market
ILDCEO/Illinois Office of Tourism
500 E. Monroe, Springfield 62701 - Please note our new office address
217.785.6337 (phone) 217.785.6336 (fax)
Greg.Mihalich@illinois.gov

ILLINOIS. MILE AFTER MAGNIFICENT MILE.



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Revised Working Budget

Monroe County Welcome Center (Restoration & Adaptive Reuse of Schoolmaker Schoolhouse)

Item	Start	End	Cost	Service	Vendor
1	Jul-10	Aug-10	\$500	Install cloak room wall ¹	Guarantee Interiors / Columbia
2	Jun-10	Aug-10	\$3,500	Install 1-ton HVAC system	Greenfield Heating & Cooling / Columbia
3	Jul-10	Aug-10	\$2,850	Install ADA ramp w/hand rail (back door)	Guarantee Interiors / Columbia
4	Aug-10	Sep-10	\$2,550	Repair existing wood soffit	Guarantee Interiors / Columbia
5	Aug-10	Sep-10	\$5,160	Replace six wood windows ³	Wein Lumber / Columbia
6	Aug-10	Sep-10	\$1,920	Install new wood entry doors w/transoms	Guarantee Interiors / Columbia
7	Jul-10	Aug-10	\$500	Insulate ceiling ⁴	Guarantee Interiors / Columbia
8	Sep-10	Sep-10	\$2,950	Install new wood ceiling (paint grape)	Guarantee Interiors / Columbia
9	Jul-10	Aug-10	\$850	Pour new concrete steps - front & back	Guarantee Interiors / Columbia
10	Sep-10	Sep-10	\$4,224	Install base for commemorative stone walkway	Outdoors Systems, Inc. / Columbia
11	Sep-10	Sep-10	\$1,700	Stone & granite slabs	Sonnenberg Landscaping Material & Supplies / Columbia
12	-	-	\$3,300	Replace, repaint & seal exterior brick ⁵	Roland Truckle Painting / Waterloo
13	-	-	\$850	Plaster patch 'blackboards' as original ⁶	Guarantee Interiors / Columbia
14	-	-	\$1,150	Repair or replace existing plaster	Guarantee Interiors / Columbia
15	-	-	\$750	Seal roof	Guarantee Interiors / Columbia
16	-	-	\$710	Clean-up & disposal of debris	City of Columbia (DQPM)
17	-	-	\$1,200	Sand & stain wood flooring	Guarantee Interiors / Columbia
18	-	-	\$2,500	Paint exterior & interior	Guarantee Interiors / Columbia
19	-	-	\$2,590	Install cupola w/bell	Guarantee Interiors / Columbia
20	-	-	\$2,500	Install interior cabinets & trim	Guarantee Interiors / Columbia
					\$26,704

¹ Create a windbreak wall per historic use (@ 1867)

² Guarantee Interiors is donating the labor

³ Seventh window is original and will be reinstated

⁴ Insulate to R38 per code

⁵ South wall & under window on north side

⁶ Retain blackboard currently on west wall

⁷ Spray Benjamin Obdyke roofing w/boiled linseed oil

Sources of Funds

Donation from Charles Todd.....	\$24,000
City of Columbia Tourism Account.....	<u>2,704</u>
	\$26,704

On Hold

Revenue/Cost Projections - Oak St. Community Building

	Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues												
Proceeds from Leases		\$ 29,140	\$ 44,084	\$ 60,509	\$ 71,100	\$ 75,051	\$ 79,000	\$ 82,951	\$ 86,900	\$ 90,851	\$ 94,800	\$ 98,751
Costs												
One Time Costs												
Improvements (Lease)		\$ 3,050	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -
Improvements (Area 3)		\$ 29,600	\$ 30,200									
Energy Eff. Upgrades		\$ 8,750										
<i>Sub-total</i>		\$ 3,050	\$ 46,350	\$ 38,200	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recurring Costs												
Trash Disposal		\$ 850	\$ 875	\$ 900	\$ 925	\$ 950	\$ 975	\$ 1,000	\$ 1,025	\$ 1,050	\$ 1,075	\$ 1,100
Property Taxes		\$ 8,500	\$ 9,000	\$ 9,500	\$ 10,000	\$ 10,500	\$ 11,000	\$ 11,500	\$ 12,000	\$ 12,500	\$ 13,000	\$ 13,500
<i>Sub-total</i>		\$ 9,350	\$ 9,875	\$ 10,400	\$ 10,925	\$ 11,450	\$ 11,975	\$ 12,500	\$ 13,025	\$ 13,550	\$ 14,075	\$ 14,600
<i>Total Costs</i>		\$ 12,400	\$ 56,225	\$ 48,600	\$ 18,925	\$ 11,450	\$ 11,975	\$ 12,500	\$ 13,025	\$ 13,550	\$ 14,075	\$ 14,600
Net Proceeds - Costs		\$ 16,740	\$ (12,141)	\$ 11,909	\$ 52,175	\$ 63,601	\$ 67,025	\$ 70,451	\$ 73,875	\$ 77,301	\$ 80,725	\$ 84,151

Cost Projections - Renovation of Area 3

	Year	2010	2011	2012	2013
<u>"Tenant Ready" Improvements</u>					
<i>From Lease</i>					
Demolition for hallway		\$ -			
Upgrade electrical service		\$ 800			
Reroute plumbing		\$ 2,250			
Replace/seal parking lot		\$ -	\$ 8,000	\$ 8,000	\$ 8,000
<i>Sub-total</i>		\$ 3,050	\$ 8,000	\$ 8,000	\$ 8,000
<i>Area 3 - Phase I</i>					
Demolition			\$ -		
Cut slab for plumbing			\$ 2,400		
Construct/repair interior walls			\$ 2,500		
Install/replace interior doors			\$ 1,000		
Install/replace ceiling tiles			\$ 2,100		
Install/replace flooring			\$ 3,500		
Painting			\$ 2,100		
Plumb accessible restroom			\$ 13,500		
Install/replace ductwork			\$ 2,500		
<i>Sub-total</i>			\$ 29,600		
<i>Area 3 - Phase II</i>					
Demolition			\$ -		
Repair slab/make accessible			\$ 2,500		
Construct/repair interior walls			\$ 1,000		
Install/replace interior doors			\$ -		
Install/replace ceiling tiles			\$ -		
Install/replace flooring			\$ 3,000		
Painting			\$ 2,100		
Plumb accessible restroom			\$ 6,500		
Replace window transoms			\$ 6,000		
Install/replace ductwork			\$ 1,100		
<i>Sub-total</i>			\$ 22,200		
<i>Total "Tenant Ready"</i>		\$ 3,050	\$ 37,600	\$ 30,200	
<u>Energy Efficency Upgrades</u>					
Replace lighting fixtures			\$ 1,500		
Replace windows			\$ 19,500		
Replace HVAC systems			\$ 37,500		
<i>Sub-total</i>			\$ 58,500		
<i>(Less grants)</i>			\$ (49,750)		
<i>Total Energy Efficency</i>			\$ 8,750		
<i>Total Renovation Costs</i>		\$ 3,050	\$ 46,350	\$ 30,200	

Revenue Projections

Full Tenancy

Tenant	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
J.W. Boyle, Inc.	\$ 9,600	\$ 14,968	\$ 15,904	\$ 16,839	\$ 17,775	\$ 18,710	\$ 19,646	\$ 20,581	\$ 21,517	\$ 22,452	\$ 23,388
White & Raney	\$ 19,540	\$ 22,504	\$ 23,911	\$ 25,317	\$ 26,724	\$ 28,130	\$ 29,537	\$ 30,943	\$ 32,350	\$ 33,756	\$ 35,163
(Additional Tenants)											
<i>Total</i>	<i>\$ 29,140</i>	<i>\$ 44,084</i>	<i>\$ 60,509</i>	<i>\$ 71,100</i>	<i>\$ 75,051</i>	<i>\$ 79,000</i>	<i>\$ 82,951</i>	<i>\$ 86,900</i>	<i>\$ 90,851</i>	<i>\$ 94,800</i>	<i>\$ 98,751</i>

OR

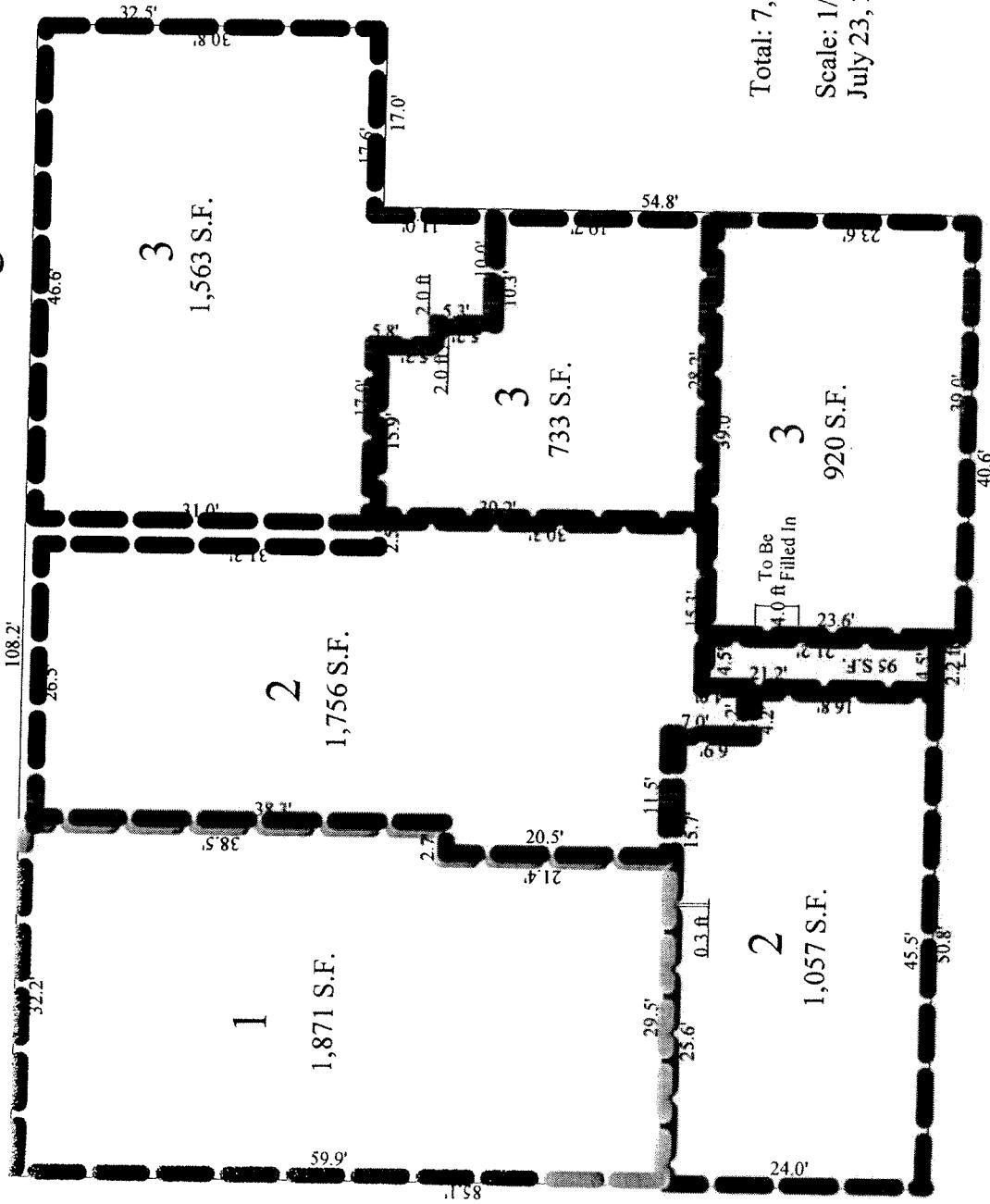
Current Tenancy Extended

Tenant	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
J.W. Boyle, Inc.	\$ 9,600	\$ 14,968	\$ 15,904	\$ 16,839	\$ 17,775	\$ 18,710	\$ 19,646	\$ 20,581	\$ 21,517	\$ 22,452	\$ 23,388
White & Raney	\$ 19,540	\$ 22,504	\$ 23,911	\$ 25,317	\$ 26,724	\$ 28,130	\$ 29,537	\$ 30,943	\$ 32,350	\$ 33,756	\$ 35,163
(Additional Tenants)											
<i>Total</i>	<i>\$ 29,140</i>	<i>\$ 37,472</i>	<i>\$ 39,815</i>	<i>\$ 42,156</i>	<i>\$ 44,499</i>	<i>\$ 46,840</i>	<i>\$ 49,183</i>	<i>\$ 51,524</i>	<i>\$ 53,867</i>	<i>\$ 56,208</i>	<i>\$ 58,551</i>

"Oak Street Community Building"

Rapp Street

Oak Street



MINUTES OF THE STREETS, SIDEWALKS, DRAINAGE, AND PUBLIC UTILITIES COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY, JULY 26, 2010 IN THE COUNCIL ROOM OF CITY HALL

I. CALL TO ORDER

Chairman Gene Ebersohl called the Streets, Sidewalks, Drainage, and Public Utilities Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:35 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Aldermen Agne, Hejna, Oberfell and Stumpf.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Accounting Manager Linda Sharp, Chief of Police and Ambulance Director Joseph Edwards and Deputy Clerk Donna Mehaffey.

Guests Present: Four (4) Breidecker Street residents

Chairman Ebersohl stated the purpose of the meeting was to discuss Breidecker Street and any other items to be considered or discussed.

II. BREIDECKER STREET DISCUSSION

Alderman Dan Row informed the Committee that he had received several calls on Breidecker Street still being open to traffic and that it should be closed down due to safety issues. He added that the residents on Breidecker Street are expecting the street to close after the construction of Cherry Street. Alderman Row said he was of the understanding that the street was to be opened temporarily with the construction of Cherry Street. It was noted that Breidecker Street has been open approximately one year and was not a thru street to begin with.

City Engineer Ron Williams stated the street was put in as a substandard street and it is still being used. He indicated it would be easy to close the street using guardrails and signs and if it is not closed, it is due to be oiled and chipped in the fall. Breidecker Street was opened as a thru street for the Cherry Street construction (Old Town Project). Mr.

Williams suggested a traffic counter could be placed on the street to indicate the number of vehicles that use it.

Chairman Ebersohl stated he is not in favor of closing the street, as it acts as a second access for area residents, especially in bad weather conditions.

Mr. Williams suggested the DOPW send out a letter to the residents of the area and conduct an on line survey concerning the street. Alderman Row questioned the value of a survey, as there are only a few residents on Breidecker Street versus the whole subdivision of Pioneer Ridge.

Mr. Williams explained the criteria for a substandard road. He added the road is not wide enough and that it cannot be made any wider without getting additional right of ways. Mr. Williams also added that when it was first opened, there were complaints of dust on the street and at that time, it was oil and chipped.

A resident of 301 Breidecker Street mentioned that vehicles using it are going too fast, the road contains potholes, and it is not a good road. They enjoyed the dead end street and with small children, it was a much safer road when it was closed. The Breidecker Street residents in attendance stated when each one of them called the DOPW four (4) different times on numerous days; they were told the road would be closed at the end of the Old Town Project.

A discussion was held between the committee members and the other Aldermen regarding if the street should be left open or closed the way it previously was before the construction of Cherry Street began. Points discussed were: 1) The street is not up to subdivision standards -- the City should not allow the street to continue to be used due to its substandard condition; 2) the narrow part of the road acts to slow down anyone speeding at that part of the road; 3) if the road is not built to code, then the traffic counter may not reflect to future useage of the street; 4) for the road to be capable of being brought up to standard, the City would have to obtain right of way easements; 5) presently, there are other roads in Columbia as narrow as Breidecker Street.

Alderman Row again stressed the road was put in as a temporary road, that it should be closed and made the following motion.

MOTION:

It was moved by Alderman Row and seconded by Alderman Roessler to recommend to the City Council that Breidecker Street be closed when City Engineer Ron Williams determines that Cherry Street (Old Town Project) has been completed. On Roll Call Vote, Chairman Ebersohl voted nay and Alderman Niemietz abstained. Aldermen Row and Roessler voted yea. **MOTION CARRIED.** A straw poll of the other Aldermen: Agne, Hejna, Oberkfell and Stumpf voted yea.

Alderman Roessler commented that the only reason he is currently supporting the closing is because the other residents of the area could have expressed their support for

Breidecker Street staying open (they had the same opportunities as those who oppose it), and if he gets sufficient opposition to the street's closing, his mind may be changed. He understands it is a dangerous street, but there are other streets in Columbia with similar conditions. Alderman Row agreed there are other streets in Columbia like Breidecker Street, but the City created this one. Alderman Row added he has no problem in returning the street to the way it was before it was opened as a temporary one, if anyone calls him about it.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

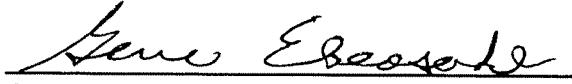
None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Row and seconded by Alderman Roessler to adjourn the Streets, Sidewalks, Drainage and Public Utilities Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, July 26, 2010 at 8:10 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Row, and Roessler voted yea.

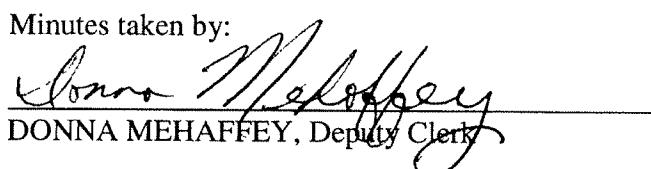
MOTION CARRIED.



GENE EBERSOHL, Chairman

STREETS, SIDEWALKS, DRAINAGE AND PUBLIC UTILITIES COMMITTEE

Minutes taken by:



DONNA MEHAFFEY, Deputy Clerk

**MINUTES OF THE REFUSE COLLECTION AND RECYCLING COMMITTEE
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS
HELD MONDAY, JULY 26, 2010 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Candace Hejna called the Refuse Collection and Recycling Committee Meeting of the City Council of the City of Columbia, Illinois to order at 8:10 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Aldermen Row, Oberfell, Stumpf and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, Director of Community & Economic Development Paul Ellis, Accounting Manager Linda Sharp, Chief of Police & Ambulance Director Joseph Edwards and Deputy Clerk, Donna Mehaffey.

Guests Present: None.

Chairman Hejna stated the purpose of the meeting was to discuss (1) recycling encouragement/opportunities/programs; and (2) any other items to be considered or discussed.

**II. RECYCLING ENCOURAGEMENT/OPPORTUNITIES/PROGRAMS
DISCUSSION**

Chairman Hejna made opening remarks and turned the meeting over to Director of Community and Economic Development, Mr. Paul Ellis.

Mr. Ellis explained Columbia's Sustainable Total Efficiency Plan (CSTEP) (copy of which is attached as part of these minutes). Mr. Ellis referenced item IV which describes the support of a "challenge" program that will identify ways for homes and offices to recycle more and use less energy, recognize exemplary achievement and reward cooperative efforts towards community goals. Mr. Ellis then passed out two (2) other internet handouts to the committee and other Aldermen - Municipal Solid Waste Recycling from the US EPA and Mayor Larson's Recycling Challenge (copies of which are attached as part of these minutes). Mr. Ellis also pointed out from the (CSTEP) document that the City of Columbia will seek funding through all available regional, state and federal grant and loan programs to help the community and participating homes &

Refuse Collection and Recycling Committee Meeting

July 26, 2010

Objectives for Recycling - CSTEP & "Challenge" Programs - 2 pages

United States EPA - Municipal Solid Waste Recycling - 2 pages

Recycling Challenge - 1 page

businesses evaluate, plan, finance and implement activities that lead to greater sustainability in Columbia and Monroe County.

A discussion on recycling was held among the committee members and the Aldermen which included: 1) Need to look at the fine print especially with the EPA; 2) Need to save money with recycling and to keep landfill costs down; 3) Landfill issues; 4) Recycling tips; 5) Check out the Pangea Development which was to contain environmentally friendly homes; 6) Recycling bins at the parks and the Play Commission's list for recycling containers at the parks; 7) Encourage recycling; 8) Need to budget for recycling containers in next year's budget; 9) Get more recycling information out to the public; 10) Reliable Sanitation providing larger recycling bins to businesses; 11) Have larger residential recycling bins on a trial basis instead of the small green recycling bins.

Chairman Hejna added that the City of Waterloo implemented a program for residents to dispose of their unused legal drugs to be deposited in a lock box located at their Police Department. Alderman Niemietz agreed this would be a good program for Columbia to explore. Police Chief Joe Edwards stated that Illinois American Water Company is supporting this program and you can get a lock box at your Police Department, but it has to be monitored by a surveillance (video) camera 24 hours per day, 7 days per week. Our Police Department does not have a camera in the lobby to currently allow participation in this program. It was the consensus of the committee to contact all four pharmacies in Columbia about this service and to direct Mr. Ellis and possibly Jackie Hausmann to check into and report back to the committee. Alderman Niemietz suggested to possibly start with the Illinois American Water Company.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

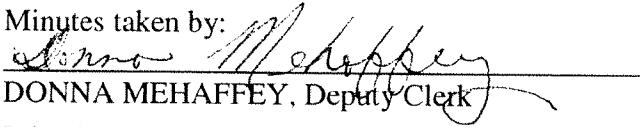
IV. ADJOURNMENT

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Ebersohl to adjourn the Refuse Collection and Recycling Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, July 26, 2010, at 8:46 p.m. Upon Roll Call vote, Chairman Hejna and Aldermen Ebersohl, Agne and Niemietz voted yea. **MOTION CARRIED.**


CANDACE HEJNA, Chairman
REFUSE COLLECTION AND RECYCLING COMMITTEE

Minutes taken by:


DONNA MEHAFFEY, Deputy Clerk

Refuse Collection and Recycling Committee Meeting
July 26, 2010

Objectives for Recycling - CSTEP & "Challenge" Programs - 2 pages
United States EPA - Municipal Solid Waste Recycling - 2 pages
Recycling Challenge - 1 page

CITY OF COLUMBIA

Illinois



MUNICIPAL BUILDING
208 SOUTH RAPP AVENUE
P.O. BOX 467
COLUMBIA, IL 62236-0467
PHONE: 618-281-7144

IN THE GREATER ST. LOUIS METROPOLITAN AREA

WWW.COLUMBIAILLINOIS.COM

TO: Refuse Collection & Recycling Committee
FROM: Paul Ellis, Director of Community & Economic Development 
RE: Objectives for Recycling – CSTEP & “Challenge” Programs
DATE: July 23, 2010

A few weeks ago, we began discussing goals for energy efficiency, recycling and other aspects of community sustainability by means of a draft program that was presented to the City Council for your review at the June 21st meeting.

Monday evening, we'll seek your input on how to pursue a “challenge” program—item IV on the attached list.

City of Columbia, Illinois

Columbia's Sustainable Total Efficiency Plan (CSTEP)

Energy Efficiency, Recycling & Conservation for Columbia's Future

Sustainability has been defined as meeting the needs of the present without compromising the ability of future generations to meet their needs. Given the limited amount of natural resources, the current economic crisis and society's growing concern for good stewardship, the City of Columbia must work hard to achieve its potential as an environmentally responsible community.

To that end, we are improving our energy efficiency, increasing our recycling rates and developing sustainability plan to direct the "smart growth" of Columbia over the next 20 years. This program, entitled CSTEP, will serve to guide the city's growth in an energy efficient, environmentally responsible, economically vibrant manner. The City of Columbia proposes to implement this program via a four-pronged approach:

- I. Development of a community-wide energy efficiency program reducing emissions coming from existing buildings, ensuring new construction maximizes energy efficiency, and improving transportation options;
- II. Retrofitting an office building owned by the City as a demonstration project (which is initially conceived as an efficiency and conservation program but which may eventually include a renewable energy aspect) for other commercial property owners within the city;
- III. Establishing a whole-neighborhood building energy retrofit project using a sustainable business model that will identify and help fund cost-effective energy upgrades for a large percentage of the older building stock along Columbia's Main Street;
- IV. Supporting a "challenge" program that will identify ways for homes and offices to recycle more and use less energy, recognize exemplary achievement, and reward cooperative effort towards community goals

The City of Columbia will seek funding through all available regional, state & federal grant and loan programs to help the community and participating homes & businesses evaluate, plan, finance and implement activities that leading to greater sustainability in Columbia & Monroe County



Wastes - Resource Conservation Challenge

You are here: [EPA Home](#) [Wastes](#) [Resource Conservation Challenge](#) [National Priorities](#) [Municipal Solid Waste Recycling](#)

[National Priorities Home](#)
[Municipal Solid Waste Recycling](#)
[Industrial Materials Recycling](#)
[Priority and Toxic Chemical Reductions](#)
[Green Initiative - Electronics](#)

Municipal Solid Waste Recycling

Promoting Reuse and Recycling of Municipal Solid Waste

Trash and garbage, also known as municipal solid waste, are part of everyone's daily life. Just think about how much waste you handle everyday—the cardboard box from your cereal, the paper from your home office, the soda can or plastic bottle from lunch at the mall. By focusing on managing materials and making smart decisions, the RCC aims to increase the amount of waste material recycled and reused, with an ultimate goal of having no "waste" at all.

EPA has challenged businesses, organizations, industry, and consumers to take the first step towards a world without waste by setting a national goal of recycling 35% of America's municipal solid waste. This is a significant effort—as more products become readily available and our society stays on the go, municipal waste streams are increasing in volume.

It's pretty simple and convenient to recycle at home, but we must make it easier and more convenient to collect, recycle or reuse the valuable materials. It's time to put recycling places in public spaces and **Recycle On the Go!**

To make the biggest impact, it is important to understand the types of waste that are contributed disproportionately due to their large volumes. By focusing on key waste streams, and by developing specific strategies and partnerships targeted toward reducing them, we find the greatest potential for making a real difference:

Paper: Paper produces the largest amount of municipal solid waste—approximately 35% of the total. Primary categories for paper waste include:

Office paper (copier paper, computer printout, stationary, tablet paper) and Printing and writing grade papers (mail, magazines, directories, books).

While Americans have improved significantly over the years in reusing and recycling paper waste, there is much room for improvement and a huge opportunity for environmental impact. EPA is addressing these opportunities through the **WasteWise** partnership.

Our Planet, Our Stuff, Our Choice Video Competition

Check out the winners of EPA's video competition to raise awareness of the connection between the environment and the "stuff" people use, consume, recycle, and throw away.

Related Links

[GreenScapes](#)
[Recycle on the Go](#)
[WasteWise](#)

Key Document

[Municipal Solid Waste Generation, Recycling, and Disposal in the United States: Facts and Figures](#)

One key initiative is the [American Forest & Paper Association \(AF&PA\) Paper Recycling Awards](http://www.epa.gov/wastes/rcc/national/msw.htm), http://www.epa.gov/wastes/rcc/national/msw.htm
Last updated on Wednesday, May 05, 2010
EXIT Disclaimer which recognize outstanding programs that promote the recovery of high quality paper for recycling. Check the 2010 AF&PA Recycling Awards Web site for the winners! http://www.epa.gov/wastes/rcc/national/msw.htm
Last updated on Wednesday, May 05, 2010
EXIT Disclaimer

Food Scraps and Yard Trimmings: Organic material can include both yard trimmings and food wastes and constitutes 24% of the US municipal solid waste stream.

EPA's voluntary [**GreenScapes**](#) partnership provides cost-efficient and environmentally friendly solutions for large-scale landscaping. Designed to help preserve natural resources and prevent waste and pollution, GreenScapes encourages companies, government agencies, and other entities to make more holistic decisions regarding waste generation and disposal and the associated impacts on land, water, air, and energy use.

Packaging/Containers: Packaging-ranging from paper folding cartons, wood packaging, and polymer wraps/films and all types of beverage containers (i.e., aluminum, glass, and plastic)-contributes a significant amount of waste each year. Making smart decisions as consumers and businesses, we can make a real difference. Follow the links below for specific information on recycling and reusing various types of packaging and containers.

[Aluminum](#)
[Glass](#)
[Paper and paperboard](#)
[Plastics](#)

WasteWise Transport Packaging Initiative

WasteWise and its partners are developing creative solutions to reduce the amount of transport packaging (such as boxes and wood pallets) produced in the US.

July 26, 2010

[Guide for Residents](#) | [Guide for Businesses](#) | [Guide for Visitors](#)[Sustainable Snoqualmie](#) » [Mayor Larson's Recycling Challenge](#)**Mayor Larson's Recycling Challenge**

Mayor Matt Larson's recycling challenge started Saturday morning, April 24, 2010. Twelve families lined up to have their garbage weighed to see how they stack up against Mayor Larson, an avid recycler.

[Home](#)
[About Snoqualmie](#)
[Calendar](#)
[City Government](#)
[Departments](#)
[Economic Development](#)
[City Projects](#)
[Sustainable Snoqualmie](#)
[Public Document Library](#)
[Municipal Code](#)
[Utilities](#)
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The goal of the challenge was to see which of these Snoqualmie families could reduce their garbage weight the most during the month-long challenge. The families collected their garbage for one week and brought it to City Hall where it was weighed by King County Eco Consumer and 'garbologist', Tom Watson. Tom gave some recycling tips and answered questions about how to increase recycling at home. When the weigh-in was finished, the family garbage weights ranged from .5 pounds per week to 55.5 pounds per week.

During the month-long challenge the families reduced their garbage weight by recycling more materials like paper, cardboard, soda cans, and food scraps and food soiled paper (a new recycling service available with curbside yard waste collection).

The results from the final weigh in on Saturday May 22, were reported by two measures. The first was the amount of garbage produced by each family, measured by garbage weight, and the second by the weight of garbage for each family member, representing the per capita garbage produced weekly by each family.

The results showed that six families had reduced their garbage weight by between 61% and 91%. The Kryer family, who took first in garbage weight reduction, reduced their garbage weight by 91%. Next came the Gatte family, who reduced their garbage weight by 87%. These families have reduced their garbage weight by the largest percentage during the month-long challenge. There was another winner, the Lim family who produced the least weekly garbage per family member in this contest. They produce 0.12 lbs. of garbage per family member or about 0.5 lbs. of garbage per week!

The final results are in: the Kryer and Gatte families won first and second place in achieving the largest overall reduction of garbage weight. The Lim family won first prize as the family with the least weekly garbage weight per family member.

Improving Recycling in Snoqualmie

The King County Solid Waste Division found that although most King County residents participate in their curbside recycling program, more can be done. More than half of what ends up in the Cedar Hills regional landfill could have been recycled. Currently Snoqualmie recycles 35% of what can be recycled; the remainder is being put in the garbage. We can do more.

By improving your recycling efforts, you will not only reduce what's going to the landfill, but you may be able to reduce the size of your garbage can and lower your garbage bill.

Challenge Links

[Meet the Contestants](#)
[Challenge Blog](#)
—
[News about Snoqualmie's Recycling Efforts](#)
[Recycling Tips](#)

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
JULY 26, 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 8:48 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Niemietz, Row, Hejna, Oberkfell, Stumpf and Roessler.

Absent: None.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, Accounting Manager Linda Sharp, Chief of Police and Ambulance Director Joseph Edwards and Deputy Clerk Donna Mehaffey.

Guests Present: None.

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

II. GLOBAL CONNECT NOTIFICATION SYSTEM DISCUSSION

Chairman Ebersohl informed the committee and other Aldermen that a meeting was hosted by Monroe County (on July 13th) for a presentation on the Global Connect Emergency Notification System and turned the meeting over to City Administrator, Al Hudzik.

Mr. Hudzik reviewed the Global Connect Emergency Notification System documentation (see copy attached as part of these minutes). Mr. Hudzik stated that the company would like participation from all governmental entities in Monroe County; namely Waterloo, Columbia, Hecker, Maeystown, Valmeyer plus the unincorporated areas of Monroe County. Last year, the Alert Now System was presented to the City and the system's cost was \$1.00 per household. The Alert Now System is the company currently used by the Columbia School District. Global Connect's cost is 65 cents per household plus \$1.00 per each governmental entity employee. The company has proposed a contract (with Monroe County being the lead agency) up to three (3) years at that same household and governmental employee rates. The structure presented at the July 13th meeting was that Monroe County would sign the contract with Global Connect and pass along each respective governmental entity's charges to that entity.

Discussion topics included: 1) Types of emergencies; traffic accidents, severe weather, etc. 2) Current sirens do not reach everyone; 3) Some residents don't know why the sirens are activated; 4) Putting siren information in the City newsletter and on the City's website; 5) Residents don't have to utilize the service, but very few people opt out of it; 6) Very inexpensive; 7) Will not phase sirens out, will keep sirens since residents will have the opportunity to opt out; 8) Costs associated with sirens (including maintenance); 9) Delegating responsibility for polling and surveying options; 10) Could elect to use only for emergencies and safety issues; and 11) Weather alerts (including school closings) could be City wide.

It was noted that the Columbia School District recently signed a new contract to use the Alert Now system and would not be able to consider changing to the Global Connect system at this time. It was also noted that when the Alert Now System was discussed last year, a policy was to be put in place before implementing the system showing who would be responsible for operating the system. Mr. Hudzik indicated the Global Connect system policy will be developed on a county-wide basis, and that supplemental policies could be adopted for local (non county-wide) useage by each governmental entity.

A straw poll was taken to move forward with the Global Connect Emergency Notification System in conjunction with the county; Chairman Ebersohl and Aldermen Agne, Niemietz, Row, Hejna, Oberkfell, Stumpf and Roessler voted yes.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

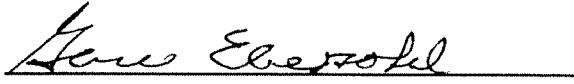
None.

IV. ADJOURNMENT

MOTION:

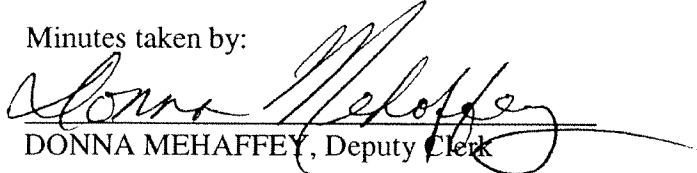
It was moved by Alderman Hejna and seconded by Alderman Roessler to adjourn the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, July 26, 2010 at 9:15 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Row, Hejna, Oberkfell, Stumpf and Roessler voted yea.

MOTION CARRIED.



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:



DONNA MEHAFFEY, Deputy Clerk

GLOBAL CONNECT

Emergency Notification System

When crisis strikes, do your community leaders have the tools they need to respond? From terrorist threats to natural disasters, if an emergency affects your community, communication is crucial, and time is of the essence.

When every second counts, an Emergency Notification System will allow your community leaders to communicate with residents and first responders virtually instantaneously. Residents will benefit from increased safety levels and peace of mind, while community leaders see improved response planning, increased efficiency and proficiency.

There are many notification systems on the market that require expensive hardware, software, and constant upgrades, but there are alternatives, such as **Global Connect's 100% web-based Emergency Notification System**. Since **Global Connect** is a web-based provider, there is no need to purchase hardware or software. There are no set-up fees, and you pay nothing for **Global Connect's** upgrades throughout the year. To ensure that your community makes the most of your Emergency Notification System, Global Connect offers free ongoing training to all personnel using the system, as well as exceptional 24-hour customer care.

When disaster is threatening your jurisdiction, **Global Connect's Emergency Notification System** will allow for clear and timely pre-recorded messages to be delivered to your database. With **Global Connect's** web-based system, you have the ability to send calls, emails and text messages from any computer with Internet access, and if you are en route to an impending emergency, you have the ability to deploy calls directly from your mobile device. **Global Connect's Emergency Notification System** offers a number of key features that enhance your ability to communicate during a crisis, including:

- Ability to make thousands of calls per minute**
- Customized mapping ability, Including radius mapping**
- Email capability**
- Text messaging**
- Resident self-registration**
- Direct connect to dispatch**
- Real time reporting**
- Employee interface with responder count**
- English to Spanish translation**
- Unlimited sub accounts/licenses**
- Free database manipulation**
- Free training and upgrades**
- Free 24/7 live customer support**

Now, more than ever, it is crucial for leaders to have an Emergency Notification System in place. Please allow **Global Connect** to provide you with a communication tool that allows you to reach your community residents quickly, efficiently and effectively. **Global Connect looks forward to helping you protect and serve.**



GLOBAL CONNECT
Emergency Notification System

Emergency Notification System Pricing

Monroe County, IL

Proposal Request for: Emergency Notification System
Date: July 12, 2010

Year 1

Approximate # of Households/Businesses	13,465
Price per Household/Business	\$0.65
Approximate # of employees	200
Price per Employee	\$1.00
Training	Included
Implementation	Included
Data Manipulation	Included
Sub-accounts	Included
System Upgrades/Maintenance	Included
Customer Support	Included
Extended 24 Hour Support	Included
Weather Alerts	Included
1 month FREE	1 Month
Actual Price per Household/Business/Employee	\$746.02 Savings \$0.60
Year 1 Price	\$8,206.23

Year 2 and Year 3: Rate Guarantee

Approximate # of Households/Business/Employees	13,665
Price per Household and Business	\$0.65
Price per Employee	\$1.00

Year 2 Price	\$8,952.25
Year 3 Price	\$8,952.25

The rates noted above are guaranteed for Monroe County, IL for 60 days from the date of proposal. These rates are for UNLIMITED Municipal Notification messages. Notifications include voice calls and emails.

Colleen Bresnahan
Regional Sales Dir
847-223-5225 ext. 13
847-223-5281 Fax
colleen@gc1.com

Gene Henckler, Emer Dir.
Monroe County, IL
618-939-8681

July 12, 2010
Date

(over)

GLOBAL CONNECT EMERGENCY NOTIFICATION SYSTEM FEATURES

- **FREE TRIAL PERIOD (with no obligation)** - Global Connect removes the risk of choosing an Emergency Notification System (ENS) and saves municipalities up to 75% in the first year and considerable savings into the future.
- **UNLIMITED SYSTEM USAGE / FLAT ANNUAL FEES** - No matter how many broadcasts sent; numbers dialed, duration of calls, speed of delivery, or emails sent, you will use Global Connect's system for a flat annual fee.
- **MULTIPLE METHODS FOR PERFORMING CRITICAL EMERGENCY NOTIFICATIONS** - Rapidly send emergency calls or general notifications in multiple message formats.
 - ▼ Voice - Include up to 6 phone numbers per employee. Call residents on both landlines and cell phones.
 - ▼ Programmable to deliver messages to live answers and answering machines.
 - ▼ E-mail - Include up to 3 attachments per message.
 - ▼ Text - Reaches residents on the go who want to stay informed.
- **DIRECT CONNECT TO DISPATCH** - Receive immediate feedback from your residents and staff by utilizing your Interactive Keypad which allows residents to press 9 on their phone to link directly to your command center.
- **MAPPING** - Strategically creates lists of zones within your community utilizing state-of-the-art mapping feature.
- **RESPONDER COUNT** - Eliminate thousands of man-hours by automating overtime calls for open shifts. Programmable to stop calling after the optimum number of staff members accept the open shifts.
- **RADIUS MAPPING** - Provides the ability to send calls to zones within a certain distance from a center point.
- **INSTANT WEATHER ALERTS** - Automatically send severe weather announcements to those residents that have opted in.
- **MULTILINGUAL MESSAGING** - Residents can hear messages in their primary language with the press of a key.
- **POLLING/SURVEYING** - Receive immediate survey responses from community and staff via real-time reports.
- **SEND IT AGAIN** - Automatically redial unconnected calls up to 10 times.
- **REAL TIME REPORTS** - Instantly know which numbers are answered, not answered, busy, picked up by answering machines, and which numbers are invalid.
- **SELF REGISTRATION** - Empower your residents to self-register their cell phones by completing the web-based form on your municipal website.
- **ESRI MAP IMPORT** - Leverage your existing ESRI shape files by importing them into your site's Global Connect map.
- **AUDIT TAB** - Provides the municipality with the ability to oversee individual sub-account use and message activity.
- **REMOTE DEPLOYMENT** - You can deploy calls from any computer with Internet access or any phone.

(over)

GLOBAL CONNECT

Price Breakout of Municipalities in County:

<u>City</u>	<u>Household/Business</u>	<u>Employees</u>	<u>Price</u>
Waterloo	4,600	65	\$ 3,055.00
Columbia	4,750 - ?	65	\$ 3,152.50
Hecker	245	5	\$ 164.25
Maeystown	70	5	\$ 50.50
Valmeyer	275	10	\$ 188.75
Rest of County	3,525	50	\$ 2,341.25
Total Counts	13,465	200	\$ 8,952.25

ESTIMATES
AMOUNTS WILL
DEPEND ON
ACTUAL FIGURES

(over)

**MINUTES OF THE FINANCE, CLAIMS, BONDS AND INTEREST
COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF
COLUMBIA, ILLINOIS HELD MONDAY, JULY 26, 2010 IN THE COUNCIL
ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Roessler called the Finance, Claims, Bonds and Interest Committee Meeting of the City Council of the City of Columbia, Illinois to order at 9:15 p.m.

Upon Roll Call, the following members were:

Present: Chairman Roessler and Aldermen Ebersohl, Hejna and Stumpf.

Absent: None.

Quorum Present.

Others Present: Aldermen Agne, Niemietz, Row and Oberfell.

Administrative Staff Present: City Administrator Al Hudzik, Accounting Manager Linda Sharp, Chief of Police and Ambulance Director Joseph Edwards and Deputy Clerk Donna Mehaffey.

Guests Present: None.

Chairman Roessler stated the meeting was called to discuss (1) audit engagement letter review; (2) the Illinois Criminal Justice Information Authority Grant (for radios); (3) Executive Session -Discussion on employment of legal counsel for the City (including legal fees compensation) and (4) any other items to be considered.

II. AUDIT ENGAGEMENT LETTER REVIEW DISCUSSION

Chairman Roessler opened the meeting and presented the engagement letter from Schorb & Schmersahl, LLC (copy attached as part of these minutes). It is the same maximum fee as last year - \$16,900 - no price increase. Alderman Stumpf asked if the City should look at different firms to provide audit services in the future. Chairman Roessler stated Schorb & Schmersahl's pricing is very reasonable and they have an excellent firm with good knowledge of the City. It was noted that Accounting Manager Linda Sharp has assumed more responsibility for the presentation of the City's accounting reports during her tenure with the City.

MOTION:

It was moved by Alderman Hejna and seconded by Alderman Stumpf to recommend to the City Council the approval of the Engagement Letter from Schorb & Schmersahl, LLC

for audit services, in an amount not to exceed \$16,900 plus certain out of pocket costs, for the City's fiscal year ending on April 30, 2010. Upon Roll Call Vote, Chairman Roessler and Aldermen Ebersohl, Hejna and Stumpf voted Yea. **MOTION CARRIED.** A poll of the other Aldermen: Agne, Niemietz, Row and Oberkfell voted Yea.

III. ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY GRANT (FOR RADIOS) DISCUSSION

Chairman Roessler turned the meeting over to Police Chief Joe Edwards. Chief Edwards explained that the City has applied (today) to the Illinois Criminal Justice Information Authority for an American Recovery and Reinvestment Act Edward Byrne Memorial Justice Assistance Grant, which is a state wide grant for the purchase of radios for the Starcom system (see copy of an email from Police Chief Edwards explaining the grant and sample resolution - copy attached as part of these minutes). Chief Edwards said that funding (the cost to purchase, as well as the monthly user fees) is a major issue. In order to apply for this grant, the City must be in the process of passing the attached sample Resolution (see copy attached as part of these minutes). If the City is awarded the grant, there will be a \$30.00 per month user maintenance fee for each radio. Chief Edwards said the grant application covers the purchase of 34 radios - 17 mobile and 17 portable. Chief Edwards added that he has approximately \$17,000 in the budget under the telephone fees category that can be used for the radio user fees. He also stated the radio pricing contained in the grant application is based on Motorola radio pricing for grant recipients, and if the City does not receive the grant, the radios will probably cost more. The grant amount is for \$66,387.50 and is for 100% of the equipment purchase costs. The grant does not include installation or maintenance of the radios. It was noted the sample Resolution was received from the Illinois Criminal Justice Information Authority.

It was the consensus of the Finance, Claims, Bonds, and Interest Committee that the Resolution of Support and Commitment of Funds for the radios grant - The American Recovery and Reinvestment Act Edward Byrne Memorial Justice Assistance Grant (JAG) be submitted to the City Council for its approval. The straw poll indicated Chairman Roessler and Aldermen Ebersohl, Hejna and Stumpf voted yea. Other Aldermen: Agne, Niemietz, and Row voted yea. Alderman Oberkfell voted present.

Chairman Roessler asked the committee and other Aldermen if there were any other financial/budgetary concerns for the Finance Committee to address before going into Executive Session. There were none.

IV. EXECUTIVE SESSION

- (a) Discussion on employment of legal counsel for the City (Including Legal Fees Compensation)

Chairman Roessler entertained a motion to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing

testimony on a complaint lodged against an employee or legal counsel for the public body to determine its validity.

MOTION – EXECUTIVE SESSION

It was moved by Alderman Stumpf and seconded by Alderman Hejna to go into Executive Session at 9:45 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or legal counsel for the public body to determine its validity. Chairman Roessler and Aldermen Ebersohl, Hejna and Stumpf voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Stumpf and seconded by Alderman Ebersohl to return to the Regular Session of the Finance Committee Meeting at 10:03 p.m. Upon Roll Call vote, Chairman Roessler and Aldermen Ebersohl, Hejna and Stumpf voted yea. **MOTION CARRIED.**

Upon return to Regular Session, Chairman Roessler and Aldermen Ebersohl, Hejna and Stumpf were present.

Chairman Roessler asked if there was any action to be taken as a result of the Executive Session of the Finance, Claims, Bonds and Interest Committee Meeting. There was none.

V. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

VI. ADJOURNMENT

MOTION:

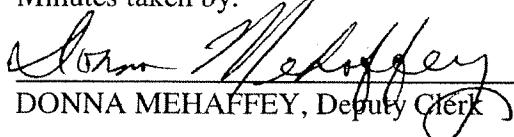
It was moved by Alderman Stumpf and seconded by Alderman Hejna to adjourn the Finance, Claims, Bonds and Interest Committee Meeting held Monday, July 26, 2010 at 10:04 p.m. Upon Roll Call vote, Chairman Roessler and Aldermen Ebersohl, Hejna and Stumpf voted yea. **MOTION CARRIED.**



MARK ROESSLER, Chairman

FINANCE, CLAIMS, BONDS AND INTEREST COMMITTEE

Minutes taken by:



DONNA MEHAFFEY, Deputy Clerk

City of Columbia

Memo

To: Mayor and City Council
From: Linda Sharp, CPA
Date: July 26, 2010
Re: Engagement Letter from Schorb & Schmersahl, LLC

Attached you will find the engagement letter from Schorb & Schmersahl, LLC. The board appointed Schorb & Schmersahl, LLC as the auditors for the City of Columbia, Illinois on July 6, 2010. The appointment required the approval by the City Council of the compensation for the audit services as detailed in an engagement letter. The engagement letter establishes the understanding of the services that will be performed by the certified public accounting firm and sets the fee. The wording of the letter is standard language provided in letters of this nature. Schorb & Schmersahl, LLC is offering to provide their services for the audit of the City for \$16,900 which was the same fee as last year. Additionally, they have agreed to prepare and submit the Annual Financial Report required by the State of Illinois, Comptroller's Office, to prepare the Annual Tax Increment Financing Report and the related financial statements and the Annual Police Pension Report.

Please approve a motion for the mayor to sign the engagement letter on behalf of the City.

If you have any questions, please contact me by email or by telephone and I can provide your answers either immediately or at the finance committee meeting.

Linda Sharp
281-7144 Ext. 112
lsharp@columbiaillinois.com



SCHORB & SCHMERSAHL, LLC

Certified Public Accountants

EUGENE J. SCHORB, CPA
JAMES R. SCHMERSAHL, CPA

June 21, 2010

ROGER A. MATHEWS, CPA
JEFFREY A. HENNEBERRY, CPA

City of Columbia
208 South Rapp
Columbia, Illinois 62236

We are pleased to confirm our understanding of the services we are to provide the City of Columbia, Illinois for the year ended April 30, 2010. We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements of the City of Columbia, Illinois as of and for the year ended April 30, 2010. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A), to supplement the City of Columbia, Illinois's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Columbia, Illinois's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules,
3. Trend information on IMRF.

Supplementary information other than RSI also accompanies the City of Columbia, Illinois's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and will provide an opinion on it in relation to the financial statements as a whole:

1. The combining and non-major fund financial statements.

The following supplementary information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance:

1. Schedule of Assessed Valuation, Tax Rates, Taxes Extended and Collected,
2. Schedule of Investments.

We will also prepare and submit the Annual Financial Report required by the State of Illinois to the Office of the Comptroller. In addition, we will prepare the Annual Tax Increment Financing Report and related financial statements pertaining to the Tax Increment Financing District and the Annual Police Pension Report.

Audit Objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have material effect on the financial statements as required by Government Auditing Standards. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body of individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the City of Columbia, Illinois is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely component units, each major fund, and the aggregate remaining fund information of the City of Columbia, Illinois and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

City of Columbia, Illinois
June 21, 2010
Page 3

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures -General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Columbia, Illinois's compliance with applicable laws and the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Columbia, Illinois; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Schorb & Schmersahl, LLC and constitutes confidential information. However, pursuant to the authority given by law or regulation, we may be requested to make certain audit documentation available to Grantor Agencies, or their designee, a federal agency providing direct or indirect funding, or the U.S. Governmental Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Schorb & Schmersahl, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned

City of Columbia, Illinois
June 21, 2010
Page 5

parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Grantor Agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

James R. Schmersahl is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fees for these services will be at our standard hourly rates, but will not exceed \$16,900 plus certain other out-of-pocket costs (such as report production, word processing, postage, travel, copies, telephone, etc.) Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2007 peer review report accompanies this letter.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees which will be at our standard billing rates for the personnel assigned to the service. We also may issue a separate engagement letter covering the additional services.

We appreciate the opportunity to be of service to the City of Columbia, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


SCHORB & SCHMERSAHL, LLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Columbia, Illinois

By: _____
Kevin Hutchinson

Title: _____
Mayor

Date: _____

Hudzik, Al

From: Edwards, Joseph
Sent: Wednesday, July 21, 2010 2:59 PM
To: Hudzik, Al
Subject: FW: Sample Resolution
Attachments: ColumbiaResolution.doc
Al:

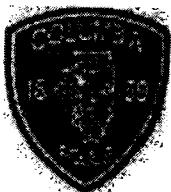
We are working on a grant for radios that can be used on the 800 MHz Starcom system. Every police department along with the sheriff's department in Monroe County is applying for this grant. No matter when we go to this system there is a \$30.00 a month user maintenance fee that must be paid every month for each radio. In order to apply for this grant we must be in the process of passing the attached Resolution. I would like to have this Resolution signed and passed by the City Council. I have money in my budget under the telephone fees that can be used. We have not connected to the WINN system yet with our wireless mobile computers and probably will not be doing so for about six (6) months. If need be we can hold off on this if we are awarded the radios through this grant and use those funds for this fee.

Thanks,
Joe

Joseph A. Edwards
Chief of Police
Columbia Police Department
1020 North Main Street
Columbia, IL 62236

Office: 618-281-6616 extension 425
Dispatch: 618-281-5151
Fax: 618-281-7336

FBINA #233



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RESOLUTION OF SUPPORT AND COMMITMENT OF FUNDS

WHEREAS, the City of _____, is apply to the Illinois Criminal Justice Information Authority (ICJIA) for an American Recovery Act Edward Byrne Memorial Justice Assistance Grant (JAG),

WHEREAS, it is necessary that an application be made and agreements be entered into with ICJIA, and

WHEREAS, criteria of the JAG are such that financial participation by the grantee is required in conjunction with JAG funds.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City apply for a grant under the terms and conditions of ICJIA and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor and City Clerk on behalf of the City execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor, City Clerk and Treasurer are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.
- 4) that the City does hereby commit to funds for a monthly user service fee for city-wide use of STARCOM21 Network Communications Equipment used in conjunction with an Illinois Criminal Justice Information Authority JAG grant, such funds to equal \$30.00 per month for each radio granted for a minimal period of two (2) years.

Passed this _____ day of _____, 2010.

Mayor

ATTEST:

City Clerk

(over)