

NOTICE OF & AGENDA FOR
CITY OF COLUMBIA, ILLINOIS
COMMITTEE MEETINGS TO BE HELD ON
MONDAY, JANUARY 24, 2011
AT COLUMBIA CITY HALL
208 S. RAPP AVENUE
COLUMBIA, ILLINOIS

7:00 PM - Streets, Sidewalks, Drainage and Public Utilities

1. Review/discussion of Gall Road slope issues on property adjacent to Christ Community Church
2. Other items to be considered or discussed

7:15 PM - Committee of the Whole

1. Park pavilion/field/court rental and special events fees, and parks rules and special events ordinances review/discussion
2. HTC Communications Co. Application for Cable/Video Services Franchise discussion/review/findings
3. Other items to be considered or discussed

7:30 PM - License, Insurance Claims, CEMA and Contracts

1. Review/discussion of IT Support Services RFPs
2. Other items to be considered or discussed

MINUTES OF THE STREETS, SIDEWALKS, DRAINAGE AND PUBLIC UTILITIES COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY, JANUARY 24, 2011 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 7:01 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Hejna, Oberfell and Stumpf.

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

Guests Present: Representatives of Christ Community Church, Darrel Wolff and Bill Groennert.

Chairman Ebersohl stated the purpose of the meeting was to discuss (i) Gall Road slope issues on property adjacent to Christ Community Church; and (ii) any other items to be considered.

II. GALL ROAD SLOPE ISSUES ON PROPERTY ADJACENT TO CHRIST COMMUNITY CHURCH

Chairman Ebersohl called upon City Engineer Ron Williams to address the Committee on this issue. Mr. Williams began by giving a brief history of the unresolved slope issues resulting from a sanitary sewer line installation in 2002 along Gall Road (with Christ Community Church supplying an easement of 35 feet to allow the work to be done). Ron stated that Heneghan & Associates recently staked the easement to determine its location and found that it was at the top of the slope; he also stated the easement contained language to the effect that the ground (i.e., slope) was to be returned, as much as it reasonably could, to its original condition prior to the sewer line installation work occurring. He then gave two (2) examples of work that could be done on the slope: (A) a three (3) to one (1) slope would take quite a bit of work but would leave the church with a manageable slope to maintain; and (B) a two (2) to one (1) slope would take less work,

maintain; and (B) a two (2) to one (1) slope would take less work, but, due to its steepness, it would not be able to be easily maintained – this would require the planting of low maintenance grass. Ron also stated that in his opinion no work is required by the easement language and that if anything is done, it is at the City's choice – he also stated that work on the slope (i) may be beneficial to the current drainage in that area; and (ii) could be done at minimal cost since we would use our own equipment and labor – out-of-pocket costs would consist of the purchase of seed and planting blankets (to hold the seed in place).

During and after Ron's presentation, all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included: (a) how close the easement was to the church's block wall; (b) another easement would be needed to work on the slope; (c) the possible benefits if the work results in better drainage in the area; (d) the low out-of-pocket costs to the city and the resultant minimal maintenance required by the use of low maintenance grass on the slope; and (e) the amount of time the project is expected to take once it is started.

MOTION:

It was moved by Alderman Row and seconded by Alderman Niemietz to recommend to the City Council that the City proceed with work on the Gall Road slope (on property adjacent to Christ Community Church) utilizing DOPW equipment and personnel in an effort to improve drainage in that area. Chairman Ebersohl and Aldermen Niemietz, Row and Roessler voted yea. **MOTION CARRIED.** A straw poll of the other Aldermen: Hejna, Oberkfell and Stumpf voted yea.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Niemietz 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, January 24, 2011 at 7:22 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:

Sandra Garner
SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
JANUARY 24, 2011 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 7:23 p.m.

Upon Roll Call, the following members were:

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

Absent: Alderman Agne.

Quorum Present.

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

Guests Present: Representatives of Columbia's Play Commission, Bill Seibel and Sharon Redinger, and Craig Hern, Vice President of Operations of HTC Communications Co.

Chairman Ebersohl stated the purpose of the meeting was to review and discuss (1) park pavilion/field/court rental and special events fees, and park rules and special events ordinances; (2) HTC Communications Co.'s Application for a Cable/Video Services Franchise and the application's Items to be Addressed proposed findings; and (3) any other items to be considered.

**II. PARK PAVILION/FIELD/COURT RENTAL AND SPECIAL EVENTS
ORDINANCES REVIEW/DISCUSSION**

Chairman Ebersohl opened the meeting and called upon Director of Community and Economic Development Paul Ellis to address the Committee on this issue. Paul made opening remarks and began to review (i) proposed ordinances entitled "An Ordinance Amending Chapter 12.32 (City Parks) of Title 12 (Streets, Sidewalks and Public Places) of the Municipal Code of the City of Columbia, Illinois to Protect the Public Health, Safety and Welfare by Providing Policy and Procedure for Park Usage within the City of Columbia" and "An Ordinance Adding Chapter 12.33 (Special Events) to Title 12 (Streets, Sidewalks and Public Places) and Amending Chapter 18.85 (Bolm-Schuhkraft Park Pavilion Reservation) of Title 18 (Fees and Charges to be Assessed) of the Municipal Code of the City of Columbia, Illinois to Protect the Public Health, Safety and

Welfare by Providing Policy and Procedure for Park Usage within the City of Columbia", which proposed ordinances were distributed to the City Council Members prior to the January 18, 2011 council meeting; and (ii) the recently distributed documents entitled "City of Columbia – Fees for Pavilion & Athletic Area Reservation + Special Events", "Park Fees in Neighboring Localities", and "2010 Park Pavilion Reservations (detailed by month and day of the week)". Paul began his review by indicating that two (2) minor changes (i.e., language additions) were being recommended for the proposed ordinances, and he distributed copies of the pages containing the recommended additions (which added language was underscored): (i) Special Events ordinance – addition of "wedding or other reception" to the definition of a special event (on page 3); and (ii) Park Rules ordinance – addition of the word "refundable" before the words security deposit and the words "may be required and, if required" after the words security deposit of 12.32.010 (11) on page 4. During Paul's review of the documents previously and currently distributed, all in attendance were given the opportunity to ask questions, make comments and express their opinions, which included: (a) a review of the special events fees structure and an example of the total costs to fund a special event, including the special events fee and deposit, as well as the costs for city support services, if needed; (b) who determines whether city support services are needed and the departments and number of personnel required – comments were made that sometimes this is requested by the special event sponsor; (c) that special events requiring city support services must be approved by the City Council; (d) the number of special events held during the year; (e) the proposed special event fees may be onerous for the non-profit groups sponsoring special events; (f) approximate costs for city support services for a few of the special events held on an annual basis; (g) whether or not all special events have paid for city support services in the past; (h) how the determination is made whether an event is a special event or just a rental of pavilions – answered that the definition of a special event is the determining factor; (i) the holding of Girl Scout Camp in Bolm-Schuhkraft Memorial Park and the approximate fees total if the proposed fees are approved; (j) that the ordinances and proposed fees are being considered to provide better policy guidelines for the administration of park facilities rentals and special events, and the recouping of some of the costs incurred by the city through the fees being charged; (k) all groups renting park facilities and sponsoring special events should be aware of the approximate costs involved; (l) that the "Fees" section of the Special Events ordinance states that additional fees for city support services may be charged, not must be charged, and that the city partners with many organizations sponsoring special events; and (m) that the application procedure should (i) be established to allow for cost estimates to be given to, and acknowledged by, the sponsoring group(s); and (ii) detail the estimated total costs of the event, including an approximate cost for city support services.

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Niemietz to recommend to the City Council approval of the document entitled "An Ordinance Amending Chapter 12.32 (City Parks) of Title 12 (Streets, Sidewalks and Public Places) of the Municipal Code of the City of Columbia, Illinois to Protect the Public Health, Safety and Welfare by Providing Policy and Procedure for Park Usage within the City of Columbia", as

reviewed and discussed in Committee. Chairman Ebersohl and Aldermen Niemietz, Row and Roessler voted yea. Aldermen Hejna and Okerkfell voted nay. Alderman Stumpf abstained. Mayor Hutchinson voted yea. **MOTION CARRIED.**

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Roessler to recommend to the City Council approval of the document entitled “An Ordinance Adding Chapter 12.33 (Special Events) to Title 12 (Streets, Sidewalks and Public Places) and Amending Chapter 18.85 (Bolm-Schuhkraft Park Pavilion Reservation) of Title 18 (Fees and Charges to be Assessed) of the Municipal Code of the City of Columbia, Illinois to Protect the Public Health, Safety and Welfare by Providing Policy and Procedure for Park Usage within the City of Columbia”, as reviewed and discussed in Committee. Chairman Ebersohl and Aldermen Niemietz, Row and Roessler voted yea. Aldermen Hejna, Okerkfell and Stumpf voted nay. **MOTION CARRIED.**

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Roessler to recommend to the City Council that city staff prepare the necessary documentation to allow for approval of the proposed fees (for residents and for non-residents) for park pavilion & athletic area reservations, as well as Special Events fees, as reviewed and discussed in Committee. Chairman Ebersohl and Aldermen Niemietz, Row, Stumpf and Roessler voted yea. Aldermen Hejna and Oberkfell voted nay. **MOTION CARRIED.**

III. HTC COMMUNICATIONS CO. APPLICATION FOR CABLE/VIDEO SERVICES FRANCHISE DISCUSSION/REVIEW/FINDINGS

City Administrator Al Hudzik updated Committee Members on the steps that need to be taken pertaining to HTC Communications Co.’s (“HTC”) application for a cable/video services franchise; he then reviewed the Memo that was previously distributed and the proposed findings to various Items to be Addressed in the process of considering whether a cable/video services franchise should be awarded to HTC. Hudzik then asked if any of the Committee/Council Members had any additions/changes to the proposed findings document – a few suggestions were made for language to be added to Item 10 – “Such other information …”. Craig Hern, Vice President of Operations of HTC, then addressed the Committee/Council Members and indicated that upon approval of a franchise by the City, HTC plans to get its cable/video services network in operation as soon as possible – he then distributed various materials to the Committee/Council Members pertaining to HTC’s service offerings. Hudzik then made a few more remarks pertaining to this issue.

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Niemietz to recommend that the City Council (i) adopt the proposed findings to the HTC Communications Co. Application for Cable/Video Services Franchise – Items to be Addressed, as reviewed and discussed in the Committee Meeting, as the findings of the City in this matter; (ii) grant a cable/video services franchise to HTC Communications Co.; and (iii) authorize city staff and telecommunications counsel to negotiate the HTC Communications Co.

cable/video services franchise terms, and prepare the necessary documentation for presentation to the City Council for its consideration and ultimate approval. Chairman Ebersohl and Aldermen Niemietz, Row, Hejna, Oberkfell, Stumpf and Roessler voted yea. **MOTION CARRIED.**

IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

City Administrator Al Hudzik updated the Committee on the steps that have been, and need to be, taken pertaining to the \$450,000 General Obligation Bond issue; he also indicated that a Public Hearing on this issue has been scheduled for 6:45 PM on February 7, 2011 in the Council Chambers (immediately before the City Council Meeting).

V. 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, January 24, 2011 at 9:01 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Row, Hejna, Oberkfell, Stumpf and Roessler voted yea.

MOTION CARRIED.



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE LICENSE, INSURANCE CLAIMS, CEMA AND
CONTRACTS COMMITTEE MEETING OF THE CITY COUNCIL OF THE
CITY OF COLUMBIA, ILLINOIS HELD MONDAY, JANUARY 24, 2011 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Roessler called the License, Insurance Claims, CEMA and Contracts Committee Meeting of the City Council of the City of Columbia, Illinois to order at 9:02 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Niemietz and Row.

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

Guests Present: None.

Chairman Roessler stated the purpose of the meeting was to (1) review and discuss Information Technology (IT) Support Services RFPs; and (2) discuss any other items to be considered.

II. REVIEW/DISCUSSION OF IT SUPPORT SERVICES RFPs

Chairman Roessler opened the meeting and called upon City Administrator Al Hudzik to address the Committee on this issue. Hudzik distributed and reviewed a document entitled "City of Columbia, Illinois IT Support Services RFP Responses Summary" containing summarized information from the five (5) companies submitting proposals, as listed on a previously distributed (i) document entitled "City of Columbia, Illinois IT Support Services Proposals Received (January 2011)"; and (ii) proposal documents submitted by said five (5) companies. The summary document contained information including: hourly fees; annualized fees; payment terms; term of contract; and comments – Messrs. Edwards, Hudzik and Williams and Ms. Sharp gave their opinions on the services provided in the past by REJIS (the City's IT provider since December, 2006) and made comments pertaining to the summarized information on the other proposals submitted.

During Mr. Hudzik's presentation and the comments of the other department heads present, all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included: (i) MCT Network Solutions (the firm submitting the lowest hourly rate) is a relatively new firm (formed by former employees of REJIS) with limited support staff and has indicated the firm would not be able to provide wireless services support at this time; (ii) REJIS has provided good service to the City, has adequate resources and support staff, handles sensitive documents/information confidentially and conducts employee background checks on an ongoing basis; (iii) often times the City requires IT services support during non-business hours (e.g., CAD system support) and several of the companies submitting proposals charge time and a half for non-business hours support; (iv) changing IT companies is normally not a seamless process and the learning curve involved in becoming familiar with a new system often leads to time spent inefficiently; and (v) city staff must feel comfortable with the firm providing the IT services.

MOTION:

It was moved by Alderman Hejna and seconded by Alderman Stumpf to recommend to the City Council that city staff prepare the necessary documentation to continue to use REJIS for the City's IT support services for the next year.

Chairman Roessler and Aldermen Hejna, Oberkfell and Stumpf voted yea.

MOTION CARRIED. A straw poll was taken: Aldermen Ebersohl, Niemietz and Row voted yea.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Hejna and seconded by Alderman Stumpf to adjourn the License, Insurance Claims, CEMA and Contracts Committee Meeting held Monday,

January 24, 2011 at 9:28 p.m. Upon Roll Call vote, Chairman Roessler and Aldermen Hejna, Oberkfell and Stumpf voted yea. **MOTION CARRIED.**



MARK ROESSLER, Chairman
LICENSE, INSURANCE CLAIMS, CEMA AND CONTRACTS COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant