

**NOTICE OF & AGENDA FOR
CITY OF COLUMBIA, ILLINOIS
COMMITTEE MEETINGS TO BE HELD ON
MONDAY, April 11, 2011
AT COLUMBIA CITY HALL
208 S. RAPP AVENUE
COLUMBIA, ILLINOIS**

7:00 PM - Committee of the Whole

1. Budgetary and financial information presentation and discussion
2. General Fund Cash Flow presentation
3. Other items to be considered or discussed

7:15 PM - Water and Sewer

1. Water Service Connection Fee for Immaculate Conception Church Cemetery discussion
2. Other items to be considered or discussed

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
APRIL 11, 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 7:02 p.m.

Upon Roll Call, the following members were:

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

Absent: Aldermen Niemietz, Hejna, Stumpf and Mayor Hutchinson.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, 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: None.

Chairman Ebersohl stated the purpose of the meeting was to review and discuss (1) budget and financial information; (2) General Fund Cash Flow information; and (3) any other items to be considered.

II. BUDGET/FINANCIAL INFORMATION PRESENTATION AND DISCUSSION

Chairman Ebersohl called upon City Administrator Al Hudzik and Accounting Manager Linda Sharp to address the Committee on budgetary matters. Ms. Sharp reviewed her Memo re: Draft Budget (and its attachment) detailing recommended revenue and expense changes to the city's General Fund (showing an excess of revenues vs. expenses of \$27,539 incorporating the recommended changes) as compared to the Draft budget document posted on the City Hall bulletin board and the city's website (showing an excess of expenses vs. revenues of \$37,961). Linda also informed the Committee Members that she distributed a Memo from Paul Ellis prior to the meeting re: Proposal for Bike & Greenway Planning Matching Grant – Paul then addressed the Committee Members and requested that \$5,000 be added to the budget as the city's match to receive an additional \$15,000 in federal funds for Bike and Greenway Planning. Mr. Hudzik then distributed and reviewed worksheets summarizing (i) sales tax revenues, including sales tax revenues generated by George Weber Chevrolet; and (ii) state income tax revenues received by the city as of the date of this meeting (Note: these worksheets contained updated information to the worksheets discussed at the March 14, 2011 Committee of the Whole meeting). Both Hudzik and Sharp (with contributions from City

Committee of the Whole Meeting
April 11, 2011

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Memo from Accounting Manager Linda Sharp re: Draft Budget and Budget Analysis (72 pages)
Memo from Accounting Manager Linda Sharp re: Cash Flow Analysis – General Fund (2 pages)
Memo from Accounting Manager Linda Sharp re: Fee Ordinance (1 page)

Engineer Ron Williams) then reviewed various budget data, and the revenue and expense changes recommended to the General Fund, in more detail. The presentation included reasons for the recommended revenue and expense changes, as well as a recommendation to reconstruct one (1) tennis court per year, with materials guaranteed for twenty-five (25) years, rather than resealing the courts (which normally lasts only a few years) – the cost of the reconstruction of one (1) court approximates the same \$35,000 as the resealing of all courts, but once all four (4) courts are reconstructed, future maintenance during the warranty period should be substantially less than maintenance costs without the proposed reconstruction of the courts. The Motor Fuel Tax Fund budget was reviewed in detail – City Engineer Williams is attempting to get approval from IDOT to extend the Cherry Street – Phase II project for one (1) year (to its original schedule) to alleviate a possible cash flow issue in that fund. The Capital Development Fund was also reviewed in detail since it also shows a relatively large deficit. Additionally, the collections process of the Ambulance Fund was discussed – Hudzik informed the Committee Members that he has spoken to both Ken Buss and Shannon Bound on revising the collections process to bring it in-house (see Ambulance, Communication and Dispatch Committee Meeting minutes of March 14, 2011), and indicated that Shannon tentatively agreed to work less than 30 hours/week collecting ambulance bills in order to avoid requiring the city to provide full-time benefits (due to the relatively large medical premiums that may have to be paid if full-time benefits are provided). It was the general consensus of the Committee Members that the city institute in-house ambulance billing collections based upon the presentation made by Ken Buss at the Ambulance, Communication and Dispatch Committee meeting on March 14, 2011, with Shannon Bound to be scheduled to work less than 30 hours/week, on a one (1) year trial basis. Hudzik also informed the Committee Members of IT server replacement/reconfiguration issues REJIS has discussed with city personnel (due to the age of its servers), that may require the expenditure of up to \$30,000 – he indicated that figure may be incorporated in the budget to allow those issues to be addressed, if needed. During the budget/funds presentation, all in attendance were given the opportunity to ask questions, make comments and express their opinions. It was the general consensus of the Committee Members that the budget changes and recommendations discussed at this meeting be incorporated into the budget document to be presented for City Council approval at the April 18th meeting – Al and Linda informed the Committee Members that they would continue working on the budget during the upcoming week and would advise the Council Members of any additional changes they recommended to the budget.

Accounting Manager Sharp then reviewed her Memo re: Fee Ordinance (and a one (1) page Memo distributed at this meeting re: Fees to Add to Ordinance, detailing fees and amounts to be added pursuant to paragraph 2 of Ms. Sharp's Memo re: Fee Ordinance) – said Memo detailed a recommended increase in the garbage rate charged for trash pick-up of \$.35/mo. due to an increase in that same amount charged to the city by Reliable Sanitation (which took effect in December 2010), as well as other fees currently charged by the city for services/licenses provided by the city – the Memo contained various requests/recommendations/suggestions made by the City Clerk. Ms. Sharp reviewed each of the paragraphs contained in her Memo re: Fee Ordinance and a discussion was held during which all in attendance were given the opportunity to ask questions, make

comments and express their opinions. It was the general consensus of the Committee Members that the recommendations to the fee ordinance (as listed in said Fee Ordinance Memo) be incorporated in the fee ordinance to be presented to the City Council for approval, including the recommendations pertaining to Ms. Sharp contacting the City Attorney on the fees listed in the Municipal Code in Sections 18.115.062 and 18.115.066.

III. GENERAL FUND CASH FLOW PRESENTATION

Accounting Manager Sharp reviewed her Memo re: Cash Flow Analysis – General Fund and recommended the transfer of \$200,000 from the Capital Development Fund into the General Fund (said amount being the balance of funds contained in the city's FY 2010-2011 budget available for transfer from the Capital Development Fund). It was the general consensus of the Committee Members that Ms. Sharp prepare the necessary documentation to allow for said recommended transfer and present it at the April 18th City Council meeting.

IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

V. ADJOURNMENT

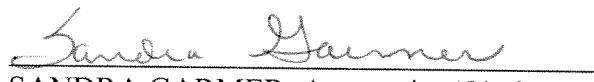
MOTION:

It was moved by Alderman Row and seconded by Alderman Agne to adjourn the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, April 11, 2011 at 9:14 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Row, Oberfell and Roessler voted yea. **MOTION CARRIED.**



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE WATER AND SEWER COMMITTEE MEETING OF THE
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
APRIL 11, 2011 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Row called the Water and Sewer 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 Row and Aldermen Ebersohl, Agne and Oberfell.

Absent: None

Quorum Present.

Others Present: Alderman Roessler.

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

Guests Present: None.

Chairman Row stated the purpose of the meeting was to discuss (1) the water service connection fee for Immaculate Conception Church Cemetery; and (2) any other items to be considered.

**II. WATER SERVICE CONNECTION FEE FOR IMMACULATE CONCEPTION
CHURCH CEMETERY DISCUSSION**

Chairman Row referenced the Memo from City Engineer Ron Williams re: ICS Cemetery Easements for Old Town Project (that had previously been distributed to the Committee/Council Members) and suggested that the Committee Members recommend that the City Council waive the water service connection fee for Immaculate Conception Church Cemetery, and stated he would entertain a motion to that effect.

MOTION:

It was moved by Alderman Agne and seconded by Alderman Ebersohl to recommend to the City Council approval to waive the water service connection fee for Immaculate Conception Church Cemetery. Chairman Row and Aldermen Ebersohl, Agne and Oberfell voted yea. **MOTION CARRIED.**

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Agne and seconded by Alderman Oberfell to adjourn the Water and Sewer Committee Meeting held Monday, April 11, 2011 at 9:18 p.m. Upon Roll Call vote, Chairman Row and Aldermen Ebersohl, Agne and Oberfell voted yea.

MOTION CARRIED.



DANIEL ROW, Chairman
WATER AND SEWER COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant