

MINUTES OF THE STREETS, SIDEWALKS, DRAINAGE AND PUBLIC UTILITIES COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY, JANUARY 9, 2012 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 7:02 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Aldermen Agne, Huch, Piazza and Reis.

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: Jack Veteto and Kevin Robbins, representing Braun Family Funeral Home.

Chairman Ebersohl stated the purpose of the meeting was to discuss (1) Quarry Road street lighting; (2) a TIP Application; (3) an Illinois Transportation Enhancement Program Application; (4) street maintenance surfacing options; (5) street signs on Main Street; and (6) any other items to be considered.

II. QUARRY ROAD STREET LIGHTING DISCUSSION

Chairman Gene Ebersohl opened the meeting and called upon City Engineer Ron Williams to address the Committee/Council Members on this issue. Ron informed the Committee/Council Members that (in the past) he had been approached by representatives of Braun Funeral Home to discuss increased lighting near their entrance on Quarry Road due to the darkness of the area. Ron then reviewed a letter from Ameren Illinois, dated May 19, 2011, and its attachments, showing proposed street lighting along Quarry Road estimated to cost in excess of \$80,000 (this proposal included the installation of fifteen (15) street lights (using wood poles) along Quarry Road) – Ron indicated the largest part of the cost was to get electricity service to the poles. He then

stated that Braun personnel approached him about other options. Jack Veteto, representing Braun Funeral Home, then addressed the Committee/Council Members and stated that the business's older clientele sometimes has trouble at the entrance due to the darkness, especially during the winter months – he stated that Braun feels safety is of utmost importance. Additionally, he stated Braun is willing to install their own lights, which would be turned on when a visitation is being held and would remain off otherwise. Williams stated Braun would have to locate their lighting on the city's right-of-way and there may be some logistical issues (e.g., no curbs and gutters, no sidewalks, topography of the land in the area) to be addressed, but that he had spoken with City Attorney Terry Bruckert on this issue, and Mr. Bruckert felt that an agreement could be negotiated between Braun Funeral Home and the city to resolve the lighting issue. During the presentations, all in attendance were able to make comments, ask questions and express their opinions.

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Mathews to recommend to the City Council that city staff meet with Braun Funeral Home representatives to negotiate an agreement for the installation of lighting at the funeral home's business entrance on Quarry Road. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler and Mathews voted yea. **MOTION CARRIED.** A straw poll was taken: Aldermen Agne, Huch, Piazza and Reis voted yea.

III. TIP APPLICATION DISCUSSION

City Engineer Williams addressed the Committee/Council Members on capital improvement projects and work done by DOPW employees – he stated it was a goal of his to improve the city's infrastructure (including streets, sidewalks, curbs and gutters) as much as possible, and offered his assistance in locating the funds to allow for such improvements. He expressed concerns about the condition of Main St. due to the amount of traffic on a daily basis – he stated a resurfacing project for a portion of Main St. had previously been approved as a Transportation Improvement Project (TIP) for the 2014/2015 fiscal year and that he would like to apply for TIP funding (in the current cycle) to resurface an additional portion of Main St. in the 2017/2018 fiscal year (he estimated the cost to the city would be in the range of \$160,000 - \$180,000). City Administrator Hudzik stated he would also like to see capital improvement infrastructure projects in the city, but indicated that a source of funding would have to be considered other than Capital Development Fund monies or Motor Fuel Tax Fund monies, since the five (5) year cash flow projection for each of those funds reflected negative balances – he suggested that Ron provide him with estimated project costs for the projects he would like the council to consider so he could analyze the city's payment ability. During Ron's presentation all in attendance were given the opportunity to make comments, ask questions and express their opinions. It was the consensus of the Committee/Council Members that (i) city staff explore alternate funding sources for capital improvement projects; and (ii) City Engineer Williams compile the data necessary to submit a TIP application (for 2017/2018) for the resurfacing of an additional portion of Main St., and keep the Committee/Council Members updated on his efforts and the application cycle.

**IV. ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP)
APPLICATION DISCUSSION**

City Engineer Williams then informed the Committee/Council Members of the possibility the state would announce that it would be accepting ITEP applications this year – if so, Williams would like to submit an application for \$500,000 (with the city’s match (of 20% approximating \$125,000)) to expand the Main Street Streetscape Project. City Administrator Hudzik commented that Capital Development Fund (CDF) monies may be a source of funding for the city’s match to an ITEP grant, since the CDF multi-year cash flow projection worksheet incorporates some streetscape matching funds. During Ron’s presentation all in attendance were given the opportunity to make comments, ask questions and express their opinions – Ron explained the project in more detail and was asked to provide the Committee/Council Members with documentation (including drawings) pertaining to the streetscape project, which he agreed to do. It was the consensus of the Committee/Council Members for City Engineer Williams to compile an ITEP grant application for the streetscape project (in an amount approximating \$500,000) if the state announces it is accepting ITEP applications, and to keep the Committee/Council members updated on this issue.

V. STREET MAINTENANCE SURFACING OPTIONS DISCUSSION

City Engineer Williams then reviewed his Memo (of January 6th) re: Pavement Restoration Methods, which had previously been distributed to the Committee/Council Members for their review, and recommended that the Committee/Council Members give consideration to the Nova Chip or Thin Asphalt Overlay applications as a maintenance option for city streets. He suggested purchasing/renting a small paver if either of these methods were selected and DOPW personnel did the work – he felt the small paver was a better option due to the complexity of larger pavers and their more in-depth training requirements – he also felt the small paver was more conducive for the width of city streets. During Ron’s presentation all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (i) a suggestion to contract the work out over a couple of years using applications of both recommended methods and see how they wear and which seems most effective; and (ii) a request for locations where each of the recommended methods have been used so all interested Committee/Council Members could become more familiar with the Nova Chip or Thin Asphalt Overlay maintenance applications. It was the consensus of the Committee/Council Members that Ron continue exploring street maintenance surfacing options and work the funding into next year’s MFT budget.

VI. STREET SIGNS DISCUSSION – MAIN STREET

City Engineer Williams reviewed his Memo of January 6th re: Street Name Signs and informed the Committee/Council Members that only three (3) street sign background colors have been approved by the state: (1) green; (2) blue; and (3) brown – he stated the green background has been used throughout the city with the exception of signs on Main Street, which have black backgrounds (and need to be changed since they do not comply with the state’s reflectivity requirements). He asked for the opinions of the Committee/Council Members as to whether the Main Street signs should have a green background (as other city streets do) or whether the background should be a different

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Letter (and Attachments) to City Engineer Ron Williams dated May 19, 2011 (4 pages)

Financial Plan (1 page)

Memo (and Attachments) from Ronald Williams re: Pavement Restoration Methods (3 pages)

Memo from Ronald Williams re: Street Name Signs (1 page)

color (blue or brown) to differentiate Main Street. A discussion took place in which all in attendance were given the opportunity to make comments, ask questions and express their opinions – it was the consensus of the Committee/Council Members that the Main Street signs should contain either a green background or a brown background – Ron will order a sign with a brown background for viewing by the Committee/Council Members prior to a decision being made.

VII. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

VIII. ADJOURNMENT

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Niemietz to adjourn the Streets, Sidewalks, Drainage and Public Utilities Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, January 9, 2012 at 8:49 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler and Mathews voted yea.

MOTION CARRIED.

Gene Ebersohl

GENE EBERSOHL, Chairman

STREETS, SIDEWALKS, DRAINAGE AND PUBLIC UTILITIES COMMITTEE

Minutes taken by:

Sandra Garner

SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE PARKS, PLAYGROUNDS AND RECREATION
COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF
COLUMBIA, ILLINOIS HELD MONDAY, JANUARY 9, 2012 IN THE COUNCIL
ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Mary Ellen Niemietz called the Parks, Playgrounds and Recreation Committee Meeting of the City Council of the City of Columbia, Illinois to order at 9:24 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Aldermen Roessler, Huch, Piazza and Reis.

Administrative Staff Present: City Administrator Al Hudzik, Director of Community and Economic Development Paul Ellis, 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 Niemietz stated the meeting was called for the purpose of (1) reviewing/ discussing reservation/special events policies, procedures and fees; and (2) any other items to be considered or discussed.

**II. REVIEW/DISCUSS RESERVATION/SPECIAL EVENTS POLICIES,
PROCEDURES AND FEES**

Chairman Niemietz opened the meeting and called upon Director of Community and Economic Development Paul Ellis to address the Committee/Council Members on this issue. Paul reviewed his Memo of January 7, 2012 and its attachment entitled "Review Parks Procedures & Practices", which reflected notes from a meeting held on November 29, 2011 attended by various city personnel – his Memo detailed recommendations from the November 29th meeting of city personnel, as subsequently reviewed by the Play Commission, concerning (a) the definition of "holiday"; (b) processing time for special event permits; and (c) special event deposit requirements. Paul also informed the Committee/Council Members that the topic of allowing multiple (similar) special events by the same business owner(s) to be held through the issuance of one special event permit was discussed, but no change in the current policy (of requiring a special event permit for each special event held) was being recommended. Paul stated that he planned to present

the recommendations (as shown on his Memo) to the Council Members for their consideration at the January 17th Council Meeting.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Ebersohl and seconded by Alderman Agne to adjourn the Parks, Playgrounds and Recreation Committee Meeting held Monday, January 9, 2012 at 9:49 p.m. Upon Roll Call Vote, Chairman Niemietz and Aldermen Ebersohl, Agne and Mathews voted yea. **MOTION CARRIED.**



MARY ELLEN NIEMIETZ, Chairman
PARKS, PLAYGROUNDS AND RECREATION COMMITTEE

Minutes Taken by:



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 9, 2012 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 8:50 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Piazza and Reis.

Absent: Mayor Hutchinson.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Director of Community and Economic Development Paul Ellis (left at 10 p.m.), Chief of Police and EMS Director Joe Edwards, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: Mike Kish, principal of Immaculate Conception School ("ICS").

Chairman Ebersohl stated the meeting was called for the purpose of discussing (1) the ICS crossing guard; (2) the Tourism Advisory Board recommendation on cost sharing – Director of Sales; (3) replacement of the Police Department ceiling; (4) the 800 MHz Signal Transmission System Tower update/bid review; (5) Open Meetings Act Training Requirements; (6) Public Comments Ordinance review; (7) Electronic Attendance at Meetings Ordinance review; and (8) any other items to be considered.

II. ICS CROSSING GUARD DISCUSSION

Chairman Ebersohl opened the meeting and called upon Police Chief Joe Edwards to address the Committee Members on this issue. Joe again stated he felt the crossing guard position was needed as long as students are crossing Main St. at ICS, but recommended that the city enter into an agreement with ICS wherein the city provides funding for the position and ICS employs the crossing guard. Mike Kish, principal of ICS, then addressed the Committee Members, thanked those who have worked the crossing guard position on a voluntary basis, and asked if the city would consider advertising again for the position; he also stated he would be meeting with school board members to discuss this issue (again) and whether they were willing to consider bringing this position "in-

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In Brief Hotel Motel Tax (1 page)

City of Columbia, Illinois Tourism Fund Expenditures – FY2010-12 (1 page)

Midas Hospitality – Director of Sales (3 pages)

01/09/12 Committee of the Whole Distribution Item re: CPD Ceiling Replacement (6 pages)

Various Emails (and Attachments) on Tower Bid Questions (8 pages)

01/09/12 Committee of the Whole Distribution Item re: Open Meetings Training for Public Officials (7 pages)

Draft for 01/09/12 Committee of the Whole Meeting – Public Comments (4 pages)

Draft for 01/09/12 Committee of the Whole Meeting – Electronic Attendance at Meetings (4 pages)

house" – he stated they also needed to check on the liability insurance coverage available through the company insuring the diocese (and ICS). He also mentioned possibly using high school co-op students as crossing guards (as an option to consider). During the presentations all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (i) a group of people may need to be utilized to assure that the crosswalk is manned continuously (e.g., morning shift vs. afternoon shift); (ii) the proper rate of pay for the crossing guard(s); (iii) other options for student drop-off; and (iv) that a crossing guard is needed currently. Mr. Kish stated that he planned to meet with the school board members to discuss this issue and get back to the City Council.

MOTION:

It was moved by Aldermen Niemietz and seconded by Alderman Reis to recess the Committee of the Whole Meeting at 9:23 p.m. Upon Roll Call Vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Piazza and Reis voted yea.

MOTION CARRIED.

MOTION:

It was moved by Aldermen Niemietz and seconded by Alderman Huch to reconvene the Committee of the Whole Meeting of Monday, January 9, 2012 at 9:49 p.m. Upon Roll Call Vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Piazza and Reis voted yea. **MOTION CARRIED.**

III. TOURISM ADVISORY BOARD RECOMMENDATION ON COST SHARING – DIRECTOR OF SALES

Director of Community and Economic Development Paul Ellis addressed the Committee Members and reviewed the following documents, which had previously been distributed to the Committee Members for their review: documents entitled (1) "In Brief" containing summary information on the Hotel Motel Tax pursuant to Illinois State Law, the Columbia Municipal Code and the Financing Agreement between Columbia Hospitality Company, LLC and the city; (2) "City of Columbia, Illinois – Tourism Fund Expenditures – FY 2010 – 12" detailing the city's Hotel Motel Tax receipts and expenditures during those time frames (fiscal YTD for FY 2012), as well as Tourism Strategies – 2010 text; and (3) "Midas Hospitality – Director of Sales" describing that position and possible funding sources and containing a recommendation from the Tourism Advisory Committee for the city to participate in said funding in the amount of \$15,000 (from its Hotel Motel Tax receipts). During Paul's presentation all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included: (i) said funds may be better utilized in a different fashion in an attempt to attract visitors to Columbia; (ii) even though the Director of Sales position job duties would involve community outreach to bring people to town (to patronize local businesses), such a funding arrangement would result in subsidizing the employee expenses of a private business; (iii) the desirability of Midas Hospitality partnering with

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other local businesses/groups that may benefit from bringing people to town; and (iv) the ILLINOISouth Tourism Bureau could not find any other examples of Hotel Motel Tax receipts being utilized in this manner. It was the consensus of the Committee Members that the Hotel Motel Tax receipts should continue to be used to attract visitors to town to support local businesses, including the Hampton Inn, but that other opportunities should continue to be explored at this time.

IV. POLICE DEPARTMENT CEILING REPLACEMENT DISCUSSION

City Administrator Al Hudzik reviewed the six (6) pages of documentation (on this issue) that had previously been distributed to the Committee Members for their review. He then briefed them on (i) the storm (in March 2009) that resulted in the Police Department roof having to be replaced, as well as the second floor ceiling damage; (ii) the replacement of the air conditioning unit on the roof in the same approximate time frame; and (iii) the dispute between the roofing company and the air conditioning company as to which company was responsible for the continued roof leaking. He also informed them that after the most recent sealing by the air conditioning company (September, 2011), the roof had not leaked, and therefore, second floor ceiling replacement bids were sought – the only contractor to submit a bid was JDR Interior and Exterior in the amount of \$16,610. Hudzik also informed the Committee Members that the city's insurer, IMLRMA, would be responsible for its portion of the ceiling replacement expenses, since the original claim was filed in 2009. Both Hudzik and Police Chief Edwards recommended that the bid of JDR Interior and Exterior be accepted and that the ceiling be replaced as soon as possible.

MOTION:

It was moved by Alderman Reis and seconded Alderman Huch to recommend to the City Council that (i) the bid proposal of JDR Interior & Exterior to replace the ceiling on the second floor of the Police Department offices be accepted in the amount of \$16,610.00; and (ii) any actions taken by city staff pertaining to said ceiling replacement be ratified. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Piazza and Reis voted yea.

MOTION CARRIED.

V. 800 MHz SIGNAL TRANSMISSION SYSTEM TOWER UPDATE/BID REVIEW/DISCUSSION

City Administrator Hudzik reviewed the eight (8) pages of documentation (previously distributed) pertaining to the signal transmission system tower, including the statement by consultant Doug Dickinson of RCC Consultants that the low bid received from Mercury Communications, Inc. ("Mercury"), in the amount of \$110,630, met all requirements of the bid and Mercury will be able to provide the tower as required by the city – this statement (and recommendation to use Mercury) was made after all information requested and questions asked of Mercury were answered satisfactorily. Hudzik also reminded the Committee Members that both the Monroe County Board and the 911 Board have appropriated \$40,000 (not to exceed 1/3rd of the cost of the tower) for the

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purchase and construction of this transmission tower (totaling funds appropriated of \$80,000 (not to exceed 2/3rds of the cost of the tower)). He also indicated that the total cost of the project might be slightly higher in the event the city needed further assistance from RCC Consultants on this project.

MOTION:

It was moved by Alderman Reis and seconded Alderman Niemietz to recommend to the City Council that the bid proposal of Mercury Communications, Inc. to install and erect a Radio Communications Tower adjacent to the Police Department building be accepted in the amount of \$110,630.00. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Piazza and Reis voted yea.

MOTION CARRIED.

VI. OPEN MEETINGS ACT TRAINING REQUIREMENTS

City Administrator Hudzik reviewed the seven (7) pages of documentation (previously distributed) pertaining to this topic and the legislation that requires Open Meetings Act Training for all elected and appointed officials, board members, commission members and advisory bodies of the city. Said documentation included (a) a copy of the Public Act (097-0504) requiring said training; (b) a synopsis of said legislation (HB 1670); and (c) information from the Illinois Attorney General's website summarizing this legislation and explaining that all "Public body" members required to take said training had until December 31, 2012 to successfully complete the Open Meetings Act training (to be taken online at the Attorney General's website) if they had been elected/appointed prior to January 1, 2012; those elected or appointed after January 1, 2012, are required to take and successfully complete the training within ninety (90) days of their election/appointment.

VII. PUBLIC COMMENTS ORDINANCE REVIEW

City Administrator Hudzik reviewed the draft of an ordinance entitled "An Ordinance Establishing a Policy with Regard to Permitting a Specified Amount of Time to Address Public Officials in the City of Columbia, Illinois" (and its attachment) – said draft reflected revisions of the draft ordinance (and its attachment) presented at the October 24, 2011 Committee of the Whole Meeting. Hudzik informed the Committee Members that he planned to present the ordinance (including its attachment) for the Council Members consideration at the January 17th City Council Meeting.

VIII. ELECTRONIC ATTENDANCE AT MEETINGS ORDINANCE REVIEW

City Administrator Hudzik reviewed the draft of an ordinance entitled "An Ordinance Defining Meeting and Adopting Procedures for Electronic Attendance at Meetings" (and its "Electronic Attendance at Meetings Rules") – said draft reflected revisions of the draft ordinance (and its "Electronic Attendance at Meetings Rules") presented at the October 24, 2011 Committee of the Whole Meeting. Hudzik informed the Committee Members that (i) the proposed ordinance pertained to City Council and Council Committee

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In Brief Hotel Motel Tax (1 page)

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Meetings only; and (ii) he planned to present the ordinance (including the meeting rules) for the Council Members consideration at the January 17th City Council Meeting.

IX. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

X. ADJOURNMENT

MOTION:

It was moved by Alderman Niemietz 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, January 9, 2012 at 10:28 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Piazza and Reis voted yea.

MOTION CARRIED.

Gene Ebersohl

GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:

Sandra Garner

SANDRA GARMER, Accounting/Clerical Assistant

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**MINUTES OF THE REFUSE COLLECTION AND RECYCLING COMMITTEE
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS
HELD MONDAY, JANUARY 9, 2012 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Steven Reis called the Refuse Collection and Recycling Committee Meeting of the City Council of the City of Columbia, Illinois to order at 10:28 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Aldermen Roessler, Huch, Mathews and Piazza..

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 Reis stated the meeting was called for the purpose of (1) Leaf and Limb pick-up RFP review/discussion; and (2) any other items to be considered or discussed.

II. LEAF & LIMB PICK-UP RFP REVIEW/DISCUSSION

Chairman Reis opened the meeting and called upon City Engineer Ron Williams to address the Committee/Council Members on this topic. Ron informed the Committee Members that the current Leaf and Limb Removal Services Agreements expired on December 31, 2011 (both were for two year periods (2010 and 2011)), and then briefly reviewed the 2010 bidding Proposal Package documents (previously distributed to the Committee/Council Members for their review) for each of these services. He also indicated he planned to advertise for bids for each of these services (again for two (2) years) – past leaf removal proposals incorporated six weeks of pick-up (latter October to early December) and past limb removal proposals incorporated two weeks of pick-up in both the spring and fall – Ron recommended continuing with six weeks of leaf pick-up and two weeks of limb pick-up in the fall, but asked for the Committee/Council Members' opinion on the spring limb pick-up time frame, since spring limb pick-up is usually lighter than fall limb pick-up. After discussion, it was the consensus of the Committee/Council Members that the leaf pick-up proposal remain at six weeks, and that the limb pick-up proposal incorporate only one week in the spring and remain at two weeks in the fall (for both contract years).

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Aldermen Ebersohl and seconded by Alderman Niemietz to adjourn the Refuse Collection and Recycling Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, January 9, 2012 at 10:41 p.m. Upon Roll Call vote, Chairman Reis and Aldermen Ebersohl, Agne and Niemietz voted yea. **MOTION CARRIED.**



STEVEN REIS, Chairman
REFUSE COLLECTION AND RECYCLING COMMITTEE

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 9, 2012 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Mathews called the License, Insurance Claims, CEMA and Contracts Committee Meeting of the City Council of the City of Columbia, Illinois to order at 10:42 p.m.

Upon Roll Call, the following members were:

Present: Chairman Mathews and Aldermen Roessler, Piazza and Reis.

Absent: None.

Quorum Present.

Others Present: Aldermen Ebersohl, Agne, Niemietz and Huch.

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 Mathews stated the meeting was called for the purpose of (1) IT Support Services Contract review and discussion; and (2) any other items to be considered or discussed.

II. IT SUPPORT SERVICES CONTRACT REVIEW AND DISCUSSION

Chairman Mathews opened the meeting and called upon City Administrator Al Hudzik to address the Committee/Council Members on this issue. Hudzik briefly reviewed correspondence (that had previously been distributed to Committee/Council Members for their review) recently received from REJIS Commission, the company which has provided information technology (IT) support services to the city since 2006, including a proposed Services Agreement (and its attachment entitled "REJIS Services Definitions and Conditions") – this year REJIS is offering a one year agreement (02/01/12 to 01/31/13) or a fifteen (15) month agreement (until 04/30/13) to correspond to the city's fiscal year – terms and provisions are similar to the current terms and the pricing (\$73/hr.) is to remain the same. Hudzik also reviewed a worksheet entitled "IT Support Services RFP Responses Summary" from January 2011 containing summarized information from the five (5) companies that submitted proposals for the current (one year) agreement expiring on January 31, 2012, and briefed those in attendance on the selection process last year – he also recommended that the city continue to have REJIS

provide IT support services (for the fifteen (15) month term (so future contracts will correspond to the city's fiscal year)) since (i) their services continue to meet, and the company has always been responsive to, the city's needs; (ii) the price offered for the next contract term remains the same; and (iii) REJIS employees have in-depth knowledge of the city's network. Messrs. Edwards and Williams and Ms. Sharp also gave their opinions and recommended that the city continue to use REJIS for its IT support services – Ms. Sharp also recommended the fifteen (15) month term to correspond to the city's fiscal year. Hudzik stated he planned to contact REJIS personnel (if the decision was made to continue using REJIS to provide IT support services to the city) to discuss minor text changes to the documents provided by REJIS.

MOTION:

It was moved by Alderman Roessler and seconded by Alderman Piazza 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 from February 1, 2012 to April 30, 2013. Upon Roll Call vote, Chairman Mathews and Aldermen Roessler, Piazza and Reis voted yea.

MOTION CARRIED.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Reis and seconded by Alderman Roessler to adjourn the License, Insurance Claims, CEMA and Contracts Committee Meeting held Monday, January 9, 2012 at 10:50 p.m. Upon Roll Call vote, Chairman Mathews and Aldermen Roessler, Piazza, and Reis voted yea. **MOTION CARRIED.**



T. J. MATHEWS, Chairman
LICENSE, INSURANCE CLAIMS, CEMA AND CONTRACTS COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant