

**MINUTES OF THE ORDINANCE, PLANNING AND ZONING COMMITTEE  
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS  
HELD MONDAY, MARCH 25, 2013 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Jim Agne called the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:12 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Roessler, Huch and Mathews.

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 Sandra Garmer.

Guests Present: None.

Chairman Agne stated the purpose of the meeting was to discuss and review (1) the procedures/fees/regulations that should apply to dumpsters on private property; (2) vehicle parking on unpaved surfaces on private property; and (3) any other items to be considered.

**II. DUMPSTERS ON PRIVATE PROPERTY DISCUSSION**

Chairman Agne made opening remarks and reviewed a document entitled “Proposed Dumpster/P.O.D.S. Regulations” (which had previously been distributed to the Committee/Council Members along with the text of Chapter 15.70 (Regulation of Dumpsters Located in Traffic Rights-of-Way) of the City’s Municipal Code) – he stated the proposed regulations were compiled from those in effect in other St. Louis area municipalities (which the Committee/Council Members had reviewed at previous committee meetings). During Chairman Agne’s review, all in attendance were given the opportunity to make comments, ask questions and express their opinions, including (i) the proposed regulations would apply to residential renovations/cleaning only and not to new residential construction or for commercial/industrial purposes; (ii) the price to charge for a permit initially and for an extension; (iii) the number of days to allow for the initial permit and any extensions, and the number of extensions to allow, as well as the number

of permits to be granted within a certain time frame (e.g. one (1) year); (iv) whether a permit or extension can be denied; (v) whether the city council should have to approve any extensions; and (vi) that a permit should not be needed for a POD storage unit located on property for five (5) days or less – longer periods should require a permit. It was the general consensus of the Committee/Council Members that (a) the suggested fees (shown on the proposed regulations) be incorporated in the regulations; (b) only one thirty day extension requiring city council approval be allowed; and (c) any permits requested within one year of the previous permit's expiration date would need city council approval.

**MOTION:**

It was moved by Alderman Ebersohl and seconded by Alderman Niemietz to recommend to the City Council that city staff prepare the necessary documentation for the city to adopt regulations for dumpsters on residential property, including fees, number of days allowed (thirty (30) day permit with one-time extension) and restriction on frequency (no more than one per year from date of expiration without approval of City Council) as discussed in Committee. Upon Roll Call vote, Chairman Agne and Aldermen Ebersohl, Niemietz and Reis voted yea. **MOTION CARRIED.**

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Ebersohl to recommend to the City Council that city staff prepare the necessary documentation for the city to adopt regulations for portable on demand (POD) storage units located on residential property for more than five (5) days. Upon Roll Call vote, Chairman Agne and Aldermen Ebersohl, Niemietz and Reis voted yea. **MOTION CARRIED.**

**III. VEHICLE PARKING ON UNPAVED SURFACES ON PRIVATE PROPERTY DISCUSSION**

Chairman Agne then referenced Section 8.24.10 (Specific Nuisances) of the City's Municipal Code, Item 25 (On Premises Parking) pertaining to the parking of vehicles on the unpaved portion or part of any front yard of any developed or improved property in the city – the regulations currently do not limit the number of vehicles that can be parked on an unpaved area of a back yard. A general discussion was held on this topic wherein all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included: (i) the number of vehicles parking on unpaved areas of back yards should be limited; (ii) whether regulations should address operable vs. inoperable and registered vs. unregistered vehicles; and (iii) whether some of the scenarios discussed (at this meeting) could be cited as nuisance violations. It was the consensus of the Committee/Council Members that city staff check with the city attorney on this issue and report back at a future committee meeting.

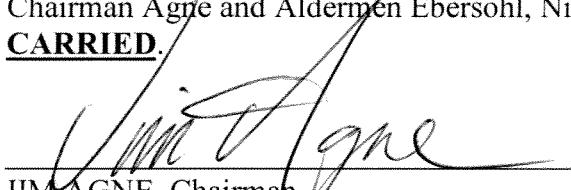
**IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

None.

V. **ADJOURNMENT**

**MOTION:**

It was moved by Alderman Ebersohl and seconded by Alderman Reis to adjourn the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, March 25, 2013, at 7:48 p.m. Upon Roll Call vote, Chairman Agne and Aldermen Ebersohl, Niemietz and Reis voted yea. **MOTION CARRIED.**

  
JIM AGNE, Chairman  
ORDINANCE, PLANNING AND ZONING 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, MARCH 25, 2013 IN THE  
COUNCIL ROOM OF CITY HALL**

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**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 7:48 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Aldermen Ebersohl, Agne and Niemietz.

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 Mathews stated the meeting was called for the purpose of (1) IT support services contract discussion; (2) municipal building cleaning services contract discussion; and (3) any other items to be considered or discussed.

**II. IT SUPPORT SERVICES CONTRACT DISCUSSION**

Chairman Mathews opened the meeting and called upon City Administrator Al Hudzik to address the Committee/Council Members on this issue. Hudzik reviewed the e-mail (which had previously been distributed to the Committee/Council Members) from Jorie Shelley, an employee with REJIS Commission (the company that has provided information technology (IT) support services to the city since 2006), which indicated their pricing would remain at its current \$73/hr. for the next year (i.e., 05/01/13 – 04/30/14) as long as the city entered into an agreement to purchase more than 500 hours – he informed the Committee/Council members that the city currently uses approximately 50 hours/month. Hudzik then recommended that the city continue to have REJIS provide IT support services to the city for the next 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 – the other City Department Heads expressed their concurrence with Hudzik's remarks and recommendation.

**MOTION:**

It was moved by Alderman Roessler and seconded by Alderman Huch 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 May 1, 2013 to April 30, 2014. Upon Roll Call vote, Chairman Mathews and Aldermen Roessler, Huch and Reis voted yea.

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

**III. MUNICIPAL BUILDINGS CLEANING SERVICES CONTRACT DISCUSSION**

City Administrator Hudzik reviewed the e-mail (which had previously been distributed to the Committee/Council Members) from Pam Anderson, Operations Manager with Coverall Health-Based Cleaning System, the company that has provided cleaning services to the city since May 1, 2012, offering to reduce their monthly pricing from its current level of \$2,026/mo. to \$1,894/mo. in order to continue providing cleaning services to the city (based upon the same contractual terms and conditions contained in the current agreement). Hudzik informed the Committee/Council Members that the cleaning services provided by Coverall were adequate and recommended that another one year contract be approved (he indicated that contract terms allow the city to terminate the cleaning services agreement at any time upon sixty (60) days written notice to Coverall).

**MOTION:**

It was moved by Alderman Huch and seconded by Alderman Roessler to recommend to the City Council that city staff prepare the necessary documentation to continue to use Coverall Health-Based Cleaning System as the city's municipal buildings cleaning service from May 1, 2013 to April 30, 2014. Upon Roll Call vote, Chairman Mathews and Aldermen Roessler, Huch and Reis voted yea.

**MOTION CARRIED.**

**IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

None.

**V. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Roessler and seconded by Alderman Huch to adjourn the License, Insurance Claims, CEMA and Contracts Committee Meeting held Monday, March 25, 2013 at 7:56 p.m. Upon Roll Call vote, Chairman Mathews and Aldermen Roessler, Huch and Reis voted yea. **MOTION CARRIED.**

  
T. J. MATHEWS, Chairman

LICENSE, INSURANCE CLAIMS, CEMA AND CONTRACTS 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,  
MARCH 25, 2013 IN THE COUNCIL ROOM OF CITY HALL**

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**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 7:57 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

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 (arrived at 8:35 p.m. and left at 9:25 p.m.), Chief of Police and EMS Director Joe Edwards, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Ebersohl stated the meeting was called for the purpose of (1) budgetary and financial information presentation and discussion; and (2) any other items to be considered.

**II. BUDGETARY AND FINANCIAL INFORMATION PRESENTATION AND DISCUSSION**

Chairman Ebersohl opened the meeting and called upon City Administrator Al Hudzik to address the Committee/Council Members on this issue. Hudzik updated the Committee Members on the status of the budgetary process and indicated quite a bit of work still needs to be done – he also indicated that Accounting Manager Sharp would be presenting resolutions for funds to be transferred from the Capital Development Fund and the Garbage Fund to the city's General Fund at the next council meeting as part of the city's normal year end budgetary procedures (and for cash flow purposes).

Accounting Manager Linda Sharp informed the Committee Members that work continues on the draft budget and that she is in the process of reviewing the fees schedules as part of the budgetary process – she then reviewed her Memo re: Capital Equipment and Capital Projects for Draft Budget and informed the Committee Members that deficits are currently being projected in the General Fund and Water & Sewer Funds. Presentations were made by the following city staff on the Capital Equipment and Capital Projects

Committee of the Whole Meeting

March 25, 2013

Memo from Accounting Manager Linda Sharp re: Capital Equipment and Capital Projects for Draft Budget (4 pages)

items shown on the worksheet documents attached to Ms. Sharp's Memo: (i) City Engineer Ron Williams – distributed documents entitled "budget item justification" containing information on various listed items for each of the departments he supervises – Ron then reviewed his various departmental items as well as some of the items listed in the TIF District column; (ii) Community and Economic Development Director Paul Ellis reviewed several items in the General Fund and the balance of the items in the TIF District column; (iii) Chief of Police Edwards made a PowerPoint presentation providing justification for the items listed in the Police Department and Dispatch sections; and (iv) Accounting Manager Sharp touched briefly upon the remainder items in the General Fund portion of the listing. During the various presentations, all in attendance were able to make comments, ask questions and express their opinions pertaining to the items discussed. City Administrator Hudzik stated that another Committee Meeting to discuss budgetary issues would be scheduled immediately following the April 1<sup>st</sup> council meeting.

### **III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

None.

### **IV. ADJOURNMENT**

#### **MOTION:**

It was moved by Alderman Agne 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, March 25, 2013 at 10:07 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews 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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF THE CITY  
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
MARCH 25, 2013 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Jeff Huch called the Personnel Committee Meeting of the City Council of the City of Columbia, Illinois to order at 10:08 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Others Present: Mayor Hutchinson and Aldermen Agne, Mathews and Reis.

Quorum Present.

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

Guests Present: None.

Chairman Huch stated the meeting was called for the purpose of discussing (1) employee wages and benefits for one or more classes of employees; (2) collective bargaining agreements update; and (3) any other items to be considered.

**II. EXECUTIVE SESSION**

Chairman Huch entertained a motion to go into Executive Session to discuss (1) employee wages and benefits for one or more classes of employees; and (2) collective bargaining agreements.

**MOTION – EXECUTIVE SESSION**

It was moved by Alderman Roessler and seconded by Alderman Niemietz to go into Executive Session at 10:08 p.m. to discuss (1) employee wages and benefits for one or more classes of employees; and (2) collective bargaining agreements. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea.

**MOTION CARRIED.**

**MOTION – REGULAR SESSION**

It was moved by Alderman Niemietz and seconded by Alderman Roessler to return to the Regular Session of the Personnel Committee Meeting at 10:15 p.m. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea. **MOTION CARRIED.**

Upon return to the Regular Session of the Personnel Committee Meeting, the following Committee Members were present: Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler. Other Council Members present: Mayor Hutchinson and Aldermen Agne, Mathews and Reis.

Chairman Huch asked if there was any action to be taken as a result of the Executive Session of the Personnel Committee Meeting – there was none.

**III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

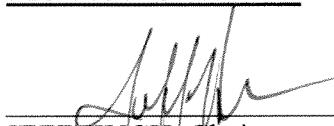
None.

**IV. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Ebersohl and seconded by Alderman Niemietz to adjourn the Personnel Committee Meeting held Monday, March 25, 2013 at 10:16 p.m. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea.

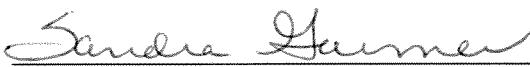
**MOTION CARRIED.**



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JEFF HUCH, Chairman  
PERSONNEL COMMITTEE

Minutes Taken by:



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SANDRA GARMER, Accounting/Clerical Assistant