

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
FEBRUARY 24, 2014 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 7:00 p.m.

Upon Roll Call, the following members were:

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

Absent: Alderman Reis.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams (left at 9:45 p.m.), City Attorney Terry Bruckert, Chief of Police and EMS Director Joe Edwards, Accounting Manager Linda Sharp (left at 9:45 p.m.) and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: Joe Koppeis, representative of Admiral Parkway, Inc. (left at 9:45 p.m.), Columbia School District representatives Superintendent Gina Segobiano, Assistant Superintendent Beth Horner and School Board Members Karen Anderson, Ron Langhans and Brad Roessler (all left at 7:30 p.m.), Jason Perry, President of Azavar Audit Solutions (arrived at 7:25 p.m. and left at 8:04 p.m.), All Type Tree Service representatives Dawn Brucker and Dennis and Karen Range (left at 8:35 p.m.), Hudson Tree Service representatives Gene and Nate Joshu (left at 8:35 p.m.) and ATRC, LLC representative Artie Toms (left at 8:35 p.m.).

Chairman Ebersohl stated the meeting was called for the purpose of (1) receiving a presentation on the development of the Columbia Lakes North Area property from Joe Koppeis; (2) receiving a presentation from Azavar Audit Solutions President Jason Perry; (3) reviewing and discussing leaf and limb pick-up RFP bids; (4) receiving a presentation on financial information and discussing the city's FY 2014 – 2015 Budget; (5) discussing North Main Street resurfacing side road improvements; and (6) any other items to be considered or discussed.

Committee of the Whole Meeting
February 24, 2014

Columbia Lakes North Development Documentation including a plat map (5 pages)
98th General Assembly State of Illinois 2013 and 2014 proposed amendment to the Retailers' Occupation Tax Act and Request to Support the Local Government Assistance Act amendment (14 pages)
2014 – 2016 Leaf & Limb Removal Service Bid Tab (2 pages)
Memo from Accounting Manager Linda Sharp re: 2014-2015 FY Budget Schedule (2 pages)
Memo from Accounting Manager Linda Sharp re: Review of General Fund Receipts and Ambulance Fund Receipts and Disbursements (4 pages)
North Main Street Resurfacing Phase 1 – Cost for Imprinted Crosswalks on Side Streets (Whiteside to Crestview) (1 page)

II. PRESENTATION ON THE DEVELOPMENT OF THE COLUMBIA LAKES NORTH AREA PROPERTY – JOE KOPPEIS

(Note: In addition to the individuals listed hereon in I., approximately ten (10) members of the public were in attendance for this portion of the meeting.)

Chairman Ebersohl opened the meeting and called upon Joe Koppeis to address the Committee Members on this issue. Mr. Koppeis began his presentation by giving a brief summary of development plans for four (4) parcels of property currently owned by Clayton Forsyth Realty LLC in the Columbia Lakes subdivision area (Note: a four (4) page document describing the project(s) (supplied by Mr. Koppeis) with paragraph headings of “Background”, “Property Breakdown”, “Impact on Community”, “Developer Request of the City, School District and County” and “Summary” along with various engineered drawings of subject parcels showing past/future development plans, as well as an aerial overview of the properties, had previously been distributed to the Committee Members). Joe’s presentation to the Committee Members included an overview of the various engineered drawings and a review of the development plan document wherein he was asking for the city to (i) establish a Special Services Area (“SSA”) on the largest of the four parcels; and (ii) issue approximately \$1,600,000 in SSA bonds to pay for the infrastructure for said parcel to be developed with 40 – 45 single family houses; it showed the SSA bonds being repaid using \$5,000 from the sale of each lot (to be remitted to the city as the lots are sold), as well as a \$3,500 SSA assessment on each lot with the request that the real estate taxes be abated (by the city, Monroe County and Columbia Unit School District No. 4) during the term of the SSA Bond issue (estimated to be 15 years). The “Impact on Community” section of the document included an analysis of the financial impact of the request, including the effect on the school district and an estimate of the expenses to be incurred for the education of students living in the single family development. Joe also distributed and reviewed a document (consisting of five (5) pages) entitled “Columbia Lakes Development – Infrastructure Bonds” containing four (4) pages of questions from school board members (pursuant to the presentation he made at the February 20th School Board Meeting) with his responses shown in red (the fifth page was a financial analysis, estimating the net cost to educate students living in the SSA area, with columns entitled “Multi-Family”, “Single Family” and “No Abatement”) – he also included back-up data documentation containing information on 2012 real estate taxes paid on various parcels owned by Clayton Forsyth Realty LLC, as well as the first page of a Mortgage Calculator loan amortization schedule based upon a loan amount of \$1,600,000 @ 5.00% interest for nineteen (19) years. During Joe’s presentation, all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (i) that variances may be needed to develop the property with single family homes – Joe indicated he would like to develop the property using the same construction standards, lot size, zoning and all related issues as the properties on the

Committee of the Whole Meeting

February 24, 2014

Columbia Lakes North Development Documentation including a plat map (5 pages)

98th General Assembly State of Illinois 2013 and 2014 proposed amendment to the Retailers’ Occupation Tax Act and Request to Support the Local Government Assistance Act amendment (14 pages)

2014 – 2016 Leaf & Limb Removal Service Bid Tab (2 pages)

Memo from Accounting Manager Linda Sharp re: 2014-2015 FY Budget Schedule (2 pages)

Memo from Accounting Manager Linda Sharp re: Review of General Fund Receipts and Ambulance Fund Receipts and Disbursements (4 pages)

North Main Street Resurfacing Phase 1 – Cost for Imprinted Crosswalks on Side Streets (Whiteside to Crestview) (1 page)

adjoining Micah's Way; (ii) that the R-7 (Multi-Family Dwelling District) zoning on subject parcel would allow it to be developed using R-5 (One-Family Dwelling District) standards; and (iii) that the Columbia Unit School District No. 4 School Board Members are still gathering information to assist in making a decision pertaining to the requested abatement of real estate taxes on subject property. Joe indicated his presentations to the City Council and School Board Members were made to gauge their interest in having the property developed with single family homes vs. multi-family units, which single family development would require the creation of an SSA, the issuance of SSA bonds to build the infrastructure, and the abatement of real estate taxes (by various governmental entities) for a period of years in order to repay the SSA bonds.

III. AZAVAR AUDIT SOLUTIONS PRESENTATION – JASON PERRY

City Administrator Al Hudzik reminded the Committee Members of the contract the city entered into with Azavar Audit Solutions, Inc. ("Azavar") in the latter part of 2011 authorizing the firm to act on the city's behalf to assure the city was receiving the correct amount of various taxes and fees (e.g., utility taxes, sales taxes, franchise fees) due it from the entities receiving such taxes/fees (on the city's behalf) – he then introduced Jason Perry, President of Azavar to make a presentation to the Committee Members. Jason began by distributing a three (3) page document (the first two (2) pages contained a "Client Update" and the third page requested support of "The Local Government Assistance Act") – he then reviewed the "Client Update" documents updating the Committee Members on the progress being made on the Revenue (Taxes & Fees) Audits and the Payable Audits – the audits include (i) checking to see that the proper amounts/percentages are being collected and remitted to the city; and (ii) verifying that all properties within the city limits are included in those collections. Jason informed the Committee Members that settlement discussions are ongoing with Ameren Illinois pertaining to the underpayment of utility taxes on electricity/gas bills (on behalf of several municipalities represented by Azavar, including Columbia), and that proposed settlement agreement(s) should be forwarded to Columbia for review (by city staff and council members) in the next month or two. Jason also briefly reviewed "The Local Government Assistance Act" document and indicated said legislation has just been introduced as HB 5422 – he also informed the Committee Members that the Illinois Municipal League had just announced their support of this bill, which allows municipalities to designate city representatives, or a company acting on the city's behalf, to receive more detailed sales tax information for analysis in assessing the health of their community, and to review taxpayer addresses for accuracy – such information should also assist in the annual budgeting process. He asked that consideration be given to supporting said legislation.

Committee of the Whole Meeting

February 24, 2014

Columbia Lakes North Development Documentation including a plat map (5 pages)

98th General Assembly State of Illinois 2013 and 2014 proposed amendment to the Retailers' Occupation Tax Act and Request to Support the Local Government Assistance Act amendment (14 pages)

2014 – 2016 Leaf & Limb Removal Service Bid Tab (2 pages)

Memo from Accounting Manager Linda Sharp re: 2014-2015 FY Budget Schedule (2 pages)

Memo from Accounting Manager Linda Sharp re: Review of General Fund Receipts and Ambulance Fund Receipts and Disbursements (4 pages)

North Main Street Resurfacing Phase 1 – Cost for Imprinted Crosswalks on Side Streets (Whiteside to Crestview) (1 page)

IV. LEAF AND LIMB PICK-UP RFP BIDS REVIEW/DISCUSSION

(Note: this review/discussion was originally scheduled to be held by the Refuse Collection and Recycling Committee, but it was moved to the Committee of the Whole.)

Chairman Ebersohl called upon City Engineer Ron Williams to address the Committee Members on this topic. Ron reminded the Committee Members that (i) in 2013 limb removal services were reduced to one week in the spring, but they remained at two weeks in the fall; and (ii) leaf removal services continue to be for six weeks in the fall. He then reviewed the bid tabulation worksheets (previously distributed to the Committee Members), which detailed the bid results for both the limb removal services and the leaf removal services: (1) limb pick-up bids (three received) ranged from \$100.00/hr. to \$135.00/hr.; and (2) leaf pick-up bids (four received) ranged from \$100.00/hr. to \$175.00/hr. (Ron informed the Committee Members that two of the companies submitting bids for leaf removal services failed to sign their bids and, therefore, were disqualified). During Ron's review, which included a review of the equipment and labor to be utilized, a general discussion was held in which all in attendance were given the opportunity to make comments, ask questions and express their opinions (including comments from representatives from two of the companies submitting bids: (a) All Type Tree Service; and (b) ATRC LLC), which included (i) based upon the bids submitted (including the equipment and manpower to be used) we need to make sure the dollar amount bid per hour is comparable (e.g., would it take the lowest bidder longer to perform the services than one of the more expensive bidders, thereby resulting in a higher cost to the city); and (ii) whether all bidders had the capability of performing the services. It was the general consensus of the Committee Members that this issue be addressed again in two (2) weeks at a regularly scheduled committee meeting.

V. FINANCIAL INFORMATION PRESENTATION AND FY 2014 – 2015 BUDGET DISCUSSION

Accounting Manager Linda Sharp reviewed her Memo of February 24, 2014 re: 2014-2015 F.Y. Budget Schedule and its second page budget schedule document detailing various Budget Actions to be taken/Meetings to be held prior to the presentation of the city's FY 2014 - 2015 Budget to the City Council for its consideration (anticipated to occur on April 21, 2014). Linda then reviewed her Memo of February 24, 2014 re: Review of General Fund Receipts and Ambulance Fund Receipts and Disbursements along with its enclosed worksheets entitled "General Fund – FY 2013-2014 Receipts Analysis" and "Ambulance Worksheet – Receipts vs. Disbursements – FY 2013 -2014". Linda's review of the General Fund's Receipts Analysis Worksheet (with comments from City Administrator Hudzik) included a review of various financial worksheets, distributed at this meeting and containing fiscal year and fiscal year to date ("YTD") information, entitled "Sales Tax Receipts Summary", reflecting monthly sales tax receipts; "Sales Tax Receipts by Category" detailing quarterly sales tax receipt figures by category from 2006 thru the third quarter of 2013; "Income Tax Receipts", reflecting

Committee of the Whole Meeting

February 24, 2014

Columbia Lakes North Development Documentation including a plat map (5 pages)

98th General Assembly State of Illinois 2013 and 2014 proposed amendment to the Retailers' Occupation Tax Act and Request to Support the Local Government Assistance Act amendment (14 pages)

2014 – 2016 Leaf & Limb Removal Service Bid Tab (2 pages)

Memo from Accounting Manager Linda Sharp re: 2014-2015 FY Budget Schedule (2 pages)

Memo from Accounting Manager Linda Sharp re: Review of General Fund Receipts and Ambulance Fund Receipts and Disbursements (4 pages)

North Main Street Resurfacing Phase 1 – Cost for Imprinted Crosswalks on Side Streets (Whiteside to Crestview) (1 page)

monthly income tax receipts (and listing payments currently owed to the city by the state); “Use Tax Receipts”, reflecting monthly use tax receipts; “Utility Tax Receipts”, reflecting monthly utility tax receipts; Charter Communications/HTC Communications Cable TV Franchise Receipts, reflecting quarterly franchise fees; and Municipal Electricity Aggregation Receipts (2012-2014) from Homefield Energy, reflecting monthly payments received from Homefield Energy – Linda’s presentation included analytical data comparing this year’s YTD figures to those of previous years. Accounting Manager Sharp then reviewed (with comments from City Administrator Hudzik) the Ambulance Worksheet of FY 2013 – 2014 Receipts vs. Disbursements and informed the Committee Members that additional financial information would be reviewed at the next committee meeting.

VI. NORTH MAIN STREET RESURFACING – SIDE ROAD IMPROVEMENTS DISCUSSION

(Note: this discussion was originally scheduled to be held by the Streets, Sidewalks, Drainage and Public Utilities Committee, but it was moved to the Committee of the Whole.)

City Engineer Ron Williams informed the Committee Members that Oates Associates had included the construction of concrete aprons into the bidding process for the North Main Street Resurfacing Project – Phase 1, which is scheduled to be let for bids prior to June 30, 2014 – the estimated cost to include construction of the concrete aprons is \$50,000, which (depending on the bids received) may be payable in full with city funds. Ron also reviewed a document entitled “North Main Street Resurfacing Phase 1 – Whiteside to Crestview – Cost for Imprinted Crosswalks on Side Streets” wherein the estimated cost for imprinted crosswalks was shown to be \$38,175. During Ron’s presentation, all in attendance were able to make comments, ask questions and express their opinions – it was the consensus of the Committee Members that the concrete aprons construction be left in the resurfacing project bid and that additional consideration be given to the imprinted crosswalks construction in the FY 2014 – 2015 budget (or future city budgets).

VII. EXECUTIVE SESSION

Chairman Ebersohl entertained a motion to go into Executive Session to (i) receive an update on and discuss collective bargaining negotiations and employee wages; and (ii) review and discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employee(s).

MOTION – EXECUTIVE SESSION

It was moved by Alderman Holtkamp and seconded by Alderman Roessler to go into Executive Session at 9:45 p.m. to (i) receive an update on and discuss collective bargaining negotiations and employee wages; and (ii) review and discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Committee of the Whole Meeting

February 24, 2014

Columbia Lakes North Development Documentation including a plat map (5 pages)

98th General Assembly State of Illinois 2013 and 2014 proposed amendment to the Retailers’ Occupation Tax Act and Request to Support the Local Government Assistance Act amendment (14 pages)

2014 – 2016 Leaf & Limb Removal Service Bid Tab (2 pages)

Memo from Accounting Manager Linda Sharp re: 2014-2015 FY Budget Schedule (2 pages)

Memo from Accounting Manager Linda Sharp re: Review of General Fund Receipts and Ambulance Fund Receipts and Disbursements (4 pages)

North Main Street Resurfacing Phase 1 – Cost for Imprinted Crosswalks on Side Streets (Whiteside to Crestview) (1 page)

employee(s). Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews and Holtkamp voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Huch and seconded by Alderman Holtkamp to return to the Regular Session of the Committee of the Whole Meeting at 10:08 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews and Holtkamp voted yea. **MOTION CARRIED.**

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

Chairman Ebersohl asked if there was any action to be taken as a result of the Executive Session of the Committee of the Whole Meeting.

MOTION:

It was moved Alderman Huch and seconded by Alderman Niemietz to recommend to the City Council that Mark W. Weisman, attorney with the firm of Polsinelli Shughart, be employed as labor counsel to represent the city pertaining to the employee issue discussed in Executive Session. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews and Holtkamp voted yea. **MOTION CARRIED.**

VIII. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

(Note: the following item was discussed prior to the Executive Session portion of the meeting.)

City Engineer Ron Williams distributed two (2) documents entitled “City of Columbia – Main Street Ph. 2 (E. Edge of Locust St. to 50’ W. of Oak St.) – Estimate of Probable Cost” detailing various costs associated with the next Phase of the Main Street Streetscape project (which was approved to be submitted for STP-S project funding at the January 27th committee meeting). Each of the estimates detailed expenses (in the aggregate amount of \$137,400) that were not eligible for federal funding – the first document estimated the city’s share of the project to be \$277,725 (vs. Williams estimate from the January 27th committee meeting of \$150,000 - \$200,000); the second document was similar to the first document but included the grinding/overlay of the pavement in the area of the project – this resulted in an estimated cost to the city of \$318,250. Due to the federal funding ineligibility of many of the expenses of the Streetscape project, and the increased cost to the city due to that ineligibility, Williams recommended that the STP-S project be changed to the grinding, repair and overlay of South Main St. from Madison to IL Route 3, which project was also considered for STP-S funding at the January 27th

Committee of the Whole Meeting

February 24, 2014

Columbia Lakes North Development Documentation including a plat map (5 pages)

98th General Assembly State of Illinois 2013 and 2014 proposed amendment to the Retailers’ Occupation Tax Act and Request to Support the Local Government Assistance Act amendment (14 pages)

2014 – 2016 Leaf & Limb Removal Service Bid Tab (2 pages)

Memo from Accounting Manager Linda Sharp re: 2014-2015 FY Budget Schedule (2 pages)

Memo from Accounting Manager Linda Sharp re: Review of General Fund Receipts and Ambulance Fund Receipts and Disbursements (4 pages)

North Main Street Resurfacing Phase 1 – Cost for Imprinted Crosswalks on Side Streets (Whiteside to Crestview) (1 page)

committee meeting. It was the consensus of the Committee Members to concur with Ron's recommendation that an STP-S application be submitted for the South Main overlay project rather than the Main Street Streetscape project (as discussed at the January 27th committee meeting).

(Note: the following item was discussed after the Executive Session portion of the meeting.)

Mayor Hutchinson stated he felt it might be worthwhile to explore options of monitoring DOPW vehicles for safety purposes and to be able to respond to citizens' comments concerning services provided by the DOPW workers (e.g., when their streets had been snow plowed, how many passes were made and at what time(s), etc.) – expenses would include the equipment costs, any programming needed, equipment maintenance fees and any other costs associated with the vehicle monitoring. Chief Edwards is to check into the costs and availability of the DOPW utilizing the system the police currently use (to monitor police cars) – City Administrator Hudzik is to speak with City Engineer Williams on this issue so Williams can also explore various options.

IX. ADJOURNMENT

MOTION:

It was moved by Alderman Niemietz 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, February 24, 2014 at 10:15 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews and Holtkamp voted yea.

MOTION CARRIED.



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

Committee of the Whole Meeting
February 24, 2014

Columbia Lakes North Development Documentation including a plat map (5 pages)
98th General Assembly State of Illinois 2013 and 2014 proposed amendment to the Retailers' Occupation Tax Act and Request to Support the Local Government Assistance Act amendment (14 pages)
2014 – 2016 Leaf & Limb Removal Service Bid Tab (2 pages)
Memo from Accounting Manager Linda Sharp re: 2014-2015 FY Budget Schedule (2 pages)
Memo from Accounting Manager Linda Sharp re: Review of General Fund Receipts and Ambulance Fund Receipts and Disbursements (4 pages)
North Main Street Resurfacing Phase 1 – Cost for Imprinted Crosswalks on Side Streets (Whiteside to Crestview) (1 page)