

**MINUTES OF THE MUNICIPAL BUILDINGS, PROPERTY AND CAPITAL  
IMPROVEMENTS COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY  
OF COLUMBIA, ILLINOIS HELD MONDAY, NOVEMBER 23, 2015 IN THE  
COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Steve Holtkamp called the Municipal Buildings, Property and Capital Improvements Committee 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 Holtkamp and Aldermen Agne (arrived at 7:02 P.M.), Niemietz and Huch.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Roessler, Reis and Martens.

Administrative Staff Present: City Administrator James Morani (arrived at 7:04 P.M.), City Attorney Terry Bruckert, Director of Community and Economic Development Paul Ellis, Accounting Manager Linda Sharp, City Engineer Chris Smith and Deputy Clerk Donna Mehaffey.

Guests Present: None.

Chairman Holtkamp stated the purpose of the meeting was called to discuss (1) Oak Street Building Renovations and (2) Management of City Properties.

**II. MANAGEMENT OF CITY PROPERTIES**

Chairman Holtkamp turned the meeting over to Director of Community and Economic Development Paul Ellis. Mr. Ellis reviewed with the committee his two-page memorandum regarding the outsourcing of property management functions plus the James Piggot Land Claim/Schneider Farmstead at 11562 Bluff Road. Mr. Ellis reported on the purpose, the city owned properties listing, other considerations and resources. Mr. Ellis said that the recommendation from the Columbia Heritage and Preservation Commission and the Columbia Historical Society of the James Piggot Land Claim/Schneider Farmstead was to consider selling it as a private residence that must be maintained consistent with its Landmark Designation and Historic Zoning. It was discussed whether or not to include certain properties in the list of city properties to be managed; those being City Hall, the Department of Public Works and the Wastewater Treatment Plant. Mayor Hutchinson stated that the City should possibly put together a business plan; for one (1) year, five (5) years or maybe ten (10) years and noted the city has been trying to do this for two (2) or three (3) years and an expert is needed. It was also discussed

to maybe get an hourly rate or just a flat fee. Alderman Ebersohl noted that the RFP (Request for Proposals) should also include possible new property acquisitions. It was the consensus of the committee to proceed with the RFP with all properties listed – 1) City Hall; 2) Department of Public Works; 3) Library; 4) Miller-Fiege Home; 5) Oak Street Community Building; 6) Old Department of Public Works and Shop; 7) Parks; 8) Public Safety Complex; 9) Wastewater Treatment Plant; 10) James Piggot Land Claim/Schneider Farmstead; 11) Shoemaker School (Monroe County Welcome Center); 12) Water Facilities; and 13) Other City-Owned Properties.

### **III. OAK STREET BUILDING RENOVATIONS**

City Administrator James Morani turned the meeting over to City Engineer Chris Smith to discuss the Oak Street Building Renovations.

Mr. Smith informed the committee that the curb at Liberty and Main Streets will be taken care of next week.

The high bid for the Oak Street Building Renovations was discussed. The bid will have to be rejected at the next City Council meeting. There was a discussion regarding the asbestos removal in the floor of the building. (The asbestos abatement will cost \$10,000.00.) Mayor Hutchinson asked if the floor could be covered up and Alderman Niemietz noted to ask Quadrant Design if that would be feasible. Mr. Smith added that windows in the building need to be replaced and well as the roof which were not included in the initial bid. Mr. Smith said the roof alone would cost \$120,000.00 to replace.

It was the consensus of the committee to reject the bids formally at the next City Council meeting and for Mr. Smith to get more information on the asbestos removal.

Mayor Hutchinson inquired about the two (2) sets of glass entrance doors at City Hall and Mr. Smith said they have been ordered. Mr. Smith added that each set of doors will open one at a time, not both at the same which will be helpful if someone would be waiting for a ride in between the doors.

### **IV. ADJOURNMENT**

#### **MOTION:**

It was moved by Alderman Huch and seconded by Alderman Agne to adjourn the Municipal Buildings, Property and Capital Improvements Committee Meeting of the City of Columbia, Illinois held Monday, November 23, 2015 at 7:20 P.M. Upon voice vote, Chairman Holtkamp and Aldermen Agne, Niemietz and Huch voted yea. **MOTION CARRIED.**



STEVE HOLTKAMP, Chairman

MUNICIPAL BUILDINGS, PROPERTY AND CAPITAL IMPROVEMENTS COMMITTEE

MaryEllen Niemietz  
Committee Member

Vincent Agno  
Committee Member

Al D. Wren  
Committee Member

Minutes Taken by:

Donna Meaffey  
DONNA MEHAFFEY, Deputy Clerk

**MINUTES OF THE PARKS, PLAYGROUNDS AND RECREATION  
COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF  
COLUMBIA, ILLINOIS HELD MONDAY, NOVEMBER 23, 2015 IN THE  
COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Niemietz called the Parks, Playgrounds and Recreation Committee Meeting of the City of Columbia, Illinois to order at 7:20 P.M.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Roessler, Huch, Reis and Holtkamp.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, Director of Community and Economic Development Paul Ellis, City Engineer Chris Smith, Accounting Manager Linda Sharp and Deputy Clerk Donna Mehaffey.

Guests Present: None.

Chairman Niemietz stated the meeting was called to discuss: 1) Parks and Recreation Donation.

**II. PARKS AND RECREATION DONATION**

Chairman Niemietz turned the meeting over to Director of Community and Economic Development Paul Ellis. Mr. Ellis distributed a handout to the committee regarding the private corporation, ADM (Archer Daniels Midland), identified for a potential donation along with a list of potential projects that would qualify under ADM's "Strong Bonds" grant program. Mr. Ellis explained that the Play Foundation is ready to accept the donation but needs to identify a project that meets the City's requirements for acceptance. Mr. Ellis added that he had also spoken to the Oerter Foundation and said that they expressed interest in assisting with additional funding. Mr. Ellis said that the potential splash pad area needs grading and the potential dog park still needs a plan. Mayor Hutchinson suggested the location of the dog park would work best at the lower land area in Meadow Ridge Park. Mr. Ellis shared a recommendation to complete the Bolm-Schuhkraft Safety Connector Trail, but added that the problem is the additional cost and uncertainty owing to IDOT's involvement. He noted that, whether the community funds

the trail from local sources or adds local funds to meet requirements imposed by IDOT, the funding gap is the same—roughly \$250,000.

Mr. Ellis noted that the Play Commission would have a meeting the next evening. It was the consensus of the committee to move ahead with local funding for the Bolm-Schuhkraft Safety Connector Trail. Mr. Ellis said the project is ready except for funding and it has been strongly indicated by the potential donor that this particular project is the most attractive alternative. (Note: This is the same project that was to be completed under “Safe Routes to School” grant funding.) Mr. Ellis also explained that the Bolm-Schuhkraft Safety Connector Trail has a support from the community, is a strong project and is can be completed relatively quickly. Alderman Martens asked for the amount of the potential donation from ADM and Mr. Ellis said that while there is no clear limit in the application, initial discussions had started at \$40,000 but the potential donor also noted that the program had a lot of money left over at the end of the year there is. Mr. Morani added that work on the trail could not begin until spring and that there is \$40,000.00 in the City’s budget for this project.

### **III. ADJOURNMENT**

#### **MOTION:**

It was moved by Alderman Agne and seconded by Alderman Ebersohl to adjourn the Parks, Playgrounds and Recreation Committee Meeting of the City Council of the City of Columbia held Monday, November 23, 2015 at 7:40 P.M. Upon voice vote, Chairman Niemietz and Aldermen Ebersohl, Agne and Martens voted yea. **MOTION CARRIED.**

Mary Ellen Niemietz  
MARY ELLEN NIEMIETZ, Chairman  
PARKS, PLAYGROUNDS AND RECREATION COMMITTEE

Gene Ebersohl  
Committee Member

Vincent Agne  
Committee Member

Kim Martens  
Committee Member

Minutes taken by:

Donna Mehaaffey  
DONNA MEHAFFEY, Deputy Clerk

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF THE  
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
NOVEMBER 23, 2015 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Ebersohl called the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois to order at 7:40 P.M.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Committee Members - Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens. Mayor Hutchinson was also present.

Absent: None.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, City Engineer Chris Smith, Accounting Manager Linda Sharp, and Deputy Clerk Donna Mehaffey.

Guests Present: None.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of minutes from the November 9, 2015 Committee of the Whole committee meeting; (2) Settling of driveways above city utilities; (3) Safe Routes to School Project; (4) FY 2015-2016 Tax Levy; (5) Cable Franchise Agreements; (6) Electric Aggregation Program; (7) Other items to be considered; (8) Citizen Comments; and (9) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE NOVEMBER 9, 2015 COMMITTEE OF  
THE WHOLE COMMITTEE MEETING**

The minutes of the November 9, 2015 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Martens and seconded by Alderman Agne, to approve the minutes of the November 9, 2015 Committee of the Whole committee meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

### **III. SETTLING OF DRIVEWAYS ABOVE CITY UTILITIES**

City Administrator James Morani updated the committee on the settling of driveways above city utilities. Mr. Morani referenced *Section 12.08.040 – Repair* of the City's Municipal Code and said the City simply needs to enforce the existing policy as it is sufficient.

Alderman Niemietz said that this section was never mentioned to the committee. City Engineer Chris Smith said he has met with the property owner from the Indian Hills subdivision and said he has agreed to get his own contractor and sign a release. However, Mr. Smith said the property owner raised some questions. The property owner asked if the City would still repair the driveway if the sewer line would burst under the driveway and the answer was the City would still do that repair since it would be following the practice of repair if it is the City's fault. It was noted that the release that City Attorney Terry Bruckert has prepared is not to be modified in any way.

### **IV. SAFE ROUTES TO SCHOOL PROJECT**

City Engineer Chris Smith reviewed with the committee the IDOT Safe Routes to School Project. Mr. Smith distributed a three-page handout showing an overhead view of the different routes. Mr. Smith also reviewed the letter that was just received from IDOT letting the city know they do not like the proposal from the school district and the city. Mr. Smith discussed all the different scenarios the city could take.

- Without IDOT involvement, the proposed trail would be completed faster and cheaper, but the city would lose the \$160,000.00 Safe Routes to School Project grant.
- With IDOT, the city has to jump through hoops.
- With IDOT, the project has to be on a June 2016 bid letting.
- With IDOT, the city is already behind on the project.
- There is not enough money for the trail to begin at Eagleview Elementary School.
- Without IDOT, can only do phases of trail.
- Sequoia Environmental and Engineering is still under contract and could still complete work on the trail.
- Potential donor wants trail completion by mid-2016. They want a completed project, not just a phase.
- Portion of the trail would be honoring Sherri and Her Boys since the money raised in Columbia ended up in Chicago.
- Could just do sidewalks now and trails later.
- Need a price for the complete project.
- Need to decide if to keep IDOT or not.
- IDOT District 8 Safe Routes to School can only go two (2) miles out from the school, with the school being Kindergarten to grade 8. (Anything over two (2) miles, school children will not walk to school.)

After discussion, it was the consensus of the committee for City Engineer Chris Smith to get a cost estimate for the trail beginning at the old DOPW (Department of Public Works)

parking lot to the back of the old Bolm-Schuhkraft trail. (Once that portion would be completed, then a grant could be submitted for the portion from the trail to the Columbia Middle School. Mr. Smith will also be providing additional background on the Safe Routes to School Project.

**V. FY 2015-2016 TAX LEVY**

Mr. Morani reviewed with the committee the tax levy analytical data for tax years 2011-2014 (and proposed tax year 2015). Mr. Morani pointed out that there could be a reduction in the Equalized Assessed Value (EAV) for 2015 but we will not know until we receive information from the county assessor's office. Mr. Morani also added that IMRF rates are stable now, but the Police Pension Fund fluctuates. Mr. Morani said there is not a huge increase, but it will be close to last year's rate. Mr. Morani will bring firm numbers to the next committee meeting; the numbers, which are conservative estimates, may be adjusted. The final worksheet will be ready for the next committee meeting and will pass the Ordinance at the December 21 City Council meeting. City Treasurer Bob Naumann will hand deliver the ordinance to the Counties before the last Tuesday in December, which is December 29.

**VI. CABLE FRANCHISE AGREEMENTS**

Mr. Morani updated the committee on the cable franchise agreements that are set to expire. Mr. Morani would like to get both agreements on the same cycle. Charter is set to expire in December and Harrisonville Telephone Company (HTC) in early 2016. Mr. Morani added that it is good to have two (2) providers for the city since competition benefits local customers. Mr. Morani will coordinate with Mr. Dan Vogel, who specializes in telecommunications law, such as cable franchise agreements. Mr. Morani said that Mr. Vogel recommended getting the extensions to expire in August or September 2016. Mr. Morani also said each cable company should have to pay \$5,000.00 to negotiate new contracts and the contracts could be for five (5) years.

It was the consensus of the committee to move ahead with the cable franchise extensions through September 2016 and get the five-year agreements on the same cycle.

**VII. ELECTRIC AGGREGATION PROGRAM**

Mr. Morani said the contract for the electric aggregation program was set to expire in June 2016. It is currently a two (2) year contract. Mr. Morani added that the city needs to approve an agreement for brokerage services. Mr. Morani also said he has questioned some of the strategies of Good Energy, L.P., the City's consultant for the program. Mr. Morani said he will bring more information about the bidding process to the next City Council or committee meeting.

## **VIII. OTHER ITEMS TO BE CONSIDERED**

### **A. BOARDS AND COMMITTEES**

Mr. Morani stated that he would like feedback from the committee on his idea to offer training opportunities to the various boards and commissions of the City. Mr. Morani feels that training is important, laws change and wants to properly educate the boards and commissions by having them attend seminars/classes or offer training sessions at their meetings. He went on to say that he is a big believer in education and that some Electrical Board members have recently attended seminars to keep up to date on codes and industry standards. Mr. Morani added there is an Economic Development course at UMSL (University of Missouri-St. Louis) that he will approach the Plan Commission about attending. Mr. Morani also said that investing in the boards and commissions of the city would be well worth it. Mr. Morani added that Doug Gruenke, City Attorney Terry Bruckert's partner, would also be available to do a training session with the Zoning Board of Appeals since they have had some interesting cases as of late. Mr. Gruenke serves as a Zoning Hearing Officer in another municipality.

It was the consensus of the committee that Mr. Morani moves forward with the training for the boards and commissions of the City of Columbia.

### **B. EASEMENT FOR CULVERT**

City Engineer Chris Smith updated the committee on the easement for the culvert on Valmeyer Road. Mr. Smith reported that he heard from the bank president of Columbia National Bank (CNB) and he said the board will not sign the easement as the board feels it is not in their best interest to sign the easement for the culvert. Mr. Smith said CNB's concern is the 30-year culvert and that there could still be back up water from Carr Creek. Mayor Hutchinson said he has spoken to the CNB president and said the bank is convinced that right now a major weather event creates water back up and if a larger culvert is installed, even more water will back up. They are convinced water will continue to back up. Mayor Hutchinson even suggested having Mr. Gary Hoelscher with Millennia Professional Services, a top hydrologist in the area, speak to CNB. A discussion was held regarding the dirt from the Admiral Trost Park. The discussion was about using the dirt for a parking area and must the dirt from Admiral Trost Park be used for an area that is also in a low-lying area. Alderman Steve Reis stated that he understood dirt removed from a flood plain has to stay in a flood plain. City Engineer Chris Smith will send an e-mail to SWT Engineering regarding the question about the dirt.

It was the consensus of the committee that City Engineer Chris Smith continue to pursue this matter and if necessary involve City Administrator James Morani and City Attorney Terry Bruckert in a meeting with CNB regarding the easement for the culvert.

### **C. LAWN MOWING SERVICES**

Chairman Gene Ebersohl brought up the suggestion of the City having a lawn-mowing service for all of the grass mowing in the city. Chairman Ebersohl would like to see if it would be cost-effective to hire the mowing out. This will be reviewed over the next few months. Alderman Roessler was in favor of the suggestion and Alderman Niemietz suggested placing more natural prairie grasses in the public right of ways so no mowing would be needed. It was noted that it is a huge liability for summer help student workers mowing with city equipment.

It was the consensus of the committee to have staff research the lawn mowing services suggestion.

### **IX. CITIZEN COMMENTS**

There were no citizen comments.

### **X. EXECUTIVE SESSION – 5 ILCS 120/2(C)**

There was no call for Executive Session.

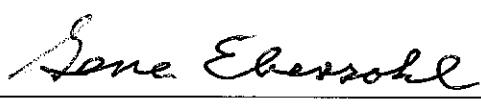
### **XI. ADJOURNMENT**

#### **MOTION:**

It was moved by Alderman Martens and seconded by Alderman Reis to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, November 23, 2015 at 9:00 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea.

#### **MOTION CARRIED.**

Minutes taken by:

  
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GENE EBERSOHL, Chairman

COMMITTEE OF THE WHOLE

  
\_\_\_\_\_  
DONNA MEHAFFEY, Deputy Clerk