

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF THE  
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
JANUARY 11, 2016 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 7:00 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, Director of Community and Economic Development Paul Ellis, City Engineer Chris Smith, Accounting Manager Linda Sharp, City Clerk Wes Hoeffken and Deputy Clerk Donna Mehaffey.

Guests Present: Mr. Michael P. Weber of PGAV, Inc. (Peckham, Guyton, Albers & Viets, Inc.) Planners, Immaculate Conception Church delegation and City of Columbia Accounting Clerk Sandy Garmer.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of minutes from the December 14, 2015 Committee of the Whole committee meeting; (2) Approval of Executive Session minutes from the December 14, 2015 Committee of the Whole committee meeting; (3) Main Street Abbey Project; (4) Sign Code (Electronic Signs/Message Displays); (5) Gedern Village Trail; (6) FY 2015-2016 Revenue and Expense Update; (7) City Hall Staffing; (8) Other items to be considered; (9) Citizen Comments; and (10) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE DECEMBER 14, 2015 COMMITTEE OF  
THE WHOLE COMMITTEE MEETING**

The minutes of the December 14, 2015 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Niemietz, to approve the minutes of the December 14, 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. APPROVAL OF EXECUTIVE SESSION MINUTES FROM THE DECEMBER 14, 2015 COMMITTEE OF THE WHOLE COMMITTEE MEETING**

The minutes of the Executive Session of the December 14, 2015 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Huch, to approve the Executive Session minutes of the December 14, 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.**

**IV. MAIN STREET ABBEY PROJECT**

Director of Community and Economic Development Paul Ellis addressed the committee on the Main Street Abbey Project. Mr. Ellis introduced Mr. Michael P. Weber, Director of PGAV Planners. Mr. Ellis stated that PGAV Planners did a great job on the project area and that the contract for professional services between the City of Columbia and PGAV Planners for the TIF Redevelopment Plan for the Main Street Abbey Redevelopment Project Area is ready to be adopted at the next City Council Meeting. Mr. Weber reviewed with the committee the Tax Increment Financing (TIF) Eligibility Study prepared by PGAV. Per the eligibility study, the area, as a whole, meets the statutory requirements as a conservation area. The area is not yet blighted, but because of a combination of three or more factors specified in the definition of "conservation area" is detrimental to the public safety, health, morals or welfare and such area may become a blighted area. Mr. Weber noted all the buildings are over 35 years old and there are three (3) factors that determine the qualification as a conservation area out of the 13 findings that are present in the TIF Act. They are: deteriorating structures; obsolete buildings; and structures that are below minimum code. Mr. Weber also said the EAV has not kept pace with inflation and there is a fair amount of vacancy.

Alderman Niemietz questioned the criteria for obsolete buildings. Mr. Weber said the buildings are no longer suitable for their intended use and they do not suit their needs anymore.

Alderman Roessler questioned the qualified expenditures to bring the project up to new construction codes and what actually goes into the next step. Mr. Weber explained the TIF plan will have multiple other findings including the estimated cost that the TIF may pay for

including building renovations, rehab, and repairs to bring the project up to code. These are all eligible TIF expenses. They will also estimate what the project may generate in taxes. The TIF will only be able to pay for what it generates. There will be a lot more TIF eligible costs in the TIF generated by the project. There will be a separate TIF Redevelopment Agreement, will adopt the plan, designate the district and enter into the development agreement with the developer, and the agreement will spell out specific terms of what the developer is suppose to do and what the City will pay them back.

Alderman Agne questioned the parking for the development. Mr. Ellis stated that there will be parking issues and Mr. Weber said that the whole process will have to go through the planning and zoning processes.

Mr. Ellis also said that no one has signed up for the TIF registry as it has been placed on the City's website and is available for anyone to sign up.

City Administrator James Morani questioned the time frame for the process. Mr. Weber said it will take approximately four (4) months.

Mayor Hutchinson made a statement that he wants to be diligent and that someone had asked him about this TIF project and said that Collinsville had a similar project and they were not happy with it. Mayor Hutchinson contacted the Mayor of Collinsville and he said they are pleased with the similar project.

It was the consensus of the committee to move forward with the contract for professional services between the City of Columbia and PGAV for the TIF Redevelopment Plan for the Main Street Abbey Redevelopment Project Area. The contract will be presented for approval at the next City Council meeting on Tuesday, January 19. Mr. Ellis said there will be some information on the City's website shortly about the project.

V.

### **GEDERN VILLAGE TRAIL**

City Administrator James Morani informed the committee that it was decided to put the Gedern Village Trail on the agenda as an open discussion. Mr. Morani said there have been some e-mails between himself and the Aldermen on this subject. Mr. Morani also stated that several years ago there were meetings with the Gedern Subdivision property owners in conjunction with the "Explore Columbia" plan and they had a desire for the Gedern Village Trail not to be included in the plan. Mr. Morani stated that the City of Columbia has not promoted use of the Gedern Village Trail. Mr. Morani also said the trail is not in the original "Explore Columbia" plan. Mr. Morani said that Mayor Hutchinson and Alderman Niemietz wanted to make some comments regarding the Gedern Village Trail.

Mayor Hutchinson stated that the City had an application for a major grant for the trail a few years back and lost the \$25,000 grant to upgrade the trail along that area and was because a few of the property owners did not want others using the trail. Mayor Hutchinson wants

everyone to be cognizant of where the City property trail ends and where the private trail property begins. Mayor Hutchinson asked how the City could separate the trails; take consideration when improving the trail, there is the City terminus and the private terminus or put the trail through all the way; have to consider what is best for the City of Columbia and its citizens; the more it is used there will be less problems; people police themselves; and the more the trail is used the safer it becomes.

Alderman Niemietz mentioned that a major component of "Explore Columbia" was to get Creekside Park going and it was not to include Gedern Subdivision Trail. Alderman Roessler added that the problem has been the old railroad right of way used by bikers and walkers down to the Creekside Subdivision area. Alderman Roessler said we are not promoting residents to walk on the Gedern Subdivision trail; it needs Gedern Subdivision approval.

The trail sign on Rueck Road was discussed. City Engineer Chris Smith explained the trail cross walk sign is there for the pedestrian cross walk for the trail (between Legion Park and towards Creekside Subdivision) to cross Rueck Road. It is a reminder that pedestrians may be crossing Rueck Road at that location and to use caution.

No action was taken.

**VI. RECESS**

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Reis, to recess the Committee of the Whole committee meeting at 7:28 P.M. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

**VII. RECONVENE**

**MOTION:**

It was moved by Alderman Martens and seconded by Alderman Niemietz, to reconvene the Committee of the Whole committee meeting at 7:40 P.M. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

**VIII. SIGN CODE (ELECTRONIC SIGNS/MESSAGE DISPLAYS)**

City Administrator James Morani updated the committee that the Sign Code - Electronic Signs/Message Displays issue will be deferred to the Street Graphics Committee for a meeting next Thursday, January 21.

It was the consensus of the Committee of the Whole committee to move forward with the Street Graphics Committee meeting on January 21.

## **IX. FY 2015-2016 REVENUE AND EXPENSE UPDATE**

Mr. Morani stated that Accounting Manager Linda Sharp was unavailable for the Committee of the Whole committee meeting. He added that he printed a Revenue Budget Report through November 30, 2015 from the last City Council meeting on January 4. Mr. Morani said that Mrs. Sharp will review the report with the Aldermen at the next City Council meeting on Tuesday, January 19.

## **X. CITY HALL STAFFING**

Mr. Morani explained the Accounting Clerk Staff analysis worksheet. He referred to Accounting Clerk Sandy Garmer who was present at the meeting. He added that she was originally hired to work 24 hours per week, but now her hours have increased to 29 hours per week. Mrs. Garmer would like to reduce her hours. Mr. Morani said that he, City Clerk Wes Hoeffken, and Accounting Manager Linda Sharp have discussed future workloads; vacations; not having a summer intern since they are trained and usually only work one summer; security concerns - a lot of times there is only one (1) employee in the Clerk's Office; should have two (2) employees at all times, there are multiple entrances; and there is a need for flexibility and a need for cross-training of jobs. Mr. Morani added the City needs trained back-up employees plus also need to plan for future retiring of employees. Mr. Morani also gave an example when the Building and Zoning Assistant is absent, then the Building Inspector is the only one in the office; then if the Building Inspector is absent or out on an inspection, all the telephone calls and inquiries go to the Clerk's Office.

Mr. Morani reviewed the Accounting Clerk Staff Analysis worksheet showing Scenarios 1 and 2; Summer Intern versus Part-Time employee. Mr. Morani noted that it would cost \$9,710.00 more per year to have a part-time employee all year long than having a summer intern for approximately three (3) months. Mr. Morani added that the Building and Zoning Department will continue to become busier with the economy improving. City Clerk Hoeffken said that the City has an aging work force and needs to have employees cross-trained to prepare for future retirements. Mr. Morani also said the City has excellent part-time employees and it will be easy to find someone to fill this role. Mr. Morani and Mr. Hoeffken also stated that they would like the Plan Commission to transcribe more descriptive minutes and that the new part-time employee or Mrs. Garmer would take over that duty. Mr.

Morani said that he will be looking into building permit review fees to help with administrative costs. Mr. Morani would like to get the new part-time employee soon and asked the committee if there were any questions.

Alderman Roessler likes the flexibility proposed for the new part-time employee and would like to recommend it. Mr. Morani also added that the first two (2) months of the new part-

time employee's employment will be overlap. He also recommended the hunting and fishing licenses go back to the City Clerk's Office. Mr. Morani also said the Plan Commission agenda preparation will eventually be transferred to the Building and Zoning Department. He also said the new part-time employee would report to Administration.

Alderman Roessler noted that the City's website has not been getting updated. Mr. Morani explained the City's website issues and that they have more to do with the coordination and communication at staff level and because of the transition with the new website. Alderman Niemietz also said the City's phone directory need to be updated.

It was the consensus of the Committee of the Whole committee for Mr. Morani and Mrs. Sharp to move forward with the new part-time employee.

**XI. OTHER ITEMS TO BE CONSIDERED**

There were no other items to be considered.

**XII. CITIZEN COMMENTS**

There were no citizen comments.

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

There was no call for Executive Session.

**XIV. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Martens to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, January 11, 2016 at 8:05 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea.

**MOTION CARRIED.**

Minutes taken by:

Gene Ebersohl  
GENE EBERSOHL, Chairman  
COMMITTEE OF THE WHOLE

Donna Mehaffey  
Donna Mehaffey, Deputy Clerk

**MINUTES OF THE MUNICIPAL BUILDINGS, PROPERTY AND CAPITAL  
IMPROVEMENTS COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY  
OF COLUMBIA, ILLINOIS HELD MONDAY, JANUARY 11, 2016 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 8:05 P.M.

Upon Roll Call, the following members were:

Present: Chairman Holtkamp and Aldermen Agne, 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, City Attorney Terry Bruckert, City Engineer Chris Smith, Director of Community and Economic Development Paul Ellis, City Clerk Wes Hoeffken and Donna Mehaffey, Deputy Clerk.

Guests Present: None.

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

**II. MOWING OF CITY PROPERTIES**

City Administrator James Morani addressed the committee. He stated that all City properties will be lumped together for the RFP. City Engineer Chris Smith added that certain City properties have a different mowing frequency. He said that, for example, the parks may have to be mowed more often than the property at the Wastewater Treatment Plant.

It was the consensus of the committee to move ahead with the RFP for the mowing of City properties.

**III. MANAGEMENT OF CITY PROPERTIES**

Director of Community and Economic Development Paul Ellis reported on the RFP for the property management of City properties. Mr. Ellis reviewed the Overview, Property Management Functions, Properties, Other Considerations, Selection Criteria, Submittal Requirements and Project Contact of the RFP.

Alderman Agne questioned if the cost for managing the properties would save the City money and what will the City will get out of the management of the properties. City Administrator James Morani said that this will get someone to evaluate the condition of our properties properly and Mr. Ellis added that it will give the City some great ideas for the best use of certain properties. Mr. Morani also said that the biggest deficiency the City currently has are the leases, with respect to the Oak Street building, and if the City is charging enough for them. Mr. Morani said the RFP will be advertised through a realtor network, ICSC (International Council of Shopping Centers), East-West Gateway Council of Governments and locally, etc.

Alderman Niemietz commented that she liked the overview statement on the RFP - "The successful proposal will enable the City to improve current facilities, better plan for future growth and more efficiently serve the community".

Alderman Holtkamp asked about scheduling a walk through on the properties for the RFP. Mr. Morani and Mr. Ellis said that this item will be added to the RFP.

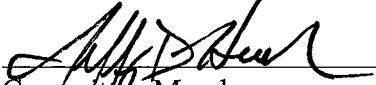
It was the consensus of the Municipal Buildings, Property and Capital Improvements committee to begin the advertisement for the RFP.

#### IV. ADJOURNMENT

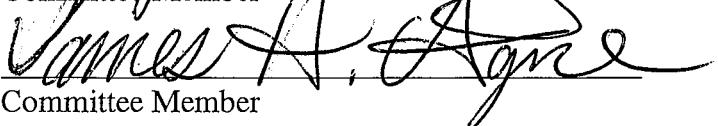
##### MOTION:

It was moved by Alderman Agne and seconded by Alderman Huch to adjourn the Municipal Buildings, Property and Capital Improvements committee meeting of the City of Columbia, Illinois held Monday, January 11, 2016 at 8:15 P.M. Upon voice vote, Chairman Holtkamp and Aldermen Agne, Niemietz and Huch voted yea. **MOTION CARRIED.**

  
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STEVE HOLTKAMP, Chairman  
MUNICIPAL BUILDINGS, PROPERTY AND CAPITAL IMPROVEMENTS COMMITTEE

  
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Committee Member

  
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Committee Member

  
\_\_\_\_\_  
Committee Member

Minutes Taken by:   
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Donna Mehaffey, Deputy Clerk

**MINUTES OF THE REFUSE COLLECTION AND RECYCLING COMMITTEE  
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD  
MONDAY, JANUARY 11, 2016 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Reis called the Refuse Collection and Recycling Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:28 P.M.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

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

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

Guests Present: None.

Chairman Reis stated the meeting was called to discuss: 1) Leaf and Limb Pickup

**II. LEAF AND LIMB PICKUP RFP**

Chairman Reis informed the committee of all the proposed changes to the bid specifications for the leaf and limb removal services. The changes are: Period of leaf removal from six (6) weeks to eight (8) weeks; adding the requirement of the company identification on equipment and personnel; and changing the contract length from a two (2) year contract to a three (3) year contract with the option of extending up to two (2) additional years. Mr. Morani recommended that a lump sum amount for both leaf and limb pickup be proposed on the contract for each year of the three (3) years. Mr. Morani explained that it gives the City more predictability for staff and is beneficial for the City to do both contracts this way from a budgetary standpoint.

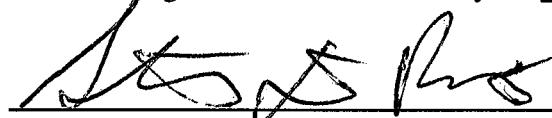
Alderman Holtkamp asked about a special pickup for limbs after a severe storm, etc. to be included in the contract. City Clerk Wes Hoeffken, who is also the City's ESDA Director, said any storm related issues may be covered under FEMA or other agencies. City Engineer Chris Smith said this could be added to the RFP, but after discussion, it was determined that any storm related issues would be dealt with separately from the RFP.

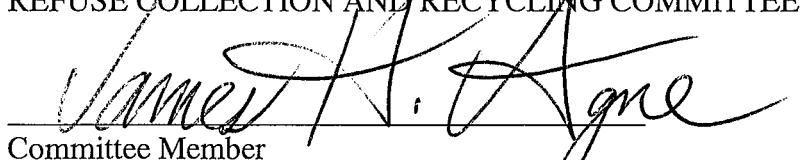
It was the consensus of the committee to move forward with the leaf and limb removal services RFP and advertise the notices for the invitation to bid.

### III. ADJOURNMENT

#### **MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Ebersohl to adjourn the Refuse Collection and Recycling committee meeting of the City Council of the City of Columbia held Monday, January 11, 2016 at 7:39 P.M. Upon voice vote, Chairman Reis and Aldermen Ebersohl, Agne and Niemietz voted yea. **MOTION CARRIED.**

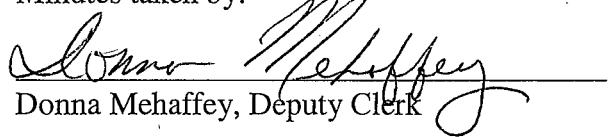
  
\_\_\_\_\_  
STEVEN D. REIS, Chairman  
REFUSE COLLECTION AND RECYCLING COMMITTEE

  
\_\_\_\_\_  
Committee Member

  
\_\_\_\_\_  
Committee Member

  
\_\_\_\_\_  
Committee Member

Minutes taken by:

  
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Donna Mehaffey, Deputy Clerk