

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF THE  
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
MARCH 14, 2016 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Acting Chairman Agne 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: Acting Chairman Agne and Committee Members - Aldermen Niemietz, Roessler, Huch (Arrived at 7:15 P.M.), Reis, Holtkamp and Martens. Mayor Hutchinson was also present.

Absent: Chairman Ebersohl.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, City Engineer Chris Smith, Building Inspector Justin Osterhage, Acting Chief of Police Jerry Paul, EMA Coordinator Wes Hoeffken, Police Department Control Room Coordinator Sahra Linnemann, Accounting Manager Linda Sharp, Interim EMS Chief Shannon Bound and Deputy Clerk Donna Mehaffey.

Guests Present: Mr. Kevin Day and Mr. Jay Huetsch representing the State Bank of Waterloo.

Acting Chairman Agne stated the meeting was called for the purpose of discussing: (1) Approval of minutes from the February 22, 2016 Committee of the Whole committee meeting; (2) Sign Code (Electronic Message Displays); (3) FY 2016-2017 Budget Update; (4) EMS Patient Care Software; (5) Main Street Resurfacing - Phase II; (6) Columbia Centre ROW/Easement; (7) Property Management RFP Responses; (8) Other items to be considered; (9) Citizen Comments; and (10) Executive Session – 5 ILCS 120/2(c).

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II.

**APPROVAL OF MINUTES FROM THE FEBRUARY 22, 2016 COMMITTEE OF THE WHOLE COMMITTEE MEETING**

The minutes of the February 22, 2016 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Reis, to approve the minutes of the February 22, 2016 Committee of the Whole committee meeting. Upon Roll Call vote, Acting Chairman Agne and Aldermen Niemietz, Roessler, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

III.

**SIGN CODE (ELECTRONIC MESSAGE DISPLAYS)**

Building Inspector Justin Osterhage introduced the proposed changes to the Sign Code, Section 15.44.190, Item J, Electronic Message Board. All present were given the opportunity to ask questions, make comments and offer opinions. After reviewing all the planned changes with the committee and the representatives from the State Bank of Waterloo, the following recommended revisions are:

- Item d - Signage Per Lot - Remove entire item as Section 15.44.190, paragraph one (1) of the section addresses the number of signs per lot per street frontage.
- Item g - Message Display - Change from one (1) hour to 30 seconds.
- Item l - Street Front Signage - Remove entire item as Item k - Sign Location - restricts it.
- Item i - Ambient Light Conditions - Change "omit" to "emit". This section will also have to be re-worded.

It was the consensus of the committee to include the recommended revisions in the sign code (electronic message displays) and refer them to the Street Graphics Committee for further review.

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IV.

#### FY 2016-2017 BUDGET UPDATE

Accounting Manager Linda Sharp reported to the committee on the Capital Equipment and Capital Projects, Motor Fuel Tax Fund - Cash Flow Projections and the Capital Development Fund for Fiscal Year 2016/2017. Ms. Sharp and City Administrator James Morani have spoken to all the departments regarding their proposed budgets.

On the Capital Equipment and Capital Projects report, Ms. Sharp noted that there were two Police Car Leases #39; so the latter one should be #42. Also under General Fund - Police; the "Range Road" should be "Range Building". Under Sewer, Carr Creek L.S., City Engineer Chris Smith said that only one (1) pump may be needed. He will let Ms. Sharp know for sure. Ms. Sharp added that they would like to get a vehicle for City Hall use on a lease purchase. This would be used by employees going to seminars, tours of the City for proposed businesses, etc. and is in lieu of paying gas mileage to employees for these trips. Ms. Sharp also added that the Corporate General Fund would be upgrading computer software to Microsoft Office 2013.

Each Department Head, namely the Acting Chief of Police Jerry Paul, Police Department Control Room Coordinator Sahra Linnemann, EMA Coordinator Wes Hoeffken (Two - 2 Emergency Sirens Leased), City Engineer Chris Smith and Interim EMS Chief Shannon Bound reviewed their respective departments under the Capital Equipment and Capital Projects. All the committee members had the opportunity to ask questions and make comments on the equipment and projects.

Ms. Sharp also reviewed the Motor Fuel Tax Fund - Cash Flow Projections and the Capital Development Fund - Multi-Year Cash Flow Projection.

For the possible waterline extension for the Fountain Water District, Mayor Hutchinson suggested that possibly a line item could be added for an engineering study for the extension. It was also noted to make sure the Fountain Water District was interested in this endeavor.

Regarding the bond fund, Mr. Morani stated that the bond items don't necessarily have to be in this budget as the City has three (3) years to spend the bond proceeds.

Ms. Sharp said the budget draft would be ready for the next committee meeting for review.

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Q. V.

## **EMS PATIENT CARE SOFTWARE**

Interim EMS Chief Shannon Bound reported to the committee that their current patient software is 10 years old and it has not kept up with technology. Ms. Bound went over all the pros of the proposed software, ESO Healthcare Connected. Ms. Bound said she looked at three (3) different systems and with this one, she does not have to pay for each individual logins. City Administrator James Morani and City Attorney Terry Bruckert have reviewed the contract.

It was the consensus of the committee to move forward with the EMS Patient Care Software - ESO Healthcare Connected for the Ambulance Department.

Q. VI.

## **MAIN STREET RESURFACING - PHASE 2**

City Engineer Chris Smith reviewed with the committee his memorandum regarding the North Main Street Resurfacing - Phase 2. He explained that the apparent low bidder is the Kilian Corporation in the amount of \$725,757.06. He added that the lowest bid is within 4.28% of the engineer's estimate. Mr. Smith recommends the City authorize IDOT to accept the Kilian Corporation bid. Since the bid is low compared to the other bidders, Mayor Hutchinson added that the City secures bid bonds for this reason.

It was the consensus of the committee to go with the low bid of the Kilian Corporation. Mr. Smith also said he will have a resolution for the Main Street Resurfacing - Phase 2 for consideration at the next City Council meeting.

Q. VII.

## **COLUMBIA CENTRE ROW/EASEMENT**

City Engineer Chris Smith reviewed the Faith Evangelical Lutheran Church Quit Claim Deed and Easement with the committee. Mr. Smith said the document was for an easement for a turn around and snow removal area. It was determined that this document was not included in the packet for the Committee of the Whole meeting so the committee was not able to review it. Mr. Morani will email the document to the committee members. City Attorney Terry Bruckert said the document was not very long and if any committee members had questions, they can call him.

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○ VIII.

### **PROPERTY MANAGEMENT RFP RESPONSES**

Mr. Morani formally presented the two (2) Property Management RFP Responses to the committee for their review. The proposals from Facility Workplace Solutions and SVN Lord Partners will be discussed at the next committee meeting.

○ IX.

### **OTHER ITEMS TO BE CONSIDERED**

A. Valmeyer Road Culvert Discussion

Mr. Morani said that several of the Aldermen received an email expressing concern about Valmeyer Road flooding. Mr. Morani said that this issue will be discussed in more detail at the March 28 Committee of the Whole meeting. Mayor Hutchinson added that the latest argument is that adding more dirt on the old Video Exchange property will cause flooding.

Alderman Niemietz suggested to invite all involved to the March 28 Committee of the Whole meeting. This includes the Columbia National Bank (CNB) board, the developers of the old Video Exchange property - Mr. Brian Pendleton and Mr. David Wittenauer, Mr. Gary Hoelscher of Hoelscher Engineering, and Mr. Chris Schoenhoff, owner of Flooring Interiors. Mr. Morani will ask City Engineer Chris Smith and Director of Community and Economic Development Paul Ellis invite all involved to the meeting.

○ X.

### **CITIZEN COMMENTS**

There were no citizen comments.

○ XI.

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

There was no call for Executive Session.

○ XII.

### **ADJOURNMENT**

#### **MOTION:**

It was moved by Alderman Reis and seconded by Alderman Niemietz to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, March 14, 2016 at 9:25 P.M. Upon voice vote, Acting Chairman Agne

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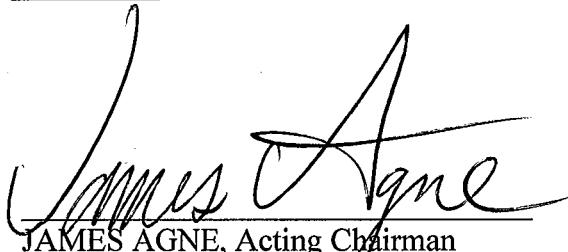
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and Aldermen Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**



JAMES AGNE, Acting Chairman  
COMMITTEE OF THE WHOLE

Minutes taken by:



Donna Mehaffey, Deputy Clerk

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