

**MINUTES OF THE WATER AND SEWER COMMITTEE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY, APRIL 11,
2016 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Steve Holtkamp called the Water and Sewer Committee Meeting of the City Council of the City of Columbia, Illinois to order at 6:45 P.M.

Upon Roll Call, the following members were:

Present: Chairman Holtkamp and Aldermen Agne, Reis and Martens.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Niemietz, Roessler, and Huch.

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

Guests Present: Mrs. Jeanette Pedrick of 1112 N. Briegel Street.

Chairman Holtkamp stated the purpose of the meeting was called to discuss (1) Water Service Bill Appeal - 1112 N. Briegel Street.

II. WATER SERVICE BILL APPEAL - 1112 N. BRIEGEL STREET

City Engineer Chris Smith addressed the committee and reviewed the background of the Dennis and Jeanette Pedrick water bill dispute and explained how everything possible had been completed by the Department of Public Works to find a resolution to the 24 thousand gallons used in December. Their typical usage is 3 to 4 thousand gallons per month and their usage is back down to that usage. Mr. Smith also said their meter has only used 1/3 of its life as meters typically get replaced after 1 and 1/2 million gallons have gone through the meter. (It was noted their meter is not a smart meter. The new smart meters have a memory and you can review the history of the water meter.) Mr. Smith said the Pedricks will get a new smart meter sometime this year as all meters are being replaced with the new smart meters.

Chairman Holtkamp concluded there must have been some kind of malfunction and entertained a motion to credit Dennis and Jeanette Pedrick \$89.08 on their utility bill account.

MOTION:

It was moved by Alderman Martens and seconded by Alderman Agne to recommend to the City Council to credit \$89.08 on the utility bill for Dennis and Jeanette Pedrick of 1112 N. Briegel Street for the difference of their average bill (\$47.08) and their January 2016 bill (\$136.16). Chairman Holtkamp and Aldermen Agne, Reis and Martens voted yea. **MOTION CARRIED.**

III. ADJOURNMENT

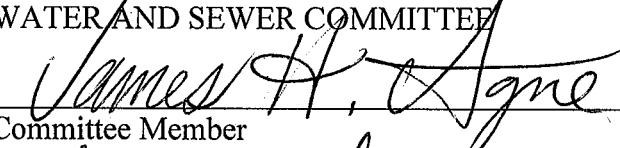
MOTION:

It was moved by Alderman Agne and seconded by Alderman Martens to adjourn the Water and Sewer Committee Meeting of the City of Columbia, Illinois held Monday, April 11, 2016 at 7:01 P.M. Upon voice vote, Chairman Holtkamp and Aldermen Agne, Reis and Martens voted yea. **MOTION CARRIED.**

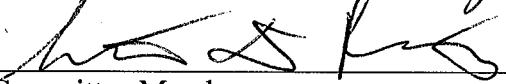


STEVE HOLTKAMP, Chairman

WATER AND SEWER COMMITTEE



Committee Member

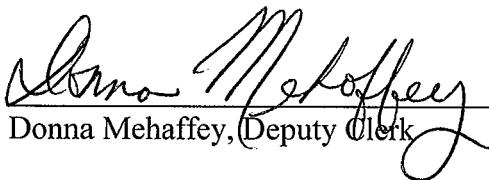


Committee Member



Committee Member

Minutes Taken by:



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, APRIL 11, 2016 IN THE COUNCIL
ROOM OF CITY HALL**

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 7:01 P.M.

Upon Roll Call, the following members were:

Present: Chairman Holtkamp and Aldermen Agne, Niemietz and Huch (Arrived at 7:03 P.M.).

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, Building Inspector Justin Osterhage, Director of Community and Economic Development Paul Ellis, Acting Chief of Police Jerry Paul, Interim EMS Chief Shannon Bound, Accounting Manager Linda Sharp and Donna Mehaffey, Deputy Clerk.

Guests Present: Ms. Elizabeth Kutterer-Sanchez, Chairman of the Heritage and Preservation Commission and Mr. James Delgado of Facility Workplace Solutions.

Chairman Holtkamp stated the purpose of the meeting was called to discuss (1) Miller-Fiege Home; (2) Facility Consulting Program Proposal; and (3) Mowing of City Properties.

II. MILLER-FIEGE HOME

Ms. Elizabeth Kutterer-Sanchez, Chairman of the Heritage and Preservation Commission addressed the committee on the Miller-Fiege home. Ms. Kutterer-Sanchez went over the history and the economic value of the home and noted that nothing in the home has been brought up to current codes. She also reviewed all of the historic homes in the county and how they are funded. (On page 4 of the presentation, "Shoemaker Schoolhouse" should be changed to "Sandbank Schoolhouse".) Ms. Kutterer-Sanchez also added that the Fiege family were pillars of the community. Ms. Kutterer-Sanchez said the garage in the rear of the property has been demolished by the DOPW and the area looks much better.

The maintenance and repairs needed are as follows:

- Tuckpointing and masonry repair - This is the most important repair to get rid of the moisture as water is getting into the home.
- Roof repair.
- Gutter and exterior trim repair.
- Window re-glazing and weight repair.
- Exterior shutter restoration.
- Interior Plaster Repair - painting and wallpaper repair.
- Bathroom floor and wall repair.
- Refinishing of floors.

Ms. Kutterer-Sanchez contacted ten companies for price quotes on the tuckpointing and masonry repair and only received two responses.

Quote 1: Mason's Masonry Restoration, Inc.

Option 1 - \$24,350.00 - Tuckpointing and masonry repair
 Option 2 - \$19,680.00 - *Recoating of Exterior

Quote 2: Superior Waterproofing & Restoration Company, Inc.

\$45,000.00 - Tuckpointing and masonry repair; *recoating not included

*Recoating is re-painting.

Ms. Kutterer-Sanchez noted that Mason's Masonry Restoration, Inc. (Quote 1) is a highly recommended company.

Ms. Kutterer-Sanchez also said that she sees ideas of what the house could be - one as having weddings outside the home.

The committee thanked Ms. Kutterer-Sanchez for her presentation and complimented her on the report. No action was taken.

III. FACILITY CONSULTING PROGRAM PROPOSAL

City Administrator James Morani introduced Mr. James Delgado of Facility Workplace Solutions to the committee for his presentation. Mr. Morani added that this is a new endeavor for the City.

Mr. Delgado gave a brief history of his credentials. He said he works more on the facility side of the company and is a certified facility manager. Mr. Delgado explained how his company works; hours would be booked, discuss the properties, and bring back to the committee. Mr. Morani said Mr. Delgado has a great way of looking at the properties, how to best use them and thinks outside the box. Mr. Morani said the process needs to be an interactive process; either as a committee or sub-committee. Mr. Morani would like to get the City Engineer, Director of

Community and Economic Development and Building Inspector involved in the process and bring back a recommendation to the City Council.

The properties under review are City Hall, DOPW, Former DOPW, Library, Miller-Fiege Home, Oak Street Community Building, Public Safety Complex, Schneider Farmstead, and the Shoemaker School (Monroe County Welcome Center). It was noted that the Scout Hut should be added to the list of properties and possibly the Bandstand at Metter Park.

Alderman Niemietz asked about a questionnaire to complete to get the properties lined up and ready before booking any hours with Facility Workplace Solutions. Mr. Morani said most work could be completed by staff and each facility will have a document. Mr. Delgado said he has a lot of templates for properties. He also added that the agreement is not a contract as he tries to be open, there are no handcuffs and the city has all the answers. Alderman Niemietz suggested to gather information for each property and list all that is needed for that property. Alderman Holtkamp stated the City needs someone to take care of the events at these properties.

Mr. Delgado thanked the committee for his presentation and Mr. Morani said that this is still an evolving process. No action was taken.

IV. MOWING OF CITY PROPERTIES

City Engineer Chris Smith presented the draft copy of the proposal package for grass mowing services for 2016 - 2018 for the City of Columbia. Mr. Smith explained the proposal to the committee. Items mentioned were:

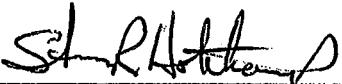
- Will have to factor in Prevailing Rate of Wages into current bid year and future years.
- Leaf and limb services are paid for by the residents so Prevailing Rate of Wages are not needed for those proposals.
- Added Conflict of Interest to proposal due to several DOPW employees have mowing services on the side.
- Will be hard to bid for this year as the mowing season has begun.
- Not lock into a three year contract.
- Mr. Smith has a cost from a neighboring community for grass mowing services and is quite high.
- Alderman Niemietz asked if the city could use more tall grasses in areas so to cut down on mowing. Alderman Reis asked about buffalo grasses.
- Alderman Agne asked if the DOPW is so busy that they cannot keep up with the mowing and Mr. Smith said no.
- Alderman Niemietz suggested to get proposals for 2016 and alternates for 2017 and 2018 and see what the city can obtain.

It was the consensus of the committee to move forward with the proposal package for mowing services for 2016 and alternates for 2017 and 2018. Mr. Morani stated that even if the City does not move ahead with the grass mowing services, it will be useful information. Mr. Smith added that the City will charge for the proposal packet if paper copies are requested since the packet consists of 61 pages.

V. ADJOURNMENT

MOTION:

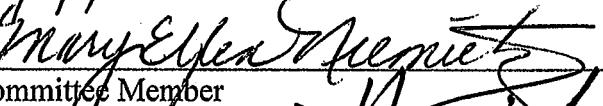
It was moved by Alderman Agne and seconded by Alderman Niemietz to adjourn the Municipal Buildings, Property and Capital Improvements committee meeting of the City of Columbia, Illinois held Monday, April 11, 2016 at 7:52 P.M. Upon voice vote, Chairman Holtkamp and Aldermen Agne, Niemietz and Huch voted yea. **MOTION CARRIED.**



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



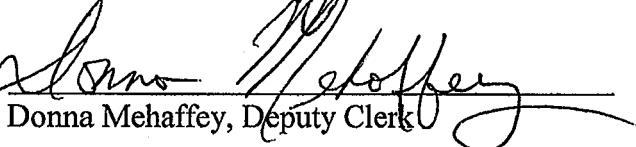
Committee Member



Committee Member



Committee Member

Minutes Taken by: 

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,
APRIL 11, 2016 IN THE COUNCIL ROOM OF CITY HALL**

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 7:52 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, Acting Chief of Police Jerald Paul, Director of Community and Economic Development Paul Ellis, City Engineer Chris Smith, Building Inspector Justin Osterhage, Accounting Manager Linda Sharp, Interim EMS Chief Shannon Bound and Deputy Clerk Donna Mehaffey.

Guests Present: Mr. Marty Hubbard, Developer of the Columbia Bluffs Apartments; Mr. Seth Netemeyer and Mr. Patrick Netemeyer of Netemeyer Engineering Associates, Inc.; Kim and Laura Feltz and Michelle and Michael Howard of the Columbia Lakes Subdivision.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of minutes from the March 28, 2016 Committee of the Whole committee meeting; (2) Columbia Bluffs Apartments; (3) Briar Lakes Subdivision Median; (4) Illinois Transportation Enhancement Program (ITEP) Grants; (5) FY 2016-2017 Budget; (6) Other items to be considered; (7) Citizen Comments; and (8) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE MARCH 28, 2016 COMMITTEE OF THE
WHOLE COMMITTEE MEETING**

The minutes of the March 28, 2016 Committee of the Whole committee meeting were submitted for approval.

MOTION:

It was moved by Alderman Martens and seconded by Alderman Huch, to approve the minutes of the March 28, 2016 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. COLUMBIA BLUFFS APARTMENTS

Building Inspector Justin Osterhage addressed the committee on the proposed Columbia Bluffs Apartments. Mr. Osterhage reported that Columbia Bluffs Apartments will need two (2) variances. One will be for an Architectural Variance for siding since they are requesting 75% of the building to be siding and only 25% will be brick. The other variance is for 20 units per structure as there can only be eight (8) units per structure per the current City Code.

The developer of Columbia Bluffs Apartments, Mr. Marty Hubbard, addressed the committee. Mr. Seth Netemeyer and Mr. Patrick Netemeyer of Netemeyer Engineering Associates, Inc. were also available to answer any questions. Mr. Hubbard stated that they eliminated one apartment building and that area will be a parking lot. There will be 120 units. Mr. Hubbard reported that the apartments will have two (2) bedrooms and two (2) baths. Rent will be \$1,100 or \$1,150 per month and they will be considered high-end apartments. Mr. Hubbard would like the City's pre-authorization for the variances. Mr. Osterhage added that five (5) of the unit buildings have walk-out basements and four (4) unit buildings do not.

Concerns discussed were:

- Mayor Hutchinson spoke of his concern - the entrance to the development with Kory Drive should be aligned. (If not aligned, there is concern vehicle headlights may shine into residents' homes, especially the bedrooms.) Mr. Hubbard said a decorative fence may solve this concern and he will get the information on this back to the committee.
- Roadway grades were discussed. The roads at the apartments will be 14% road grade and to compare, the road on the hill on Cherry Street is 12% road grade. The proposed road was also compared to a road at a winery in Grafton, Illinois.
- Parking is sufficient per Mr. Osterhage. There are two (2) parking spaces for each unit.
- The Old Route 3 entrance/exit to the development was discussed. Mr. Hubbard said that the Old Route 3 entrance/exit flattens out and is sure the apartment residents will use this route. Mr. Hubbard also said that both entrances/exits to the apartment complex will be constructed - Old Route 3 and Kory Drive.
- The berm which will be four (4) feet high with a landscaping buffer was discussed at the complex. This was a concern by Columbia Lakes Subdivision residents Kim and Laura Feltz. The berm is directly behind their home and with the layout of their home, they will be looking down from their deck over the berm and can still see the

apartments. (Per the developer, the trees on the berm will grow and will make a buffer.)

- Kim and Laura Feltz were also concerned with: Many people, many buildings, a lot more than expected and concern of not enough parking. They are also concerned of apartment residents' vehicle headlights shining in home; thought they were going to build buildings a different way, concern of water drainage from apartments, concerns of trash in yard from construction; and sidewalk concerns. (Per the developer, there will only be sidewalks from the apartments to the parking lots.)
- Concerns of Columbia Lakes Subdivision residents Michelle and Michael Howard were: Guarantee the rent for the apartments will be high. (Per the developer, the apartments will be high-end apartments); the Howards own their property and want to be sure their property value is preserved.
- Concern of Columbia Lakes Subdivision resident Bob Lieb; Mr. Lieb was concerned about the 100% brick down to 25% brick - all the brick apartments are facing Route 3. (Per the developer, brick is on both sides of the apartments, not just on one side). Mr. Lieb also asked about the proposed senior condominiums and Mr. Osterhage said they have not received the plans as yet.

Mr. Hubbard pointed out for the concerned citizens and committee that if they drive by the apartments on Frank Scott Parkway called "Tamarack Woods Apartments" in Shiloh; these apartments are a good example of what the Columbia Bluffs Apartments will look like.

Mayor Hutchinson pointed out that when this development was originally negotiated with the first developer for the area, the City's Code only allowed eight (8) units per building and this was a trade-off to build some single family homes in an area that was zoned for multi-family. Now the City is being asked for more lee-way. Mayor Hutchinson added that now the masonry is not as much as originally planned. Mr. Hubbard explained that the proposed siding is not hardy board; it is another brand with 16 foot planks, is great material, and will last a long time. Mr. Hubbard explained that the original hardy board tends to separate and does not last long.

After the discussion, it was the consensus of the committee to review the development agreement in more detail to compare what was negotiated previously to the current proposal and make sure all concerns of the City of Columbia and the Columbia Lakes Subdivision residents are addressed.

IV. BRIAR LAKES SUBDIVISION MEDIAN

City Engineer Chris Smith reported to the committee that the Homeowners Association (HOA) of Briar Lakes Subdivision has requested to reduce or eliminate the center island medians along Briar Lake Place and Golden Briar Lane. The HOA has concerns that the medians are a safety hazard during the evening as residents and guests have problems seeing them. They also have concerns of the cost to maintain the landscaping inside the medians.

HOA options are: Either reduce the width of the medians to a two foot wide concrete median with no landscaping or eliminate the concrete medians. Mr. Smith said there is nothing in the City's Municipal Code that states medians are required.

Alderman Martens commented that his subdivision - Lakefield Place - has a subdivision median; they have not had any accidents and feels that Briar Lakes Subdivision does not want to maintain their median. Alderman Reis also doesn't believe it is a safety hazard. Mayor Hutchinson said that if the subdivision doesn't want the medians, does it really matter to the City? Alderman Roessler asked if they needed permission to reduce or eliminate the medians and it was noted they do need permission as it is on the City's right-of-way on a city street. City Administrator James Morani stated that if the subdivision decides not to maintain it, what would the recourse be for the City? Alderman Niemietz asked what if the median is removed and down the road, some of the residents still want it? Mr. Morani said that a formal resolution from the Briar Lakes Subdivision Homeowners Association would be needed. City Attorney Terry Bruckert stated the President of the Homeowners Association needs to sign off on an official resolution for the medians removal or reductions.

It was the consensus of the committee for Mr. Smith to inform the Briar Lakes Subdivision Homeowners Association that the committee's preference is they keep the medians with the landscaping and properly maintain it and if they are against it, then they are to submit a formal resolution signed by the president of the Briar Lakes Subdivision Homeowners Association.

Mr. Smith added that the HOA wants to eventually illuminate the sign for the subdivision.

V. ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP) GRANTS

Mr. Smith distributed to the committee a handout on the Illinois Transportation Enhancement Program (ITEP) Grants Highlights. These grants are administered through the Illinois Department of Transportation (IDOT) and they are accepting applications for ITEP projects. This is great news for the City of Columbia as the federal government just passed a five (5) year transportation bill and the streetscapes were added in again. Mr. Smith said the grant application due date is June 17, 2016 and the grant awards will be announced in the fall. Mr. Smith reviewed the project requirements, the eligible projects and possible city projects which could include bicycle and pedestrian facilities - Bolm-Schuhkraft Connector Trail (Columbia Middle School to Main Street along Monroe Street) and downtown streetscapes (Another phase of the Main Street Streetscape; either from Whiteside to Oak Street or from Cherry to Madison Street). Mr. Smith recommended to submit a Streetscape grant application and a Bolm-Schuhkraft Park Connector Trail grant application. Mr. Smith added that the money for these potential grants will not have to be in the new fiscal year 2016-2017 budget. A resolution from the city will have to be approved and submitted for the grants. Mr. Smith will get together costs for the potential grant projects for the next committee meeting.

It was the consensus of the committee to apply for the two (2) grants - Bolm-Schuhkraft Connector Trail and another phase for the Main Street Streetscape. Mr. Smith said the approximate cost to the city for the projects would be \$60,000.00 to \$80,000.00 for the trail and \$250,000.00 for the streetscape. Mr. Smith also said that lighting on the Streetscape is only covered at 50% which would cost the city approximately \$250,000.00 for each side of Main Street.

VI. FY 2016-2017 BUDGET

Accounting Manager Linda Sharp reviewed her memo regarding the FY 2016/2017 budget changes from the last Committee of the Whole meeting on March 28. One major change was an increase in health insurance expense of 5% with a total increase of \$46,300.00. Also, no health insurance increase was included in the library fund so that will be increased by \$2,070.00. There was an increase in the ambulance fund expense by a net amount of \$18,305.00 which increases the transfer required from the general fund from \$233,083.00 to \$251,388.00. A fleet management system offered by Verizon for \$5,000.00 was added to the water, sewer, street and park budgets. Ms. Sharp said that after all changes were made, the general fund surplus went from \$46,458.00 down to \$9,220.00 and the water and sewer fund shortfall went from \$254,478.00 to \$274,078.00. Mrs. Sharp pointed out that the water and sewer fund has accumulated funds (mainly from carryover expenditures) along with current revenue expectations to fully cover the shortfall.

Ms. Sharp said the FY 2016/2017 budget would be \$15,050,910.00 and last year's budget was higher at \$15,580,384.00. She also said budget expenses have gone down from the previous year.

Ms. Sharp also discussed the MFT fund (Ms. Sharp distributed a handout for the Motor Fuel Tax Fund - Cash Flow Projections), the Capital Development Fund, and TIF Fund. Ms. Sharp also reviewed the changes in the proposed fee ordinance. She added that the "No Charge for Resident Fingerprinting" was added. This was a change proposed by Alderman Holtkamp from the last committee meeting.

Mr. Osterhage reviewed Columbia's commercial building permit cost examples comparing the cities of Waterloo and O'Fallon.

Mr. Morani added that the health insurance renewal is July 1, 2016 and he will have MRCT attend the first committee meeting in May. He added that they are being overly cautious with the 5% increase for the health insurance. He said it is better to forecast on the high side and also said the increase may not be that much.

Mrs. Sharp lastly said she will review the budget again especially the MFT and Library budgets and will bring the final budget to the April 18 City Council meeting for approval. (The public hearing for the budget will be held on April 18 at 6:45 P.M. before the City

Council meeting.) The new fee ordinance will also be considered for approval at the next City Council meeting.

VII. OTHER ITEMS TO BE CONSIDERED

Bolm-Schuhkraft Park Dedication

Alderman Agne reported to the committee that Mrs. Florence Haberl gave him the dedication of the Bolm-Schuhkraft Memorial Park and it is to go into the city archives. Alderman Agne will formerly present the dedication at the April 18 City Council meeting.

Subdivision Speed Limits

Mr. Morani said that he has received several calls from residents to lower the speed limit in their subdivisions. Mr. Morani said that this is set by statute and will be bringing this up at the next committee meeting.

VIII. CITIZEN COMMENTS

There were no citizen comments.

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

There was no call for Executive Session.

X. ADJOURNMENT

MOTION:

It was moved by Alderman Agne 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, April 11, 2016 at 9:22 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