

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF THE  
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
MARCH 27, 2017 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Mayor Hutchinson 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: Committee Members - Aldermen Agne, Roessler, Reis, Holtkamp and Martens.

Absent: Aldermen Ebersohl, Niemietz and Huch.

Quorum Present.

Those present recited the Pledge of Allegiance.

Administrative Staff Present: City Administrator James Morani, Accounting Manager Linda Sharp, Chief of Police and EMS Director Jerry Paul, City Clerk and EMA Director Wes Hoeffken, Interim EMS Chief Shannon Bound, City Engineer Chris Smith, Director of Community Development Emily Fultz and Deputy Clerk Donna Mehaffey.

Guests: Peter and Julie Ingold and Ann Smugala-Ingold representing Sunset Overlook.

Mayor Hutchinson stated the meeting was called for the purpose of discussing: (1) Approval of Minutes from the March 13, 2017 Committee of the Whole Meeting; (2) FY 2017-2018 Budget; (3) Sunset Overlook Building Permit Fee; (4) Zoning Code Update; (5) Other Items to be Considered; (6) Citizen Comments; and (7) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE MARCH 13, 2017 COMMITTEE OF THE  
WHOLE MEETING**

The minutes of the March 13, 2017 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Martens, to approve the minutes of the March 13, 2017 Committee of the Whole committee meeting. Upon Roll Call vote, Aldermen Agne, Roessler, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

### **III. SUNSET OVERLOOK BUILDING PERMIT FEE**

City Administrator James Morani addressed the committee on the Sunset Overlook Building Permit Fee since Building Official Justin Osterhage was in attendance at the Plan Commission meeting.

Mr. Morani explained the property owner, Sunset Overlook, (Peter and Julie Ingold) has requested to have the building permit fees waived for the addition/alteration/interior finish of their building at 11604 Bluff Road. Mr. Morani said in the City's Municipal Code, Section 15.64.280 Waiver of Building Permit Fee and Section 15.64.100 Criteria – it allows for permit fees to be waived for improvements if the property is a historically significant building. Mr. Morani said the intent of this section of the Municipal Code was to encourage investments as long as it meets certain historical standards. The building permit meets the standards and the permit cost was \$1,092.10.

It was recommended by the Committee of the Whole to move forward with the waiving of the building permit fees for the historical Sunset Overlook building. The waiving of the fees will be considered at the next City Council meeting.

### **IV. FY 2017-2018 BUDGET**

Accounting Manager Linda Sharp reported on the paper handout of the fiscal year 2017-2018 budget draft selected pages. She reported the proposed budget is \$16,332.439. Last fiscal year's budget was \$15,052,980. This is an increase of \$1,279,459 or 7.8%. Mr. Morani explained the increase in the proposed budget. He said under the new Wecker Pump Replacement Fund, there is approximately \$800,000 and there are also some projects budgeted in the TIF Fund. Mr. Morani added that when you take those items into consideration, these are actually an accumulation of surplus funds the City had that they are actually spending this year. He added that in years past, the City had saved funds for improvements for the Wecker Pump Station.

Mrs. Sharp showed on page 3 of the General Fund, the Excess of Receipts Over Disbursements is \$27,857. She added the City has an excess of revenue over expenditures. Mrs. Sharp also explained how she came up with the revenues for the year. She also said the City will be using the \$25,200 escrows for sidewalk replacements.

Mayor Hutchinson added that Mr. Morani and Mrs. Sharp are aware of the situation with the State of Illinois budget troubles and have taken that into consideration.

Alderman Holtkamp questioned the Global Tower Receipts for year ended April 30, 2017 in the amount of \$85,808 and wondered why it would not carry into the next budget. Mr. Morani explained it was a catch up fee from their company from some type of inaccuracy Global Tower found and it was a one-time payment to the City.

Since Mrs. Sharp said there is almost \$5,000 in excess of receipts over disbursements in the Water and Sewer Operations Fund (page 35), she said they are recommending the water and sewer rates be increased 6.75%. There was slightly less than a 1% water increase from Illinois American Water Company which is included in the 6.75% increase. This will help cover the costs of the proposed system improvements while maintaining the current level of operations going forward. Mr. Morani added the City of Columbia is still in the bottom third of communities our size for water and sewer rates. Mrs. Sharp also said Section 18.15.009 Notice of Disconnection – Administrative Fee has been removed since the notices are sent by regular mail and not certified mail.

Mrs. Sharp reported the notice for the public hearing for the fiscal year 2017-2018 budget will go to the newspaper on April 3 and the budget draft will be posted at the Columbia Public Library, City Hall Clerk's Office, and on the City's website on April 6. The public hearing will be held April 17 at 6:45 pm and the proposed budget will be considered for approval on that date as well.

Mrs. Sharp said in the General Fund, Community Development was separated out and is now a separate fund. It is fund 104 and was made to show more detail for that department. She also separated the salaries and benefits for the department. Mrs. Sharp also informed the committee of some other changes namely removing the Energy Relief Fund which will have their own entity and may become a 501(c)3 Nonprofit Organization. The rebate to Azavar Audit – Ameren Settlement will be going to the Capital Development Fund because the revenue is going into Capital Development so the expense should come out of it. Mrs. Sharp also noted the \$35,000 for the siren under General Fund Corporate may be paid for in this current fiscal year.

Alderman Roessler inquired what the projected healthcare increase would be. Mrs. Sharp said she put in 100% of the cost of the insurance as the employee pays 10% and the City pays 90% which would cover an extra 10% increase. Mr. Morani said the City should be getting the health insurance renewal soon and he should know what the renewal rate will be by the next committee meeting.

Mrs. Sharp also pointed out the vision care under all of the funds has been moved and is included in the health care expense account. In the various departments, it shows a zero, but it is still included in the health care. Mr. Morani said it just made sense to do it that way since it is self-funded. Mr. Morani said the dental insurance is included in the health care as well.

Police Chief and EMS Director Jerry Paul, City Engineer Chris Smith and Director of Community Development Emily Fultz reported on their portions of their expenses in the budget draft. Ms. Fultz also reported on the Building and Zoning section for Mr. Osterhage. Ms. Sharp and Mr. Morani also reported on several items.

Highlights of the proposed budget:

### **Police - General Fund**

- \$95,000 more budgeted this year than last year.
- In January 2018, will be adding a 17th Police Officer which will give the City three officers per shift.
- Asking for one less Police car this year than last year. (Proposed budget shows two Police cars.)

### **Control Room - General Fund**

- The proposed budget is \$6,500 less than last year's budget.
- Do not have the Telecommunicator Supervisor salary which is a savings.
- Will be changing uniforms; will have black slacks with black Under Armour shirts.

### **Ambulance Fund**

- The proposed budget has an increase of \$188,000 from last year. This amount reflects the adding of a 5th full-time paramedic.
- With the two advanced life support ambulances, two large ticket items are needed. One is a cardiac monitor for \$31,500 and the other is a CPR device for \$22,500.
- The remodel for the Ambulance Department will cost \$20,720. This includes the day room kitchenette reconstruction, report room reconfiguration, day room configuration, station bathrooms, office and living quarters. The areas have not had anything upgraded in 15 plus years and the reasoning to complete this is to attract and retain employees.
- Uniforms and Turn Out Gear is \$6,000. The Turn Out Gear is required per the union contract and is heavier clothing the employee wears for a serious accident for protection.

### **Streets - General Fund**

- The \$65,000 - 2017 Sidewalk, Curb and Gutter Program includes the \$25,000 sidewalk escrows that will be used.
- No equipment is being added. Equipment shown are existing leases.
- Pavement striping is \$20,000. The pavement striping was increased this year. Last year, the bids for the striping came in high, was more than was budgeted and the bids had to be rejected.

### **Community Development - General Fund**

- The \$10,000 in Historic Preservation is for the fees to maintain the RuskinARC website which has information on all of the historic buildings in Columbia. It will also be for some signs that are proposed for the downtown area to show various aspects of historic buildings in downtown Columbia.

- The \$21,000 in Economic Development is for \$10,000 for the Monroe County Economic Development Corporation, \$8,000 for Historic Main Street and an additional \$3,000 to Historic Main Street for the facade grant program which they will possibly be administering. (All have been done for the past few years; it is now broken down into more detail.)
- The Special Events budget is broken out into a separate expense account this year, and is \$23,300. Events break even on most of the special events. There will be corresponding income for all of the special events for sponsorships, etc.
- Historic Main Street signs were discussed if they were on Route 3 or not, North and South of the City. This will be checked out to be sure, but if no signs, this will have to be coordinated with IDOT for the signage. These types of signs are not included in proposed budget under Community Development - Historic Preservation - Historic Main Street.
- The Fireworks line item, 104-00-45960 for \$6,600 was changed to Independence Day Celebration for the fireworks donation made to the July 4th committee.

### **Building and Zoning - General Fund**

- A salary for a part-time employee is included in the proposed budget. As long as the budget is approved, it is planned to move forward on the part-time employee for assistance with inspections and code enforcement (tall grass, etc.)
- Books line item has been increased so that building code books can be updated for the year.

### **Working Cash Fund**

- There is \$160,000 that is maintained in the Working Cash Fund and is cash that helps the City get through until the City starts to receive real estate tax money. The City has not had to use this money in the past couple of years.

### **Park Fund**

- The proposed budget is more than last year due to the Leaf Vacuum Trailer for \$12,500. This is a trailer that is pulled behind a truck.
- Miscellaneous Repairs/Upgrades for \$10,000 is for the Bolm-Schuhkraft Park old restrooms improvements, including paint and new fixtures.
- Seal Walking Trail and Parking Lot at Metter Park for \$5,000 and Seal GM & O Trail between Locust and Cherry Streets for \$5,000.

### **Park Improvement Fund**

- Tennis Court at Bolm-Schuhkraft Park will be sealed as part of our warranty for \$8,000.
- New water fountain for \$2,500 at the Horseshoe Pavilion so the pavilion can be power washed.

- Metal piers are rusting through at Bolm-Schuhkraft Park Pavilion and will be replaced for \$35,000. (This was the same issue that happened with the Horseshoe Pavilion which is currently being replaced.)
- Additional Street Lights at Bolm-Schuhkraft Park by the new restroom and Horseshoe Pavilion for \$15,000. Parks Chairman/Alderman Niemietz is in support of the additional street lights.
- Need additional Dumpster Pad and Fence at Legion Park for \$5,000 due to the events at the park.

### **Motor Fuel Tax Fund**

- Items that are listed are general maintenance. Also listed are materials and supplies.
- The South Main Street Streetscape is \$124,000 for preliminary engineering, but the City will get reimbursed 80%.
- The State of Illinois Reimbursement of \$87,200. There is \$67,200 from the Gall Road project that is currently under design and the State of Illinois still owes the City \$30,000 which has not been received. There is \$20,000 in the Streetscape that still needs to be reimbursed to the City from the State of Illinois. Some of the invoices have been in Springfield since November 2016.
- Cherry Street Phase II construction is a carryover in the amount of \$161,490. This should be off the books after this upcoming fiscal year.
- The Main Street Resurfacing Construction of \$65,000 and the IL-3/Gall Road - P.E. for \$39,000 preliminary engineering will be carried over into the next fiscal year budget.
- The \$67,200 from Gall Road should get back in the upcoming budget and will be reimbursed back into the Motor Fuel Tax Fund.
- Of the \$200,000 estimated put in for materials and supplies, typically the City does not spend that much. Last year, \$115,000 was used. The new fiscal year will be using more than \$115,000 because of the way the City is doing the MFT by calendar year and will get more work completed.

### **Garbage Fund**

- The Garbage Disposal Contract has been increased, but all other items are staying the same.
- The Landfill Monitoring should be coming off the budget and will be working with the EPA to close it out this year.

### **Library Fund**

- The Library Board has approved the Library Fund budget. Their salary increases follow what is done with City employees.
- The Library Fund has a balance and when they do not have any money coming in from real estate taxes, they are able to maintain the library with their operating expenses and don't have to borrow from the Working Cash Fund.

- The Library Board sets the Library's budget and the City just takes what the Library Board has approved.

### **Library Building Fund**

- The Library Board also approves the Library Building Fund budget. They are building up their fund balance.
- They will be installing ADA doors for \$3,500.

### **Capital Development Fund - Multi Year Cash Flow Projection**

- Reviewed the Projected 2017/2018.
- \$65,000 was for South Main Street Resurfacing - P.E.
- Main Street - Streetscape City Share is \$90,939 and are waiting on an invoice from IDOT.
- Reduced Springbrook Software to \$11,900 because the cost will be shared with the water and sewer departments.
- Rebate to Azavar Audit - Back Tax Collections will be \$40,000 for 2017/2018 fiscal year and \$40,000 for next fiscal year 2018/2019.
- At the end of the year, there will be cash remaining in this fund.
- Planning to transfer \$375,000 to the General Fund.
- Don't need that much money at the end of the fiscal year, but the money is there if needed.

### **Community Development Assistance Fund**

- Fund is showing there is \$40,000 to lend out and that is what was included in the budget.
- There is a cash balance of \$89,000.
- If some of the delinquent loans get paid off, there would be more money in the fund and the budget could be amended so more money could be loaned out.
- Balances are shown for the five outstanding loans.
- The City's fund is no longer governed by DCEO (Department of Commerce and Economic Opportunity).
- When these loans were originally set up, they were CDAP Grants.
- The money has been turned over many times. There are certain reporting requirements the City had to do per the State. Received a letter late last year that said the City no longer had to comply with program guidelines and reporting requirements. It is one less administrative burden for the City.

### **Tourism Fund**

- The budget has been increased by 3% for this coming fiscal year. This was based on business seen at the hotel so far this year.

- There aren't any major changes in this budget.

### **Tax Increment Financing District Fund**

- Carrying over \$35,000 for the Valmeyer Road Bridge Construction. All the paperwork has been submitted to IDOT and are still waiting on the invoice from them. Once the City pays IDOT, the City will then submit \$25,000 for reimbursement from Monroe County and the reimbursement will then go back into the TIF Fund.
- There is a line item for the Wetlands Project for \$675,000. This is pending per a final decision for the area.
- The Admiral Weinel Blvd. Improvements are \$120,000. This was discussed at the last committee meeting.
- There is a line item for Sirens for \$35,000 which will be placed in the TIF District.

### **Water and Sewer Operations Fund**

- The Water and Sewer Fund is a little bit under from where the City was last year.
- Will complete the Main Street water main this year. This will be completed before the South Main Street resurfacing and the Main Street Streetscape Phase II project.
- Waterline Replacement Program on Ghent Road. There is money for the design on Ghent Road. This will be from the Wecker Pump Station to Main Street.
- There will be a line item for the proposed distribution system which will have some engineering and work to be completed before the pre-application submittal. The submittal will be before the end of March which will make it March 2018.
- Water Controls System Upgrade for \$45,000 is a carryover from last year.
- Referenced the Wheel Loader which is split between water and sewer.
- Referenced the two ton dump truck already on lease payments.
- Water Meter/Meter Pit Replacement Program for \$30,000. These are completed when there is time available.
- Dupo Pump Station Improvements for \$27,500 is a carryover.
- The Sewer Replacement on West Gundlach Street between Giffhorn and Kaempf Streets for \$50,000 is a carryover. This may be completed by the DOPW or it may be contracted out.
- Replace K-24 Sewer Service Truck for \$42,000. This is the only vehicle in Public Works that will be added.
- Pumps will need to be replaced. The pump at the Carr Creek Lift Station for \$29,000, replace the pump at the Pines Lift Station for \$8,500 (Pump is 20 + years old.) and replace the pump at the Country Crossings Lift Station for \$3,800 (Pump is 20+ years old).

### **Sewer Lagoon Improvement Fund**

- The balance is being built up for future work per Mrs. Sharp.

- There is a \$75,000 transfer from the Sewer Operations for a Lagoon Aquafilter that will be used for processing nitrogen and phosphorous requirements.
- It was noted a company had set up an Aquafilter, but the company is no longer in business.
- Not completing sewer linings this year for the inlets or the mains. Money will be moved over to the possible sewer study after flow monitoring is completed.

### **Wecker Pump Replacement Fund**

- It was reported by Mr. Smith that DOPW does keep one pump as a back-up pump. He also said some of the pumps are 30 years old.
- Mr. Smith explained he would like to begin a preventive maintenance program on the pumps. He wants to place this on the new GIS system so anyone can look at the records. There was also a discussion on the pumps regarding the age, cost to replace versus cost to re-build, etc. Mr. Smith said it costs more to re-build a pump than to replace it.

### **General Obligation Bond Proceeds Fund - 2016/General Obligation Bond Fund - 2016/General Obligation - Alternate Revenue Bond Proceeds - 2015/General Obligation-Alternate Revenue Bonds Series 2015**

- Mrs. Sharp said the 2015 and 2016 bonds are on pages 43-50. Mrs. Sharp added she had previously identified what the bond money would be spent on and that has been placed in these bonds. There are two funds each; one each for debt service for 2015 and 2016 where the City accumulates the money that pays the principal and interest on the bonds.

### **Schedule of Projects Completed But Not Invoiced or Paid**

- Mrs. Sharp referenced page 52 of the proposed budget. This page shows a schedule of projects completed but not invoiced by IDOT or paid by the City of Columbia for the fiscal year ending April 30, 2018. The three (3) projects are: Cherry Street Phase II Construction - IDOT - \$161,490; Main Street - Streetscape - IDOT - \$90,939; and Bridge Construction - IDOT - \$35,000 for a total amount of \$287,429.

Everyone present was given the opportunity to ask questions and offer comments.

Mr. Morani stated the proposed fiscal year 2017/2018 budget will be brought back to the next Committee of the Whole meeting for a final review. Mr. Morani thanked Mrs. Sharp and City staff for getting the budget together since there were some items that had to be cut.

## V. ZONING CODE UPDATE

Ms. Fultz reported on the Zoning Code update to the members of the Committee of the Whole. She indicated that she and the Planning Commission have been discussing this since the beginning of this year.

Ms. Fultz said most of their time has been dedicated to a Downtown Overlay District. They have been discussing regulating uses and revising them plus form in the area. Ms. Fultz explained form would be building height, front facade regarding amount of windows versus brick, setback from the street, etc. She reported they are looking at the limits of what the boundary would be for the district. Ms. Fultz has gone through the definitions of the Zoning Code once.

Ms. Fultz said they have begun asking questions via Facebook. Ms. Fultz said so far, they have had over 14,000 impressions and over 300 comments on the questions that were asked. Ms. Fultz said that does not include people liking or commenting and also said friends of friends are seeing the questions as well. Ms. Fultz felt the Facebook impressions and the comments were good and added everyone has said they want to keep the historic character of downtown Columbia.

Ms. Fultz said the next step will be reviewing and revising the supplemental use regulations in the Zoning Code.

Ms. Fultz stated there will be a lot of work ahead and it will not be until mid-summer that a Zoning Code draft will be completed. She added that the Planning Commission has done an excellent job debating items, etc. for the draft and what it means for the future of Columbia. Ms. Fultz reminded the committee that she is open for ideas, concerns, questions, etc. from the committee.

Alderman Roessler asked Ms. Fultz if there would be any changes on the City's Building Codes. Ms. Fultz said the City has adopted the International Building Code and Electrical Code, etc. She said there would be no changes in the near future and added that the City's Subdivision Code will have changes. Ms. Fultz said there will be changes to the whole development process. She said they will be sending a survey to the local developers about what some of the challenges are to our development process of our current Subdivision Code, either it be residential or commercial and what are some of the good things about our process. Ms. Fultz also wants to see what other communities are doing and make sure our time line is on track and how easy or difficult it is to use. Ms. Fultz added right now, they are more focused on the Subdivision and the Zoning Codes and not on the building codes.

Ms. Fultz also said they will be making updates to all areas of the Zoning Codes around Columbia, but right now they are focusing on Main Street. Ms. Fultz added that the uses in the C-2 General Business District were very specific uses and outdated (luggage repair, shoe repair, clothing repair) and are placing a lot of those together by simplifying them. She also said they are looking into using a matrix for the uses so an applicant won't have to go through

so many different pages for what uses are allowed in each district. Ms. Fultz said they started with 86 permitted uses and are now down to 26 permitted uses.

**VI. OTHER ITEMS TO BE CONSIDERED**

There were no other items to be considered.

**VII. CITIZEN COMMENTS**

There were no citizen comments.

**VIII. EXECUTIVE SESSION – 5 ILCS 120/2(e)**

There was no call for Executive Session.

**IX. ADJOURNMENT**

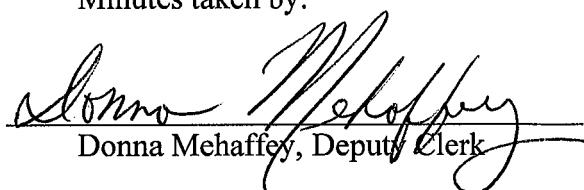
**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Roessler to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, March 27, 2017 at 8:18 P.M. Upon voice vote, Aldermen Agne, Roessler, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**



Mayor Kevin B. Hutchinson

Minutes taken by:



Donna Mehaffey, Deputy Clerk