

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF THE CITY  
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
FEBRUARY 12, 2018 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: Committee Members - Chairman Ebersohl and 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, Director of Community Development Emily Fultz, Police Chief and Director of EMS Jerry Paul, Deputy Chief of Police Jason Donjon, EMS Chief Kim Lamprecht, and Deputy Clerk Donna Mehaffey.

Guests: Mr. Jim Vogt representing the Sons of the American Legion, Ms. Jessica Rachell representing the proposed Main Street Mural, and Mr. Kurt Stumpf, President of Columbia National Bank and Chairman of the Business Loan Review Committee.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of Minutes from the January 22, 2018 Committee of the Whole Meeting; (2) Approval of Minutes from the January 29, 2018 Committee of the Whole Meeting; (3) Sons of the American Legion Special Event; (4) Main Street Mural; (5) Surface Transportation Block Grant Program; (6) Illinois Route 3/Gall Road Project; (7) Revolving Loan Fund / Business Loan Review Committee; (8) FY 2018-2019 Budget - Revenue Presentation; (9) MOU for LEADS with Monroe County Sheriff's Department; (10) Alarm Box at Police Dispatch; (11) Other Items to be Considered; (12) Citizen Comments; and (13) Executive Session – 5 ILCS 120/2(c)

**II. APPROVAL OF MINUTES FROM THE JANUARY 22, 2018 COMMITTEE OF THE WHOLE  
MEETING**

The minutes from the January 22, 2018 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 from the January 22, 2018 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 MINUTES FROM THE JANUARY 29, 2018 COMMITTEE OF THE WHOLE MEETING**

The minutes from the January 29, 2018 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 from the January 29, 2018 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. SONS OF THE AMERICAN LEGION SPECIAL EVENT**

Director of Community Development Emily Fultz presented a new special event this year for the Sons of the American Legion, which is a proposed Meat Shoot on March 31, 2018. Mr. Jim Vogt of the Sons of the American Legion has been in contact with Police Chief Jerry Paul and other city officials regarding the new event. He was also in attendance in case there were any questions. All in attendance were given the chance to put forward comments and ask questions.

It was the consensus of the Committee to recommend to the City Council the Meat Shoot for the Sons of the American Legion to be held on March 31, 2018.

**V.****MAIN STREET MURAL**

Ms. Fultz introduced Ms. Jessica Rachell to the Committee. Ms. Rachell is a Senior at Columbia High School and explained that for her Gold Award for Girl Scouts, she is asking permission to paint a mural on the Whiteside Street side of the building at the Art 2 Go Studio at 237 North Main Street. She has already received her Silver Girl Scout Award and the Gold Award is comparable to achieving Eagle Scout in Boy Scouts.

Ms. Fultz distributed a picture of the proposed mural to the Committee which showed "Columbia" with "Love This City" plus also shown in German, "Liebe diese Stadt". Work on the proposed mural would begin in April and it will be sustainable per Ms. Rachell. She already has approval from the building owner, Mr. Bruce Naumann, and the Girl Scouts have approved the project as well. The mural will be one (1) foot off the ground and will be ten (10) feet high. The colors will be a pallet of blue as requested by the building owner. Mr. Morani reminded the Committee that Ms. Rachell will be required to obtain a sign variance because of the size.

It was the consensus of the Committee for Ms. Rachell to move forward with the proposed painted mural on the side of the Art 2 Go Studio at 237 North Main Street for her Gold Award for Girl Scouts.

**VI.****ILLINOIS ROUTE 3/GALL ROAD PROJECT**

The proposed Illinois Route 3/Gall Road Project consists of widening Gall Road for a new left-turn lane at IL Route 3 with new hot mix asphalt pavement, curb and gutter, sidewalk, storm sewer and traffic

signals. City Engineer Chris Smith provided an update to the Committee on the Illinois Route 3/Gall Road Project (Realignment of Gall Road at its intersection with southbound Route 3). He distributed a drawing of the area and said the bid letting is anticipated for April 2018. Contracts may be ready to go in June. The plan is to have the Illinois Route 3/Gall Road intersection shut down completely for six (6) weeks this summer. One possible problem is that the new mast arms for the traffic signals require 12-14 weeks to construct and there are two (2) that will have to be replaced due to the width of the intersection and the addition of another lane. The mast arms won't be approved until the pre-construction meeting. If the contracts and pre-construction meetings are not scheduled until June, 12-14 weeks will place the project outside the summer construction season. Once the intersection is shut down, temporary signal lights will have to be installed. When the mast arms are completed, they will be installed when traffic is at non-peak hours (9:00 a.m. – 3:00 p.m.) for a week or two with the roadway and accesses still open. The project has been coordinated with the school district and the soccer field representatives. Mr. Smith said this plan may change with the bid letting. The project may have to be moved to next summer if the bid letting does not go well and there will not be enough time to complete it this summer.

Mr. Smith noted the following:

1. The sidewalk had to be extended on Route 3 south all the way to the bus stop sign.
2. The ADA parking lot space at the Welcome Center parking lot will be moved south closer to the building and the parking lot will be re-striped. It will be either paved or concreted prior to the project which is already budgeted and will be done by the City.
3. Not shown on the drawing, but before the project begins, the existing limestone trail will be paved. This will also be completed by the City.
4. The pedestrian signals will be changed to countdown signals per the new law.

Mr. Smith will continue to keep the Committee updated on the Illinois Route 3/Gall Road Project.

## VII.

### **SURFACE TRANSPORTATION BLOCK GRANT PROGRAM**

Mr. Smith reported since the applications for the Surface Transportation Block Grant Program (STP) and the Congestion Mitigation (CMAQ) have been re-written, there are more steps involved and this year's round of applications won't be due until the middle of June. The history of the STP projects are: South Main Street is an STP project for f/y 2018, Ghent Road Phase 1 is an STP project for f/y 2020, and are now ready for STP project for f/y 2022. Mr. Smith is suggesting to apply for a section of Quarry Road and it will have to be completed in two (2) phases. It will be a resurfacing project and would most likely include a shared bike trail along the road. An actual bike trail scores the best on the applications. Mr. Smith said the Immaculate Conception Church will be building their new school and as part of their annexation agreement, the church had to do a traffic impact study for any new development. The study was completed and was determined that the left turn lane from Quarry Road going into Father Carl Scherrer Drive was needed for the new school. Mr. Smith referenced a overhead map that was handed out which showed his plans for a roundabout intersection on Quarry Road and Palmer Creek Drive/Father Carl Scherrer Drive instead of installing a left turn lane on Quarry Road. With a left turn lane on Quarry Road, residents leaving from Palmer Creek Drive (Gedern Estates) will have a difficult time getting out of their subdivision. Mr. Smith said the traffic impact study does not take into account all the new subdivision development in the area namely Brellinger Subdivision and the new Walnut Ridge Subdivision Development. The traffic impact study only deals with the AM and PM peaks. The proposed roundabout would eliminate a lot of the delay and will accommodate future growth for the

area. Mr. Smith suggested to submit a CMAQ grant application in June for the roundabout. This is an 80/20 grant. The money to install the left turn lane on Quarry Road per the traffic impact study from the church could go towards the City's local match, which is 20 percent. Mr. Smith said the roundabout is conceptual and the map is a rough layout.

Discussion:

1. Roundabouts tend to slow vehicle speed and have a calming effect. The roundabout may have to be adjusted to accommodate combines and large trucks.
2. Right-of -ways would have to be acquired for the proposed bike path on Quarry Road and the land is owned by one individual.
3. There will be no sidewalks on Quarry Road; only a bike path.
4. The approaches from the private lanes were discussed if they would become City property.
5. The City still needs to acquire the easements for the water and sewer that are located down Palmer Creek Drive to the proposed school.
6. The STP grant application for the re-surfacing of Quarry Road would have to be completed in two (2) submittals. The first submittal would be for the re-surfacing of Quarry Road, Phase 1, which the City should get approval. Then the City will submit and swap the Ghent Road Project to get to the Quarry Road Resurfacing Project which has a greater need for maintenance especially with the new school and the increase of development in the area.
7. The resurfacing of road would possibly be four (4) inches.
8. The road has 12 foot lanes. There will be a paved two (2) foot shoulder on each side. Currently, there are no shoulders on the road. The shoulders will probably be eight (8) inch thickness since the original Quarry Road was constructed for the larger trucks going to and from the quarry and has a lot of material built into the road.
9. There is some rutting on Quarry Road between Gedern Estates and Gedern Village Subdivisions that will have to be repaired.
10. If the City can secure a grant for the resurfacing of Quarry Road, the project will not be started until 2019 or 2020. Quarry Road will most likely have to be chip sealed again before that time.
11. Will look into replacing the culvert on Palmer Road at Palmer Creek.
12. Palmer Road's condition was discussed if it will be needed during the construction of the proposed roundabout. The one lane bridge on Palmer Road was also mentioned and whether the subdivision developer in that area would be responsible for upgrading it.
13. A left turn lane can be installed on Quarry Road, but the Immaculate Conception Church is on board with the concept of the roundabout. The roundabout will be extremely helpful to the Gedern Estates Subdivision residents. Another alternative would be a traffic signal installed on Quarry Road.

It was the consensus of the Committee for Mr. Smith to move forward on the proposed Quarry Road resurfacing and shoulder additions with a bike trail through a STP grant application and to submit and swap the STP grant from the Ghent Road project to the Quarry Road project. It was also the consensus of the Committee for Mr. Smith to move forward with the CMAQ grant application for the proposed roundabout on Quarry Road at Palmer Creek Drive and Father Carl Scherrer Drive. Mr. Smith will keep the Committee informed on these projects.

## **VIII. REVOLVING LOAN FUND / BUSINESS LOAN REVIEW COMMITTEE**

Ms. Fultz addressed the Committee about the status of the City's Revolving Loan Fund. Mr. Kurt Stumpf was in attendance who is the Chairman of the Business Loan Review Committee. Alderman Roessler, Chairman of the Finance Committee, attended the last Business Loan Review Committee meeting on February 6. The City was released from the State of Illinois in late 2016 from having to meet their requirements for DCEO (Illinois Department of Commerce and Economic Opportunity). The City is now free to develop their own requirements for this program. Items can be removed or added to the policy or a cap can be placed on the loans for whatever amount the City chooses to do. The program was started in 1985 with \$250,000 and there is \$130,000 left. The items that came out of the Business Loan Review Committee meeting of February 6 - Possibly placing a cap on the loans and possibly cap the loans based on the number of employees, requiring additional assurances, possibly charge an application fee, (either a set fee or a percentage of the total loan request that would cover attorney's fees, recordings, closing costs and legal fees). Ms. Fultz added they are looking for guidance how this program could be modified.

### **Discussion:**

1. Would like a history from day one of the program. Need more information even before having a discussion.
2. Details of the Revolving Loan Program were provided.
3. The Committee of the Whole will recommend changes to the Revolving Loan Program and not the Business Loan Review Committee.
4. The current guidelines are similar to the original guidelines when the program began.
5. There is a history of Revolving Loan Fund reports from when the program began and those should provide information from when the program first started.
6. Columbia National Bank president Kurt Stumpf (22 years as president) provided a history of being on the Business Loan Review Committee for almost 20 years and being chairman for close to 15 years.
7. May want to consider capping the loan if there is no other financial institution involved.
8. Mr. Stumpf clarified that all applicants for the Revolving Loan Program have bank funding involved and is in the policy.
9. There are four (4) bankers on the Committee with over three (3) having over 30 years of banking experience. There is also a Columbia accountant with 40 years experience on the board.
12. Points made by Mr. Stumpf: All committee members have the best interest of Columbia in mind; every request is taken seriously; have denied some requests; always looking for the best way to structure the loans; the best terms; the best collateral; obtaining a personal guaranty with every loan and many times there is an outside personal guaranty; make the recommendations to the City Council, City Council makes the final decision; made dozens of loans over the last 33 years; has been zero lost to the City; appreciated Alderman and Finance Chairman Roessler attending the February 6 meeting; was asked about making a most recent change to a current loan and fully understand why there were questions; because of privacy issues, can't talk about all the details; the increase of risk to the City on this loan change was very nominal; the loan change had additional appraisals completed; all was explained to Finance Chairman Roessler and he felt comfortable; does not want to cap loans because it makes it more restrictive; can't speak for the whole committee, but don't change the Revolving Loan Program too much because it has been working for decades with

very little problems; initial policy statement was not nearly as involved as it is today, was changed about 10 years ago to expand it; since no state issues to deal with there is a lot of leniency; changing the program drastically is not necessary; don't hesitate to inquire about the process at the Business Loan Review Committee; praised Ms. Fultz and City Attorney Terry Bruckert to keep everyone informed; they will try to document their analysis more in depth so there is more knowledge of the application and what and why they are doing and the strengths of each application; they treat the money as if it was their own; not going to steer anyone wrong; and feel comfortable with their decisions. Besides the Mayor and City Attorney on the board, others on the board are Mark Vogt of Central Bank of St. Louis, Sally Kendall of Associated Bank, Cynthia Johnson of Reliance Bank, and Bob Thoma of Thoma Tax & Accounting.

Other Committee of the Whole members are welcome to go to the Business Loan Review Committee meetings. Finance Chairman Roessler felt comfortable and confident with the process from the Business Loan Review Committee. Ms. Fultz said she will be working with Mr. Stumpf on a synopsis of each loan to provide to the City Council/Committee of the Whole in addition to the minutes of the Business Loan Review Committee. The synopsis will be completed on the next loan application that the City receives.

Mr. Morani brought to the attention of the Committee the time City staff is involved with the loan process. Mr. Morani said there are days when Ms. Fultz is working four or five hours on a loan and it is not the best use of her time. Mr. Morani believes the program should be kept and there is definitely a need for it, but need to avoid having staff constantly following up with people who are paying late and getting the City Attorney involved. Mr. Stumpf explained that any time you have a loan program, the administration of it is going to be significant. The City needs to look at not only the benefit to the Revolving Loan Fund, but to the City with the sales tax, real estate tax, jobs created, etc. The fund has grown because the City collects and retains the interest and that money stays in the pool. The raising of the interest rates was also discussed for the program since the City's rate is so low at 3%.

Accounting Manager Linda Sharp distributed a Revolving Loan Fund Analysis for January 2018 for the current five (5) loans of which two (2) are in arrears. The Committee was satisfactory with the analysis report.

No recommendations were made for the Committee of the Whole action.

## **IX. FY 2018-2019 BUDGET - REVENUE PRESENTATION**

Mrs. Sharp presented the fiscal year 2017-2018 Budget Revenue Review to the Committee. She made the following remarks for the General Fund, the MFT Fund and the Capital Development Fund:

1. The sales tax is coming in at 1% higher and will be almost \$37,000 under the original projection. This will be made up in the income tax receipts.
2. The income tax receipts from the state are no longer behind. This year, the distributions have been coming in every month which will make the City over budget plus with the Special Census, that gave the City 1,161 more residents. Each resident is worth \$99.50 per year. The income tax will be over the original projection by \$91,000 for the year and makes up for the under projection sales tax.

3. The use tax has been trending up since 2010. This year, Mrs. Sharp is expecting the use tax to come in at 8.25% higher than the actual receipts from last year. This will make the use tax over the original projection by \$11,000.
4. Charter Communications and Cable TV Franchise Receipts are expected to be over budget by \$2,000. The only reason it will be over the original projection is that Charter Communications did not make their April 2017 payment until May 2017. This makes an actual cash receipt in 2017-2018 that was not expected. The receipts are also up 6%.
5. The utility tax receipts go into the Capital Development Fund. Mrs. Sharp expects the utility taxes to be up by \$50,000. The increase is due to the negotiated buyout from Ameren. Every month the City receives \$11,812.50 as part of the Ameren Electric Buyout Agreement which will last until year 2022.
6. The Motor Fuel Tax receipts are expected to be close to the budget amount and are expected to be over the original projection by about \$5,500. The MFT is also affected by the increase in the City's population so there is a little increase in MFT.
7. The receipts for the General Fund through January are \$4,311,137. This is 77% of the total budget. It is a little higher because of property tax distributions. Usually in January, the receipts are at 75% of the total budget. No transfers have been made yet which will increase General Fund revenues by the end of the fiscal year. Mrs. Sharp expects the General Fund receipts to equal the projected estimates. The four largest revenue sources in the General Fund are: Property, Sales, Income and Use taxes. This year these revenues make up for 77% of the General Fund Revenues and last year they made up 78%. There was an increase in building permit revenues due to two large building permits being issued for new apartments.
8. Mrs. Sharp expects the Ambulance revenues at the end of the year to look the same as last year and does not expect to transfer the budgeted amount of \$319,000 to the General Fund, which will help the overall budget. Smaller transfers are expected and will be done as needed. Since the \$319,000 transfer is not expected, the transfer will most likely be somewhere between \$100,000 and \$200,000. EMS Chief has a lot of expenses coming up before the end of the fiscal year, but they are budgeted items. This was largely due to the fact the EMS Chief position had been vacant for five (5) months and some projects were delayed.

The Committee thanked Mrs. Sharp for her presentation.

**X.**

**MOU FOR LEADS WITH MONROE COUNTY SHERIFF'S DEPARTMENT**

It was noted the draft of the Memorandum of Understanding (MOU) for Law Enforcement Agencies Data System (LEADS) with the Monroe County Sheriff's Department was not in the folder for the Committee meeting but will be distributed tomorrow.

Chief Paul explained that the fiber optic line for LEADS has a State of Illinois mandate that it be repaired. He reported that the Monroe County Sheriff's Department and the Columbia Police Department will share the fiber optic line for all of their computers. This will be completed with a MOU with the Monroe County Sheriff's Department. The cost will be shared 50/50 with the two entities and will cost \$332.02 per month. Columbia's share will be \$166.01 per month. The Monroe County Sheriff Neal Rohlfing and City Attorney Terry Bruckert have both reviewed the MOU and meets their approval.

It was the consensus of the Committee to move forward with the proposed MOU for LEADS with the Monroe County Sheriff's Department and the City of Columbia. The ordinance will be ready for consideration at the next City Council meeting.

**XI. ALARM BOX AT POLICE DISPATCH**

Chief Paul explained there has been an alarm box in Police Dispatch for many years and at one time, there used to be 30 to 50 businesses that subscribed to it. The alarm box used to be supported by Barcom Security. Chief Paul said there are only six businesses left on the system and the City would like to get out of the alarm business. A new box would cost \$30,000-\$40,000 and the businesses connected to the alarm box are only charged \$120 per year by ordinance. Chief Paul will be notifying the businesses by letter that they should obtain another alarm service. The box will be disconnected and removed from Police Dispatch. Chief Paul will check what happens to the phone lines once the box is removed. The alarm box program will need to be removed from the Columbia Municipal Code and the fee ordinance.

It was the consensus of the Committee to move forward with the removal of the alarm box at Police Dispatch.

**XII. OTHER ITEMS TO BE CONSIDERED**

There were no other items to be considered.

**XIII. CITIZEN COMMENTS**

There were no citizen comments.

**XIV. EXECUTIVE SESSION – 5 ILCS 120/2(c)**

Chairman Ebersohl inquired if there was a need to go into Executive Session. There was none.

**XV. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Agne to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, February 12, 2018 at 8:28 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*

Chairman Gene Ebersohl  
Committee of the Whole

*Donna Mehaffey*  
Donna Mehaffey, Deputy Clerk