

NOTICE OF & AGENDA FOR
CITY OF COLUMBIA, ILLINOIS
COMMITTEE MEETINGS* TO BE HELD ON
MONDAY, NOVEMBER 22, 2010
AT COLUMBIA CITY HALL
208 S. RAPP AVENUE
COLUMBIA, ILLINOIS

7:00 PM - Fire Department*

1. Fire District analysis/draft agreement review and discussion
2. Other items to be considered or discussed

7:10 PM - License, Insurance Claims, CEMA and Contracts*

1. Liability Insurance coverage review/discussion
2. Cable TV Franchise update/discussion
3. Other items to be considered or discussed

7:20 PM - Ambulance, Radio Communication and Dispatch*

1. Ambulance Dept. financial/operations discussion
2. Other Items to be considered or discussed

7:30 PM - Personnel*

1. Police Dept. - Metro-East Auto Theft Task Force discussion
2. Other items to be considered or discussed

*** Note:** A recess is anticipated during the holding of Committee Meetings to allow City Council Members to attend a presentation at the Plan Commission Meeting (in the room next to the Council Chamber)

**MINUTES OF THE FIRE DEPARTMENT COMMITTEE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
NOVEMBER 22, 2010 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Ebersohl called the Fire Department Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:02 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Stumpf and Roessler.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Niemietz, Row, Hejna and Oberkfell.

Administrative Staff Present: City Administrator Al Hudzik, Building Inspector Al Holden, Fire Chief Mike Roediger, Chief of Police and EMS Director Joseph Edwards, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: Columbia Rural Fire Protection District Trustees Scott Harres, Dennis Kleinschmidt and Glenn Stumpf and Columbia Volunteer Fire Department (CVFD) members Jim Broshears, Rodney Fassel, Cole Dreher, Wes Mathany, Don Sutter, Gerald Weilbacher, Matt Schaefer, Jeremy Mueller and Jason Puckett.

Chairman Ebersohl stated the meeting was called for the purpose of (1) reviewing/discussing data pertaining to the possible formation of a Fire District; and (2) considering any other items to be discussed.

II. FIRE DISTRICT ANALYSIS/DRAFT AGREEMENT REVIEW

Chairman Ebersohl made opening remarks and called upon City Administrator Al Hudzik to address the Committee on this issue. Hudzik reviewed the information previously distributed to the Committee/Council Members regarding a combined Fire District including (i) a financial analysis (by Hudzik) of some of the financial data presented by Alderman Roessler at the 10/25/10 Fire Committee Meeting, as well as recently distributed information from Alderman Roessler pertaining to dispatching expenses; and (ii) several of the provisions contained in an updated document, dated November 5, 2010, and entitled "An Intergovernmental Agreement Between the City of Columbia, Illinois

and the Columbia Rural Fire Protection District". Hudzik's financial analysis (Pages B, C and D of the Memo attachment) contained figures showing (on a combined district basis) (i) that it takes a real estate tax rate of approximately \$.03/\$100 of equalized assessed value (EAV) to raise \$100,000 in tax revenues for the fire district; (ii) the approximate annual amounts necessary to amortize the city's bond issue pertaining to the purchase of the Platform Fire Truck (in 2008); and (iii) each of the city's and rural fire protection district's Fire Budgets for the current fiscal year (ending 04/30/11) with estimated adjustments for Fire Department expenditures not currently included in the city's budget – it also contained an estimate of the real estate taxes (and corresponding tax rate) that may be needed on a worst case basis. Hudzik indicated he didn't feel this was a most likely scenario and that he felt the real estate tax increase shown could possibly be reduced due to economies of scale that may be realized through the formation of a combined fire district. Immediately prior to the meeting Hudzik distributed a Memo, including copies of thirteen (13) pages from 70 ILCS705/ (Fire Protection District Act) of the Illinois Compiled Statutes with certain text he felt may be pertinent to the fire district formation analysis underscored – this information was referenced as the proposed intergovernmental agreement was reviewed.

During Hudzik's review/presentation all in attendance were given an opportunity to make comments, express their opinions and ask questions, which included: (a) the likely tax rate (\$.09/\$100 EAV - \$.10/\$100 EAV) vs. the worst case scenario presented (approximately \$.12/\$100 EAV); (b) the duplication of some of the expenses shown on the FYE 04/30/11 budgets presented; (c) the steps necessary to increase the Board of Trustees from its current three (3) members to the seven (7) members contained in the proposed intergovernmental agreement and the terms each is to serve; (d) the continued funding of the combined district by the city during the interim period of time between the tax levy (on a combined basis) and the receipt of those taxes; (e) whether the city could continue to own the fire building and lease it to the district, and if so, how to handle payments for capital expenditures; (f) whether the city could continue to own the platform fire truck and lease it to the combined district until the city's bond issue is paid in full, and if so, the proper amount of the annual lease payments; and (g) the city's agreeing to reduce its real estate taxes by the prior year's levy for fire protection services. It was the general consensus that City Administrator Hudzik, City Attorney Bruckert and a member of the Fire Department Committee meet with the Columbia Rural Fire Protection District's attorney and one (1) of the Trustees to discuss the issues raised at this meeting and report back to the Committee/Council Members.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. **ADJOURNMENT**

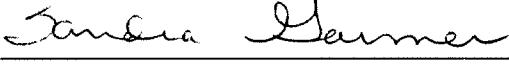
MOTION:

It was moved by Alderman Roessler and seconded by Alderman Stumpf to adjourn the Fire Department Committee Meeting of the City Council of the City of Columbia held Monday, November 22, at 8:10 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Stumpf and Roessler voted yea. **MOTION CARRIED.**



GENE EBERSOHL, Chairman
FIRE DEPARTMENT COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE LICENSE, INSURANCE CLAIMS, CEMA AND
CONTRACTS COMMITTEE MEETING OF THE CITY COUNCIL OF THE
CITY OF COLUMBIA, ILLINOIS HELD MONDAY, NOVEMBER 22, 2010 IN
THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Roessler called the License, Insurance Claims, CEMA and Contracts Committee Meeting of the City Council of the City of Columbia, Illinois to order at 9:38 p.m.

Upon Roll Call, the following members were:

Present: Chairman Roessler and Aldermen Hejna, Oberfell and Stumpf.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Agne, Niemietz and Row.

Administrative Staff Present: City Administrator Al Hudzik, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Roessler stated the purpose of the meeting was to (1) review and discuss liability insurance coverages; (2) receive an update on the status of the Cable TV Franchise; and (3) discuss any other items to be considered.

II. LIABILITY INSURANCE COVERAGE REVIEW/DISCUSSION

Chairman Roessler opened the meeting and called upon City Administrator Al Hudzik to address the Committee on this issue. Mr. Hudzik reviewed his Memo and some of its attachments previously distributed to the Committee/Council Members regarding the information submitted by Arthur J. Gallagher Risk Management Services, Inc. in response to a request for proposals for the city's comprehensive insurance coverages, including property, casualty and worker's compensation coverages. Hudzik reported that Arthur J. Gallagher was the only company to submit a proposal, which would be compared to the coverages and premium from the Illinois Municipal League Risk Management Association (the city's current insurer) – Hudzik indicated that further information, as well as a more in-depth analysis, would be presented at the next committee meeting on December 13th.

III. CABLE TV FRANCHISE UPDATE/DISCUSSION

City Administrator Hudzik informed the Committee/Council Members that negotiations are continuing on the Charter Communications Cable TV Franchise and the major remaining item (to be negotiated) continues to be the number of homes per linear mile required for cable services to be supplied to city residents – he informed the Committee/Council Members that he hoped to have this issue resolved so a longer term franchise could be presented at the December 6th council meeting (rather than continuing to renew the franchise on an interim basis).

IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

V. ADJOURNMENT

MOTION:

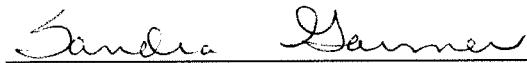
It was moved by Alderman Hejna and seconded by Alderman Stumpf to adjourn the License, Insurance Claims, CEMA and Contracts Committee Meeting held Monday, November 22, 2010 at 9:45 p.m. Upon Roll Call vote, Chairman Roessler and Aldermen Hejna, Oberkfell and Stumpf voted yea. **MOTION CARRIED.**



MARK ROESSLER, Chairman

LICENSE, INSURANCE CLAIMS, CEMA AND CONTRACTS COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE AMBULANCE, RADIO COMMUNICATION AND
DISPATCH COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY
OF COLUMBIA, ILLINOIS HELD MONDAY, NOVEMBER 22, 2010 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Fred Stumpf called the Ambulance, Radio Communication and Dispatch Committee Meeting of the City Council of the City of Columbia, Illinois to order at 8:15 p.m.

Upon Roll Call, the following members were:

Present: Chairman Stumpf and Aldermen Niemietz, Row and Hejna.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Agne, Oberkfell and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, Chief of Police and EMS Director Joe Edwards, Chief of the EMS Division Ken Buss, Accounting Manager Linda Sharp, and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Stumpf stated the purpose of the meeting was to discuss Ambulance Department financial/operations issues and any other items that may need to be considered.

II. AMBULANCE DEPARTMENT FINANCIAL/OPERATIONS DISCUSSION

Chairman Stumpf made opening remarks pertaining to various financial data of the city's Ambulance Department — he then distributed and briefly reviewed two (2) charts (a line chart and a bar chart) created by Accounting Manager Linda Sharp showing the Ambulance Department's Revenue and Expense figures from FYEs April 30, 2007 to 2011 (projected). During his review, Chairman Stumpf observed that in the last couple of years the department's expenses have exceeded its revenues. He also listed additional financial information he would like to receive in order to further analyze the department's operations. During Chairman Stumpf's presentation all in attendance were given the opportunity to make comments and ask questions, which included: (i) in the past two (2) years expenses have grown by quite a bit more than revenues; (ii) the planned closure of the St. Elizabeth's Hospital Medical Building in Monroe County will have an impact on the number of ambulance calls received annually; (iii) Monroe County's contributions to the Columbia Ambulance Service should be reviewed and an analysis should be

presented detailing the calculation of their Columbia Ambulance Service support; (iv) information should be obtained on the possible support of our Ambulance Service by St. Clair County (similar to the support currently being received from Monroe County); (v) an analysis should be performed pertaining to the nonpayment of ambulance bills; (vi) current economic conditions are probably affecting the number of calls received and the ability of the users to pay their bills; (vii) ambulance lease/purchase payments (approximating \$4,000/mo.) and increased personnel costs are impacting the budget; (viii) financial figures should be compiled projecting financial data for the next several years; and (ix) a breakdown of fixed vs. variable costs would be beneficial for any analysis. During the discussion Ken Buss presented average department net loss figures for the past several years divided by the approximate number of Columbia residents to arrive at an average cost to the city per year per resident. Chairman Stumpf indicated that additional financial data would be compiled for further review and analysis at the committee meeting to be held on December 13th.

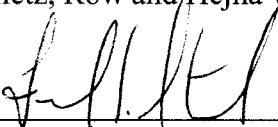
III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Hejna to adjourn the Ambulance, Radio Communication and Dispatch Committee Meeting held Monday, November 22, 2010 at 8:34 p.m. Upon Roll Call Vote, Chairman Stumpf, Aldermen Niemietz, Row and Hejna voted yea. **MOTION CARRIED.**



FRED STUMPF, Chairman
AMBULANCE, RADIO COMMUNICATION AND DISPATCH COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
NOVEMBER 22, 2010 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Mary Ellen Niemietz called the Personnel Committee Meeting of the City Council of the City of Columbia, Illinois to order at 9:02 p.m.

Upon Roll Call, the following members were:

Present: Chairman Niemietz and Aldermen Ebersohl, Stumpf and Roessler.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Agne, Row, Hejna and Oberfell.

Administrative Staff Present: City Administrator Al Hudzik, Chief of Police and EMS Director Joseph Edwards, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: Master Sergeant Gary Brewer of the St. Clair County Sheriff's Department and Director of the Metro-East Auto Theft Task Force.

**II. POLICE DEPARTMENT - METRO-EAST AUTO THEFT TASK FORCE
DISCUSSION**

Chairman Niemietz opened the meeting and called upon Chief Edwards to address the Committee on this issue. Chief Edwards provided a brief background of the Metro-East Auto Theft Task Force and how beneficial their services were recently in helping the city (i) resolve numerous auto burglaries; and (ii) locate a stolen vehicle. Chief Edwards then introduced Master Sergeant Gary Brewer, Director of the Metro-East Auto Theft Task Force ("Task Force"), who gave a history of the Task Force, which was formed in 1992 as a cooperative effort of the insurance industry and state legislature in order to help solve/prevent vehicular thefts in Illinois. Other Task Force operations/items highlighted by Master Sergeant Brewer included: (a) there are seven (7) Task Forces in the state and we are located in the southernmost area; (b) the Task Forces are funded by the auto insurance companies through a surcharge (currently \$1.00/policy) added onto each policy underwritten in the state; (c) various local departments contribute a member of their police department to serve on the Task Force – the designated Task Force officers spend virtually all of their time on Task Force duties, but may provide some support services to their local communities for Task Force related issues; the designated officers remain employees of their contributing municipalities, they are deputized by the Illinois State

Police and the Task Force supplies a vehicle for their use; (d) the designated Task Force Officers receive intense and comprehensive training (mostly in their first year on the Task Force) in many different areas of law enforcement – this will benefit the contributing city when the designated officer returns to the municipal police force (after completing his/her duty on the Task Force (normally 2-3 years)); (e) the Task Force currently covers St. Clair and Madison Counties with coverage scheduled to be expanded to Monroe County in 2012; and (f) currently the Task Force reimburses the contributing municipality \$40,656/yr. for each Task Force member – the Task Forces are hoping to increase that funding in the near future to cover a larger portion of the salary of a newly hired officer (to replace the officer serving on the Task Force). During the presentation by Master Sergeant Brewer all Committee/Council Members were given the opportunity to make comments and ask questions – Master Sergeant Brewer stated he needs to replace the current open position on the Task Force by January 1, 2011. Police Chief Edwards stated the designated officer's position would need to be filled by a newly hired officer on the Columbia Police Department. It was the consensus of the Personnel Committee to support the opportunity for the city's police department to assign an officer to the Metro-East Auto Theft Task Force. A straw poll taken resulted in Chairman Niemietz and Aldermen Ebersohl, Agne, Row, Hejna, Oberfell and Roessler voting yea and Alderman Stumpf offering no opinion on this matter.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

City Administrator Al Hudzik stated that information would be presented at the next Personnel Committee Meeting (on December 13, 2010) for Committee/Council Members to consider wage increases (for the city's current fiscal year) for non-union employees.

IV. ADJOURNMENT

MOTION:

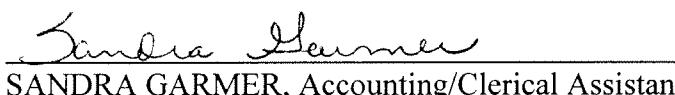
It was moved by Alderman Stumpf and seconded by Alderman Ebersohl to adjourn the Personnel Committee Meeting held Monday, November 22, 2010 at 9:38 p.m. Upon Roll Call Vote, Chairman Niemietz and Aldermen Ebersohl, Stumpf and Roessler voted yea.

MOTION CARRIED.



MARY ELLEN NIEMIETZ, Chairman
PERSONNEL COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant