

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
AUGUST 26, 2013 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Ebersohl called the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois to order at 7:03 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp and Mayor Hutchinson.

Absent: Alderman Agne.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, Director of Community & Economic Development Paul Ellis (left at 8:00 p.m. and returned at 9:25 p.m.), City Attorney Terry Bruckert, Chief of Police & EMS Director Joe Edwards (left at 9:03 p.m.), Interim EMS Chief Shannon Bound (left at 9:03 p.m.), City Labor Attorney Mark Weisman (arrived at 7:28 p.m. and left at 9:03 p.m.), Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: HBA Representative Garrett Johnson of Johnson Real Estate & Development, L.L.C. (left at 7:21 p.m.).

Chairman Ebersohl stated the meeting was called for the purpose of (1) discussing the Home Builders Association of Greater Southwest IL "Homes on Parade" event; (2) discussing the process for revising Columbia's Comprehensive Plan; (3) receiving a presentation on updating the Springbrook Software System; (4) discussing city employees/officials memorials; and (5) discussing any other items to be considered.

**II. HOME BUILDERS ASSOCIATION OF GREATER SOUTHWEST IL ("HBA")
"HOMES ON PARADE" DISCUSSION**

Chairman Ebersohl opened the meeting and called upon HBA representative Garrett Johnson to address the Committee Members on this issue. Mr. Johnson reiterated his comments from the August 12th Committee Meeting and again requested that the city participate in the HBA's 2014 "Homes on Parade" event by discounting building permit fees for HBA participants. A general discussion then took place and all in attendance were given the opportunity to make comments, ask questions and express their opinions, including (i) the event will be advertised to thousands of people; (ii) Columbia's participation shows that the city is promoting development and trying to attract non-residents to town; (iii) discounted permits should be limited to no more than \$500/house;

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no more than five (5) discounted permits should be offered for the event; and no more than two (2) should be offered to the same builder; (iv) homes built will lead to increased real estate taxes for the city and other taxing entities and, hopefully, additional support for local businesses; (v) each participating home should be built before the event and should be shown and listed “For Sale” at the event; (vi) a minimum square footage should be required (e.g., 1,700 to 1,800 sq. ft.) for the discount to apply; and (vii) city staff should develop the necessary procedures to administer the city’s participation in the event, including having the discounted amount rebated if the home is not completed prior to (and shown and offered “For Sale” at) the event.

MOTION:

It was moved by Alderman Mathews and seconded by Alderman Reis to recommend to the City Council that the city take part in the Home Builders Association of Greater Southwest Illinois’ 2014 “Homes on Parade” event by offering building permit discounts of \$500/house to event participants, and subject to the following restrictions (i) no more than five (5) discounted building permits for the event; and (ii) no more than two (2) discounted permits to the same participant; and (iii) each participating house must contain a minimum of 1,800 sq. ft. of living space; and (iv) each participating house must be built prior to the event, not be pre-sold, and be open and “For Sale” during the event. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

III. DISCUSSION ON PROCESS FOR REVISING COLUMBIA’S COMPREHENSIVE PLAN

Community and Economic Development Director Paul Ellis addressed the Committee Members and began to review his Memo, dated August 12, 2013, re: History & Prospectus for Comprehensive Planning (which had previously been distributed to the Committee Members) – during his review, Paul informed the Committee Members that (a) the September edition of the Illinois Municipal League magazine contains an article on creating a comprehensive plan; and (b) \$35,000 has been included in the current year’s budget to update the city’s comprehensive plan; he also distributed and reviewed: (A) a “Proposed Comprehensive Plan Revision 2013 – 2014” document (shown in matrix format) and containing columns entitled “Element”, “Instrument”, “Completed” and “Primary Agent(s)” – it also listed “Proposed Funding Sources” at the bottom; and (B) a document entitled “Trends and Best Practices in Comprehensive Plans” depicting Land Use Plan graphics/maps entitled “Traditional Parcel-Based Plan” and “Form-Based Plan”. Paul indicated that other local municipalities had recently updated, or were in the process of updating, their comprehensive plans and he reviewed some of the work done by consultants vs. work done by city staff, as well as estimated costs associated with the updates. During Paul’s review/presentation, all in attendance were given the opportunity to make comments, ask questions and express their opinions, including (1) it’s important to have good maps and graphics as part of the plan; (2) how much was spent in the past to create and update the city’s Comprehensive Plan and were the expenses incurred cost beneficial?; (3) although the population has increased since the last update in 2005, the city’s geographic boundaries and zoning has not changed a great deal, therefore, much of the information from the 2001 and 2005 plans can be utilized and updated to reflect

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current economic conditions and trends – much of that can be done utilizing city staff (with assistance from the Plan Commission Members); and (4) public input plays an important role in updating the plan. It was the general consensus of the Committee Members that a major role be played by city staff (with assistance from Plan Commission Members) in updating the city’s current Comprehensive Plan, including the handling of the public input process (e.g., conducting surveys, open houses, focus groups, etc.), and that outside vendors be utilized for the graphics/mapping portion of the plan.

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Roessler to recess the Committee of the Whole Meeting at 8:00 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea.

MOTION CARRIED.

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Roessler to reconvene the Committee of the Whole Meeting of August 26, 2013 at 9:04 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

IV. SPRINGBROOK SOFTWARE SYSTEM UPDATE PRESENTATION

Chairman Ebersohl called upon Accounting Manager Linda Sharp to address the Committee Members on this issue. Linda distributed a document entitled “Proposal for Springbrook Software Upgrade” containing sections entitled “Executive Summary of Cost” (totaling \$48,150) and “Amount Budgeted for Migration” (over three (3) fiscal years and totaling \$54,000 in the aggregate); she then reviewed her Memo, dated August 23, 2013, re: Springbrook Software Upgrade Presentation and its attached documents entitled “Investment Proposal and Order Form – V6.05 to V7 .NET Migration for City of Columbia, Illinois”, “Springbrook Software Version Seven Migration Agreement” and “Optional V7 Migration Order Form” (which documents had previously been distributed to the Committee Members) – the documents reviewed contained the same figures summarized by Linda in the “Executive Summary of Cost” section of the document she distributed at this meeting, as well as the terms and conditions of the migration to Version 7. During Linda’s review/presentation, all in attendance were given the opportunity to make comments, ask questions and express their opinions, including (i) the need to migrate to Version 7 (because the city is currently seventeen (17) releases and several technology updates behind); and (ii) did this migration result from the server virtualization project being handled by REJIS? – minimally, since the Springbrook software (Version 6.05) works with a version of Microsoft software on our current server that will no longer be supported by Microsoft in 2014 (due to its age) – the virtualized servers will have updated software and the migration to Version 7 will allow for continued software/network communications; however, the main reason for the migration is because the current version has been used by the city since 2008, it is multiple releases and several technological updates behind, and at some point in time Springbrook may no longer support Version 6.05, or may offer limited support, due to the age of that version. City Administrator Hudzik indicated the migration (and its costs) have been discussed by

staff for the past few years, that a portion of the cost has been included in this year's budget (with the other portions to be included in future budgets), and he recommended that the migration to Version 7 be undertaken; he then indicated that the "Version Seven Migration Agreement" documentation would be forwarded to City Attorney Terry Bruckert for his review, and that the proper documentation to implement the migration (as discussed at this meeting) would be presented to the City Council for its review in the future.

V. CITY EMPLOYEES/OFFICIALS MEMORIALS DISCUSSION

City Administrator Hudzik reviewed the city's current Memorial Policy (approved at the beginning of 2007) which applies upon the death of an employee's/elected official's family member(s) (defined as spouse, child, parent, sibling or corresponding in-law or step relation) – the current policy includes sending a sympathy card to the affected employee/elected official and a \$25 memorial check (for affected employees only) on behalf of the deceased; he asked that the Committee Members again address the Memorial Policy to determine whether or not elected officials' deceased family members should be included for memorial contributions, and whether the memorial contribution should be increased for an employee/elected official passing away while employed/serving in their elected position. After a brief discussion (including the proper memorial contribution amount), it was the consensus of the Committee Members that the city's Memorial Policy continue to be handled by the Clerk's Office, and that it be administered as follows: (i) the "family member" definition is to remain the same; (ii) a sympathy card is to be sent to the affected employee/elected official upon the death of a family member, or to the family of the employee/elected official passing away while employed/elected to their position; (iii) a \$25 memorial check is to be sent on behalf of a deceased family member of the city's employees and its elected officials; and (iv) a \$50 memorial check is to be sent on behalf of any deceased employee/elected official passing away while employed/serving in their elected position.

VI. EXECUTIVE SESSION

Chairman Ebersohl entertained a motion to go into Executive Session to discuss probable litigation.

MOTION – EXECUTIVE SESSION

It was moved by Alderman Roessler and seconded by Alderman Niemietz to go into Executive Session at 9:35 p.m. to discuss probable litigation. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Holtkamp and seconded by Alderman Niemietz to return to the Regular Session of the Committee of the Whole Meeting at 9:47 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

Upon return to the Regular Session of the Committee of the Whole Meeting, Mayor Hutchinson and the following Committee Members were present: Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp.

Chairman Ebersohl asked if there was any action to be taken as a result of the Executive Session of the Committee of the Whole Meeting.

MOTION:

It was moved Alderman Niemietz and seconded by Alderman Reis to recommend to the City Council that the City Attorney be authorized to take the necessary actions, including the filing of litigation, to address the issue discussed in Executive Session. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**


VII. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

VIII. ADJOURNMENT

MOTION:

It was moved by Alderman Reis and seconded by Alderman Niemietz to adjourn the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, August 26, 2013 at 9:48 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

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,
AUGUST 26, 2013 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Jeff Huch called the Personnel Committee Meeting of the City Council of the City of Columbia, Illinois to order at 8:01 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Others Present: Mayor Hutchinson and Aldermen Mathews, Reis and Holtkamp.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Attorney Terry Bruckert, Chief of Police & EMS Director Joe Edwards, City Labor Attorney Mark Weisman, Interim EMS Chief Shannon Bound, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Huch stated the meeting was called for the purpose of (1) receiving an update on EMS staffing; and (2) discussing any other items to be considered.

II. UPDATE ON EMS STAFFING

Chairman Huch called upon Interim EMS Chief Shannon Bound to address the Committee/Council Members on this issue. Shannon informed the Committee/Council Members she recently found out that one (1) of the three (3) current full-time EMS employees is expected to be absent from work for an extended period of time – if that turns out to be the case, Shannon would like to know if she can hire a temporary full-time paramedic (to cover that expected period of absence) from the city's current paid-volunteer staff. A discussion then took place wherein all in attendance were given the opportunity to make comments, ask questions and express their opinions, including (i) AFSCME would have to be notified of the city's intentions to hire a temporary full-time paramedic, since the EMS employees are now a certified bargaining unit represented by AFSCME; and (ii) the city's Personnel Code should be reviewed pertaining to such a hiring. Labor Attorney Mark Weisman, who was in attendance at the meeting, also addressed the Committee/Council Members on several items pertaining to this issue. It was the consensus of the Committee/Council Members that Interim Chief Bound, in consultation with Labor Attorney Weisman, Chief of Police and EMS Director Edwards and City Administrator Hudzik, present her recommendation to the City Council of the individual to be hired as a temporary full-time paramedic during the expected absence of one (1) of the city's full-time paramedics.

III. EXECUTIVE SESSION

Chairman Huch entertained a motion to go into Executive Session to discuss and receive an update on collective bargaining negotiations and employee wages.

MOTION – EXECUTIVE SESSION

It was moved by Alderman Niemietz and seconded by Alderman Roessler to go into Executive Session at 8:23 p.m. to discuss and receive an update on collective bargaining negotiations and employee wages. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Ebersohl and seconded by Alderman Niemietz to return to the Regular Session of the Personnel Committee Meeting at 9:02 p.m. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea. **MOTION CARRIED.**

Upon return to the Regular Session of the Personnel Committee Meeting, the following Committee Members were present: Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler. Other Council Members present: Mayor Hutchinson and Aldermen Mathews, Reis and Holtkamp.

Chairman Huch asked if there was any action to be taken as a result of the Executive Session of the Personnel Committee Meeting – there was none.

IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

V. ADJOURNMENT

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Roessler to adjourn the Personnel Committee Meeting held Monday, August 26, 2013 at 9:03 p.m. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea.

MOTION CARRIED.



JEFF HUCH, Chairman
PERSONNEL COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant