

**MINUTES OF THE PARKS, PLAYGROUNDS AND RECREATION
COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF
COLUMBIA, ILLINOIS HELD TUESDAY, MAY 27, 2014 IN THE COUNCIL
ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Mary Ellen Niemietz called the Parks, Playgrounds and Recreation 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 Niemietz and Aldermen Ebersohl and Agne.

Absent: Alderman Mathews.

Quorum Present.

Others Present: Mayor Hutchinson and Alderman Roessler, Reis and Holtkamp.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Building Inspector Justin Osterhage, Director of Community and Economic Development Paul Ellis, Chief of Police and EMS Director Joe Edwards, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: Columbia Khoury League President Dan Voelkel and Columbia Khoury League Representative Dave Bernhard.

Chairman Niemietz stated the meeting was called for the purpose of (1) receiving a presentation from the Columbia Khoury League concerning the construction of a fence at the city's American Legion Memorial Park; and (2) discussing any other items to be considered.

**II. KHOURY LEAGUE PRESENTATION – FENCE AT AMERICAN LEGION
MEMORIAL PARK**

Chairman Niemietz made opening remarks and called upon the Columbia Khoury League (“Khoury League”) representatives to make their presentation on this issue. Khoury League President Dan Voelkel addressed the Committee/Council Members on this topic - he gave a brief history of the annual expenses incurred by the Khoury League during the past few years to maintain the American Legion Fields (both when they were owned by the Columbia American Legion Post and after they were sold to the city) and expressed his opinion that availability of the fields should be expanded so they could be used year round. He then distributed and reviewed a drawing depicting the construction of a six (6) foot tall, eight (8) gauge forest green vinyl coated chain link fence the Khoury League was proposing to install (on city property) on the south side of diamonds #1 & #3 (approximately 450’ in length with two (2) gates included), as well as on the east side of

diamond #1 (approximately 40' in length) adjacent to the houses in that area – he stated that the Khoury League did not expend any funds this year on replacing or repairing the existing fencing since it planned to use funds otherwise designated to those expenses for construction of the proposed fence. During Mr. Voelkel's presentation, all in attendance were given the opportunity to make comments, ask questions and express their opinions, including (i) the city's permission is needed for the fence to be constructed (as proposed) since it would be located on city property; (ii) the Khoury League had the property lines in that area surveyed by Jim Vogt, an engineer with Heneghan and Associates; (iii) the fence was to be set back a few inches from the property line(s); (iv) Khoury League representatives have been in touch with the neighbors in that area concerning construction of the fence; and (v) there may be liability issues (to the city) due to the construction of the fence on city property. It was the consensus of the Committee/Council Members that (a) the fence construction proposal would be a beneficial project; (b) the City Engineer should contact the City Attorney to discuss liability issues; and (c) this issue should be discussed again at a future Committee Meeting.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

- Expanded Lighting at the American Legion Fields

During his fence proposal presentation, Dan Voelkel informed the Committee/Council Members that Dave Bernhard and he recently (i) met with attorney Mark Scoggins to form the Columbia Athletic Association (By-Laws are currently being written); and (ii) made a presentation to the Oerter Foundation concerning expanding the lighting at the American Legion fields – he stated the Oerter Foundation pledged \$100,000 (i.e., \$50,000/yr. over two (2) years) to the lighting expansion, but also requested that the proposed fence (see text in the prior section) be constructed. He stated the cost to expand the lighting is estimated to be in the \$275,000 range and that the Khoury League has been working to raise funding for this project – he anticipates that the four (4) street level fields will be addressed first with fundraising continuing until all the fields are lighted, and estimated a time frame of a couple of years (before the work can begin). A general discussion was held pertaining to the lighting issue wherein all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (a) the lighting design must incorporate shielding so it has a minimal effect on the neighbors; and (b) that the Khoury League is working with various companies on the lighting design to address those types of issues. It was the consensus of the Committee/Council Members that all aspects of the proposed lighting project be coordinated with the City Engineer and the City Building Inspector.

- Memorandum of Understanding (City of Columbia and Columbia Khoury League)

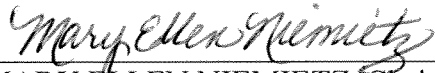
Paul Ellis, the city's Community and Economic Development Director, then addressed the Committee/Council Members pertaining to a "Draft" Memorandum of Understanding ("MOU") agreement between the city and the Columbia Khoury League (note: the "Draft" agreement had previously been distributed to the Committee/Council Members and Paul distributed an updated version at this meeting with minor changes) – he indicated that the MOU was an attempt to memorialize various scheduling, maintenance and operating responsibilities as they apply to the American Legion fields – most of the provisions of the MOU describe what has been done in past years without a formalized agreement; during his presentation, Paul highlighted the revised provisions of the MOU

(vs. the “Draft” document previously distributed) – he stated that he planned to present the MOU (in its final form) at a future City Council Meeting for the council’s consideration.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Agne and seconded by Alderman Ebersohl to adjourn the Parks, Playgrounds and Recreation Committee Meeting held Tuesday, May 27, 2014 at 7:36 p.m. Upon Roll Call Vote, Chairman Niemietz and Aldermen Ebersohl and Agne voted yea. **MOTION CARRIED.**



MARY ELLEN NIEMIETZ, Chairman
PARKS, PLAYGROUNDS AND RECREATION COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE ORDINANCE, PLANNING AND ZONING COMMITTEE
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS
HELD TUESDAY, MAY 27, 2014 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Jim Agne called the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:37 p.m.

Upon Roll Call, the following members were:

Present: Chairman Agne and Aldermen Ebersohl, Niemietz and Reis.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Roessler and Holtkamp.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Building Inspector Justin Osterhage, Chief of Police and EMS Director Joe Edwards, Interim EMS Chief Shannon Bound (arrived at 7:53 p.m.), Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: Rob Mardirosian of Robco Construction and Dennis Brand of D & A Builders, LLC.

Chairman Agne stated the purpose of the meeting was to discuss (1) radon issues; and (2) any other items to be considered.

II. RADON DISCUSSION

Chairman Agne made opening remarks and asked if the builders in attendance had any comments to make pertaining to this topic. Dennis Brand addressed the Committee/Council Members and indicated he has installed piping in many of the homes constructed in the area, and that he supports the state's radon legislation – he further stated that the cost to install the radon mitigation piping is relatively inexpensive when homes are being built, and indicated he was aware of some properties in Columbia having tested positive for radon. Rob Mardirosian made similar comments and estimated the cost of installing a passive system in a residence (being built) to approximate \$300 and an active system to approximate \$1,000. City Engineer Ron Williams made comments pertaining to the current state law (i.e., Radon Resistant Construction Act (420 ILCS 52/)) and indicated local governments may adopt (by ordinance) radon regulations at least as stringent as the state requirements and with the state's rules and regulations incorporated into the adopting ordinance. A general discussion was then held wherein all in attendance were given the opportunity to make comments, ask questions and state their opinions, including (i) that state law requires the installation of a passive radon resistant system in

all new residential construction (effective June 1, 2013); (ii) whether the state's definition of residential construction applies to only single family residences or encompasses construction housing more than one family; (iii) whether the passive radon resistant system piping needs to go through the roof of the residence; (iv) that the Illinois Emergency Management Agency has the primary responsibility for the coordination, oversight and implementation of the state's radon law in dwellings and other buildings; and (v) that an active radon mitigation system can only be installed by a "Radon Contractor" (as defined in state law). Chairman Agne then addressed some of the benefits of the radon legislation and expressed his opinion that radon mitigation regulations can be a good marketing tool – he stated that (a) buyers/owners would be made aware of possible radon-related health issues by builders and possibly by realtors and bankers who may require radon testing; and (b) adoption of radon regulations (by the city) would enhance the city's reputation as a caring community looking out for the best interests of its residents, which may attract individuals (to Columbia) looking for those traits in city government. City Engineer Williams stated he planned to obtain a copy of the state's rules/regulations on radon mitigation and would present them at a future meeting – it was the consensus of the Committee/Council Members that work continue on this issue

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

Chairman Agne stated he planned to call another committee meeting in two (2) weeks to again discuss the information distributed and reviewed at the May 12th committee meeting pertaining to dumpster enclosures.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Ebersohl to adjourn the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois held Tuesday, May 27, 2014, at 8:05 p.m. Upon Roll Call vote, Chairman Agne and Aldermen Ebersohl, Niemietz and Reis voted yea. **MOTION CARRIED.**



JIM AGNE, Chairman
ORDINANCE, PLANNING AND ZONING COMMITTEE

Minutes taken by:



SANDRA GARMNER, Accounting/Clerical Assistant

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD TUESDAY, MAY 27, 2014
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 8:05 p.m.

Upon Roll Call, the following members were:

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

Absent: Alderman Huch and Mathews.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams (left at 9:23 p.m.); Building Inspector Justin Osterhage (left at 9:05 p.m.), Director of Community and Economic Development Paul Ellis (arrived at 8:23 p.m. and left at 9:05 p.m.); Chief of Police and EMS Director Joe Edwards, Interim EMS Chief Shannon Bound (left at 9:41 p.m.), Accounting Manager Linda Sharp (left at 9:05 p.m.) and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) the Springbrook Software System; (2) the Transportation Alternatives Program (TAP) Grant Application Process; (3) the city's 2008 G.O. Capital Projects and Refunding Bonds Callable in December 2014; (4) Filling Job Vacancies; and (5) any other items to be considered.

II. SPRINGBROOK SOFTWARE SYSTEM DISCUSSION

Chairman Ebersohl called upon Accounting Manager Linda Sharp to address the Committee Members on this issue. Linda reviewed documentation (related to this topic) distributed to the Committee Members for the May 12th Committee Meeting (but which was not addressed at that time since Linda was unable to attend that meeting) consisting of documents entitled "Investment Proposal and Order Form – V6.05 to V7 .NET Migration for City of Columbia, IL (April 14, 2014)" and "Springbrook Software Version Seven Migration Agreement", as well as a worksheet entitled "Proposal for Springbrook Software Upgrade – May 12, 2014", which detailed the software upgrade costs totaling \$48,150 (including Post Go-Live Review & Training (an optional but recommended item)). Linda reminded the Committee that similar information was reviewed by the

Committee of the Whole Meeting
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Memo from Accounting Manager Linda Sharp re: Springbrook Software Upgrade Presentation (1 page)

Memo from Administrative Assistant and Event Coordinator Jackie Hausmann and Attachment (3 page)

Memo from City Administrator Al Hudzik re: City Administrator's Job Description (Draft) (4 pages)

Committee Members in August 2013 and that the upgrade is needed (i) since the Version 7 Migration Proposal will bring the city up to date (with Springbrook's latest release of software) to a version that is approximately eighteen (18) releases and several technology updates advanced from the version in current use (by the city); and (ii) because the city will lose vendor support for the current version (due to its age) in the near future. Linda then reviewed the costs and funding options pertaining to the upgraded software version. After a general discussion on this topic, it was the consensus of the Committee Members that Linda (a) give consideration to whether or not the "Post Go-Live Review & Training Option" (recommended by Springbrook) with its associated cost of \$6,000 is necessary; and (b) present the necessary software upgrade approving documentation at a future council meeting for consideration by the City Council.

III. TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT APPLICATION DISCUSSION

City Engineer Ron Williams distributed and reviewed documentation pertaining to TAP grant funding available pursuant to 23 U.S.C 213(b), and which contained project eligibility information for TAP funds, as well as examples of projects/items ineligible for TAP funding. Ron indicated that TAP funding (80% of project costs) is available for non-motorized forms of transportation, and that the recent CMAQ projects applied for by the city, which projects were subsequently not selected (to receive funding), would be eligible for TAP funding – those projects were (1) the old railroad Right-of-Way trail from Cherry St. to Ferkel (total cost estimated to be \$171,000); and (2) the St. Paul Street trail from Eagleview Elementary School to the New Middle School & Bolm-Schuhkraft Park via St. Paul Street (total cost estimated to be \$355,000) – an additional project discussed was the Main Street Streetscape extension project (total cost estimated to be \$600,000). Ron stated the pre-application filing needs to occur in June with formal applications due in July – he also advised the Committee Members that only \$1.2 million in funding is available for all projects in the St. Louis Metropolitan area. After a general discussion and comments from several of the Committee Members, it was the consensus of the Committee that Ron submit grant applications for (i) the Cherry to Ferkel St. railroad Right-of-Way project; and (ii) the St. Paul Street trail project (total estimated cost to the city (@20%) approximates \$105,000).

IV. 2008 G.O. CAPITAL PROJECTS AND REFUNDING BONDS CALLABLE IN DECEMBER 2014 DISCUSSION

City Administrator Al Hudzik again detailed the timeline to meet the referendum requirements (if necessary) for the November 2014 and April 2015 elections pertaining to the refunding of the bonds. He also briefly touched upon the various items that have been considered for the bond refunding, and asked that the Committee Members give additional thought to any other items they feel should be considered, as well as the total amount of indebtedness to be incurred in the refunding – he stated this topic would again be discussed at the next Committee Meeting.

Committee of the Whole Meeting
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Memo from Accounting Manager Linda Sharp re: Springbrook Software Upgrade Presentation (1 page)
Memo from Administrative Assistant and Event Coordinator Jackie Hausmann and Attachment (3 page)
Memo from City Administrator Al Hudzik re: City Administrator's Job Description (Draft) (4 pages)

V. **FILLING OF JOB VACANCIES**

City Administrator Hudzik then discussed the Event Coordinator/Administrative Assistant part-time, as well as the City Administrator, positions and reviewed job descriptions and qualifications for both of those positions. He suggested that job postings/ads be placed on the city's website and in the Republic Times and Monroe County Independent for both of those jobs – he further suggested that the City Administrator's position be posted/advertised in the Belleville News Democrat, St. Louis Post-Dispatch and on the Illinois City Management Association's website. After a brief discussion pertaining to the qualifications to be listed in the City Administrator's job description, it was the consensus of the Committee Members that the job vacancies be posted/advertised as suggested by Hudzik

VI. **EXECUTIVE SESSION**

Chairman Ebersohl entertained a motion to go into Executive Session to review and discuss (i) Executive Session minutes for publication; and (ii) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body.

MOTION – EXECUTIVE SESSION

It was moved by Alderman Roessler and seconded by Alderman Reis to go into Executive Session at 9:05 p.m. to review and discuss (i) Executive Session minutes for publication; and (ii) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Reis and Holtkamp voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Reis and seconded by Alderman Roessler to return to the Regular Session of the Committee of the Whole Meeting at 10:04 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, 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 Agne, Niemietz, Roessler, 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 by Alderman Niemietz and seconded by Alderman Reis to recommend to the City Council that (i) Mark W. Weisman, attorney with the Polsinelli law firm, be employed as labor counsel to represent the city pertaining to the employee issues discussed in Executive Session; and (ii) any prior actions taken addressing those issues be

Committee of the Whole Meeting
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Memo from Accounting Manager Linda Sharp re: Springbrook Software Upgrade Presentation (1 page)
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ratified. Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, 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 Roessler to adjourn the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Tuesday, May 27, 2014 at 10:05 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Reis and Holtkamp voted yea. **MOTION CARRIED.**



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant