

**MINUTES OF THE ORDINANCE, PLANNING AND ZONING COMMITTEE
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS
HELD MONDAY, JUNE 9, 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 7:00 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 Huch, Mathews and Holtkamp.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams (left at 7:30 p.m.), Building Inspector Justin Osterhage, Director of Community and Economic Development Paul Ellis, City Attorney Terry Bruckert, Chief of Police and EMS Director Joe Edwards, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: City EMA Coordinator Wes Hoeffken (left at 7:20 p.m.).

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

II. DUMPSTER ENCLOSURE DISCUSSION

Chairman Agne opened the meeting and summarized the (dumpster enclosure) discussion that took place at the May 12, 2014 Committee Meeting. He then reviewed (on an item by item basis) the twenty (20) items listed on the "Requirements for refuse containers" document (which had previously been distributed to the Committee/Council Members)—during his review of the list (1) Chairman Agne expressed his concurrence with most of the items contained on the list; and (2) a general discussion was held during which all in attendance were given the opportunity to make comments, ask questions and express their opinions including (i) that natural screening (i.e., evergreen plant landscaping) should be eliminated as a screening option; (ii) that steel gate posts should be required for wooden, and probably all, gates; (iii) that dumpster enclosure construction should match the construction of the building unless an exception/variance is granted – Chairman Agne stated he would draft language to indicate that economic hardship is not a valid reason to

request a variance to the dumpster enclosure requirements; (iv) that compliance is sometimes an issue – especially in the older business districts; (v) that recycling should continue to be encouraged and new multi-family buildings should be encouraged to build enclosures for recycling dumpsters/containers; and (vi) item 6 on the “Requirements for refuse containers” document pertaining to the party responsible for opening the gates for servicing should be deleted, and item 8 pertaining to the closing of the gates (while not being serviced) should be amended to name the owner or lessee as the responsible party. Chairman Agne then briefly reviewed the seven (7) page “Dumpster Enclosure – Handout” and asked that any suggested changes to the Dumpster Enclosure section of the City Code be sent to Building Inspector Justin Osterhage – he also informed the Committee/Council Members that Justin and he would be working on a draft of the proposed changes to the dumpster enclosure regulations and would present it to the Committee/Council Members in the future.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

At the beginning of the meeting, Chairman Agne gave a brief update pertaining to state radon mitigation regulations and their applicability to single-family vs. multi-family residences – he also indicated that City Engineer Ron Williams was planning to present an ordinance at a future council meeting for council members’ consideration to approve local radon mitigation regulations.

IV. ADJOURNMENT


MOTION:

It was moved by Alderman Ebersohl and seconded by Alderman Reis to adjourn the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, June 9, 2014, at 7:52 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 MONDAY,
JUNE 9, 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 7:53 p.m.

Upon Roll Call, the following members were:

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

Absent: Alderman Roessler.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams (arrived at 8:17 p.m. and left at 9:10 p.m.), Building Inspector Justin Osterhage (left at 9:10 p.m.), City Attorney Terry Bruckert, Director of Community and Economic Development Paul Ellis (arrived at 8:14 p.m. and left at 8:58 p.m.), Chief of Police and EMS Director Joe Edwards (left at 9:10 p.m.), Accounting Manager Linda Sharp (left at 9:10 p.m.) and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: City EMA Coordinator Wes Hoeffken (arrived at 8:14 p.m. and left at 8:58 p.m.).

Chairman Ebersohl stated the meeting was called for the purpose of discussing/ reviewing: (1) 2008 G.O. Capital Projects and Refunding Bonds; (2) Tax Levy Analytical Data; (3) Municipal Sales Taxes; (4) EMS Paramedic Students Training Program; (5) PD Communications Coordinator; and (6) any other items to be considered.

**II. 2008 G.O. CAPITAL PROJECTS & REFUNDING BONDS CALLABLE IN
DECEMBER 2014 DISCUSSION**

Chairman Ebersohl opened the meeting and called upon City Administrator Al Hudzik to address the Committee Members on this issue. Hudzik began by distributing copies of the following documents to the Committee Members: (i) a document entitled "Listing of Possible 2008 Bond Refunding Items", including the items listed on the worksheet described in (ii), as well as other projects discussed at the May 12th Committee Meeting; (ii) a worksheet entitled "Capital Equipment and Capital Projects to be Considered for Bonding – For the Fiscal Year 2014/2015", which worksheet had previously been

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Memo from Director of Community and Economic Development Paul Ellis re: Renovation of the Oak Street Building (North Side) (3 pages)

Memo from City Administrator Al Hudzik re: Tax Levy Analytical Data for the City of Columbia (2008 – 2013) (5 pages)

Memo to City Administrator Al Hudzik re: Municipal 'Sales' Tax Procedures/Requirements (2 pages)

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distributed and reviewed at the April 28th Committee Meeting; (iii) a copy of P. 6 from the 2008 Bond Transcript detailing the “Maturity Date”, “Interest Rate” and “Amount” of each of the bonds of the 2008 G.O. Capital Projects & Refunding Bond issue; and (iv) Pages 25 & 26 of the “Notes to Financial Statements” of the year ended April 30, 2009 city audit detailing the principal and interest payments due on said 2008 Refunding Bond issue. He then reviewed each of the documents distributed and asked the Committee Members to give consideration to the aggregate amount of the bond refunding and what projects to include. A general discussion was held wherein all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included: (a) currently \$1,225,000 of the \$6,000,000 (principal amount) of bonds have been paid with \$250,000 due on December 1, 2014 – after the December 1st payment, the unpaid (principal) balance will be \$4,525,000; (b) the items detailed in the worksheet distributed (described in (ii)), which were part of the budget discussions earlier this year approximate \$367,000; (c) there are fourteen (14) payments remaining on the current bond issue; and (d) the current interest rate environment should provide for interest savings when refunding the bonds. New debt issuance figures discussed included the \$367,000 needed to fund the projects listed on the worksheet, \$475,000 (i.e., a total aggregate bond issuance amount of \$5,000,000 (taking into consideration the December 1st pay down), capping the amount of new debt issuance at \$500,000, and issuing the bonds for a fifteen (15) year period. Comments were then made by several Committee Members on the condition of the Police Department building and the need to address those issues (including construction of a sally port), as well as possible renovations at the city’s Oak Street property (to better utilize that property). City Administrator Hudzik (A) asked the Committee Members to give additional consideration to the aggregate amount of the bond refunding and the projects to be included; and (B) indicated this topic would again be discussed at the next Committee Meeting.

III. TAX LEVY ANALYTICAL DATA REVIEW/DISCUSSION

City Administrator Hudzik then reviewed documentation (previously distributed to the Committee Members) pertaining to the 2013 real estate tax levy (collectible this summer). He (i) reviewed in detail the City of Columbia information contained on the worksheet entitled “Tax Levy Analytical Data for the Tax Years from 2008 – 2013”, which included equalized assessed valuation data (for both Monroe and St. Clair Counties), a category breakdown of the Monroe County assessed valuation data, the city’s 2013 tax levy and the Tax Rates/\$100 for all Monroe County taxing entities appearing on city residents’ tax bills (including a percentage breakdown of the rates); and (ii) distributed and reviewed the Tax Year 2013 (taxes payable in 2014) assessed valuation figures of properties in the Admiral Parkway TIF District. Hudzik stated this information had been provided (and reviewed) to assist the council members in answering any questions they may receive (pertaining to current real estate tax billings) from their constituents.

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IV. MUNICIPAL SALES TAX DISCUSSION

The two (2) page Memo from attorney Tim Palen to City Administrator Al Hudzik, dated May 6, 2014 re: Municipal ‘Sales’ Tax Procedures/Requirements was then reviewed by City Attorney Terry Bruckert (Note: Accounting Manager Linda Sharp distributed a worksheet (at this meeting) entitled “Sales Tax Rate Analysis as of June 9, 2014 – Comparison with Neighboring Illinois Cities” detailing & comparing “Sales Tax Rates”, “Use Tax Rates”, Auto Renting “Occupation” and “Use” Tax Rates and “Telecommunications Tax” Rates of several metro-east municipalities for the Committee Members’ information). The Memo addressed the requirements and procedures for proposing and implementing a “sales” tax increase (in a non-home rule municipality). An increase in the city’s current 1% sales tax rate must be submitted to the electorate pursuant an ordinance or resolution adopted by the city council – the authorizing document must be adopted not less than 79 days before a regularly scheduled election to be eligible for submission to the voters (of the city) at that election. Additionally, if the voters approve an increase in the sales tax rate, the council must approve another ordinance to implement the tax. During Bruckert’s Memo review all in attendance were given the opportunity to make comments, ask questions and express their opinions – Bruckert was instructed to check on the applicability of a sales tax increase to various items sold in the city (e.g., would any increase approved apply to autos, food, drugs, etc.?), as well as activities in support/non-support of referendum issues by city officials.

V. EMS PARAMEDIC STUDENTS TRAINING PROGRAM DISCUSSION

City Administrator Hudzik reviewed correspondence received by Interim EMS Chief Shannon Bound from Curt Schmittling, MEd – EMS Programs Coordinator at Southwestern Illinois College pertaining to an “Agreement Between Southwestern Illinois College and Columbia EMS” (with an effective date of December 1, 2011) entered into on behalf of the City of Columbia by EMS Chief Ken Buss (on March 20, 2012) – neither Hudzik nor Police Chief and EMS Director Edwards remember seeing or discussing this agreement, or presenting it to the council for approval. Hudzik reported that (a) he reviewed the terms of the agreement and had attorney Terry Bruckert and Edwards do the same; and (b) they all agreed its terms created liability issues for the city. Hudzik then recommended that the city terminate the agreement, and discontinue Emergency Medical Technician/Paramedic training of non-employees until a training policy is adopted.

MOTION:

It was moved Alderman Ries and seconded by Alderman Holtkamp to recommend to the City Council that (i) the City Administrator be authorized to take any actions necessary to terminate the “Agreement Between Southwestern Illinois College and Columbia EMS”, entered into on December 1, 2011, pertaining to the providing of clinical training to students of the college; and (ii) any prior actions taken to comply with said authorization be ratified; and (iii) the city discontinue Emergency Medical Technician/Paramedic training of non-employees until a training policy is adopted. Upon Roll Call vote,

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Chairman Ebersohl and Aldermen Agne, Niemietz, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

VI. PD COMMUNICATIONS COORDINATOR DISCUSSION

Police Chief and EMS Director Joe Edwards then reviewed a five (5) page document (which had previously been distributed to the Committee Members) containing a proposed Job Description of a Communications Coordinator (a position he recommends be created at the Police Department) – Edwards indicated the Job Description had been reviewed/revised by labor attorney Mark Weisman and City Administrator Al Hudzik. During Edwards’ review, all in attendance were given the opportunity to make comments, ask questions and express their opinions – issues were addressed by Edwards pertaining to the need for the position, how it would impact the Telecommunicators’ budget/payroll and the whether any of the provisions of the Telecommunicators’ Collective Bargaining Agreement (“CBA”) would affect the creation (and staffing) of this position – Edwards informed the Committee Members that he had spoken to attorney Weisman and even though it was Weisman’s opinion that the “management rights” language of the CBA allows for the creation of this position (which will be a CBA “exempt” position), he planned to meet with FOP field representative Mark Russillo to discuss its creation. It was the consensus of the Committee Members that the Communications Coordinator position be created and staffed (without increasing the total number of Police Department employees) using the Job Description reviewed (and discussed) at this meeting.

VII. EXECUTIVE SESSION

Chairman Ebersohl entertained a motion to go into Executive Session to (i) review Executive Session minutes for publication; (ii) consider the selection of an individual to fill the City Clerk’s vacancy; and (iii) discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees.

MOTION – EXECUTIVE SESSION

It was moved by Alderman Reis and seconded by Alderman Huch to go into Executive Session at 9:10 p.m. to (i) review Executive Session minutes for publication; (ii) consider the selection of an individual to fill the City Clerk’s vacancy; and (iii) discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Niemietz and seconded by Alderman Agne to return to the Regular Session of the Committee of the Whole Meeting at 9:19 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

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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, 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. There was none.

VIII. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

City Administrator Hudzik (i) updated the Committee Members on the Event Coordinator's and City Administrator's job postings and application deadlines; and (ii) informed the Committee Members that Ameren Illinois' default electricity rates (in effect June 2014 – June 2015) had recently been published and they are close to the electricity rates to be charged through the city's electricity aggregation program (at least for the initial year of the two (2) year contract); he said, in all likelihood, residents participating in the city's electricity aggregation program would experience slightly higher or lower bills vs. Ameren Illinois' default rate billings (depending on individual usage), but the potential exists that savings may be obtained (by participants of the city's electricity aggregation program) when next year's electricity default rates are set by Ameren. Alderman Niemietz then asked about city procedures in place to assure that all city businesses, including "assumed name" businesses are properly licensed – she asked that city staff revisit the current procedures and follow-up with businesses not in compliance.

IX. 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, June 9, 2014 at 9:29 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

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