

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF THE  
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
NOVEMBER 14, 2016 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: Chairman Ebersohl and Committee Members - Aldermen Agne, Niemietz, Roessler, Huch, Reis, and Holtkamp. Mayor Hutchinson was also present.

Absent: Alderman Martens.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, City Attorney Terry Bruckert, City Clerk Wes Hoeffken, Accounting Manager Linda Sharp, Chief of Police and EMS Director Jerry Paul, City Engineer Chris Smith, Director of Community Development Emily Fultz, and Deputy Clerk Donna Mehaffey.

Guests Present: Mr. Steve Hancock representing Food Trucks, Mr. Artie Toms representing ATRC, LLC, and Mr. Vincent Dabbs of 932 Meadowview Lane.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of minutes from the October 24, 2016 Committee of the Whole committee meeting; (2) Approval of Executive Session Minutes from the October 24, 2016 Committee of the Whole committee meeting; (3) Food Truck Regulations; (4) Leaf Pickup Service Update; (5) Capital Improvements Bond Issue; (6) Route 3/Gall Road Project; (7) General Liability/Property & Casualty/Workers' Compensation Insurance; (8) FY 2016-2017 Tax Levy; (9) Other items to be considered; (10) Citizen Comments; and (11) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE OCTOBER 24, 2016 COMMITTEE OF THE WHOLE COMMITTEE MEETING**

The minutes of the October 24, 2016 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 of the October 24, 2016 Committee of the Whole committee meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, and Holtkamp voted yea. **MOTION CARRIED.**

**III. APPROVAL OF EXECUTIVE SESSION MINUTES FROM THE OCTOBER 24, 2016 COMMITTEE OF THE WHOLE COMMITTEE MEETING**

The Executive Session minutes of the October 24, 2016 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Huch and seconded by Alderman Reis, to approve the Executive Session minutes of the October 24, 2016 Committee of the Whole committee meeting. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, and Holtkamp voted yea. **MOTION CARRIED.**

**IV. FOOD TRUCK REGULATIONS**

Director of Community Development Emily Fultz addressed the committee on the Food Truck Regulations. Ms. Fultz referenced the draft ordinance, (which would be under Title 5 Business Licenses and Regulations), the business letter from Marie's Ice Cream Shoppe listing other businesses against the food trucks, City of Columbia 750 Feet Buffer Map and comments from the City's Facebook page. Ms. Fultz pointed out the Plan Commission discussed the food truck regulations three times and approved the draft ordinance. Items in the draft ordinance are Definitions, License Required, Manner of Operation, Public Health Standards, Suspension and Revocation of License and License Non-Transferable. Ms. Fultz added food trucks can only be parked on private property, they cannot be parked on City streets and may not locate or operate within 750 feet of an existing business selling prepared food for immediate consumption on or off the premises. Ms. Fultz also added all businesses were invited to attend tonight's meeting and Mr. Steve Hancock, food truck owner, was also in attendance.

All present were invited to offer their comments and input on the regulations. Items discussed were: (i) different scenarios of a food truck, (ii) food truck in City Park for athletic events, (iii) potential of a Food Truck Friday, (iv) no different than a catering business operating out of the home, (v) as long as the trucks are kept away from the brick and mortar restaurants, don't see a problem, (vi) if too many regulations, no one will be making any money, (vii) possibly do a special permit only for food trucks, (viii) have to develop guidelines, and (ix) the number of food trucks that may operate in Columbia.

With no one opposed to the food truck regulations draft brought before the committee, it was the consensus of the committee to move forward on considering the draft version. Mr. Morani added the food catering to individual businesses needs to be discussed with the City Attorney prior to bringing back to council.

## **V. LEAF PICKUP SERVICE UPDATE**

City Engineer Chris Smith addressed the committee on the leaf pickup service. Leaf removal services are currently under contract with ATRC, LLC. Mr. Smith referenced the current leaf removal services agreement with ATRC, LLC, proposal for leaf removal services, 2016-2018 bid tabulation, 2015 leaf pickup map showing number of pickups at residences during the leaf removal period, and the previous four weeks of leaf removal showing dates and addresses. Mr. Smith then introduced Mr. Artie Toms of ARTC, LLC to present the committee with an update.

Mr. Toms reported he is half way through the leaf pickup and has been removing the leaves as follows: Ward 1 – Monday and Tuesday, Ward 2 – Tuesday and Wednesday, Ward 3 – Wednesday and Thursday, and Ward 4 – Thursday and Friday. Mr. Toms explained it is now the peak of the season, explained his equipment, and added another employee to the truck. He noted he has been in direct contact with Mr. Smith and Assistant City Engineer Tim Ahrens. Mr. Toms added he can do a good job with the leaf removal and is very important to him.

The committee posed their concerns and issues to Mr. Toms including: (i) is only one crew operating, which may be unable to keep up with the volume of work; (ii) two crews operating is recommended in the contract based on the workload during peak times; (iii) equipment he is using is inconsistent with what his bid listed; (iv) missed leaf piles; (v) partial piles of leaves left behind; (vi) quality of service; (vii) leaves left on street; (viii) picked up leaves from resident four days late; (ix) working late after dark; (x) leaves around guy-wires, mail boxes, telephone/light poles need to be picked up; and (xi) contract states continuous sweeps through City but some residents are not even receiving once per week removal, which in the City's position is the base level of service for performance purposes.

Mr. Toms responded he had no idea of all the issues, was an eye opener and thanked the committee for their feedback and will improve. Mr. Toms also said he will add another truck tomorrow with two more workers and will make sure the excess leaves get raked up while using the vacuum truck.

Mr. Vincent Dabbs of 932 Meadowview Lane was in attendance and voiced his concerns. They were: (i) some of the same issues and concerns as the committee; (ii) the last removal was October 25 in his area; (iii) contract from last year had two employees plus driver; (iv) not getting money's worth; (v) lawns in area showing grass damage from leaves not being

picked up for long periods of time; (vi) not as clean as in the past; and (vii) piles of leaves getting larger since not being removed in a timely manner.

## **VI. CAPITAL IMPROVEMENTS BOND ISSUE**

Accounting Manager Linda Sharp addressed the committee on the list of potential capital expenditures for the upcoming bond issue which were not placed in the budget. She reviewed the timeline and discussed items to be included: Sirens (2); Ambulance - Zoll X-Series Monitor and Lucas CPR Device, Illinois Route 3 and Gall Road Intersection Construction; Connector Trail; Elevator Major Repair - City Hall; Facility Renovations; and Creekside Park; for a grand total of a potential bond issue of \$450,000.00. Mrs. Sharp is hoping to move quickly on the bond issue and wants to have the funds by the end of December. It has been sent to bond counsel, the public hearing for the bond issue will be December 12, nine banks in the area will be directly solicited to bid on the bonds and bond counsel has approved the RFP. The RFP will be sent out November 29 and is the same as year 2011. The bond issue will cover years 2017 to 2022 and the bidders will provide their interest rates. The RFP is due December 9 and an ordinance for the bond issue will be ready for the December 19 City Council meeting. Alderman Roessler asked what the bond counsel fee would be and Mrs. Sharp said the last one was around \$5,000.00. Mr. Morani added there was a 2.64% to 3.00% interest rate the last time the city conducted a bond issue.

It was the consensus of the committee to keep the items general for the bond issue and to move forward with it.

## **VII. ROUTE 3/GALL ROAD PROJECT**

Mr. Smith addressed the committee on the Route 3/Gall Road Project. Mr. Smith added Oates Associates has started the engineering on the project. Mr. Smith said Gall Road would need to be closed down at Route 3 for the construction (per IL Route 3 and Gall Road Intersection Improvements plan drawing). It was noted the construction would not begin until fall 2018 and would take approximately six weeks to complete. Options were discussed for the Gall Road residents detour. The first option detour is Gall Road to Steppig Road to D Road, past the Pines Subdivision, to Valmeyer Road to the Route 3 stop light. County approval would be required for this detour route. The other option is Gall Road to the Burroughs and Columbia Hills Subdivision to Carl Street where a temporary stop light would be located at Route 3. (There was concern this route would be cutting through a subdivision and a temporary stop light would cost approximately \$30,000.00 which is not covered by the grant.) No decision was needed this evening.

It was the consensus of the committee to have someone drive both proposed detours in each direction to check the time difference. It was also noted to make sure there is good signage for the detour.

**VIII. GENERAL LIABILITY/PROPERTY & CASUALTY/WORKERS' COMPENSATION INSURANCE**

Mr. Morani reviewed the Risk Management Proposals for 2016-2017. There was also a handout with the coverage types from IMLRMA, ICRMT (Illinois Counties Risk Management Trust), BRIT et al., and a list of local cities that are with ICRMT and Gallagher Risk Management Services. Mr. Morani reviewed the proposal totals. The IMLRMA (Illinois Municipal League Risk Management Association) - the City's current carrier, Min/Max - \$227,905.00 is approximately \$30,000.00 higher than ICRMT - \$199,958.00 and IPRF (Illinois Public Risk Fund) - \$197,265.00. (The IMLRMA Min-Max is the rate the City has been paying in previous years; the total rate without the Min/Max is \$255,284.00.) Mr. Morani and Mayor Hutchinson said all carriers are good, but the City can justify making a change from its current carrier based on these figures. Mr. Morani leaned towards ICRMT over Gallagher Risk Management Services because of the training and additional services with having a local broker for a point of contact. Chief Paul spoke of the benefits of the law enforcement training programs offered by ICRMT. Mr. Morani said Gallagher Risk Management Services is a good firm, but the broker would not be local; the broker would be in Chicago and has several different private carriers for the different coverages. Mayor Hutchinson said there are very few differences between the insurance coverage levels; they are all great groups; and all three have self-funded aspects to them. Previously, Mayor Hutchinson said he completed an analysis of the financials of four insurance companies for a city he was working for; IMLRMA, IRMA (Intergovernmental Risk Management Agency), ICRMT and IPRF. Mayor Hutchinson said ICRMT and IPRF have the strongest financials and the strongest net assets to written premium ratio. All of the insurance companies offer bells and whistles, but ICRMT has a training program for police officers and you don't have to pay for the additional services; they are all included. It was noted ICRMT is slightly more expensive, but the benefits are better and ICRMT uses a local broker, Mr. Tim Lowry of Red Bud, who is also the Mayor of Red Bud.

It was the consensus of the committee to recommend the ICRMT proposal and it will be considered at the next City Council meeting on November 21.

**IX. FY 2016-2017 TAX LEVY**

Mr. Morani reviewed with the committee the Tax Levy Analytical Data for tax years 2012 - 2015 and proposed tax year 2016. Mr. Morani estimates the tax levy will be 2% in the EAV, which is a conservative estimate. Mr. Morani pointed out two areas in yellow; the proposed levy for \$110,000.00 for Tort and Immunity and the proposed levy of \$425,000.00 for the Police Pension. The Tort and Immunity tax levy would decrease from last year's extension of \$120,134 if the City changes insurance programs. Mrs. Sharp said the police pension has lost money; has a loss of 2%; and should have had an increase of approximately 6% investment earnings based on the Pension Board's policy. Mr. Morani stated he will need

the final number from the State Pension Board on the Police Pension Fund. It is possible this figure could be lower for the final tax levy. Last year's Police Pension tax levy extension was \$350,348. Alderman Roessler stated the Medicare and Social Security levy amounts are increasing since they are not yet at their proper funding levels. Mr. Morani also noted that the roads and streets levy has increased. He also mentioned the area highlighted yellow for the G.O. Bonds, which is \$85,000.00, which is an estimated amount.

Since there were no questions, it was the consensus of the committee to move forward with the recommended FY 2016-2017 Tax Levy, pending any significant changes to the Police Pension levy. If there are only minor differences in the proposed tax levy, it will be ready for consideration at the December 5 City Council meeting.

**X. LEAF PICKUP SERVICE UPDATE (CONTINUED)**

There was a short discussion regarding the current leaf removal contract, issues and concerns and how it could be terminated if the contractor does not cure deficiencies.

**XI. OTHER ITEMS TO BE CONSIDERED**

There were no other items to be considered.

**XII. CITIZEN COMMENTS**

There were no citizen comments.

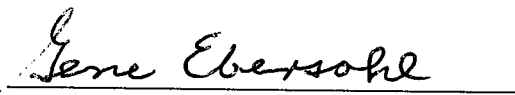
**XIII. EXECUTIVE SESSION – 5 ILCS 120/2(c)**

There was no call for Executive Session.

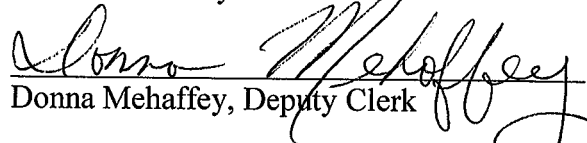
**XIV. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Roessler to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, November 14, 2016 at 9:43 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, and Holtkamp voted yea. **MOTION CARRIED.**

  
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GENE EBERSOHL, Chairman  
COMMITTEE OF THE WHOLE

Minutes taken by:

  
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Donna Mehaffey, Deputy Clerk

Committee of the Whole Meeting – November 14, 2016  
Food Truck Regulations - 7 pages  
Leaf Pickup Service Update - 27 pages  
Capital Improvements Bond Issue  
Route 3/Gall Road Project  
General Liability/Property & Casualty/Workers' Compensation Insurance  
FY 2016-2017 Tax Levy