

NOTICE OF & AGENDA FOR
CITY OF COLUMBIA, ILLINOIS
COMMITTEE MEETINGS TO BE HELD ON
MONDAY, OCTOBER 11, 2010
AT COLUMBIA CITY HALL
208 S. RAPP AVENUE
COLUMBIA, ILLINOIS

7:00 PM - Finance, Claims, Bonds and Interest

1. Audit presentation by Schorb & Schmersahl
2. Other items to be considered or discussed

7:10 PM - Committee of the Whole

1. Global Connect Notification System update
2. Columbia PTA Fall Festival request
3. Other items to be considered or discussed

7:20 PM - Municipal Buildings, Property and Capital Improvements

1. Oak Street property update/discussion
 - (a) Executive Session - discussion on the setting of lease rates
2. Other items to be considered or discussed

7:30 PM - Parks, Playgrounds and Recreation

1. Executive Session
 - (a) Review and consideration of a proposed agreement for the lease of specific parcel(s) of real estate for city use
2. Other items to be considered or discussed

Meeting
Not Held
36
10-11-10

**MINUTES OF THE FINANCE, CLAIMS, BONDS AND INTEREST
COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF
COLUMBIA, ILLINOIS HELD MONDAY, OCTOBER 11, 2010 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Roessler called the Finance, Claims, Bonds and Interest Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:08 p.m.

Upon Roll Call, the following members were:

Present: Chairman Roessler and Aldermen Ebersohl and Stumpf.

Absent: Alderman Hejna.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Niemietz and Oberkfell.

Administrative Staff Present: City Administrator Al Hudzik, Director of Community and Economic Development Paul Ellis, Chief of Police and Ambulance Director Joseph Edwards, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garner.

Guests Present: James R. Schmersahl, CPA, Schorb & Schmersahl, LLC.

Chairman Roessler stated the purpose of the meeting was (1) to receive the annual financial report and audit presentation; and (2) for any other items to be considered or discussed.

II. AUDIT PRESENTATION (for the City's FYE 04/30/10) BY SCHORB & SCHMERSAHL

Chairman Roessler opened the meeting and introduced James R. Schmersahl, CPA, Partner with the firm of Schorb & Schmersahl, LLC, to make the annual financial report and audit presentation. Mr. Schmersahl began the presentation by thanking Accounting Manager Linda Sharp for all of her hard work and assistance in helping provide the necessary financial data during the city's audit for the recently ended fiscal year (04/30/10), and complimenting her for her administration of the city's financial records. He also indicated that the city was receiving an unqualified (clean) audit opinion on its financial statements for the past fiscal year. Jim then reviewed and analyzed some of the financial data in the Annual Financial Report (FYE 04/30/10) including figures (Governmental Activities, Business-Type Activities and Total) presented on: (i) Page 2 – Statement of Net Assets; and (ii) Page 3 Statement of Activities. Additionally, he reviewed figures on P 9 – Statement of Revenues, Expenses and Changes in Net Assets –

Proprietary Funds and touched upon the funding levels and unfunded liabilities pertaining to the pension funds of the city's employees (into which the city is required to make annual contributions) as presented on Pages 34 (Illinois Municipal Retirement Fund) and Page 35 (Police Pension Fund). During his presentation Jim commented on the Ambulance Fund's deficit from the past fiscal year, the relatively slight increase in the city's Net Assets and the difficult economic environment the country continues to experience (and its effect on the city's ability to continue providing services to its residents). During the pension funds review, he pointed out that the city's Illinois Municipal Retirement Fund's unfunded Actuarial Accrued Liability changed from an overfunded balance to an underfunded balance (in the last two years) due mainly to the poor investment performance experienced by the state run pension fund. A general discussion took place by all in attendance during Jim's presentation and he answered various questions that were asked of him.

MOTION:

It was moved by Alderman Ebersohl and seconded by Alderman Stumpf to recommend to the City Council approval of the City's Annual Financial and Audit Report for the fiscal year ended April 30, 2010, as presented by Jim Schmersahl representing the firm of Schorb & Schmersahl, LLC. Chairman Roessler and Aldermen Ebersohl and Stumpf voted yea. **MOTION CARRIED.** A straw poll was taken: Aldermen Niemietz and Oberkfell voted yea.

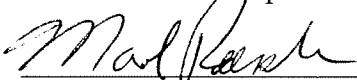
III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

Accounting Manager Linda Sharp distributed a draft copy of the Annual Tax Increment Finance Report for the fiscal year ended April 30, 2010. Linda stated that she would file it with the State of Illinois before the 180 day deadline. She also stated that the report was reviewed by the auditors as part of their review of the city's financial statements, and that it contained their opinions in the Independent Auditors' Report (Attachment K) and the Report of Independent Accountants (Attachment L).

IV. ADJOURNMENT

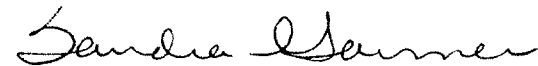
MOTION:

It was moved by Alderman Ebersohl and seconded by Alderman Stumpf to adjourn the Finance, Claims, Bonds and Interest Committee Meeting held Monday, October 11, 2010 at 7:53 p.m. Upon Roll Call vote, Chairman Roessler and Aldermen Ebersohl and Stumpf voted yea. **MOTION CARRIED.**



MARK ROESSLER, Chairman
FINANCE, CLAIMS, BONDS AND INTEREST COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
OCTOBER 11, 2010 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 Niemietz, Oberkfell, Stumpf and Roessler and Mayor Hutchinson.

Absent: Aldermen Agne, Row and Hejna.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, Community and Economic Development Director Paul Ellis, Accounting Manager Linda Sharp, Chief of Police and Ambulance Director Joseph Edwards and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Ebersohl stated the purpose of the meeting was to discuss/receive (1) Global Connect notification system information; (2) the Columbia PTA Fall Festival request; (3) an update on the Oak Street property; and (4) any other items to be considered.

II. GLOBAL CONNECT NOTIFICATION SYSTEM UPDATE DISCUSSION

Chairman Ebersohl requested that City Administrator Hudzik address the Committee on this issue. Hudzik reviewed the information previously distributed to the Committee Members regarding the Global Connect Notification System including (i) a Memo indicating that all governmental entities in Monroe County were moving ahead with the Global Connect system, and that each of them were entering into their own entities' contract with Global Connect (as opposed to the County signing one master contract); (ii) a document entitled "Emergency Notification System Pricing"; and (iii) the proposed "Global Connect User Agreement". Mr. Hudzik reminded the Committee of the original discussion at the Committee of the Whole Meeting on July 26, 2010, which included the annual price of \$.65@ for households and businesses plus \$1.00@ for city employees – this will allow unlimited notifications (including emergency and non-emergency notifications) -- the original estimate of the approximate number of households and businesses in the city was 4,700, but that has been reduced to 3,700 based on the approximate number of utility bills recorded. Mr. Hudzik informed the Committee that

(a) the Global Connect system will cost the city approximately \$2,300 for the first year of the contract – after that the cost will be based on the actual number of households, businesses and employees using the system; (b) Waterloo chose the \$.65 rate for unlimited notifications; (c) Monroe County selected the \$.55 rate for emergency notification only; (d) the possible reason each of the entities is entering into its own contract is for the ability to chose whether emergency notification services only would be used or non-emergency notification messages would also be included in each entities' services; (e) this program will be coordinated on a countywide basis with the various entities being able to customize it to their own usage requirements. He also reviewed the terms and conditions of the contract highlighting Section 8 which gives the City the ability to terminate the agreement at any time without cause, and informed the Committee that (i) training will be offered in the future for all Monroe County governmental entities enrolling in the service; and (ii) the county-wide policies would be set up in the near future. A general discussion then took place with all in attendance given the opportunity to make comments and express their opinions, which included: (A) is there any reason why the service should not be used?; (B) it appears to be a great service for the price; and (C) the Columbia School District has a similar notification service at a cost of \$1.00 per user, however, the district may look at the Global Connect System service next year. Mr. Hudzik stated he planned to prepare an ordinance for the October 18th council meeting approving of the Global Connect User Agreement, and stated he felt the service would be worthwhile and well worth the minimal cost to activate it.

III. COLUMBIA PTA FALL FESTIVAL REQUEST DISCUSSION

City Administrator Hudzik briefly reviewed the two (2) pages of e-mails previously distributed to the Committee Members and the letter of request, dated September 20, 2010, from Cheri Wuertz, Columbia PTA Vice President and 2010 Fall Festival Chairperson, indicating the PTA is hosting its sixth annual Fall Festival on Friday, October 15th. Mr. Hudzik informed the Committee Members he had received the letter on the previous Friday, October 8th, and indicated that a decision needs to be made as to whether the request can be granted to close McDannold Drive on October 15th (in conjunction with the Fall Festival), since the next Council Meeting will not be held until after the event – if a decision is made to grant the request, it can be ratified at the next council meeting. Chief Edwards commented that the Columbia PTA has been holding this event for years and there haven't been any problems or issues in the past. He recommended the request be granted (as in the past) with the DOPW supplying/putting up barricades to close off McDannold Drive during the festival and removing them when the event is over.

MOTION:

It was moved by Alderman Niemiets and seconded by Alderman Roessler to recommend to the City Council approval of the request of the Columbia PTA to close McDannold Drive on October 15, 2010 from approximately 3:15 p.m. to 10:00 p.m. to accommodate their annual Fall Festival's activities. Chairman Ebersohl and Aldermen Niemiets, Oberkfell, Stumpf and Roessler voted yea. **MOTION CARRIED.**

IV. OAK STREET PROPERTY UPDATE/DISCUSSION

Chairman Ebersohl called upon Director of Community and Economic Development Paul Ellis to address the Committee on this issue. Mr. Ellis reviewed the documents previously distributed to the Committee Members consisting of a Memo pertaining to the Oak Street Community Building and its attachments which included the following: (1) lease agreement from White & Raney (dentists); (2) lease agreement from J. W. Boyle Co. (CPAs); (3) existing floor plan for Area '3' – currently unoccupied; (4) estimated construction costs from Guaranteed Interiors (Gregg Crawford); and (5) energy efficiency review and recommendations from the Smart Energy Design Assistance Center (SEDAC). Mr. Ellis stated the lease agreements for White & Raney and J. W. Boyle are pending approval by both tenants, with J. W. Boyle having additional inquiries. Mr. Ellis informed the Committee he had received two estimates for the unrented space (Phase II) to put the space in tenant-ready condition except for the cost of a replacement furnace and restroom handicapped accessibility costs. Paul also reviewed the SEDAC information which contained a cost analysis of the savings that may be realized by making the building more energy efficient (vs. the cost of the items/renovations needed). During the presentation, all in attendance were given the opportunity to make comments, express their opinions and ask questions, which included: (A) whether the improvements in Phase II should be made before a tenant(s) is found to lease the space and, if so, the source of funds (including possible grant funds) to be used for the renovations; (B) that cost estimates need to be obtained for the White and Raney lease "EXHIBIT 2" expenses to allow the Council Members to properly assess the lease (and the costs involved); (C) how quickly the repair and resurfacing of the parking lot needs to be handled, and the need for an estimate to indicate the cost of such resurfacing; (D) the need to get an estimate to fix/replace the shingles around the top of the building; (E) the need to get a turn-key estimate for all expenses needed to put the unused space (in Area 3) in tenant-ready condition; and (F) developing a plan for the future use of the building (including the possible expansion of future city services).

Mr. Ellis indicated the dentists had agreed to the terms of their proposed lease and recommended that the lease provisions (including the rental provisions of \$7.00/sq. ft. currently with a 3% increase annually) be approved – he indicated he planned to present an ordinance at the Council Meeting on October 18th approving of the White & Raney (dentists) lease – the Committee requested that Paul have the "EXHIBIT 2" improvements expense figures to present at that Council Meeting.

Mr. Ellis was instructed to get several estimates on renovating the building in Area 3 (the unrented space) to put it in tenant-ready condition so the entire building can be rented.


V. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

VI. ADJOURNMENT

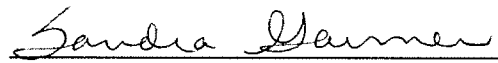
MOTION:

It was moved by Alderman Roessler and seconded by Alderman Stumpf to adjourn the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, October 11, 2010 at 8:55 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Niemietz, Oberkfell, Stumpf and Roessler voted yea. MOTION CARRIED.



GENE EBERSOHL, Chairman
COMMITTEE OF THE WHOLE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE PARKS, PLAYGROUNDS AND RECREATION
COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY OF
COLUMBIA, ILLINOIS HELD MONDAY, OCTOBER 11, 2010 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 8:56 p.m.

Upon Roll Call, the following members were:

Present: Chairman Niemietz and Aldermen Ebersohl and Stumpf.

Absent: Alderman Agne.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Oberkfell and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, Director of Community and Economic Development Paul Ellis and Accounting/Clerical Assistant Sandy Garmer.

Chairman Niemietz stated the purpose of the meeting was for the review and consideration of a proposed agreement for the lease of specific parcel(s) of real estate for city use (in Executive Session).

II. EXECUTIVE SESSION

MOTION – EXECUTIVE SESSION

It was moved by Alderman Stumpf and seconded by Alderman Ebersohl to go into Executive Session at 8:57 p.m. for the review and consideration of a proposed agreement for the lease of specific parcel(s) of real estate for city use. Chairman Niemietz and Aldermen Ebersohl and Stumpf voted yea. **MOTION CARRIED.**

MOTION – REGULAR SESSION

It was moved by Alderman Ebersohl and seconded by Alderman Stumpf to return to the Regular Session of the Parks, Playgrounds and Recreation Committee Meeting at 9:30 p.m. Upon Roll Call vote, Chairman Niemietz and Aldermen Ebersohl and Stumpf voted yea. **MOTION CARRIED.**

Upon return to the Regular Session of the Parks, Playgrounds and Recreation Committee Meeting, the following Committee Members were present: Chairman Niemietz and

Aldermen Ebersohl and Stumpf. Other Council Members present: Mayor Hutchinson and Aldermen Oberkfell and Roessler.

Chairman Niemietz asked if there was any action to be taken as a result of the Executive Session of the Parks, Playgrounds and Recreation Committee. There was none.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Ebersohl and seconded by Alderman Stumpf to adjourn the Parks, Playgrounds and Recreation Committee Meeting held Monday, October 11, 2010 at 9:31 p.m. Upon Roll Call Vote, Chairman Niemietz and Aldermen Ebersohl and Stumpf voted yea. **MOTION CARRIED.**



MARY ELLEN NIEMIETZ, Chairman
PARKS, PLAYGROUNDS AND RECREATION COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE EXECUTIVE SESSION OF THE PARKS, PLAYGROUNDS
AND RECREATION COMMITTEE MEETING OF THE CITY COUNCIL OF
THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY, OCTOBER 11, 2010 IN
THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Niemietz called the Executive Session of the Parks, Playgrounds and Recreation Committee Meeting of the City Council of the City of Columbia, Illinois to order at 8:57 p.m.

Upon Roll Call, the following members were:

Present: Chairman Niemietz and Aldermen Ebersohl and Stumpf.

Absent: Alderman Agne.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Oberkfell and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, Director of Community and Economic Development Paul Ellis and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

II. EXECUTIVE SESSION

Chairman Niemietz stated the Executive Session was called for the review and consideration of a proposed agreement for the lease of specific parcel(s) of real estate for city use.

III. REVIEW AND CONSIDERATION OF A PROPOSED AGREEMENT FOR THE LEASE OF A SPECIFIC PARCEL(S) OF REAL ESTATE FOR CITY USE

Chairman Niemietz called upon City Administrator Al Hudzik to address the Committee/Council Members on this issue. Al referenced the documents previously distributed consisting of (1) a letter, dated September 29, 2010, from Herman W. (Bill) Wolf, Commander of American Legion Post 581 Re: American Legion Post 581 – City of Columbia Lease; and (2) American Legion Memorial Park Lease, a lease agreement based upon the lease agreement drafted by former City Attorney Tom Adams that was given to Commander Wolf for the Legion's review and comments in July, 2010 – said American Legion Memorial Park Lease document was drafted by Floyd Crowder, attorney for the American Legion and it contained revisions (to Tom's draft document) requested by the American Legion and their attorney. Hudzik then reviewed all changes

Executive Session of the Parks, Playgrounds and Recreation Committee Meeting
October 11, 2010

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Letter dated September 29, 2010 re: American Legion Post 581 – City of Columbia Lease and American Legion Memorial Park Lease (11 pages)

(other than grammatical changes) in the American Legion Memorial Park Lease document (as compared to Tom's draft lease document), which consisted of the following: (a) Page 2 – last paragraph – the access easement description was changed from Southwest to Southeast; (b) Page 3 – Legion's covenants (5)(C) – the city's request to be named as additional insured had been removed; (c) Page 3 – Legion's covenants (5)(D) – the Grant of right to use the lift station agreement had been deleted (this was referenced in Commander Wolf's letter of 09/29/10 since it no longer exists); (d) Page 4 – City's covenants (6)(B) Utility and other charges – the last few lines of text dealing with the resolution of disputes was changed from filing with the Monroe County Circuit Court to arbitration; (e) Page 5 – City's covenants (6)(B) Utility and other charges – the last sentence in the first paragraph was added stating that the city is to reimburse the Legion for the cost of water used to water the grass or for any other purposes, except for on premises drinking or sanitary purposes; (f) Page 5 – City's covenants (6)(E) Additional indemnification – minor language changes were made to the next to the last line – Hudzik expressed his opinion that he felt the Legion accidentally left out the word "not" between the words "is" and "the" so that the next to last sentence should begin as follows "which is not the result of ..."; and (g) Page 8 – Paragraph 8 (Patronage) – language was inserted indicating that the groups currently using the Legion fields would be able to continue their useage during the lease term and their ability to continue to use the fields would not be terminated without the consent of the Legion, which would not be unreasonably withheld. Hudzik indicated a meeting has been set up with Legion representatives to discuss their suggested changes and make any necessary amendments – all in all he reported he felt the city could accept the Legion's recommended changes with the exception of the proper direction to appear pursuant to change (a); discussion be held on the naming of the city as additional insured pursuant to change (b); and the insertion of the word "not" as detailed in change (f). A general discussion took place by all in attendance during Hudzik's presentation including (i) the city's acceptance of arbitration pursuant to change (d) since a dispute during the lease term was unlikely and arbitration is a less expensive option; and (ii) the agreement to reimburse the Legion for watering the grass pursuant to change (e), since the Legion does not water the grass on its fields. During the general discussion various Committee/Council members made comments/expressed their opinions on the lease and future use and management of the property once a lease is approved. Hudzik informed the Committee/Council Members that he planned to prepare an Ordinance for the October 18th council meeting approving the lease with any negotiated amendments pursuant to the scheduled meeting with American Legion representatives – he indicated that he would provide a Memo to the council identifying any changes to the lease document presented and reviewed at this meeting.

V. ADJOURNMENT

MOTION:


It was moved by Alderman Ebersohl and seconded by Alderman Stumpf to adjourn the Executive Session of the Parks, Playgrounds and Recreation Committee Meeting of

Executive Session of the Parks, Playgrounds and Recreation Committee Meeting
October 11, 2010

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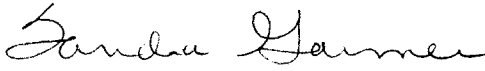
Letter dated September 29, 2010 re: American Legion Post 581 – City of Columbia Lease and American Legion Memorial Park Lease (11 pages)

Monday, October 11, 2010 at 9:30 p.m. Upon Roll Call vote, Chairman Niemietz and Aldermen Ebersohl and Stumpf voted yea. **MOTION CARRIED.**



MARY E. NIEMIETZ, Chairman
PARKS, PLAYGROUNDS AND RECREATION COMMITTEE

Minutes Taken By:



SANDRA GARMER, Accounting/Clerical Assistant



ALBERT G. HUDZIK, City Administrator