

**NOTICE OF & AGENDA FOR
CITY OF COLUMBIA, ILLINOIS
COMMITTEE MEETINGS TO BE HELD ON
MONDAY, March 14, 2011
AT COLUMBIA CITY HALL
208 S. RAPP AVENUE
COLUMBIA, ILLINOIS**

7:00 PM - Ambulance, Radio Communication and Dispatch

1. Mediclaims collections/billing service review/discussion
2. Other items to be considered or discussed

7:10 PM - Personnel

1. Review/discussion of Ordinance Establishing Hiring Standards for Part-Time Police Officers
2. Other items to be considered or discussed

7:20 PM - Committee of the Whole

1. Budget/financial information presentation and discussion
2. Other items to be considered or discussed

7:30 PM - Ordinance, Planning and Zoning

1. Review/discussion of text/procedural changes re: building permit submittal with plans prior to Architectural Review Board Meeting
2. Other items to be considered or discussed

**MINUTES OF THE AMBULANCE, RADIO COMMUNICATION AND
DISPATCH COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY
OF COLUMBIA, ILLINOIS HELD MONDAY, MARCH 14, 2011 IN THE
COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Fred Stumpf called the Ambulance, Radio Communication and Dispatch 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 Stumpf and Aldermen Niemietz and Hejna.

Absent: Alderman Row.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Agne, Oberkfell and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, Chief of Police and EMS Director Joe Edwards, Chief of the EMS Division Ken Buss, City Engineer Ron Williams, Accounting Manager Linda Sharp, and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Stumpf stated the purpose of the meeting was to discuss and review (1) Mediclaims collections and billing services; and (2) any other items that may need to be considered.

II. MEDICLAIMS COLLECTIONS/BILLING SERVICES REVIEW/DISCUSSION

Chairman Stumpf made opening remarks and informed the Committee/Council Members that he had spoken to Ken Buss, Chief of the EMS Division, on several occasions pertaining to the services provided by Mediclaims, Inc., the city's current EMS billings/collections provider – he also indicated that a meeting had been held earlier today, which was attended by Ken Buss, Shannon Bound, Linda Sharp, Al Hudzik and Chairman Stumpf, to discuss this issue. Chairman Stumpf then called upon Ken Buss to address the Committee/Council Members on this issue. Ken informed the members that in his opinion the services provided by Mediclaims have become unsatisfactory over the time the company has been providing billing/collection services to the city. He recommends that the city's EMS billings/collections be handled in-house by Shannon

Bound with full-time EMS employee Darin Hartman acting as Shannon's back-up – Shannon currently provides support in this area and works sixteen (16) hrs/week making slightly over \$15/hr. (approximately \$12,800/yr). Shannon has approximately twelve (12) years experience in the medical billing field and has taken training and received her certification in ambulance coding – she feels she would need to increase her hours to thirty-six (36) hrs/week to handle the EMS billings/collections – Ken recommended increasing her salary to \$16/hr. ($\$16 \times 36 \text{ hrs} \times 52 \text{ weeks} = \$29,952$) – he also advocated a salary increase for Darin Hartman in the amount of \$2,562/yr. Additional costs (to bring the EMS billings/collections in-house) include the purchase of software (approximately \$13,000 (including training)) and ongoing software maintenance (approximately \$2,000/yr). If the decision is made to discontinue using Mediclaims and move the billings/collections in-house, the city would continue using Mediclaims for several months while the training and testing occurs. Additionally, Ken recommended that the city consider accepting credit card payments for EMS bills – he indicated many individuals have inquired about making their payments by credit card (over the years), but neither the city nor Mediclaims accepts such payments. Ken said he feels using Shannon to collect the EMS bills will result in a better percentage of our billings being received. City Administrator Hudzik and Accounting Manager Sharp briefed the Committee/Council Members on the CY 2010 EMS Department “Amounts Billed”, “Payments Received” and “Mediclaims Fees Paid”, as well as additional costs (including possible employee benefits) that may be involved in moving the EMS billings/collections in-house and the administrative benefits that may occur from such a move. During the presentations all in attendance were given the opportunity to make comments, express their opinions and ask questions, which included: (i) credit card payments have been discussed in the past and the city encountered difficulties in implementing the receipts into its accounting system, but with different software, it's worth looking at again; (ii) full employee benefits have to be offered to employees scheduled to work a minimum of thirty (30) hrs/week; (iii) whether Shannon feels she can reduce her hours below the thirty (30) hrs/week threshold and still adequately do the job; and (iv) it would be beneficial to have an administrative employee available at the EMS Department more than sixteen (16) hrs/week.

Chairman Stumpf asked City Administrator Hudzik and Finance Manager Sharp to put together a financial analysis re: moving the EMS billings/collections in-house for the next Committee Meeting planned for March 28th.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Niemietz and seconded by Alderman Hejna to adjourn the Ambulance, Radio Communication and Dispatch Committee Meeting held Monday,

March 14, 2011 at 7:23 p.m. Upon Roll Call Vote, Chairman Stumpf and Aldermen Niemietz and Hejna voted yea. **MOTION CARRIED.**



FRED STUMPF, Chairman
AMBULANCE, RADIO COMMUNICATION AND DISPATCH COMMITTEE

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,
MARCH 14, 2011 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Mary Ellen Niemietz called the Personnel Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:24 p.m.

Upon Roll Call, the following members were:

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

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Agne, Hejna and Oberkfell.

Administrative Staff Present: City Administrator Al Hudzik, Chief of Police and EMS Director Joe Edwards, City Engineer Ron Williams, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Niemietz stated the purpose of the meeting was to discuss and review an Ordinance Establishing Hiring Standards for Part-Time Police Officers and any other items to be considered.

II. REVIEW/DISCUSSION OF ORDINANCE ESTABLISHING HIRING STANDARDS FOR PART-TIME POLICE OFFICERS

Chairman Niemietz made opening remarks and called upon Chief of Police Joe Edwards to address the Committee on this issue. Chief Edwards informed the Committee/Council Members that the proposed ordinance establishing hiring standards for part-time police officers (which was distributed for the March 7, 2011 Council Meeting and tabled at that time) was submitted to the council pursuant to a letter he received from the Illinois Law Enforcement Training and Standards Board indicating that it appeared the city may not be in compliance with the provisions of Illinois Municipal Code 65 ILCS 5/3.1-30-21 requiring that an ordinance establishing hiring standards for part-time police officers be filed with such law enforcement training and standards board. He also informed the Committee/Council Members that as long as he has been Chief of Police part-time police officers have always been hired using the same process as full-time officers with the exception of the interview process (full-time officer interviews are handled through the Board of Fire and Police Commissioners whereas part-time officer interviews have been

handled by the Chief of Police, Deputy Chief of Police and/or the City Administrator). During Chief Edwards' presentation all in attendance were given the opportunity to make comments and ask questions, which included (i) whether part-time officer candidates are subjected to drug testing before being hired (yes – must also take the written and physical tests, as well as the medical exam, required of full-time officer candidates); (ii) a brief history of part-time officer usage – currently the department has two (2) part-time officers that are mainly used at special events – Chief Edwards would eventually like to increase that number; (iii) training required and the cost – the training costs are paid by the city – years ago part-time officers did not have to attend the academy; currently there is a part-time academy and Chief Edwards will check on the cost and get that information to the Committee/Council Members; and (iv) an ordinance establishing hiring standards for part-time police officers must be passed to comply with state law, but (upon questioning by one of the Committee Members) part-time officer hiring recommendations will be presented to the City Council for approval before the part-time officer is hired.

It was the general consensus of the Committee/Council Members present that the ordinance to establish hiring standards for part-time police officers be presented again at the March 24, 2011 council meeting.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

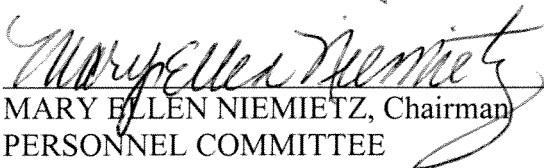
None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Stumpf and seconded by Alderman Ebersohl to adjourn the Personnel Committee Meeting held Monday, March 14, 2011 at 7:33 p.m. Upon Roll Call Vote, Chairman Niemietz and Aldermen Ebersohl, Stumpf and Roessler voted yea.

MOTION CARRIED.


MARY ELLEN NIEMIETZ, Chairman
PERSONNEL 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,
MARCH 14, 2011 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 7:34 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Niemietz, Hejna, Oberkfell, Stumpf and Roessler and Mayor Hutchinson.

Absent: Alderman Row.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, Accounting Manager Linda Sharp, Chief of Police and EMS Director Joe Edwards and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: None.

Chairman Ebersohl stated the purpose of the meeting was to review and discuss (1) budget and financial information; and (2) any other items to be considered.

II. BUDGET/FINANCIAL INFORMATION PRESENTATION AND DISCUSSION

Chairman Ebersohl made opening remarks and called upon City Administrator Al Hudzik and Finance Manager Linda Sharp to address the Committee on budgetary matters. Hudzik (i) informed the Committee Members of the budget process to be followed this year (basically the same as the last two (2) fiscal years); (ii) indicated additional budgetary figures would be presented at the Committee Meeting to be held on March 28th, including information obtained at budget meetings being held with the city's department heads; and (iii) briefly summarized the FY 2010 – 2011 tax levy (approved in December, 2010) revenues to be received and used for General Fund purposes. He then reviewed worksheets (containing fiscal year to date information) entitled "Sales Tax Receipts Summary", reflecting sales tax receipts on a monthly basis; ; "George Weber Chevrolet 1% Sales Tax Payments by Month of Actual Sales", reflecting said sales tax figures on a monthly basis; "Sales Tax Receipts by Category", reflecting various categories of sales taxes reported on a quarterly basis; "Income Tax Receipts Summary", reflecting said tax receipts monthly (and listing payments currently owed to the city by the state); and "Utility Tax Receipts", reflecting said tax receipts on a monthly basis; each of the worksheets reviewed contained fiscal year/fiscal year to date information

comparing figures from the current fiscal year to past fiscal years. Accounting Manager Sharp then reviewed her Memo and its attached documents consisting of (a) the city's current fee schedule; and (b) consumer price index (CPI) data – all urban consumers (containing data for the past ten (10) years for both (i) the U.S. city average; and (ii) the Midwest urban area). Linda informed the Committee Members that (A) water rates paid by the city had not been increased this year; (B) trash pick-up rates were increased by \$.35/month pursuant to the city's contract with Reliable Sanitation; and (C) further analysis was needed on leaf and limb pick-up fees, as well as other city fees, so recommendations could be made to the City Council. During the budgetary/financial information presentations all in attendance were able to make comments and ask questions pertaining to the financial information presented.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

IV. ADJOURNMENT

MOTION:

It was moved by Alderman Agne 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, March 14, 2011 at 8:06 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Hejna, 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 ORDINANCE, PLANNING AND ZONING COMMITTEE
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS
HELD MONDAY, MARCH 14, 2011 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 8:07 p.m.

Upon Roll Call, the following members were:

Present: Chairman Agne and Aldermen Ebersohl and Niemietz.

Absent: Alderman Row.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Hejna, Oberkfell, Stumpf and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garner.

Guests Present: None.

Chairman Agne stated the purpose of the meeting was to discuss and review (1) the text/procedural changes regarding building permit submittal with plans prior to Architectural Review Board Meeting; and (2) any other items to be considered.

II. REVIEW/DISCUSSION OF TEXT/PROCEDURAL CHANGES RE: BUILDING PERMIT SUBMITTAL WITH PLANS PRIOR TO ARCHITECTURAL REVIEW BOARD MEETING

Chairman Agne indicated he felt City Engineer Williams' recommended text changes (that were distributed to the council members with the packet of information they received for the March 7th council meeting) pertaining to this issue looked OK, and stated that an ordinance to adopt the changes would be presented at the March 21, 2011 council meeting.

III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

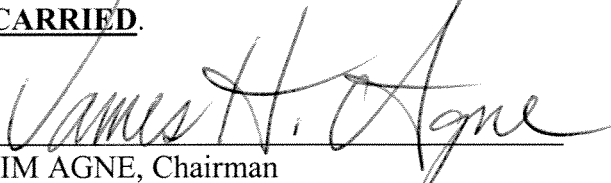
Chairman Agne informed the Committee/Council Members that City Engineer Williams recommended, and he concurred, that the long-term private property dumpster placement issue (discussed at the February 28, 2011 Committee Meeting) should be handled on a case-by-case basis, and that no permit requirement or other action is necessary at this time.

IV. **ADJOURNMENT**

MOTION:

It was moved by Aldermen 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 Monday, March 14, 2011, at 8:09 p.m. Upon Roll Call vote, Chairman Agne and Aldermen Ebersohl and Niemietz voted yea. **MOTION**

CARRIED.



JIM AGNE, Chairman

ORDINANCE, PLANNING AND ZONING COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant