

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
JUNE 10, 2013 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 7:03 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, Director of Community and Economic Development Paul Ellis (arrived at 7:20 p.m.) and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Ebersohl stated the purpose of the meeting was to discuss (1) an Illinois Transportation Enhancement Program (ITEP) Grant Application; and (2) any other items to be considered.

II. ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP) GRANT APPLICATION DISCUSSION

Chairman Ebersohl opened the meeting and called upon City Engineer Ron Williams to address the Committee Members on this issue. Ron reviewed his Memo of June 7th re: ITEP Application (which had previously been distributed to the Committee Members), as well as an e-mail document (copies were distributed by Ron at this meeting) from Tom Cissell of Oates Associates. Both documents contained information pertaining to the latest round of ITEP grant applications (due on or before August 20, 2013), including an estimate of the cost to extend the Main Street Streetscape Project from Oak Street to Locust. Ron then presented and reviewed a PowerPoint overview of the Streetscape Project. During Ron's review/presentation, all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (i) the timeframe of the project (if the grant is awarded) is expected to be approximately two (2) years; (ii) the city would need to identify the source(s) of funding for its share of the ITEP Project; and (iii) the estimated cost to the city is \$177,500; additionally, the city would have to provide the monies for the engineering and right-of-way costs, but would receive reimbursement of those expenses from the grant. It was the consensus of the Committee Members that (a) city staff start compiling the necessary data to submit an ITEP Grant Application on the Main Street Streetscape Project, as discussed; and (b) an

application be submitted prior to the deadline, contingent upon staff identifying funding source(s) to meet the city's share of the project -- staff is to keep the Committee Members updated on this topic.


III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

Chairman Ebersohl (i) asked City Engineer Williams if IDOT ever informed him why the city's Cherry Street – Phase 2 Project was deleted from the May bid letting – Williams said he had not yet heard, but that the project would be included in the state's June bid letting; and (ii) stated that the American Legion membership is considering selling the Legion building (and surrounding property) – since the city is purchasing the American Legion Fields, he wanted to get the Committee's opinion on whether they thought the city should also consider purchasing the building, possibly to be used as a community center. It was the general consensus of the Committee Members that the city express its interest in purchasing the property (including the building) – funding source(s) would have to be identified and numerous meetings with representatives of the American Legion would need to be held. Alderman Agne briefly brought up the sirens activation issue, including the reduction of the timeframe for activating them for fire calls (the Columbia Fire Protection District agreed to reduce the fire sirens activation hours from 6:00 AM – 10:00 PM (previously) to 6:00 AM – 8:00 PM). The Mayor reported it was the opinion of City Attorney Bruckert that no additional action was necessary by the city council on the sirens issue, unless a change is to be made to the current activation schedule.

IV. 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 10, 2013 at 7:26 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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF THE CITY
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
JUNE 10, 2013 IN THE COUNCIL ROOM OF CITY HALL**

I. CALL TO ORDER

Chairman Jeff Huch called the Personnel Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:27 p.m.

Upon Roll Call, the following members were:

Present: Chairman Huch and Aldermen Ebersohl and Niemietz.

Absent: Alderman Roessler.

Others Present: Mayor Hutchinson and Aldermen Agne, Mathews, Reis and Holtkamp.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Director of Community and Economic Development Paul Ellis (left at 7:33 p.m.) and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Huch stated the meeting was called for the purpose of discussing (1) a Monroe County Welcome Center Coordinator; (2) the Building Inspector's position; and (3) any other items to be considered.

II. MONROE COUNTY WELCOME CENTER COORDINATOR DISCUSSION

Chairman Huch opened the meeting and called upon Community and Economic Development Director Paul Ellis to address the Committee/Council Members on this issue. Paul reviewed his Memo re: Coordinator for Monroe County Welcome Center (which had previously been distributed to the Committee/Council Members) – the Memo indicated that (a) it has been difficult to staff the Monroe County Welcome Center on a regular basis, especially on weekends; (b) funding for Welcome Center expenses is provided by five (5) local jurisdictions (i.e., Columbia, Maeystown, Monroe County, Waterloo and Valmeyer); and (c) Paul is asking the Committee/Council Members to consider establishing a seasonal, part-time paid Coordinator's position to address the inadequate staffing issue. Paul also reviewed the Memo's attachment, which contained information pertaining to the Coordinator's position, including a "Job Description", "Hours" to be worked, "Pay, Benefits and Requirements" and "Sources of Funding". During Paul's presentation, all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (i) staffing difficulties have been experienced despite soliciting volunteers from all five (5) funding jurisdictions; (ii) the total estimated annual cost to fund the Coordinator's position

approximates \$4,800 (anticipated to be less this year since the coordinator will not be employed during the entire staffing season (May – September annually)); and (iii) that funding for the Welcome Center is provided by the local governmental entities on a per capita basis. Paul indicated this was his first presentation on the Coordinator's position and that he planned to meet with the other funding entities if approval is received at this meeting (to proceed on this issue). It was the consensus of the Committee/Council Members that Columbia agree to provide its proportionate share of funding for the Coordinator's position (as described by Paul during this meeting) provided that the other funding entities also agree to pay their proportionate share of the costs. Paul is to make similar presentations to the other funding entities and, if all agree, he will advertise to fill the position.

III. BUILDING INSPECTOR POSITION DISCUSSION

City Engineer Ron Williams then addressed the Committee/Council Members on this issue – he reminded them that Al Holden, the current Building Inspector, is retiring at the end of this month and that he (Williams) would like to advertise to fill this position. Williams then reviewed his Memo re: Building Inspector Position and briefly reviewed its attachments consisting of (a) Columbia Municipal Code Section 2.50 entitled “Building Inspector”; (b) the city's current “Job Description” for the Building Inspector's position; (c) the “job opportunity notices” used by several local entities to fill a similar position; and (d) a draft of the notice he plans to use to advertise to fill the Building Inspector's position. Ron's Memo indicated that (i) he planned to advertise the position in a local newspaper, as well as the Illinois and Missouri associations of Code Enforcement Officials – he also indicated it would be advertised with the Southern Illinois association of Code Enforcement Officials; and (ii) he had been in touch with Mike Fausz with Monroe County Zoning and Planning, who oversees the Monroe County Building Department, concerning assistance (after Mr. Holden's retirement and before the city's Building Inspector's position is filled) with building permitting and inspections, including occupancy inspections – he plans to follow-up in an effort to reach an agreement with Monroe County for their personnel to provide assistance to the city; Ron also indicated that Monroe County personnel would not be dealing with code enforcement issues and that Assistant City Engineer Tim Ahrens and he (Williams) would address those issues. City Administrator Al Hudzik then reviewed a document (distributed at this meeting) entitled “Building Inspector's Wages and Benefits Summary/Analysis”, which contained a summary of the current wages and benefits costs associated with this position, as well as an estimate based upon a different level of Health/Dental/Life insurance participation. During the presentations/reviews, all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (A) Mr. Holden may be willing to offer assistance on a part-time limited basis as long as it doesn't jeopardize his pension; (B) the position should be that of a Building Inspector and Code Enforcement Official with duties possibly expanded to include codification of the city's codes (if time allows); (C) the individual hired should have good interpersonal/people/communications skills and be able to handle confrontational situations; (D) in dealing with code enforcement issues, the city is mainly interested in its residents/property owners complying with the regulations contained in the code; (E) certification(s) are not required by Illinois law, but the successful candidate will be encouraged to obtain job related certification(s)/licenses and

attend ongoing training sessions; and (F) computer skills are necessary to properly perform the duties of the job. It was the consensus of the Committee/Council Members that City Engineer Williams be authorized to advertise for the Building Inspector and Code Enforcement Official position.

IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED

None.

V. ADJOURNMENT

MOTION:


It was moved by Alderman Ebersohl and seconded by Alderman Niemietz to adjourn the Personnel Committee Meeting held Monday, June 10, 2013 at 8:03 p.m. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl and Niemietz voted yea. **MOTION**

CARRIED.



JEFF HUCH, Chairman
PERSONNEL COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant