

**MINUTES OF THE ORDINANCE, PLANNING AND ZONING COMMITTEE  
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS  
HELD TUESDAY, NOVEMBER 12, 2013 IN THE COUNCIL ROOM OF CITY  
HALL**

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**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 7:02 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 Alderman Holtkamp.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams (arrived at 7:34 p.m.), Director of Community and Economic Development Paul Ellis (left at 7:23 pm.and returned at 7:35 p.m.) Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: Liz Brockland, Controller of Bob Brockland Buick GMC and Bob Brockland, Owner.

Chairman Agne stated the purpose of the meeting was to discuss (1) signage regulations/signage variances; and (2) any other items to be considered.

**II. SIGNAGE REGULATIONS/VARIANCE DISCUSSION**

(Note: In addition to the individuals listed hereon in I., five (5) members of the public, including four (4) local business owners/employees, were in attendance). Chairman Agne opened the meeting and asked that everyone join him in the pledge of alliance to the flag – he then requested a moment of silence due to the recent passing of Edith Dean, a long-time member of the Plan Commission and well known citizen of Columbia. He then made introductory remarks pertaining to various types of meetings/hearings held by the city council and called upon the Mayor to address the Committee/Council Members on the city's sign regulations and variances. The Mayor commented on the current signage regulations that require the height and area of signage to be similar throughout town regardless of where located – he also expressed his opinion that there should probably be different signage regulations for the three (3) distinct commercial areas of the city (i.e., Main St.; the 255 corridor; and the Route 3 corridor) and recommended that

consideration be given to overlay districts to address that issue. He then reviewed the United States Sign Council's "Sign Legibility Rules of Thumb" documentation previously sent to the Committee/Council Members via e-mail, and gave an analysis of the "rules of thumb" as they apply to the Bob Brockland Buick GMC dealership and the sign variances requested – using the USSC's "rules of thumb" and the 255 corridor as the target audience for the dealership, his analysis showed the window of visibility to see the dealership's free standing sign is very short; therefore, he didn't feel the height of the sign or the sign's area (as requested by Brockland in his variance requests) were unreasonable. During and after the Mayor's review, all in attendance were given the opportunity to make comments, ask questions and express their opinions, which included (i) whether to use 255 or Old Route 3 as the target audience corridor for the dealership's signage – a majority of the Committee/Council Members felt the dealership's target audience would be from 255, especially due to the much heavier volume of traffic on that roadway; (ii) the real impact of the signage is visible from Old Route 3 (heading south) and the dealership building enhances the business's visibility – monument signage would be more attractive and may be as effective as a taller sign (from Old Route 3); (iii) Weber Chevrolet received a variance for its free standing sign, but it is only 29' tall – other comments were made that Weber negotiated for a billboard when deciding to locate in Columbia as part of a preannexation agreement and the Weber dealership abuts 255; (iv) a car dealership has value to the city by attracting more people to town and with the sales tax base it provides – better visibility to a larger amount of traffic has the potential to attract more customers; (v) the free standing sign height variance requested (i.e., up to 47') and its dark color should not create a lighting issue for the residents of the area; (vi) Monroe County's sign area standard is 150' – several comments were made that Columbia is the only area of Monroe County that is adjacent to the 255 corridor; (vii) the four (4) business owners/employees present made comments in favor of the city granting the variances requested by Brockland; (viii) Bob Brockland addressed the Committee/Council Members and again gave his reasons for requesting the sign variances and explained how he felt they would be beneficial to his dealership; and (ix) additional thought should be given to amending the sign regulations and to considering overlay districts in the future, however, time is of the essence on the variance requests for the Brockland dealership. The Mayor then stated that several prominent citizens had expressed their support for granting the Brockland sign variances (as requested) and that he planned to ask for a motion to reconsider the Brockland dealership sign variance requests at the November 18<sup>th</sup> City Council Meeting.

### **III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

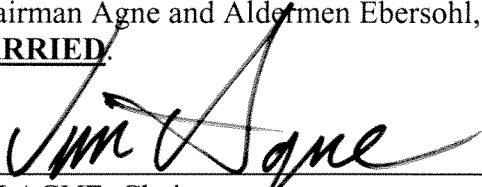
None.

### **IV. ADJOURNMENT**

#### **MOTION:**

It was moved by Alderman 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 Tuesday, November 12, 2013, at 8:25 p.m. Upon Roll Call vote,

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

A handwritten signature in cursive script, appearing to read "Jim Agne", written over a horizontal line.

JIM AGNE, Chairman  
ORDINANCE, PLANNING AND ZONING COMMITTEE

Minutes taken by:

A handwritten signature in cursive script, appearing to read "Sandra Gartner", written over a horizontal line.

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 TUESDAY, NOVEMBER 12, 2013 IN THE  
COUNCIL ROOM OF CITY HALL**

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**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 8:27 p.m.

Upon Roll Call, the following members were:

Present: Chairman Niemietz and Aldermen Ebersohl, Agne and Mathews.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Alderman Holtkamp.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Director of Community and Economic Development Paul Ellis, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Niemietz stated the meeting was called for the purpose of (1) receiving Columbia PLAY foundation update; (2) review of park projects' listing and possible funding options; and (3) any other items to be considered or discussed.

**II. COLUMBIA PLAY FOUNDATION UPDATE**

Chairman Niemietz 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 of November 7<sup>th</sup> re: Columbia Parks & Leisure for Adults & Youth (PLAY) Foundation and referenced its attachments (which documents had previously been distributed to the Committee/Council Members) – his review of the Memo included an update on the formation of the PLAY Foundation as an entity to receive tax deductible donations for the improvement of the city's parks, trails and recreational areas; he indicated that a few more documents need to be completed and filed to obtain the Foundation's not-for-profit status with the IRS. He noted that the City Attorney had provided review of the bylaws and Articles of Incorporation as part of his normal duties for the City and that Accounting Manager Linda Sharp was completing the application for the federal tax exempt status (a time-consuming activity) as her time permits, both of which help to reduce start-up costs. During Paul's review, he also

Parks, Playgrounds and Recreation Committee Meeting

November 12, 2013

Memorandum from Director Community & Economic Development Paul Ellis re: Columbia Parks & Leisure for Adults & Youth (PLAY) Foundation (1 page)

Articles of Incorporation of PLAY Columbia Parks and Recreation Foundation (5 pages)

Bylaws – PLAY (Parks & Leisure for Adults & Youth) Foundation (12 pages)

Corporation File Detail Report for Play Columbia Parks & Recreation Foundation (1 page)

Potential Grant Projects for City of Columbia (1 page)

updated the Committee/Council Members on the actions taken to date by the Foundation's "Incorporators" and current Board Members and their plans to advise the general public of the Foundation's formation – organizational assistance is currently being provided by city staff and the City Attorney. He also indicated that Alderman Niemietz serves as a director, representing the city. All in attendance were given the opportunity to make comments, ask questions and express their opinions during Paul's update.

### **III. REVIEW OF PARK PROJECTS' LISTING AND POSSIBLE FUNDING OPTIONS DISCUSSION**

Community and Economic Development Director Ellis then reviewed a document entitled "Potential Grant Projects for City of Columbia" (which had previously been distributed to the Committee/Council Members), which contained columns entitled "Project(s)", "Location(s)", "\$\$" and "Description" and which listed nine (9) projects (from least costly to most expensive). Paul reviewed each of the listed projects (and their estimated costs) and indicated this was the initial listing of projects for which funding would be sought (as and when grants become available and the city is able to meet its matching portion of the funding needed to complete the project(s)); he indicated additional suggestions for projects to be added to the list are welcome and that the projects had been prioritized only as to cost and likelihood of most immediate funding. Paul also informed the Committee/Council Members that the project listing shown on the document reviewed at this meeting has been forwarded to the Oerter Foundation for its review and consideration when deciding upon which projects to fund. During Paul's review, all in attendance were given the opportunity to make comments, ask questions and express their opinions – a couple of suggestions were made for additional projects to be added to the list – Paul said work will continue on exploring funding options for the projects listed and discussed.

### **IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**


Paul updated the Committee/Council Members on other issues as follows: (i) the paperwork is being completed to submit to IDNR for reimbursement of the American Legion fields purchase pursuant to the OSLAD Grant awarded to the city; (ii) additional funds will be available for the improvement of the trail from Locust to Cherry since the intersection improvements at Quarry/Ghent/Old Route 3 were less than projected; and (iii) the city's application for a wetlands grant at Admiral Trost Development Park did not receive funding during this grant cycle, however, another application may be filed in the future when applications are again accepted. Paul said he would continue to keep the Committee/Council Members updated on these issues.

### **V. ADJOURNMENT**

#### **MOTION:**

It was moved by Alderman Agne and seconded by Alderman Ebersohl to adjourn the Parks, Playgrounds and Recreation Committee Meeting held Tuesday, November 12,

2013 at 8:59 p.m. Upon Roll Call Vote, Chairman Niemietz and Aldermen Ebersohl, Agne and Mathews voted yea. **MOTION CARRIED.**

  
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MARY ELLEN NIEMIETZ, Chairman  
PARKS, PLAYGROUNDS AND RECREATION COMMITTEE

Minutes Taken by:

  
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SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY  
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD TUESDAY,  
NOVEMBER 12, 2013 IN THE COUNCIL ROOM OF CITY HALL**

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**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 9:00 p.m.

Upon Roll Call, the following members were:

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

Absent: Aldermen Roessler, Huch and Mathews.

Quorum Present.

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

Guests Present: None.

Chairman Ebersohl stated the meeting was called for the purpose of discussing (1) the Illinois Municipal League Risk Management Association insurance renewal; (2) the tax levy for the current fiscal year; and (3) any other items to be considered.

**II. ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOCIATION  
INSURANCE RENEWAL DISCUSSION**

Chairman Ebersohl opened the meeting and called upon City Administrator Al Hudzik to address the Committee/Council Members on this issue. City Administrator Hudzik reviewed renewal documentation received from the Illinois Municipal League Risk Management Association (IMLRMA) for 2014 insurance coverage, which had previously been distributed to the Committee Members (along with an analytical worksheet). Documents reviewed included (a) the 2014 Annual Contribution Invoice/Renewal (in the amount of \$247,866); (b) the 2014 Min/Max Contribution Invoice/Renewal (in the amount of \$221,282); (c) the IMLRMA Minimum/Maximum Contribution Agreement (2 pages); and (d) a worksheet entitled "Analysis of IMLRMA Contribution Amounts" for CYs 2006 – 2013, as well as the proposed premium options for CY 2014 – said worksheet contained detailed information (i) comparing premium contribution amounts for the years listed; and (ii) showing annual claims paid information. During Hudzik's presentation all in attendance were given the opportunity to ask questions, make comments and express their opinions concerning the data presented – Hudzik recommended that IMLRMA continue to be used as the city's insurer and that the minimum/maximum contribution renewal option (and agreement) again be approved.

Committee of the Whole Meeting  
November 12, 2013

IMLRMA Renewal Letter, Invoice and attachments for CY 2014 Insurance Renewal (8 pages)  
Analysis of IMLRMA Contribution Amounts for the Calendar Years Listed (1 page)

**MOTION:**

It was moved by Alderman Reis and seconded by Alderman Holtkamp to recommend to the City Council that an ordinance be prepared authorizing the City to enter into the IMLRMA Minimum/Maximum Contribution Agreement for the City's insurance coverage for CY 2014. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Reis and Holtkamp voted yea. **MOTION CARRIED.**

**III. TAX LEVY DISCUSSION**

City Administrator Al Hudzik then again briefly reviewed the document discussed at the October 28<sup>th</sup> Committee Meeting entitled "Tax Levy Analytical Data for the Tax Years from 2007 – 2012", which document, with an additional column entitled "Projected Tax Year 2013" added, had been distributed to the Committee Members prior to this meeting. He reviewed the figures in the Projected Tax Year 2013 column, which contained an unknown amount to be levied for the Police Pension Fund, since the fund's actuarial report (and levy request) have not yet been received from the Police Pension Fund Board of Trustees; however, he informed the Committee Members that he felt the pension fund levy request would be approximately the same as the amount requested last year – with a projected increase needed in the Tort & Immunity Fund due to the expected insurance premium increase next year (based upon the information reviewed during the IMLRMA insurance renewal portion of the meeting) and additional expenses anticipated during the next fiscal year in the city's general fund, as well as sales tax revenues not meeting budget projections (this fiscal year), Hudzik recommended that this year's tax levy be set at \$2,035,000.00. A discussion was then held in which all in attendance were given the opportunity to make comments, ask questions and express their opinions. After discussing the tax levy issue, including the unknown amount yet to be requested by the Police Pension Fund Board, it was the consensus of the Committee Members to follow the recommendation of City Administrator Hudzik and set this year's tax levy at \$2,035,000.00.

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Holtkamp to recommend to the City Council that an ordinance be prepared setting the City's real estate tax levy (for its various funds) for the current fiscal year (ending on 4/30/2014) in the aggregate amount of \$2,035,000.00. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Reis and Holtkamp voted yea. **MOTION CARRIED.**

**IV. EXECUTIVE SESSION**

Chairman Ebersohl entertained a motion to go into Executive Session to discuss the purchase or lease of real property for use by the city.

**MOTION – EXECUTIVE SESSION**

It was moved by Alderman Holtkamp and seconded by Alderman Niemietz to go into Executive Session at 9:35 p.m. to discuss the purchase or lease of real property for use by the city. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Reis and Holtkamp voted yea. **MOTION CARRIED.**



**MOTION – REGULAR SESSION**

It was moved by Alderman Reis and seconded by Alderman Niemietz to return to the Regular Session of the Committee of the Whole Meeting at 9:46 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Reis and Holtkamp voted yea.

**MOTION CARRIED.**

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, 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.

**MOTION:**

It was moved Alderman Reis and seconded by Alderman Holtkamp to recommend to the City Council that city staff be authorized to make a counter-offer for the purchase of the real property (for use by the city) in the amount as discussed in Executive Session. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Reis and Holtkamp voted yea. **MOTION CARRIED.**


**V. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

City Administrator Hudzik informed the Committee Members that budget amendments were necessary to allow for (i) payment of the tower equipment installation; (ii) payment of the police dog expenses (using the donations received for that purpose); and (iii) reimbursement by the Water and Sewer Operations Departments for the 800 MHz radios they recently received (Hudzik stated radio purchase expenses were contained in last year's budget (none were expended) and were accidentally left out of this year's budget) – he informed the Committee Members that he planned to present a budget amendment ordinance at the next council meeting.

**VI. 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 Tuesday, November 12, 2013 at 9:47 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Reis and Holtkamp voted yea. **MOTION CARRIED.**



GENE EBERSOHL, Chairman  
COMMITTEE OF THE WHOLE

Minutes taken by:

  
SANDRA GARMER, Accounting/Clerical Assistant