

Request for City Council Action

Date: September 6, 2011

Agenda Section: Consent Agenda No. 4	Originating Department: City Clerk's Office
Item: Acceptance of Minutes of Boards, Commissions and Committees No. 4.3	Approved:

Attached for Council review and acceptance are minutes of meetings from City boards, commissions and committees which have recently been sent to the City Clerk's Office.

Recommended Action:

The Council is requested to accept the following sets of minutes and place them on file:

Carbondale Public Library Board of Trustees for May 11, June 15, and July 13, 2011
 Planning Commission for August 3, 2011

Engineering Approval Obtained	Finance Approval Obtained	Legal Approval Obtained	Approval Obtained	Manager's Approval Obtained
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Council Action: Motion by _____ 2nd by _____ to _____

Carbondale Public Library Board of Trustees

May 11, 2011

4:30 p.m.

Meeting Room

405 West Main St.

MINUTES

Call to order

President Roland Person called the meeting to order at 4:33 p.m.

Roll call: Present:

Roland Person, President

Barbara Levine, Vice President

Philip Brown

Hazel Grant

Julian Pei

Don Prosser

Susan Tulis

Absent

Joyce Hayes, Treasurer (1)

Harriet Simon (1)

The number following the Trustee's name indicates the number of absences this fiscal year.

Staff present

Diana Brawley Sussman, Library Director

Visitors Present

None

President's Report

None

Secretary's report

Barbara Levine motioned to approve the April 13, 2011 minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence

Barbara Levine was reappointed to the library board by the mayor, and approved by City Council, on April 19, 2011 for a term to expire 6/30/14.

Harriet Simon and Roland Person have terms expiring 6/30/11 and should let Mayor Fritzler know if they are interested in serving another term.

Financial Report

1. Approval of bills payable May 16, 2011 to June 15, 2011 and approval of bills allocated in FY11 to be paid by the end of the month. Philip Brown moved to pay all bills by the end of the month. Julian Pei seconded. MOTION passed unanimously. Julian Pei moved to pay all normal May 16, 2011 to June 15, 2011 bills. Hazel Grant seconded. MOTION passed unanimously.
2. Discussed repairs to consider this fiscal year: Repairs to Brush annex; outside lighting; interior window in Director's office; gate on brick HVAC surround; adding electrical access for computer installation (paid by EDD grant); parking lot; carpet/flooring options. The new Maintenance Manager should be able to manage some of these repairs, and the more extensive repairs are being analyzed. Some repairs can wait until FY12 levy funds arrive.
3. Approval to begin purchases to comply with awarded grant. Susan Tulis made a motion to go ahead and spend money for the EDD grant. Barbara Levine seconded. MOTION passed unanimously.
4. Julian Pei moved to accept the financial report. Susan Tulis seconded. MOTION passed unanimously. The board thanked the library director for securing grants.

Librarian's Report

1. The library director discussed Allen Stanley's retirement, and hiring his replacement.
2. Discussed grants awarded. The Educational Development EDD grant will provide for computer classes, new public computers and furnishings through FY12. A Penny Severns Grant was awarded again this year for family literacy in partnership with SIUC at Evergreen Terrace.
3. Open enrollment insurance. There was no change in price this year, so no change in library benefit offerings.
4. Vote on method for collecting non-resident fees. Don Prosser moved to approve the tax bill method. Julian Pei seconded. MOTION passed unanimously.

Committee Reports

The personnel committee will need to evaluate the Director. The board decided to wait until new committees are assigned in June.

Unfinished Business

1. Continued a discussion about the adjacent property. The new owners have until July to get rezoning approved.

New Business

Philip Brown suggested that the library's board meetings should be posted the Carbondale Times. Currently, the only newspaper requesting that information is the Southern Illinoisan, but the library director will post to the Carbondale Times as well.

Adjournment

President Roland Person adjourned the meeting at 5:28 p.m.

Respectfully submitted:

Harriet Simon, Secretary

Prepared by:

Diana Brawley Sussman, Library Director

Next Board Meetings (all in Public Library meeting room, 4:30p.m. Second Wednesday of each month): June 15, 2011; July 13, 2011; August 10, 2011; September 14, 2011; October 12, 2011; November 9, 2011; December 14, 2011

Carbondale Public Library Board of Trustees
June 15, 2011
4:30 p.m.

Meeting Room
405 West Main St.

MINUTES

Call to order

Secretary Harriet Simon called the meeting to order at 4:35pm

Roll call. Present:

Secretary, Harriet Simon (1)
Don Prosser
Julian Pei
Hazel Grant
Philip Brown

Absent

President, Roland Person (1)
Vice President, Barbara Levine (1)
Treasurer, Joyce Hayes (2)
Susan Tulis (1)

The number following the Trustee's name indicates the number of absences this fiscal year.

Staff present

Diana Brawley Sussman, Library Director

Visitors Present

None

President's Report

Don Prosser made a motion to nominate Julian Pei as temporary chair. Harriet Simon seconded. MOTION passed unanimously.

1. Election of Trustee officers to begin service July, 2011. Tabled.
2. Committee appointments. Tabled.
3. Oaths of office administered to Board members present.

Secretary's report

Don Prosser made a motion to approve May 11, 2011 minutes. Philip Brown seconded. MOTION passed unanimously.

Correspondence and communications

1. Due to the extremely low interest rate environment, IL State Treasurer Dan Rutherford has lowered the State Treasurer's administrative fee assessed to Illinois Funds accounts from 0.0006 to 0.0005 effective 5/12/11. This will increase interest earned by a small amount.

2. April 19, 2011 The City of Carbondale adopted an ordinance to annex (currently vacant) property located off of Dogwood Road.

3. Planning Commission case 12-01. A Public Hearing on June 15, 2011 at 7:00pm will address a request to rezone property at 310 & 312 W. Monroe from PA, Professional Administrative Office, to R-2, Medium Density Residential.

Discussion: Rezoning would be detrimental to this neighborhood. All non-code-conforming buildings on this street were grandfathered in. Concern about off-street parking in such a small space.

At today's June 15, 2011 meeting of the Carbondale Public Library Board, the Public Library Board of Trustees discussed the requested rezoning of property located at 310 and 312 West Monroe from PA, Professional Administrative Office, to R-2, Medium Density Residential. The library board made and approved a motion to go on record as being in opposition to the rezoning.

Motion to go on record as being in opposition to the rezoning was made by Don Prosser, Seconded by Harriet Simon. MOTION carried with five yeas and one abstention (Julian Pei).

The Board requested that the library Director state the Library Board's opposition to the rezoning at the public hearing.

Financial Report

1. Approval of bills payable June 16, 2011 to July 15, 2011. Don Prosser made a motion to approve payment of bills. Hazel Grant seconded. MOTION passed unanimously.
2. Acceptance of the financial report for May 2011. Harriet Simon made a motion to accept the financial report. Philip Brown seconded. MOTION passed unanimously.
3. Discuss and/or amend Authority to Spend policy. Tabled.
4. Maintenance/repairs—equipment and service needs. With the new Library Custodian/Maintenance Manager now on duty and inspecting the property, the Board will need to be prepared to address any maintenance issues that arise.

Librarians report

Board members made the following suggestions: We need something on the website for acknowledging gifts. Include Schnucks in that acknowledgement (Schnucks e-script cards provide a percentage of sales donation to the library). Explore Paypal or Google Pay as a button for donating to the library. Promote Schnucks cards to our summer reading participants / program attendees.

Committee reports

1. Set meeting date for personnel committee to review Director. Tabled.
2. Set meeting date for finance committee to review Authority to Spend policy. Tabled.

Unfinished business

1. Adjacent property. Discussed above (see Correspondence)

New business

1. Vote to appoint FOIA/OMA officer(s). Philip Brown made a motion to appoint Director, Diana Brawley Sussman as the FOIA/OMA officer, and to appoint Reference Librarian Lori Torbeck as a FOIA officer as well. Don Prosser seconded. MOTION passed unanimously.
2. Review minutes from closed sessions. Don Prosser moved to keep closed meetings closed. They all relate to personnel, and are not a matter of public interest. Harriet Simon seconded. MOTION passed unanimously.

Other

Friends worked with Sandra Barnhart to design an “in honor of” bookplate for cheerful events, such as birthdays, and Mother’s Day. She asked that we add a Friends web page review when we look at donations information.

Adjournment

Meeting adjourned at 5:25pm.

Respectfully submitted:

Harriet Simon, Secretary

Prepared by:

Diana Brawley Sussman, Library Director

Next Board Meetings (all in Public Library meeting room, 4:30p.m. Second Wednesday of each month): July 13, 2011; August 10, 2011; September 14, 2011; October 12, 2011; November 9, 2011; December 14, 2011

Carbondale Public Library Board of Trustees

July 13, 2011

4:30 p.m.

Meeting Room

405 West Main St.

MINUTES

Call to order

President Roland Person called the meeting to order at 4:32

Roll call. Present:

Roland Person (1)

Harriet Simon (1)

Julian Pei

Hazel Grant

Philip Brown

Barbara Levine (1)

Susan Tulis (1)

Absent

Don Prosser (1)

Joyce Hayes (3)

The number following the Trustee's name indicates the number of absences this fiscal year.

Staff present

Diana Brawley Sussman, Library Director

Visitors Present

None

President's Report

1. Election of Trustee officers to begin service July, 2011

President: Harriet Simon made a motion to nominate **Roland Person** to serve as President. Barbara Levine seconded. MOTION passed unanimously.

Vice president: Julian Pei made a motion to nominate **Barbara Levine** as Vice President. Susan Tulis seconded. MOTION passed unanimously.

Secretary: Barbara Levine made a motion to nominate **Harriet Simon** to serve as Secretary. Julian Pei seconded. MOTION passed unanimously.

Treasurer: **Julian Pei** made a motion to volunteer himself to serve as Treasurer. Phil Brown seconded. MOTION passed unanimously.

2. Committee appointments. The president submitted a proposal for FY12 committee appointments. Some revisions were made. The final agreed upon assignments are as follows:

Acquisitions Policy/Library Materials Grievance Committee: Harriet Simon, Chair; Phil Brown; Susan Tulis

Building & Grounds Committee: Julian Pei, Chair; Barbara Levine; Harriet Simon

By-Laws Committee: Roland Person, Chair; Don Prosser; Hazel Grant

Finance & Insurance Committee: Julian Pei, Chair; Barbara Levine; Joyce Hayes

Five Year Planning Committee: Don Prosser, Chair; Joyce Hayes; Roland Person

Personnel: Phil Brown, Chair; Susan Tulis; Hazel Grant

Ethics Officer: Roland Person

Harriet Simon made a MOTION to approve the committee appointments. Hazel Grant seconded. MOTION passed unanimously.

Discussion: The Board felt that when there is a board vacancy in the future it would be nice to have a board member who has small children.

3. Trustee Oath of Office administered by Secretary Harriet Simon for Vice President Barbara Levine and President Roland Person.

Secretary's report

Susan Tulis moved to approve minutes from June 15, 2011. Seconded by Hazel Grant. MOTION passed unanimously.

Correspondence and communications

None.

Financial Report

1. Approval of bills payable July 16, 2011 to August 15, 2011.

Julian Pei moved to approve payment of bills. Susan Tulis seconded. MOTION passed unanimously.

2. The Board accepted the financial report for June 2011.

3. Discuss and/or amend Authority to Spend policy. Julian Pei suggested we do this as a board, rather than by committee. The Director will present optional amendments for the Board's consideration.

4. Maintenance/repairs—equipment and service needs. No new concerns specified at this time.

Librarians report

The Library Director discussed the possibility of amending by-laws or finding some other solution to excuse Joyce Hayes from absences due to her husband's fatal illness, so that Mrs. Hayes could continue to serve on the board if she now chooses to do so.

The Director updated the board regarding Home Rental's rezoning request for adjacent property. The request was heard by the Planning Commission on June 15, 2011. The commission voted unanimously to recommend that the request be denied.

The Director discussed the hiring process for a new Circulation and Finance Manager, as the Circulation Manager will be resigning at the end of August.

The Director discussed new library services, including e-books, grant-funded computer workshops and genealogy research databases.

Committee reports

1. Set meeting date for personnel committee to review Director. The Board will discuss a date with the

Director.2. Set meeting date for finance committee to review Authority to Spend policy. This will be done by the entire board as discussed above.

Unfinished business

1. Adjacent property

The board reaffirmed its objection to rezoning for the same reason that the board objected to the initial rezoning request. The outcome is basically the same with or without a special use permit. The neighborhood does not need additional rental units. Discussed the fact that the R2 zoning, once granted, stays with the land, and thus applies to subsequent property owners as well.

New business

1. Acquired signatures for surety bond and checking account for EDD grant

Other

None.

Adjournment

Meeting adjourned at 5:34p.m.

Respectfully submitted:

Harriet Simon, Secretary

Prepared by:

Diana Brawley Sussman, Library Director

Next Board Meetings (all in Public Library meeting room, 4:30p.m. Second Wednesday of each month):
August 10, 2011; September 14, 2011; October 12, 2011; November 9, 2011; December 14, 2011



MINUTES

**Carbondale Planning Commission
Wednesday, August 3, 2011
Room 108
City Hall/Civic Center**

Mr. Barke called the meeting to order at 7:00 p.m.

Members Present: Barke, Grant, Harvey, Hunsaker, Kang, Lilly, McDaniel (ex-officio)
Brazley (7:03)

Members Absent: Love, McClurg

Staff Present: Wallace, Jones

Approval of Minutes:

Ms. Lilly moved, seconded by Mr. Hunsaker, to approve the minutes of July 20, 2011.
The motion to approve the minutes passed on a unanimous voice vote.

Report of Officers, Committees, Communications:

Mr. Barke stated there were no reports.

Public Hearings:

A. PC 12-03, 7:00 p.m. Lindsey Fisher is requesting a Special Use Permit to allow dwelling units as permitted in the R-3 Zoning District, in the PA, Professional Administrative Office District, for property located at 310 & 312 West Monroe Street.

Mr. Barke declared Public Hearing PC 12-03 open and asked Mr. Wallace to read the legal notice.

Mr. Wallace read the legal notice.

Mr. Barke asked Ms. Jones to present the staff report.

Ms. Jones, Planner for the City of Carbondale, was sworn in and read parts A and B of the staff report.

Mr. Barke asked if there were any questions of the staff.

There were none.

Mr. Barke asked if there was a representative for the applicant.

Mr. Sunny Frierdich came forward, stated that he is the construction supervisor for Home Rentals, and that he is representing Ms. Fisher. He said that he was advised that a Special Use would be more appropriate than a rezoning for this property, and that they had taken the advice of the Historical Society, staff, and the suggestions that were made at the meeting when they were trying to rezone the property. He said that he had samples of different things, such as colors, railings, and a Queen Ann statement that he had researched, so that the look will be appealing to the streetscape and something that everyone can agree on.

Mr. Barke asked if there were any questions of Mr. Frierdich.

There were none.

Mr. Barke asked if anyone would like to speak in favor of the application.

Mr. Tim Damian came forward, stated that he is a Trustee for the First Christian Church, and that the Board asked him to speak in favor of the sale. He said that they really could use the money and do not use the land as much as they thought they would, and would like to see things move forward to approve the Special Use.

Mr. Barke asked if there were any further questions for Mr. Damian.

There were none.

Mr. Barke asked if anyone else would like to speak in favor.

There was no one.

Mr. Barke asked if anyone would like to speak in opposition of the application.

Ms. Sandy Litecky came forward, stated that she lives at 603 West Walnut Street, is the President of the Arbor District Neighborhood Association, and that she was making more of a general statement than opposing the application. She said she would like to read a letter from the Board, and that they had discussed it at length. She then read the letter, which stated that the Arbor District Board of Directors agrees that a Special Use Permit is appropriate for this property if development is to take place, and asked for conditions, as well as certain recommendations for paint colors and historical railings. The letter in its entirety will be made part of the permanent record.

Mr. Barke asked if there were any questions for Ms. Litecky.

Mr. Grant asked if this property is in the Arbor District.

Ms. Litecky responded yes, that the Arbor District boundaries are Main Street to Mill Street and Oakland to University.

Mr. Barke stated that he would consider Ms. Litecky's comments to be in favor, and asked if there were any other questions.

There were none.

Mr. Barke asked if anyone would like to speak in opposition.

Ms. Diana Brawley Sussman came forward, stated that she is the Director of the Carbondale Public Library, and that the Library Board asked her to come and speak at this meeting. She said that at their meeting of July 13th meeting, the board reaffirmed its objection to the rezoning for the same reasons they objected to the initial rezoning request, because the outcome is the same with or without a Special Use Permit which results in additional rental units in the neighborhood. She said that her understanding is that the City of Carbondale offers some kind of incentive to people who convert rental property to an owner occupied home, and this seems like an indication that such a conversion is beneficial and desirable to the community, so she wonders why the Planning Commission and the City Council would seriously consider rezoning a property to build additional residential units in the neighborhood. She added that she hopes that a fence will be required between the units and the alleyway adjacent to the library's property if Home Rentals application is approved, and appreciates this has been suggested by those working on this case. She stated that the library may someday want to explore the idea of using the alley as a Main Street entrance, and additional traffic from the rental units would make this option prohibitive. She said that if the Special Use Permit is granted, against the wishes of the Library Board, the people who actually construct the property will view this as an opportunity to employ craftsmanship in their work and that Home Rentals sees this as an opportunity to improve their reputation, not only by building a nicer apartment building but also by doing an excellent job of maintaining it for years to come, because the City has less control over that aspect.

Mr. Barke asked if there were any questions.

There were none.

Mr. Barke asked if anyone else wished to speak in opposition.

Mr. Brian Swoboda came forward, stated that he lives at 409 West Monroe Street, and that he is opposed based on the principle of density because he and his neighbors would like to see more green space. He said that if the project is to go through, he would like to see the structure somewhat scaled down from what is planned because the four-plex is

over-scaled for the neighborhood. He said a duplex, a single family home or green space would be best, but as presented with a Special Use Permit there are things that are favorable as Ms. Litecky spoke about. He stated that he does have a concern about how traffic flow will work in the two alleys, because they are narrow and it will be difficult for two cars to pass unless there is one-way traffic control there. He said that he is also concerned about the setback of the building, and would like to see an additional few feet added to the plan so that the structures are better aligned on the street.

Mr. Barke asked if there were any questions for Mr. Swoboda.

There were none.

Mr. Barke asked if anyone else wished to speak in opposition.

Ms. Barbara Smith came forward, stated that she owns the house next door to Brian Swoboda at 411 West Monroe, and that her son has lived in the house for about five years. She said that she agrees with Mr. Swoboda and feels as though the density is far too much for the neighborhood, and the number of units is more than what should be put on this property.

Mr. Barke asked if there were any questions for Ms. Smith.

There were none.

Mr. Barke asked if anyone else wished to speak in opposition.

There was no one.

Mr. Barke asked Ms. Jones to continue with the report.

Ms. Jones read parts C and D of the staff report with a recommendation to approve PC 12-03, with conditions as presented.

Mr. Barke asked if there were any questions of staff from Commissioners.

Mr. Brazley asked if landscaping, fencing and everything like that can be added to the conditions.

Ms. Jones stated yes, the conditions can be increased to include other things.

Mr. Brazley stated that he is concerned about the parking area being properly landscaped and that the trash dumpster being enclosed.

Mr. Barke responded that current code requires that the dumpster be enclosed as well as parking areas be landscaped.

Mr. Wallace stated that a lot of the current concerns will be addressed during the Site Plan development phase when all the details are laid out.

Mr. Barke stated that he believes it's the enforcement of the code that is the concern, rather than the planning itself, adding that is why taxpayers vote people into office. He asked if there were any further questions of staff.

There were none.

Mr. Barke asked if there were questions from anyone to anyone.

Ms. Litecky came forward and stated that she was speaking as a citizen and taxpayer of the City, not as the representative of the Arbor District. She asked Mr. Frierdich how close to the street are the buildings Home Rentals is constructing on Mill Street.

Mr. Frierdich responded they are on average about fourteen feet from the sidewalk.

Ms. Litecky stated that she is concerned about the buildings being too close to the street.

Mr. Barke responded that if they meet code for the City's setback requirements, they cannot be forced to move them back further.

Ms. Litecky asked where the mailboxes will be, and what they will look like.

Mr. Frierdich responded that the mailboxes will be individual to each unit, probably by or on the front porch.

Mr. Barke asked if there were any further questions from anyone to anyone.

Mr. Grant stated that the plan shows no trees in the front yard of the development, and asked if there were plans for landscaping, including trees.

Mr. Frierdich responded yes, absolutely, and that those details will be shown on the Site Plan. He said that any input or feedback would be appreciated because this is something new for them to undertake and that they want to coexist well with the community.

Mr. Wallace added that there will be three trees required for the parking area, and there is always a landscape plan that must be completed prior to planting. He added that effort will be made to plant species of trees that are like or the same as ones that already exist on the street, such as Oaks and Cleveland Pears, to blend in with the neighborhood.

Mr. Barke asked if there were any further questions.

There were none.

Mr. Barke closed the public hearing on PC 12-03 and asked for a motion on the findings of fact.

Ms. Harvey moved, seconded by Mr. Hunsaker, that the Commission accept as findings of fact Parts A and B of the staff report for PC 12-03, that the applicant's representative was present and spoke, that Tim Damian from the church spoke in favor, a general statement was made, and three people spoke in opposition of the application, and a letter was submitted.

The motion passed on a unanimous voice vote.

Mr. Barke asked if the Commissioners wished to take the criteria as one, or vote on each criteria individually.

Mr. Brazley moved, seconded by Mr. Hunsaker, to take the criteria as one.

Mr. Barke stated that the motion carries, with one Commissioner, Ms. Harvey, voting no. He then asked for a motion regarding the seven criteria.

Mr. Kang moved, seconded by Mr. Brazley, that all seven of the criteria have or will be met.

Roll Call Vote:

Yes – 7 (Barke, Brazley, Grant, Harvey, Hunsaker, Kang, Lilly)

No – 0

Mr. Barke asked for a vote on the recommendation to the City Council, asking that the additional conditions in the staff report and the interests of the Preservation Commission be taken into account with the motion.

Mr. Kang moved, seconded by Mr. Hunsaker, that the Commission recommend approval of PC 12-03 with the conditions attached, and the incorporation of all suggestions made by Ms. Litecky except the one regarding setbacks, which should be regulated by City code.

Ms. Harvey asked if the Commission could hear those recommendations.

Mr. Barke responded that he would list them now, and did so.

1. Traffic flow shall be restricted to the planned ingress and egress to the alley to the east of the structure. To meet this end, good quality landscaping of bushes, trees, fencing or curbing should be required at the west alley. It should also be required, at the rear of the property, to separate physically the complex parking lot from the

laundry mat parking lot, or a privacy fence could be used for this purpose.

2. Crime Prevention through Environmental Design standards should be strictly adhered to.
3. Aesthetics which would complement the neighborhood would be to shingle the front eaves, enclose the dumpster with good quality fencing, and add period lighting to the porches as well as in front of the structure. Also recommended is that no balconies be added to the structure.
4. Historic colors and use of painted wood porch railings.

Mr. Barke asked Ms. Litecky to verify that those are her recommendations.

Ms. Litecky responded yes.

Mr. Barke asked if any further discussion was requested by anyone.

Mr. Kang stated that there are two buildings that were rezoned that he sees every time he leaves the drive-thru at Old National Bank, and that there is always trash strewn around, broken trash bags, and trash spreading from there into the parking lot. He stated that if this is the kind of apartments that Home Rentals is going to build, he does not want to see that.

Mr. Barke asked if there was any further discussion needed.

There was none.

Mr. Barke asked for a roll call vote.

Roll Call Vote:

Yes – 7 (Barke, Brazley, Grant, Harvey, Hunsaker, Kang, Lilly)

No – 0

Mr. Barke stated that the motion passes, and that this matter will be on the City Council agenda at their meeting on August 16th, 2011.

5. Old Business

None.

6. New Business

A. FY 2011 Annual Report

Mr. Barke stated that the report indicates all the activities of the Commission, how they were voted on, and an attendance report. He said that, according to the bylaws, more than two absences in a row requires good cause to be shown or a letter will be sent asking that your resignation be submitted. He asked if there were any questions.

Mr. Wallace stated that last year's report was rather dismal in that there were only seven cases, so this year's thirteen cases is a positive sign. He noted that there were many more cases per year in the past, showing that there is less activity for the Commission to handle as the economy dips, and a rising number is a hopeful sign.

Adjournment

Mr. Barke adjourned the meeting at 7:38 p.m.