

Request for City Council Action

Date: March 5, 2013

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:

Background:

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:

Fire Fighter's Pension Board – August 8 (amended) and November 14, 2012

Foreign Fire Insurance Board – June 14, August 9, October 11, November 30, and December 13, 2012

Planning Commission – January 23, 2013

Preservation Commission – October 15 and November 19, 2012

Liquor Advisory Board – July 7, August 4, August 10, 2011 and January 10, 2013

Carbondale Public Library Board of Trustees – January 9, 2013

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 _____

**CITY OF CARBONDALE
FIRE FIGHTER'S PENSION BOARD**

**AMENDED MEETING MINUTES
9:00 A.M., AUGUST 8, 2012
CIVIC CENTER, ROOM #103**

CALL TO ORDER

Ted Lomax called the meeting to order at 9:00 a.m. with the following members of the Board present/absent:

ROLL CALL

PRESENT: Don Ursini, City Treasurer; Deborah McCoy; Harry Threlkeld, Fire Fighter Retiree Representative; Mike Hertz, Secretary; Ted Lomax, President.

ABSENT: None.

GUESTS: Kyle Jones, JP Morgan

Also present were City Senior Accountant Becky Applegate and Fire Department Administrative Secretary/Recorder Kathy Haldeman.

PRESENTATIONS

Kyle Jones of JP Morgan presented the quarterly report as of June 30, 2012. He also spoke about corporate allocations, which would require a change to the Investment Policy. Mr. Jones stated that JPMorgan did not respond to the RFP because the company has decided not to seek out new Article 3 and 4 Pension Funds, however JPMorgan is interested in keeping the Pension Funds business at the same fee structure. Mr. Jones stated that if the Board decided to change money managers, no fees would be charged.

Mr. Jones exited the meeting at 9:47 a.m.

Board members took a break at 9:47 a.m.

The meeting reconvened at 9:55 a.m.

Daniel Davis, Thomas McShane and Patrick Donnelly of Graystone Consulting entered the meeting at 9:55 a.m. and presented their Investment Consultant Proposal. Graystone is a business unit of Morgan Stanley Smith Barney. Members of Graystone Consulting exited the meeting at 10:50 a.m.

Board members took a break at 10:50 a.m.

The meeting reconvened at 10:55 a.m.

Janet Newcomb, Kelly Weller, and Caleb Croquart of PNC Institutional Investments entered the meeting at 10:55 a.m. and presented their Investment Proposal. Members of PNC Institutional Investments exited the meeting at 11:50 a.m.

Board members took a break at 11:50 a.m.

The meeting reconvened at 11:55 a.m.

Robert Thompson, Michael Stuart, and Tom Bernardi of MB Financial entered the meeting at 11:55 a.m. and presented their Investment Proposal. Members of MB Financial exited the meeting at 12:30 p.m.

Board members took a break for lunch at 12:30 p.m.

The meeting reconvened at 1:20 p.m.

UNFINISHED BUSINESS

The Board discussed the Investment Proposals presented. The Board decided not to seek the services of MB Financial. The Board also decided not to continue services with JPMorgan. The Board discussed the fees of Graystone and PNC. A telephone call was made to Graystone to ask if the fees were negotiable since it also provides services for the Police Pension Fund. Mr. Davis stated he would find out and place a return phone call.

MINUTES OF PREVIOUS MEETING

Motion made by Mike Hertz to approve minutes of the May 9 and May 23, 2012 meetings. Motion seconded by Harry Threlkeld. VOTE: AYES: Don Ursini, Deborah McCoy, Harry Threlkeld, Mike Hertz, and Ted Lomax. NAYS: None. Motion declared carried.

TREASURER'S REPORT

Don Ursini presented the Treasurer's Report and Market Value Comparison for period ending July 31, 2012. Investments showed a decrease of \$336,368 since January's statement. A cash withdraw in the amount of \$300,000 was made in May to cover payroll costs. Property tax payments are expected in September and October. Mr. Ursini stated that the City's levy would be in the amount of \$861,700. Motion made by Mike Hertz to accept the Treasurer's Report as presented and approve expenses totaling \$301,392.57, of which \$297,216.20 was payroll. Motion seconded by Harry Threlkeld. VOTE: AYES: Don Ursini, Deborah McCoy, Harry Threlkeld, Mike Hertz, and Ted Lomax. NAYS: None. Motion declared carried. See attached General Ledger Report for details. Motion declared carried.

NEW BUSINESS

Ted Lomax stated that Firefighters Teresa Richards and Brad Lam were off work without pay. The Board discussed whether the time without pay would affect their pension service dates as well as contributions. Becky Applegate will contact the Illinois Department of Insurance to inquire. A letter will then be sent to Ms. Richards and Mr. Lam.

UNFINISHED BUSINESS

Mr. Davis of Graystone Consulting phoned and stated that they would discount the fees since they would provide services to both the Fire and Police Pension Funds. The Board discussed proposals

from Graystone and PNC. Motion made by Harry Threlkeld to accept Graystone Consulting as the Investment Manager for the Fire Fighters' Pension Fund. Motion seconded by Don Ursini. ROLL CALL VOTE: Mike Hertz: Yes; Deborah McCoy: No; Ted Lomax: No; Don Ursini: Yes; Harry Threlkeld: Yes. Motion declared carried. Graystone Consulting will be invited to the November 14th meeting to discuss the transfer of investment accounts. Letters will be sent to all Investment Companies to notify them of the Board's decision.

NEW BUSINESS

Ted Lomax presented an invoice from Timothy Sharpe for the 2010 and 2011 Actuarial Valuation Reports in the amount of \$4,000, \$2,000 for each report. Motion made by Mike Hertz to pay Timothy Sharpe for the 2010 and 2011 Actuarial Valuation Reports in the amount of \$4,000. Motion seconded by Don Ursini. VOTE: AYES: Don Ursini, Deborah McCoy, Harry Threlkeld, Mike Hertz, and Ted Lomax. NAYS: None. Motion declared carried. Motion declared carried.

Harry Threlkeld is scheduled to go to the IPPFA Certified Trustee Program in Hoffman Estates, IL on August 15, September 12, October 10, and November 7, 2012 to complete his 32-hour required board member training.

The IAAI Pension Conference is scheduled for October 15 and 16, 2012. All Board Members are planning to attend, with the exception of Harry Threlkeld.

ANNOUNCEMENTS AND ADJOURNMENT

Motion made by Mike Hertz to adjourn at 2:15 p.m. Motion seconded by Don Ursini. VOTE: All Ayes. The next meeting is scheduled for November 14, 2012 at 9:00 a.m.

Mike Hertz, Secretary

**CITY OF CARBONDALE
FIRE FIGHTER'S PENSION BOARD**

**MEETING MINUTES
9:00 A.M., NOVEMBER 14, 2012
CIVIC CENTER, ROOM #103**

CALL TO ORDER

Ted Lomax called the meeting to order at 9:00 a.m. with the following members of the Board present/absent:

ROLL CALL

PRESENT: Ted Lomax, President; Mike Hertz, Secretary; Harry Threlkeld, Fire Fighter Retiree Representative; Don Ursini, City Treasurer; Deborah McCoy.

ABSENT: None.

GUESTS: Thomas McShane and Patrick Donnelly, Graystone Consulting

Also present were City Senior Accountant Becky Applegate and Fire Department Administrative Secretary/Recorder Kathy Haldeman.

MINUTES OF PREVIOUS MEETING

Motion made by Mike Hertz to approve minutes of the August 8, 2012 meeting. Motion seconded by Deborah McCoy. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

TREASURER'S REPORT

Don Ursini presented the Treasurer's Report and Market Value Comparison for period ending October 31, 2012. Investments showed an increase of \$81,172 since July's statement. A cash withdraw in the amount of \$45,000 was made in September and \$65,000 was made in October to cover payroll costs. Property tax payments in the amount of \$61,570 and \$352,617 have been received, with one additional payment to be distributed. In addition, \$10,396 has been received in replacement taxes. Motion made by Mike Hertz to accept the Treasurer's Report as presented and approve expenses totaling \$313,235.93, of which \$294,797.40 was payroll. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried. See attached General Ledger Report for details. Motion declared carried.

UNFINISHED BUSINESS

The Board discussed Firefighters Brad Lam and Teresa Richards, who were previously off without pay. A letter was sent to both fire fighters after the Illinois Department of Insurance ruled that the time without pay did not affect their pension service dates and they did not have to reimburse the interest portion. Firefighter Brad Lam paid \$760.86 on August 28, 2012 and Firefighter Teresa Richards paid \$214.98 on August 29, 2012.

NEW BUSINESS

Harry Threlkeld stated that he completed the 32-hour IPPFA Certified Trustee Program in Hoffman Estates, IL in compliance with the required state pension trustee training. Ted Lomax, Mike Hertz, Deborah McCoy, Becky Applegate and Kathy Haldeman completed the 16-hour AFFI Pension Seminar in Naperville, IL in compliance with the required state pension trustee training.

The Board reviewed the Actuarial Valuation produced by Tepfer Consulting Group, Ltd. Motion made by Mike Hertz to accept the Actuarial Valuation as of May 1, 2012 for the Fiscal Year ending April 30, 2012. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried. Motion made by Mike Hertz to pay Tepfer Consulting Group, Ltd. for Actuarial Valuation services in the amount of \$2,700. Motion seconded by Don Ursini. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

Kathy Haldeman presented the 2013 Firefighters' Pension Board Meeting Schedule. Motion made by Mike Hertz to accept the 2013 Firefighters' Pension Board Meeting Schedule and distribute to all media. Motion seconded by Deborah McCoy. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

Ted Lomax presented an Application for Pension Benefits from Fire Captain Randy Murray effective November 24, 2012. Randy Murray's first month partial payment will be in the amount of \$889.23, with a monthly payment of \$3,810.98 thereafter. Motion made by Mike Hertz to accept an Application for Pension Benefits for Fire Captain Randy Murray. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

Ted Lomax presented an Application for Pension Benefits from Firefighter Kerry Matthews effective November 28, 2012. Kerry Matthews' first month partial payment would be in the amount of \$348.00, with a monthly payment of \$3,483.90 thereafter. Motion made by Mike Hertz to accept an Application for Pension Benefits for Firefighter Kerry Matthews. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

Ted Lomax presented an Application into the Pension Fund from Probationary Firefighter Patrick Seger, effective September 4, 2012. Motion made by Mike Hertz to accept an Application into the Firefighters' Pension Fund for Probationary Firefighter Patrick Seger. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

The Board discussed and decided to send a letter to JPMorgan terminating financial services.

Motion made by Mike Hertz to approve the annual 3% pension benefit increase to all pension recipients. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

Motion made by Mike Hertz to send out the annual Affidavits to pension benefit recipients. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

Board members took a break at 9:30 a.m.

Board members reconvened at 9:40 a.m.

Tom McShane and Patrick Donnelly from Graystone Consulting presented the Board with a Fundamentals of Investing Review and Update of Investment Plan. They spoke to Board members about the Board's current Investment Policy as well as asset allocation. Mr. McShane and Mr. Donnelly will review the Investment Policy and return with suggested changes for the Board to

review. The Board will further discuss, make any changes, and approve at the next meeting.

Board members took a break at 11:10 a.m.

Mike Hertz exited the meeting.

Board members reconvened at 11:20 a.m.

Tom McShane and Patrick Donnelly spoke to Board members about the transfer of accounts from JPMorgan to Graystone Consulting. It is the intention of Graystone to transfer everything with the exception of mutual bonds which will be brought over as cash. Mr. McShane and Mr. Donnelly will set up a time with Ted Lomax to phone Kyle Jones at JPMorgan to discuss the transfer procedures.

Board members took a lunch break at 11:50 a.m.

Board members reconvened at 12:05 p.m.

Tom McShane and Patrick Donnelly spoke to Board members about fixed income managers. Motion made by Harry Threlkeld to hire Great Lakes as the fixed income manager for the Pension Fund. Motion seconded by Don Ursini. VOTE: AYES: Ted Lomax, Harry Threlkeld, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried. Mr. McShane will contact Great Lakes to attempt to negotiate the 25 basis points fee.

ANNOUNCEMENTS AND ADJOURNMENT

Motion made by Ted Lomax to adjourn at 12:50 p.m. Motion seconded by Deborah McCoy. VOTE: All Ayes. The next meeting is scheduled for February 13, 2012 at 9:00 a.m.

Mike Hertz, Secretary

**CITY OF CARBONDALE, ILLINOIS
FOREIGN FIRE INSURANCE BOARD**

**MEETING MINUTES
5:00 PM, JUNE 14, 2012
FIRE STATION #2, 300 S. OAKLAND AVENUE**

PRESENT: Chief John Michalesko, Assistant Chief Ted Lomax, Carl Sisk, Mike Rishel, Ron Stolz, Dylan Fairfield. **ABSENT:** Mike Hertz, Rob Miller **GUESTS:** NONE

CALL TO ORDER

Ted Lomax called the meeting to order at 5:00 PM.

MINUTES OF PREVIOUS MEETING

Motion was made by John Michalesko to approve the minutes of the previous meeting. Mike Rishel seconds and all are in favor.

UNFINISHED BUSINESS

Seating was completed of new members Dylan Fairfield and Ron Stolz. Election of all board members was also completed. For Chairman a motion for Ted Lomax by Ron Stolz, second by Mike Rishel and all in favor. For Vice Chairman a motion for Mike Rishel by Ted Lomax, second by John Michalesko and all in favor. For Secretary a motion for Dylan Fairfield by Ted Lomax, second by John Michalesko and all in favor. For Treasurer a motion for Mike Hertz by Ted Lomax, second by Mike Rishel and all in favor. The paratech strut shipping was not included in the approved price so a motion was made by Mike Rishel to approve payment of \$143.13 for shipping cost, a second by Ron Stolz and all in favor. The garden hose wye had not been purchased yet because it was unclear whether one or two were needed. Drill bits had been purchased for each station.

TREASURER'S REPORT

Dylan Fairfield presented the treasurers report due to Mike Hertz's absence and reported a current balance of \$27,905.47. Outstanding expenditures totaled \$6,018.24 including a floor fan of (\$310.02), paratech struts (\$5,608.22), and a garden hose wye (\$100.00). The current available balance was \$21,887.23. Mike Rishel made a motion to approve the treasurers report. John Michalesko seconds and all are in favor.

NEW BUSINESS

A motion was made by John Michalesko to purchase a physician balance beam scale for station 2 for \$158.67, second by Mike Rishel and all in favor. A motion was made by Mike Rishel to purchase an Everlast Ab machine for \$179.99, second by Ron Stolz and all in favor. A motion was made by Mike Rishel to purchase two magnet trays for each station for \$27.00 total, second by John Michalesko and all in favor. Ted Lomax makes motion to spend \$100.00 for Mike Hertz to be re-bonded, Mike Rishel seconds and all in favor. A motion was made by Mike Rishel to purchase a K-Tool for \$108.00 and a R-Tool for \$175.00 with \$20.00 shipping (\$303.00), second by Ron Stolz and all in favor.

ANNOUNCEMENTS AND ADJOURNMENT

The next meeting is to be scheduled for August 9th, 2012 at 5:00 PM. Ron Stolz made a motion to adjourn the meeting. Mike seconds and all are in favor at 5:20 PM.

Dylan Fairfield, Secretary

**CITY OF CARBONDALE, ILLINOIS
FOREIGN FIRE INSURANCE BOARD**

**MEETING MINUTES
5:00 PM, AUGUST 9, 2012
FIRE STATION #2, 300 S. OAKLAND AVENUE**

PRESENT: Chief John Michalesko, Assistant Chief Ted Lomax, Dylan Fairfield, Rob Miller, Ron Stolz. **ABSENT:** MIKE HERTZ, MIKE RISHEL. **GUESTS:** NONE.

CALL TO ORDER

Ted Lomax called the meeting to order at 5:10 PM.

MINUTES OF PREVIOUS MEETING

Motion was made by John Michalesko to approve the minutes of the previous meeting, Ron Stolz seconds and all are in favor.

TREASURER'S REPORT

TED LOMAX PRESENTED THE TREASURER'S REPORT DUE TO MIKE HERTZ'S ABSENCE AND REPORTED A CURRENT BALANCE OF \$20,979.92. OUTSTANDING EXPENDITURES TOTALED \$435.02 INCLUDING A FLOOR FAN (\$310.02), MAGNETIC TRAYS (\$25.00), AND A GARDEN HOSE WYE (\$100.00). THE CURRENT AVAILABLE BALANCE WAS \$20,544.90. ROB MILLER MADE A MOTION TO ACCEPT THE TREASURER'S REPORT, SECOND BY JOHN MICHALESKO AND ALL ARE IN FAVOR.

UNFINISHED BUSINESS

The R-Tool and K-Tool had arrived.

NEW BUSINESS

A motion was made by Rob Miller to purchase hats for fire prevention from Hines Products. The request was for 1,056 hats at \$0.60 a piece and \$68.00 shipping totaling \$701.60. A second was made by Ron Stolz and all in favor. A motion was made by John Michalesko to purchase a replacement lid for the ice machine at station 1 for up to \$200.00. A second by Rob Miller and all in favor. A proposal was made by Rob Miller to purchase wireless internet from Mediacom for both stations. There would be no contract with unlimited usage. Also we already had the modem necessary for access. The first year would be \$24.95 a month totaling \$598.80 a year for both stations. The second year would be \$44.95 a month totaling \$1,078.80 for both stations. The third year would be \$50.95 a month totaling \$1,222.80 for both stations. A motion was made by Rob Miller to approve the spending of \$598.80 for one year of wireless internet from Mediacom. A second was made by Ron Stolz and all in favor.

ANNOUNCEMENTS AND ADJOURNMENT

The next meeting is to be scheduled for October 11, 2012. Ron Stolz made a motion to adjourn, Rob Miller seconds and all in favor at 5:24 PM.

Dylan Fairfield, Secretary

**CITY OF CARBONDALE, ILLINOIS
FOREIGN FIRE INSURANCE BOARD**

**MEETING MINUTES
5:00 PM, OCTOBER 11, 2012
FIRE STATION #2, 300 S. OAKLAND AVENUE**

PRESENT: Chief John Michalesko, Assistant Chief Ted Lomax, Rob Miller, Mike Hertz, Mike Rishel. **ABSENT:** Dylan Fairfield, Ron Stolz **GUESTS:** NONE

CALL TO ORDER

Ted Lomax called the meeting to order at 5:00 PM.

MINUTES OF PREVIOUS MEETING

Motion was made by Mike Hertz to approve the minutes of the previous meeting, Mike Rishel seconds and all are in favor.

TREASURER'S REPORT

Mike Hertz presented the treasurers report and reported a current balance of \$19,733.03. Outstanding expenditures totaled \$435.02 including a floor fan (\$310.02), magnetic trays (\$25.00), and a garden hose wye (\$100.00). The current available balance was \$19,298.01. A motion was made by Rob Miller to accept the treasurer's report, second by John Michalesko and all in favor.

UNFINISHED BUSINESS

Outstanding expenditures and purchase of magnetic trays.

NEW BUSINESS

A motion was made by Mike Hertz to purchase 30 Advantage helmet lights. The total was \$3,875.00 at \$125.00 a piece with \$125.00 shipping. A second was made by Mike Rishel and all were in favor with John Michalesko absent from the vote. A motion was made by Mike Rishel to purchase The Southern newspaper for one year at a yearly rate of \$200.20 per station. The motion was made to approve spending of \$401.00. A second was made by Rob Miller and all in favor. A motion was made by Mike Hertz to purchase Mediacom cable for one year for \$2,200 for both stations. A second by Mike Rishel and all in favor. A motion was made by Mike Hertz to purchase color toner for the printers at each station. A set consists of three colors totaling \$180. The proposal was made to purchase two sets per station totaling \$720. Mike Rishel seconds and all in favor. A motion was made by Rob Miller for \$100.00 to purchase kitchen equipment including a can opener, a 9x13 pan, and dish towels. A second was made by Mike Hertz and all in favor.

ANNOUNCEMENTS AND ADJOURNMENT

The next meeting is to be scheduled for December 13, 2012. Mike hertz made a motion to adjourn, Rob Miller seconds and all in favor at 5:34 PM.

Dylan Fairfield, Secretary

**CITY OF CARBONDALE, ILLINOIS
FOREIGN FIRE INSURANCE BOARD**

**MEETING MINUTES
5:00 PM, NOVEMBER 30, 2012
FIRE STATION #2, 300 S. OAKLAND AVENUE**

PRESENT:.Assistant Chief Ted Lomax, Ron Stolz, Rob Miller, Mike Hertz **ABSENT:** CHIEF JOHN MICHALESKO, MIKE RISHEL. **GUESTS:**NONE

CALL TO ORDER

Ted Lomax called a special meeting to order at 5:00 PM, due to broken TV at station 1.

MINUTES OF PREVIOUS MEETING

None.

UNFINISHED BUSINESS

None.

TREASURER'S REPORT

None.

NEW BUSINESS

A motion was made by Rob Miller to allow the spending of \$1500 for a new TV for station 1, Ron Stolz seconds, and all in favor. A motion was made by Mike Hertz to purchase a paper shredder for Kathy for \$262.99. Rob Miller seconds and all in favor. A motion was made by Mike Hertz to purchase two tire gauges/air chucks for each station for \$80.00 a piece, totaling \$160.00. A second was made by Ted Lomax and all in favor. Mike Hertz made a motion for the maximum spending of \$75.00 for a new phone for station 2, Ron Stolz seconds, and all in favor. A motion was made by Mike Hertz to spend \$250.00 for 60 lithium batteries for helmet lights to replace as needed, at \$3.83 a piece. Ron Stolz seconds and all in favor. Mike Hertz made a motion for \$250 to purchase 100 spare C-batteries for Pelican lights, Dylan Fairfield seconds, and all in favor. A motion was made by Mike Hertz to purchase a blu ray player for each station at \$100.00 each, totaling \$200.00. Ron Stolz seconds and all in favor. Mike hertz made a motion to purchase HDMI cables for each station at \$100.00, totaling \$200.00. Rob Miller seconds and all in favor.

ANNOUNCEMENTS AND ADJOURNMENT

The next meeting is to be scheduled for December 13, 2012. Ron Stolz made a motion to adjourn, Dylan Fairfield seconds, and all in favor.

Dylan Fairfield, Secretary

**CITY OF CARBONDALE, ILLINOIS
FOREIGN FIRE INSURANCE BOARD**

**MEETING MINUTES
5:00 PM, DECEMBER 13, 2012
FIRE STATION #2, 300 S. OAKLAND AVENUE**

PRESENT: Assistant Chief Ted Lomax, Rob Miller, Mike Hertz, Ron Stolz, Dylan Fairfield.
ABSENT: Chief John Michalesko, Mike Rishel **GUESTS:**NONE

CALL TO ORDER

Ted Lomax called the meetings to order at 5:00 PM.

MINUTES OF PREVIOUS MEETING

Motion was made by Mike Hertz to approve the minutes of the previous meeting, Rob Miller seconds and all in favor.

TREASURER'S REPORT

Mike Hertz presented the treasurers report and reported a current balance of \$47,749.97. Outstanding expenditures totaled \$410.02, with a current available balance of \$47,339.95. A motion was made by Ron Stolz to accept the treasures report, second by Rob Miller and all in favor.

UNFINISHED BUSINESS

A motion was made by Ron Stolz to table the purchasing of the outstanding expenditures including, a floor fan (\$310.03) and a garden hose wye (\$100). A second was made by Rob Miller and all in favor.

NEW BUSINESS

A motion was made by Rob Miller to purchase one fan for the bedroom at station 1 for \$50.00, a second by Ron Stolz and all in favor. A motion was made Mike Hertz for the allotment of \$2,000.00 for improving the overhead doors at station 1, Ron Stolz seconds and all in favor. Only one quote was provided and it was decided to pursue more quotes before work is to be completed. Ron Stolz made a motion to spend \$1,800.00 for 12 new LED right angle lights, four lights each for Engine 6, Engine 11, and Quint 12. Rob Miller seconds and all in favor. A motion was made by Ron Stolz to purchase 30 pairs of station work boots for fire department personnel at \$120.00 each, totaling \$3,600.00. A second was made by Dylan Fairfield and all in favor. The schedule was provided for 2013. Meeting dates would be February 14, April 11, June 13, August 8, October 10, and December 12. A motion was made by Mike Hertz to accept the schedule, a second by Ron Stolz and all in favor.

ANNOUNCEMENTS AND ADJOURNMENT

The next meeting was to be scheduled for February 14, 2013. Rob Miller made a motion to adjourn, Ron Stolz seconds and all in favor at 5:20 PM.

Dylan Fairfield, Secretary



MINUTES

**Carbondale Planning Commission
Wednesday, January 23, 2013
Room 108
City Hall/Civic Center
7:00 p.m.**

Ms. Harvey called the meeting to order at 6:14 p.m.

Members Present: Barke (6:30 pm), Grant, Harvey, McClurg, Kang, Lilly

Members Absent: Brazley, Hunsaker, Love, McDaniel (ex-officio)

Staff Present: Wallace, Price, Henry

2. Approval of Minutes:

Ms. Lilly moved, seconded by Mr. McClurg, to approve the minutes of December 19, 2012. The motion to approve the minutes passed on a unanimous voice vote.

3. Report of Officers, Committees, Communications:

Ms. Harvey stated there were no reports.

4. Public Hearings:

- A. PC 13-06, 6:00 p.m. City of Carbondale, Request to rezone all properties zoned R-1-8A to R-1-8, R-2.4 to R-2, and BRD to SB.

Ms. Harvey declared Public Hearing 13-06 open and asked Mr. Wallace to read the legal notice.

Mr. Wallace read the legal notice.

Ms. Harvey asked Mr. Price to present the staff report.

Mr. Price, Planner for the City of Carbondale, was sworn in and read part A of the staff report.

Ms. Harvey asked if there were any questions of the staff.

Ms. Harvey asked if the applicant had a comment.

Mr. Wallace stated that the applicant's comments were represented in the report.

Mr. Grant asked if we rezone the R-1-8A district, will it go back to a R-1 zoning?

Mr. Wallace stated all of the lots were already built out. The only difference between the two districts was a minimum building size of 1,000 square feet in the R-1-8A district and 800 square feet in the R-1-8.

Mr. Grant then stated this in effect cleans up the area in terms of zoning and that all properties are above the minimum so it conforms.

Ms. Harvey asked if there was any one that wished to speak in favor of the application.

There were none.

Ms. Harvey asked if there was any one that wished to speak in opposition of the application.

There were none.

Ms. Harvey asked Mr. Price to continue with the report.

Mr. Price read parts B and C of the staff report with a recommendation to approve PC 13-06.

Ms. Harvey asked if there were any questions of staff from Commissioners.

Ms. Harvey asked if there were questions from anyone to anyone.

Ms. Harvey closed the public hearing on PC 13-06 and asked for a motion on the findings of fact.

Mr. Kang moved, seconded by Ms. Lilly, that the Commission accept as findings of fact in Part A of the staff report for PC 13-06, that the applicant was present, and that no one spoke in favor and no one spoke in opposition to the request. The motion passed unanimously.

Ms. Harvey asked for a vote on the recommendation to the City Council.

Mr. Kang moved, seconded by Mr. McClurg, that the Commission recommends approval of PC 13-06 as presented by staff.

Roll Call Vote:

Yes - 5 (Grant, Harvey, McClurg, Kang, Lilly)

No - 0

Mr. Wallace stated that the motion passed.

- B. PC 13-07, 6:00 p.m. City of Carbondale, Request to perform amendments to the Title 15, Planning, Zoning and Subdivisions section of the Carbondale Revised Code.

Ms. Harvey declared Public Hearing PC 13-07 open and asked Mr. Wallace to read the legal notice.

Mr. Wallace read the legal notice.

Ms. Harvey asked Mr. Wallace to present the staff report.

Mr. Wallace stated that this will be a different type of public hearing. He is going to give a brief summary and hand it off to Eric Kelly of Duncan Associates.

Mr. Wallace read the staff report.

Mr. Eric Kelly of Duncan Associates greeted the crowd and described the scope of work and provided an overview of the process.

Ms. Harvey opened the floor up for comments from the large crowd that was in attendance.

Mary O'Hara, 104 North Parrish Lane, Ms. O'Hara spoke as a representative of the "Idea of Carbondale Study Circles Neighborhood Actions Group". She spoke of the group's concern for single family homes but stated that the group's main focus is on the impact of codes on neighborhoods. She stated they have three recommendations that need to be incorporated into the revisions: the idea of Neighborhoods as stakeholders, the incorporation of CPTED design specifications into the city's design requirements, and to specify the role of, the activities of, and the needs of the planning commission to make the comprehensive plan a living document.

The group also suggests an increase in transparency. The suggestion was to increase neighborhood participation in design review of the Planned Unit Developments (PUD) and the Planned Business Developments (BPL). Ms. O'Hara noted this was done with Liberty Village nursing home and was a great success.

The group has suggestions on changes to the Revised Title 15. They would like notification to be required on all changes to a PUD or BPL similar to a zoning case. The group also suggests requiring the design review to pass through the Planning Commission to allow for public comment during the design phase of a project or to require notifying the surrounding property owners two weeks before the project goes to council.

Ms. O' Hara stated that the commission should have a standing agenda item regarding the Comprehensive Plan and have meetings devoted to long range planning and the Comprehensive Plan. She believes that an annual report and a bi-annual review of the Comprehensive Plan should be required. She also feels that a listing of all the public and

private partners involved with writing and updating the comprehensive plan going forward.

Mr. Barke asked Ms. O'Hara how she proposes to deal with enforcing the codes uniformly throughout the city while taking the neighborhoods concerns into consideration.

Ms. O'Hara brought up Liberty Village and stated the building changed its foot print and changed the entire development without the neighborhood's comment. These are the things she was referencing with her notification request.

Mr. Barke asked what right the neighborhood has to dictate to planning.

Ms. O'Hara stated they don't want to dictate, they want notifications.

Mr. Grant wanted to clarify with Ms. O'Hara that she was referencing the PUD and BPL developments not single family developments

Ms. O'Hara responded with yes.

Mr. Barke raised a concern with the delay that notifications would cause due to the lengthy review periods that would be required if every change in a plan required a review by the public.

Mr. David Futrell, 200 Dillinger Road. Mr. Futrell stated he was just annexed and asked if the Planning Commission has anything to do with him.

Mr. Wallace stated his zoning designation and said that the changes in the zoning ordinance will not have a large impact on his property.

Mr. Clark Bush, 1640 North Reed Station Road. Mr. Bush stated his concerns surround single family homes. Changes would allow homes be more closely built together.

Mr. Wallace commented that setbacks will stay 10% of the lot width. The minimum distance will be reduced to five feet on those lots that are fifty feet wide. That will only apply in our older developments where the lots are smaller.

Mr. Bush asked if smaller lots would allow septic systems.

Mr. Wallace stated that no changes were made to increase density in a residential area.

Mr. Kelly also stated that no density changes were made.

Mr. Wallace stated that Jackson County Health Department regulates the septic systems and that one acre is the minimum for a septic system.

Mr. Kelly stated that the City has not really updated the subdivision regulations and the majority of the subdividing and drainage issues are regulated there.

D. Gorton, 606 West Elm Street. Mr. Gorton gave a short history of Carbondale's zoning ordinances from his recollections of personal conversations with two of the members of City Council who assisted in writing the 1974 zoning code. He expressed concerns regarding how setbacks are enforced in older neighborhoods. He stated that primary and accessory structures built in compliance with the regulations at the time, but currently in violation of standards, would not be able to be rebuilt if they were destroyed. Insurance is nearly impossible to acquire on the buildings that are in violation. Mr. Gorton asked how the city proposes to solve the issues and encourage growth in the community. He stated that the city's economy is following a downward trend. He states that the City's older neighborhoods have been abandoned and the schools are faltering. Mr. Gorton suggests that the City build on its unique attributes. He stated our town is well known for our academics, youth, and outdoor beauty. He asked for the commission to explore ways to keep the educated population in Carbondale and to develop more walkable facilities. He also asked the Planning Commission to preserve the uniqueness of Carbondale.

Chris Wissmann, 1111 West Walkup. Mr. Wissmann, a member of the City Council, thanked the audience for attending. Mr. Wissmann feels we should set minimum standards not maximum standards on properties. Mr. Wissmann went through his recommendations on the Land Use table. Mr. Wissmann spoke in detail about the need for commercial space in PUD developments. Mr. Wissmann discussed his feelings on density versus green space. Mr. Wissmann feels that the Neighborhood Business district's restrictions are not practical. He noted that there are a lot of opportunities for redevelopment if the restrictions were relaxed. He feels that lots of properties are improperly zoned. He mentioned the old High School and the old Armory building.

Mr. Wissmann discussed the sign ordinance with reference to flashing signs. He understands the safety hazards associated with such a sign on a major street but disagreed with a complete ban.

Mr. Wissmann wants the Preservation ordinance to have the authority for the city to repair an historic property and place a lien on the property to recover the costs associated with the repair.

Mr. Kelly stated that the Neighborhood Business district does need a serious overhaul. He also stated that certain properties, such as the armory and high school, should be added to the ordinances as a special use so city council can review any uses going into those buildings.

Mr. Grant asked if either of the properties would qualify under the Neighborhood Business District zoning.

Mr. Wallace stated that some of the restrictions in the Neighborhood Business district would not allow the properties to be rezoned Neighborhood Business.

The Planning Commission discussed the implications of issuing special uses for the properties being discussed.

Luanne Brown Woolf, 1440 East Walnut Street. Ms. Woolf stated her back yard abuts a BPL zoning district that contains the Kroger's property. She urged the Planning Commission to adopt Crime Prevention Through Environmental Design (CPTED) as a requirement during design and development process.

Mr. Kelly stated that this ordinance does include new lighting standards. The ordinance does use the buffering, fencing and screening, and lighting suggestions contained in CPTED.

Mr. Barke asked why we don't just adopt CPTED?

Mr. Kelly stated there is not a universal standard for CPTED but he has followed the universal recommendations and principals.

Sushil Tibrewala, 24 Pinelake Drive. He requested information on the PUD subdivision regulations.

Mr. Wallace stated that staff can do research to find out how his property was zoned PUD and let him know.

Jane Adams, 606 West Elm Street. Ms. Adams, a City Council member, stated she was involved in the creation of the Comprehensive Plan and would be using that experience as a basis for her ideas. Ms. Adams quoted several passages from the Comprehensive Plan that pertain to the revisions proposed as part of the zoning ordinance update. Ms. Adams stated she feels the code does not address all the changes that the Comprehensive Plan calls for. She stated this is the first step in getting a code that the Comprehensive Plan calls for. She feels new standards for existing neighborhoods need to be put in place in order to protect them from new and existing businesses.

Ms. Adams reiterated Mr. Gorton's feelings on the existing buildings being too close to the property line. Ms. Adams suggested any property built prior to zoning being adopted in the city is legal. Not non-conforming, but legal.

Ms. Adams voiced her support for the building standards being proposed.

Ms. Adams asked for pervious pavement incentives to help relieve the flooding issues in the City.

She felt the integration of bicycles and pedestrians into developments is critical.

Ms. Adams asked why the majority of the Special Uses allowed in the Mobile Home Park were removed.

Mr. Wallace stated that rather than apply for a special use the property to be rezoned if a particular use is desired.

Ms. Harvey called a recess in the meeting for five minutes. The meeting was to be reconvened at 8:05.

Ms. Harvey reconvened the meeting at 8:05 pm.

Adam Loos, 724 North Carico Street: Mr. Loos wanted to voice his support for D. Gorton's views on legalizing all existing structures. Mr. Loos suggested a move from our type of code to a form based code. Mr. Loos expressed a concern about the widest portion of the building had to face the street, mentioning the effect on bungalow style homes.

Jessica Bradshaw, 512 North Carico Street, Apartment A: Ms. Bradshaw voiced support for CPTED standards being included in the Ordinances. Ms. Bradshaw voiced support for neighborhood design review as Ms. O'Hara suggested. Ms. Bradshaw suggested some design items be included in the regulations. She suggested that PUD and BPLs revert back to the original zoning if the project never starts construction.

Erin Palmer, 306 North Springer Street: Ms. Palmer asked what some of the changes are to the lighting code.

Mr. Kelly stated that the lighting standards are new. The existing code does not address lighting. The new code will limit the heights of lamp posts and lighting wall packs. Lights will be required to cast the light down and not off to the side.

Ms. Palmer asked if the regulations would be retroactive.

Mr. Kelly stated that it is possible if the city desires the change.

Ms. Palmer also voiced her support for making structures that existed before zoning legal.

Judy Cunningham, 509 North Oakland Street: Ms. Cunningham stated that she is unable to have others living with her because she is zoned R-1. She was protesting her house being zoned R-1.

Mike Page: He feels the fact that private property is involved in the plan is overlooked. He stated the idea of all property fitting in a district is ludicrous. He voiced support for Mr. Wissmann and Ms. O'Hara.

Lance Jack, 1026 N. Bridge: Mr. Jack, member of the City Council, suggested a desire to revitalize and redevelop rental properties into single family residential properties. He wants to find a way to develop stronger core neighborhoods. Mr. Jack suggested creating an R-1 central and an R-1 northeast. He suggested these districts to meet the desires of the neighborhoods while still maintaining land use control as the City desires. He agreed

with Mr. Wissmann in regards to setting minimum requirements not maximum requirements. He feels the city needs to look carefully at the land use table and be sure that the restrictions make sense. Mr. Jack agrees with Ms. Adams and Mr. Gorton on existing buildings should be made legal to allow restoration and reconstruction of previously existing buildings in older neighborhoods.

Carol Burns, 88 Dakota Road: Ms. Burns asked that we keep in mind the integrities of the historic districts. She stated she does not want another Family Video type of development to invade on the historic districts. She also thanked the city for notifying them about the meeting.

Don Monty, 418 S. Giant City Road: Mr. Monty, member of the City Council, stated that much is happening in this ordinance revision. The majority of the changes are in the Special Uses and Permitted uses. He suggested that a written explanation be created for each and every change in the land use table. Mr. Monty commented on the lighting ordinances. Mr. Monty commented on the parking lot requirements in regards to the surfacing requirements. Mr. Monty stated he would submit his list of recommendations to the Planning Commission in writing.

Mr. Grant asked Mr. Michalesko, Fire Chief, whether or not buildings being closer to the property line increased fire risks. He stated yes. Mr. Grant asked Mr. Michalesko if the building code in place would help reduce the risk. He stated yes. Mr. Michalesko stated that the materials and type of structure varies and his plan of attack for each building will be different.

Mr. Kang asked Mr. Michalesko, Fire Chief, if the space between buildings being 10 feet increases the risk of fire jumping buildings. He stated yes. Mr. Kang asked if the structure is damaged less than fifty percent could the structure be rebuilt. Mr. Michalesko stated you could. Mr. Grant noted that you would still have to rebuild the property to current code.

Mr. Wallace stated we received a lot of feedback on the zoning ordinance revision. The Planning staff will be working on amending the revised code until the February 20th Planning Commission meeting. The public hearing will be left open until said meeting.

5. Old Business

None.

6. New Business

A. City Council Agenda of January 8, 2013

Mr. Wallace provided details of the Council's action.

Adjournment

Ms. Harvey adjourned the meeting at 9:04 p.m.

MINUTES

City of Carbondale Preservation Commission Monday, October 15, 2012 City Hall/Civic Center – 7:00 p.m.

1. **Roll Call:** Chair Parkinson called the meeting to order at 7:00 p.m.

Members Present: Benedict, Clark, Comparato, Doherty, Ittner, Parkinson, Sigler, VanAwken

Members Absent: Booker

Staff Present: Price

Guests:

2. **Approval of Minutes:** Mr. Sigler moved, seconded by Ms. Ittner, to approve the minutes of September 17, 2012. Minutes were approved unanimously.

Barb Doherty was introduced to the commission.

3. **Communications and Reports:**

- A. Educational and Technical Committee

Dede Ittner reported that Morris Library is going to put the text and audio up of the Oral Histories on the internet. She reported her other activities that are listed on her written report she submitted.

Mr. VanAwken thanked Mrs. Ittner for her efforts preserving Carbondale's history. He also discussed the relevance of the Preservation Commission. He also requested an opportunity to present his ideas for the property located just east of the present Public Safety Center.

- B. Certificate of Appropriateness Committee

October 18, 2013 is the COA meeting for 200 N. Poplar Street demolition application at 3:20 pm.

Town Square pavilion repairs were discussed.

The purpose of the Certificate of Appropriateness was discussed.

C. The Pecan Street Historic district was discussed. Mrs. Ittner stated that the Barrows and the Browns owned the orchard land that used to exist in the area being discussed.

4. **Old Business:**

A. Walking Tour Brochure is complete and paid for.

B. Open Meeting Act training. Staff reminded the commission they needed to complete the training by the end of the year.

5. **New Business:**

A. Preservation Goals for the Future

Mr. Parkinson discussed the committees.

Mr. Parkinson discussed creating subcommittees.

Mr. Parkinson stated that a member of the Preservation Commission should be kept current on the Planning Commission activities. If a property the Commission is interested in is under consideration that member should speak at the Planning Commission.

The Certificate of Appropriateness will be Mr. Parkinson, Mr. Clark, Mr. Sigler and Ms. Booker as an alternate. He discussed different ideas to make the committee more effective including giving the committee more power to save the historic structures.

Educational and Technical Assistance and Public Relations committee will consist of Mrs. Ittner Mr. Comparato, Mrs. Doherty and Ed VanAwken
Nomination Committee is Mr. Clark, Mr. Parkinson, Mrs. Benedict, and Mr. Sigler and Mrs. Booker as alternates.

Work Plan Committee is Mr. Clark, Mrs. Doherty and Mrs. Ittner.

6. **Comments by the Public, Commission Members and Staff:**

Mrs. Benedict gave a history of her involvement with the City of Carbondale.

Mrs. Doherty gave a history of her involvement with the City of Carbondale.

7. **Adjournment:**

Mrs. Ittner moved to adjourn the meeting, Mr. Sigler seconded and the motion carried. The meeting adjourned the meeting at 8:36 p.m.

MINUTES

City of Carbondale Preservation Commission Monday, November 19, 2012 City Hall/Civic Center – 7:00 p.m.

1. **Roll Call:** Chair Parkinson called the meeting to order at 7:00 p.m.

Members Present: Clark, Comparato, Doherty, Ittner, Parkinson, VanAwken, Sigler (7:05)

Members Absent: Booker, Clark

Staff Present: Price

Guests:

2. **Approval of Minutes:** Minutes will be ready for the next Preservation Commission meeting.

3. **Communications and Reports:**

- A. Educational and Technical Committee

Mrs. Ittner stated Bill Eaton is getting ready for his Oral History. Mrs. Doherty has asked for her mother to be set up for an Oral History as well.

- B. West Pecan Street Preservation District

Mrs. Parkinson has gathered the signatures for the district. She is waiting on the neighborhood to finish its applications.

- C. Downtown Preservation District

Gail White and Mr. Parkinson are planning on starting the organization of that district.

4. **Old Business:**

- A. Ordinance Update

The ordinances are up for review on the city's website.

- B. Mr. VanAwken made a presentation about the property behind the Public Safety Center.
- C. The Certificate of Appropriateness met and determined that 200 North Poplar Street was suitable for demolition due to the multiple changes that had been made to the structure that had made it no longer historically significant.

5. **New Business:**

- A. The Preservation Commission suggested forming a nonprofit organization to retrieve historic items from historic buildings and selling them to raise money for the purchasing of and restoration of historic homes.
- B. The placements of plaques on city buildings are now required to be given to the Preservation Commission for approval.
- C. The committees that were suggested to be combined are not able to be combined. The COA committee and the Hardship Review committee need to be separate because they need to be checks and balances for each other.
- D. A discussion regarding Associate Members was had. A nomination was put on the floor for Mrs. Parkinson to be submitted to the Mayor to become an Associate Member. Mr. Parkinson stated that he has a conflict of interest in this nomination and handed the meeting to Mr. Sigler. Mr. Sigler accepted the nomination and got a second from Mr. Clark. All were in favor, none were opposed. Mr. Sigler turned the meeting back to Mr. Parkinson.

6. **Comments by the Public, Commission Members and Staff:**

7. **Adjournment:**

Mrs. Ittner moved to adjourn the meeting, Mr. Sigler seconded and the motion carried. The meeting adjourned the meeting at 8:05 p.m.



Liquor Advisory Board July 7, 2011

The City of Carbondale's Liquor Advisory Board held a meeting on Thursday, July 7, 2011, in City Council Chambers, Room 108 of the Civic Center, 200 South Illinois Avenue. Chairman Mark Robinson called the meeting to order at 5:33 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: Mark Robinson, John Benschhoff, Nick Ferraro, Dave Loftus, John Mills, Steve Payne and Rob Taylor.

Absent: None

A quorum was present. Also present were City Clerk Rachael E. Keehn, City Manager Allen Gill, and City Attorney P. Michael Kimmel.

2. Election of Officers

J. Mills moved, R. Taylor seconded, to retain Mark Robinson as Chair of the Liquor Advisory Board. VOTE: All voted aye, motion declared carried. M. Robinson moved, N. Ferraro seconded, that John Benschhoff be elected as Vice Chair of the Liquor Advisory Board. VOTE: All voted aye, motion declared carried.

3. Consideration of Revisions to Liquor Code

M. Robinson summarized the item being considered by the Board, namely the revision to the liquor code which would raise or remove the cap to Class C liquor licenses. Frances Murphy, General Manager of the Neighborhood Co-op, asked about a proposal from Councilman/Commission Monty. City Attorney P. Michael Kimmel indicated that one of the two proposed ordinances was based on Mr. Monty's proposal. City Manager Allen Gill briefed the audience and the Board on the two items. J. Mills requested clarification from the City Attorney. Representatives of the Neighborhood Coop and Kroger spoke in favor of the new revisions. Ray Bailey of Illinois Liquor Marts asked for clarification of the definition of grocery store. Tom Corley from Warehouse Liquors asked if there should be a required percentage of grocery sales. Wendy Hoffmann McClanahan asked about TIPS training for grocery store employees. Pat Kelley commented on the liquor fees and read a prepared statement. Jane Adams requested the Board's input on the issue of density of liquor establishments. Scott Thorne commented on John Mills' cigarette analogy. Ann Karayannis, former owner of Pinch Penny Liquors, commented on TIPS training and license fee disparity for C1 and C2 licenses. Theresa Guy from Wal-Mart spoke in favor of the proposed license for grocery stores. Tasis Karayiannis of Old Town Liquors commented on his store's efforts to reduce the party image for SIU and spoke in opposition to the proposed classification. A representative of Kroger disputed the impact grocery store sales of alcohol would have on liquor stores. Ray Bailey of Illinois Liquor Mart questioned the Kroger representative's statistics. Scott Thorne commented on the liquor license fee schedule disparity. Lee Fronabarger commented on the sales of alcohol in Ames, Iowa; Urbana, Illinois; and Cape Girardeau, Missouri. Joel Fritzler commented on this historical discussion of this topic. Trace Brown spoke in favor of convenience stores being authorized to sell alcohol. Pat Karayiannis of Old Town Liquors asked about a residency requirement for Class C licenses.

Liquor Advisory Board members addressed the concerns voiced from the audience and requested

clarification from the City Attorney. D. Loftus moved, J. Benshoff seconded, to adopt an amendment to Title Two of the Carbondale Revised Code by creating a new Class C2 license, with the provision that there is some tightening up of the definition of grocery store. VOTE: Ayes: J. Mills, D. Loftus, N. Ferraro, J. Benshoff, M. Robinson. Nays: R. Taylor. Motion carries.

Jane Adams noted that her intent was to request more in-depth discussion in considering certain separable issues.

4. Scheduling of Next Meeting

M. Robinson noted that the next scheduled meeting is August 4, 2011.

5. Adjournment

There being no further business to come before the Board at this meeting, the meeting was declared adjourned at 7:14 p.m.

Rachael E. Keehn, City Clerk
By Jennifer Sorrell, Acting City Clerk

Approved by the Board on:



Liquor Advisory Board August 4, 2011

The City of Carbondale's Liquor Advisory Board held a meeting on Thursday, August 4, 2011, in Room 103 of the Carbondale City Hall/Civic Center. Chairman Mark Robinson called the meeting to order at 5:30 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: Mark Robinson, John Benshoff, Nick Ferraro, Dave Loftus, and John Mills

Absent: Steven Payne and Rob Taylor (excused)

A quorum was present. Also present were City Clerk Rachael E. Keehn, Director of Development Services Kevin Baity, and Assistant City Attorney Jamie Snyder.

2. Approval of Minutes

D. Loftus moved, J. Mills seconded, to approve minutes from June 2, 2011. VOTE: All voted aye, motion declared carried.

3. Consideration of an Application for Transfer of an Existing Class C1 Liquor License from Blue Fish Liquors and Cigars to Sunrise Hospitality, LLC

The current owner, Zach Short, and the applicant, Manny Patel, introduced themselves to the Board. Assistant City Attorney Jamie Snyder addressed the Board regarding the State of Illinois issuance of a Citation and Notice of Hearing to Sunrise Internationals I, LLC. J. Mills questioned if this would bar the applicant from obtaining a state license. J. Mills and D. Loftus indicated that they would prefer to have the sales tax delinquency addressed prior to considering the application, M. Robinson indicated he was "on the fence" about approving the transfer of the Class C1 license from Blue Fish Liquors and Cigars to Sunrise Hospitality. J. Benshoff moved, N. Ferraro seconded, to recommend the denial of the transfer of the liquor license to Sunrise Hospitality, LLC from Blue Fish Liquors and Cigars until the sales tax matter has been addressed. VOTE: All voted Aye. Motion declared carried.

4. Consideration of an Application for a Beer Garden at Pizza King, 308 South Illinois Avenue

Ely Lane, Manager of Pizza King addressed questions from the Board. M. Robinson asked about the location and Ely Lane discussed the planned layout and easement. Development Services Director Kevin Baity gave further detail about City Council approval and planned construction. D. Loftus asked about handicap accessibility and J. Benshoff indicated it would be better to have an interior access to the beer garden. There was discussion about improved planning for accessibility. N. Ferraro moved, J. Mills seconded, to approve the application for a beer garden for Pizza King.

5. Discussion of Other New Business

Trace Brown, representing Marketplace Shell, talked about the desire to see gas stations/convenience stores able to sell alcohol. Shane Feather of ZX Store also spoke in favor of the proposal. J. Mills noted that the Council capped the C2 license so a new classification would be needed. He then commented that rather than look for reasons to create licenses, perhaps they should be looking at reasons why the Board should not. Thomas Hoffmann of Illinois Liquor Mart indicated that if the gas stations were authorized to sell alcohol, there would be eight liquor stores in town closing. N. Ferraro suggested waiting to see what

the grocery store expansion effect would be. J. Benshoff commented that it took fifteen years to create a grocery store license, so why not allow more time for this issue? He added that he could not think of a compelling reason not to allow convenience stores to sell beer or wine, but that it takes time to shift the cultural code of the community. J. Mills commented that he had no problem with waiting and moving slowly, but he did not see any reason not to move. M. Robinson suggested revisiting this issue seriously in January and look at what the grocery store impact has been. M. Robinson and Trace Robinson discussed his business, Marketplace Shell. J. Mills and D. Loftus indicated their willingness to wait. D. Loftus commented that the license cap will be the main issue. M. Robinson made the recommendation, with Board consensus, to revisit the issue in January with sales tax revenue numbers, as well as figures indicating the impact on liquor stores and convenience stores.

Development Service Director Baity addressed the Board about authorizing microdistilleries. The Carbondale Code currently allows for microbrewing beer, but not spirits. Mr. Baity noted that this proposed change was an attempt to be proactive in a growing market. He commented on the Bourbon Trail and groups who had approached the City about microdistilleries. Mr. Baity indicated that the definition would have to be added to the Code and allowed under B1 or B2 licenses. J. Benshoff moved, N. Ferraro seconded, to add microdistilled spirits to the license classification. VOTE: All voted aye. Motion declared carried.

Development Services Director Kevin Baity presented the proposal to allow on-site consumption of wine for the Class H licenses. Currently, only wine tasting is allowed, which is no more than three ounces per tasting, according to the Assistant City Attorney. Mr. Baity indicated that the winery within Carbondale is currently the only one in southern Illinois unable to sell wine by the glass. M. Robinson indicated he was unaware that sale by the glass was restricted. J. Benshoff stated that he had no problems with authorizing the proposed change. The Board noted no objection to allowing sales by the glass.

Audience member, Raul Ayala, shared his observation that the Board would probably not receive the sales tax figures in January. M. Robinson commented that he felt what was being sought was community impact. Mr. Ayala shared his thoughts on controlled substance sales in the past, as opposed to the present. Mr. Ayala and M. Robinson discussed the historic conversation regarding alcohol sales in Carbondale.

6. Scheduling of Next Meeting

The next regular meeting is scheduled for September 1, 2011 at 6:00 p.m.

7. Adjournment

There being no further business to come before the Board at this meeting, the meeting was declared adjourned at 6:29 p.m.

Rachael E. Keehn, City Clerk
By Jennifer Sorrell, Acting City Clerk

Approved by the Board on:



**Special Meeting of the
Carbondale Liquor Advisory Board
August 10, 2011 at 6:30 p.m.**

The City of Carbondale's Liquor Advisory Board held a special meeting on Wednesday, August 10, 2011, in City Council Chambers, Room 112 of the Civic Center, 200 South Illinois Avenue. Chairman Mark Robinson called the meeting to order at 6:53 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: Mark Robinson, Dave Loftus, John Mills, and Steve Payne.

Absent: John Benshoff, Nick Ferraro, and Rob Taylor.

A quorum was present. Also present were City Clerk Rachael E. Keehn, Fire Chief John Michalesko, and Police Lieutenant Mark Goddard.

2. Consideration of an Application for a Class F1 liquor license for Carbondale Main Street's Carbondale Rocks Revival Music Festival on September 9 and 10, 2011

Meghan Cole, Executive Director of Carbondale Main Street, explained that the new event would be run by the same organization that handled the Pig Out. J. Mills moved, D. Loftus seconded, to approve the application for a Class F1 liquor license for Carbondale Main Street's Carbondale Rocks Revival Music Festival on September 9 and 10, 2011 pending receipt of outstanding items. VOTE: All voted aye, motion declared carried.

3. Consideration of Applications for Class C2 Liquor Licenses for Schnuck Markets, Inc., Kroger Limited Partnership I, Neighborhood Co-op Grocery, Wal-Mart Stores, Inc., and Arnold's Market, Inc.

Tom Eakins, representing Schnuck Markets, addressed the proposed temporary placement of alcohol and the planned future placement following a remodel. J. Mills asked about TIPS training and M. Robinson asked about the Health permit. M. Robinson asked if there were any issues regarding Kroger's gas pumps. Gina Sherland of Kroger described the planned location of alcohol sales. Francis Murphy provided an additional layout of the proposed beer and wine department for the Neighborhood Co-op. J. Mills remarked that a detailed floor plan was needed from Wal-Mart. An unidentified representative of Arnold's Market explained where the alcohol would be placed should the license be approved. Chief Michalesko indicated that preliminary inspections are done. He stated that violations will have to be fixed and rechecks completed before the licenses could be issued. Lieutenant Goddard remarked that the police had no issues to report at this time. J. Mills and M. Robinson advised the applicants to have the TIPS training completed, floor plans prepared, and outstanding items addressed prior to consideration by the Liquor Commission. J. Mills moved, D. Loftus seconded, to approve all five applications for Class C2 Liquor Licenses, pending receipt of outstanding items. VOTE: All voted Aye. Motion declared carried. The City Clerk indicated she would be in contact with the applicants to address any additional items. She recommended providing a smaller floor plan in order to distribute one to each Liquor Commissioner.

4. Scheduling of Next Meeting

The next regularly scheduled meeting is September 1, 2011 at 6:00 p.m.

5. Adjournment

There being no further business to come before the Board, the meeting was declared adjourned at 7:13 p.m.

Rachael E. Keehn, City Clerk
By Jennifer Sorrell, Acting City Clerk

Approved by the Board on:



Liquor Advisory Board January 10, 2013

The City of Carbondale's Liquor Advisory Board held a meeting on Thursday, January 10, 2013, in Room 103 of the Carbondale Civic Center, 200 South Illinois Avenue. Vice-Chair Mills called the meeting to order at 5:30 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: John Mills, Erin Fogarty, Nick Ferraro, Joyce Webb

Absent: Mark Robinson, Dave Loftus, Steve Payne

A quorum was available to take action on the agenda items. City Staff present for the meeting included Acting City Clerk Jennifer Sorrell, Police Chief Jody O'Guinn, and Deputy Police Chief Jeff Grubbs.

2. Approval of Minutes

E. Fogarty moved, N. Ferraro seconded, to approve the minutes from the regular meeting of November 1, 2012. VOTE: All voted aye, motion declared carried.

3. Consideration of an application for the transfer of a Class C1 liquor license from Old Town Liquors, Inc. d/b/a Old Town Liquors at 514 South Illinois Avenue to Ninkasi, LLC d/b/a Old Town Liquors

The applicant, Chandrakant Patel, and Anastasios Karayiannis, as current license holder, were present to answer questions from the Board. J. Mills noted that the applicant is a current liquor license holder and also noted that Mr. Karayiannis has held this liquor license for almost forty years. Mr. Patel indicated that he has no changes in store for the business. Mr. Karayiannis commented on his decision to sell Old Town Liquors as his daughters are not interested in taking over the business and he wishes to slow down. J. Webb moved, E. Fogarty seconded, to approve the transfer of Old Town Liquors Class C1 liquor license to Ninkaski, LLC, contingent upon receipt of outstanding items. VOTE: All voted aye, motion declared carried.

4. Letter from Sally Carter of Hangar 9 addressed to the Liquor Advisory Board regarding restrictions on liquor licenses during Halloween

J. Mills commented that while the Board could discuss Ms. Carter's letter, generally speaking the Council directs the Board to act on items of this nature. Ms. Carter indicated that she had spoken with some Council members and the Mayor and she was directed to start with the Liquor Advisory Board. J. Webb asked why the exemption did not apply to locations on Grand Avenue. Ms. Carter stated that while she did not pass the law, the downtown was where the problems used to occur and while a number of remedies have been tried, this is the one that remains. She then described the area subject to the restrictions, including revisions to the boundary lines. J. Mills noted that the bars affected by the closure have their license fee waived annually. After Ms. Carter relayed that the restriction currently only applies to three bars and J. Webb commented that seemed inequitable. Ms. Carter noted that with fewer students there have been a lot of changes downtown and the crowds seem to have moved to the east side. She also commented that the streets have not closed in twelve years and

the students no longer know how to close them. J. Mills replied that he didn't believe it would take them long to learn. J. Mills then commented on Ms. Carter's request to open one bar per year indicating that he did not believe that would be legally possible.

City Councilman Chris Wissmann commented that the bar goers were not the ones causing problems and that the wrong people were being punished. He also noted that unofficial Halloween has been taking place for several years without problems and that he did not believe that would change if Halloween were to return. Mr. Wissmann stated that with the larger clubs to the east, it might help disperse the crowds to avoid the critical mass needed to take the Strip. He also noted that declining enrollment might, in part, be related to SIU trying to go after the party school image without having a good replacement for that image. He relayed more money is lost that weekend by those bar owners than is recouped through the fee waiver. Ms. Carter agreed. Mr. Wissmann said that the bar closures lead to an increase in illegal house parties. He expressed that the utility of the closure is long past and that it is time for us to make a change.

Police Chief Jody O'Guinn noted the Police Department's opposition to reinstating Halloween and then deferred to Deputy Chief Jeff Grubbs' analysis. The Deputy Chief first commented that if all bars were like Ms. Carter's, there would be far fewer problems. He reviewed the issues which arose the last time that Halloween restrictions were lifted. The Deputy Chief indicated that the change of policy in not allowing the closure of the streets has been the most effective tool to minimize the destructive behaviors. He then noted that there have been problems, depending on the year and the weather, with the unofficial Halloween weekend and with Polar Bear, which contribute to hundreds of arrests and significant police overtime hours. Chief O'Guinn commented that the majority of people who attend are from out of town. Deputy Chief Grubbs noted the role that social media plays in amassing crowds. He then acknowledged the impact of declining enrollment. In response to the economic impact exceeding the license fee waiver, the recommendation would be to look at offsetting that impact at a higher level. SIU Police Chief Todd Sigler offered his support to Deputy Chief Jeff Grubbs and cautioned everyone to be good students of their history.

E. Fogarty asked why the boundaries were changed to exclude the east side and J. Mills indicated that a variety of things were tried in the past, including trying to move Halloween down to Grand Avenue, but nothing seemed to work for very long. J. Webb asked if originally all the bars were closed, several people commented. Ms. Carter noted that one year they tried closing at 10 o'clock and Mr. Wissmann indicated that made it worse. J. Mills again commented that many things have been tried, but nothing seems to quite work. He then commented on the decline of the downtown. He expressed that he is on both sides of this issue. Ms. Carter noted that she did not want to see it become a free for all. She then noted the impacts of not only declining enrollment, but also the impact of closing for Halloween, then students leaving for Thanksgiving break, followed by the end of the semester. She indicated that it would benefit her financially, as well as her staff, many of whom are residents of Carbondale. J. Mills asked if there were any correlation to declining enrollment and allowing Halloween in places like Madison, Wisconsin, and Champaign, Illinois. Councilman Wissmann commented that Madison's enrollment had increased for the past few years. Ms. Carter noted that it had been a long time since those other towns were looked at and asked if it could be revisited.

Kenneth Lyon commented on the losses his business experienced that weekend due to the bar closures, even though his establishment was able to sell alcohol. He noted that the street was completely empty and that he would have been better off closing. Mr. Lyon stated that even businesses that do not have Halloween restrictions are suffering like Ms. Carter's business. He suggested that if the bars were open, that all the businesses would benefit.

J. Mills noted that if Hangar 9, Stix, and Sidetracks were to close their doors, there would be a very serious situation downtown. Ms. Carter stated that the bars are the anchors of the downtown. J. Mills

commented on Ms. Carter's good reputation and Ms. Carter asked if that should play a role in allowing her to open and maybe that would entice others to come into compliance. J. Mills commented that her good practices do not go unnoticed in comparison to other locations and Ms. Carter stated that the other bars still get a liquor license and the same hours.

E. Fogarty noted that she does not wish to change the Halloween policy, but struggles with why the east side should be open. Ms. Carter commented that would shut down the entire town in relation to liquor sales. N. Ferraro indicated he would not want to see the other bars close as it would lead to more illegal house parties. He suggested that it might be easier to manage the crowds in one location than from house to house.

J. Mills indicated that due to the contentious nature of the subject, he would like to send this item to Council for direction on how they would like the Board to address this issue. E. Fogarty apologized to Ms. Carter that with her great reputation, she is being punished for other people's actions.

Daniel Ramirez asked how the problem would be solved if it is not being viewed as a problem. He commented that his former business, La Bamba's, closed due to insufficient traffic. He suggested that we are on the wrong track.

J. Mills again stated that this will be sent up to the City Council and Ms. Carter commented that she had sent a letter to them in the past.

5. Consideration of First Quarter Reports from the Fire Department, Building and Neighborhood Services, and Police Department

J. Mills noted Hangar 9 had no citations and asked Ms. Carter how she accomplished it. Ms. Carter stated that she trains her staff well, she is often present at the bar, the entertainment is geared towards an older crowd, and the bar charges higher prices for better alcohol. She also commented that underage persons are given one warning and then are removed from the bar. E. Fogarty noted that as a student, it is generally known that her bar is for older crowds. J. Mills noted that Sidetracks had 42 citations and Stix had decreased to 12. J. Mills asked about whether underage delivery was still accounted for in the reports. Acting City Clerk Sorrell commented that on occasion the reports show citations for of-age or older individuals, which indicates delivery of alcohol to a minor. Ms. Carter noted that her staff patrols for underage possession themselves. E. Fogarty suggested calling in Pinch Penny and J. Mills requested Sidetracks appear.

E. Fogarty moved, N. Ferraro seconded, to request that the license holders for Pinch Penny Pub and Sidetracks appear to discuss arrest numbers. VOTE: All voted aye, motion declared carried.

N. Ferraro moved, E. Fogarty seconded, to accept the first quarter reports and place them on file. VOTE: All voted aye, motion declared carried.

6. Other New Business

City Councilman Wissmann indicated that he had spoken with Chairman Robinson about considering allowing Class A licenses to remain open 24 hours while ceasing alcohol sales at 2:00 a.m. He commented on other cities who allow this practice, and that grocery store license holders are able to remain open 24 hours a day. He noted the possible benefits of allowing bar patrons to stop for food and sobering up, as well as allowing businesses to expand their sales. J. Mills requested clarification. Mayor Fritzler suggested placing it on the agenda for the next meeting for official discussion.

7. Adjournment

Meeting adjourned at 6:25 p.m.

Jennifer R. Sorrell, Acting City Clerk

Date Approved

Carbondale Public Library Board of Trustees
Wednesday, January 9, 2013
4:30 p.m.

Meeting Room
405 West Main St.
Carbondale, IL 62901

MINUTES

Call to order.

The meeting was called to order at 4:30 pm.

Roll call.

Roll call. Present:

Roland Person, President (1)
Barbara Levine, Vice President (1)
Susan Tulis, Secretary
Julian Pei, Treasurer (1)
Joyce Hayes
Hazel Grant (2)
Don Prosser (2)
Philip Brown (1)

Absent:

Harriet Simon (2)

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

Staff present:

Diana Brawley Sussman, Library Director
Christine Fine, Circulation and Finance Manager

Visitors present:

One student.

Introductions and audience to visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

President's report.

None.

Secretary's report.

Approval of the December 12, 2012 minutes. Susan Tulis made a motion to approve the minutes. Barbara Levine seconded. MOTION passed unanimously.

Correspondence and communications.

List of Heads of Government meetings given to board Treasurer.

Financial report.

1. Approval of bills payable, including bills due January 16, 2012 to February 15, 2013. Julian Pei made a motion to approve payment of bills. Philip Brown seconded. MOTION passed unanimously.
2. Acceptance of the financial report for December 2012.

Carbondale Public Library Board of Trustees
Wednesday, January 9, 2013
4:30 p.m.

Meeting Room
405 West Main St.
Carbondale, IL 62901

MINUTES

Christine Fine reported that we have received 83% of income. Expenses are around 56%, so we are in line. IMRF has gone up to 13.56%, which seems about average for IMRF employers, although it is a little higher than the highest percentage we've seen in the past of around 13%. Are unemployment rate is low.

Christine Fine and Lynette Miller attended our first training with Polaris to prepare for migration to the new system-wide shared database. It is Windows based and very user friendly. It will be the largest shared library database in the nation. We'll have the option of doing photo identification. The Director and Circulation/Finance manager will be reviewing all circulation related policies. There will be two weeks where we're not online, so we'll have limited functionality.

A couple of good budget questions were asked and answered. Joyce Hayes made a motion to accept the financial report. Susan Tulis seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds. The Director shared a section of the Live & Learn Construction grant application in the board packet.
2. Consideration of e-rate service related bids. Tabled.
3. Other. The Director reported that the library received a Southern Arts Fund grant from the Carbondale Community Arts Southern Arts Fund and the Illinois Arts Council, a state agency. Two groups of teens will work with two artists to create a sculpture above the north entryway.

Committee reports.

None.

Unfinished business.

1. Entryway awnings and Live and Learn Construction Grant for remodeling. Grant will be submitted January 10th.

New business.

None.

Other.

Susan announced an LP, map and book sale Friday, January 18th and Saturday 19th 2nd floor Morris Library.

Adjournment.

Adjourned at 5: 03pm

Respectfully submitted:

Susan Tulis, Secretary

Prepared by:

Diana Brawley Sussman, Library Director

Next Board Meetings for 2013 (all in Public Library meeting room, 4:30 p.m.): February 20 (February's meeting will be on the third Wednesday of the month.), March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11.