

# Request for City Council Action

**Date:** December 3, 2013

<b>Agenda Section:</b> Consent Agenda  <b>No. 5</b>	<b>Originating Department:</b>  City Clerk's Office
<b>Item:</b> Acceptance of Minutes of Boards, Commissions and Committees  <b>No. 5.3</b>	<b>Approved:</b>

**Background:**

Attached for Council review and acceptance are minutes from the meetings of 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 Fighters Pension Board – August 14, 2013

Preservation Commission – October 21, 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**

**MEETING MINUTES  
9:00 A.M., AUGUST 14, 2013  
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: Patrick Donnelly & Thomas McShane, Graystone Consulting; Kelly Weller & William Gregg, Great Lakes Advisors

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 May 8, 2013 meeting. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried.

**TREASURER'S REPORT**

Becky Applegate submitted Expense and General Ledger Reports for last quarter, ending in March 31, 2013. Motion made by Mike Hertz to approve expenses totaling \$316,018 which includes a credit of \$12,249 of investment fee reversals and \$322,682 for payroll. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried. Don Ursini presented the Treasurer's Report and Market Value Comparison for period ending June 30, 2013. Investments showed a decrease of \$511,116 since March's statement. Motion made by Deborah McCoy to accept the Treasurer's Report as presented. Motion seconded by Mike Hertz. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried. Becky Applegate stated that there is access cash in the bank account. Motion made by Mike Hertz to transfer \$70,000 to Graystone Consulting. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried.

Kelly Weller and William Gregg of Great Lakes Advisors entered the meeting.

## **UNFINISHED BUSINESS**

All Board Members reviewed the Investment Policy as presented by Graystone Consulting. Motion made by Mike Hertz to approve the Investment Policy. Motion seconded by Don Ursini. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried. Motion declared carried.

Board Members discussed changing meeting dates to coincide with the Police Pension Board meetings of Graystone Consulting presentations. The Board decided to keep the remaining meeting date for November 13, 2013 the same and make the change to the 2014 Meeting Schedule.

## **NEW BUSINESS**

Mike Hertz submitted an Application for Membership into the Pension Fund for Probationary Firefighter Matthew Wozniak. Motion made by Mike Hertz to accept Matthew Wozniak into the Firefighters Pension Fund. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried.

Mike Hertz submitted an Application for Benefits for Assistant Fire Chief David Keim with thirty years of service effective October 5, 2013. Motion made by Mike Hertz to accept David Keim's Application for Pension Fund Benefits effective October 5, 2013. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried. Mr. Keim's partial payment for October will be in the amount of \$4,292.57 and his first full payment will occur in November in the amount of \$4,928.51. Motion made by Mike Hertz to increase the auto transfer of cash for monthly payroll to the amount of \$113,000 per month. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried.

Mike Hertz presented a Memorandum from City Attorney Mike Kimmel in regards to email and text messaging during public meetings. In a case of the Fourth District Appellate Court of Appeals in Illinois any and all texts and emails sent or received during a public meeting are subject to FOIA requests, even on their private phone.

Ted Lomax signed an Audit Agreement between the Firefighters' Pension Fund and Kerber, Eck & Braeckel for the annual audit. Motion made by Mike Hertz to pay Kerber, Eck & Braeckel for the annual financial audit in the amount not to exceed \$4,000. Motion seconded by Don Ursini. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried.

Mike Hertz presented a letter from the Coalition of Qualified Plan Status for Article 3&4 regarding the IRS Determination Letter. Motion made by Mike Hertz to pay \$300 to the Coalition for Qualified Plan as a contribution for the IRS Determination Letter. Motion seconded by Harry Threlkeld. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried.

Mike Hertz presented an invoice for fiduciary liability insurance. Motion made by Don Ursini to pay Gallagher for fiduciary liability insurance in the amount of \$2,500. Motion seconded by Mike Hertz. VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Don Ursini and Deborah McCoy. NAYS: None. Motion declared carried.

Kelly Weller and William Gregg of Great Lakes Advisors presented the Second Quarter 2013 report ending June 30, 2013 for Board discussion.

Mr. Weller and Mr. Gregg exited the meeting.

Patrick Donnelly and Thomas McShane of Graystone Consulting presented the Performance Update for the Period Ending June 30, 2013 for Board discussion. Motion made by Mike Hertz to move \$170,000 from Fixed Income into Cash and \$500,000 from Fixed Income into International Equity Index. Motion seconded by Don Ursini.

**ANNOUNCEMENTS AND ADJOURNMENT**

Motion made by Mike Hertz to adjourn at 10:40 a.m. Motion seconded by Deborah McCoy. VOTE: All Ayes. The next meeting is scheduled for November 13, 2013 at 9:00 a.m.

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Mike Hertz, Secretary

**MINUTES**  
**City of Carbondale Preservation Commission**  
**Monday, October 21, 2013**  
**City Hall/Civic Center – 7:00 p.m.**

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1. **Roll Call:** Chair Parkinson called the meeting to order at 7:00p.m.  
**Members Present:** Benedict, Doherty, Ittner, Parkinson, Comparato, VanAwken (7:15)  
**Members Absent:** Booker, Clark, Sigler  
**Staff Present:** Price, Sergeev  
**Guests:**
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2. **Approval of Minutes:** Ms. Ittner moved, seconded by Mr. Comparato, to approve the minutes of September 16, 2013. The motion passed on a unanimous voice vote.

3. **Communications and Reports:**

**A. Educational and Technical Committee**

Ms. Ittner stated that there is a good possibility that Bill Vogler will join the Commission as an associate member. She added that Mary Alice Kimmel has some great materials for the Commission to scan for the library, and that she will be bringing them in. Ms. Ittner then gave a review of the plans for the spring tour, and said that the Commission needs to choose dates in April for potential times.

Ms. Ittner then spoke about monetary gifts that will be coming to the Preservation Commission for the plaque fund, and the new transcriptions being done for the Oral History Project. She noted that it would be a nice idea to give the transcriptionists some sort of certificates to thank them for their hard work.

**B. Nomination and Hardship Committee**

No Report

**C. Work Plan Committee**

No Report

**D. Certificate of Appropriateness Committee**

No Report

4. **Old Business:**

**A. Discussion on Plaques**

Mr. Parkinson stated that it would be best not to solicit money from those who've said they will contribute until such time as the need arises. He said that May would be the month to set things up for the installation of the plaque, and that things are on track for that to happen.

Mr. Price noted that Mr. Poshard made a donation after Ms. Ittner went to speak with him about the project.

Mr. VanAwken stated that he also knows people who would be interested in donating, and that he hopes there can be further plaque projects to come.

Mr. Parkinson responded that is the plan, and that the City has set up an account for donations to the plaque fund so that it can be ongoing and welcome any further donations. He said that a meeting with Herb would be good prior to the regular meeting next month, as his guidance would be appreciated.

**5. New Business:**

**A. Trip to Planning Services Office Preservation Files**

Mr. Parkinson directed the Commission to 5.B first, then said that they could do the tour of the files upstairs just before adjourning.

After completing Item 5.B, the Commissioners went to the second floor and took a tour of the offices and the Preservation files, as well as the library.

Ms. Ittner led the other members on the route while she explained the whereabouts of different materials useful to the commission.

**B. Preservation Commission Objectives for the Future**

Mr. Parkinson asked Mr. VanAwken to do the research for a Brush plaque.

Ms. Ittner suggested looking into the land that Brush donated, and the West School property where Mr. Brush died.

Mrs. Parkinson stated that she had taken some blueprints and a site plan to the library for their files, and that Mr. VanAwken could find the exact location of the school building using those documents.

Mr. Parkinson spoke about having the photo archives scanned and placed into a web-based collection, but that he realizes that won't happen this year. He added that the project will need to be done by someone who is a professional for it to be done correctly, and that the next fiscal year needs to have funding set aside for this, if possible, and that would have to be approved by Council. He then spoke about upcoming opportunities for continuing education, for which there are many resources.

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

Ms. Ittner asked Ms. Sergeev if she would take responsibility for sending thank-you cards to the contributors of the plaque fund.

Ms. Sergeev responded that she would do that.

**7. Adjournment:**

Mr. Parkinson adjourned the meeting at 7:44 p.m.