

# Request for City Council Action

**Date:** January 26, 2016

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| <b>Agenda Section:</b> Consent Agenda<br><br><b>No.</b> 5                                       | <b>Originating Department:</b><br><br>City Clerk's Office |
| <b>Item:</b> Acceptance of Minutes of Boards, Commissions, and Committees<br><br><b>No.</b> 5.3 | <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 minutes and place them on file:

Planning Commission – December 9, 2015

Zoning Board of Appeals – September 23, 2015

Non-Bargaining Unit Employees Personnel Board – June 24 and September 23, 2015

Preservation Commission – November 16, 2015

Human Relations Commission – December 7, 2015

|                                     |                                 |                               |                      |                                   |
|-------------------------------------|---------------------------------|-------------------------------|----------------------|-----------------------------------|
| Engineering<br>Approval<br>Obtained | Finance<br>Approval<br>Obtained | Legal<br>Approval<br>Obtained | Approval<br>Obtained | Manager's<br>Approval<br>Obtained |
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Council Action: Motion by \_\_\_\_\_ 2nd by \_\_\_\_\_ to \_\_\_\_\_



**MINUTES**  
**Carbondale Planning Commission**  
**Wednesday, December 09, 2015**  
**Room 108, 6:00 p.m.**  
**City Hall/Civic Center**

Mr. Anz called the meeting to order at 6:00 p.m.

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**Members Present:** LeBeau, Sheffer, Anz, Field, Love, Lilly and Litecky

**Members Absent:** Barke Schachel and Bradshaw (ex-officio)

**Staff Present:** Taylor and Sergeev

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**1. Approval of Minutes:**

Ms. Litecky moved, seconded by Mr. Love, to approve the minutes for September 23, 2015.

The motion to approve the minutes passed with a unanimous voice vote.

**2. Report of Officers, Committees, Communications**

There were none

**3. Citizen Comments or Questions**

There were none

**4. Public Hearings**

**PC 16-04** - John Alleman has requested a text amendment relative to the use of fraternities and sororities in the PA, Professional Administrative Office, zoning district.

Mr. Anz declared Public Hearing PC 16-04 open at 6:05 p.m. and asked Mr. Taylor to read the legal notice.

Mr. Taylor, Planner for the City of Carbondale, read the legal notice.

Mr. Anz asked Ms. Sergeev to present the staff report.

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

Mr. Anz asked if there were any questions from Commission to staff.

There were none.

Mr. Anz asked if the applicant was present and would like to speak.

Mr. John Alleman, Landlord of 505 W. Main St., came forward to speak in support of his application.

Mr. Anz asked if any members of the Commission had any questions for the applicant.

There were none.

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

Ms. Cynthia Hagan, acting representative of SIU Alpha Gamma Delta Sorority, came forward to speak in favor of the application.

Mr. Anz asked if any members of the Commission had any questions for those in favor of the application.

Ms. Litecky asked Ms. Hagan how many girls at SIU are members of Alpha Gamma Delta.

Ms. Hagan answered that she did not have an exact number but believed it was around 50.

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

Mr. Gail White, landlord of surrounding property to the subject property, came forward to speak in opposition of the application on behalf of him and his wife, Linda White. Mr. White submitted a letter to be included in the record.

Mr. Anz asked if any members of the Commission had any questions for those in opposition of the application.

There were none.

Mr. Anz asked Ms. Sergeev to complete the staff report.

Ms. Sergeev read parts B and C of the staff report, with a recommendation to approve PC 16-04.

Mr. Anz asked if there were any questions for staff.

There were none.

Mr. Anz asked if there were any questions from anyone to anyone.

There were none.

Mr. Anz declared Public Hearing PC 16-04 closed at 6:33 p.m.

Mr. Love moved, seconded by Ms. Lilly, that the Commission accept as findings of fact part A of the staff report for PC 16-04, the applicant was present and spoke and 1 person spoke in favor and 1 in opposition of the application.

The motion passed on a unanimous voice vote.

There was a discussion among Commission Members pertaining to PC 16-04.

Ms. Litecky stated that she is opposed to the approval due to parking and that in her

history of dealing with the Greek community it has not been positive. Ms. Litecky also made note that there are big homes closer to campus that are zoned appropriately for Fraternities and Sororities.

Mr. Anz stated that his concern is that granting this Text Amendment opens up the opportunity for all the PA districts to be affected now and in the future.

Mr. LeBeau stated that as a criminologist that granting this Text Amendment would help with the safety of the neighborhood, due to having more eyes in the area. Mr. LeBeau believes this Text Amendment would have a minor negative impact on the surrounding area.

Ms. Lilly stated that the only impact she sees is the lack of parking.

Ms. Field stated that she is not opposed to this Text Amendment.

Mr. Anz mentioned that there are Fraternities and Sororities that are incredible stewards to the community and that they should not all be judged by the few bad apples in the Greek community and that they should be judged by their individual histories.

Mr. Love moved, seconded by Ms. Lilly, that the Planning Commission recommend to City Council, approval of PC 16-04.

Roll Call Vote:

Yes – 5 (LeBeau, Sheffer, Field, Love, Lilly)

No – 2 (Anz, Litecky)

Mr. Taylor announced that the motion to approve PC 16-04 passed and will be on the City Council Agenda for December 22, 2015

**PC 16-05** - Sorensen Enterprises is requesting a rezoning from R-1-12, Low Density Residential, to PUD, Planned Unit Development, for properties located at 300 West Charles Road and 2000, 2010, and 2020 North Iowa Road.

Mr. Anz declared Public Hearing PC 16-05 open at 6:40 p.m. and asked Mr. Taylor to read the legal notice.

Mr. Taylor, Planner for the City of Carbondale, read the legal notice.

Mr. Anz asked Mr. Taylor to present the staff report.

Mr. Taylor was sworn in and read parts A and B of the staff report.

Mr. Anz asked if there were any questions from Commission to staff.

Ms. Litecky had a few questions relative to Parking, lighting and storm water detention requirements.

Mr. Taylor stated that the applicant would be required to submit a full site plan which conforms to City Code.

Mr. Anz asked if the applicant was present and would like to speak.

The applicant, Lasse Sorensen, was present but did not come forward to speak.

Mr. Anz asked if any members of the Commission had any questions for the applicant.

Mr. Love asked Mr. Sorensen how long he has owned the property.

Mr. Sorensen answered that he has owned the property for about 5 years.

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

There were none.

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

There were none.

Mr. Anz asked Mr. Taylor to complete the staff report.

Mr. Taylor read part C of the staff report, with a recommendation to approve PC 16-05.

Mr. Anz asked if there were any questions for staff.

There were none.

Mr. Anz asked if there were any questions from anyone to anyone.

There were none.

Mr. Anz declared Public Hearing PC 16-05 closed at 6:54 p.m.

Mr. LeBeau moved, seconded by Ms. Litecky, that the Commission accept as findings of fact parts A and B of the staff report for PC 16-05, the applicant was present and no one spoke in favor or in opposition of the application.

The motion passed on a unanimous voice vote.

Mr. Sheffer moved, seconded by Mr. Love, that the Planning Commission recommend to City Council, approval of PC 16-05.

Roll Call Vote:

Yes – 7 (LeBeau, Sheffer, Anz, Field, Love, Lilly, Litecky)

No – 0

Mr. Taylor announced that the motion to approve PC 16-05 passed and will be on the City Council Agenda for December 22, 2015.

**PC 16-06** - Egyptian Electric Cooperative Association has requested a Special Use Permit for an electric public utility substation within an AG, General Agriculture, zoning district for property located at 4 Minnesota Road.

Mr. Anz declared Public Hearing PC 16-06 open at 6:58 p.m. and asked Mr. Taylor to read the legal notice.

Mr. Taylor, Planner for the City of Carbondale, read the legal notice.

Mr. Anz asked Ms. Sergeev to present the staff report.

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

Mr. Anz asked if there were any questions from Commission to staff.

There were none.

Mr. Anz asked if the applicant was present and would like to speak.

Mr. William Broom, Attorney for Egyptian Electric, came forward to speak in favor of the application.

Mr. Shane Hermetz, Assistant Manager of Egyptian Electric, also came forward to speak in favor of the application.

Mr. Anz asked if any members of the Commission had any questions for the applicant.

There were none.

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

There were none.

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

There were none.

Mr. Anz asked Ms. Sergeev to complete the staff report.

Ms. Sergeev read parts C, D and E of the staff report, with a recommendation to approve PC 16-06.

Mr. Anz asked if there were any questions for staff.

There were none.

Mr. Anz asked if there were any questions from anyone to anyone.

There were none.

Mr. Anz declared Public Hearing PC 16-06 closed at 7:18 p.m.

Mr. LeBeau moved, seconded by Mr. Sheffer, that the Commission accept as findings of fact parts A and B of the staff report for PC 16-06, the applicants were present and spoke in favor of their application.

Mr. Sheffer moved, seconded by Ms. Lilly, that all 7 criteria be accepted as one.

The motion passed on a unanimous voice vote.

Mr. Love moved, seconded by Ms. Lilly, that all 7 criteria have been met.

Roll Call Vote:

Yes – 7 (LeBeau, Sheffer, Anz, Field, Love, Lilly, Litecky)

No – 0

Ms. Lilly moved, seconded by Ms. Litecky, that the Planning Commission recommend to City Council, approval of PC 16-06.

Roll Call Vote:

Yes – 7 (LeBeau, Sheffer, Anz, Field, Love, Lilly, Litecky)

No – 0

Mr. Taylor announced that the motion to approve PC 16-06 passed and will be on the City Council Agenda for December 22, 2015.

**PC 16-07** - Sumera Makhdoom is requesting a Special Use Permit to allow for the construction of two duplexes in the PA, Professional Administrative Office, zoning district for property located at 301 North Robinson Circle.

Mr. Anz declared Public Hearing PC 16-07 open at 7:22 p.m. and asked Mr. Taylor to read the legal notice.

Mr. Taylor, Planner for the City of Carbondale, read the legal notice.

Mr. Anz asked Mr. Taylor to present the staff report.

Mr. Taylor was sworn in and read parts A and B of the staff report.

Mr. Anz asked if there were any questions from Commission to staff.

There were none.

Mr. Anz asked if the applicant was present and would like to speak.

Ms. Sumera Makhdoom, 1220 Da-Cla-Mar Court, came forward to speak in favor of the application.

Mr. Anz asked if any members of the Commission had any questions for the applicant.

There were none.

Mr. Love asked Ms. Makhdoom how long they have owned the property.

Ms. Makhdoom stated that they have owned the property for about 3 years.

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

There were none.

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

There were none.

Mr. Anz asked Mr. Taylor to complete the staff report.

Mr. Taylor read parts C and D of the staff report, with a recommendation to approve PC 16-07.

Mr. Anz asked if there were any questions for staff.

There were none.

Mr. Anz asked if there were any questions from anyone to anyone.

There were none.

Mr. Anz declared Public Hearing PC 16-07 closed at 7:35 p.m.

Mr. Sheffer moved, seconded by Ms. Lilly, that the Commission accept as findings of fact Parts A and B of the staff report for PC 16-07, the applicant was present and spoke in favor of their application.

Mr. Sheffer moved, seconded by Mr. Love, that all 7 criteria be voted on as one.

The motion passed on a unanimous voice vote.

Mr. Love moved, seconded by Ms. Lilly, that all 7 criteria have been met.

Roll Call Vote:

Yes – 7 (LeBeau, Sheffer, Anz, Field, Love, Lilly, Litecky)

No – 0

Mr. Love moved, seconded by Mr. Sheffer, that the Planning Commission recommend to City Council, approval of PC 16-07 with the following condition:

- 1) The development shall be built as shown in Proposed Development Plan, Option 1 and Proposed Street View, Option 1.

Roll Call Vote:

Yes – 7 (LeBeau, Sheffer, Anz, Field, Love, Lilly, Litecky)

No – 0

Mr. Taylor announced that the motion to approve PC 16-07 passed and will be on the City Council Agenda for December 22, 2015.

## **5. Old Business**

None

## **6. New Business**

### **A. Election of Officers for 2016.**

Mr. Love, Ms. Lilly and Ms. Litecky volunteered to head the Officers Committee.

### **B. Proposed Meeting Schedule for Calendar Year 2016.**

Ms. Litecky moved, seconded by Mr. Love, that the Calendar for 2016 be accepted as printed.

Motion passed with a unanimous voice vote.

C. City Council Agendas from October 6, October 20, November 3, and November 17, 2015.

Mr. Taylor reviewed the City Council meetings, related to Planning.

**7. Adjournment**

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



MINUTES  
Carbondale Zoning Board of Appeals  
Wednesday, September 23, 2015  
Room 108, 6:00 p.m.  
200 South Illinois Avenue

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MEMBERS PRESENT: LeBeau, Sheffer, Anz, Field, Litecky, Lilly, Love

MEMBERS ABSENT: Barke, Schachel

STAFF PRESENT: Wallace, Taylor

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**1. Call to Order and Roll Call**

Roll call was completed and the determination of a quorum was made.

**2. Approval of Minutes:** Ms. Lilly moved, seconded by Mr. Sheffer, to approve the minutes of October 15, 2014.

The motion was approved by a unanimous voice vote.

**3. Citizen Comments or Questions:**

None

**4. Hearing**

A. **ZBA 16-01** – Rolf Schilling of the 3880 Land Trust is requesting a variance from Sections 15-4.4.5.B(d) and 15-4.1.4.B.7 of the Carbondale Revised Code for property located at 601 East Walnut Street.

Mr. Anz opened the Public Hearing at 6:00 p.m. and asked Mr. Wallace to read the Legal Notice.

Mr. Wallace read the Legal Notice.

Mr. Anz asked Mr. Taylor to present the staff report.

Mr. Taylor, Planner for the City of Carbondale, was sworn in and presented the staff report for ZBA 16-01.

Mr. Anz asked if the applicant was present and would like to step forward and present their case.

Mr. Schilling stepped forward to introduce himself but wanted to reserve his right to present his case at a later time in the hearing.

Mr. Anz asked if there were any questions for the applicant.

There were none

Mr. Anz asked if anyone would like to speak in support.

There were none

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

There were none

Mr. Anz asked Mr. Taylor to read the conclusion of the staff report.

Mr. Taylor read the conclusion of the staff report with recommendation that the Zoning Board of Appeals act on the requested variances as two separate items. Based on the analysis presented in the report, staff's recommendations are as follows:

- 1) The Zoning Board of Appeals approve the applicant's request for a variance from the parking lot buffer requirement, under the condition that the applicant will provide for the planting of trees on public right-of-way.
- 2) The Zoning Board of Appeals deny the applicant's request for a variance from the regulation which prohibits the use of parking lot surfaces for storm water detention.

Mr. Anz asked if there were any questions the Board had for staff.

Mr. Sheffer asked why it appears that the applicant is being penalized, in having to pay for a more costly storm water detention system, due to his property size being minimized because the road was widened by the government. Mr. Sheffer also asked if staff knew what the cost would be for underground water retention and if it was feasible.

Mr. Wallace explained that he did not know the cost but he did know from one site to another that the cost can vary significantly due to size, land slope, materials, and other various reasons and that he believed underground storm water detention was feasible for the site.

Mr. Sheffer expressed that he cannot agree that it is feasible without knowing the cost of the project.

Mr. Wallace stated that as a Board we are not here to look at the cost of a project but rather to look at the code and determine if there is a hardship present that prevents the applicant to develop the property by Code.

Mr. Anz stated it is not that the applicant is being penalized, it is the issue of retaining storm water detention in a parking lot where it will not work. There is another viable option of underground water retention.

Mr. Sheffer asked Mr. Anz why he believed storm water detention in the parking lot would not work.

Mr. Anz stated that it is his opinion from 30 years of experience as an architect.

Mr. Sheffer had questions about 900 East Walnut and why there was a waiver granted for that project and why staff is only recommending one of the two variances be granted for the property in question.

Mr. Wallace explained that the difference between the current property in question and 900 East Walnut is that 900 East Walnut was previously a fully developed lot with no net increase in storm water runoff for the new development. The current property in question at 601 East Walnut is primarily a grass lot so there will be a net increase when developed. Mr. Wallace also explained that staff is recommending approval of the parking lot buffer because there is no other option in this development and without this variance the development cannot move forward. He continued to explain that staff is recommending to deny above ground parking lot storm water detention because there is another and better option that fits within the Code.

There was some discussion pertaining to questions the Board had for staff regarding clarification of Exhibits A & B.

Mr. Anz asked if there was anyone in support of the applicant.

Mr. Whiteside, owner of Whiteside Surveying, came forward to present his case in support of Mr. Schilling.

Mr. Schilling came forward to present his case in support of his application.

Mr. Anz asked if there were any questions from anyone to anyone.

Mr. Anz asked if Mr. Sean Henry would come forward to answer some questions or comment on the application.

Mr. Sean Henry, City of Carbondale Public Works Director, came forward and introduced himself.

The Board asked for some history about surface detention in parking lots.

Mr. Henry stated that the history of storm water detention proves that it does not work. In theory, calculations show that it should work but realistically it simply does not work.

Mr. Sheffer and Mr. Henry held a discussion about how storm water detention is supposed to work.

Mr. Whiteside came forward to clear up some confusion about the design for water detention in this parking lot.

Mr. Anz asked for closing statements from the applicant.

Mr. Schilling came forward to speak in favor of his application.

Mr. Anz declared Public Hearing 16-01 closed at 7:11 p.m.

Ms. Litecky moved, seconded by Ms. Lilly, that the City has jurisdiction over this case.

The motion was approved by a unanimous voice vote.

Ms. Litecky moved, seconded by Ms. Lilly, that the applicant has standing to bring the case to the Board.

The motion was approved by a unanimous voice vote.

Ms. Field moved, seconded by Ms. Litecky, of finding of facts.

The motion was approved by a unanimous voice vote.

Mr. Sheffer moved, seconded by Ms. Lilly, to vote on criteria as one.

Roll Call Vote

Yes – 6 (Sheffer, Anz, Field, Litecky, Lilly, Love)

No – 1 (LeBeau)

Ms. Litecky moved, seconded by Ms. Lilly, that the applicant meets all 5 criteria.

Roll Call Vote

Yes – 2 (Sheffer, Lilly)

No – 5 (LeBeau, Anz, Field, Litecky, Love)

Mr. Sheffer moved, seconded Mr. Love, to vote to approve the variance from the parking lot buffer requirement, under the condition that the applicant will provide for the planting of trees on public right-of-way.

Roll Call Vote:

Yes – 7 (LeBeau, Sheffer, Anz, Field, Litecky, Lilly, Love)

No – 0

Mr. Sheffer moved, seconded Mr. Lilly, to vote to approve the variance from the regulation which prohibits the use of parking lot surfaces for storm water detention.

Roll Call Vote:

Yes – 2 (Sheffer, Lilly)

No – 5 (LeBeau, Anz, Field, Litecky, Love)

Mr. Wallace thanked Mr. Schilling for his application and stated that he would receive written notification of the variance approval within 10 days.

**5. Old Business:**

None

**6. New Business:**

None

**7. Adjournment:**

Mr. Anz adjourned the meeting at 7:20 p.m.



## Non-Bargaining Unit Employees Personnel Board Meeting June 24, 2015

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a meeting on Wednesday, June 24, 2015, in Conference Room B of the Civic Center, 200 S. Illinois Avenue. The meeting was called to order at 2:05 p.m., by Chair Ron Bryant, with the following members of the Board present/absent:

### **2. Roll Call**

Present: Ron Bryant, Alicia Burtley, David Chamness, Jeffrey Doherty, Charles Vaught, Harvey Welch

Absent: Travis Taylor

Administrative Services Director/Human Resources Manager Deborah McCoy, City Attorney Mike Kimmel and City Manager Kevin Baity were present.

### **3. Approval of Minutes**

Motion was made by Ms. Burtley and seconded by Mr. Doherty to approve the minutes of the Regular meeting held on May 6, 2015, 2015 with the correction that the motion made by Mr. Welch and seconded by Ms. Burtley to advise the City Manager of its concerns regarding the November 24, 2014 meeting was reported as failed, but actually passed. VOTE: All voted aye.

Minutes of closed meetings are required to be voted upon twice a year. The minutes will be presented for approval at a future meeting.

### **4. Closed Meeting**

Motion was made by Ms. Burtley and seconded by Mr. Welch to go into closed session pursuant to 5 ILCS 120/2(c)1 at 3:40 p.m. VOTE: All voted aye.

Motion was made by Mr. Doherty and seconded by Mr. Vaught to end the closed session and return to the regular meeting pursuant to 5 ILCS 120/2(c)1 at 4:03 p.m. VOTE: All voted aye.

### **5. Old/Unfinished Business**

#### **A. Orientation**

Chair Bryant distributed updated copies of the Orientation handout. Department heads would be informed and educated about the Orientation program which is scheduled to begin in December 2015.

#### **B. Time Donation**

City Manager Baity indicated that he has reviewed various time donation programs from other municipalities and discussed with department heads. A committee, consisting of a representative Non-Bargaining Unit Employees Personnel Board Meeting

from the City Manager's Office, a department head and third person, would be appointed to review requests and determine eligibility. There was discussion regarding what kinds of situations constitute or qualify for time donation, the amount of time an employee could be out on time donated, criteria established for the use of time donation to insure consistency and objectiveness, whether a bank or case-by-case situation would work best, the advancement of leave time that would be paid back over time as an option, and a maximum on the amount of time advanced.

#### C. Vacation Leave Payout

City Attorney Kimmel explained that the NBUE Rules & Regulations say that there is no limit to the amount of time an employee can earn, however compensation for unused vacation leave earned shall not exceed a maximum of one and one half times the amount of vacation earned in a year. Mr. Kimmel suggested a change in the NBUE language so there is consistency with the state statute that says pay what is earned. The Board discussed ways to address the issue including not allowing employees to accrue any further and grand fathering current employees who have leave time above the cap. Mr. Kimmel commented that he could add a clause with an incentive such as if the time above the cap is used in the next year or two, an additional week would be given by the City. Motion was made by Mr. Doherty and seconded by Mr. Welch for Mr. Kimmel to draft new language that would be in line with the state statute.

VOTE: All voted aye.

#### D. Funeral/Bereavement Leave

Mr. Baity stated that he and the City Attorney had reviewed funeral and bereavement leave language in the bargaining contracts, as well as the NUBE Rules & Regulations, and put together wording that is consistent for City employees. Bereavement Leave: Upon request, an eligible employee shall be granted three (3) consecutive days of leave within fourteen (14) days of the death with pay for the attendance of a funeral or comparable services, related travel time and/or time necessary to conduct arrangements or other necessary business related to the death of a member of his/her immediate family or member of his/her household. Immediate family shall include spouse, children, siblings, parents, grandparents, grandchildren, great-grandparents, and in-laws in the same order. The term family will also include step-parents, step-children, stepbrothers, stepsisters, and anyone maintaining a family relationship living in an employee's home. Additional leave for bereavement may be approved by the Department Head and the City Manager by use of vacation or sick pay. The City Manager may approve leave without pay when the employee does not have vacation or sick time available. Motion was made by Mr. Doherty

and seconded by Mr. Welch to recommend approval of the proposed new wording for Funeral Leave for Sec. 13-8 of the NBUE Rules and Regulations. VOTE: All voted aye.

#### E. Grievance Procedure/Process/Status

Mr. Bryant disseminated a handout suggesting the following: "The event occurs. 21 Days to file written grievance to Supervisor, tracking form started, answer within 5 working days. Next, all documentation to Department Head, their decision within 10 working days. Next, all documentation to the NBUE Board to consider. Their recommendation to City Manager within 30 working days." These changes would allow 21 days for employees to file a grievance, and Non-Bargaining Unit Employees Personnel Board Meeting

removes the HR Manager from the process and eliminates the possibility of the HR Manager overriding a decision made by another department head. Following discussion, motion was made by Mr. Doherty and seconded by Mr. Welch to eliminate steps B and part of C of the grievance process without changing the remainder of the procedure. VOTE: All voted aye.

Mr. Chamness suggested that a tracking form be developed and Mr. Kimmel will revise the Grievance Procedure to reflect the changes.

## **6. New Business**

Elections - Mr. Bryant opened the floor for nominations for a Chair and Vice Chair. Mr. Welch nominated Mr. Bryant for Chair and Ms. Burtley for Vice Chair. Motion was made by Mr. Doherty and seconded by Mr. Welch to close nominations. VOTE: All voted aye. Motion was made by Mr. Welch and seconded by Mr. Doherty to elect Mr. Bryant as Chair and Ms. Burtley as Vice Chair. VOTE: All voted aye.

## **7. Citizens' Comments and Questions**

None

## **8. ANNOUNCEMENTS**

The next Personnel Board meeting is scheduled for July 29, 2015.

## **9. ADJOURNMENT**

There being no further business, motion was made by Mr. Welch and seconded by Ms. Burtley to adjourn. Meeting adjourned at 4:30 p.m.

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Recorded by Deborah Walton McCoy  
Administrative Services Director/HR

Approved by the Board: \_\_\_\_\_



## **Non-Bargaining Unit Employees Personnel Board Meeting September 23, 2015**

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a meeting on Wednesday, September 23, 2015, in Conference Room B of the Civic Center, 200 S. Illinois Avenue. The meeting was called to order at 3:06 p.m., by Chair Ron Bryant, with the following members of the Board present/absent:

### **2. Roll Call**

Present: Ron Bryant, Alicia Burtley, David Chamness (arrived 4:42 p.m.), Jeffrey Doherty, Charles Vaught, Harvey Welch (arrived 3:27 p.m.)

Absent: Chuck Vaught

Administrative Services Director/Human Resources Manager Deborah McCoy and City Attorney Mike Kimmel.

### **3. Approval of Minutes**

Motion was made by Mr. Doherty and seconded by Mr. Taylor to approve the June 24, 2015, minutes as amended with the following: The motion to approve ending the closed session was made by Mr. Doherty and seconded by Mr. Vaught. Page 3 should reflect Mr. Welch rather than Mr. Harvey. VOTE: All voted aye.

### **4. Agenda**

Item G. Sick Leave Payout was deleted from the agenda.

### **5. Old/Unfinished Business**

#### **A. Orientation**

Chair Bryant indicated he had not heard a response from City Manager Baity. Orientation is scheduled to begin in January 2016.

#### **B. Time Donation**

Chair Bryant indicated that he has not heard back from City Manager Baity, and the item will appear on the agenda for the next meeting. Mr. Kimmel commented that what is being practiced is not contrary to the Personnel Rules as it is not covered.

C. Vacation Leave Payout

City Attorney Kimmel distributed a handout regarding vacation leave payout. Employee would be paid each year the amount of vacation above 1-1/2 times the amount of vacation leave that can be earned in that fiscal year. As of May 1, 2016 or thereafter, employees will have the choice, for example, to be paid for the difference between 1-1/2 times and what the employee has, and/or convert all or part to sick leave. The Board will review and decide, at its next meeting, what to present to City Council for consideration. The Board asked City Attorney Kimmel to request that Mr. Davis provide a ballpark of the financial impact of the plan, and whether such a transition should be spread out over a one or two year period for budget purposes. An employee will not be allowed to exceed the vacation cap even when converting to sick leave. Mr. Doherty stated that he would like to see a sentence added to clarify the standard, like "the maximum amount of accumulation will be based on the most recent anniversary date." Further discussion will continue at the next meeting.

D. Sick Leave Payout

Sec. 13-3. 8. Termination/Retirement Purchase. A question was asked about the computation of sick leave hours when paid out. The amount is the same no matter which computation is used.

E. Funeral/Bereavement Leave

Section 13-8 will be revised to reflect that employees shall be granted three days leave with pay within two weeks of the family member's death. Motion was made by Mr. Doherty and seconded Mr. Taylor to adopt the revised funeral leave policy with the first sentence to read: "Three (3) days with pay, within two (2) weeks of the family member's death, shall be granted an employee to arrange for, travel to, and attend a funeral or comparable services of a ..."  
VOTE: All voted aye. Mr. Bryant indicated that he would get the changes to the City Manager to submit to the City Council.

F. Grievance Procedure/Process/Status

The grievance process was discussed and motion was made by Mr. Doherty and seconded by Mr. Welch to eliminate Step B in the process and remove the Human Resources Manager from Step C. VOTE: Bryant - Present, Burtley - Present, Chamness - Yes, Doherty - Yes, Taylor - Yes, Welch - Yes. Motion carried. Chair Bryant will forward to the City Manager.

Ms. Burtley expressed concern regarding employees who may feel reluctant to come forward due to retaliation or backlash, and it is not addressed in the Personnel Rules and Regulations. It was suggested that a statement be included in the policy section of grievances. Ms. Burtley agreed to bring some examples of statements.

**6. New Business**

Flu Shots - The City's Flu Clinic will be held on October 13, 2015, from 12:00 p.m. - 5:00 p.m.

**7. Citizens' Comments and Questions**

None

**8. ANNOUNCEMENTS**

The next Personnel Board meeting is scheduled for October 28, 2015, 2:00 p.m.

**9. ADJOURNMENT**

There being no further business, motion was made by Mr. Welch and seconded by Mr. Chamness to adjourn. Meeting adjourned.

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Recorded by Deborah Walton McCoy  
Administrative Services Director/HR

Approved by the Board: \_\_\_\_\_

NON-BARGAINING UNIT EMPLOYEES PERSONNEL BOARD  
REQUEST FOR ACTION

DATE:  
ITEM NO.

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Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on September 23, 2015. Board approval is requested.

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

To \_\_\_\_\_ Pending \_\_\_\_\_



**MINUTES**  
**Preservation Commission**  
**Monday, November 16, 2015**  
**City Hall/Civic Center – 7:00 p.m.**

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

**Members Present:** Doherty, Ittner, Sigler, Parkinson, Van Awken and Benedict

**Members Absent:** Clark, Comparato

**Staff Present:** Sergeev

**Guests:** Lee Fronabarger

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2. **Approval of Minutes:** Ms. Ittner moved, seconded by Mr. Sigler, to approve the minutes of October 19, 2015.

The motion to approve the minutes passed with a unanimous voice vote.

3. **Communication and Reports:**

- a) Educational and Technical Assistance Committee

Ms. Ittner reported that she attended the first meeting to plan the Memorial Day Celebration at Woodlawn Cemetery. She stated that it was a great meeting and that it sounds like the first Memorial Day Celebration will be small and grow larger as the years go on. Ms. Ittner also reported that she has made contact with Susan E. Maycock, author of Architectural History of Carbondale. They talked about Ms. Maycock's desire to donate the pictures used in her book to Carbondale. Ms. Maycock told Ms. Ittner that she would spend the next few months compiling everything. She also credited Ms. Julia Etherton with the development of the book and stated that most the pictures came from Ms. Etherton's personal collection.

- b) Nomination and Hardship Committee

Nothing to Review

- c) Work Plan Committee

Nothing to Review

- d) Certificate of Appropriateness Committee

Nothing to Review

- e) Downtown Advisory Committee Report

Mr. Sigler updated the commission about the Draft report that Houseal Lavigne prepared for the DAC to review and make comments. He also stated that they will be given more recommendations at the next meeting on November 18, 2015.

4. **Old Business:**

- a) Discussion of Founder's Day Celebration 2016

Mr. Fronabarger said that he has done some research and have found some dessert recipes from the 1800's. He said that he has spoken to some of the local bakeries about prices on baking the recipes. Mr. Fronabarger asked if they planned on charging a fee per-ticket or how the event will be funded.

Ms. Sergeev stated that there is a \$600.00 budget that can be used to help fund the Founders Day Celebration.

Mr. Parkinson stated that being a City Entity there are rules about participating in any fundraiser. Mr. Parkinson also stated that the \$600 budget is to coincide with additional funds not to fund the whole event.

Mr. Fronabarger asked if there has been any movement towards an essay contest.

Mr. Parkinson stated that he has contacted the school and is looking into it.

Mr. Fronabarger stated that he planned on contacting some local banks about donations for an entry scholarship.

Ms. Sergeev mentioned that she has submitted an announcement/invitation to be published in the Communiqué.

Mr. Fronabarger also suggested that someone should reach out to Jackson County because 2016 is also the counties bi-centennial year.

5. **New Business:**

- a) Calendar of 2016 meetings

Mr. Van Awken asked if there was a way to move or cancel the August meeting due to the business of the students coming back and school starting back up.

Ms. Ittner mentioned that it did not affect anything August 2015 and that the quorum

was reached without a problem.

Mr. Sigler moved, seconded by Ms. Doherty, to approve the 2016 meetings calendar.

The motion to approve the 2016 meeting calendar passed with a unanimous voice vote.

b) **Committee Membership**

Mr. Parkinson mentioned that the Commission was down a member and that the commission should start thinking about or suggesting a replacement.

Ms. Ittner moved, seconded by Mr. Sigler, to approve the committee membership.

The motion to approve the committee membership passed with a unanimous voice vote.

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

Ms. Sergeev notified the Commission about PC 16-04 because part of the zoned area is on Main Street.

There was a discussion among commissioners about the pros and cons of PC 16-04 being passed or denied.

7. **Adjournment:**

Mr. Parkinson adjourned the meeting at 7:36 p.m.



# Carbondale Human Relations Commission

Minutes – December 7, 2015  
Carbondale Civic Center ~ 5:00 p.m.

**Commissioners Present:** Joshua Kyle Brandon, Joseph Brown, Peg Falcone, Ted Gutierrez, Eric McMillan, Faith Miller, Karriem Shariati, Dora Weaver

**Commissioners Excused:** Diane Daugherty, Jerrold Hennrich

**Study Circle Staff Present:** Sarah Heyer

**Guests Present:** Dave Davis, Peter Lemish, Matthew Nordin, Maurine Pyle, Elius Reed, Diana Brawley Sussman

**Staff Present:** Chief Jeff Grubbs, Staff Intern Courtney Beverly, Commission Secretary Deborah McCoy

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## CALL TO ORDER

The meeting was called to order at 5:07 p.m. by Vice Chair Brown with roll call and introductions.

## MINUTES

Motion was made by Commissioner McMillan and seconded by Commissioner Miller to approve the minutes of the November 2, 2015 meeting with the following corrections: 1) Chair Hennrich should be shown as present for the meeting, and 2) correction to the NVCP report on Page 3 (first paragraph) to indicate New Mexico rather than Mexico. Motion carried.

## ANNOUNCEMENTS

|                          |  |
|--------------------------|--|
| December                 | Carbondale Public Library collecting toys for the Women's Center                           |
| Friday, December 11      | Toy Drive, Morris Library Foyer, 2:00-4:00 p.m., sponsored by Beta Theta Pi                |
| Saturday, December 12    | Ivas John Christmas Concert at Shryock Auditorium with proceeds to the Splash Park project |
| Friday, December 25      | Annual Christmas Dinner, St. Francis Xavier Church, 12 noon – 2:00 p.m.                    |
| Sunday, January 17, 2016 | 16 <sup>th</sup> Annual Martin Luther King Celebration, 4:00 p.m., Carbondale Civic Center |

## ISSUES

### *Public Education/HRC Website*

Commissioner Shariati commented that the HRC brochure has been a valuable resource for outreach.

### *Public Forums/Events – Community Policing*

Commissioners shared some of the feedback from the discussions that took place at their assigned tables (see attached summary). Chief Grubbs reported that he shares the majority of the feedback indicated in the summary, appreciates the way the Commission organized the forum, and that his officers felt it was a successful endeavor. Commissioner Falcone will prepare recommendations based on the summary and the feedback provided at this meeting.

Commissioner Brandon commented that the tentative date for the Carbondale & Campus Community Forum is Thursday, March 3, 2016, 6:00-8:00 p.m. Commissioners emphasized that the topics should be related to the mission of the HRC, and focus on police and community/campus relations. Commissioners were also reminded that the HRC is an advisory group to the City Council.

### *Annual Report*

The Report has been forwarded to the City Council and City Manager.

### *Racial Taboo*

The film was shown at the Carbondale Public Library on Wednesday, December 2 at 5:30 p.m. Responses from Commissioners included they learned some things, particular segments may be uncomfortable for some viewers, and there was nothing new regarding the information, but helpful in terms of the outcomes. The film will be shown at the Varsity Theater on January 31, 2016, 3:00 p.m. Commissioner Brandon commented that a showing on campus would be meaningful as well.

### **Public Comments**

Mr. Reed commented on the accident that occurred at Reed Station Road & Hwy 13.

### **PROCESS ASSESSMENTS**

#### *Neighborhood Action Group*

Coordinator Heyer reported that the Neighborhood Alliance meeting will be held Saturday, January 23, 2015, First United Methodist Church, 9:30 a.m., and Commissioners Daugherty and Shariati will facilitate the meeting. The Group has been reviewing zoning ordinances and has concern that there is inconsistency between the ordinances and what is in the Comp Plan that was revised a couple of years ago.

#### *Non-Violent Carbondale Project*

Ms. Sussman distributed the Charter for Compassion brochure and a draft resolution to be submitted to the City Council for consideration. She indicated that groups and individuals have been working on meeting the requirements of a Compassionate City for five years. Commissioner Falcone suggested that the second WHEREAS from the bottom of the page be revised to read, “WHEREAS, the Carbondale community is known

for its service programs that address hunger, ...". Motion was made by Commissioner McMillan and seconded by Commissioner Falcone to accept the change and to recommend to the City Council that it pass the Carbondale Compassionate City Resolution and affirm the Charter of Compassion. Motion carried.

### *Racial Justice Coalition*

No report

### *Sparrow Coalition Report*

Ms. Sussman reported that the group is working on a human cause emergency situation regarding housing through the winter. Several recommendations for housing were discussed, and Ms. Sussman pointed out that the challenge is that most people do not know about the options and some require special use permits. She indicated that the Coalition would be requesting waivers for the winter or a blanket special use permit. The group has a meeting with the Mayor on December 8. The HRC is being asked to support the Coalition's request. Motion was made by Commissioner Shariati and seconded by Commissioner Brandon to support the Sparrow Coalition's recommendation to the City to temporarily waive the requirement for a special use permit for organizations wishing to shelter the homeless during the winter of 2015-2016. Motion carried.

### *Law Enforcement*

Chief Grubbs thanked Commissioner Daugherty for involving the SIUC Athletics Department in the Police Department's coat drive. The Department's Community Christmas Program will assist some 100 families during the week of December 14.

The letter to the Carbondale Police Department requesting data for the annual report, as indicated in the Ordinance, was sent November 13.

### *Items for City Council*

- 1) Recommendation regarding the Charter for Compassionate City
- 2) Sparrow Coalition's request to waive special use permits for emergency winter housing.

## **ADJOURNMENT**

Next meeting – January 11, 2016. Motion was made by Commissioner McMillan and seconded by Commissioner Falcone to adjourn. There being no further business, the meeting was adjourned at 7:45 p.m.

Recorded by Deborah McCoy \_\_\_\_\_