

Request for City Council Action

Date: May 24, 2016

Agenda Section: Consent Agenda No.	Originating Department: City Clerk's Office
Item: Acceptance of Minutes of Boards, Commissions, and Committees No. 5.6	Approved:

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:

Neighborhood Action Group - Study Circles – April 6, 2016

Police Pension Board – March 15, 2016

Preservation Commission – March 21 and April 18, 2016

Sustainability Commission – January 21, 2016

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 _____



Meeting Minutes of Study Circles - Neighborhood Action Group April 6, 2016

Attending: Clara McClure, Mary O'Hara, Kathy Benedict, Mary Campbell, Sarah Heyer, Stephen Phillips,

Announcements

April 15 – 7-9 at Civic Center Founder's Day Reception by Carbondale Preservation Commission

April 16 9-Noon, Carbondale Spring Clean-up and Recycling Day Starts at Turley Park;

April 21, 6-8 pm, Civic Center, Public Forum on Violence in Carbondale to Address the question -What can we do as a community to make Carbondale safer and more welcoming for everyone? (Will use moderator with 3 min for each speaker, comments written on Newprint and then voted on by individuals);

New app for City of Carbondale through Click fix - Easy way to report issues and see follow-up. Lots more uses. Check it out <http://en.seeclickfix.com/carbondale>;

On-line Survey on Thompson Woods sent out by Sarah

Reports

1. Map Your Neighborhood –Mary O will explore connecting MAP with City Police and Fire Outreach – did not get to
2. 505 W. Main—Fraternity/Sorority Houses Special Use Permit – Talked with Planning Staff. There is NO special use permit request for this property as of this date. If someone does file for a permit, it will have to go to the Planning Commission. There will be Neighborhood Notification. It is only variances that go straight to Council. The owner will not apply for a permit and has told the sorority to apply if it wants one. I asked if non owners could do this and apparently they can with the owner's consent. Concerns about the parking issue exist. So the property will still exist as rooming house with renters. This is a mixed bag situation in my mind as it sounds like the neighborhood will still have the same problems but with no regulation. I asked Stephen Phillips about Neighborhoods applying for areas where parking permits are required. His response is "Yes". This already exists. "Yes, please refer to City ordinance 18-12-13: Residential Parking Permit Area http://www.sterlingcodifiers.com/codebook/index.php?book_id=470

If you have any questions please feel free to contact me. "—Stephen Phillips

3. Evaluation of March 31st Session work with City of Carbondale Planning Dept, Local realtors on programming for home ownership literacy. We had around 35 people total at the home buying seminar:

25 seminar attendees /10 support people: NAG, 3-4 realtors, 2 lenders, insurance (Navreet) and western egyptian counseling.

Where they heard about the event:

Facebook - 1

Jackson county homes magazine - 2

Newspaper - 10

Radio - 2;-up

Alliance meeting - 1

Referral (realtor or friend) - 2

Flyer at the library - 2

Email or website - 5

Follow up suggestions: Personal contact with participants. Contact potential buyers who attended ask- What do they think their next step is? What help might they need with this? Weekend open house with realtors? Reconnecting potential homebuyers to realtors; Are there generational, Technological, cultural gaps between sales force and potential buyers? Need to get information we are gathering at each meeting into a “White Paper”

4. April 21, 6-8 pm, Civic Center, Public Forum on Violence in Carbondale to Address the question— What can we do as a community to make Carbondale safer and more welcoming for Everyone? (will use moderator with 3 min for each speaker, comments written on news print and then voted on by individuals) – Discussion of what ideas we as group would like to bring up at meeting—People at the meeting want to understand from perpetrators perspective “why? What Happened”. They would also like perpetrators how the violence is impacting them. When appropriate, the group would like to add exploring restorative justice approaches to issues impeding Carbondale’s image. Secondly, we discussed needing a reexamination of nuisance ordinances as there are properties in Carbondale that generate higher than normal calls for city services and are regularly late in paying fines and fees adding extra costs and staff time to the Cities budget. These properties are a part of neighborhood deterioration.
5. City Budget - Mary reported on discussion with City Clerk on Budget process we will continue this discussion at later meeting. Draft letter to Council can still be written with suggestions and Mary will see about doing this.
6. Short discussion of panhandling in Carbondale - ideas ranged from need for more people to occupy public spaces downtown to more restrictions



POLICE PENSION BOARD
March 15, 2016 at 4:00 pm.
Carbondale Civic Center Room 103
Meeting Minutes

1. Call to Order / Roll Call

The City of Carbondale Police Pension Board of Trustees held a meeting on Tuesday, March 15, 2016, at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Mark Goddard called the meeting to order at 4:01 p.m.

Roll Call

Present: Paul Echols, Mark Goddard, Tony Williams and Don Ursini

Absent: Don Priddy

Acknowledgement of Guests

Also present were Deputy City Clerk Clair Hayes, Finance Director Jeff Davis, Senior Accountant Becky Applegate, Pension Board Attorney Dennis Orsey (by phone), and Scott Hendricks (arrived at 4:10 p.m.).

2. Reading / Approval of Minutes

a.) *Minutes from January 26, 2016*

D. Orsey noted that paragraph four should be taken out of the minutes because it is a repeat of paragraph two.

MOTION: P. Echols moved, T. Williams seconded, that the minutes from the meeting held on January 26, 2016 be accepted as amended. All voted Aye. No nays. Motion declared carried.

b.) *Minutes from February 16, 2016*

MOTION: T. Williams moved, D. Ursini seconded, that the minutes from the meeting held on February 16, 2016 be accepted. All voted Aye. No nays. Motion declared carried.

3. Correspondence

Ulico Casualty Group sent correspondence soliciting business from the Pension Board regarding Fiduciary Liability Policies. M. Goddard noted that this will be held for review until the Pension Board's current policy is up for renewal. A Morgan Stanley statement report was also received.

4. Bills

Itemized invoice received from Scott Hendricks in the amount of \$1057.00 for services in the month of February 2016.

MOTION: P. Echols moved, T. Williams seconded, to pay the bill for Scott Hendricks' services for February 2016 in the amount of \$1057.00. VOTE: Ayes: P. Echols, M. Goddard, D. Ursini, and T. Williams. Nays: None. Motion declared carried.

Bill received from Memorial Hospital of Carbondale for Jeffrey Vaughn's MRI/spinal cord without contrast as part of his examination for the hearing \$2890.00.

MOTION: T. Williams moved, P. Echols seconded, to pay the bill from Memorial Hospital of Carbondale for Jeffrey Vaughn's MRI/spinal cord without contrast in the amount of \$2890.00. VOTE: Ayes: P. Echols, M. Goddard, D. Ursini, and T. Williams. Nays: None. Motion declared carried.

5. Treasurer's Report

Treasurer's report was given by Don Ursini through February 29, 2016. Questions and comments from the Board were addressed by D. Ursini.

MOTION: P. Echols moved, T. Williams seconded to accept the treasurer's report. All voted aye. No nays. Motion declared carried.

6. Investment Report

No report. The next investment report will be given on April 19, 2016.

7. Old Business

a.) Confirm Officer Whitecotton's admission Tier I or Tier II status

Officer Zachary Whitecotton was voted to be accepted into the police pension fund in January of 2016, but his Tier participant status was unknown at the time. Z. Whitecotton was a police officer with the City of Carterville for many years under IMRF (Illinois Municipal Retirement Fund) until they converted to Article 3 in June of 2011. According to new state law anyone placed into a pension fund after January 1, 2011 will automatically be entered in as a Tier II participant. Therefore it should be noted that Officer Zachary Whitecotton is a Tier II status police pension fund participant with the City of Carbondale.

MOTION: T. Williams moved, P. Echols seconded, to declare previously accepted pension member, Zachary Whitecotton, as a Tier II participant in the police pension fund. VOTE: Ayes: P. Echols, M. Goddard, D. Ursini, and T. Williams. Nays: None. Motion declared carried.

b.) Discuss status of annual disability review of Jeffrey Vaughn

Scott Hendricks gave a disability review of Jeff Vaughn. S. Hendricks briefly discussed the many different doctor's visits and tests that Mr. Vaughn endured. S. Hendricks feels that he has gathered all of the information that is needed and is ready to move forward to the final hearing.

The Board discussed when the administrative hearing should take place. Three dates were agreed upon to have an administrative hearing by way of a special meeting or during the regularly scheduled pension board meeting pending the availability of board members and attorneys.

MOTION: T. Williams moved, D. Ursini seconded, to conduct the administrative review hearing for Jeffrey Vaughn at 1:30 p.m. on one of the agreed upon dates of Monday, April 25, Monday, May 2 or Tuesday, May 17 pending the availability of the board members, Mr. Vaughn and his attorney, and the availability of the hearing materials for review prior to the administrative hearing. All voted aye. No nays. Motion declared carried.

8. New Business

a.) Illinois Finance Entity update due February 28, 2016

D. Orsey noted that any pension monies that are stored in a state chartered bank should be reported annually on an Illinois Finance Entity form by that bank and submitted. The Board was not aware of any such form and will start the process to get the documents submitted.

b.) Discuss current terms of office for appointed members of the Board

- Don Ursini
- Paul Echols

D. Orsey noted that the annual statement from the department of insurance shows that all five board members' terms expire either April 30 or May 1 of 2018, which is incorrect. The Board had a discussion on how to correct this matter. It was recommended by D. Orsey that the board talk to the Mayor about the reappointments.

c.) *Discuss and approve possible changes to Rules and Regulations of Carbondale Police Pension*

D. Orsey reviewed the Police Pension Board Rules and Regulations to make any necessary changes or adjustments. His focus was mainly Chapter Five, Sections 501 through 504.

MOTION: P. Echols moved, T. Williams seconded, that the amendments to Chapter 5, Sections 501 to 504 be accepted. All voted Aye. No nays. Motion declared carried.

d.) *Discuss filing economic interest disclosure forms with County Clerk by May 1, 2016*

This form has already been filed.

e.) *Discuss new proposed legislation affecting downstate police and fire pension funds SB 3317 and others*

This item will be further discussed at the next police pension meeting.

9. Application for Membership

Officer Harsy's pension file was misplaced and has not been recovered. M. Goddard wanted the record to show that his file has been re-created and is up to date and current.

10. Application for Benefits

None

11. Public Comments

None

12. Adjournment

MOTION: P. Echols moved, T. Williams seconded, that the meeting be adjourned. All voted Aye. No nays. Motion declared carried.

Meeting adjourned at 5:40 p.m.

Next meeting scheduled for Tuesday, April 19, 2016 at 1:30 p.m.

Respectfully Submitted,

Anthony Williams
Carbondale Police Pension Board Secretary
AW/clc



MINUTES
Preservation Commission
Monday, March 21, 2016
City Hall/Civic Center – 7:00 p.m.

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

Members Present: Clark, Comparato, Doherty, Parkinson, Sigler, and Van Awken

Members Absent: Benedict and Ittner

Staff Present: Sergeev

Guests: Lee Fronabarger, Meghan Cole, and CCHS Students

2. **Approval of Minutes:** Mr. Van Awken moved to accept the minutes, seconded by Mr. Sigler, to approve the minutes of February 22, 2016.

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

3. **Communication and Reports:**

- a) Educational and Technical Assistance Committee

Ms. Ittner was unable to attend the meeting and provided the Commission with a handout titled “Carbondale’s Firsts.” The handouts will be available at the Founders’ Day Reception.

- b) Nomination and Hardship Committee

Nothing to Review

- c) Work Plan Committee

Mr. Clark stated the Committee had met to review the plan. The Committee would like to recommend that each commissioner write an article for the Communique. Mr. Clark accepted the May-June article and Ms. Doherty will do the July-August edition.

Mr. Van Awken volunteered for an article.

Mr. Parkinson stated topics which will be discussed at the next meeting.

Ms. Sergeev informed the Commission that articles must be finalized and to the printer by the middle of the month prior to the release of the Communique.

Mr. Clark started discussion of what type of “Fact Sheet” the Commission would like to develop.

Ms. Sergeev shared the procedure flow chart for landmark designation, as an example.

Mr. Parkinson offered to help with developing the “Fact Sheet.”

There was discussion among Commissioners’ ability to make changes of to the Preservation Commission’s webpage and photo archives.

Mr. Clark reported that a midyear review of the Work Plan will be added to the plan.

Mr. Sigler moved to accept the 2016 Work Plan, seconded by Mr. Clark.

The motion the accept the 2016 Work Plan was passed with a unanimous voice vote.

d) Certificate of Appropriateness Committee

Nothing to Review

e) Downtown Advisory Committee Report

Mr. Sigler reported that this is the proposed final draft. The report will go to the Planning Commission Wednesday February 24, 2016, and City Council April 19, 2016. The Plan designated the green space behind the Public Safety Center to remain as a green space. The Plan does not designate a historical section of downtown; everything proposed has been within the template of being historical. Mr. Sigler recommends the Preservation Commission to endorse the proposed Downtown Master Plan. The Plan does recognize the Dairy Queen, Varsity Center for the Arts, and multiple green spaces are designated to be preserved.

Mr. Parkinson recommended the Commission pursue the designation of the Dairy Queen as a landmark.

There was discussion among the Commission of additional possible green space.

Mr. Comparato moved that the Preservation Commission accept and endorse the proposed Downtown Master Plan, seconded by Mr. Van Awken.

The motion to accept and endorse the proposed Downtown Master Plan passed with a unanimous voice vote.

4. **Old Business:**

a) Discussion of Founders' Day Celebration 2016

Mr. Fronabarger reported on the progress of plans for the Founders' Day Reception.

Ms. Sergeev informed the Commission that there are about 40 RSVPs and the event will be advertised through Carbondale Tourism and Carbondale Main Street.

There was discussion among the Commission of the history of Carbondale.

b) Letter to City Council regarding Historic Park

Mr. Van Awken discussed a brief history Carbondale and the significance of the site. Mr. Van Awken recognized that the park would grow slowly and could start with the described plaque recognizing Carbondale's Civil War soldiers.

Mr. Sigler moved that the Preservation Commission forward the letter requesting a historical park to the City Council, Mr. Clark seconded.

The motion to send the proposed letter to City Council passed with a unanimous voice vote.

5. **New Business:**

a) Presentation for possible bicycle racks near the Town Square Pavilion by Carbondale Main Street

Meghan Cole discussed Carbondale Main Street's request to send out a artist request for proposal (RFP) for a bicycle rack to be installed on the site of the Town Square Pavilion. The bike racks would be created by the SIU blacksmithing department and would be located along South Illinois Avenue. The bike racks would be a custom design influenced by the Shawnee Forest. Carbondale Main Street would bring no less than 2, no more than 4, designs for the Preservation Commission's approval. Ms. Cole reported to the Commission that the bike racks would be removable and could be removed in the future if needed.

Mr. Van Awken asked if any artist can submit a design.

Ms. Cole stated that the RFP will be out to anyone who is interested but Carbondale Main Street has a formal relationship with the SIU School of Metalsmithing and Blacksmithing.

Mr. Parkinson asked how the RFP will go out.

Ms. Cole stated that the RFP will go out in the school and local papers. An alumni or local artist could submit a proposal, but Carbondale Main Street is gearing it to current

students.

Mr. Sigler asked if the RFP will indicate that the area is part of the preserved portion of Carbondale.

Ms. Cole stated that the RFP will indicate the area and the rack will not be permitted to attach to the Pavilion. Ms. Cole added that the location of the bike racks will work as a fence between Illinois 51 and attendees to events at the Pavilion.

There was discussion among the Commission of the location of the bike racks.

Mr. Parkinson commended Ms. Cole for bringing multiple designs to the Commission. Mr. Parkinson informed the bike racks would be required to obtain a Certificate of Appropriateness. When Carbondale Main Street has proposed designs, please contact Ms. Sergeev to begin the process.

b) 2015 Historic Preservation Award Nominations

Mr. Parkinson stated that the nomination has been received for the apartments at 312 West Monroe Street as compatible new construction.

There was discussion among the Commissioners if the property meets the criteria.

Mr. Comparato moved to reject the nomination of 312 West Monroe Street for the 2016 Historic Preservation Award.

The motion to reject the nomination of 312 West Monroe Street Historic Preservation Award passed with three (3) yes, two (2) no and one (1) abstention.

c) Establishment of Nominating Committee for the election of officers

Mr. Parkinson opened a discussion about establishing a Nomination Committee; he also stated that Ms. Ittner has volunteered.

Mr. Van Awken and Mr. Comparato also volunteered to serve on the Committee.

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

Mr. Parkinson announced he will be relocating for work purposes and will be resigning his position.

Ms. Sergeev reminded the Commission that there will be a Landmarks Illinois presentation at Main Street on Wednesday March 23.

7. **Adjournment:**

Mr. Parkinson adjourned the meeting at 8:37 p.m.



MINUTES
Preservation Commission
Monday, April 18, 2016
City Hall/Civic Center – 7:00 p.m.

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

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

Members Absent: none

Staff Present: Sergeev

Guests: Lee Fronabarger, (2) CCHS Students

2. **Approval of Minutes:** Ms. Ittner moved to accept the minutes, seconded by Mr. Sigler, to approve the minutes of March 21, 2016.

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 a future possible tour location could be the Oakland Cemetery. Ms. Ittner also provided a handout showing the lives of the children of Daniel H. Brush.

- b) Nomination and Hardship Committee

Nothing to review.

- c) Work Plan Committee

Nothing to report.

- d) Certificate of Appropriateness Committee

Nothing to report.

- e) Downtown Advisory Committee Report

Mr. Sigler reported the Downtown Master Plan review by the Downtown Advisory Committee is finished.

Ms. Sergeev informed the Commission that the City Council will be voting to adopt the plan at the next meeting, March 19, 2016.

Mr. Parkinson reported that Commission has sent a letter of support for the Downtown Master Plan, as decided at March meeting.

4. **Old Business:**

a) Discussion of Founders' Day Celebration 2016

Ms. Ittner reported the event was an enjoyable and well received. Future events should encourage youth and more participation from the schools, such as the choir.

Mr. Parkinson recognized Councilman Fronabarger for his work on the initiating the Founders' Day and the research he completed for the program.

Ms. Ittner recommended getting additional participants from state agencies.

Mr. Parkinson discussed the ability to include schools.

There was discussion among the Commission on possible dates for events in the Fall such as November 25th for the platting day or the first weekend in November.

Ms. Sergeev recognized Councilman for all of his work and research to make the event a success.

Mr. Parkinson directed Mr. Sigler to talk to Carbondale Chamber of Commerce and Carbondale Tourism. Mr. Parkinson directed Ms. Ittner to meet with Carbondale Main Street.

5. **New Business:**

a) Annual Meeting

a. Election of Officers

There was discussion among the Commission to for nomination of Chair.

Ms. Ittner moved to nominate Mr. Sigler as Chair of the Commission, seconded by Mr. Van Awken.

The motion to approve the Mr. Sigler was appointed Chair of the Preservation Commission was passed with a unanimous voice vote.

b. Adoption of Meeting Schedule

The Commission discussed changing the November 21st meeting to November 14th, due to the Thanksgiving holiday.

Mr. Sigler moved to accept the 2017 FY meeting schedule with the amendment that the November 21st meeting be scheduled for November 14th. The motion was seconded by Mr. Comparato.

The motion to approve the 2017 FY schedule with the amendment was passes with a unanimous voice vote.

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

Ms. Ittner provided Mr. Parkinson with a gift and recognition for his service to the Preservation Commission.

Ms. Sergeev reminded the Commissioners to contact the Mayor if they wish to continue their service to the Commission.

Ms. Sergeev informed the Commission the building at 201 S. Washington has been approved for demolition. The property is not a registered local landmark or on the list of potential landmarks.

Mr. Parkinson gave closing remarks reflecting on his time in Carbondale and being on the Preservation Commission.

7. **Adjournment:**

Mr. Parkinson adjourned the meeting at 8:15 p.m.

MINUTES
City of Carbondale Sustainability Commission
Thursday, January 21, 2015
City Hall / Civic Center – 6:00 p.m.

1. **Roll Call:** Mr. Kunath called the meeting to order at 6:06 p.m.

Members Present: Ms. Gary, Mr. Kunath, Ms. Sockow, Mr. Thorne, Mr. Beck, Ms. Shimada, Ms. Wagner

Members Absent:

Staff Present: Loren Polley

Others Present: 3 CCHS students

Minutes: Motion by Ms. Sockow, 2nd by Mr. Thorne, all in favor, of approval of December 17, 2015, minutes

2. **Communications:**

Review of the current Status Report of the Former Koppers Wood-Treating Site. Updates should be posted on website.

Old Business: Porous concrete for driveways and on sidewalks

Energy Committee –

Green Space Committee –

Transportation Committee -

Recycling Committee –

New Business: Chicken Farm near Cedar Lake

Citizen Comments:

Commission Comments:

Adjournment: With no further business to be conducted Mr. Kunath adjourned the meeting at 6:45 PM.

3. Respectively submitted by Loren K. Polley, City of Carbondale Staff Liaison