

Request for City Council Action

Date: June 14, 2016

Agenda Section: Consent Agenda No.	Originating Department: City Clerk's Office
Item: Acceptance of Minutes of Boards, Commissions, and Committees No. 5.7	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:

Human Relations Commission – May 2, 2016

Zoning Board of Appeals – January 13, 2016

Police Pension Board – April 19, 2016

Board of Fire and Police Commissioners – December 10, 2015

Neighborhood Action Group - Study Circles – June 1, 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 _____



Carbondale Human Relations Commission

Minutes – May 2, 2016
Boys and Girls Club - 5:00pm

Commissioners Present: Joshua Kyle Brandon, Joseph Brown, Diane Daughtery, Peg Falcone, Ted Gutierrez, Karriem Shariati, Faith Miller

Commissioners Excused: Jerrold Hennrich, Dora Weaver

Guest Present: Sandy Litecky

Study Circle Staff: Sarah Heyer

Staff Present: Administrative Services Director Deborah McCoy, Mayor Mike Henry, Interim City Manager Gary Williams, Chief Jeff Grubbs, Officer Randy Mathis, Detective Brooke Lam

CALL TO ORDER

The meeting was called to order at 5:08 p.m. by Vice Chair Brown.

MINUTES

Motion was made by Commissioner Brown and seconded by Commissioner Gutierrez to approve the minutes from the April 4, 2016 meeting with the following corrections: Page 1 - Chief Grubbs should have been listed as staff, Sarah Heyer was not present; Page 2 - comments by Commissioner Brandon under *Public Education/HRC Website* should be included under *Public Forms/Events*, under *Racial Taboo*, Newman was misspelled; Page 3 – Racial Justice Coalition, Paragraph 1 – should read, the new PARCC scores, ... All voted aye. Motion carried.

ANNOUNCEMENTS – Commissioner Brandon was nominated for the Drum Major for Justice Award.

PRESENTATION

Board members of the Carbondale Boys and Girls Club welcomed the HRC and extended thanks to the Commission for holding its meeting in their building. Randy Osborn, Executive Director of the Boys and Girls Club, and Tina Carpenter, Director of Operations, presented information about the organization and the youth who participate. The HRC was requested to support the efforts of the Boys and Girls Club in expanding its programs, activities and services beyond 7:00 p.m. so youth have somewhere to go and something to do. They spoke about the need for evening activities, particularly for middle and high school students, and what the Boys and Girls Club offers, including a gym that has a recording studio.

ISSUES

Public Education/HRC Website – The 2015 Annual report is now available on the website.

Public Forums/Events

Mayor Henry spoke about the community forum, hosted by the City and facilitated by John Washburn. He indicated that the intention was for City Council and staff to be good listeners, but they were asked to respond to citizen comments and questions on a variety of items, and were pleased to do so. Mayor Henry reported that some things the City was already doing, and others the City needed to work on. Commissioner Brown commented that the town hall meetings were effective as they had structured listening, and were being held to hear ideas and suggestions, with the intent of actually doing something.

Campus Forum

The May 8, 2016 Campus Forum will be held at SIUC from 6:30 p.m. to 8:30 p.m. in Ballroom D. A display table will be staffed by Commissioner Shariati to disseminate brochures and information about HRC. Other Commissioners will be assigned to tables with SIUC USG senators and other representatives. Commissioner Brown commented on the importance of the City's involvement in the University's orientation and hoped it would be mentioned at the forum.

Commissioner Brandon spoke about the forums held on campus in response to student concerns, and indicated he had witnessed a climate of increased morale and energy, and considered the activities successful as people had an opportunity to be heard. Commissioner Shariati commented that one of the main reasons the administrators were having forums was to listen, and not explain away everything. Commissioner Miller commented that whatever the SIUC administration and City can do to bridge the gap and facilitate a sense of belonging is good because students have legitimate concerns, and no place to take them.

Annual Retreat

The Retreat will be held on Monday, July 18, 2016, Room 103 at 5:00 p.m.

PUBLIC COMMENTS

Commissioner Brandon addressed the increase of morale, climate and activities on campus becoming a success for individuals to be heard.

PROCESS ASSESSMENT

Neighborhood Action Group - Minutes of the April 2016 meeting were sent. The next meeting will be held Wednesday, May 4, 2016.

Non-Violent Carbondale Project Report – A survey on compassion is being prepared to build support for the City proclamation in hopes that the proclamation will be more than formality.

Racial Justice Coalition – Meeting Thursday, May 5, 2016, Church of the Good Shepherd.

Racial Unity – Meeting Tuesday May 3, 2016, Newman Center.

Sparrow Coalition – A request for feedback regarding an Emergency Response Team Initiative: faith based and civic/community based teams of four-20 people who use a holistic, wraparound approach to meet immediate needs of homeless or near homeless individuals or families. A meeting to discuss the idea will be held on Thursday, June 2, 2016, 7:00 p.m. at the First Christian Church.

Law Enforcement - Chief Grubbs commented on the ad hoc meeting held after the forum where six topics were discussed, with youth being one. He spoke about his desire for youth to be a goal of the Police Department and the City, and asked the assistance of the community and HRC in expanding the Boys and Girls Club. Detective Lam and Officer Mathis are excellent youth resources.

Items for City Council – None

ADJOURNMENT

Next meeting – June 6, 2016. Motion was made by Commissioner Daugherty and seconded by Commissioner Gutierrez to adjourn. All voted AYE. Motion carried. Meeting adjourned at 6:50 p.m.

Recorded by Courtney Beverly _____



MINUTES
Carbondale Zoning Board of Appeals
Wednesday, January 13, 2016
Room 108, 6:00 p.m.
200 South Illinois Avenue

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

MEMBERS ABSENT: Barke, Schachel, Lilly

STAFF PRESENT: Taylor, Sergeev

1. Call to Order and Roll Call

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

2. Approval of Minutes:

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

The motion was approved by a unanimous voice vote.

3. Citizen Comments or Questions:

None

4. Hearing:

ZBA 16-02 – Brunton Properties Inc., is requesting a variance from Section 15-4.8.7.A of the Carbondale Revised Code, which requires rooming houses to provide 1 parking space per bedroom, for property located at 815 West High Street.

Mr. LeBeau opened the Public Hearing 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. Taylor also read into the record two letters in opposition.

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

Mr. Taylor was sworn in and presented the staff report for ZBA 16-02.

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

Mr. LeBeau asked staff for clarification as to the Carbondale Police Department letter of opposition.

Mr. Taylor stated that the letter referenced multiple rental properties in the neighborhood, but there had not been issues specific to this property. The Carbondale Police Department was in opposition to the request due to the number of complaints regarding rental properties in the area.

Ms. Litecky noted that this property is located next to a new TIF district and the request may be detrimental to the TIF district.

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

Mr. Michael Brunton, owner of 815 W. High St., came forward and presented his case.

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

There were none

Mr. LeBeau asked if there was anyone in support.

There were none

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

Mr. James Pope, 809 W. High St., came forward to speak in opposition.

Ms. Lori Allen, 1008 W. Sycamore, came forward to speak in opposition.

Mr. Laurence Rennis, 817 W. High St., came forward to speak in opposition.

Mr. Navreet Kang, 613 S. Terrace Dr., came forward to speak in opposition.

Mr. LeBeau 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 Deny ZBA 16-02.

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

There were none.

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

Mr. Preston, 606 S James Street, inquired if High Street could return to a one way street.

Mr. Taylor stated that it was a conscious decision to convert the street to a two way street when the Carbondale High School moved to its new location. There are no plans to return the street to one way traffic.

Mr. Henson, 703 N. Springer Street, inquired as to why the parking was changed to parallel parking.

Mr. Taylor stated that there is not enough aisle space to have perpendicular parking.

Mr. Kang asked if there is a provision limiting the variance to only be valid while Mr. Brunton owned the property.

Mr. Taylor confirmed it would be an option to place such conditions on the variance.

Mr. LeBeau asked if the number of residents could be limited to the number of parking space provided.

Mr. Taylor confirmed that the Zoning Certificate would specify the allowed occupancy as to the number spaces provided.

Mr. LeBeau asked for closing statements from the applicant.

Mr Brunton provided his closing statement with a short discussion regarding which conditions would be viable to place on the variance.

Mr. LeBeau declared Public Hearing 16-02 closed at 7:45 p.m.

Mr. Sheffer moved, seconded by Mr. Love, that the City has jurisdiction over this case.

The motion was approved by a unanimous voice vote.

Mr. Sheffer moved, seconded by Mr. Love, that the applicant has standing to bring the case to the Board.

The motion was approved by a unanimous voice vote.

Mr. Sheffer moved, seconded by Ms. Litecky, of finding of facts.

The motion was approved by a unanimous voice vote.

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

Roll Call Vote

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

No – 0

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

Roll Call Vote

Yes – 0

No –6 (LeBeau, Sheffer, Anz, Field, Litecky, Love)

Ms. Litecky moved, seconded Mr. Love, to Deny ZBA 16-02.

Roll Call Vote:

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

No – 0

Mr. Taylor thanked Brunton Properties Inc., for their application and stated that they would receive written notification within 10 days.

5. Old Business:

None

6. New Business:

Mr. Taylor reviewed changes to the Rules and Procedures for the Zoning Board of Appeals. The changes were a result of the most recent revision of Title 15 of the Carbondale Revised Code in 2013.

Mr. Sheffer moved, seconded by Ms. Litecky to adopt the amended Rules and Procedures.

The motion was approved by a unanimous voice vote.

7. Adjournment:

Mr. LeBeau adjourned the meeting at 7:49 p.



POLICE PENSION BOARD
April 19, 2016 at 1:30 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, April 19th, 2016, at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Mark Goddard called the meeting to order at about 1:30 p.m.

Roll Call

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

Absent: Don Priddy

Acknowledgement of Guests

Also present were Finance Director Jeff Davis, Senior Accountant Becky Applegate, and Pension Board Attorney Dennis Orsey.

2. Reading / Approval of Minutes

a.) Minutes from March 15th, 2016

MOTION: P. Echols moved, T. Williams seconded, that the minutes from the meeting held on March 15th, 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

None.

4. Bills

Itemized invoice received from Attorney Dennis Orsey in the amount of \$1,586.25 for legal services.

MOTION: P. Echols moved, T. Williams seconded, to pay the bill for Dennis Orsey in the amount of \$1,586.25. ROLL CALL VOTE: Ayes: P. Echols, M. Goddard, D. Ursini, and T. Williams. Nays: None. Motion declared carried.

Bill received from Scott Hendricks for legal services totaling \$1618.15.

MOTION: P. Echols moved, T. Williams seconded, to pay the bill from Scott Hendricks in the amount of \$1,618.15. ROLL CALL 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 March, 2016. Questions and comments from the Board were addressed by D. Ursini.

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

6. Investment Report

No report. Patrick Donnelly will be present at the May 17th meeting.

7. Old Business

a) Disability hearing for Jeff Vaughn is set for April 25th, 2016. Board members were presented with a book of compiled exhibits for the case. Board members read, and received verbal instructions on, how to review the exhibits and not discuss them or share them with anyone prior to the disability hearing. P. Echols will recuse himself from the hearing. Atty. Orsey reviewed the process of the hearing itself and the follow ups that come after a decision has been reached.

b) Economic interest forms need to be submitted to the circuit clerk no later than May 1st. M. Goddard, D. Ursini and P. Echols have already submitted their forms.

c) No one opposed active duty board members T. Williams and M. Goddard for the present terms. M. Goddard hung notices of the pending election all over the police department with no one voicing any interest as of the due date. They will continue to serve through the next term without need of election. P. Echols was reappointed by the mayor for a 1 year term effective until 05/09/17, and Jeff Davis will be appointed effective 04/29/16 for a term extending to 05/08/18.

d) Atty. Orsey explained several items of pending pension related legislation, including SB 3317 and SB 2775 to board members, and provided a summary of what the expected outcomes are at this time, along with potential implications of the passage of the bills.

8. New Business

a) Discussed training opportunities for trustees in 2016 including the regional seminar scheduled for 11/09/16 at John A. Logan College.

b) Copies of disability files/paperwork/etc. were provided to Atty. Orsey for review.

c) A signature needed on a contract with Shawnee Health Service was tabled until the next meeting to allow for some changes to be addressed.

9. Application for Membership

None.

10. Application for Benefits

a) Adam Fitts submitted a request for a refund of his \$2,126.64 contributions.

Motion: P. Echols moved, T. Williams seconded. ROLL CALL VOTE: Ayes: M. Goddard, T. Williams, P. Echols, D. Ursini. Nays: none.

Motion declared carried.

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 about 2:30 PM.

Next meeting scheduled for Tuesday, May 17th, 2016 at 1:30 p.m.

Respectfully Submitted,

Anthony Williams
Carbondale Police Pension Board Secretary
AW/clc



BOARD OF FIRE AND POLICE COMMISSIONERS
December 10, 2015
Meeting Minutes

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Thursday, December 10, 2015, at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Chairman Harvey Welch called the meeting to order at 8:00 a.m. with the following named members of the Board present/absent:

1. Roll Call

Present: Commissioner Don Barrett, Commissioner Kerry Braswell, Commissioner Janet Vaught, and Chairman Harvey Welch, and Vice-Chair Jack Whitlock (arriving late; excused)

Absent: None

Also present were Deputy City Clerk Clinette Hayes, Fire Chief Ted Lomax, Police Chief Jeff Grubbs, and Administrative Services Director Deborah McCoy

2. Approval of Minutes

Commissioner J. Vaught moved, Commissioner K. Braswell seconded, to approve the December 2, 2015 minutes with corrections. DISCUSSION: Commissioner J. Vaught commented that item #2 (approval of minutes) of the December 2, 2015 meeting minutes should omit "*as well as open meeting minutes from September 2, 2015*" as they have already been approved. Also, item #3 should refer to Oral Interview Examinations for *Entry Level* Police Candidates.

Vote: All voted Aye. Motion declared carried.

In the interest of saving time, the Board agreed to modify the agenda and move on to items #4 and #5. A moment of silence was held for the passing of Vice-Chairman Jack Whitlock's daughter.

3. Closed Meeting to Conduct Oral Interview Examinations of Entry Level Firefighter Candidates

Commissioner K. Braswell moved, Commissioner J. Vaught seconded, that the Board hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1), specifically to conduct Oral Interviews of Entry Level Firefighter candidates.

VOTE: All voted Aye; motion declared carried. Open session recessed at 8:30 a.m.

There was no formal action taken as a result of the closed meeting. Commissioner J. Vaught moved, Commissioner K. Braswell seconded, that the Board return to open session.

VOTE: All voted Aye; Motion declared carried. Open session resumed at 11:40 a.m.

4. Discussion on BFPC Governing Rules regarding the required documents to be submitted by candidates for police officer and/or firefighter.

The Board had a discussion about the appropriate time for an entry-level police officer or firefighter candidate to submit their required documents. Recent examinations have required candidates to submit those required documents at the time of application. This is to benefit police and fire candidates when there is a vacancy. All documents must be on file to be considered for an interview. This practice may have discouraged prospective candidates resulting in a low number of exam participation. The Board would like to make this process as open and inclusive as possible to encourage more candidates to apply.

Commissioner J. Vaught moved, Commissioner K. Braswell seconded, that candidates for entry-level police officer and firefighter be required to submit an employment application and an application fee prior to examination with the understanding that all other necessary documents will need to be submitted as soon as practically possible in accordance with the BFPC Governing Rules and any administrative set deadlines.

VOTE: All voted Aye; motion declared carried.

5. Discussion on Section 1-14G-15 of the City Code regarding the BFPC's authority in matters of disciplinary action

The Board discussed a section of Police Chief Jeff Grubbs' employment contract and its conflict with the Carbondale Revised Code. Chief Grubbs' contract states that he can appeal any disciplinary decision made to the Board of Fire and Police Commissioners. The City Code states that disciplinary action shall apply to full time firefighters and patrol officers only. The Board discussed and mutually agreed that they will be willing to hear the appeal of any sworn-in officer or firefighter of any rank in regards to disciplinary action. Section 1-14G-14 and 1-14G-15 must be amended if the City Council believes that the BFPC should have this authority. For action to be taken, the Board asked that a letter be drafted and submitted to Mayor Henry with the above recommendation.

Commissioner J. Vaught moved, Commissioner K. Braswell seconded, that a recommendation be made to Mayor Henry regarding a change to the Carbondale Revised Code as it pertains to the BFPC and the appeals process for disciplinary action of all sworn-in officers and firefighters including Fire and Police Chiefs, Lieutenants, Sergeants, Fire Captains, and Assistant Fire Chiefs.

VOTE: All voted Aye; motion declared carried.

A letter was drafted by Deputy City Clerk Clinette Hayes to be submitted to Mayor Henry.

6. Citizen's Comments

No comments.

7. Adjournment

There being no further business to be conducted, Commissioner K. Braswell motioned to adjourn, and Commissioner J. Vaught seconded the motion.

VOTE: All voted Aye. Motion declared carried. The meeting was adjourned at 11:45 a.m.

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on _____

Carbondale Study Circles, Neighborhood Action Group—June 1, 2016

Attending: Mary O'Hara, Kathy Benedict, Clara McClure, Sarah Heyer, Stephan Phillips, Mary Campbell, Nefeteria Brewster, Justin Zurlinden, Curran Bishop

1. Announcements –
 - a. June 5th Keep Carbondale Beautiful Garden Tour, 11 -3 starts at Old Train Station;
 - b. June 7th “Coffee with a Cop” at Long Branch Café starting at 7:30 am; alternatives to lawns program
 - c. June 15th –Volunteers needed for Jackson County Health Department emergency preparedness exercise on SIU-C campus from 11:30-2:30 register at <http://massdispensing.eventbrite.com>;
 - d. Workshop on Alternatives to Lawns Saturday July 30 12:30-5:30 at Civic Center
 - e. County Zoning Survey for Citizens – There is a subcommittee exploring zoning at the county level. The next Zoning Exploration Subcommittee is scheduled for June 21, 2016 at 5pm in Courtroom 3 at the Jackson County Courthouse. If you would like your response included in the subcommittee packet, for the June meeting, I will need to receive your response no later than June 15, 2016 by Noon. Contact for survey: **Jennifer Huson** at jhuson@jacksoncounty-il.gov by **June 30, 2016**.
2. Reports—
 - a. Arbor District—update on Clean-up; Tatum Heights—opening of new basket ball court
 - b. Tatum Heights neighborhood: Tatum Heights Park will be getting a new, enlarged basketball court. (build into a community event?); 2 houses on Crestview are being auctioned off
 - c. Water Meeting follow-up Mary O. wrote letter with our questions following the Cities Presentation. The City does not have the answers to these questions, they are considering placing their reporting on the Cedar Lake online. This necessitates community education on how to read this info in a reliable manner. More to come. Action on our questions will be pursued through The upcoming Smithsonian “ Water Resources For Life” which Gayle Klam and Sarah Heyer are working on Community Forum on a Safer Carbondale- Discussion of meeting and summary- Wish to get a report on the meeting in the Carbondale Communique- Sandy will make contacts
 - d. Stephan Phillips explained the basics of the ticketing and fines on Code violations . Citizens can google “ Jackson County Judici” to look at partial histories of fines, appeals, outcomes of specific properties. You need the name or corporate name to do the search. This kind of search will not include “pay by Mail” tickets if the recipient has indeed paid the ticket by Mail. If the recipient of a ticket has not paid within 10 day period, the ticket then goes to Court for a trail date. It was noted that because of Code enforcements philosophy on ticketing, that by time a property gets a “notice to appear” a fine should be issued by the Court to cover Court costs, as well as other costs incurred by the City. The “pay by mail ticketing” in note at the discretion of the individual inspector. Because of the nature of some code violations, these must go straight to “notice to appear “ in Court.
 - e. Stephan Phillips explained the basics of the ticketing and fines on Building and Neighborhood Services Code violations . Anyone can google “ Jackson County Illinois Judici” to look at information related to any tickets filed at the Jackson County Court House related to fines, appeals, and outcomes of specific cases. You need the individuals name or

corporate name to do the search. This kind of search will not include “pay by Mail” tickets if the defendant has indeed paid the ticket by Mail, thus it would not be filed with the Jackson County Court House. If the recipient of a pay by mail ticket has not paid within 10 days of certified service of the ticket, the ticket then goes to the Jackson County Court House for the appearance date that is written on the ticket. It was noted that Code enforcements policy on ticketing, is that if a ticket is issued then the defendant should be required to pay a penalty(fine) because Code has already had multiple contact points, expending tax payer resources, in an effort to seek voluntary compliance with the code before a “Notice to Appear” is issued. Fines issued by the Court include court costs in addition to the minimum fine or assessed fine for the ordinance violation. There is a “pay by mail ticketing” list which specifies ordinance violations that are eligible for the “pay by mail” option, however depending on the circumstances of the ordinance violation the inspector can issue the ticket as a “notice to appear in court”, which would add court costs to the fine. Fines only cover a very small percentage of the costs of enforcement.

- f. Update on First Time Buyers Education—Next meeting