

Request for City Council Action

Date: June 28, 2016

Agenda Section: Consent Agenda No.	Originating Department: City Clerk's Office
Item: Acceptance of Minutes of Boards, Commissions, and Committees No. 5.3	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 – April 4, 2016

Liquor Advisory Board – April 7, 2016

Board of Fire and Police Commissioners – May 26, 2016

Firefighters' Pension Board – January 26, 2016

Police Pension Board – May 17, 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 – April 4, 2016
Carbondale Civic Center - 5:00pm

Commissioners Present: Joshua Kyle Brandon, Joseph Brown, Diane Daughtery, Peg Falcone, Ted Gutierrez, Jerrold Hennrich, Karriem Shariati, Dora Weaver

Commissioners Excused: Faith Miller

Guest Present: Ms. Cathy Field, Skylar Miller, Jessica Cainer, Jamonte Allison

SIU-C Dept of Public Safety Representative: Chief Benjamin Newman

Staff Present: Commission Secretary Courtney Beverly, Administrative Services Director Deborah McCoy, Mayor Mike Henry, City Manager Gary Williams, Chief Jeff Grubbs

CALL TO ORDER

The meeting was called to order at 5:04 p.m. by the Chair Hennrich.

MINUTES

Commissioner Falcone commented on changing Mr. Sam to Mr. Reed under the *Public Comments* and for the 2015 Annual Report to be forward to City Council under *Items for City Council*.

Motion was made by Commissioner Daughtery and seconded by Commissioner Shariati to approve the minutes from the March 7, 2016 meeting. Motion carried. All Voted Aye. Corrections:

ANNOUNCEMENT

Commissioner Brown commented on the commemorative anniversary of Dr. Martin Luther King Jr.

Commissioner Weaver announced the World Hunger sale sponsored by First United Methodist Church at Hopewell Missionary Baptist Church on April 15th-16th at 10a.m.-11a.m.

Commissioner Brandon commented about the Transitional Student Veteran's House and the option of "Lease to Own" for Illinois Veteran students.

Commissioner Weaver announced that Mr. John Snyder from SIUC is willing to meet with the Human Relation Committee during the summer Annual Retreat to discuss Crisis and Intervention within the community.

Chair Hennrich welcomed Carbondale Community High School seniors to the Human Relation Commission meeting this evening.

ISSUES

Public Education/HRC Website

No new information about the HRC Website at this time.

Commissioner Brandon read a letter from an SIUC student regarding their safety on campus from the recent shooting in Carbondale last week. He also suggested having gun education, safety and prevention be presented during the "Carbondale-Community Forum" on the SIU campus on May 8.

Public Forums/Events

Commissioner Brandon informed the Commissioners that the public forum planned for the SIU campus will be May 8, 2016 from 6 p.m. to 9p.m. He also expressed the need of an event Host and three speakers.

Racial Taboo

Commissioner Brandon mentioned that there will not be a Racial Taboo forum on campus this semester, due to funding concerns. There are plans being developed for next fall of 2016.

Commissioner Weaver discussed the "Racial Unity" meeting which is scheduled every Tuesday night at 7 p.m. located at the Newman Catholic Center.

Annual Retreat

Chair Hennrich discussed the Annual Retreat open dates, which are July 11th, 18th and 25th. The Commissioners decided on July 18, 2016 at 5 p.m. in room 103 at the Carbondale Civic Center.

PUBLIC COMMENTS

Mr. Reed discussed the March 31, 2016 Daily Egyptian article about the gun violence within the community and on SIUC campus. He mentioned gun prevention and education for all students especially for the incoming freshman.

PROCESS ASSESSMENT

Neighborhood Action Group

None

Non-Violent Carbondale Project Report

None

Racial Justice Coalition

Ms. Field reported that the Racial Achievement Gap needs to be addressed. She also addressed the New PARCC test scores, in which she further explained that Carbondale ranked lower than the state average in achievement test scores.

Ms. Field mentioned that the Racial Justice Coalition meeting will be held on May 5, 2016 at Church of the Good Shepherd in Carbondale, Illinois at 7 p.m.

Commissioner Brown mentioned that the Garden Grove Center will be honoring two local citizens Margaret Nesbitt and Dr. Ella Lacey on April 22, 2016.

Law Enforcement

Chief Grubbs presented The Personnel Commendations Complaints 2014 and 2015 Summary to all Commissioners from the Carbondale Police Department. He acknowledges the hard work of the Carbondale Police Department and how cooperative the SIUC student body has been these past several months.

Chair Hennrich requested three different data sets from 2014 and 2015 from the Carbondale Police Department, in which Chief Grubbs will contact his Record Manger for more detail.

Chair Hennrich and Chief Grubbs discussed the 2014 and 2015 Personnel Commendations Complaints Summary, with regards to explaining the Bias-Based Enforcement Complaints and the low numbers of documented complaints.

Chief Grubbs commented on how cooperative the SEMO students and Police Department on the ongoing investigation.

Mayor Henry commented on the press conference, regarding how an officer used the term “no comment” repeatedly. Mayor Henry, Chief Grubbs and the City Manager Gary Williams want to provide the Public Relation Officers better tools to use during press conferences.

Chief Newman discussed how incidents on SIUC campus have dropped this past year, while also giving an update on the stabbing and shooting incident that occurred last week in which he also indicated did not occurred on the SIUC campus but will help aid in the investigation. He also mentioned that the Saluki Watch Dog newsletter will provide training announcements, which will be sent out today.

Items for City Council

None

ADJOURNMENT

Next meeting – May 2, 2016. There being no further business, Chair Hennrich moved, and Commissioner Brown seconded, to adjourn. All voted AYE. Motion carried.

Meeting adjourned at 6:50 p.m.

Recorded by Courtney Beverly _____



Liquor Advisory Board April 7, 2016

The Carbondale Liquor Advisory Board held a meeting on Thursday, April 7, 2016, in Room 103 of the Carbondale Civic Center, 200 South Illinois Avenue. Chairman Mark Robinson called the meeting to order at 5:27 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: David Cisco, Tasis Karayiannis, Donald Monty, Mark Robinson, John Mills and Steve Payne

Absent: (Two Student Positions Vacant)

A quorum was available to take action on the agenda items. City Staff present for the meeting included Deputy City Clerk Clinette Hayes, Police Lieutenant Matt Dunning, and Fire Inspector Tom Manis (arrived at 5:44 p.m.).

2. Approval of Minutes

D. Monty moved, T. Karayiannis seconded, to approve the minutes from March 3, 2016. All voted aye. Motion declared carried.

3. Application to transfer the location of an existing A2 liquor license (Restaurant – serving all alcoholic liquors) held by Fujiyama from 715 North Giant City Road Suite 11 to 225 North Giant City Road

Justin Qiu of Fujiyama was present to answer questions from the Board. Mr. Qiu anticipates moving into the new location on May 1, 2016. The Board needed clarification on a few questions on the application. The Board asked if Question #13 was accurate by estimating 5% from liquor sales. Mr. Qiu answered yes. It was also made clear that the third part of Question #13 should read 0% making the total 100%. After discussion between the Board and Mr. Qiu, it was determined that Questions #22 and #26 both should have been answered yes. It was noted that the license year on the application should show July 1, 2015 to June 30, 2016. The correction should be made on the application. MOTION: J. Mills moved, D. Monty seconded, to recommend approval to transfer the location of the existing A2 liquor license held by Fujiyama from 715 North Giant City Road Suite 11 to 225 North Giant City Road, contingent upon receipt of all outstanding items. All voted aye. Motion declared carried.

4. Consideration of an application for a Class K license (Movie Theater) for American Multi-Cinema, Inc. d/b/a AMC Theatres University Place 8 at 1370 East Main Street

John Rendleman, attorney for AMC Theatres University Place 8, was present to answer questions from the Board. Chairman Mark Robinson recused himself from any action or discussion because Mr. Rendleman is also his attorney. Currently there are 135 locations in the state of Illinois that serve alcohol as well as several other locations around the country. The applicant responded "None in Illinois" to question #21 (has the applicant ever had any liquor license suspended or revoked, or had fines imposed, as the result of a violation of the liquor code). The Board asked Mr. Rendleman for more information on the given response, but he did not have that information. The Board asked that he present that information to the Local Liquor Control Commission at the next meeting for them to take into consideration. MOTION: D. Monty moved, D. Cisco seconded, to recommend approval of an application for a Class K license (Movie Theater) for American Multi-Cinema Inc. d/b/a AMC Theatres University Place 8 at 1370 E. Main St., contingent upon further information provided on question number twenty-one of the application. All voted aye (M. Robinson abstained). Motion declared carried.

5. Citizens' Comments

None

6. Adjournment

Meeting adjourned at 6:06 p.m.

Date Approved

Clinette C. Hayes, Deputy City Clerk



BOARD OF FIRE AND POLICE COMMISSIONERS
May 26, 2016 at 2:30 pm.
Carbondale Civic Center Room 103
Meeting Minutes

1. Call to Order / Roll Call

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Thursday, May 26, 2016 at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Chairman Harvey Welch called the meeting to order at 2:30 p.m.

Roll Call

Present: Commissioner Don Barrett, Commissioner Kerry Braswell, Commissioner Gerald Edwards, Commissioner Nathan Stephens (arrived at 2:50p.m.), and Chairman Harvey Welch

Absent: Associate Member Jack Whitlock

Acknowledgement of Guests

Also present were Deputy City Clerk Clair Hayes, Police Chief Jeff Grubbs, Fire Chief Ted Lomax, Administrative Services Director Deb McCoy, City Attorney Jamie Snyder, Firefighter Brad Lam, and Firefighter Robert Miller.

2. Approval of Minutes from December 10, 2015

MOTION: K. Braswell moved, D. Barrett seconded, to approve the meeting minutes from December 10, 2015. VOTE: All voted Aye. No Nays. Motion declared carried.

3. Review and Approval of 2015 Annual Report

MOTION: K. Braswell moved, D. Barrett seconded, to approve the 2015 Annual Report. VOTE: All voted Aye. No Nays. Motion declared carried.

4. Review and Approval of the revised Governing Rules

MOTION: K. Braswell moved, D. Barrett seconded, to approve the revisions of the Governing Rules of the Board of Fire and Police Commissioners. VOTE: All voted Aye. No Nays. Motion declared carried.

5. Election of Chair and Vice-Chair

For personal reasons Chairman Welch has opted to step down from his position as Chairman and has asked the Board not to nominate him.

MOTION: H. Welch moved, D. Barrett seconded for Commissioner Kerry Braswell to serve as Chairman of the Board of Fire & Police Commissioners. VOTE: Ayes: D. Barrett, G. Edwards, and H. Welch. Nays: None. Motion declared carried.

MOTION: G. Edwards moved, H. Welch seconded for Commissioner Don Barrett to serve as Vice Chair of the Board of Fire & Police Commissioners. VOTE: All voted Aye. No nays. Motion declared carried.

6. Update from Fire Chief Lomax on changes in the new Firefighters’ contract

Fire Chief Lomax presented the changes in the new Firefighters’ contract as it pertains to the process of promotions. There are now 6 categories to receive promotional points that were previously 3. All changes are consistent with the Fire Department Promotion Act.

The Board asked for a little time to go through the changes that was presented before taking any action to approve. It was noted that the changes in the Firefighters’ contract will need to coincide with the Board’s Governing Rules. City Attorney Jamie Snyder offered to draft amendments in the Governing Rules so that it reflects the revisions of the Firefighters’ contract.

Chief Lomax also noted that the Assistant Fire Chief eligibility listing is exhausted. There will need to be promotional examinations as soon as possible to replenish the list.

Police Chief Jeff Grubbs has some process changes in promotions with the new police contract. He would like to present those revisions to the Board at the next meeting.

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

The Board discussed the approach that should be taken in order for them to participate in the appeals process of disciplinary action for *all* sworn-in police officers and firefighters of *any rank*. Currently the Governing Rules only require that the Board hear the disciplinary appeal of sworn-in police officers and firefighters only. In order for this to take effect, a change in the City Code is in order. Moving forward the Board would like to present this item to the Council for amendment. City Attorney Jamie Snyder offered to draft the necessary changes in the City Code to reflect the changes discussed. The draft will be presented to the Board before taking it to Council.

8. Citizens’ Comments

Police Chief Grubbs announced a golf scramble put on by the Fraternal Order of Police to benefit Police Officer Ashley Noto’s twin daughters. The golf scramble will be held at noon on Sunday, June 5, 2016 at Hickory Ridge Golf Course.

Commissioner Harvey Welch announced the grand opening and ribbon cutting of the splash park on Memorial Day weekend. He commended the Carbondale community and their efforts for working together to make the splash park a success.

9. Adjournment

MOTION: H. Welch moved, D. Barrett seconded to adjourn. VOTE: All voted Aye. No nays. Motion declared carried. Meeting adjourned at 3:30 p.m.

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on _____

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

**MEETING MINUTES
9:00 A.M., JANUARY 26, 2016
FIRE STATION 2**

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

PRESENT: Ted Lomax, President; Mike Hertz, Secretary; Don Ursini, City Treasurer; Deborah McCoy

ABSENT: Harry Threlkeld, Fire Fighter Retiree Representative

GUESTS: Patrick Donnelly, Graystone Consulting; Kathy Renfro; Carbondale Park District
Also present were City Senior Accountant Becky Applegate and Fire Department Administrative Secretary/Recorder Kathy Haldeman.

Kathy Renfro, Carbondale Park District Director, spoke of a possible upcoming bond investment opportunity for the Super Splash Park. The bond is expected to be available between \$300,000 - \$500,000 and is expected to be available on a 3-year term. Ms. Renfro should know in approximately August the finalized details. Patrick Donnelly of Graystone Consulting explained the bond purchase procedures and options. Mr. Donnelly will consult with the financial representatives from both the Pension Fund as well as the Park District.

Don Ursini entered the meeting at 9:15 a.m.

Kathy Renfro exited the meeting at 9:15 a.m.

Patrick Donnelly of Graystone Consulting presented the Investment Review for period ending December 31, 2015. Mr. Donnelly recommended moving funds from Emerging Markets into Cash. Motion made by Mike Hertz to cut the investments in Emerging Markets in half and move into Cash. Motion seconded by Deborah McCoy. ROLL CALL VOTE: Ted Lomax – AYE, Mike Hertz – AYE, Don Ursini – AYE, Deborah McCoy – AYE. AYES: Four; NAYS: None. Motion declared carried.

Patrick Donnelly stated that they had mailed out the NCPERS Code of Conduct form but have not yet heard back from any of the managers. They will resend the form.

Patrick Donnelly will bring back Investment Policy amendment language regarding the investment of a portion of the fund's investments in a local bank at the next meeting.

Patrick Donnelly exited the meeting at 10:00 a.m.

The Board took a break at 10:00 a.m.

The meeting reconvened at 10:05 a.m.

MINUTES OF PREVIOUS MEETING

Motion made by Mike Hertz to approve minutes of the October 27, 2015 meeting. Motion seconded by Don Ursini. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

TREASURER'S REPORT

Don Ursini and Becky Applegate presented the Treasurer's Report and Market Value Comparison for period ending December 31, 2015. Investments showed an increase of \$571,109 since September's statement. \$680,752 in real estate tax monies have been received for 2015. Motion made by Deborah McCoy to accept the Treasurer's Report as presented and approve expenses totaling \$419,695.80, of which \$398,380.17 was payroll. Motion seconded by Mike Hertz. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried. See attached Expense Report for details.

UNFINISHED BUSINESS

None

NEW BUSINESS

Ted Lomax stated that Firefighter Wesley Clemmons resigned January 5, 2016. Mr. Clemmons requested his contributions to be paid to him, \$22,001.08 minus taxes. Motion made by Mike Hertz to pay Wesley Clemmons his pension fund contributions in the amount of \$17,600.86. Motion seconded by Don Ursini. ROLL CALL VOTE: Ted Lomax – AYE, Mike Hertz – AYE, Don Ursini – AYE, Deborah McCoy – AYE. AYES: Four; NAYS: None. Motion declared carried. A check was mailed to Mr. Clemmons on January 26, 2016.

Ted Lomax stated that elections for one active fire department member seat will be held in April. Mr. Lomax's seat is up for election.

Don Ursini stated that he is retiring effective Friday, January 29, 2016. Mr. Ursini will inform Mayor Henry of his resignation. Ted Lomax will contact Mayor Henry for a mayor appointed seat before the next meeting.

ANNOUNCEMENTS AND ADJOURNMENT

Motion made by Mike Hertz to adjourn at 10:20 a.m. Motion seconded by Ted Lomax. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Don Ursini, and Deborah McCoy. NAYS: None. Motion declared carried.

The next meeting is scheduled for April 26, 2016 at 9:00 a.m.

Mike Hertz, Secretary



POLICE PENSION BOARD
May 17, 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, May 17, 2016, at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Mark Goddard called the meeting to order at 1:42 p.m.

Roll Call

Present: Jeff Davis, Mark Goddard, and Tony Williams.

Absent: Paul Echols and Don Priddy.

Acknowledgement of Guests

Also present were Deputy City Clerk Clair Hayes, Senior Accountant Becky Applegate, Pension Board Attorney Dennis Orsey, Patrick Donnelly of Morgan Stanley and Nefeteria Brewster of the Southern.

2. Seating of New Board Member

Finance Director Jeff Davis is attending his first meeting as a newly appointed member. He replaces Don Ursini who resigned from the Board. His term will expire on May 8, 2018.

3. Reading / Approval of Minutes

a.) *Regular meeting minutes from April 19, 2016*

MOTION: J. Davis moved, T. Williams seconded, that the regular meeting minutes from the meeting held on April 19, 2016 be accepted. All voted Aye. No nays. Motion declared carried.

b.) *Open and closed special meeting minutes from April 25, 2016*

Tony Williams stated that he was unable to provide the open and closed meeting minutes from April 25, 2016 at this time. It was asked if this item could be tabled until the next scheduled meeting.

MOTION: T. Williams moved, J. Davis seconded, that approval of the open and closed meeting minutes from the special board meeting held on April 25, 2016 be tabled until the next meeting on June 21, 2016. All voted Aye. No nays. Motion declared carried.

4. Bills

a) *Illinois Department of Insurance – Compliance Fee*

MOTION: T. Williams moved, J. Davis seconded, to pay the Illinois Department of Insurance compliance fee in the amount of \$4432.04. VOTE: Ayes: J. Davis, M. Goddard, and T. Williams. Nays: None. Motion declared carried.

b) *Dennis J. Orsey, P.C.*

MOTION: J. Davis moved, T. Williams seconded, to pay fees for Board Attorney Dennis Orsey, P.C. in the amount of \$4652.10. VOTE: Ayes: J. Davis, M. Goddard, and T. Williams. Nays: None. Motion declared carried.

c) *Attorney Scott Hendricks*

MOTION: J. Davis moved, T. Williams seconded, to pay fees for Attorney Scott Hendricks in the amount of \$2554.84. VOTE: Ayes: J. Davis, M. Goddard, and T. Williams. Nays: None. Motion declared carried.

d) *Southern Reporting (Vaughn hearing transcript)*

MOTION: J. Davis moved, T. Williams seconded, to pay the fees for court reporting to Southern Reporting in the amount of \$1167.90. VOTE: Ayes: J. Davis, M. Goddard, and T. Williams.

Nays: None. Motion declared carried.

e) *Others*

None

5. Treasurer's Report

Treasurer's report was given by Finance Director Jeff Davis through April 30, 2016. Questions and comments from the Board were addressed by Jeff Davis.

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

6. Investment Report

Investment report was given by Patrick Donnelly of Morgan Stanley. Questions and comments from the Board were addressed by Patrick Donnelly.

DISCUSSION: The Board discussed which account would be best to withdraw cash from to last until October 2016 when other forms of revenue are available to the pension fund. It was suggested that enough money be withdrawn to last from June through September 2016.

MOTION: J. Davis moved, T. Williams seconded to withdraw up to \$160,000.00 per month from June through September of 2016 pulled from emerging markets and Clearbridge on an equal basis. VOTE: Ayes: J. Davis, M. Goddard and T. Williams. Nays: None. Motion declared carried.

MOTION: T. Williams moved, J. Davis seconded to accept the Investment report as presented. All voted aye. No nays. Motion declared carried.

7. New Business

a.) *Review and approve Jeffrey Vaughn's annual disability review Decision and Order (if available)*

Board Attorney Dennis Orsey reported that the decision and order is not yet prepared, but will be available at the next scheduled board meeting. D. Orsey would like the minutes to show that he has delivered the transcript from Jeffrey Vaughn's review to the Board for it to be placed on file.

b.) *Discuss engagement letter with Kerber, Eck and Braeckel regarding the preparation of the annual audit, Annual Statement and Interrogatories.*

DISCUSSION: The Board discussed what the engagement letter entails.

MOTION: J. Davis moved, T. Williams seconded to approve the engagement letter from Kerber, Eck and Braeckel regarding the preparation of the annual audit, annual statement, and interrogatories.

VOTE: Ayes: J. Davis, M. Goddard and T. Williams. Nays: None. Motion declared carried.

c.) *Discuss Illinois Department of Insurance new Security Administrator Authorization Form required to be on file with the IDOI no later than August 1, 2016.*

Senior Accountant Becky Applegate reported that this has already been completed and filed.

8. Old Business

a.) *Discuss Shawnee Health Service new contract for independent medical examinations for disability purposes.*

DISCUSSION: The contract should be signed by the pension board president rather than the finance director since 100% of the cost comes from the police pension fund. A copy of the contract signed by the pension president should be sent to Shawnee Health Services with a letter stating that this will be the practice from now on.

MOTION: T. Williams moved, J. Davis seconded to accept the contract with Shawnee Health Services for independent medical examinations for disability purposes. VOTE: Ayes: J. Davis, M. Goddard and T. Williams. Nays: None. Motion declared carried.

b.) *Discuss status of requested information regarding annual disability review files for Phillips; Snyder; Sykes and Rice.*

DISCUSSION: The Board discussed the process for handling the annual disability review files. Board Attorney Dennis Orsey briefly outlined and recommended a procedure that is currently being utilized by another pension board that he represents. The board has directed D. Orsey to follow his recommended procedure.

MOTION: T. Williams moved, J. Davis seconded to follow the annual disability review process as outlined by Board Attorney Dennis Orsey. VOTE: All voted aye. No nays. Motion declared carried.

c.) *Status of retired trustee election*

Letters notifying retired pension members of the election will be mailed out Friday, May 20, 2016. The letter will include a listing of all eligible members who can run or be nominated. Deadline for responses will be Friday, July 8, 2016.

9. Public Comments

None

10. Application for Membership

None

11. Application for Benefits

None

12. Adjournment

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

Meeting adjourned at 4:02 p.m. Next meeting scheduled for Tuesday, June 21, 2016 at 1:30 p.m.

Respectfully Submitted,

Anthony Williams
Carbondale Police Pension Board Secretary
AW/clc