



Agenda Item Details

Meeting	Aug 30, 2016 - Local Liquor Control Commission and Regular City Council Meeting August 30, 2016
Category	6. Consent Agenda of the City Council
Subject	6.12 Acceptance of Minutes of Boards, Commissions, and Committees
Type	Action (Consent)
Recommended Action	The City Council is requested to accept the approved minutes of Boards, Commissions, and Committees and place them on file.

Originating Department:

Background:

Attached are approved minutes for the Council's acceptance from the following Boards, Commissions, and Committee meetings:

- Liquor Advisory Board - July 12, 2016
- Police Pension Board - July 19, 2016
- Sustainability Commission - May 19, 2016 and July 21, 2016
- NBU Employees Personnel Board - May 25, 2016

[LAB Minutes 2016-07-12.pdf \(29 KB\)](#)

[07.19.2016 Police Pension Board Minutes.pdf \(87 KB\)](#)

[Sustainability Commission Minutes 2016.05.19.pdf \(69 KB\)](#)

[Sustainability Commission Minutes 2016.07.21.pdf \(69 KB\)](#)

[NBU Employees Personnel Board Minutes 2016.05.25.pdf \(107 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda which lists several items for approval by the City Council with a single motion. Consent agenda items are usually matters that are routine in nature or considered to be uncontroversial. Items may be removed from the consent agenda at the request of any City Council member.



Liquor Advisory Board July 12, 2016

The City of Carbondale's Liquor Advisory Board held a meeting on Thursday, July 12, 2016, in Room 103 of the Carbondale Civic Center, 200 South Illinois Avenue. Don Monty called the meeting to order at 5:32 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: Tasis Karayiannis, David Cisco, and Donald Monty

Absent: John Mills, Steve Payne, Mark Robinson

A quorum was available to take action on the agenda items. City Staff present for the meeting included City Clerk Jennifer Sorrell, Fire Inspector Tom Manis, and Lieutenant Matt Dunning.

2. Approval of minutes from May 19 and June 2, 2016

Tasis Karayiannis moved, David Cisco seconded, to approve the minutes of May 19 and June 2, 2016. VOTE: All voted aye; motion declared carried.

3. Applications for three Class F1 liquor licenses (temporary – beer and wine only) for Carbondale Tourism on August 13, August 26, and October 21, 2016

Cinnamon Smith was present to respond to Board inquiries. She noted that a special events committee was being developed through Tourism which will include the input of various Carbondale organizations. These will be free events with the exception of food or beverage vending. [The August 13 event is the last event of the summer before the students return. It is specifically a community based event targeting the local citizens. Events on August 26 will be a part of the Live on Main series that began in June of 2015. Its purpose is to raise funds to offset the operational costs for the October event. October's event will focus on entertainment for the SIU Homecoming visitors. Communication with SIU is open in order to avoid scheduling conflicts.]

Board inquiries and comments included the significance of an email from the Newell House [showing support for the event which will be in front of and near their business] and concerns about parking availability for the August 13 event [they are seeking to work with SIU and noted available on street parking, as well as near the railroad tracks.]

David Cisco moved, Tasis Karayiannis seconded, to approve applications for three Class F1 liquor licenses (temporary – beer and wine only) for Carbondale Tourism on August 13, August 26, and October 21, 2016. VOTE: All voted aye; motion declared carried.

4. Application for a Class A2 liquor license from Sabor de Mel, LLC d/b/a Sabor de Mel at 607 South Illinois Avenue

Melba Gastal was present to respond to Board inquiries. The applicant noted that she had previously been approved for a liquor license, but there were one of two requirements that she had to meet: either she had to have a citizen operating as the agent or to establish a company which could hold the liquor license in her stead.

Board inquiries and comments included the menu [same menu with minimal changes], the increase in the size of the facility [she will be hiring additional staff], clarification about the source of funding for the business [self-financed], the issues with the fencing obscuring the business itself [she is working with the owner to find a way to make it more visible], how would dancing be accommodated [the dancing would occur in the outdoor café area It was noted that this is located at the former Melange restaurant], what type of music would be played [currently unsure of the type of music].

Tasis Karayiannis moved, David Cisco seconded, to recommend approval of the application for a Class A2 liquor license from Sabor de Mel, LLC, contingent upon receipt of outstanding items. VOTE: All voted aye; motion declared carried.

5. Application for a Class A2 liquor license from Chango's, Inc. d/b/a Chango's at 519 South Illinois Avenue

Emmanuel Lopez Cortes was present to respond to Board inquiries. Mr. Cortes indicated that the business would serve fast food with a simple menu.

Board inquiries and comments included when meal service would occur [the whole time that the business is operational], if there would be seating outdoors [he does not want to include outdoor seating], noting that the applicant is responsible to prevent drunk customers and blocking of the road [acknowledged], would the business be the same as Mr. Ramirez' [no, different menu], remarks on the start-up costs [the owner left the equipment which helped his costs], and noted that vehicle delivery of alcohol was prohibited.

Lieutenant Dunning asked if there would be private parties at this location and the applicant stated that there would be no private parties.

David Cisco moved, Tasis Karayiannis seconded, to recommend approval of the application for a Class A2 liquor license from Chango's Inc., contingent upon receipt of outstanding items. VOTE: All voted aye; motion declared carried.

6. Citizens' Comments

None.

Next meeting scheduled for August 4, 2016.

7. Adjournment

Meeting adjourned at 6:03 p.m.

Jennifer R. Sorrell, City Clerk

Date Approved



POLICE PENSION BOARD
July 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, July 19, 2016, at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Mark Goddard called the meeting to order at 1:35 p.m.

Roll Call

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

Absent: Paul Echols

Acknowledgement of Guests

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

2. Public Comments

None

3. Reading / Approval of Minutes

Regular board meeting minutes from June 21, 2016.

MOTION: D. Priddy moved, T. Williams seconded, to accept the regular board meeting minutes from June 21, 2016. All voted Aye. No nays. Motion declared carried.

4. Correspondence

None

5. Bills

A. Bill from Dennis J. Orsey, P.C. for services totaling \$2664.27.

MOTION: T. Williams moved, J. Davis seconded, to pay Dennis J. Orsey, P.C. for his services totaling \$2664.27. VOTE: Ayes: J. Davis, M. Goddard, D. Priddy and T. Williams. Nays: None. Motion declared carried.

B. Bill from Dr. Steven Sampson for Daniel Rice's records in the amount of \$52.85.

MOTION: T. Williams moved, D. Priddy seconded, to pay Dr. Steven Sampson for Daniel Rice's records in the amount of \$52.85. VOTE: Ayes: J. Davis, M. Goddard, D. Priddy and T. Williams. Nays: None. Motion declared carried.

C. Others

None

6. Treasurer's Report

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

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

7. Investment Report

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

MOTION: T. Williams moved, D. Priddy seconded, to accept Patrick Donnelly's investment report. All voted aye. No nays. Motion declared carried.

8. Old Business

A. *Discuss status of retired trustee election.*

This item was addressed at the last pension board meeting.

B. *Discuss status of annual disability reviews of Phillips, Sykes, Snyder and Rice:*

Letters were mailed out and doctor appointments were made for Phillips, Sykes, Snyder and Rice. Other provisions will need to be made for Phillips since she has relocated to California.

C. *Discuss mandatory OMA/FOIA annual training for OMA/FOIA Officer (Tony Williams).*

T. Williams has completed the FOIA training and informed the Board that he will be completing the OMA training as soon as possible.

D. *Report status of mandatory trustee training for all board members.*

- T. Williams and M. Goddard are scheduled for 8 hours of training at John A. Logan College in November.
- D. Priddy & P. Echols recently completed an 8 hour training course in Edwardsville and received their certificate of completion.
- J. Davis will begin his 32 hour pension trustee training in August.

9. New Business

A. *Election of Board Officers (President, Vice President, Secretary, Asst. Secretary)*

The current roster of Board Officers is: Mark Goddard – President, Paul Echols - Vice President, Tony Williams - Secretary, Don Priddy - Assistant Secretary.

The floor was open to nominations. None of the Board members objected to being nominated for a Board Officer position. J. Davis gave a nomination slate of current officers for President, Vice President, Secretary and Assistant Secretary as it currently stands. No other nominations were made.

MOTION: J. Davis moved, D. Priddy seconded, to close the nominations and elect the nominated slate of officers as announced by acclamation. All voted aye. No nays. Motion declared carried.

B. *Discuss status of Audit and preparation of Annual Statement and interrogatories due to the Illinois Department of Insurance October 30, 2016*

The Board discussed the process of the audit and annual statement preparation. It was suggested that the Board review and approve the draft documents in September before they are filed in October.

C. *Review and approve new Investment Policy & Guidelines.*

A proposed draft of changes to the Investment Policy & Guidelines was handed out. The Board compared the new proposed changes to the current policy & guidelines. Questions, comments, and concerns were discussed and addressed across the Board. It was agreed by the Board members to table approval of the proposed changes to the Investment Policy & Guidelines.

MOTION: D. Priddy moved, T. Williams seconded, to table approval of the proposed changes in the Investment Policy & Guidelines until the next scheduled pension meeting. All voted aye. No nays. Motion declared carried.

A brief break was observed at 3:05 p.m. The meeting resumed at 3:12 p.m.

D. Discuss annual disability review of Jeffrey Vaughn.

Currently Dr. Ripperda serves as the Board's annual disability review physician. It was recommended to the Board to select a board certified doctor who is specific to Vaughn's injury.

There was a discussion about Jeffrey Vaughn's condition.

MOTION: D. Priddy moved, T. Williams seconded to send Jeffrey Vaughn to an annual disability review and direct Board Attorney Dennis Orsey to find and report a board certified specialist. All voted aye. No nays. Motion declared carried.

10. Application for Membership

None

11. Application for Benefits

None

12. Adjournment – (Next meeting date is Tuesday, August 16, 2016 @ 1:30 p.m.)

MOTION: T. Williams moved, D. Priddy seconded, that the meeting be adjourned. All voted Aye. No nays. Motion declared carried. Meeting adjourned at 3:50 p.m.

Respectfully Submitted,

Anthony Williams
Carbondale Police Pension Board Secretary
AW/clc

MINUTES
City of Carbondale Sustainability Commission
Thursday, May 19, 2016
City Hall / Civic Center – 6:00 p.m.

1. **Roll Call:** Ms. Gary called the meeting to order at 6:03 p.m.
- Members Present:** Ms. Gary, Mr. Kunath, Mr. Beck, Ms. Shimada, Ms. Wagner, Ms. Sockow, Mr. Thorne, M r. Grant
- Members Absent:**
- Staff Present:** Loren Polley
- Others Present:** Ed Ford, Ryan Cramberg
- Minutes:** Motion by Ms. Wagner, 2nd by Ms. Sockow, all in favor, of approval of March 17, 2016, 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, Graduated trash fee, Polystyrene Foam, Plastic bag ban

New Business: Ryan Cramberg and Ed Ford discussed the Southern Illinois Rights Project. The conversation was about corporations and how they affect local communities. Motion by Ms. Sockow, 2nd by Ms. Wagner, with one abstain, to have the American Progress Bag Alliance come give a presentation.

Citizen Comments:

Commission Comments:

Adjournment: With no further business to be conducted the meeting was adjourned at 7:08 PM.

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

MINUTES
City of Carbondale Sustainability Commission
Thursday, July 21, 2016
City Hall / Civic Center – 6:00 p.m.

1. **Roll Call:** Ms. Gary called the meeting to order at 6:06 p.m.
- Members Present:** Ms. Gary, Mr. Kunath, Mr. Beck, Ms. Shimada, Mr. Thorne
- Members Absent:** Mr. Grant, Ms. Wagner, Ms. Sockow
- Staff Present:** Loren Polley
- Others Present:** Ed Ford, Sarah Heyer from KCB, Greg Sprague, Phil Kozenski from Novolex

Minutes: No Motion for approval of May 19, 2016, minutes

2. **Communications:**

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

Old Business: Polystyrene Foam, Plastic bag ban

New Business: Phil Kozenski from Novolex gave a presentation about the recyclability of plastic bags.

Citizen Comments:

Commission Comments:

Adjournment: With no further business to be conducted the meeting was adjourned at 7:06 p.m.

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



Non-Bargaining Unit Employees Personnel Board Meeting May 25, 2016

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Wednesday, May, 2016, in Conference Room A of the Civic Center, 200 S. Illinois Avenue. Mr. Bryant and Mr. Taylor chose not to run for re-election, leaving the Board without a Chair and Vice Chair.

Motion was made by Mr. Doherty and seconded by Mr. Vaught to call the meeting to order.
VOTE: Yes - Chamness, Doherty, Kemp, McCoy, Vaught, Welch. No - 0. Motion passed.

Motion was made by Mr. Doherty and seconded by Mr. Welch to nominate Mr. Chamness as Chair.
VOTE: Yes - Chamness, Doherty, Kemp, McCoy, Vaught, Welch. NO - 0 Motion passed.

The meeting was called to order at 2:05 p.m., by Chair Dave Chamness.

2. Roll Call

Present: David Chamness, Jeffrey Doherty, Corey Kemp, Sandy McCoy, Chuck Vaught, Harvey Welch

Absent: Amber Ronketto

Administrative Services Director/Human Resources Manager Deborah McCoy and City Attorney Jamie Snyder were also present.

3. Approval of Minutes

Motion was made by Mr. Welch and seconded by Mr. Doherty to approve the minutes of the March 15, 2016, meeting. VOTE: Yes - Chamness, Doherty, McCoy, Vaught, Welch. No – 0.
Abstained - Kemp. Motion passed.

4. Old/Unfinished Business

A. Vacation

Mr. Doherty reminded the Board that rewording of the vacation policy was requested in order to be in compliance with state law 820 ILCS 115/5. It was the consensus of the Board that the proposed policy change be presented to the City Council as soon as possible, employees be notified, and payouts be made.

B. Conversion to Sick Leave

Mr. Bryant indicated that Mr. Kimmel was asked to draft a proposal that would allow employees the option to convert excess vacation leave to sick leave, but the Board did not receive the proposal. The proposal was to be part of the new vacation policy, and not the existing Sick Leave Buy Back program. City Attorney Snyder was asked to prepare a proposal.

C. Time Donation

The City Manager is not in support of such a policy and will issue a memo regarding such requests.

D. Employment Development

Mr. Doherty indicated that as long as there is an Administrative Policy that supports the NBUE rules, details could be covered administratively. There was discussion about whether or not reimbursing employees after grades are received would be a deterrent to employees pursuing educational development. It was suggested that there be an agreement allowing the City to deduct amounts owed to the City from the employee's final pay check or checks. The Board suggested that there be an application that requires the employee to state how the course/coursework benefits the City.

Motion was made by Mr. Doherty and seconded by Mr. Welch to recommend to the City Manager that an Administrative Policy be developed describing the benefits available in Chapter 14, and an application be developed that employees would be required to submit for reimbursement.

VOTE: Yes – Chamness, Doherty, Kemp, Vaught, Welch (Ms. McCoy was not present during the vote).
No – 0. Motion passed.

E. Employee "Good Idea" Incentive Program

The Board agreed that the program was a good idea and recommended the Suggestion Award Program proposal be forwarded to the Employee Recognition Committee.

5. New Business

A. Election of Vice-Chair

Motion was made by Mr. Welch and seconded by Mr. Kemp to nominate Ms. McCoy as Vice Chair.

VOTE: Yes - Chamness, Doherty, Kemp, Vaught, Welch. No - 0 Motion passed.

6. Public Comments & Questions

The Board expressed its appreciation to Mr. Bryant for his leadership and generosity as Chair of the NBUE Board.

The Board agreed to make an effort to meet on a quarterly basis.

7. Announcements

None

8. Adjournment

Motion was made by Ms. McCoy and seconded by Mr. Kemp to adjourn. Meeting adjourned at 3:00 p.m.

Recorded by:
Deborah McCoy, Administrative Services Director & HR Manager

Approved by the Board: _____

NON-BARGAINING UNIT EMPLOYEES PERSONNEL BOARD
REQUEST FOR ACTION

DATE:
ITEM NO.

Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on May 25, 2016. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____