

Request for City Council Action

Date: January 7, 2014

Agenda Section: Consent Agenda No. 5	Originating Department: City Clerk's Office
Item: Acceptance of Minutes of Boards, Commissions and Committees No. 5.4	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 sets of minutes and place them on file:

Carbondale Public Library Board of Trustees – November 13, 2013

Planning Commission – November 6, 2013

Liquor Advisory Board – November 7, 2013

Foreign Fire Insurance Board – October 10 and November 20, 2013

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 Public Library Board of Trustees

Wednesday, November 13, 2013

4:30 p.m.

Meeting Room
405 West Main St.

MINUTES

Call to order.

The meeting was called to order at 4:30 p.m.

Roll call.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

Present.

Roland Person, President (1)

Philip Brown, Vice President

Susan Tulis, Secretary

Joyce Hayes

Barbara Levine

Sharifa Stewart (1)

Harriet Simon (1)

Absent.

Don Prosser, Treasurer (2)

Julian Pei (1 + 2 excused)

The number following the Trustee's name indicates the number of absences this fiscal year.

Staff present.

Diana Brawley Sussman, Library Director

Gwen Hall, Finance Manager

Visitors present.

Harlan M. Bohnsack, Architect, H. Michael Bohnsack Architects

Hannah E. Henke, Designer, H. Michael Bohnsack Architects

President's report.

Harlan Bohnsack presented on progress of the Live & Learn grant construction project. He reported that Wasco Skylight Company has the combined subcontract for the frame and skylight for the entryways. Discussed color selection for canopy structures. Samples will be available later this week. Board members are welcome to stop by to let the Director know what they think of the sample colors. They decided by consensus, that ultimately the color would be the Director's decision in consultation with the architect.

The board reviewed carpet samples for four colors of carpet. Based on a poll, the board chose Brick Yard (earth-tones, predominantly brown). Staff and patrons were polled prior to the board meeting. The Director explained that, looking at the total "tally" from board members, patrons, and staff, 13 people (including 6 staff) preferred the winning Brick Yard color, 12 people (5 staff) preferred Tannery (deep purple-brown tones), 11 people (6 staff) preferred Water Mill (blue tones), 5 people (2 staff) preferred Iron Works (gray tones).

Secretary's report.

1. Approval of the October 9, 2013 minutes. Some corrections are needed: list roll call time just once; remove Julian Pei and Don Prosser from "present" list; correct spelling of "Manager". Joyce Hayes made a motion to approve the minutes as amended. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

No correspondence. The board looked at photos from library programs.

Financial report.

1. Approval of bills payable up to and including bills due November 16, 2013 to December 15, 2013. Philip Brown made a motion to approve payment of bills payable. Harriet Simon seconded. MOTION passed unanimously.

2. Acceptance of the financial report for October 2013. Finance Manager Gwen Hall reported that the library recently received another \$448,000 in property tax revenue. The board discussed the financials. Harriet Simon made a motion to accept the financial report. Joyce Hayes seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction.

a. Carpet selection. See President's Report.

b. Closing library and/or limiting hours and services as needed. Discussed closing during carpeting and tiling. We are aiming for a five day closure, January 6-10, but we'll need to remain flexible as many factors affect construction. The Director will come up with a combination of snow-day pay and on-duty rotation so that there is a constant staff presence for security reasons, perhaps with some incentive for those who work to make it fair. Some employees have projects that can be accomplished when the library is closed, while others do not.

c. Other.

2. Security cameras. Installation is more expensive than anticipated because we don't have drop ceilings. The estimated total for a wired system with seven cameras, plus installation is \$8,820. We can get wireless systems with eight cameras for \$1,836 and the installation would be much less expensive. We are looking into whether wireless cameras will work, and will give us a satisfactory picture quality.

3. 11 Days for Peace / Compassionate City Campaign. The Peace and Compassion Reception was a success, with about 90 participants. The Acting Chair of the Carbondale Human Relations Commission has agreed to help us draft a Compassionate Cities proposal to present to City Council.

- The raffle at the That House exhibit/event reimbursed the library \$104.00, which covers all but \$16 of the Varsity and raffle fees. It was a very affordable program with an estimated attendance of 350 people.

- Part Time Circulation Clerk Brenda Owens retired. We filled the position with Jeff Sheppard. He has a BA in Radio and TV, a good grasp of technology, and library experience. His family is receiving the Family of the Year Award at the Boys & Girls Club of Carbondale this week.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

None.

Adjournment.

Adjourned at 5:33 pm

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Next Board Meetings for 2013 (all in Public Library meeting room, 4:30 p.m.): December 11.

MINUTES



Carbondale Planning Commission
Wednesday, November 6, 2013
Room 108, 6:00 p.m.
City Hall/Civic Center
7:00 p.m.

Mr. Grant called the meeting to order at 6:25 p.m.

Members Present: Anz, Grant, Kang, Love, Lilly (6:24)
Bradshaw (ex-officio)

Members Absent: Barke, Hunsaker, McClurg

Staff Present: Taylor, Sergeev

Approval of Minutes:

Ms. Lilly moved, seconded by Mr. Kang, to approve the minutes of September 18, 2013.
The motion to approve the minutes passed on a unanimous voice vote.

Report of Officers, Committees, Communications:

None

Public Hearings:

- A. PC 14-10,** Louie Cecil is requesting to rezone 2.5 acres from AG, General Agriculture, to RR, Rural Residential, for property located at 8865 South Giant City Road.

Mr. Grant declared Public Hearing PC 14-10 open and asked Mr. Taylor to read the legal notice.

Mr. Taylor read the legal notice.

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

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

Mr. Grant asked if there were any questions of staff.

There were none.

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

The applicant was present, but did not wish to speak.

Mr. Grant asked if anyone wished to speak in favor of the application.

There was no one.

Mr. Grant asked if anyone wished to speak in opposition to the application.

There was no one.

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

Ms. Sergeev read parts C and D of the staff report, with a recommendation to approve the application for PC 14-10.

Mr. Grant asked if Commissioners had any questions for staff.

There were none.

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

There were none.

Mr. Grant closed the public hearing for PC 14-10 and asked for a motion on the findings of fact.

Mr. Kang moved, seconded by Ms. Lilly, that the Commission accept as findings of fact Parts A and B of the staff report for PC 14-10, that the applicant was present and that no one spoke in favor or in opposition.

The motion passed on a unanimous voice vote.

Mr. Grant asked for a recommendation to the City Council.

Mr. Kang moved, seconded by Ms. Lilly, that the Commission recommend approval of PC 14-10.

Roll Call Vote:

Yes – 5 (Anz, Grant, Kang, Lilly, Love)

No - 0

6. New Business

A. Proposed Meeting Schedule for Calendar Year 2014

Mr. Grant asked if anyone wished to discuss the calendar.

No one had any discussion.

Mr. Grant asked for a motion to approve it.

Mr. Love moved, seconded by Mr. Kang, to approve the 2014 meeting calendar.

The motion was approved by a unanimous voice vote.

B. City Council Agendas of October 8, October 22, and November 5, 2013

Ms. Bradshaw reviewed the agendas as related to Planning Commission activities and other items of interest.

7. Adjournment

Mr. Grant adjourned the meeting at 6:39 p.m.



Liquor Advisory Board November 7, 2013

The City of Carbondale's Liquor Advisory Board held a meeting on Thursday, November 7, 2013, in Room 103 of the Carbondale Civic Center, 200 South Illinois Avenue. Vice-Chair Mills called the meeting to order at 5:30 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: John Mills, Steve Payne, Joyce Webb, Tasis Karayiannis, Sarah O'Dell, and Emily Loehmer

Absent: Mark Robinson

A quorum was available to take action on the agenda items. City Staff present for the meeting included City Clerk Jennifer Sorrell and Deputy Chief Jeff Grubbs

2. Approval of Minutes

J. Webb moved, T. Karayiannis seconded, to approve the minutes from August 1, 2013. VOTE: All voted aye, motion declared carried.

3. Consideration of an application for a Class A2 BG (Restaurant - all alcoholic liquors - with Beer Garden/Outdoor Café) from Flame Eatery & Wine Bar, LLC, d/b/a Flame Eatery & Wine Bar, at 501 East Walnut Street

Shawn Williams, owner and manager, was present to answer questions from the Board. Mr. Williams indicated that the operation would continue to operate as a restaurant/bar. J. Mills asked if the applicant intended to have music outdoors in the beer garden/café and the applicant indicated no. He discussed his plans for the menu which includes steaks, pasta, and seafood, along with an extensive appetizer menu, which he will be calling "shareables." J. Mills asked about the applicant's experience with alcohol and his plans to provide BASSET training for his employees. Mr. Williams indicated that he has experience in the restaurant business and with alcohol sales due to his prior association with the Newell House and noted that his policy is that any employee who comes in contact with a guest will be trained. When asked about any plans for changes to the layout of the building, the applicant replied that it would largely stay the same, but would include a private room for meetings where the salad bar used to be located. Mr. Williams indicated that his kitchen would stop full-menu service around 10:00 p.m. T. Karayiannis remarked on his familiarity with the location and wished him luck.

MOTION: J. Webb moved, T. Karayiannis seconded, to recommend approval of an application for a Class A2 BG liquor license to Flame Eatery & Wine Bar at 501 East Walnut Street, contingent upon receipt of outstanding items. VOTE: All voted aye, motion declared carried.

4. Consideration of an application for a Class A1 BG (Restaurant – beer and wine only – with Beer Garden/Outdoor Café) liquor license from Sy Moon, Inc., d/b/a Mélange Café, at 607 South Illinois Avenue

Sunyoung Moon and Wanki Moon were present to answer questions from the Board. Mr. Moon indicated that the menu would be predominantly sandwiches, soups, salads and coffee and that the business would close at 9:00 p.m. J. Mills asked if the hours would be different for the weekend and Mrs. Moon stated that the business would be closed on Sundays and keep the regular 9:00 closing on

Saturdays. J. Mills explained to the Board that the application was for beer and wine sales only. J. Mills asked about any remodeling plans and Mr. and Mrs. Moon indicated that they had no plans for remodeling, but had spent the majority of the summer cleaning the location. J. Webb stated she was happy to see that the restaurant would be back in operation and asked how long the building had been empty. The applicants indicated 2 or 3 years. J. Mills commented that the financial information section of the application does not really request much detail to determine if there was sufficient operating capital beyond the funds required for the initial start of business. J. Mills asked about the prior experience of the applicants in operating a restaurant. Mr. Moon stated that his wife had opened Kaya ten years ago, but had sold the business after three years. J. Webb asked when the business would be open and Mr. Moon indicated that it was already open.

MOTION: S. O'Dell moved, J. Webb seconded, to recommend approval of the request for a Class A1 BG liquor license for Sy Moon, Inc., d/b/a Mélange Café, at 607 South Illinois Avenue, pending receipt of all outstanding items. VOTE: All voted aye; motion declared carried.

Following the vote, Mr. Mills stated from his personal perspective that it might be nice to lower the exterior wall facing the road so that customers could watch the world go by. Mr. Moon indicated that he does not like it either, but was not able to make that change. T. Karayiannis remarked it might be the owner's idea.

5. Review of First Quarter Reports for the 2013-2014 Liquor License Year

The Board individually reviewed the reports for a moment. T. Karayiannis noted that the larger places received some violations and that the few citations for service to a minor were a greater concern than for those citations issued to individuals in possession of alcohol. He then commented that the numbers appear to be less than before.

S. Payne asked Deputy Chief Grubbs for his assessment of the reports. The Deputy Chief indicated that they aren't necessarily representative of the number of actual violations occurring on a daily basis, and that compliance checks are part of the duties for police, but at times there may not be a sufficient amount of time to perform such checks. He noted that as long as there are people under the age of twenty-one in a bar, there will be issues with underage drinking. Deputy Chief Grubbs remarked that it is not uncommon that the most popular venues will have the highest amount of violations due to a higher occupancy throughout the week and especially on the weekends. He noted it is easier for those underage to try to blend into the crowd when there are 200 to 300 people present than at smaller establishments. J. Webb asked Deputy Chief Grubbs about the use of altered IDs. He stated that there are some false IDs used, but the majority of those cited have legitimate IDs and are stamped "under 21." He noted that the police department has been in favor of some sort of wristband system, which might help make the individual more readily identifiable as being underage thereby making it more difficult for them to openly consume alcohol. J. Mills recalled that wristbands were used a long time ago. Deputy Chief Grubbs noted that it wouldn't eliminate underage drinking, but would make it more obvious to bar staff and police. J. Mills noted that it was used for the Pig Out. S. Payne asked if the Deputy Chief felt that the numbers were reasonable and he indicated that he feels some establishments do a better job of policing themselves and commended Ms. Sally Carter. He felt that the establishments could be more diligent and remarked on the negative occurrences which arise from alcohol consumption were of the biggest concern, such as fighting and bodily injuries. He noted beyond that, it was for the Board and Commission to determine what is acceptable in relation to the numbers. J. Mills asked the City Clerk to check with Janet Vaught or Jeff Doherty to find out when wristbands were used and why they were stopped. E. Loehmer asked a question regarding a month by month breakdown of citations per establishment and the City Clerk explained where the information was located. J. Mills commented on the effectiveness of changing the entry-age to 21 years of age during Polar Bear.

MOTION: J. Webb moved, T. Karayiannis seconded, to accept the First Quarter Reports for License Year 2013-2014 and forward them to the Liquor Commission for final approval. VOTE: All voted

aye; motion declared carried.

6. Additional New Business – Discussion Only

J. Mills remarked that he felt that the matter of sales of alcohol by convenience stores would be reappearing before the Board. He noted that the initial vote had been to deny those sales and since that time he has spoken with some people who are involved in the liquor business and for whom he has much respect, and they shared that they had experienced considerable business loss with allowing grocery store sales. Mr. Mills indicated that he is a firm believer in free enterprise, but at the same time he did not want to purposely drive anyone out of business. J. Mills and J. Webb briefly discussed Ms. Webb’s concern with sales from convenience stores. J. Mills noted that he had to rethink his position on what is good for the town. T. Karayiannis stated that liquor stores had lost business, as much as up to 30%. He commented that when he was operating a liquor store, he believed the City wanted liquor access to be difficult and that the way things are now, shoes stores may be able to sell. J. Mills, J. Webb, and T. Karayiannis commented on the difference between Carbondale and other nearby cities. T. Karayiannis expressed that eventually some stores will close. He remarked that liquor is not like any other business because it has a lot of constraints and expenses that other businesses don’t have. Mr. Karayiannis indicated that some people who bring up competition do not have an understanding of competition because they work for the government in some capacity. J. Mills stated that he had done some price checking and that some of the larger places were running things at cost. T. Karayiannis stated that licensees who have nation-wide businesses receive money back from the producer, allowing them to sell the product at cost and still make a profit. J. Mills indicated that as a business starts to struggle, they may look at cutting corners.

7. Adjournment

Meeting adjourned at 6:06 p.m.

Jennifer R. Sorrell, City Clerk

Date Approved

**CITY OF CARBONDALE, ILLINOIS
FOREIGN FIRE INSURANCE BOARD**

**MEETING MINUTES
5:00 PM, OCTOBER 10TH, 2013
FIRE STATION #1, 300 S. OAKLAND AVENUE**

PRESENT: CHIEF JOHN MICHALESKO, CAPTAIN MIKE RISHEL, ROB MILLER, SEAN SHERWOOD.
ABSENT: RON STOLZ, WESLEY CLEMMONS, DYLAN FAIRFIELD **GUESTS:** NONE

CALL TO ORDER

The meeting was called to order at 5:13 PM by Mike Rishel.

MINUTES OF PREVIOUS MEETING

A motion was made by John Michalesko to approve the previous meeting's minutes, second by Rob Miller and all in favor.

TREASURER'S REPORT

SEAN SHERWOOD REPORTED A BALANCE OF \$36,265.65 WITH OUTSTANDING EXPENDITURES TOTALING \$1,040.49, LEAVING A CURRENT AVAILABLE BALANCE OF \$31,225.16. OUTSTANDING EXPENDITURES INCLUDED A YETI COOLER, A CHAIN COME-ALONG AND MEDIACOM BILL.

UNFINISHED BUSINESS

Two items needed to be purchased including a Yeti cooler (\$429.99) and a chain come-along (\$120.00). Rishel's and Fairfield's boots had been taken back to Priority Sports and store credit was given. A motion was made by Mike Rishel to approve up to \$240.00 for two pair of boots for Rishel and Fairfield, Sean Sherwood seconds and all in favor.

NEW BUSINESS

A motion was made by Sean Sherwood to purchase three helmet lights for up to \$140.00 each, John Michalesko seconds and all in favor. Motion was made to purchase drip pans for grill for \$5.99 by Sean Sherwood, second by Rob Miller and all in favor. Sean Sherwood made a motion to purchase a grill brush for each station at \$10.00 each totaling \$20.00, John Michalesko seconds and all in favor. A motion was made to purchase a plastic tote for station 1 for \$2.98 by Sean Sherwood, second by Mike Rishel and all in favor. Sean Sherwood made a motion to buy a metal shelving unit for the kitchen at station 1 for \$165.43, Mike Rishel seconds and all in favor. Mike Rishel made a motion to continue to pay the Mediacom bill at the current rate and then restructure the services after moving into the new station, Rob Miller seconds and all in favor. A motion was made by Rob Miller to purchase a button maker for \$399.95 and a button cutter for \$179.95, Mike Rishel seconds and all in favor. A motion was made by John Michalesko to purchase three parkas for each Assistant Chief not to exceed \$1,000.00 for parkas and lettering, Rob Miller seconds and all in favor.

ANNOUNCEMENTS AND ADJOURNMENT

The next meeting to be scheduled for December 12th, 2013. Rob Miller made a motion to adjourn, Sean Sherwood seconds and all in favor at 5:45 PM.

Dylan Fairfield, Secretary

**CITY OF CARBONDALE, ILLINOIS
FOREIGN FIRE INSURANCE BOARD**

**SPECIAL MEETING MINUTES
5:00 PM, NOVEMBER 20TH, 2013
FIRE STATION #1, 600 E. COLLEGE**

PRESENT: CHIEF JOHN MICHALSEKO, CAPTAIN MIKE RISHEL, RON STOLZ, SEAN SHERWOOD.
ABSENT: ROB MILLER, WESLEY CLEMMONS, DYLAN FAIRFIELD. **GUESTS:** NONE.

CALL TO ORDER

Meeting was called to order by Sean Sherwood at 5:08 PM.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Rob Miller made a motion to subscribe to the Southern Illinoisan for a year for each station for \$439.92, Mike Rishel seconds and all in favor.

ANNOUNCEMENTS AND ADJOURNMENT

The next meeting is to be scheduled for December 12th, 2013. Ron Stolz made a motion to adjourn, Mike Rishel seconds and all in favor at 5:23 PM.

Dylan Fairfield, Secretary