

Request for City Council Action

Date: December 2, 2014

Agenda Section: Consent Agenda No. 5	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:

Carbondale Public Library Board of Trustees – September 10, 2014

Preservation Commission – September 15 and October 20, 2014

Planning Commission – October 15, 2014

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, September 10, 2014
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. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

Present.

Philip Brown, President
Barbara Levine, Vice President (2)
Susan Tulis, Secretary
Roland Person (1)
Don Prosser, Treasurer
Joyce Hayes (1)
Sharifa Stewart (3)
Harriet Simon (1)

Absent.

Julian Pei (5 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.

None.

President's report.

None.

Secretary's report.

1. Approval of the August 13, 2014 minutes. Roland Person made a motion to approve minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

1. Discussed businesses who'd requested a reduction in property value from the Jackson County Board of Review who were not satisfied with the results and have taken their request to the state board (PTAB). The board reiterated that in the past few years, several corporations have attempted to reduce their local tax burden by claiming that their property is worth less than its listed value. When they succeed, the tax burden shifts to the homeowners, who see their own property taxes increase.

Financial report.

1. Approval of bills payable up to and including bills due September 16, 2014 to October 15, 2014. Roland Person made a motion to pay these bills. Susan Tulis seconded. MOTION passed unanimously.
2. Acceptance of the financial report for September 2014. Gwen Hall explained that e-rate from Comcast came in. We have enough in reserves this year to avoid borrowing funds. Barbara Levine made a motion to approve the financial report. Harriet Simon seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. Looking for a second company to provide an estimate on replacing wooden fence along eastern perimeter. Minor repairs are needed to the garden wall. When revenue comes in we will need to look again at purchasing and wiring security cameras, improving outdoor lighting and other repairs. We have budgeted to resurface the parking lot in the spring.
2. Other. Discussed Community Cinema plans with WSIU this year, the 3Rs program to provide used books to prison libraries and other community services the library provides.

Looked at new website at carbondalepubliclibrary.org. By designing the site herself with help from Lazerware, our Technology Instructor Wendy Schoof saved the library about \$6,000. Roland Person made a motion that the board officially thank Wendy. Philip Brown seconded. MOTION passed unanimously.

Committee reports.

1. Report from Personnel Committee regarding Director's annual performance evaluation. Philip Brown gave report. Excerpt: "The committee concluded: Ms Sussman's answers on the evaluation form were thoughtful, well informed, and appropriately detailed. In responding to her answers, the vast majority of scores given by the 8 Trustees were "excellent." Of the very few scores that were not "excellent," none fell below "satisfactory." Not surprisingly, several Trustees also chose to comment, and spoke in glowing terms of Ms Sussman's performance over the past year.

One trustee's comment summed up her performance well: "We, the Board and the Community, continue to be fortunate that we have such a skilled, dedicated and energetic director of our library. We enjoy working together to improve all elements of library service to our community and patrons." With regard to resolving problems the library faces, another trustee conveyed confidence in her ability: "The director has been very astute in identifying strengths and weaknesses of the library's operation. She has most capably anticipated a number of issues and addressed them before they really became a problem. When faced with unexpected challenges, she has left no stone unturned in meeting them head-on."

2. Approval of August 27, 2014 Personnel Committee minutes. Harriet Simon made a motion to approve Personnel Committee minutes. Joyce Hayes seconded. MOTION passed unanimously.

Unfinished business.

2. Insurance: Board discussion and decisions regarding changes in coverage: Earthquake insurance; health insurance. Don Prosser made a motion to set the threshold for health insurance coverage at 30 hours. Susan Tulis seconded. Don Prosser explained that a person in the private sector (larger company) would get insurance at 30 hours, so it's a matter of fairness that we would reward our employees accordingly. It also follows the intent of the Affordable Care Act. MOTION passed unanimously.

Tabled discussion of our deductible for earthquake insurance until we can examine exact figures in November.

The Director pointed out that Mary Lou Brown from Cherry Insurance measured the Brush building herself and argued successfully on our behalf for full coverage from the insurance provider.

New business.

1. Resolution Authorizing the Filing of a Request for Intervention Before the Illinois Property Tax Appeal Board. Don Prosser made a motion to pass this resolution. Susan Tulis seconded. MOTION passed unanimously. 8 ayes. 0 nays. 1 absent.

Other.

None.

Adjournment.

Adjourned at 5:22pm

Next Board Meetings for 2014 (all in Public Library meeting room, 4:30 p.m.): October 8, November 12, December 10

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Diana Brawley Sussman, Library Director

MINUTES

**City of Carbondale Preservation Commission
Monday, September 15, 2014
City Hall/Civic Center – 7:00 p.m.**

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

Members Present: Jackson, Comparato, Doherty, Ittner, Sigler and Benedict

Members Absent: Clark, Parkinson, Van Awken

Staff Present: Sergeev

Guests: None

2. **Approval of Minutes:** Ms. Ittner moved, seconded by Mr. Comparato, to approve the minutes of June 16, 2014. The motion to approve the minutes passed on a unanimous voice vote.

3. **Communication and Reports:**

- A. Educational and Technical Assistance Committee

Ms. Ittner summarized activities pertaining to Educational and Technical Assistance Committee.

- B. Nomination and Hardship Committee

Nothing to review

- C. Work Plan Committee

Nothing to review

- D. Certificate of Appropriateness Committee

Nothing to review

4. **Old Business:**

- A. Survey results

Ms. Sergeev gave a brief update of the survey results.

5. **New Business:**

Mr. Sigler discussed the training seminar coming up in Centralia. He stated that to serve on the committee you do need to have a certain amount of training hours per year.

Ms. Sergeev informed the committee of another seminar in Springfield.

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

Ms. Sergeev updated the committee that D. Gorton and Jane Adams did not receive the Landmarks Illinois' Richard H. Diehaus Foundation Leadership Award.

Mr. Sigler talked about the Downtown Master Plan Meetings and asked for everyone to try and attend.

7. **Adjournment:**

Mr. Sigler adjourned the meeting at 7:37 p.m.



MINUTES

**Preservation Commission
Monday, October 20, 2014
City Hall/Civic Center – 7:00 p.m.**

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

Members Present: Jackson, Comparato, Doherty, Ittner, Parkinson, Sigler and Benedict

Members Absent: Clark, Van Awken

Staff Present: Sergeev

Guests: None

2. **Approval of Minutes:** Ms. Ittner moved, seconded by Mr. Sigler, to approve the minutes of September 15, 2014.

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

3. **Communication and Reports:**

- a) Educational and Technical Assistance Committee

Ms. Ittner announced that interviewee Winifred ‘Win’ Mitchell passed away.

Ms. Ittner also stated that Anne Ragsdale Shinall’s oral history was complete and ready for submission. Ms. Ittner mentioned that Mr. Peter Pirmann, from the Varsity Theater, spoke at the Woman’s Club Meeting, he explained how the progress was going and gave Ms. Ittner an itinerary for the VCA showing that they were booked solid through the end of 2014.

- b) Nomination and Hardship Committee

Nothing to Review

- c) Work Plan Committee

Nothing to Review

- d) Certificate of Appropriateness Committee

Nothing to Review

4. **Old Business:**

None

5. **New Business:**

a) Discussion of Plaque for the “Bomb” donated by the Gibson Family

Mr. Parkinson asked Ms. Sergeev to give a summary about the Bomb.

Ms. Sergeev gave a brief update about the Bomb.

It was decided to form a committee consisting of Ms. Doherty and Ms. Sergeev to write the wording for the dedication plaque.

b) Discussion of Endangered Properties

Mr. Parkinson asked Ms. Sergeev to update the commission pertaining to information about buying endangered properties.

Ms. Sergeev informed the commission that she spoke with the City attorney and was informed the City Council is the only body with the authority to purchase a property by the City.

Mr. Parkinson suggested the commission exploring the possibilities of Commission Members looking into advising or directing different organizations that could protect or buy endangered properties.

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

Mr. Sigler updated the commission about the Downtown Advisory Council, DAC.

There was a short discussion about the DAC.

Mr. Parkinson suggested that a sub-category be added to the Preservation Commission Agenda for future meetings for formal updates about the DAC.

Ms. Ittner moved, seconded by Mr. Comparato, to add an informational oral report pertaining to DAC.

The motion passed with a unanimous voice vote.

7. **Adjournment:**

Mr. Parkinson adjourned the meeting at 7:40 p.m.



MINUTES
Carbondale Planning Commission
Wednesday, October 15, 2014
Room 108, 6:00 p.m.
City Hall/Civic Center

Mr. Grant called the meeting to order at 6:00 p.m.

Members Present: Grant, Loos, Anz, Field, Lilly, Love and Bradshaw (ex-officio)

Members Absent: Schachel, Kang and Barke

Staff Present: Wallace, Sergeev, Taylor

1. Approval of Minutes:

Mr. Love moved, seconded by Mr. Loos, to approve the minutes for October 01, 2014. The motion to approve the minutes passed on a unanimous voice vote.

2. Report of Officers, Committees, Communications

3. Public Hearings

A. **PC 15-03**, 900, 910, and 920 East Walnut request to rezone property from the R-3, High Density Residential, zoning district to SB, Secondary Business, zoning district.

Mr. Grant declared Public Hearing PC 15-03 open and asked Mr. Wallace to read the legal notice.

Mr. Wallace 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 part A 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 wished to speak.

The applicant, Pradeep Reddy, 611 Deerlake Dr. W., Carbondale, IL, did come forward and stated that he would like to replace the current apartments with medical and

professional offices.

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

No one spoke in favor.

Mr. Grant asked if anyone would like to speak in opposition of the application.

No one spoke in opposition.

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

Ms. Sergeev read parts B and C of the staff report, with a recommendation to approve PC 15-03.

Mr. Grant declared the Public Hearing closed.

Mr. Loos moved, seconded by Ms. Lilly, that the Commission accept as findings of fact Parts A and B of the staff report for PC 15-03, the applicant was present and that no person spoke in opposition and no person spoke in favor of the request.

The motion passed on a unanimous voice vote.

Mr. Loos moved, seconded by Ms. Field, recommends that PC 15-03 is approved by City Council.

Roll Call Vote:

Yes - 6 (Grant, Loos, Anz, Field, Lilly, Love)

No - 0

4. Old Business

None

5. New Business

Ms. Bradshaw reviewed the City Council meeting, related to Planning.

6. Citizen Comments or Questions

None

7. Adjournment

Mr. Grant adjourned the meeting at 6:24 p.m.