

Request for City Council Action

Date: August 27, 2013

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:

Police Pension Board of Trustees – June 25, 2013

Liquor Advisory Board – July 11, 2013

Carbondale Information and Telecommunications Commission - May 20, 2013

Human Relations Commission – July 1, 2013

Carbondale Public Library Board of Trustees – July 10, 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 _____

CITY OF CARBONDALE
POLICE PENSION BOARD OF TRUSTEES
MINUTES OF JUNE 25, 2013
PRESENTED JULY 23, 2013

Call to Order: Meeting called to order by Goddard at 1:30 p.m.

Members Present: Mark Goddard, Tony Williams, Don Ursini, Paul Echols, Marvin Voss

Guests: Becky Applegate, Christal O'Guinn

Absent: None

Minutes of Previous Meeting:

Motion made to accept the Minutes of May 28, 2013. (Goddard)(2nd Echols) Motion carried.

A. Corrections: None

B. Omissions: None

Treasurer's Report:

Don presented the Treasurer Report. Motion made to accept the Treasurer's Report (Goddard) (2nd Williams). Motion carried.

Unfinished Business:

Rules and Regulations Manual – Goddard continues to work on proposed language changes. Everyone should bring corrections or change requests to the next Board meeting.

New Business:

The forms for disability applications need to be updated.

The Court ruled in the Pension Board's favor in the Vaughn litigation. The Vaughn disability litigation has not been ruled on yet.

Open Floor Comments: None

Motion to adjourn. (Goddard) (2nd Echols) Motion carried.

Respectfully Submitted,

Mark Goddard

Carbondale Police Pension Board Secretary

MG/clo



Liquor Advisory Board July 11, 2013

The City of Carbondale's Liquor Advisory Board held a meeting on Thursday, July 11, 2013, in Room 103 of the Carbondale Civic Center, 200 South Illinois Avenue. Chairman Robinson called the meeting to order at 5:31 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: John Mills, Joyce Webb, Tasis Karayiannis, Sarah O'Dell, and Mark Robinson

Absent: Steve Payne and Lorie Allen

A quorum was available to take action on the agenda items. City Staff present for the meeting included City Clerk Jennifer Sorrell, City Attorney P. Michael Kimmel, and Fire Inspector Tom Manis.

2. Approval of Minutes

J. Mills moved, T. Karayiannis seconded, to approve the minutes from May 16, 2013. VOTE: All voted aye, motion declared carried.

3. Election of Officers

J. Webb moved, T. Karayiannis seconded, to retain the current Board officers of John Mills as Vice-Chair and Mark Robinson as Chair. VOTE: All voted aye, motion declared carried.

4. Consideration of an application for a Class F1 liquor license for the Southern Illinois Irish Festival on October 5 and 6, 2013, at Lenus Turley Park

John Cotter, as a representative of the Festival Board of Directors, was present to answer the Board's questions. Mr. Cotter indicated there were no anticipated changes from the previous year other than the dates. J. Mills and Mr. Cotter commented on the propensity for rain during the Irish Festival. Mr. Cotter remarked on declining attendance and the lack of younger participants at the Southern Illinois Irish Festival. He noted that this year they would be working with WDBX and Hangar 9 to draw younger attendees.

MOTION: J. Webb moved, J. Mills seconded, to approve the Class F1 license for the Southern Illinois Irish Festival, pending receipt of all outstanding items. VOTE: All voted aye; motion declared carried.

5. Consideration of an Application for the Transfer of Location for Pinch Penny Liquors from 700 East Grand Avenue to 701 East Grand Avenue

Greggory Karayiannis was present to answer the Board's questions. Mr. Karayiannis fielded questions regarding the new location and noted that at some point in the future, Pinch Penny Pub might expand the kitchen and rent the front retail space out. He noted that the parking lot was not drawn to scale and that the lot was large enough to turn around a truck and trailer in the lot.

MOTION: J. Mills moved, J. Webb seconded, to approve the application for the transfer of location for Pinch Penny Liquors to 701 East Grand Avenue, pending receipt of all outstanding items. VOTE: All voted aye with exception to T. Karayiannis abstaining; motion declared carried.

6. Consideration of an Application for a Class A1 Liquor License for Larry's House of Cakes, Inc. at 1807 West Main Street

Neil, David, and Dale Clayton were present to answer the Board's questions. M. Robinson remarked that it seemed the recipes would have less than 5% alcohol in the product. Neil Clayton indicated that he believed that was true, but was unsure of how to test for that. Mr. Clayton stated that they would like to be able to provide microbrews and regional wines by the glass paired with a dessert. J. Mills asked if the applicant was intending to limit the hours for serving alcohol to a particular time of day or evening. Neil Clayton responded in the negative. J. Webb asked about the seating available and M. Robinson asked about TIPS training. Mr. Clayton responded indicated that five tables were available and that while they were not currently trained, they were aware of the requirement. J. Mills asked about any community members expressing concern about the establishment holding a liquor license. Neil Clayton indicated "no." M. Robinson noted that so long as the dessert products did not exceed 5% alcohol, the only license needed was for wine/beer by the glass. J. Mills remarked that he was aware of some people looking for this very type of experience in the evening. Mr. Clayton noted that he was hoping for an atmosphere similar to Mélange. J. Mills asked the City Clerk if there was anything in the application which would prevent any of the applicants from holding a liquor license and the Clerk responded in the negative. The City Attorney remarked that he had contacted the State about this matter and that they take the premise that if the alcohol is baked and put into icing, they don't consider that alcohol. Mr. Kimmel suggested that if the applicant wished to put together gift baskets, they would need to partner with a holder of a package liquor license. He then noted that there are hours or operation regarding the serving of alcohol. J. Mills asked about the intended hours of operation and Neil Clayton stated that they are currently open until 6:00 p.m., but that they would likely remain open until 10:00 p.m.

MOTION: J. Webb moved, J. Mills seconded, to approve the application for a Class A1 liquor license for Larry's House of Cakes, Inc. at 1807 West Main Street, pending receipt of all outstanding items. VOTE: All voted aye; motion declared carried.

7. Consideration of Third Quarter Reports from the Police Department, Fire Department, and Building and Neighborhood Services for License Year 2012-2013

M. Robinson noticed that there were a lot of new places in the report as a result of the Polar Bear weekend. He asked which entity was responsible for conducting the stings. There was discussion between the Board members about the reports. M. Robinson noted improved numbers. T. Karayiannis remarked that the implications of the citations issued for sales to minors versus the underage possession of alcohol were very different.

MOTION: J. Mills moved, J. Webb seconded, to accept the Third Quarter Reports. VOTE: All voted aye; motion declared carried.

J. Mills shared that after the Public Hearing on Halloween and the discussion as to what the news media would do as a result, when he noted that Channel 3 had run old footage from prior Halloweens, he contacted the station as an individual and not as a representative of the Board. Mr. Mills asked for their assistance in making this venture as successful as possible, noting that they could "make us or break us." He recommended that the City Council address a letter to the media asking them to help by not sensationalizing the event. The Board agreed with Mr. Mills' suggestion.

8. Adjournment

Meeting adjourned at 6:05 p.m.

Jennifer R. Sorrell, City Clerk

Date Approved

**MINUTES OF THE CARBONDALE INFORMATION
AND TELECOMMUNICATIONS COMMISSION**

May 20, 2013

Item 1:

Roll Call

Commissioner James Wall
Commissioner Jak Tichenor
Commissioner Carolyn Snyder
Jamie Snyder, Assistant City Attorney

Absent:

Mediacom officials present:

Dale Haney
Jeff Brown

Guests present:

Opening:

The Carbondale Information and Telecommunications Commission meeting convened at 6:00 p.m. in Room 112.

Item 2: Complaints

No complaints received.

Item 3: Mediacom Update

No updates from Mediacom at this time.

Item 4: Rate increases and decreases

Commissioner Wall asked why Mediacom discloses increases and decreases for items not required by the franchise agreement or State law. Mr. Haney explained that they provide to use for our information.

Annual report from Mediacom

Jamie Snyder explained that the annual FCC report was attached for discussion. No discussion was had.

Item 6: New Business

Discussion of Franchise agreement with Mediacom the proposed agreement from Mediacom was discussed and compared to the current agreement. The Commission discussed the lack of an office requirement in the new proposed agreement and the lack of PEG language. It was determined that the Commission wanted to work from what we have as opposed to starting over with a new agreement that

contained none of the language from the previous agreement.

Next Meeting:

The next meeting is set for June 24, 2013 at 6:00 p.m.

Closing:

Commissioner Tichenor moved to adjourn, Commissioner Wall seconded the motion. The motion passed by a 5-0 vote and the meeting was adjourned at 7:30 p.m.



Commissioners Present: Lauren Bonner, Joseph Brown, Peg Falcone, Jerrold Hennrich, Sidney Logwood, Les O’Dell, Dora Weaver

Commissioners Excused: Jeraldine Brown, Jovan Gathings

Commissioners Absent: Adrian Miller

Study Circle Staff Present: Sarah Heyer

Guests Present: Eric McMillan, Elius Reed

Staff Present: Deborah McCoy, Lieutenant Paul Edwards

Call to Order

The meeting was called to order by Chair Logwood at 6:30 p.m.

Minutes

Motion was made by Commissioner Falcone and seconded by Commissioner Joseph Brown to approve the minutes from the June 3, 2013 meeting. Motion carried.

Announcements

- July 5 – 7, 2013: Sprit of Attucks Homecoming – Carbondale Civic Center and Attucks Park
- July 18-21, 2013: SIUC Black Alumni Group (BAG) Reunion
- July 25, 2013: “778 Bullets” – Screening and discussion of the short documentary, Church of the Good Shepherd United Church of Christ – 515 S. Orchard Drive
- September 4-5, 2013 Veterans & Community Expo – Carbondale Civic Center, co-sponsored by the Veterans Administration and City of Carbondale

Public Comments

Mr. Reed stated that he had filed the final report to Illinois State NAACP President George Mitchell regarding the 8/26/12 house party. He commented that, according to information received from SIUC through a FOIA request, there is a decrease in the number of full-time permanent Black employees and Blacks holding tenured positions.

Study Circles Report

Coordinator Sarah Heyer reported the Neighborhood Action Group met on June 26, 2013, and will not hold meetings during July or August. The group is reviewing its purpose and mission.

July 1, 2013

Mr. McMillan commented that he visited BNS a couple of months ago and asked whether there were any kinds of programs or resources available to help with neighborhood/homeowner associations. He worked with neighborhoods and associations in Danville and it was a positive way to get citizens involved. He encouraged BNS to focus on promoting neighborhood associations as a way to get people engaged and involved in city/municipal government. Other cities have transient student populations, e.g. Bowling Green, KY, Madison, WI, but are still successful. He indicated that he had read the goals and objectives set forth as part of the budget document and was not impressed. The goals are very broad and general. Objectives and goals are easier to accomplish when they are SMART (simple, measurable, acceptable, realistic, and timely).

Non-Violent Carbondale Project Progress Report

No report from the group. A meeting will be held on July 18, 2013, 4:00 p.m. at the Carbondale Public Library for the purpose of discussing the October Peace Conference.

Old Business

Law Enforcement Reports:

Letter – Mayor and Council: Motion was made by Commissioner Hennrich and seconded by Commissioner Brown to approve the letter to the Mayor and Council regarding requests from law enforcement agencies.

Letter – Carbondale Police Chief: Commissioner Hennrich asked whether the Carbondale Police Department has a policy on investigating complaints to exonerate its police officers. Commissioner Weaver suggested that there be specific requests listing what is required and that a copy be sent to the Mayor, Council, and City Manager. Motion was made by Commissioner Hennrich and seconded by Commissioner Bonner for the HRC to send a letter to the Police Department requesting and simultaneously submitting a FOIA request for the information outlined in the letter. Motion carried.

HRC Responsibilities, Role, Charges – The Bylaws Committee (Commissioners Hennrich, Gathings, Bonner, Weaver, and Mr. McMillan) was not able to meet during June, but will meet this month and bring recommendations to the next meeting for consideration. Commissioner Hennrich and Ms. McCoy attended the Fair Housing Advocacy Training, co-sponsored by the City and the Illinois Department of Human Rights, on June 27, 2013, at the Civic Center. The training included a discussion on housing discrimination, the processes of filing housing discrimination charges and investigating, the status of integration in Illinois, housing issues in Carbondale, and promoting fair housing.

Continuing the Dialogue – Commissioner Brown commented that he questioned the possibility of sponsoring orientation sessions for underserved communities on campus given the current situation of the Resource Centers and the fact that the Director of the Center for Inclusive Excellence resigned two weeks ago. Commissioner Bonner indicated that she would be willing to move forward with plans for Orientation. Contact persons need to be identified. Commissioner Brown indicated that there should be an ad hoc committee put together to discuss and plan the event which would be held the latter part of August 19. Commissioner Bonner suggested that the Orientation(s) be offered to students in general rather than particular groups.

Following discussion, the Commissioners agreed that Chair Logwood should meet with Mayor Fritzler to discuss the letter to the Mayor and Council, letter to the Carbondale Police Chief, along with the plan for the HRC Bylaws and Orientation for SIUC students.

July 1, 2013

New Business

Ms. McCoy reported that the Alpha Kappa Alpha Sorority would like the HRC/City to co-sponsor a forum on ending disparities in African American communities facilitated by the Illinois African-American Family Commission. The date being considered is Thursday, September 26, 2013. The schedules of Senator Hunter and Representative Davis are being confirmed. Motion was made by Commissioner Hennrich and seconded by Commissioner Brown for the HRC to co-sponsor the forum. Motion carried.

Commissioner Bonner commented that she will be participating in a Ride Along with the Carbondale Police Department on Friday, July 5.

Next Meeting: August 5, 2013

Adjournment - There being no further business, the meeting was adjourned.

Recorded by Deborah McCoy _____

Carbondale Public Library Board of Trustees
Wednesday, July 10, 2013
4:30 p.m.

Meeting Room
405 West Main St.
Carbondale, IL 62901

MINUTES

Call to order.

The meeting was called to order at 4:31 pm

Roll call. Present:

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

Absent:

Harriet Simon (1)
Julian Pei (1)

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

Staff present:

Diana Brawley Sussman, Library Director

Visitors present:

None.

President's report.

1. Oaths of office taken by Roland Person, Philip Brown, Susan Tulis, Don Prosser, Joyce Hayes and Barbara Levine. Sharifa Stewart took oath at an earlier date. Oaths to be taken at an upcoming board meeting by Julian Pei and Harriet Simon (both absent).

Secretary's report.

1. Approval of the June 12, 2013 minutes. Susan Tulis made a motion to approve the minutes. Joyce Hayes seconded. MOTION passed unanimously.

Correspondence and communications.

1. Letter from the Illinois Library Association (ILA) reviewing the association's successes this year with securing increased grant funding for Illinois public libraries.
2. Library's Bookmark newsletter distributed.
3. Card from resigning Circulation and Finance Manager, Christine Fine, tendering her resignation with regret, as she has accepted a "dream" job with IMRF, although she was very happy working at the library. She thanked the board for the opportunity to work in "a wonderful place."

Financial report.

1. Approval of bills payable up to and including bills due July 16, 2013 to August 15, 2013. Philip Brown made a motion to pay bills payable. Susan Tulis seconded. MOTION passed unanimously.

Carbondale Public Library Board of Trustees

Wednesday, July 10, 2013

4:30 p.m.

Meeting Room

405 West Main St.

Carbondale, IL 62901

MINUTES

2. Acceptance of the financial report for June 2013. The library director reported that the Live & Learn Construction Grant funds had arrived. It was anticipated that the funds may not arrive until December, when the construction project would be well underway, so this will help to ease cash flow problems. The Per Capita grant came early this fiscal year as well. The \$5,000.00 award for Excellence in Library Program has been put into a "compassion fund," which will support similarly themed community programming in the future. The award was for the library's leadership in the 2012 "11 Days for Compassion," which was done in partnership with Nonviolent Carbondale and the Carbondale Human Relations Commission with participation from dozens of local individuals and organizations. The initiative was partly funded through a "Building Common Ground" grant awarded to the library by ALA with funding from the Fetzer Institute. Joyce Hayes made a motion to accept the financial report. Susan Tulis seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. Barbara Levine made a motion to advertise the invitation to bid for the Live & Learn Grant funded construction project. Joyce Hayes seconded. MOTION passed unanimously. The pre-bid meeting is scheduled to take place at 2:30 pm, July 25th in the library meeting room. Board members are welcome, but not required to attend. A necessary HVAC repair to the AC tower may cost \$1,500 - \$2,000 as it may require the system chemicals to be drained and refilled (a two-person, eight hour operation). The library would be without air conditioning during the repair.

2. Conferences. The Director reported on the ILEAD USA Conference. She serves as a mentor to a team from Chicago Public Library working on a digital story archive, and she is learning many new skills in the process. At the ALA conference, the Director received the American Library Association's Excellence in Library Programming Award. At the ceremony it was announced that there were 124 worthy applicants from multiple types of libraries around the nation; the competition was unusually high this year, but the committee's decision to grant the award to the Carbondale Public Library was unanimous.

3. Library statistics. The Director asked the board to please read the library's July newsletter for more about these extremely impressive FY13 annual statistics, and the amazing staff who make this possible:

Total number of adult programs this year: 337 (204 last year)

Adult program attendance: 1,978 (1,499 last year)

Total number of young adult programs: 95 (80 last year)

Young adult program attendance: 443 (350 last year)

Total number of children's programs: 159 (120 last year)

Children's program attendance: 2,632 (2,726 last year)

Total number of library programs: 591 (404 last year)

Total library program attendance: 5,053 (4,575 last year)

4. Discussed the resignation of Christine Fine, Circulation and Finance Manager. It seemed unfeasible to find someone else with a library background and strong financial qualifications, so the position's responsibilities have been divided. Lynette Miller has agreed to become the Circulation Manager. She has many years of experience, and often steps up when leadership is required. We are currently searching for a Finance Manager. Don Prosser made a motion to thank Christine Fine for her service. Susan Tulis seconded. MOTION passed unanimously.

Committee reports.

1. The Personnel Committee will check their calendars and set meeting date(s) for the committee to determine review questions (if necessary), and to review the Director.

Carbondale Public Library Board of Trustees

Wednesday, July 10, 2013

4:30 p.m.

Meeting Room

405 West Main St.

Carbondale, IL 62901

MINUTES

Unfinished business.

None.

New business.

None.

Other.

Trustees mentioned the July 26-27 Friends book sale.

Adjournment.

The meeting adjourned at 5:14 pm.

Next Board Meetings for 2013 (all in Public Library meeting room, 4:30 p.m.): August 14, September 11, October 9, November 13, December 11.

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Diana Brawley Sussman, Library Director