

Request for City Council Action

Date: December 22, 2015

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 minutes and place them on file:

Planning Commission – September 23, 2015

Carbondale Public Library Board of Trustees – October 14, 2015

Liquor Advisory Board – November 5, 2015

Board of Fire and Police Commissioners – September 16 and December 2, 2015

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 _____



MINUTES

Carbondale Planning Commission
Wednesday, September 23, 2015
Room 108, 6:00 p.m.
City Hall/Civic Center

Mr. Anz called the meeting to order at 7:20 p.m.

Members Present: LeBeau, Sheffer, Anz, Field, Love, Lilly, Litecky and Bradshaw (ex-officio)

Members Absent: Barke and Schachel

Staff Present: Wallace and Taylor

1. Approval of Minutes:

Ms. Litecky moved, seconded by Mr. Sheffer, to approve the minutes for August 19, 2015.

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

2. Report of Officers, Committees, Communications

There were none

3. Citizen Comments or Questions

There were none

4. Public Hearings

PC 16-03 - Rolf Schilling of the 3880 Land Trust has requested a rezoning from AG, General Agriculture, to R-1-15, Low Density Residential, for property located at 701 South Tower Road.

Mr. Anz declared Public Hearing PC 16-03 open and asked Mr. Wallace to read the legal notice.

Mr. Wallace, Director of Development Services, read the legal notice.

Mr. Anz asked Mr. Taylor to present the staff report.

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

Mr. Anz asked if there were any questions from Commission to staff.

Ms. Litecky asked how the parcel was going to be subdivided.

Mr. Taylor stated that the parcel will be divided into two lots east and west.

Mr. Wallace added that the applicant lives just to the south of the parcel and that his intent is to combine the land with the pond and his current property.

Mr. Anz asked if there were any more questions from Commission to staff.

There were none.

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

Mr. Rolf Schilling, 703 South Tower Road, explained how he came about purchasing the property at 701 South Tower Road and his intentions for the property.

Mr. Anz asked if any members of the Commission had any questions for the applicant.

There were none.

Mr. Anz asked if any members of the Commission had any more questions for the applicant.

There were none.

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

There were none.

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

There were none.

Mr. Anz asked Mr. Taylor to complete the staff report.

Mr. Taylor read part C of the staff report, with a recommendation to approve PC 16-03.

Mr. Anz asked if there were any questions for staff.

There were none.

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

There were none.

Mr. Anz declared Public Hearing PC 16-03 closed at 7:36 p.m.

Mr. Sheffer moved, seconded by Ms. Litecky, that the Commission accept as findings of fact Parts A and B of the staff report for PC 16-03, the applicant was present and spoke.

The motion passed on a unanimous voice vote.

Mr. Sheffer moved, seconded by Ms. Lilly, that the Planning Commission recommend to City Council, to approve PC 16-03.

Roll Call Vote:

Yes – 7 (LeBeau, Sheffer, Anz, Field, Love, Lilly, Litecky)

No – 0

Mr. Wallace announced that the motion to approve PC 16-03 passed and will be on the City Council Agenda for October 6, 2015.

5. Old Business

None

6. New Business

A. City Council Agendas of September 01, 2015, and September 15, 2015

Ms. Bradshaw and Mr. Wallace reviewed the City Council meeting agendas as they related to Planning.

7. Adjournment

Mr. Anz adjourned the meeting at 7:47 p.m.

Carbondale Public Library Board of Trustees

Wednesday, October 14, 2015

4:30 p.m.

Meeting Room

405 West Main St.

MINUTES

Call to order.

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 (1)

Joyce Hayes, Secretary

Roland Person (2)

Don Prosser, Treasurer (2)

Susan Tulis

Harriet Simon (1) (Absence excused by Board President in accordance with by-laws.)

Sharifa Stewart (1)

Absent.

Julian Pei (3)

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

Staff present.

Diana Brawley Sussman, Library Director

Gwen Hall Grosshenrich, Finance Manager

Visitors present.

None.

President's report.

Secretary's report.

1. Approval of the September 9, 2015 minutes. Roland Person moved to approve the minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due October 16, 2015 to November 15, 2015. Roland Person moved to pay bills. Harriet Simon seconded. MOTION passed unanimously.

2. Acceptance of the financial report for September 2015. Gwen Hall reported that bills for this month are standard. There was a landscaping project done for about \$1200 to improve the accessibility of walkways. Overgrown bushes were removed, particularly in response to the needs of a blind patron who walks to the

library. Dirt was built up where it had eroded away from walkways in order to reduce the risk of injury to pedestrians, and people in wheelchairs.

The library has received only a small amount of tax revenue from corporate replacement taxes. No local property tax revenue has been received. The board asked about funds at risk due to the state's budgetary issues. There was one year when the Per Capita grant did not arrive. It has arrived for this fiscal year, but we're never confident about its arrival from year to year. The governor has threatened to reduce or eliminate corporate replacement tax. The annual PNG grant has not arrived, nor has it been approved for the current fiscal year. The governor is also threatening to impede the ability of local government bodies to increase their levies. Roland Person moved to approve the financial report. Susan Tulis seconded. MOTION passed unanimously.

3. Adoption of preliminary FY17 budget. The board reviewed fourteen levy and preliminary budget options. After much discussion, Don Proser made a motion to pass an FY17 budget of \$1,140,804, which includes a contingency of \$33,284 to cover a portion of any potentially missing revenue in the coming fiscal year. Susan Tulis seconded. MOTION passed unanimously. The Library Director provided a basic preliminary budget, and the finance committee will meet to approve a detailed budget on October 28, 2015 at 4:30pm.

4. Adoption of FY17 levy. Don Proser moved to approve a property tax levy of 1,031,949, which is an increase of \$30,057 (3%), for the Library's General Corporate Tax. This amount includes the Library's General Fund, Audit Fund, IMRF, Social Security/Medicare Fund, Building/Maintenance Fund, Insurance Fund, and Special Reserve Fund. Joyce Hayes seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. Repairs in the past month include HVAC leaks in both the main building and the Brush annex. A cracked window downstairs was replaced by Universal Glass. Tim Mitchell said he would only bill us for the glass, not the labor. A landscaping project is described above in the Financial Report. There are several other maintenance needs on hold until revenue is received.

2. Sign intergovernmental agreement with LIMRiCC health insurance provider. Barbara Levine moved to enter into agreement and approve the resolution with LIMRiCC. Harriet seconded. 8 ayes. 0 nays. 1 absent.

3. Per Capita Grant requirement: Identify educational programs and training opportunities the library currently provides to its patrons. If the library does not currently provide such programs and training, how does the library meet or plan to meet the needs of the patrons. The library provides around 500 programs each year (an average of 10 per week), almost all of which are educational. Open Help provides technology education to adults. The library's Social Work Intern provides the public with education about area resources. Community Cinema, Community Forums on Poverty, and similar adult programs provide civic-oriented and social studies education. Grant Writing Workshops educate adults in grant seeking and writing skills. PNG is currently unfunded, but has been temporarily replaced with All Things Animated, which teaches technology to children in grades 5-8. Partners in Reading provides literacy education to children, and all youth programming promotes literacy. Creative Writing and Art classes are taught to adults, teens and children at the library. Phil Brown would like to see us do programs to develop young storytellers. He has the names of some organizations we might work with. Cape Girardeau does a storytellers festival. We could partner with Saluki Writers and/or Carbondale Community Arts.

4. Per Capita Grant requirement: The library board, having previously analyzed the library's finances and fiscal climate, will identify and describe how library funds are used to support educational programs and training opportunities for patrons. The library board and staff will engage in a discussion on how the library fosters resource sharing. Provide an example of how the library has expanded or improved resource sharing for its patrons. About 25% of library salaries go toward programming/education. The library budgets

\$11,477 for outside services (programming beyond what is provided by staff). Program supplies are funded, as are computers. Collections are funded at or above recommended Illinois Public Library Standards. With the implementation of the SHARE catalog—the largest shared library database in North America, all participating libraries greatly improved resource sharing. This year, our library changed our circulation policy for reciprocal borrowers, eliminating a 5-item circulation limit on card holders from other libraries.

Committee reports.

1. Review Library Director's performance evaluation. Excerpted from committee minutes: "Ms Sussman's responses on the evaluation form were detailed and well thought out. In responding to her answers, the vast majority of scores given by the 7 Trustees were "excellent." She received "excellent" scores in each category from the majority of board members. Of the very few scores that were not unanimously "excellent," none fell below "very good." Not surprisingly, several Trustees also chose to comment, and spoke in glowing terms of Ms Sussman's performance over the past year. It is clear to the Personnel Committee that you are doing a fine job and we expect you to continue to do a fine job.

Some common themes appear in the written comments – excellent performance, proactive, applaud director's energy and persistence, firm grasp of realities of operating our public library and managing the resources we do have, and we are extremely fortunate to have Diana at the helm.

The committee is unanimous in affirming Ms. Sussman's outstanding job performance over the past year.

Diana commented that it is nice to have a board that sees and appreciates what she and her staff do as well as to make sure they have the necessary funding.”

2. Approval of September 17, 2015 Personnel Committee minutes. Philip Brown moved to approve committee minutes. Roland Person seconded. MOTION passed unanimously.

Unfinished business.

None.

New business.

None.

Other.

Harriet Simon mentioned the upcoming Friends book sale

Adjournment.

Adjourned at 5:37 p.m.

Next Board Meetings for 2015 (all in Public Library meeting room, 4:30 p.m.): *November 18, December 9. (*note: proposed date for November is the third Wednesday of the month due to Veteran's Day closing; all other dates are the second Wednesday.)

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director



Liquor Advisory Board November 5, 2015

The Carbondale Liquor Advisory Board held a meeting on Thursday, November 5, 2015, 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, David Cisco, Ryan Gougis, and Donald Monty

Absent: Tasis Karayiannis and Mark Robinson (One Vacancy)

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 Police Lieutenant Mark Stearns.

2. Approval of Minutes

D. Monty moved, R. Gougis seconded, to approve the minutes from September 3, 2015. All voted aye. Motion declared carried.

3. Request to reclassify an existing liquor license from a Class B2 (On-premises consumption of all liquors) to a Class J license (Public Arts Venue) for Varsity Center for the Arts at 418 South Illinois Avenue

Thomas Mitchell, Secretary for the Varsity Center for the Arts, explained why the Center was seeking a reclassification. He noted that there were no plans to change operations in any way. Mr. Mitchell responded to Board questions stating that the facility is at times leased out to community organizations; he then listed the areas within the building where alcohol was allowed to be consumed.

D. Cisco moved, R. Gougis seconded, to approve the reclassification of Varsity Center for the Arts liquor license from a Class B2 to a Class J. VOTE: All voted aye. Motion declared carried.

4. Discussion of proposed Liquor Code classification for Movie Theaters

Rob Anderson, an attorney for AMC Theatres, Devin Klauss, General Manager of the AMC Indianapolis 17 and MacGuffins trainer, Holly Estler, Senior Leasing Representative for DLC Management Corporation who is the owner of the University Place Shopping Center were present to answer the Board's questions.

Mr. Anderson explained that the movie theater experience has been and continues to evolve. The consumer is seeking an improved experience and more amenities. Mr. Anderson summarized the information included in the letter addressed to the Local Liquor Control Chairman and the additional explanatory handouts which details the company's alcohol service policies.

Following are questions and responses from the meeting

Any plans for the future to apply this to the mall location? [No plans of which he is aware at this time.]

Experience with this in other college towns? [There are other locations in the country where the theaters are based in or near college towns.]

Is it company policy to run drink specials to boost attendance? [May have a themed drink, but there is no discounting of the prices for such a drink.]

Any plans to change the pricing of theater admission tickets as a result of the remodel? [No plans to change pricing of tickets at this time; they have no information on any such plans.]

Provide a rough comparison in pricing of a beer versus a soda. [Lower end of beer range is \$5.99 for a domestic bottle of beer and a 24 ounce draft is around \$10.00; for a large coke it would be around \$5.50 – \$5.75.]

Is there any interest in video gaming machines? [No, we do not.]

Will the remodeling occur at one time or in stages? [The planning is to start in mid-to-late-January and to be completed by May 2016; typically, one or two auditoriums are completed at a time while the others remain open.]

When will the start time for alcohol sales begin? [It varies from theater to theater, but typically on weekends, the bartender will be in at 11:00 a.m. – 12:00 p.m.; throughout the week, they may not come in until 4:00 p.m./5:00 p.m. Some locations may have their bartenders in at 11:00 a.m. every day of the week.]

There are some movies that the studios require a midnight showing be available at the theater. The cut-off time for alcohol sales would still be 12:30 a.m., but AMC may need to remain open until later than 1:59 a.m. due to longer run times for certain movies.

If you were not granted a license, would the remodel proceed? [That would have to be considered by the owners. It is a contingency in the lease extension.]

As part of the hour where alcohol sales cease, usually the alcohol must be out of the patrons' hands by such time. Is that the case here? [Part of the internal policy of stopping alcohol sales at 12:30 a.m. is to ensure that the alcohol will be consumed by 2:00 a.m.]

The presenters noted their request to allow underage employees to work at the theater in areas that would not handle alcohol such as ticket-taking and general concessions. They would like that to be authorized in the suggested language. It was noted that such allowances existed for Class C2 liquor licenses.

D Monty moved, R. Gougis seconded, to forward the Board's general approval and recommendation to the City Council for their consideration and potential drafting of City Code provisions to create a new class of liquor license.

VOTE: All voted aye. Motion declared carried.

5. Review and acceptance of the 2016 Liquor Advisory Board calendar

The Board accepted the calendar as prepared and the Clerk indicated that the full schedule would be provided to the media in December.

6. Liquor Advisory Board Comments

Next meeting is December 3, 2015.

7. Citizens' Comments

None.

8. Adjournment

Meeting adjourned at 6:17 p.m.

Jennifer R. Sorrell, City Clerk

Date Approved



**BOARD OF FIRE AND POLICE
COMMISSIONERS**

**September 16, 2015
Meeting Minutes**

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Wednesday, September 16, 2015, at Civic Center, Conference Room A, 200 South Illinois Avenue. Chairman Harvey Welch called the meeting to order at 1:30 p.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: Commissioner Don Barrett, Commissioner Kerry Braswell, Commissioner Janet Vaught, Commissioner Jack Whitlock and Chairman Harvey Welch

Absent: None

Also present were Deputy City Clerk Alicia Burtley, Deputy Chief Jeff Grubbs, Administrative Services Director Deborah McCoy, Lt. Mark Goddard, Deputy Chief of Operations Stan Reno, and Sgt. Amber Ronketto

2. Approval of Minutes

Commissioner J. Whitlock moved, Commissioner J. Vaught seconded to approve the September 2, 2015. DISCUSSION: None. Vote: All voted Aye. Motion declared carried.

3. Closed Meeting to Conduct Oral Interview Examinations of Lateral Entry Police Candidates

Commissioner J. Vaught moved, Commissioner K. Braswell seconded, that the Board hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1), specifically to conduct Oral Interviews of Lateral Entry Police candidates. VOTE: All voted Aye; motion declared carried. Open session recessed at 1:35 p.m.

There was no formal action taken as a result of the closed meeting. There being no further business to come before the Board, Commissioner J. Vaught moved, Commissioner K. Braswell seconded, that the Board return to open session. VOTE: All voted Aye; Motion declared carried. Open session resumed at 2:31 p.m.

4. Citizens' Comments

None

5. Adjournment

There being no further business to be conducted, Commissioner K. Braswell motioned to adjourn, and Commissioner J. Vaught seconded the motion. VOTE: All voted Aye. Motion declared carried. At 2:32 p.m. the meeting was adjourned.

Alicia Burtley, Deputy City Clerk

Approved by the Board on _____



BOARD OF FIRE AND POLICE COMMISSIONERS
December 02, 2015
Meeting Minutes

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Wednesday, December 02, 2015, at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Vice Chair Jack Whitlock called the meeting to order at 8:05 a.m. with the following-named members of the Board present/absent:

1. Roll Call

Present: Commissioner Don Barrett, Commissioner Kerry Braswell, Commissioner Janet Vaught, Commissioner Jack Whitlock

Absent: Chairman Harvey Welch

Also present were Deputy City Clerk Clair Hayes, Police Chief Jeff Grubbs, Administrative Services Director Deborah McCoy, and Deputy Police Chief of Operations Stan Reno

2. Approval of Minutes

Commissioner J. Vaught moved, Commissioner K. Braswell seconded, to approve the September 16, 2015 minutes with corrections. DISCUSSION: Commissioner J. Vaught indicated that item #2 (approval of minutes) of the previously approved September 16, 2015 meeting minutes should read that the Board approved the minutes of the September 2, 2015 meeting.

Commissioner J. Vaught also noted that closed meeting minutes from September 2 and September 16, 2015 are needed, as well as open meeting minutes from September 2, 2015.

Vote: All voted Aye. Motion declared carried.

3. Closed Meeting to Conduct Oral Interview Examinations of Lateral Entry Police Candidates

Commissioner K. Braswell moved, Commissioner J. Vaught seconded, that the Board hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1), specifically to conduct Oral Interviews of Lateral Entry Police candidates.

VOTE: All voted Aye; motion declared carried. Open session recessed at 8:35 a.m.

There was no formal action taken as a result of the closed meeting. There being no further business to come before the Board, Commissioner J. Vaught moved, Commissioner K. Braswell seconded, that the Board return to open session.

VOTE: All voted Aye; Motion declared carried. Open session resumed at 10:00 a.m.

4. Citizens' Comments

Commissioner J. Vaught had a few items to discuss with the Board and to add to the next meeting's agenda. There was not a specific place for their discussion during the current meeting; therefore she suggested that they be addressed under Citizen's Comments. They are as follows:

- Board members term expiration dates

- Her resignation from the Board
- Discussion of the required documents needed for entry-level police officers and firefighters
- Discussion of the Board's authority as it relates to disciplinary action
- The Board rules for Police Lateral Entry eligibility should state that applicants must have a high school diploma rather than just a high school education

5. Adjournment

There being no further business to be conducted, Commissioner K. Braswell motioned to adjourn, and Commissioner J. Vaught seconded the motion.

VOTE: All voted Aye. Motion declared carried. At 10:05 a.m. the meeting was adjourned.

Clinette Hayes, Deputy City Clerk

Approved by the Board on _____