



Agenda Item Details

Meeting Mar 07, 2017 - Regular City Council Meeting March 7, 2017

Category 2. Consent Agenda of the City Council

Subject 2.8 Acceptance of Approved Meeting Minutes from Boards, Commissions, and Committees

Type Action (Consent)

Recommended Action Accept the approved meeting minutes from the Boards, Commissions, and Committees and place them on file.

Originating Department: City Clerk's Office

Background:

Attached for City Council review and acceptance are approved meeting minutes from the following Boards, Commissions, and Committees:

Carbondale Public Library Board of Trustees - January 11, 2017

Firefighter's Pension Board - October 18, 2016

Board of Fire and Police Commissioners - November 9, 2016

[Carbondale Public Library Board Minutes 2017.01.11 .pdf \(144 KB\)](#)

[Firefighter Pension Board Minutes 2016.10.18.pdf \(140 KB\)](#)

[2016.11.09 Board of Fire and Police Commissioners Minutes.pdf \(299 KB\)](#)

Motion & Voting

Approval of all Consent Agenda Items which were not pulled for separate consideration, including 2.1 - 2.6, 2.8

Motion by Navreet Kang, second by Carolin Harvey.

Final Resolution: Motion Carries

Yea: Jessica Bradshaw, Lee Fronabarger, Tom Grant, Carolin Harvey, Navreet Kang, Adam Loos, John M Henry

Carbondale Public Library Board of Trustees

Wednesday, January 11, 2017

4:30 p.m.

Meeting Room

405 West Main St.

MINUTES

Call to order.

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 (2)

Joyce Hayes, Secretary (3)

Julian Pei (3)

Roland Person (2)

Don Prosser, Treasurer (3)

Harriet Simon

Susan Tulis

Absent.

Barbara Levine, Vice President (3)

Sharifa Stewart (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.

Seven students from CCHS civics classes

President's report.

None

Secretary's report.

1. Approval of the December 14, 2016 minutes. Susan Tulis made a motion to approve the minutes with the correction of one typo. Roland Person seconded. MOTION passed unanimously.

Correspondence and communications.

None

Financial report.

1. Approval of bills payable up to and including bills due January 16, 2016 to February 15, 2017. Bills include \$2,600 to Schemel-Tarillion for completion of their contract on the Brush Building. Roland Person made a motion to pay bills. Susan Tulis seconded. MOTION passed unanimously.

Once all documentation is received from H&N Construction we will be billed for the final payment of \$5,730 for their contract on the Brush Building. The architect has asked the Library Director whether the Board would want to pay that bill upon receipt of all required documents. Don Prosser moved to authorize the payment of \$5,730 to H&N Construction upon the architect's approval and receipt of all required documents. Roland Person seconded. MOTION passed unanimously.

2. Acceptance of the financial report for December 2016. The Finance Manager reported that we have just under \$7,000 left to collect in property tax revenue. Harriet Simon made a motion to approve the financial report. Philip Brown seconded. MOTION passed unanimously.

3. Transfer of FY16 savings to reserves. Julian Pei made a motion to put \$96,770.73 from FY16 savings into Reserves. Don Prosser seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. The leak along the south edge of the Brush roof seems to have been successfully repaired with hot tar. We believe that the roof should be in good shape for another five years or so. The Director will be replacing the tables in the middle section of the library downstairs. Two of the tables are getting wobbly. They are all very heavy and the staff has to move them frequently in order to make room for programs. The Director showed the board the tables she plans to purchase. They are on lockable casters, and the table tops flip up for easy nesting.

2. Community engagement. The 11 Days for Compassion will take place April 1 – 11, 2017 with a focus on training community members in Restorative Practices and other dialog tools in order to interact compassionately and nonviolently. We will be offering many opportunities for people to celebrate diversity and to walk in another person's shoes.

The Director is co-organizing the Illinois Library Association's Legislative Meetup luncheon for Southern Illinois on February 27 in Mt. Vernon. Board members are encouraged to attend. The Director will be presenting Community Empowerment at the Reaching Forward South Illinois library conference in April.

3. Borrower's Card policy review. Tabled.

Committee reports.

Unfinished business.

New business.

Other.

Roland Person made a motion to thank the staff for their board reports. Obviously a lot of work goes into it. Sharifa Stewart seconded. MOTION passed unanimously.

Adjournment.

Adjourned at 5:10 p.m.

Next Board Meetings for 2017 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

**CITY OF CARBONDALE
FIRE FIGHTER'S PENSION BOARD**

**MEETING MINUTES
9:00 A.M., OCTOBER 18, 2016
FIRE STATION 2**

Ted Lomax called the meeting to order at 9:05 a.m. with the following members of the Board present/absent:

PRESENT: Ted Lomax, President; Mike Hertz, Secretary; Harry Threlkeld, Fire Fighter Retiree Representative; Becky Applegate, Deborah McCoy

ABSENT: None

GUESTS: Thomas McShane, Graystone Consulting

Also present was Fire Department Administrative Secretary/Recorder Kathy Haldeman

Thomas McShane of Graystone Consulting spoke about the Local Bank Investment Policy Language requested by board members. Mr. McShane emailed Illinois Department of Insurance Deputy Director Mary Jane Adkins. She provided a written opinion that the proposed language does not directly contradict the Illinois Pension Code. Mr. McShane presented the Investment Review for period ending September 30, 2016.

MINUTES OF PREVIOUS MEETING

Motion made by Mike Hertz to approve minutes of the July 19, 2016 meeting. Motion seconded by Harry Threlkeld. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Deborah McCoy. NAYS: None. Motion declared carried.

TREASURER'S REPORT

Becky Applegate presented the Treasurer's Report and Market Value Comparison for the period ending September 30, 2016. Investments showed a decrease of \$71,121 since June's statement. Motion made by Mike Hertz to accept the Treasurer's Report as presented and approve expenses totaling \$472,609.12, of which \$453,492.95 was payroll which included a contribution payout of \$43,900.88. Motion seconded by Harry Threlkeld. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Deborah McCoy. NAYS: None. Motion declared carried. See attached Expense Report for details. Ms. Applegate stated that the Real Estate deposit has been made in the amount of \$154,280.16, therefore she instructed Graystone Consulting not to transfer the October monthly payroll payment into the local bank account. Ms. Applegate also stated that Retiree David Biggs was overcharged for health insurance and received a refund of \$1,198.88. Additionally, Ms. Applegate stated that the Actuary recommended minimum City contribution is \$977,624 for 2017.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mike Hertz presented an Application for Pension Benefits from Assistant Fire Chief/OEM Coordinator Terril Kaufmann who is planning to retire effective February 6, 2017 after twenty-eight years, six months, and thirteen days of service. Becky Applegate will present Mr. Kaufmann's monthly pension figures at the January, 2017 meeting. Motion made by Harry Threlkeld to accept the Application for Pension Benefits from Assistant Fire Chief/OEM Coordinator Terril Kaufmann. Motion seconded by Ted Lomax. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Deborah McCoy. NAYS: None. Motion declared carried.

Board members reviewed the Investment Policy. Motion made by Mike Hertz to approve the Investment Policy with no changes. Motion seconded by Harry Threlkeld. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Deborah McCoy. NAYS: None. Motion declared carried.

Kathy Haldeman presented the 2017 Carbondale Firefighters' Pension Board Meeting Schedule. Motion made by Deborah McCoy to approve the 2017 Carbondale Firefighters' Pension Board Meeting Schedule. Motion seconded by Mike Hertz. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Deborah McCoy. NAYS: None. Motion declared carried.

Ted Lomax presented the annual NCPERS membership invoice. Motion made by Mike Hertz to pay the NCPERS annual membership invoice in the amount of \$250. Motion seconded by Becky Applegate. ROLL CALL VOTE: Ted Lomax – AYE, Mike Hertz – AYE, Harry Threlkeld – AYE, Becky Applegate – AYE, Deborah McCoy – AYE. AYES: Five; NAYS: None. Motion declared carried.

All board members attended the IAFF Pension Conference October 12 – 13, 2016 in Lisle, IL which completed the annual required training.

ANNOUNCEMENTS AND ADJOURNMENT

Motion made by Mike Hertz to adjourn at 9:50 a.m. Motion seconded by Becky Applegate. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Deborah McCoy. NAYS: None. Motion declared carried.

The next meeting is scheduled for January 17, 2017 at 9:00 a.m.

Mike Hertz, Secretary



BOARD OF FIRE AND POLICE COMMISSIONERS
November 9, 2016 at 8:30 am.
Carbondale Civic Center, Room 103
Meeting Minutes

1. Call to Order / Roll Call

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Wednesday, November 9, 2016 at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Chairman Kerry Braswell called the meeting to order at 8:32 a.m.

Roll Call

Present: Don Barrett, Kerry Braswell, Gerald Edwards, Nathan Stephens, and Harvey Welch

Absent: Jack Whitlock

Acknowledgement of Guests

Also present were Deputy City Clerk Clair Hayes, Police Chief Jeff Grubbs, Deputy Police Chief Stan Reno, Fire Chief Ted Lomax, Firefighter Rob Miller, and Firefighter Faron Rushing.

2. Approval of Minutes from September 9, 2016

There were no questions regarding the minutes.

MOTION: D. Barrett moved, G. Edwards seconded, to approve the meeting minutes from September 9, 2016. VOTE: All voted Aye. No Nays. Motion declared carried.

3. Approval of the Proposed Amendment to Chapter IV, Section 2 of the Governing Rules as it Pertains to the Promotional Examination Process for Police Lieutenants

There were no questions or any discussion needed regarding this item.

MOTION: N. Stephens moved, G. Edwards seconded, to approve the proposed amendment to Chapter IV, Section 2 of the Governing Rules as it pertains to the Promotional Examination Process for Police Lieutenants. VOTE: All voted Aye. No Nays. Motion declared carried.

4. Discussion of a Firefighter Lateral Entry Process

Fire Chief Ted Lomax distributed a draft copy of the lateral entry process to the Board and gave a brief summary. Chief Lomax suggested that the Board to review the presented draft and come back with their questions or comments at the next Board meeting.

5. Discuss Scheduling a date for Firefighter Entry-Level Examination

Fire Chief Ted Lomax would like to begin testing in April or May of 2017. The candidate's eligibility will expire very soon which will exhaust the current eligibility list.

Fire Chief Ted Lomax, Firefighter Rob Miller, and Firefighter Faron Rushing exited the meeting at 8:40 a.m.

6. Closed Meeting to Conduct Oral Interview Examination of Entry-Level Police Candidates

Before going into closed session the Board briefly reviewed the oral interview process.

MOTION: N. Stephens moved, H. Welch 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 Entry-Level Police candidates. VOTE: All voted Aye. No Nays. Motion declared carried. Open session recessed at 9:05 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, G. Edwards moved, N. Stephens seconded, that the Board return to open session. VOTE: All voted Aye. No nays. Motion declared carried. Open session resumed at 12:10 p.m.

7. Board Comments

None

8. Citizens' Comments

None

9. Adjournment

MOTION: D. Barrett moved, G. Edwards seconded to adjourn. VOTE: All voted Aye. No nays. Motion declared carried. Meeting adjourned at 12:15 p.m.

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on _____