CARBONDALE
All Ways Open

Tuesday, May 14, 2024
Local Liquor Control Commission and Regular City Council Meeting May 14, 2024

City Council Chambers, Room 108
200 South Illinois Avenue
Carbondale, Illinois 62901
6:00 p.m.

1. Preliminaries to the Local Liquor Control Commission Meeting

Subject	**1.1 Roll Call**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Procedural

2. Citizens' Comments for the Local Liquor Control Commission

Subject	**2.1 Citizen Comments for the Liquor Commission**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	

Citizens comments for the Local Liquor Control Commission

3. General Business of the Local Liquor Control Commission

Subject	**3.1 Minutes from the Local Liquor Control Commission Meeting of April 23, 2024**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action
Recommended Action	Approve the minutes from the Local Liquor Control Commission meeting of April 23, 2024

Originating Department:
City Clerk's Office

File Attachments
Local Liquor Control Commission Meeting Minutes 23 April 2024.pdf (11 KB)

3. General Business of the Local Liquor Control Commission

Subject	**3.2 Not for Profit Special Event Retailer's Liquor License Application from Green Earth, Inc. for Trails On Tap Event on June 1**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action
Recommended Action	Approve the issuance of a Not for Profit Special Event Retailer's liquor license to Green Earth, Inc., contingent upon receipt of all outstanding items, or Deny the issuance of the license based on one or more provisions of the liquor code

Originating Department:
City Clerk's Office

Background:

Green Earth, Inc. d/b/a Green Earth has submitted an application for a temporary special event liquor license that would permit the organization to place eight beer-tasting stations at a ticketed fundraising event called "Nature On Tap" at the Green Earth Oakland Nature Preserve hiking trails on June 1, 2024, between the hours of 2:00 p.m. to 4:00 p.m. While the application indicates that the applicant is seeking a temporary event license, the not-for-profit special event retailer's license is the proper classification.

The license fee has been paid and the event diagram submitted; a certificate of dramshop insurance is outstanding.

File Attachments
Green Earth, Inc. NFP Special Event Retailer's Liquor License - 2024 Nature On Tap_Redacted.pdf (309 KB)
2-4-5 CRC Procedure for Criteria for Issuing a License.pdf (20 KB)
Determinants for Granting or Denying Application for a Liquor License.pdf (21 KB)

3. General Business of the Local Liquor Control Commission

Subject	**3.3 Application for a Manufacturer Liquor License with a Sidewalk Restaurant License Rider for Rip's Brick Oven Pizzeria, LLC d/b/a Rip's Brick Oven Pizzeria at 817 South Illinois Avenue**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action
Recommended Action	Approve the issuance of a manufacturer liquor license with an outdoor service area rider to Rip's Brick Oven Pizzeria contingent upon receipt of all outstanding items; or or approve the issuance of a manufacturer liquor license without the live entertainment rider, contingent upon receipt of all outstanding items; or deny the issuance of the liquor license based on one or more provisions of the Liquor Code

Originating Department:
City Clerk's Office

Background:

Rips's Brick Oven Pizzeria has submitted an application for a manufacturer liquor license with a sidewalk restaurant at 817 South Illinois Avenue. The restaurant intends to produce and sell beer at its establishment which will operate as a pizzeria and microbrewery. As the applicant is applying for the manufacturer classification, the liquor license rider should be for an Outdoor Service rider, as the sidewalk restaurant rider is specifically designated for On-Premises Secondary Restaurant licenses. This location is situated in the Downtown Entertainment District and the fee for an Outdoor Service rider would be waived.

Liquor Code Provisions:

Manufacturer: A license holder who produces beer, wine, or spirits, and is eligible to conduct on-premises sales in accordance with the Illinois Liquor Control Act of 1934, as amended. Fees for this classification will be determined by the classification of State license for which the licensee applies and is ultimately granted. Package sales are permitted in accordance with the classification of State license

2-4-5: PROCEDURE FOR CRITERIA FOR ISSUING A LICENSE:

A. **Notice**: Upon the filing of an application for a liquor license, the application shall be reviewed by City staff for completeness, accuracy, and recommendation to the Commission; the application will then be considered at the next available Liquor Commission meeting. The applicant shall be notified of the date of said meeting not less than three (3) business days in advance. Failure of the applicant to accept, read, or review the notice, whether provided by mail, email, or telephone, does not constitute improper notification by the Commission.

B. **Hearing And Evidence**: The Commission shall receive and may require such evidence deemed necessary to make findings based upon the standards and factual criteria set out below and elsewhere in this title.

C. **Standards And Factual Criteria**: After the hearing, the Commission may grant a liquor license, contingent upon receipt of outstanding items, if it is determined that the grant of the license would not be detrimental to the general welfare of the City. The Commission may deny an application or may require changes to the applicant's plans in order to establish grounds for the issuance of the license if they find that the application meets one or more of the factual criteria listed below.

1. The application does not contain all the information, supporting documents, or fees required by this title.
2. The issuance of the license would be in violation of any part of this title.
3. The applicant does not have sufficient financial assets to maintain the proposed liquor establishment or has demonstrated insufficient financial responsibility.
4. The applicant is a convicted felon who has not been adequately rehabilitated.
5. The issuance of the license can reasonably be expected to create excessive noise, traffic, parking, or litter problems.
6. The applicant has a history of problems with regard to violations of health regulations, laws, and ordinances at prior establishments owned or managed by the applicant.
7. The building in which the applicant seeks to operate does not meet building and zoning code ordinances and regulations.
8. The issuance of the license can reasonably be expected to create a nuisance such as excessive and repeated breaches of the peace.
9. The applicant has previously had a liquor license revoked or suspended in this or any other state or jurisdiction.
10. The applicant is seeking a restaurant license and does not provide sufficient facilities or menu items to operate as a restaurant.

Outstanding Items:

The $100 application fee has been paid and the criminal history check did not reveal anything which would preclude the applicant from holding a liquor license. A certificate of insurance remains outstanding.

Staff Recommendation: Approve

The location is currently operating as a restaurant
The business immediately preceding the applicant held a liquor license at this location
The sole matter of concern is whether the applicant should be classified as an On-Premises Secondary Restaurant or as a Manufacturer

File Attachments
Rip's Brick Oven Pizzeria - New Liquor License App. Redacted.pdf (3,379 KB)
Determinants for Granting or Denying Application for a Liquor License.pdf (21 KB)
2-4-8 Special Conditions and License Riders.pdf (452 KB)

4. Adjournment of the Local Liquor Control Commission

Subject	**4.1 Time of Adjournment for Local Liquor Control Commission**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Procedural

5. Preliminaries to the City Council Meeting

Subject	**5.1 Roll Call**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Procedural

5. Preliminaries to the City Council Meeting

Subject	**5.2 Citizens' Comments and Questions**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Procedural

Citizens may address the City Council for up to four minutes on any agenda item. Public comments will be accepted for a maximum of 30 minutes per item. Those wishing to address the City Council should raise their hand to be recognized by the Mayor prior to approaching the podium. Speakers should provide their names for the minutes and end their comments when the four-minute time limit is announced. The Council may suspend or waive the speaker time limit with the consent of a majority of Council members present and are not required to respond to public remarks during the meeting.

5. Preliminaries to the City Council Meeting

Subject	**5.3 Council Comments, General Announcements, and Proclamations**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Procedural

General Comments from the City Council and City Manager. Proclamations, Special Recognition, and Oaths of Office will periodically be administered at this time.

5. Preliminaries to the City Council Meeting

Subject	**5.4 Proclamations for National Public Works Week, National Travel and Tourism Week, National Cities, Towns, and Villages Month**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Procedural

Originating Department: Mayor's Office

Background:

Proclamation declaring May 19 - 25, 2024 as National Public Works Week and urging all citizens to observe the contributions that public works professionals, engineers, managers, and employees make every day to protect our health, safety, comfort, and quality of life.

Proclamation declaring May 19 - 25, 2024 as National Travel and Tourism Week and urging all citizens to join in recognizing the essential role this industry plays in Carbondale and the southern Illinois region.

Proclamation declaring the month of May 2024 as National Cities, Towns, and Villages Month in celebration of America's local governments and the National League of Cities' historic centennial anniversary.

File Attachments
National Public Works Week.pdf (978 KB)
National Travel and Tourism Week.pdf (917 KB)
National Cities, Towns, and Villages Month.pdf (1,005 KB)

7. Consent Agenda of the City Council

Subject	**7.1 Minutes from the Regular City Council Meeting of April 23 and the Special City Council Meeting of May 6, 2024**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve the minutes from the regular City Council meeting of April 23 and the Special City Council meeting of May 6, 2024

Originating Department:
City Clerk's Office

File Attachments
Regular City Council Meeting Minutes 23 April 2024.pdf (415 KB)
Special City Council Meeting Minutes 06 May 2024.pdf (186 KB)

7. Consent Agenda of the City Council

Subject	**7.2 Approval of Wells Fargo Warrant for the Period Ending 02/29/2024 FY 2024 Warrant # WF 02/2024 in the amount of $127,114.92**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Accept the following report of payments made for the period ended: 02/29/2024 totaling $127,114.92
Goals	Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services

Originating Department: Finance

Background:

File Attachments
Wells Fargo 02-2024 2024-05-14.pdf (198 KB)

7. Consent Agenda of the City Council

Subject	**7.3 Approval of Wells Fargo Warrant for the Period Ending 03/31/2024 FY 2024 Warrant # WF 03/2024 in the amount of $167,153.72**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Accept the following report of payments made for the period ended: 03/31/2024 totaling $167,153.72
Goals	Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services

Originating Department: Finance

Background:

File Attachments
Wells Fargo 03-2024 2024-05-14.pdf (194 KB)

7. Consent Agenda of the City Council

Subject	**7.4 Approval of Warrant for the Period Ending: 04/26/2024 for the FY 2024 Warrant 1484 in the Total Amount of $1,976,545.47**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Accept the following report of payments made for the period ended: 04/26/2024 totaling $1,976,545.47
Goals	Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services

Originating Department: Finance

Background:

File Attachments
Warrant 1484 2024-05-14.pdf (387 KB)

7. Consent Agenda of the City Council

Subject	**7.5 Resolution Appropriating Motor Fuel Tax Funds for the FY 2025 Program for Maintenance of Streets and Alleys**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code for appropriating $506,460 in Motor Fuel Tax Funds pending review and approval by the Illinois Department of Transportation

Originating Department: Public Works-Engineering

Background:

The Motor Fuel Tax (MFT) Operations Budget funds the purchase of various materials, supplies, and utilities that are used by the Street Maintenance Division to perform daily maintenance and repair of City streets. The *Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code* is attached hereto, along with the *Municipal Estimate of Maintenance Costs* explaining the nature of the proposed expenditures. Both require approval by the Illinois Department of Transportation (IDOT) prior to making said expenditures. The attached Resolution covers the period from May 1, 2024, through April 30, 2025 (City Fiscal Year 2025).

The amount of the attached Resolution is $506,460 and is consistent with the proposed FY 2025 Budget for the purchase of supplies and contract services to maintain City streets. The FY 2025 MFT Maintenance Program includes:

- Communications and power for traffic signals
- Repair and maintenance of traffic signals and highway lights
- Repair and maintenance of signs and pavement markings
- The application of chip seal to alleys and portions of roads in outlying areas
- Purchase of materials, supplies, and services to maintain City streets
- Professional Services for Bridge Inspections per IDOT requirements
- Contractor services for street preservation and repairs

Expenditures for other program materials and services are based on annual experience and specific programming needs for the year. Funding for this program comes from the City's share of Illinois State Motor Fuel Taxes. The program must be approved by the Illinois Department of Transportation (IDOT) prior to the expenditure of funds.

File Attachments
BLR 14220 Maintenance Resolution 14 May 2024.pdf (167 KB)
BLR -14222 Cost Estimate 14 May 2024.pdf (219 KB)

7. Consent Agenda of the City Council

Subject	**7.6 Resolution Appropriating $439,255.84 from the Local Improvement Fund for the Construction of the IL 13 Multi-Use Path (Saluki Greenway) Project (CIP#OS2101)**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve a Resolution Appropriating $439,255.84 from the Local Improvement Fund for the Construction of the IL 13 Multi-Use Path (Saluki Greenway) Project (CIP#OS2101)

Originating Department: Public Works-Engineering

Background:

City staff applied for a 2021 Illinois Transportation Enhancement Program (ITEP) grant that was subsequently awarded for the purpose of extending a multi-use path from Old Highway 13 to Wood Road. This project is 100% funded ($2,000,000) through the grant which included costs related to engineering design ($300,000) and Construction ($1,700,000). This project was bid by IDOT and the low bid came in at $2,139,255.84, exceeding the $2,000,000.00 grant award. For this project to move forward, the City will be responsible for the cost of this overage.

The City's anticipated cost for this project is expected to be $439,255.84, which is included in the CIP. IDOT requires a resolution for the City to accept responsibility for all expenditures over the approved grant amount in order for the project to be constructed.

File Attachments
2024.03.01 - Fed Aid Agreement 2024-05-14.pdf (573 KB)
Resolution Construction Funds IL 13 Bike Trail(Saluki Greenway) (OS2101) 2024-05-14.pdf (98 KB)

7. Consent Agenda of the City Council

Subject	**7.7 Ordinance Approving a Budget Adjustment for the Purchase of Land Located on the Northeast Corner of South Washington Street and Walnut Street**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve an ordinance increasing the General Fund budget for the purchase of land on S. Washington Street
Goals	Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services

Originating Department: Finance

Background:

At the May 6, 2024, Special City Council meeting, the City Council approved a resolution to purchase two parcels of land (PINs 15-21-261-017 and 15-21-261-018) on South Washington Street in the amount of one hundred thirty-nine thousand, five hundred dollars ($139,500.00). The attached ordinance provides the budgetary funding for the already approved purchase.

File Attachments
Exhibit A BA Purchase of Land on S. Washington 2024.05.14.pdf (122 KB)
Ordinance Authorizing a Budget Adjustment for the Purchase of Property Held by Trust 2002-23 14 May 2024.pdf (108 KB)

7. Consent Agenda of the City Council

Subject	**7.8 Award of Two-Year Mowing Contract for FY2025 and FY2026 to J & S Services of Desoto, Illinois in the Estimated Amount of $133,568.70**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Award the Two-Year Mowing Contract for FY2025 and FY2026 to J & S Services of Desoto, Illinois in the Estimated Amount of $133,568.70

Originating Department: Public Works Forestry

Background:

The City's mowing contract has been bid for a two-year term since FY1994 in order to secure more competitive, long-term pricing; the existing two-year mowing contract expired on April 30, 2024.

The contract is structured so that it can be split and awarded to two (2) separate contractors (one for the public properties, right-of-ways, and drainways mowing, and one for the mowing of private property) when there has been a price advantage to do so. Four (4) of the past nine (9) contract terms have utilized this split contract arrangement.

Management of the mowing contract is always split between the City's Building and Neighborhood Services Division and the City's Forestry Division. The Building and Neighborhood Services Supervisor manages the privately-owned parcel portion of the mowing contract and the City Arborist manages the remainder of the contract.

The mowing specifications were updated and the bid was advertised in the *Southern Illinoisan* on Saturday, April 20, 2024. Eleven (11) contractors were invited to bid, as shown on the attached bid certificate. One bid was received on May 7, 2024, as shown in the attached bid tabulation. The total low combined two-year bid was for $133,568.70

The low bid for Section 1 properties (Public Right-of-Way, Public Works Parcels, City Properties and Facilities, and Ditches, Creeks, and Drainways) is from J & S Lawn Services, DeSoto, Illinois, in the estimated amount of $56,244.35 per year for two years.

The low bid for Privately Owned Small Parcels, Privately Owned Large Parcels, and Privately Owned Acreage is from J & S Services, DeSoto, Illinois, in the estimated amount of $10,540 per year for two years. The final total costs are determined by services rendered.

Staff has reviewed the bids and recommends that the City award the bids to J & S Services, Desoto, Illinois in the combined estimated amount of $133,568.70

File Attachments
24-38 FY25-FY26 Mowing Bid Tab 2024-05-14.pdf (39 KB)
24-38 FY25-FY38 Mowing Certificate 2024-05-14.pdf (22 KB)
E&E Bid Report Mowing.pdf (527 KB)

7. Consent Agenda of the City Council

Subject	**7.9 Resolution Authorizing the Interim City Manager to Enter into an Agreement with Crawford, Murphy, and Tilly, Inc. in an Amount Not-To-Exceed $255,000 for Engineering Services for Water Treatment Plant On-Site Chlorine Generation System (CIP WS2501)**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approval of an Agreement with Crawford, Murphy, and Tilly, Inc. in an Amount Not-To-Exceed $255,000 for Engineering Services for Water Treatment Plant On-Site Chlorine Generation System (CIP WS2501)
Goals	Goal #5: Provide high-quality City infrastructure Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services Goal #1: Provide a high quality-of-life and foster a sense of community for all residents

Originating Department: Public Works - Utilities

Background:

The FY2025 CIP budget includes funding for the installation of a Water Treatment Plant on-site chlorine generation system. Replacement or remediation of the existing chlorine feed system was cited for regulatory compliance in an IEPA inspection that was conducted in 2023.

All water systems in the nation are mandated to use chlorine by the United States Environmental Protection Agency (USEPA) to protect drinking water from microbial contaminants. Chlorine gas has traditionally been used by water treatment plants for over a hundred years, and is currently in use at the Carbondale Water Treatment Plant. However, because gaseous chlorine is a dangerous chemical, the USEPA, the Occupational Safety and Health Administration, and the Department of Labor have increased restrictions on its use, and many water treatment plants have converted to using different forms of chlorine.

Many other water treatment plants in Southern Illinois have installed equipment to produce chlorine on-site at much weaker concentrations than receiving deliveries of pure full-strength chlorine. This project will replace the current gaseous chlorine feed system with an on-site chlorine generation system using deliveries of food-grade salt to produce a brine with an extremely low chlorine concentration that will still be effective for protecting the drinking water.
This contract is for professional services which is an exception to the formal bidding process pursuant to 1-6-13 (E)(2) of the Carbondale Revised Code.

File Attachments
Professional Services Agreement On-Site Sodium Hypochlorite Generation at WTP.pdf (1,207 KB)
Resolution Authorizing the CM to Enter into an ESA with CMT, Inc. for WTP On-Site Chlorine Generation System 2024-05-14.pdf (10 KB)

7. Consent Agenda of the City Council

Subject	**7.10 Resolution Authorizing the Interim City Manager to Enter into an Intergovernmental Agreement with Greater Egypt Regional Planning and Development Commission in an Amount Not-To-Exceed $30,000 for Professional Services for Nutrient Assessment Reduction Planning**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approval of an Intergovernmental Agreement with Greater Egypt Regional Planning and Development Commission in an Amount Not-To-Exceed $30,000 for Professional Services for Nutrient Assessment Reduction Planning
Goals	Goal #5: Provide high-quality City infrastructure Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services Goal #1: Provide a high quality-of-life and foster a sense of community for all residents

Originating Department: Public Works - Utilities

Background:

The City of Carbondale operates two wastewater treatment plants (WWTPs), the Northeast and Southwest. Both plants must renew National Pollutant Discharge Elimination System (NPDES) permits every 5 years. These permits are required in order to discharge treated wastewater into nearby waterways. As a condition of the permits issued in 2020, both plants are required to complete Nutrient Assessment Reduction Planning. The best way to meet this condition is for the City to partner with other communities in the local watershed that discharge to the same waters and have to meet the same conditions. The Sierra Club and the IEPA have recommended this regional approach as the preferred method to address this permit requirement.

Additional details are included in the attached documents. This is part of the Wastewater Treatment Optimization Study - Phase Two (CIP WW2301), which includes NPDES permit renewals for both WWTPs.

The City Council is asked to authorize the Interim City Manager to approve the Intergovernmental Agreement with the Greater Egypt Regional Planning and Development Commission in an Amount not to exceed $30,000 for Professional Services for Nutrient Assessment Reduction Planning.

This contract is for professional services which is an exception to the formal bidding process pursuant to 1-6-13 (E)(2) of the Carbondale Revised Code.

File Attachments
NARP Plan Outline - Big Muddy.pdf (758 KB)
12.25 NARP Extension - Big Muddy (Updated).pdf (647 KB)
IGA - NARP Communities.pdf (689 KB)
Resolution Authorizing the CM to Enter into an IGA with Greater Egypt Regional Planning and Development Commission for NARP 2024-05-14.pdf (10 KB)

7. Consent Agenda of the City Council

Subject	**7.11 Resolution Authorizing the Interim City Manager to Enter into a Professional Services Agreement with Baysinger Architects of Marion, Illinois for Architectural/Engineering Services Related to the Super Block Concession/Bathroom ADA improvements**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve a Resolution Authorizing the Interim City Manager to Enter into a Professional Services Agreement with Baysinger Architects of Marion, Illinois for Architectural/Engineering Services Related to the Super Block Concession/Bathroom ADA improvements

Originating Department: Public Works Engineering

Background:

The Illinois Department of Commerce and Economic Opportunity (DCEO) announced in June of 2023, that the City was awarded $500,000 to construct a Concession Stand/ Bathroom Building and improve ADA facilities at the Superblock. This grant will be a 50/50 grant with City's responsibility being $500,000. The Purpose of this grant is to enhance tourism opportunities within the community and provide accessible services to visitors.

In order to ensure a fair selection process, City Staff initiated a qualification-based selection (QBS) process at the beginning of February and received interest from one firm. QBS utilizes an evaluation of design teams based on the qualifications of their firm, and not on cost. Following the evaluation of the proposals, Staff completed the QBS process in April and recommends that Baysinger Architects of Marion, IL be awarded the contract for Architectural/Engineering services. Baysinger will be paid 10% of the total project cost and their fee includes all needed sub-consultants: civil, mechanical, electrical, structural, and landscape design, needed to complete the project.

File Attachments
24-411119 GA - SIGNED - 1-17-2024.pdf (20,451 KB)
Super Block Grant Budget Work Sheet.pdf (458 KB)
Baysinger ESA Suberblock Consession Stand Bathroom ada Improvements 2024-05-14.pdf (12,443 KB)
Resolution Authorizing CM to Enter into Professional Services Agreement with Baysinger Architects 2024-05-14.pdf (116 KB)

7. Consent Agenda of the City Council

Subject	**7.12 Resolution Approving SP 24-11, Amending the Final BPL Development Plan for Today's Technology at 1235 East Walnut Street**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Adopt a Resolution Approving SP 24-11, Amending the Final BPL Development Plan Amendment for Today's Technology at 1235 East Walnut Street

Originating Department: Community Development

Background:

Today's Technology has submitted a site plan amendment for the expansion of their storage parking lot located at 1235 East Walnut Street. This storage parking expansion will serve the business' increased demand for automotive services. The Development Assistance Committee (D.A.C.) has reviewed the request and provided tentative approval. The D.A.C. recommends approval of the amended final BPL Development Plan by Council.

The subject property is zoned BPL, Planned Business, which requires City Council review and approval of the final BPL development plan for the property. In reviewing the final BPL development plan, Section 15-2.21.11 of the Carbondale Revised Code requires the City Council to determine if (1) the elements of the plan are arranged and designed to reflect the principles and objectives of the intent of the BPL District and (2) the design of the planned business development will not be detrimental to the public health, safety or general welfare.

Attached for Council review are the following:

1. A Resolution approving the final BPL development plan for Today's Technology
2. Exhibit A: The amended final BPL development plan
2. Exhibit B: A location map

File Attachments
Resolution Approving SP 24-11, Amending Final BPL Development Plan for Today's Tech., 1235 E Walnut St.pdf (202 KB)
Exhibit A, SP 24-11, Amendment to Final BPL Development Plan for Today's Tech., 1235 E Walnut St..pdf (1,129 KB)
Exhibit B, SP 24-11, Location Map.pdf (1,140 KB)

7. Consent Agenda of the City Council

Subject	**7.13 Resolution Authorizing the Interim City Manager to Enter into an Agreement with Crawford, Murphy, and Tilly, Inc. in an Amount Not-To-Exceed $150,000 for Engineering Services for Wastewater Treatment Optimization Study - Phase Two (CIP WW2301)**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approval of an Agreement with Crawford, Murphy, and Tilly, Inc. in an Amount Not-To-Exceed $150,000 for Engineering Services for Wastewater Treatment Optimization Study - Phase Two (CIP WW2301)
Goals	Goal #5: Provide high-quality City infrastructure Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services Goal #1: Provide a high quality-of-life and foster a sense of community for all residents

Originating Department: Public Works - Utilities

Background:

In 2022, CIP funding was provided and the City Council approved a Wastewater Treatment Optimization Study (CIP WW2301).

The FY2025 CIP budget includes funding for a Wastewater Treatment Optimization Study - Phase Two. This is the next step in a process that began in 2020 to ensure regulatory compliance and provide for long-term planning of the City's wastewater treatment system. Wastewater plants that produce effluent discharge are required to obtain a National Pollutant Discharge Elimination System (NPDES) permit from the United States Environmental Protection Agency (USEPA).

The second phase of this study focuses on three things: 1) completing the requirements of the current permits for both plants issued in 2020, 2) completing requirements for both plants for permit renewal in 2025, and 3) further exploration and research pursuant to the consolidation of the two plants, as suggested initially in 2021 and brought to Council for consideration in 2022. Findings from 2020 and 2021 indicated converting the existing Northwest Wastewater Treatment Plant (NWWWTP) into a lift station to pump all wastewater to the Southeast Wastewater Treatment Plant (SEWWTP) would be the most cost-effective means of meeting upcoming regulatory requirements for 2030/2035. Doing so would decommission the NWWWTP which is at the end of its useful life and utilize the treatment process upgraded at the SEWWTP in 2005.

CMT Engineers have a strong track record working with the City, including overseeing the construction of the Water Treatment Plant, Park Street Water Storage Tank, SEWWTP upgrades, Phosphorous Reduction Study at the SEWWTP, and the Ultraviolet Disinfection upgrades at the SEWWTP completed in 2023. They are very familiar with the City's wastewater treatment system, making them uniquely qualified to conduct this study.

This contract is for professional services which is an exception to the formal bidding process pursuant to 1-6-13 (E)(2) of the Carbondale Revised Code.

File Attachments
Professional Services Agreement Wastewater Engineering FY 24.25.pdf (1,339 KB)
Resolution Authorizing the CM to Enter into an ESA with CMT, Inc. for Wastewater Treatment Optimization Study - Phase Two 2024.05.14.pdf (112 KB)

7. Consent Agenda of the City Council

Subject	**7.14 Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Artistic Mind Tattoos for a Redevelopment Project at 603 S Illinois Avenue**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Artistic Mind Tattoos for a Redevelopment Project at 603 S Illinois Avenue
Goals	Goal #8: Use the downtown master plan as a guide to revitalize the City Center Goal #4: Encourage progressive economic development, tourism, arts, and entertainment

Originating Department: Economic Development

Background:

On December 27, 2012, the City Council approved an ordinance adopting tax increment financing (TIF) for Illinois-University Corridor TIF #2. This ordinance allows property tax revenue created by new development within the project area to be held in a special City fund to pay for certain redevelopment expenses. One use of the "increment" funds is to reimburse private developers for eligible redevelopment project costs. The State statutes governing TIF specify eligible redevelopment project costs that include property acquisition, demolition, site preparation, environmental cleanup, remodeling and rehabilitation of existing buildings, and a portion of interest costs from financing. The cost of new building construction is not an eligible expense.

On April 25, 2023, the City Council approved a resolution creating TIF-Funded Downtown Property Code Compliance Incentive Program. The intent of this program is to encourage commercial property owners to improve downtown buildings, in an effort to develop a revitalized downtown. The reimbursement terms for this project are specified in the attached redevelopment agreement between the City and the developer.

Attached for consideration by the City Council is a redevelopment agreement between the City and Artistic Mind Tattoos for reimbursement of a portion of the costs to redevelop the property at 603 South Illinois Avenue. The developer has purchased the building, which was the location of the former Chicago Hot Dogs business, and will address code compliance issues found within the building such as HVAC and outdoor siding. The subject property is located within TIF #2 and as a result, the developer is eligible to receive reimbursement through TIF.

Under the terms of the redevelopment agreement, the City will reimburse the developer for eligible costs that are estimated to total approximately $235,000. A portion of this total includes an upfront reimbursement of up to $25,000 to cover the expense of bringing the building up to code. The remaining amount represents the developer's cost of the purchase of the existing structure and additional renovation costs. Costs related to any new construction of the property will not be eligible and are not included in this estimate.

Objectives of the TIF Redevelopment Plan include reduction or elimination of blighting conditions, enhancing the real estate tax base, and encouraging private investment in the redevelopment project area. Development of the subject property as proposed by Artistic Mind Tattoos represents a substantial contribution to all of these objectives.

Recommended Action:

It is recommended that the City Council approve a resolution authorizing the Interim City Manager to enter into an economic development tax increment financing agreement with Artistic Mind Tattoos for a Redevelopment Project at 603 South Illinois Avenue.

File Attachments
Artistic Mind Tattoos Code Compliance Redevelopment Agreement 2024 05 14.pdf (1,636 KB)

Resolution Approving a TIF Agreement at 603 South Illinois Avenue 2024 05 14.pdf (90 KB)

7. Consent Agenda of the City Council

Subject	**7.15 Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Ellrow Entertainment for a Redevelopment Project at 218 W. Walnut Avenue**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Ellrow Entertainment for a Redevelopment Project at 218 W. Walnut Avenue
Goals	Goal #8: Use the downtown master plan as a guide to revitalize the City Center Goal #4: Encourage progressive economic development, tourism, arts, and entertainment

Originating Department: Economic Development

Background:

On December 27, 2012, the City Council approved an ordinance adopting tax increment financing (TIF) for Illinois-University Corridor TIF #2. This ordinance allows property tax revenue created by new development within the project area to be held in a special City fund to pay for certain redevelopment expenses. One use of the “increment” funds is to reimburse private developers for eligible redevelopment project costs. The State statutes governing TIF specify eligible redevelopment project costs that include property acquisition, demolition, site preparation, environmental cleanup, remodeling and rehabilitation of existing buildings, and a portion of interest costs from financing. The cost of new building construction is not an eligible expense.

On April 25, 2023, the City Council approved a resolution creating TIF-Funded Downtown Property Code Compliance Incentive Program. The intent of this program is to encourage commercial property owners to improve downtown buildings, in an effort to develop a revitalized downtown.

The reimbursement terms for this project are specified in the attached redevelopment agreement between the City and the developer.

Attached for consideration by the City Council is a redevelopment agreement between the City and Ellrow Entertainment for reimbursement of a portion of the costs to redevelop the property at 218 W. Walnut Street. The developer has purchased the building, formerly the Walnut Baptist Church, and will address code compliance issues found within the building such as electrical, plumbing, HVAC, elevator installation, roof repair, and other ADA-compliance issues. The subject property is located within TIF #2 and as a result, the developer is eligible to receive reimbursement through TIF.

Under the terms of the redevelopment agreement, the City will reimburse the developer for eligible costs that are estimated to total approximately $200,000. A portion of this total includes an upfront reimbursement of up to $50,000 to cover the expense of bringing the building up to code. The remaining amount represents the developer’s cost of the purchase of the existing structure, engineering fees, and additional renovation costs. Costs related to any new construction of the property will not be eligible and are not included in this estimate.

Objectives of the TIF Redevelopment Plan include reduction or elimination of blighting conditions, enhancing the real estate tax base, and encouraging private investment in the redevelopment project area. Development of the subject property as proposed by Ellrow Entertainment represents a substantial contribution to all of these objectives.

Recommended Action:

It is recommended that the City Council approve a resolution authorizing the Interim City Manager to enter into an economic development tax increment financing agreement with Ellrow Entertainment for a Redevelopment Project at 218 W. Walnut Street.

File Attachments
[Ellrow Code Compliance Redevelopment Agreement 2024 05 14.pdf (725 KB)]
[Resolution Approving a TIF Development Agreement at 218 West Walnut Street 2024 05 14.pdf (91 KB)]

7. Consent Agenda of the City Council

Subject	**7.16 Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Kyung Shi Lee for a Redevelopment Project at 520 South Illinois Avenue**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Kyung Shi Lee for a Redevelopment Project at 520 South Illinois Avenue
Goals	Goal #8: Use the downtown master plan as a guide to revitalize the City Center Goal #4: Encourage progressive economic development, tourism, arts, and entertainment

Originating Department: Economic Development

Background:

On December 27, 2012, the City Council approved an ordinance adopting tax increment financing (TIF) for Illinois-University Corridor TIF #2. This ordinance allows property tax revenue created by new development within the project area to be held in a special City fund to pay for certain redevelopment expenses. One use of the "increment" funds is to reimburse private developers for eligible redevelopment project costs. The State statutes governing TIF specify eligible redevelopment project costs that include property acquisition, demolition, site preparation, environmental cleanup, remodeling and rehabilitation of existing buildings, and a portion of interest costs from financing. The cost of new building construction is not an eligible expense.

On April 25, 2023, the City Council approved a resolution creating TIF-Funded Downtown Property Code Compliance Incentive Program. The intent of this program is to encourage commercial property owners to improve downtown buildings, in an effort to develop a revitalized downtown.

The reimbursement terms for this project are specified in the attached redevelopment agreement between the City and the developer.

The redevelopment agreement between the City and the developer specifies the reimbursement terms for each individual project. Attached for consideration by the City Council is a redevelopment agreement between the City and Kyung Shi Lee to reimburse Mrs. Lee's new tenant and designee, John Patrick Beyler, for a portion of the costs to redevelop property at 520 South Illinois Avenue. Mrs. Lee owns the parcel where Artistic Mind Tattoos was located. Mr. Beyler, the owner of Artistic Mind Tattoos will be moving this business out of 520 S. Illinois Avenue and into 603 S. Illinois Avenue. Mr. Beyler will redevelop 520 S. Illinois for the future Lost Forest Cafe.

Under the terms of the redevelopment agreement, the City will reimburse the developer for eligible costs that are estimated to total approximately $50,000. A portion of this total includes an upfront reimbursement of up to $25,000 to cover the expense of bringing the building up to code. The remaining amount represents the developer's cost of additional renovations not covered by the $25,000 Code Compliance reimbursement. Costs related to any new construction of the property will not be eligible and are not included in this estimate.

Objectives of the TIF Redevelopment Plan include reduction or elimination of blighting conditions, enhancing the real estate tax base, and encouraging private investment in the redevelopment project area. Development of the subject property as proposed by Kyung Shi Lee represents a substantial contribution to all of these objectives.

Recommended Action:

It is recommended that the City Council approve a resolution authorizing the Interim City Manager to enter into an economic development tax increment financing agreement with Kyung Shi Lee for a Redevelopment Project at 520 South Illinois Avenue

File Attachments
Kyung Shi Lee Code Compliance TIF Redevelopment agreement 2024 05 14.pdf (683 KB)
Resolution Approving a TIF Agreement at 520 South Illinois Avenue 2024 05 14.pdf (90 KB)

7. Consent Agenda of the City Council

Subject	**7.17 Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Daniel R. Presley for a Redevelopment Project at 215 South Illinois Avenue**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Daniel R. Presley for a Redevelopment Project at 215 South Illinois Avenue
Goals	Goal #8: Use the downtown master plan as a guide to revitalize the City Center Goal #4: Encourage progressive economic development, tourism, arts, and entertainment

Originating Department: Economic Development

Background:

On December 27, 2012, the City Council approved an ordinance adopting tax increment financing (TIF) for Illinois-University Corridor TIF #2. This ordinance allows property tax revenue created by new development within the project area to be held in a special City fund to pay for certain redevelopment expenses. One use of the "increment" funds is to reimburse private developers for eligible redevelopment project costs. The State statutes governing TIF specify eligible redevelopment project costs that include property acquisition, demolition, site preparation, environmental cleanup, remodeling and rehabilitation of existing buildings, and a portion of interest costs from financing. The cost of new building construction is not an eligible expense.

On April 25, 2023, the City Council approved a resolution creating TIF-Funded Downtown Property Code Compliance Incentive Program. The intent of this program is to encourage commercial property owners to improve downtown buildings, in an effort to develop a revitalized downtown.

The reimbursement terms for this project are specified in the attached redevelopment agreement between the City and the developer.

Attached for consideration by the City Council is a redevelopment agreement between the City and Daniel R. Presley for reimbursement of a portion of the costs to redevelop the property at 215 South Illinois Avenue. The developer has purchased the building, which previously housed Yellow Cab Taxi, and will address code compliance issues found within the building such as electrical, plumbing, restroom accessibility, and roof repair. The subject property is located within TIF #2 and as a result, the developer is eligible to receive reimbursement through TIF.

Under the terms of the redevelopment agreement, the City will reimburse the developer for eligible costs that are estimated to total approximately $212,200. A portion of this total includes an upfront reimbursement of up to $50,000 to cover the expense of bringing the building up to code. The remaining amount represents the developer's cost of the purchase of the existing structure and additional renovation costs. Costs related to any new construction of the property will not be eligible and are not included in this estimate.

Objectives of the TIF Redevelopment Plan include reduction or elimination of blighting conditions, enhancing the real estate tax base, and encouraging private investment in the redevelopment project area. Development of the subject property as proposed by Daniel R. Presley represents a substantial contribution to all of these objectives.

Recommended Action:

It is recommended that the City Council approve a resolution authorizing the Interim City Manager to enter into an economic development tax increment financing agreement with Daniel R. Presley for a Redevelopment Project at 215 South Illinois Avenue.

File Attachments
Daniel R Presley Code Compliance Redevelopment Agreement 2024 05 14.pdf (2,182 KB)
Resolution Approving a TIF Agreement at 215 South Illinois Avenue 2024 05 14.pdf (90 KB)

7. Consent Agenda of the City Council

Subject	**7.18 Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Big Muddy Rentals for a Redevelopment Project at 122 & 124 South Illinois Avenue**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve Resolution Authorizing the Interim City Manager to Enter into a Code Compliance Tax Increment Financing Agreement with Big Muddy Rentals for a Redevelopment Project at 122 & 124 South Illinois Avenue
Goals	Goal #8: Use the downtown master plan as a guide to revitalize the City Center Goal #4: Encourage progressive economic development, tourism, arts, and entertainment

Originating Department: Economic Development

Background:

On December 27, 2012, the City Council approved an ordinance adopting tax increment financing (TIF) for Illinois-University Corridor TIF #2. This ordinance allows property tax revenue created by new development within the project area to be held in a special City fund to pay for certain redevelopment expenses. One use of the "increment" funds is to reimburse private developers for eligible redevelopment project costs. The State statutes governing TIF specify eligible redevelopment project costs that include property acquisition, demolition, site preparation, environmental cleanup, remodeling and rehabilitation of existing buildings, and a portion of interest costs from financing. The cost of new building construction is not an eligible expense.

On April 25, 2023, the City Council approved a resolution creating TIF-Funded Downtown Property Code Compliance Incentive Program. The intent of this program is to encourage commercial property owners to improve downtown buildings, in an effort to develop a revitalized downtown.

The reimbursement terms for this project are specified in the attached redevelopment agreement between the City and the developer.

Attached for consideration by the City Council is a redevelopment agreement between the City and Big Muddy Rentals, LLC for reimbursement of a portion of the costs to redevelop property at 122 & 124 South Illinois Avenue. The developer has purchased the building, which formerly housed the Soundcore business, and will address code compliance issues found within the building such as roof repair and other expenses related to code compliance. The subject property is located within TIF #2 and as a result, the developer is eligible to receive reimbursement through TIF.

Under the terms of the redevelopment agreement, the City will reimburse the developer for eligible costs that are estimated to total approximately $200,000. A portion of this total includes an upfront reimbursement of up to $50,000 to cover the expense of bringing the building up to code. The remaining amount represents the developer's cost of the purchase of the existing structure and additional renovation costs. Costs related to any new construction of the property will not be eligible and are not included in this estimate.

Objectives of the TIF Redevelopment Plan include reduction or elimination of blighting conditions, enhancing the real estate tax base, and encouraging private investment in the redevelopment project area. Development of the subject property as proposed by Big Muddy Rentals, LLC represents a substantial contribution to all of these objectives.

Recommended Action:

It is recommended that the City Council approve a resolution authorizing the Interim City Manager to enter into an economic development tax increment financing agreement with Big Muddy Rentals, LLC for a Redevelopment Project at 122 & 124 S. Illinois Avenue.

File Attachments
Big Muddy Rentals, LLC Code Compliance Redevelopment Agreement 2024 05 14.pdf (987 KB)

Resolution Approving a TIF Agreement at 122 and 124 South Illinois Avenue 2024 05 14.pdf (91 KB)

7. Consent Agenda of the City Council

Subject	**7.19 Resolution Authorizing the Interim City Manager to Enter into an Agreement with Crawford, Murphy, and Tilly, Inc. in an Amount Not-To-Exceed $70,000 for Engineering Services for Bicentennial Industrial Park Redundant Booster Pump (CIP WS2502)**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approval of an Agreement with Crawford, Murphy, and Tilly, Inc. in an Amount Not-To-Exceed $70,000 for Engineering Services for Bicentennial Industrial Park Redundant Booster Pump (CIP WS2502)
Goals	Goal #5: Provide high-quality City infrastructure Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services Goal #1: Provide a high quality-of-life and foster a sense of community for all residents

Originating Department: Public Works - Utilities

Background:

The FY2025 CIP budget includes funding for the installation of an additional pump at the City's Bicentennial Industrial Park pumping station, which is a potable water storage site routinely used to supply drinking water to residents and boost system pressure. This is mandated per an IEPA inspection that was conducted in 2023 for regulatory compliance.

This contract is for professional services which is an exception to the formal bidding process pursuant to 1-6-13 (E)(2) of the Carbondale Revised Code.

File Attachments
Professional Services Agreement Pump Improvements at Industrial Park..pdf (1,204 KB)
Resolution Authorizing the CM to Enter into an ESA with CMT, Inc. for Bicentennial Industrial Park Redundant Booster Pump 2024-05-14.pdf (9 KB)

7. Consent Agenda of the City Council

Subject	**7.20 Approval of Consent Agenda Items**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action (Consent)
Recommended Action	Approve all Consent Agenda items not pulled for separate consideration

8. General Business of the City Council

Subject	**8.1 Approve a budget adjustment providing funding for the Carbondale Community Housing, NFP for FY 2025**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action
Recommended Action	Approve an ordinance providing funding for the Carbondale Community Housing, NFP for FY 2025
Goals	Goal #1: Provide a high quality-of-life and foster a sense of community for all residents Goal #2: Establish programs, processes, and networks to address diversity, inclusion, equity, and justice Goal #6: Enhance residential development/rehabilitation

Originating Department: Community Development

Background:
On June 14, 2022, the Carbondale City Council adopted a resolution creating a not-for-profit housing corporation known as the Carbondale Community Housing, Not For Profit. On February 28, 2023, the final bylaws were approved and on June 13, 2023, six board members were appointed. On February 27, 2024, funding was approved for an executive director, but no other funding or budget had been created at that point.

The corporation's financial plan, need for an administrative assistant, and projections of project costs for the next three years were discussed. Staff presented a rough three-year budget to the board outlining the staff salaries, office costs, as well as project operating costs. The plan was discussed with the board and revised after comments were received by the board members. That budget is included in this report. In addition to the Executive Director's position, it was decided by the CCH, NFP board that a part-time Administrative Assistant would be necessary, as well as funds to cover travel and office expenses. All of those items are under the Essential Operating Costs section of the plan. Projected project costs are then presented in the plan as an example of what the next three-year minimum project spending costs may look like.

While different projects may present themselves in the future, the board felt at this point with no Director that some sort of basic numbers needed to be established and further definite funding sought from the Council. Once a Director is hired other sources of funding can be pursued, partnerships with other stakeholders formed, and more definitive projects planned. It was the board's consensus that it would be easier to attract and hire a Director with some substantial funding in place. Staff recommends council allocate $1,976,700 in funds from the City's ARPA funds to the CCH, NFP. Funds will be distributed quarterly for the Essential Operating Costs, and on an as-needed basis for the operating costs.

File Attachments
Budget adj CCH,NFP 2024-5-14 Exhibit A.pdf (268 KB)
CCH,NFP Proposed Budget 2024-05-14 Exhibit B.pdf (589 KB)
ORDINANCE CCHNFP BUDGET 2024-05-14.doc (39 KB)

8. General Business of the City Council

Subject	**8.2 Approval of Selection of Comprehensive Plan Consultant and Authorization to Enter into Contract Negotiations**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action
Recommended Action	Approve Planning NEXT as the consultant for the Comprehensive Plan update and direct staff to negotiate a contract for future City Council approval
Goals	Goal #1: Provide a high quality-of-life and foster a sense of community for all residents Goal #2: Establish programs, processes, and networks to address diversity, inclusion, equity, and justice Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services Goal #4: Encourage progressive economic development, tourism, arts, and entertainment Goal #6: Enhance residential development/rehabilitation Goal #7: Build on, expand, and develop new relationships with SIU and other regional entities Goal #8: Use the downtown master plan as a guide to revitalize the City Center

Originating Department: Community Development

Background:

The American Planning Association defines Community Planning as "a process that seeks to engage all members of the community to create a more prosperous, convenient, equitable, healthy, and attractive place for present and future generations." The City of Carbondale has maintained a Comprehensive Plan for the City since 1979. It is updated every 15 years and is due for an update in 2025. The Comprehensive Plan intends to proactively address future growth and development, relying heavily on an extensive public engagement process in order to capture the wants and needs of the community.

The City's current Comprehensive Plan, updated in 2010, can be found on the City's website (https://www.explorecarbondale.com/DocumentCenter/View/1254/Carbondale-Comprehensive-Plan-PDF) and in paper format in the Community Development Department at City Hall. It covers the topics of Land Use, Transportation, Housing, and Economic Development. For the current update, as many City departments have embarked on their own planning efforts (such as Economic Development and Parks and Recreation), planning staff see an opportunity to take a deeper dive into topics most applicable to Community Development. The areas of focus to be considered for the current Comprehensive Plan update are:

- Housing
- Multimodal Transportation
- Future Land Use Planning
- Zoning Ordinance Review

The development of the Comprehensive Plan update will happen with Carbondale's sustainability goals at the top of the priority list: Achieving community-scale carbon neutrality by the year 2050, with a 45% reduction in emissions by 2030.

Earlier this year, Community Development staff established a Consultant Selection Committee comprised of: John Lenzini, Community Development Manager; Steven Mitchell, Economic Development Director; Molly Maxwell, Senior Planner; Ashley Gibson, Housing and Preservation Planner; and Lauren Becker, Planner/Sustainability Coordinator. A national search for a consulting firm to facilitate the Comprehensive Plan update was conducted using the attached Request for Proposals, and proposals from six firms were reviewed. Two firms were interviewed, and references were contacted. The selection committee unanimously decided to recommend Planning NEXT to the City Council to facilitate the Comprehensive Plan update. While several of the applicants had strong proposals, Planning NEXT was ultimately chosen for their wide-ranging experience conducting comprehensive planning for other municipalities, their full understanding of the housing issues that small university towns like Carbondale face, and their enthusiasm to support Carbondale in reaching its sustainability goals.

Upon approval by the City Council, staff will work with the selected consultant to develop a contract that will be presented to the Council for approval at a later date. The contract will contain the detailed scope of work, timeline, and fees. Planning staff recommends to the City Council to allocate $150,000 for this important initiative. Currently, there is $75,000 allocated for the Comprehensive Plan update in the FY25 budget. The remaining $75,000 can be dedicated in next year's budget.

Attached for Council review are:

- The City's Request for Qualifications to identify a consultant for the Comprehensive Plan
- Planning NEXT's submitted proposal

File Attachments
Planning NEXT Proposal 05-14-2024.pdf (16,013 KB)
Comprehensive Plan 2025 Request for Qualifications 05-14-2024.pdf (449 KB)

8. General Business of the City Council

Subject	**8.3 Resolution Authorizing the City Manager to Enter Into a Sales Agreement for a Pumper/Rescue Fire Truck with MacQueen Equipment, LLC**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action
Recommended Action	Adopt a Resolution authorizing the City Manager to enter into a sales agreement for a pumper/rescue fire truck with MacQueen Equipment, LLC
Goals	Goal #5: Provide high-quality City infrastructure Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services

Originating Department: Fire

Background:

The type and number of fire apparatus maintained within the fire department (primary and reserve) is based on industry standards as well as Insurance Services Office (ISO) requirements. To maintain its current ISO classification, the City of Carbondale must employ serviceable apparatus capable of safely delivering personnel, equipment, and rating equipment capacity as required by the current ISO - Class 2 Public Protection Rating. Current National Fire Protection Association (NFPA) Standards recommend that apparatus greater than fifteen years old and still in serviceable condition be placed in reserve status and apparatus over twenty-five years be replaced.

Requested is the purchase of a pumper/rescue fire truck for the purpose of replacing a 1996 Quality Pumper (Engine 11). This purchase would provide for a new pumper/rescue and allow one of the current front-line units to be moved to a reserve status. This would extend the life of our fleet and avoid the need for costly repairs to our 2014 Toyne Pumper (Engine 4). Because the 1996 Quality Pumper is 28 years old with $162,308.72 lifetime repair expenses, this vehicle is not reliable in a frontline position when Engine 4 is down for maintenance/repairs, and is well beyond its estimated useful life years. The FY2024 5 Year Community Investment Program recommends replacement on July 1, 2024. This vehicle will replace two vehicles on the frontline response, Engine 4 and the 2015 Pierce Rescue Squad (Rescue 1), combining equipment from each truck. This will reduce costs and wear and tear on two vehicles and result in less apparatus responding to calls.

Due to the urgency of this purchase, taking into account the forty-six to forty-nine month estimated manufacture time, as well as the existing PUC pump system within current fleet, the fire department and City Manager are recommending that the City Council take exception to the Formal Contract Procedure, Section E7 - Any contract for goods, services or supplies when it is determined to be in the best interest of the City by a vote of two-thirds of the Council members present, but at least four votes are required, Ordinance 2012-20). The executed purchase agreement does not require any initial expenditures. Funding for the truck will be determined at completion and follow the planned CIP schedule.

Recommended Action:

It is recommended that the City Council adopt a Resolution authorizing the City Manager to enter into a sales agreement for a pumper/rescue fire truck with MacQueen Equipment, LLC.

File Attachments
1460 Proposal Letter 05092024.pdf (268 KB)
1460 Purchase Agreement 05092024.pdf (736 KB)
Resolution Authorizing the ICM to enter into a Purchase Agreement with MacQueen Equipment 2024-05-14.pdf (10 KB)

8. General Business of the City Council

Subject	**8.4 Approve the Purchase of a 2024 Vactor 2100i Combination Sewer Jet Truck to Coe Equipment, Inc. of Rochester, IL in the amount of $505,489.29, and Adopt a Resolution to Declare a 2009 Vactor 2100 Combination Sewer Jet Truck as Surplus to be Used for Trade-In; and, Approve an Ordinance Authorizing a Budget Adjustment to the FY 2025 Budget in the Amount of $505,490**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action
Recommended Action	Approve an Ordinance Authorizing a Budget Adjustment to the FY 2025 Budget in the Amount of $505,490, Approve the Purchase of a 2024 Vactor 2100i Combination Sewer Jet Truck to Coe Equipment, Inc. of Rochester, IL in the amount of $505,489.29, and Adopt a Resolution to Declare a 2009 Vactor 2100 Combination Sewer Jet Truck as Surplus to be Used for Trade-In
Goals	Goal #5: Provide high-quality City infrastructure Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services Goal #1: Provide a high quality-of-life and foster a sense of community for all residents

Originating Department: Public Works - Utilities

Background:

The City of Carbondale purchased a Vactor combination sewer jet truck 15 years ago. This piece of equipment is critical to the Water & Sewer fleet. It is used to respond to customer-reported sewer backups to clear sewer main blockages by high-pressure jetting and remove sanitary sewage from stopped-up manholes by hydro-vacuum. Nearing the end of its service life, replacement of the sewer jet was anticipated in 2 years and can be found in FY 2027 in the 5-Year Capital Outlay for the Sewer Collection division.

Unfortunately, the sewer jet was involved in an accident two months ago. Due to age and diminished value, the sewer jet has been totaled out.

City Council is requested to forego the formal bidding process and purchase directly from Vactor for the good of the service in the best interest of the citizens of Carbondale. Sewer backups sometimes enter homes, posing risks to personal health, safety, and property. The City purchased a backup sewer jet two years ago, which has been in use during the insurance claim process. However, it is not advisable to rely solely on this model from the 1990s for an extended period of time. The sewer jet is used almost every day of the week, including nights and weekends when customers frequently call the 24/7 W&S hotline for service.

Approving the new sewer jet proposal from Vactor is advantageous to the City for these reasons:

- The demonstration unit is “new” with a full warranty but discontinued from use by the company.
- The demonstration unit is already built and can be delivered immediately.
- The Western Star Chassis provides local service opportunities, whereas other brands' service opportunities are based in St. Louis or farther away.
- The City’s Central Garage is familiar with Vactor equipment operations and maintenance.
- Vactor is recognized as the industry leader in sewer jets nationwide, and they have a good track record with the City.
- Staff have reviewed other brands and found them to be no less expensive; no real savings would be realized by bidding.
- Bidding would result in a 12-month lead time after the award because a new, non-demo sewer jet would have to be ordered and built in the factory.

Since no funding is available in the FY 2025 budget, a transfer from the Water & Sewer Fund would be required. The majority of the replacement cost will be covered by insurance, which has indicated that $301,222 will be reimbursed upon the purchase of a new unit. The net total cost to the City is estimated at $204,267.29.

Section 1-6-13-E-7 of the Carbondale Revised Code permits the City Council to forego the normal contract procedure for goods, services, or supplies when it is determined to be in the best interests of the city by a vote of two-thirds (2/3) of the council members present, but at least four (4) positive votes are required. Staff recommends the City Council award a contract for the purchase of a replacement sewer jet to Coe Equipment, Inc. of Rochester, Illinois for $505,489.29.

File Attachments
Proposal_2024 Vactor 2112iP-824_Rev0.pdf (2,149 KB)
Exhibit A Budget Adjustment for Purchase Vactor Sewer Vac Truck 2024-05-14.pdf (122 KB)
A Resolution Declaring a 2009 Vactor 2100 Combination Sewer Jet Truck as Surplus 2024-05-14.pdf (9 KB)
Ordinance Authorizing a Budget Adjustment for the Waterworks and Sewerage Fund for FY2025 2024-05-14.doc (40 KB)

8. General Business of the City Council

Subject	**8.5 A Resolution Authorizing the Interim City Manager to Purchases Services From LaCaje Hill, d/b/a LHill Catering in an Annual Amount not to Exceed $4,000.00**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Action
Recommended Action	Approve a Resolution authorizing the Interim City Manager to purchase services from LaCaje Hill, d/b/a LHill Catering in an amount not to exceed $4,000.00 annually.

Originating Department: Legal

Background: Councilmember LaCaje Hill recently started a catering service called LHill Catering. From time to time the City utilizes caterers for events sponsored by the City. Mr. Hill, as a DBE, would like the opportunity to provide his services to the City at competitive pricing. Section 1-5-7-B establishes the rules by which any public official may provide materials, merchandise, property, services, or labor to the City of Carbondale. Mr. Hill requests the Carbondale City Council to approve a resolution permitting him to conduct limited business with the City of Carbondale.

File Attachments
Resolution Authorizing the CM to Purchase Services from LHill 2024-05-14.pdf (92 KB)

9. Adjournment of the City Council Meeting

Subject	**9.1 Adjourn meeting**
Meeting	May 14, 2024 - Local Liquor Control Commission and Regular City Council Meeting May 14, 2024
Type	Procedural

The Mayor will declare the meeting adjourned.