

Tuesday, July 22, 2025

Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

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 : Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

Type : Procedural

Public Content

2. Citizens' Comments for the Local Liquor Control Commission

Subject : 2.1 Citizen Comments for the Liquor Commission

Meeting : Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

Type :

Public Content

Citizens comments for the Local Liquor Control Commission

3. General Business of the Local Liquor Control Commission

Subject : 3.1 Local Liquor Control Commission Meeting Minutes from June 10, 2025

Meeting : Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

Type : Action

Recommended Action : Approve the minutes from the Local Liquor Control Commission meeting of June 10, 2025

Public Content

Originating Department:

File Attachments

[Local Liquor Control Commission Meeting Minutes 10 June 2025.pdf \(187 KB\)](#)

3. General Business of the Local Liquor Control Commission

Subject :	3.2 Change in Corporate Officers for Hunan, Inc. dba Hunan, 710 East Main Street
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Action
Recommended Action :	Approve the change in corporate officers for Hunan, Inc. dba Hunan, operating at 710 East Main Street

Public Content

Originating Department:

City Clerk's Office

Background:

Hunan, Inc. dba Hunan at 710 East Main Street is seeking approval for the change in corporate officers. The license, as currently issued, was approved with Chan San as president, Jenny San as secretary, and David Kuan as treasurer. Both Chan and Jenny have relinquished their roles and interest in the corporation. David Kuan will be the sole beneficial owner and serve the roles of president and secretary. These changes have been filed with the Illinois Department of Revenue. Changes in officers require the Local Liquor Control Commission's approval, except in cases when it is solely a reduction in the number of owners. In this case, aside from the reduction of beneficial owners, there is also a change in corporate roles, hence the need for the Commission's approval; without the Commission's approval and the City's written notification of said approval, the State would not approve this reported change.

File Attachments

[2-4-13 Change in Ownership.pdf \(19 KB\)](#)

[Officer Change Hunan Letter to City 2025 Redacted.pdf \(723 KB\)](#)

4. Adjournment of the Local Liquor Control Commission

Subject :	4.1 Time of Adjournment for Local Liquor Control Commission
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Procedural

Public Content

5. Preliminaries to the City Council Meeting

Subject :	5.1 Roll Call
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Procedural

Public Content

5. Preliminaries to the City Council Meeting

Subject :	5.2 Citizens' Comments and Questions
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Procedural

Public Content

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 :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Procedural

Public Content

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

6. Public Hearings and Special Reports

Subject :	6.1 Dark Skies Presentation
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Information

Goals :

Goal #4: Encourage progressive economic development, tourism, arts, and entertainment
Goal #1: Provide a high quality-of-life and foster a sense of community for all residents

Public Content

Originating Department:

Community Development

Background:

The Carbondale City Council has expressed interest in learning more about dark sky initiatives. In response, City staff coordinated with Mr. Harry Treece, President of the Astronomical Association of Southern Illinois and the local coordinator for the NASA Night Sky Network. Mr. Treece will provide a presentation on Dark Sky policies and the associated effects.

Dark Sky policies are designed to reduce nighttime light pollution. Excessive artificial lighting not only impairs the visibility of the night sky for astronomers and stargazers but also disrupts natural ecosystems, particularly affecting nocturnal animals such as birds. Additionally, research indicates that light pollution may have adverse effects on human health, interfering with natural circadian rhythms and sleep cycles.

This presentation will offer insight into how Carbondale might consider dark sky efforts in further consideration of environmental stewardship, public health, and appreciation of the night sky.

7. Consent Agenda of the City Council

Subject :	7.1 Minutes from the Regular City Council Meeting of July 8, 2025
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Action (Consent)
Recommended Action :	Approve the minutes from the regular City Council meeting of July 8, 2025

Public Content

Originating Department:

City Clerk's Office

File Attachments

[Regular City Council Meeting Minutes 8 July 2025.pdf \(190 KB\)](#)

7. Consent Agenda of the City Council

Subject :	7.2 Approval of Wells Fargo Warrant for the Period Ending 05/31/2025 FY 2026 Warrant # WF 05/2025 in the
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amount of \$238,323.00

Meeting : Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

Type : Action (Consent)

Recommended Action : Accept the following report of payments made for the period ended: 05/31/2025 totaling \$238,323.00

Goals : [Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services](#)

Public Content

Originating Department: Finance

Background:

File Attachments

[Wells Fargo 05-2025 2025-07-22.pdf \(213 KB\)](#)

7. Consent Agenda of the City Council

Subject : 7.3 Approval of Warrant for the Period Ending: 07/04 /2025 for the FY 2026 Warrant 1515 in the Total Amount of \$1,433,060.10

Meeting : Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

Type : Action (Consent)

Recommended Action : Accept the following report of payments made for the period ended: 07/04/2025 totaling \$1,433,060.10

Goals : [Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services](#)

Public Content

Originating Department: Finance

Background:

File Attachments

[Warrant 1515 2025-07-22.pdf \(350 KB\)](#)

7. Consent Agenda of the City Council

Subject : 7.4 Acceptance of Approved Meeting Minutes from Boards, Commissions, and Committees

Meeting : Jul 22, 2025 - Local Liquor Control Commission and

Regular City Council Meeting July 22, 2025

Type :

Action (Consent)

Recommended Action :

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

Public Content

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:

Planning Commission - January 29, February 12, February 26, March 26, and May 14, 2025

Board of Fire and Police Commissioners - March 20 and April 15, 2025

File Attachments

[Planning Commission Meeting Minutes 2025-01-29.pdf \(135 KB\)](#)

[Planning Commission Meeting Minutes 2025-02-12.pdf \(164 KB\)](#)

[Planning Commission Meeting Minutes 2025-02-26.pdf \(135 KB\)](#)

[Planning Commission Meeting Minutes - 2025-03-26.pdf \(128 KB\)](#)

[Planning Commission Meeting Minutes - 2025-05-14.pdf \(134 KB\)](#)

[Board of Fire and Police Commissioners Meeting Minutes 2025-03-20.pdf \(225 KB\)](#)

[Board of Fire and Police Commissioners Meeting Minutes 2025-04-15.pdf \(229 KB\)](#)

7. Consent Agenda of the City Council

Subject :

7.5 Resolution Authorizing the City Manager to Enter into an Agreement with CivicPlus for Electronic Agenda Management Platform Services and a Resolution Authorizing the City Manager to Enter into an Agreement with ICC Community Development Solutions for Laserfiche Enterprise Content Management Software

Meeting :

Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

Type :

Action (Consent)

Recommended Action :

Adopt a Resolution authorizing the City Manager to enter into an Agreement with CivicPlus for electronic agenda management and a Resolution authorizing the City Manager to Enter into an agreement ICC Community Development Solutions for Laserfiche Enterprise Content Management Software for electronic records management

Public Content

Originating Department:

City Clerk's Office

Background:

CivicPlus Agenda Platform

In 2016, the City transitioned from a paper-based agenda creation process to the digital agenda platform BoardDocs. The initial parent company Emerald Data Solutions was later acquired by Diligent. Since then, Diligent decided to sunset the BoardDocs platform in favor of their new agenda platform. BoardDocs will sunset by the end of the calendar year

Staff consulted with other communities about their experiences and reviewed other online agenda platforms. Most of these products have similar functionality, which then leaves pricing and customer service as the primary factors for determining the appropriate replacement platform. Staff recommends contracting with CivicPlus for the replacement agenda platform. While CivicPlus does provide media streaming options, we are contracted with Swagit, under the ownership of Granicus, as our provider until 2027. Prior to the expiration of the contract with Swagit, Staff should undertake a thorough review of streaming options as it relates to cost and compatibility, or inquire about the cost for terminating the contract in favor of streaming services with CivicPlus.

CivicPlus services are currently utilized by the City for the website, Human Resources, and Finance.

The most recent invoice for BoardDocs was \$12,000.00 and \$11,235.00 to Granicus for streaming, video hosting, and indexing services. With CivicPlus, the first year, including the one-time implementation cost, is \$12,200.00, which includes the transfer of historical data from the current agenda platform, after which the annual fee will be \$8,700.00, subject to an annual uplift charge.

Laserfiche Cloud Enterprise Management System

City government generates a vast number of records annually. At this time, there is no organization-wide records management platform, although some departments do have specialized internal platforms. As requests for records from the public and from within the organization continue to increase, as well as expectations for rapid return of documents, it is no longer feasible to wait for an available staff person to search through physical documents in filing cabinets and in archive boxes in order to determine if a record exists or to locate said records. For many years, the City has been caught between two eras of records management - paper-based versus digital. While most records are now digitally born, such as emails, many records are still generated in paper form. Staff spends an inordinate amount of time attempting to search such physical records for Freedom of Information Act requests or internal needs. The sad fact is that while the organization may have a paper copy of a record, if we are unable to locate said record, it is as good as lost.

Laserfiche is a records management and process automation system that has been utilized by governments for decades. It provides access to records while utilizing varied permissions for viewing versus amending of records, automates the retention and disposition of records in accordance with the State's Local Records Act, and has workflows and licensing capabilities. Additionally, it includes a public portal that allows users to search for records. At this time, the attached Resolution will authorize the City Manager to enter into a contract for the minimum number of user licenses (5 users) at a cost of \$7,020.00, with the expectation that additional funds will be identified in the upcoming fiscal year to increase the number of users in order to incorporate the use of the platform organization-wide. The current five (5) user licenses would be allocated to Human Resources and the City Clerk's Office, as both departments have significant long-term (70+ years) or permanent retention records. Additionally, the complexity of records maintained by Human Resources is so disparate in the mandated retention periods required for each personnel file; an automated process will simplify the process. Implementing a digitized records management system will also reduce the accumulation of records in City Hall's Archives.

The process of digitizing records will be lengthy and will require the City to identify staff to assist in the conversion process, unless an outside entity can be utilized, but that would be at a significant cost, given the volume of records that it would entail.

File Attachments

[Carbondale IL - Agenda and Meeting Management - Live Meeting Manager Only - Without CivicPlus Media - 22 July 2025.pdf \(34 KB\)](#)

[Laserfiche Cloud Professional Tier Proposal 22 July 2025.pdf \(453 KB\)](#)

[Resolution Authorizing the City Manager to Enter Into a Contract with CivicPlus for Agenda Management Services 22 July 2025 \(1\).pdf \(9 KB\)](#)

[Resolution Authorizing the City Manager to Enter Into a Contract with ICC Community Development Solutions for Laserfiche Document Management Solutions 22 July 2025.pdf \(9 KB\)](#)

7. Consent Agenda of the City Council

Subject :	7.6 Resolution Dedicating \$35,479 from the Local Improvement Fund to Cover the City's Portion of Engineering Costs for CIP ST2601 - Oak St Rehabilitation (Wall St To Springer St)
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Action (Consent)
Recommended Action :	Resolution Dedicating \$35,479 from the Local Improvement Fund to Cover the City's Portion of Engineering Costs for CIP ST2601 - Oak St Rehabilitation (Wall St To Springer St)

Public Content

Originating Department: Public Works- Engineering

Background:

In 2025, the City was awarded \$880,000 in Transportation, Housing and Urban Development (THUD) grant funds in addition to a twenty percent match, to rehabilitate Oak St From Wall St to Springer St. This project will include Full Depth Patching, overlay and ADA improvements.

The project is now at the Engineering Design Phase phase. It is estimated that the Engineering cost will be \$141,916 with the City's portion being \$35,479. The Illinois Department of Transportation (IDOT), which administers the funds, requires a formal resolution appropriating the funds along with an agreement between the City and IDOT. The Federal Highway agreement will be executed by the Mayor pending City Council approval.

File Attachments

[Federal Aid Agreement for Eng Services Oak St St 2601 2025-07-22.pdf \(580 KB\)](#)

[Resolution Authorizing Use of Local Improvement Funds for Oak St Rehab ST2601 2025-07-22 \(1\).pdf \(122 KB\)](#)

7. Consent Agenda of the City Council

Subject :	7.7 Ordinance Authorizing the Acceptance of a Contractual Payment from the Board of Trustees of Southern Illinois University in the Amount of \$50,000 for the Capital Purchase of Replacement Fire Department Vehicles/Major Equipment and Approving a Budget Adjument to Increase the Fire Department's FY2026 Budget in the Amount of \$50,000
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Meeting : Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

Type : Action (Consent)

Recommended Action : Adopt an Ordinance Accepting a Contractual Payment from the Board of Trustees of Southern Illinois University in the Amount of \$50,000 for the Capital Purchase of Replacement Fire Department Vehicles/Major Equipment and approving a Budget Adjustment to Increase the Fire Department's FY2026 Budget in the Amount of \$50,000

Goals : [Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services](#)

Public Content

Originating Department: Fire Department

Background:

In the Agreement for Fire Protection Services between the City of Carbondale and the Board of Trustees of Southern Illinois University, "Section 4. Capital Purchase" dictates that the University shall commit an allowance not to exceed fifty thousand dollars (\$50,000) for the capital purchase of replacement fire department vehicles or major equipment used to support services to the University. This allowance shall be used as the University's fair-share contribution to any vehicle/major equipment purchase and used only in combination with City funds for the capital purchase.

At the May 14, 2024, City Council meeting, the council authorized the City Manager to enter into a sales agreement for a pumper/rescue fire truck with MacQueen Equipment, LLC. The pumper/rescue fire truck was delivered on May 12, 2025.

Recommendation Action:

It is recommended that the City Council accept a contractual payment from the Board of Trustees of Southern Illinois University in the amount of \$50,000 for the capital purchase of replacement fire department vehicles/major equipment and approve a budget adjustment to increase the Fire Department's FY2026 budget in the amount of \$50,000.

File Attachments

[Exhibit A - Budget Adjustment Fire Department Equipment 2025-07-22.pdf \(109 KB\)](#)
[Ordinance Accepting \\$50,000 from SIU and Increasing FD FY26 Budget 2025-07-22.pdf \(119 KB\)](#)

7. Consent Agenda of the City Council

Subject : 7.8 Ordinance Authorizing the Mayor to Sign a Release of Easement Agreement for Greenpath East Walnut Street LandCo, LLC

Meeting : Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025

Type : Action (Consent)

Recommended Action : Approve an Ordinance Authorizing the Mayor to Sign a Release of Easement Agreement for Greenpath East Walnut Street LandCo, LLC 2025-07-22

Goals :

Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services
Goal #5: Provide high-quality City infrastructure

Public Content

Originating Department: Economic Development

Background:

Greenpath East Walnut Street LandCo LLC (Greenpath) has been authorized to construct a solar array on private property. In 2000, the private owner granted the City of Carbondale a blanket easement on the entirety of a 40-acre parcel that included the property now owned by Greenpath. In 2015, this property was further subdivided, creating Lot 3F, the parcel that Greenpath now owns, along with lot setbacks, and road and utility easements (see Business Park East 3rd Plat 2025-07-22.pdf).

ECA Solar is requesting that the City release the blanket easement that was granted in 2000, while leaving in place the easements, setbacks, and other restrictions that were established in the 2015 subdivision.

An ordinance approving this easement must be approved by a 2/3 majority vote of the City Council. Staff recommends granting this release of easement.

Details of the release of easement agreement are included in the attachment "Release of Easement Agreement Business Park East 2025-07-22.pdf".

File Attachments

[Business Park East 3rd Plat 2025-07-22.pdf \(3,868 KB\)](#)

[Map of Greenpath Lot 3F 2025-07-22.jpg \(364 KB\)](#)

[Release of Easement Agreement - Business Park East Lot 3F 2025-07-22.pdf \(3,997 KB\)](#)

[Ordinance Authorizing the Mayor to Sign a Release of Easement Agreement for Greenpath East Walnut Street LandCo, LLC 2025-07-22.pdf \(131 KB\)](#)

7. Consent Agenda of the City Council

Subject :	7.9 Approval of Consent Agenda Items
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Action (Consent)
Recommended Action :	Approve all Consent Agenda items not pulled for separate consideration

Public Content

9. Adjournment of the City Council Meeting

Subject :	9.1 Adjourn meeting
Meeting :	Jul 22, 2025 - Local Liquor Control Commission and Regular City Council Meeting July 22, 2025
Type :	Procedural

Public Content

The Mayor will declare the meeting adjourned.