

**Northwest Carbondale Neighborhood Association  
Board of Directors Meeting  
18 June 2012**

Present: Lorie Allen, Jessica Bradshaw, Patti Diggle, Thelma Herschbach, Zachary Kemp, Adam Loos, Mark Robinson, Steven Sawyer

Absent: Nina Hurmis, Chuck Paprocki, Yolanda Presley, Maurine Pyle

Guests: Lawrence Dennis, Kelly Donnigan

The meeting was called to order at 6:35 p.m. by President, Adam Loos.

1. Minutes:

Lorie Allen noted that the Credit Union required that the names of the officers who could sign checks be included in the minutes and she made that change in the notes (just added the names). ***Patti Diggle moved, second by Zachary Kemp, that the minutes of 14 May 2012 be approved as amended. Unanimously approved.***

2. Announcements:

Kelly Donnigan distributed a letter she wrote to the City Council in January 2012 regarding a Group Home proposed for 601 West Owens Street. She noted that the current owners have addressed all the issues she brought up in the letter; however, the City Staff admitted that the Home should not have been grandfathered in. She also noted that Group Homes of this type should be required to have a background check before being allowed to apply. No member of the City Council responded to her letter.

Steve Sawyer announced that he and Courtney Smith have accepted an opportunity to lease an organic farm in the area, which means that they will no longer reside in northwest Carbondale. Although they will continue to own their home in the area, Steve is resigning as a Board member at the close of this meeting due to the increased responsibilities of their new venture. He also offered to attend the next meeting of the Safety & Security Committee to help with the transition to a new committee chair. The Board congratulated him and Courtney on their new undertaking.

Reports of Officers:

Secretary: Lorie Allen reported that the organization is now officially a State of Illinois non-profit organization and we have a Federal Employer Identification Number (F.E.I.N) for banking purposes.

Treasurer: Patti Diggle distributed financial statements noting that we will have a bank balance of \$290.00 when an account is opened. Patti also noted that the banks can't set a dollar threshold where two signatures are required. ***Mark Robinson moved, second by Steve Sawyer, that Patti Diggle, Treasurer, or Adam Loos, President, be authorized to pay any expenses authorized by the board and sign checks or use an Association debit card. Approved unanimously.***

Lorie and Howard Allen offered to donate the entire cost of incorporation and filing fees (\$77.75) in exchange for a long-term association membership. ***Mark Robinson moved, second by Jessica Bradshaw, that Lorie and Howard Allen be granted a lifetime household***

***membership in recognition of their donations to establish our organization. Approved unanimously with one abstention (Lorie Allen).***

President: Adam Loos noted that he attended the Neighborhood Action Group meeting again in June. Board member Jessica Bradshaw was also in attendance. This group meets the first Wednesday of each month at 5:30 p.m. Representatives from Oak Lawn, the Arbor District, Parrish Acres, Jackson County Housing, Tatum Heights attended the meeting. Most of the focus of this group is in MAP Your Neighborhood and they also work with the city in identifying and handling code violations.

Adam also attended the Planning Commission meeting regarding proposed zoning change for Memorial Hospital to build an emergency power generation station at 112 and 200 N. Poplar Street. Since the SIH staff met with the group in February, the plan has changed. The proposed site was originally 112 N. Poplar Street, and now includes 200 N. Poplar Street. They are requesting that their new property be rezoned as Professional Administrative Offices, which raises a question about how that zoning classification covers an emergency power generation station. Other questions include a lack of information about the proposal or the hearing on the city website, and other changes proposed by SIH such as building a retaining pond for surface water run-off. The proposed zoning classification precludes questions about noise, lighting, how often the generator will be tested, water run-off, fuel storage, and other potential risks to the neighborhood. These issues were not addressed or there was no immediate answer to the questions. The Planning Commission approved SIH's request to rezone and this goes to the full council on 26-June-2012. After the meeting, SIH staff was very apologetic and offered to again meet with the Association.

Adam and Lorie Allen also met with the Zoning inspectors responsible for the Northwest. A report was distributed and is attached.

3. Committee Reports:

Communications. Report attached. ***Mark Robinson moved, second by Thelma Herschbach, that the organization purchase a domain name and web site under the name <http://www.northwestcarbndale.com> from 1and1.com at an initial cost of \$3.99 per month for the first year and \$6.99 per month thereafter. Unanimously approved.***

The Committee recommended that a plan be developed for a Logo Contest, including a prize. Mark Robinson offered two round-trip bus tickets to Chicago as the prize (value of \$149.00). This offer was graciously accepted and contest "rules" will be outlined for publication in the first newsletter, on line, and on Facebook. It was noted that because there are still too many unknowns it is difficult to identify the costs of a newsletter. It was generally agreed that newsletters should be both print and on line and that we should prepare something for both the *Southern Illinoisan* and *Daily Egyptian* to include in their "Welcome to Carbondale" sections at the start of the school year. We should also develop a "Welcome to the Northwest Neighborhood" booklet.

Membership and Hospitality. Zachary Kemp noted that this committee met on 04-June-2012 and covered many of the same issues as the Communications Committee, with the addition of monthly social gatherings and a Fall party (perhaps at Oakdale Park). It was noted that Hickory Lodge is available for 4 hours for \$60, but there is an additional \$15 per hour for bathrooms. The committee also needs to check on any noise ordinances or other restrictions if Oakdale Park is selected as the site for the Fall "social." The committee felt that September

would be a better time for a fall social event given the number of other community events in August, and is exploring other events during that time to minimize potential conflicts. This committee also discussed the need for a banner, attending the Friday Night Fairs, and checking with other neighborhood organizations, like the Boys and Girls club, for additional members and committee participation. Zachary also noted that any ideas on diversifying our group would be welcome. ***Patti Diggle moved, second by Zachary Kemp, that the Communications and Membership & Hospitality Committees temporarily meet jointly during this initial phase in order to coordinate a Logo Contest and membership activities. Unanimously approved.***

Research and Development. Report attached. A lengthy discussion followed about whether or not the organization needs to know who owns property in the Neighborhoods (who is renting vs owning), and whether this information should be distributed to neighborhood residents. While some felt that this information could be useful for neighbors, particularly in situations where there was a problem with a tenant because both the police and the landlord could be contacted, others felt that it could be perceived as biased against residents who are renting. No action was taken on this topic.

Safety and Security. Report attached. Nina Hurmis will be following up with Sergeant Edwards of the Carbondale Police Department about having a meeting for residents interested in setting up Neighborhood Watch programs. Steve Sawyer asked if there was any support for a licensing fee for cats. (Unofficial consensus was no). He also distributed a list of the City of Carbondale code ordinances payable by mail. Courtney Smith volunteered to photograph derelict property to help in identifying code violations. The police may have information that could be used in the newsletter regarding public safety and petty crimes.

4. Correspondence.

Maurine Pyle sent an email to the Board noting that since her travel schedule prevents her from attending many Board meetings, she felt she should resign from the board. ***Patti Diggle moved, second by Lorie Allen, that the Board regretfully accept Ms. Pyle's resignation and thank her for her service, and welcomes her ideas for the future of the group and any committee on which she chooses to participate. Unanimously approved.***

The Board also regretfully accepted Steve Sawyer's resignation from the Board and thanked him for his service to the group. Patti Diggle noted that with the loss of two Board members, the number of Board members is now within the number set in our bylaws. Since Board vacancies are to be filled by the Board as they occur (Article VI of the bylaws), she suggested that the Board consider replacing one of these members at the next meeting, perhaps with someone who has been active on a committee.

5. Unfinished Business:

Zachary Kemp noted that he will send an email for the Board gathering in July. ***Patti Diggle moved, second by Thelma Herschbach, that discussion of issues the Board selected for goal-setting (the Oakland Auto Repair Shop, the old High School fields, the Armory, and major crime) be tabled until the next meeting. Unanimously approved.***

6. New Business:

Mailing Address. It was noted that the Organization needs a stable (and fairly anonymous) mailing address. The USPS offers the lowest rate for a post office box at \$76 per year. ***Patti***

***Diggle moved, second by Zachary Kemp, that the Association rent a Post Office Box for 6 months at the sub station for a cost of \$38.00. Unanimously approved.***

Information Packet. It was agreed that discussion of an informational packet be sent to the Membership & Hospitality and Communications Committee, who will conduct joint meetings for a period of time.

Memorial Hospital. Adam Loos again noted that representatives from SIH would like to meet with us. A lengthy discussion ensued about SIH's value to the community and the best way to work with this important organization. The problems with the current proposed zoning changes for the hospital include the speed with which the change was requested; a general lack of information; the description of professional/administrative offices does not fit with an emergency power generator; water run-off issues. Adam noted that as a group we are not in a position to act by June 26. He also noted that there is ample parking in the garage at SIH and upward expansion is possible in the adjacent parking lots, assuming that the Hospital itself is not "strong" enough to go up more. We all agreed that we would rather see SIH go up or east, not north and west. Jessica Bradshaw asked Patti Diggle to send a list of questions and suggested we all send these with our individual concerns to city council members. It was also agreed that we should nicely ask SIH for a meeting and send a list of these concerns to them a few weeks in advance so they can address our questions thoughtfully.

Parking Lots. It was noted that the apartments next to the old Jim and Ruth's Market have no legal parking since City code now requires concrete or blacktop parking lots rather than gravel, as exists at this site. Nothing in the code allows grandfathering for gravel parking lots or driveways, whether rental or owner-occupied. The intent of the code was to safeguard tenant cars from parking lots that may not be maintained; however, the code may impose an unreasonable cost to owners that maintain their property and, in a rental situation, that cost could be passed on to tenants that prefer a permeable surface. It was agreed that this is a property and real estate/code issue that needs to be addressed with the city. If parking lots or driveways are maintained, there is minimal chance of damage to cars from potholes. The topic was referred to the Property and Real Estate Committee as a code issue.

The next meeting is scheduled for July 16. Meetings scheduled in 2012 are: July 16, August 20, September 17, October 15, November 19, and December 17 The next General Meeting will be held on Monday, 21 January 2013.

***Steve Sawyer moved, second by Jessica Bradshaw, that the meeting adjourn. Unanimously approved. The meeting adjourned at 9:05 p.m.***

Respectfully submitted,

Lorie Allen, Secretary

## Safety and Security Committee

Meeting Minutes, 6/7/12, met at Longbranch Coffeehouse

Nina Harris and Steve Sawyer present, Thelma Herschbach absent

Steve was chosen to Chair the committee, temporarily

Nina is lining up a meeting with the police officer who contacted the steering committee (Sgt. Paul Edwards). We will be asking him about crime statistics, helpful hints for preventing crime (both serious and petty), and other topics (sorry, Nina has those notes). We hope to have this meeting before the next Board meeting. If so, I will update these notes for the board meeting.

We discussed the following topics as assigned by the Board:

Debris and safety in Oakdale Park and across Sycamore from Hickory Lodge Park - we will follow-up on this by organizing a “community clean-up” day (with a focus on these two locations to start with). Additionally we will talk to the police about safety issues in these locations and what we can do to help resolve / reduce threats to safety there

Poor Lighting on many streets - we plan to encourage citizens to protect themselves by using more motion sensor lights, which will reduce both break-ins and petty crime. We’ll do this through whatever outreach we end up with (web site, newsletter, welcome packet, etc.). Additionally, this topic is being investigated by Adam as an infrastructure issue.

Speeding through neighborhoods (especially on Bridge, Willow, Sycamore and Oakland) - Steve is looking into the city requirements and procedures for adding stop signs, reducing speed limits, and procuring the electronic “how fast you are going” signs. Additionally, Nina suggested a campaign by the group at large to promote safer driving through yard signs (which could be sold to community members for a modest profit, which would be used for other NW Carbondale activities). The yard signs could be designed to catch attention, probably in part using humor.

Dog Litter/Feral cats - this will be countered through education, again, through whatever outreach and communications the board uses. Steve is following up by finding the exact city ordinances.

Derelict houses and Section 8 housing - Other than safety hints in our outreach and waiting to hear from the housing committee on these issues, we were unsure of how to proceed with these topics.

Petty Crime - Again, the best tactics are better lighting at each house (through motion-sensor lighting) and safety tips through outreach. When we meet with the police officer we will try to gather information from him on the topic as well.

Respectfully submitted,

Steve Sawyer

The Property and Real Estate committee met at Longbranch on 06/11/2012. Craig Anz, Courtney Smith, and Adam Loos were present. Brent Ritzel and Lorie Allen (who had a previously scheduled Communication Committee meeting) were absent.

The committee declined to elect a chair until all members could be present.

We discussed the issues referred to us at the May 14 meeting of the board, with the following results:

Oakland Auto Shop – we discussed the auto shop but did not settle on any course of action. We agreed that we did not like the process used to approve the shop.

Noise – we missed this item and did not discuss it.

Speeding through neighborhoods (especially on Bridge, Willow, Sycamore and Oakland) – we discussed planting street trees, which are known to calm traffic. Courtney will research the rules related to tree planting.

Infrastructure; streets, sewers, sidewalks, culverts, appropriate lighting – Adam will research how the process of getting repairs to streets, sewers, sidewalks, and culverts as well as getting new sidewalks, sewers and culverts where they do not already exist.

Dog litter/Feral cats – we agreed that this issue is best addressed through education.

Oakland field/Old High School Athletic Fields – Adam will research the process with the PUD and find out where the development is in that process.

Zoning/rezoning – we agreed that this is an issue that we react to rather than take initiative on.

Poor Maintenance – we discussed working with our neighbors to help people who are having a hard time maintaining their property. This will tie in with the mapping project.

Derelict Houses – Courtney will begin photographing the derelict properties in the neighborhood and we will learn about the process for addressing these buildings.

The Armory – we agreed that we need to reach out to Andy Wallace, presumptive owner of the Armory. Adam will call Wallace.

Petty Crime – this is addressed with better lighting, clearing overgrown brush in alleys, and vigilance by neighbors.

More section 8 housing in the area has the potential to cause problems – Adam will research this item.

Debris, 1 acre across from Hickory Lodge Park – Craig Anz reported that the Park District deliberately leaves this area “wild” to lure deer away from Hickory Lodge.

Dog Park & More Greenways – serious concerns about liability issues are holding the Park District back on a dog park. We will address greenways when we’ve completed a comprehensive map of the neighborhood.

The Research and Development committee met at Longbranch on 06/06/12. Chuck Paprocki, Steve Sawyer, Brent Ritzel, Amber Loos, and Adam Loos were present.

Amber Loos was elected chair of the committee.

We discussed the issues referred to us at the May 14 meeting of the board, with the following results:

Community Gardens - Chuck reported on currently available options for community gardens in the neighborhood. Hickory Lodge has plots available and permits the use of its greenhouse. Sufi Park has 15 community garden plots and does workshops on gardening. Our neighbor Wayne Weiseman (Pecan St.), who is a member of NCNA, is an internationally recognized permaculture expert who has built a permaculture garden at his home. Chuck will take the lead on publicizing and developing community gardens in the neighborhood.

Speeding through neighborhoods (especially on Bridge, Willow, Sycamore, and Oakland) - Steve will bring this item up at the Safety and Security meeting and report back to R&D.

Infrastructure (streets, sewers, sidewalks, culverts, lighting) - Adam will figure out who in city government is responsible for these items and how to approach them.

Dog litter/Feral cats - this is an issue of educating people, we will research the relevant code and refer this to communications committee.

Oakland Field/Old High School Athletic Fields - we will defer to the Property and Real Estate committee on this item.

Zoning/Rezoning - we felt that, at least right now, zoning and rezoning are things we react to rather than develop a position on.

The Armory - we will defer to the Property and Real Estate committee on this item.

Petty Crime - Steve will discuss this at the Safety and Security meeting and report back to R&D.

Section 8 housing - Adam will find out what proportion of the neighborhood is Section 8 and what percentage is allowed.

Dog Park/more greenways - We will defer to the Property and Real Estate committee on this item.

We also discussed the idea of a property map of the neighborhood showing which parcels are owner-occupied, which are rentals, and who owns what. We agreed that the best approach is to "crowd-source" this by asking our members to report on what they

own or who they rent from in the neighborhood. With board approval, we will send an announcement to members over email and the Facebook group.

We briefly discussed the idea of putting together a resident's guide but took no action on this item.

Communications Committee  
Northwest Carbondale Neighborhood Association  
Monday, 11 June 2012  
6:309-8:30 p.m.

Present: Lorie Allen, Jessica Bradshaw, Patti Diggle, Yo Presley

1. Web Site. The committee agreed that a Web Site was the most pressing need to enhance communications. Several were investigated at the meeting.

The committee recommends that the web address be; <http://www.northwestcarbondale.com> and that we purchase the site and domain name from 1and1.com at an initial cost of \$3.99/month for the first year (\$47.88 annually) and \$6.99/month thereafter (\$83.88 annually), provided there is a favorable evaluation of the services and support during the initial period. Launch of the new website could be promoted through a press release (see #5 below).

2. Email list: The Committee discussed what constitutes the “official email list” of the Association since we maintain a list of members and a contact list of people who have attended a meeting or expressed interest in the Association. The committee recommends that email meeting notices be sent to all members and contacts, and that any notices for meetings that involve voting include a reminder that only members may vote.

The Committee also agreed to share responsibility for phoning members and contacts for which no email address is available.

3. Logo. A logo is needed to provide a recognizable symbol for the Association, and would enhance both the website and Facebook page. A logo would also increase credibility on business cards, forms, and stationery.

The committee recommends that a “logo contest” be developed in conjunction with the Membership and Hospitality committee, if possible. The Logo contest could be promoted through the website, our first newsletter, and in a press release (see #5 below).

4. Membership. Membership recruitment is a priority. One venue that has been suggested is having a presence at the Friday Night Fair, which would benefit from having a banner (based on experiences at the Farmer’s market). The banner should include the web address and a logo, if possible. The committee also discussed having business cards with basic Association information (i.e., name, website, contact people, log [if possible]) for members to have for distribution to potential members.

5. Newsletter. The Committee recommends that a newsletter be published in early August, mid-January and early May. The newsletter can include such items as: the history of the organization; upcoming events; links to useful sites; “meet your Board Members” or “meet your neighbors” profiles; where and what to recycle; city regulations regarding parking, leaf burning, open fires, other codes, etc. (a “did you know…” section); how to keep your property safe during

breaks; etc. The newsletter will be future-oriented and emphasize positive features in the neighborhood.

To estimate printing/copying costs for a newsletter, more information is needed about the number of households/addresses in the Association area. Estimating distribution costs may also be problematic if we need to rely on mailing. (Jessica will check with Schwebel's Printing in Murphysboro about costs of printing and bulk mailing; Patti will check with the Carbondale Times about printing costs; Lorie will check with Servant Keeper about costs to acquire spreadsheet0-based data for our area; and Yo will check with the Post Office about ways to obtain mailing data.)

The committee recommends that production of a newsletter be a priority for the organization's limited resources as it provides a way to reach households that may not be technology-oriented.

6. Press Releases. The committee agreed that there should be a blanket press release detailing the history and purpose of the Association, which could also announce the new website and the Logo Contest.