

MINUTES
The Regular Meeting of the Carbon Cliff Board of Trustees
Village Hall – 106 1st Avenue – Carbon Cliff, Illinois 61239
Tuesday, January 17, 2017

Village President Bill Hintz called the meeting to order at 7:00 p.m.

Members Present: Todd Cantrell, Robert Dreher, Alma Neels, and Larry Scott

Members Absent: Keith Curry and LeeVon Harris

Others Present: Chris Hicks, Dispatch / Argus Reporter; Ben Allen, Deputy Clerk and Nick Gottwalt, D.O.C.A.S.

Village President's Agenda Items Discussed:

- DOCAS Nick Gottwalt would like to attend the 2017 Illinois Association for Floodplain and Stormwater Management Annual Conference, March 8 & 9, 2017 at the Crowne Plaza in Springfield, Illinois. Registration Fee is \$410.00 which includes the annual membership renewal (5/1/2017 to 4/30/2018). Hotel cost will be \$280.00 total (3/7/17-3/9/17). Travel expenses are estimated at \$180.00. Total cost of conference for Nick to attend will be estimated at \$870.00.

Meetings / Conference items discussed:

- The 35th Annual Technical Conference, February 21-23, 2017 – Keller Convention Center – Effingham, Illinois. Full Registration \$175.00. Estimated Mileage Cost \$275.00. Estimated Food Costs \$100.00.
- Dan Clark, Village Maintenance, will be attending the Illinois Section of American Water Works Association's WATERCON 2017 on Tuesday, March 21, 2017. The Village received a free session, so the cost of sending Dan will only include travel costs, estimated at \$189.00, lodging costs at \$129.00 plus applicable tax, and food costs, estimated at \$50.00.

Committee Meeting Items Discussed:

Public Properties Committee Meeting – Chairman Larry Scott read the minutes of the January 9, 2017 meeting.

- Discussed the purchase of a 2017 Polaris in conjunction with the possible hiring of a company to clear out the wooded areas that have overgrown the Village's Sewer Easements.

Public Safety Committee Meeting – Chairman Alma Neels read the minutes of the January 9, 2017 meeting.

- Discussed the option for Village Trustees to do an option Ride Along with Deputy Schatteman on 2nd shift. Village President, Bill Hintz and Trustees Larry Scott and Alma Neels all showed interest in doing a ride along. Schatteman will contact each individual to schedule a time.

Public Works Committee Meeting – Village President Bill Hintz read the minutes of the January 10, 2017 meeting for Chairman Keith Curry in his absence.

- Discussed Village Collector's memo on changing East Lawn Subdivision's billing from a quarterly billing to a monthly billing to ease the high cost of bills. DOCAS Gottwalt indicated that we will rework the Village Code to modify due dates for the entire Village, not just East Lawn. Billing dates will remain quarterly for the entire town.

New Business Discussed:

- DOCAS Gottwalt informed the Village Board that 3E had contacted him regarding the upcoming scheduled maintenance for the Village generators. There is a bad transfer switch on the generator at Pump House B and the estimated cost will be \$2,092.90. Nick will place on February 7th agenda for Board Approval.
- DOCAS Gottwalt informed the Village Board that MidAmerican Energy will be at the February 7th Board Meeting to discuss renewing the Franchise Agreement. This will renew a 25-year agreement that was adopted in 1992 and expires in 2017.
- DOCAS Gottwalt read a memo from MidAmerican Energy stating that, weather permitting, they will be doing work on the Natural Gas Distribution System near 401 Sinclair Blvd within the upcoming weeks.

Motion 1: Motion by Neels to establish the Consent Agenda as follows:

5. **Village President's Agenda:**

- a. Motion to approve Nick Gottwalt to attend the 2017 Illinois Association for Floodplain and Stormwater Management Annual Conference, March 8 & 9, 2017 at the Crowne Plaza in Springfield, Illinois. Registration Fee is \$410.00 which includes the annual membership renewal (5/1/2017 to 4/30/2018). Hotel cost will be \$280.00 total (3/7/17-3/9/17). Travel expenses are estimated at \$180.00. Total cost of conference for Nick to attend will be estimated at \$870.00.

9. **Minutes / Reports / Public Notices:**

- a. Monthly Clerk's Report for December 2016 as presented – approved / filed;
- b. Monthly Collector's Report for December 2016 as presented – approved / filed;
- c. Monthly Maintenance Comp Time Report for December 2016 as presented – approved / filed;
- d. Monthly Treasurer's Report for December 2016 as presented – approved / filed;
- e. Minutes of the Public Properties Committee Meeting of January 9, 2017 as presented – approved / filed;
- f. Minutes of the Public Safety Committee Meeting of January 9, 2017 as presented – approved / filed;
- g. Minutes of the Public Works Committee Meeting of January 10, 2017 as presented – approved / filed;
- i. Minutes of the Regular Meetings of the Carbon Cliff Board of Trustees for December 20, 2016 and January 3, 2017 as presented – approved / filed;

12. Approval Bills / Payroll / Transfers / Voided Checks:

| BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 01/17/17 | | | | |
|---|--|-----------|---------------------|--|
| Date | Description | | Amount | |
| 01/11/17 | Payroll - Bi-Weekly, Monthly & Quarterly | | \$ 11,188.16 | |
| 01/11/17 | Board Liab. | | \$ 2,155.49 | |
| 01/11/17 | Bills - Quick Pay | | \$ 55.00 | Check to Biometric Impressions for Federal Background check on new employee |
| 01/18/17 | Bills | | \$ 17,595.75 | This amount includes the Allmakes check listed below - to balance Check Register |
| 01/18/17 | Bills - Quick Pay | | \$ 433.33 | New Hire Poncho Hare 2 mos pro-rated H.S.A. |
| 01/18/17 | Kathleen Field Orr & Assoc. | CK #2338 | \$ 95.00 | * Home Rule Municipal Sales Tax Fund - call with Village President on Dunn litigation |
| 01/18/17 | Mc Clure Engineering Assoc., Inc. | CK #2339 | \$ 3,479.50 | * Home Rule Municipal Sales Tax Fund - Engineering on Argillo Creek Project (T&M) |
| 01/18/17 | VCC Home-Rule Roadway Tax Fund | CK #2340 | \$ 9,122.50 | * Home Rule Municipal Sales Tax Fund - Reimbursement Orchard Ct Drainage Project |
| 01/18/17 | Triumph Bank | CK #2341 | \$ 7,699.00 | * Engineering paid out of Home Rule Roadway Tax in 2016 & should have been Home Rule Municipal Sales Tax - Adjustment made to repay in 2017 by Budget Officer at time Ken Williams |
| 01/18/17 | Allmakes Office Furniture | CK #14990 | \$ 7,204.10 | * Home Rule Municipal Sales Tax Fund - Payment on loan for Orchard Ct Drainage Project |
| 01/18/17 | Village of Carbon Cliff Non Utility | ACH | \$ 1.65 | * Building Capital Reserve Fund - Transferred money into Corp. General Check so would have a check form to cut check on without purchasing checks for the account. |
| 01/18/17 | Poncho C. Hare | ACH | \$ 433.33 | * Home Rule Roadway Fuel Tax - 4% accounting fee for Walter D. Laud 2016 4th quarter tax |
| | Total bills & Transfers | | \$ 31,427.73 | * Corp. General Checking - H.S.A. pro-rated at 2 mos. |
| * Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc. | | | | |
| TRANSFERS: | | | | |
| Transfers from Triumph Community Bank | | | | |
| 01/18/17 | Triumph Bank w/s/g to Sewer Capital Reserve Fund | | \$ 2,677.69 | Interfund Operating Trans to Capital Res Acct. for Nov. 2016 collected revenues |
| 01/18/17 | Triumph Bank w/s/g to Water Capital Reserve Fund | | \$ 109.09 | Interfund Operating Trans to Capital Res Oct. for Nov. 2016 collected revenues |
| 01/18/17 | Triumph Bank Non Utility to Corp Gen Capital Fund | | \$ 1,130.00 | Interfund Operating Trans to Capital Res Acct. |
| 01/18/17 | Triumph Bank Bldg / Grounds (Non Utility) to Building Capital Res. | | \$ 1,500.00 | Interfund Operating Trans to Capital Res Acct. from Bldg/Grounds in Gen.Fund |
| 01/18/17 | Triumph Bank Hotel Tax to Building Capital Res. | | \$ 1,500.00 | Interfund Operating Trans to Capital Res Acct. from Hotel Tax Fund |
| 01/18/17 | Triumph Bank W/S/G to East Lawn Water Assoc. (ACH) | | \$ 105.75 | Transfer to East Lawn Water for bills paid in Nov. 2016 |
| 01/13/17 | Triumph Bank Non Utility to Home Rule Municipal Sales Tax | | \$ 4,027.23 | Transfer - State will only deposit sales taxes in to Corp. General Fund - VCC transfer to H.R. Munic. Sis Tax REC#29918 1/12/17 |
| 01/13/17 | Triumph Bank WSG to Triumph Bank Non Utility | | \$ 14.23 | Rec. #29923 scrap metal sold at Del's Metal Co. TTL was \$516.33 - all on one check & \$14.23 needs to be in Non Utility |
| 01/17/17 | Triumph Bank Corp. General to Triumph Bank Non Utility | | \$ 14.23 | Above transfer was actual transferred to Corp. General Check - This will correct it to Non Utility |
| ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL: | | | | |
| NONE | | | | |
| VOID CHECK(S): Triumph Community Bank --- Home Rule Municipal Sales Tax Fund | | | | |
| Date | Payroll Fund - Payable to: | Check No. | Amount | Remarks for voiding |
| 1/11/2017 | Daniel A. Clark | CK #5715 | \$ 1,080.65 | Did not deduct Employee portion of Health Insurance - See CK #5719 for correct Payroll Check |
| VOID CHECK(S): Triumph Community Bank --- Corporate General Fund | | | | |
| Date | CORPORATE GENERAL CHECKING | Check No. | Amount | Remarks for voiding |
| NONE | | | | |
| VOID RECEIPT(S): | | | | |
| NONE | | | | |

Second by Cantrell. Motion carried by the following roll call vote:
 Cantrell-yes; Curry-absent; Dreher-yes; Harris-absent; Neels-yes; Scott-yes
 4-yes; 0-no; 2-absent



Motion 2: Motion by Scott to approve the Consent Agenda as established:
 5. a. Village President's Agenda
 9. a., b., c., d., e., f., g., h. Minutes / Reports / Public Notices
 12. a. Bills / Payroll / Transfers / Voided Checks

Second by Dreher. Motion carried by the following roll call vote:
 Cantrell-yes; Curry-absent; Dreher-yes; Harris-absent; Neels-yes; Scott-yes
 4-yes; 0-no; 2-absent

Motion 3: Motion by Cantrell to adjourn. Second by Scott.
 Motion carried by the following roll call vote:
 Cantrell-yes Curry-absent; Dreher-yes; Harris-absent; Neels-yes; Scott-yes
 4-yes; 0-no; 2-absent

Meeting adjourned at 7:46 p.m.

Ben Allen
 Deputy Clerk

APPROVED AS PRESENTED / AMENDED
On February 21, 2017

 Village President

 Village Clerk