

**MINUTES**  
**The Regular Meeting of the**  
**Carbon Cliff Board of Trustees**  
**Village Hall – 106 1<sup>st</sup> Avenue – Carbon Cliff, IL**  
**May 18, 2017 (Thursday)**

Village President Bill Hintz called the meeting to order at 7:03 p.m.

Members Present: Keith Curry, Robert Dreher, and Larry Scott

Members Absent: Todd Cantrell, LeeVon Harris, Alma Neels

Others Present: Chris Hicks, Argus / Dispatch report; Michael Johnson, Village Resident; & Karen L. Hopkins, Village Clerk

**Hearing of the Citizens:**

- Discussed the erosion wash out of gravel coming down the driveway of address 110 2<sup>nd</sup> Avenue. Either the property owner or IDOT does come back and clean up what actually gets on Highway 84 (2<sup>nd</sup> Avenue). May need to discuss the problem with the property down.
- Resident ask if the Village could have the maintenance department add rock to the alley between 3<sup>rd</sup> and 4<sup>th</sup> Street, just off the concrete apron from 2<sup>nd</sup> Avenue (Highway 84) by the Fire Station. With all the rain, the gravel has been washed out leaving a lip where the gravel and concrete come together.
- Discussed the survey asking Village Resident if they would like to have curbside recycling and would be willing to pay for it. D.O.C.A.S. Gottwalt was not at the meeting, he was at a Conference out of town for the Village. It was stated that he was working on putting together the survey.

**Village President's Agenda:**

- Much discussion on the Village Board requiring cross training of all three of the Office Staff on every job. Discussed Village Clerk Hopkins is to also delegate more job duties to Ben Allen, Village Collector and Village Deputy Clerk.

**Committee Meeting:**

**Public Properties Committee Meeting** – Chairman Larry Scott read the minutes of the May 8, 2017 Committee Meeting.

- Committee Voted 3-0 (Cantrell, Dreher, Scott) to go with Foley Contracting, LLC in the amount of \$5,400.00. This will be presented to the full board for approval. (It was noted that neither quote stated Prevailing Wage Rates, as required by law.)
- Maintenance Comp Time Report and Monthly Clerk's Report for April 2017 were available at the Committee Meeting. Both D.O.C.A.S. Gottwalt and Clerk Hopkins were off with deaths in their families. (Reports were available and presented at the Board Meeting tonight, May 18, 2017).
- Other Business:
  - Flood warning sign near East Lawn still needs to be moved back toward the North.
  - Update on old Bait Shop (201 & 203 N 2<sup>nd</sup> Avenue) alternatives. (No other information available.)

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- Update on the old VanVooren Property (534 Mansur Avenue) on Mansur Avenue with garage being used as living quarters. (Discussed at Board Meeting – D.O.C.A.S. Gottwalt is working on the illegal hook up of water and sewer to the garage, which is in violation of Village Code and Illinois State Law. He will also check on the living quarters. If water and sewer are disconnected from the garage that should stop anyone from even wanting to live in the garage.)

Removed the 8. Committee Meeting: a. Public Properties Committee: 1. Motion to approve the proposal from Foley Contracting, LLC in the amount of \$5,400.00 to complete a tear off, disposal, reroof and clean the job site for the Park Pavilion. If budget does not allow, committee recommends budgeting for FY 2018. Line item for this type of work in the Budget does not have the \$5,400.00 left this year. This will be added to next year's budget.

**Public Safety Committee Meeting** – Village President Bill Hintz, in the absence of Chairman Neels, read her minutes of the May 8, 2017 Committee Meeting.

- Lt. DeSmyter reported 326 calls for service for the month of April 2017.
- Updated on severe weather siren at the water tower – it has been repaired. Committee suggest for next year budget. There is an old siren, above Village Hall at 106 1<sup>st</sup> Avenue, that is old and has not been used for years. Committee would like this to be taken down and kept for display at new Village Hall.
- Maintenance Comp Time Report and Monthly Clerk's Report for April 2017 were available at the Committee Meeting. Both D.O.C.A.S. Gottwalt and Clerk Hopkins were off with deaths in their families. (Reports were available and presented at the Board Meeting tonight, May 18, 2017).
- New Business – maintenance workers are requesting rain gear instead of winter coats this year. Waders?
- Committee discussed they would like to see all Village Employees be trained in CPR, 1<sup>st</sup> Aid, and have 1<sup>st</sup> Aid Kits & Defibrillators at Village Hall and Maintenance Building. (There currently are 1<sup>st</sup> Aid kits at Village Hall & Maintenance Building. At this time, the Village does not own defibrillators or have them in the budget.)
- Cost for repairs to severe weather siren was available at Board Meeting – Lighting Maintenance, Inc. (LMI) made repairs as follows: Invoice cost is \$1,042.54 – includes: troubleshooting siren not operating, found damaged motor brush and motor brush holder, remove siren, repair motor at shop, reinstalled motor, labor and travel expenses.
- At the Board Meeting it was discussed to look into possible Grants available for severe weather sirens.

**Public Works Committee Meeting** – Chairman Keith Curry read the minutes of the April 11, 2017 Committee Meeting.

- Committee approved and is requesting Board approval for a replacement water meter (Description: LF 1 T10 Mtr V4 R900I USG) for Walter D. Laud from Ferguson Waterworks total cost of \$391.63, this includes shipping.
- Discussed updating, amending or discontinuing the Senior Rate for water customers. Committee was fine with discontinuing senior rate. At Board Meeting it was discussed this will be looked at with the Ehler's usage and rate study on water and sewer, then readdressed on Ehler's suggestions.
- New Business:
  - Replacing the aerator packing (these are plastic aerator balls – they are just a form where the water can flow through). Cost of the new packing is \$7,500.00 from Tonka Water, for both the aerators.
  - Need information on condition of pumps houses.

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- Merry Oaks I has 19 homes on water and sewer (Village Clerk Hopkins had received an email from one resident in Merry Oaks I Addition asking what it would take to receipt Village water and sewer. This would need to start with the Addition annexing into the Village Corporate Limits.)
- Carbon Cliff Methodist Church – 106 2<sup>nd</sup> Street – will be closing at the end of June 2017.

Chairman Keith Curry read the minutes of the May 9, 2017 Committee Meeting.

- Discussed a resident in East Lawn Addition that is on Senior Sewer Flat Fee, he also rents out rooms in his home to roommates, he will be removed from Senior Sewer Rate.
- No update on Mississippi Valley Pump repairs to wiring at East Lawn Lift Station – (was completed)
- Update of Hoerr Construction’s last televising and report of conditions of the sewer mains. (Report was not ready from Jack Kusek with McClure Engineering at time of this meeting.) Report was available at the Board Meeting – email note from Jack Kusek dated 5/5/17 on where problems are on the latest sewer television. Many problems are the Village’s responsibility and some are to empty lots that residents have combined into a single parcel with their house.
  - #1 on the list appears to be near the Park parking lot off N. 1<sup>st</sup> Avenue
  - #2 I believe might be 756 N 1<sup>st</sup> Avenue which the Village owns and house was torn down.
  - #7 Is across from the manhole on Sinclair Blvd making it on the side of the park just North of the basketball courts.

Clerk Hopkins met with Loren Rains, Village Engineer on find

- Discussed rain coats for maintenance workers. – Discussed at the Board Meeting that all the maintenance department needs for rain gear is: yellow construction type boots and rain coats available in several different sizes, coats should be in big enough sizes for clothing underneath them and room in the shoulders to work.

**Administration Committee Meeting** – Village President Bill Hintz read the minutes of the May 9, 2017 Committee Meeting in the absence of Chairman Harris at tonight’s Board Meeting.

- Committee approved the Delta Dental policy with rates remaining the same for period of July 1, 2017 thru June 30, 2019 (2 year police with rate guarantee). Take to Board for approval. Single is \$30.95; Single +1 is \$64.08; and Family is \$110.63 / per month. (same as current rates).
- Discussed cross training staff and delegations of duties. (This was also discussed at the Board Meeting May 18, 2017.)

Motion 1: Motion by Curry to establish Consent Agenda, as follows:

**5. Village Presidents Agenda:**

- a. Acknowledge and ratify Village President Bill Hintz’s emergency purchase and repair to the generator at Pump House B, part 7080 GM93604 MPAC 1500, at a cost of \$2,092.90.

**8. Committee Meeting:**

**d. Administration Committee:**

1. Authorize Clerk Hopkins to execute the Delta Dental Renewal Acceptance Form, rates are effective July 1, 2017 thru June 30, 2019. There are no changes in the rates. Since \$30.95, Single +1 \$64.08 and Family \$110.63. 2-year rate guarantee.
2. Pass Resolution 2017-02 “A Resolution Relating to Participate By Elected Officials In The Illinois Municipal Retirement Fund”.

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

- a. Monthly Clerk’s Report for April 2017, as presented – approved/filed;
- b. Monthly Collector’s Report for April 2017, as presented – approved/filed;
- c. Monthly Maintenance Comp Time Report for April 2017, as presented – approved/filed;
- d. Monthly Treasurer’s Report for April 2017, as presented – approved/filed;
- e. Minutes of the Public Properties Committee Meeting of May 8, 2017, as presented – approved/filed;
- f. Minutes of the Public Safety Committee Meeting of May 8, 2017, as presented – approved/filed;
- g. Minutes of the Public Works Committee Meeting of April 11, 2017 and May 9, 2017, as presented – approved/filed; (Amended Board Meeting Agenda by adding Public Works Committee Meeting of April 11, 2017, as presented – approved/filed)
- h. Minutes of the Administration Committee Meeting of May 9, 2017, as presented – approved/filed;
- i. Minutes of the Regular Meetings of the Carbon Cliff Board of Trustees for April 18, 2017 and May 2, 2017, as presented – approved/filed.

**12. Bills / Payroll / Transfers & Voided Checks:**

| BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 05/16/17 - Held on 5/18/17               |  |           |                     |   |
|---|--|-----------|---------------------|---|
| Date  | Description  |           | Amount              |   |
| 05/17/17  | Payroll – Bi-Weekly & Monthly                                      |           | \$ 8,949.25         |   |
| 05/17/17  | Board Liab.  |           | \$ 2,037.53         |   |
| 05/17/17  | Bills  |           | \$ 28,259.87        |   |
| 04/25/17  | IL Dept Employment Security  | Web paid  | \$ 3,788.66         | * Corp General Checking - IL Unemployment for 1st qtr 2017  |
| 05/17/17  | McClure Engineering Assoc, Inc.                                    | CK #2349  | \$ 556.00           | * Home Rule Municipal Sales Tax Fund - Engineering - Orchard Ct Drainage; IA Interstate RR culvert                              |
| 05/17/17  | Timerline Clearing, LLC  | CK #108   | \$ 29,700.00        | * Sewer Capital Reserve Fund - Clearing of sewer easement up through woods  |
| 05/17/17  | Mid American Energy  | CK #2557  | \$ 77.73            | * Hotel Accom. Tax Fund - electric for 3 Welcome Signs  |
| 05/17/17  | Village of Carbon Cliff - Non Utility                              | CK #2558  | \$ 140.28           | * Hotel Accom. Tax Fund - 4% accounting fee for Super 8 March 2017 Hotel Tax  |
| 05/17/17  | Village of Carbon Cliff - Non Utility                              | CK #2559  | \$ 113.66           | * Hotel Accom. Tax Fund - 4% accounting fee for Super 8 April 2017 Hotel Tax  |
| 05/18/17  | VSP  | Web paid  | \$ 71.72            | * Corp. General Checking - Vision Insurance payment for May 2017  |
|   |  |           |                     | *   |
|   |  |           |                     | *   |
|   |  |           |                     | *   |
|   |  |           |                     | *   |
|   | <b>Total bills &amp; Transfers</b>                                 |           | <b>\$ 39,246.65</b> |   |
|   |  |           |                     | * Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.   |
| <b>TRANSFERS:</b>   |  |           |                     |   |
|   | <b>Transfers from Triumph Community Bank</b>                       |           |                     |   |
| 05/17/17  | Triumph Bank w/s/g to Sewer Capital Reserve Fund                   |           | \$ 4,840.45         | Interfund Operating Trans to Capital Res Acct. for April 2017 collected revenues  |
| 05/17/17  | Triumph Bank w/s/g to Water Capital Reserve Fund                   |           | \$ 5,806.30         | Interfund Operating Trans to Capital Res Oct. for April 2017 collected revenues   |
| 05/17/17  | Triumph Bank Non Utility to Corp Gen Capital Fund                  |           | \$ 1,130.00         | Interfund Operating Trans to Capital Res Acct.  |
| 05/17/17  | 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  |
| 05/17/17  | Triumph Bank Hotel Tax to Building Capital Res.                    |           | \$ 1,500.00         | Interfund Operating Trans to Capital Res Acct. from Hotel Tax Fund  |
| 05/22/17  | Triumph Bank W/S/G to East Lawn Water Assoc. (ACH)                 |           | \$ 1,914.94         | Transfer to East Lawn Water for bills paid in April 2017  |
| N/A   | Triumph Bank Non Utility to Home Rule Municipal Sales Tax          | N/A       |                     | Transfer - State will only deposit sales taxes in to Corp. General Fund - VCC transfer to H.R. Munic. Sls Tax REC #30304 3/9/17 |
| <b>ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL:</b>                           |  |           |                     |   |
| NONE  |  |           |                     |   |
| <b>VOID CHECK(S): Triumph Community Bank --- Home Rule Municipal Sales Tax Fund</b> |  |           |                     |   |
| Date  | Payroll Fund - Payable to:   | Check No. | Amount              | Remarks for voiding   |
| NONE  |  |           |                     |   |
| <b>VOID CHECK(S): Triumph Community Bank --- Hotel Accommodation Tax Fund</b>       |  |           |                     |   |
| Date  | HOTEL ACCOM. TAX FUND CHECKING                                     | Check No. | Amount              | Remarks for voiding   |
| NONE  |  |           |                     |   |
| <b>VOID RECEIPT(S):</b>   |  |           |                     |   |
| NONE  |  |           |                     |   |

Second by Dreher. Motion carried by the following roll call vote:  
 Curry-yes; Dreher-yes; Scott-yes; Village President Hintz-yes  
 4-yes, 0-no, 3-absent


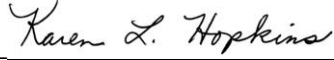
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Motion 2: Motion by Scott to approve the Consent Agenda as established:  
5. b. Village President’s Agenda  
8. d.1., d.2. Committee Meetings  
9. a., b., c., d., e., f., g. (Amended Board Meeting Agenda by adding Public Works  
Committee Meeting of April 11, 2017, as presented – approved/filed), h., i.  
Committee Meetings  
12. a. Bills / Payroll / Transfers and Voided Checks)  
Second by Curry. Motion carried by the following roll call vote:  
Curry-yes; Dreher-yes; Scott-yes; Village President Hintz-yes  
4-yes, 0-no, 3-absent

Motion 3: Motion by Scott to adjourn. Second by Dreher.  
Motion carried by the following roll call vote:  
Curry-yes; Dreher-yes; Scott-yes; Village President Hintz-yes  
4-yes, 0-no, 3-absent

Meeting adjourned at 8:45 p.m.

Karen L. Hopkins,  
Village Clerk

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| <p><b>APPROVED AS PRESENTED / AMENDED</b><br/>On <u>June 20, 2017</u></p>  <hr/> <p>Village President</p>  <hr/> <p>Village Clerk</p> |
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