

MINUTES
The Regular Meeting of the
Carbon Cliff Board of Trustees
Village Hall – 106 1st Avenue – Carbon Cliff, IL
November 21, 2017

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

Members Present: Todd Cantrell, Robert Dreher, Leevon Harris, Alma Neels and Larry Scott (Larry Scott left at 9:48 p.m.)

Members Absent: Keith Curry

Others Present: Chris Hicks, Dispatch / Argus Reporter; Nick Gottwalt, Director of Community & Administrative Services (D.O.C.A.S.); & Karen L. Hopkins, Village Clerk

Committee Meetings:

Village President started the meeting with reading of the Committee Meeting Minutes and discussing any issues from the meetings, etc.

Minutes / Reports / Public Notices:

- Chairman Alma Neels of the Holiday Food Basket Program read minutes of their November 9, 2017 and October 19, 2017 meeting. The October 19, 2017 minutes will be added to the Consent Agenda along with the November 9, 2017 minutes as 9.j.

Old Business items discussed:

- New generator and switch for Pump House A – Automatic Transfer Switch is 4 weeks out, Generator is 8-9 weeks out. Traveler's Insurance is still working on this claim to see if all or part of this would be covered under insurance.

New Business items discussed:

- Discussed QC Analytical Services Environmental Lab in LeClaire, IA offers Water Operation Management Services. The Illinois Certified Water Operator that was proposed is \$175.00 per week to the Village is for the affidavit type operator. Maintenance Department would still do the daily, weekly, monthly and quarterly operations and sampling as dictate by EPA. QC Analytical water operator would answer questions for maintenance and EPA, sign off on the reports for EPA, advise the Maintenance Department in chemical changes needed from time to time.
- Pump House B had damage to the electric platform box where the electric meter is mounted. Maintenance Operator Dan Clark found the damaged, reported it to Clerk Hopkins. Clerk Hopkins filed a police report with Rock Island County Sheriff's Office, called Mid-American to look at meter, then Rock River Electric to repair or replace.

Village President’s Agenda:

- Adopt Ordinance No. 2017-32 providing for the levy and assessment of taxes for Fiscal Year 2017, payable in 2018.
- Village President recommends the following salaries/wages for the following named employees/officers for 2018:

Karen L. Hopkins	Office Manager / Accountant	\$41,896.03	Annual Salary
Karen L. Hopkins	Village Clerk	\$58.44	Per meeting attended
Karen L. Hopkins	Budget Officer	\$178.50	Weekly
Ben Allen	Village Collector / Village Deputy Clerk	\$37,046.96	Annual Salary
Dan Clark	Head Maintenance Operator	\$40,019.20	Annual Salary
Dan Clark		\$19.24	Per Hour (for figuring Comp Payout, etc.)
Ronald Banks Murphy	Maintenance Operator	\$36,420.80	Annual Salary
Ronald Banks Murphy		\$17.51	Per Hour (for figuring Comp Payout, etc.)
Brandt Schultz	Maintenance Operator	\$35,006.40	Annual Salary
Brandt Schultz		\$16.83	Per Hour (for figuring Comp Payout, etc.)
Nick Gottwalt	Director of Community & Administrative Services	\$42,360.41	Annual Salary
Tim Gillette	Code Enforcement Officer	\$19.14	Per Hour

- Village President appoints the following officers for 2018:
 Village Clerk, Karen L. Hopkins
 Director of Community & Administrative Services, Nick Gottwalt
 Village Collector, Ben Allen
 Budget Officer, Karen L. Hopkins
 Code Enforcement Officer, Tim Gillette
 Deputy Village Clerk, Ben Allen
- Village Budget Officer Karen Hopkins presented the Tentative Budget for Fiscal Year 2018.
 - Discussed several of the funds and line items as to what they consisted of for the Budget.
 - Stated this is a very tentative budget, some numbers will have to be further discussed at the Committee Meetings in December for the Budget Pump Hearing to be held on December 19, 2017 at 7:00 p.m. at the New Village Hall 1001 Mansur Avenue.

Trustee Larry Scott left the meeting at 9:48 p.m.

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

5. **Village President’s Agenda:**

- b. Publish the Tentative Annual Budget for Fiscal Year 2018, by publication in the Journal of the Proceeding of the Corporate Authorities, and by posting at the Village Hall and the Carbon Cliff Post Office, for at least 10 days prior to the passage of the Annual Budget.
- c. Set the Budget Hearing for 7:00 p.m. on December 19, 2017, at the New Village Hall, 1001 Mansur Avenue, or at a date set by the Village Board of Trustees.
- d. Adopt Ordinance No. 2017-32, “An Ordinance Providing For The Levy And Assessment Of Taxes For The Fiscal Year Beginning January 1, 2017, And Ending December 31, 2017, Of The Village Of Carbon Cliff, County Of Rock Island And State Of Illinois”.

- e. Resolution with Blackhawk Bank & Trust to Grant Powers for Village Financial accounts and information. Powers are as followed:
 - o Bill Hintz, Todd Cantrell, Keith Curry, Leevon Harris
 - o Open any accounts in the Village Name – requires 2 signatures
 - o Endorse checks or other forms of payments (this signatures on the checks) – requires 2 signatures
 - o Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box – requires 2 signatures
 - o Assign electronic banking access for the Village by means of additional E-Chief Application – 2 signatures required on the E-Chief Application (only referring to online banking)
 - o Bill Hintz
 - o Borrow money, sign execute and delivery promissory notes or other evidences of indebtedness
 - o Endorse, assign, transfer, mortgage or pledge bills receivable
 - o Karen Hopkins along with Bill Hintz, Todd Cantrell, Keith Curry, Leevon Harris
 - o Assign electronic banking access for the Village by means of additional E-Chief Application – 2 signatures required (this will only change so we can see online the accounts need or discuss with the bank Village Financial Information – example was Food Basket Account).
- f. Pass Resolution No. 2017-05, “Resolution To Grant Powers Of Village Financial Information To Designated Individual Set In Resolution With Blackhawk Bank & Trust”.
- h. Set the 2018 salaries/wages for the named employees/officers as recommended by the Village President in item 5. g. (shown below).

Karen L. Hopkins	Office Manager / Accountant	\$41,896.03	Annual Salary
Karen L. Hopkins	Village Clerk	\$58.44	Per meeting attended
Karen L. Hopkins	Budget Officer	\$178.50	Weekly
Ben Allen	Village Collector / Village Deputy Clerk	\$37,046.96	Annual Salary
Dan Clark	Head Maintenance Operator	\$40,019.20	Annual Salary
Dan Clark		\$19.24	Per Hour (for figuring Comp Payout, etc.)
Ronald Banks Murphy	Maintenance Operator	\$36,420.80	Annual Salary
Ronald Banks Murphy		\$17.51	Per Hour (for figuring Comp Payout, etc.)
Brandt Schultz	Maintenance Operator	\$35,006.40	Annual Salary
Brandt Schultz		\$16.83	Per Hour (for figuring Comp Payout, etc.)
Nick Gottwalt	Director of Community & Administrative Services	\$42,360.41	Annual Salary
Tim Gillette	Code Enforcement Officer	\$19.14	Per Hour

- j. Motion to approve the Village President appointments of Village Officers for 2018 as appointed in item 5. i. (listed below)

Village President appointments for 2018:

- Village Clerk, Karen L. Hopkins
- Director of Community & Administrative Services, Nick Gottwalt
- Village Collector, Ben Allen
- Budget Officer, Karen L. Hopkins

Code Enforcement Officer, Tim Gillette
Deputy Village Clerk, Ben Allen

- k. Authorize Bill Hintz, Village President and one of the Trustees that is authorize sign for Village accounts at Blackhawk Bank & Trust to sign to execute eCORP Worksheet with Blackhawk Bank & Trust to add View Only to the Food Basket Account.
- l. Acknowledge & ratify Village President Bill Hintz execution of Renewal Customer Service Agreement with Call One for a 1-year term of phone service for the Village. (This renews every year in December, need signed in November otherwise Call One would not issue work orders to move Village phone service lines to the new Village Hall).
- m. Acknowledge & ratify Village President Bill Hintz execution of BTN Service Agreement for the Village with Call One, to install two new POTs lines located at 1001 Mansur Avenue, Carbon Cliff, IL.
- n. Acknowledge & ratify Village President Hintz, Trustee Leevon Harris, Chairman Administrative Committee, Todd Cantrell, Administrative Committee, Keith Curry, Administrative Committee to authorize Clerk Hopkins to work with Hy-Vee catering and Phoenix School to have a Thanksgiving dinner catered into the school next week. Funds to be used are Community Relation line item that are still available in 2017 budget. Total amount spent \$1,154.94.
- o. Approve the purchase and installation of a Sensaphone 800 auto-dialer (8 channel Alarm Dialer); Programming of the auto-dialer & wire in 4 alarms direct to auto-dialer to alert select phone number from Engineered Solutions Midwest, Inc. total cost \$2,607.00.
- p. Approve Village President Bill Hintz to execute a Proposal from Olson Concrete Services, Inc. to pour a city drive (driveway / sidewalk slab) 6’8” X 6’8”, excavate and haul, compacted rock sub-grade, wire, Concrete 4000PSI for a total of \$1,398.00. (This work would be done in early spring but will guarantee concrete prices up to April 1, 2017. This is to pour and replace where the Village had to dig up to repair curb box that was off set due paver streets. These funds will come out of the General Fund Streets.)
- q. Approve Village Meeting dates for fiscal year/calendar year 2018, presented and authorize Village Clerk Hopkins to publish in newspaper.
- r. Authorize Village Clerk Hopkins to fill out and execute a Cummins Sales and Service application for credit. This account will be used for invoicing the Village for the new generator and transfer switch that was ordered from Cummins.

8. Committee Meetings:

a. Public Properties Committee:

1. Set the Annual Drive Around for February 5, 2018 at 4:00 p.m.
2. Approve the purchase of a Global Flammable Liquid Cabinet, 30 Gallons – Manual Close Doors (43” x 18” x 44”) for a total cost of \$624.00. Cost includes shipping.

c. Public Works Committee:

1. Authorize Village President Bill Hintz to execute a Planned Equipment Maintenance Agreement with Cummins Sales & Service for preventive maintenance on Pump House A Onan Model #C150N6 150 kW generator – service three times annually at a cost of \$1,111.07 per 1 year (2018); and Pump House B Kohler Model #60REZG 60kW generator – service three times annually at a cost of \$1,009.24 per 1 year (2018) – Agreement is not automatically renewed.
2. Authorize Village President Bill Hintz to execute a Pump Maintenance Contract with Mississippi Valley Pump, Inc. to perform a 15-point inspection on One (1) Duplex Submersible Lift Station and three Dry Pit Lift Stations once annually in 2018 for total cost of \$650.00.

3. Adopt Ordinance No. 2017-31, “An Ordinance Of The Village Of Carbon Cliff, Rock Island County, Illinois, Amending The Carbon Cliff Village Code Relating To Commercial Sewer User Rates”.
4. Adopt Ordinance No. 2017-28, “An Ordinance Authorizing The Execution Of A Contract For Recycling Collection Services Between The Village Of Carbon Cliff And Allied Services, LLC D/B/A Republic Services Of Bettendorf For Five Years Starting January 1, 2018 And Ending December 31, 2022.”
5. Acknowledge & ratify Village President Hintz and Public Works Committee Trustees Alma Neels, Keith Curry, and Leevon Harris authorizing the purchase of tires from Pomp’s Tire in East Moline at the total cost of tires, mounting, balancing, and state mandated tax on all tires, as follows: Truck #1: 2 steer tires size LT 245 75R 17 price \$129.90/each (2); mounting, balancing, etc. is \$25.00/tire (2) & Tire user fee \$2.50/tire (2) total for Truck#1 is \$314.80 – Truck #3 2 steer tires size 225 / 70R 19.5 price \$213.06/each (2); mounting, balancing, etc. is \$35.00/tire(6); drive tire price \$228.27/each (4) & Tire user fee \$2.50/tire (6) total price for Truck #3 is \$1,564.20...Grand Total for both trucks: \$1,879.00.

d. Administration Committee:

1. Approve the renewal of the annual contract with Blue Cross / Blue Shield for policy period 12/1/17 to 11/30/18 increase is 3.98%.
2. Allow Maintenance to cash out comp time at the December 13, 2017 payroll, instead of the December 27, 2017 payroll as stated in the Comp Resolution.
3. Authorizing Clerk Hopkins to make the two payments due in December 2017 from Corporate General Fund – Building/Grounds to Building Capital Reserve Fund (each payment is \$1,500.00) and make the payments due in December from Hotel Tax Fund to Building Capital Reserve Fund (each payment is \$1,500.00).
4. Adopt Ordinance No. 2017-29, “An Ordinance Setting Salaries And Wages For Full Time Village Officers And Employees Beginning December 23, 2017, And Ending December 31, 2018”.
5. Adopt Ordinance No. 2017-30, “An Ordinance Setting Salaries And Wages Beginning December 23, 2017, And Ending December 31, 2018 For Part-Time Village Officers And Employees”.
6. Open new account at Blackhawk Bank & Trust for Stormwater Capital Reserve Fund for replacements of culverts, possible payments on loans or grant matches, repairs to roadway surfaced due to Stormwater damages, basic stormwater repairs or solutions. Set the interfund transfer from General Fund of \$500.00 to transfer at each Regular Meeting of The Carbon Cliff Board of Trustees, starting in 2018. (24 times per year for annual amount of \$12,000.00)
7. Open new account at Blackhawk Bank & Trust for Public Safety Capital Reserve Fund for the purpose of repairs / replacement of current outdoor weather sirens; purchase / installation of new weather sirens; additional policing services needed from time to time. Set the interfund transfer from General Fund of \$300.00 to transfer at each Regular Meeting of The Carbon Cliff Board of Trustees, starting in 2018 (24 times per year for annual amount of \$7,200.00).
8. Motion to set the interfund transfer for current Capital Reserve Fund at the following for 2018:

Fund from	Fund to	Dollar Amount		
General Fund	Corp. General Capital Reserve Fund	\$1250.00	Per Board Meeting	Annual \$30,000.00
General Fund	Building Capital Reserve Fund	\$500.00	Per Board Meeting	Annual \$12,000.00
Water Fund	Water Capital Reserve Fund	10% of previous month revenue	Per Board Meeting	Annual N/A

Minutes – the Regular Board Meeting of the Carbon Cliff Board of Trustees – November 21, 2017

Sewer Fund	Sewer Capital Reserve Fund	10% of previous month revenue	Per Board Meeting	Annual N/A
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e. New Village Hall Committee:

1. Approve the purchase of 20 Office Chairs from AllMakes Furniture at a cost of \$174.95 each and one, two drawers, filing cabinet at a cost of \$214.95 for a total cost of \$3,713.95.
2. Approve a proposal from MFS Moving for \$2,000.00 to move everything from the current Village Hall to the New Village Hall located at 1001 Mansur Avenue.

9. Minutes / Reports / Public Notices:

- a. Monthly Clerk’s Report for October 2017, as presented – approved / filed;
- b. Monthly Collector’s Report for October 2017, as presented – approved / filed;
- c. Monthly Maintenance Comp Time Report for October 2017, as presented – approved / filed;
- d. Monthly Treasurer’s Report for October 2017, as presented – approved / filed;
- e. Minutes of the Public Properties Committee Meeting of November 13, 2017, as presented – approved / filed;
- f. Minutes of the Public Safety Committee Meeting of November 13, 2017, as presented – approved / filed;
- h. Minutes of the Administration Committee Meeting of November 14, 2017, as presented – approved / filed;
- i. Minutes of the Holiday Food Basket Program Committee of November 9, 2017 and October 19, 2017, as presented – approved / filed

11. New Business:

- a. Authorize Village President to set up and execute any necessary documents to hire / contract with QC Analytical Services Environmental Lab in LeClair, IA for temporary Water Operation Affidavit type services at \$175.00 per week.

12. Bills / Payroll / Transfers and Voided Checks:

BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 11/21/17				
Date	Description		Amount	
11/15/17	Payroll - Bi-Weekly & Monthly		\$ 9,190.99	
11/15/17	Board Liab.		\$ 2,130.47	
11/22/17	Bills		\$ 9,954.79	
11/22/17	U-Line	CK #7027	\$ 399.00	* Bldg Cap Res Fund: manual cash drawer, sharps container & wall clocks
11/22/17	Hoerr Utility Contractors	CK #1109	\$ 8,400.00	* Sewer Cap Res Fund: clean & televise sewer mains 1st Street thru 6th Street
11/22/17	Mid-American Energy	CK #3515	\$ 77.39	* Hotel Accom. Tax Fund: Utility for 3 Welcome Signs
				*
	Total bills & Transfers	\$ 21,276.25	* Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.
TRANSFERS:				
INTERFUND TRANSFERS:				
n/a	Blackhawk Bank w/s/g to Sewer Capital Reserve Fund	n/a		Interfund Operating Trans to Capital Res Acct. for Sept. 2017 collected revenues
n/a	Blackhawk Bank w/s/g to Water Capital Reserve Fund	n/a		Interfund Operating Trans to Capital Res Acct. for Sept. 2017 collected revenues
11/22/17	Blackhawk Bank Non Utility to Corp Gen Capital Fund	\$ 1,130.00		Interfund Operating Trans to Capital Res Acct.
11/22/17	Blackhawk 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
11/22/17	Blackhawk Bank Hotel Tax to Building Capital Res.	\$ 1,500.00		Interfund Operating Trans to Capital Res Acct. from Hotel Tax Fund
10/10/17	Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH)	\$ 469.57		Transfer to East Lawn Water for bills paid in Aug. 2017 - previously paid but not approved
11/09/17	Blackhawk Bank Non Utility to Home Rule Municipal Sales Tax	\$ 4,304.81		Transfer - State will only deposit sales taxes in to Corp. General Fund - VCC transfer to H.R. Munic. Sis Tax REC#31515 11/08/17
ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL:				
NONE				
VOID CHECK(S): Triumph Community Bank --- Payroll Fund				
Date	Payroll Fund - Payable to:	Check No.	Amount	Remarks for voiding
NONE				
VOID CHECK(S): Blackhawk Bank & Trust --- Hotel Accommodation Tax Fund				
Date	HOTEL ACCOM. TAX FUND CHECKING	Check No.	Amount	Remarks for voiding
NONE				
VOID RECEIPT(S):				
11/15/17	Village Residents	Rec #31547	\$ 47.00	Void - was donations for Food Basket account they are not an audible account & just get deposited directly

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

Motion 2: Motion by Neels to approve the Consent Agenda as established:

- 5. b., c., d., e., f., h., j., k., l., m., n., o., p., q., r. (Village President’s Agenda)
- 8. a.1., a.2., c.1., c.2., c.3., c.5., d.1., d.2., d.3., d.4., d.5, d.6, d.7, d.8., e.1., e.2. (Committee Meetings)
- 9. a., b., c., d., e., f., h., j., (Minutes, Reports, Public Notices)
- 11. a. (New Business)
- 12. a. (Bills, Payroll, Transfers and Voided Checks)

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

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

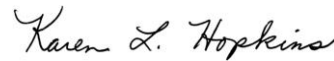
Meeting adjourned at 9:52 p.m.

Karen L. Hopkins,
Village Clerk

APPROVED AS PRESENTED / AMENDED
On December 19, 2017



Village President



Village Clerk