

**MINUTES**  
**The Regular Meeting of the**  
**Carbon Cliff Board of Trustees**  
**Village Hall – 106 1<sup>st</sup> Avenue – Carbon Cliff, IL**  
**December 5, 2017**

Village President Bill Hintz called the meeting to order at 7:13 p.m.

Members Present: Todd Cantrell, Robert Dreher, Leevon Harris, and Alma Neels

Members Absent: Keith Curry and Larry Scott

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

**Village President's Agenda items discussed:**

- Ordinance No. 2017-33 is adopting a sexual harassment policy. This is being adopted per an Act mandating all governmental units, within 60 days after the effective date of November 16, 2017 (Public Act 100-0554 (the Act) amends the State Officials and Employees Ethics Act, including Section 70-5, which pertains to government entities.
- Discuss the recycling collection service contract 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. Village attorney has looked over the contract and feels it is safe for the Village to enter into the contract.
- Village President Hintz informed the Board that Items d., e., and f. will need to be taken back to Administration Committee to be discussed. The Village employee's salaries were discussed at the November Administration Committee with over all budget for a two and half hours, Village President feels it should have been discussed during that time.

**Committee Meetings:**

- Updated the New Village Hall Committee to meet for a walk through on Thursday December 7, 2017 5:00 p.m. at 1001 Mansur Avenue.
- No Holiday Food Basket Program Committee meeting was set at this time, Chairman Alma Neels feels there will be one more meeting after the holidays to discuss the outcome of this year's Holiday Baskets.

**Minutes / Reports / Public Notices:**

- The minutes listed were not ready or available for the meeting tonight, so they will be removed off the Consent Agenda.

**Old Business items discussed:**

- D.O.C.A.S. Gottwalt has MFS Movers scheduled to be at the current Village Hall on Wednesday December 6, 2017 at 9:00 a.m. to begin the move from 106 1<sup>st</sup> Avenue to 1001 Mansur Avenue.
- The light for the flagpole at 1001 Mansur Avenue will be installed by the end of the day December 8, 2017 by PipeCo.
- Mediacom is hooking up the internet at 1001 Mansur Avenue in the a.m. on Wednesday December 6, 2017.
- Update on Water Operator, the Village will be signing with QC Analytical Services in LeClaire, IA this will be effective as of December 1, 2017.
- The current quarter's Radium test for Pump House A came back good.
- D.O.C.A.S. Gottwalt called the water testing facility in Champaign to sign Dan Clark and Banks Murphy up to take the certified water operators license test next week. The class is full.
- Next week at the Administration Committee we need to try and finalize the Annual Budget for 2018, then it will be ready for the Budget Public Hearing on December 19, 2017 and to be adopted that night. At this time December 19, 2017 is the last Regular Board Meeting of the Carbon Cliff Board of Trustees for the 2017 year.

Motion 1: Motion by Cantrell to establish the Consent Agenda, as follows:

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

- a. Adopt Ordinance No. 2017-33, "An Ordinance Of The Village Of Carbon Cliff, Illinois, Adopting A Sexual Harassment Policy."
- b. 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."

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

BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 12/05/17						
Date	Description		Amount			
11/29/17	Payroll - Bi-Weekly & Monthly		\$ 9,190.99			
11/29/17	Board Liab.		\$ 2,130.47			
12/06/17	Bills		\$ 87,362.14			
12/06/17	Floorcrafters, Inc.	CK #7030	\$ 14,386.00	*	Building Capital Reserve Fund - new flooring at NVH - 1001 Mansur Avenue	
12/06/17	Thymet Pest Control	CK #7032	\$ 65.00	*	Building Capital Reserve Fund - Pest control at NVH - 1001 Mansur Avenue	
12/06/17	Freshcoat Painters of the Quad Cities	CK #7031	\$ 6,420.39	*	Building Capital Reserve Fund - Painting at NVH - 1001 Mansur Ave - 2nd of 2 pymnts - Final	
12/06/17	Allmakes Office Furniture, Inc.	CK #7028	\$ 3,748.95	*	Building Capital Reserve Fund - Furniture Board Chairs, 2 Drawers, 1001 Mansur Ave	
12/06/17	Erdman Construction, LLC	CK #7029	\$ 6,400.00	*	Improvements - Construction Board Room at NVH 1001 Mansur Ave - 3rd & Final payment removed Millwork & trim Floorcrafters did this work.	
12/06/17	East Moline, City of (Bike Trail)	CK #3516	\$ 285.14	*	Hotel Tax Fund - Engineering on Bike Trail Critical Gap Study 80% IDOT; 36.2% East Moline; 38.4% Silvis; 25.4% VCC	
11/01/17	Blackhawk Bank & Trust	auto pay	\$ 277.07	*	W/S/G Credit Card Fund - fee auto withdrawn for month of Oct. 2017 for processing of Debit & Credit Cards	
08/02/17	Blackhawk Bank & Trust	auto pay	\$ 146.32	*	W/S/G Credit Card Fund - fee auto withdrawn for month of July 2017 for processing of Debit & Credit Cards	
10/02/17	Blackhawk Bank & Trust	auto pay	\$ 45.29	*	W/S/G Credit Card Fund - fee auto withdrawn for month of Sept. 2017 for processing of Debit & Credit Cards	
09/05/17	Blackhawk Bank & Trust	auto pay	\$ 137.90	*	W/S/G Credit Card Fund - fee auto withdrawn for month of Aug. 2017 for processing of Debit & Credit Cards	
12/01/17	Blackhawk Bank & Trust	auto pay	\$ 163.92	*	W/S/G Credit Card Fund - fee auto withdrawn for month of Nov. 2017 for processing of Debit & Credit Cards	
10/20/17	Blackhawk Bank & Trust	Web payment	\$ 2,607.69	*	Home Rule Municipal Sls Tax - Principal & Interest payment on Orchard Court Drainage Project Loan	
	<b>Total bills &amp; Transfers</b>		<b>\$ 98,683.60</b>			
* Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.						
<b>TRANSFERS:</b>						
<b>INTERFUND TRANSFERS:</b>						
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.	
n/a	Blackhawk Bank Bldg / Grounds (Non Utility) to Building Capital Res.	n/a			Interfund Operating Trans to Capital Res Acct. from Bldg/Grounds in Gen.Fund	
n/a	Blackhawk Bank Hotel Tax to Building Capital Res.	n/a			Interfund Operating Trans to Capital Res Acct. from Hotel Tax Fund	
12/13/17	Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH)	\$ 527.84			Transfer to East Lawn Water for bills paid in Nov. 2017	
n/a	Blackhawk 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 #31515 11/08/17	
11/28/17	Blackhawk Bank W/S/G to Non Utility	\$ 65.98			Rec. #031586 deposited into w/s/g on 11/22/17 and should have been Non Utility transferred to correct on 11/28/17	
07/19/17	Triumph W/S/G to Blackhawk W/S/G	\$ 75,000.00			Transferred on 7/19/17 - does not look as approved this was part of changing banks	
<b>ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL:</b>						
NONE						
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Payroll Fund</b>						
Date	Payroll Fund - Payable to:	Check No.	Amount	Remarks for voiding		
NONE						
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Hotel Accommodation Tax Fund</b>						
Date	Corporate General Checking	Check No.	Amount	Remarks for voiding		
11/8/2017	IL Municipal League Risk Mgmnt	#85676	\$ 36,049.86	Void - incorrect amount, was made as paying full annual payment, when should have been paying in 2 installments one due before 12/15/17 & other due by 5/11/18		
<b>VOID RECEIPT(S):</b>						
NONE						
<b>BANK ACCOUNT BALANCES</b>				<b>TRIUMPH COM.BANK</b>	<b>BLACKHAWK BANK</b>	Blackhawk Bnk
				<b>Balance Bank</b>	<b>Balance</b>	
12/05/17	NON-UTILITY FUND	CHECKING		\$ 215,678.80		
12/05/17	W/S/G UTILITY	CHECKING		\$ 289,539.26		
12/05/17	CORP GENERAL	CHECKING	\$ 112.07	\$ 52,088.30		
12/05/17	PAYROLL	CHECKING	\$ 959.38	\$ -		
12/05/17	FOOD BASKET	CHECKING		\$ 1,317.57		
12/05/17	CORP GENERAL RESERVE	CHECKING		\$ 69,649.39		
12/05/17	WATER CAPITAL RESERVE	CHECKING		\$ 136,768.55		
12/05/17	SEWER CAPITAL RESERVE	CHECKING		\$ 178,348.48		
12/05/17	Home-Rule Roadway	CHECKING		\$ 64,040.70		
12/05/17	Hotel Accommodation Tax	CHECKING		\$ 108,231.88		
12/05/17	Motor Fuel Tax	CHECKING		\$ 83,048.24		
12/05/17	Home Rule Municipal Retailers Tax	CHECKING		\$ 17,845.43		
12/05/17	Building Capital Reserve Fund	CHECKING		\$ 81,616.87		
12/05/17	W/S/G Credit Card account	CHECKING		\$ 182,626.01		
	<b>TOTALS</b>			<b>\$ 1,071.45</b>	<b>\$ 1,480,799.48</b>	
	<b>TOTAL IN BANK ACCOUNT</b>	<b>GRAND TOTAL</b>		<b>\$ 1,071.45</b>	<b>\$ 1,480,799.48</b>	\$ -
		<b>TOTAL FUNDS IN BANKS</b>		<b>\$ 1,481,870.93</b>		\$ -

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 Cantrell to approve the Consent Agenda as established:  
5. a. d. Village President’s Agenda  
12. a. Bills / Payroll / Transfers / Voided Checks  
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

Village President Hintz gave an FYI for everyone that Access Systems did move the new copier to 1001 Mansur Avenue. Which they had four to five people to move the copier, but it was not their moving crew it was sales people. They had a normal pick up truck, with two board to use as a ramp, they stated the copier weighed 400 pounds. They laid the copier on it’s back sliding it into the pick-up truck.


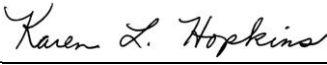
Village Collector / Deputy Clerk Ben Allen, saw them do this and he went to the New Village Hall at 1001 Mansur Avenue to let them in. When Ben returned to the current Village Hall and discussed these issues with Clerk Hopkins, a service call was placed with Access Systems to clean and check the machine out. Their tech was able to get the scratches off the copier and the cart. Inside the black toner had got out some and he cleaned that and checked it over.

D.O.C.A.S. Gottwalt has talked to River City Sign about putting a sign out back of the new Village Hall so the location can be seen by travelers on Highway 84. Doug at River City Sign will give our maintenance operator the blueprints for the stand that will hold a sign on sign board that River City Sign is making for the Village.

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 7:51 p.m.

Karen L. Hopkins  
Village Clerk

<p><b>APPROVED AS PRESENTED / AMENDED</b> On <u>December 19, 2017</u></p>  <hr/> <p>Village President</p>  <hr/> <p>Village Clerk</p>
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