



Bill Hintz – Village President

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Todd Cantrell
Trustee

Keith Curry
Trustee

Leevon Harris
Chairman

ADMINISTRATION COMMITTEE MEETING

(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)

Village Hall – 106 1st Avenue, Carbon Cliff

AGENDA

Tuesday, June 13, 2017

7:00 P.M.

1. Look over and recommend changes or approval of the minutes for, the Regular Board Meeting of the Board of Trustees for Thursday, May 18, 2017 and Tuesday, June 6, 2017.
2. Meet with Office Staff Employees – Karen Hopkins, Village Clerk / Office Manager; Ben Allen, Village Collector and Deputy Clerk, and Nick Gottwalt, Director of Community and Administrative Services about delegations of duties/jobs and cross training, this is at the Committee's request.
3. Review applications for Maintenance Worker position.
4. Motion to approve the lease / purchase a new RICOH MP C3504 copier from Access Systems. DOCAS Gottwalt will have a presentation of the piece of equipment being requested and the saving the Village will see starting right away.
5. Review & approve a Village Policy Governing the Reimbursement of Employee Travel, Meal and Lodging Expenses.
6. Ordinance Amending Article 5 of the Village of Carbon Cliff, Rock Island County, Illinois. Title III Business Regulations and Licenses; Article 5 Solicitation and Canvassers. This was original written back in 2002 by Village Attorney Kathleen Field Orr, needs updated where it states Police Chief. Clerk every year, including this year receives calls from Europe on door to door sales coming to town to sell educational material. Village residents don't seem to care for door to door sales, they call about such sales people each time it happens. This Ordinance was originally written to be stricter on solicitations.
7. Monthly Treasurer's Report – May 2017.
8. Monthly Maintenance Comp Time Report – May 2017.
9. Monthly Clerk's Report – May 2017.
10. New Business / Other.

Next Meeting – Tuesday, July 11, 2017 – 7:00 P.M. at Village Hall