



Bill Hintz – Village President
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ADMINISTRATION COMMITTEE MEETING
 (FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)

Tuesday, November 14, 2017

7:00 P.M.

Village Hall – 106 1st Avenue, Carbon Cliff

Todd Cantrell
Trustee

Keith Curry
Trustee

Leevon Harris
Chairman

AGENDA

1. Minutes of the Regular Board Meeting of October 17, 2017 & November 7, 2017. Minutes of the Special Board Meeting on November 7, 2017.
2. Discuss and Approve Committee Meeting Dates for 2018.
3. Look over proposed Budget for FY 2018, address additional budget items, quotes, etc.
4. Review and Discuss Blue Cross Blue Shield renewal rates.

Plan ID	Benefit Information	EO	ES	EC	EF
RPEC18A7	BAE BlueEdge, PPO \$2600/100%/HAS/Bscript EMB	\$685.91	\$1,408.60	\$1,031.83	\$1,754.54
RENEW PREMIUM – RATE CHANGE INCREASED 4% - NATIONAL AVERAGE FOR QUAD CITIES IS 8%					
RPEC18A7	BAE BlueEdge PPO \$2600/100%/HAS/Bscript EMB	\$710.61	\$1,499.84	\$1,088.38	\$1,877.60
Increase		\$24.70	\$91.24	\$56.55	\$123.09

EO = Employee; ES = Employee + Spouse / Domestic Partner / Civil Union;
 EC = Employee + Child(ren); EF=Employee + Family

5. Discuss Employee Wages for FY 2018.
6. FY 2018 needed updates, etc. that would be budgeted under legal and/or Other Professional Services
 - o Update Code Book – Bi-State word processor hourly rates are \$37.00 per hour with estimated work rate of 4 pages per hour.
 - o Bi-State Regional Commission to update codification of new updated Village Code Book
 - o Update of Zoning Code Book – add the Conservation section for new development rules to help prevent stormwater run off

- Update Zoning Map
7. Recommendation to the Full Board: Make the two payments due in Dec. 2017 from General Fund – Building/Ground to Building Capital Reserve (each payment is \$1,500.00) and make the payments due in Dec. 2017 from Hotel Tax Fund to Building Capital Reserve fund on November 21, 2017.
 8. Village Clerk would like to propose staggering the hours worked by the maintenance department. Currently they work from 7:00 a.m. to 3:30 p.m. Monday through Friday.
 9. Review the way in which Comp Time is earned for the Maintenance Department.
 10. Establish an “On Call” schedule for the maintenance department to ensure one maintenance employee is available every weekend should an emergency occur within the Village.
 11. Future Cross Training Goals:
 - Nick to show Ben & Karen how to update webpage, previous training attempts have not yielded positive results. Nick recommends more user-friendly software to make it easier for users to update the webpage.
 - Nick plans to train Ben on Vacation, Sick & Comp Time. These are set for all employees by Resolution, just need to show Ben how to record the time earned or used.
 12. Check points that could be put in place or updated.
 - Have Ben review/check for errors after Nick has reviewed/calculated the Vacation, Sick & Comp Time portion of Payroll.
 - Village President to receive copies of all requests for approval or requests to use Comp Time. Currently DOCAS Gottwalt approves or denies the maintenance department’s requests to use Comp Time.
 13. Discuss / take action on renewing Call One annual contract to provide telephone service.
 14. Discuss and recommend to the Full Board the passing of a Resolution from Blackhawk Bank & Trust to add Karen Hopkins, Clerk and Nick Gottwalt, DOCAS as authorized signors for electronic banking only. This will cover all Village accounts and loans that we currently have and/or add in the future.
 15. Discuss and recommend to the Full Board the adoption of an Ordinance to raise the current Home Rule Municipal Retailer’s Tax from 0.75% to 1.00% - Ordinance due in to the Illinois Department of Revenue prior to April 1, 2018 and will take effect July 1, 2018. This will increase funds to help drainage issues.
 16. Motion to approve the Maintenance Employees to cash out their Comp Time on December 13, 2017.
 17. Discuss setting up other types of Capital Reserve with small amounts being deposited each Board Meeting to save for large projects that need updated in the future:
 - Stormwater Capital Reserve – purpose replacement of culverts, possible payments on loans to deal with loans or grant matches, repairs to roadway surfaces due to Stormwater damages, other items as discussed and putting in Ordinance at time of setting up

account. Suggested contribution \$500.00 per board meeting from the General Fund – Annual total \$12,000.00 – 5-year total \$60,000.00

- Public Safety Capital Reserve – purpose repairs/replacement of current outdoor weather sirens; purchase/installation of new weather sirens; additional policing services needed from time to time., discuss other items to put in Ordinance at time of setting up account. Suggested contribution \$300.00 per board meeting from the General Fund – Annual Total \$7,200.00 – 5-year total \$36,000.00

18. Monthly Treasurer’s Report – October 2017.
19. Monthly Maintenance Comp Time Report – October 2017.
20. Monthly Clerk’s Report – October 2017.
21. Sign Payroll & Vendor Checks.
22. New Business / Other.

Next Meeting – Tuesday, December 12, 2017 – 7:00 P.M. at 1001 Mansur Avenue