

**The Regular Meeting of the
Carbon Cliff Board of Trustees
Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL
Tuesday, July 2, 2019**

Village President Hintz called the meeting to order at 7:02 p.m.

Members Present: Keith Curry (arrived at 7:08 p.m.), Robert Dreher, Alma Neels, Larry Scott

Members Absent: Todd Cantrell, LeeVon Harris,

Others Present: James Taylor, CPA with Carpentier, Mitchell, Goddard & Company, LLC; Nick Gottwalt, Director of Community & Administrative Services; & Karen L. Hopkins, Village Clerk

Jim Taylor with Carpentier, Mitchell, Goddard & Company, LLC presented the Annual Financial Report (Audit) for Fiscal Year Ending December 31, 2018.

Jim explained the basic parts of the Annual Audit starting with the “Independent Auditor’s Report”.

- Statement 1 Net Position – Unrestricted is a negative \$70,356.00, this is due to paying off the Village Hall loan at Blackhawk Bank & Trust. It really is a positive move by saving interest of \$30,000.00 plus. The negative is due to the fact, a loan at the bank is not shown as an expense, but in this case where we borrowed the funds from other Funds of the Villages it must show as an Expense.
- The Garbage Fund is showing a loss of \$4,270.00, still has a good balance of \$71,528.00 at the end of FY 2018.
- Report shows the purchase of the skid steer, the skid steer trailer, all the valves work done for the water utility system is showing in the Capital Assets.
- Necessary depreciation is done for the Capital Assets, report states how this is figured on the general life expectancy of the asset.
- Long term debt 1/1/2018 was \$574,068; reductions during 2018 (\$385,401) Ending Balance \$188,667, with amount of \$26,010 due within one year. The reduction is for paying off the Village Hall mortgage (loan) at Blackhawk Bank & Trust; the outstanding balance of long-term debt is for the Orchard Court Drainage Project.

• Assessed Valuations and Property Tax Rates:

Calendar Year	Assessed Value	Property Tax Rates	Taxes Levied	Taxes Collected
2019	\$24,045,755	0.7468%	\$179,574
2018	\$23,612,755	0.7602%	\$179,504	\$174,899
2017	\$24,039,231	0.7464%	\$179,429	\$176,958
2016	\$23,026,218	0.7420%	\$206,206	\$207,339
2015	\$23,142,182	0.7378%	\$206,096	\$203,967
2014	\$22,796,559	0.7132%	\$197,935	\$197,466
2013	\$24,331,072	0.6362%	\$190,143	\$188,345
2012	\$18,470,242	0.8182%	\$186,379	\$184,816
2011	\$18,702,743	0.7692%	\$155,214	\$155,574
2010	\$14,706,762	0.8158%	\$129,515	\$128,562

- We discussed the assessed valuation is going up, part of this is from residents that had lived here for year are selling their properties for a variety of reasons. Then younger residents are moving in. The properties or homes get assessed at the selling time, the new residents do not receive the Senior Homestead discounts, the Senior Freeze, etc.
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- Overall Jim said everything looks good. As soon as the Management Letter is put on Village Letterhead and signed by the Village President and Village Clerk, Tami the audit will electronically file the Annual Financial Report.

Village President’s Agenda items discussed:

- Discussed the need to purchase a new roof top furnace and air conditioning unit for the Sheriff’s side of the Village Hall. Northwest Plumbing, Heating and Air Conditioning has already done their prevent maintenance for the spring, then was called back for the unit not working, at that time the repair tech said the motor needed replaced and quoted the part at \$600.00, no labor was quoted at that time. D.O.C.A.S. Nick Gottwalt approved the part to be purchased and replaced to get the air conditioning back in operating condition.

The air conditioning seems to cool for one week, then Nick called Northwest Plumbing, Heating and Air Conditioning back, this time they stated to Nick they needed to replace the a condenser. The reply email from John Kelly, Commercial Service Tech with Northwest Plumbing, Heating and Air Condition, reads as follows: Condenser fan on old rtu needs to be replaced before further troubleshooting can be done. I believe we will find it low on refrigerant once the fan is operational. The refrigerant pressures are inaccurate and the compressor can’t be run without the condenser fan. There seems to also be a wiring issue. When I pulled the wire from the thermostat terminals the unit still tried to run the compressor. That should not happen. New fan replacement with parts and labor. \$886.00.

The statement that the condenser needs replaced before further trouble shooting can be done, and the Village already sent over \$600.00 just the week before. It was decided to ask for a quote from Northwest Plumbing, Heating and Air Condition along with a quote from Kale Co. that replaced the two-roof top air conditioner on the Village Hall side.

With the warm weather coming in for the next couple week at 90 to 100 degrees, Village President Bill Hintz approved on emergency bases to order the new furnace and air condition roof top unit from Kale Co. Kale’s quote was the only quote the Village received, Northwest Plumbing, Heating and Air Condition never gave us the request quote.

D.O.C.A.S. Nick Gottwalt will turn this into insurance as a claim, since the other two roof top air conditioner had compressor go bad back in May. It was determined at that time the compressors went out due to a surge, insurance covered the two compressors. At the time the Village decided to add funds with the insurance reimbursement and upgrade to two new roof top air conditioners.

Meeting / Conferences items discussed:

- Village Clerk Karen Hopkins will attend - Fred Pryor – Payroll Law, one day seminar. Friday, August 23, 2019 – 9:00 a.m. to 4:00 p.m. at Steeple Gate Inn in Davenport, IA
- D.O.C.A.S. Nick Gottwalt will attend:
 - 2019 IML Annual Conference, September 19-21, 2019 at the Chicago Hilton in Chicago, Illinois. Registration begins June 3, 2019 – Total Cost \$1,270.00.
 - Upper Mississippi River Conference, October 23-24, 2019 at Stoney Creek Hotel & Conference Center, Moline, Illinois.

Old Business items discussed:

- D.O.C.A.S. Nick Gottwalt attended the Illinois Municipal Treasurer’s Association (IMTA) Conference and there are laws that are changing that will affect the Village and new taxes going into place. Nick will give a better update with facts, options, so we can decide how to handle some of the items.
- Village Clerk Karen Hopkins attended the Illinois Department of Revenue Training and learned more about how IDOR can help the Village make sure we are receiving all our taxes and a new website they are putting into place where Municipalities can see more detailed reports.

New Business Items Discussed:

- The Village Maintenance crew replaced the old meter in the Jim McDowell’s building on Industrial Drive that is rented by John Deere. The John Deere worker that was present at the time the meter was changed out, called Ben Allen and then was transferred to Nick Gottwalt. The John Deere employee was stating our crew did not shut off the water completely and flooded their building and did damage. Nick read the gentleman the Village Code on the responsibility of the piping, etc.

The gentleman stated we would be hearing from John Deere’s attorney about this. Shortly after that call, Village Clerk received a call from a different gentleman, and forwarded the call to Nick. This gentleman was reasonable that this was a “he said – she said” at this time. There was no picture taken at that time.

Nick did discuss this issue with the maintenance crew, and they stopped back over to the building that was stated to have the damage, to see if something had happened after they left. At this time the maintenance crew took a video of the room and area of the damaged area according to John Deere employee.

The video does not show any water damage to wall board, etc. Only damage to wall board was black marks up from their base board heating.

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

5. Village President’s Agenda:

- a. Approve and file the Annual Financial Report (Audit) as presented by Carpentier, Mitchell, Goddard & Company.
- b. Acknowledge and ratify Village President Bill Hintz’s emergency approval and D.O.C.A.S. Nick Gottwalt’s authorization of a proposal from Kale Co. to install a Carrier 48FCEM07, 6-ton, 2 stage cooling, single stage heat 110,000 BTU which includes reconnect of electrical, gas, reuse thermostat, includes a 10-year warranty on heat exchange. Total cost of \$8,971.00.

12. Bills / Payroll / Transfers / Voided Checks:

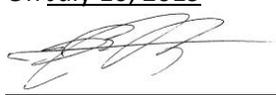
BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 07/02/19				
Date	Description		Amount	
06/26/19	Payroll		\$ 10,478.55	Payroll - Bi-Weekly
06/26/19	Board Liab		\$ 2,081.04	Board Liab - Bi-Weekly
06/24/19	Ace Tree Service, Inc.	Ck #86743	\$ 750.00	Invoice was actually due on 6/22/19, paid on 6/24/19 emergency service to get tree off roadway at 2129 Colona Road on 5/22/19 - roadway was completely blocked. Billed back to property owner on 7/2/19
07/03/19	Bills		\$ 81,953.67	
07/03/19	IL EPA Water Pollution Control	CK #6022	\$ 1,000.00	* HR Municipal Sales Tax Fund - NPDES FY2020 Stormwater fees
07/03/19	Ferguson Waterworks	CK #2014	\$ 12,460.50	* Water Capital Reserve - 1/2 of new water meters
07/03/19	Ferguson Waterworks	CK #1124	\$ 12,460.50	* Sewer Capital Reserve - 1/2 of new sewer meters
07/03/19	Ferguson Waterworks	CK #2013	\$ 1,633.85	* Water Capital Reserve - 1/2 of new water meters
07/03/19	Ferguson Waterworks	CK #1125	\$ 1,633.85	* Sewer Capital Reserve - 1/2 of new sewer meters
07/03/19	IMEG	CK #6023	\$ 3,000.00	* HR Municipal Sales Tax Fund - Engineering fee for 2019 Street & Drainage Project
07/03/19	IMEG	CK #7300	\$ 3,000.00	* Stormwater Capital Reserve - Engineering fee for 2019 Street & Drainage Project
07/03/19	IMEG	CK #25040	\$ 5,000.00	* HR Roadway Fuel Tax Fund - Engineering fee for 2019 Street & Drainage Project
	Total bills & Transfers		\$ 95,263.26	
* Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.				
TRANSFERS:				
BLACKHAWK BANK & TRUST - INTERFUND TRANSFERS:				
N/A	Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH)	N/A		Transfer to East Lawn Water for bills paid in May 2019
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#334798 6/10/19
06/20/19	Blackhawk Bank W/S/G CC Utility to W/S/G Utility Deposit	\$ 175.00		Transfer Water bill deposit for Thomas R Rowan receipt #34847 6/20/19
	Blackhawk Bank W/S/G CC Utility to W/S/G Utility Deposit	N/A		Transfer funds Water Bill Deposit for Abel Zertuche, Jr. Receipt #34796
N/A	Blackhawk Bank W/S/G to Water Capital Reserve	N/A		Water Fund to Water Capital Reserve Fund 10% of previous month's revenue
N/A	Blackhawk Bank W/S/G to Sewer Capital Reserve	N/A		Sewer Fund to Sewer Capital Reserve Fund 10% of previous month's revenue
CREDIT CARD TRANSACTIONS - FRAUD NOT VILLAGE ACTIVITY - SHOWING DEPOSITS AND THEN CHARGEBACK DEBIT NOTIFICATION FROM MERCHANT SERVICES:				
NONE				
VOID CHECK(S): Blackhawk Bank & Trust --- PAYROLL Checking Account				
Date	Payroll Checking - Payable to	Check No.	Amount	Remarks for voiding
	NONE			
VOID CHECK(S): Blackhawk Bank & Trust --- Corporate General Checking Account				
NONE				
VOID RECEIPT(S):				
NONE				
REFUND ACH TRANSACTION:				
NONE				
FYI - REVENUE - NOT NORMALLY COLLECTED				

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

Motion 2: Motion by Neels to approve the Consent Agenda as established:
 5. a., b. Village President's Agenda
 12. a. Bills / Payroll / Transfers / voided checks
 Second by Dreher. Motion carried by the following roll call vote:
 Curry-yes; Dreher-yes; Neels-yes; Scott-yes
 4-yes, 0-no, 2-absent

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

Meeting adjourned at 7:55 p.m.

APPROVED AS PRESENTED / AMENDED
 On July 16, 2019

 Village President

 Village Clerk

Karen L. Hopkins
 Village Clerk