

# **Carbon Cliff Board of Trustees Meeting Minutes**

Carbon Cliff Village Hall  
1001 Mansur Avenue, Carbon Cliff, Illinois

Tuesday, May 19, 2020

Meeting was conducted via telephone conference due to the COVID-19 pandemic.

Village President Bill Hintz called the meeting to order at 7:00 p.m.

Members Present: Keith Curry, Robert Dreher, Leevon Harris, Alma Neels, and Larry Scott

Members Absent: Todd Cantrell

Others Present: Director of Community & Administrative Services, Nick Gottwalt; and Village Engineer, Loren Rains of IMEG

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

- Discussed funds received from the State of Illinois, Local REBUILD Illinois Bond Funds Municipality Allotment, on Wednesday, May 13, 2020. The amount of the first deposit, one of six scheduled deposits, was \$23,439.83. The village's Total Bond Series Estimate is projected to be \$140,638.98. This grant will be allotted based on the regular Motor Fuel Tax formula. Grant must be used for capital projects and for which separate accounting will be required in the form of a bond. Grant can only be used for "planning, engineering, acquisition, construction, reconstruction, development, improvement, extension and all construction-related expenses of the public infrastructure and other transportation improvement projects." Grants are expected to be disbursed twice each year over a period of 3 years. Village Board agreed to have Village Engineer, Loren Rains submit a proposal to the Village for engineering and replacement of Mansur Avenue bridge/culvert as well as a proposal for the inspection of the bridge/culvert on 1<sup>st</sup> Avenue over the creek. Board also discussed using funds to begin engineering on State Street road repair using a form of permeable pavers and 6<sup>th</sup> Street Road Repair by removal and resurfacing.
- The Village received the "Final Tax Computation Report". Village Levied \$192,330 on the Tax Levy; Final calculation the Village will receive \$192,394.47. Which is \$64.47 more than what we levied.
- Motion to adopt Ordinance No. 2020-07 "An Ordinance Granting Emergency Powers To The Village President Of The Village Of Carbon Cliff, Rock Island County, Illinois"
- The 2019 Audit is currently underway. Tami with Carpentier, Mitchell, Goddard & Company, LLC contacted the Village to let us know the audit will not be done on site because of COVID-19. The Village has sent them all of the information they have requested at this time.

## **Committee Meeting Items Discussed:**

***Public Properties Committee*** – Chairman Larry Scott reviewed the minutes of the meeting held on May 11, 2020 at 6:00 p.m. Present at that meeting were: Chairman Larry Scott, Trustee Robert Dreher, Village President Bill Hintz, D.O.C.A.S. Nick Gottwalt, and Head of Maintenance Dan Clark.

- Committee discussed getting quotes from several construction companies for road repair on Mansur Avenue that needs replacing after the water main break earlier this year. D.O.C.A.S. Nick Gottwalt will contact said

companies and obtain quotes for both concrete and asphalt replacement. Quotes will be presented at the June meeting.

- Committee discussed replacement of the damaged eXmark zero turn mower that was damaged by a fire on April 27, 2020. The committee tabled this issue until our insurance company gets back to us with a claim reimbursement amount.
- All monthly reports look good.
- Under new business the committee approved the maintenance department and DOCAS Nick Gottwalt to purchase concrete for the replacement of sidewalk at 243 Cherry Court that was removed from a water main break on Feb 18, 2020 of this year. Cost not to exceed \$1,500.00 and any remaining concrete will be used on other sidewalks in town needing replaced.
- Meeting called to order at 6:03 p.m. and was ended at 6:29 p.m.

**Public Safety Committee** – Chairman Alma Neels reviewed the minutes of the meeting held on May 11, 2020 at 7:00 p.m. Present at the meeting were: Chairman Alma Neels, Trustee Robert Dreher, Trustee Larry Scott, Village President Bill Hintz, and D.O.C.A.S. Nick Gottwalt.

- Update on monthly calls from the Rock Island County Sheriff's Office for March & April 2020, no report was given.
- All monthly reports look good.
- Under new business the committee discussed installing a plexiglass barrier for the front desk (Ben's desk) and Trustee Larry Scott said he had some he would donate to the Village.
- Meeting called to order at 7:00 p.m. and was ended at 7:17 p.m.

**Public Works Committee** – Chairman Keith Curry reviewed the minutes of the meeting held on May 12, 2020 at 6:00 p.m. Present at the meeting were: Chairman Keith Curry, Trustee Leevon Harris, Trustee Alma Neels, Village President Bill Hintz, and D.O.C.A.S. Nick Gottwalt.

- Committee discussed approving a contract for Professional Lab Services for Water Sampling for the period of July 1, 2020 through June 30, 2021. After reviewing proposals from the Illinois EPA Laboratory and PDC Laboratory, the committee approved 3-0 to use PDC Laboratory again.
- Discussed reinstatement of Late Fees & Shut Offs for Outstanding Utility Bills. Late fees will be applied to all outstanding bills on June 15<sup>th</sup>.
- All monthly reports look good.
- Committee agreed that the Maintenance Department can resume regular hours starting June 1<sup>st</sup>.
- Meeting called to order at 6:04 p.m. and ended at 6:20 p.m.

**Administration Committee** – Chairman Leevon Harris reviewed the minutes of the meeting held on May 12, 2020 at 7:00 p.m. Present at the meeting were: Chairman Leevon Harris, Trustee Keith Curry, Village President Bill Hintz, and D.O.C.A.S. Nick Gottwalt.

- Reviewed and approved the Regular Board Meeting minutes of May 5, 2020.
- Committee approved an agreement for services between the Village of Carbon Cliff and Bi-State Regional Commission for the creation of a zoning map and aerial map. Total cost of the project will not exceed \$2,042.00. Cost may be less depending on the number of hours Bi-State needs to complete the project. Bi-State will bill the village upon completion.
- All monthly reports look good.
- Under new business the committee authorized Nick to begin pricing computers to replace Clerk Hopkins computer.

- Meeting called to order at 7:00 p.m. and ended at 7:10 p.m.

### **New Business Discussed:**

- DOCAS Nick Gottwalt updated the Board on the coolant sensor that went bad on the generator at Treatment Facility #1 (Pump House A).
  - The Carbon Cliff Little League President Alma Neels inquired into whether the park would be open this year so that the little league can start their season in June. Village President Bill Hintz stated he is following the guidelines of State and Federal Officials as well as the Illinois Department of Public Health and at this current time he does not foresee the parks being open in June or July, possibly August. D.O.C.A.S. Nick Gottwalt also added that from a liability standpoint the Village was in its best interest to adhere to the guidance of said State and Federal Officials as Village President Hintz had pointed out and that the odds are the parks would not open at all this summer.
  - Village President Bill Hintz informed the Board that Village Collector/Deputy Clerk Ben Allen had submitted his “two week” notice the night before and that his last day of work would be on May 29<sup>th</sup>. The Board will discuss the position and decide when to start taking applications.
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### **MOTION #1:** Motion Made By Trustee Dreher To Establish The Consent Agenda As Follows:

#### **5. Village President’s Agenda:**

- c. Motion to adopt Ordinance No. 2020-07 “An Ordinance Granting Emergency Powers To The Village President of The Village of Carbon Cliff, Rock Island County, Illinois”

#### **8. Committee Meetings:**

##### **a. Public Properties Committee**

1. Motion to authorize the Maintenance Department to order a load of concrete, not to exceed \$1,500.00, to repair the sidewalk at 243 Cherry Court from a watermain break on Feb 18, 2020. Any additional concrete left over will be used to repair village sidewalks throughout town.

##### **c. Public Works**

1. Motion to approve a Laboratory Professional Services Agreement from PDC Laboratory in Peoria, Illinois for Chemical and Radiological Testing for one year starting July 1, 2020 through June 30, 2021. Total cost of \$3,863.00.

##### **d. Administrative Committee**

1. Motion to adopt Ordinance No. 2020-06 “An Ordinance Authorizing The Execution Of An Agreement Proposal Between The Village Of Carbon Cliff And Bi-State Regional Commission To Provide Professional Aerial Mapping Services And Update Zoning Map” (Total Cost of agreement is \$2,042.00)

#### **9. Minutes / Reports / Public Notices:**

- a. Minutes of the Regular Village Board Meeting of the Carbon Cliff Board of Trustees for Tuesday, May 5, 2020 as presented – approved / filed; and
- b. Monthly Clerk’s Report for April 2020 as presented – approved / filed; and
- c. Monthly Collector’s Report for April 2020 as presented – approved / filed; and
- d. Monthly Maintenance Comp Time Report for April 2020 as presented – approved / filed; and

- e. Monthly Maintenance Report for April 2020 as presented – approved / filed; and
- f. Monthly Treasurer’s Report for April 2020 as presented – approved / filed; and
- h. Minutes of the May 11, 2020, Public Safety Committee Meeting as presented – approved / filed; and
- i. Minutes of the May 12, 2020, Public Works Committee Meeting as presented – approved/ filed; and
- j. Minutes of the May 12, 2020, Administration Committee Meeting as presented – approved / filed

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

Bills, Payroll, Transfers for Board Meeting 05/19/2020

| PAYABLES |  |                     |      |              |
|----------|--|---------------------|------|--------------|
| Date     | Corporate General Checking Account & Payroll checking Account        | Amount              | CK # | Remarks      |
| 05/13/20 | Payroll - Bi-Weekly  | \$ 10,436.82        |      | Bi-Weekly    |
| 05/13/20 | Board Liab.  | \$ 2,186.53         |      |              |
| 05/20/20 | Bills  | \$ 14,574.37        |      |              |
| 05/22/20 | Blackhawk Bank Visa  | \$ 1,035.53         |      | Pay by phone |
|          |  |                     |      |              |
|          |  |                     |      |              |
|          | <b>GRAND TOTAL BILLS &amp; PAYROLL from General Fund &amp; W/S/G</b> | <b>\$ 28,233.25</b> |      |              |

| Date | Hotel Accom. Tax Fund  | Amount | CK # | Remarks                            |
|------|--|--------|------|------------------------------------|
|      | Mid-American Energy  |        |      | electric for 3 Welcome Signs       |
|      | VCC Non Utility - 4% accounting fee of Super 8 Hotel Acom. Tax |        |      | 4% acct fee March 2020             |
|      | VCC Non Utility - 4% accounting fee of Comfort Inn Acom. Tax   |        |      | 4% acct fee Feb. 2020              |
|      | Quad Cities Convention & Visitor's Bureau                      |        |      | 4th Qtr 2019 Dues 10/1/19-12/31/19 |

| Date     | Home Rule Municipal Sales Tax Fund | Amount    | CK # | Remarks            |
|----------|------------------------------------|-----------|------|--------------------|
| 05/20/20 | Gardiner Koch Weisberg & Wrona     | \$ 110.00 | 6037 | Legal Dunns vs VCC |

| Date | Corporate General Capital Reserve Fund | Amount | CK # | Remarks |
|------|--|--------|------|---------|
|      |  |        |      |         |

| Date     | Home Rule Roadway Fuel Tax Fund                            | Amount   | CK #  | Remarks                            |
|----------|--|----------|-------|------------------------------------|
| 05/20/20 | VCC Non-Utility Acct. General Fund - 4% accounting fee for | \$ 56.37 | 25060 | from Casey's (paid monthly)        |
| 05/20/20 | VCC Non-Utility Acct. General Fund - 4% accounting fee for | \$ 15.07 | 25061 | from Casey's (paid monthly) Apr    |
|          | VCC Non-Utility Acct. General Fund - 4% accounting fee for |          |       | from Molo Oil (BP) Pay quarterly   |
|          | VCC Non-Utility Acct. General Fund - 4% accounting fee for |          |       | from Walter D Laud (Pay quarterly) |

| Date | Interfund Transfers; ACH to Others & Misc Payments &/or Fees  | Amount | CK # | Remarks                                |
|------|---|--------|------|--|
| N/A  | Sewer Fund to Sewer Capital Reserve                           | N/A    |      | 10% of Previous Mo. Sewer Revenue      |
| N/A  | Water Fund to Water Capital Reserve                           | N/A    |      | 10% of Previous Mo. Water Revenue      |
| N/A  | Water Fund to East Lawn Water Assoc.                          | N/A    |      | East Lawn Funds collected prev mo.     |
| N/A  | Water / Sewer / Garbage Fund to VCC Home Rule Roadway Sls Tax | N/A    |      |  |
| N/A  | VCC Non-Utility Acct to Home-Rule Municipal Sales Tax         | N/A    | ACH  | IL will not split Tax pymts over accts |
| N/A  | Blackhawk Bank & Trust - VCC W/S/G Credit Card Acct.          |        | ACH  | Credit Card fees for Feb. 2020         |

**#1:** Second By Trustee Curry. Motion Carried By The Following Roll Call Vote:  
 Dreher – yes; Curry – yes; Harris – yes; Neels – yes; Scott – yes  
 5 – yes, 0 – no, 1 – absent

**MOTION #2:** Motion Made By Trustee Neels Approve The Consent Agenda As Established:  
 5.c. Village Presidents Agenda  
 8.a.1., c.1., d.1. Committee Meetings  
 9.a., b., c., d., e., f., h., i., j. Minutes, Reports, Public Notices  
 12.a. Bills, Payroll, Transfers And Voided Checks

**#2:** Second By Trustee Harris. Motion Carried By The Following Roll Call Vote:  
 Neels – yes; Harris – yes; Dreher – yes; Curry – yes; Scott – yes  
 5 – yes, 0 – no, 1 – absent

**MOTION #3:** Motion Made By Trustee Scott To Adjourn The Meeting.

**#3:** Second By Trustee Harris.

Motion carried by the following roll call vote:

Scott – yes; Harris – yes; Dreher – yes; Curry – yes; Neels – yes:

5 – yes, 0 – no, 1 – absent

Meeting adjourned at 7:46 p.m.



Nick Gottwalt

Director of Community & Administrative Services



APPROVED AS PRESENTED / AMENDED  
On June 16, 2020



Village President



Village Clerk