

**Carbon Cliff Board of Trustees Meeting Minutes**

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

Wednesday, November 4, 2020

Village President Bill Hintz called the meeting to order at 7:03 p.m.

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

Members Absent: Keith Curry

Others Present: Nick Gottwalt D.O.C.A.S, Liane DeVore, Financial Consultant

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

- a. Update from Liane DeVore, Financial Consultant, see attached progress report. Village President also has offered her the position of Budget Officer – will discuss further at committees. Additional discussion included updating the Village code book – hasn't physically been updated in over 10 years. Will work with Bi-State on getting this updated.
- b. Discussed open maintenance position (*job description, pay, etc.*) Bill Hintz, Alma Neels and Leevon Harris have all recommended people for the maintenance department. We do have part-time snowplow drivers that have stayed on the payroll so we should be covered for winter as is. Advertising the open position as a supervisor with the goal with obtaining a water operator license within six months is what the Village Board thinks is best. Maintenance Lead position should be offered to Ronald Banks Murphy. Not to hire anyone permanent until after the first of the year. Offer part-time seasonal job opening for laborer up to 30 hours per week for the time being. Will talk about raises at committee next week and consider retro pay for the maintenance department.
- c. Approved Motion To Adopt Ordinance No. 2020-17 "An Ordinance Amending Salaries Of Certain Corporate Officials"
- d. Approved Motion To Adopt Ordinance No. 2020-18 "An Ordinance Adopting A Diversity, Equity, And Inclusion Policy For The Village Of Carbon Cliff, Illinois."
- e. Approved Option 1 vs. Option 3 Of The 2021 Illinois Municipal League Risk Management Association Annual Contribution. Total Invoice Of \$36,219.68.

<u>Option #1 – Pay In One Installments Includes 1% Discount</u>	
Contribution Amount	\$ 36,232.00
Plus 1% Fee	\$ (362.32)
	<hr/>
	\$ 336,869.68
Illinois Municipal League Dues	\$ 350.00
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	<b>\$ 36,219.68</b>

- f. Approved Motion to Adopt Ordinance No. 2020-19 "An Ordinance Authorizing Execution Of An Intergovernmental Cooperation Contract With The Illinois Municipal League Risk Management Association."
- g. Approved Motion To Pass Resolution No. 2020-19 "A Resolution Approving An Agreement For Legal Services" (*Agreement With Kathleen Field Orr As Required By USDA When Applying For Financial Assistance*)
- h. Approved Motion To Pass And Approve Resolution No. 2020-20 "A Resolution Setting Forth The Compensation Packages For Full-Time Employees Of The Village Of Carbon Cliff."
- i. Denied Motion to pass and approve Resolution No. 2020-21 "A Resolution Supporting The City Of Silvis's Application For An Illinois Transportation Enhancement Program (ITEP) Grant Related To Phase II Of The Grand Illinois Trail." Would rather pursue a loan for infrastructure within Carbon Cliff for the things we need to accomplish versus monies into that project. Focus needs to be on our streets, bridges, flooding etc.
- j. Motion to set the Board Meeting and Committee Meeting dates and times for FY 2021. (*See attached schedule*)
- k. Approved A Quote From J&J Locks, Safes & Alarms, Inc. To Furnish And Install New Battery Powered Prox Locks On Front Glass Storefront Door And Back Man Door For A Total Cost Of \$5,092.46.
- l. Approved Motion to acknowledge and ratify D.O.C.A.S. Nick Gottwalt's approval of a quote from Ace Tree Service in the amount of \$3,200.00 to remove the damaged maple located near the park pavilion. This tree was damaged in the storm that occurred on August 10, 2020. The Public Properties committee approved this on October 12, 2020, and Nick was authorized to get the tree taken down as soon as possible.
- m. Approved Motion to approve a quote from Davey Tree Service to remove a dead ash in the playground area of the Village Park. Total cost to remove, clean and haul debris is \$1,880.00.
- n. Approved motion to transfer all funds from the Corporate General Account at Blackhawk Bank & Trust into the Village's Non-Utility Account at Blackhawk Bank & Trust. The interest rate is currently higher in the Non-Utility Fund. The Corporate General Account will

then be closed with Blackhawk Bank & Trust. Double check all information with State of Illinois to make sure all banking information is correct and updated.

**Meetings / Conferences:**

- a. IMRF Authorized Agent Workshop (Thu, Nov 19 – Tue, Dec 8) Carly Neblung and Nick Gottwalt will be attending virtually.

**Committee Meetings:**

Public Properties Committee:

- 1. Approved A Quote From Ace Tree Service In The Amount Of \$3,200.00 To Remove Damaged Maple Located Near The Park Pavilion. Cost Includes Cutting Down And Hauling Away Tree As Well As Grind, Clean And Fill Stump.
- 2. New business discussed was standing water on Valley View Drive, this was due to sprinkler running - not due to a break. The white truck is still parked on Dennhardt Ave and they have until Friday 11/6/2020 to move it until further action is taken.

Public Safety Committee:

- 1. No updates, everything was OK, Successful Halloween with the help from Rock Island County Sheriff's office who handed out candy to the kids.

Public Works Committee:

- 1. Approved to move forward with the Ferguson Waterworks MRX 920 antennae to streamline reading water meters. New business included ceasing being open every third Saturday to take water, sewer, garbage bills. We offer multiple convenient options for our residents to pay their bills.

Administration Committee:

- 1. Brandt Schultz file was erased of all probationary and disciplinary actions taken against him. No reimbursement was given. New business – five total lines were disconnected from Call One billing.

**Minutes / Reports / Public Notices:**

- a. Minutes Of The Carbon Cliff Board Of Trustees Meetings Held On Tuesday, September 15, 2020 And Tuesday, October 6, 2020 and Tuesday, October 20, 2020, As Presented – Approved / Filed; And
- b. Monthly Maintenance Comp Time Report For September 2020 As Presented – Approved / Filed; And
- c. Monthly Maintenance Report For September 2020 As Presented – Approved / Filed; And
- d. Minutes Of The October 12, 2020, Public Properties Committee Meeting As Presented – Approved / Filed; And
- e. Minutes Of The October 12, 2020, Public Safety Committee Meeting As Presented – Approved / Filed; And
- f. Minutes Of The October 13, 2020, Public Works Committee Meeting As Presented – Approved / Filed; And
- g. Minutes Of The October 13, 2020, Administration Committee Meeting As Presented – Approved / Filed; And

**Old Business/New Business Discussed:**

- a. Karen Hopkins has returned her keys and the credit card that was issued to her – no other Village property or files have been returned.
- b. Update on Dunn vs. Carbon Cliff.
- c. Phone lines that were approved by the board end of year 2019 and beginning of year 2020 have finally been disconnected per Nick Gottwalt.
- d. Preparing for budget, inquiring if there are any items that Board would like to include into their Budget wish list. These items will be brought to committees next week.
- e. Carly will contact county to receive the filed budget for 2019 and will provide to the Board of Trustees as it was never shared with them.
- f. Robert Dreher suggests that we revert to a modified Executive Powers for Bill Hintz due to the rise in COVID19 cases in our local communities. Discussed options for us to be able to hold remote Board Meetings to continue business as usual. This can be assisted with Local CURE funding with monies allotted to us from the CARES act.

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

- a. Payroll Ending 10/09/2020 and 10/23/2020 and Associated Transfers
- b. Accounts Payable (Bills) 10/21/2020 and 11/4/2020 and Associated Transfers  
\*SEE ATTACHED DOCUMENTATION

**MOTION #1:** Motion Made By Trustee Cantrell To Establish Consent Agenda As Follows:

- 5. c., d., e., f., g., h., j., k., l., m., n. (VILLAGE PRESIDENT'S AGENDA)
- 9. a., b., c., d., e., f., g. (MINUTES, REPORTS, PUBLIC NOTICES)
- 12. a. (BILLS, PAYROLL, TRANSFERS AND VOIDED CHECKS)

**#2:** Second By Trustee Dreher. Motion Carried By The Following Roll Call Vote:

*Minutes of the Carbon Cliff Board of Trustees Meeting: Wednesday, November 4, 2020*

Cantrell – yes; Dreher– yes; Harris – yes; Neels – yes; Scott – yes:  
5 – yes, 0 – no, 1 – absent

**MOTION #2:** Motion Made By Trustee Scott To Approve The Consent Agenda As Established:

- 5. c., d., e., f., g., h.,j., k., l., m., n. (VILLAGE PRESIDENT'S AGENDA)
- 9. a., b., c., d., e., f., g. (MINUTES, REPORTS, PUBLIC NOTICES)
- 12. a. (BILLS, PAYROLL, TRANSFERS AND VOIDED CHECKS)

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

**MOTION #3:** Motion Made By Trustee Harris to Continue Meeting / Set Special Meeting / Adjourn:

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

Meeting adjourned at 8:42 p.m.

Carly Neblung  
Village Clerk

APPROVED AS PRESENTED / AMENDED  
On November 17, 2020



Village President



Village Clerk