

**Carbon Cliff Board of Trustees Meeting Minutes**

Carbon Cliff Village Hall  
1001 Mansur Avenue, Carbon Cliff, Illinois  
Tuesday, November 17, 2020

Anyone attending this meeting in person must wear a face covering and be able to keep said covering on the entire duration of the meeting. Seating for the meeting will be spaced out to adhere to social distancing regulations. If you have any symptoms of illness you will not be allowed to attend.

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/vccdirector>  
You can also dial in using your phone.

United States: +1 (646) 749-3112  
Access Code: 474-583-181

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

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

Members Absent: None

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

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

- a. Presentation of tentative 2020 levy figures. (2020 taxes paid in 2021) - approve at 4.99% no need for truth in taxation hearing.
- b. Denied Motion to set Public Hearing on the Tax Levy for Fiscal Year January 1, 2021 and ending December 31, 2021, for 7:00 p.m. on December 1, 2020 and to give notice of this hearing in publication in the Dispatch at least one week prior to the time of the hearing – no need to hold public hearing.
- c. Financial Consultant Liane DeVore presents the Tentative Budget for Fiscal Year 2021. Showed year over year how it was budgeted in a deficit with using cash on hand, we are altering budgets going forward based on revenues coming in.
- d. Approved Motion to publish the Tentative Budget for Fiscal Year 2021, by publication in the Proceeding of the Corporate Authorities, and by posting at the Village Hall, for at least ten (10) days prior to the passage of the Annual Budget.
- e. Approved Motion to set the Budget Hearing for 7:00 p.m. on December 1, 2020, at the Village Hall, 1001 Mansur Avenue, or at a date set by the Village Board of Trustees.
- f. Approved Motion to approve an Agreement between Owner (Village of Carbon Cliff) and Engineer (IMEG) For Professional Services. *This agreement is required by USDA and is part of the formal application process for the Reverse Osmosis System we are installing.*
- g. Approved Motion to adopt Ordinance No. 2020-20 “An Ordinance Setting Salaries And Wages Beginning December 19, 2020 And Ending December 31, 2021 For Part-Time Village Officers And Employees.”
- h. Approved Motion to adopt Ordinance No. 2020-21 “An Ordinance Granting Emergency Powers To The Village President Of The Village Of Carbon Cliff, Rock Island County, Illinois.”
- i. Approved Motion to adopt Ordinance No. 2020-22 “An Ordinance Setting Salaries And Wages For Full-Time Village Officers And Employees Beginning December 19, 2020 And Ending December 31, 2021.”
- j. Approved Motion to approve an immediate raise for Ronald “Banks” Murphy and Brandt Schultz of the maintenance department. Murphy will receive an increase in pay from \$18.22 per hour to \$22.22 per hour retroactive to the payroll ending November 6, 2020 (payday of 11/11/20) and Schultz will receive an increase in pay from \$17.47 per hour to \$20.47 per hour, also retroactive to the payroll ending November 6, 2020 (payday of 11/11/20). Approved and recommended by the Administrative Committee.
- k. Village President recommends the following salaries/wages for the following named employees/offices in 2019 as discussed with the Administration Committee on November 10, 2020:

Maintenance Operator (ANNUAL SALARY) .....	<b>Ronald Murphy</b>	\$ 46,217.60
(HOURLY RATE FOR FIGURING COMP TIME PAYOUT, ETC.) .....		\$ 22.22
Maintenance Operator (ANNUAL SALARY) .....	<b>Brandt Schultz</b>	\$ 42,577.60
(HOURLY RATE FOR FIGURING COMP TIME PAYOUT, ETC.) .....		\$ 20.47
Office Manager/Accountant & Village Clerk (ANNUAL SALARY).....	<b>Carly Neblung</b>	\$ 46,030.40
Director of Community & Administrative Services (ANNUAL SALARY).....	<b>Nick Gottwalt</b>	\$ 60,278.40

- l. Approved Motion to set the 2021 salaries/wages for the named employees/officers as recommended by the Village President in 5.k.
- m. Village President appoints the following officers for 2021:
  - Carly Neblung ..... Village Clerk
  - Nick Gottwalt ..... Director of Community & Administrative Services
  - Liane DeVore ..... Budget Officer
- n. Approved Motion to approve the Village President's appointments of Village Officers for 2021 as appointed in item 5.m.
- o. Approved Motion to approve a services agreement with IMEG for the purpose of providing Hydrant Replacement Plans. Scope of work to include an aerial map with Rock Island County GIS parcel lines per each hydrant location with an anticipated plan for relocation and potential fittings needed for relocation. The list of hydrant locations is as follow: 107 Cliff Drive; 127 Cliff Court; 235 Cliff Court; Top of Valley View Hill (North Side); 234 Cherry Court; 216 Greenwood Avenue; and 101 1<sup>st</sup> Avenue. Total cost is \$2,800.00.
- p. Approved Motion to approve a services agreement with IMEG for the purpose of providing a PASER Street Rating data sheet. Scope of work to include a color-coded street map of the Village and a developed spreadsheet ready for individual street ratings. A sample spreadsheet has been previously submitted to the Village. This spread sheet will provide a breakdown of each section/street (length x width). Total cost is \$2,500.00.
- q. Approved Motion to approve an Exclusive Easement Agreement by and between Rock River Harmony Housing, LLC and the Village of Carbon Cliff to provide a right-of-way easement to operate, use, maintain, repair, remove, and replace the parking spaces encroaching upon the Village's right-of-way.
- r. Approved Motion to adopt Ordinance No. 2020-23 "An Ordinance Amending Title V, Article 1, Section 3, Of The Village Code." (Water Service & Deposits)

**Meetings / Conferences:**

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

**Committee Meetings:**

- a. Public Properties Committee: Would like Ronald Banks Murphy to attend committee meetings beginning in December. New or other business included discussion on property on north side of 550 N 2<sup>nd</sup> Avenue installing a culvert - DOCAS Nick Gottwalt will be sending a letter and IDOT will be going after the persons responsible as they did not pull a permit for the construction of this. Awaiting to hear response, will follow up. There was also discussion on making property for sale signs larger – Nick Gottwalt has River City Sign drafting a two sided for sale sign for the Village to post.
- b. Public Safety Committee: Confirm Motion to approve a donation of \$1,000.00 to the Christ United Methodist Church % Carbon Cliff Food Basket Program (3801 7<sup>th</sup> Street, East Moline, Illinois 61244).
- c. Public Works Committee: All was good per committee update. Refer to committee meeting minutes.
- d. Administration Committee: Discussed and approved set wages for Village employees.

**Minutes / Reports / Public Notices:**

- a. Minutes Of The Carbon Cliff Board Of Trustees Meetings Held On Wednesday, November 4, 2020, As Presented–Approved/Filed; And
- b. Monthly Maintenance Comp Time Report For October 2020 As Presented–Approved/Filed; And
- c. Minutes Of The November 9, 2020, Public Properties Committee Meeting As Presented–Approved/Filed; And
- d. Minutes Of The November 9, 2020, Public Safety Committee Meeting As Presented–Approved/Filed; And
- e. Minutes Of The November 10, 2020, Public Works Committee Meeting As Presented–Approved/Filed; And
- f. Minutes Of The November 10, 2020, Administration Committee Meeting As Presented–Approved/Filed; And
- g. I-EPA Notice of Application for Permit to Manage Waste (LPC-PA16), Date: October 30, 2020, Site Name: Upper Rock Island County Landfill – 17201 20<sup>th</sup> Avenue North, East Moline, Illinois. IEPA ID#1618100014 – Description of Project: Application in accordance with Condition VI.26 and VI.28. – Placed on view for public comment

**Old Business/New Business Discussed:**

- a. The entryway doors to the Village Hall have been updated by J&J Locks. Employees now have key fobs to enter the building instead of keys.
- b. The culvert under 2<sup>nd</sup> Street caught on fire Thursday afternoon as a resident was burning leaves in the ditch. Fire spread to the culvert under the road and the culvert began to burn/melt and the roadway above began to collapse. Miller Construction and McClintock Construction will be providing quotes to remove and replace the damaged section. This has been submitted to insurance and the deductible and additional costs will be the resident's responsibility. Insurance companies will be going after appropriate parties.

- c. We are going to further clarify the two proposals from both Miller and McClintock on the repair and or replacement of the culvert that was destroyed on Thursday afternoon. They also would like for us to clarify with IMEG on what our scope of work would be so that we could compare with the quotes received by the Village from assorted contractors. We will clarify and then discuss an approval at the December 1, 2020 board meeting.
- d. D.O.C.A.S. Nick Gottwalt talked to Dave Walker with Unison on Thursday morning, and he would like to submit a proposal to buy out the lease agreements for the water tower antennas on top of the water tower. We would lose out on \$450,000.00 over the 25 year term of the leases. We are currently receiving steady rental income. Village needs to start to think about the negotiations for upcoming lease renewals.
- e. Discuss/Motion to approve closing the Village Hall off to the public until the current influx in COVID cases in our region fall back within State approved parameters. Village Employees will continue to work on site during normal business hours. We will follow what Rock Island County Clerk's office is doing and what their plans are and Carly Neblung will update the board.

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

- a. Motion To Approve Bills / Payroll / Transfers / Voided Checks
  - Payrolls Ending 11/6/2020 and Associated Transfers
  - Accounts Payable (Bills) 11/18/2020 and Associated Transfers

\*SEE ATTACHED DOCUMENTATION

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

- 5. d., e., f., g., h., i., j., l., n., o., p., q., r. (Village President's Agenda)
- 8. b.1. (Committee Meetings)
- 9. a., b., c., d., e., f., g. (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:  
 Cantrell – yes; Curry - yes; Dreher– yes; Harris – yes; Neels – yes; Scott – yes:  
 6 – yes, 0 – no, 0 – absent

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

- 5. d., e., f., g., h., i., j., l., n., o., p., q., r. (Village President's Agenda)
- 8. b.1. (Committee Meetings)
- 9. a., b., c., d., e., f., g. (Minutes, Reports, Public Notices)
- 12. a. (Bills, Payroll, Transfers And Voided Checks)

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

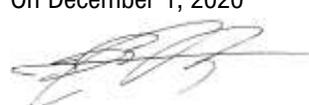
**MOTION #3:** Motion Made By Trustee Neels to Continue Meeting / Set Special Meeting / Adjourn:

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

Meeting adjourned at 8:12 p.m.

  
 Carly Neblung  
 Village Clerk

APPROVED AS PRESENTED / AMENDED  
 On December 1, 2020

  
 Village President

  
 Village Clerk