

## Public Properties Committee Meeting

(BUILDINGS, PROPERTIES/GROUNDS, SIDEWALKS, STREETS/ALLEYWAYS, AND STREET LIGHTS)

1001 Mansur Avenue, Carbon Cliff, Illinois 61239

Chairman, Larry Scott ☐

Todd Cantrell ☐

Robert Dreher ☐

D.O.C.A.S. Nick Gottwalt ☐

Monday, February 8, 2021 – 6:00 PM

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Due To The COVID-19 Pandemic, The Village Hall Is Closed To The Public Until Further Notice.

*Meetings are limited to 10 people or less. Anyone wishing to attend a meeting in person must contact the Village Hall prior to the meeting. 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 dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 167-776-973

You can use the following commands during the meeting:

\*1 - play menu of features.

\*2 - mute/unmute yourself.

\*5 - get the number of attendees.

\*9 - raise your hand.

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Called to Order at:

### AGENDA

1. Discuss a Village Drive Around. We did not do a Drive Around last year, however, if the Committee would like, we can conduct a drive around at the next meeting on March 8<sup>th</sup> and schedule it before the meeting.
2. DOCAS, Nick Gottwalt will be meeting with Edwards Creative on Monday, February 8<sup>th</sup> to go over design options for the Carbon Cliff War Memorial. The War Memorial used to reside outside of the old Village Hall at 106 1<sup>st</sup> Avenue, however, it was taken down in late 2019 because it was deteriorating. Once the new memorial is constructed, it will be located inside our current Village Hall at 1001 Mansur Avenue and placed in the Board Room.
3. DOCAS, Nick Gottwalt met with Lakewood Electric on Friday, February 5<sup>th</sup> to go over options and pricing for a generator at the Village Hall. For Lakewood to provide an accurate quote, he would like to see how the gas and electrical is ran through the building since there are two electrical meters and two gas meters on the building. USDA has issued a Facilities Grant that the Bi-State Regional Commission will help the village apply for assisted funding up to \$50,000.00 depending on the project.
4. DOCAS, Nick Gottwalt has sent a letter to the regional office of the Illinois Department of Transportation requesting a permit to widen the entrance located at 550 N. 2<sup>nd</sup> Avenue (Route 84).
5. FYI – Village has ordered an additional 56.88 tons of salt. This brings our total to 102.28 tons this season. We can purchase up to a total of 120 tons if needed.
6. Monthly Maintenance Comp Time Report – January 2021.
7. New or Other Business.

8. Adjourn Meeting.

Next Meeting: Monday, March 8, 2021 at 6:00 P.M.

## FY 2021 Overtime / Compensation Report

### **Ronald Murphy**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PREVIOUS BALANCE	45.96	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02
TIME EARNED	35.06											
TIME PAID OUT	0.00											
TIME USED	0.00											
ENDING BALANCE	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02	81.02

### **Brandt Schultz**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PREVIOUS BALANCE	22.80	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35
TIME EARNED	19.46											
TIME PAID OUT	0.00											
TIME USED	10.91											
ENDING BALANCE	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35	31.35

Submitted By: Nick Gottwalt

February 4, 2021

## Public Safety Committee Meeting

(FIRE, POLICE, HEALTH, PLANNING, ZONING, INSPECTIONS AND CIVIL DEFENSE)

1001 Mansur Avenue, Carbon Cliff, Illinois 61239

Chairman, Alma Neels ☐

Robert Dreher ☐

Larry Scott ☐

D.O.C.A.S. Nick Gottwalt ☐

Monday, February 8, 2021 – 7:00 PM

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### Please dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

**Access Code:** 750-092-205

You can use the following commands during the meeting:

\*1 - play menu of features.

\*2 - mute/unmute yourself.

\*5 - get the number of attendees.

\*9 - raise your hand.

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Called to Order at:

### **AGENDA**

1. Update on monthly calls from the Rock Island County Sheriff's Office – January 2021.
2. DOCAS, Nick Gottwalt purchased a car lockout kit in the amount of \$137.04 to keep at the Village Hall. Not all Rock Island County Deputies carry a kit, if a village employee needs to use it on their vehicle or if Rock Island County needed to borrow one, we would have one available to lend out.
3. Monthly Maintenance Comp Time Report – January 2021.
4. New or Other Business.
5. Adjourn Meeting.

Next Meeting: Monday, March 8, 2021 at 7:00 P.M.

## Public Works Committee Meeting

(WATER, SEWER, GARBAGE AND CABLE TV)

1001 Mansur Avenue, Carbon Cliff, Illinois 61239

Chairman, Keith Curry ☐

Leevon Harris ☐

Alma Neels ☐

D.O.C.A.S. Nick Gottwalt ☐

Tuesday, February 9, 2021 – 6:00 PM

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### **Please dial in using your phone.**

United States: [+1 \(872\) 240-3212](tel:+1(872)240-3212)

**Access Code:** 113-321-941

You can use the following commands during the meeting:

\*1 - play menu of features.

\*2 - mute/unmute yourself.

\*5 - get the number of attendees.

\*9 - raise your hand.

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Called to Order at:

### **AGENDA**

1. Monthly Maintenance Comp Time Report – January 2021.
2. New or Other Business.
3. Adjourn Meeting.

Next Meeting: Tuesday, March 9, 2021 at 6:00 P.M.

## Administration Committee Meeting

(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)

1001 Mansur Avenue, Carbon Cliff, Illinois 61239

Chairman, Leevon Harris ☐

Todd Cantrell ☐

Keith Curry ☐

D.O.C.A.S. Nick Gottwalt ☐

Tuesday, February 9, 2021 – 7:00 PM

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### **Please dial in using your phone.**

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Access Code:** 932-962-933

You can use the following commands during the meeting:

\*1 - play menu of features.

\*2 - mute/unmute yourself.

\*5 - get the number of attendees.

\*9 - raise your hand.

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Called to Order at:

### **AGENDA**

1. Discuss a previously tabled Ordinance “Creating Title 2, Article 6, Section 19 of the Village Code of the Village of Carbon Cliff, Illinois (Nuisance Properties)”
2. Discuss, recommend to Village Board, “A Special Ordinance Authorizing The Ceding Of Private Activity Bonding Authority” as requested in a letter from Executive Director, Warren Ribley from the Quad Cities Regional Economic Development Authority.
3. Review Uniform Policy. Added section on PPE and Polo Shirts for Office works strictly to be worn at work or when attending a conference.
4. Monthly Maintenance Comp Time Report – January 2021.
5. New or Other Business.
6. Adjourn Meeting.

Next Meeting: Tuesday, March 9, 2021 at 7:00 P.M.

Village of Carbon Cliff

**Ordinance No. 2021-02**

**AN ORDINANCE CREATING TITLE II, ARTICLE 6, SECTION 19 OF THE VILLAGE CODE OF THE VILLAGE OF CARBON CLIFF, ILLINOIS “NUISANCE PROPERTIES”**

**WHEREAS**, the Village of Carbon Cliff (the “*Village*”) is a duly organized and validly existing home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State, and as a home rule unit may, under the powers granted by Section 6(a) of Article VII of the Constitution of the State of Illinois of 1970, “exercise any power and perform any function pertaining to its government and affairs”; and,

**WHEREAS**, pursuant to Section 11-60-2 of the Illinois Municipal Code (65 ILCS 5/11-60-2) the corporate authorities may define, prevent and abate nuisances; and in addition, pursuant to its powers, protect the public’s health, welfare and safety; and,

**WHEREAS**, the Village has determined that it is imperative that all residents are assured the peaceful enjoyment of their homes whether such residents are property owners or tenants; and,

**WHEREAS**, the Village realizes that not only must its housing stock be structurally safe and secure, but its neighborhoods must also be safe from nuisances and criminal activity in order to permit the residents the peaceful enjoyment of their homes.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Carbon Cliff, Rock Island County, Illinois, as follows:

**Section 1.** That Title II, Article 6 of the Village Code is hereby amended by adding the following Section 19:

**Section 19 - Nuisance Properties.**

19.01 **Definitions.** The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- a. ***Code Enforcement Officer*** means the Village of Carbon Cliff Code Enforcement Officer or his or her designee.
- b. ***Chronic Nuisance Property*** means property upon which two (2) or more events of nuisance activities have occurred within a six (6) month period that have been cited by the Code Enforcement Officer or independently investigated by any law enforcement agency.
- c. ***Control*** means the ability to regulate, restrain, dominate, counteract, or govern conduct that occurs on that property.
- d. ***Nuisance Activity*** means any one of the following activities, behaviors, or conduct, as defined by federal, State, or Village ordinance.

1. Disorderly conduct as defined in 720 ILCS 5/26-1
  2. Unlawful use of weapons as defined in 720 ILCS 5/24-1 et seq.
  3. Mob action as defined in 720 ILCS 5/25-1
  4. Discharge of a firearm as defined in 720 ILCS 5/24-1.2 and 1.5
  5. Gambling as defined by 720 ILCS 5/28-1
  6. Possession, manufacture, or delivery of controlled substances as defined by 720 ILCS 570/401 et seq.
  7. Public indecency as defined by 720 ILCS 5/11-9.
  8. Assault or battery or any related offense as defined in 720 ILCS 5/12-1 et seq.
  9. Sexual abuse or related offense as defined in 720 ILCS 5/12-15 et seq.
  10. Prostitution as defined in 720 ILCS 5/11-14 et seq.
  11. Criminal damage to property as defined in 720 ILCS 5/21-1 et seq.
  12. Criminal housing management defined in 720 ILCS 5/12-5.1.
  13. Structure unfit for human occupancy as defined in the Village's property maintenance code.
  14. Unsafe structure as defined in the Village's property maintenance code.
  15. Multiple violation and/or a serious violation of the Village's property maintenance code continuing after disposition of a complaint for those violations.
  16. Activity that constitutes a violation of a felony or Class A misdemeanor pursuant to a federal or Illinois statute.
  17. A violation of Title II, Article 5, Section 3, Disorderly Conduct.
- e. **Owner** means any person, partnership, land trust, or corporation having any legal or equitable interest in or control of property. Owner includes, but is not limited to:
1. A mortgagee in possession in who is vested with all or part of the legal title to the property or, all or part of the beneficial ownership and the rights to the present use and enjoyment of the premises.
  2. An occupant who can control what occurs on the property.
  3. Any person acting as an agent of an Owner.
- f. **Permit** means to suffer, allow, consent to, acquiesce by failure to prevent, or expressly assent or agree to the doing of an act.



- g. **Person** means any natural person, association, partnership, corporation, trust, or other entity capable of owning, occupying, or using property in the Village.
- h. **Person In Charge** means any person in actual or constructive possession of a property, including but not limited to, an owner, occupant of property under his or her ownership or control.
- i. **Property** means any real property, including land and that which is affixed, incidental, or pertinent to land, including but not limited to, any premises, room, house, building, or structure, or any separate part or portion thereof, whether permitted or not.

19.02 Chronic Nuisance Property.

- a. It shall be unlawful for any property within the Village to become or remain a chronic nuisance property in violation of this Section.
- b. It shall be unlawful for any owner, agent, management company, or operator of any residential property to:
  - 1. Permit a property to become a chronic nuisance property; or,
  - 2. Allow a property to continue as a chronic nuisance property.
- c. Each day that a violation of this Section continues shall be considered a separate and distinct offense.

19.03 Notice to Abate a Nuisance.

- a. It shall be the duty of the Code Enforcement Officer of the Village or his or her designee to serve notice upon the Owner, operator, manager or agent of any residential property of the occurrence of a nuisance activity on or within a property.

The notice shall contain the following information:

- 1. The street address or legal description, sufficient for identification of the property.
- 2. A statement that the Village of Carbon Cliff Code Enforcement has information that the property may be chronic nuisance property, with a concise description of the nuisance activity that may exist or that has occurred.
- 3. Service shall be made either personally or by first class mail, postage prepaid, return receipt requested, addressed to the person in charge at the address of the property believed to be the situs of the occurrence of the nuisance.
- 4. A copy of the notice shall be served on the taxpayer of record at such address as shown on the tax rolls of the county and/or the occupant, at the address of the property, if these persons are different from the person in charge, and shall be made either personally or by first class mail, postage prepaid.

- 5. The failure of any person to receive notice that the property may have been the situs of a nuisance property shall not invalidate or otherwise affect any proceedings under this Article.
- b. Issuance of a second (2) notice of a nuisance activity at the same property within a six (6) month period shall result in the issuance of a citation of a violation of this Article of the Code and a notice to appear before the Village Ordinance Enforcement.

**Section 2.** This Ordinance shall be in full force and effect from and after its adoption, approval, and publication as provided by law.

**ADOPTED BY THE BOARD OF TRUSTEES** of the Village of Carbon Cliff, Illinois, this \_\_\_\_ day of July 2019, pursuant to a roll call vote as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Todd Cantrell	_____	_____	_____
Keith Curry	_____	_____	_____
Robert Dreher	_____	_____	_____
Leevon Harris	_____	_____	_____
Alma Neels	_____	_____	_____
Larry Scott	_____	_____	_____
	<b>Ayes:</b> _____	<b>Nays:</b> _____	<b>Absent:</b> _____

**APPROVED** by the President of the Board of Trustees, Village of Carbon Cliff, this \_\_\_\_ day of July 2019.

\_\_\_\_\_  
 Bill G. Hintz – Village President  
 Village of Carbon Cliff

**ATTEST:**

\_\_\_\_\_  
 Karen L. Hopkins – Village Clerk  
 Village of Carbon Cliff

**(SEAL)**

Published in pamphlet form by authority of the Board of Trustees of the Village of Carbon Cliff, Rock Island County, Illinois, this \_\_\_\_ day of June 2019.



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**QUAD CITIES REGIONAL ECONOMIC DEVELOPMENT AUTHORITY**

622 Nineteenth Street • Moline • Illinois 61265 • Tel: 866-325-7525 • Web: [www.qcreda.com](http://www.qcreda.com)

February 1, 2021

The Honorable William Hintz, Village President  
Village of Carbon Cliff  
106 1st Ave., P.O. Box 426  
Carbon Cliff, IL 61239-0426

Dear Village President Hintz:

The Quad Cities Regional Economic Development Authority (QCREDA) respectfully requests consideration for the transfer of your 2021 Home Rule Volume Cap to QCREDA for economic development and housing projects. We have mutually benefited from working with other communities that have allowed QCREDA to successfully issue over \$198,791,078 in bonds that have created over 2,498 jobs.

QCREDA has developed relationships with home rule communities and other regional development authorities in working together to accommodate the Volume Cap needs of their projects. Some years, we have more projects than Volume Cap and other years we have more Volume Cap than projects. At the end of the calendar year, Volume Cap can be carried forward for three years, but once carried forward, it can no longer be transferred. We have developed a mutually beneficial relationship between communities, counties, and other regional development authorities to graciously share this valuable resource for the benefit of the region. We feel it is fair to help a neighbor that has helped us in the past. The rising tide raises all of the boats.

As you may be aware, home rule communities receive a direct allocation in 2021 equal to their population times \$110. The 2021 State of Illinois Allocation guidelines identify Carbon Cliff's population at 1,981, so your 2021 Volume Cap Allocation is \$217,910. You are required to obligate this allocation by May 1<sup>st</sup> of each calendar year or it automatically goes back to the State of Illinois for reallocation to other entities in June of each calendar year. If the Village of Carbon Cliff would consider passing an ordinance transferring their 2021 allocation to QCREDA prior to May 1<sup>st</sup>, then QCREDA would be able to keep this cap until December 31<sup>st</sup>. This action would allow the Village to maintain control of their Volume Cap past May 1<sup>st</sup>.

QCREDA is interested in serving in this capacity in order to develop a relationship with home rule communities to be able to trade cap in up and down years. We respectfully request if you have no need for the cap by September 1<sup>st</sup> that you allow us to use it to benefit the residents of QCREDA. If the Village is interested, I have taken the liberty of enclosing a draft ordinance for you to review as well as a draft letter to the Governor's Office. I am available to meet with any Village official you wish regarding this matter. Please call me at 866-325-7525 if you have any questions. Please send a copy of the Ordinance/Resolution and notification letter to the Governor's Office of Management and Budget, as well as a copy to QCREDA Chicago at 1032 S. Vine Ave, Park Ridge, IL 60068.

Sincerely,

Warren Ribley  
Executive Director

Village of Carbon Cliff

Ordinance No. 2021-02

A SPECIAL ORDINANCE AUTHORIZING THE  
CEDING OF PRIVATE ACTIVITY BONDING AUTHORITY

**WHEREAS**, the Internal Revenue Code of 1986 provides that the amount of private activity bonds which may be issued by the Village of Carbon Cliff (“Village”) as a constitutional home rule unit is equal to its population multiplied by \$ 110.00; and

**WHEREAS**, the Illinois Private Activity Bond Allocation Act (30 ILCS 345/1 et seq.) provides, among other things, that the corporate authorities of any home rule unit may reallocate to a state agency any portion of its unused allocation of volume cap; and

**WHEREAS**, the Village of Carbon Cliff has available year 2021 volume cap and desires to utilize this cap in cooperation with the Quad Cities Regional Economic Development Authority (QCREDA) to support the projects that will create jobs and expand the Village’s tax base.

**NOW THEREFORE**, be it ordained by the Village Council of the Village of Carbon Cliff, Illinois:

**Section 1.** Consent to Reallocate to QCREDA. The Village hereby agrees to reallocate to the Quad Cities Regional Economic Development Authority its 2021 private activity volume bonding cap in the amount of \$217,910. Said private activity volume bonding cap shall be used to support projects that will provide job opportunities and new investments.

**Section 2.** Letter of Agreement. The Village Finance Director is hereby authorized to execute a letter of agreement with QCREDA consenting to such allocation on behalf of the Village as authorized.

**Section 3.** Maintaining Records. The Village Finance Director is hereby authorized to maintain such record of the allocation for the term of the bonds issued pursuant to such allocation.

**Section 4.** Notice. The Village President shall provide notice of such allocation to the Office of the Governor.

**Section 5.** Effective Date. This ordinance shall be effective from and after its passage.

**PASSED** by the Board of Trustees of the Village of Carbon Cliff, Illinois, this 16th Day of February 2021, pursuant to a roll call vote as follows:

	<u><b>AYES</b></u>	<u><b>NAYS</b></u>	<u><b>ABSENT</b></u>
Todd Cantrell	_____	_____	_____
Keith Curry	_____	_____	_____
Robert Dreher	_____	_____	_____
Leevon Harris	_____	_____	_____
Alma Neels	_____	_____	_____
Larry Scott	_____	_____	_____

**Ayes:** \_\_\_\_\_ **Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_

**APPROVED** by the President of the Board of Trustees of the Village of Carbon Cliff this 16th day of February 2021.

.....  
Bill Hintz, Village President

.....  
Carly Neblung, Village Clerk



Village of Carbon Cliff, Illinois  
1001 Mansur Avenue  
Carbon Cliff, Illinois 61239  
(309) 792-8235  
[www.Carbon-Cliff.com](http://www.Carbon-Cliff.com)

February 17, 2021

Office of the Governor  
Debt Management Unit-Volume Cap Submissions  
JRT, 100 W Randolph Street- Suite 15-100  
Chicago IL 60601  
Attention: Sophia Ronis

Re Issuer: Village of Carbon Cliff

Total 2021 Volume Cap Allocation: \$217,910

Volume Cap Allocations granted, transferred, or reserved by Issuer resolution prior to May 1, 2021:

- |                                             |                                                     |
|---------------------------------------------|-----------------------------------------------------|
| 1. Principal Amount of Issue:               | 0                                                   |
| Bond Description                            | N/A                                                 |
| 2. Total Allocation Granted or Reallocated: | \$217,910                                           |
| Reallocated to:                             | Quad Cities Regional Economic Development Authority |

See attached ordinance.

Sincerely,

Bill Hintz  
Village President

## Village of Carbon Cliff

# Employee Uniform Policy

### PURPOSE

The Village of Carbon Cliff considers it especially important for employees to be dressed safely in the workplace. While we trust each employee's judgment, a uniform policy provides guidance for all employees in their work environment.

### PROCEDURE

The Village Board of Trustees retain the right to be the final authority on any questionable item. The Village Director of Community and Administrative Services (Director) is responsible for enforcing the guidelines of the uniform policy. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and violations of this policy may be cause for disciplinary action up to and including termination of employment.

### MAINTENANCE DEPARTMENT

#### Items Not Permitted

Shorts, Tank Tops, Sleeveless Shirts, Shirts or Pants containing holes / tears, and sneakers / athletic shoes.

#### Uniform

The uniforms for employees in the Maintenance Department shall be provided by the Village. Uniforms consists of seven (7) T-shirts, two (2) Polo Shirts, five (5) Sweatshirts (full zip or pullover / with or without hood) and one (1) Winter Coat (must be high visibility reflective material). T-Shirts and Polos can be short or long sleeve depending on the preference of the employee. T-shirts and Polo shirts should be made of cotton or if they are high visibility shirts they may be made mostly of polyester or a cotton/poly blend. The Village may provide replacement garments on an as needed basis when existing shirts are worn out. If the Village deems that a garment needs to be replaced, then the employee shall exchange with the Village the worn-out garment for a replacement.

*Note: Polyester high visibility apparel is not to be worn when performing work that generates sparks, flames, or excessive heat (i.e., welding, burning, or cutting, etc.) as synthetic materials may melt and drip if ignited.* The employee shall be responsible for laundering their individual uniform garments. If the weather requires, an approved coat or other outerwear may be worn over the T-shirt. All garments must have a visible Village Logo screen-printed or embroidered on the front left pocket. Garments such as sweatshirts and coats may have a visible Village Logo screen-printed on the upper back side between the shoulder blades.

#### Boots

In accordance with OSHA 1910.136 "The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards." The Village of Carbon Cliff will reimburse an employee in the maintenance department up to \$75.00 for the purchase of a pair of steel toe boots. Purchasing of boots should be done on an as needed basis and the employee must prove current boots are worn or damaged and in need of replacing. Employees must submit a paid receipt for the purchase of steel toe

boots. Receipt must consist of the employees name along with a product number to verify they are steel toe boots. Once approved, the Village shall issue a reimbursement check.

Personal Protective Equipment “PPE”

The Village of Carbon Cliff is responsible for providing personal protective equipment to those employees who work in the maintenance department at no cost to the employee. PPE may include items such as gloves, safety glasses (*nonprescription/over the counter*), boots (*Village covers \$75.00*), earplugs or muffs, hard hats, respirators, vests, and full body suits.

**OFFICE STAFF**

Items Not Permitted

Tank Tops, Sleeveless Shirts, Articles of clothing containing holes or tears.

Optional Uniform

Any full-time employee who works in the Village Hall (i.e., Office) may choose to wear Polo Shirts or a sweatshirt/hoodie with the Village Logo screen-printed or embroidered on the front left or right pocket. Employees are limited to two (2) polo shirts and one (1) sweatshirt/hoodie at a time provided by the Village. The Village may provide replacement garments on an as needed basis when existing shirts are worn out. If the Village deems that a garment needs to be replaced, then the employee shall exchange with the Village the worn-out garment for a replacement. The employee shall be responsible for laundering their individual uniform garments.

**PURCHASING**

The Village Director shall oversee ordering all uniforms, clothing, PPE, etc., except for boots. Employees shall come to the Village Director and request a replacement garment for the garment that has been damaged or is no longer in wearable condition. Once the replacement item has been issued, the damaged item shall be returned to the Village. New employees shall submit their clothing size(s) to the Village Director for a complete order.

This employee policy has been approved and adopted by the Village President and the Carbon Cliff Board of Trustees on February 16, 2021.

.....  
Village President, Bill Hintz

Attest:

.....  
Village Clerk, Carly Neblung