

MINUTES
The Regular Meeting of the
Carbon Cliff Board of Trustees
Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL
December 19, 2017

Village President Bill Hintz called the meeting to order at 7:15 p.m. (First meeting in New Village Hall)

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

Members Absent: None

Others Present: Chris Hicks, Dispatch / Argus Reporter; Jason McKenzie, Veenstra & Kimm, Inc.; Nick Gottwalt, Director of Community & Administrative Services (D.O.C.A.S.); & Karen L. Hopkins, Village Clerk

Hearing of the Citizens, item discussed:

- Jason McKenzie with Veenstra & Kimm, Inc. engineering firm introduced himself to Village President and Trustees. He presented a brochure about his company, letting everyone know Veenstra & Kimm does a lot of engineering work for Municipalities including water treatment plants.

Village President Hintz stated that we had been with McClure Engineering since the 1970's and are happy with their work. If future need would arise the Village would consider his firm.

Village President's Agenda items discussed:

Village President Hintz opened the Public Hearing at 7:26 p.m. for the presentation of the Proposed Annual Budget for fiscal year beginning January 1, 2018 and ending December 31, 2018.

No residents were present for testimony for or against the tentative annual budget.

Budget Officer Hopkins, went over budget by each Fund and each line item, explaining necessary notes on each. Asked and answered questions on the budget from Village President and Board of Trustees.

Motion 1: Motion by Neels to close Public Hearing on Proposed Budget for 2018.
Second by Curry. 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

Public Hearing adjourned at 8:40 p.m.

Correspondence items discussed:

- Mid-American Energy donated to the Carbon Cliff Food Basket Program in the amount of \$500.00.
- Phoenix Center School brought the Village Thank You Cards for the nice Thanksgiving Dinner.

Meetings / Conference items discussed:

- D.O.C.A.S. Nick Gottwalt will be attending the 2018 Illinois Association of Floodplain and Stormwater Management Conference, March 14-15 at the Tinley Park Convention Center “Holiday Inn” 18451 Convention Center Drive, Tinley Park, Illinois.

Old Business Items Discussed:

- Trustee Keith Curry brought up the concrete slab outside the front entrance door and the main sidewalk in front of the front of the building, he feels is a possible tripping hazard. D.O.C.A.S. contacted Cross Concrete and they do not want anything to do with prevailing wage jobs because of the added paperwork. Olson Concrete gave a proposal of: 13’ X 5’ for in front of the front doors would be \$2,473.00; extending the South side walk to carry the sidewalk down to the maintenance entrance would be \$2,507.00; if done together the total price would be \$3,978.00.

New Business Items Discussed:

- Village President Hintz updated everyone that he was interviewed on camera, December 6, 2017, by KWQC (TV 6) for the Village adopting the Sexual Harassment Policy for the Village. He explained there is a new law in Illinois that all Municipalities have to adopt a policy prior to January 15, 2018.
- Bi-State Regional Commission had contacted D.O.C.A.S. Gottwalt to see if the Village would be interested in participating in a 2019 aerial mapping of Carbon Cliff, the complete project would do the Iowa-Illinois Quad Cities. Trustees said yes, but no commitment they may want to wait for the next one, there is an aerial done approximately every 5 years.

Motion 2: Motion by Scott to establish the Consent Agenda as follows:

5. Village President’s Agenda:

- d. Amend individual line items on the Annual Budget for Fiscal Year 2017 as discussed during the Public Hearing on the Tentative Annual Budget for 2018, and to attach a list of the amended line items to the minutes as Exhibit “A”.
- e. Adopt Ordinance #2017-34 “An Ordinance Adopting The Annual Budget For All Corporate Purposes Of The Village Of Carbon Cliff, Illinois, In Lieu Of The Appropriation Ordinance For The Fiscal Year Commencing On The First Day Of January 2018, And Ending On The Thirty-First Day Of December 2018”.
- f. Adopt Ordinance #2017-35 “An Ordinance Approving Revisions To The Annual Budget Ordinance, Ordinance No. 16-19, Adopted December 20, 2016.”
- g. Approve Bills and Journal Entries needing processed for the end of the year.
- h. Pass Resolution No. 2017-07, “A Resolution Naming Blackhawk Bank & Trust As Depository For The Village Of Carbon Cliff Public Safety Capital Reserve; Authorized Signatures As Bill Hintz; Todd Cantrell; Keith Curry; and LeeVon Harris; with Karen L. Hopkins as electronic transfers and ACH only.”
- i. Pass Resolution No. 2017-08, “A Resolution Naming Blackhawk Bank & Trust As Depository For The Village Of Carbon Cliff Stormwater Capital Reserve; Authorized Signatures As Bill Hintz; Todd Cantrell; Keith Curry; and LeeVon Harris; with Karen L. Hopkins as electronic transfers and ACH only.”
- j. Approve a Proposal for Engineering Services (McClure Engineering Associated, Inc.) for WTP Facility Plan CC 06-20-17-04 in the amount of \$22,500.00. Proposal for Engineering Services to provide the necessary investigation and Preliminary Engineering Report (PER) to upgrade the water treatment facilities specifically

to achieve compliance with the combined radium standard. The PER would be structured so as to comply with the USDA requirements for such documents in anticipation that funding for the project would be requested from this agency. (Clerk Hopkins when typing Minutes noticed the engineering firm name was not in the actual motion. Clerk typed it in the motion in parentheses and will be acknowledged & ratified at the January 16, 2018 Regular Board Meeting.

- k. Renumber Ordinance No. 2017-28 “An Ordinance Authorizing Execution Of An Intergovernmental Cooperation Contract With The Illinois Municipal league Risk Management Association,” adopted November 7, 2017, from Ordinance No. 2017-28 to 2017-28a.”
- l. Acknowledge and ratify Maintenance Worker Dan Clark to fill out a credit application with Menards.

8. Committee Meetings:

b. Public Safety Committee:

- 1. Approve Millennium Waste to dispose of unwanted sand no longer deemed suitable for use by the Village. Millennium Waste has quoted the Village a \$230.00 per haul with an estimated six hauls. Recommend not to exceed \$1,610.00.

c. Administration Committee:

- 1. Pass Resolution No. 2017-06, “A Resolution Setting Forth The Compensation Packages For Full Time Employees Of The Village Of Carbon Cliff”

9. Minutes / Reports / Public Notices:

- a. Monthly Clerk’s Report for November 2017 as presented – approved / filed;
- b. Monthly Collector’s Report for November 2017 as presented – approved / filed;
- c. Monthly Maintenance Comp Time Report for November 2017 as presented – approved / filed;
- d. Monthly Treasurer’s Report for November 2017 as presented – approved / filed;
- e. Minutes of the Public Properties Committee Meeting of December 11, 2017 as presented – approved / filed;
- f. Minutes of the Public Safety Committee Meeting of December 11, 2017 as presented – approved / filed;
- h. Minutes of the Public Works Committee Meeting of December 12, 2017 as presented – approved / filed;
- i. Minutes of the Administration Committee Meeting of December 12, 2017 as presented – approved / filed; and
- j. Minutes of the Regular Meetings of the Carbon Cliff Board of Trustees for October 17, 2017, November 7, 2017, as amending by correcting Ordinance No. 2017-28 to 2017-28a, Special Meeting of November 7, 2017, November 21, 2017 and December 5, 2017, as presented, amended – approved / filed.

12. Approval of Bills / Payroll / Transfer / Voided Checks:

a. Approve Bills / Payroll / Transfer / Voided Checks

| Date | Description | Amount | | |
|---|---|---------------------|---|--|
| 12/13/17 | Payroll - Bi-Weekly & Monthly | \$ 10,314.87 | | |
| 12/13/17 | Board Liab. | \$ 2,390.99 | | |
| 12/13/17 | Bills - Admin. Committee | \$ 4,066.70 | Signed by Admin. Committee due before BM - see check register attached. | |
| 12/20/17 | Bills | \$ 3,265.52 | | |
| 12/12/17 | Walt Lambach Fire Protect DNER, Inc. CK #7037 | \$ 182.30 | * Bldg. Cap Res - Fire extinguishers and necessary testing & tagging | |
| 12/12/17 | Lowe's CK #7038 | \$ 589.60 | * Bldg. Cap Res - New Refrigerator, door knobs, etc. | |
| 12/12/17 | MFS Moving CK #7039 | \$ 787.50 | * Bldg. Cap Res - Moving of Village Hall from 106 1st Ave to 1001 Mansur Ave | |
| 12/12/17 | Office Depot CK #7040 | \$ 83.13 | * Bldg. Cap Res - Paper towel dispensers & paper towels for 1001 Mansur Ave | |
| 12/12/17 | Peterson Plumbing & Heating CK #7041 | \$ 190.00 | * Bldg. Cap Res - check boiler & furnace & clean at 1001 Mansur Ave before moving in | |
| 12/12/17 | Office Depot CK #7042 | \$ 1,081.37 | * Bldg. Cap Res - chairs, moving boxes, cork boards | |
| 12/12/17 | Service Master CK #7043 | \$ 809.85 | * Bldg. Cap Res - Strip & refinish VCT floors & post construction cleaning of 1001 Mansur Ave. | |
| 12/12/17 | Service Master CK #7044 | \$ 298.00 | * Bldg. Cap Res - Cleaning of New Village 1001 Mansur Avenue per signed contract for Dec. | |
| 12/20/17 | Walt Lambach Fire Protect DNER, Inc. CK #7045 | \$ 136.26 | * Bldg. Cap Res - Batteries & special battery packs and installation for Exit Sign at 1001 Mansur Avenue | |
| 12/20/17 | Mid American Energy Co. CK #3524 | \$ 78.54 | * Hotel Tax Fund - Utility for Welcome Sign (3) 11/7/17 to 12/8/17 | |
| 12/20/17 | Lowe's CK #7046 | \$ 794.99 | * Bldg. Cap Res - New Village Hall - refrig., 100' welded yellow chain; plungers, track lighting (1001 Mansur Ave) | |
| 12/20/17 | Quill.com CK #7047 | \$ 181.24 | * Bldg. Cap Res - chair for Nick at New Village Hall | |
| 12/20/17 | Village of Carbon Cliff CK #3525 | \$ 94.62 | * Hotel Tax Fund - 4% accounting fee for Super 8 Nov 2017 Hotel Taxes | |
| | Total bills & Transfers | \$ 20,038.08 | * Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc. | |
| TRANSFERS: | | | | |
| INTERFUND TRANSFERS: | | | | |
| 12/20/17 | Blackhawk Bank w/s/g to Sewer Capital Reserve Fund | \$ 1,237.58 | Interfund Operating Trans to Capital Res Acct. for Nov. 2017 collected revenues | |
| 12/20/17 | Blackhawk Bank w/s/g to Water Capital Reserve Fund | \$ 1,062.08 | Interfund Operating Trans to Capital Res Nov. 2017 collected revenues | |
| 11/22/17 | Blackhawk Bank Non Utility to Corp Gen Capital Fund | \$ 1,130.00 | Interfund Operating Trans to Capital Res Acct. | |
| 12/13/17 | Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH) | \$ 527.84 | Transfer to East Lawn Water for bills paid in Nov. 2017 | |
| 12/12/17 | Blackhawk Bank Non Utility to Home Rule Municipal Sales Tax | \$ 4,248.08 | Transfer - State will only deposit sales taxes in to Corp. General Fund - VCC transfer to H.R. Munic. Sls Tax REC #31672 12/11/17 | |
| 11/28/17 | Blackhawk Bank W/S/G to Non Utility | \$ 65.98 | Rec. #031586 deposited into w/s/g on 11/22/17 and should have been Non Utility transferred to correct on 11/28/17 | |
| 07/19/17 | Triumph W/S/G to Blackhawk W/S/G | \$ 75,000.00 | Transferred on 7/19/17 - does not look as approved this was part of changing banks | |
| 12/12/17 | Blackhawk Bank Non Utility to W/S/G | \$ 25.00 | Transfer to corr Rec. #31663 12/7/17 being deposited into Non Utility & should have been w/s/g | |
| 12/12/17 | Blackhawk Bank Non Utility to W/S/G | \$ 38.22 | Transfer to corr Rec. #31662 12/7/17 being deposited into Non Utility & Should have been w/s/g | |
| ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL: | | | | |
| NONE | | | | |
| VOID CHECK(S): Blackhawk Bank & Trust --- Payroll Fund | | | | |
| Date | Payroll Fund - Payable to: | Check No. | Amount | Remarks for voiding |
| NONE | | | | |
| VOID CHECK(S): Blackhawk Bank & Trust --- Hotel Accommodation Tax Fund | | | | |
| Date | Corporate General Checking | Check No. | Amount | Remarks for voiding |
| 12/6/2017 | Village of Carbon Cliff Non Utility | CK #3523 | \$ 143.90 | Void - duplicate of check #3518 (4% accounting fee of Comfort Inn Oct. 2017) |
| VOID RECEIPT(S): | | | | |
| NONE | | | | |

Second by Curry. 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 3: Motion by Cantrell to approve the Consent Agenda as established:
 5. d., e., f., g., h., i., j., k., l. (Village President's Agenda)
 8. b.1., d.1. (Committee Meetings)
 9. a., b., c., d., e., f., h., i., j. (Minutes / Reports / Public Notices)
 12. a. (Bills / Payroll / Transfers & Voided Checks)

Second by Neels. 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 4: Motion by Neels to adjourn. Second by 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

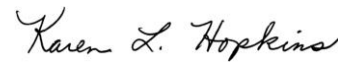
Meeting adjourned at 9:27 p.m.

Karen L. Hopkins, Village Clerk

APPROVED AS PRESENTED / AMENDED
On January 16, 2018



Village President



Village Clerk

Revisions to 2018 Tentative Budget presented on December 19, 2017

Expenditures – General Fund - Administration (16.11)

| | | | |
|------------|---|----|-----------|
| 16.11.4240 | 424 SALARIES - VACATION PAY | \$ | 3,350.00 |
| 16.11.4530 | 453 UNEMPLOYMENT INSURANCE | \$ | 4,190.00 |
| 16.11.4610 | 461 SOCIAL SECURITY CONTRIBUTIONS | \$ | 10,375.00 |
| 16.11.4620 | 462 MEDICARE CONTRIBUTIONS | \$ | 2,650.00 |
| 16.11.4630 | 463 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) | \$ | 25,450.00 |
| 16.11.6840 | 684 MICROCOMPUTER APPLICATION / SYSTEM SOFTWARE | \$ | 3,000.00 |

Expenditures – General Fund – Code Enforcement Officer (16.23)

| | | | |
|------------|----------------------------------|----|---|
| 16.23.4530 | 453 UNEMPLOYMENT INSURANCE | \$ | - |
| 16.23.4610 | 461 SOCIAL SECURITY CONTRIBUTION | \$ | - |
| 16.23.4620 | 462 MEDICARE CONTRIBUTION | \$ | - |

Expenditures – General Fund – Streets (16.41)

| | | | |
|------------|------------------------------------|----|----------|
| 16.41.4230 | 423 SALARIES - OVERTIME | \$ | 1,100.00 |
| 16.41.4240 | 424 SALARIES - VACATION PAY | \$ | 860.00 |
| 16.41.4610 | 461 SOCIAL SECURITY CONTRIBUTION | \$ | 1,400.00 |
| 16.41.4620 | 462 MEDICARE CONTRIBUTION | \$ | 350.00 |
| 16.41.4630 | 463 IMRF | \$ | 3,350.00 |
| 16.41.6140 | 614 MAINTENANCE SUPPLIES / STREETS | \$ | 2,800.00 |
| 16.41.4220 | 422 SALARIES - PART TIME | \$ | 925.00 |

Expenditures – General Fund – Building & Grounds (16.46)

| | | | |
|------------|-------------------------------------|----|----------|
| 16.46.4240 | 424 SALARIES - VACATION PAY | \$ | 860.00 |
| 16.46.4610 | 461 SOCIAL SECURITY CONTRIBUTION | \$ | - |
| 16.46.4620 | 462 MEDICARE CONTRIBUTION | \$ | - |
| 16.46.4630 | 463 IMRF | \$ | - |
| 16.46.5120 | 512 MAINTENANCE SERVICE / EQUIPMENT | \$ | 2,000.00 |
| 16.46.8700 | 870 FURNITURE | \$ | 2,500.00 |

Expenditures – General Fund – Park (16.52)

| | | | |
|------------|----------------------------------|----|--------|
| 16.52.4240 | 424 SALARIES - VACATION PAY | \$ | 860.00 |
| 16.52.4610 | 461 SOCIAL SECURITY CONTRIBUTION | \$ | - |
| 16.52.4620 | 462 MEDICARE CONTRIBUTION | \$ | - |
| 16.52.4630 | 463 IMRF | \$ | - |

Expenditures – Water Fund (56.00)

| | | | |
|------------|---|----|----------|
| 56.00.4220 | 422 SALARIES - PART TIME | \$ | 925.00 |
| 56.00.4230 | 423 SALARIES - OVERTIME | \$ | 1,100.00 |
| 56.00.4240 | 424 SALARIES - VACATION PAY | \$ | 1,505.00 |
| 56.00.4530 | 453 UNEMPLOYMENT INSURANCE | \$ | 585.00 |
| 56.00.4610 | 461 SOCIAL SECURITY CONTRIBUTION | \$ | 1,510.00 |
| 56.00.4620 | 462 MEDICARE CONTRIBUTION | \$ | 400.00 |
| 56.00.4630 | 463 RETIREMENT CONTRIBUTION | \$ | 3,625.00 |
| 56.00.5700 | 570 SERVICE CHARGES (J.U.L.I.E.) | \$ | 230.00 |
| 56.00.6840 | 684 MICRO COMPUTER APPLICATION SOFTWARE | \$ | 3,000.00 |

Expenditures – Sewer Fund (76.00)

| | | | |
|------------|---|----|-----------|
| 76.00.4220 | 422 SALARIES - PART TIME | \$ | - |
| 76.00.4240 | 424 SALARIES - VACATION PAY | \$ | 1,505.00 |
| 76.00.4510 | 451 HEALTH INSURANCE | \$ | 15,500.00 |
| 76.00.4530 | 453 UNEMPLOYMENT INSURANCE | \$ | 585.00 |
| 76.00.4610 | 461 SOCIAL SECURITY CONTRIBUTION | \$ | 1,510.00 |
| 76.00.4620 | 462 MEDICARE CONTRIBUTION | \$ | 400.00 |
| 76.00.4630 | 463 RETIREMENT CONTRIBUTION | \$ | 3,625.00 |
| 76.00.5700 | 570 SERVICE CHARGES (J.U.L.I.E.) | \$ | 230.00 |
| 76.00.6840 | 684 MICRO COMPUTER APPLICATION SOFTWARE | \$ | 2,000.00 |

Expenditures – Garbage Fund (86.00)

| | | | |
|------------|---|----|----------|
| 86.00.4240 | 424 SALARIES - VACATION PAY | \$ | 405.00 |
| 86.00.4530 | 453 UNEMPLOYMENT INSURANCE | \$ | 650.00 |
| 86.00.4610 | 461 SOCIAL SECURITY CONTRIBUTION | \$ | 700.00 |
| 86.00.4620 | 462 MEDICARE CONTRIBUTION | \$ | 170.00 |
| 86.00.4630 | 463 RETIREMENT CONTRIBUTION | \$ | 1,650.00 |
| 86.00.6840 | 684 MICRO COMPUTER APPLICATION SOFTWARE | \$ | 2,500.00 |