



Bill Hintz – Village President
106 1st Avenue – P.O. Box 426
Carbon Cliff, Illinois 61239
Karen L. Hopkins – Village Clerk

Phone: (309) 792-8235

Fax: (309) 792-3267

E-mail: CarbonCliff@mchsi.com

Website: www.Carbon-Cliff.com

Todd Cantrell
Trustee

Keith Curry
Trustee

Leevon Harris
Chairman

ADMINISTRATION COMMITTEE MEETING

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

Village Hall – 106 1st Avenue, Carbon Cliff

AGENDA

Tuesday, October 10, 2017

7:00 P.M.

1. Look over and recommend changes or approval of the minutes for, the Regular Board Meeting of the Board of Trustees for Tuesday September 19, 2017 and Tuesday, October 3, 2017.
2. Special Service Area #3 (SSA #3) was set up for financing the water main project into the SSA #3 area. (Basically, Merry Oaks & Whispering Oaks). Since this is paid and there will not be any other assessment on their property taxes, to remove from the books at Rock Island County assessor's recorders we need to close the Special Service Area #3. This need done by having Village Attorney Kathleen Field Orr draft an Ordinance for the board to adopt.
3. Village Clerk / Budget Officer requested from Dan Clark maintenance operator a list of needed, requested, wanted, etc. for the upcoming budget. This was back in August, it was also mentioned to D.O.C.A.S. Nick Gottwalt. Budget Officer requested Dan Clark give a copy to Nick Gottwalt & myself. Still have not received it. We only have November left, because the Budget will need to be finished, presented and approved at the December 5, 2017 Board Meeting to meet filing requirements at the County. Along with the Tax Levy.
4. Last two payrolls the maintenance operators have not included what they have done each day of work on the back of their time sheets. This information is used for many things, include to make sure hours are correct if on front you can't tell; also, if they were off a day and forgot to write it down; helps if office needs to cost out a project for insurance or disaster reimbursement. Also, it is looked at to try to see if payroll expense are being deducted from proper funds or if an adjustment needs to be made. The auditor also looks at these during the audit.
5. Discuss attached sheet of jobs that maintenance should be including just routinely, not including special project, etc. Need to see if there is enough work for 3 full time maintenance operators, need to discuss which maintenance operator will be responsible for the jobs. This way Budget Officer can look at trying to correctly split cost of payroll, etc. into the proper funds. Will also be discussed at the Administration Committee Meeting.
6. Discuss finances for needed infrastructure and maintenance of current infrastructure, need to decide this before going on to wages, and if we need or can afford the third maintenance guy.

7. Discuss the condition of the Maintenance Trucks, the Village probably needs to start saving to replace the 2008. The 2008 truck is the one with the rusting bed, it is only 2-wheel drive, the oldest truck. Was actually purchased for the water & sewer department. The Maintenance are driving this truck the most, not sure why, but the cost of the fuel is being split between water & sewer only. Very little fuel cost is going to Streets.
8. Discuss the need for keeping the Building Capital Reserve Fund, and setting an amount to contribute to it each month. Might want to close Building Capital Reserve and open a Capital Reserve Fund for storm water, drainage, and storm sewers repairs, etc. This would cover culverts, storm drain repairs, etc.
9. Discuss the possibility of raising the Home Rule Municipal Sales Tax by ¼ of a percent. This would make the 1% (started out .5% then raised to .75%). This is paid by anyone purchasing certain items in the Village limits, it is not just paid by the residents. This taxes if for drainage type issues.
10. Discuss normal budget items for 2018.
11. FYI – On the budget sheets for the new Village Hall meeting held on October 5, 2017 Budget Officer Hopkins did not have included the Western Structure Bid for the Caged Ladder added to the budget. Budget Officer also has a question, does that include installation or only the caged ladder itself?
12. Monthly Maintenance Comp Time Report – September 2017.
13. Monthly Clerk’s Report – September 2017.
14. New Business / Other.

Next Meeting – Tuesday, November 14, 2017 – 7:00 P.M. at Village Hall