

MINUTES
The Regular Meeting of the Carbon Cliff Board of Trustees
Village Hall – 106 1st Avenue – Carbon Cliff, IL
December 20, 2011

Village President Williams called the meeting to order at 7:11 p.m.

Members Present: Brewer, Gast, Hintz, Neels, Sanders

Members Absent: Wienandt

Others Present: Doug Riel, President Barstow Fire Protection District; Dawn Tubbs, Director of Community and Administrative Service; and Karen L. Hopkins, Village Clerk

Opened with Public Hearing for presentation of the Tentative Annual Budget, beginning January 1, 2012 and ending December 31, 2012.

No one present for testimony for or against the Tentative Annual Budget.

Motion 1: Motion by Neels to close Public Hearing on Proposed Budget for 2012. Second by Brewer. Motion carried by the following roll call vote:
 Brewer-yes; Gast-yes; Hintz-yes; Neels-yes; Sanders-yes; Wienandt-absent
 5-yes, 0-no, 1 absent

Public Hearing closed at 7:12 p.m.

Village President's Agenda items discussed:

- Village President Williams, in accordance with Title I, Section 13.2, of the Village Code is appointing James S. Sinclair of Stubbs, Sinclair & Carruthers, Ltd. as special counsel for the purpose of establishment of a fire district through a merger with the Barstow Fire Protection District.
- Village President appoints and names employees to the following positions, and sets salaries for 2012 at the same rate of pay as in 2011 for the following list of employees:

<u>Position</u>	<u>Name</u>	<u>Salary FY12</u>	<u>Notes</u>
Office Manager /Accountant	Karen Hopkins	\$ 35,778.86	
Village Clerk		\$ 49.90	per meeting attended
Village Collector	Nick Gottwalt	\$ 33,536.62	
Maintenance Operator / Supervisor	Mike Whittington	\$ 39,941.46	\$19.20 / Hour
Water Operator		\$ 498.86	per month
Maintenance Operator	Aron Kindelsperger	\$ 35,525.36	\$17.08 / Hour
Maintenance Operator	Bill Anderson	\$ 35,525.36	\$17.08 / Hour
Budget Officer	Ken Williams	\$ 743.44	per month
DOCAS	Dawn Tubbs	\$ 58,211.66	
Code Enforcement Officer	Todd Cantrell	\$ 13.33	per hour

- The Illinois Department of Transportation Motor Fuel Tax (MFT) Audit for period of January 1, 2009 and ending December 31, 2010 was presented to the Board.

- The Village received an EPA sample demand letter for water testing of Nitrate / Nitrite during the period of January 1, 2012 and ending March 31, 2012.
- Issues that Mid American Energy had brought to the Village's attention about low clearance of electrical lines on the house that the Village owns at 550 North 2nd Avenue have been resolved.

Committee Meeting items discussed:

Public Properties:

- It was discussed and decided to have Right-Way Builders replace kitchen door to the outside of the Village Hall, instead of removing and blocking in the wall. There were concerns of safety if a fire would start and there would be no exit in the kitchen to safety exit. Proposal submitted for door replacement is \$2,192.00; and for removal of door is \$2,390.00.
- There has been a request for a stop sign to be placed on Foret Mansur. Committee approves, there will need to be an Ordinance adopted before a stop sign can be placed.
- Valley Construction will be able to do the engineering and installation of a new guard rail needed at the North end of the Park Pond. The guard rail needs to be installed to help keep vehicles, etc. from slipping or driving into the pond.
- Aunt Rhodie's will be planting a mixture of native plant seed along the park pond.

Public Safety:

- It was discussed at this time the General Fund cash flow is low and that it would be possible to wait on the two mobile ready racks/lockers at the cost of \$3,925.00.
- The Public Safety Committee then is requesting to purchase six of the 1650 Stearns 'VR' Versatile rescue vests, red that would be needed to be used for water or ice rescues. The vests are at a cost of \$195.00 each; total cost \$1,170.00.

Public Works:

- Business owner Jim McDowell has requested a 2" water meter to be installed in his building on Industrial Drive that is needed to supply the correct water PSI for his renter John Deere. According to Village Code Jim McDowell will be responsible for cost of the meter since it is larger than the meters the Village supplies.
- Committee would like Water Operator Mike Whittington to attend a Public Works Committee Meeting to discuss the status and problems with the water distribution and sewer collection systems.

Administration Committee:

- Discussed the Village house being rented out at 550 North 2nd Avenue. Currently there is approximately \$8,000.00 due in back rent. Renter has a payment plan of paying \$150.00 every two weeks in place currently. The Village pays approximately \$4,000.00 in annual property taxes and minor maintenance cost. It is recommended that the renter be evicted using legal procedures. After which time it will be discussed as to demolition of the house and possible use of the house for training exercises for the fire department.
- Reviewed a Memo from Attorney Kathi Orr: RE: Amendments to the Open Meetings Act effective January 1, 2012.
 - All elected or appointed official of a public body must successfully complete an electronic training curriculum administered by the Public Access Counsel of the Department of Illinois Attorney General. If you are in office prior to January 1, 2012 you have one year to

complete the training. Those elected or appointed after January 1, 2012 must successfully complete the training not later than 90 days after such elected or appointed taken oath of office or assumes the responsibilities of office.

- The Public body administration must also prepare, on or before approval of the next budget, a list of employees who are receiving a “total compensation package in excess of \$75,000.00 per year” for listing on the municipal website.
- The Administration must also be advised that at least 6 days before an employee who will be participating in IMRF is granted a total compensation package equal to \$150,000.00 or more, to list such hire on its website.

Minutes / Reports / Public Notices:

- Item h, Bi-State Regional Commission Comprehensive Economic Development Strategy for the Bi-State Region 2011 – WAS TAKEN OFF THE MINUTES/ REPORTS / PUBLIC NOTICES, AND NOT INCLUDED AS PART OF THE CONSENT AGENDA. This item should be under correspondence received by the Village.

Old Business items discussed:

- Bi-State Regional Commission is submitting a letter to Illinois State Water Survey, Pat Hubbartt, in reference to “Comments on Rock River Draft Floodplain Study Results”. The letter will be signed by Village President Ken Williams of Carbon Cliff; Mayor Danny McDaniel of Colona; Mayor Duane Dawson of Milan, Mayor Dennis Pauley of Rock Island, and Henry County Board Chair Tim Wells. Copies of the letter will also be sent to U.S. Senators Richard Durbin and Mark Kirk; U.S. Representatives Bobby Schilling and Hultgren; IL State Senators Michael Jacobs and Tim Bivins, IL State Representatives Richard Morthland and Jerry Mitchell.
- Still working on the PTAB appeal for Old Orchard LLC for 2009 and 2010.
- Mediacom Franchise Agreement is currently being updated with the Village. The Village is requesting a Public Access channel be part of the Franchise Agreement, other cities and villages have a channel for announcements that is part of their Franchise Agreement.

New Business items discussed:

- During the Shop with a Fire Fighter Event held on December 14, 2011 at the Wal-Mart in Silvis, one of the children fell and hit his head on a shelving unit. An ambulance was called, the Fire Department need to file a Form 45 “Employer’s First Report of Injury”, and give to DOCAS Tubbs to file with Village insurance.
- On December 15, 2011 the Village received a check in the amount of \$10,000.00 from River Action for Grant for the work the Village did on the Park Pond. The check was deposited into the TIF I account since TIF I paid Valley Construction, the vendor.
- On December 19, 2011 the Village received a check in the amount of \$380,000.00 from Illinois State Treasurer. This is part of the \$400,000.00 Emergency Road Repair Grant MFT #10-00016-00-PV C-92-156-10. The funds were deposited into THE National Bank Motor Fuel Tax (MFT) Account. (Income code: E4-00-3470).

Motion 2: Motion by Gast to establish the Consent Agenda, as follows:

6. Village President's Agenda:

- e. Approve Village President's appointment of James S. Sinclair of Stobbs, Sinclair & Carruthers, Ltd. as special counsel for the purpose of establishment of a fire district through a merger with the Barstow Fire Protection District.
- f. Acknowledge and ratify the motion made by Brewer and seconded by Sanders at the December 6, 2011 Village of Carbon Cliff Board Meeting to publish the Tentative Annual Budget for Fiscal Year 2012 by publication in the Journal of the Proceeding of the Corporate Authorities, and by posting at the Village Hall and the Carbon Cliff Post Office, for at least 10 days prior to the passage of the Annual Budget.
- g. Acknowledge and ratify the motion made by Neels and seconded by Sanders at the December 6, 2011 Village of Carbon Cliff Board Meeting to set the Budget Hearing for 7:00 p.m. on December 20, 2011.
- i. Approve Village President's appointment and naming of employees to the following positions, and to set salaries for 2012 at the same rate of pay as in 2011 for the Maintenance Operators, Office Manager/Account, Village Clerk, Village Collector, Budget Officer, Director of Community and Administrative Services (DOCAS) and Code Enforcement Officer.
- j. Adopt Ordinance No. 11-35, "An Ordinance Authorizing Execution Of An Intergovernmental Cooperation Contract With The Illinois Municipal League Risk Management Association."
- k. Adopt Ordinance No. 11-37, "An Ordinance Providing For The Levy And Assessment Of Taxes For The Fiscal Year Beginning January 1, 2011, And Ending December 31, 2011, Of The Village Of Carbon Cliff, County Of Rock Island And State Of Illinois."
- l. Adopt Ordinance No. 11-38, "An Ordinance Authorizing The Execution Of The Proposal For Soil Boring And Testing Services For Carbon Cliff Green Streets Project –Phase 2, Between The Village Of Carbon Cliff, And American Testing, 941 West 3rd Street, Davenport, Iowa." (In the amount of \$2,674.00.)
- n. Pass Resolution 11-11, "Resolution For Maintenance Of Streets And Highways By Municipality Under The Illinois Highway Code, January 1, 2009 To December 31, 2009."
- o. Authorize Village President and Village Clerk to sign Illinois Department of Transportation Municipal Maintenance Expenditure Statement, Second No. 09-00000-00-GM, approved on July 14, 2009 for period from January 2009 through December 2009. (Form BLR 14310)

9. Committee Meetings:

a. Public Properties Committee:

- 1. Approve one year Terminix contract extension beginning January 1, 2012 for Pest Control for: Village Hall, 106 1st Avenue, Carbon Cliff in the amount of \$430.68; Maintenance Shop, 401 Sinclair Blvd., Carbon Cliff in the amount of \$349.20; and Fire Station, 305 2nd Avenue, Carbon Cliff in the amount of \$349.20. (Total \$1,129.08)

2. Approve the Proposal from Right-Way Builders, Kewanee, IL in the amount of \$2,192.00 for Scope of Work: replace door of kitchen area of the Village Hall, clean up and haul away all debris.
3. Approve a change order for costs encountered by Valley Construction, Rock Island, IL for installation of a guard rail at the north end of the Village Pond in the amount of \$5,800.00.
4. Approve construction estimate from Aunt Rhodie’s of Davenport, IA in the amount of \$859.00 for applying herbicide to 2700 square feet of area at the Village Pond and to provide and install a mixture of native plant seed with a straw blanket covering.

b. Public Safety Committee:

1. Approve purchase of six 1650 Stearns ‘VR’ Versatile rescue vests, red at \$195.00 each.

10. Minutes / Reports / Public Notices:

- a. Village of Carbon Cliff Treasurer’s Report for November 2011; as presented – Approved/filed.
- b. Village of Carbon Cliff Collector’s Report for November 2011; as presented – Approved/filed.
- c. Minutes of the Public Properties Committee Meeting of December 12, 2011; as presented – Approved/filed;
- d. Minutes of the Public Safety Committee Meeting of December 12, 2011; as presented – Approved/filed;
- e. Minutes of the Public Works Committee Meeting of December 13, 2011; as presented – Approved/filed;
- f. Minutes of the Administration Committee Meeting of December 13, 2011; as presented – Approved/filed; and
- g. Minutes of the Budget Task Force Committee of December 5, 2011; as presented- Approved/filed; and
- i. Minutes of the Regular Meeting of the Carbon Cliff Board of Trustees, October 18, 2011; November 15, 2011; and December 6, 2011; as presented/amended – approved/filed.

13. Bills / Payroll / Transfers / and Voided Checks:

Date	Description	Amount	
12/21/11	Bills - 3rd Week of Dec. 2011	\$ 4,221.25	(Non Utility \$2,698.00; Water \$1,059.78; Sewer \$380.25; & Garbage \$83.22)
12/28/11	Bills - 4th Week of Dec. 2011	\$ 21,391.09	(Non Utility \$15,652.84; Water \$451.00; Sewer \$8.50; & Garbage \$5,278.75)
12/21/11	Payroll - Bi-Weekly	\$ 9,641.33	
12/21/11	Board Liab.-Bi-Weekly	\$ 1,980.00	
12/21/11	Payroll-MO Comp & Vacation Cash Out	\$ 2,589.62	Maintenance Comp Cash Out; Village Collector Vacation Cash Out
12/21/11	Board Liab.-MO Comp & Vacation Cash out	\$ 546.91	Maintenance Comp Cash Out; Village Collector Vacation Cash Out
12/21/11	Ace Tree Service, Inc.	CK #2248 \$ 350.00	* Non Home Rule Tax Fund - Other Profession Service - Remove Tree Stump 1st Street
12/21/11	Conservation Design Forum	CK #2249 \$ 1,964.35	* Non Home Rule Tax Fund - Engineering Service 10/29/11 to 11/25/11 - Green Street Project
12/21/11	McClure Engineering	CK #2250 \$ 3,824.25	* Non Home Rule Tax Fund - Engineering Service 10/22/11 to 11/19/11 Green Street Project
12/21/11	McClure Engineering	CK #4084 \$ 2,358.25	* TIF I - Engineering Service 10/22/11 to 11/19/11 - Foret Mansur Construction Project
12/21/11	Chase Equipment Finance	CK #104 \$ 4,153.45	* Fire Capital Reserve Fund - Principal & Interest payment on Fire Truck Loan
12/21/11	Blackhawk Bank & Trust Visa	CK #2279 \$ 94.03	* Hotel Tax Fund - Maintenance Supplies Grounds - Welcome Sign (Entry way sign)
12/21/11	Mid American Energy	CK #2280 \$ 219.56	* Hotel Tax Fund - Welcome Signs Utilities & Maintenance Service Grounds
12/21/11	Mid American Energy	CK #2283 \$ 14.02	* Hotel Tax Fund - Welcome Signs Utilities & Maintenance Service Grounds
12/21/11	Village of Carbon Cliff	CK #2281 \$ 150.05	* Hotel Tax Fund - 4% accounting Fee for Comfort Inn for October 2011 Tax
12/28/11	Centennial Contractors	CK #4085 \$ 22,408.00	* TIF I - Streets Foret Mansur (\$3,150.00 left on Application for payment progress)
12/28/11	Springfield Electric Supply	CK #2282 \$ 1,170.00	* Hotel Tax Fund - Maintenance Supplies Grounds - Welcome Sign (Entry way sign)
	Total bills & Transfers	\$ 40,370.20	

* Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.

TRANSFERS:			
Transfers from IL Funds			
12/21/11	IL Funds Corporate General to TNB Non Utility	\$ 10,427.90	Transfer as ACH from IL Funds to THE National Bank for higher interest
12/21/11	IL Funds EPAY to TNB Water/Sewer/Garbage	\$ 1,000.00	Transfer as ACH from IL Funds to THE National Bank for higher interest
12/21/11	IL Funds Motor Fuel Tax to TNB Motor Fuel Tax	\$ 5,115.23	Transfer as ACH from IL Funds to THE National Bank for higher interest
12/21/11	IL Funds NonHomeRule to TNB Non Home Rule	\$ 2,714.02	Transfer as ACH from IL Funds to THE National Bank for higher interest
Transfers from THE National Bank			
12/21/11	THE National Bank w/s/g to Sewer Capital Reserve Fund	\$ 845.00	Interfund Operating Trans to Capital Res Acct.
12/21/11	THE National Bank w/s/g to Water Capital Reserve Fund	\$ 845.00	Interfund Operating Trans to Capital Res Acct.
12/21/11	THE National Bank Non Utility to Corp Gen Capital Fund	\$ 735.00	Interfund Operating Trans to Capital Res Acct.
12/21/11	THE National Bank Non Utility to Fire Capital Reserve Fund	\$ 735.00	Interfund Operating Trans to Capital Res Acct.
12/20/11	THE National Bank Non Utility to TNB W/S/G	\$ 203.50	Transfer Rock Island County Property Tax portion of Garbage Tax 2nd Dist 2011
12/20/11	THE National Bank Non Utility to TNB W/S/G	\$ 2,053.16	Transfer Rock Island County Property Tax portion of Garbage Tax 3rd Dist 2011
12/20/11	THE National Bank Non Utility to TNB W/S/G	\$ 1,787.47	Transfer Rock Island County Property Tax portion of Garbage Tax 6th Dist 2011

Second by Sanders. Motion carried by the following roll call vote:
Brewer-yes; Gast-yes; Hintz-yes; Neels-yes; Sanders-yes; Wienandt-absent
5-yes, 0-no, 1 absent

Motion 3: Motion by Neels to approve the Consent Agenda as established:
6. e, f, g, i, j, k, l, n, o Village President’s Agenda
9. a. 1., a. 2., a. 3., a. 4., b. 1 Committee Meeting
10. a, b, c, d, e, f, g, i. Minutes / Reports / Public Notices
13.a. Bills, Payroll, Transfers, & Voided Checks
Second by Brewer. Motion carried by the following roll call vote:
Brewer-yes; Gast-yes; Hintz-yes; Neels-yes; Sanders-yes; Wienandt-absent
5-yes, 0-no, 1 absent


This meeting is being continued on Thursday December 29, 2011 for the final presentation and adoption of the Budget for 2012.


Motion 4: Motion by Gast to continue the meeting to Thursday December 29, 2011, 7:00 p.m. here at Village Hall. Second by Neels. Motion carried by the following roll call vote:
Brewer-yes; Gast-yes; Hintz-yes; Neels-yes; Sanders-yes; Wienandt-absent
5-yes, 0-no, 1 absent

Meeting adjourned at 9:15 p.m.

The Meeting will be continued on Thursday December 29, 2011 at 7:00 p.m.

Karen L. Hopkins, Village Clerk

APPROVED AS PRESENTED / AMENDED
On January 17, 2012


Village President


Village Clerk