



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

Robert Dreher
Trustee

Larry Scott
Chairman

PUBLIC PROPERTIES COMMITTEE MEETING

(BUILDINGS, GROUNDS, STREETS, ALLEYS, SIDEWALKS, STREET LIGHTS, AND PARKS)

Village Hall – 106 1st Avenue, Carbon Cliff

AGENDA

Monday, October 9, 2017

6:00 P.M.

1. Kathleen Erickson would like to speak with the Committee about paint some signs for the park or the new Village Hall. She plans on attending the meeting.
2. Look at infrastructure items that need maintained and for budgeting purposes.
 - a. Donation from Carbon Cliff Methodist Church in July 2017 for \$1,047.50 in honor of Hilbert Stone & Family. The Village stated we were going to build dug outs with this money and dedicate them to the Hilbert Stone Family. Since it was donated middle of the year, do you want them built this year to show the community we followed through with the donation for the dug outs? They would also be ready to go in the Spring for the early ball season. (Will need to decide so if needs added to budget for 2018).
3. Project that the Village has completed and need continual maintenance on, and have not been receiving (total cost is from bid tab, actual payment was probably more):
 - a. Greenwood Avenue Alley drainage Project done by Miller back in 2013 total cost of construction \$62,486.00. Needs watched for grass and leaf dumping, make sure rip rap rocks are added to the drainage area, the drainage area should be weed free. – probably not good idea to use weed killer because of the run off and EPA regulations, etc. Plus, if you just kill the weeds and leave them there it still blocks drainage and is not the proper maintenance.
 - b. Orchard Court and Pleasant Avenue Improvements – Drainage – done back in 2015 cost of \$84,556.25+. Not being maintained. Need to make sure sanitary sewer is staying covered with the dirt and need rip rap replaced when needed and weeded in the rip rap.
 - c. Green Streets Phase I – Jay Street and 1st Street – done in 2011 & 2012 total cost of project \$827,287.54. – Operation & Maintenance Plan from Conservation Design Forum attached.
 - d. Green Streets Phase II – 3rd Street, 4th Street & Dennhardt Avenue – bid date 7/3/12 Total bid tab was for \$1,245,902.00. – Operations & Maintenance Plan from Conservation Design Forum attached.
 - e. Storm sewer drains need cleaned out, by taking off the grates and cleaning below. In past there have clogged and causes flooding on the roadway, etc. A couple years back the ones on Mansur Lane going up the hill were so packed the Village hired a construction company (I think Brandt because they were here in town working on paver street), after this cleaning our maintenance department was supposed to be cleaning them out. I believe the maintenance department only removes sticks and leaves over the top of the grates.

- f. Bio-swailes in ravine behind Brewer's old house needs maintained. Has never been maintained since put in many years ago. I believe in 2016 or early 2017 the maintenance operators located these & took pictures.
4. Discuss items the maintenance department is no longer doing jobs that previous maintenance crew were doing:
 - a. Water meter reading quarterly and a few if someone moves between billing. Now the maintenance department reads on 9 meters that are ones the Village is unable to change, as to sewer meters only with no water shut off to install meter. Ben Allen, Village Collector reads all the other meters.
 - b. Don't have police cars to maintain like Larry Scott & Alfred Sanders did.
 - c. Etc.
5. Would like the Committee & Board to discuss turning the property at 756 N. 1st Avenue into a wooded lot. It is in a floodplain, the ground stays very damp and soggy. By planting trees, it would save the Village from mowing the property, help replace trees, etc. The trees are cheap when purchasing through Rock Island County Soil & Water Conservation. Otherwise we would have to mow and keep under the 12" according to the Village Code. Wooded area would not need mowed.
6. Discuss the quotes from Martin Equipment and the actual need for replacement or new equipment, when so many infrastructure items need updated and maintained.
7. 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.
8. 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.
9. 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.
10. 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?
11. Discuss redoing allies in town, in MFT fund at end of 2017 the Village will have approximately \$83,000.00. This is still a small amount for a project. Village receives approximately \$4,000.00 per month MFT funds.
12. Village Engineer Loren Rains, would like to do the drive around early in 2018, so the Village can get a good bid on work, have the work start earlier and not be put off due to contractors busy with other jobs. Tentatively we have Loren schedule to do the drive around with Trustees and Village President at the Committee Meeting in February 2018. Weather permitting of course.

13. Need to look at some of the following items for repairs, etc. in 2018 budget:
 - a. 1st Avenue on the side of Phoenix School, the road is narrow due to crumbling away, water sets in front of the houses most of the time.
 - b. Orchard Lane has a section the maintenance has repaired twice. Maintenance did more than just patching it was like a remove, replace, etc. This area of the roadway is sinking.
 - c. 10th Avenue in East Lawn Addition.
14. Discuss normal budget items for 2018
15. Monthly Maintenance Comp Time Report – October 2017.
16. Monthly Clerk’s Report – October 2017.
17. New Business / Other.

Next Meeting – Monday, November 13, 2017 – 6:00 P.M. at Village Hall