

**MINUTES**  
**The Regular Meeting of the**  
**Carbon Cliff Board of Trustees**  
**Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL**  
**Tuesday, January 15, 2019**

Village President Hintz called the meeting to order at 7:05 p.m.

Members Present: Todd Cantrell, Keith Curry, Robert Dreher, Larry Scott

Members Absent: Leevon Harris, Alma Neels

Others Present: Nick Gottwalt, Director of Community & Administrative Services (D.O.C.A.S.); & Karen L. Hopkins, Village Clerk

**Village President’s Agenda items discussed:**

- Acknowledge and ratify the signing of required paperwork with Illinois Environmental Protection Agency and a Water Operator Contract with Jeff Welvaert d/b/a Safe Water Management.
- Authorize Village Clerk Karen Hopkins, to pay the following bills and/or transfer the appropriate funds for calendar year 2019:

<u>Fund From</u>	<u>Fund To</u>	<u>Dollar Amount</u>	<u>Occurs</u>	<u>Annual Total</u>
General Fund (Non-Utility Account)	Corp. General Capital Reserve	\$ 1,000.00	Per Board Meeting	\$ 24,000.00
General Fund [Building & Grounds] (Non-Utility Account)	Building Capital Reserve	\$ 500.00	Per Board Meeting	\$12,000.00
General Fund (Non-Utility Account)	Public Safety Capital Reserve	\$ 300.00	Per Board Meeting	\$ 7,200.00
General Fund (Non-Utility Account)	Stormwater Capital Reserve	\$ 500.00	Per Board Meeting	\$ 12,000.00
General Fund [Parks] (Non-Utility Account)	Parks & Trails Capital Reserve	\$ 300.00	Per Board Meeting	\$ 7,200.00
Payment for the Orchard Court Drainage Project. Monthly payment of \$2,607.69 from the VCC Home Rule Municipal Sales Tax Fund - Blackhawk Bank & Trust – for 2019				
Loan repayment of \$5,530.00 monthly from General Fund Building & Grounds (Non-Utility Account) Vender is VCC Water Fund – for 2019				

- Adopt Ordinance No. 2019-01, Proposal for Professional Engineering and Surveying Services Relating To Performing General Services Not Included In A Separate Contract For A Specific Project. Work will be done on a work order from the Village and Cost will be based on Time and Material, term of contract for calendar year 2019.
- Adopt Ordinance No. 2019-02, Proposal for Professional Engineering And Surveying Services Relating to Designing Various Street Repairs and Seal Coating for 1<sup>st</sup> Avenue between 3<sup>rd</sup> Street and 2<sup>nd</sup> Street, Sinclair Boulevard from State Street to the Village Maintenance Building, and 10<sup>th</sup> Avenue from 1<sup>st</sup> Avenue to the West Cu-De-Sac, a Stormwater Sewer Design to route flood water from the end of 4<sup>th</sup> Street and Denhardt Alley and 3<sup>rd</sup> Street intersection, with IMEG Corp., Rock Island, IL.
- Acknowledge and ratify Village Clerk, Karen Hopkins executed a Direct Deposit (ACH) issued for T-Mobile’s ACH provider Paymode-X. The T-Mobile rent payment for cell phone antennas on the water tower will be directly deposited monthly into a Village account at Blackhawk Bank & Trust.

**Meetings / Conference items discussed:**

- D.O.C.A.S. Nick Gottwalt will be attending the two following conferences:
  - 6<sup>th</sup> Annual Quad Cities Stormwater Conference – Tuesday February 12, 2019 from 8:30 a.m. to 2:30 p.m. at Jumer’s Hotel & Casino, cost is \$25.00.
  - 2019 Illinois Association of Floodplain and Stormwater Management Conference, March 13-14, 2019 at the Embassy Suites, Peoria Riverfront Conference Center 100 Conference Center Drive, East Peoria IL.

**Committee Meeting items discussed:**

- ❖ *Public Properties Committee:* Chairman Larry Scott read the minutes of the Public Properties Committee Meeting of January 7, 2019.
  - Blaze completed gutting the old Village Hall at 106 1<sup>st</sup> Avenue. Maintenance needs to remove interior walls, conduit, and internet cables. The locks will be changed.
  - New truck bed for PW #1 is due in 6-8 weeks. It will take one week to install bed unless any other problems occur.
  - Maintenance equipment was found unclean and not properly serviced. This will be done after each use. All trucks will be checked daily and documented.
  - Updating Park Rules & Regulations Signs. Need a schedule of all events and activities.
  - Will have structural engineer perform an inspection of the Mansur Avenue box culvert / bridge & 1<sup>st</sup> Avenue & 5<sup>th</sup> Street box culvert / bridge.
  - Monthly Maintenance Comp Time Report, Monthly Clerk’s Report, and Monthly Treasurer’s Report all look good for December 2018.
  - Trustee Robert Dreher brought up looking at Village owned properties and buildings, etc. for Committee Review.
    - Adjourned at 7:00 p.m. Chairman Larry Scott
  
- ❖ *Public Safety Committee:* Acting Chairman Larry Scott read the minutes of the Public Safety Committee Meeting of January 7, 2019.
  - No report from Sheriff’s Office on number of calls for December 2018.
  - Sheriff’s Office Inter Governmental Agreement for 2019 will be the same cost as 2018.
  - Implementing C.O.R.A. has been stopped, there are too many details and steps for the Village being so small and only three office staff.
  - D.O.C.A.S. Gottwalt has 26 tickets up for review at MUNICES on January 17, 2019. Eleven tickets are for one resident.
  - D.O.C.A.S. along with Public Safety and Public Properties to coordinate and evaluate the sides for repairs and replacement.
  - D.O.C.A.S. Gottwalt is working on writing code to address repair of dilapidated properties by home owners.
    - Adjourned at 8:00 p.m. Acting Chairman Larry Scott due to Alma Neels absence.

- ❖ **Public Works Committee:** Chairman Keith Curry read the minutes of the Public Works Committee Meeting of January 8, 2019.
  - The Mlekush family, 16925 10<sup>th</sup> Avenue, talked with the Village President and the Public Works Committee
  - Discussed the quote previously brought to the Board from Dorner Co., to rebuild the valve on 10<sup>th</sup> Street a cost of \$2,150.00 for the new Pilot Controls and rebuild kit and \$1,500.00 for the labor. The quote discussed and approved at Board Meeting January 2, 2019 was just for the pressure reducing valve on 1<sup>st</sup> Street and 2<sup>nd</sup> Avenue. Need to approve at Board Meeting 1/15/19 for the 10<sup>th</sup> Street valve rebuild and labor.
  - Discussed sewer line dig up and cap off for non-payment. Decided to not dig up and cap off, to write MUNICES tickets for the non-payment as a code violation.
  - Discussed and recommend Jeff Welvaert for Certified Water Operator for the Village of Carbon Cliff.
  - Monthly Maintenance Comp Time Report, Monthly Clerk’s Report, and Monthly Treasurer’s Report all look good for December 2018.
    - Adjourned at 7:05 p.m.
- ❖ **Administration Committee:** Chairman Leevon Harris was absent from the Board Meeting, no minutes presented.

Motion 1: Motion by Curry to establish Consent Agenda, as follows:

**5. Village President’s Agenda:**

- a. Acknowledge and ratify the signing of required paperwork with the Illinois Environmental Protection Agency and a Water Operator Contract with Jeff Welvaert d/b/a Safe Water Management by Village President, Bill Hintz and the Director of Community & Administrative Services, Nick Gottwalt.
- b. Authorize Village Clerk, Karen Hopkins, to pay the following bills and/or transfer the appropriate funds for the calendar year 2019:

<u>Fund From</u>	<u>Fund To</u>	<u>Dollar Amount</u>	<u>Occurs</u>	<u>Annual Total</u>
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Loan repayment of \$5,530.00 monthly from General Fund Building & Grounds (Non-Utility Account) Vender is VCC Water Fund – for 2019				

- c. Adopt Ordinance No. 2019-01 “An Ordinance Authorizing Execution Of A Proposal For Professional Engineering And Surveying Services Relating To Performing General Services Not Included In A Separate Contract For A Specific Projects, Will Require A Work Order From The Village And Cost Will Be Based On Time And Material Cost With Estimate Given At The Time With IMEG Corp., Rock Island, IL For A Term Of Contract For Calendar Year 2019.”

- d. Adopt Ordinance No. 2019-02 “An Ordinance Authorizing Execution Of A Proposal For Professional Engineering And Surveying Services Relating To Designing Various Street Repairs And Seal Coating For 1st Avenue Between 3rd Street And 2nd Street, Sinclair Boulevard From State Street To The Village Maintenance Building And 10th Avenue From 1st Avenue To The West Cul-De-Sac; A Stormwater Sewer Design To Route Flood Water From The End Of 4th Street And Denhardt Alley To 1st Avenue And 3rd Street Intersection With IMEG Corp., Rock Island, Il.”
- e. Acknowledge & ratify Village Clerk, Karen Hopkins execution of a Direct Deposit (ACH) for T-Mobile to pay their rent to the Village of Carbon Cliff monthly using ACH payment issued from T-Mobile’s ACH provider Paymode-X.

**8. Committee Meetings:**

**c. Public Works Committee:**

- 1. Approve a quote from Dorner Company to rebuild the valve on 10<sup>th</sup> Street at a cost of \$2,150.00 for the new Pilot Controls and rebuild kit and \$1,500.00 for the labor. Total cost \$3,650.00.

**d. Administration Committee:**

- 1. Hire Jeff Welvaert d/b/a Safe Water Management to provide the service of Water Operator for the Village of Carbon Cliff at a monthly rate of \$600.00

**9. Minutes / Reports / Public Notices:**

- a. Minutes of the Regular Board Meetings of the Carbon Cliff Board of Trustees for Tuesday, December 18, 2018 and Wednesday, January 2, 2019 as presented – approved / filed;
- b. Monthly Clerk’s Report for December 2018 as presented – approved / filed;
- c. Monthly Collector’s Report for December 2018 as presented – approved / filed;
- d. Monthly Maintenance Comp Time Report for December 2018 as presented – approved / filed;
- e. Monthly Treasurer’s Report for December 2018 as presented – approved / filed;
- f. Minutes of the January 7, 2019, Public Properties Committee Meeting as presented – approved / filed;
- g. Minutes of the January 7, 2019, Public Safety Committee Meeting as presented – approved / filed; and
- i. Minutes of the January 8, 2019, Public Works Committee Meeting as presented – approved / filed.

**12. Bills / Payroll / Transfers and Voided Checks:**

BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 01/15/19					
Date	Description		Amount		
01/16/19	Bills		\$ 21,307.26		
01/09/19	Payroll		\$ 12,749.15		Bi-weekly, monthly & quarterly payroll
01/09/19	Board Liab		\$ 2,215.76		Bi-weekly, monthly & quarterly payroll
01/16/19	VCC Water Capital Reserve	ACH	\$ 492.85	*	W/S/G Water Fund transfer 10% of rec from Dec 2018 to Water Capital Reserve
01/16/19	VCC Sewer Capital Reserve	ACH	\$ 1,907.16	*	W/S/G Sewer Fund transfer 10% of rec from Dec 2018 to Sewer Capital Reserve
01/16/19	VCC Non Utility	CK #25030	\$ 22.37	*	Home Rule Roadway Fuel Tax Fund - 4% accounting fee For Casey's Dec. 2018 Fuel tax
01/16/19	VCC Non Utility	CK #3579	\$ 59.09	*	Hotel Tax Fund - 4% accounting fee of Super 8 Dec. 2018 Hotel Tax
01/16/19	Mid-American Energy	CK #3578	\$ 80.21	*	Hotel Tax Fund - electric utilities for the 3 Welcome Signs
	<b>Total bills &amp; Transfers</b>		<b>\$ 36,272.17</b>		
				*	<b>Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.</b>
<b>TRANSFERS:</b>					
01/16/19	<b>BLACKHAWK BANK &amp; TRUST - INTERFUND TRA</b>				
N/A	Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH)		\$ 1,497.17		Transfer to East Lawn Water for bills paid in Dec. 2018
	Blackhawk Bank Non Utility to Home Rule Municipal Sales Tax	N/A			Transfer - State will only deposit sales taxes in to Corp. General Fund-VCC transfer to H.R. Munic. Sl's Tax REC#33539 11/15
<b>ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL:</b>					
NONE					
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Payroll Checking Account</b>					
Date	Payroll Checking - Payable to	Check No.	Amount		Remarks for voiding
NONE					
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Corporate General Checking Account</b>					
Date	Corp General Checking - Payable to	Check No.	Amount		Remarks for voiding
NONE					
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Hotel Accom. Tax Checking Account</b>					
Date	Hotel Accom. Tax Checking - Payable to	Check No.	Amount		Remarks for voiding
NONE					
<b>VOID RECEIPT(S):</b>					

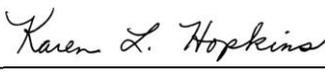
Second by Scott. Motion carried by the following roll call vote:  
 Cantrell-yes; Curry-yes; Dreher-yes; Scott-yes  
 4-yes, 0-no, 2-absent

Motion 2: Motion by Dreher to approve Consent Agenda, as established.  
 5. a., b., c., d., e. Village President's Agenda  
 8. c.1., d. 1. Committee Meetings  
 9. a., b., c., d., e., f., g., i. Minutes / Reports / Public Notices  
 12. a. Bills / Payroll / Transfers and Voided Checks

Second by Cantrell. Motion carried by the following roll call vote:  
 Cantrell-yes; Curry-yes; Dreher-yes; Scott-yes  
 4-yes, 0-no, 2-absent

Motion 3: Motion by Scott to adjourn. Second by Curry.  
 Motion carried by the following roll call vote:  
 Cantrell-yes; Curry-yes; Dreher-yes; Scott-yes  
 4-yes, 0-no, 2-absent

Meeting adjourned at 7:46 p.m.

<p style="text-align: center;"><b>APPROVED AS PRESENTED / AMENDED</b></p> <p style="text-align: center;">On <u>February 19, 2019</u></p> <p style="text-align: center;"></p> <p style="text-align: center;">Village President</p> <p style="text-align: center;"></p> <p style="text-align: center;">Village Clerk</p>
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Karen L. Hopkins  
 Village Clerk