

**The Regular Meeting of the
Carbon Cliff Board of Trustees
Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL
Tuesday, February 4, 2020**

Village President Hintz called the meeting to order at 7:02 p.m.

Members Present: Todd Cantrell, Keith Curry, LeeVon Harris, Alma Neels, Larry Scott

Members Absent: Robert Dreher

Others Present: Dan Clark, Village Head Maintenance Operator & Village Resident; Nick Gottwalt, Director of Community & Administrative Services (D.O.C.A.S.); and Karen L. Hopkins, Village Clerk.

Hearing of the Citizens – She did not show up at the Board Meeting.

Village President's agenda items discussed:

- D.O.C.A.S. Gottwalt updated everyone on the major water main on Mansur Avenue close to Valley View Drive. This water main takes the water from Pump House A to the above ground water tower off Valley View Drive. The break was in our 12" cast iron main, it was actually discovered the break was on the 12" cast iron main that was encased inside a bigger 24" pipe.

The main was a much bigger project than the Village maintenance crew was able to undertake. The Village called McClintock Trucking & Excavating to dig up and investigate where the leak was coming from, replace the pipe that was leaking, and fill back in.

The main replaced was the complete width of Mansur Avenue. Replaced with single 12" main pipe (not incased and the 24" pipe used for the encasement was in bad shape & not needed so it was just removed.)

Memo from Nick Gottwalt to Village President Bill Hintz along with details of the water main break and pictures is attached as the last page of these minutes.
- Village President gave Village Clerk Karen Hopkins the authorization to make a web payment to Midco Diving & Marine Service, Inc. on January 22, 2020 in amount of \$1,200.00, Invoice #3540 for the trip charges incurred on September 3, 2019. Clerk Hopkins disputed the invoice mount original invoiced in September 2019 in amount of \$1,999.50. Midco Diving did lower the invoice by \$799.50 since it was disputed. Midco Diving & Marine Service, Inc. payment is being approved in the minutes and with the information on bills / payroll / transfers.
- Purchase 12 sweatshirts (which is the minimum order) for the maintenance operators. Total cost is \$288.00 and will be purchased from QC Custom Tees & More, in Silvis.
- Pump House B (Water Treatment Plant on Orchard Lane) had no heat on December 30, 2019 Kale Heating & Air Conditioning repaired on issue on one of the hanging heater, and did a temp repair by wiring the fan on constant to provide temporary heat on the west hanging heater – had bad control board. Kale Heating & Air Conditioning quote to furnish and install new control board, test system, and labor for \$402.00.
- Received 1099-K (Payment card & Third-Party Network Transactions – Received from credit card & debit card transactions) from First American Payment System, LP \$170,891.00; 843 payment transactions; amount collected without card present (call in or web payments using Village Website) \$123,096.00

Meetings / Conferences discussed:

- D.O.C.A.S. Nick Gottwalt will be attending the following Conferences:
 - Quad Cities Stormwater Conference 2/11/2020 – will be used in Floodplain Management, etc.
 - 2002 IAFSM (Illinois Association of Floodplain Stormwater Management) Conference 3/11 & 12/2020 – Tinley Park Conference Center Registration Fee \$430.00 – used as Floodplain Manager additional education.
 - 2020 Illinois Tax Increment Association (T.I.F.) Annual Spring Conference being held 04/15 – 17, 2020 at the President Abraham Lincoln Springfield – Attending as Village Treasurer.
- Head of Maintenance Dan Clark will be attending the:
 - Pipeline Emergency Response Training – 2/18/2020 11:30 to 1:30 p.m. at Stoney Creek Inn, Moline, IL.

Old Business items discussed:

- Midco Diving contacted Maintenance Operator Dan Clark on January 24, 2020 and inquired about cleaning the Village above ground water tower on Saturday January 25, 2020. Dan Clark declined the cleaning for Saturday January 25, 2020 due to possible weather issues needing the maintenance crew. Midco Diving does not and will not make appointments a week or month out. They were told the Village needs the work to be scheduled during the week and at least a 48-hour notice. Midco Diving said they will call us next time they are in town.

New Business items discussed:

- Property located just South of the Village Hall (Parcel #06-8595) is being sold. Realtor Jason Miller stopped in and spoke with Nick Gottwalt to see if the Village had any interest in purchasing the parcel and get more information on the parcel. Property listed Monday, January 27, 2020 at \$99,000.00.
- Nathan Dunsworth has inquired about the old salt spreader the Village had taken bids on earlier in the year, no bids were received so Village was going to sell as scrap metal. Nathan Dunsworth has requested to purchase the old salt spreader from the Village at a price of \$120.00. Village President and Village Trustees verbally approved, now this will be taken to the Committee Meetings for approval.

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

5. Village President's Agenda

- c. Acknowledge & ratify the Village President's authorization for Village Clerk, Karen Hopkins to make a web payment to Midco Diving & Marine Services, Inc. on January 22, 2020 in amount of \$1,200.00, Invoice #3540 for the trip charges on September 3, 2019.
- d. Purchase 12 sweatshirts (minimum order) for the maintenance department from QC Custom Tees & More, Silvis, Illinois. *(Order will consist of 4 sweatshirts per maintenance worker in bright blue (bright blue is approved color in our uniform policy) for total cost of \$288.00. (Current sweatshirts maintenance are wearing were purchased in December of 2017.)*
- f. Authorize Kale Heating & Air Conditioning to perform the following at Pump House B on Orchard Lane: Furnish and install new control board; test system operation. Total for materials and labor is \$402.00.

9. Minutes / Reports / Public Notices:

- a. Minutes of the Regular Board Meeting of the Carbon Cliff Board of Trustees for Tuesday, January 21, 2020, as presented – approved / filed; and
- b. Illinois EPA- Notice of Application to Permit To Manage Waste (LPC-PA16), dated 01/21/2020; Site Name: John Deere Foundry Landfill; Address Route 84 and 14th Avenue – East Moline, IL Site #IEPA 1618100017. Description of Project: An Affidavit for Certification of Post-Closure Care for Non-Hazardous Waste Facilities is being submitted to IEPA seeking approval to remove the John Deere Foundry Landfill from Post Closure Care requirements – Placed on view for public comment.

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

a. Approve Bills / Payroll / Transfers / Voided Checks:

Bills, Payroll, Transfers for Board Meeting February 4, 2020

PAYABLES				
Date	Corporate General Checking Account & Payroll checking Account	Amount	CK #	Remarks
02/05/20	Payroll - Bi-Weekly & Montly	\$ 10,537.18		
02/05/20	Board Liab.	\$ 2,194.20		
02/05/20	Bills	\$ 56,945.84		
01/22/20	Midco Diving & Marine Services, Inc.	\$ 1,200.00	web payment	Trip charge 9/3/19 after protesting the invoice - charges went from \$1,999.50 down to \$1,200.00
01/31/20	Blackhawk Bank & Trust	\$ 7.60	auto pay	Service charge for min. below \$500.00
	GRAND TOTAL BILLS & PAYROLL from General Fund & W/S/G	\$ 70,884.82		
Date	Hotel Accom. Tax Fund	Amount	CK #	Remarks
	Mid-American Energy			electric for 3 Welcome Signs
	VCC Non Utility - 4% accounting fee of Super 8 Hotel Acom. Tax			4% acct fee Dec. 2019
02/05/20	VCC Non Utility - 4% accounting fee of Comfort Inn Acom. Tax	\$ 64.34	3628	4% acct fee Dec. 2019
	Quad Cities Convention & Visitor's Bureau			4th Qtr 2019 Dues 10/1/19-12/31/19
Date	Home Rule Municipal Sales Tax Fund	Amount	CK #	Remarks
	Gardiner Koch Weisberg & Wrona			
Date	Corporate General Capital Reserve Fund	Amount	CK #	Remarks
Date	Home Rule Roadway Fuel Tax Fund	Amount	CK #	Remarks
	VCC Non-Utility Acct. General Fund - 4% accounting fee for			from Casey's (paid monthly)
02/05/20	VCC Non-Utility Acct. General Fund - 4% accounting fee for	\$ 76.12	25055	from Molo Oil (BP) Pay quarterly
	VCC Non-Utility Acct. General Fund - 4% accounting fee for			from Walter D Laud (Pay quarterly)
Date	Interfund Transfers; ACH to Others & Misc Payments &/or Fees	Amount	CK #	Remarks
	Sewer Fund to Sewer Capital Reserve			10% of Previous Mo. Sewer Revenue
	Water Fund to Water Capital Reserve			10% of Previous Mo. Water Revenue
	Water Fund to East Lawn Water Assoc.			East Lawn Funds collected prev mo.
	VCC Non-Utility Acct to Home-Rule Municipal Sales Tax			IL will not split Tax pymts over accts
02/03/20	Blackhawk Bank & Trust - VCC W/S/G Credit Card Acct.	\$ 419.97		Credit Card fees for Jan. 2020
01/22/20	W/S/G Utility Fund to Utility Deposit Fund	\$ 175.00	ACH	Water bill deposit Rec #36114 1/21/20 Acct #2005 - 319 Cliff Dr.
Date	Voided or Refunded Transactions needing approved	Amount	CK #	Remarks
	NONE			

Minutes – The Regular Board Meeting of the Carbon Cliff Board of Trustees – February 4, 2020

Date	Bank Account Balances - all located at Blackhawk Bank & Trust	Balance	Interest for Dec. 2019	Notes
02/04/20	Building Capital Reserve Fund	\$ 25,008.38	\$ 4.17	
02/04/20	W/S/G - Utility - paid by Credit Card	\$ 274,333.14	\$ 148.08	
02/04/20	Corporate General Capital Reserve Fund	\$ 22,946.56	\$ 3.74	
02/04/20	Corporate General Checking Account	\$ 6,733.88	\$ 1.95	
02/04/20	Home-Rule Retailer's Occupation Sales Tax Fund	\$ 28,963.72	\$ 2.50	
02/04/20	Home-Rule Roadway Fuel Tax Fund	\$ 64,222.60	\$ 10.54	
02/04/20	Hotel Accommodation Tax	\$ 102,521.96	\$ -	
02/04/20	Motor Fuel Tax Fund	\$ 224,038.09	\$ 131.68	
02/04/20	Non-Utility Account (General Funds)	\$ 32,053.37	\$ 4.23	Balance after bills / payroll \$-1,420.65 borrow \$5,000.00 from Sewer Capital Reserve Fund
02/04/20	Parks & Trails Capital Reserve Fund	\$ 7,804.33	\$ 0.64	
02/04/20	Payroll Account	\$ 929.96	\$ -	
02/04/20	Public Safety Capital Reserves Fund	\$ 15,015.86	\$ 1.25	
02/04/20	Sewer Capital Reserve Fund	\$ 125,846.53	\$ 74.05	
02/04/20	Storm Water Capital Reserve Fund	\$ 10,020.86	\$ 0.81	
02/04/20	Utility Deposit Fund	\$ 24,020.00	\$ -	
02/04/20	Water Capital Reserve Fund	\$ 77,850.15	\$ 32.89	
02/04/20	W/S/G - Utility Fund	\$ 372,398.19	\$ 52.20	
	Total Bank Account Balance - total interest	\$ 1,414,707.58	\$ 468.73	
	Loan Information - Internal Fund Loans & Blackhawk Bank Loans			
Date	Orchard Court Drainage - Blackhawk Bank Loan refin. 9/24/19	Payment	Estimated Pay Off	Interest paid this year
01/18/20	Payment - Orchard Court Drainage	\$ 3,080.43	\$ 163,572.59	
Date	2019 Street & Drainage Project - Blackhawk loan 7/8/19 TTL \$55,000	Payment	Estimated Pay Off	Interest paid this year
01/02/20	Monthly payment from General Fund (Non-Utility Acct.)	\$ 4,655.86	\$ 27,705.27	\$ 82.21
Date	Loan to pay off Village Hall from Sewer Fund Ord. 2018-21 8/21/18	Payment	Estimated Pay Off	payment 1/15/20 & end 12/15/25
01/15/20	Monthly payment from General Fund (Non Utility Acct.)	\$ 2,765.00	\$ 190,381.36	68 mos @ \$2,765.00 / 1 mo. @ \$5,126.36
Date	Loan to pay off Village Hall from Hotel Accom. Tax Fund Ord. 2018-21 8/2	Payment	Estimated Pay Off	payment 1/15/20 & end 6/15/21
01/15/19	Monthly payment from General Fund (Non Utility Acct.)	\$ 2,765.00	\$ 47,235.00	15 mos. @ \$2,765.00 / 1 mo \$2,995.00
Date	Loan Hotel Accom. Tax to General Fund (Non-Utility Acct.)	Payment	Estimated Pay Off	
10/02/19	Loan necessary to cover Bills and Payroll		\$ 65,000.00	Approved BM 10/01/19
	Loan Sewer Capital Reserve to General Fund (Non-Utility Acct.)			
12/31/19	Loan necessary to cover Bills and Payroll		\$ 45,000.00	Approve at BM 1/7/20
02/05/20	Loan necessary to cover Bills and Payroll	NEW LOAN	\$ 5,000.00	Approve at BM 2/4/20

Second by Scott. Motion carried by the following roll call vote:
 Cantrell-yes; Curry-yes; Harris-yes; Neels-yes; Scott-yes
 5-yes, 0-no, 1-absent

Motion #2: Motion by Neels to approve the Consent Agenda as established:
5. c., d., f. Village President’s Agenda
9. a., b. Minutes / Reports / Public Notices
12. a. Bills / Payroll / Transfers / and Voided checks
Second by Harris. Motion carried by the following roll call vote:
Cantrell-yes; Curry-yes; Harris-yes; Neels-yes; Scott-yes
5-yes, 0-no, 1-absent

Motion #3: Motion by Cantrell to adjourn. Second by Neels.
Motion carried by the following roll call vote:
Cantrell-yes; Curry-yes; Harris-yes; Neels-yes; Scott-yes
5-yes, 0-no, 1-absent.

Meeting adjourned at 7:40 p.m.

Karen L. Hopkins,
Village Clerk

Attachment – Memo on Mansur Avenue Water Main break along with pictures of the break.

APPROVED AS PRESENTED / AMENDED
On March 3, 2020


Village President


Village Clerk

memo



VILLAGE OF CARBON CLIFF, ILLINOIS

To: Village President, Bill Hintz
From: Nick Gottwalt, Director of Community & Administrative Services (D.C.A.S.)
CC: Carbon Cliff Board of Trustees
Date: January 29, 2020
Re: Mansur Avenue Water Main Break on 1/26/2020
Comments: Late Sunday afternoon/early evening the village had a severe water main break on Mansur Avenue.

downtown area and all of Cliff Heights. Residents in Merry Oaks never had any problem as they were being fed off Treatment Facility #2 (Pump House B). Originally the break was thought to be in the water main that runs along Mansur Avenue. This was based upon the location of where the water sprung out of the ground. After approximately 2 hours on site waiting for emergency locates to be completed, breaking up the roadway and then beginning exploratory digging, it was discovered that the 12" cast iron line was actually encased inside a bigger 24" pipe. This 24" pipe appears to have been part of an old main that was abandoned, possibly the old fill line to the water tower. However, instead of removing the pipe, they simply installed the 12" line inside the 24" line. (Please see pictures). We can only speculate as to why it was actually done this way, it may have been done thinking it would "protect" the new line. At this point, our maintenance department still could not find the source of the break because the 24" casing was covering the 12" line and the water was coming out of several rusted holes in the casing. Dan contacted me around 9:00 p.m. indicating that this was a project too big for them and that we don't have the proper equipment to chase the break up the line. Randy McClintock saw the Village's alert and stopped to see if they could assist in any way. Dan and I determined at this time to shut down for the night and have McClintock come back in the next morning to finish the job. Dan contacted V.P. Bill Hintz to update and get approval of shut down. Since the break occurred within the fill line to the water tower and the water tower was full, the entire town would still have water and thus make it through the night and early morning before losing any water or water pressure. This also meant we would not be paying McClintock the overtime rate. McClintock started around 7:00 a.m. Monday morning and found the source of the break around 1:00 p.m. By 1:30 they had found that the 24" casing stopped about 5 feet away from the break. (I have indicated the actual break location on the pictures) At this time, I authorized McClintock to take everything from the end of the casing back to the valve box and replace it. This ended up being about 35' of pipe that stretched the width of Mansur Avenue at about a 45° angle. McClintock finished the job and water was restored to the town about 4:30 p.m. Monday and the water tower was back to full capacity by 8:00 p.m. Monday. McClintock came back the following morning (Tuesday) to

finish backfilling the hole and open the roadway. The road was open to traffic by 11:00 a.m. and the hole is currently filled with rock. Pavement options will be looked at this Spring.















