

**The Regular Meeting of the
Carbon Cliff Board of Trustees
Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL
Tuesday, February 18, 2020**

Village President Hintz called the meeting to order at 7:09 p.m.

Members Present: Todd Cantrell, Keith Curry, Robert Dreher, Alma Neels

Members Absent: LeeVon Harris and Larry Scott

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

Village President's agenda items discussed:

- Update from D.O.C.A.S. Nick Gottwalt on appraisals for the lots owned by the Village that will be sold. He had requested bids from three local appraisal companies, received two back with one to follow. There are 18 parcels in the Mansur Wood Addition; 116 2nd Street; and 550 N. 2nd Avenue.

Motion #1: Motion by Neels to authorize moving forward with having Village Properties appraised with the lowest quote from appraisers. Second by Curry. Motion carried by the following roll call vote:
Cantrell-yes; Curry-yes; Dreher-yes; Neels-yes
4-yes, 0-no, 2-absent

- Village President Hintz explained the moving of the \$190,000.00 from Village of Carbon Cliff W/S/G Utility account at Blackhawk Bank & Trust to the Village of Carbon Cliff W/S/G account for Credit Card payments. Both these accounts contain Water Funds / Sewer Funds / Garbage Fund. No Funds are being transfer to other Fund, only same Funds to a different Village account for the Water Funds / Sewer Funds / Garbage Funds. By transferring this money, the Village will earn 0.50% for interest on the amount in account, without leaving the W/S/G Utility Account lowing causing service fees, etc. for the Village. Trustee Dreher asked how we came up with the amount of \$190,000.00. Clerk & Treasurer looked at the balances in account figuring leaving approximately \$150,000.00 in the W/S/G Utility Account – this is the account that receives water bill payment deposit from cash, check and ACH forms of payment, and withdrawals are made from this account and moved to the Corporate General Checking Account to pay bills, payroll, etc. that come from Water / Sewer / Garbage Funds.
- Pipeline Emergency Response Training – February 18, 2020 at Stoney Creek Inn in Moline both Dan Clark, Maintenance Operator and Ronald “Banks” Murphy, Maintenance Operator did attend the class this morning.
- D.O.C.A.S. Nick Gottwalt will be attending the following Conferences & Training:
 - Downstate Illinois Occupational Safety and Health Day – March 4, 2020 8-3:45 p.m. Peoria, IL.
 - 2020 IAFSM – March 11 & 12, 2020 – Tinley Park, IL Registration is \$430.00 (training for Floodplain Manager).
 - 2020 Illinois Tax Increment Association (T.I.F.) Annual Spring Conference April 15-17, 2020 – Springfield, IL (Nick will as Village Treasurer and keep up on T.I.F. laws, etc.)
 - Illinois Municipal League – Municipal Regulations of Adult-Use Cannabis Seminary – May 13, 2020 12:30 to 4:30 p.m. – Rockford, IL.
- Trustees Alma Neels and Larry Scott will be attending the “Not-So-Newly Elected Officials Workshop” April 7, 2020 – 8:30 a.m. to 12:00 noon – Rockford, Illinois.

Committee Meeting Items Discussed:

Public Properties Committee – Trustee Robert Dreher took the minutes at the Public Properties Committee Meeting on February 10, 2020 for Chairman Larry Scott. Present at the Committee Meeting were: Chairman Scott; Trustees Cantrell & Dreher; President Bill Hintz; D.O.C.A.S. Gottwalt.

- ✓ Update on Rock Salt for roadways – will order 40 tons in March & April & evaluate stock on hand to determine if any further orders are needed for the Village.
- ✓ Approved sell of old non-working V-Box salt spreader to Dunsworth Trucking for \$120.00. This will be taken to full Board for final approval.
- ✓ Mansur Avenue was torn up to repair a major water main break under the payment. It has been filled back in with dirt and rock. Will look at street repair for this section in May 2020.
- ✓ All monthly reports looked ok.
- ✓ Need to get pricing on new or used hammer for backhoe.
- ✓ Trustee Larry Scott may attend the Not-So-Newly Elected.
- ✓ Letter from Representative Bustos asking about Village projects.
- ✓ Nick to get estimates for Village Property to list them for sale.
- ✓ Meeting called to session 6:00 p.m. adjourned at 6:57 p.m.

Public Safety Committee – Chairman Alma Neels read the minutes of the February 10, 2020 meeting. Present at the Committee Meeting were: Chairman Alma Neels; Trustees Robert Dreher & Larry Scott; President Bill Hintz; D.O.C.A.S. Gottwalt; Rock Island County Sheriff's Sgt. Eric Schaver.

- ✓ Monthly Sheriff's Office calls for month of December were 324 calls for service and January were 373 calls for service.
- ✓ Committee approved ordering 6 polo shirts for D.O.C.A.S. / Code Enforcement Officer Nick Gottwalt from Custom Ink for total cost of \$322.62 – Village name will appear on the shirts. This will be taken to full Board for final approval.
- ✓ All monthly reports look good.
- ✓ Trustee Alma Neels would like to attend the "Not-So-Newly Elected Officials" workshop in Rockford, IL
- ✓ Reviewed the letter from Representative Bustos.

Public Works – Chairman Keith Curry read the minutes of the February 11, 2020 meeting. Present at the Committee Meeting were: Chairman Keith Curry; Trustees LeeVon Harris & Alma Neels; Village President Hintz; D.O.C.A.S. Gottwalt.

- ✓ Discussed proposal received from IMEG Corp. for surveying services providing courthouse research and field layout of the easements – Water main easement for the water tower located on Valley View Drive to Mansur Avenue and Sanitary force main easement located North of East Lawn Addition \$3,600.00 per each survey – total of proposal \$7,200.00. Committee approved and will take to full board for approval.
- ✓ No update from Ehlers & Associates on the sewer and water rate and cash flow study.
- ✓ Committee approved quote from Dash Medical Gloves for \$119.85 to purchase 2 cases (10 boxes per case) of large Black Maxx Nitrile Gloves. Used when maintenance need to handle hazardous materials and sewer cleaning, etc.
- ✓ McClintock charged the Village \$17,854.39 to dig up Mansur Avenue, remove old water main that was broke and leaking, replaced with new section of water main under the width of Mansur Avenue. The roadway repair will be discussed latter – funds to repair Mansur Avenue from the water main break is eligible and will be paid with Water Fund money.

Minutes – The Regular Meeting of the Board of Trustees – February 18, 2020

- ✓ American Water Works training classes for maintenance department for 2020:
 - March 3, 2020 – Water / Sewer plans 101 – Rockford, IL – Banks Murphy – cost \$36.00
 - March 4 – 5, 2020 – Disaster Management for Water Utilities – Sterling, IL - Dan Clark – cost \$40.00
 - June 30, 2020 – Meters & Metering Systems – Freeport, IL - Brandt Schultz – Cost \$36.00
 - August 19, 2020 – Excavating & Shoring Safety – Freeport, IL – cost \$36.00/each Chairman Curry suggest all three maintenance workers attend this training due to safety.
 - September 10, 2020 – Advances in Water & Wastewater Technology – SCADA – Automation & Analytics – Freeport, IL – Dan Clark – cost \$36.00
 - October 6, 2020 – Groundwater, Wells & Pumping Equipment – Sterling, IL – Banks Murphy – cost \$36.00
- ✓ Village received on February 6, 2020 a check from HOMESERVE USA Corp. (Utility Service Partners, Inc. – Administrator for the National League of Cities) Service Line Warrant Program – Annual royalties for 2019 were \$993.01 for the Village.
- ✓ All monthly reports – look good
- ✓ Meeting was called to order at 6:05 p.m. adjourned at 6:30 p.m.

Administration Committee – Village President Hintz read the minutes of the February 11, 2020 meeting, to the Board of Trustee in the absence of Chairman Harris. Present at the Committee Meeting were: Chairman LeeVon Harris; Trustee Keith Curry; Village President Hintz; and D.O.C.A.S. Nick Gottwalt.

- ✓ Approved 6 embroidered polo shirts for D.O.C.A.S. / Code Enforcement Officer Nick Gottwalt. Cost \$322.62 from Custom Ink. Will wear shirts at conferences, training, MUNICES, and while Code Enforcement Officers.
- ✓ Approved Dunsworth Trucking & Excavating to purchase Village’s v-box spread that does not work, at a price of \$120.00. When original sealed bids were accepted and opened no one had submitted a bid for the salt spreader. Will take to Board Meeting to vote on for selling salt spreader at \$120.00.
- ✓ Received from Mediacom Communications Corporation a check for \$3,791.57 Franchise Fees for October 1, 2019 to December 31, 2019. Village received total Franchise Fees from Mediacom in 2019 of \$15,020.97.
- ✓ All monthly reports look good.
- ✓ Bi-State Regional Commission will attend the March 17, 2020 Board Meeting to discuss possible projects that Bi-State could help the Village with.
- ✓ Meeting called to order at 7:00 p.m. adjourned 7:25 p.m.

Old Business items discussed:

- Comfort Inn had inquired about the sale of alcoholic liquor within their premises. All the information has been sent to them on what they would need to do to apply for liquor license with the Village.

New Business items discussed:

- Received an email from resident Michelle David, on 1st Avenue, subject is leaf burning. Wants to try to get an ordinance putting a ban on leaf burning. She states it gets smokey and becomes a hazard at the stop sign because you can’t see on coming traffic, children on there bikes or on there ATV’s or riding mowers. Would like the Village to consider and pass a ban on leaf burning. She also feels this could help the city if we get stickers where residents have to pay for them. Others she discussed this idea with, in fact agreed with Michelle this could bring in a bit (of funds) to our Village.

Will take to Committee for further discussion. The Village already does sell stickers for the leaf bags to be picked up by Republic Service as yard waste. The Village in the contract with Republic also has negotiated a free month of leaf pickup without a sticker in the spring, and the same in the fall.

- The Village had a small water main break at 243 Cherry Court on a 4" line. Village Maintenance Department was able to repair the break. Two slabs of concrete had to be removed to repair the water main break. The repair of this sidewalk section is eligible to be paid with Water Funds.
- Sunday night February 16, 2020 a Zone 4 alarm when out to Nick Gottwalt and Dan Clark. Dan Clark went to Pump House A and Well #2 pump in the well failed. Larson Pump is working on the problem and will give update and quotes to the Village.

Motion #2: Motion by Curry to establish Consent Agenda as follows:

5. Village President's Agenda:

- b. Acknowledge & ratify Village Clerk, Karen Hopkins transferring \$190,000.00 from the Village of Carbon Cliff W/S/G Utility Account (0.20%) at Blackhawk Bank & Trust to the Village of Carbon Cliff Credit Card W/S/G Account (0.70%) at Blackhawk Bank & Trust. This account has a 0.50% higher interest rate. Village Clerk Hopkins and Village Treasurer Gottwalt discussed the difference in the interest rates and agreed it was in the best interest of the Village to move the funds over to the higher interest account.

8. Committee Meetings:

c. Public Works Committee:

1. Approve a proposal from IMEG to include surveying services for providing courthouse research and the field layout of the easements for the following two areas: Water main easement from the water tower located on Valley View Drive to Mansur Avenue and secondly, the sanitary force main easement located north of East Lawn Addition. Total proposal estimated cost is \$7,200.00 (\$3,600.00 per easement location).

9. Minutes / Reports / Public Notices:

- b. Monthly Clerk's Report for January 2020, as presented – approved/filed;
- c. Monthly Collector's Report for January 2020, as presented – approved/filed;
- d. Monthly Maintenance Comp Report for January 2020, as presented - approved/filed;
- e. Monthly Maintenance Report for January 2020, as presented – approved/filed;
- f. Monthly Treasurer's Report for January 2020, as presented – approved/filed;
- g. Minutes of the February 10, 2020, Public Properties Committee Meeting, as presented – approved/filed;
- h. Minutes of the February 10, 2020, Public Safety Committee Meeting, as presented – approved/filed;
- i. Minutes of the February 11, 2020, Public Works Committee Meeting, as presented – approved/filed; &
- j. Minutes of the February 11, 2020, Administration Committee Meeting as presented – approved/filed.

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

Bills, Payroll, Transfers for Board Meeting 02/18/2020

PAYABLES				
Date	Corporate General Checking Account & Payroll checking Account	Amount	CK #	Remarks
02/19/20	Payroll - Bi-Weekly & Montly	\$ 9,911.82		
02/19/20	Board Liab.	\$ 2,076.56		
02/19/20	Bills	\$ 38,690.71		
02/10/20	VSP	\$ 80.25	Web paid	Jan.2020 vision insurance premiums
02/10/20	VSP	\$ 80.25		Feb. 2020 vision insurance premiums
	GRAND TOTAL BILLS & PAYROLL from General Fund & W/S/G	\$ 50,839.59		
Date	Hotel Accom. Tax Fund	Amount	CK #	Remarks
02/19/20	Mid-American Energy	\$ 78.95	3629	electric for 3 Welcome Signs
	VCC Non Utility - 4% accounting fee of Super 8 Hotel Acom. Tax			4% acct fee Dec. 2019
	VCC Non Utility - 4% accounting fee of Comfort Inn Acom. Tax			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
02/19/20	Gardiner Koch Weisberg & Wrona	\$ 3,562.00	6034	Legal - Aaron/Tina Dunn vs VCC
Date	Corporate General Capital Reserve Fund	Amount	CK #	Remarks
Date	Home Rule Roadway Fuel Tax Fund	Amount	CK #	Remarks
02/19/20	VCC Non-Utility Acct. General Fund - 4% accounting fee for	\$ 19.97	25056	from Casey's (paid monthly)
	VCC Non-Utility Acct. General Fund - 4% accounting fee for			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
02/19/20	Sewer Fund to Sewer Capital Reserve	\$ 9,150.88	ACH	10% of Previous Mo. Sewer Revenue
02/19/20	Water Fund to Water Capital Reserve	\$ 5,302.55	ACH	10% of Previous Mo. Water Revenue
02/19/20	Water Fund to East Lawn Water Assoc.	\$ 2,353.29	ACH	East Lawn Funds collected prev mo.
02/10/20	VCC Non-Utility Acct to Home-Rule Municipal Sales Tax	\$ 5,495.88	ACH	IL will not split Tax pymts over accts
	Blackhawk Bank & Trust - VCC W/S/G Credit Card Acct.			Credit Card fees for Jan. 2020
02/10/20	Utility Deposit Fund to W/S/G Utility Fund	\$ 125.00	ACH	Water bill deposit return Acct #4805 - 124 5th St Lakeview Loan Serv.
01/22/20	W/S/G Utility Fund to Utility Deposit Fund	\$ 175.00	ACH	Water bill deposit Rec #36023 1/07/20 Acct #4730 - 113 4th St
02/10/20	W/S/G Utility Fund (Credit Card Acct) to Utility Deposit Fund	\$ 175.00	ACH	Water Bill Deposit Rec. #36259 2/7/20 Acct #4805 - 124 5th St

Minutes – The Regular Meeting of the Board of Trustees – February 18, 2020

Date	Voided or Refunded Transactions needing approved	Amount	CK #	Remarks
	NONE			
Date	Bank Account Balances - all located at Blackhawk Bank & Trust	Balance	Interest for Dec. 2019	Notes
02/18/20	Building Capital Reserve Fund	\$ 25,508.38	\$ -	
02/18/20	W/S/G - Utility - paid by Credit Card	\$ 467,819.87	\$ -	
02/18/20	Corporate General Capital Reserve Fund	\$ 23,946.56	\$ -	
02/18/20	Corporate General Checking Account	\$ 5,065.05	\$ -	
02/18/20	Home-Rule Retailer's Occupation Sales Tax Fund	\$ 31,379.17	\$ -	
02/18/20	Home-Rule Roadway Fuel Tax Fund	\$ 64,645.76	\$ -	
02/18/20	Hotel Accommodation Tax	\$ 102,457.62	\$ -	
02/18/20	Motor Fuel Tax Fund	\$ 230,676.00	\$ -	
02/18/20	Non-Utility Account (General Funds)	\$ 43,842.36	\$ -	
02/18/20	Parks & Trails Capital Reserve Fund	\$ 8,104.33	\$ -	
02/18/20	Payroll Account	\$ 929.95	\$ -	
02/18/20	Public Safety Capital Reserves Fund	\$ 15,315.86	\$ -	
02/18/20	Sewer Capital Reserve Fund	\$ 120,846.53	\$ -	
02/18/20	Storm Water Capital Reserve Fund	\$ 10,520.86	\$ -	
02/18/20	Utility Deposit Fund	\$ 24,245.00	\$ -	
02/18/20	Water Capital Reserve Fund	\$ 77,850.15	\$ -	
02/18/20	W/S/G - Utility Fund	\$ 150,884.07	\$ -	
	Total Bank Account Balance - total interest	\$ 1,404,037.52	\$ -	
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		\$ 5,000.00	Approve at BM 2/4/20

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

Motion #3 Motion by Dreher to approve the Consent Agenda as established:
 5. b. Village President's Agenda
 8. c. 1. Committee Meetings – Public Works Committee
 9. b., c., d., e., f., g., h., i., j. Minutes / Reports / Public Notices.
 12. a. Bills / Payroll / Transfers & Voided Checks
 Second by Neels. Motion carried by the following roll call vote:
 Cantrell-yes; Curry-yes; Dreher-yes; Neels-yes
 4-yes, 0-no, 2-absent

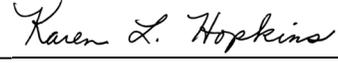
Minutes – The Regular Meeting of the Board of Trustees – February 18, 2020

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

Meeting adjourned at 8:15 p.m.

Karen L. Hopkins,
Village Clerk

APPROVED AS PRESENTED / AMENDED
On March 3, 2020


Village President


Village Clerk