

**The Regular Meeting of the  
Carbon Cliff Board of Trustees  
Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL  
Tuesday, December 17, 2019**

Village President Hintz called the meeting to order at 7:03 p.m.

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

Members Absent: None

Others Present: Dan Clark, Village Head Maintenance Operator; Loren Rains, Village Engineer with IMEG; Nick Gottwalt, Director of Community & Administrative Services (D.O.C.A.S.); Karen L. Hopkins, Village Clerk; Rock Island County Sheriff's Deputy David Grafton; and Rock Island County Sheriff's Lt Matt DeSmyter.

**Village President's agenda items discussed:**

Opened with Public Hearing for presentation of the Tentative Annual Budget, beginning January 1, 2020 and ending December 31, 2020.

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

Much discussion about the Budget, suggested some changes that will be made. Will add \$10,000.00 expense to Legal Service – since the Village has been told by a Village Resident that she is getting legal consultation. This would help cover legal litigation taken against the Village. This is the main and largest change in the presented budget.

Motion 1: Motion by Neels to close the Public Hearing on the Tentative Budget for fiscal year 2020. Second by Curry. Motion carried by the following roll call vote:  
Cantrell-yes; Curry-yes; Dreher-yes; Harris-yes; Neels-yes; Scott-no  
5-yes, 1-no, 0-absent.

Motion 2: Motion by Harris to amend individual line items figures on the Annual Budget for fiscal year 2020 as discussed during the public hearing on the Tentative Annual Budget for 2020, and to attach a list of amended line items figures to the minutes as exhibit "A". Second by Cantrell.  
Motion carried by the following roll call vote:  
Cantrell-yes; Curry-yes; Dreher-yes; Harris-yes; Neels-yes; Scott-no  
5-yes, 1-no, 0-absent.

Motion 3: Motion by Neels to adopt Ordinance 2019-34, "An Ordinance Adopting The Annual Budget For All Corporate Purposes Of The Village of Carbon Cliff, Illinois in Lieu Of The Appropriation Ordinance For The Fiscal Year Commencing On The First Day Of January, 2020, And Ending On The Thirty-First Day Of December 2020" Second by Harris.  
Motion carried by the following roll call vote:  
Cantrell-yes; Curry-yes; Dreher-yes; Harris-yes; Neels-yes; Scott-no  
5-yes, 1-no, 0-absent.

The Board did not go into close session.

Resolution No. 2019-03, “Resolution Authorizing Reduction In Workforce and Honorable Dismissal of Village Maintenance Operator” (This Resolution was written by Village Attorney Kathleen Field Orr ) Resolution was tabled and no motion or action taken.

**Meetings & Conferences:**

- D.O.C.A.S. Nick Gottwalt will be attending the 2020 IAFSM Conference – March 11 & 12, 2020 at the Tinley Park Convention Center – 18451 Convention Center Drive, Tinley Park, Illinois. Registration is \$400.00, Nick will attend as Village Flood Plain Manager.

**Committee Meeting items discussed:**

***Public Properties Committee:*** Chairman Larry Scott read the minutes of the December 9, 2019 meeting. Present at the Public Properties Committee were: Chairman Larry Scott, Trustee Robert Dreher, Trustee Todd Cantrell; other present: Bill Hintz, Village President, Karen Hopkins, Budget Officer, Nick Gottwalt, D.O.C.A.S., Maintenance Operator Dan Clark, & Resident Michelle David. Mutual Wheel replaced front tie rod, draglink, plus alignment at a cost of \$1,022.77. Trucks will be taken to Mutual Wheel for further inspections quarterly. Brought up the following items: Brick pavers have settled on top of 1<sup>st</sup> Street Southside, also corner of 3<sup>rd</sup> Street & 1<sup>st</sup> Avenue; Denhardt Avenue & Alley between 3<sup>rd</sup> & 4<sup>th</sup> Streets the curb & sidewalk is broken due to heavy truck entering alley. Maintenance will address with some rock; D.O.C.A.S. briefly discussed the new Asphalt Road Paser rating being implemented by IDOT; Dan Clark compiled a list of Village owned items to be sold as scrap.; Concerns were brought up about the ditch on the West side of 1<sup>st</sup> Avenue between State Street & 3<sup>rd</sup> Street is too deep & wide. Committee agreed to install “no parking” signs on this side. Meeting adjourned at 7:26 p.m.

***Public Safety Committee:*** Chairman Alma Neels read the minutes of the December 9, 2019 meeting. Present at the Public Safety Committee were: Chairman Alma Neels, Trustee Larry Scott, Trustee Robert Dreher, others present: Bill Hintz, Village President, Karen Hopkins, Budget Officer, Nick Gottwalt, D.O.C.A.S., Rock Island County Sheriff’s Lt. Matt DeSmyter. & Resident Michelle David (minutes were amended at BM 12/17/19 to add Michelle David as present). Update from Rock Island County Sheriff’s Office – 371 calls for the month of November. Meeting adjourned at 8:07 p.m.

***Public Works Committee:*** Chairman Keith Curry read the minutes of the December 10, 2019 meeting. Present at the Public Works Committee were: Chairman Keith Curry; Alma Neels, Trustee; LeeVon Harris, Trustee. Others present: Bill Hintz, Village President; Karen Hopkins, Budget Officer; Nick Gottwalt, D.O.C.A.S.; Michelle David, Village Resident; Aaron Dunn, Village Resident. Discussed the request from AT&T for the Village to amend the FAA for the height of the water tower or give AT&T permission to submit the amend on behalf of the Village. Discussed maintenance report – Chairman Curry has requested they receive copies of the Maintenance Daily sheets filled out by each employee and turned in bi-weekly with payroll. Adjourned at 6:50 – Aaron Dunn left after the meeting adjourned. (Minutes were amended at BM 12/17/19 to add Michelle David, Village Resident & Aaron Dunn Village Resident, change Agenda to Minutes, add meeting opened at 6:00 p.m.)

***Administration Committee:*** Chairman LeeVon Harris read the minutes of the December 10, 2019 meeting. Present at the Administration Committee were: Chairman LeeVon Harris, Trustee Keith Curry, Trustee Todd Cantrell. Others present: Bill Hintz, Village President; Karen Hopkins, Budget Officer / Clerk; Nick Gottwalt, D.O.C.A.S.; Michelle David, Village Resident; Skyler Wenninger, Village Resident. Discussed a resident’s complaint that during the construction on 1<sup>st</sup> Avenue resurfacing & ditch reconstruction her house was hit with rocks that embedded into the house siding. McClintock Trucking & Excavating was the General Contractor for this project. She stated she call McClintock’s about this problem & he sent someone down to take pictures. Committee suggest she files a claim with her homeowner’s insurance. Karen will follow up with emailing resident the mailing address for McClintock’s

Trucking & Excavating. Under new business discussed: Bridge on Mansur Avenue needed repair and replaced soon, more information is needed before a plan or cost on the project can be figured; Orchard Court sink holes and Village Maintenance Plan to fill with slurry (a mixture of concrete & sand to help fill all the voids that are making the sink hole); Discussed false allegations filed against Village President Bill Hintz & Budget Officer Karen Hopkins for misusing Village Funds for their personal use; Attorneys for Aaron & Tina Dunn vs Village of Carbon Cliff are ready to take depositions. Nick will be review different model policies and Ordinance for “Drug Free Work Zone” and presenting them to committee in February 2020. Meeting adjourned at 8:50 p.m.

**Old Business discussed:**

- Trustees want the office staff to submit a list of their jobs, duties, etc. to the Board at the January 7, 2020 Board Meeting, for review.
- Trustees have requested their receive copies of the maintenance operator’s daily logs that are turned in with payroll.

Motion 6: Motion by Curry to establish Consent Agenda, as follows:

**5. Village President’s Agenda:**

- g. Pass Resolution No. 2019-04, “Resolution for Maintenance of Streets and Highways by Municipality Under The Illinois Highway Code for the period of January 1, 2019 through December 31, 2019” *(If and when IDOT MFT approves these expenditures, the Village will have the approve to take fund from the MFT Fund and deposit into the General Fund where the bills were originally paid out of.)*

**8. Committee Meetings:**

**a. Public Properties Committee:**

- 1. Dispose of personal property owned by the Village as outlined in a memo dated December 10, 2019 from D.O.C.A.S. Nick Gottwalt. Items will be sold for scrap or put up for bid.
- 2. Adopt Ordinance No. 2019-35, “An Ordinance Deleting Title II, Article 4, Section 15, ‘Parking Rules’ of the Village Code, and establishing a new Title II, Article 4, Section 15, ‘Parking Rule’, of the Village code. *(updates code and adds No Parking on the West Side of 1<sup>st</sup> Avenue between State Street and 3<sup>rd</sup> Street).*

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

- b. Minutes of the Regular Board Meeting of the Carbon Cliff Board of Trustees for Tuesday, December 3, 2019 as presented – approved / filed;
- c. Monthly Clerk’s Report for November 2019 as presented – approved / filed;
- d. Monthly Collector’s Report for November 2019 as presented – approved / filed;
- e. Monthly Maintenance Comp Time Report for November 2019 as presented – approved / filed;
- f. Monthly Maintenance Report for November 2019 as presented – approved / filed;
- g. Monthly Treasurer’s Report for November 2019 as presented – approved / filed;
- h. Minutes of the December 9, 2019, Public Properties Committee Meeting as presented – approved / filed;
- i. Minutes of the December 9, 2019, Public Safety Committee Meeting as presented & amended – approved / filed;
- j. Minutes of the December 10, 2019, Public Works Committee Meeting as presented & amended – approved/ filed; and
- k. Minutes of the December 10, 2019, Administration Committee Meeting as presented – approved / filed.

**12. Approval Of Bills / Payroll / Transfers / Voided Checks:**

a. Motion to approve Bills / Payroll / Transfers / Voided Checks

Bills, Payroll, Transfers for Board Meeting 12/17/19

<b>PAYABLES</b>				
Date	Corporate General Checking Account & Payroll checking Account	Amount	CK #	Remarks
12/11/19	Payroll - Bi-Weekly & Monthly	\$ 10,268.36		
12/11/19	Board Liab.	\$ 2,039.29		
12/17/19	Bills	\$ 28,222.61		
	<b>GRAND TOTAL BILLS &amp; PAYROLL from General Fund &amp; W/S/G</b>	<b>\$ 40,530.26</b>		

  

Date	Hotel Accom. Tax Fund	Amount	CK #	Remarks
12/18/19	Mid-American Energy	\$ 78.89	3624	electric for 3 Welcome Signs
	VCC Non Utility - 4% accounting fee of Super 8 Hotel Acom. Tax			4% acct fee Oct. 2019
	VCC Non Utility - 4% accounting fee of Comfort Inn Acom. Tax			4% acct fee Oct. 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
12/02/19	Blackhawk Bank & Trust - ACH payment for Orchard Ct Drainage Loan	\$ 4,655.86	ACH	
12/18/19	Gardiner Koch Weisberg & Wrona	\$ 550.00	3624	Legal - Dunn vs VCC

  

Date	Corporate General Capital Reserve Fund	Amount	CK #	Remarks

  

Date	Home Rule Roadway Fuel Tax Fund	Amount	CK #	Remarks
12/18/19	VCC Non-Utility Acct. General Fund - 4% accounting fee for	\$ 19.24	25052	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
	Sewer Fund to Sewer Capital Reserve		ACH	10% of Previous Mo. Sewer Revenue
	Water Fund to Water Capital Reserve		ACH	10% of Previous Mo. Water Revenue
	Water Fund to East Lawn Water Assoc.		ACH	East Lawn Funds collected prev mo.
	VCC Non-Utility Acct to Home-Rule Municipal Sales Tax			IL will not split Tax pymts over accts
	Blackhawk Bank & Trust - VCC W/S/G Credit Card Acct.		Auto from acct	Credit Card fees for Nov. 2019

  

Date	Voided or Refunded Transactions needing approved	Amount	CK #	Remarks
	NONE			

Board Meeting 12/17/19

Minutes – Regular Meeting of the Carbon Cliff Board of Trustees – December 17, 2019

Date	Bank Account Balances - all located at Blackhawk Bank & Trust	Balance	Interest for Oct. 2019	Notes
12/17/19	Building Capital Reserve Fund	\$ 23,500.06	\$ -	
12/17/19	W/S/G - Utility - paid by Credit Card	\$ 236,988.91	\$ -	
12/17/19	Corporate General Capital Reserve Fund	\$ 19,939.27	\$ -	
12/17/19	Corporate General Checking Account	\$ 4,471.46	\$ -	
12/17/19	Home-Rule Retailer's Occupation Sales Tax Fund	\$ 30,038.79	\$ -	
12/17/19	Home-Rule Roadway Fuel Tax Fund	\$ 61,792.66	\$ -	
12/17/19	Hotel Accommodation Tax	\$ 97,463.82	\$ -	
12/17/19	Motor Fuel Tax Fund	\$ 214,408.16	\$ -	
12/17/19	Non-Utility Account (General Funds)	\$ 37,947.82	\$ -	
12/17/19	Parks & Trails Capital Reserve Fund	\$ 6,903.08	\$ -	
12/17/19	Payroll Account	\$ 1,331.92	\$ -	
12/17/19	Public Safety Capital Reserves Fund	\$ 14,113.36	\$ -	
12/17/19	Sewer Capital Reserve Fund	\$ 160,994.76	\$ -	
12/17/19	Storm Water Capital Reserve Fund	\$ 8,519.29	\$ -	
12/17/19	Utility Deposit Fund	\$ 22,895.00	\$ -	
12/17/19	Water Capital Reserve Fund	\$ 76,456.99	\$ -	
12/17/19	W/S/G - Utility Fund	\$ 321,763.90	\$ -	
	<b>Total Bank Account Balance - total interest</b>	<b>\$ 1,339,529.25</b>	<b>\$ -</b>	

Date	Loan Information - Internal Fund Loans & Blackhawk Bank Loans	Payment	Estimated Pay Off	Interest paid this year
11/18/19	Orchard Court Drainage - Blackhawk Bank Loan refin. 9/24/19 Payment - Orchard Court Drainage - 1st payment on new refin. Loan	\$ 3,080.43	\$ 166,179.95	\$ 4,880.45
12/02/19	2019 Street & Drainage Project - Blackhawk loan 7/8/19 TTL\$55,000.00 Monthly payment from General Fund (Non-Utility Acct.)	\$ 4,655.86	\$ 32,270.19	\$ 546.84
11/18/19	Loan to pay off Village Hall from Water Fund Ord. 2018-21 8/21/18 Monthly payment from General Fund (Non-Utility Acct.)	\$ 5,530.00	\$ 5,530.00	Will be paid off Dec. 18, 2019
Date	Loan to pay off Village Hall from Sewer Fund Ord. 2018-21 8/21/18 ** payment will start 01/: 5/2020 end 9/15/2025**	\$ -	\$ 1 3,146.36 68 mos @ \$2,765.00 / 1 mo. @ \$5,126.36	
Date	Loan to pay off Village Hal from Hotel Accom.Tax Fund Ord. 2018-21 8/21/1 ** payment will start 01/: 5/2020 end 6/15/2021**	\$ -	\$ 50,000.00 15 mos. @ \$2,765.00 / 1 mo \$2,995.00	
10/02/19	Loan Hotel Accom. Tax to General Fund (Non-Utility Acct.) Loan necessary to cover Bills and Payroll	Payment	Estimated Pay Off	\$ 65,000.00 Approved BM 10/01/19

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

Motion 7: Motion by Cantrell to approve the Consent Agenda as established:

- 5. g. (VILLAGE PRESIDENT'S AGENDA)
- 8. a.1., a.2., (COMMITTEE MEETINGS)
- 9. b., c., d., e., f., g., h., i., j., k. (MINUTES, REPORTS, PUBLIC NOTICES)
- 10. (OLD BUSINESS)
- 11. (NEW BUSINESS)
- 12. a. (BILLS, PAYROLL, TRANSFERS AND VOIDED CHECKS)

Second by Neels. Motion passed with the following roll call vote:  
Cantrell-yes; Curry-yes; Dreher-yes; Harris-yes; Neels-yes; Scott-yes  
6-yes, 0-no, 0-absent.

Motion 8: Motion by Cantrell to adjourn. Second by Curry. Motion carried by the following roll call vote:  
Cantrell-yes; Curry-yes; Dreher-yes; Harris-yes; Neels-yes; Scott-yes  
6-yes, 0-no, 0-absent.

Meeting adjourned at 9:25 p.m.

Karen L. Hopkins,  
Village Clerk

**APPROVED AS PRESENTED / AMENDED**

On January 7, 2020



Village President



Village Clerk

**EXHIBIT “A”**

Changes to Ordinance 2019-34, “An Ordinance Adopting The Annual Budget For All Corporate Purposes Of The Village of Carbon Cliff, Illinois in Lieu Of The Appropriation Ordinance For The Fiscal Year Commencing On The First Day Of January 2020 And Ending On The Thirty-First Day Of December 2020”.

Line item	Shown at Budget Hearing	Amount added	Amount Deducted	New Line item Dollar Amount
16-11-5330	\$22,500.00	\$10,000.00		\$32,500.00
16-21-9531	\$12,200.00		\$4,700.00	\$7,500.00
16-21-5510	\$3,500.00		\$500.00	\$3,000.00