

MINUTES
The Regular Meeting of the
Carbon Cliff Board of Trustees
Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL
December 18, 2018

Village President Hintz called the meeting to order at 7:08 p.m.

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

Members Absent: Keith Curry

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

Hearing of the Citizens:

- Rick Hemphill, Village Resident wanted to discuss a past due water / sewer / garbage bill on a property. The owner shows as Daniel Hemphill. Rick has advised to return to the Public Works Committee Meeting January 8, with proof of ownership then we would discuss the bill.

Village President’s Agenda items discussed:

Village Clerk Hopkins opened the Public Hearing at 7:10 p.m. for the presentation of the Tentative Annual Budget for fiscal year beginning January 1, 2019 and ending December 31, 2019.

No residents were present for testimony for or against the tentative annual budget. (Rick Hemphill left after speaking at the “Hearing of the Citizens”.)

Motion 1: Motion by Neels to close Public Hearing on Proposed Budget for 2019.
 Second by Harris. Motion carried by the following roll call vote:
 Cantrell-yes; Dreher-yes; Harris-yes; Neels-yes; Scott-yes
 5-yes, 0-no, 1-absent

Public Hearing adjourned at 7:40 p.m.

- Village President recommends the following salaries/wages for the following named employees/offices in 2019:

Village Collector/Deputy Clerk (ANNUAL SALARY).....	Ben Allen	\$ 37,787.88
Head Maintenance Operator (ANNUAL SALARY).....	Dan Clark	\$ 40,819.58
(HOURLY RATE FOR FIGURING COMP TIME PAYOUT, ETC.)	Dan Clark	\$ 19.62
Director of Community & Administrative Services (ANNUAL SALARY).....	Nick Gottwalt	\$ 44,478.46
Budget Officer (PER WEEK)	Karen Hopkins	\$ 182.07
Village Clerk (PER MEETING).....	Karen Hopkins	\$ 59.61
Office Manager/Accountant (ANNUAL SALARY)	Karen Hopkins	\$ 43,572.10
Maintenance Operator (ANNUAL SALARY)	Ronald Murphy	\$ 37,149.22
(HOURLY RATE FOR FIGURING COMP TIME PAYOUT, ETC.)		\$ 17.86
Maintenance Operator (PROBATIONARY PERIOD ENDING 3/29/2019)	Brandt Schultz	\$ 9,519.02
(HOURLY RATE FOR FIGURING COMP TIME PAYOUT, ETC.)		\$ 17.00
Maintenance Operator (ANNUAL SALARY BEGINNING 3/30/2019).....	Brandt Schultz	\$ 26,093.27
(HOURLY RATE FOR FIGURING COMP TIME PAYOUT, ETC.)		\$ 17.12

- Village President appoints the following officers for 2019:
 - Ben Allen Deputy Clerk
 - Ben Allen Village Collector
 - Nick Gottwalt..... Director of Community & Administrative Services
 - Karen Hopkins Village Clerk
 - Karen Hopkins Budget Officer

- Set the interfund transfer amounts for the following Capital Reserve Funds in 2019:

<u>Fund From</u>	<u>Fund To</u>	<u>Dollar Amount</u>	<u>Occurs</u>	<u>Annual Total</u>
General Fund	Corp. General Capital Reserve	\$ 1,000.00	Per Board Meeting	\$ 24,000.00
General Fund (Building & Grounds)	Building Capital Reserve	\$ 500.00	Per Board Meeting	\$12,000.00
Water Fund	Water Capital Reserve	10% Of Previous Months Revenue	2 nd Board Meeting Of The Month	Unavailable
Sewer Fund	Sewer Capital Reserve	10% Of Previous Months Revenue	2 nd Board Meeting Of The Month	Unavailable
General Fund	Public Safety Capital Reserve	\$ 300.00	Per Board Meeting	\$ 7,200.00
General Fund	Stormwater Capital Reserve	\$ 500.00	Per Board Meeting	\$ 12,000.00
General Fund (Parks)	Parks & Trails Capital Reserve	\$ 300.00	Per Board Meeting	\$ 7,200.00

Correspondence items discussed:

- Mediacom issued a letter dated November 30, 2018 to inform the Village that on or about January 1, 2019, Mediacom will be implementing the following rate adjustments:

Product:	Old Rate:	New Rate:	Net Change:
Local Broadcast Station Surcharge	\$ 11.38	\$ 12.73	\$ 1.35
Regional Sports Surcharge	\$ 2.97	\$ 3.34	\$ 0.37
Family TV	\$ 78.49	\$ 80.49	\$ 2.00
Prime TV	\$ 94.49	\$ 96.49	\$ 2.00

Meeting / Conference items discussed:

- D.O.C.A.S. Nick Gottwalt will be attending the 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, Illinois.

Committee Meeting items discussed:

Public Properties Committee:

- Chairman Larry Scott read the minutes of December 10, 2018 Public Properties Committee Meeting.
 - Discussed truck bed options and pricing for 2008 Ford Super Duty F-350 DRW 4WD reg. cab. 84" CA XL.
 - Discussed the Dump style bed vs stake bed style, etc.
 - No solid discussion was made, will be discussed at Administration Committee Meeting

Public Safety Committee:

- Chairman Alma Neels read the minutes of the December 10, 2018 Public Safety Committee Meeting.
 - Rock Island County Sheriff's Department reported 257 total calls for November 2018.
 - MUNICES update: 22 tickets for December and November were continued for December.
 - Discussed Ordinance for clearing sidewalks of snow and ice within 72 hours by property owner or resident. If not done a MUNICES Code Violation Ticket could be issued.

Public Works Committee:

- Chairman Keith Curry was above at the Board Meeting, no minutes available.
- Received a quote from Mississippi Valley Pump dated December 10, 2018 in the amount of \$6,990.00 to repair one (1) Crane Deming Pump, Model #7182, Motor Serial #B1530295 to include the following: gaskets, new impeller, seal, bearings, rewind stator and shop labor. This is for the 1st Avenue lift station, by the old Village Hall. This repair would have a 90-day warranty and Mississippi Valley Pump stated there is still good life left in the pump).

Administration Committee:

- Chairman LeeVon Harris read the minutes of December 11, 2018 Administration Committee Meeting.
 - Finalized wages for Full-Time maintenance employees. Clerk Karen Hopkins and D.O.C.A.S. Nick Gottwalt conducted a meeting with Maintenance Staff to discuss expectations and work performance. Systems put in place to monitor work completed.
 - Finalized outstanding FY2019 Budget items and concerns.
 - Discussed and reviewed Ordinance on Solicitors and Canvassers. Decided to adopt an Ordinance to not allow solicitors and canvassers.
 - Discussed Northwest Plumbing and Heating work is not up to standards expected. Northwest was out one day to do the preventative maintenance on the furnaces and boiler. The very next day, the furnace on the Sheriff's side did not work or come on. Clerk called Northwest back out, it was found something on the furnace on roof needed switched or turned on. Invoice was sent for the second day in amount of \$222.00, Clerk disputed invoice and it was voided out.
 - Discussed the truck bed for 2008 Ford Super Duty F-350 DRW 4WD reg cab 84" CA XL Airflo Steel 9' Dump. At Public Properties the Committee felt it might be cheaper to go with a stake bed, instead of the dump. There was much discussion about pros, cons, uses, and resell value of dump bed vs stake bed. D.O.C.A.S. Gottwalt was able to get a quote for a stake bed after the Public Properties Committee Meeting and Administration Committee Meeting, the quote are very comparable in cost.

Old Business items discussed:

- After discussion and advise from Village Attorney Kathleen Field Orr, the Village will not be adopting the Car Owner Responsibility Assignment (C.O.R.A.) Ordinance.
- Contracted water operator Dan Helm has given verbal resignation, effect January 1, 2019.

Motion 2: Motion by Scott to establish Consent Agenda, as follows:

5. Village President’s Agenda:

- e. Adopt Ordinance #2018-29 “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 2019 And Ending On The Thirty-First Day Of December 2019”.
- f. Adopt Ordinance #2018-30 “An Ordinance Approving Revisions To The Annual Budget Ordinance, Ordinance No. 2017-34, Adopted December 19, 2017.”
- g. Approve Bills and Journal Entries needing processed for the end of the year.
- i. Set the 2019 salaries/wages for the named employees/officers as recommended by the Village President in item 5.h. (List out below):

Village Collector/Deputy Clerk (ANNUAL SALARY).....	Ben Allen	\$ 37,787.88
Head Maintenance Operator (ANNUAL SALARY).....	Dan Clark	\$ 40,819.58
(HOURLY RATE FOR FIGURING COMP TIME PAYOUT, ETC.)	Dan Clark	\$ 19.62
Director of Community & Administrative Services (ANNUAL SALARY).....	Nick Gottwalt	\$ 44,478.46
Budget Officer (PER WEEK)	Karen Hopkins	\$ 182.07
Village Clerk (PER MEETING)	Karen Hopkins	\$ 59.61
Office Manager/Accountant (ANNUAL SALARY)	Karen Hopkins	\$ 43,572.10
Maintenance Operator (ANNUAL SALARY)	Ronald Murphy	\$ 37,149.22
(HOURLY RATE FOR FIGURING COMP TIME PAYOUT, ETC.)		\$ 17.86

- k. Approve the Village President’s appointments of Village Officers for 2019, as appointed in item 5.j. (Listed out below):

- Ben Allen Deputy Clerk
- Ben Allen Village Collector
- Nick Gottwalt..... Director of Community & Administrative Services
- Karen Hopkins Village Clerk
- Karen Hopkins Budget Officer

- l. Motion to set the interfund transfer amounts for the following Capital Reserve Funds in 2019:

<u>Fund From</u>	<u>Fund To</u>	<u>Dollar Amount</u>	<u>Occurs</u>	<u>Annual Total</u>
General Fund	Corp. General Capital Reserve	\$ 1,000.00	Per Board Meeting	\$ 24,000.00
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General Fund	Stormwater Capital Reserve	\$ 500.00	Per Board Meeting	\$ 12,000.00
General Fund (Parks)	Parks & Trails Capital Reserve	\$ 300.00	Per Board Meeting	\$ 7,200.00

8. **Committee Meetings:**
 - a. **Public Properties Committee:**
 1. Adopt Ordinance No. 2018-31 “An Ordinance Adding Section 32 To Title II, Article 3 Of The Village Code” (Snow removal from adjoining public sidewalks).
 - c. **Public Works Committee:**
 1. Approve a quote from Mississippi Valley Pump dated December 10, 2018 in the amount of \$6,990.00 to repair one (1) Crane Deming Pump, Model #7182, Motor Serial #B1530295 to include the following: gaskets, new impeller, seal, bearings, rewind stator and shop labor. *(90-day warranty and MVP stated there is still good life left in the pump)*
 - d. **Administration Committee:**
 1. Adopt Ordinance No. 2018-28 “An Ordinance Deleting And Replacing Title III, Article 5, Section 1 Of The Village Code” (Solicitors and Canvassers)
 2. Approve the purchase of a replacement truck bed for the 2008 Ford Super Duty F-350 in the amount of \$9,608.00 (Airflo Steel 9’ dump Model #PCS-9-3, 17” high sides / 23” tailgate / 3 YD Struck Cap. under structure 3” structural steel channels spaced every 12” 5” structural longsills, from Pafco Truck Bodies, 1954 E. Washington Street, East Peoria, IL 61611.
9. **Minutes / Reports / Public Notices:**
 - a. Minutes of the Regular Board Meetings of the Carbon Cliff Board of Trustees for Tuesday, November 20, 2018 and Tuesday, December 4, 2018 as presented – approved / filed;
 - b. Monthly Clerk’s Report for November 2018 as presented – approved / filed;
 - c. Monthly Collector’s Report for November 2018 as presented – approved / filed;
 - d. Monthly Maintenance Comp Time Report for November 2018 as presented – approved / filed;
 - e. Monthly Treasurer’s Report for November 2018 as presented – approved / filed;
 - f. Minutes of the Public Properties Committee Meeting of December 10, 2018 as presented – approved / filed;
 - g. Minutes of the Public Safety Committee Meeting of December 10, 2018 as presented – approved / filed;
 - i. Minutes of the Administration Committee Meeting of December 11, 2018 as presented – approved / filed;
 - j. December 7, 2018; Illinois Commerce Commission, MidAmerican Energy Company – Reconciliation of revenues collected under fuel adjustment charges with actual costs prudently incurred. Docket # 18-1730. Notice is hereby given by the Administrative Law Judge that a Prehearing Conference in the above entitled matter will be held at the offices of the Commission, Chicago, Illinois, Michael A. Bilandic Building, 160 North LaSalle, Suite C-800, on January 15, 2019, at the hour of 10:00 A.M. – Placed on view for Public Comment;
 - k. December 7, 2018; Illinois Commerce Commission, MidAmerican Energy Company – Reconciliation of revenues collected under gas adjustment charges with actual costs prudently incurred. Docket # 18-1736. Notice is hereby given by the Administrative Law Judge that a Prehearing Conference in the above entitled matter will be held at the offices of the Commission, Chicago, Illinois, Michael A. Bilandic Building, 160 North LaSalle, Suite C-800, on January 15, 2019, at the hour of 10:30 A.M. – Placed on view for Public Comment.

12. Bills / Payroll / Transfers and Voided Checks:

BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 12/18/18				
Date	Description		Amount	
12/12/18	Payroll - Bi-Weekly		\$ 9,962.35	
12/12/18	Board Liab.		\$ 2,245.47	
12/19/18	Bills		\$ 54,868.13	
12/26/18	Payroll - Bi-Weekly		\$ 10,880.15	Bi-week payroll - Dan Clark cashing out 40 hours comp & Brandt Schultz cashing out 40 hours comp
12/26/18	Board Liab.		\$ 2,452.37	
12/19/18	Mid-American Energy	CK # 3573	\$ 79.94	* Hotel Accom Tax Fund - payment for electric at the 3 Welcome Signs
12/19/18	Village of Carbon Cliff Non Utility	CK # 3574	\$ 61.47	* Hotel Accom Tax Fund - 4% accounting Fee for Super 8 Nov. 2018 Hotel Tax
12/19/18	Village of Carbon Cliff Non Utility	CK # 3575	\$ 175.74	* Hotel Accom Tax Fund - 4% accounting fee for Comfort Inn Sept. 2018 Hotel Tax
12/19/18	Village of Carbon Cliff Non Utility	CK # 3576	\$ 134.41	* Hotel Accom Tax Fund - 4% accounting fee for Comfort Inn Oct. 2018 Hotel Tax
12/19/18	Carpentier, Mitchell, Goddard & Co., LLC	CK # 25027	\$ 116.75	* Home Rule Roadway Fuel Tax Fund - accounting fee for audit F/Y/E 12/31/17
12/19/18	Carpentier, Mitchell, Goddard & Co., LLC	CK # 6017	\$ 233.50	* Home Rule Municipal Sales Tax Fund - accounting fee for audit F/Y/E 12/31/17
12/19/18	Carpentier, Mitchell, Goddard & Co., LLC	CK # 3577	\$ 233.50	* Hotel Accom Tax Fund - accounting fee for audit F/Y/E 12/31/17
12/19/18	Village of Carbon Cliff Non Utility	CK # 25029	\$ 22.59	* Home Rule Roadway Fuel Tax Fund - accounting fee for Casey's Nov. 2018 fuel tax
12/19/18	Village of Carbon Cliff Non Utility	CK # 25028	\$ 20.18	* Home Rule Roadway Fuel Tax Fund - accounting fee for Casey's Oct. 2018 fuel tax
12/19/18	Office Depot / Office Max	web payment	\$ 673.32	* Corp General checking - web paid to make payment arrive by due date of 12/24/18
	Total bills & Transfers	\$ 80,408.47	
* Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.				
TRANSFERS:				
INTERFUND TRANSFERS:				
N/A	Blackhawk Bank w/s/g to Sewer Capital Reserve Fund		N/A	Interfund Operating Trans to Capital Res Acct. for Oct. 2018 collected revenues
N/A	Blackhawk Bank w/s/g to Water Capital Reserve Fund		N/A	Interfund Operating Trans to Capital Res Acct. for Oct. 2018 collected revenues
12/19/18	Blackhawk Bank Non Utility to Corp Gen Capital Fund		\$ 1,250.00	Interfund Operating Trans to Capital Res Acct.
12/19/18	Blackhawk Bank Non Utility to Building Capital Reserve		\$ 500.00	Interfund Operating Trans to Building Capital Reserve
12/19/18	Blackhawk Bank Non Utility to Stormwater Capital Reserve		\$ 500.00	Interfund Operating Trans to Stormwater Capital Reserve
12/19/18	Blackhawk Bank Non Utility to Public Safety Capital Reserve		\$ 300.00	Interfund Operating Trans to Public Safety Capital Reserve
12/19/18	Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH)		\$ 1,691.85	Transfer to East Lawn Water for bills paid in Nov. 2018
12/19/18	Blackhawk Bank Non Utility to Home Rule Municipal Sales Tax		\$ 6,289.21	Transfer - State will only deposit sales taxes in to Corp. General Fund-VCC transfer to H.R. Munic. Sls Tax REC#33539 11/15
12/19/18	Blackhawk Bank Non Utility to Home Rule Municipal Sales Tax		\$ 5,696.90	Transfer - State will only deposit sales taxes in to Corp. General Fund-VCC transfer to H.R. Munic. Sls Tax REC#33694 12/12
12/18/18	Blackhawk W/S/G to Utility Deposit Account		\$ 175.00	Transfer from W/S/G Credit Card Account to Utility Deposit account Rec #33601 11/27/18 Lester Johnson 629 Mansur Ave
N/A	Blackhawk W/S/G to Utility Deposit Account		N/A	
N/A	Blackhawk W/S/G to Utility Deposit Account		N/A	
ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL:				
NONE				
VOID CHECK(S): Blackhawk Bank & Trust --- Payroll Checking Account				
Date	Payroll Checking - Payable to	Check No.	Amount	Remarks for voiding
NONE				
VOID CHECK(S): Blackhawk Bank & Trust --- Corporate General Checking Account				
Date	Corp General Checking - Payable to	Check No.	Amount	Remarks for voiding
NONE				
VOID CHECK(S): Blackhawk Bank & Trust --- Hotel Accom. Tax Checking Account				
Date	Hotel Accom. Tax Checking - Payable to	Check No.	Amount	Remarks for voiding
NONE				
VOID RECEIPT(S):				
12/03/18	Village Collector	Rec #33622	\$ 83.00	Voided - duplicate of rec #33630 dated 12/3/18
11/30/18	Village Collector	Rec #33627	\$ 55.00	Voided - duplicate of rec #33611 dated 11/30/18
12/05/18	Village Collector	Rec #33675	\$ (99.13)	Voided - duplicate of rec #33657 dated 11/28/18

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


Motion 3: Motion by Neels to approve the Consent Agenda as established:
 5. e., f., g., i., k., l. (Village President’s Agenda)
 8. a.1., c.1., d.1., d.2. (Committee Meetings)
 9. a., b., c., d., e., f., g., i., j., k. (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; Dreher-yes; Harris-yes; Neels-yes; Scott-yes
 5-yes, 0-no, 1-absent

Motion 4: Motion by Dreher to adjourn. Second by Cantrell.
Motion carried by the following roll call vote:
Cantrell-yes; Dreher-yes; Harris-yes; Neels-yes; Scott-yes
5-yes, 0-no, 1-absent

Meeting adjourned at 9:03 p.m.

Karen L. Hopkins, Village Clerk

APPROVED AS PRESENTED / AMENDED
On January 15, 2019


Village President


Village Clerk