



Bill Hintz – Village President

Karen L. Hopkins – Village Clerk

Nick Gottwalt – Village Director

(309) 792-8235

1001 Mansur Avenue - P.O. Box 426 - Carbon Cliff, Illinois 61239

www.Carbon-Cliff.com

ADMINISTRATION COMMITTEE MEETING

Tuesday, January 8, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
Leevon Harris

Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Minutes of the Regular Board Meeting for Tuesday, December 18, 2018 and Wednesday, January 2, 2019.
2. Discuss Stormwater Utility Fee (see memo).
3. Discuss Condemnation of Abandoned Building (see memo & attachments).
4. Discuss the selling of Village Owned Land.
5. Discuss Water Operator Position.
6. Monthly Treasurer's Report – December 2018.
7. Monthly Maintenance Comp Time Report – December 2018.
8. Monthly Clerk's Report – December 2018.
9. Sign vendor/payroll checks.
10. New Business / Other.

Next Meeting – Tuesday, February 12, 2019 – 7:00 P.M. at 1001 Mansur Avenue
(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

Tuesday, February 12, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
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Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Minutes of the Regular Board Meeting for Tuesday, January 15, 2019 & Tuesday, February 5, 2019.
2. Motion to Approve authorization to Village Clerk, Karen Hopkins and Director of Community & Administrative Services, Nick Gottwalt to execute a “Capturis NISC ACH Authorization form”. This will allow thirty party company “Capturis” to pay Wal-Mart sewer bills directly into Village account using ACH.
3. Received our 2018 Annual Royalties from Utility Service Partners, Inc., a HomeServe Company, for the Water & Sewer Line Insurance. Amount received \$1,064.53.
4. Review Ordinance No. 2019-01 “An Ordinance Deleting And Replacing Title I, Article 9, Section 7 And Deleting Title 1, Article 9, Section 8 Of The Village Code”
5. Review Ordinance No. 2019-02 “An Ordinance Amending Title II, Article 3, Section 27 Of The Village Code” (Closing Streets)
6. Review Ordinance No. 2019-03 “An Ordinance Deleting Title II, Article 4, Section 24 And Renumbering The Subsequent Sections Of Title II, Article 4 Of The Village Code” (DUI Emergency Cost Recovery)
7. Monthly Treasurer’s Report – January 2019.
8. Monthly Maintenance Comp Time Report – January 2019.
9. Monthly Clerk’s Report – January 2019.
10. Sign vendor/payroll checks.
11. New Business / Other.

Next Meeting – Tuesday, March 12, 2019 – 7:00 P.M. at 1001 Mansur Avenue
(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

Tuesday, March 12, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
Leevon Harris

Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Minutes of the Regular Board Meeting for Tuesday, February 19, 2019 & Tuesday, March 5, 2019.
2. Review Ordinance No. 2019-05 "An Ordinance Amending Title 2, Article 4, Section 23 Of The Village Code" (Penalty – Parking Tickets)
3. Review Ordinance No. 2019-06 "An Ordinance Amending Title 2, Article 5, Section 4 Of The Village Code" (Authority To Kill Dangerous Animals)
4. Review Ordinance No. 2019-07 "An Ordinance Amending Title 2, Article 5, Section 5 Of The Village Code" (Diseased Animals)
5. Review Ordinance No. 2019-08 "An Ordinance Amending Title 2, Article 5, Section 6 Of The Village Code" (Dogs Running At Large)
6. Review Ordinance No. 2019-09 "An Ordinance Amending Title 2, Article 7, Section 9 Of The Village Code" (Vegetation, Grass & Weeds)
7. Review Ordinance No. 2019-10 "An Ordinance Amending Title 2, Article 7, Section 19 Of The Village Code" (Inoperative Or Abandoned Vehicles)
8. Review Ordinance No. 2019-13 "A Special Ordinance Authorizing The Ceding Of Private Activity Bonding Authority"
9. Review Ordinance No. 2019-14 "An Ordinance Amending Title 2, Article 7, Section 22 Of The Village Code" (Illegal Dumping)
10. Review Ordinance No. 2019-15 "An Ordinance Amending Title 2, Article 4, Section 16 Of The Village Code" (Snow Removal And Snow Routes)
11. Review Ordinance No. 2019-16 "An Ordinance Authorizing Execution Of An Intergovernmental Agreement For Law Enforcement Services Between The Village Of Carbon Cliff And The Rock Island County Sheriff's Department"
12. Monthly Treasurer's Report – February 2019.
13. Monthly Maintenance Comp Time Report – February 2019.

14. Monthly Clerk's Report – February 2019.
15. Sign vendor/payroll checks.
16. New Business / Other.

Next Meeting – Tuesday, April 12, 2019 – 7:00 P.M. at 1001 Mansur Avenue
(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

Tuesday, April 9, 2019, at 7:00 P.M.
 Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
 Leevon Harris

Trustee
 Todd Cantrell

Trustee
 Keith Curry

AGENDA

1. Minutes Of The Regular Board Meeting For Tuesday, March 19, 2019 & Tuesday, April 2, 2019.
2. Motion To Approve Cancelling Service With Phelps Uniform For The Rugs At Village Hall And Sheriff’s Side Of Building Saving \$2,533.79 Per Year.
3. Approve The Purchase From ULINE Of The Following Standard Carpet Mats
 - 1 Charcoal Rug 3’ X 10’..... \$ 89.00
 - 3 Charcoal Rugs 3’ X 4’..... \$ 105.00 (\$35.00 each)
 - 1 Charcoal Rug 4’ X 6’..... \$ 73.00
 - 2 Charcoal Rugs 4’ X 10’..... \$ 234.00 (\$ 117.00 each)
 - Shipping..... \$ 89.22.
 - Total Cost \$ 590.22.**
4. Presentation Of The Tax Levy Confirmation – Levy Year 2018 – Collection Year 2019
 - Final Valuation This Year: \$24,045,755.00
 - Final Valuation Preceding Year: \$23,612,755.00

Certified Previous Year	Fund	Levy	Max. Rate	Ext. Rate	Certified to Collect
\$ 130,059.06	Corporate	\$ 130,059.00	No Max.	0.5410	\$ 130,087.54
\$ 21,109.80	Police Protect	\$ 21,110.00	No Max.	0.0878	\$ 2,112.17
\$ 14,167.65	Garbage Disposal	\$ 14,168.00	No Max.	0.0590	\$ 14,187.01
\$ 14,167.65	Street Lighting	\$ 14,168.00	No Max.	0.0590	\$ 14,187.01

5. Motion To Approve Clerk Hopkins To Remove 1 Phone Line At Village Hall – May Have A Fee To Cancel, Then Should Save Approximately \$700.00 Per Year.
6. Discuss And Approval To Proceed With A Multi-Jurisdictional Bid For The Roadway The Village Of Carbon Cliff Is Doing And The Roadwork That East Moline Is Doing. This Should Give Better Pricing, Less Mobilization Cost, And Get Us A Better Crew From The Construction Company With A Larger Project.
7. Look Over Preliminary Designs For Street Repairs In 2019.
8. Authorize Village Clerk Karen Hopkins To Make Internal Loans From Corporate General Capital Reserve Fund Or Hotel Tax Fund To Cover Expenses For General Fund (Non-Utility Account), Record This On The Money Sheet Presented At Each Board Meeting And To Repay When Funds Are Available.

9. Discuss Peterson Parking Lot Water / Sewer Bill, Past Due And The Fact That Peterson Parking Lot Has Been Escorted Off The Property That Northwest Bank Out Of Davenport Has Reposed The Property.
10. Discuss Eagle Ridge School Water Bill. There Is A Meter That Has Never Been Charged Or Read Since 2002.
11. Discuss Flood Cost.
12. Budget Officer Karen Hopkins Will Present The 2019 First Quarter Report.
13. Discuss Financial Outlook.
14. Monthly Treasurer's Report – March 2019.
15. Monthly Maintenance Comp Time Report – March 2019.
16. Monthly Clerk's Report – March 2019.
17. Sign Vendor/Payroll Checks.
18. New Business / Other.

Next Meeting – Tuesday, May 14, 2019 – 7:00 P.M. at 1001 Mansur Avenue
(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

Tuesday, May 14, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
Leevon Harris

Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Minutes Of The Regular Board Meeting For Tuesday, April 16, 2019 & Tuesday, May 7, 2019.
2. Discuss / Motion to renew Dental Insurance with Delta Dental. New Policy period and rates for 07/01/2019 – 06/30/2021 (2-year rate guarantee). Rates are staying the same as follows:
 - Policy is Delta Dental PPO with Individual Kids Preferred Plan (ACA compliant plan rider)
 - ♦ Single: \$30.95 currently – renewal rate guarantee at same price;
 - ♦ Single +1: \$64.08 currently – renewal rate guarantee at same price;
 - ♦ Family: \$110.63 currently – renewal rate guarantee at same price
3. Discuss Proposed Ordinance on “Abatement of Chronic Nuisance Properties”.
4. Review Proposed Amendment to Ordinance No. 2019-17 “An Ordinance Amending Title 3, Article 7, Section 1 of the Village Code” (Yard Sales)
5. Review Proposed Amendment to Ordinance No. 2019-18 “An Ordinance Of The Village Of Carbon Cliff, Rock Island County, Illinois Deleting and Replacing The Rules Of Citizen Participation”
6. Review Resolution No. 2019-01 “A Resolution Of The Village Of Carbon Cliff, Rock Island County, Illinois Approving A Reciprocal Agreement For The Exchange Of Information Obtained Pursuant To Certain Tax Acts.”
7. Monthly Treasurer’s Report – April 2019.
8. Monthly Maintenance Comp Time Report – April 2019.
9. Monthly Clerk’s Report – April 2019.
10. Sign Vendor/Payroll Checks.
11. New Business / Other.

Next Meeting – Tuesday, June 11, 2019 – 7:00 P.M. at 1001 Mansur Avenue

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ADMINISTRATION COMMITTEE MEETING

Tuesday, June 11, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
Leevon Harris

Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Minutes Of The Regular Board Meeting For Tuesday, May 21, 2019 & Tuesday, June 4, 2019.
2. Discuss Proposed Ordinance on “Abatement of Chronic Nuisance Properties”.
3. Discuss Credit Card Fees
4. Discuss options for cell phones. Currently the Village is paying for one cell phone for Dan Clark, head of maintenance as an after-hours emergency contact and two phones for the Rock Island County Sheriff’s Deputies.
5. Discuss Village Phonelines (landlines) through Call One.
6. Monthly Treasurer’s Report – May 2019.
7. Monthly Maintenance Comp Time Report – May 2019.
8. Monthly Clerk’s Report – May 2019.
9. Sign Vendor/Payroll Checks.
10. New Business / Other.

Next Meeting – Tuesday, July 9, 2019 – 7:00 P.M. at 1001 Mansur Avenue

(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

Tuesday, July 9, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
Leevon Harris

Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Minutes Of The Regular Board Meeting For Tuesday, June 18, 2019 & Tuesday, July 2, 2019.
2. Village Budget Officer will present the Budget update for the 1st Half of 2019.
3. Update – Comfort Inn and Hotel Tax Ordinance
4. Update – Nick front Treasurer’s Conference / training
 - o Annual Reminder to get recertified with the OMA & FOIA (there have been law changes since last year)
 - o Update to Notary Public (See handout)
 - o Legalization of Adult Cannabis (See handout)
 - o Municipalities No Longer Required to Pass Prevailing Wage Ordinances
 - o Motor Fuel Tax (See handout)
5. Update – 2019 Street & Drainage Project
6. Discuss the possible refinancing of Orchard Court Drainage Project – this would save money in the future.
 - o As it stands now in August 2022 there will be a balloon payment of approximately \$93,000.00 due, that will be the end of our 5-year loan at 3% interest.
 - o Most likely we will need to receive a loan at that time for the \$93,000.00, the tax base used to make this payment will not have the balance in bank to pay the \$93,000.00.
 - o The current interest rate is 3%, which interest rates are expected to increase soon. No way of knowing what the interest rates would be in August 2022.
7. Monthly Treasurer’s Report – June 2019.
8. Monthly Maintenance Comp Time Report – June 2019.
9. Monthly Clerk’s Report – June 2019.
10. Sign Vendor/Payroll Checks.
11. New Business / Other.

Next Meeting – Tuesday, August 13, 2019 – 7:00 P.M. at 1001 Mansur Avenue

(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

Tuesday, August 13, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
Leevon Harris

Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Minutes Of The Regular Board Meeting For Tuesday, July 16, 2019 & Tuesday, August 6, 2019.
2. Discuss Northwest Mechanical, Inc., final bill.
3. Discuss Fiscal Year 2020 Budget.
4. Next month there will be proposed ordinances on updates to the Village's Video Gaming Ordinance as well as creating an ordinance to comply with upcoming cannabis law changes.
5. Monthly Treasurer's Report – July 2019.
6. Monthly Maintenance Comp Time Report – July 2019.
7. Monthly Maintenance Report – July 2019 (New Report)
8. Monthly Clerk's Report – July 2019.
9. Sign Vendor/Payroll Checks.
10. New Business / Other.

Next Meeting – Tuesday, September 10, 2019 – 7:00 P.M. at 1001 Mansur Avenue

(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

Tuesday, September 10, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

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Keith Curry

AGENDA

1. Take A Trip To Christ United Methodist Church Located At 106 2nd Street, Return To Village Hall For Remainder Of Meeting.
2. Minutes Of The Regular Board Meeting For Tuesday, August 20, 2019 & Tuesday, September 3, 2019.
3. Review / Discuss 2020 Budget Items.
4. Discuss Employee Salaries For FY 2020.
5. Discuss Employee Compensation Package For FY 2020.
6. Review / Discuss / Approve Committee Meeting Dates For Fiscal Year/Calendar Year 2020.
7. Motion To Approve The Purchase Of Halloween Candy, Not To Exceed \$300.00. (To Be Handed Out By The Rock Island County Sheriff's Department Within The Village Limits During Trick Or Treat Hours On Halloween Night).
8. Motion To Purchase Between 350 Halloween Kits (Reflective Trick-or-Treat Bag, Say Boo to Drugs Bracelet, and Say Boo to Drugs Lollipop) From Positive Promotions (Item #VP-7556) To Be Handed Out To Kids Of Carbon Cliff Through Eagle Ridge School This Halloween. The Rock Island County Sheriff's Department Will Have Some One Hand As Well To Hand Out If They See A Kid Without A Bag While Trick-Or-Treating.
9. Motion To Approve A Donation Of \$1,000.00 (Unless Otherwise Suggested) To The "Cops & Kids At Christmas" Program Ran By The Rock Island County Sheriff's Department.
10. Discuss Thanksgiving Meal For The Phoenix Center Students. Village Has Hosted A Meal The Last 2 Years.
11. Review / Discuss / Recommend To Full Board Proposed Ordinance No. 2019-24 "An Ordinance Amending The Municipal Code Of The Village Of Carbon Cliff, Illinois By The Addition Of Title 3, Article 12, Prohibiting Cannabis Business Establishments."
12. Review / Discuss / Recommend To The Full Board The Proposed Updates To The Village's "Policy Governing The Reimbursement Of Employee Travel, Meal, And Lodging Expenses." (Use Of Personal Vehicles)
13. Monthly Treasurer's Report – August 2019.

14. Monthly Maintenance Comp Time Report – August 2019.
15. Monthly Maintenance Report – August 2019.
16. Monthly Clerk’s Report – August 2019.
17. Sign Vendor/Payroll Checks.
18. New Business / Other.

Next Meeting – Tuesday, October 8, 2019 – 7:00 P.M. at 1001 Mansur Avenue
(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

Tuesday, October 8, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

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Keith Curry

AGENDA

1. Representatives From Carbon Cliff's Hotels Would Like To Discuss Their Businesses.
2. Minutes Of The Regular Board Meeting For Tuesday, September 17, 2019 & Tuesday, October 1, 2019.
3. Discuss Budget For FY 2020.
4. Monthly Treasurer's Report – September 2019.
5. Monthly Maintenance Comp Time Report – September 2019.
6. Monthly Maintenance Report – September 2019.
7. Monthly Clerk's Report – September 2019.
8. Sign Vendor/Payroll Checks.
9. New Business / Other.

Next Meeting – Tuesday, November 12, 2019 – 7:00 P.M. at 1001 Mansur Avenue

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ADMINISTRATION COMMITTEE MEETING

Tuesday, November 12, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
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Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Minutes Of The Regular Board Meeting For Tuesday, November 5, 2019.
2. Monthly Treasurer's Report - October 2019.
3. Monthly Maintenance Comp Time Report - October 2019.
4. Monthly Maintenance Report - October 2019.
5. Monthly Clerk's Report - October 2019.
6. Sign Vendor/Payroll Checks.
7. New Business / Other.

Next Meeting – Tuesday, December 10, 2019 – 7:00 P.M. at 1001 Mansur Avenue
(FINANCE, INSURANCE, POLICY, ORDINANCES, AND LICENSE)



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ADMINISTRATION COMMITTEE MEETING

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Tuesday, December 10, 2019, at 7:00 P.M.
Village Hall – 1001 Mansur Avenue, Carbon Cliff

Chairman
Leevon Harris

Trustee
Todd Cantrell

Trustee
Keith Curry

AGENDA

1. Discuss an email sent to the Village President from a resident who is claiming there was damage to their home during the construction project on 1st Avenue.
2. Monthly Treasurer's Report – November 2019.
3. Monthly Maintenance Comp Time Report – November 2019.
4. Monthly Maintenance Report – November 2019.
5. Monthly Clerk's Report – November 2019.
6. Sign Vendor and/or Payroll Checks.
7. New or Other Business.

Next Meeting: Tuesday, January 14, 2020 at 7:00 P.M.