

**MINUTES**  
**The Regular Meeting of the**  
**Carbon Cliff Board of Trustees**  
**Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL**  
**May 1, 2018**

Village President Bill Hintz called the meeting to order at 7:06 p.m.

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

Members Absent: Robert Dreher

Others Present: Chris Hicks, Argus / Dispatch reporter; Nick Gottwalt, Director of Community & Administrative Services (D.O.C.A.S.); & Karen L. Hopkins, Village Clerk

**Village President's Agenda item discussed:**

- Disposal of Village owned property are for five (5) orange shirts from each of the maintenance operators that are damage in some way and cannot be worn. They then are being replaced from uniform allowance in accordance to the Uniform Policy.
- Village President appoints Dan Clark as Head Maintenance Operator.
- Village President outlined the job responsibilities and authority of Dan Clark as Head Maintenance Operator as follows:

**Jobs Responsibilities and authority of Head Maintenance Operator, appointed by Village President.**

- Prioritize jobs that need done and assign maintenance operators to get the work done.
- Work with Budget Officer starting in August on what is needed for next year's budget. Such as, equipment needed, tools need, material to perform certain jobs that are scheduled for the upcoming year.
- If need to know about a Vendor request information from Village Clerk. Most this information is in accounting system, along with account numbers, and previous purchase information as to part numbers, sizes, etc.
- Authorized to spend up to \$175.00 without prior approval.
- Give D.O.C.A.S. (or Village Clerk in absence of D.O.C.A.S.) a list of items you need on Committee Agendas, the first week of each month. They then can be put on agendas to start the necessary approval by the Village President and Trustees. Need to plan for six (6) weeks in advance to allow for all the necessary steps it might take.
- Sign Maintenance Comp Sheets authorizing the dates, time and hours of earning comp time. Turn sheets into Village Deputy Clerk for record keeping.
- Sign Maintenance Comp sheets authorizing the use of comp time. Turn sheets into Village Deputy Clerk for record keeping.
  - Comp Days off are to be at Supervisor's approval.
  - Supervisor may schedule involuntary Comp Days
- Sign Maintenance Time Sheets authorizing the hours for the pay period. Turn the sheets into the Village Clerk for processing of payroll.
- Sign Maintenance Leave Request Sheets authorizing the use of vacation, sick, personal, funeral leave, etc. Turn sheets into Village Deputy Clerk for record keeping.
- Attend Committee Meetings
- If need help to locate a part, etc. ask for help from D.O.C.A.S. or Village Clerk if D.O.C.A.S. is unavailable or unable to locate the part needed.
- Schedule the Preventative Maintenance work to be done according to proposal / contracts that the Village has in place.

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- Mississippi Valley Pump -Annually for the 4 lift stations
- North West Plumbing – Heating – AC semiannual for boiler and a/c at 1001 Mansur Avenue.
- Oil Changes in Public Work trucks
- Oil Changes for lawn mowers
- Semi Annual IL Inspections on Public Work trucks
- If Maintenance Workers are in a vehicle accident they need to seek medical attention if needed a.s.a.p.
  - Need a drug test performed at Genesis Health Care.
  - If cut or puncture wound need to have medical attention at Genesis Health Care.
    - Tetanus shot if necessary.
- Hold Safety Meeting Weekly. Topics can come from Illinois Municipal League Risk Management flyers, CD presentations, DVD presentations, and online training. Meetings should consist of Brief Agenda of topics, Date, Time, sign in sheet for all that are in attendance. Curttain training or safety needs taught annually, as required by law. Brief Minutes. Give to Village Deputy Clerk to put in file for record keeping covering Risk Management suggested training, training required by law and for OSHA.
- Approve Village Treasurer, Nick Gottwalt to the 2018 Illinois Municipal Treasurer’s Conference in Springfield, IL, June 24-26, 2018. Registration is \$175.00; Hotel Accommodations \$206.00 + tax; Estimated Mileage Reimbursement \$170.00; Estimated food cost \$51.00 per day. Total approximately \$705.00.

**Old Business items discussed:**

- D.O.C.A.S. Nick Gottwalt informed everyone that at this time the Village did not receive the Hazardous Mitigation Assistance Grant for Argillo Creek. On the FEMA website it states the Village did not meet HMA requirements.
- Discussed the new dug out that the Village is using funds donated from Carbon Cliff Methodist Church % Herbert Stone Family. D.O.C.A.S. Gottwalt will contact Builders Trade Center Apprenticeship, Black Hawk College and UTHS building classes to see if any would like to help with this project. The Village would supply all the needed materials.

**New Business discussed:**

- The 4<sup>th</sup> Annual Fishing Derby has been set for Saturday, June 16, 2018 from 8:30 a.m. to 11:00 a.m. at the Carbon Cliff Pond located at 343 N. 1<sup>st</sup> Avenue. Ages 3-14. Kids are to register at Carbon Cliff Bait & Tackle located at 413 2<sup>nd</sup> Avenue.
- D.O.C.A.S. Gottwalt has prepared the Radium Public Notice Requirements, they will be mail to residents on May 11, 2018.
- Update on Radium in Pump House A. Illinois EPA has submitted a Proposed Compliance Commitment Agreement to the Village. Nick Gottwalt, Village D.O.C.A.S. has setup a phone conference for May 3<sup>rd</sup> with Village Engineer Jack Kusek, Water Operator Dan Helm, Clerk Karen Hopkins, and Head Maintenance Operator Dan Clark to discuss the agreement and the next steps moving forward.
- D.O.C.A.S. Gottwalt and Water Operator Dan Helm are currently working on the 2017 Consumer Confidence Report (Water Quality Control Report) which need to be completed and mailed to residents prior to July 1<sup>st</sup>.
- Village Collector Ben Allen and Village Clerk Karen Hopkins have been trained on the new utility billing software.
- Village open house held on April 21, 2018 had a good turn out and positive comments from residents.

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

**5. Village President’s Agenda:**

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- a. Approve the disposal of Village owned property in accordance with Title 1, Article II, Section 15 of the Village Code. (15 Orange Maintenance Shirts).
- c. Approve Village President’s appointment of Dan Clark as Head Maintenance Operator.
- e. Approve the job responsibilities and authority of Dan Clark as Head Maintenance Operator. (outline and shown above)
- f. Approve sending Village Treasurer, Nick Gottwalt to the 2018 Illinois Municipal Treasurer’s Conference at the Crowne Plaza in Springfield, Illinois June 24-26, 2018. Registration cost \$175.00, Hotel Accommodations \$200.00+tax, Estimated Mileage Reimbursement \$170.00, Estimated Food Cost \$51.00 per day. Total Cost, approximately \$705.00.

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

- a. I-EPA Notice of Application for Permit to Manage Waste (LPC-PA16), Dated April 20, 2018. Site Name: Upper Rock Island County Landfill – 17201 20<sup>th</sup> Avenue North, East Moline, Illinois. IEPA ID#1618100014 – Description of Project: Alternate source demonstration for the fourth quarter 2017 confirmed exceedances of phenolics at G130 and G133 in accordance with Condition VI. 15 of Permit Modification No. 138, Placed on view for public comment.

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

BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 05/01/18				
Date	Description		Amount	
05/02/18	Payroll - Bi-Weekly & Monthly		\$ 9,962.35	
05/02/18	Board Liab.		\$ 2,245.49	
05/02/18	Bills		\$ 50,658.69	
04/19/18	Bills Quick Pay		\$ 1,775.10	Softline Data, Inc. (UBMax) utility billing if paid within 7 days received discount of \$54.90
04/20/18	VSP	Web pay	\$ 77.23	Corp General Checking - Vision Insurance for month of May 2018
11/22/17	Blackhawk Bank & Trust	Web pay	\$ 4,429.72	Non Utility - payment for new Village Hall due 12/29/17
05/02/18	Quad Cities Convention & Visitor's Bur.	CK #3535	\$ 1,250.00	Hotel Tax Fund - Dues - quarterly dues for 4/1/18 to 6/30/18
05/02/18	Village of Carbon Cliff Non Utility	CK #3536	\$ 81.31	* Hotel Tax Fund - 4% accounting fee for Super 8 March 2018 Hotel Tax
05/02/18	Village of Carbon Cliff Non Utility	CK #6009	\$ 0.40	* Home Rule Roadway Fuel Tax - 4% accounting fee for Walter D. Laud's 1 qtr 2018 tax
05/02/18	Village of Carbon Cliff Non Utility	CK #6010	\$ 22.00	* Home Rule Roadway Fuel Tax - 4% accounting fee for Casey's January 2018 fuel tax
05/02/18	IMEG	CK #3537	\$ 5,586.60	* Hotel Tax Fund - Engineering for Bike Trail & surveying 1/1/18 to 3/31/18
05/02/18	Village of Carbon Cliff Non Utility	CK #25015	\$ 71.06	* Home Rule Roadway Fuel Tax - 4% accounting fee for Molo Oil 1 qtr 2018 tax
05/02/18	Village of Carbon Cliff Non Utility	CK #25016	\$ 20.05	* Home Rule Roadway Fuel Tax - 4% accounting fee for Casey's March 2018 fuel tax
				*
				*
				*
	<b>Total bills &amp; Transfers</b>		<b>\$ 76,180.00</b>	
				* <b>Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.</b>
<b>TRANSFERS:</b>				
<b>INTERFUND TRANSFERS:</b>				
N/A	Blackhawk Bank w/s/g to Sewer Capital Reserve Fund		N/A	Interfund Operating Trans to Capital Res Acct. for March 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 March 2018 collected revenues
05/02/18	Blackhawk Bank Non Utility to Corp Gen Capital Fund		\$ 1,250.00	Interfund Operating Trans to Capital Res Acct.
05/02/18	Blackhawk Bank Non Utility to Building Capital Reserve		\$ 500.00	Interfund Operating Trans to Building Capital Reserve
05/02/18	Blackhawk Bank Non Utility to Stormwater Capital Reserve		\$ 500.00	Interfund Operating Trans to Stormwater Capital Reserve
05/02/18	Blackhawk Bank Non Utility to Public Safety Capital Reserve		\$ 300.00	Interfund Operating Trans to Public Safety Capital Reserve
04/20/18	Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH)		\$ 70.45	Transfer to East Lawn Water for bills paid in March 2018
N/A	Blackhawk Bank Non Utility to Home Rule Municipal Sales Tax		N/A	Transfer - State will only deposit sales taxes in to Corp. General Fund - VCC transfer to H.R. Munic. Sls Tax REC#32099 3/8/
N/A	Blackhawk Bank Non Utility to Blackhawk Bank W/S/G		N/A	Rec. #31567 was accidentally deposited into Non Utility & would have been W/S/G transferred to corrector error.
04/20/18	Blackhawk W/S/G to Blackhawk Non Utility		\$ 1,938.13	CORRECT DEPOSITED INTO WRONG ACCOUNT
04/20/18	Blackhawk W/S/G to Blackhawk Non Utility		\$ 1,348.39	CORRECT DEPOSITED INTO WRONG ACCOUNT
04/20/18	Blackhawk W/S/G to Blackhawk Non Utility		\$ 265.15	CORRECT DEPOSITED INTO WRONG ACCOUNT
04/20/18	Blackhawk Bank Building Capital Reserve to Blackhawk Bank Home Rule Municipal Sales Tax		\$ 4,152.71	State of IL deposits into Non Utility, Clerk then Transfer to Home Rule Municipal Sales Tax. Clerk did error moving the money to Building Capital Reserve Fund. This correct deposit/money into the correct bank account / fund.
<b>ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL:</b>				
NONE				
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Payroll Fund</b>				
Date	Payroll Fund - Payable to:	Check No.	Amount	Remarks for voiding
NONE				
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Payroll Checking Account</b>				
Date	Payroll Checking - Payable to	Check No.	Amount	Remarks for voiding
NONE				
<b>VOID CHECK(S): Blackhawk Bank &amp; Trust --- Corporate General Checking Account</b>				
Date	Corp General Checking - Payable to	Check No.	Amount	Remarks for voiding
NONE				
<b>VOID RECEIPT(S):</b>				
NONE				

Second by Harris. Motion carried by the following roll call vote:  
Cantrell-yes; Curry-yes; Harris-yes; Neels-yes; Scott-yes

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5-yes, 0-no, 1-absent

Motion 2: Motion by Scott to approve the Consent Agenda as established:  
5. a., c., e., f. Village President’s Agenda  
9. a. Minutes, Reports, Public Notices  
12. a. Bills, Payroll, Transfers, and Voided Checks  
Second by Cantrell. 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 Neels to adjourn. 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

Meeting adjourned at 7:45 p.m.

Karen L. Hopkins  
Village Clerk

**APPROVED AS PRESENTED / AMENDED**  
**On July 3, 2018**  
  
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Village President  
  
\_\_\_\_\_  
Village Clerk