

MINUTES
The Regular Meeting of the
Carbon Cliff Board of Trustees
Village Hall – 1001 Mansur Avenue – Carbon Cliff, IL
July 17, 2018

Village President Bill Hintz called the meeting to order at 7:15 p.m.

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

Members Absent: None

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

Village President's Agenda item discussed:

- Ordinance No. 2018-18, "An Ordinance Amending Title II, Article V, Section 3 Of The Village Code By Adding Section 3.1" (Vehicle Sound Amplification Systems)

Meetings / Conferences:

- D.O.C.A.S. Gottwalt will be attending the Illinois Department of Revenue Local Government Workshop Thursday July 19, 2018 from 9:00 a.m. to 12:00 p.m. at the East Peoria City Hall in East Peoria, Illinois. Cost is free.
- D.O.C.A.S. Gottwalt and Trustee LeeVon Harris will be attending the 2018 Illinois Municipal League 105th Annual Conference, cost per person is \$1, 200.00 (includes conference, hotel, travel & meal accommodations).

Committee Meeting items discussed:

- **Public Properties** - Chairman Larry Scott read the minutes of the July 9, 2018 meeting.
 - D.O.C.A.S. Gottwalt has contact some cleaning companies for quotes on cleaning the Village Hall at 1001 Mansur Avenue. One company has responded they are too busy to take on a new client at this time. The other company have not gotten back to Nick's request.

The employees of Service Master, our current cleaning company that is done at the end of July, would like to continue cleaning. The Committee agreed, there will be a contract drafted, and they will have to supply the Village with a certificate of insurance and bonding. They are and will be considered a vendor, with a 1099 issued at end of the year.

- Reviewed the Budget Report, Maintenance Comp Time, Treasurers Report and Clerk's Report – all looks good.
- Discussed Resident's complaint about 550 N. 2nd Avenue needing the burn pile that has been there for years burnt, weeds inside the fence cut down. Committee will do a walk thru at the August Committee Meeting.
- Discussed the sidewalk concrete that still needed poured and seeded in the Mansur Wood Addition. It was decided to call Walter D. Laud and ask to add on to the Valley View payment patching from the water main break.

- New Business:
 - Park needs new signs for: 2 No Fishing signs between these dates – cost \$281.94; Replace Park Rules – cost \$131.99; Play Ground Rules – cost \$282.32; No Dumping \$75.00 Fine sign for Village by dumpster Committee approved the purchase of the needed signs.
 - Resident, Michael Sherwood, took it upon himself to mow the Village Park and around the pond. A letter will be sent to tell him to stop mowing the Village Park or a violation ticket will be issued.
 - Discussed the build up around the large baseball diamond at Village Park. Committee will meet next month to discuss options.
 - D.O.C.A.S. Gottwalt suggested to place small shelters around the pond. This will be added to the 2019 Budget for the Park.
 - Discussed cleaning up and trimming the bushes at the Veteran’s Memorial at Old Village Hall.

Clerk Hopkins requested Public Properties Chairman Larry Scott please to not write the minutes so close to the edge of the paper. Information is getting cut off in copying the minutes and on the left side margarine the hole punch used for filing the minutes in a three-binder is cutting out words or letters.

- **Public Safety** - Chairman Alma Neels read the minutes of the July 9, 2018 meeting.
 - No update available on the Sheriff Department calls for June.
 - Update on MUNICES. As of July 6, 2018, Village had issued 45 warning letters and issued 38 Ordinance Violation Tickets.
 - Budget, Maintenance Comp Time, Clerk’s Report and Treasurer Report all look good.
 - Proceeding forward with the CORA (Car Owner Responsibility Act).
 - D.O.C.A.S. Gottwalt is doing the Code Enforcement at this time.
- **Public Works** – Chairman Keith Curry read the minutes of the July 10, 2018 meeting.
 - Update on Ehlers water and sewer rate and cash flow study – they are approximately 90% done with the study. They are waiting on a three-year report from the Village on what was pumped versus what was billed for.
 - Budget review for the first half of Budget year 2018 – Budget Officer Hopkins went over it with the Committee – everything looks good and on track.
- **Administration** – Chairman LeeVon Harris read the minutes of the July 10, 2018 meeting.
 - Approved Minutes of the Regular Board Meeting of July 3, 2018.
 - Budget review – approximately 50% into the 2018 Budget year and everything looks good.
 - Monthly Treasurer’s Report, Collector’s Report, Clerk’s Report, and Maintenance Comp Time Report all look good.
 - Discussed Ordinance 2018-18 on Vehicle Sound Amplification System – approved taking to full Board of Trustees to adopt.

Old Business items discussed:

- Water Operator test was taken by Maintenance Operator Dan Clark and Ronald “Banks” Murphy on July 10, 2018 in Rockford, Illinois
- Skid Steer and Backhoe training is scheduled for this week with Martin Equipment and all three of the Village Maintenance guys.
- Deputy Gillet took copies of the Ordinance Violation letter and tickets to Comfort Inn. D.O.C.A.S. Gottwalt had mailed them to the address on file in Minnesota and the Village never heard anything. This is why we followed up with copies to Comfort Inn on site.
- Resident Linda Dunlap has a meeting set up with D.O.C.A.S. Gottwalt on the tickets that were issued to her on her property at 16516 Barstow Road on not finishing the needed requirement for building a new house in the Floodplain, living in the new house without an occupancy permit, and other violations associated with the new house and tearing down of the previous house on same property between the new house and Barstow Road. All tickets will still stand, need to come into compliance to keep from other tickets being issued.
- Cla-Val has officially ordered the 12” valve for the altitude pit under the water tower, delivery is approximately 2 – 3 weeks out.
- G.A. Rich will install the Cla-Val and new hatch going into the pit. Currently the hatch has one broken hinge and is not large enough to take out the old valve or install the new valve.
- Update on Valley View Drive payment repair due to major water main break – Scott Laud, with Walter D. Laud they plan on starting the project July 18, 2018. They will dig out, form, and pour concrete on one side of the roadway. The other side will be done the following week.
- Ron Carmichael with Martin Equipment has the tour for the Dubuque John Deere plant scheduled for Thursday July 19, 2018. Trustee Todd Cantrell and Trustee Alma Neels plan on attending.

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

5. Village President’s Agenda:

- a. Amend the Public Properties Minutes for May 7, 2018 to include Larry Scott as present and to reflect that the minutes were taken and submitted by Larry Scott.
- b. Adopt Ordinance No. 2018-18, “An Ordinance Amending Title II, Article V, Section 3 Of The Village Code By Adding Section 3.1”. (Vehicle Sound Amplification Systems)

9. Minutes / Reports / Public Notices:

- a. Minutes of the Regular Board Meeting of the Carbon Cliff Board of Trustees for Tuesday July 3, 2018, as presented – approved & filed;
- b. Monthly Clerk’s Report for June 2018, as presented – approved & filed;
- c. Monthly Collector’s Report for June 2018, as presented – approved & filed;
- d. Monthly Maintenance Comp Time Report for June 2018, as presented – approved & filed;
- e. Monthly Treasurer’s Report for June 2018, as presented – approved & filed;
- f. Minutes of the Public Properties Committee Meeting of July 9, 2018, as presented – approved & filed.
- g. Minutes of the Public Safety Committee Meeting of July 9, 2018, as presented – approved & filed;
- h. Minutes of the Public Works Committee Meeting of June 12, 2018, as presented – approved & filed;
- i. Minutes of the Public Works Committee Meeting of July 10, 2018, as presented, amended – approved & filed; and
- j. Minutes of the Administration Committee Meeting of July 10, 2018, as presented – approved & filed.

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

BILLS, PAYROLL, TRANSFERS FOR MEETING DATE 07/17/18			
Date	Description	Amount	
07/11/18	Payroll - Bi-Weekly & Monthly	\$ 14,533.73	FINISHED & CORRECTED COPY FOR 07/17/18
07/11/18	Board Liab.	\$ 2,835.16	
07/11/18	Bills - paid at Admin. Committee Mtg	\$ 549.79	
07/18/18	Bills	\$ 37,715.74	
07/10/18	Blackhawk Bank & Trust	Web payment \$ 2,607.69	* Home Rule Municipal Sales Tax - payment on loan for Orchard Court Drainage Project
07/10/18	Blackhawk Bank & Trust	Web payment \$ 4,429.72	* Corp General (Non Utility) - payment on loan for New Village Hall
05/25/18	Blackhawk Bank & Trust Visa	Web payment \$ 4,297.43	* Corp General - Visa payment due 5/25/18
06/08/18	VSP Eye Insurance	Web payment \$ 85.95	* Corp General - eye insurance payment for June 2018
07/06/18	VSP Eye Insurance	Web payment \$ 95.78	* Corp General - eye insurance payment for July 2018
07/18/18	VCC - Non Utility	CK #25019 \$ 1.94	* Home Rule Roadway Fuel Tax Fund - 4% acctg fee of Laud's 2nd qtr 2018 fuel tax
07/18/18	Quad Cities Convention & Visitor's Bur.	CK #3548 \$ 1,250.00	* Hotel Tax Fund - Quarterly Dues 3rd qtr 2018 7/1/18 thru 9/30/18
07/18/18	VCC - Non Utility	CK #3549 \$ 95.58	* Hotel Tax Fund - 4% acctg fee of Super 8 June 2018 Hotel Tax
07/18/18	Mid American Energy	CK #3547 \$ 78.17	* Hotel Tax Fund - utility for Welcome
07/18/18	Attachments Direct	CK #1116 \$ 4,320.00	* Sewer Capital Reserve - attachments for skid steer
07/18/18	Attachments Direct	ck #2004 \$ 4,320.00	* Water Capital Reserve - Attachments for Skid Steer
	Total bills & Transfers	\$ 55,634.42	
* Not in transfer total, written from Hotel Tax, MFT, Non Home Rule, etc.			
TRANSFERS:			
INTERFUND TRANSFERS:			
07/18/18	Blackhawk Bank w/s/g to Sewer Capital Reserve Fund	\$ 2,659.60	Interfund Operating Trans to Capital Res Acct. for May 2018 collected revenues
07/18/18	Blackhawk Bank w/s/g to Water Capital Reserve Fund	\$ 768.09	Interfund Operating Trans to Capital Res Acct. for May 2018 collected revenues
07/18/18	Blackhawk Bank Non Utility to Corp Gen Capital Fund	\$ 1,250.00	Interfund Operating Trans to Capital Res Acct.
07/18/18	Blackhawk Bank Non Utility to Building Capital Reserve	\$ 500.00	Interfund Operating Trans to Building Capital Reserve
07/18/18	Blackhawk Bank Non Utility to Stormwater Capital Reserve	\$ 500.00	Interfund Operating Trans to Stormwater Capital Reserve
07/18/18	Blackhawk Bank Non Utility to Public Safety Capital Reserve	\$ 300.00	Interfund Operating Trans to Public Safety Capital Reserve
07/10/18	Blackhawk Bank W/S/G to East Lawn Water Assoc. (ACH)	\$ 8.46	Transfer to East Lawn Water for bills paid in May 2018
07/10/18	Blackhawk Bank Non Utility to Home Rule Municipal Sales Tax	\$ 4,285.78	Transfer - State will only deposit sales taxes in to Corp. General Fund-VCC transfer to H.R. Munic. Sls Tax REC#32688 7/10/18
	Blackhawk Bank Credit Card W/S/G to Blackhawk Utility Account	\$ 175.00	Rec. #32596 Utility Deposit 16713 10th Avenue (Utility Rec. #759) (16713 10th Avenue Acct 7245)
	Blackhawk Bank W/S/G to Blackhawk Utility Account	\$ 175.00	Rec. #32604 Utility Deposit 312 Orchard Ct (Utility Rec. #760) (312 Orchard Ct Acct #2185)
07/10/18	Blackhawk Bank Credit Card W/S/G to Blackhawk Non Utility Account	\$ 25.00	Rec. #32687 Floodplain Permit paid with Credit Card transfer to General Fund (Non Utility)
ACH or VISA - VOIDED BY REVERSAL NEEDING APPROVAL:			
NONE			
VOID CHECK(S): Blackhawk Bank & Trust --- Payroll Fund			
Date	Payroll Fund - Payable to:	Check No.	Amount
NONE			
VOID CHECK(S): Blackhawk Bank & Trust --- Payroll Checking Account			
Date	Payroll Checking - Payable to	Check No.	Amount
NONE			
VOID CHECK(S): Blackhawk Bank & Trust --- Corporate General Checking Account			
Date	Corp General Checking - Payable to	Check No.	Amount
NONE			
VOID RECEIPT(S):			
NONE			

Second by Cantrell. 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 2: Motion by Scott to approve the Consent Agenda, as established:
 5. a. b. Village President’s Agenda
 9. a., b., c., d., e., f., g., h., j., j. Minutes / Reports / Public Notices
 12 a. Bills / Payroll / Transfers & Void Checks

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 3: Motion by Neels to adjourn. Second by Dreher.
 Motion carries 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 8:47 p.m.
 Karen L. Hopkins, Village Clerk

APPROVED AS PRESENTED / AMENDED On
Sept.4, 2018


 _____, Village President


 _____, Village Clerk