



Village of Carbon Cliff, Illinois  
1001 Mansur Avenue  
Carbon Cliff, Illinois 61239  
(309) 792-8235  
[www.Carbon-Cliff.com](http://www.Carbon-Cliff.com)

**Meeting of the Carbon Cliff Board of Trustees  
1001 Mansur Avenue, Carbon Cliff, Illinois  
September 6, 2022 @ 6:00 p.m.**

**MINUTES**

Meeting was called to order at 6:00 p.m.

Members Present: Trustee Robert Dreher, Trustee Leevon Harris, Trustee Alma Neels

Members Absent: Trustee Todd Cantrell

Others Present: Dan Clark, Village President Bill Hintz, and Director of Community & Administrative Services Nick Gottwalt

4. Hearing of the Citizens - No public present.

5. **Village President's Agenda**

A. Ion Environmental provided the monthly report for August 2022.

*Switching to free chlorine during the month of September while hydrants are being flushed, no other notable items.*

B. Village President, Bill Hintz appoints Dan Clark to the positions of Village Trustee to fulfill the remaining term left vacant due to the passing of Trustee Keith Curry. Term will expire in May 2025.

C. Village President, Bill Hintz appoints Wendi Alonzo to the position of Village Trustee to fulfill the remaining term left vacant due to the passing of Trustee Larry Scott. Term will expire in May 2023.

D. Motion to approve the Village Presidents appointment of Dan Clark to the position of Village Trustee with a term expiring in May 2025.

*Motion by Trustee Dreher to appoint Dan Clark to the position of Village Trustee to fulfill the remaining term left vacant due to the passing of Trustee Keith Curry. 2<sup>nd</sup> by Trustee Harris*

*Motion carried with the following roll call vote:*

*Cantrell, absent | Dreher, yes | Harris, yes | Neels, yes | Village President Hintz, yes*

*4 yes, 0 no, 1 absent*

E. Motion to approve the Village Presidents appointment of Wendi Alonzo to the position of Village Trustee with a term expiring in May 2025.

*Motion by Trustee Neels to approve the Village Presidents appointment of Wendi Alonzo to the position of Village Trustee with a term expiring in May of 2023*

*Motion carried with the following roll call vote:*

*Cantrell, absent | Dreher, yes | Harris, yes | Neels, yes | Village President Hintz, yes*

*4 yes, 0 no, 1 absent*

F. Swear in Newly appointed Trustees.

*Dan Clark was sworn into office by Village President Bill Hintz.*

- G. Motion to combine the Public Properties and Public Works Committee into the Public Properties & Works Committee.
- H. Motion to combine the Public Safety and Administration Committee into the Public Safety & Administration Committee.
- I. Motion to approve appointing Robert Dreher as Chairman, Todd Cantrell, and Dan Clark to the Public Properties & Works Committee as recommended by Village President Bill Hintz.
- J. Motion to approve appointing Leevon Harris as Chairman, Alma Neels, and Wendi Alonzo to the Public Safety & Administration Committee as recommended by Village President Bill Hintz.
- K. Motion to approve an agreement with IMEG to perform topographic survey of the eastern portion of the Village Hall property and site/grading design for the purpose of salt shed building. Will also include fence relocation. Total amount to perform topographic survey and site design is \$9,500.00
- L. Motion to approve an agreement with IMEG to perform topographic survey from the intersection of 1<sup>st</sup> Avenue & 1<sup>st</sup> Street to existing box culver under Railroad and grading/drainage design for the proposed drainage system. Total amount to perform survey and grading/drainage design is \$9,750.00.
- M. Motion to acknowledge and ratify DOCAS Nick Gottwalt's emergency change order approval to Miller Excavating for the Mansur Avenue Culvert Replacement Project in the amount of \$5,500.00 estimate for approximately 150-160 tons of reclaimed rock to be used as a base fill. Miller had to remove an additional three feet of subfloor/footings beneath the existing box culvert that was not in the original scope of work. Village will use local funds instead of submitting an additional funds request to MFT.
- N. Motion to approve Ordinance No. 2022-10 "An Ordinance Amending Title V, Article 1, Section 2a of the Village Code. "Rules and Regulations for the Connection of Water Mains of Property"
- O. Motion to approve and publish the following committee meeting dates for the remainder of the 2022 Fiscal/Calendar Year.

*Discussion was had and the following dates and times were approved:*

*Public Properties & Works:*

- Monday, September 12 @ 3:30 p.m.*
- Wednesday, October 12 @ 3:30 p.m.*
- Monday, November 7 @ 3:30 p.m.*
- Monday, December 12 @ 3:30 p.m.*

*Public Safety & Administration:*

- Tuesday, September 13 @ 3:30 5:30 p.m.*
- Tuesday, October 11 @ 3:30 5:30 p.m.*
- Wednesday, November 9 @ 3:30 5:30 p.m.*
- Tuesday, December 13 @ 3:30 5:30 p.m.*

- P. Motion to appoint Nick Gottwalt acting Village Deputy Clerk until the Village President appoints a Village Clerk.
- Q. Motion to remove Todd Cantrell, Keith Curry, and Lawrence Scott as signers from all Blackhawk Bank & Trust accounts.
- R. Motion to add Robert Dreher, Alma Neels, and Nick Gottwalt as signers to all Blackhawk Bank & Trust accounts.
- S. Motion to adopt Resolution No. 2022-06 "A Resolution of Lodge, Association or Other Similar Organization between Blackhawk Bank & Trust and the Village of Carbon Cliff to update signers on Village Accounts"
- T. Motion to cancel Carly Neblung's credit card and remove her from all accounts with Blackhawk Bank & Trust.
- U. Motion to approve a Client Service Agreement between Hammar & Associates and the Village to provide Full-Service Payroll for the Village.
- V. Discuss Open Office Positions: Administrative Assistant (formerly Office Manager) and Village Collector  
*Village Board reviewed the five applicants for the position of Administrative Assistant and agreed to bring two in for interviews. It was also discussed that with Hammar & Associates agreeing to take over some of the Village's accounting responsibilities, that the Administrative Assistant position and the Village Collector position will be rolled back into one position.*
- W. Review/Discuss incentives requested from a potential business looking to relocate to Carbon Cliff.  
*The Village Board reviewed the requested incentives and agreed that nothing the proposed business was asking was egregious. It was noted that the Village could not supersede the IL-DOT on signage size requirements as the property in question is located along route 84. DOCAS Gottwalt will contact the potential business regarding the incentives.*

6. **Correspondence:** *Noted and filed*
  - A. Tax & Business Alert – Carpentier, Mitchell, Goddard & Co., LLC – September 2022.
  - B. Review – Illinois Municipal League – September 2022.
  
7. **Meetings / Conferences:** *Noted*
  - A. September 15-17, 2022, Illinois Municipal League Annual Conference in Chicago, Illinois – Bill, Leevon, & Nick have registered and will attend. Nick has cancelled the hotel and conference registration for Carly.
  - B. October 19-20, 2022, Upper Mississippi River Conference in Moline, Illinois – Nick will attend
  
8. **Committee Meetings:**
  - A. *Public Properties & Works Committee:*
    1. Next Meeting, Monday, September 12, 2022, 3:30 P.M. At the Village Hall.
  - B. *Public Safety & Administration Committee:*
    1. Next Meeting, Tuesday, September 13, 2022, 5:30 P.M. At the Village Hall.
  
9. **Minutes / Reports / Public Notices:**
  - A. Minutes of the August 2, 2022, Carbon Cliff Board of Trustees Meeting as Presented – Approved / filed
  - B. Minutes of the August 25, 2022, Carbon Cliff Special Board of Trustees Meeting as Presented – Approved / filed
  - C. Minutes of the August 8, 2022, Public Properties Committee meeting as Presented – Approved / filed
  - D. Minutes of the August 8, 2022, Public Safety Committee meeting as Presented – Approved / filed
  - E. ~~Minutes of the August 9, 2022, Administration Committee meeting as Presented – Approved / filed.~~ *Minutes not available*
  - F. Minutes of the August 9, 2022, Public Works Committee meeting as Presented – Approved / filed
  - G. Minutes of the July 12, 2022, Public Works Committee meeting as Presented – Approved / filed
  
10. **Old Business:**
  - A. Blomquist Property – *Waiting for seller's attorney to review and sign so that we may set a closing date.*
  - B. East Moline Water – *Waiting for East Moline's attorney to review draft agreement.*
  - C. *DOCAS Gottwalt informed the Village Board that Hammar & Associates met with him on Tuesday to discuss additional accounting services and they will be providing a proposal to the Village within the week.*
  - D. *Trustee Dreher asked Alma Neels (resident) when the refrigerators would be removed from the old maintenance building. Alma Neels stated that both will be removed by the end of the month.*
  - E. *Trustee Dreher asked Alma Neels (Carbon Cliff Little League) if the concession stands had been cleared out yet, Alma stated that the end of the season meeting and clean up day were scheduled for Saturday, September 9<sup>th</sup>.*
  
11. **New Business:**

*No new business to report.*
  
12. **Approval of Bills / Payroll / Transfers / Voided Checks:**
  - A. Motion to Approve Bills / Payroll / Transfers / Voided Checks
    - Accounts Payable (Bills) and Associated Transfers for August 17, 2022.
    - Payroll and Associated Transfers for August 17, 2022 & August 31, 2022.
    - Bank Balances as of September 6, 2022. \$2,784,364.43

13. **Motion to Establish Consent Agenda, As Follows:**

- 5. G., H., I., J., K., L., M., N., O., P., Q., R., S., T., U. (Village President's Agenda)
- 8. (Committee Meetings)
- 9. A., B., C., D., E., F., G. (Minutes, Reports, Public Notices)
- 10. (Old Business)
- 11. (New Business)
- 12. A. (Bills, Payroll, Transfers and Voided Checks)

*Motion by Trustee Clark to establish the consent agenda. 2<sup>nd</sup> by Trustee Neels.*

*Motion carried with the following roll call vote:*

*Alonzo, absent | Cantrell, absent | Clark, yes | Dreher, yes | Harris, yes | Neels, yes*

*4 yes, 0 no, 2 absent*

14. **Motion to Approve the Consent Agenda as Established:**

- 5. G., H., I., J., K., L., M., N., O., P., Q., R., S., T., U. (Village President's Agenda)
- 8. (Committee Meetings)
- 9. A., B., C., D., E., F., G. (Minutes, Reports, Public Notices)
- 10. (Old Business)
- 11. (New Business)
- 12. A. (Bills, Payroll, Transfers and Voided Checks)

*Motion by Trustee Dreher to approve the consent agenda as established. 2<sup>nd</sup> by Trustee Harris.*

*Motion carried with the following roll call vote:*

*Alonzo, absent | Cantrell, absent | Clark, yes | Dreher, yes | Harris, yes | Neels, yes*

*4 yes, 0 no, 2 absent*

15. **Motion to Continue Meeting / Set Special Meeting / Adjourn.**

*Motion by Trustee Neels to adjourn the meeting. 2<sup>nd</sup> by Trustee Clark.*

*Motion carried with the following roll call vote:*

*Alonzo, absent | Cantrell, absent | Clark, yes | Dreher, yes | Harris, yes | Neels, yes*

*4 yes, 0 no, 2 absent*

**Meeting Adjourned At 7:13 p.m.**

**Next Meeting: Tuesday, September 20, 2022 @ 6:00 p.m.**

*Submitted by:*

*Nick Gottwalt, Village Director*

*09-07-2022*