

VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE MINUTES
TUESDAY, JANUARY 14, 2014

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL
JOANN HUDSON

Chairman Gary Maitland called the Finance Committee meeting to order at 7:00PM. A Roll Call was taken:

STEPHEN APPELL	ABSENT
JOANN HUDSON	PRESENT
GARY MAITLAND	PRESENT

Others present: President Jim E. Claeysen, Trustees Sally Hollembeak, JoAnn Hudson and David Schroeder, Village Administrator Jim Wise, Treasurer Karen Melloch, Interim Chief of Police Larry Neville and Village Clerk Dana Ward. Public Works Director Chuck Freeman entered at 7:06PM.

ADOPT THE AGENDA: Gary Maitland moved to adopt the amended agenda. JoAnn Hudson seconded. Under *ADMINISTRATOR'S REPORT*: add 1.) *Monthly report from Jim Wise*. All "Aye"; none opposed. Motion carried by majority vote.

APPROVE THE MINUTES: December 10, 2013. Gary Maitland moved to approve the minutes of December 10, 2013. JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.

TREASURER'S REPORT: Monthly Report by Treasurer Karen Melloch. For the first report, Treasurer Karen Melloch has presented the committee with a report on Video Gaming. Last month she reported that the average revenue from video gaming was approximately \$2500. This has greatly increased to \$3100. State reports are about two months behind. The state report shows the breakdown per establishment. Keep in mind that Shamrock revenues are not on this report yet. The second report is the year to date actuals for Capital Improvements. There has been little change in this report over last month. There was a small expenditure in the fire fund for a hedge trimmer. The bonds transfer from the Capital Improvement Fund will end in about 15 months when the bond is completely paid. The third report presented represents figures for the general fund year to date as of 1/8/14. The most notable changes are in the Building and Grounds Fund and in comparing to last year's Year-to-Dates the differences are the small barn slab removal and the timing in paying for the Christmas lights. In the Streets and Alleys Fund the differences include the purchase of the Skid Steer and timing of salt purchases. The final report is for the annualized report. There have been changes in the Line Item revenues. Revenues are still higher than budgeted. In line item 4110, sales tax is flat compared to budget projections. The village just received a check for \$21,000

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TREASURER'S REPORT: (Continued).

from towing and impounds. The 2013-14 estimated budget for cash on hand is higher than the 2013-14 annualized current projection by \$478,000.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS:

1. Outstanding invoice for Solar Farm. Jim Wise presented a letter dated 12/18/13 that was mailed to the applicant of the special use permit for the solar farm project. There have been three letters/invoices mailed. As of this date there has been no response. The bill is for \$2403. There have been attempts to collect this and Mr. Wise recommended that the village write off this debt because litigation would likely be too expensive. Gary Maitland would like to make every attempt to collect this debt. Chairman Maitland asked that Jim Wise explore options with attorney Aaron Szeto. President Jim E. Claeysen stated that perhaps the ordinance needs to be scrutinized, to be sure that every loophole is closed, so that this never happens again. Gary Maitland noted that Jim Wise is in the process of creating a report on projects that require retainers. This item will be kept on the agenda.

NEW BUSINESS:

1. Review Bills. Gary Maitland asked the Committee members to review the bills. President Jim E. Claeysen requested more time to review the bills and will notify the Chairman by email when he has completed his review.
2. Authorize Bills for Payment. Gary Maitland moved to send to the Village Board January 21, 2014, a request for an approval to pay the December bills reviewed by the Finance Committee on January 14, 2014, and the Budget Director on a later date in the amount of \$65,336.42. JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.
3. Budget Calendar.
 - a. Estimate Remainder of Fiscal Year Expenditures and Revenues. Chairman Maitland reminded the committee that it is now time to submit the proposed budgets for the new fiscal year. President Claeysen will be setting up meetings in the coming weeks with the Department Heads and Treasurer.

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NEW BUSINESS: (Continued).

- b. Estimate End of Year Surplus. This will be covered during the meetings with the Department Heads and Treasurer. As with the proposals and surplus, this information will also be submitted to the Budget Director. Gary Maitland noted that both items a and b are on target.

4. Secure Backup System for IT Security. Jim Wise gave the committee members information on the Seagate Business Storage systems. In today's world of security systems, the village needs to update its security system to protect against viruses and malware. The village's IT consultant, Scott Trimble, has been working on further securing the village computer system. Mr. Wise, at the suggestions of Mr. Trimble, recommended the purchase of an upgraded system, Seagate Network Storage System. Gary Maitland requested daily backups of certain financial and polices files, and Treasurer Karen Melloch stated that the Administration side is backed up on a daily basis. President Claeysen noted that this new system has a bit-blocker encryption. This is another line of defense at the frontline. Scott Trimble (IT) is working on getting the system as secure as possible. Gary Maitland moved that the village purchase a Seagate Business Storage Window Server 4-Bay, 4TB, to provide for a more secure back up system for the village's network security, from best price vendor to be selected by Scott Trimble (IT) at a cost not to exceed \$950, from Line Item 5375 Capital Improvements. There is money in the budget for this purchase. Installation will be done by Scott Trimble. JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.

PRESIDENTS REPORT: None.

ADMINISTRATOR'S REPORT: Jim Wise.

Jim Wise gave the committee members a copy of the Village Administrator's Report outlining projects/items that have been completed within the past thirty days. Some topics covered were on Economic Development, new businesses within the village, FOIA responses, upcoming changes to the website using "hot buttons", updating information on the "Location One" website through the department of commerce and economic opportunity and updating economic interest forms with Winnebago County.

CHAIRMAN'S REPORT: None.

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ADJOURNMENT: Seeing there is no further business, Gary Maitland moved to adjourn at 7:45PM. JoAnn Hudson seconded. All “Aye”; none opposed. Motion carried by majority vote.

Recorded by Village Clerk Dana Ward.

Minutes approved by Chairman Gary Maitland January 16, 2014.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE
TUESDAY, JANUARY 14, 2014
TIME: 7:00 P.M.**

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL
 JOANN HUDSON

ADOPT THE AGENDA:

APPROVE THE MINUTES: December 10, 2013.

TREASURER'S REPORT: Monthly Report by Treasurer Karen Melloch.

PUBLIC COMMENT:

UNFINISHED BUSINESS:

1. Outstanding Invoice to Solar Farm Project.

NEW BUSINESS:

1. Review Bills.
2. Authorize Bills for Payment.
3. Budget Calendar.
 - a. Submit Proposed Budgets New Fiscal Year to Appropriate Committee.
 - b. Present Tentative Budgets to Budget Director.
4. Secure Backup System for IT Security.

PRESIDENTS REPORT:

ADMINISTRATOR'S REPORT:

CHAIRMAN'S REPORT:

ADJOURNMENT:

GLM 01-09-14