

**VILLAGE OF CHERRY VALLEY, IL
COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 10, 2016**

wanted the position of part-time Village Clerk and also was told that currently the office staff has separated the clerks duties within the office, which is working out very well.

Treasurer Karen Melloch informed the committee that she had a meeting with the administration staff and it was decided that Kathy Trimble would accept the position of Village Clerk and Heather Church would then be appointed again as a Deputy Clerk. It was further discussed drafting an ordinance creating a part-time recorder's position. Trustee Belt recommended leaving leaving the current Administrative Assistant and Part-Time Village Clerk's ordinances as written and have Kathy Trimble appoint Barb Neville also as a Deputy Clerk.

Attorney Sosnowski noted there currently is a vacancy for the position of Village Clerk which needs to be filled and then name as many Deputy Clerks as needed. She added a current village employee (Administrative Assistant) can have the Village Clerk position added to their job title and serve with the dual role. After some discussion the consensus was to have the Village Treasurer Karen Melloch work with Village Attorney Roxanne Sosnowski to make the appropriate changes to the current Ordinance(s) as suggested by Village Treasurer Karen Melloch that Kathy Trimble remain as Administrative Assistant along with the position of Village Clerk and that Heather Church would be appointed as Deputy Clerk. Trustee Belt stated that no ordinances need to be changed at this time. Barb Neville will serve as part-time Recorder/Deputy Clerk. Due to added responsibilities for these positions salaries will be discussed under Personnel. A short poll was taken and all Committee Members were in agreement with the proposed job changes for Village Clerk & Deputy Clerk. If needed, these revised Ordinances will come back to the Tuesday, November 14, 2016 Committee of the Whole Meeting (under Ordinance) for further review.

3. Committee discussion regarding Chapter 82 Section 82-482 Re: Communication Antenna Support Structure Regulations.

At the October 4, 2016 Village Board Meeting Trustee Fustin asked that this item be placed under the Ordinance Report for further discussion due to a variance request recently received. Discussion took place regarding section 7 (monopole versus regular pole) in this new village ordinance. Trustee Maitland recommended this Ordinance be sent back to the Village Attorney's office to take the monopole design information and reconstruct the ordinance to allow for that. Trustee Schroeder noted in light of Hurricane Matthew there should be research available regarding the monopole and did that pole design hold up. Attorney Sosnowski will do additional research and bring appropriate language back to Ordinance in November.

4. Committee discussion regarding Chapter 14 Amusement Fees.

Chairman Belt noted that previously the past Ordinance Committee has been diligently reviewing the village's Code of Ordinances Book and requested that staff bring forward any changes they would recommend. One recommendation from Public Works Director Chuck Freeman was to correct the cost of water usage on our Special Use Permit. Trustee Hollembeak moved that the recommended water usage fee per day increase to \$60.00 per day. Trustee Schroeder seconded. All "Aye;" none opposed. Motion carried by voice vote. Chairman Belt asked the Village Board to review Chapter 14 to see if any changes need to be made. This item will be on the next Ordinance Report in November for further discussion/review.

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5. Committee discussion regarding the Regional Detention Pond Buy-In for any new and/or future development in the CherryVale Mall District Area.
Trustee Schroeder noted he originally raised concern with the \$2,500 per/acre cost but in retrospect feels this amount is sufficient. Dennis McMullen, C.E.S. recommended further requirements on this item with regard to drainage, etc. Consensus was to have Village Attorney Roxanne Sosnowski forward to Village Attorney Jim Stevens the information contained in the memo from Public Works Director Chuck Freeman, including the recommendations from Village Engineer Dennis McMullen, to draft an ordinance along with a map to establish cost as noted for interested developers.

Trustee Belted stated **ORDINANCE** passes.

PUBLIC WORKS - CHAIRMAN TRUSTEE DAVID SCHROEDER

APPROVE THE MINUTES: SEPTEMBER 26, 2016. Chairman Schroeder moved that the minutes of September 26, 2016 be approved. Trustee Belt seconded. All "Aye;" none opposed. Motion carried by voice vote.

ENGINEER'S REPORT

1. Project Updates:
Dennis McMullen, C.E.S. reported:
Vandiver Road Project: Hopefully, in two weeks the project should be complete.
Downtown Streetscape Project: Done except for some minor punch list items which will be completed on Friday.

UNFINISHED BUSINESS:

1. Continued Committee Discussion and Possible Committee Action Regarding Holiday Lighting for the 2016-2017 Season
Consensus was to have Public Works Director Chuck Freeman compile a cost proposal for lights & garland (possibly rope lighting) in the downtown area including Veterans Park, the new small trees and decorative street lights. An alternate cost proposal would be to decorate the Historical Society, and U.S. Post Office. Costs will be presented at the next Committee of the Whole Meeting under Public Works on October 24, 2016.

NEW BUSINESS:

1. Letter Requesting No Parking Signs on Sayer Road. Public Works Director Chuck Freeman read a request from the Montessori Private Academy regarding the placement of No Parking Signs on Sayer Road.
Trustee Hollembeak moved that No Parking Signs be installed on the north side of Sayer Road (Montessori Private Academy) to eliminate a potential hazard with traffic entering and leaving the school property. Trustee Maitland seconded. All "Aye;" none opposed. Motion carried by voice vote.
2. Request for Signage for Sgt. Leonard B. Keller, Congressional Medal of Honor Recipient.
Consensus was to have Public Works Director Chuck Freeman research the prototype of signs for this recognition and bring costs, size, location of signs, etc. as discussed to the Committee of the Whole Meeting under Public Works on October 24, 2016 for further discussion.

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3. Committee discussion and possible committee action regarding an Apparent Drainage Issue in the Newburg Village Neighborhood (Rivers Edge). The committee reviewed documents regarding apparent drainage issues in Rivers Edge. Trustee Hollembeak moved to have Village Attorney Jim Stevens draft a letter, to start the legal process, to the parties concerned since they have not stopped the encroachment as requested by the Boone County Conservation Preservation District. Trustee Schroder seconded. All "Aye;" none opposed. Motion carried by voice vote.
4. Sponsorship Request for a \$750.00 donation and Christmas Tree Recycling Drop Location at Baumann Park from Keep Northern Illinois Beautiful.
Trustee Hollembeak moved to approve the 2017 sponsorship donation for the Christmas Tree Recycling Program with Keep Northern Illinois Beautiful in the amount of \$750.00 from line item 5170 Public Works. Trustee Schroeder seconded. All "Aye;" none opposed. Motion carried by voice vote.

DIRECTOR'S REPORT:

1. Overtime Report. The Monthly Public Works Overtime Report was shared with committee members.
2. Project Updates:
Baumann Park: the regrading of the Baumann Park Ditch has been completed with the water moving as desired.
Water Tower #2: Repairs have been completed and the project will be finished by November 15, 2016 (sand blasting & painting).
North East Water Loop Extension: Construction has begun and will be completed in approximately 4-5 weeks.
Also the new bridge being built on Perryville Road should be completed and open by November 1, 2016.

CHAIRMAN'S REPORT: No Report

EX-OFFICIO'S RECREATION BOARD REPORT: No Report

Chairman Schroder stated **PUBLIC WORKS** passes.

PUBLIC SAFETY - CHAIRMAN TRUSTEE JEFF FUSTIN

APPROVE THE MINUTES - SEPTEMBER 13, 2016. Trustee Fustin moved to approve the September 13, 2016 minutes with one correction on page #1 (Fustin spelled incorrectly). Trustee Schroeder seconded. All "Aye;" none opposed. Motion carried by voice vote.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Purchase of Starcom Radios.
Trustee Hollembeak moved to send to the Village Board for approval the purchase of fourteen (14) APX 6000 Starcom Radios from Motorola at a cost not to exceed \$54,962.68 from line item 5375 Capital Improvements equipment. This cost includes the radios, extra batteries, shoulder mics, a five (5) year extended warranty as well as charging stations for the radios. Trustee Maitland seconded. All "Aye;" none opposed. Motion carried by voice vote.

**VILLAGE OF CHERRY VALLEY, IL
COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 10, 2016**

CHIEF'S REPORT:

1. CherryVale Mall Incident.

Police Chief Larry Neville updated the committee regarding the recent police activity at the CherryVale Mall.

Chairman Fustin stated **PUBLIC SAFETY** passes.

FINANCE COMMITTEE - CHAIRMAN TRUSTEE GARY MAITLAND

APPROVE THE MINUTES: SEPTEMBER 13, 2016. Chairman Maitland moved that the September 13, 2016 minutes be approved. Trustee Fustin seconded. All "Aye;" none opposed. Motion carried by voice vote.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Review Bills.

Chairman Maitland noted that the committee has reviewed the bills.

2. Authorize Bills for Payment.

Trustee Maitland moved to send a request to the Village Board to pay the bills reviewed and approved by the Budget Director on October 9, 2016 reviewed and approved by the Committee of the Whole Committee Members on October 10, 2016, in the amount of \$458,438.17. Trustee Fustin seconded. All "Aye;" none opposed. Motion carried by voice vote.

3. Budget Calendar.

- a. Review Personnel: Chairman Maitland noted administrative staff is proceeding. Therefore, we are on track with the current Budget Calendar.

CHAIRMAN'S REPORT:

1. Engineering and Legal Fee Accounts

Chairman Maitland noted there is still one open account remaining: United for Youth. Balance on hand as of 10/7/16 is \$4,112.70. Additional bills maybe forthcoming.

ADMINISTRATION REPORT:

1. Administration Progress Report by Karen Melloch

Highlights of the September 2016 Report:

- Processed 8 Ordinances and 1 Resolution during the month. Last year we passed 24 Ordinances in total and so far we have processed 35 YTD.
- Improved the Development section on the Village website by inserting the new marketing brochure.
- Processed insurance claim to CCMSI for a citizen fall and the claim was denied.

Chairman Maitland stated **FINANCE** passes.

ADJOURNMENT:

Trustee Belt moved that the meeting be adjourned at 9:00 p.m. Trustee Hollembeak seconded. All "Aye;" none opposed. Motion carried by voice vote.

Recorded by Recorder Barb Neville.

Minutes reviewed by President Jim E. Claeysen on October 23, 2016.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
COMMITTEE OF THE WHOLE COMMITTEE
MONDAY, OCTOBER 10, 2016
7:00 PM**

NEW BUSINESS:

1. Letter Requesting NO PARKING Signs on Sayer Rd.
2. Request for Signage for Sgt. Leonard B. Keller, Congressional Medal of Honor Recipient.
3. Committee discussion and possible committee action regarding an Apparent Drainage Issue in the Newburg Village Neighborhood (Rivers Edge Drive).
4. Request for a \$750 Donation and Christmas Tree Recycling Drop Location at Baumann Park from Keep Northern Illinois Beautiful.

DIRECTOR'S REPORT:

1. Overtime Report.
2. Project Updates.

CHAIRMAN'S REPORT:

EX-OFFICIO'S RECREATION BOARD REPORT:

PUBLIC SAFETY - CHAIRMAN TRUSTEE JEFF FUSTIN.

APPROVE THE MINUTES: SEPTEMBER 13, 2016

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Purchase of Starcom Radios

CHIEF'S REPORT:

1. Mall incident update.

FINANCE - CHAIRMAN TRUSTEE GARY MAITLAND

APPROVE THE MINUTES: SEPTEMBER 13, 2016

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Review Bills.
2. Authorize Bills for Payment.
3. Budget Calendar
 - a. Review Personnel

CHAIRMAN'S REPORT:

1. Engineering and Legal Fee Accounts.

ADMINISTRATION REPORT:

1. Administration Progress Report by Karen Melloch.

ADJOURNMENT:

JEC (10-06-2016)