

**VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE MINUTES
FEBRUARY 19, 2013**

Acting Chairman Stephen Appell called the meeting to order at 7:01PM. A Roll Call was taken.

Stephen Appell	PRESENT
JoAnn Hudson	PRESENT
Gary Maitland	ABSENT

Also present: Village President Jim Claeysen, Village Attorney Jim Stevens, Village Administrator David Nord, Chief of Police Todd Houde, Village Treasurer Karen Melloch, Village Clerk Dana Ward and Village Trustees David Schroeder, Sally Hollembeak and Scott Kramer.

ADOPT THE AGENDA: Stephen Appell moved to adopt the Agenda. JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.

APPROVE THE MINUTES: Stephen Appell moved to approve the Minutes for January 8, 2013. JoAnn Hudson seconded. All "Aye"; none opposed. Motioned carried by majority vote.

TREASURER'S REPORT: Treasurer Karen Melloch supplied the Committee with a copy of the Treasurer's report, Annualized, dated 1/31/13. Overall, revenues are up (\$36k) and the projected cash balance is up (\$315,016). Cash on hand predicted for the April 30, 2013 Fiscal Year date is noted at \$2,762,344. This is an increase of \$315,016 over the estimated amount for the Fiscal Year of \$2,447,328. Some Village residents enrolled in the Water program have requested utilizing the direct debit program offered through Alpine Bank. The Bank has assured Treasurer Melloch that this service can be offered at NO cost to the Village. Treasurer Melloch also noted that a date needs to be set for the Budget hearing. President Jim E. Claeysen and Attorney Stevens both noted that this notification must be published 30 days prior.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: David Nord received three quotes for the production of the new Village website and recommends using Entre Computer. This project can be completed by Mid-April. Stephen Appell made a motion to take to the Village Board an authorization for using Entre Computers for creation and maintenance of the website, in an amount not to exceed \$2200. (Line Item 5360 Tourism). JoAnn Hudson seconded. Motion carried by majority vote.

NEW BUSINESS:

1. Stephen Appell asked that all Members review the bills.
2. Stephen Appell moved to pay the bills in the amount of \$115,823.88 and forward to the Village Board. JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.
3. Copier Lease: Treasurer Karen Melloch presented the Committee members with information for three bids for copier lease services and recommends Xerox

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NEW BUSINESS: (Continued).

Direct. JoAnn Hudson moved to take to the Village Board an authorization to contract Xerox Direct for lease copier services, copier WC 5335, in the amount of \$135.68 per month, \$1628.16 for 60 months. (Line Item 5175A). Stephen Appell seconded. All "Aye"; none opposed. Motion carried by majority vote.

4. Budget Calendar.
 - a. Line Items. Stephen Appell asked the Committee members to review the item for additions, deletions or corrections.
 - b. Dept. Head Wages. Stephen Appell stated that this will be presented at a future Personnel meeting.
5. Dana Ward to attend NIMCA. Stephen Appell moved to send to the Village Board, an authorization for Dana Ward to attend the NIMCA meeting in Gilberts, IL on February 27, 2013, in an amount not to exceed \$50. (Line Item 5200A). JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.
6. Dana Ward to attend Computer Class. Stephen Appell moved to send to the Village Board an authorization for Dana Ward to attend a Computer Class (Microsoft Word) at Entre Computers, Machesney Park, IL, March 21, 2013 in an amount not to exceed \$200. (Line Item 5195). JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.
7. Review Administration Budget, FY 2013-14. David Nord gave the Committee a copy of the proposed Budget and displayed a power point presentation. There will be changes made in the Tourism Line Items. Also there will be changes made regarding Salaries based on Village Board decisions. Much discussion ensued. Sally Hollebeak brought up discussion regarding Scholarships. She requested the Committee revisit this idea in the future. Many items were commented on and the Chairman asked that the Committee take these into consideration when finalizing the Budget.
8. Proposed changes in the travel allowances. Chief Todd Houde brought to the attention of the Committee that changes should be made regarding meal costs per day in the Employee Handbook. He requested an increase in the per day rate from \$50.00 to \$75.00. This item will be discussed further at Personnel as the Employee Handbook is being rewritten.

PRESIDENT'S REPORT:

1. Police Pension Plan cost recommendations for FY 2013-2014. President Jim E. Claeysen referred the Committee members to a copy of an email from Officer Brian Muraski, Cherry Valley Police Pension Board, discussing Police Pension contributions. President Jim E. Claeysen referenced the restrictions for portfolio investments. Contributions are mandated by the State. President Claeysen asked the Committee to review this information for Village Board recommendations.

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ADMINISTRATOR'S REPORT: David Nord stated no report.

CHAIRMAN'S REPORT: Acting Chairman Stephen Appell stated no report.

ADJOURNMENT: Stephen Appell moved to adjournment at 8:14pm. JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.

Recorded by Dana Ward, Village Clerk

Acting Chairman Stephen Appell approved the Minutes on February 25, 2013.

AGENDA
“SPECIAL” FINANCE COMMITTEE
TUESDAY, FEBRUARY 19, 2013
TIME: 7:00 P.M.

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL
JOANN HUDSON

ADOPT THE AGENDA:

APPROVE THE MINUTES: January 8, 2013.

TREASURER’S REPORT: Monthly Report by Treasurer Karen Melloch

PUBLIC COMMENT:

UNFINISHED BUSINESS:

1. Village website - status update by David Nord

NEW BUSINESS

1. Review Bills.
2. Authorize Bills for Payment
3. Administration Department; copier lease proposal by Karen Melloch
4. Budget Calendar.
 - a. Review Budget Line Items; Determine Final Recommendations
 - b. Review Department Head Wages
5. Request for Clerk Dana Ward to attend the NIMCA meeting at Gilberts, IL on 2/27/13, Line Item 5200A, not to exceed \$50.
6. Request for Clerk Dana Ward to attend Computer class at Entre Computers Machesney Park 3/21/13, not to exceed \$200.
7. Review of draft Administration Department Budget FY 2013-2014
8. Proposed changes in travel allowances (meal costs/day) by Chief Houde.

PRESIDENTS REPORT:

1. Police Pension Plan cost recommendations for FY 2013/14.

ADMINISTRATOR’S REPORT:

CHAIRMAN’S REPORT:

ADJOURNMENT:

2/14/13