

**VILLAGE OF CHERRY VALLEY, IL  
FINANCE COMMITTEE MINUTES  
TUESDAY, SEPTEMBER 10, 2013**

**CHAIRMAN:** GARY MAITLAND  
**MEMBERS:** STEPHEN APPELL  
JOANN HUDSON

**Chairman Gary Maitland called the Finance Committee meeting to order at 7:02PM. A Roll Call was taken:**

STEPHEN APPELL   PRESENT  
JOANN HUDSON     PRESENT  
GARY MAITLAND    PRESENT

Others present: President Jim E. Claeysen, Trustees Nancy Belt, Sally Hollembeak and David Schroeder, Treasurer Karen Melloch and Village Clerk Dana Ward.

**ADOPT THE AGENDA:** Gary Maitland moved to adopt the Agenda. JoAnn Hudson seconded. All “Aye”; none opposed. Motion carried by voice vote.

**APPROVE THE MINUTES:** August 13, 2013. Gary Maitland moved to approve the Minutes of August 13, 2013. JoAnn Hudson seconded. All “Aye”; none opposed. Motion carried by voice vote

**TREASURER’S REPORT:** Monthly Report by Treasurer Karen Melloch.

1. Donation of old server. Karen Melloch reported that IT Specialist, Scott Trimble, wrote a letter addressed to the Village Board, stating that he could use a format application that would erase all data from the old server. It would not be suitable for business purposes due to its age. However, the old server could be donated to a school district. Nancy Belt suggested drafting a disposable ordinance and asked the Clerk to supply Karen Melloch with a copy of such an ordinance. After much discussion, Gary Maitland moved to send to the Village Board September 17, 2013, a request to allow Scott Trimble to erase all data from the server and supplying a letter certifying the erasure of the data, and donating this to the a Orangeville school district. Stephen Appell seconded. Gary Maitland and Stephen Appell voted “Aye” with JoAnn Hudson “Abstaining”. Motion carried by voice vote.
  
2. Financial Sheets. Karen Melloch supplied copies of the General Fund year to date comparison for 2013 to 2012. Sales tax is on track. State income tax looks like it will be a little below but that is due to timing. At this time last year we received 5 payments; so far this year we have received only four payments. Administration is up due to additional property insurance payments as a result of the fire. Police salary is up

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**NEW BUSINESS:** (Continued).

compared to last year. Also, Public Works is up due to the purchase of the skid steer. Revenue is higher than expected at \$3.318 million compared to what was budgeted last year at \$2.912 million. Revenue is flat and expenditures are down. This is based on annualization. Overall, Mrs. Melloch expects a nice increase of cash by the end of the year. A word of caution; this is based on four months.

Mrs. Melloch also noted that there have been additions to the Website. The FOIA form has been updated and is now available on the website. A copy is of this is shown at the meeting. Other permits and applications have been updated and are also available on the website. The 2013 financial statements are available online now. Today the banner was updated noting the October and November burn allowance.

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Review Bills. Gary Maitland asked the Committee members to review the bills. Joann Hudson questioned a bill regarding the payment of a repair at the Public Works building. President Jim E. Claeysen noted that damage was done due to the fire. The Village will pay this bill and Karen Melloch will submit this bill to the insurance agent for reimbursement. The Purchase Order number noted is 43729.
  
2. Authorize Bills for Payment. Gary Maitland moved to send to the Village Board September 17, 2013, an approval to pay the August bills in the amount of \$713,087.11, reviewed by the Budget Director and the Finance Committee on September 10, 2013. Gary Maitland noted that a large portion of the payments (\$637,000+) are for capital improvement projects for Newburg and Lyford Roads as well as the Regional Detention project. JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by voice vote.
  
3. Budget Calendar.
  - a. Begin Reviewing Budgets. Gary Maitland reminding the Committee that the Budget Calendar says that this month the Village is to begin reviewing the budget.

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**NEW BUSINESS:** (Continued).

- b. Review Village's Library Insurance. In the past the Village Administrator reviewed the liability insurance. President Jim E. Claeysen will work with Mrs. Melloch on this review.
  
4. Issue Budget Forms to Department Head's. Karen Melloch stated that the department heads have an excel spreadsheet with information and she will do updates.

**PRESIDENTS REPORT:**

1. Discussion regarding creating a resolution and appointing a new authorized agent for IMRF. President Jim E. Claeysen stated that the Village of Cherry Valley needs to appoint an authorized agent for the Illinois Municipal Retirement Fund. This appointment must be done as an adoption of a resolution and must be certified by the Clerk. This is for a contact agent and names Karen Melloch as the authorized agent. When a new Administrator is appointed, if the Board so chooses, another appointment can be made at a later date. Gary Maitland moved to send a request to the Village Board September 17, 2013 an approval to adopt a resolution appointing Karen Melloch as the authorized agent for IMRF for the Village. Stephen Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.

**CHAIRMAN'S REPORT:** None.

**ADJOURNMENT:** Gary Maitland moved to adjourn at 7:28PM. Stephen Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Village Clerk Dana Ward.

Minutes approved by Chairman Gary Maitland September 12, 2013.

VILLAGE OF CHERRY VALLEY, IL  
FINANCE COMMITTEE  
TUESDAY, SEPTEMBER 10, 2013  
TIME: 7:00 P.M.

**CHAIRMAN:** GARY MAITLAND  
**MEMBERS:** STEPHEN APPELL  
JOANN HUDSON

**ADOPT THE AGENDA:**

**APPROVE THE MINUTES:** August 13, 2013.

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

1. Donation of old server.

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

- 1.

**NEW BUSINESS:**

1. Review Bills.
2. Authorize Bills for Payment.
3. Budget Calendar.
  - a. Begin Reviewing Budgets.
  - b. Review Village's Liability Insurance.
  - c. Issue Budget Forms to Department Heads.

**PRESIDENTS REPORT:**

1. Discussion regarding creating a resolution and appointing a new Authorized Agent for IMRF.

**CHAIRMAN'S REPORT:**

**ADJOURNMENT:**

GLM 9/4/13