

**VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE MINUTES
TUESDAY, OCTOBER 8, 2013**

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 PRESENT
JOANN HUDSON PRESENT
GARY MAITLAND PRESENT

Others present: President Jim E. Claeysen, Trustees Nancy Belt, Sally Hollebeak and David Schroeder, Treasurer Karen Melloch, Public Works Director Chuck Freeman, Interim Chief of Police Larry Neville and Village Clerk Dana Ward.

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

APPROVE THE MINUTES: September 10, 2013. Gary Maitland moved to approve the Minutes of September 10, 2013. JoAnn Hudson seconded. All “Aye”; none opposed. Motion carried by voice vote.

TREASURER’S REPORT: Monthly Report by Treasurer Karen Melloch. Karen Melloch referred the Committee to the sales tax handout. The regular sales tax came in at about \$14,000 over last year’s figures. To date, sales tax figures are right on target. The 1% sales tax came in higher than the previous year. Compared to budget, Mrs. Melloch stated “we are doing very well”. Nancy Belt asked if, in regards to the 1% sales tax, are the funds being spent on designated projects? Mrs. Melloch answered affirmatively and stated that more projects have been added because of the considerable savings on the road projects. There are two more years, after this year, for the 1% sales tax.

Blue Cross Blue Shield mailed a card stating that the HSA and PPO plans will not be offered going forward. This item will be discussed more in PERSONNEL.

Mrs. Melloch wanted to highlight the many projects the administration staff has worked on this past month. Special thanks to Kathy Trimble for designing the Cross Connection survey brochure. Over 2100 letters were mailed out; the staff worked diligently getting these out in a timely manner. Responses are coming in and Chuck Freeman will present an update in the future. Geneva Haley has been working on the Comprehensive Plan for Stephen Appell; copies will be in your mailboxes soon. Also, the staff worked on the candidate interview books. The interviews start tomorrow. Research was done for the new digital recorder, which has been ordered and will be installed on Friday. The stickers came in for the video gaming. Thanks to Kathy Trimble for her

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TREASURER'S REPORT: (Continued).

research on and designing of the sticker. The stickers will be delivered to the gaming establishments by the Chief and a representative of the Administration staff. The stickers will be applied, noted and recorded.

Mrs. Melloch attended the Police pension board meeting. In the pension plan, year to date performance is at -1.9%. Their projection for the remainder of the year is to hopefully break even. She presented a copy of the RBC report and asked the Committee to peruse this material. Recommendations are given in this report on how to invest in the future. What has driven the investment performance to go down was that RBC invested in Cincinnati Asset Management. Year to date CAM is down 5%.

On the year to date analysis of the general fund, revenues for the total year are flat compared to last year. On the annualized report, revenue is slightly up and over all expenses are down. Mrs. Melloch will continue giving the Committee copies of these monthly reports.

PUBLIC COMMENT: None.

NEW BUSINESS:

1. Review Bills. Gary Maitland asked the Committee members to review the bills.
2. Authorize Bills for Payment. Gary Maitland moved to send to the Village Board October 15, 2013, an approval to pay the September bills, reviewed by the Finance Committee and Budget Director on October 8, 2013, in the amount of \$141,811.66. JoAnn Hudson questioned some of the bills covering purchases of equipment. Chuck Freeman stepped to the podium and stated these were miscellaneous purchases covered by the fire. These purchases came out of the miscellaneous line item specified to cover items destroyed in the fire. Stephen Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.
3. Budget Calendar. Chairman Maitland stated that there are two items on the budget calendar:
 - a. Review Personnel. Review of personnel. This is to be conducted by the department heads: This is for a review of personnel, where they stand in pay and insurance.
 - b. Review Employee Handbook. This will be undertaken by the Village Board: The Handbook is currently being worked on through the PERSONNEL Committee.

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NEW BUSINESS: (Continued).

4. Employees New 457 Plan with IPPFA Benefits. Chairman Maitland informed the Committee that there is a discrepancy in the agreement that had been reviewed by the Village Attorney regarding the pre-tax and post-tax contributions. Much discussion ensued. President Jim E. Claeysen and Gary Maitland will review the Resolution and documents.

Mrs. Melloch is instructed to prepare funds for processing these contributions. This item will be kept on the agenda for next month.

5. Expansion of Village Treasurer's Desk. Karen Melloch pointed out that her desk top is very short and narrow. She had requested to get a new counter top and requested \$1,000 in the budget. She contacted the original supplier and was told the desk top could not be matched. She received two quotes: One from Beyer Builders, which came in at \$1900, installed. The second quote came from Rachel Rawson for \$1,000 (referred by JoAnn Hudson). They could do a custom woodworking piece that would blend with the counter top and wood trim. Gary Maitland moved to send to the Village Board October 15, 2013, an approval to purchase a counter top for the Treasurer's Desk in the amount of \$1000.00, from Rawson Custom Woodworks, LLC., Line Item 5120 Building and Grounds. Stephen Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.

Karen Melloch noted that the front desk counter top is showing some wear. Rachel Rawson said she could do a quote for replacement of the counter top. This could be considered for next year's budget.

CLOSED SESSION: Gary Maitland moved to go into Closed Executive Session at 7:28PM under:

5 ILCS 120 2(c)(11) (Litigation) An action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. (Administration).

5 ILCS 120 2(c)(2) (Collective Bargaining) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. (Police and Public Works).

JoAnn Hudson declined to attend the Executive Session regarding 5 ILCS 120 2(c)(11) (Litigations): She stated that when the Public Body finds that an action is probable or imminent, the Public Body is the

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CLOSED SESSION: (Continued).

Committee. She questioned if the body knew what this is about. There is supposed to be a finding before going into Closed Session. She will attend the Closed Session for the 5 ILCS 120 2 (c)(2) (Collective Bargaining). Nancy Belt questioned whether the attorney was aware of this possible litigation. Karen Melloch replied that the attorney was aware of this issue.

Gary Maitland stated that this is for litigation that the Village may or may not go into.

Stephen Appell seconded. A Roll Call vote was taken:

STEPHEN APPELL	AYE
JOANN HUDSON	NAY
GARY MAITLAND	AYE

RECONVENE TO OPEN SESSION: Gary Maitland reconvened to the FINANCE committee meeting at 7:54PM. A Roll Call was taken:

STEPHEN APPELL	PRESENT
JOANN HUDSON	PRESENT
GARY MAITLAND	PRESENT

PRESIDENTS REPORT: No report.

ADMINISTRATOR'S REPORT: None.

CHAIRMAN'S REPORT: No report.

ADJOURNMENT: Seeing there is no further business, Gary Maitland moved to adjourn at 7:55PM. Stephen Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Village Clerk Dana Ward.

Minutes approved by Chairman Gary Maitland October 14, 2013.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE
TUESDAY, OCTOBER 8, 2013
TIME: 7:00 P.M.**

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL
 JOANN HUDSON

ADOPT THE AGENDA:

APPROVE THE MINUTES: September 10, 2013.

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

PUBLIC COMMENT:

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Review Bills.
2. Authorize Bills for Payment.
3. Budget Calendar.
 - a. Review Personnel.
 - b. Review Employee Handbook.
4. Employees New 457 Plan with IPPFA Benefits.
5. Expansion of Village Treasurer's Desk.

CLOSED SESSION:

5 ILCS 120 2(c)(11) (Litigation) An action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. (Administration).

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RECONVENE TO OPEN SESSION:

PRESIDENTS REPORT:

ADMINISTRATOR'S REPORT:

CHAIRMAN'S REPORT:

ADJOURNMENT:

GLM 10/4/2013