

**VILLAGE OF CHERRY VALLEY, IL  
FINANCE COMMITTEE MINUTES  
TUESDAY OCTOBER 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 | PRESENT |
| JOANN HUDSON   | PRESENT |
| GARY MAITLAND  | PRESENT |

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

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

**APPROVE THE MINUTES:** September 9, 2014. Chairman Maitland entertained a motion to approve the minutes. Trustee Appell moved to approve the minutes for September 9, 2014. Trustee Hudson seconded. All “Aye”; none opposed. Motion carried by voice vote.

**TREASURER’S REPORT:** Monthly Report by Treasurer Karen Melloch. Treasurer Melloch presented the September Report to the committee for the General Fund and Capital Improvement statements. There are no questions. On October 10, 2014 Treasurer Melloch filed the 2013-2014 Bonds Disclosure filing. This is a yearly requirement that needed to be uploaded to the government site. The Village is in compliance; the due date to file this disclosure is October 31, 2014. The Sales Tax report was received; the receipts were very good for the month. The Budget Director, as per segregation of duties, made sure the numbers were correct. The members received an email confirmation regard the sales tax revenue. Regarding the year to date revenues for the water fund, there is less penalty income. Last year at this time there was \$7,400.00 in the revenue fund compared to this year’s total of \$4,700.00. Treasurer Melloch attributes this to the fact that more people are using direct debit. Treasurer Melloch is pleased to announce that she calculated the last rebate agreement for the Mall, which ended July 3, 2014. The purchase order will come through with additional bill payments and the amount will be for a little over \$18,000.00. The Village is now complete with all rebate agreements.

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS:** None.

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**NEW BUSINESS:**

1. Review Bills. Chairman Maitland noted that the committee has reviewed the bills.
2. Approval of IML Conference Expenses. Chairman Maitland noted that the committee has reviewed the IML Conference expenses. Because there are questions regarding the IML expenses, Chairman Maitland asked the committee to forward this to the Village Board for full member discussion. Trustee Hudson requested to view the expenses from last year. Chairman Maitland asked Treasurer Melloch if she could prepare copies of last year's IML expenses for the Trustees review. Chairman Maitland moved to send to the Village Board October 21, 2014 a request to discuss and reimburse expenses for three Trustees for their attendance of the 2014 IML conference in Chicago. Trustee Appell seconded. All "Aye"; none opposed. Motion carried by voice vote
3. Authorize Bills for Payment. Chairman Maitland moved to send a request to the Village Board October 21, 2014, to pay the bills reviewed and approved by the Finance Committee on October 14, 2014 and reviewed by the Budget Director on October 9, 2014, in the amount of \$47,610.67. Trustee Hudson seconded. Trustee Hudson commented that the motion states "all" bills, and she would like to note that payroll and utility bills are exempted for review. She would like to define which bills are being paid and also asked Chairman Maitland if the motion could recognize the Budget Director by name in the motion. Chairman Maitland will take that suggestion under consideration. Trustee Appell added that the Budget Director is a matter of public record. Regarding the payment of bills, Treasurer Melloch stated that the motion includes the dollar amount so the committee would know what bills were included in the total. Chairman Maitland stated that the report shows a list (with vendors named) and totals. The committee receives a quick books print out monthly with utilities and personnel expenses, and the committee gets a monthly report from the department heads regarding overtime. Chairman Maitland called the question: Chairman Maitland and Trustee Appell voted "Aye"; Trustee Hudson voted "Abstain". The motion is carried.
4. Budget Calendar. Chairman Maitland noted that the calendar recommends a review of the following:
  - a. Review Personnel. Chairman Maitland stated that things are being followed differently from when the budget calendar was originally devised and questioned if there should be a change in the budget calendar. As an example, now the committee receives monthly reports from the Treasurer regarding personnel costs, the Chief submits monthly costs and the Public Works Director submits overt time reports. Trustee Appell agreed that maybe this should be taken off the calendar. Treasurer Melloch interjected that when budget calendar was devised, she understood that the intent of

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this was to note that this is the time for the department heads to review personnel, a time to do performance evaluations. Chairman Maitland stated that perhaps the reviews should be done in January and that the budget calendar needs to be updated. Chairman Maitland suggested that this discussion should be continued during budget talks.

- b. Review Employee Handbook. Chairman Maitland noted that currently the Employee Handbook is being reviewed. The Village is on track with the employee handbook.
5. Five Year Plan for the General Fund. Chairman Maitland stated that Treasurer Melloch has prepared a Five-Year Plan for the General Fund. In discussions regarding the 1% sales tax, Treasurer Melloch was asked by Trustee Appell to speculate the five year plan for the General Fund. The question she asked, what assumptions should be used to complete this evaluation? The assumptions Treasurer Melloch used were increases each year for the following; personnel 5%, health insurance 10%, pension costs 5% and all other expenses per department 3%, and left the revenues flat. With these assumptions in mind, there would be a decrease in cash on hand over five years. The five year plan would end in 2018-2019 with an estimated balance of \$1.2 million. This shows how expenses will go up. This is a conservative estimate. Chairman Maitland stated that he would like to see equipment moved to the Capital Improvement fund. Treasurer Melloch added that there is no crystal ball; this is a best guess scenario for the projections over a five year period.

**CHAIRMAN'S REPORT:**

**ADJOURNMENT:** Seeing there is no further business, Chairman Maitland moved to adjourn at 7:35PM. Trustee Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Village Clerk Dana Ward.

Minutes reviewed by Chairman Maitland October 20, 2014.

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

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

**ADOPT THE AGENDA:**

**APPROVE THE MINUTES:** September 9, 2014

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

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Review Bills
2. Approval of IML Conference Expenses
3. Authorize Bills for Payment
4. Budget Calendar
  - a. Review Personnel
  - b. Review Employee Handbook
5. Five Year Plan for the General Fund

**CHAIRMAN'S REPORT:**

**ADJOURNMENT:**

GLM 10/9/2014