

**VILLAGE OF CHERRY VALLEY, IL  
“SPECIAL” FINANCE COMMITTEE MINUTES  
TUESDAY, FEBRUARY 17, 2014**

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

Chairman Gary Maitland is not present for this meeting. Trustee Stephen Appell is acting Chairman and called the Finance Committee meeting to order at 6:30PM. A Roll Call was taken:

STEPHEN APPELL	PRESENT
JOANN HUDSON	PRESENT
GARY MAITLAND	ABSENT

Others present: President Jim E. Claeysen, Trustees Nancy Belt and Sally Hollembeak, Public Works Director Chuck Freeman, Chief of Police Larry Neville Attorneys Jim Stevens and Derron Burke and Village Clerk Dana Ward. Trustee David Schroeder entered at 6:35PM.

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

**APPROVE THE MINUTES:** January 13, 2015. Trustee Appell moved to approve the minutes for January 13, 2015. Trustee Hudson seconded. All “Aye”; none opposed. Motion carried by voice vote.

**TREASURER’S REPORT:** Treasurer Karen Melloch is not present this evening. Questions can be directed to Treasurer Melloch at a later time.

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Review Bills. Trustee Appell noted that the committee has reviewed the bills.
2. Authorize Bills for Payment. Trustee Appell asked if there were any questions regarding the bills. Trustee Hudson questioned charges on the Barrack Switzer bills totaling \$2,276.50 and questioned a letter she received from Barrack Switzer in regards to a denial of her FOIA request for a Police report regarding an active investigation. Trustee Hudson questioned this; she did not file this FOIA request. There are also charges regarding a FOIA request to the Attorney General’s office. The items are dated 1/7/15, 1/12/15 and 1/13/15. Trustee Hudson asked who authorizes his research. Attorney Stevens offered an itemized statement regarding these charges. A discussion followed and Attorney Stevens referred Trustee Hudson to information she received from President Claeysen.

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Attorney Stevens does not keep his time records by “who asked for what”. Any elected official, clerk or department head can ask for work. He does not recall who asked for this specific research.

Trustee Hudson stated that “...in order to give me a legal letter, signed by you and your firm, telling me you denied my FOIA request, I would think that you would have to have a copy of the FOIA”. Trustee Hudson cannot believe that the attorney would do research without a FOIA. Attorney Stevens does not recall who asked for this work and will withdraw the amount.

Attorney Stevens went through the itemized bill with the committee. Some of the items discussed, but not limited to, were 1.) 1/12/15, research of the applicability of OMA (Open Meetings Act) to text messaging during Executive Session, 2.) 1/7/15, item will be taken off, 3.) 1/13/15, continuation and completion of research of OMA regarding electronic communications violations for texting while in Executive Session, 4.) 1/14/15, research freedom of information exceptions relating to Cherry Valley document request, and regarding a FOIA request on selection of candidates and other information, 5.) 1/16/15, conversation with Treasurer Karen Melloch and Clerk Dana Ward regarding an addition to the PERSONNEL agenda regarding if an Ordinance had to be in place before hiring, (which Attorney Roxanne Sosnowski handles), 6.) 1/20/15, office conference with Trustee Hudson and a discussion after the Board meeting for 2.8 hours, and, also information regarding a denial on a FOIA for a Police Department request. There are also many emails that Attorney Stevens responded to that he did not charge time to the village.

Attorney Stevens stated that he would take off the following from the Barrack Switzer internal account statement: On 1/20/15 an amount for \$181.25, on 1/23/15 an amount for \$14.50, and on 1/7/15 an amount for \$145.00 for a total of \$340.75. He agreed to round this up to \$350.00, leaving the itemized bill at \$12,593.11. Trustee Hudson will not sign off on these bills, but will approve them to go to the BOARD for payment.

Trustee Appell moved to send a request to the Village Board February 17, 2015, to pay the bills reviewed by the Budget Director on February 17, 2015 and reviewed and approved by the Finance Committee on February 17, 2015, in the amount of \$118,611.74. Trustee Hudson seconded. All “Aye”; none opposed. Motion carried by voice vote.

3. Budget Calendar.
  - a. Review Budget Line Items and Determine Final Recommendations. Trustee Appell noted that he does not have this information in front of him but believes this information may have been discussed while he was gone.

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- b. Review Department Head Wages. Trustee Appell noted that item a. and b. are part of the review process. During the next month the line items and department head wages will be discussed.
4. Request for Fireproof Cabinets. Trustee Appell noted that the members have received information regarding the purchase of a fireproof cabinet. The clerk submitted estimates for new and used cabinets. Trustee Appell moved to send to the Village Board March 3, 2015 a request to purchase a (used) fireproof cabinet from B & H Office Supply in an amount of \$959.92, including delivery, from line item 5375A. Trustee Hudson seconded. All "Aye"; none opposed. Motion carried by voice vote.
5. Request for Clerks attendance to the Spring Municipal Clerks of Illinois Seminar in Utica, Illinois, Friday, April 17, 2015. Trustee Appell moved to send to the Village Board February 17, 2015 a request for the Clerk to attend the Spring MCI (Municipal Clerks of Illinois) conference in Utica, Illinois, April 16 - 17, 2015, not to exceed \$50.00. Trustee Hudson seconded. All "Aye"; none opposed. Motion carried by voice vote.

**CHAIRMAN'S REPORT:** None.

**ADJOURNMENT:** Seeing there is no further business, Trustee Appell moved to adjourn at 7:08PM. Trustee Hudson seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Village Clerk Dana Ward.

Minutes reviewed by Trustee Appell March 9, 2015.

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
“SPECIAL” FINANCE COMMITTEE  
TUESDAY, FEBRUARY 17, 2015  
6:30PM**

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

**ADOPT THE AGENDA:**

**APPROVE THE MINUTES:** January 13, 2015.

**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 Budget Line Items and Determine Final Recommendations.
  - b. Review Department Head Wages.
4. Request for Fireproof File Cabinets.
5. Request for Clerks attendance to Spring MCI Seminar in Utica, IL, Friday April 17, 2015.

**CHAIRMAN’S REPORT:**

**ADJOURNMENT:**  
GLM (02-12-15)