

**VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE MINUTES
TUESDAY, AUGUST 11, 2015**

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL JEFF FUSTIN

Chairman Gary Maitland called the Finance Committee meeting to order at 7:00PM. A Roll Call was taken:

STEPHEN APPELL	PRESENT
JEFF FUSTIN	PRESENT
GARY MAITLAND	PRESENT

Others present: President Jim E. Claeysen, Trustees Nancy Belt, Sally Hollebeak, and David Schroeder, 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 Appell seconded. All “Aye”; none opposed. Motion carried.

APPROVE THE MINUTES: July 14, 2015. Chairman Maitland moved to approve the minutes for July 14, 2015. Trustee Fustin seconded. All “Aye”; none opposed. Motion carried.

TREASURER’S REPORT: Monthly Report by Treasurer Karen Melloch. Chairman Maitland noted that Treasurer Karen Melloch is not present this evening. Expect a report at the Village Board meeting August 18, 2015.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS:

1. Reserve Policies. Chairman Maitland stated that he is not prepared to discuss this this evening. The auditors will be here next week. Questions can be directed to the auditors. A pamphlet has been received by the members for review. This item will held over to the August agenda.

NEW BUSINESS:

1. Review Bills. Chairman Maitland noted that the committee has reviewed the bills.
2. Authorize Bills for Payment. Chairman Maitland moved to send a request to the Village Board August 18, 2015, to pay the bills reviewed by the Budget Director and reviewed and approved by the Finance Committee on August 11, in an amount of \$906,451.45. Trustee Appell seconded. Chairman Maitland noted that \$628,311.88 is for payments to Capital Improvement projects for streets and drainage and to Cord Construction for the new Public Works building. Also, a payment was made for MFT (Motor Fuel Tax) at \$163K plus to Rock Road Company, LLC. All “Aye”; none opposed. Motion carried.

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3. Budget Calendar.
 - a. Review Long Range Program Capital Improvements. Chairman Maitland noted that this is a holdover item from year to year. The Village currently has a five year plan in place and is in accordance with their review.
 - b. Review Health Insurance Plan. Chairman Maitland noted that the insurance discussion will be on the PERSONNEL committee agenda for August.
2. The two memberships are within the parameters to be approved at the committee level, under \$1,000.00. Membership to NIMCA (Northwest Illinois Municipal Clerks Assn.) 2015-2016 \$50.00 Request from Clerk, Dana Ward Payment due September 30, 2015. Chairman Maitland moved to pay for the Village Clerk's membership into NIMCA (Northwest Illinois Municipal Clerks Assn.) in the amount of \$50.00, line item 5150 A - Memberships. Trustee Appell seconded. All "Aye"; none opposed. Motion carried.
3. Membership to MCI (Municipal Clerks of Illinois) 2015-2016 \$55.00 Request from Clerk, Dana Ward. Chairman Maitland moved to pay for the Village Clerk's membership into MCI (Municipal Clerks of Illinois) in the amount of \$55.00, line item 5150 A - Memberships. Trustee Appell seconded. All "Aye"; none opposed. Motion carried.
4. Travel Costs for IML Conference Attendees. Chairman Maitland supplied a copy of a memo dated August 11, 2015 regarding the costs of the IML (Illinois Municipal League) conference. This is subject to change pending Village Board discussion. Some attendees take a guest and that additional banquet tickets are available at a cost of \$125.00. The recommendation is that the attendees procure a standard room; any upgrades would be paid by the Board member. Discussion ensued regarding meals. The attachment has been amended to read "Meals - up to \$200.00" and "\$50/day", and that the total is reflected to read "\$1,365.12". (See attachment). Chairman Maitland moved to send a request to the Village Board August 18, 2015, to allow up to seven Village Board members to attend the IML (Illinois Municipal League) annual training conference in Chicago September 17- 19, 2015, at a cost not to exceed \$1,365.12 for each attendee, line item 5200 A - Travel, with details of exact authorized expenditure amounts found in a memo dated August 11, 2015. The registration cost was forwarded to the Village Board from the July FINANCE meeting. Trustee Appell seconded. All "Aye"; none opposed. Motion carried.
5. Approval to purchase 10 signs for the Veteran's Memorial Remembrance Day Event. The purchase is within the parameters to be approved at the committee level, under \$1,000.00. Chairman Maitland moved to purchase ten (10) signs from Signs Now for the Veteran's Memorial Remembrance Day in an amount of \$150.00, line item 5085 A - Community Welfare and Development. Trustee Fustin seconded. All "Aye"; none opposed. Motion carried.

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CHAIRMAN'S REPORT:

1. Engineering and Legal Fee Accounts. Chairman Maitland reviewed the engineering accounts. There are three active accounts. The FedEx balance is \$3,799.37. The United for Youth project balance is \$5,365.46. There is still an inspection for the water lines expected. The third project is for the Cherry Valley Library District with a balance of negative \$3,861.76. As a reminder, the fees were waived for the library.

ADJOURNMENT: Seeing there is no further business, Chairman Maitland moved to adjourn at 7:25PM. Trustee Appell seconded. All "Aye"; none opposed. Motion carried.

Recorded by Village Clerk Dana Ward.

Minutes reviewed by Chairman Maitland August 12, 2015.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE
TUESDAY, AUGUST 11, 2015
7:00PM**

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL JEFF FUSTIN

ADOPT THE AGENDA:

APPROVE THE MINUTES: July 14, 2015

TREASURER'S REPORT: Monthly Report by Treasurer Karen Melloch

PUBLIC COMMENT:

UNFINISHED BUSINESS:

1. Reserve Policies

NEW BUSINESS:

1. Review Bills
2. Authorize Bills for Payment
3. Budget Calendar
 - a. Review Long Range Program Capital Improvements
 - b. Review Health Insurance Plan
4. Membership to NIMCA (Northwest Illinois Municipal Clerks Assn.) 2015-2016 \$50.00 Request from Clerk, Dana Ward
Payment due September 30, 2015
5. Membership to MCI (Municipal Clerks of Illinois) 2015-2016 \$55.00
Request from Clerk, Dana Ward
6. Travel Costs for IML Conference Attendees
7. Approval to purchase 10 signs for the Veteran's Memorial Remembrance Day Event

CHAIRMAN'S REPORT:

1. Engineering and Legal Fee accounts

ADJOURNMENT:

GLM (08-06-15)

To: Village Board Members

From: Gary Maitland, Trustee

Re: Reimbursable Expenses for 2015 IML Conference

Date: August 11, 2015

This is a follow up memo to one dated July 21, 2015.

I am suggesting the following IML Conference expenses be reimbursed to Village Board members attending the 2015 IML Training Conference in Chicago in September. Additional expenses incurred outside of those listed below will not be reimbursed. All expenses require a detailed receipt unless otherwise noted below. An expense report outlining ALL expenses for reimbursement will be required to be completed by each board member. Additional banquet tickets are available at a cost of \$125. I understand they must be purchased when registering.

Hotel • \$820.62

Thursday, Friday, & Saturday nights @ \$235/night + 16.4% in taxes & fees.

Parking • \$115.50

Thursday, Friday, & Saturday night parking @ \$38.50/day.

Meals • up to \$300 - ~~\$200.00~~

Meals for Thursday, Friday, Saturday, & Sunday @ ~~\$75~~ ^{\$50}/day

NOTE: Meal expenses are not cumulative, i.e., unused amounts do not carry over to the next day's expenses.

Transportation • up to \$100

Vehicle mileage will be reimbursed at the IRS suggested rate of \$0.57½ per mile. The village vehicle should be used, if possible.

Tolls • up to \$9.00

Illinois Tollway expenses for a round trip will be reimbursed at \$9 if cash is used and at \$4.50 if I-Pass is used. Receipts are not required.

Taxis • up to \$40

Taxi service will be reimbursed at \$10 per day. Like meals, it is not cumulative.

Tips • \$80

Tips are authorized up to 20 percent of individual meal expenses and an additional \$5 for each day in the hotel.

NOTE: The daily tip expense is cumulative and where applicable should be written into meal receipts. No other tip receipt is required.

If a board member attendee uses the maximum amount for each reimbursement, the total would be \$1,465.12. ~~\$1,365.12~~