

**VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE MINUTES
TUESDAY, NOVEMBER 10, 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	ABSENT
JEFF FUSTIN	PRESENT
GARY MAITLAND	PRESENT

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

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

APPROVE THE MINUTES: October 13, 2015. Chairman Maitland moved to approve the amended minutes for October 13, 2015. Trustee Fustin seconded. All “Aye”; none opposed. Motion carried by voice vote.

TREASURER’S REPORT: Monthly Report by Treasurer Karen Melloch. Treasurer Karen Melloch gave a synopsis of special projects in the administration department. Carpet has been installed. The new inserter/folder machine for the water bills has been delivered. This machine should cut down the processing time of water bills from three hours to about one hour. A questionnaire required by Retail Strategies has been completed. Treasurer Karen Melloch thanked President Jim E. Claeysen and Trustee Stephen Appell with their assistance in completing this questionnaire. Treasurer Karen Melloch stated that she will be meeting with President Jim E. Claeysen and Ashton Arrington from Retail Strategies tomorrow. The land purchase contract has been received and the environmental assessment has been ordered. The Reserve Policy has been finalized and sent to the auditors. The sign for the Public Works building was order and installed. Additionally, a sign was ordered for the “Administrative Offices and Police Department”. Public Works will look into putting in a light to illuminate this sign. Receptionist Heather Church created and sent out the invitations for the Public Works Ribbon Cutting and Open House, as well as completed the flyer for the pumpkin carving display, sponsored by Trustee Nancy Belt, and completed 300 Veterans Ceremony programs. The Veterans ceremony was well attended. Today the preliminary balancing of the payroll accounts was completed in anticipation of year end closing. The abatement ordinance has been through the ORDINANCE committee and will go to the Village Board in December for passage. The leases for the Historical Society (1 year) and Infinite Velocity (6 month) have been renewed. Clerk Dana Ward has been working on putting special items onto Laserfiche and completed updating the Code of

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Ordinance books. Tim Sharp, Actuary for the village, has been contacted regarding questions related to possible additional funding for the Police Pension. Scott Trimble, IT Consultant, is currently working on computer and telephone line updates, which should be completed this weekend. There are no further questions.

Regarding financials, Treasurer Karen Melloch stated that sales tax dollars were received this week, which were up over last year. The Caps Permit Fees were behind. The October payment from Winnebago County was received today. Use tax, video gaming and MFT (Motor Fuel Tax) funds are still on hold by the state. Regarding the Public Works building, \$108,000.00 will be paid to Cord Construction. There will be a final payment in December. To date, a little over \$2 million has been spent on the Public Works building. There are no further questions.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None.

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 November 17, 2015, to pay the bills as reviewed by the Budget Director and reviewed and approved by the Finance Committee members on November 10, 2015, in an amount of \$378,112.73. Trustee Fustin seconded. Chairman Maitland noted that \$108,319.00 is going to Cord Construction for the Public Works building from Capital Improvements. Also, \$113,762.00 is going to Maxcor, Inc. for painting the water tower. All "Aye"; none opposed. Motion carried by voice vote.
3. Budget Calendar.
 - a. Amend Capital Improvement Plan (CIP), Water and Public Works Projects, Other Long Range Programs. Chairman Maitland noted that this is an ongoing process. These projects/programs will be looked at in detail during budget time.
 - b. Abatement Ordinances. Chairman Maitland noted that the abatement ordinance for the 2012 Series bond has been prepared. The abatement ordinance was reviewed at the ORDINANCE committee meeting and will go on to the Village Board for passage in December. Treasurer Karen Melloch noted that there is only one abatement ordinance this year as the capital bond will be paid off this December.

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4. Discussion and send to the Village Board: Illinois Municipal League Risk Management Association (IMLRMA) Minimum/Maximum Contribution Agreement. Chairman Maitland moved to send a request to the Village Board November 17, 2015, to pay option one on the 2016 MIN/MAX contribution for the village's property and liability insurance to the Illinois Municipal League Risk Management Association (IMLRMA), in the amount of \$150,755.22, to be paid by November 20, 2015, line item 5110 - General Insurance - Administration, and to authorize the Village President and Village Treasurer to sign the contribution agreement document. Trustee Fustin seconded. All "Aye"; none opposed. Motion carried by voice vote.

Treasurer Karen Melloch noted that this does not include the Public Works building because the village has not taken occupancy yet. However, with the final evaluation, if the evaluation exceeds \$2.7 million, the maximum increase should not exceed \$7,500.00. Should this happen, the final invoice can be considered with additional bills.

CHAIRMAN'S REPORT:

1. Engineering and Legal Fee Accounts. Chairman Maitland reviewed the engineering accounts. There are three active accounts. The balances reported are dated November 6, 2015. The Cherry Valley Library District has a balance of negative \$4,072.91. As a reminder, the fees were waived for the library. Treasurer Karen Melloch informed the committee that per Chris Cooper, (Hanson Professional Services) this project is complete. This account can be closed. The FedEx/Baxter Road project balance is \$3,089.53. Treasurer Karen Melloch interjected that the project is still ongoing; no refunding will be done at this time. The United for Youth project balance is \$4,875.47. Treasurer Karen Melloch stated that this project is ongoing. At this time, the village is waiting for the E.P.A. approval on the water main. There are no further questions.

ADJOURNMENT: Seeing there is no further business, Chairman Maitland moved to adjourn at 7:18PM. Trustee Fustin seconded. All "Aye"; none opposed. Motion carried.

Recorded by Village Clerk Dana Ward.

Minutes reviewed by Chairman Maitland November 14, 2015.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE
TUESDAY, NOVEMBER 10, 2015
7:00PM**

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL JEFF FUSTIN

ADOPT THE AGENDA:

APPROVE THE MINUTES: October 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. Amend Capital Improvement Plan (CIP), Water and Public Works Projects, Other Long Range Programs
 - b. Abatement Ordinances
4. Discussion and send to the Village Board: Illinois Municipal League Risk Management Association (IMLRMA) Minimum/Maximum Contribution Agreement

CHAIRMAN'S REPORT:

1. Engineering and Legal Fee Accounts

ADJOURNMENT:

GLM (11-03-15)