

**VILLAGE OF CHERRY VALLEY, IL  
"SPECIAL" FINANCE COMMITTEE MINUTES  
THURSDAY, JANUARY 14, 2016**

**CHAIRMAN:** GARY MAITLAND  
**MEMBERS:** STEPHEN APPELL                      JEFF FUSTIN

Chairman Gary Maitland called the Finance Committee meeting to order at 5:00 PM. A Roll Call was taken:

STEPHEN APPELL	ABSENT
JEFF FUSTIN	PRESENT
GARY MAITLAND	PRESENT

Others present: President Jim E. Claeysen, Trustees Sally Hollembeak, Treasurer Karen Melloch, Chief Larry Neville, Public Works Director Chuck Freeman, and Deputy Village Clerk Heather Church.

**ADOPT THE AGENDA:** Chairman Maitland moved to adopt the agenda. Trustee Fustin seconded. Motion carried by voice vote.

**APPROVE THE MINUTES:** December 8, 2015. Chairman Maitland moved to approve the minutes for December 8, 2015. Trustee Fustin seconded. Motion carried by voice vote.

**TREASURER'S REPORT:** Monthly Report by Treasurer Karen Melloch. Treasurer Karen Melloch gave a synopsis regarding financials. Treasurer Karen Melloch stated that as she said at the Village Board meeting December was a good month for revenue for the Village of Cherry Valley. The Village is caught up on Motor Fuel (MFT), Video Gaming, and Income Tax, which was being withheld from the State. This now puts the Village General Fund Revenue ahead of its target. Cap Permit Fees has decreased from past years but Village Treasurer Karen Melloch stated that she believes that it will pick up in the spring. Every department is below the target for the expenses as the actual percentage is only 67%. Treasurer Karen Melloch spoke with Public Works Director Chuck Freeman and are on target to complete all of the projects as scheduled.

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Review Bills. Chairman Maitland stated that there are no additional bills to review. Nothing else reported.
2. Authorize Bills for Payment. Chairman Maitland moved to send a request to the Village Board January 19, 2016, to pay the bills as reviewed and approved by the Budget Director on January 11, 2016 and by the Finance Committee members on January 14, 2016 in an amount of \$186,329.92. Trustee Fustin seconded. Motion carried by voice vote.

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3. Budget Calendar.
  - a. Present Tentative Budgets to Budget Director. Chairman Maitland stated that they are in the process of presenting the tentative budgets to the Budget Director.
  - b. Submit Purposed Budgets for New Fiscal Year to Appropriate Committees. Chairman Maitland noted that submitting the purposed budgets is scheduled for February or March.

**CHAIRMAN'S REPORT:**

1. Engineering and Legal Fee Accounts. Chairman Maitland reviewed the engineering accounts. There is one active account, United for Youth. The balance reported is dated January 8, 2016. The United for Youth project balance is \$4,322.70. Public Works Director Chuck Freeman stated that this project is not completed but the finalized paperwork is over to the Engineering Firm that will be putting the water main in. At this time, the village is waiting for the E.P.A. approval on the water main permit. There are no further questions.

**ADMINISTRATION REPORT:**

1. Administration Progress Report by Karen Melloch. Village Treasurer formally handed out an Administrative Progress Report to the committee. See attached.

**ADJOURNMENT:** Seeing there is no further business, Chairman Maitland moved to adjourn at 5:11 PM. Trustee Fustin seconded. Motion carried by voice vote.

Recorded by Deputy Village Clerk Heather Church.  
Minutes reviewed by Chairman Maitland January 29, 2016.

## Administrative Progress Report:

### Items accomplished in December 2015 -

1. Completed payroll balancing and entered new medical deductions
2. Reviewed new Police Pension Retiree Payments for 2016 increases
3. Printed and mailed 203 meter change out letters to residents of Newburg Chase
4. Covered for injured Village Clerk which includes taking minutes for all meetings
5. Contact IML regarding worker's compensation case and completed all necessary paper work required of the Village
6. Paid las 2005B bond payment & confirmed with the bank
7. Review several boxes in the basement of old Village Administrator files and organized accordingly
8. Cleanout computer room in the basement
9. Reorganized old map room and turned in to new file room. This includes reviewing all files brought up from the basement
10. Publish winter newsletter
11. Assisted Recreation Committee by printing flyers for Bowling and Luminaire events
12. Updated IML coverage inventory listings
13. Contacted IML and enrolled Admin employees in online safety classes

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
"SPECIAL" FINANCE COMMITTEE  
THURSDAY JANUARY 14, 2016  
5:00PM**

**CHAIRMAN:** GARY MAITLAND  
**MEMBERS:** STEPHEN APPELL                      JEFF FUSTIN

**ADOPT THE AGENDA:**

**APPROVE THE MINUTES:** December 8, 2015

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

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Review Bills
2. Authorize Bills for Payment
3. Budget Calendar
  - a. Present Tentative Budgets to Budget Director
  - b. Submit Purposed Budgets for New Fiscal Year to Appropriate Committees

**CHAIRMAN'S REPORT:**

1. Engineering and Legal Fee Account - United for Youth

**ADMINISTRATION REPORT:**

1. Administration Progress Report by Karen Melloch

**ADJOURNMENT:**

GLM (1-11-16)