

**VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE MINUTES
TUESDAY, FEBRUARY 9, 2016**

CHAIRMAN: GARY MAITLAND (Absent)
MEMBERS: STEPHEN APPELL JEFF FUSTIN
(Acting Chairman)

Acting Chairman Stephen Appell called the Finance Committee meeting to order at 7:00PM.
A Roll Call was taken:

STEPHEN APPELL	PRESENT
JEFF FUSTIN	PRESENT
GARY MAITLAND	ABSENT

Others present: President Jim E. Claeysen, Trustees Nancy Belt, Sally Hollembeak & David Schroeder, Treasurer Karen Melloch, Chief of Police Larry Neville and Interim Recording Clerk Barb Neville.

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

APPROVE THE MINUTES: January 14, 2016. Acting Chairman Appell moved to approve the January 14, 2016 minutes. Trustee Fustin seconded. All "Aye"; none opposed. Motion carried by voice vote.

TREASURER'S REPORT: Monthly Report by Treasurer Karen Melloch. Treasurer Karen Melloch reminded the Committee that based on recent events the Village will be forced to re-budget for 2015-2016 in the following areas: Legal Fees both for Administrative & Police and Safety/Personnel costs. She asked Trustee Belt to take note that an Ordinance will need to be approved by the Ordinance Committee subject to Board approval. Treasurer Melloch is hopeful this can be completed in March.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Review Bills:

Acting Chairman Appell noted that the committee has reviewed the bills.

2. Authorize Bills for Payment Action:

Acting Chairman Appell moved to send a request to the Village Board February 16, 2016, to pay the bills as reviewed by the Budget Director and reviewed and approved by the Finance Committee members on February 9, 2016 in an amount of \$230,635.49. Trustee Fustin seconded. All "Aye"; none opposed. Motion carried by voice vote.

3. Budget Calendar:

- a. Review Budget Line Items & Determine Final Recommendations

Acting Chairman Appell indicated Department heads currently are working with the Village President and the process is moving forward.

- b. Review Department Head Wages Acting

Acting Chairman Appell indicated this is normally one of the last items handled in the budget process.

Treasurer Melloch added the goal this year is to have the budget completed in the beginning of April rather than the end of April.

CHAIRMAN'S REPORT:

1. Engineer & Legal Fee Account – United for Youth

Acting Chairman Appell indicated United for Youth is waiting for a permit from the EPA.

Treasurer Melloch added it is her understanding that they have not submitted the application yet. The Village Attorney will be contacting them to find out why.

ADMINISTRATION REPORT:

Items Accomplished in January 2016:

1. Completed year-end payroll process and distributed W-2's
2. Completed and mailed all required 1099 filings
3. Continued to cover for the Village Clerk by taking minutes for all meetings, posting minutes & ordinances on the website. She welcomed Barb Neville who will be assisting with the recording process.
4. Continued working with CCMSI regarding worker's compensation case
5. Updated water system for meter change outs in Newburg Chase
6. Completed election forms for upcoming election
7. Online IMLRMA Office Safety course completed by Heather, Karen & Nicole
8. Began process for office move
9. Reviewed handbook with Attorneys and printed book for the Board. She noted hopefully finish final 30 pages next week and print for the unions to approve
10. Experienced and resolved access problems with the website.
11. Contacted Michele Kimes & requested she obtain three quotes for life insurance and short term disability as suggested by the Village Attorney

ADJOURNMENT: Seeing there is no further business, Acting Chairman Stephen Appell moved to adjourn at 7:10PM. Trustee Fustin seconded. All "Aye"; none opposed. Motion carried.

Recorded by Interim Recording Clerk Barb Neville

Minutes reviewed by Acting Chairman Stephen Appell on 2-11-16

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE
TUESDAY, FEBRUARY 9, 2016
7:00PM**

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL JEFF FUSTIN

ADOPT THE AGENDA:

APPROVE THE MINUTES: January 14, 2016.

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. Review Budget Line Items and Determine Final Recommendations
 - b. Review Department Head Wages

CHAIRMAN'S REPORT:

1. Engineering and Legal Fee Account - United for Youth

ADMINISTRATION REPORT:

1. Administration Progress Report by Karen Melloch

ADJOURNMENT:

SJA (2-3-16)