

**VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE MINUTES
TUESDAY, MARCH 8, 2016**

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL JEFF FUSTIN

Chairman Gary Maitland called the Finance Committee meeting to order at 8:00PM. A Roll Call was taken:

STEPHEN APPELL	PRESENT
JEFF FUSTIN	PRESENT
GARY MAITLAND	PRESENT

Others present: President Jim E. Claeysen, Trustees Nancy Belt and Sally Hollembeak, Treasurer Karen Melloch, 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 by voice vote.

APPROVE THE MINUTES: February 9, 2016. Chairman Maitland moved to approve the minutes for February 9, 2016. Trustee Fustin seconded. All “Aye”; none opposed. Motion carried by voice vote.

TREASURER’S REPORT: Monthly Report by Treasurer Karen Melloch. Treasurer Karen Melloch presented the monthly report and pointed out specific items in Capital Improvements. There was only one police squad car purchased (\$15,847.00). Six items will be pushed into next year; Baumann ditch cleaning and grading, Perryville Bike Path, Public Works pick up - light duty, bucket truck, the Police Star Com radios and chargers and conversion to the county recording system. Design engineering for the Streetscape project was approved (\$66,000.00). At this time the cash on hand is at \$3,184,420.00; two more months of revenue is still expected. 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 “Special” Village Board meeting March 14, 2016, to pay the bills as reviewed by the Budget Director on March 8, 2016 and reviewed and approved by the Finance Committee members on March 8, 2016, in an amount of \$121,080.67. Trustee Appell seconded. All “Aye”; none opposed. Motion carried by voice vote.

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3. Budget Calendar.
 - a. Budget Calendar Review Budget Line Items and Determine Final Recommendations. Chairman Maitland noted that the Budget Calendar is currently undergoing the review process.
 - b. Review Department Head Wages. Chairman Maitland noted that currently the Department Heads are reviewing wages. The village is on target with the Budget Calendar.
4. Municode Supplement 13. Chairman Maitland noted that Supplement 13 for the 2015 ordinances has been received. This is for eight (8) copies. Chairman Maitland moved to send a request to the "Special" Village Board meeting March 14, 2016, to authorize Supplement 13 to the village's Code of Ordinances, by Municode Corporation, in an amount not to exceed \$2,483.88, line item 5165A - Printing and Publishing. Trustee Fustin seconded. All "Aye"; none opposed. Motion carried by voice vote.
5. ADP Contract. Chairman Maitland noted that the current ADT contract expires June 30, 2016. The current price agreement was submitted to the committee for review. There is no price increase for the first two years and a 2% increase in the third year. Chairman Maitland moved to send a request to the "Special" Village Board meeting March 14, 2016, to authorize President Jim E. Claeysen to sign a three year contract with ADT for payroll and associated services, with a cost not to exceed \$9,600.00, line items 5170A, 5170P, 5170PW and 5170W. Trustee Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.
6. Review of Administration Budget. Treasurer Karen Melloch submitted information regarding the proposed budget. The following was noted: Regarding salaries, the assumption made is that there will be no increases due to the reorganization of office personnel for next year budget. Funds were increased for the trustees under the assumption that there may be more meetings. Health insurance has been increased 15%. Deductibles are back to the maximum amount. Pension is going down; an extra payment was made this year. Unemployment insurance has been increased. Funds for legal services have been decreased, as well as other professional services. Training, seminar and travel funds have been increased. Contingency has been increased. There were no tax rebates this year. However, funds are being allocated in the proposed budget.

CHAIRMAN'S REPORT:

1. Engineering and Legal Fee Accounts. Chairman Maitland reviewed the engineering accounts and noted there is still one active account, United for Youth. There have been no changes to this account over the last month, so the report remains the same as last month. There will, however, be changes to the account in the coming months, so it remains active.

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ADMINISTRATION REPORT:

Administration Progress Report by Karen Melloch. Treasurer Karen Melloch submitted information regarding sixteen projects completed in February. The following items were items were highlighted;

- Completion of office move and set up new conference room
- Meeting set up to review the Unum contract for life insurance and short term disability
- Installed Windows 2010 on all computers; there was no cost at this time and noted that ADP time clock is still running on Windows 2007
- Continuation of water meter replacement project

There are no further questions.

ADJOURNMENT: Seeing there is no further business, Chairman Maitland moved to adjourn at 8:23PM. Trustee Appell seconded. All "Aye"; none opposed. Motion carried.

Recorded by Village Clerk Dana Ward.

Minutes reviewed by Chairman Maitland March 18, 2015.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
FINANCE COMMITTEE
TUESDAY, MARCH 8, 2016
8:00PM**

CHAIRMAN: GARY MAITLAND
MEMBERS: STEPHEN APPELL JEFF FUSTIN

ADOPT THE AGENDA:

APPROVE THE MINUTES: February 9, 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
4. Municode Supplement 13
5. ADP Contract
6. Review of Administration Budget

CHAIRMAN'S REPORT:

1. Engineering and Legal Fee Accounts

ADMINISTRATION REPORT:

1. Administration Progress Report by Karen Melloch

ADJOURNMENT:

GM (03-03-16)