

ORDINANCE COMMITTEE MEETING

July 2, 2012

Chairman JoAnn Hudson called the meeting to order at 7:00 pm.

Trustee members present: Sally Hollembeak & Gary Maitland

Also, present: Attorney Jim Stevens, Stephen Appell, President Jim Claeysen, Village Administrator David Nord, Chief Todd Houde; David Schroeder, Scott Kramer

JoAnn Hudson moved to adopt the agenda with the placement of the President's Report before Unfinished Business and the addition of "Fireworks" as an additional item under President's Report. Gary Maitland Seconded. Motion carried by voice vote.

JoAnn Hudson moved to approve the June 4, 2012 Ordinance Committee minutes. Gary Maitland seconded. Motion carried by voice vote.

PRESIDENT'S REPORT: President Jim Claeysen reported to the committee that he has met with the Chief of Police as well as the Chief for the Cherry Valley Fire Protection District concerning the present dry conditions as it relates to the scheduled Fourth of July fireworks show in Baumann Park. After much discussion and with great reluctance, it was the consensus of the Trustees present that the Village would postpone its fireworks display until a later date. Possible dates for rescheduling the fireworks will be discussed at next weeks' Public Works committee meeting.

At 7:20 PM Sally Hollembeak moved that the Ordinance Committee go into recess to allow the Village to contact Melrose Fireworks Company about the Village's decision. Gary Maitland seconded. Motion carried by voice vote.

At 7:25 PM Chairman JoAnn Hudson called the Ordinance Committee meeting out of recess. A roll call vote was taken:

JoAnn Hudson	Present
Sally Hollembeak	Present
Gary Maitland	Present

Also, present: Attorney Jim Stevens, Stephen Appell, President Jim Claeysen, Village Administrator David Nord, Chief Todd Houde; David Schroeder, Scott Kramer

Chief Todd Houde and President Claeysen presented the committee with a request to purchase a new backup system for the village's main computer server. Chief Houde explained what the current issues are with the village's existing tape back up and presented the committee with a proposal to correct the issues. The proposal would be for the purchase of a Western Digital 12 TB WD Sentinel DX4000 storage server and a Western Digital My Book Live Duo 6 TB storage drive. After further discussion Sally Hollembeak so moved to take to the Board a

motion to authorize purchase of a new backup system for the village's main computer server from Amazon at a total cost not to exceed \$2,000.00. Gary Maitland seconded. Motion carried by voice vote.

SECTION 46-72 (F) BASEBALL DIAMOND RENTAL

This item was held over until the August Ordinance Committee meeting.

CHAPTER 22 ARTICLE II SECTION 22-31 BUILDING

Attorney James Stevens presented the committee members with a memorandum concerning what options the Village has to address the current condition of the former CherryVale Theater building. This topic was referred to the July Planning and Development Committee for further discussion.

RPZ LETTER UPDATE:

This discussion was held over until the August Ordinance Committee meeting

SECTION 31-27 DUMPSTERS

Attorney Stevens presented the committee with a draft ordinance amend current language and placing time restrictions on how long a dumpster may be placed on a residential property. After further discussion, Sally Hollembeak so moved to take to the July 3, 2012 Board of Trustees meeting "AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS SECTION 31-27 (DUMPSTERS AND TOTES FROM SINGEL FAMILY RESDIETIALLY ZONED PROPERTIES" for first reading. Gary Maitland seconded. Motion carried by voice vote.

VIDEO GAMING ORDINANCE

Village Attorney Stevens presented the committee with a draft ordinance for their review and consideration. This proposed ordinance will be discussed at the August Ordinance Committee meeting.

VILLAGE WIDE PARKING ON THE GRASS REGULATIONS:

Attorney Stevens presented the committee with a draft ordinance to address the issue of vehicles being parked on the grass within the village. After brief discussion, JoAnn so moved to take to the Board on July 17, 2012 "AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS SECTION 70-33 (PARKING IN RESIDENTIAL AREAS" for first reading. Sally Hollembeak seconded. Motion carried by voice vote.

ORDINANCE REVISIONS: FULL TIME ADMINISTRATIVE ASSISTANT POSITION:

Attorney Stevens presented the committee with a memorandum addressing the question of overtime pay for Administrative Assistants. General discussion was held concerning the memo

prior to the committee expressing their thoughts for changes / revisions to the Administrative Assistant position ordinance. In the course of discussing the position the committee made a few changes / clarifications including:

- Add wording to include responsibility for taking occasional minutes in the absence of the Village Clerk
- Misc typos and misspellings within the draft ordinance
- Administrative Assistant shall be an hourly, full time position and not “appointed at the beginning of the village’s fiscal year” as the draft ordinance states.

Attorney Stevens stated he would make the requested changes and have a revised draft for tomorrow night’s meeting.

After further discussion Sally Hollebeak moved to send to July 3, 2012 Board of Trustees meeting “AN ORDINANCE REVISION FOR FULL-TIME ADMINISTRATIVE ASSISTANT POSITION” for first reading. Gary Maitland seconded. Motion carried by voice vote.

ORDINANCE REVISIONS: PART TIME VILLAGE CLERK: General discussion was held concerning draft ordinance for the Village Clerk position. In the course of discussing the position, the committee made a few changes / clarifications including:

- Confirm the total number of hours allowed to work per year
- Confirm that the Clerk will be allowed to attend approved training / seminars
- Correction of spelling errors
- Confirm that the Clerk is responsible for records management
- Deletion of mention of any specific type of records management system to be used (other than for purposes of example within the ordinance)
- Removal of any gender reference (“his” “her” etc)

Attorney Stevens stated he would make the requested changes and have a revised draft for tomorrow night’s meeting.

After further discussion Sally Hollebeak moved to send to July 3, 2012 Board of Trustees meeting “AN ORDINANCE REVISION FOR PART TIME VILLAGE CLERK” for first reading. Gary Maitland seconded. Motion carried by voice vote.

ORDINANCE CREATION: PART TIME FRONT DESK RECEPTIONIST: General discussion was held concerning the draft ordinance for the part time Front Desk Receptionist position. In the course of discussing the position, the committee made a few changes / clarifications including:

- Correction of spelling errors
- Strike reference to “appointment”; position is part time / hourly
- Remove references to employee benefits
- Clarification that hours will “typically” be 10AM – 2PM, but allow for flexibility if Necessary for staffing purposes
- Insertion of clarifying words with various sentences

Attorney Stevens stated he would make the requested changes and have a revised draft for tomorrow night’s meeting.

After further discussion Sally Hollembeak moved to send to July 3, 2012 Board of Trustees meeting “AN ORDINANCE CREATING A PART TIME FRONT DESK RECEPTIONIST” for first reading. Gary Maitland seconded. Motion carried by voice vote.

ANNEXATION AGREEMENT FOR NORTH EAST WATER EXTENSION PROJECT (BOONE COUNTY): Attorney Stevens presented the committee with a draft annexation agreement for the area commonly known as the “Schoepski” property. After brief discussion, this agreement was referred to the July Planning and Development committee for further review.

Attorney Stevens advised the committee that he will be contacting the owners of Maggio’s trucking concerning their possible annexation into the village.

JoAnn Hudson moved to adjourn at 8:18 pm. Sally Hollembeak seconded. Motion carried by voice vote.

Recorded by: Village Administrator, David Nord
Chairman, JoAnn Hudson approved the minutes on July 12, 2012

ORDINANCE COMMITTEE AGENDA
DATE: MONDAY, July 2, 2012
TIME: 7:00 PM

CHAIRMAN: JoAnn Hudson
MEMBERS: Sally Hollembeak
 Gary Maitland

ROLL CALL

ADOPT THE AGENDA

APPROVE THE MINUTES: June 4, 2012

PUBLIC COMMENT:

UNFINISHED BUSINESS

1. SECTION 46-72 (F) BASEBALL DIAMOND RENTAL
2. CHAPTER 22 ARTICLE II SECTION 22-31 BUILDING
3. SECTION 74-66 RIGHT TO ENTER THE PREMISES
4. SECTION 31-27 DUMPSTERS
5. VIDEO GAMING ORDINANCE
6. VILLAGE WIDE PARKING ON THE GRASS REGULATIONS

NEW BUSINESS

1. ORDINANCE REVISIONS: FULL TIME ADMINISTRATIVE ASSISTANT POSITION
2. ORDINANCE REVISION: PART TIME VILLAGE CLERK
3. ORDINANCE CREATION: PART TIME FRONT DESK RECEPTIONIST
4. ANNEXATION AGREEMENT FOR N.E. WATER EXTENSION PROJECT

ADMINISTRATOR REPORT

1.

ATTORNEY'S REPORT

1.

PRESIDENT'S REPORT

1. Purchase of a new backup system for the village's main computer server.

ADJOURNMENT

JH 6/272012