

VILLAGE OF CHERRY VALLEY, IL  
MINUTES FOR THE  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, JULY 16, 2013

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN REGULAR SESSION ON THE 16TH DAY OF JULY, 2013.

PRESIDENT JIM E. CLAEYSSSEN CALLED THE MEETING TO ORDER AT 7:04PM AND LED THE PLEDGE OF ALLEGIANCE.

A Roll Call was taken by Village Clerk, Dana Ward.

Stephen Appell	Present	JoAnn Hudson	Present
Nancy Belt	Present	Gary Maitland	Present
Sally Hollembeak	Present	David Schroeder	Absent

Also present: Attorney Jim Stevens, Village Treasurer Karen Melloch, Interim Chief of Police Larry Neville, Public Works Director Chuck Freeman, Dennis McMullen, C.E.S. and Village Clerk Dana Ward.

President Jim E. Claeysen entertained a motion to adopt the amended agenda. Under *Finance Report* delete item number one (approval of Audit Report from Beggin, Tripp and Lamm) and in item two the correct date from the Finance Committee meeting should read July 9, 2013. Under *Personnel Report* delete item two (employee grievance) and item three (the hiring of an additional part-time police employee). Stephen Appell so moved to adopt the amended agenda and Sally Hollembeak seconded. All "Aye"; none opposed. Motion carried by majority vote.

President Jim E. Claeysen entertained a motion to approve the July 2, 2013 Minutes. Nancy Belt asked for a correction to be made on page two, under *Ordinance* item number one. This should read "AN ORDINANCE AMENDING THE CODE OF ORDINANCES...". The Clerk will correct this before filing. Sally Hollembeak so moved to approve the July 2, 2013 Village Board Minutes. Stephen Appell seconded. All "Aye"; none opposed. Motion carried by majority vote.

**CITIZENS VOICE:**

IDOT Representative Scott Christianson - Presentation Cherry Valley Burger King, regarding Police Department support. Interim Chief Neville stated "Responsibility for traffic safety in Illinois is not and should not be solely the responsibility of governmental agencies, since virtually all sectors of society are adversely affected by auto crashes; deaths and injuries, we all have a stake in preventing them. Illinois highway safety record has only been achieved through the concern and cooperative efforts of many organizations and individuals in both the public and private sectors. The Illinois Department of Transportation Division of Traffic Safety recognizes the important contributions private sector companies and individuals have made to the safety on the State and particularly local level.

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**CITIZENS VOICE:** (Continued).

.....To recognize those individuals and companies the Illinois Department of Transportation has instituted a program that acknowledges special contributions made by private sector individuals and companies that help reduce the number of crashes that save lives and decrease injuries". Mr. Scott Christianson, Law Enforcement Liaison for IDOT Division of Traffic Safety, is introduced and is here this evening to present an award to a local business for their assistance and cooperation for one of our recent traffic details.

Mr. Christianson presented an award to Mark Malenchik, owner of Burger King and Mr. Olson, General Manager. The "Traffic Safety Partnership Award" is a traffic safety award in recognition for outstanding contributions to saving lives on Illinois roadways.

**TREASURER'S REPORT:** No report.

**PRESIDENT'S REPORT:** JIM E. CLAEYSSEN. No report.

**ATTORNEY'S REPORT:** JAMES STEVENS. No report.

**ENGINEER'S REPORT:** DENNIS McMULLEN, C.E.S. Dennis McMullen stated that excavation began on the upper pond and should be cleaned out by the end of the week. Modifications to the downstream channel will begin next week. He asked for a directive from the Board regarding closing pedestrian traffic on the pathway. President Jim E. Claeysen requested, for public safety reasons, that Public Works close this pathway. Mr. McMullen will get notices prepared for the media and Director of Public Works Chuck Freeman will put a notice on the village's digital sign. Closure will begin at 7:00AM Monday July 22, 2013 and will continue through August 31, 2013.

**EX-OFFICIO'S REPORTS:**

**STEPHEN APPELL - PLANNING AND ZONING COMMISSION.** Stephen Appell stated that there is a meeting July 17, 2013. The only item on the agenda is continued review of the Comprehensive Plan.

**DAVE SCHROEDER - RECREATION BOARD.** President Jim E. Claeysen noted that David Schroeder could not be in attendance this evening and reported that the Street Dance is this Saturday night July 20, 2013, 6:30-10:30. The band is Band of the Lost. Everyone is invited to attend.

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**ORDINANCE REPORT BY TRUSTEE: NANCY BELT.**

1. Nancy Belt moved that the Village Board consider this the second and final reading of "AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, SECTION 2-175 PART-TIME FRONT DESK RECEPTIONIST (b) NORMAL HOURS OF EMPLOYMENT". Sally Hollembeak seconded. All "Aye"; none opposed. Motion carried by majority vote.

2. Nancy Belt moved that the Village Board pass and approve  
ORDINANCE 2013-21

"AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, SECTION 2-175 PART TIME FRONT DESK RECEPTIONIST (b) NORMAL HOURS OF EMPLOYMENT".

Sally Hollembeak seconded. A Roll Call was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

3. Nancy Belt moved that the Village Board consider waiving the rules on the first reading on "AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE VILLAGE OF CHERRY VALLEY, ILLINOIS, SECTION 2-172 (b) AND (d) DUTIES; EDUCATION AND EXPERIENCE; COMPENSATION: BOND FOR THE VILLAGE ADMINISTRATOR". Stephen Appell seconded. All "Aye"; none opposed. Motion carried by majority vote.

4. Nancy Belt moved that the Village Board consider this the second and final reading of "AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE VILLAGE OF CHERRY VALLEY, ILLINOIS, SECTION 2-172 (b) and (d) DUTIES; EDUCATION AND EXPERIENCE; COMPENSATION; BOND FOR THE VILLAGE ADMINISTRATOR". JoAnn Hudson seconded. All "Aye"; none opposed. Motion carried by majority vote.

5. Nancy Belt moved that the Village Board pass and approve  
ORDINANCE 2013-22

"AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE VILLAGE OF CHERRY VALLEY, ILLINOIS, SECTION 2-172 (b) AND (d) DUTIES; EDUCATION AND EXPERIENCE; COMPENSATION; BOND FOR THE VILLAGE OF VILLAGE ADMINISTRATOR".

JoAnn Hudson seconded. A Roll Call vote was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

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**ORDINANCE REPORT BY TRUSTEE: NANCY BELT. (Continued).**

6. Nancy Belt moved that the Village Board consider waiving the rules on the first reading of "AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, Section 70-33 (PARKING OF MOTOR AND NON-MOTORIZED VEHICLES IN ALL AREAS)". Stephen Appell seconded. All "Aye"; none opposed. Motion carried by majority vote.

7. Nancy Belt moved that the Village Board consider this the second and final reading of "AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, SECTION 70-33 (PARKING OF MOTOR AND NON-MOTORIZED VEHICLES IN ALL AREAS)". Stephen Appell seconded. All "Aye"; none opposed. Motion carried by majority vote.

8. Nancy Belt moved that the Village Board pass and approve  
ORDINANCE 2013-23

"AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF  
CHERRY VALLEY, ILLINOIS, SECTION 70-33 (PARKING OF MOTOR AND NON-  
MOTORIZED VEHICLES IN ALL AREAS)".

Sally Hollembeak seconded. A Roll Call vote was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

Nancy Belt stated that ORDINANCE passes.

**FINANCE REPORT BY TRUSTEE: GARY MAITLAND.**

1. Gary Maitland moved the Village Board authorize the payment of all bills reviewed and approved by the Finance Committee members and the Budget Director on July 9, 2013 in the amount of \$251,041.94. JoAnn Hudson seconded. A Roll Call vote was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

2. Gary Maitland moved that the Village Board authorize the payment of additional bills reviewed and approved by the Finance Committee members and the Budget Director on July 16, 2013 in the amount of \$48,664.37. Stephen Appell seconded. A Roll Call vote was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

Gary Maitland stated that FINANCE passes.

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**PUBLIC SAFETY REPORT BY TRUSTEE: SALLY HOLLEMBEAK.** No report.

**PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER.** Reporting for David Schroeder this evening is Trustee Stephen Appell.

1. Stephen Appell moved that the Village Board authorize the “Scarecrow Initiative”, a cooperative project with the Cherry Valley Library District to benefit the parking lot expansion at the library. Joann Hudson seconded. All “Aye”; none opposed. Motion carried by majority vote. Eve Kirk, Executive Director of the Library is here with “Myrtle” a prototype of a scarecrow for this event. Nancy Belt asked that the record show the dates for this event are September 27 (installation date) and end October 26, 2013 (date of the Village Halloween Parade).

2. Stephen Appell moved that the Village Board approve the purchase of a 2011 John Deere Skid Steer 332D for the Public Works Department, in the amount of \$34,500, Line Item 5375 Streets. JoAnn Hudson seconded. A Roll Call vote was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

3. Stephen Appell moved that the Village Board authorize the installation of stops signs at Swanson Parkway and Swanson Lane. JoAnn Hudson seconded. Roll Call vote was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	AYE	Gary Maitland	NAY
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

4. Stephen Appell moved that the Village Board authorize Public Works Director Chuck Freeman hire an additional part-time employee. This is a budget position paying \$10.00 per hour. Sally Hollembeak seconded. A Roll Call vote was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

Stephen Appell stated that PUBLIC WORKS passes.

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**PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL.** No report.

**PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON.**

1. JoAnn Hudson moved that the Village Board authorize advertising for the position of Village Administrator in the IML newsletter and the Illinois City Managers Association website at no cost to the Village. Sally Hollembeak seconded. All "Aye"; none opposed. Motion carried by majority vote.
  
2. JoAnn Hudson moved that the Village Board approve a "Letter of Agreement", (including Exhibit A which temporarily adds job duties and additional compensation), with Treasurer Karen Melloch. Sally Hollembeak seconded. A Roll Call vote was taken:

Stephen Appell	AYE	JoAnn Hudson	AYE
Nancy Belt	ABSTAIN	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	ABSENT

Motion passes.

JoAnn Hudson stated PERSONNEL passes.

**BOARD COMMENTS:**

**EMPLOYEE RECOGNITION CELEBRATION:** President Jim E. Claeysen and the Village Board of Trustees recognize the following village employees for their years of service.

- 5 Years: Simon Avery and Ryan Fulton. (Ryan Fulton was absent).
- 10 Years: Jack Grimes, Bryan Muraski, Jesse Pearse and Steve Strasser.
- 15 Years: Alan Nyman.
- 20 Years: Ken Fry, Tom Hogshead and Carrie Totten.

**ADJOURNMENT:** President Jim E. Claeysen entertained a motion to adjourn at 7:35PM. Sally Hollembeak so moved and was seconded by Nancy Belt.

Recorder by Village Clerk, Dana Ward.

Minutes approved by President Jim E. Claeysen on July 29, 2013.

## AGREEMENT

THIS AGREEMENT is made this 16 day of July, 2013, by and between the Village of Cherry Valley, a municipal corporation ("Village"), and KAREN MELLOCH ("MELLOCH").

WHEREAS, Melloch is currently acting as the Treasurer for the Village of Cherry Valley, Illinois, and

WHEREAS, the Village has asked Melloch to perform additional duties as set forth in "Exhibit A" which is attached hereto and made a part hereof for a period of six (6) months, and

WHEREAS, that during this six (6) month period, or shorter should the Village employ a Village Administrator during the term of this Agreement, Melloch shall perform the additional duties as set forth in "Exhibit A".

WHEREAS, Melloch is willing to perform the additional duties set forth in "Exhibit A" for additional compensation.

NOW, WHEREFORE, in consideration of the promises of the parties to the other and the covenants contained herein, it is hereby agreed as follows:

1. Recitals. The recitals are a material part of this Agreement and are incorporated herein by reference.
2. Melloch is hereby employed to perform the additional duties on "Exhibit A" for a period not to exceed six (6) months commencing the 16<sup>th</sup> day of July, 2013.
3. During the term of this Agreement, Melloch will be paid based upon the annual salary of \$58,800.00 with no over-time.
4. At the expiration of the six (6) month period, Melloch's salary shall be reduced to \$56,000.00 and the additional duties set forth in this Agreement shall be removed from the job description of the Treasurer.

VILLAGE OF CHERRY VALLEY, a Municipal Corporation

BY: Jim E. Clary  
Village President

KAREN MELLOCH

Karen Melloch

**EXHIBIT "A"**

**Additional Duties – Treasurer**

- Daily Operations of the Office (including prioritizing work for Clerk, Front Desk Person and Admin Assistant)
- Involved with processing of permits
- Dealing with mowing violations and liens
- Special Events (Citizen of the Year, Chief Retirement, Employee Recognition)
- Dealing with Advisory Committees
- Human Resource Issues (employee start dates, IMRF issues)
- Affordable Health Care Act (New reporting requirements)
- New Website
- Assist newly appointed Public Works Director and Interim Police Chief

Please note most of these duties were taken on by Karen with no training.

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
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7:00 PM**

**CALL THE MEETING TO ORDER:** President Jim E. Claeysen

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL TAKEN BY:** Village Clerk, Dana Ward

**VILLAGE TRUSTEES:** Stephen Appell      JoAnn Hudson  
Nancy Belt                      Gary Maitland  
Sally Hollembeak      David Schroeder

**ADOPTION OF THE AGENDA:**

**APPROVAL OF THE BOARD MINUTES:** July 2, 2013.

**CITIZENS VOICE:**

1. IDOT Representative Scott Christianson - Presentation Cherry Valley Burger King, regarding police department support.

**TREASURER'S REPORT:**

**PRESIDENT'S REPORT:** JIM E. CLAEYSSEN.

**ATTORNEY'S REPORT:** JAMES STEVENS.

**ENGINEER'S REPORT:** DENNIS McMULLEN, C.E.S.

**EX-OFFICIO'S REPORTS:**

**STEPHEN APPELL - PLANNING AND ZONING COMMISSION.**

**DAVE SCHROEDER - RECREATION BOARD.**

**ORDINANCE REPORT BY TRUSTEE: NANCY BELT.**

1. Motion to consider this the second and final reading of an ordinance amending the ordinance regarding the part-time Front Desk Receptionist (defined hours).
2. Motion to pass and approve an ordinance amending the Code of Ordinances for the Village of Cherry Valley Illinois Chapter 2 Section 2-175 Part Time Front Desk Receptionist (b) Normal Hours of Employment.
3. Motion to consider waiving the rules on the first reading on an ordinance amending the Code of Ordinances regarding the duties of Village Administrator.
4. Motion to consider this the second and final reading of an ordinance amending the Code of Ordinances regarding the duties of Village Administrator.
5. Motion to pass and approve an ordinance amending the Code of Ordinances regarding the duties of Village Administrator; Chapter 2 Section 2-172 - Duties: education and experience; compensation; bond.

**AGENDA  
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**ORDINANCE REPORT (Continued).**

6. Motion to consider waiving the rules on the first reading of an ordinance amending the Code of Ordinances regarding parking of parking of motor vehicles in all areas.
7. Motion to consider this the second and final reading of an ordinance amending the Code of Ordinances regarding parking of parking of motor vehicles in all areas.
8. Motion to pass and approve an ordinance amending the Code of Ordinances Chapter 70 Section 70-33 Parking of Motor Vehicles in all Areas.

**FINANCE REPORT BY TRUSTEE: GARY MAITLAND.**

1. Motion to accept the Audit Report from Beggin, Tipp and Lamm.
2. Motion to authorize the payment of all bills reviewed and approved by the Finance Committee and the Budget Director on July 8, 2013.
3. Motion to authorize the payment of additional bills reviewed and approved by the Finance Committee and the Budget Director on July 16, 2013.

**PUBLIC SAFETY REPORT BY TRUSTEE: SALLY HOLLEMBEAK.**

**PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER.**

1. Motion to approve the "Scarecrow Initiative" a cooperative project with the Cherry Valley Library District.
2. Motion to approve the purchase of a 2011 John Deere Skid Steer 332D for the Public Works Department.
3. Motion to approve stops signs at Swanson Parkway and Swanson Lane.
4. Motion for Public Works Director Chuck Freeman to hire an additional part-time employee.

**PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL.**

**PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON.**

1. Motion to authorize advertising the position of Village Administrator.
2. Discuss/approve recommendation regarding an employee grievance.
3. Motion to approve hiring an additional part-time police employee.
4. Motion to approve additional Administration compensation.

**BOARD COMMENTS:**

**EMPLOYEE RECOGNITION CELEBRATION**

- 20 Years: Ken Fry, Tom Hogshead and Carrie Totten.  
15 Years: Alan Nyman.  
10 Years: Jack Grimes, Bryan Muraski, Jesse Pearse and Steve Strasser.  
5 Years: Simon Avery and Ryan Fulton.

**ADJOURNMENT:**

**JEC 7/12/13**