

**VILLAGE OF CHERRY VALLEY, IL
MINUTES FOR THE
VILLAGE BOARD OF TRUSTEES MEETING
TUESDAY, DECEMBER 17, 2013**

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN REGULAR SESSION ON THE 17th DAY OF DECEMBER, 2013.

PRESIDENT JIM E. CLAEYSSSEN CALLED THE MEETING TO ORDER AT 7:02PM AND LED THE PLEDGE OF ALLEGIANCE.

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

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

Also present: President Jim E. Claeysen, Village Administrator Jim Wise, Treasurer Karen Melloch, Attorney Jim Stevens, Interim Chief of Police Mike Neville, Dennis McMullen, C.E.S. and Village Clerk Dana Ward.

President Jim E. Claeysen entertained a motion to adopt the Agenda. President Claeysen requested the following changes: Under *PRESIDENT'S REPORT*: add 2. *Open Meetings Act Training Certification* and 3. *Cancellation of the Planning and Zoning meeting*. David Schroeder moved to adopt the amended agenda. Stephen Appell seconded. All "Aye"; none opposed. Motion carried by majority vote.

President Jim E. Claeysen entertained a motion to approve the Minutes for December 3, 2013. David Schroeder moved to approve the Minutes for December 3, 2013 and Stephen Appell seconded. All "Aye"; none opposed. Motion carried by majority vote.

CITIZENS VOICE: None.

TREASURER'S REPORT. KAREN MELLOCH. No report.

PRESIDENT'S REPORT: JIM E. CLAEYSSSEN.

1. **Municipal Calendar 2014.** President Jim E. Claeysen noted that the Trustees have copies of the 2014 Municipal Calendar prepared by the Clerk for posting and releasing to the media. President Claeysen entertained a motion to approve the 2014 Municipal Calendar. Stephen Appell moved to approve the 2014 Municipal Calendar and Nancy Belt seconded. All "Aye"; none opposed. Motion carried by majority vote.
2. President Jim E. Claeysen noted that Nancy Belt has completed her OMA training and has requested that the members complete their training and give a copy of their certifications to the Clerk for filing. Clerk Dana Ward noted that she has received copies from Treasurer Karen Melloch and Village Administrator Jim Wise. Stephen Appell stated he has completed his OMA training but was having difficulty printing because of a password issue. The Clerk will forward information to Trustee Appell regarding resetting his password.

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PRESIDENT'S REPORT: JIM E. CLAEYSSSEN. (Continued).

3. President Jim E. Claeysen noted that the Planning and Zoning meeting scheduled for December is cancelled. In an error, letters were not sent to adjoining property owners regarding the rezoning of the Bachrodt property. The committee members have been notified. The Village will immediately prepare a press release notifying the public of the cancellation of this meeting. This meeting will be rescheduled for January 15, 2014.

ATTORNEY'S REPORT: JAMES STEVENS. No report.

ENGINEER'S REPORT: DENNIS McMULLEN, C.E.S. No report.

EX-OFFICIO'S REPORTS:

STEPHEN APPELL - PLANNING AND ZONING COMMISSION

DAVID SCHROEDER - RECREATION BOARD. David Schroeder reported that the Recreation Committee meeting is at 6:00PM December 18, 2013. The Holiday Lights award winners will be announced and events for the upcoming year will be discussed.

ORDINANCE REPORT BY TRUSTEE: NANCY BELT. President Jim E. Claeysen noted that Trustee Belt has no report this evening. Trustee JoAnn Hudson, Chairman of Personnel, is absent and Trustee Belt will report for the Personnel Committee. Trustee Belt has a guest in attendance and is asked for an introduction. Trustee Belt stated that her granddaughter, Savana Barry, is with her this evening.

FINANCE REPORT BY TRUSTEE: GARY MAITLAND.

1. Gary Maitland moved that the Village Board authorize the payment of bills in the amount of \$72,751.53, reviewed and approved by the Finance Committee and the Budget Director on December 10, 2013. President Jim E. Claeysen stated his findings regarding a bill from Barrick Switzer. At the Finance meeting December 10, 2013 Trustee JoAnn Hudson requested an explanation of a \$290 bill for attorney charges on 11/15/13 and 11/18/13 regarding the Open Meetings Act: The invoice was noted as a consultation with Attorney Jim Stevens. The consultation was with Attorney Aaron Szeto, not Jim Stevens, regarding allowing residents to speak at public meetings and compliance with the Open Meetings Act. David Schroeder seconded. A Roll Call vote was taken:

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

Motion passes.

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FINANCE REPORT BY TRUSTEE: GARY MAITLAND. (Continued).

2. Gary Maitland moved that the Village Board authorize payment of all additional bills reviewed and approved by the Budget Director and Finance Committee members present December 17, 2013 in the amount of \$9,645.27. Stephen Appell seconded. A Roll Call vote was taken:

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

Motion passes.

3. Gary Maitland moved to authorize the Village Board to begin the payroll deductions during the first full pay period in January 2014 using fixed or percentage amounts for employees who wish to participate in IPPFA 457 programs, and that those programs allow both pretax and post-tax deductions, and that employees be permitted to change deduction amounts only once in a calendar quarter. Sally Hollembeak seconded. A Roll Call vote was taken:

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

Motion passes.

4. Gary Maitland moved that the Village Board approve the debt service payment, to be paid by at least the last business day of 2013, in an amount of \$9,600 for interest and \$235,000 for principal, for a total amount of \$244,600, to Amalgamated Bank of Chicago, for the Series 2012 Water Fund Bond. (Line Item 5283 Transfer-Water Fund). Nancy Belt seconded. A Roll Call vote was taken:

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

Motion passes.

5. Gary Maitland moved that the Village Board approve the debt service payment, to be paid by at least the last business day of 2013, for the Series 2005B Bond, in an amount of \$16,120 for interest and \$275,000 for principal, for a total amount of \$291,120, to Amalgamated Bank of Chicago, for the Series 2005B Bond. (Line Item 5283 Transfer Capital Improvement Fund). Stephen Appell seconded. A Roll Call vote was taken:

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

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.

1. David Schroeder moved that the Village Board approve the Engineering Agreement for Design Engineering Services with C.E.S. Inc. for the Madigan Creek Regional Detention Project (Phase 3 - Spillway Project) at a cost not to exceed \$15,000.00. Stephen Appell seconded. President Jim E. Claeysen noted that this contract has been reviewed by the Village Attorney Jim Stevens and recommended execution of said contract. A Roll Call Vote was taken:

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

Motion passes.

2. David Schroeder moved that the Village Board approve the hiring of Steve Strasser as the Public Works Supervisor for the Public Works Department at an hourly rate of \$24.22, beginning December 15, 2013. Sally Hollembeak seconded. A Roll Call vote was taken:

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

Motion passes.

3. David Schroeder moved that the Village Board approve the hiring of Adam Hawley as Public Works Maintenance Worker I for the Public Works Department at an hourly rate of \$15.00, beginning December 18, 2013. Stephen Appell seconded. A Roll Call vote was taken:

NAME	seconded.	A Roll Call vote was taken:	
Stephen Appell	AYE	JoAnn Hudson	ABSENT
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	AYE

Motion passes.

David Schroeder stated that PUBLIC WORKS passes.

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

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON. Trustee Hudson is not in attendance this evening. Therefore, Trustee Nancy Belt reported for this meeting.

1. Nancy Belt moved that the Village Board approve and extend the letter of Agreement with Interim Chief of Police Larry M. Neville to April 30, 2014, with an annual salary of \$80,864.55, with no overtime. Gary Maitland seconded. A Roll Call vote was taken:

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PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON. (Continued).

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

Motion passes.

2. Nancy Belt moved that the Village Board approve the hiring of Heather Church and a second part-time employee for the front desk receptionist position, at an hourly rate of \$12.00, not to exceed 999 hours annually, beginning January 2, 2014. Sally Hollembeak seconded. Trustee Appell stated that he would be voting no because there should have been more public discussion and input from the Public Works Director and the past acting Village Administrator. Village Administrator Jim Wise was asked to speak regarding this issue. He stated, that in a conversation with Trustee Hudson, it was his understanding that the motion would be for the hiring of one part-time front desk receptionist at this time. Sally Hollembeak rescinded her second. Nancy Belt rescinded her motion. Nancy Belt moved that the Village Board approve the hiring of Heather Church as a part-time front desk receptionist, at an hourly rate of \$12.00, not to exceed 999 hours annually, beginning January 2, 2014. Sally Hollembeak seconded. A Roll Call vote was taken:

Stephen Appell	NO	JoAnn Hudson	ABSENT
Nancy Belt	AYE	Gary Maitland	AYE
Sally Hollembeak	AYE	David Schroeder	AYE

Motion passes. The Vote stands as four "AYE", one "NO" and one "ABSENT", 4:1:1. Nancy Belt stated that PERSONNEL passes.

BOARD COMMENTS: None.

ADJOURNMENT: Seeing there is no other business, President Jim E. Claeysen entertained a motion to adjourn 7:22PM. Sally Hollembeak moved to adjourn and Nancy Belt seconded. All "Aye"; none opposed. Motion carried by majority vote.

Recorded by Village Clerk Dana Ward.

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

**AGENDA
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TUESDAY, DECEMBER 17, 2013
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: December 3, 2013.

CITIZENS VOICE:

TREASURER'S REPORT: No Report.

PRESIDENT'S REPORT: JIM E. CLAEYSSEN.

1. Municipal Calendar 2014.

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.

FINANCE REPORT BY TRUSTEE: GARY MAITLAND.

1. Motion to authorize the payment of all bills reviewed and approved by the Finance Committee and Budget Director on December 10, 2013.
2. Motion to authorize the payment of all additional bills reviewed and approved by the Finance Committee and Budget Director on December 17, 2013.
3. Motion to allow Village Employees to make quarterly changes to their pre-tax and/or after-tax 457 Plan, starting in January 2014.
4. Motion to make the Bond Interest Payment of \$9,000.00 and the Principal Payment of \$235,000.00 for the Series 2012 Bond to Amalgamated Bank, Chicago IL.
5. Motion to make the Bond Interest Payment of \$16,120.00 and the Principal Payment of \$275,000.00 for the Series 2005B Bond to Amalgamated Bank, Chicago IL.

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PUBLIC SAFETY REPORT BY TRUSTEE: SALLY HOLLEMBEAK.

PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER.

1. Motion to approve the Engineering Agreement for Design Engineering Services with C.E.S. Inc. for the Madigan Creek Regional Detention Project (Phase 3 - Spillway Project) at a cost not to exceed \$15,000.00.
2. Motion to hire a new Public Works Supervisor for the Public Works Department.
3. Motion to hire a new Public Works Maintenance Worker I for the Public Works Department.

PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL.

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON.

1. Motion to approve an extension of the Letter of Agreement with Interim Chief of Police Larry (Mike) Neville to April 30, 2014.
2. Motion to approve the hiring of a part-time front desk receptionist for the Administration Office.

BOARD COMMENTS:

ADJOURNMENT:

JEC 12/13/13