

**VILLAGE OF CHERRY VALLEY, IL
VILLAGE BOARD OF TRUSTEES MEETING
TUESDAY AUGUST 19, 2014**

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN REGULAR SESSION ON THE 19th DAY OF AUGUST 2014.

PRESIDENT JIM E. CLAEYSSEN CALLED THE MEETING TO ORDER AT 7:00PM AND LED THE PLEDGE OF ALLEGIANCE.

A Roll Call was taken by Clerk Dana Ward.

STEPHEN APPELL	PRESENT	JOANN HUDSON	PRESENT
NANCY BELT	PRESENT	GARY MAITLAND	PRESENT
SALLY HOLLEMBEAK	PRESENT	DAVID SCHROEDER	PRESENT

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

ADOPT THE AGENDA: President Jim E. Claeysen entertained a motion to adopt the agenda. Trustee Schroeder moved to adopt the agenda. Trustee Appell seconded. All “Aye”; none opposed. Motion carried by voice vote.

APPROVAL OF BOARD MINUTES: President Jim E. Claeysen entertained a motion to approve the minutes for August 5, 2014. Trustee Hollembeak moved to approve the minutes for August 5, 2014. Trustee Schroeder seconded. All “Aye”; none opposed. Motion carried by voice

CITIZENS VOICE: None.

TREASURER’S REPORT: Treasurer Karen Melloch. No report.

PRESIDENT’S REPORT: JIM E. CLAEYSSEN.

1. Presentation and Review of the 2013-2014 Fiscal Year Audit presented by Beggin, Tipp and Lamm. Luke Beggin is here to present the audit report. The Board has reviewed this report and submitted no additional comments. The first pages of the report regard management discussion and analysis, followed by fund financial statements. The net position is positive at \$1.6 million. That is good. The General Fund shows a net increase of \$500,000. No new accounting policies were introduced this past year. Overall there was evidence of great preparation for the audit. In regards to segregation of duties, based on the number of individuals employed by the Village, as is common with villages the size of Cherry Valley, many of the critical duties are combined and assigned to the available employees. Duties should be segregated to serve as a “check and balance”. The purpose of segregation of duties is to enhance the likelihood of preventing material error or irregularity and to detect a material error, should one occur. President Claeysen commented on and referred to the flow charts prepared by Treasurer Karen Melloch, which shows the processing of Water Receipts, the processing of other Cash receipts (includes tax payments, police tickets, permits, licenses) and the Processing of Accounts Payable. Karen Melloch stated that these flow charts

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indicate that at least two employees, (and in many cases three or four employees) are involved in the processing of village receipts and Accounts Payables. Karen Melloch also commented that each fund (General, Water, etc) is balanced monthly. She then completes the bank reconciliations and issues a monthly report. The Treasurer Report is approved by the Village Board at the first meeting each month.

Mr. Beggin stated that the Village is doing what it can to assure that finances are handled appropriately. Trustee Hudson asked Mr. Beggin to explain a statement in the audit report on page two that says "We commend the Village for the Village President's review of each bank reconciliation and other controls that the Village implements to improve internal control. However, we are required under professional responsibilities to bring this situation to your attention". Mr. Beggin stated there is still a lack of segregation of duties. Trustee Hudson asked "How do we fix this situation?" Mr. Beggin stated that in regards to the lack of segregation of duties, the Village can continually be monitoring, making sure things are accounted for properly. There are mitigating controls in place such as properly reviewing and making adjustments as needed; there simply isn't enough office staff for complete segregation. Mr. Beggin thanked the Village staff for their cooperation and courtesy extended during the performance of the audit. President Claeysen thanked Mr. Beggin for his report.

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. Trustee Appell noted that there will be a meeting next month. (September 17, 2014).

DAVE SCHROEDER - RECREATION BOARD. Trustee Schroeder reported that the next meeting is September 3, 2014. Discussion will be on the Fall Fishing for Youth and Halloween events.

ORDINANCE REPORT BY TRUSTEE: NANCY BELT.

1. Board discussion regarding two ordinances related to operating the Village's water system; Chapter 74 Section 74-66 Regarding the Right to Enter Premises and Chapter 74 Section 74-134 The Disconnection of Village Water. Trustee Belt has met with Attorney Stevens, Chuck Freeman, Karen Melloch and Kathy Trimble reviewing and updating these ordinances. Trustee Belt added that Attorney Stevens has updated the draft for the two ordinances being presented for first readings.
2. Trustee Belt moved that the Village Board consider this the first reading of an ordinance amending Section 74-66 of Chapter 74, Article II, Division 2 of the Code of Ordinances of the Village of Cherry Valley, Illinois regarding the Right to Enter

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Premises. Trustee Maitland seconded. All "Aye"; none opposed. Motion carried by voice vote.

3. Trustee Belt moved that the Village Board consider this the first reading of an ordinance amending Section 74-134 of Chapter 74, Article II, Division 4 of the Code of Ordinances of the Village of Cherry Valley, Illinois regarding the Disconnection of Village Water Service. Trustee Maitland seconded. All "Aye"; none opposed. Motion carried by voice vote.

Trustee Belt stated that ORDINANCE passes.

FINANCE REPORT BY TRUSTEE: GARY MAITLAND.

1. Trustee Maitland moved that the Village Board authorize the payment of all bills reviewed by the Budget Director and reviewed and approved by the Finance Committee on August 12, 2014 in the amount of \$447,181.52. Trustee Schroeder seconded. Trustee Hudson questioned a bill for \$1200.00 from Infratek. Chuck Freeman stated that this is for additional bridge inspection reports. A Roll Call vote was taken:

STEPHEN APPELL	AYE	JOANN HUDSON	AYE
NANCY BELT	AYE	GARY MAITLAND	AYE
SALLY HOLLEMBEAK	AYE	DAVID SCHROEDER	AYE

Motion carried by a vote of 6 to 0.

2. Trustee Maitland moved that the Village Board authorize payment of all additional bills as reviewed by the Budget Director and reviewed and approved by the Finance Committee members on August 19, 2014, in the amount of \$52,102.20. Trustee Schroeder seconded. A Roll Call vote was taken:

STEPHEN APPELL	AYE	JOANN HUDSON	AYE
NANCY BELT	AYE	GARY MAITLAND	AYE
SALLY HOLLEMBEAK	AYE	DAVID SCHROEDER	AYE

Motion carried by a vote of 6 to 0.

3. Trustee Maitland moved that the Village Board accept the 2013-2014 Audit Report from Beggin, Tipp and Lamm. Trustee 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	AYE

Motion carried by a vote of 6 to 0.

Chairman Maitland stated that FINANCE passes.

PUBLIC SAFETY REPORT BY TRUSTEE: SALLY HOLLEMBEAK.

1. Trustee Hollembeak moved that the Village Board authorize the purchase of (2) in-car video and mobile data computer systems through the Coban Company of

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Houston, Texas in an amount not to exceed \$19,999.00 from line item 5375 Capital Improvements. Trustee Schroeder seconded. A Roll Call vote was taken:

STEPHEN APPELL	AYE	JOANN HUDSON	AYE
NANCY BELT	AYE	GARY MAITLAND	AYE
SALLY HOLLEMBEAK	AYE	DAVID SCHROEDER	AYE

Motion carried by a vote of 6 to 0.

2. Trustee Hollembeak moved that the Village Board authorize an increase for the following fees for vehicles impounded by the Cherry Valley Police Department effective 9/1/14:
 - a. Impound Fee: \$350.00
 - b. Release Fee: \$69.00
 - c. Storage Fee: \$24.00 per day.

Trustee Belt seconded. A Roll call vote was taken:

STEPHEN APPELL	AYE	JOANN HUDSON	AYE
NANCY BELT	AYE	GARY MAITLAND	AYE
SALLY HOLLEMBEAK	AYE	DAVID SCHROEDER	AYE

Motion carried by a vote of 6 to 0.

3. Trustee Hollembeak moved that the Village Board authorize Chief Neville to begin the process to hire (2) additional part-time police officers. Trustee Belt seconded. All "Aye"; none opposed. Motion passes by voice vote. Trustee Hollembeak stated that SAFETY passes.

PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER.

1. Trustee Schroeder moved that the Village Board approve the "First Amendment to an Intergovernmental Agreement between the Village of Cherry Valley and the Rockford Park District providing for the Dedication and Development of Swanson Park East" dated August 11, 2014. Trustee Appell seconded. Trustee Hudson questioned if this document is the last document detailing the sequence of events, with the date for the shelter house and end date for the project. President Claeysen confirmed this and added that he attended last week's Rockford Park District Board of Commissioners Meeting in which the IGA passed unanimously. Dr. Armer Swanson was in the office the next day to sign off on the IGA document.

A Roll Call vote was taken:

STEPHEN APPELL	AYE	JOANN HUDSON	AYE
NANCY BELT	AYE	GARY MAITLAND	AYE
SALLY HOLLEMBEAK	AYE	DAVID SCHROEDER	AYE

Motion carried by a vote of 6 to 0.

2. Trustee Schroeder moved that the Village Board approve a sponsorship request with Keep Northern Illinois Beautiful for the Christmas Tree Recycling Program in an amount of \$750.00 from line item 5170 Public Works. Trustee Appell seconded. A Roll Call vote was taken:

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STEPHEN APPELL	AYE	JOANN HUDSON	AYE
NANCY BELT	AYE	GARY MAITLAND	AYE
SALLY HOLLEMBEAK	AYE	DAVID SCHROEDER	AYE

Motion carried by a vote of 6 to 0.

3. Trustee Schroeder moved that the Village Board approve to extend the hours of Summer Help for Mitchell Trimble and Andrew Wesseln, to keep them on as Public Works Employees through October 2014 on a part-time basis. Trustee Belt seconded. A Roll call vote was taken:

STEPHEN APPELL	AYE	JOANN HUDSON	AYE
NANCY BELT	AYE	GARY MAITLAND	AYE
SALLY HOLLEMBEAK	AYE	DAVID SCHROEDER	AYE

Motion carried by a vote of 6 to 0.

4. Trustee Schroeder moved that the Village Board reimburse Public Works Employee Carrie Totten for Hydrant O & M training she attended on June 26, 2014 in the amount of \$85.00 from line item 5195 Water. Trustee 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	AYE

Motion carried by a vote of 6 to 0.

Trustee Schroeder stated that PUBLIC WORKS passes.

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

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON.

1. Trustee Hudson moved that the Village Board approve Police Clerk Melanie Benny's grievance request for a vacation time adjustment for time working for the Village of Cherry Valley, on a part-time basis, from January 2006 through August 2009. Trustee Hollembeak seconded. Trustee Hudson stated that as the Personnel Chairman she noted that this grievance was brought to her attention a year ago. This grievance was addressed in several sessions, many times. She further stated that "I apologize for the length of time it took to get this done".

A Roll Call vote was taken:

STEPHEN APPELL	PASS	JOANN HUDSON	YES
NANCY BELT	NAY	GARY MAITLAND	NAY
SALLY HOLLEMBEAK	NAY	DAVID SCHROEDER	NAY
		STEPHEN APPELL	NAY

Motion failed by a vote of 1 AYE, 5 NAY.

Trustee Hudson stated that PERSONNEL passes.

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BOARD COMMENTS:

ADJOURNMENT: President Jim E. Claeysen entertained a motion to adjourn. Trustee Hollembeak moved to adjourn at 7:30PM. Trustee Belt seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Dana Ward, Village Clerk.

Minutes reviewed by President Jim E. Claeysen on September 10, 2014.

**AGENDA
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7:00 PM**

CALL THE MEETING TO ORDER: PRESIDENT JIM E. CLAEYSSEN

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: August 5, 2014.

CITIZENS VOICE:

TREASURER'S REPORT:

PRESIDENT'S REPORT: JIM E. CLAEYSSEN.

1. Presentation and Review of the 2013-2014 Fiscal Year Audit presented by Beggin, Tipp and Lamm.

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. Board discussion regarding two ordinances related to operating the village's water system; Chapter 74 Section 74-66 Regarding the Right to Enter Premises and Chapter 74 Section 74-134 The Disconnection of Village Water.
2. Motion that the Village Board consider this the first reading of an ordinance Amending the Code of Ordinances, Chapter 74 Section 74-66; Regarding the Right to Enter Premises.
3. Motion that the Village Board consider this the first reading of an ordinance Amending the Code of Ordinances, Chapter 74 Section 74-134; The Disconnection of Village Water.

FINANCE REPORT BY TRUSTEE: GARY MAITLAND.

1. Motion that the Village Board authorize the payment of all bills reviewed by the Budget Director and reviewed and approved by the Finance Committee on August 12, 2014 in the amount of \$447,181.52.
2. Motion that the Village Board authorize payment of all additional bills reviewed by the Budget Director and reviewed and approved by the Finance Committee members on August 19, 2014.
3. Motion that the Village Board accept the 2013-2014 Audit Report from Beggin, Tipp and Lamm.

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1. Motion that the Village Board authorize the purchase of (2) in-car video and mobile data computer systems through the Coban Company of Houston, Texas in an amount not to exceed \$19,999.00 from line item 5375 capital improvements (equipment).
2. Motion that the Village Board authorize an increase the following fees for vehicles impounded by the Cherry Valley Police Department effective 9/1/14:
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2. Motion that the Village Board approve a sponsorship request with Keep Northern Illinois Beautiful (Christmas Tree Recycling Program) in an amount of \$750.00 from line item 5170 PW.
3. Motion that the Village Board approve to extend the hours of Summer Help Mitchell Trimble and Andrew Wesseln to keep them on as Public Works Employees through October 2014 on a part-time basis.
4. Motion that the Village Board reimburse Public Works Employee Carrie Totten for Hydrant O & M training she attended on June 26, 2014 in the amount of \$85.00 from line item 5195 Water.

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PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON.

1. Motion that the Village Board approve Police Clerk Melanie Benny's grievance request for a vacation time adjustment for time working for the Village of Cherry Valley, on a part-time basis, from January 2006 through August 2009.

EXECUTIVE SESSION:

RECONVENE TO OPEN SESSION:

BOARD COMMENTS:

ADJOURNMENT:

JEC 8/14/14