

VILLAGE OF CHERRY VALLEY, IL
VILLAGE BOARD OF TRUSTEES MEETING
TUESDAY JANUARY 6, 2015

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN SPECIAL SESSION ON THE 6th DAY OF JANUARY 2015.

PRESIDENT JIM E. CLAEYSSSEN 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	ABSENT	JOANN HUDSON	PRESENT
NANCY BELT	PRESENT	GARY MAITLAND	PRESENT
SALLY HOLLEMBEAK	ABSENT	DAVID SCHROEDER	PRESENT

Also present: Treasurer Karen Melloch, Public Works Director Chuck Freeman, Chief of Police Larry Neville, Attorney Jim Stevens, Attorney Derron Burke and Village Clerk Dana Ward. Attorney Roxanne Sosnowski entered at 7:20PM.

ADOPT THE AGENDA: President Jim E. Claeysen entertained a motion to change the order of business. Trustee Schroeder moved to change the order of business. Trustee Belt seconded. All "Aye"; none opposed motion carried by voice vote. President Jim E. Claeysen entertained a motion to adopt the amended agenda. Trustee Belt moved to adopt the amended agenda, moving *BOARD COMMENTS: Trustee Nancy Belt with discussion regarding the Budget Act* after the *PERSONNEL REPORT*. Trustee Hudson seconded. All "Aye"; none opposed. Motion carried by voice vote.

APPROVAL OF BOARD MINUTES: December 16, 2014. President Jim E. Claeysen entertained a motion to approve the Village Board minutes for December 16, 2014. Trustee Schroeder moved to approve the minutes for December 16, 2014. Trustee Hudson seconded. All "Aye"; none opposed. Motion carried by voice vote.

CITIZENS VOICE: None.

TREASURER'S REPORT: Monthly Report by Treasurer Karen Melloch. General Fund and Water Funds were flat for the month. Treasurer Melloch reported that in the General Fund the revenues were \$384,000 and expenses were \$371,000, leaving \$13,000 to the positive. The alley ways project came in at \$39,000. In the Water Fund the revenues were \$74,000 and expenses were \$228,000: A major expense was the repair at Tower 1 at \$162,000. There are no questions. President Jim E. Claeysen noted that the members have received a copy of the Treasurer's Report and entertained a motion to file. Trustee Belt moved to place the November 2014 Treasurer's Report on file. Trustee Schroeder seconded. All "Aye"; none opposed. Motion carried by voice vote.

PRESIDENT'S REPORT: JIM E. CLAEYSSSEN.

1. Village Board discussion and possible Village Board action regarding the review of the construction bids received on December 12, 2014 for the construction of a new Public Works Facility. There were eight competitive bidders. The bid proposals presented by Larson & Darby Group were reviewed by the Village Board. Questions were answered with the assistance of Joe Winkleman and Stephen Nelson from Larson & Darby Group to the satisfaction of the village board. President Jim E. Claeysen entertained a motion that the Village of Cherry Valley award the contract for the new Public Works facility on Van Diver Road to Cord

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Construction as the lowest overall bidder, with the alternates that have been selected by the Board of Trustees, pending legal review. Trustee Schroeder moved to accept the bid proposal, with alternate bids, from Cord Construction as the lowest responsible bidder, in the amount of \$2,361,950.00, (certifications and base bid \$1,958,543.00 with alternate bids of \$403,407.00) from Capital Improvements, pending legal review of the contract. Trustee Belt seconded. A Roll Call vote was taken:

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

Motion carried by a vote of 4 “Aye” to 0 “Nay”; two absent. Treasurer Melloch asked the members to be aware that the architectural fees are not included in the proposal.

ATTORNEY’S REPORT: JAMES STEVENS. No report.

ENGINEER’S REPORT: DENNIS McMULLEN, C.E.S. Mr. McMullen is not present this evening.

EX-OFFICIO’S REPORTS:

STEPHEN APPELL - PLANNING AND ZONING COMMISSION. Trustee Appell is not present this evening. President Jim E. Claeysen reported that there will be a meeting on January 21, 2015 at 7:00PM. There are two map amendment issues (off Rotary Road) to be discussed; changing an agricultural and residential zoning to light industrial. Attorney Stevens noted that this is part of the TIFF District of Rock 39.

DAVE SCHROEDER - RECREATION BOARD. Trustee Schroeder reported that there will be no meeting tomorrow night. The next event is the Adult Moonlight Bowling Event January 31, 2015 at the Cherry Bowl. You must be 18 years of age to attend. The fee is \$10.00 per person. Check in is at 6:00PM and bowling will be from 6:30PM to 8:30PM. Preregistration begins January 22, 2015. President Jim E. Claeysen added that \$500.00 was received from the Cherry Valley Area Men’s Club for the Skate Night Event being held on March 21, 2015 at the Carlson Artic Ice Arena (this is the total cost of the event).

ORDINANCE REPORT BY TRUSTEE: NANCY BELT.

1. Trustee Belt moved that the Village Board pass and approve Resolution #2015-01; “Adopting the Winnebago County Multi-Hazard Mitigation Plan”. Trustee Maitland seconded. A Roll Call vote was taken:

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

Motion carried by a vote of 4 “Aye” to 0 “Nay”; two absent. President Jim E. Claeysen stated that this resolution was worked on 2015-01 is an important document and is necessary for funding in the event of an emergency. President Jim E. Claeysen stated that this resolution was created by representatives from all communities in Winnebago County; this plan is also a tool used to help secure state and/or federal funding in case of a disaster.

Trustee Belt stated that ORDINANCE passes.

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FINANCE REPORT BY TRUSTEE: GARY MAITLAND. No report.

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

PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER. No report.

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

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON.

1. Board discussion regarding the possible restructuring of the Village's Administration Office. Trustee Hudson opened discussion on the restructuring the Administration office. President Claeysen gave a synopsis of ideas compiled based on information received from the Trustees and office personnel. President Claeysen asked Attorney Stevens to review ordinances, in order to make sure suggested changes are compliant to current code. Also discussed was an idea to contract out economic development. Trustee Hollembeak made contact with a consulting firm at the IML conference. Information from Mr. Joseph Fackel, Retail Services, has been passed on to President Claeysen. Mr. Fackel will make a presentation at the Village Board meeting January 20, 2015. All members present agree that this needs immediate attention; discussion covered many ideas, such as, part-time receptionist to full-time receptionist, collector position, job descriptions, ordinances, outsourcing economic development, job posting requirements, as well as the urgency to solve the situation. Trustee Hudson stated that she is concerned with a person holding two positions, (referencing the administrative assistant being the collector; this is a conflict according to state statute), the conflict of interest of the treasurer as office manager and president as budget director, oversight of procedures and conflict of interest in approving the budget. President Claeysen interjected that the Village Board approves the budget after months of review. That is called oversight. Trustee Hudson restated that she is concerned with "conflict of interest". Attorney Stevens added that, from an auditor's standpoint, there is never enough separation of duties and checks and balances. The Village Board needs to decide on the structure (of the office) to meet the personnel that we have. Trustee Hudson asked if the collector is an appointed position; Attorney Stevens stated that he will research the statutes. President Claeysen asked to carry this discussion over to another Village Board meeting to get input from Trustees Hollembeak and Appell.

2. Trustee Hudson moved that the Village Board hire Nick Homerding as a Maintenance Worker I Employee for the Public Works Department at an hourly rate of \$15.50 per hour, with a starting date of January 20, 2015. Trustee Schroeder seconded. A Roll Call vote was taken:

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

Motion carried by a vote of 4 "Aye" to 0 "Nay"; two absent.

Trustee Hudson stated that PERSONNEL passes.

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BOARD COMMENTS: Trustee Nancy Belt with discussion regarding the Budget Act. Trustee Belt gave a brief history on the Budget Act and why it was adopted by the village. The yearly budget is reviewed and approved by the trustees and the narrative is used as a guideline to explain the details of each line item in the budget. The narrative is not part of the approved Annual Budget Ordinance. Treasurer Melloch added that the annual budget is voted on by the Board of Trustees. A Transfer Ordinance is also approved at the end of the fiscal year; the Treasurer goes through the actual expenditures for each department and balances out each department making sure the department expenditure total remains the same as the original

EXECUTIVE SESSION:

President Jim E. Claeysen entertained a motion to convene into Closed Executive Session. Trustee Belt moved to convene into Closed Executive Session at 8:52PM under 5ILCS 120/2 (C) (1) (Personnel Matters). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (Police, Public Works). Trustee Maitland seconded. A Roll Call was taken:

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

Motion carried by a vote 4 “Aye” to 0 “Nay”; two absent.

RECONVENE TO OPEN SESSION: President Jim E. Claeysen reconvened into Open Session at 9:33PM and called the meeting to order. A Roll Call was taken by Clerk Dana Ward.

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

Also present: Attorney Jim Stevens and Village Clerk Dana Ward.

ADJOURNMENT: President Jim E. Claeysen entertained a motion to adjourn. Trustee Belt moved to adjourn at 9:33PM. Trustee Maitland seconded. All “Aye”; none opposed. Motion carried by voice vote.

Recorded by Dana Ward, Village Clerk.

Minutes reviewed by President Jim E. Claeysen on January 28, 2015.

**AGENDA
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7:00 PM**

CALL THE MEETING TO ORDER: PRESIDENT JIM E. CLAEYSSSEN

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 16, 2014.

CITIZENS VOICE:

TREASURER'S REPORT: Monthly Report by Treasurer Karen Melloch

PRESIDENT'S REPORT: JIM E. CLAEYSSSEN.

1. Village Board discussion and possible Village Board action regarding the review of the construction bids received on December 12, 2014 for the construction of a new Public Works Facility.

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 that the Village Board pass and approve Resolution #2015-1; A Resolution Authorizing the Adoption of the Updated 2014 Multi-Hazard Mitigation Plan.

FINANCE REPORT BY TRUSTEE: GARY MAITLAND.

PUBLIC SAFETY REPORT BY TRUSTEE: SALLY HOLLEMBEAK.

PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER

PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL.

PERSONNEL REPORT BY TRUSTEE: JOANN HUDSON

1. Board discussion regarding the possible restructuring of the village's Administration Office.
2. Motion that the Village Board hire Nick Homerding as a Maintenance Worker I Employee for the Public Works Department at an hourly rate of \$15.50 per hour, with a starting date of January 20, 2015.

EXECUTIVE SESSION:

5ILCS 120/2 (C) (1) (Personnel Matters). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (Police, Public Works).

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RECONVENE TO OPEN SESSION:

BOARD COMMENTS: Trustee Nancy Belt with discussion regarding the Budget Act.

**ADJOURNMENT:
JEC (12/31/14)**