

**VILLAGE OF CHERRY VALLEY, IL
"SPECIAL" VILLAGE BOARD OF TRUSTEES MEETING
MONDAY, FEBRUARY 2, 2015**

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN SPECIAL SESSION ON THE 2nd DAY OF FEBRUARY, 2015.

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

Also present: Public Works Director Chuck Freeman, Chief of Police Larry Neville, Attorney Jim Stevens 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 Hollembeak seconded. All "Aye"; none opposed. Motion carried by voice vote.

APPROVAL OF BOARD MINUTES: None.

CITIZENS VOICE: None.

TREASURER'S REPORT: No report.

PRESIDENT'S REPORT: JIM E. CLAEYSSEN.

1. Continue discussion and review of the newly proposed Personnel Policies Manual (Employee Handbook). At the January 26, 2015 meeting the review was completed through Section 8-4: Life Insurance. This evening's review will begin at Section 8-5: Deferred Compensation. The Village Board will be referencing comments provided by the Personnel Committee dated May 14, 2014.

Section 8-5: Deferred Compensation. Approved as written.

Section 8-6: Retirement System. Approved as written.

Section 8-7: Social Security. Approved as written.

Section 8-8: Tuition Assistance Program. Paragraph 2, item three under bullet points; move the second bullet point, "The course must be related to the employee's current job description or advancement" to the first bullet point position. Under the sixth bullet point, the language should mirror that which is in paragraph one, and add "...accredited universities, technical schools or other approved organization deemed to be pertinent to employment with the village."

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Section 8-9: Travel and Miscellaneous Expenses. Paragraph one, sentence three, change “Village Administrator” to “department head or supervisor”. In sentence four, change “expeditious” to “reasonable”. Paragraph two, sentence three, change to read “...supervisor or department head”, deleting “Village Administrator”. In paragraph 3, in sentence three change “Supervisor and the Village Administrator to department head or supervisor”. In sentence four, change “sixty” to “fifty”. In sentence five, the sentence should read “The employee will obtain itemized receipts”. In item C, it should read “Applicant must submit an expense/reimbursement form as required by policy/procedure of the Village; the employee must obtain itemized receipts.” (See Expense Statement Form in back of book).

Section 8-10: Membership in Professional Organizations and Attendance to Seminars. In the first paragraph, take out references to elected officials. The first sentence should read “providedits employees and appointed officials to maintain...”. Under I, delete “(Village Administrator, Chief of Police and Public Works Director)”. Under II, delete “(Excluding Department Heads, Village Trustees and Village President)”. Under A, it should read “...by the department head or supervisor before....”. Under B, change “or” to “and the Village Board for approval”. Under C, change “personnel” to “appropriate”.

Section 8-11: Uniforms and Equipment. Paragraph one, change “Village Administrator” to “department head or supervisor”. Paragraph two, change “Village Administrator” to “department head or supervisor”. Add suggested language “Itemized receipts must be turned in by the end of the fiscal year.” Chief Neville and Public Works Director Chuck Freeman will be submitting attachments referencing full-time and part-time clothing allowances to add to this new personnel manual.

Section 8-12: Employee Assistance Program. Delete paragraph one. Under item two, the sentence should read “This policy applies to all Village full time employees”. Under item ten, sentence three, change “with” to “within”. Change “21” to “two”. President Claeysen suggested that discussion needs to be directed to Michelle Kimes, our insurance representative, to determine how this plan is administered.

The next review will begin at Section 9: Health Insurance. President Claeysen noted that this is a new section and asked all to read. The next review will be February 23, 2015 at 7:30PM after PUBLIC WORKS.

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. No report.

DAVE SCHROEDER - RECREATION BOARD. No report.

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ORDINANCE REPORT BY TRUSTEE: NANCY BELT. No report.

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. No report.

BOARD COMMENTS: None.

ADJOURNMENT: President Jim E. Claeysen entertained a motion to adjourn. Trustee Hollembeak moved to adjourn at 7:57PM. 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 February 9, 2015.

**AGENDA
VILLAGE OF CHERRY VALLEY, IL
“SPECIAL” VILLAGE BOARD OF TRUSTEES MEETING
MONDAY, FEBRUARY 2, 2014
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:

CITIZENS VOICE:

TREASURER’S REPORT:

PRESIDENT’S REPORT: JIM E. CLAEYSSEN.

1. Continue discussion and review of the newly proposed Personnel Policies Manual (Employee Handbook).

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.

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.

BOARD COMMENTS:

ADJOURNMENT:

JEC (01-28-15)