

**VILLAGE OF CHERRY VALLEY, IL  
"SPECIAL" VILLAGE BOARD OF TRUSTEES MEETING  
MONDAY, FEBRUARY 23, 2015**

**THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN "SPECIAL" SESSION ON THE 23rd DAY OF FEBRUARY, 2015.**

**PRESIDENT JIM E. CLAEYSSEN CALLED THE MEETING TO ORDER AT 7:43PM 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	ABSENT
SALLY HOLLEMBEAK	PRESENT	DAVID SCHROEDER	PRESENT

Also present: Chief of Police Larry Neville and Village Clerk Dana Ward.

**ADOPT THE AGENDA:** President Jim E. Claeysen entertained a motion to adopt the agenda. Trustee Hollembeak moved to adopt the agenda. Trustee Schroeder 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. President Jim E. Claeysen reported that ASHA SALON SPA of Rockford requested the use of the Baumann Park Pavilion and entertained a motion to approve this request. Trustee Belt moved that the Village Board waive the rules for the rental fees for the pavilion and approve the use of the Baumann Park Pavilion for a 5K Benefit Run/Walk sponsored by ASHA SALON SPA of Rockford on April 18, 2015. Trustee Schroeder seconded. Trustee Belt asked that the organization be aware of the rules regarding the use of the pavilion. A Roll Call vote was taken:

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

Motion carried: 5 "Aye"; 1 "Absent".

2. Continue discussion and review of the newly proposed Personnel Policies Manual (Employee Handbook - Begin at Section 9: Health and Safety). The review was completed through Section 9-3: On the Job and Reporting at PERSONNEL. This evening's review will begin at Section 9: Health and Safety. The Village Board will be referencing comments provided by the Personnel Committee dated May 14, 2014, June 2, 2014 and June 23, 2014. President Claeysen excused Public Works Director Chuck Freeman from the meeting.

Section 9-1: Responsibility for Safety. Approved as written.

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Section 9-2: Annual Physical Examination. Approved as written.

Section 9-3: On the Job Injuries and Reporting. In paragraph four and paragraph 5, “Village Administrator” should be changed to “appropriate department head”.

Section 9-4: The second sentence in paragraph two is to be deleted. In the third paragraph, starting with “The village prohibits...while driving” is deleted.

Section 9-5: Driver’s License Check. Chief Neville was asked to check on the state definition of “unacceptable status”. Chief Neville stated that the department is bound by how the laws are written.

Section 9-6: Vehicle Use and Reporting an Accident. Recommended addition of language: In the first paragraph, the sentence should read “...to the Cherry Valley Police Department or jurisdiction in which the accident occurred.”

Section 9-7: Workers Compensation. Under conditions, Number 1, change “Village Administrator” to “supervisor”. In number four, change “Village Administrator” to “appropriate supervisor or Department Head”. In Number 6, add “as directed by the appropriate department head”.

Section 9-8: Short term Disability. Information needs to be added from the village’s benefit programs in this section.

Section 9-9: Light Duty/Return to Work. In item one, change “Village Administrator” to “Department Head”.

Section 9-10: Fire Prevention. Approved as written.

Section 9-11: Workplace Violence. In the last line, change to read “...and notify a supervisor immediately.”

Section 10-1: Vacation. It is recommended that, under accrual schedule, information for Police should be added. There needs to be clarification regarding the Collective Bargaining Agreement. Item three, change “Village Administrator” to “Department Head”. Under Payment for Vacation Hours, Item one, change the word “are” to “is”.

Section 10-2: Sick Leave. Under A, Eligibility, President Claeysen noted that language needs to be added referring to the dates: “eighty (80) hours starting May 1 of each fiscal year.” In item B, President Claeysen noted that “it is permissible that all departments can carry over sick time.” In C, language may need to be added that reflects the current IMRF allowances. In item D, change “Village Administrator” to “Department Heads”.

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Section 10-3: Personal Leave. This needs further review to clarify the number of days allowable. It should be ten (10) days. (ref. Section 10-2 and Section 10-3). It is recommended that the title be changed from "Personal Leave" to Personal Days".

Section 10-4: Holidays. There was discussion that the Village Board consider replacing Martin Luther King Day with a floating holiday. The Clerk is instructed to research what holidays other municipalities recognize. (Section 10-1 through 10-4 requires legal review).

Section 10-5: Bereavement Leave. In paragraph two, sentence two, it should read "...son-in-law, brother-in-law or sister-in-law.... (In the CBA contract it states "brother or sister-in-law").

Section 10-6 through 10-14: Approved as written.

The review ended at Section 10-7: Court Appearance for a Previous Employee. The next review will begin at Section 10-8: Leave of Absence without Pay.

**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.

**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 8:39PM. Trustee Appell seconded. All "Aye"; none opposed. Motion carried by voice vote.

Recorded by Dana Ward, Village Clerk.

Minutes reviewed by President Jim E. Claeysen on March 6, 2015.

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
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MONDAY, FEBRUARY 23, 2014  
7:30PM**

**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. Motion that the Village Board approve the use of the Baumann Park Pavilion for a 5K Benefit Run/Walk sponsored by ASHA SALON SPA of Rockford on April 18, 2015.
2. Continue discussion and review of the newly proposed Personnel Policies Manual (Employee Handbook - Begin at Section 9: Health and Safety).

**ATTORNEY’S REPORT: JAMES STEVENS.**

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

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**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 (2/18/15)**