

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 16, 2016

THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN SESSION ON THE 16TH DAY OF AUGUST, 2016. PRESIDENT JIM E. CLAEYSSSEN CALLED THE MEETING TO ORDER AT 7:00PM AND LED THE PLEDGE OF ALLEGIANCE.

A roll call was taken by Recorder Barb Neville:

|                |         |                  |         |
|----------------|---------|------------------|---------|
| STEPHEN APPELL | PRESENT | SALLY HOLLEMBEAK | PRESENT |
| NANCY BELT     | PRESENT | GARY MAITLAND    | PRESENT |
| JEFF FUSTIN    | ABSENT  | DAVID SCHROEDER  | ABSENT  |

Also present: Treasurer Karen Melloch, Public Works Director Chuck Freeman, Chief of Police Larry Neville, Attorney Darron Burke, Dennis McMullen, C.E.S. and Recorder Barb Neville.

**ADOPT THE AGENDA:** President Jim E. Claeysen presented the following amendments to tonight's meeting agenda:

- #1 - Finance Committee Report - ....the payment of bills reviewed by the Budget Director on August 9, 2016....
- #1 - Finance Committee Report - ....reviewed and approved the Finance Committee on August 9, 2016....
- #2 - payment of additional bills in the amount of \$45,504.76
- #3 - membership and for Rockforward 2020 to the RAEDC....
- Public Safety Report by Trustee Nancy Belt in place of Jeff Fustin
- Public Works Report by Trustee Stephen Appell in place of Dave Schroeder
- Delete #9 - (Motion that the Village Board extend Public Works Summer employee Kyle Trent an additional 180 hours to support fall Public Works operations in Baumann Park. Total hours for the year will be less than 700 hours)

President Jim E. Claeysen entertained a motion to adopt the amended meeting agenda. Trustee Appell moved to adopt the amended agenda. Trustee Hollembeak seconded. All "Aye"; none opposed. Motion approved by voice vote.

**APPROVAL OF THE BOARD MINUTES:** August 1, 2016. President Jim E. Claeysen entertained a motion to approve the Village Board Minutes for August 1, 2016. Trustee Hollembeak moved to approve the minutes for August 1, 2016. Trustee Belt seconded. All "Aye"; none opposed. Motion approved by voice vote.

**PUBLIC COMMENT:** None

**TREASURER'S REPORT:**

Trustee Maitland moved that the July 2016 Treasurer's Report, which was presented by Treasurer Karen Melloch at the Finance Committee Meeting held on August 9, 2016 be placed on file. Trustee Hollembeak seconded. All "Aye;" none opposed. Motion approved by voice vote.

**PRESIDENT'S REPORT: JIM E. CLAEYSSSEN**

1. Special Presentation by Lauterbach & Amen, LLP (Certified Public Accounts) regarding the Village of Cherry Valley Illinois Annual Financial Report for the Fiscal Year Ended April 30, 2016. Jennifer Krueger from Lauterbach & Amen, LLP (Certified Public Accountants) highlighted the Management Letter noting all prior recommendations (1. Cash Statement No. 68 Accounting and Financial Reporting for Pensions and 2. Fund

**VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 16, 2016**

Balance Policy) have been implemented by the Village of Cherry Valley. Treasurer Karen Melloch and staff were complimented on the preparation done prior to the Audit which made the audit proceed quickly.

2. Trustee Appell moved that the Village Board approve the Construction Engineering Contract with Hanson Professional Services Inc. for the village's North East Water Main Connector Project at a cost not to exceed \$17,000.00 from lime item 5095 engineering (Water). Trustee Hollembeak seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by a vote of 4-0.

**ATTORNEY'S REPORT: ROXANN SONOWSKI - No Report**

**ENGINEER'S REPORT: DENNIS MCMULLEN, C.E.S.**

Mr. McMullen reported that the Downtown Streetscape project is on schedule. Crews are currently working on the south side of the street completing sidewalk installation and working in the right-of-way. The majority of the work should be done by Labor Day. Mr. McMullen noted he will be out of town next week and the substitute on site project engineer's contact information will be emailed to Public Works Director Chuck Freeman.

**EX-OFFICIO'S REPORTS:**

**STEPHEN APPELL - PLANNING AND ZONING COMMISSION.**

The next Planning & Zoning Commission meeting will be held Wednesday, August 17, 2016. Agenda: A Zoning Map Amendment for the proposed new school property east of the Swanson Park Neighborhood. For the Planning & Development Committee meeting next week on the agenda is a request for a cell tower at 8707 East State Street. A cell tower request for 7511 Vandiver Road, which was not approved by the Planning and Zoning Commission, may head back to the commission in September for further discussion.

**DAVE SCHROEDER - RECREATION BOARD - No Report**

**ORDINANCE REPORT BY TRUSTEE: NANCY BELT**

1. Chairman Belt moved that the Village Board consider this the first reading of "An Ordinance of the Village of Cherry Valley, Illinois, Chapter 10, Alcoholic Beverages, Section 10-32, Application; Contents; False Statements in Application (in regards to a one-time, non-refundable, first time application fee of \$200.00 for new liquor license applicants). Trustee Hollembeak seconded. All "Aye;" none opposed. Motion approved by voice vote.

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 16, 2016

2. Chairman Belt moved that the Village Board consider this the first reading of "An Ordinance Amending the Code of Ordinances for the Village of Cherry Valley, Illinois, Chapter 10, Alcoholic Beverages, Section 10-35, Classification; Scope; Fees. Trustee Hollembeak seconded. All "Aye;" none opposed. Motion approved by voice vote.

Chairman Belt stated **ORDINANCE** passes.

**FINANCE REPORT BY TRUSTEE: GARY MAITLAND**

1. Chairman Maitland moved that the Village Board authorize the payment of bills reviewed by the Budget Director on August 9, 2016 and reviewed and approved by the Finance Committee on August 9, 2016 in the amount of \$373,363.70. Trustee Appell seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

2. Chairman Maitland moved that the Village Board authorize the payment of additional bills reviewed by the Budget Director and reviewed and approved by the Finance Committee Members present on August 16, 2016 in an amount of \$45,504.76. Trustee Appell seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

3. Chairman Maitland moved that the Village Board approve the payment for the village's annual membership and for the Rockforward 2020 Project to the Rockford Area Economic Development Council in the amount of \$3,500.00 from line item 5360 (Tourism). A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

4. Chairman Maitland moved that the Village Board approve the Annual Financial Report for the Fiscal Year Ended April 30, 2016 by Lauterbach & Amen, LLP (Certified Public Accountants). Trustee Belt seconded. All "Aye;" none opposed. Motion approved by voice vote.

Chairman Maitland stated **FINANCE** passes.

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 16, 2016

**PUBLIC SAFETY REPORT BY TRUSTEE NANCY BELT**

1. Trustee Belt moved that the Village Board authorize Police Chief Mike Neville to attend the 2016 Illinois Problem-Oriented Policing Conference in Naperville, Illinois from September 27, 2016 - September 29, 2016 at a cost of \$100.00 from line item 5195 P (training) and a cost of \$360.00 from line item 5200 P (travel) from total cost of \$460.00. Trustee Appell seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

Trustee Belt stated **PUBLIC SAFETY** passes.

**PUBLIC WORKS REPORT BY TRUSTEE STEPHEN APPELL**

1. Trustee Appell moved that the Village Board authorize awarding the Construction Engineering Agreement to C.E.S. Inc., which includes staking, project management, project inspection and preparation of pay estimates in an amount not to exceed \$21,000.00 for Vandiver/Harrison Frontage Road from line item 5095 Engineering Fees (Capital Improvements). Trustee Belt seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

2. Trustee Appell moved that the Village Board authorize awarding the Construction Engineering Agreement to C.E.S. Inc., which includes staking, project management, project inspection and preparation of pay estimates in an amount not to exceed \$10,000.00 for East Valley Subdivision from line item 5095 Engineering Fees (Streets). Trustee Belt seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

3. Trustee Appell moved that the Village Board authorize awarding the Construction Engineering Agreement to C.E.S. Inc., which includes staking, project management, project inspection and preparation of pay estimates in an amount not to exceed \$8,000.00 for Valley Woods Subdivision from line item 5095 Engineering Fees (Capital Improvements). Trustee Belt seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 16, 2016

4. Trustee Appell moved that the Village Board authorize awarding the final contract modification #4 to Hanson Professional Services in an amount of \$2,915.00 from line item 5095 Engineering Fees (Water). Trustee Belt seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

5. Trustee Appell moved that the Village Board authorize Public Works Employees Steve Haas and Nick Sarver to attend the Fall 2016 scheduled Class D and Class C Water Operations Classes through the Environmental Resources Training Center at SIU Edwardsville on September 26 & 27, 2016, for a total cost for the classes for \$1,200.00 from line item 5195 (Water) and meal allowances of \$200.00 for the four days training from line item 5200 (Water). Trustee Belt seconded A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

6. Trustee Appell moved that the Village Board authorize to change phone services providers from Frontier Communications to IP Communications at an amount not to exceed \$2,855.00 from line item 5190 Admin, 5190 Streets and 5190 Police which includes training, software support and upgrades (via Mitel Licensing) as well as increased customer services. Trustee Belt seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

7. Trustee Appell moved that the Village Board waive the rules pursuant to Section 2-561 of the Village of Cherry Valley Code of Ordinances in regards to bidding for the repaving project of the Village's portion of Newburg Road (east of Mill Road) and a small section of Patrick Drive with the Rockford Township Highway Department. Trustee Belt seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 16, 2016

8. Trustee Appell moved that the Village Board authorize to have the Rockford Township Highway Department pave Cherry Valley's portion of Newburg Road, along with a small section of Patrick Drive at a cost not to exceed \$30,000.00 from line item 5390 (Capital Improvements) covering costs of materials used only pending the Village attorney's review and approval of a Letter of Understanding between the Village of Cherry Valley and the Rockford Township Highway Department (Village Public Works employees will assist with this project). Trustee Belt seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0. (Note - the Village Attorney did review and approve the Letter of Understanding).

**PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL - No Report.**

**PERSONNEL REPORT BY TRUSTEE: SALLY HOLLEMBEAK.**

1. Village Board discussion and possible Village Board action regarding setting the compensation of all trustees effective May 1, 2019.
2. Village Board discussion and possible Village Board action regarding committee meeting compensation reporting (update from Attorney Roxanne Sosnowski).
  - After a lengthy discussion on these two combined agenda items, Attorney Sosnowski noted consensus was reached for her to provide the following information at the next Village Board Meeting:
    - Committee of the Whole examples.
    - A draft Ordinance striking Ordinance 2-71 & amending Ordinance 2-32 (for the next Ordinance Committee Meeting).

Chairman Hollembeak noted **PERSONNEL** complete at this time.

**EXECUTIVE SESSION:** President Jim E. Claeysen entertained a motion to go into Executive Session. Trustee Hollembeak moved that the Board go into Executive Session at 8:03PM under ILCS (C) (1):

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). Trustee Hollembeak moved that the Village Board go into Executive Session for the purpose stated above. Trustee Appell seconded. A roll call vote was taken:

|                |     |                  |     |
|----------------|-----|------------------|-----|
| STEPHEN APPELL | AYE | SALLY HOLLEMBEAK | AYE |
| NANCY BELT     | AYE | GARY MAITLAND    | AYE |

Motion approved by vote of 4-0.

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 16, 2016

**RECONVENE TO OPEN SESSION**

Trustee Appell moved that the Board return to Open Session at 8:35 PM. Trustee Hollembeak seconded. All “Aye;” none opposed. Motion approved by voice vote.

**BOARD COMMENTS:** None.

**ADJOURNMENT**

Trustee Appell moved that the meeting be adjourned. Trustee Belt seconded. All “Aye;” none opposed. Motion approved by voice vote.

Recorded by Recorder Barb Neville.

Minutes reviewed by President Jim E. Claeysen on August 28, 2016.

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY AUGUST 16, 2016  
7:00 PM**

**CALL THE MEETING TO ORDER: PRESIDENT JIM E. CLAEYSSEN**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL TAKEN BY: RECORDER BARB NEVILLE**

|                          |                       |                         |
|--------------------------|-----------------------|-------------------------|
| <b>VILLAGE TRUSTEES:</b> | <b>STEPHEN APPELL</b> | <b>SALLY HOLLEMBEAK</b> |
|                          | <b>NANCY BELT</b>     | <b>GARY MAITLAND</b>    |
|                          | <b>JEFF FUSTIN</b>    | <b>DAVID SCHROEDER</b>  |

**ADOPTION OF THE AGENDA:**

**APPROVAL OF THE BOARD MINUTES:** August 1, 2016.

**PUBLIC COMMENT:**

**TREASURER'S REPORT:** July 2016 Report by Treasurer Karen Melloch.

**PRESIDENT'S REPORT: JIM E. CLAEYSSEN**

1. Special Presentation by Lauterbach & Amen, LLP (Certified Public Accounts) regarding the Village of Cherry Valley Illinois Annual Financial Report for the Fiscal Year Ended April 30, 2016.
2. Motion that the Village Board approve the Construction Engineering Contract with Hanson Professional Services Inc. for the village's North East Water Main Connector Project at a cost not to exceed \$17,000.00 from line item 5095 engineering (Water).

**ATTORNEY'S REPORT: ROXANNE SOSNOWSKI**

**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 consider this the first reading of "An Ordinance of the Village of Cherry Valley, Illinois, Chapter 10, Alcoholic Beverages, Section 10-32, Application; Contents; False Statements in Application (in regards to a one-time, non-refundable, first time application fee of \$200.00 for new liquor license applicants).
2. Motion that the Village Board consider this the first reading of "An Ordinance Amending the Code of Ordinances for the Village of Cherry Valley, Illinois, Chapter 10, Alcoholic Beverages, Section 10-35, Classification; Scope; Fees.

**FINANCE REPORT BY TRUSTEE: GARY MAITLAND.**

1. Motion that the Village Board authorize the payment of bills reviewed by the Budget Director on August 8, 2016 and reviewed and approved by the Finance Committee on July 11, 2016 in an amount of \$373,363.70.
2. Motion that the Village Board authorize the payment of additional bills reviewed by the Budget Director and reviewed and approved by the Finance Committee Members present on August 16, 2016.

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY AUGUST 16, 2016  
7:00 PM**

3. Motion that the Village Board approve the payment for the village's annual membership to the Rockford Area Economic Development Council in the amount of \$3,500.00 from line item 5360 (Tourism).

**FINANCE REPORT (CONT.)**

4. Motion that the Village Board approve the Annual Financial Report for the Fiscal Year Ended April 30, 2016 by Lauterbach & Amen, LLP (Certified Public Accounts).

**PUBLIC SAFETY REPORT BY TRUSTEE: JEFF FUSTIN**

1. Motion that the Village Board authorize Chief Mike Neville to attend the 2016 Illinois Problem-Oriented Policing Conference in Naperville, Illinois from September 27, 2016 through September 29, 2016 at a cost of \$100.00 from line item 5195 P (training) and a cost of \$360.00 from line item 5200 P (travel) for a total cost of \$460.00.

**PUBLIC WORKS REPORT BY TRUSTEE: DAVID SCHROEDER.**

1. Motion that the Village Board authorize awarding the Construction Engineering Agreement to C.E.S. Inc., which includes staking, project management, project inspection and preparation of pay estimates in an amount not to exceed \$21,000.00 for Vandiver/Harrison Frontage Road from line item 5095 Engineering Fees (Capital Improvements).
2. Motion that the Village Board authorize awarding the Construction Engineering Agreement to C.E.S. Inc., which includes staking, project management, project inspection and preparation of pay estimates in an amount not to exceed \$10,000.00 for East Valley Subdivision from line item 5095 Engineering Fees (Streets).
3. Motion that the Village Board authorize awarding the Construction Engineering Agreement to C.E.S. Inc. which includes staking, project management, project inspection and preparation of pay estimates in an amount not to exceed \$8,000.00 for Valley Woods Subdivision from line item 5095 Engineering Fees (Capital Improvements).
4. Motion that the Village Board authorize awarding the final contract modification #4 to Hanson Professional Services in an amount of \$2,915.00 from line item 5095 Engineering Fees (Water).
5. Motion that the Village Board authorize Public Works Employees Steve Haas and Nick Sarver to attend the fall 2016 scheduled Class D and Class C Water Operations through the Environmental Resources Training Center at SIU Edwardsville on September 26 and 27, 2016 for a total cost for the classes for \$1,200 from line item 5195 (Water) and meal allowance of \$200.00 for the four days training from line item 5200 (Water).

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY AUGUST 16, 2016  
7:00 PM**

6. Motion that the Village Board authorize to change phone service providers from Frontier Communications to IP Communications at an amount not to exceed \$2,855.00 from line item 5190 Admin, 5190 Streets and 5190 Police which includes training, software support and upgrades (via Mitel Licensing) as well as increased customer service.
7. Motion that the Village Board waive the rules pursuant to Section 2-561 of the Village of Cherry Valley Code of Ordinances in regards to bidding for the repaving project of the village's portion of Newburg Road (east of Mill Road) and a small section of Patrick Drive with the Rockford Township Highway Department.

**PUBLIC WORKS (CONT.)**

8. Motion that the Village Board authorize to have the Rockford Township Highway Department pave Cherry Valley's portion of Newburg Road, along with a small section of Patrick Drive at a cost not to exceed \$30,000.00 from line item 5390 (Capital Improvements) covering costs of materials used only, pending village attorney's review and approval of a Letter of Understanding between the Village of Cherry Valley and the Rockford Township Highway Department. (Village Public Works Employees will assist with this project).
9. "Motion that the Village Board extend Public Works Summer Employee Kyle Trent an additional 180 hours to support Fall Public Works operations in Baumann Park. His total hours for the year will be less than 700 hours".

**PLANNING AND DEVELOPMENT REPORT BY TRUSTEE: STEPHEN APPELL.**

**PERSONNEL REPORT BY TRUSTEE: SALLY HOLLEMBEAK.**

1. Village Board discussion and possible Village Board action regarding setting the compensation of all trustees effective May 1, 2019.
2. Village Board discussion and possible Village Board action regarding committee meeting compensation reporting (update from Attorney Roxanne Sosnowski).

**EXECUTIVE SESSION:**

**ILCS 2 (C) (1)**

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).

**RECONVENE TO OPEN SESSION:**

**BOARD COMMENTS:**

**ADJOURNMENT:**

**JEC (8-12-16)**