

**THE VILLAGE BOARD OF TRUSTEES OF CHERRY VALLEY, ILLINOIS, WINNEBAGO AND BOONE COUNTIES, CONVENED IN SESSION ON THE 6TH DAY OF AUGUST, 2016.**

**PRESIDENT JIM E. CLAEYSSEN 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	ABSENT	GARY MAITLAND	PRESENT
JEFF FUSTIN	PRESENT	DAVID SCHROEDER	PRESENT

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

**ADOPT THE AGENDA:** President Jim E. Claeysen entertained a motion to adopt the meeting agenda. Trusted Schroeder moved that the Board Meeting Agenda be approved. He noted one change; Trustee Maitland will provide the Ordinance Report in place of Trustee Belt. Trustee Appell seconded. All "Aye;" none opposed. Motion approved by voice vote.

**APPROVAL OF THE BOARD MINUTES:** August 16, 2016. President Jim E. Claeysen entertained a motion to approve the Village Board Minutes for August 16, 2016. Trustee Schroeder moved to approve the minutes for August 16, 2016. Trustee Hollembeak seconded. All "Aye;" none opposed. Motion approved by voice vote.

**PUBLIC COMMENT:** None

**TREASURER'S REPORT:**

Trustee Maitland moved that the August 2016 Treasurer's Report, which was presented by Treasurer Karen Melloch be placed on file. Trustee Appell seconded. All "Aye;" none opposed. Motion approved by voice vote.

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

President Claeysen noted Nancy Bloomstrand from the Daughters of the American Revolution was to be in attendance to accept the Proclamation U.S. Constitution Week. He suggested Item #1: Proclamation U.S. Constitution Week is moved to down to item #3 on tonight's meeting agenda.

Trustee Hollembeak moved to change the order of business on tonight's agenda as follows:

- 1: Special Use Permit for the Girls Scouts of Northern Illinois - Thin Mint Sprint.
- 2: Village Board authorizing hiring LANDESIGN to provide landscape maintenance.
- 3: Proclamation: U.S. Constitution Week.

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

1. Trustee Hollembeak moved that the Village Board approve a Special Event Permit for the Girl Scouts of Northern Illinois - Thin Mint Sprint on Saturday, September 17, 2016 at the Girl Scout/Boy Scout Program Center, 7194 Vandiver Road, Cherry Valley, Illinois and waive the permit fee of \$100.00. Trustee Schroeder seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

2. Trustee Appell moved that the Village Board authorize hiring LANDESIGN to provide landscape maintenance at the new Public Works Facility and Swanson Park East on Vandiver Road, as outlined in a memo from Public Works Director Chuck Freeman dated September 1, 2016 in the amount of \$2,584.00 from line item 5127 Buildings and Grounds.

**VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, SEPTEMBER 6, 2016**

Trustee Appell suggested long term that the Village Board consider hiring a full-time landscape person or contract for services. Consensus was to move this item back to the Public Works Committee for further discussion on the overall project design and to include discussion regarding other Village properties.

Trustee Hollembeak seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

**3.PROCLAMATION: US Constitution Week.**

Trustee Hollembeak moved that the Proclamation proclaiming the days of September 17-September 23, 2016 to be Constitution Week in Cherry Valley, Illinois be approved. Trustee Appell seconded. All "Aye;" none opposed. Motion approved by voice vote. Mrs. Bloomstrand was not in attendance to accept the Proclamation.

**ATTORNEY'S REPORT: DARRON BURKE - No Report**

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

Mr. Dennis McMullen reported that the Downtown Streetscape project is on schedule. Crews are currently working on the south side of the street completing the intricate brick installation. He stated the Streetscape Project will be completed by September 15, 2016 in time for the Youth Fishing Tournament & Street Dance on September 17, 2016. Vandiver & Harrison Road will be started for patching & paving but the road will be open for the Girl Scouts event on the 17<sup>th</sup>.

**EX-OFFICIO'S REPORTS:**

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

Trustee Appell noted there are no agenda items therefore the Planning & Zoning Commission may possible not meet this month. Trustee Appell will confirm this information with the Village Attorney.

**DAVE SCHROEDER - RECREATION BOARD -**

Trustee Schroeder noted the Recreation Board will be meeting tomorrow night (9/7) to discuss future events. Two upcoming events: Youth Fishing Tournament 8-10 a.m. on Saturday, September 17, 2016 and the Street Dance that evening from 3:00-7:00 p.m. He noted a DJ has been retained for the Street Dance.

**ORDINANCE REPORT BY TRUSTEE: GARY MAITLAND**

1. Trustee Maitland moved that the Village Board consider this the second and final reading of "An Ordinance Amending the Code or Ordinances for 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

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, SEPTEMBER 6, 2016

application fee of \$200.00 for new liquor license applicants. Trustee Hollembeak seconded. All "Aye;" none opposed. Motion approved by voice vote.

- Trustee Maitland moved that the Village Board pass and approve Ordinance 2016-26; "An Ordinance Amending the Code of Ordinances for the Village of Cherry Valley, Illinois, Chapter 10, Alcoholic Beverages, Section 10-32, Application; Contents; False Statements in Application. Trustee Hollembeak seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

- Trustee Maitland moved that the Village Board consider this the second and final 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.
- Trustee Maitland moved that the Village Board pass and approve Ordinance 2016-27 "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. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

- Trustee Maitland moved that the Village Board consider this the first reading of "An Ordinance Granting a Special Use Permit under Section 82-54 as required by Section 82-482(3)(g)(a) of the Code of Ordinances for the Village of Cherry Valley, Illinois to Allow for the Construction of a Wireless Tower Facility (8707 East State Street, Rockford, Illinois). Trustee Schroeder seconded. All "Aye;" none opposed. Motion approved by voice vote.
- Trustee Maitland moved that the Village Board consider this the first reading of "An Ordinance Granting a Variance to the Code of Ordinances for the Village of Cherry Valley, Illinois, Under Chapter 82, Section 82-55 to Section 82-482(3)(h)(a), which requires Towers must be set back a distance equal so that if the Tower and One-half (1/2) of the length of any portion of the Tower Base laid on the ground from the Tower Base in any Direction that no part of the Tower extends beyond the Zoning Lot Boundaries. This Variance is for the Easterly and Southerly Boundaries of the Zoning Lot (8707 East State Street, Rockford, Illinois). Trustee Schroeder seconded. Ayes: Trustees Fustin, Hollembeak, Maitland & Schroeder. Nay: Trustee Appell. Motion approved by voice vote of 4-1.

Trustee Maitland stated **ORDINANCE** passes.

**FINANCE REPORT BY TRUSTEE: GARY MAITLAND** - No Report.

**PUBLIC SAFETY REPORT BY TRUSTEE JEFF FUSTIN** - No Report.

**PUBLIC WORKS REPORT BY TRUSTEE DAVID SCHROEDER**

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, SEPTEMBER 6, 2016

1. Chairman Schroeder moved that the Village Board hire American Seal and Stripe Company, Inc. Rockford, Illinois to crack fill and seal the parking lots at Village Hall in the amount of \$4,600.00 from line item 5127 Buildings and Grounds. Trustee Appell seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by vote of 5-0.

2. Chairman Schroeder moved that the Village Board hire American Road Maintenance, Itasca, Illinois to seal the Tebala Blvd. Pedestrian Path in the amount of \$4,456.80 from line item 5395 Streets. Trustee Appell seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by vote of 5-0.

3. Chairman Schroeder moved that the Village Board hire Countryman Inc., Rockford, Illinois to apply thermoplastic line striping on the village's portion of Newburg Road (east of Mill Road) in the amount of \$3,960.00 from line item 5390 Capital Improvements. Trustee Hollembeak seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

4. Chairman Schroder moved that the Village Board hire Mark Wittwer Farms, Monroe Center, Illinois to perform ditch grading in Baumann Park at a cost not to exceed \$3,750.00 from line item 5390 Capital Improvements. Trustee Fustin seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

5. Chairman Schroder moved that the Village Board approve the replacement of the v-box and spreader on Public Works Truck #504 and purchase a new dump body and tailgate spreader from Bonnell Industries, Inc. Truck and Road Equipment, Dixon, Illinois in an amount not to exceed \$18,600.00 from line item 5375 Streets. (This includes a trade-in price of \$1,800.00 from the village's old v-box and spreader, various new harnesses,

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, SEPTEMBER 6, 2016

new LED lights and new sealed oak side boards). Trustee Appell seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

- Chairman Schroder moved that the Village Board authorize a Change Order with OnSite Innovations, Inc. for the village's Grainary for restoring and relocating the existing in-floor doors to the new floor height in the Grainary in an amount of \$3,495.00 from line item 5120 Buildings & Grounds. Trustee Appell seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

- Chairman Schroeder moved that the Village Board authorize hiring 3D Sound to provide music for the village's Fall Street Dance Event on September 17, 2016 and up to \$2,000.00 for this event from line item 5260 Buildings and Grounds.

Trustee Appell seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by a vote of 5-0.

President Jim E. Claeysen clarified for the record that the cost of the 3D Sound DJ is \$600.00. Up to \$2,000.00 can be used for this event.

- Village Board discussion and possible Village Board action to purchase new landscaping materials for the Downtown Streetscape Project.

Chairman Schroeder noted J. Carlson Growers is recommending the planting of Ginkgo trees - 15 feet wide & 40 feet tall and the trees are low maintenance. Consensus was to have this item go back to the Public Works Committee for Public Works Director Chuck Freeman to discuss various trees, research sizes & prices of trees available. Tree recommendation(s) will be brought back to the Board at the September 20, 2016 Board Meeting.

Chairman Schroeder noted **PUBLIC WORKS** passes.

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

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

- Village Board discussion regarding the subject of "Committee of the Whole."  
Board Members reviewed a sample Committee Structure from Belvidere, Illinois Code of Ordinances. For instance, Second Monday Committee of the Whole Meeting covers

VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY, SEPTEMBER 6, 2016

Building, Planning & Zoning & Public Works. The Fourth Monday Committee of the Whole Meeting covers public safety, finance & personnel. It was noted President Jim E. Claeysen would still preside over the Committee of the Whole Meetings similar to current Village Board Meetings but the trustees will still chair their individual responsibilities such as Ordinance, Finance, Public Safety, etc. It was noted by transitioning to Committee of the Whole Meetings all Board Members, not just Committee Members, can join in the agenda discussions. President Jim E. Claeysen noted currently it is a violation of the Open Meetings Act for board members to participate in Committee Meetings if they are not on that appointed Committee.

After much discussion by Board Members consensus was to have Village Administrator Karen Melloch work with the President Jim E. Claeysen, Village Attorney and department heads to compile a draft 1-month calendar showing how the current board committees would be scheduled to meet as Committee of the Whole. This draft will be reviewed by the Village Board at the September 20, 2016 Board Meeting. Meeting times for Committee of the Whole meetings would be set for 7:00-9:00 p.m. Attorney Darron Burke will also draft an Ordinance for the Village Board to review on September 20, 2016, incorporating the necessary language to change to Committee of the Whole meetings.

Chairman Hollembeak stated **PERSONNEL** passes.

**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 8:10 PM under 5 ILCS 2 (c) (6): The setting of a price for sale or lease of property owned by the public body. Trustee Appell seconded. A roll call vote was taken:

STEPHEN APPELL	AYE	SALLY HOLLEMBEAK	AYE
JEFF FUSTIN	AYE	GARY MAITLAND	AYE
DAVID SCHROEDER	AYE		

Motion approved by vote of 5-0.

**RECONVENE TO OPEN SESSION**

Trustee Appell moved that the Board return to Open Session at 8:25 PM. Trustee Hollembeak seconded. All "Aye;" none opposed. Motion approved by voice vote.

**BOARD COMMENTS:** None.

**ADJOURNMENT**

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

Recorded by Recorder Barb Neville.

Minutes reviewed by President Jim E. Claeysen on September 14, 2016.

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY SEPTEMBER 6, 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 16, 2016.**

**PUBLIC COMMENT:**

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

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

1. **PROCLAMATION: US Constitution Week.**
2. **Motion that the Village Board approve a Special Event Permit for the Girl Scouts of Northern Illinois - Thin Mint Sprint on Saturday September 17, 2016 at the Girl Scout/Boy Scout Program Center, 7194 Vandiver Road, Cherry Valley, Illinois and waive the permit fee of \$100.00.**
3. **Village Board discussion and a motion that the Village Board authorize hiring LANDESIGN to provide landscape maintenance at the new Public Works Facility and Swanson Park East on Vandiver Road, as outlined in a memo from Public Works Director Chuck Freeman dated September 1, 2016 in the amount of \$2584.00 from line item 5127 Buildings and Grounds.**

**ATTORNEY'S REPORT: DARRON BURKE**

**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 second and final reading of "An Ordinance Amending the Code of Ordinances for 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 pass and approve Ordinance 2016-26; "An Ordinance Amending the Code of Ordinances for the Village of Cherry Valley, Illinois, Chapter 10, Alcoholic Beverages, Section 10-32, Application; Contents; False Statements in Application.**
3. **Motion that the Village Board consider this the second and final 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.**

**AGENDA**  
**VILLAGE OF CHERRY VALLEY, IL**  
**VILLAGE BOARD OF TRUSTEES MEETING**  
**TUESDAY SEPTEMBER 6, 2016**  
**7:00 PM**

**ORDINANCE REPORT (CONT.)**

4. Motion that the Village Board pass and approve Ordinance 2016-27; “An Ordinance Amending the Code of Ordinances for the Village of Cherry Valley, Illinois, Chapter 10, Alcoholic Beverages, Section 10-35, Classification; Scope; Fees.
5. Motion that the Village Board consider this the first reading of “An Ordinance Granting a Special Use Permit under Section 82-54 as required by Section 82-482(3)(g)(a) of the Code of Ordinances for the Village of Cherry Valley, Illinois to Allow for the Construction of a Wireless Tower Facility (8707 East State Street, Rockford, Illinois).
6. Motion that the Village Board consider this the first reading of “An Ordinance Granting a Variance to the Code of Ordinances for the Village of Cherry Valley, Illinois, Under Chapter 82, Section 82-55 to Section 82-482(3)(h)(a), which requires Towers Must Be Set Back a Distance Equal so that if the Tower and One-Half (1/2) of the Length of any Portion of the Tower Base Laid on the Ground from the Tower Base in any Direction That No Part of the Tower Extends Beyond the Zoning Lot Boundaries. This Variance is for the Easterly and Southerly Boundaries of the Zoning Lot (8707 East State Street, Rockford, Illinois).

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

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

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

1. Motion that the Village Board hire American Seal and Stripe Company, Inc. Rockford, Illinois to crack fill and seal the parking lots at Village Hall in the amount of \$4,600.00 from line item 5127 Buildings and Grounds.
2. Motion that the Village Board hire American Road Maintenance, Itasca, Illinois to seal the Tebala Blvd. Pedestrian Path in the amount of \$4,456.80 from line item 5395 Streets.
3. Motion that the Village Board hire Countryman Inc., Rockford, Illinois to apply thermoplastic line striping on the village’s portion of Newburg Road (east of Mill Road) in the amount of \$3,960.00 from line item 5390 Capital Improvements.
4. Motion that the Village Board hire Mark Wittwer Farms, Monroe Center, Illinois to perform ditch grading in Baumann Park at a cost not to exceed \$3,750.00 from line item 5390 Capital Improvements.
5. Motion that the Village Board approve the replacement of the v-box and spreader on Public Works Truck #504 and purchase a new dump body and tailgate spreader from Bonnell Industries, Inc. Truck and Road Equipment, Dixon, Illinois in an amount not to exceed \$18,600.00 from line item 5375 Streets. (This includes a trade-in price of \$1,800.00 for the village’s old v-box and spreader, various new harnesses, new LED lights and new sealed oak side boards).
6. Motion that the Village Board authorize a Change Order with OnSite Innovations, Inc. for the village’s Grainary for restoring and relocating the existing in-floor doors to the new floor height in the Grainary in an amount of \$3,495.00 from line item 5120 Buildings and Grounds.

**AGENDA  
VILLAGE OF CHERRY VALLEY, IL  
VILLAGE BOARD OF TRUSTEES MEETING  
TUESDAY SEPTEMBER 6, 2016  
7:00 PM**

**PUBLIC WORKS REPORT (CONT.)**

7. Motion that the Village Board authorize hiring 3D Sound to provide music for the village's Fall Street Dance Event on September 17, 2016 and up to \$2,000.00 for this event from line item 5260 Buildings and Grounds.
8. Village Board discussion and possible Village Board action to purchase new landscaping materials for the Downtown Streetscape Project.

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

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

1. Village Board discussion regarding the subject of "Committee of the Whole".

**EXECUTIVE SESSION:**

- 5 ILCS 2 (c) (6)      The setting of a price for sale or lease of property owned by the public body.

**RECONVENE TO OPEN SESSION:**

**BOARD COMMENTS:**

**ADJOURNMENT:**

**JEC (9-01-16)**