

**Village of Manteno  
Committee of the Whole  
October 16, 2017  
6:30 p.m.**

**Roll Call**

**Present:**

President Timothy O. Nugent

Trustee Diane Dole

Trustee Wendell Phillips

Trustee Joel Gesky

**Absent:**

Trustee Timothy Boyce

Trustee Todd Crockett

Trustee Samuel Martin

**Also present:**

Chris LaRocque, Village Administrator

Joe Cainkar, Village Attorney

Jim Hanley, Superintendent of Public Works

Ryan Marion, Building Official

Sheila Martin, Treasurer

Connor Stroud, Smith, Koelling, Dykstra & Ohm

**Press Present:**

Mayor Nugent introduced Mr. Connor Stroud with Smith, Koelling, Dykstra & Ohm. This company prepared the village audit.

Mr. Stroud went over the audit report using notes that were prepared by Ms. Marcie Kolberg the lead auditor. Ms. Kolberg was out of town and could not be present tonight.

The audit was performed using government auditing standards. There were no reports of non-compliance. Overall the village had an increase in revenues, decrease in expenses and an increase of the village's net position.

There were three recommendations for village consideration from the auditor:

- 1) Review policy related to credit card charges with approval and/or supporting documentation for the charges
- 2) Give Board a list of checks that are issued outside of the board approved bill cycles.
- 3) Record the audit adjustment in the village's MSI system in order for the accounting information to be in agreement with the audit report.

Mr. LaRocque stated that recommendation #2 has already been implemented and is provided in the board meeting packet when there are any checks issued outside the board meeting cycle.

The Annual Financial Report will be submitted to the Illinois Comptroller's office within the next two weeks.

The TIF Compliance Audit has been delivered to the village and there were no non-compliance issues.

Mr. Stroud thanked the village for the opportunity to complete the audit and also thanked the staff for their time and cooperation during the audit process.

There were no questions from the public or from the Board members.

The audit will be on the regular meeting agenda to receive and place on file.

Motion by Gesky, seconded by Dole to adjourn the meeting at 6:45 pm. Motion approved 4-0. Mayor Nugent, Trustee Dole, Trustee Gesky and Trustee Phillips voted aye. Trustees Boyce, Martin and Crockett were absent.

*Minutes respectfully submitted by Darla Hurley, Deputy Village Clerk.*

**Village of Manteno  
Board Meeting  
October 16, 2017  
7:00 p.m.**

**Roll Call**

**Present:**

President Timothy O. Nugent

Trustee Timothy Boyce

Trustee Diane Dole

Trustee Joel Gesky

Trustee Wendell Phillips

**Absent:**

Trustee Todd Crockett

Trustee Samuel Martin

**Also present:**

Chris LaRocque: Village Administrator

Joe Cankar: Village Attorney

Ryan Marion: Director of Building and Zoning

Jim Hanley: Superintendent of Public Works

Geoff Aggen: Village Engineer, Tyson Engineering

**Press Present:**

The meeting was called to order by President Timothy O. Nugent. Roll call followed the Pledge of Allegiance led President Nugent.

Motion by Gesky, seconded by Phillips, to waive the reading of the minutes and approve the Special Meeting minutes from September 14, 2017 and the Regular Meeting minutes of October 2, 2017. Motion approved. 4-0. Trustees Crockett and Martin were absent.

**Public Participation:** None

**Reports of Village Officials:**

**Village President's Report: Timothy Nugent**

- The dedication of the "The Square on Second" was held earlier in October. Due to the weather the event did not happen as planned, but the village is looking forward to many events that will be taking place at the location. The Lighting of Main Street and Santa coming to The Square will be December 2, 2017.
- The repaving of Division Street over I-57 has been completed.
- The Public Works Department will start preparing for Christmas.
- Thank you to our residents for their patience during the construction that has happened throughout the village.

### **Village Administrator's Report: Chris LaRocque**

- No items

### **Committee Reports:**

#### **Public Works and Utilities- Boyce**

- Next Public Works Committee meeting is scheduled for Tuesday, October 24<sup>th</sup> has been changed to Tuesday, October 31<sup>st</sup> at 7:00 am in the Village Hall Conference Room.

#### **Parks and Recreation- Martin (reported by Mayor Nugent)**

- Next Parks and Recreation Commission meeting will be October 18<sup>th</sup>, meeting at the Rock Creek Park at 6:30pm, then Village Board Room at 7:00pm.

#### **• Public Safety and Health- Dole**

- The Public Safety Committee meeting scheduled for October 25<sup>th</sup> has been cancelled.
- Trustee Dole offered safety tips for Halloween and Trick or Treat hours on October 31<sup>st</sup> from 5:00 – 7:00 pm.
- October is Fire Prevention Month – Trustee Dole gave some safety tips.
- Reminder to set clocks back one hour on November 5<sup>th</sup>, this is also a good time to change batteries in the smoke monitors and carbon monoxide monitors.

#### **Planning and Zoning- Crockett (reported by Mayor Nugent)**

- The next Plan Commission is scheduled for November 14<sup>th</sup> at 6:00 pm in the Village Board Room.
- The next Planning and Zoning Committee meeting scheduled for October 19<sup>th</sup> has been cancelled.

#### **Finance-Gesky**

- A motion to receive and place on file the village Annual Audit prepared by Smith, Koelling, Dykstra & Ohm for Fiscal Year ending April 30, 2017. (B-#1) A Committee of the Whole was held prior to this meeting where the audit firm stated that the village is in compliance and there are no significant findings. One concern was the mid-cycle reporting of bills that are paid. This issue has already been addressed by staff.
- A motion to receive and place on file the annual Treasurer's Report for fiscal year 2016-2017 and authorize its publication. (B-#2)
- Payment of the bills in the amount of \$123,208.82 (Including TIF #1 bills of \$25,961.20)
- Bills Authorized and Paid between Board Cycle \$0.
- The next Finance meeting is scheduled for November 8<sup>th</sup> at 7:00am in the Village Hall conference room.

#### **General Government-Phillips**

- No old or new business.

Mayor Nugent read the items to be included on the Consent Agenda:

#### **Old Business: (A)**

None

**New Business: (B)**

1. Consideration Re: A motion to receive and place on file the Village annual audit prepared by Smith, Koelling, Dykstra & Ohm for Fiscal Year ending April 30, 2017.
2. Consideration Re: A motion to receive and place on file the annual Treasurer's Report for Fiscal year 2016-2017 and authorize its publication.

**Awarding of Bids and Authorization to Purchase: (C)**

None

**Financial Reports: (D)**

1. Consideration re: Motion to approve payment of the bills in the amount of \$123,208.82 (Including TIF #1 bills of \$25,961.20)

Motion by Boyce, seconded by Dole to approve a single roll call vote on the question of passage of agenda items. Motion approved 4-0. Crockett and Martin absent.

Motion by Dole seconded by Gesky to approve by an omnibus vote those ordinances, resolutions, motions and orders contained on the consent agenda. Motion approved 4-0. Crockett and Martin absent.

**Comments:**

**Trustee Boyce:** None

**Trustee Dole:** Senior Safety Meeting is tomorrow from 9:00 – 11:00 am at the Community Center concerning Rules of the Road from the Illinois Secretary of State.

**Trustee Gesky:** None.

**Trustee Phillips:** None.

**Mayor Nugent:** None.

Motion by Boyce, seconded by Phillips to adjourn the meeting at 7:10 pm. Motion approved 4-0. Crockett and Martin absent.

*Minutes respectfully submitted by Darla Hurley, Deputy Village Clerk.*