

**Village of Manteno  
Board Meeting  
December 18, 2023  
6:00 PM**

**Roll Call**

Trustee Timothy Boyce  
Trustee Samuel Martin  
Trustee Diane Dole  
Trustee Todd Crockett  
Trustee Joel Gesky  
Trustee Wendell Phillips  
President Timothy Nugent

**Also Present:**

Chris LaRocque - Village Administrator  
Chief of Police – Al Swinford  
Joseph Cainkar – Village Attorney  
Jim Hanley – Supt Public Works  
Ryan Marion – Building/ Code Official  
Press: Chris Breach., Daily Journal

The meeting was called to order by Village President Timothy Nugent, followed by the Pledge of Allegiance.

Roll call of the Board was made by the Village Clerk.

Motion by Gesky, seconded by Phillips, to waive the reading of the minutes and approve the regular Board Meeting minutes of December 4, 2023, as presented by the Clerk.

Motion approved: 6-0

**Public Participation:**

Teri King  
Francine Fatima  
Bob Forsythe  
Julia Holda  
George Riechardt

**Reports of Village Officials:**

**Village President’s Report: Mayor Nugent**

**Village Administrator’s Report: Chris LaRocque**

Nothing on the agenda

**Committee Reports:**

**Public Works- Trustee Boyce**

Nothing on the agenda tonight.

Next Public Works meeting on Tuesday December 26, 2023, at 7:00 am Village Board Room has been cancelled.

**Parks and Recreation- Trustee Martin**

- **Resolution 23-05** - A Resolution approving a Professional Services Agreement with HR Green in connection with providing Professional Engineering Services for Legacy Park South Parking Lot Expansion (Design Only). Jim Hanley explained that at a previous committee meeting, the Village and Township agreed it's time to expand the south parking lot to match the recent north parking lot expansion. This design agreement is the first step in the process. The goal is to complete the design over the winter, go out for bids in the spring and complete the work during the summer

months. The Mayor brought up the future plans for the pond to be expanded and to make sure that we communicate with the Township Board on this feature as it might change the plans for the expansion of the parking lot and walking path. Hanley will follow up.

- **Resolution 23-06** - A resolution approving a Professional Services Agreement with HR Green in connection with providing Professional Engineering Services for Thies Park Improvements - Phase II (Design Only). The expansion of Thies Park has been discussed during multiple meetings this year. Underground improvements have already begun on site. This PSA facilitates engineering to provide plans and specifications for bidding the improvements as decided by the Board over the last few months. Improvements include 6 new pickleball courts, two sand volleyball courts, shuffleboard, Bocce Ball, a wiffle ball field, bathrooms, and a parking lot.

Next Parks and Recreation meeting has been cancelled. Next scheduled meeting will be in Spring 2024.

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

Nothing on the agenda tonight

- New laws in Illinois effective January 1, 2024 – Chief Swinford

Next Public Safety & Health meeting Wednesday January 10, 2024, at 7:00 am at the Village Board Room

### **Planning and Zoning- Trustee Crockett**

- **Ordinance 23-13** - An Ordinance granting a Special Use Permit to allow for Installation of a Drive-Up Window at Property owned by Urban Prairie Community Church, located at 393 South Creek Drive, Manteno, IL. The Planning Commission held a public hearing on December 12, 2023, regarding this request by the church. All testimony was considered, and the Planning Commission is recommending approval of the Special Use Permit to allow a drive up window on the north side of the building.

The next Planning and Zoning Committee meeting has been canceled for Tuesday December 26, 2023, at 7:00 am at the Village Board Room. The next Planning Commission meeting is scheduled for Tuesday January 9, 2024, at 6:00 pm at the Village Board Room.

### **Finance: Trustee Gesky**

- Payment of bills **\$604,692.10 (includes TIF #3 bills of \$0)**
- Bills authorized and paid between Board Cycle: **\$0**
- **Ordinance 23-10** -An Ordinance authorizing the Execution of a First Extension and Amendment to the Business Development Agreement between the Village of Manteno and G. Cooper Oil Company, Inc., related to Occupational Taxes Generated at 15 North Main Street, Unit A, Manteno, Illinois. Over the last three years the Village has received sales taxes from G. Cooper Oil Company for the business they conduct out of their Manteno office. As part of that agreement, the Village rebates a portion of the taxes received. G. Cooper Oil requested an extension of the rebate agreement, and the Village recognizes the taxes we receive benefits the community with additional tax dollars we otherwise would not receive if they were not located here.
- **Ordinance 23-11** - An Ordinance of the Village of Manteno approving a Redevelopment Agreement between the Village of Manteno and Manteno 319 Industrial Park, LLC, Martin Empire, LLC, and Dietrich Properties I, LLC, for approximately 182 acres of Land in the Village of Manteno, County of Kankakee, State of Illinois, in furtherance of the objectives of the Redevelopment Plan and Project approved for the Industrial Park Redevelopment Project Area. This agreement defines the terms and conditions of future development in the TIF #3 District on South Cypress. These terms and conditions have been negotiated between the Village and the landowners with the intention of promoting that area for development.
- **Ordinance 23-12** - An Ordinance for the Levy and Assessment of Taxes on Real Property for all purposes of defraying expenses for all Corporate Purposes for the Village of Manteno, Kankakee

County, State of Illinois, for the Fiscal Year Commencing on May 1-2023 and ending on April 30, 2024. Each year in December the Village determines what funds are needed to continue operations of the Village for the next fiscal year. As discussed at the previous Finance Committee meeting, the Board agreed to increase the levy by the same 1.75% as in the last few years. This increase does not cover all the increases to the budget but helps support some of those increases in specific categories as allowed.

The next Finance meeting will be held Wednesday January 10, 2024, at 7:00 am at the Village Board Room.

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

- **Resolution 23-08** - A Resolution approving the changes to Section 303 (Vacation Leave) and Section 304 (Personal Time) of the Village of Manteno Employee Handbook. With the new Paid Leave Act becoming effective on January 1st, 2024, the Village needed to modify several sections of the Employee Handbook to comply with the new statute. Employees under a collective bargaining agreement are exempt from the new law, so this will only affect the other Village employees. Every employee is now entitled to one hour of paid leave for every 40 hours worked, up to a maximum of 40 hours of paid leave per year. This includes all full and part-time employees not under a union contract.
- **Consideration RE:** A motion to approve the 2024 Village Schedule of Meetings and the 2024 Village Holiday Schedule. As required, the Village establishes dates for the upcoming year's meeting and holiday schedule

No meetings scheduled.

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

The consent agenda is as follows:

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

None

### **New Business: (B)**

1. **Consideration RE:** A motion to approve the 2024 Village Schedule of Meetings and the 2024 Village Holiday Schedule.
2. **Ordinance 23-10** -An Ordinance authorizing the Execution of a First Extension and Amendment to the Business Development Agreement between the Village of Manteno and G. Cooper Oil Company, Inc., related to Occupational Taxes Generated at 15 North Main Street, Unit A, Manteno, Illinois.
3. **Ordinance 23-11** - An Ordinance of the Village of Manteno approving a Redevelopment Agreement between the Village of Manteno and Manteno 319 Industrial Park, LLC, Martin Empire, LLC, and Dietrich Properties I, LLC, for approximately 182 acres of Land in the Village of Manteno, County of Kankakee, State of Illinois, in furtherance of the objectives of the Redevelopment Plan and Project approved for the Industrial Park Redevelopment Project Area.
4. **Ordinance 23-12** - An Ordinance for the Levy and Assessment of Taxes on Real Property for all purposes of defraying expenses for all Corporate Purposes for the Village of Manteno, Kankakee County, State of Illinois, for the Fiscal Year Commencing on May 1-2023 and ending on April 30, 2024.
5. **Resolution 23-05** - A Resolution approving a Professional Services Agreement with HR Green in connection with providing Professional Engineering Services for Legacy Park South Parking Lot Expansion (Design Only).
6. **Resolution 23-06** - A resolution approving a Professional Services Agreement with HR Green in connection with providing Professional Engineering Services for Thies Park Improvements - Phase II (Design Only).

7. **Resolution 23-08** - A Resolution approving the changes to Section 303 (Vacation Leave) and Section 304 (Personal Time) of the Village of Manteno Employee Handbook.
8. **Ordinance 23-13** - An Ordinance granting a Special Use Permit to allow for Installation of a Drive-Up Window at Property owned by Urban Prairie Community Church, located at 393 South Creek Drive, Manteno, IL.

**Awarding of Bids/Contracts and Authorization to Purchase (C)**

None

**Financial Reports: (D)**

1. Motion to approve payment of bills in the amount of **\$604,692.10 (TIF #3 - \$0)**

Motion by Martin seconded by Crockett to take a single roll call vote on the question of passage of agenda items as designated for voting purposes on the consent agenda.

Motion Approved 6-0

Motion by Boyce seconded by Gesky to approve by an omnibus vote those ordinances, resolutions, motions, and orders contained on the consent agenda.

Motion Approved 6-0

Motion by Boyce to adjourn at 6:32 pm. Seconded by Phillips

Motion approved 6-0

*Minutes respectfully submitted by Robin Batka, Village Clerk*