

**NOTICE OF SPECIAL MEETING  
OF THE COMMITTEE OF THE WHOLE**

A Special Meeting of the Committee of the Whole is scheduled for  
Monday, March 12, 2018, beginning at 7:00 p.m. in

Council Chambers  
Village Hall of Tinley Park  
16250 S. Oak Park Avenue  
Tinley Park, Illinois

A copy of the agenda for this meeting is attached hereto.

Kristin A. Thirion  
Clerk  
Village of Tinley Park

**MEETING NOTICE**  
**VILLAGE OF TINLEY PARK**

**SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE**

**NOTICE IS HEREBY GIVEN** that a Special Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Monday, March 12, 2018, beginning at 7:00 p.m. in Council Chambers, located in the Tinley Park Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois 60477.

The agenda is as follows:

1. CALL MEETING TO ORDER
2. CONSIDER APPROVAL OF THE MINUTES OF THE MEETING OF THE COMMITTEE OF THE WHOLE HELD ON JANUARY 16, 2018.
3. REVIEW 2019 FISCAL YEAR BUDGET.
4. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION  
VILLAGE CLERK

**MINUTES**  
**Committee of the Whole with Executive Session**  
**January 16, 2018 - 6 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present: B. Younker, Village Trustee - President Pro-Tem  
W. Brady, Village Trustee  
M. Glotz, Village Trustee  
M. Mangin, Village Trustee

Members Absent: C. Berg, Village Trustee  
M. Pannitto, Village Trustee

Other Board Members Present: J. Vandenberg, Village President  
K. Thirion, Village Clerk

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
S. Neubauer, Police Chief  
D. Riordan, Deputy Fire Chief  
B. Bettenhausen, Treasurer  
P. Wallrich, Interim Community Development Director  
K. Public Works Director  
J. Urbanski, Assistant Public Works Director  
D. Framke, Marketing Director  
R. Zimmer, Executive Assistant to the Mayor  
P. Connelly, Village Attorney  
L. Valley, Executive Assistant to the Manager and Trustees  
L. Godette, Deputy Village Clerk  
L. Carollo, Commission/Committee Secretary

**Item #1** - The meeting of the Committee of the Whole was called to order at 6:02 p.m.

**Item #2 – ADJOURNMENT TO EXECUTIVE SESSION TO DISCUSS** - Motion was made by Trustee Younker, seconded by Trustee Mangin, to adjourn to Executive Session to discuss:

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.

Vote on roll call: Ayes: Younker, Brady, Glotz, Mangin. Nays: None. Absent: Pannitto, Berg. Chairman Younker declared the motion carried and this meeting was adjourned to Executive Session at 6:03 p.m.

Motion was made by Trustee Younker, seconded by Trustee Brady, to adjourn this Executive Session and reconvene the Special Committee of the Whole meeting. Vote on roll call: Ayes: Younker, Brady, Glotz, Mangin. Nays: None. Absent: Pannitto, Berg. Chairman Younker declared the motion carried and this meeting was adjourned to Executive Session at 7:08 p.m.

**Item #3 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETINGS HELD ON DECEMBER 9 AND DECEMBER 12, 2017** – Motion was made by President Pro-Tem Younker, seconded by Trustee Glotz, to approve the minutes of the Committee of the Whole Meetings held on December 9 and December 12, 2017. Vote by voice call. President Pro-Tem Younker declared the motion carried.

**Item #4 – RECEIVE PRESENTATION FROM THE VILLAGE AUDITORS, SIKICH LLP, REGARDING THE VILLAGE'S FISCAL YEAR 2017 AUDIT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)** - Anthony Cerini from Sikich LLP, the Village's auditors, gave a presentation on the Comprehensive Annual Financial Report for fiscal year ending April 2017. As Sikich LLP are new auditors this year for the Village, Mr. Cerini presented a brief overview of the auditing process.

- Planning meeting - April 2017, determines if there are any significant operational or policy changes throughout the year and how that may impact the audit process.
- Preliminary field work phase - Late May/June 2017, allows building a permanent file of any agreements that may have affected the Village, sending out any confirmations during the audit and performing fraud risk inquiries and fraud risk assessment, ensuring the audit plan is specifically tailored to the Village and encompassing the highest fraud risks.
- Key transactions/internal control narratives from staff, i.e., cash receipts, cash disbursements and payroll, which allows for a walk-through of key controls.
- Final field work phase - August 2017, majority of onsite testing, which includes performing a detailed substantive analysis of the Village's key transactions and account balances. A preliminary analytical review is then performed to review trial balances for each of the Village's funds, comparing to the previous year as well as to the budget to effectively plan and utilize the preliminary analytical review as a roadmap for detailed substantive testing.

A total of 8 reports were generated from the audit, which included the CAFR, Auditors Communication to the Board of Trustees and Management; 3 separate (Tax Increment Funding) TIF compliance reports for Oak Park Avenue, Main Street North and South, Illinois Municipal Retirement Fund (IMRF) Allocation report and an Annual Financial report, as well as Auditors Communication to the Tinley Park Library Board.

Mr. Cervini discussed the Letter of Transmittal, which allows management a subjective discussion of what occurred during the year and expectations for the future. The Certificate of

Achievement for Excellence in Financial Reporting, awarded by the Government Finance Officers Association (GFOA), certifies the Village's CAFR financial reporting exceeds the minimum reporting requirements and financial reports were disclosed with full transparency to the taxpayers and residents. The Independent Auditors Report states that Sikich LLP has issued a clean and unmodified opinion in the Village's financial statements as of fiscal year ending April 2017, which is the highest level of assurance the auditors can provide that the financial statements are fairly presented.

President Pro-Tem Younker asked if the Committee of the Whole had any questions or comments. No one came forward. Trustee Mangin stated he and Mr. Cerini discussed much of the information presented and there were if anything very minor changes and nothing of concern regarding the audit results.

**Item #5 – DISCUSS PERSONNEL CODE SECTION 2.9 - EMPLOYMENT OF**

**RELATIVES** - Trustee Glotz requested a review of the Personnel Manual Section 2.9 related to the employment of relatives. The Committee of the Whole received a resolution with the recommended language. P. Connelly, Village attorney, discussed a revised policy based on a review of nepotism policies and the Village's employment policies. Mr. Connelly proposed revising the current policy, exchanging the word "discourage" to "prohibits," which would read as follows: The Village prohibits hiring or promotion of any employee that creates a situation whereby an employee would be supervised by, or under the immediate supervision of a relative.

The revision of the Personnel Code Section 2.9 will be brought forward for future Village Board approval. President Pro-Tem Younker asked if the Committee had any questions regarding the revision. No one came forward.

**Item #6 – RECEIVE COMMENTS FROM THE PUBLIC** - No comments from the public.

**ADJOURNMENT**

Motion was made by Trustee Mangin, seconded by Trustee Glotz, to adjourn this meeting of the Committee of the Whole. Vote by voice call. President Pro-Tem Younker declared the motion carried and adjourned the meeting at 7:27 p.m.

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# Interoffice Memo

**Date:** March 9, 2018

**To:** Committee of the Whole

**From:** David Niemeyer, Village Manager *(Signature)*

**Subject:** Committee of the Whole Budget Meeting

The Committee of the Whole Budget Review Meeting is scheduled for Monday, March 12, 2018 at 7pm and will continue on Tuesday, March 13, 2018 at 4:30pm. The meeting will kick off with an overview of the budget by the Village Manager and Treasurer. Department Heads will then present, according to the schedule below, an overview of the major budget changes for 2018-19 Fiscal Year followed by questions.

Monday			
Department	Committee	Chair	Staff
Public Works	Public Works	Trustee Younker	Kevin Workowski
Police	Public Safety	Trustee Brady	Chief Neubauer
Fire	Public Safety	Trustee Brady	Chief Reeder
Tuesday			
Mgr's Office/I.T./HR	Admin & Legal	Trustee Pannitto	David Niemeyer/Pat Carr
Mayor's Office	Admin & Legal	Trustee Pannitto	David Niemeyer
Clerk's Office	Admin & Legal	Trustee Pannitto	Clerk Thirion
Finance	Finance	Trustee Mangin	Brad Bettenhausen
TIF	Finance	Trustee Mangin	Brad Bettenhausen
Marketing	Econ. Dev. & Marketing	Trustee Berg	Donna Framke
Economic Development	Econ. Dev. & Marketing	Trustee Berg	Paula Wallrich
Community Development	Community Development	Trustee Glotz	Paula Wallrich
911*	Public Safety	Trustee Brady	Pat Carr

\*If Monday night goes quickly, we will also discuss 911 on Monday.

**Please remember to bring your Budget Binders with you. Food will be served on Tuesday.**



**COMMENTS FROM  
THE PUBLIC**

**ADJOURNMENT**