

VILLAGE OF ANTIOCH

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15-05-05

***AN ORDINANCE AMENDING § 1-4-5  
OF THE MUNICIPAL CODE OF ANTIOCH***

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ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES

OF THE

VILLAGE OF ANTIOCH, ILLINOIS

ON

May 18, 2015

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of the Village of Antioch, Lake County, Illinois,  
this 21<sup>st</sup> day of May, 2015.

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**ORDINANCE 15-05-05**

**AN ORDINANCE AMENDING § 1-4-5  
OF THE MUNICIPAL CODE OF ANTIOCH**

**WHEREAS**, Section 1-4-5 of the Antioch Municipal Code currently provides that the Mayor shall appoint six liaisons from amongst the Trustees to assist in specific areas of corporate governance and policy, and

**WHEREAS**, the Village Board has reviewed this code provision and finds that some changes to the current structure are appropriate, and

**WHEREAS**, the Village Board further deems it appropriate to re-emphasize the legislative nature of the role of liaisons, distinct and apart from any administrative responsibilities that are the sole and exclusive province of the Mayor and Administrator under Illinois law,

**NOW THEREFORE, BE IT ORDAINED** by the Village of Antioch, Lake County, Illinois, as follows:

**SECTION ONE:** Section 1-4-5 of the Antioch Municipal Code is hereby amended and it shall hereafter read as follows (additions underlined, deletions ~~stricken~~):

**A. COMMITTEE OF THE WHOLE**

The Village Board shall meet and discuss the general business of the Village at one or more Committee of the Whole meetings per month. An agenda for these meetings shall be posted not less than 48 hours prior to the meetings (or such other, longer period as may be required by the Illinois Open Meetings Act), and all meetings shall be held at times and places convenient to the public, and unless unusual circumstances require, during early evening hours on Monday, Tuesday, Wednesday or Thursday, but not holidays, and they shall be held in the Board Room in Village Hall or at some other public location that is amenable to hosting groups of the size reasonably anticipated to attend. No decisions shall be made at these meetings, but a consensus of the Board may be taken to give general directions to Village staff.

**B. SPECIAL COMMITTEES**

Special committees of the Village Board shall be appointed by majority vote of the members of the Village Board present at any regular Board meeting, provided that such appointments shall be limited to specific tasks or areas of concern, shall be limited in duration to not more than three (3) months and shall be strictly for the purpose of gathering information and reporting back to the Village Board on any conclusions or

findings and recommendations that may be reached.

### C. LIAISONS

From the members of the Village Board, the Mayor shall appoint individual liaisons who will serve to communicate directly with Village staff. The liaisons shall ~~have no individual power to not~~ make decisions or to direct staff, but are appointed for the sole purpose of providing a ~~direct~~ link between the Village Board and the Department Heads responsible for implementing policy. Liaisons are expected to work with the Administrator and Department Heads in locating problem areas and working up solutions to present to the Board for further action. The liaisons shall be responsible for the following tasks:

- a. Aid the Administrator and Department Heads in implementing official Village Policy;
- b. Coordinate with the Administrator and Department Heads for the delivery of services to residents pursuant to direction of the corporate authorities;
- c. Assist in making recommendations on personnel, equipment and resource issues in each department;
- d. ~~Oversee~~ Observe departmental use of budgetary allotments and report on the same to the Village Board;
- e. Assist the Administrator and Department Head in securing any information necessary to the proper execution of his or her job;
- f. Assist the Village Board in understanding what any department is doing on any particular projects that may be of interest at the time;
- g. Assist the Administrator and Department Head in formulating long-range strategic planning for the delivery of services on an economically sound basis;
- h. Otherwise serve to foster improved communications between the Village Board and Village staff.

The Liaisons shall serve the following departments and service areas. The Mayor, at his or her discretion, may determine which groupings may be appropriate for the board at the time of appointment and may assign any combination of departments or services areas as deemed necessary, and may also appoint liaisons to other areas when he or she deems appropriate:

- a. Public Safety, including Police, Fire and Emergency Management;
- b. Parks, including Special Events, Senior Services and Community Service;
- c. Finance, including Utility and Water Clerk; Information Technology, and Human Resources;
- d. Economic Development, including business creation and retention, incentives, tourism and related matters, Planning, Zoning and Building, including Village Zoning, Code Enforcement, Permits Coordination and Building Inspection;
- e. Engineering, including Staff and Consultant Engineers, Public Works / Utilities, and Storm Water Management;

- f. Legislative, Environmental Protection, SWALCO, Municipal Associations, State Lobbying;

**SECTION TWO:** This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS,  
ON THIS 18<sup>TH</sup> DAY OF MAY, 2015.

ATTEST:

  
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LAWRENCE M. HANSON, MAYOR

  
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LORI K. FOLBRICK, VILLAGE CLERK



