

APPROVED MINUTES

**VILLAGE OF ANTIOCH
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE
Municipal Building: 874 Main Street, Antioch, IL
March 20, 2013**

I. CALL TO ORDER

Mayor Hanson called the March 20, 2013 Committee of the Whole meeting of the Board of Trustees to order at 7:00 pm in the Municipal Building: 874 Main Street, Antioch, IL.

II. PLEDGE OF ALLEGIANCE

Cub Scout Den 8 Pack 190 led the Board of Trustees in the Pledge of Allegiance.

III. ROLL CALL

Roll call indicated the following Trustees were present: Pierce, Sakas, Poulos, Crosby, Dominiak and Jozwiak. Also present were Attorney Long, Administrator Keim and Clerk Folbrick.

IV. APPROVAL OF MINUTES

Trustee Dominiak moved, seconded by Trustee Jozwiak to approve the February 13, 2013 Special Meeting and Committee of the Whole meeting minutes as presented. Upon roll call, the vote was:

YES: 6: Pierce, Sakas, Poulos, Crosby, Dominiak and Jozwiak.

NO: 0.

ABSENT: 0.

THE MOTION CARRIED.

V. REGULAR BUSINESS

Liquor License Requests – Betty’s Bistro; Shop N Save; Landisa Nails & Spa – Mr. Mike Thiessen, representative from Betty’s Bistro, said there was a lease in place and are seeking a beer and wine license, and indicated that they would also like to apply for a video gaming license. He reviewed other locations where the corporation currently has licenses. Attorney Long explained that the board will need to consider whether or not to add a Class “B” Beer and Wine License in the Village Code, and added that beer and wine licenses enable the business to have video gaming. Mr. Thiessen offered information on their other businesses. Trustee Dominiak asked how the video gaming would be segregated from the business. Mr. Thiessen indicated that the corporation would prefer to be 21 and over, but there could be a demarcated wall to separate the video gaming. He said that it’s not a traditional bar, and has seating, menu items and gambling. Trustee Dominiak thinks the board needs to discuss how many liquor licenses the town should have. Those present expressed concern with the presence of video gaming with the issuance of a liquor license. Trustee Sakas indicated that video gaming was already approved and should not be a factor when considering a liquor license. Those present agreed to place this item on a future village board agenda with options for both approval and denial.

Ms. Deepti Shah, Shop N Save, requested a pouring on premise liquor license for their existing packaged licensed establishment in order to provide video gaming. Mayor Hanson does not believe the intent of the video gaming ordinance is to provide pouring licenses to businesses with package licenses. Trustee Poulos agrees that video gaming should not be considered a factor when an existing restaurant or proposed restaurant wants to come into town, but a packaged business does not follow the intent of the video gaming ordinance. Those present agreed to not entertain the request for an on premise liquor license for grocery/package licensed businesses.

Mr. Andy Tran, Landisa Nails & Spa, requested a liquor license for their upcoming nail spa where they would like to provide complimentary liquor with their spa services. Attorney Long explained the “Spa License” in neighboring Winthrop Harbor which allows spas to offer beer and wine to parties while receiving spa

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services. Staff will do further research on video gaming requirements for similar licenses, and license requirements for complimentary beverages. Attorney Long will research options and provide a memo to the Village Board.

Hot Dog Mobile Food Vendor Request – Mr. Tom Pingel, Tom's Red Hots, presented his request to operate a hot dog cart within the Village. He indicated that Antioch Youth Local League (AYLL) requested his services at Centennial Park during their Saturday games. Mayor Hanson asked if he had a valid state tax ID, and if it was reported to the state so that the village gets its portion of the taxes. Trustee Pierce asked that the vendor contact the Parks department to coordinate sales so they don't conflict with other events. Trustee Crosby agrees that limitations should be considered so sales do not conflict with any events. Attorney Long explained that the vendor currently meets licensing requirements, however the extent of regulation for permission to sell in village parks needs to be considered. Trustee Jozwiak asked if he was required to take food service classes/certifications. Mr. Pingel related that he has health department certification. Attorney Long will work with staff to come up with areas where goods may be sold and which regulations may apply, including licensing processes and limitations.

The Committee of the Whole took a short break at 8:05 pm, and returned at 8:15 pm.

Budget Discussion – Administrator Keim began the budget presentation with a recap of the 2013 budget revenues and expenditures, capital fund, water and sewer, and budget initiatives. He discussed the reduction in overtime costs and low insurance premiums that have helped save money over the past year.

Administrator Keim introduced the FY2014 proposed budget, including a balanced operating budget, a continued conservative approach, and capital funding. He outlined the assumptions made for FY2014 including light to moderate economic growth, and a 2% increase in property, sales and income taxes. He discussed the strategic plan initiatives that are included in the budget, to begin this year, and presented graphs for the operating fund revenue and expenses. Administrator Keim announced that the reserves are currently at \$300,000. Trustee Poulos indicated that an ample reserve fund will assist in bond ratings. Administrator Keim explained that utility tax money is currently being used to bring up the cash for previous deficit budgets. Trustee Poulos said we are doing better than what was initially planned for utility tax money as far as reserves and capital. Administrator Keim continued his presentation with a proposed automatic cost of living adjustment (COLA) increase for non-bargaining employees. Trustee Dominiak added that merit increases should also be considered. Trustee Pierce asked if the board can see the impact of 1, 2, 3 & 4 % increases. Administrator Keim invited department directors to present their budget request for 2014.

Public works Director Heimbrodt provided an overview of the public works department since its been under his direction. He said that much has been accomplished in the past years, and indicated that the biggest issue for the department is fleet replacement. He discussed previous practices for fleet replacement, which were typically acted upon when an item is beyond economic repair. Contributing factors of a declining fleet include the age, maintenance costs, decreased dependability, and lack of efficiency. He described the declining fleet, depreciated values, and hazardous conditions, including 78% of the fleet which is at or above its useful life. He provided examples of the cost savings that can be realized with a fleet replacement program to lease vehicles, and utilize a vehicle evaluation points system that will assist with replacement determination. Those present discussed the condition of the vehicles, and the lease options available for the replacement program. Trustee Crosby added that the maintenance costs should be reduced with a newer fleet of vehicles that don't need as much repair. Trustee Dominiak asked about the option to purchase vehicles at auction, or combine efforts with other agencies such as township, schools, County, etc. Director Heimbrodt responded that a reserve fund would allow for used vehicle purchases.

Jason Treat, WWTP Operator, discussed the two capital project requests that both aid in the safety of employees and operations. The Effluent Channel and Arc Flash study will greatly assist in the safety of employees. Those present agreed that the equipment purchase should be expedited in order to provide safety to employees.

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Parks & Recreation Director Shawn Roby provided an overview of the proposed \$90,000 increase for the department, stating that many of the capital requests are planned to rehabilitate aging infrastructure within the parks. Trustees discussed the need to have fireworks at the fireman's dance, and that a cost savings of approximately \$14,000 could be realized if those fireworks were removed from the budget. It was the general consensus of those present that fireworks are not necessary to make the event a success, and perhaps a sponsor or donation could assist with the display. Those present agreed to remove fireworks for the fireman's dance from the budget. Director Roby outlined his capital requests including a parking lot resurfacing and expansion for Pedersen Park, tennis court and cleanup at Centennial and Jensen Parks, and a surveillance system for the new aqua center. Trustee Pierce asked staff to consider the possibility of a Wi-Fi system for the surveillance system.

Administrator Keim presented the budget for community development, including increases for a comprehensive economic development strategy done by an outside consultant, and a personnel cost shift for staff currently included in other department budgets. Following the strategic plan, community development intends to maintain membership and involvement in various agencies, redevelopment efforts, advertising and public open space beautification. Trustees discussed the job done by the previous marketing agent, and were not happy with the work performed. Staff will recommend a more traditional marketing and event promotion campaign, and request proposals from other agencies.

Fire Chief Nixon began his budget presentation with a summary of requests for the balanced operating budget. He discussed the importance of staffing a shift supervisor to cover incidents on weekends when senior staff is unavailable. NFPA standards require a staffing of 15 people for a structure fire, which requires the key role of a supervisor. He continued in reviewing the capital budget requests including vehicle replacement, facility improvement, and funding for improved communications including a phone system and radios. Chief Nixon discussed the current fleet that needs to be addressed, and condition and value of current equipment. He presented a replacement program which includes the combination of certain fleet items therefore reducing the fleet and its costs. Trustee Poulos asked if the district has been presented with the expenditure proposals. Chief Nixon said he would have to identify any refusals by the district to the village.

Police Chief Somerville discussed past cost reduction measures, including the final phase of the command staff restructuring, elimination of the DARE program, mentoring programs, reduction in overtime, and part time civilian employees for records and community service officers. He outlined the savings resulting from the switch in dispatch services from in-house to CenCom, stating that there was an estimated savings of \$350,000 per year. Chief Somerville reviewed additional strategies, and his capital requests. Capital expenditures include adding 2 SUVs to the existing fleet, erecting a fence to help protect personnel and safeguard the fleet and building, a speed monitor, and a livescan fingerprinting system. Chief Somerville discussed fines collected, and certain restricted funds resulting from specific fines such as DUI fees that go straight towards police expenses.

Administrator Keim showed a map depicting the current and proposed outdoor warning systems as a capital request from emergency management. He indicated that there are certain areas within the Village that will not hear a siren because of the proximity of current warning system locations. He added that the Village servers and computer systems are in disrepair and he would like to run an integrated village wide network. The project replaces servers, network, wireless mesh, workstations and software, in order to update all computing needs, and provide the ability for other projects moving forward. Administrator Keim presented the approximately 25 capital projects totaling \$2,241,000 that need to be funded, and asked for input on which projects the board would like to move forward. Approximately \$800,000 is available to spend on capital projects at this time.

Mayor Hanson opined that the vehicles are a number one priority, specifically public works. Trustee Crosby believes anything safety related should be top priority, specifically the WWTP requests. He added that the items that will take us out of a black hole should be second, specifically a computer system, and finally, a

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return on investment (ROI) should be considered when deciding which project should move forward. Trustee Crosby asked staff to present lease vs. purchase programs for capital fleet replacement. Trustee Jozwiak discussed his priority items including public safety and public works. Trustee Dominiak asked if earmarked/committed money in the capital projects could be separated or shown so trustees know what needs to be included in the \$800,000. Trustee Pierce agreed that the network system is essential, and suggested a VPN portion to be used for economic development and downtown business that may not be able to afford wireless. He also asked about the funding for the pool and if the budgeted amounts are added expenses, or funded expenses. He also added that he would like the \$50,000 for Lake Michigan water used for the fire department.

VI. OTHER BUSINESS

No report.

VII. ADJOURNMENT

There being no further discussion, the Village Board of Trustees Committee of the Whole meeting adjourned at 11:03 p.m.

Respectfully submitted,

Lori K. Folbrick, RMC/CMC
Village Clerk