

APPROVED MINUTES

VILLAGE OF ANTIOCH - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING Municipal Building: 874 Main Street, Antioch, IL March 16, 2016

I. CALL TO ORDER

Mayor Hanson called the March 16, 2016 Committee of the Whole meeting of the Board of Trustees to order at 7:05 pm in the Municipal Building: 874 Main Street, Antioch, IL.

II. PLEDGE OF ALLEGIANCE

The Mayor and Board of Trustees led the Pledge of Allegiance.

III. ROLL CALL

Roll call indicated the following Trustees were present: Macek, Poulos, Jozwiak, Dominiak and Johnson. Also present were Mayor Hanson, Attorney Long, Administrator Keim and Clerk Folbrick. Absent: Trustee Pierce.

IV. APPROVAL OF MINUTES

Trustee Dominiak moved, seconded by Trustee Johnson, to approve the February 10, 2016 Committee of the Whole meeting minutes as presented. Upon roll call, the vote was:

YES: 4: Macek, Poulos, Dominiak and Johnson.

NO:

ABSTAIN: 1: Jozwiak.

ABSENT: 1: Pierce.

THE MOTION CARRIED.

V. REGULAR BUSINESS

1. Liquor License Request – Discount Tobacco – Mr. Robert McCarty, on behalf of the petitioner Mr. Harry Mehta, reviewed the composite drawing and artist rendering for the proposed new façade of the building. He indicated that the owner has 5 other operations located throughout Lake County which sell tobacco and liquor. Mr. McCarty indicated that Mr. Mehta needs the liquor license in order to expand the business. Mayor Hanson asked if there was a timeline for moving the utilities on the building's exterior. Mr. McCarty said that is uncertain at this time because of the utility companies. Administrator Keim advised that the liquor license request would not bind the petitioner to redo the façade of the building. He recommends the petitioner schedule an inspection to go over options for the building.

Trustee Jozwiak asked if this was a previous owner or a new owner, and expressed concern with previous issues related to the sale of certain products including drug paraphernalia. Mr. McCarty stated that there is no paraphernalia being sold on the site at all. Director Shannon said they have had two inspections, and will need additional inspections. Trustees further discussed similar licenses in the Village, expansion and use of the space at the current location, and confirmed that the sales will be packaged only.

Those present agreed that staff will review the building design and bring the liquor license request back to a future Village Board meeting for consideration.

2. Retail Strategies – Director Garrigan introduced Retail Strategies, one of the two most prominent economic development consultants in the nation responsible for recruiting retail

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opportunities. Their services include retail outreach and recruitment, commercial opportunities and commercial developments. Director Garrigan introduced Mr. Matt Petro of Retail Strategies.

Mr. Matt Petro, Retail Strategies, provided an overview of the services they provide. He touched on the importance of retail, research objectives, trade areas, real estate analysis and strategy. He said they look at available properties, development & redevelopment zones, identification of retail prospects and execution of the plan. They attend a number of conferences, including ICSC each October in Chicago. They will also create a marketing guide for the community. He said it is typically 18-36 months before results are seen.

Trustee Poulos asked for an example of work they have done in a downtown area. Mr. Petro said the most impactful tool they have is to take a radius of the area and do mobile data collection to support the current retailers. Communities he referenced are Ocala, CA and Birmingham, AL.

Trustees further discussed the close rate, psychographics, communication with the community and its leaders, experience in similar markets to Antioch, business incentives and next steps in the process. Administrator Keim stated that there is currently money in the proposed budget, but would like to begin working with Retail Strategies as soon as possible as there are current opportunities available.

Mayor Hanson discussed the current market and blending commercial opportunities with Antioch's charm.

Director Garrigan stated that he worked with retail strategies for 3 years in his prior position, and saw a fair amount of success. He said Retail Strategies has the connections, more so than any economic development director could provide if hired. Those present agreed to place this item on Monday's agenda for consideration.

3. Tim Downey 1 year update on Theater Opening – Mr. Tim Downey addressed the board and said the Antioch Theater has been a success with approximately 40,000 patrons last year and a higher than expected revenue. He indicated that they have been successful financially and should be a good healthy business for the foreseeable future. Mr. Downey is willing to work on marketing and team with downtown businesses and local retailers to see if they want screen time. He thanked the board for their support in the business.

Mr. Downey further discussed the downtown and its recent improvements, his experience in Antioch, and the potential he sees for the area. He suggested additional improvements he would like to see the Village work towards, including signage on Route 173, sculpting trees, parking and beautification of the landscape. Mayor Hanson thanked the board for their commitment to the downtown. Michelle Michel, owner of Something Sweet, said the local businesses need support and marketing, and stated they often work together to refer customers to other local stores.

4. Capital Asset Replacement Plan & Budget Presentation – Administrator Keim introduced the proposed operating and capital budgets. He said the continued challenge the Village faces is funding capital. Administrator Keim thanked staff who worked hard on their budgets, particularly Finance Director McCarthy who works on preparing the budget and presentations each year.

Finance Director McCarthy provided an overview of capital requests and the creation of a capital planning committee, made up of department directors that ranked the capital requests. She discussed funding mechanisms and capital outlay and introduced department directors to present their capital requests.

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Public Works Director Dennis Heimbrodt presented his plan for fleet replacement. He discussed current fleet issues, replacement plans, economic analysis and presented a replacement plan lease layout. He has proposed an annual budget of \$200,000 for fleet replacement, and would like to adopt a fleet replacement policy. Director Heimbrodt presented a plan showing the savings realized when a vehicle is auctioned during its useful life rather than the continued possession and maintenance of the vehicle by the department. Trustee Jozwiak asked if money saved through the auction of a useful vehicle would be used for the replacement of that vehicle by the same department. Administrator Keim said that decision would be up to the board, but the general fund revenues are not separated and kept by each department. Trustee Poulos said as long as it can be funded each year, the amount received at auction would not be considered. Trustee Dominiak asked if there is any equipment or vehicles that could be shared with other communities. Director Heimbrodt said there are not any in the current plan, but there could be in the future.

Administrator Keim and Director Heimbrodt presented the proposed road program, including their current conditions, road data, age of final surface, location, utilization of the PASER program and field observations. He presented an overview of the roads and their ratings and the proposed roads planned for paving in the upcoming fiscal year. Roads selected are located in the following subdivisions: Heron Harbor Phase 2, Windmill Creek Phase 1, Pine Hill Lakes, Mystic Cove, Antioch Estates and Little Silver Lake. The budget is approximately \$750,000 this year. Trustee Dominiak asked if the cost could be shared with the township. Administrator Keim said that they use different mixes and methods, but will work together where they can. He showed the program moving forward, and what roads will be scheduled for paving in 2017, 2018, and beyond.

Program Supervisor Mary Quilty presented the capital requests for the Parks and Recreation Department including the Williams Park shelter and Centennial Park tennis courts. The shelter at Williams Park will be partially funded by the Lion's club.

Emergency Management Director Lee Shannon presented his request for outdoor warning sirens in order to reach and notify all areas of the village in the case of an emergency. He also requested a new vehicle explaining the cost of maintenance and lifetime of his vehicle.

Police Chief Huffman presented his capital budget for FY16/17 and fleet replacement. He discussed a fleet replacement program and proposed vehicles to purchase for replacement. Trustee Jozwiak asked if comparisons were made between cars and SUVs. Chief Huffman said gas mileage is difficult to consider with their use of the vehicles. He looked at car prices which was a minimal difference in price; approximately \$2,000 and without the additional uses and features needed by officers with an SUV. Chief Huffman discussed the Community Service Officer (CSO) vehicle which is out of service. The CSO is using the former canine vehicle, which will be needed next month when a canine is brought in. Chief Huffman said a request will be coming in the near future for a replacement CSO vehicle.

Fire Chief John Nixon presented the capital plan for the Fire Department and discussed the plans presented at the Joint Fire Committee meeting. He requested a chief vehicle, a new ambulance lease and reviewed lease vs. purchase prices. Additional requests include an update to the station 1 bunk room to include privacy partitions and repairs to the roof at fire station 1, which would be shared with the First Fire Protection District. All proposed capital items are included in the Fire District budget.

Administrator Keim asked for suggestions and questions, and direction from the board on any projects they see as a priority. There are 13 capital requests covering \$2.4 million. Consulting engineers are working on a solution to the Orchard St. culvert. Administrator Keim asked for input if this is a reasonable way to proceed with capital expenditures for the upcoming fiscal year. Trustee

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Dominiak said the plan is thoughtful and makes sense, but would like to see a list of the items that were not funded this year. Director McCarthy will email that to the board. Trustee Poulos said he discussed the bike path with Administrator Keim and Finance Director McCarthy. Director Heimbrodt said it could be re-routed, but there are flood plains and wetlands surrounding the area.

VI. OTHER BUSINESS

No other business was discussed.

VII. EXECUTIVE SESSION – Personnel and Pending Litigation, Lease of Village Property, Collective Bargaining –

The Mayor and Board of Trustees did not go into executive session.

VII. ADJOURNMENT

There being no further discussion, the Village Board of Trustees Committee of the Whole meeting adjourned at 9:44 p.m.

Respectfully submitted,

Lori K. Folbrick, RMC/CMC
Village Clerk