

APPROVED MINUTES

**VILLAGE OF ANTIOCH
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE
Municipal Building: 874 Main Street, Antioch, IL
March 15, 2017**

I. CALL TO ORDER

Mayor Hanson called the March 15, 2017 Committee of the Whole meeting of the Board of Trustees to order at 7:01 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, Pierce and Johnson. Also present were Mayor Hanson, Attorney Long, Administrator Keim and Clerk Romine.

IV. ABSENT TRUSTEES WISHING TO ATTEND REMOTELY

There were no trustees wishing to attend remotely.

V. Approval of the February 15, 2017 Committee of the Whole Meeting Minutes as presented

Trustee Jozwiak moved, seconded by Trustee Johnson, to approve the February 15, 2017 Committee of the Whole meeting minutes as presented. Upon roll call, the vote was:

YES: 5: Macek, Poulos, Jozwiak, Pierce and Johnson.

NO: 0.

ABSENT: 0.

ABSTAIN: 1: Dominiak.

THE MOTION CARRIED.

Mayor Hanson introduced the Antioch Interact Club from ACHS. The group is a part of the Rotary Club and he said he is encouraged by their presence and thanked them for their attendance at the meeting.

VI. REGULAR BUSINESS

1. CIP and Budget Review – Administrator Keim opened the presentation congratulating Finance Director Joy McCarthy and her staff for their Certificate of Achievement for Excellence in Financial Reporting for the 11th year in a row. He reviewed the structure of the presentation and what will be presented this evening. He offered a balanced, non-deficit budget and discussed revenue & expenses by fund.

Trustee Pierce asked about the surplus in the SSA funds. Administrator Keim explained that those fees will go to administrative expenses. Director McCarthy added that it will fund the principal and interest, fund the administrative cost and go into a reserve account.

Administrator Keim discussed the enterprise water and sewer fund, and which fees are used for operating costs, maintenance, capital and debt service. Mayor Hanson asked for an explanation of the current state of the fund compared to its previous state. Director McCarthy provided an overview of the rate increase in 2013 in order to pay the principal and interest on the EPA loan for the wastewater treatment facility. She stated that there was no surplus at that time, however there is now a current

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reserve balance which can be used for infrastructure. Administrator Keim reviewed the revenues, expenses and the proposed capital outlay for FY18, including an Inflow & Infiltration Study, ½ ton pickup truck and a vac truck. Administrator Keim introduced Jason Treat, operator of the WWTF to review his budget requests.

Jason Treat presented two requests for the FY18 budget; a real time phosphorus control system and an update to the SCADA system used to run the water and wastewater department in order to collect and trend data and control pumps. Those present agreed to move forward with those budget requests.

Administrator Keim provided an overview of the general fund and what it encompasses, as well as the transfers out of the general fund into reserves, capital and bond payments. Trustee Poulos commented on the ability to fund reserves and importance of those transfers. Director McCarthy added that reserve funds help increase bond ratings. Administrator Keim reviewed property taxes, the specific levies and their purposes. He discussed the deficit in the real estate taxes, and the other revenues that help supplement all of the services provided by the Village. Administrator Keim discussed the decline in utility tax, and explained that 95% of municipalities utilize utility taxes for revenue. He reviewed general operating budget expenses including personnel, and one-time expenses such as GIS upgrade, trailer equipment and a field sprinkler system. Capital requests include vehicles, equipment, and major projects including a road program, Orchard Street culvert repair, and clock installation. Administrator Keim asked for an opportunity to go out to bid on a \$1 million road program before the cost of asphalt increases. Those present agreed to place the request for the road program on Monday's agenda and discussion including higher traffic roads.

Director Heimbrodt presented the capital requests for the public works department including dump trucks, pickup trucks, tractor and a vac truck. Trustees discussed the need for new vehicles and equipment and the potential to realize a return on the investment based on the replacement plan. The vac and pickup trucks will be paid out of water and sewer and are estimated at \$25,000 for the truck and \$55,000 to be placed on the master lease.

Chief Huffman presented the Police Department capital requests including 3 Ford Explorers, StarCom radios and a document management system. He is hoping for a May 1 start date for the StarCom radios. He discussed the need to create data and police reports, and the inability of the current document management system to do so. Trustees discussed the need for easier and mobile reporting, and the features provided in those systems. He further discussed staffing needs to increase to 28 sworn officers and the current staffing deficiencies due to injuries and resignations.

Clerk Romine provided an overview of the document management system request included in the budget which will help increase efficiency for FOIA requests and staff and resident information.

Administrator Keim discussed the next steps for budget approval. He will forward the current budget document and wait for feedback provided by trustees. Mayor Hanson added that this is the board's budget and encourages board members to ask questions they may have on the budget. Administrator Keim expects to follow up at the April Committee of the Whole Meeting.

VII. OTHER BUSINESS

No report.

VIII. EXECUTIVE SESSION – Personnel and Pending Litigation, Lease of Village Property, Collective Bargaining – The Mayor and Board of Trustees did not go into executive session.

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IX. ADJOURNMENT

There being no further discussion, the Village Board of Trustees Committee of the Whole meeting adjourned at 8:44p.m.

Respectfully submitted,

Lori K. Romine, RMC/CMC
Village Clerk