

# APPROVED MINUTES

**VILLAGE OF ANTIOCH  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
Municipal Building: 874 Main Street, Antioch, IL  
November 29, 2017**

## **I. CALL TO ORDER**

Mayor Hanson called the November 29, 2017 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**

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

## **III. ROLL CALL**

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

## **IV. ABSENT TRUSTEES WISHING TO ATTEND REMOTELY**

Trustee Dominiak moved, seconded by Trustee Jozwiak, to allow remote attendance by Trustee Pierce. Upon roll call, the vote was:

**YES: 4:** Jozwiak, Dominiak, Johnson and Macek.

**NO: 0.**

**ABSENT: 2:** Pierce and Poulos.

**THE MOTION CARRIED.**

*Trustee Pierce was contacted via telephone.*

## **V. Antioch Queen Portrait Presentation**

Miss Antioch Jessica Lamberty, Jr. Miss Antioch Adalia Tate and Little Miss Antioch Adriana Thornton presented their portrait to Mayor Hanson and the Village Board. Miss Antioch thanked the board for the opportunity to represent the community.

## **VI. Approval of the September 27, 2017 Committee of the Whole Meeting Minutes as presented**

Trustee Jozwiak moved, seconded by Trustee Dominiak, to approve the September 27, 2017 Committee of the Whole meeting minutes as presented. Upon roll call, the vote was:

**YES: 4:** Pierce, Dominiak, Johnson and Macek.

**NO: 0.**

**ABSTAIN: 1:** Jozwiak.

**ABSENT: 1:** Poulos.

**THE MOTION CARRIED.**

## **VII. REGULAR BUSINESS**

**1. Tyler New World Records Management System Presentation** – Chief Huffman presented the selection of the new records management system for the Antioch Police Department. He discussed the current system in use and it's lack of functionality including no mobile/field reporting capabilities, the need to export statistical information, the inability to attached images to reports, and the lack of a built-in data analysis or analytical mapping capabilities. Chief Huffman stated that a new records management system could increase productivity and officer safety, maximize the value of information collected, provide for a comprehensive crime analysis and allow access to secure data from anywhere allowing officers to spend more time out in the community. He provided an overview of New World/Tyler Technologies and what their system can offer, including increased information available to patrol officers, and progress toward paperless reporting.

## APPROVED MINUTES

Chief Huffman discussed the selection process, and why New World is recommended, and included examples of the current and proposed reporting software screenshots.

Chief Huffman further discussed the benefits and data-sharing capabilities of joining the Lake Zurich Consortium including built-in technical support, implementation guidance, controlled data sharing and user group involvement. Finally, he presented the costs associated with the records management system and consortium.

Trustees discussed expandability, additional modules needed for future use, available support and associated costs. This item will be placed on the next Village Board consent agenda.

*Trustee Poulos arrived at 7:35 pm.*

**2. 2018 Insurance Renewal Proposal** – Administrator Keim introduced Mr. Bob McWeeney from Arthur J. Gallagher & Associates. Mr. McWeeney presented the proposed insurance renewal for 2018 showing a decrease in premium of over \$10,000. He highlighted changes in this year's proposal including a new loss control system, improved loss history, and a coverage for possible loss of sales tax revenue. Cyber liability was added in the previous year, and cyber deception is an additional option for this renewal, which is recommended. In addition to the cost savings, the Village has qualified for a safety grant in the amount of \$9,132. Those present thanked Trustee Macek for his involvement in the process. Trustee Macek said it was a good positive meeting, and suggested the village board elect the additional coverage recommendations. This item will be placed on the next Village Board consent agenda for consideration.

**3. Liquor License Request from Dharni Gas & Food** – Mayor Hanson presented the letter from Mr. Dharni requesting that they be able to sell hard liquor in addition to their packaged beer and wine sales. Mr. Dharni feels that they are at a disadvantage in being unable to sell packaged hard alcohol as the other gas stations in town. Mayor Hanson responded that there are only 3 gas stations in town, and there is only one that is allowed hard alcohol sales. Mayor Hanson asked Chief Huffman to inspect the other gas stations to ensure they are in compliance with their current license. Mayor Hanson expressed concern with the impact hard alcohol sales will have on the retail businesses that sell alcohol. He asked Attorney Long to look into a possible text amendment to address any future requests for gas station classifications.

Trustees discussed allowing the sale of smaller bottles in gas stations as opposed to large alcohol containers, timing of the ordinance amendment, restrictions to be included in the proposed ordinance, and need for compliance by all gas stations. It was the consensus of those present to consider an ordinance amendment at a future meeting for a gas station license allowing the sale of hard liquor 750ml and under, no broken six or twelve-packs, and not to exceed existing hours.

**4. Parks Department Memo on Staffing** – Administrator Keim said he has spoken with Director Spencer on his ideas and concepts for the direction in which he sees the parks department headed.

Director Spencer discussed the assessments he has made in his 3.5 months of employment with the Village. He believes there is tremendous potential for his department, and he has high expectations and expects a high-quality product for the citizens and community. He wants Antioch to be on the map for Parks & Recreation, and believes that begins with fixing internal issues he has identified. He presented his proposal to make changes to his current staffing needs including converting a part time administrative assistant to full time, re-titling an administrative assistant to special events coordinator, hiring a full time aquatics manager/program supervisor, and hiring 1-2 more parks maintenance employees from March-November. He discussed funding for the staffing changes, including cuts to next year's budget and estimated revenue from new programs. Those present supported the changes proposed by Director Spencer and agreed to have him move forward as he deems necessary.

**5. Annual Meeting Schedule** – Mayor Hanson presented the proposed annual meeting schedule for

## APPROVED MINUTES

2018. Proposed changes to the 2018 calendar year include moving the November Village Board meeting to November 19<sup>th</sup> due to Village offices being closed in observance of Veteran's Day, and moving the December COW to the 19<sup>th</sup> so that it's not the day after Christmas. Those changes also resulted in amendments to the regular Park Board meeting schedule. Trustee Dominiak is unavailable for the November meeting and asked if it could be moved to Tuesday. Trustee Jozwiak suggested going back to 2 meetings per month. Trustee Poulos disagreed, but suggested that the meeting materials be sent out earlier as previously suggested by Trustee Macek. Those present agreed to keep the meeting schedule the same, and to have staff distribute the board packets the Wednesday prior to Village Board meetings.

**6. SMC Recertification** – Administrator Keim stated that the village is required to recertify with Lake County Stormwater Management. He stated that he and Dennis Heimbrodt are both enforcement officers for the Village with HR Green as the wetland specialist. Recertification is required every 5 years. A resolution authorizing the mayor to execute the petitions on the next village board agenda for consideration.

**7. Traffic Calming Committee Recommendations** – Administrator Keim reviewed the recommendations from the Traffic Calming Committee. He stated a majority of the concerns brought to the committee were unable to be verified. In many cases, directed enforcement was done and there were few tickets issued that validate the issue. He reviewed the process used by the committee, and the frequency in which these will be reported to the Committee of the Whole.

### **VIII. OTHER BUSINESS**

Trustee Dominiak asked if the Village had a policy requiring that staff go through a sexual harassment training. Attorney Long replied that the State of Illinois recently passed new legislation, and an ordinance updating the current village policy will be presented at a future meeting.

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

### **X. ADJOURNMENT**

There being no further discussion, the Village Board of Trustees Committee of the Whole meeting adjourned at 8:43 p.m.

Respectfully submitted,

---

Lori K. Romine, RMC/CMC  
Village Clerk