

APPROVED MINUTES
VILLAGE OF ANTIOCH
BOARD OF TRUSTEES, REGULAR MEETING
Municipal Building: 874 Main Street, Antioch, IL
October 3, 2016

I. CALL TO ORDER

Mayor Hanson called the October 3, 2016 regular meeting of the Board of Trustees to order at 7:30 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 Pierce. Also present were Mayor Hanson, Attorney Long, Administrator Keim and Clerk Romine. Absent: Trustee Johnson.

IV. Absent Trustees Wishing to Attend Remotely

There were no absent trustees wishing to attend remotely.

VI. MAYORAL REPORT

1. Appoint Mark Tarkowski as Alternate to the Park Board with a term ending 2019 –

Trustee Jozwiak moved, seconded by Trustee Pierce, to confirm the appointment of Mark Tarkowski as Alternate to the Park Board. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

2. Mayoral Proclamation – Fire Prevention Week – Clerk Romine read aloud the proclamation declaring October 9-15, 2016 as Fire Prevention Week in the Village of Antioch. Chief Cokefair announced that they are reaching out to the senior community and going to all of the local schools for fire safety education.

Citizens Wishing to Address the Board

Mr. Jeremy Lohman, Village resident, discussed the recent discussions related to the Park Avenue proposal and parking lot discussion. He expressed concern that anyone who has not previously attended a board meeting may have the impression that the board is anti-business, which he knows to be untrue. He asked the board to think about the downtown they strive to have and discussed the parking garage constructed in Libertyville as a solution to their previous parking problem.

VII. CONSENT AGENDA

Trustee Dominiak moved, seconded by Trustee Jozwiak to approve the following consent agenda items as presented.

- 2.** Approval of a Resolution authorizing a special event liquor license for the Antioch Chamber of Commerce & Industry for the Beer & BBQ Walk, waiving all fees – *Resolution No. 16-61*
- 3.** Approval of a Resolution for a special event liquor license for the Antioch Chamber of Commerce Chocolate & Champagne Holiday Walk, waiving all fees – *Resolution No. 16-62*
- 4.** Approval of a Resolution Authorizing the closure of Route 83 (Main Street) for the Annual Christmas Parade on Friday, November 26, 2016 at 6:30 pm – *Resolution No. 16-63*

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

VIII. REGULAR BUSINESS

1. Approval of the September 19, 2016 regular meeting minutes as presented – Trustee Pierce moved, seconded by Trustee Dominiak, to approved the September 19, 2016 regular meeting minutes as presented.

Trustee Pierce asked for a more detailed discussion related to item #7 for the use of Village owned property. He asked that a summary of each board member discussion be contained in that section.

Trustee Pierce modified his motion, seconded by Trustee Dominiak, to table the approval of the September 19, 2016 meeting minutes to the next meeting for a revised version. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

5. Consideration of payment of accounts payable as prepared by staff - Trustee Poulos moved, seconded by Trustee Dominiak to approve payment of accounts payable as prepared by staff in the amount of \$658,193.28.

Trustee Macek asked about the \$25,000 payment to Retail Strategies and if an update will be provided on the businesses they have brought into town. He asked for a progress report before payment is made. Director Garrigan responded that there will be a proposed economic development plan at the next COW as well as a complete and full market analysis provided by retail strategies. Trustee Macek asked if the payment could be withheld until the report is provided. Director Garrigan discussed the contract approved by the Village Board.

Trustee Poulos amended his motion, to approve the payment of accounts payable holding the check for Retail Strategies to the next meeting.

Trustee Dominiak said if they completed the work they should be paid. Director Garrigan said that the report they have provided is extensive, and we have a good relationship with Retail Strategies, and they may be understanding.

Trustee Poulos amended his motion to original motion for approval of payment of accounts payable as presented.

Trustee Jozwiak expressed concern with the timing of this issue. Administrator Keim discussed the scheduling. Trustee Jozwiak doesn't want to pay for something he hasn't seen. Mayor Hanson discussed their previous presentation to the village board, and doesn't remember that the board had to approve their concept in order to be paid for their services. Mayor Hanson supported staff in their work with the vendor. Trustee Macek clarified his statement was that the board was not updated and still expected to pay.

Trustee Pierce inquired about the payment to Benny's Service Center and what that invoice was for. Chief Cokfair said it is for the state safety inspection required every 6 months.

Upon roll call on the motion to approve the payment of accounts payable as presented, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

6. Consideration of a Resolution Authorizing the Administrator to execute a contract with Human Resource Consultant HR2U - Trustee Poulos moved, seconded by Trustee Pierce, to approve **Resolution No. 16-64** Authorizing the Administrator to execute a contract with Human Resource Consultant HR2U.

Administrator Keim reminded the board of discussions related to hiring an HR consultant during the budget discussions. He provided a history of HR in the Village, and the need at this time for an HR professional. He indicated that he interviewed candidates, and Mrs. Lampkin was the best candidate by far. The contract is part time to provide a full audit of HR services.

Trustee Macek asked how she will get everything done in the amount of time stated. Mrs. Lampkin responded that she is familiar with public service, and makes Village priorities her priorities. Administrator Keim replied that more time may be required initially. Trustee Macek asked if there is a conflict with her professional relationship with Chief Huffman. She replied that it is more about relationships with the employees. Administrator Keim added that he will still have final authority over decisions.

Trustee Poulos asked for clarification if the payment will not exceed \$1,600 per month. Administrator Keim explained that there is additional pay of \$90/hour if there is a special project which exceeds the stated timeframe. Trustee Jozwiak asked what was budgeted. Administrator Keim replied that it was approximately \$50,000-60,000 in the budget for this year. Mrs. Lampkin discussed a recent interview where she discussed the length of her contract lasting approximately 2 years.

Trustee Pierce thinks this is a good positive step to move forward.

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Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

7. Consideration of an Ordinance Adding Section 1-8-11 to the Municipal Code of Antioch passing costs of collections to debtors – Trustee Jozwiak moved, seconded by Trustee Pierce, to approve **Ordinance No. 16-10-25** Adding Section 1-8-11 to the Municipal Code of Antioch passing costs of collections to debtors, waiving the second reading.

Trustee Jozwiak asked about the State Local Debt Recovery Program. Director McCarthy replied that she has had difficulty in getting a response from the State, but the proposed collection agency has experience with the program.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

8. Consideration of a Resolution Authorizing the Village Attorney to retain collection agents to collect bad debts - Trustee Dominiak moved, seconded by Trustee Jozwiak, to approve **Resolution No. 16-65** Authorizing the Village Attorney to retain collection agents to collect bad debts.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

9. Staff Report on donation of Fire Department Vehicle 2191 – Chief Cokefair provided an update on the donation of Vehicle 2191 which was previously approved for surplus. He stated the current worth of the vehicle is \$1,800. He discussed the need for NIPSTA to have a command vehicle, and thought this would be a good opportunity to give back to the public safety community. Those present agreed with the donation of the vehicle.

10. Consideration of an Ordinance entitled “Single Family Design Standards” amending the Zoning Ordinance to require all single family construction to comply with certain standards - Trustee Dominiak moved, seconded by Trustee Pierce, to approve **Ordinance No. 16-10-26** entitled “Single Family Design Standards”, waiving the second reading.

Trustee Macek asked if this standard would apply to the proposed development with Troy Mertz. Attorney Long said the design standards in the plat would remain. This will apply to new developments. Attorney Long said the PUD doesn't change. Director Garrigan said that DR Horton did agree to comply with some of the standards and changed their original submission based on those standards.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

11. Consideration of an Ordinance entitled “Site Plan Review Ordinance” amending the Zoning Ordinance to require site plan review for new commercial, industrial, office, institutional and apartment buildings – Trustee Dominiak moved, seconded by Trustee Jozwiak, to approve **Ordinance No. 16-10-27** entitled “Site Plan Review Ordinance”, waiving the second reading. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

12. Consideration of a Resolution Adopting Downtown Façade Guidelines – Trustee Dominiak moved, seconded by Trustee Poulos, to approve **Resolution No. 16-66** Adopting Downtown Façade Guidelines.

Trustee Macek asked what was different than what was in the budget. Director Garrigan replied that this determines parameters and gives criteria which must be complied. Future Grants will follow these guidelines.

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Trustee Poulos asked if priority was given to requests. Director Garrigan said the board will have discretion and flexibility to decide how to prioritize each application. Trustee Poulos asked to have it determined how the board will decide who will be provided with a facade grant. Director Garrigan provided options on how the board considers applications, including application deadlines for and the merit of the request. Trustee Poulos recommended that it be clear so the board is not put in a position of picking one application over another. He asked that the board come up with criteria for the administration to use when evaluating requests so staff can make a better recommendation to the board.

Trustee Jozwiak asked to include a provision that does not allow them to improve simply for resale purposes, and asked that a provision be included to provide a payback to the Village if sales are made within a certain timeframe. Trustee Dominiak commented that the sale of the property will not change the fact that the building has been improved. She understands the comments made, discussed steps that still need to be taken, and asked to approve this tonight and iron out those details later. Director Garrigan can come back with an application that describes the evaluation process.

Upon roll call, the vote was:

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

NO: 1: Pierce.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

13. Consideration of an Ordinance Amending Section 4.6 of the Employee Policy & Procedure Handbook related to Expense Reimbursements – Trustee Jozwiak moved, seconded by Trustee Poulos, to approve **Ordinance No. 16-10-28** Amending Section 4.6 of the Employee Policy & Procedure Handbook related to Expense Reimbursements, waiving the second reading. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

14. Consideration of an Ordinance Amending Section 3.3 of the Employee Policy & Procedure Handbook related to Sick Leave – Trustee Jozwiak moved, seconded by Trustee Poulos, to approve **Ordinance No. 16-10-29** Amending Section 3.3 of the Employee Policy & Procedure Handbook related to Sick Leave, waiving the second reading.

Trustee Macek asked if the paid sick leave was extended to part time employees as a state requirement. Attorney Long explained that the state change extends the set of benefits to those who are already entitled to receive them under the employee handbook.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

IX. ADMINISTRATOR'S REPORT

Administrator Keim reported that railroad repairs are scheduled to begin on Route 173 October 10 for a period of one week. Village staff was not notified prior to signage going up near the crossing.

X. VILLAGE CLERK'S REPORT

Clerk Romine announced that petition packets are available for the April 4, 2017 Consolidated Election.

XI. TRUSTEE REPORTS

Trustee Jozwiak reported on ongoing public works projects.

Trustee Dominiak reported on the upcoming Committee of the Whole discussions related to economic development, and thanked Director Garrigan for all of his work on the ordinances. She discussed a recent meeting with representatives from the Clublands Development. Trustee Dominiak discussed political signage, and complimented public works on the road repairs.

Trustee Pierce has not been able to meet with the chief regarding traffic safety issues, and plans to meet with him next week before the Committee of the Whole meeting. He asked the board to send him their issues in advance of that meeting.

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XII. EXECUTIVE SESSION – Personnel, Pending/Probable Litigation, Sale or Lease of Village Property, Executive Session Minutes, Collective Bargaining - Personnel

Trustee Jozwiak moved, seconded by Trustee Dominiak for the Mayor and Board of Trustees to go into executive session at 8:52 p.m. to discuss Probable Litigation. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

Trustee Dominiak moved, seconded by Trustee Jozwiak for the Mayor and Board of Trustees to return from executive session to the open meeting at 9:22 pm with no **action taken**. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

XIII. ADJOURNMENT

There being no further discussion, Trustee Jozwiak moved, seconded by Trustee Pierce to adjourn the regular meeting of the Board of Trustees at 9:23 p.m.

Respectfully submitted,

Lori K. Romine
Village Clerk