

APPROVED MINUTES
VILLAGE OF ANTIOCH
BOARD OF TRUSTEES, REGULAR MEETING
Senior Center: 817 Holbek Street, Antioch, IL
May 13, 2019

I. CALL TO ORDER

Mayor Hanson called the May 13, 2019 regular meeting of the Board of Trustees to order at 7:03 PM in the Antioch Senior Center: 817 Holbek 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, Pierce, Poulos, Dominiak and Macek. Also present were Mayor Hanson, Attorney Long, Administrator Keim and Clerk Romine. Absent: Trustee Johnson.

IV. Installation of Newly Elected Officials and Oath of Office:

Village Trustees: Mary Dominiak, Ed Macek, Daniel Yost - Judge Luis Berrones administered the oath of office to Trustees Mary Dominiak, Ed Macek and Daniel Yost.

V. MAYORAL REPORT

1. Mayoral Proclamation – Jim Fields – Clerk Romine read aloud the proclamation honoring Jim Fields for his lifelong service to the community and extending sincere condolences to his family.

2. Recognition of outgoing Trustee Jay Jozwiak – Mayor Hanson presented Trustee Jay “Doctor” Jozwiak with a plaque recognizing and thanking him for his years of service as a Village Trustee. Trustee Jozwiak thanked the residents for their support, Village Board and Mayor Hanson for the opportunity to serve alongside them and thanked village staff for their hard work.

3. Mayoral Proclamation – Designating the month of May, 2019 as Motorcycle Awareness Month – The proclamation designating May as Motorcycle Awareness Month in the Village of Antioch and urging all motorists to join the effort to improve safety and awareness on our roadways was entered into the record.

4. Mayoral Proclamation – Police Week – Clerk Romine read aloud the proclamation observing May 15, 2019 as Peace Officers Memorial Day and the week of May 12-18 as Police Week in the Village of Antioch. Trustee Pierce thanked Police Chief Huffman and his staff for their hard work throughout the year.

5. Mayoral Proclamation – National Public Works Week – Clerk Romine read aloud the proclamation designating May 19-25 as National Public Works Week and urged all citizens to pay tribute to our public works professionals.

6. GFOA Recognition of Finance Director McCarthy - Mayor Hanson recognized Finance Director McCarthy for the 13th straight year receiving the award. Clerk Romine read aloud the certificate of achievement.

7. Re-Appoint of Paul Hettich to the Park Commission with a term expiring 2024 – Trustee Dominiak moved, seconded by Trustee Poulos, to confirm the re-appointment of Paul Hettich to the Park Commission with a term expiring 2024.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

Following his appointment, Clerk Romine administered the Oath of Office to commission member Hettich.

8. Oath of Office – Officer Katherine Zajak – Chief Huffman introduced the new police recruit Katherine Zajak, and announced that Katherine has successfully completed training at the police academy. She served as her academy’s class President, was a member of the color guard and received the bureau of Training Award for her outstanding performance and leadership during her academy training. Chief Huffman provided a brief history of Katherine’s accomplishments, and Katherine’s father Stan presented her pin. Clerk Romine Administered the Oath of Office to Officer Zajak.

9. Oath of Office – Officer Jordan Oliver – Chief Huffman introduced the new police recruit Jordan Oliver, and announced that Jordan has successfully completed training at the police academy.

APPROVED MINUTES

He served as the academy's Vice President, and was a member of the color guard. Chief Huffman provided a brief history of Jordan's accomplishments, and Jordan's wife Amber presented his pin. Clerk Romine Administered the Oath of Office to Officer Oliver.

10. Committee Liaison Assignments – Mayor Hanson advised the board of their new committee liaison assignments as follows:

Liaison	Committees
Trustee Dominiak	Economic Development, including business creation and retention, incentives, tourism and related matters, Planning, Zoning and Building, including Village Zoning, Code Enforcement, Permits Coordination and Building Inspection
Trustee Yost	Parks, including Special Events, Senior Services and Community Service; Municipal Associations, Legislative, State Lobbying
Trustee Johnson	Information Technology, Environmental Protection, SWALCO
Trustee Macek	Engineering, including Staff and Consultant Engineers, Public Works / Utilities, and Storm Water Management
Trustee Pierce	Public Safety
Trustee Poulos	Finance, including Utility and Water Clerk; and Human Resources

Citizens Wishing to Address the Board

There were no citizens wishing to address the board.

The Village Board recessed at 7:29 pm and reconvened at 7:49.

VI. CONSENT AGENDA

Trustee Pierce moved, seconded by Trustee Macek, to approve the following consent agenda items as presented.

1. Approval of the April 8, 2019 public hearing and regular meeting minutes as presented.

Upon roll call, the vote was:

YES: 2: Pierce and Macek.

NO: 0.

ABSENT: 1: Johnson

ABSTAIN: 3: Yost, Dominiak and Poulos.

THE MOTION CARRIED.

VII. REGULAR BUSINESS

2. Consideration to ratify payment of the April 23, 2019 accounts payable as prepared by staff – Trustee Poulos moved, seconded by Trustee Dominiak, to ratify the payment of the March 26, 2019 accounts payable as prepared by staff in the amount of \$303,049.60. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

3. Consideration of payment of accounts payable as prepared by staff – Trustee Poulos moved, seconded by Trustee Yost, to approve the payment of accounts payable as prepared by staff in the amount of \$272,977.00. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

4. Consideration of an Ordinance declaring the Emergency Management command trailer surplus and donating it to the Illinois Incident Management Team – Trustee Dominiak moved, seconded by Trustee Pierce, to approve **Ordinance No. 19-05-17** declaring the Emergency Management command trailer surplus and donating it to the Illinois Incident Management Team, waiving the second reading.

Police Chief Huffman provided a brief history of the acquisition of the trailer and suggested its donation to the Illinois Incident Management Team in order to put it to a more efficient use. Trustee Pierce said it is fitting to keep the trailer in use to honor former EMA member John Schmitke.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

APPROVED MINUTES

5. Consideration of an Ordinance adding one Class “B” and one Class “B-1” Beer and Wine Liquor License for Ellie’s Deli to be located at 389 Lake Street – Trustee Macek moved, seconded by Trustee Pierce, to deny the request of the applicant due to condition precedent not being met on the following 4 items:

1. Board asked him to open the business, then apply for the license.
2. Board asked him to start selling sandwiches and food similar that he would have to obtaining the liquor license.
3. Provide to the board a list of other businesses selling similar food in the area that have a liquor license.
4. Get proof those businesses indeed sell similar food and have a liquor license.

Trustee Macek added that he would like to put a one-year stipulation on the applicant coming back to the board to reapply. Trustee Dominiak asked to clarify if the applicant could come back. Trustee Macek said they could in one year.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

6. Consideration of a Resolution approving a Façade Grant for 927 Main Street – Director Garrigan provided an overview of the request from Rustic & Reclaimed Market for a total of \$3,676, of which the Village would fund \$1,838.

Trustee Pierce asked how much it would cost to restore it to the original façade instead of the faux wood façade. The applicant does not know the cost until the removal of the bead board. At this point they are leasing and have spoken with the owner who is not willing to pay for the cost associated with fixing the brick. The business owner provided an overview of the repairs to be done to the facade of the building.

Trustee Dominiak agrees that the goal is to restore to the original, however, when looking at the picture of the existing building, she supports an improvement as proposed.

Trustee Dominiak moved, seconded by Trustee Pierce, to approve **Resolution No. 19-24** approving a façade grant for 927 Main Street. Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

7. Consideration of a Resolution authorizing the Village Administrator to execute an agreement with Retail Strategies to provide consulting and related services – Director Garrigan discussed the proposed one year extension with Retail Strategies in the amount of \$30,000. Staff has had extensive discussions with Retail Strategies, including specific properties.

Trustee Dominiak moved, seconded by Trustee Poulos, to approve **Resolution No. 19-25** authorizing the Village Administrator to execute an agreement with Retail Strategies to provide consulting and related services.

Trustee Pierce asked how much has been realized, and would like a 6 month update with how much progress has been made. He said if there is not much progress, he will not vote for this again. Trustees Macek and Yost agreed. Trustee Dominiak thinks we should support this, and in order to continue to market the Village, we need a company like this to help.

Trustee Pierce said there have been 3 retailers open since they have been contracted, and would like to see more progress.

Mayor Hanson agrees with Trustee Dominiak that the Village needs someone to market the Village and timing and demographics play a large role in achieving success.

Trustee Macek asked how retail strategies would be loyal to us if a company was interested in another of their clients. Director Garrigan responded that they do not represent any adjacent communities in order to avoid such conflicts. They exclusively represent Antioch in our marketplace.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

APPROVED MINUTES

8. Consideration of an Ordinance Amending the speed limits prescribed in Section 7-3-13 of the Municipal Code of Antioch relating to Savage Road – Administrator Keim discussed several requests made to the traffic calming committee related to this section of roadway and speeding concerns. Speed monitors and data collected indicate that a slower speed is appropriate, which is the recommendation of the traffic calming committee.

Trustee Dominiak moved, seconded by Trustee Yost, to approve **Ordinance No. 19-05-19** amending the speed limits prescribed in Section 7-3-13 of the Municipal Code of Antioch relating to Savage Road, waiving the second reading.

Trustee Pierce asked why it wasn't going straight to 25 since that area will be built up eventually. Administrator Keim replied that in order to lower a speed limit more than 10mph a traffic study needs to be completed per state statute. Trustee Pierce would like to keep an eye on it as the area builds up.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

9. Consideration of an Ordinance repealing and replacing Chapter 7-2 of the Municipal Code of Antioch related to parking – Director Garrigan reviewed the recent discussion at the committee of the whole meeting and provided an overview of some changes based on board input including additional handicapped parking, employee parking along Toft and Skidmore, elimination of permit parking, and designated tenant and 24 hour parking areas. He provided a summary of the parking areas and their restrictions.

Trustee Pierce moved, seconded by Dominiak, to approve **Ordinance No. 19-05-20** repealing and replacing Chapter 7-2 of the Municipal Code of Antioch related to parking, waiving the second reading.

Trustee Dominiak asked about enforcement. Director Garrigan said staff will work with the Police Department on enforcement once signs are installed. Those present discussed recent litigation related to chalking tires. Chief Huffman said they will work out a solution for enforcement. Trustee Dominiak thanked staff and thinks this answers many concerns raised by residents and business owners.

Trustee Poulos asked if Lovin Oven had been contacted to see if they need all of the spots designated for their business. Staff will contact the business owners regarding their need for spaces. Trustee Dominiak also suggested parallel parking on Lake Street in front of their business.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

10. Consideration of the annual Treasurer's Sworn Statement of the Antioch Police Pension Fund for Fiscal Year Ended April 30, 2019 - Director McCarthy presented the statement required by state statute. She reviewed the collections of \$1.8 million for the year based on property taxes and employee contributions which has been turned over to the pension board.

Trustee Pierce moved, seconded by Trustee Yost, to accept as presented the annual Treasurer's Sworn Statement of the Antioch Police Pension Fund for Fiscal Year Ended April 30, 2019.

Upon roll call, the vote was:

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

NO: 0.

ABSENT: 1: Johnson.

THE MOTION CARRIED.

11. Consideration of a Resolution to establish salary ranges – Director McCarthy provided an overview of the salary ranges based on comps the village board approved. The wage plan is based on criteria HR Consultant Lamkin presented which moves employees into their appropriate range. Any employees over the maximum would be given a 1% bonus.

Trustee Poulos asked why the amount was lower than what was originally presented. Director McCarthy said it's because she added a third year to implement the program instead of two years. Trustee Pierce expressed concern that this would not allow trustees the opportunity to discuss increases. Director McCarthy said they will have an opportunity to vote again in the next budget cycle.

APPROVED MINUTES

Administrator Keim said the larger spreadsheet is a demonstration of how it will work, but it will be up to the board on an annual basis to approve those increases. Trustees discussed movement through the ranges, merit pay, methodology and trustee's control over what employees make. Administrator Keim related that the goal was not to make it difficult, but to make jobs marketable in an increasingly more difficult workforce environment. It's designed to help keep our talent and be able to attract new talent based on the strategic initiative identified by the board. He said this provides methodology where there was previously none, and should be revisited on an annual basis. Trustee Pierce disagrees with a step program. Administrator Keim said this puts structure in place and is designed to eliminate compression.

Trustee Macek says this justifies what employees should make and it should be updated, but a program is needed so someone knows where they belong and don't get left behind. Trustee Yost said he had the opportunity to meet with Administrator Keim and agrees that this is a good and necessary program and he was not able to come up with a plan better than what has been presented. Although it's not his ideal program, he sees it as a good starting point. Trustee Dominiak fundamentally agrees with what has been said, and believes there is a benefit to establish ranges. She thinks how employees are moved through the ranges need to be discussed, and agrees with Trustee Pierce on guaranteed jumps. Trustee Dominiak firmly believes that there should not be any employees that have not had a performance review, and no increases should be done until those reviews are done, and would like to see section two of the resolution be stricken. Director McCarthy said there is an appraisal system in place. Attorney Long said without section 2 there is no mechanism to implement the strategy. Administrator Keim agrees that performance evaluations are necessary and should be completed.

Trustee Poulos moved, seconded by Trustee Pierce, to approve **Resolution No. 19-26** establishing salary ranges, amending Section Two to read as follows: Initial placements on the spreadsheet and subsequent increases shall be based on performance reviews including all supervisory personnel. Upon roll call, the vote was:
YES: 5: Pierce, Macek, Yost, Dominiak and Poulos.
NO: 0.
ABSENT: 1: Johnson.
THE MOTION CARRIED.

12. Consideration of the Approval of the Operating and Capital Budget for Fiscal Year May 1, 2019 to April 30, 2020 – Trustee Pierce moved, seconded by Trustee Poulos, to approve the Operating and Capital Budget for Fiscal Year May 1, 2019 to April 30, 2020. Upon roll call, the vote was:
YES: 5: Pierce, Macek, Yost, Dominiak and Poulos.
NO: 0.
ABSENT: 1: Johnson.
THE MOTION CARRIED.

VIII. ADMINISTRATOR'S REPORT

1. IDOT MFT Disbursement Review No. 72 for the period beginning January 1, 2017 and ending December 31, 2018 – Administrator Keim reviewed the document related to the receipt and disbursement of MFT funds for the above named time period. As required, it is being reported to the Mayor and Village Board of Trustees at their first regular meeting after receipt of the letter.

IX. VILLAGE CLERK'S REPORT

Clerk Romine announced Groot Spring Cleanup this Thursday, May 16, 2019. A list of acceptable and non-acceptable items is available on the village website. Items should be curbside by 6am.

X. TRUSTEE REPORTS

Trustee Pierce thanked the fire department for a recent response. Trustee Dominiak welcomed Trustee Yost.

XI. EXECUTIVE SESSION – Personnel, Pending/Probable Litigation, Sale or Lease of Village Property, Executive Session Minutes, Collective Bargaining – Pending Litigation - The Mayor and Village Board did not go into executive session.

XII. ADJOURNMENT

There being no further discussion, Trustee Dominiak moved, seconded by Trustee Yost to adjourn the regular meeting of the Board of Trustees at 9:04p.m.

Respectfully submitted,

Lori K. Romine
Village Clerk