VILLAGE OF ANTIOCH BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING

Village of Antioch, Lake County, Illinois
Municipal Building: 874 Main Street, Antioch, IL 60002
May 28, 2025

I. CALL TO ORDER

Mayor Gartner called the May 28, 2025 Committee of the Whole meeting of the Board of Trustees to order at 6:32 pm at the Antioch Municipal Building located at 874 Main Street, Antioch, IL and via Zoom.

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, Bluthardt, McNeill, Martinez, Pierce* and Pedersen. Also present were Mayor Gartner, Attorney Vasselli, Administrator Guttschow and Clerk Romine.

**indicates attendance via Zoom.*

IV. Absent Trustees Wishing to Attend Remotely

There were no objections to Trustee Pierce attending remotely.

V. Mayoral Report –

Appoint Adam Zakroczymski to the Planning and Zoning Board replacing Jose Martinez with a term ending 2027 – Trustee Pedersen moved, seconded by Trustee Bluthardt, to confirm the appointment of Adam Zakroczymski to the Planning and Zoning Board. Upon roll call, the vote was:
YES: 6: Macek, Bluthardt, McNeill, Martinez, Pierce and Pedersen.
NO: 0.
ABSENT: 0.
THE MOTION CARRIED.

Following his appointment, Clerk Romine Administered the Oath of Office to Commissioner Zakroczymski

Predators State Wrestling Competition Achievements – Mayor Gartner recognized wrestlers Lucy Carson, Vada Jo Riley, Lila Carson, Molly Glowacki, Abby Glowacki, Sofia Hinojosa, Grady Glowacki and Jaxson Sullivan for their achievements at state.

Promotion of Commander Charles Smith to Deputy Chief of Police – Chief Guttschow provided an overview of Commander Smith's career accomplishments and Clerk Romine administered the oath of office to Deputy Chief Smith.

Oath of Office Officer John Grogan and Martin Carrillo – Chief Guttschow provided an overview of the academy achievements for each officer and Clerk Romine administered the oath of office to Officers Grogan and Carrillo.

Citizens Wishing to Address the Board

None.

VI. Regular Business

1. **Approval of the April 23, 2025 Committee of the Whole meeting minutes as presented -** Trustee Pedersen moved, seconded by Trustee McNeill, to approve the April 23, 2025 Committee of the Whole meeting minutes as presented.
Upon roll call, the vote was:
YES: 5: Macek, Bluthardt, McNeill, Pierce and Pedersen.
NO: 0.
ABSTAIN: 1: Martinez.
ABSENT: 0.
THE MOTION CARRIED.

2. **Liquor license request from Chaos Kitchens LLC – Bless Your Heart to be located at 484 Orchard Street –** Trustee Pierce asked for clarification on the location. The applicant responded that they are 2 doors down from Wings and next door to Dollar General.

This item will be placed on the next agenda for consideration.

3. **Discussion regarding Fire Alarm Monitoring Program with the Antioch Fire District –** Fire Chief Jon Cokefair presented the consolidation of fire alarm monitoring services. He discussed the operations currently in place which routes alarm calls from the initial alarm company to Cencom dispatch. He discussed false alarms, stating they respond to 20-25 alarms per month, which could be maintenance, smoke, user error, etc. The consolidated effort with LakeComm should drastically reduce response times for fire and EMS. FSS has proposed a flat monthly fee to monitor alarms. He discussed costs to business owners for monitoring and who will be required to utilize FSS for alarm monitoring per the agreement. The fire district holds the line on flat costs, which is recommended by Chief Cokefair for Village operations. He is requesting Village Board approval prior to the Fire District approval. He asked that the board consider this initiative, and said the attorneys for both entities can work together toward an agreement.

Mayor Gartner asked if this would be passed on to the business owner or the building owner. Chief Cokefair responded that it is based on the lease agreement and who is responsible for that building service. Mayor Gartner asked if each unit has a detection system, or if it is per building. Chief Cokefair responded that it is per unit.

Trustee Pierce confirmed that if this is approved, it will require business owners to use this service and pay the fee.

Staff and attorneys will work on an agreement and this item will be placed on a village board agenda for consideration.

4. **Discussion regarding the proposed Operating Budget for Fiscal Year May 1, 2025 to April 30, 2026 –** Mayor Gartner thanked Finance Director Peterson, staff and the Village Board for their involvement during the process.

Finance Director Peterson thanked Directors and the Board for their assistance during the process. He discussed the appropriation ordinance, and the process for next year. He provided an overview on the fund balance summary including historical data and forecasted data. He provided an overview of the different funds, the proposed expenses for those accounts, including the TIF and Business Districts. Finance Director Peterson discussed capital projects for the OSLAD project, equipment replacement and debt services. He presented proposed salaries for the upcoming fiscal year and the impact of contracted positions that are paid out of other professional services rather than

salaries. Mayor Gartner asked if the rebuild IL money was already included in the Woods of Antioch project. Director Peterson responded that those are in the MFT fund. Trustee Pierce asked why there was a fund balance in the SSA accounts. Director Peterson responded that the dollars are on hand for the coming year to pay the debt, but he will confirm that. Trustee Pierce asked if there were staff getting larger increases or if it is an across the board increase. Director Peterson said the increase was considered, and a complete listing was provided to all employees, and there were employees that had a significantly higher percentage increase. He discussed promotions in the police department pending the Deputy Chief retirement. Trustee Pierce believes employees should be paid fairly, and the amounts should be fair across the board. Administrator Guttschow commented that the numbers were not arbitrary. There was a 3% increase across the board. He discussed the compensation plan approved in 2022, and the path moving forward. He stated that the updated adjustments accounting for the cost of living historically. Increases are still below cost of living in the general area. He added that if adjustments aren't made, employees will remain at the bottom of their range. He advised that any increases outside of the 3% increase were made to place employees within their range rather than maintaining the minimum. Director Peterson said the plan for next year is to discuss salaries in advance of budget approval. Trustee Pedersen said we need to stay competitive with salaries and thinks it should be up to the Village Administrator. Trustee Macek asked to include utility infrastructure in the replacement plans moving forward. Trustee Macek also discussed property taxes, and thinks this board should have conversations with other governing boards as well as impact fees. Mayor Gartner commented that he has a meeting setup next week with all of the taxing bodies on this matter. Trustee Bluthardt expressed concern with salaries and the previously presented salary study. He said he didn't realize that the absence of approving that study would revert back to the previous salary study. He believes that salaries should be based on performance. He thinks a serious discussion regarding salaries should be held moving forward. Much will fall on department heads since they are more familiar with performance in their areas. Those present agreed to include merit-based increases moving forward. Administrator Guttschow advised that there will likely be financial impacts to that type of implementation.

Assistant Village Administrator Jim Moran discussed the budget process, and the involvement of Director Peterson. He reviewed the administrative and elected officials and non-departmental budgets. He presented increased costs in the budget including IML expenses, commission meeting expenses, and downtown improvement projects. He discussed increases in the Village Administration budget including memberships, dues, and reviewed legal services and public relations. Assistant Administrator Moran presented data from the previous year and upcoming budget items for the Village Clerk's office as well.

IT Manager Amy Pisciotto presented her budget, including additional support from a co-managed provider previously approved by the Village Board. She presented the multitude of departments, locations, and technology and infrastructure at each department that is supported by her department of one person. She discussed goals for her department this year, and upcoming projects including transitions of dispatch services, moving village hall, phone system upgrades, financial software migration and in-squad video and body worn camera system migration. She proposes additional time blocks for the computer consultant, and a one-time setup charge for the phone system. She also presented software, licensing and update expenses expected in the upcoming fiscal year.

AVA Moran presented the communications budget, including advertising, printing and photography. Finance Director Peterson presented the finance department budget, noting staffing, 2025 accomplishments and 2026 goals. With a $95k savings each year, there is potential for $500k to be available for capital in 5 years.

Parks and Recreation Director Kotloski provided a high-level overview of the parks and recreation department budget, including overall revenue and expenses by operations such as summer day camp, aquatic center, special events, and programs. She presented operations for the aquatic center, general programming, summer day camp and special events included in the Parks & Recreation budget.

Community Development Director Howard Coppari provided an overview of his budget, and the various facets of the economic development move to admin and special events moving to the parks department budget. He discussed reduction in costs for staffing, and the responsibilities and duties performed under community development. He discussed the 2026 goals and objectives for the department, including business licensing, updated adoption of building codes, rental inspection processes, and continued ordinance updates. He discussed upcoming expenses, including consulting for professional review services, purchase of code books and a uniform allowance for staff. He mentioned the façade grant program expense included in his budget as well.

Police Chief Guttschow presented an overview of their budget, including costs associated with the Police & Fire Commission, a breakdown of departmental costs, the impact of flock cameras, Northern Illinois Police Alarm System (NIPAS) increased costs, fleet sustainability, body worn camera and squad camera transition and future building maintenance needs.

Public Works Director Heimbrodt presented an overview of his public works team, their collaboration and support with other village departments, and overview of proposed expenses compared with previous years, and operations and goals. He hopes to bring construction documents to the board at the June 11 meeting, and then go out to bid.

Finance Director Peterson presented proposed capital projects, which include debt service, computer software, park improvements, new village hall, building maintenance and a new public works facility. He also provided an overview of the equipment replacement plan, which includes vehicles, computers, cameras and other equipment.

Mayor Gartner thanked the board and staff for their work on the budget.

The Village board took a brief break at 9:35pm and returned at 9:43pm.

Discussion regarding the Veteran's Memorial Project layout and specifications – Ms. Debra Rentner discussed previous concerns raised regarding the overall size of the veterans memorial at it's approved location. Additional designs were drafted, and the AVM board narrowed it down from 6 to 2. There was concern that the original design was too close to the pathway, and she presented a picture of the pathway as it exists today. Updated options include an oval design, and a smaller circle design.

Trustee Macek discussed fundraising, ownership of the memorial, and the additional funds needed to accomplish the memorial. Ms. Rentner said she has provided records showing monies collected, and stated currently there is $199k. Mayor Gartner asked for a statement showing the funds received and committed for the project.

Trustee Bluthardt said this project has been discussed for a long time, and provided a historical overview of the site selection for the project. He discussed those involved in the Antioch Veterans Memorial group, and commended their work toward this project. He expressed concern with the potential delay causing the structure not to be built.

Trustee McNeill is in favor of the plan with commitments to clean up the path and wetland area while creating interest in the wetlands.

Trustee Maritnez thinks the momentum created by Sequoit Creek Park and the new village hall will enhance this memorial and provide for a cohesiveness. He also thinks it will provide more appeal to the wetland property. He looks at it as a showcase for the wetland property. He discussed the allowance for security at the current location, and is supportive of the location.

Trustee Pierce is conflicted, but because of what has occurred leading up to the memorial. This is meant to honor the veterans and believes there is an opportunity to build something wonderful and inspirational. He also believes the memorial will enhance the wetland area.

Trustee Pedersen likes the oval design and thinks the committee responded to the request to make the memorial more respectful to the wetland area.

Ms. Ainsley Wonderling addressed the Board and Veterans Committee, and said the memorial is still too big for a conservation area. She said the offer of cameras to be installed in the park is now gone.

It was the consensus of the board to vote on the oval design at the regular meeting to follow. Ms. Rentner thanked Director Heimbrodt for everything he has done to help work on the project.

5. **Discussion regarding the purchase of network equipment at the new village hall –** IT Manager Pisciotto presented the proposals for equipment for the new village hall to be purchased through state contracts from CDW-G. The first proposal allows the move to the domain controller, Laserfiche and the file and print server to new village hall, and for the new access points. The budget was originally $65k, and after paring down to must haves and challenges with procurement and quotes, it is an opportune time to purchase these at this time while they are in stock. The switches were a challenge, however, she was able to find a solution. Trustee Pierce commended Manager Pisciotto on her work paring down the costs.

6. **Discussion regarding an Intergovernmental Agreement for participation in the Illinois Public Works Mutual Aid Network (IPWMAN) –** Director Heimbrodt reviewed the mutual aid program available for public works departments in response to large events that may require additional resources. The Village of Antioch has responded to other communities to assist previously under the agreement.

7. **Discussion regarding a text amendment related to government signs within the Village of Antioch –** Director Coppari discussed the proposed text amendment, and the Planning and Zoning Board recommendation to allow flexibility in government signage. He reviewed the code amendment, and the purpose to provide signage at the new village hall. Director Coppari read aloud the proposed amendment which provides flexibility to the village for future signs.

Trustee Macek asked if a school would be considered a government building under the text amendment. Director Coppari responded that the code was written to reference ‘village’ signs rather than a ‘government’ sign.

Trustee Pierce said the high school was told they could not amend their sign, and expressed concern with changing the rules for the village; stating we should be leading by example.

Trustee Martinez discussed the proximity of the high school to the intersection of Route 83 and Route 173. He does not believe that Skidmore Drive will see that volume of traffic.

Mayor Gartner added that this is a stationary sign, and not an EMB as requested by the high school. Director Coppari added that the proposed sign is smaller than what currently exists.

VII. Other Business

None.

VIII. ADJOURNMENT

There being no further discussion, the Village Board of Trustees Committee of the Whole meeting adjourned at 10:34pm.

Respectfully submitted,

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Lori K. Romine, RMC/CMC
Village Clerk