

Freedom of Information Directory

Village of Antioch

Email: lrmine@antioch.il.gov

Website: www.antioch.il.gov

Tel: 847-395-1000

874 Main Street

Antioch, IL 60002



STATEMENT OF PURPOSE

The Village of Antioch was incorporated February 29, 1892. This non-profit, municipal corporation was formed to provide for the health and well being of all persons requesting the incorporation of a municipal entity.

Today, the Village of Antioch provides the full-time services of the following departments:

Administrative Services

Clerk's office, Communications, Engineering, Human Resources, Information Technology

Community Development

Economic Development and Planning, Zoning & Building

Finance

Accounts Payable, Appropriation, Audits, Budget, Payroll and Water/Sewer Billing

Parks & Recreation

Aqua Center, Park Programming & Special Events

Police

Police Services, Emergency Management

Public Works

Parks Maintenance, Streets, Water and Wastewater Plant

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. FOIA is designed to ensure that the public has access to information about their government and its decision-making process.

- Records shall be provided upon request, unless there is an exemption in the statute that protects those records from disclosure.
- Certain materials may be purged from files from time to time within the regulations established by the Local Records Act and the Local Records Commission Regulations

Written requests may be sent to:

Village of Antioch
Lori K. Romine, FOIA Officer
874 Main Street
Antioch, IL 60002

Or by email to: lromine@antioch.il.gov

Any request for public records in accordance with FOIA shall be submitted in writing to the FOIA officer. Requests may also be made online: <https://www.antioch.il.gov/citizen-action-line/#form/13761>

Please be as specific as possible when describing the records you seek. FOIA is in place to allow the public to inspect or obtain copies of documents. It is not designed to require a public body to answer questions or interpret data. If you wish to ask questions of staff, please contact them directly.

FOIA REGULATIONS

Statutory Deadlines & Costs

- Requests for the inspection or copies of documents will be processed within 5 business days according to statute, unless an extension is required pursuant to the Act.
- Commercial requests (for private gain with no relation to the general public) will be processed within 21 business days.
- Per statute, charges will be assessed at 15 cents per page for black & white letter or legal copies in excess of 50 pages. Records placed on a flash drive, CD or other temporary media will be charged the actual cost for that medium.

Exemptions

Exemptions listed under Section 7 of the Act include (but are not limited to) the following (for full text and specific exemptions, please refer to the Act):

- Information specifically prohibited from disclosure by Federal or State law
- Private Information
- Files maintained by law enforcement specifically designed to provide information to one or more law enforcement agencies regarding the physical or mental status of a subject.
- Personal Information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy
- Records that would interfere with pending law enforcement proceedings or unavoidable disclose the identity of a confidential source or persons who file complaints with or provide information to agencies
- Records that could endanger the life or physical safety of law enforcement personnel or any other person
- Records that may obstruct an ongoing criminal investigation
- Preliminary notes, drafts, recommendations or memoranda in which opinions are expressed or policies or actions are formulated
- Trade secrets and commercial or financial information
- Proposals and bids until an award or final selection is made
- Architect's plans, engineers' technical submissions and other construction related technical documents for projects not constructed or developed in whole or in part with public funds
- Closed session minutes

CATALOGUE OF MATERIALS

The following are a list of the types of documents available for inspection and copying

RECORD TITLE	DESCRIPTION	ONLINE
Agreements	Executed agreements/contracts between the Village of Antioch and various governmental entities, corporations, companies and private individuals for goods, services or undertakings rendered.	Some
Annexations	Records compiled for newly acquired property	No
Applications	Building Permit Applications (residential or commercial) Business Licenses (restaurant, liquor, tobacco) Employment Applications FOIA Requests Park Permits Solicitor Permits Planning & Zoning Petitions (annexations, special use, variance, zoning)	Yes
Audits	Independent audits performed on Village financial statements and activities at the conclusion of the fiscal year	Yes
Bids, RFP, RFQ	Bid and proposal documents for various projects or equipment to be leased or purchased by the Village.	No
Bonds	Performance & Maintenance Bonds for construction and infrastructure projects	No
Budgets	Annually approved budgets for Village funds and departments	Yes
Comprehensive Plan	Long Term Plans for land use.	Yes
Deeds	Village-owned property	No
Easements	Rights of easement granted by private individuals or corporations to the Village for various municipal improvements	No
Insurance	Records of insurance claims and correspondence and policies.	No
Invoices	Bills sent to or by the Village for services rendered; equipment used or purchased	No

Job Descriptions	Position descriptions for Village employees	No
Licenses	All approved applications for restaurant, liquor, tobacco, food truck licenses	No
Liens	Recorded liens placed against properties owing the Village for outstanding bills (water/sewer and/or vegetation)	No
Maps	Zoning Maps, Facility Maps, trade areas, open space, future land use	Yes
Motor Fuel Tax	Documentation related to MFT projects	No
Minutes	Minutes of the Village Board and advisory boards/commissions	Yes
Oaths	Oaths taken by police officers and public officials	No
Ordinances	Rules and regulations passed by the Village Board. They are also codified in the Village Code	Yes
Permits	Issued building permits, special event applications, parade applications, solicitor permits, etc.	No
Petitions	Candidate Petitions for local elections. Annexation, zoning, special use and variance petitions	No
Plats	Limited number filed with the building department	No
Proclamations	As issued by the Mayor	No
Resolutions	As approved by the Village Board	Some
Reports	By Department or other agencies	Some
Titles	For all Village vehicles	No
Utilities	Records related to the operation of the Water, Wastewater and Treatment plant	No

DEPARTMENT OVERVIEWS

Administrative Services

- Executes the goals and objectives of the Board of Trustees
- Prepares and publishes notices, agendas, minutes
- Information Technology
- Communications, press releases, social media
- Creates and implements policy
- Processes applications for business licenses, employment and FOIA
- Customer Service

Community Development

- Manages land use policy, planning, zoning and building code enforcement
- Economic development, including certain special events
- Processes and reviews building permit applications and inspections
- Processes petitions to the Planning & Zoning Board for zoning, annexation, site plan review, variances
- Schedules building inspections and inspects ordinance violations and code enforcement complaints

Finance

- Formulation and execution of financial policies
- Oversight of financial audits
- Manages investments
- Develops a Village-wide budget
- Accounts payable/receivable
- Water & Sewer billing
- Processes payroll

Parks & Recreation

- Schedules programming and special events
- Develops and manages all Village-owned parks
- Staffs, and operates the Antioch Aqua Center
- Publishes bi-annual Park Program Guide
- Administration of preschool program Camp Crayon

Police

- Provides public safety services
- Emergency Management
- Crime prevention services
- Command Staff for Administration and Operations
- Police Records: compilation of reports, record expungement, ISP audits

Public Works

- Building Maintenance
- Street Maintenance including snow and ice removal, sweeping and patching, lighting
- Maintenance of other Village infrastructure such as water, sanitary sewer and storm sewer
- Water & Sewer services
- Waste Water Treatment Facility
- Park Maintenance
- Vehicle Maintenance

MAYOR, BOARD OF TRUSTEES AND DEPARTMENT DIRECTORS

Name	Title	Email
Scott J. Gartner	Mayor: 2021-2025	sgartner@antioch.il.gov
Brent C. Bluthardt	Trustee: 2021-2025	bbluthardt@antioch.il.gov
Petrina Burman	Trustee: 2021-2025	pburman@antioch.il.gov
Rebecca McNeill	Trustee: 2023-2027	rmcneill@antioch.il.gov
Ed Macek	Trustee: 2023-2027	edmacek@antioch.il.gov
Mary J. Pedersen	Trustee: 2023-2027	mpedersen@antioch.il.gov
Scott A. Pierce	Trustee: 2021-2025	spierce@antioch.il.gov
Geoffrey Guttschow	Village Administrator	gguttschow@antioch.il.gov
Jim Moran	Assistant Village Administrator	jmoran@antioch.il.gov
Michael Garrigan	Director of Community & Economic Development	mgarrigan@antioch.il.gov
Geoff Guttschow	Police Chief	gguttschow@antioch.il.gov
Dennis Heimbrod	Director of Public Works	dheimbrodt@antioch.il.gov
Jeff Nehila	Interim Director of Parks & Recreation	mquilty@antioch.il.gov
Lori Romine	Village Clerk/HR Manager	lromine@antioch.il.gov
Zaida Torres	Finance Director	ztorres@antioch.il.gov
James Vasselli	Village Attorney	

COMMISSIONS/BOARDS

Planning & Zoning Board

Purpose: As an advisory board, prepare and recommend to the Village Board of Trustees a comprehensive plan of public improvements, looking to the present and future development and growth of the Village.

Robert McCarty: Chair
Brittany Carstensen
Sherry Madigan
Jessica Sanfilippo
Andrew Turner
Jose Martinez
Samantha Misch

Park Commission

Purpose: Established so that adequate provisions may be made for the acquisition, maintenance and use of parks, playgrounds and recreation facilities in the Village.

Jim Weber: Chair
Libby Deichsel
Christopher Hartman
Jodi Klemm
Dave Olufs
Brittany Church
Brian Nolan

Police Pension Board

Purpose: Administer the pension fund for the police department employees.

George Broecker: President
Shelly Christian: Board Member
Jeremy Harter: Secretary/Board Member
Jordan Oliver: Police Member
Timothy Lynch: Vice President/Police Member
Zaida Torres: Treasurer

Police & Fire Commission

Purpose: In accordance with state law, establishes rules governing the conduct of examinations for original appointments, promotions, and hearings on charges brought against a full time employee of the police department.

Michael Volling: Chair
Julie Nellessen

Historic Preservation Commission

Purpose: Providing a mechanism to identify and preserve the distinctive historic architectural areas, buildings, structures, landscapes, and archaeological sites which represent elements of the Village's cultural, social, economic, political, and/or architectural history.

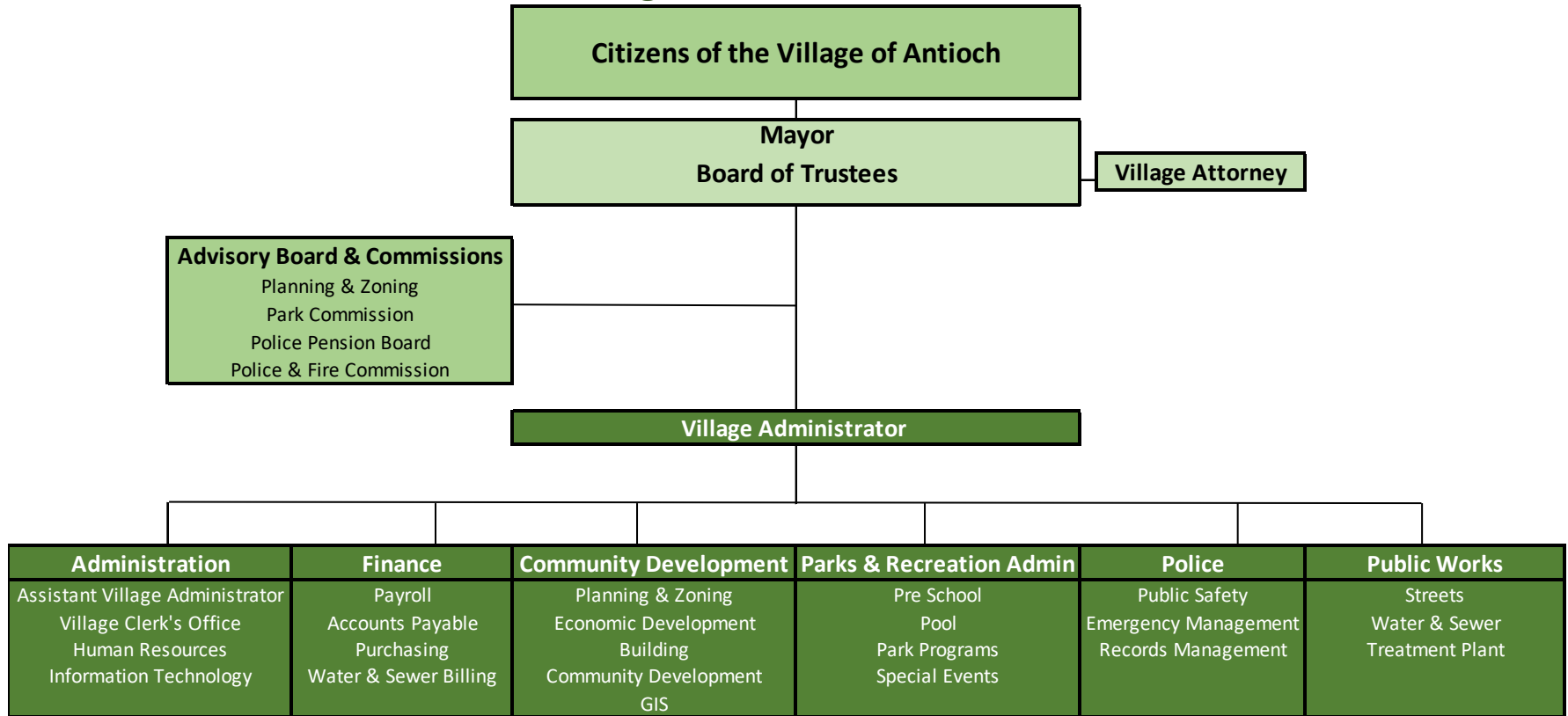
Ainsley Wonderling: Chair
David Cornes
Kelly Nawrocki
Margaret Cole
Mary McWilliams

DIRECTORY

ADMINISTRATION	874 MAIN STREET	847-395-1000
CLERK'S OFFICE	874 MAIN STREET	847-395-1000
COMMUNITY & ECONOMIC DEVELOPMENT, PLANNING, ZONING & BUILDING	874 MAIN STREET	847-395-1000
FINANCE	874 MAIN STREET	847-395-1000
PARKS DEPARTMENT	806 HOLBEK DRIVE	847-395-2160
POLICE DEPARTMENT	433 ORCHARD STREET	847-395-8585
PUBLIC WORKS	796 HALEY DRIVE	847-395-1881
WASTE WATER TREATMENT FACILITY	796 HALEY DRIVE	847-395-2599

The Village of Antioch has approximately 70 full-time and 20 part-time/seasonal employees.

Organizational Chart



FISCAL 2025 BUDGET

All funds are balanced. Per the Fiscal Policies Manual, fund balance was used to balance funds where expenses were greater than the projected revenues.

FY 2025 Revenues and Expenses By Fund

Fund No	Fund Description	Revenue	Expenditures	Surplus
100	General Fund	\$17,125,322	\$16,926,120	\$199,202
101	Depot Parking	\$14,400	\$14,375	\$25
129	Public Safety	\$3,600	\$0	\$3,600
229	Drug Seizure	\$0	\$0	\$0
247	Motor Fuel Tax	\$627,000	\$627,000	\$0
272	TIF - Boylan	\$100,000	\$1,000	\$99,000
279	TIF-Corporate Center	\$2,051,000	\$2,051,000	\$0
282	East Business District	\$1,150,000	\$1,150,000	\$0
284	Central Business District	\$1,206,693	\$668,600	\$538,093
300	Capital Projects	\$17,502,619	\$17,465,895	\$36,724
301	Equipment Replacement	\$25,000	\$0	\$25,000
350	American Rescue Plan- ARPA	\$1,929,000	\$1,929,000	\$0
361	Park Infrastructure	\$2,000	\$0	\$2,000
400	Debt Service	\$15,571,600	\$15,571,600	\$0
800	Water & Sewer	\$4,559,046	\$4,455,134	\$103,912
Operating Funds		\$61,867,280	\$60,859,724	\$1,007,556
900	Police Pension	\$4,188,796	\$1,937,000	\$2,251,796
953	SSA 1 and 2 Agency	\$2,046,000	\$2,046,000	\$0
Trust Funds		\$6,234,796	\$3,983,000	\$2,251,796

FY 2024-2025 Revenue & Expenses by Major Classifications

	Depot					MFT	TIF-Rte 83	TIF- CC	East Bus	Central Bus	Capital	Equipment	ARPA	Park Infra	Debt Service	Water &	Police	SSA 1 & 2	Total
	Operating	Parking	Public Safety	Drug Seizure	District				District	Replacement		Sewer				Pension			
Revenues																			
Property Taxes	4,320,360	0	0	0	0	100,000	2,051,000	0	0	0	0	0	0	0	0	0	2,188,796	2,046,000	10,706,156
Other Taxes	748,000	0	0	0	0	0	0	1,150,000	950,000	0	0	0	0	0	0	0	0	0	2,848,000
Utility Taxes	910,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	910,000
Intergovernmental Revenue	831,000	0	0	0	627,000	0	0	0	0	0	0	0	0	0	0	0	0	0	1,458,000
Income Tax	2,370,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,370,000
Sales Tax	5,050,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,050,000
Licenses & Permits	269,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	269,000
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fees for Services	983,190	7,000	0	0	0	0	0	0	0	0	0	0	0	0	4,393,847	0	0	0	5,384,037
Fines, Forfeit, Spec Asmt	51,100	0	3,000	0	0	0	0	0	0	0	0	0	0	2,000	0	0	0	0	56,100
Other Income	987,362	0	600	0	0	0	0	0	0	0	0	0	0	0	165,200	2,000,000	0	0	3,153,162
Total Revenues	16,520,012	7,000	3,600	0	627,000	100,000	2,051,000	1,150,000	950,000	0	0	0	0	2,000	0	4,559,047	4,188,796	2,046,000	32,204,455
Expenses																			
Personnel Costs	7,006,652	0	0	0	0	0	0	0	0	0	0	0	0	0	670,339	0	0	0	7,676,991
Employee Benefits	4,335,495	0	0	0	0	0	0	0	0	0	0	0	0	0	217,913	1,875,000	0	0	6,428,408
Contractual Services	3,082,192	14,375	0	0	0	1,000	1,680,200	0	250,000	14,108,000	0	0	0	3,000	2,009,631	60,000	35,000	0	21,243,398
Debt Service	0	0	0	0	0	0	360,000	0	0	334,378	0	0	0	1,568,600	999,709	0	2,011,000	0	5,273,687
Miscellaneous	125,788	0	0	0	0	0	10,800	0	0	0	0	0	0	0	0	2,000	0	0	138,588
Supplies & Materials	471,992	0	0	0	0	0	0	0	0	0	0	0	0	0	208,313	0	0	0	680,305
Equipment Leases	0	0	0	0	0	0	0	0	0	126,224	0	0	0	0	4,529	0	0	0	130,753
Controlled Assets	248,689	0	0	0	0	0	0	0	0	15,000	0	0	0	0	103,000	0	0	0	366,689
Capital Outlay	0	0	0	0	627,000	0	0	0	0	2,882,294	0	0	0	0	241,700	0	0	0	3,750,994
Other Financing Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses	15,270,808	14,375	0	0	627,000	1,000	2,051,000	0	250,000	17,465,896	0	0	0	1,571,600	4,455,134	1,937,000	2,046,000	0	45,689,813
Excess of Revenue Over (Under) Expenses	1,249,204	-7,375	3,600	0	0	99,000	0	1,150,000	700,000	-17,465,896	0	0	0	2,000	103,913	2,251,796	0	0	-13,485,358
Other Financing Sources (Uses)																			
Use of Fund Balance	605,312	7,400	0	0	0	0	0	0	0	2,000,000	0	0	0	14,003,000	0	0	0	0	16,615,712
Transfers In	0	0	0	0	0	0	0	0	256,693	15,502,619	25,000	1,929,000	0	1,568,600	0	0	0	0	19,281,912
Transfers Out	1,655,312	0	0	0	0	0	0	1,150,000	418,600	0	0	1,929,000	0	14,000,000	0	0	0	0	19,152,912
Total Other Financing/Sources	2,260,624	7,400	0	0	0	0	0	1,150,000	675,293	17,502,619	25,000	3,858,000	0	0	103,913	2,251,796	0	0	3,259,354