

APPROVED MINUTES

VILLAGE OF ANTIOCH
BOARD OF TRUSTEES – REGULAR MEETING
Village of Antioch, Lake County, Illinois
Municipal Building: 874 Main Street, Antioch, IL 60002
May 8, 2024

I. CALL TO ORDER

Mayor Gartner called the May 8, 2024 regular 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: Burman, Bluthardt, McNeill, Pierce, Macek and Pedersen. Also present were Mayor Gartner, Administrator Guttschow, Attorney Vasselli and Clerk Romine.

IV. Absent Trustees Wishing to Attend Remotely

There were no Trustees wishing to attend remotely.

V. Mayoral Report

Mayor Gartner acknowledged the following: Police Week (May 12-18), National Public Works Week (May 19-25), Municipal Clerks Week (May 5-11), Mental Health Awareness Month, National Nurses Week (May 6-12), Asian American and Pacific Islander Heritage Month, International Nurses Day (May 12), Motorcycle Awareness month, Falun Dafa week (May 13; this year marks the 25th World Falun Dafa Day), Mother's Day (May 12). He also announced the next meeting will be held on May 22, but will be on the 24 from noon until 3pm at the Library.

Mayor Gartner recognized Las Vegas Restaurant on their 50th Anniversary and presented them with a certificate.

Citizens Wishing to Address the Board

Ms. Libby Deischel addressed the Board regarding disabilities, and asked the Board to declare July as Disability Pride Month. She spoke of the disabled community, and the issues faced by those affected. She discussed parades and celebrations throughout the US, and raising awareness to change perceptions so that all persons can be treated with respect. She urged Mayor Gartner and the Board to issue a proclamation declaring July as Disability Pride Month. Mayor Gartner discussed the mobility issues facing Antioch, and the grant application applied for in order to improve access in Downtown Antioch.

Mr. Mike O'Mara, Village resident on behalf of the Antioch Republican Club, presented a token of appreciation to Commander Smith for engaging with the public at one of their meetings.

Mayor Gartner asked the Board if there were any objections to moving the Committee of the Whole items up on the agenda for discussion at this time. There were no objections to moving the Committee of the Whole items. Trustee Pedersen moved, seconded by Trustee Burman to amend the agenda as discussed. Upon roll call, the vote was:

YES: 6: Burman, Bluthardt, McNeill, Pierce, Macek and Pedersen.

NO: 0.

ABSENT: 0.

THE MOTION CARRIED.

Committee of the Whole Regular Business:

1. Approval of the April 24, 2024 Committee of the Whole meeting minutes as presented.

APPROVED MINUTES

Trustee Bluthardt moved, seconded by Trustee Burman, to approve the April 24, 2024 Committee of the Whole Meeting Minutes as presented. Upon roll call, the vote was:

YES: 6: Burman, Bluthardt, McNeill, Pierce, Macek and Pedersen.

NO: 0.

ABSENT: 0.

THE MOTION CARRIED.

2. Discussion regarding Centennial Park Master Plan and OSLAD Grant Application – Mayor Gartner introduced Doug Fair from Hitchcock Design Group, Parks Director Mary Quilty and Assistant Administrator Jim Moran.

Director Quilty discussed Centennial Park, and due to the nature of the sentimentality of the park, would like to ensure there is proper planning for the future use of the park. Assistant Administrator Moran discussed the OSLAD grant opportunity, with up to \$600k in matching funds. The window opens in July, and part of the process is advanced engineering, which he stated would need to be completed regardless of a grant application. He added that the funding source for this project is from cannabis revenue. Mayor Gartner discussed the historic background of the Village receiving OSLAD grants, and discussed the potential for Centennial Park obtaining an OSLAD grant. Assistant Administrator Moran said a previous phase of a project was funded through an OSLAD grant, it could increase chances for additional funding on future phases.

Mr. Doug Fair discussed the Master Plan and OSLAD application for Centennial Park based on evaluation criteria. He said this is a recreational based grant funding system, and Centennial has very unique recreational components. He reviewed the master plan, long-range vision for the park, and the need to establish a Phase 1 environmental study to submit for a grant in the upcoming cycle opening in July. Applications are due at the end of August or mid-September. He said the DNR administers the grant, and gives favoritism for funding of future phases. Mr. Fair discussed the criteria, and positive viewpoints that may be demonstrated in the grant application to increase the chances of being awarded a grant.

Assistant Administrator Moran discussed the success rate of Hitchcock, and Mr. Fair provided an overview of the services included in the \$27,500 cost in the proposal. Those services involve preliminary design services to include program and analysis, master planning, community input meeting, and grant preparation.

Trustee McNeill asked when the Village would be notified if they have been awarded the grant. Mr. Fair reviewed the typical process, which typically aligns with the IPRF conference at the end of January.

Trustee Bluthardt asked about the adoption of the Master Park Plan, and asked if the pricing would be the same if we didn't just hire them to do the master plan, and if there is any overlap. Mr. Fair said they are not doing the same work again, but have a good background to begin the master plan for Centennial Park based on the Parks Master Plan. The actual design work for the this specific park is what is included in this proposal. Trustee Bluthardt asked when this is completed, will the Board have a rough plan for what is desired in Centennial Park, asking if there is a further design phase, or is this sufficient to go to construction. Mr. Fair responded that this is a conceptual master plan, and the implementation will be an additional cost. If awarded funding, there is a certain portion that can be devoted to the design and development phase of the project. Trustee Bluthardt discussed the Board Meeting attendance optional fee of \$1,200 per meeting. Mr. Fair said it includes preparation for meeting attendance, accounts for in-person attendance, and could be reduced for Zoom attendance. There will need to be formal approval to submit the application.

Trustee Pierce discussed the meetings being part of the process for a project and expressed concern with the additional cost to attend a Village Board meeting. He also asked about the potential for an RFP process.

Administrator Guttschow discussed the pricing, and said he appreciated the transparency from the Hitchcock Group. He said there are per meeting fee costs associated with all consultants. Mr. Fair said the

APPROVED MINUTES

community meeting is just for the input meeting for the application. Various staff level meetings are outlined in the scope. Trustee Pierce asked if we have to use Hitchcock for the design if we are awarded the grant. Mr. Fair responded that they would like to be considered, but the Village can select a different firm.

Trustee Macek asked what happens if funding falls apart. He discussed 3 major big projects, and where we stand on all projects, and is concerned there won't be enough funds for this project based on what has been committed already. Administrator Guttschow said it would be accounted for in the next capital budget. Mr. Fair said he has not seen the state not fulfill their requirement in the 2-year deadline to complete the project. He discussed the funding of the grant, and potential to defer payment in order to obtain an extension for any reason. If the Village receives funding up front, they are locking into a 2-year commitment. Administrator Guttschow said it would depend on how the Board prioritizes the redevelopment of Centennial Park. He discussed the costs associated with the proposal, and the grant preparation fee. Mayor Gartner discussed the effort by finance department staff to not include money in the budget which has not been allocated. They would make sure the money is in the account before it's budgeted. Mr. Fair said part of the budget phase is early on to make sure what is submitted is what the Village is committed to spending.

Trustee Pierce asked if the recent award of an OSLAD grant to Antioch Township would affect our chances of receiving a grant for Centennial. Administrator Guttschow said it's a different taxing body and different applicant.

Those present discussed the inclusion of potential projects such as pickle ball courts, and waiting to include those in the grant application. They also discussed the time frame to complete the project. Trustee Pedersen confirmed there would still be baseball fields at Centennial.

3. Discussion regarding selection of a Construction Manager – Administrator Guttschow presented the proposal for construction manager services to deliver the Public Works and Village Hall facilities with the Frederick Quinn Corporation (FQC). Administrator Guttschow said the construction manager arrangement seems to be the best suited for Village needs rather than the owners representative arrangement, both of which went out for proposals. He discussed the need to avoid delays and enhance efficiency. He reviewed the selection process, the needs and timelines of the Village, criteria used for evaluation including experience, and ability to meet deadlines. The recommended firm aligned with the project goals, and understand the unique requirements to get the projects built. He introduced Mr. Jack Hayes, president of FQC, who reviewed the proposal and services to be provided.

Mr. Hayes discussed the role of a construction manager, where the relationship is a partnership and advocacy. He stated they are there to ensure the project delivers the success the owner seeks. He discussed pre-construction services, monitoring the cost of the project, advising the design team and owner to identify the scope and value for the best possible price. They help keep project on course for quality, cost and value, and assist with procurement and going out to bid. They also manage the construction project, and provides complete transparency. Mr. Hayes discussed the total cost with contingency and trade cost guaranteed before breaking ground, stating that the project will be delivered in guaranteed cost or lower. He discussed construction management, full time supervision, on-site services, coordination of trades, and inevitable change orders. He concluded with a company history stating that nearly all work is in the public sector.

Trustee Pedersen left the meeting at 7:40pm and returned at 7:41pm.

Administrator Guttschow discussed the other proposals received, and said the total proposed fixed price is \$896k for both projects. The fee is \$295k to the construction manager, and other on-site services, plus insurance and bonds that are required and included in the total.

Trustee Bluthardt asked when and how the fixed fee is delivered, and if FQC would be willing to do pre-construction as a separate item in case we couldn't proceed with other projects. Mr. Hayes said the only fee charged for up and through bidding is the preconstruction fee of \$20k. He added that they will know the costs for Village Hall before the Public Works project because of the desire to begin the Village Hall project first. The

APPROVED MINUTES

Village would only be required to pay the preconstruction fee before construction, but will know and estimated cost of the Village Hall project before any further money is spent. Other fees won't be paid until construction begins. Mayor Gartner said FQC has sat through many of the meetings with Williams Architects, and come up with the numbers themselves for both projects. Mr. Hayes confirmed they have been participating as a resource for Williams in their development of the plans to date, and the Village Hall project has been moving along in an appropriate direction. There is still some work to do on Public Works side. Mr. Hayes stated there will be integrity in the total number, stating that they see multiple estimates to reduce and manage any surprises on bid day. He added that smaller projects take as much time as larger projects as there are just as many trades, but more unknowns. Trustee Bluthardt discussed fixed fee and timeline. Mr. Hayes said based on the drawings done to date, they are comfortable with a 4 month timeline, but will present a final project schedule before construction begins for review and approval by the Village. Trustee Bluthardt asked how many staff would be on site. Mr. Hayes said there would be one full-time staff for each project. Trustee Bluthardt asked if the guaranteed max price within scope is standard. Mr. Hayes replied that it's pretty common and well over half of their contracts are guaranteed. Trustee Bluthardt asked for the percentage of times they have stayed within the costs. Mr. Hayes replied that there have been some that use all of contingency, and some return savings from guaranteed max price to the owner.

Trustee McNeill asked if the pricing is based on both projects, and if it would change if we move forward with one project. Mr. Hayes said those numbers are reasonable for each of the projects. Trustee McNeill asked what happens if the project takes longer than expected. Mr. Hayes said a schedule is published during procurement, but if it goes longer, we would have to have that conversation.

Trustee Pierce asked about handling change orders. Mr. Hayes said they are handled through contingencies. Trustee Pierce discussed the construction observation vs. construction management. Trustee Pierce expressed concern with the plans for Village Hall, stating he doesn't believe a decision has been made related to the design of the facilities. Administrator Guttschow said a critical part of the process is the Board giving very specific budget guidance. At some point the board has to establish a budget in order to proceed with a plan.

Trustee Macek discussed the library saving money through an owners representative to represent the taxpayer. He has heard the fire department is over budget, and discussed the need for an owners rep for a project of this size. He supports the costs for a construction manager in order to save money on the project.

Trustee Pedersen is aware of the construction manager role and supports the idea. She asked for a description of the team. Mr. Hayes reviewed members of the team, and discussed the on-site person who is supported by office and other staff.

Trustee Pierce confirmed that there are no property tax dollars going toward the funding of the park.

This item will be considered at the May 24 meeting.

Trustee Burman is impressed with the proposal and presentation.

The board took a brief break at 8:26 pm.

4. Park Naming Contest – AVA Moran discussed the names voted on by the public, and reviewed the process with the selected name going to the next Village Board meeting for a vote. He presented the top vote recipient as Sequoit Creek Park. He noted that 2/3 of the votes were some sort of variation on Sequoit creek. He read aloud the names and their percentage of votes; Sequoit Creek Park 39%, Antioch Central Park 22%, Sequoit Creek Commons 17%; Veterans park 12%; and Sequoit Park with 10% of the vote.

Trustee Burman said if we were to go with Veteran's Park, it would need to include Antioch. Trustee Bluthardt said the process turned out well, and is glad with the selected name and recommends we go with the voting public. Trustee McNeill also likes Sequoit Creek Park, as well as Sequoit Creek Commons. Trustee

APPROVED MINUTES

Pierce agrees with the selected name. Trustee Macek said Sequoit means winding river, and the full name would be winding river creek and is an oxymoron. He likes commons better. Trustee Pedersen remembers when the creek was open, and is excited to see it daylighted and flowing through Antioch in the open. It's always been Sequoit creek and she likes the name. This item will be placed on the next Village Board agenda for consideration.

OTHER BUSINESS

Mayor Gartner discussed the proposed resolution for consideration later in the meeting providing an inducement to the Village of Antioch, Illinois in connection with potential public works and infrastructure improvements for the Village of Antioch. He provided context that staff and legal worked to try and secure easements for the Grimm Road property, and would like to explore the option of the Bitner property for the new Public Works facility. He believes using the east side of the property would have no impact on neighboring properties. The issue is to bring the property into the business district in order to continue to use business district funds for the project. Attorney Vasselli said this does not commit the Village to do anything, but explores the option, and allows the use of Business District funds to explore option. Finance Director Torres will be able to show the cost savings by moving to this location.

Trustee Bluthardt asked if tonight's vote authorizes us to look at amending the boundaries of the business district. Attorney Vasselli said it allows the Village to use funds to look at amending the Business District if feasible.

Trustee Pierce asked about the Township having control of the property. Mayor Gartner said there was language in the contract that if the project were abandoned, the property would go back to the Village. He added that Township Supervisor Shaughnessy did not seem to intend to block the effort.

Trustee Burman confirmed the treatment facility would remain where it is currently located.

Mayor Gartner discussed the proposed resolution for consideration later in the meeting, approving a proposal from RMA Construction Services LLC for Plumbing Inspection Services. He said HR Green had been doing plumbing inspections. Director Garrigan said there was previously a plumber on staff, and since their separation, HR Green has been providing those services. He discussed the proposed fee, which is less than the current contract and will be advantageous for the Building Department.

REGULAR MEETING

Mayor Gartner discussed the tax bills, and where the tax dollars go. He discussed the approved budget, surplus, and said that it is not an accurate statement that the Village is raising taxes.

VI. Consent Agenda

Trustee Bluthardt moved, seconded by Trustee Burman, to approve the following consent agenda items as presented:

- 1. Approval of the April 24, 2024 Regular Meeting Minutes as presented**
- 2. Approval of a Resolution authorizing a Special Event Liquor License for the Village of Antioch for selected summer concerts at the William E. Brook Entertainment Complex (Antioch Bandshell) June 13, 2024, waiving all fees – Resolution No. 24-34**
- 3. Approval of an Ordinance adding the address of 893 Main Street to the existing liquor license for The Lodge of Antioch, Ltd. located at 899 Main Street to expand business operations into the adjacent location – Ordinance No. 24-05-27**
- 4. Approval of an Ordinance Amending Section 8-1A-1 of the Antioch Village Code regarding Waiving Water and Sewer Service Charges for Public Purposes for the Village of Antioch, Illinois – Ordinance No. 24-05-28**
- 5. Approval of an Ordinance Amending Section 4-6-2 of the Antioch Village Code regarding waiving Itinerant Restaurant Fees for Restaurants already licensed within the Village of Antioch, Illinois - Ordinance No. 24-05-29**

APPROVED MINUTES

6. Approval of an Ordinance amending Chapter 3 of Title 2 of the Antioch Village Code regarding the Park Commission (Terms of Office, Alternates and Powers and Duties) – Ordinance No. 24-05-30

Upon roll call, the vote was:

YES: 6: Burman, Bluthardt, McNeill, Pierce, Macek and Pedersen.

NO: 0.

ABSENT: 0.

THE MOTION CARRIED.

VII. Regular Business

7. Consideration and approval of payment of accounts payable as prepared by staff in the amount of \$1,182,839.45 – Trustee McNeill moved, seconded by Trustee Burman, to approve payment of accounts payable in the amount of \$1,182,839.45. Upon roll call, the vote was:

YES: 6: Burman, Bluthardt, McNeill, Pierce, Macek and Pedersen.

NO: 0.

ABSENT: 0.

THE MOTION CARRIED.

8. Consideration and approval of a Resolution authorizing the Adoption of the Parks Master Plan as prepared by Hitchcock Design Group - Trustee Pedersen moved, seconded by Trustee McNeill, to approve **Resolution No. 24-35** authorizing the adoption of the Parks Master Plan as prepared by Hitchcock Design Group. Upon roll call, the vote was:

YES: 6: Burman, Bluthardt, McNeill, Pierce, Macek and Pedersen.

NO: 0.

ABSENT: 0.

THE MOTION CARRIED.

9. Consideration and approval of a Resolution providing an inducement to the Village of Antioch, Illinois in connection with potential public works and infrastructure improvements for the Village of Antioch, Lake County, Illinois - Trustee Bluthardt moved, seconded by Trustee Burman, to approve **Resolution No. 24-36** providing an inducement to the Village of Antioch, Illinois in connection with potential public works and infrastructure improvements for the Village of Antioch, Lake County, Illinois. Upon roll call, the vote was:

YES: 6: Burman, Bluthardt, McNeill, Pierce, Macek and Pedersen.

NO: 0.

ABSENT: 0.

THE MOTION CARRIED.

10. Consideration and approval of a Resolution approving a proposal from RMA Construction Services LLC for Plumbing Inspection Services – Trustee McNeill moved, seconded by Trustee Burman, to approve **Resolution No. 24-37** approving a proposal from RMA Construction Services LLC for Plumbing Inspection Services. Upon roll call, the vote was:

YES: 5: Burman, Bluthardt, McNeill, Macek and Pedersen.

NO: 0.

PASS: 1: Pierce.

ABSENT: 0.

THE MOTION CARRIED.

VIII. Administrator's Report

Administrator Gutschow provided an update on the Sequoit Creek Park, including updates on the playground equipment, pavilion, and landscaping. Steps are being taken to ensure protection of plantings over the 4th of July weekend. The contractor is on track for substantial completion at the end of June, but that is subject to changes. Staff is currently working on planning a ribbon cutting and park dedication. He discussed

APPROVED MINUTES

RFP process for the café building. He reported that the Mayor attended lobby day recently in Springfield, which resulted in the recent engagement of a lobbyist at the state level to assist with some of the grants for which we have applied. He discussed the effort to improve sidewalks downtown, and his recent attendance in Buffalo Grove in order to recertify the quiet zone. He advised the Board that they need to be ready to face future challenges in recertifying the quiet zone. Trustee Pierce asked why they aren't spending time on the multiple trains coming through town, including the trains breaking down, and asked the attorney to write to the State Representatives. Administrator Guttschow said the quiet zone is working with consultants, and all are working with legislators. He added that the Village is exploring connections through Dick Durbin's office. Mayor Gartner also mentioned an upcoming event with Congressman Schneider to discuss local issues. Trustee McNeill asked who is responsible for the Metra station. Administrator Guttschow said the Village maintains Metra. Director Heimbrodt added that the Village maintains the building, and the only portion Metra covers is the upper walk area.

IX. Village Clerk's Report

No report.

Department Reports – Community Development, Finance, Police

Director Garrigan said they are awaiting a response from IDOT for the Marketplace property and hope to see comments within the next few weeks. He announced that staff will be attending ICSC in Vegas in next week and have scheduled meetings with developers for commercial uses. He said discussions were held with Antioch Plaza regarding the conditions of that property. The Starbucks application before the Planning and Zoning Board was continued again at the request of the petitioner due to the requirements of the corporate office. Director Garrigan said the Planning and Zoning Board recommended approval of a new cannabis dispensary. Staff working with an architect who is working with a production builder, and interested in locating a new development in Antioch; they have been provided a number of sites. Trustee Pierce asked when the last time the impact fees were reviewed. Director Garrigan said they haven't looked at them for over 5 years, and he is currently conducting a survey of local impact fees, and the school has requested increased impact fees. He will bring the input from other communities back to the Village Board. Mayor Gartner discussed the improvements on Main street. Director Garrigan said staff will be working on bid package for those repairs.

Mr. Keith Kroll, finance department, provided an update on the finance department and thanking Administrator Guttschow for his outstanding leadership. He said the Village is ending the budget season and going into audit season. Auditors will be on site the last week of May, and will return in August for field work.

Commander Smith provided an update on Flock cameras, which is in the final implementation stages. The cameras recently assisted in the identification of registered owners of a vehicle involved in a retail theft. He announced that the new recruits are doing well, and congratulated Officer Charlie Schultz on being selected as the District 34 School Resource Officer. He recognized Kourtney Nemec on her lengthy investigation, which resulted in a conviction and sentencing to 10 years. Finally, he announced the Cop on a Rooftop event scheduled for next Friday.

X. Trustee Reports

Trustee Pierce asked if there would be posted signage in the new park regarding no smoking/no vaping and the enforcement of such. Administrator Guttschow will make sure appropriate signage is posted. Trustee Pierce asked for an update on the Delta-8 and Kratom restriction. Administrator Guttschow discussed the one business found not in compliance with the new ordinance during compliance checks, and the notice of hearing being prepared. He said some of the businesses are selling other similar products not restricted under the ordinance. Attorney Vasselli said this matter is being considered by the Illinois General Assembly, and would like to see what happens there. In the meantime, we can expand the scope of prohibited products.

Trustee Pedersen discussed the string lights in the parks, and said they are too bright, and discourages people from using the benches. She said they used to be more amber-colored and asked if we can go back to that more subdued color. Director Heimbrodt said Lake street was converted to LED, and we can look into her recommendation, but are limited in what they can do with street lights.

APPROVED MINUTES

XI. EXECUTIVE SESSION – Personnel and Pending Litigation, Lease of Village Property,

The Mayor and Board of Trustees did not go into executive session.

XII. ADJOURNMENT

There being no further discussion, the Village Board of Trustees regular meeting adjourned at 9:25 pm.

Respectfully submitted,

Lori K. Romine, RMC/CMC
Village Clerk