

**MINUTES OF THE REGULAR MEETING
OF THE GURNEE VILLAGE BOARD**

**GURNEE VILLAGE HALL
DECEMBER 18, 2017**

Call to Order

Mayor Kovarik called the meeting to order at 7:01 p.m.

Other Officials in Attendance

Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator/Community Development Director; Bryan Winter, Village Attorney; Scott Drabicki, Village Engineer; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Chris Velkover, Information Systems Director; Tom Rigwood, Director of Public Works; John Kavanagh, Fire Chief; Kevin Woodside, Police Chief; Saundra Campbell, Deputy Police Chief; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator

Roll Call

PRESENT: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs
ABSENT: 0- None

Pledge of Allegiance

Mayor Kovarik led the Pledge of Allegiance.

A. PUBLIC COMMENT

None.

B. APPROVAL OF CONSENT AGENDA

It was moved by Trustee Balmes, seconded by Trustee Garner to approve the Consent Agenda as presented.

Roll call,

AYE: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs
NAY: 0- None
ABSENT: 0- None
Motion Carried.

C. CONSENT AGENDA / OMNIBUS VOTE

The Village Administrator read the consent agenda for an omnibus vote as follows:

1. Approval of the minutes from the November 27, 2017 and December 4, 2017 Village Board meetings.
2. Approval of Ord. 2017 - 56 amending Chapter 32, Section 32-36, entitled "Planning and Zoning Fee" of the Gurnee Municipal Code.
3. Approval of Payroll for period ending December 8, 2017 in the amount of \$1,084,635.59.
4. Approval of Bills for the period ending December 24, 2017 in the amount of \$3,031,146.23.

It was moved by Trustee Garner, seconded by Trustee Jacobs to approve the Consent Agenda for an omnibus vote as read.

Roll call,

AYE: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs
NAY: 0- None
ABSENT: 0- None
Motion Carried.

D. PETITIONS AND COMMUNICATIONS

1. Approval of Proclamation designating January 2018 as Lake County Crime Stoppers Month in the Village of Gurnee.

Mayor Kovarik read proclamation into record.

It was moved by Trustee Thorstenson, seconded by Trustee Balmes to approve of Proclamation designating January 2018 as Lake County Crime Stoppers Month in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried

Andrea Harris
3679 Lee Ave
Gurnee, IL

2. Discussion of 2018 Trick or Treat hours.

Viking Middle School students Abi, Clara, and Skylar presented a short video to the Board of their fellow classmates explaining why they think Trick or Treating should be held on Saturday's in Gurnee.

Ms. Harris stated that Trick or Treating is more convenient for parents and teachers when the event is not followed by a school day. She said any complaint regarding children from other communities Trick or Treating in Gurnee is not valid as all communities are open to every child regardless of where they live or where they are from. She stated that concerns about children coming from neighboring communities is disturbing as the diversity of Gurnee is one the best things about living here.

Mayor Kovarik said she didn't notice an increased amount of Trick or Treaters in her neighborhood. She said she took in many comments regarding the change from Sunday to Saturday and the majority favored Saturday. She said our partners like the School District and the Park District are willing to accommodate schedules for Saturday Trick or Treating.

Trustee Jacobs said he didn't receive any negative feedback.

Trustee Thorstenson asked if we had a way to quantify the feedback.

Mayor Kovarik said she attends lots of events and has only had a handful of negative feedback.

Trustee Thorstenson said the video presented tonight had at least 20 kids asking for Trick or Treating to be on Saturday's and she supports them.

Trustee Jacobs said the only case of negative feedback he is aware of wasn't well reasoned. He doesn't feel the necessary research went into the opinions expressed. He said we need to look at the pros and cons and should listen to everyone.

Trustee Garner said Trick or Treating is about the kids. He said adults need to be careful before shutting down kids. He commended Ms. Harris on her comments concerning diversity. He said if the kids want to have it on Saturday then have it on Saturday. He ended by stating the Board is never going to make everyone happy but this is about the kids.

Trustee Balmes said she heard a lot of negative feedback about Saturdays. She said there are a lot of proponents for Trick or Treating to be held on Halloween night like many of our surrounding communities do.

Trustee Ross said the hard part is we are the only community that has Trick or Treating on Saturdays so then it becomes confusing. She said we have given this a lot of attention for it to be only 3 hours one day a year.

Mayor Kovarik said if she will forward the recommendation for Trick or Treating to be held on the Saturday before Halloween in 2018 to the first Regular meeting in January.

E. REPORTS

1. Presentation by Finance Director Brian Gosnell and Village Engineer Scott Drabicki – Fiscal Year 2019 – Fiscal Year 2023 Multi-Year Capital Plan.

Mr. Gosnell presented the following to the Board:

Multi-Year Capital Plan
FY2019 – FY2023

Document Overview

- Transmittal Letter
- Executive Summary
 - Funding Strategy
 - Plan Summary

- Funding Summary
- Transportation System
- Stormwater Management System
- Water & Sewer System
- Vehicles & Equipment
- Buildings & Building Improvements
- Appendix

Funding Strategy

- Pay as You Go vs. Debt
- Flexibility to Maintain Operations
- Dedicated Home Rule Sales Tax
- Water & Sewer Rate Plan
- General Fund Surplus
- Expiring Debt

FY2019 Plan Summary

Water & Sewer System = \$5,640,000 / 47.29%
 Transportation System = \$3,455,000 / 28.97%
 Vehicles & Equipment = \$1,494,470 / 12.55%
 Buildings & Improvement = \$865,000 / 7.25%
 Stormwater Management = \$470,000 / 3.94%

5-Year Plan Summary

Water & Sewer System = \$15,890,000 / 29.45%
 Transportation System = \$19,285,000 / 35.75%
 Vehicles & Equipment = \$7,721,470 / 14.31%
 Buildings & Improvement = \$9,483,500 / 17.58%
 Stormwater Management = \$1,570,000 / 2.91%

Funding Summary

FY2019 Plan Summary by Fund

Capital Improvement Fund = \$6,121,470 / 51.32%
 Water & Sewer Capital Fund = \$5,731,000 / 48.05%

5-Year Plan Summary by Fund

Capital Improvement Fund = \$33,922,970 / 62.88%
 Water & Sewer Capital Fund = \$16,652,000 / 30.87%
 Motor Fuel Tax Fund = \$3,375,000 / 6.26%

Mr. Drabicki presented the following to the Board:

Transportation System

- Pedestrian and vehicular systems of about 146 and 120 miles respectively
 - Approach is to improve level of service on both systems
 - Recommend annual roadway maintenance program to resurface about 6 miles per year
 - Strategic Plan → increased sidewalk spending
 - FY2019 and FY2020 detailed in CIP
 - Future years not detailed
 - Use of MFT Funds

Current Condition of Overall Roadway System

Very Poor = 15.5 Miles or 13.8%
 Poor = 34.6 Miles or 30.6%
 Fair = 34.1 Miles or 30.2%
 Excellent / Good = 28.6 Miles or 25.4%

Fiscal Year 2019

- Total - \$3.46m
 - Crack Sealing \$75k
 - Engineering Consultants \$200k
 - East Grand Enhancements \$100k
 - Sidewalks \$175k
 - Street Lights \$100k
 - Roadways \$2.6m

Fiscal Year 2020

- Total \$4.68m
 - Crack Sealing \$75k
 - Engineering Consultants \$325k
 - East Grand Enhancements \$100k

- Sidewalks \$125k
- Street Lights \$100k
- Roadways \$3.9m

Stormwater Management

- Includes conveyance, storage, and flood risk reduction
 - 134 miles of storm sewer pipe
 - 23 detention basins
 - 5 lift stations
 - Updated Watershed Development Ordinance 2015
 - Floodplain acquisitions
- Approach is to maintain existing level of service

FY2019 – FY2020

- FY2019 - \$470k
 - Floodplain Acquisition \$110k
 - Kilbourne & Emerald
 - Drainage Improvements \$360k
 - Providence Village Phase I
- FY2020 - \$500k
 - Floodplain Acquisition \$50k
 - Drainage Improvements \$350k
 - Providence Village Phase II
 - Lift Stations \$100k

Water & Sewer System

- 182 miles of potable water pipe
- 84 miles of sanitary sewer pipe
- Approach is to maintain existing level of service
- Regular inspection and repair of sanitary sewer
- Increased investment in water main due to anticipated rate structure
- FY2019-2020 – Knowles Road water tower construction \$7m

FY2019

- FY2019 - \$5.64m
 - Professional Services \$250k
 - Distribution \$840k
 - Storage \$3m
 - Pumping \$1m
 -

Mr. Gosnell presented the following to the Board:

Vehicles & Equipment

- 20-year forecast
 - 101 vehicles
 - 23 pieces of equipment
 - Total replacement value \$16,345,000
- Potential separate fund
 - Smooth funding 5-year rolling average
- Technology
 - IS Long-term plan

FY2019

- Total \$1.5m
 - Technology Improvements - \$258k
 - Data Storage
 - EOC/Radio Continuity
 - Document Management/Imaging
 - Pre-Emption System
 - Warning Sirens
 - EMS Software
 - Network Projects
 - Vehicles & Equipment
 - Police Department - \$198k
 - 4 Squads
 - Fire Department - \$625k
 - 1 Fire Engine
 - Public Works Streets - \$365k
 - 1 Small Dump Trucks (Replaces 2 Trucks)
 - 1 Large (10-yard) Dump Truck
 - Public Works Utility - \$51k
 - 1 Pickup Truck

Mr. Drabicki presented the following to the Board:

Buildings & Improvements

- 5 Primary facilities
 - Village Hall, Police Station, Fire Station #1, Fire Station #2, Public Works
 - Mechanicals, Electrical, Plumbing
 - Interior
 - Exterior
 - Grounds

FY2019

- Total \$825k
 - Village Hall
 - Roof - \$170k
 - Interior/Lighting
 - Police Department
 - UPS/Comm Center/Tower/Access Control - \$285k
 - Fire Station #1
 - Roof - \$250k
 - Misc. Interior and Exterior Work
 - Public Works \$30k
 - Village Park \$25k

Questions:

Trustee Garner asked why the Fire Station was built with rocks on the roof.

Chief Kavanagh said he has had two contractors look at the structure and both are proposing not putting rocks back on the roof. He said when the structure was built it was common to put rocks on the roof for the weight.

Mayor Kovarik said communication needs to start regarding the new water tower. She suggested possibly a “Coming Soon” sign on the site would be a good idea.

Mr. Drabicki said that is an excellent idea and he will get on that as soon as possible.

F. OLD BUSINESS

None.

G. NEW BUSINESS

1. Approval of Police Department request to waive bidding requirements and award Police Department Uninterruptible Power Supply and Automatic Transfer Switch upgrade project to Kelso-Burnett Company at a cost not to exceed \$190,000.00.

Mr. Muetz said when the Police Department loses power, a back-up generator comes online to power critical systems, including our Communications Center. If Com Ed power and the generator both fail, critical systems are powered by an Uninterruptible Power Source (UPS) which provides about 1 hour of power. This allows the systems to function while staff works to correct the generator issue or bring in a portable generator to supply power. When constructed in 2003, the Police Department was designed with a single UPS and single Automatic Transfer Switch (ATS). Based on the design, both are a single point of failure that put the operation of Communications Center at risk during power outages. Furthermore, the capacitors in the current UPS are beyond their useful life and need to be replaced. In the current configuration, this cannot be done without terminating power to the Communications Center. With these issues known, during the Communications Center remodel project staff laid the groundwork for the installation of a second parallel UPS and ATS.

Mr. Muetz said with the remodel complete, staff is ready to take the next step to increase resiliency and reduce the risk of the Communication Center becoming inoperable during a power outage. Staff from various Departments, in conjunction with consultants from JJ Henderson, has devised a plan to install a second UPS and second ATS. This will remove these single points of failure and allow the Village to take the original UPS offline to replace the capacitors. Based on Kelso-Burnett’s involvements in the remodel

project, staff worked closely with them to develop a project plan which was then transformed into a cost. The cost quoted for the second UPS system and ATS is \$162,500. The cost to replace the capacitors in the original UPS is \$15,000. This brings the total contract cost to \$177,500, however, given the complexity staff is requesting a not to exceed limit of \$190,000. Following review of the project costs, Muetz stated staff is requesting to waive the formal bidding process as it does not believe savings would be gained by bidding the project. In addition, bidding the project would increase the timeframe for the work to be completed. While its existed in its current state since 2003, staff does not want to delay the project any longer than needed due to the capacitors being 2 – 3 years past their expected useful life.

Mr. Muetz said as the project is related to dispatch operations, the Northeast Lake County Consolidated ETSB has indicated it would consider covering 50% of the cost. The process for this would be the Village executing the contract, covering the full expense, then requesting reimbursement for 50% of the cost from the NLCC-ETSB. If the reimbursement was approved, the net impact to the Village budget would not exceed \$95,000. The Police Department currently has funds budgeted in the Capital Fund – Building Improvement account.

Trustee Jacobs asked what happens when the one hour backup supply runs out.

Mr. Velkover said we would send all calls to Waukegan and we would send our personnel to Waukegan.

Trustee Jacobs asked what if a tornado hits Waukegan.

Mr. Velkover said the long term plan to avoid that situation is to construct buildings that are able to withstand severe weather like tornados.

Chief Woodside said in a worst case scenario we have mobile resources.

Trustee Thorstenson said it is smart to upgrade and asked what the motivation is for the NLCC-ETSB to pay 50% of the expense.

Mr. Velkover said 50% of the upgrade can be attributed to capital improvements for the Communications Center. As such, he feels it would be an acceptable expense under the NLCC-ETSB, but he cannot speak for that Board and it must be presented and voted on.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of Police Department request to waive bidding requirements and award Police Department Uninterruptible Power Supply and Automatic Transfer Switch upgrade project to Kelso-Burnett Company at a cost not to exceed \$190,000.00.

Roll call,

AYE: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs

NAY: 0- None

ABSENT: 0- None

Motion Carried.

2. Approval of Ord. 2017 - 57 approving the Collective Bargaining Agreement between the Illinois Council of Police (Communications Operators) and the Village of Gurnee for the term beginning May 1, 2017 through April 30, 2020.

Mr. Muetz said as was discussed during the October 23rd Executive Session, staff has negotiated a contract with the recently formed ICOPS – Communication Operators group. This was accomplished over 5 negotiation sessions. Recently, the contract was unanimously approved by bargaining unit members. There were no changes to the terms since our Executive Session. Mr. Muetz then quickly reviewed highlights of the agreement, which include:

- CPI formula for wages – was already being used for this group, so nothing gained beyond formally defining it in the contract.
- 2.25% wage adjustment retroactive to May 1, 2017 – adjustment consistent with other groups and budget assumptions.
- EMD Certification Pay – additional 0.5% Emergency Medical Dispatch certification pay. In exchange for this additional pay, top pay employees are no longer eligible for annual non-reoccurring bonus of up to 1.5%. Net savings of over \$4000 for the Village.
- 3 year contact term.

All other policies and benefits remain consistent with what was already in place.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2017 - 57 approving the Collective Bargaining Agreement between the Illinois Council of Police (Communications Operators) and the Village of Gurnee for the term beginning May 1, 2017 through April 30, 2020.

Roll call,

AYE: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs

NAY: 0- None

ABSENT: 0- None

Motion Carried.

H. PUBLIC COMMENT

None.

Closing Comments

None.

Adjournment

It was moved by Trustee Balmes, seconded by Trustee Jacobs to adjourn the meeting.

Voice Vote: ALL AYE: Motion Carried.

Mayor Kovarik adjourned the meeting at 8:10 p.m.

**Andrew Harris,
Village Clerk**