

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

**GURNEE VILLAGE HALL
OCTOBER 21, 2019**

Call to Order

Mayor Kovarik called the meeting to order at 7:00 p.m.

Other Officials in Attendance

Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator / Community Development Director; Bryan Winter, Village Attorney; 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; Brian Smith, Police Chief; Jesse Gonzalez, Deputy Police Chief; Jeremy Gaughan, Police Commander; Willie Meyer, Police Commander; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator; Erica Wells, Assistant to the Finance Director

Roll Call

PRESENT: 6-Hood, Thorstenson, Ross, Garner, O'Brien, Balmes
ABSENT: 0- None

Pledge of Allegiance

Mayor Kovarik led the Pledge of Allegiance.

A. 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- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes
NAY: 0- None
ABSENT: 0- None
Motion Carried.

B. CONSENT AGENDA / OMNIBUS VOTE

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

1. Approval of minutes from the October 7, 2019 Village Board meeting.
2. Approval of Res. 2019 - 09 designating authorized signatories for deposit accounts at Gurnee Community Bank and Huntington Bank.
3. Approval of waiving the formal bidding process and renewing agreement with Impact Networking LLC for eleven multifunction printers - 24-month agreement at an estimated monthly cost of \$2,118.29 per month.
4. Confirmation of rejection of August 5, 2019 contract award and approval of recommendation from the Public Works Department to award the South Storage Building Trench Drain Replacement Project to the low bidder, Peak Plumbing Company, in the amount of \$43,000.00.
5. Approval of request for Police Sergeant Mark O'Brien to attend Enhanced All Hazards Incident Management/Unified Command training in College Station, TX from February 10 – 14, 2019 at an estimated cost of \$2,300.00.
6. Approval of Payroll for period ending October 11, 2019 in the amount of \$883,070.31.
7. Approval of Bills for the period ending October 21, 2019 in the amount of \$2,243,692.39.

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

Roll call,

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

C. PETITIONS AND COMMUNICATIONS

1. Approval of Proclamation designating November 3, 2019 as "Change your Clock, Change your Battery Day" in the Village of Gurnee.

Mayor Kovarik read into record.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of a Proclamation designating November 3, 2019 as "Change your Clock, Change your Battery Day" in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

1. Report from Assistant to the Administrator Jack Linehan – Customer Relationship Management/Freedom of Information Act software review and recommendation.

Assistant to the Administrator Jack Linehan shared an overview of the process to review how customer service and records requests are handled by the Village. An internal committee recommended that the Village explore a Citizen Request Management (CRM) / Public Records Request Management (PRRM) software for the Village. He mentioned that committee designed an RFP which was released in April. In total, the Village received five responses. After review, the committee unanimously determined that GovQA could provide the best services for both a CRM and PRRM solution.

Mr. Linehan demonstrated the CRM software by using the City of Stamford, CT and Village of Hoffman Estates, IL. He then demonstrated how customers would navigate the software for certain types of requests. For the PRRM request software, he provided a demo of the Village of Schaumburg, IL's records request portal.

Mr. Linehan said the next step would be an implementation meeting with GovQA once approved.

Mayor Kovarik mentioned that from her perspective it is extremely difficult to keep track of all inquiries that come in so the volume of requests is well demonstrated. She then stated the importance of automating follow-up and customer service response to residents.

Trustee Thorstenson asked about the pricing and whether it was based on user licenses.

Mr. Linehan said the pricing is for unlimited seats.

Trustee Thorstenson asked regarding a commercial FOIA and whether costs can be recouped for all FOIA requests.

Mr. Linehan stated that all FOIA charges can be collected if it meets the parameters set in the Act.

Trustee Thorstenson asked if you can keep an inquiry open to multiple parties if a request is multi-departmental.

Mr. Linehan stated that certain users could edit inquiries to include additional staff members.

Trustee Thorstenson asked if the app could allow staff to respond via mobile phone.

Mr. Linehan stated that it could.

Trustee Balmes stated that she is concerned software would not allow people to call in on the phone and talk to a person. She asked if there would still be an option to call in with a complaint.

Mr. Linehan mentioned that there will always be an option for a resident to call in and speak to staff directly. Staff will have the option to manually enter these requests.

Trustee O'Brien stated the fee collection for FOIAs and the staff timesavings are a great benefit of the software.

Mr. Linehan stated the staff savings were not the primary consideration but there would be some savings realized over time as efficiencies improve.

Trustee O'Brien asked whether the FOIA documents would be secure.

Mr. Linehan stated that they would be secured in GovQA's system.

Trustee Garner stated that with social media continuing to expand, he sees FOIA requests increasing and believes this software will assist with efficiency and cost effectiveness.

Mayor Kovarik stated that she is in favor of archiving for FOIA requests publicly.

Mayor Kovarik thanked Assistant to the Administrator Linehan and IS Director Velkover for the amount of work required to get the contract ready for Village Board consideration.

2. Report by Chief Kavanagh – Ground Emergency Medical Transport (GEMT) federally funded cost recovery program.

Fire Chief Kavanagh gave a very brief, informal summary of a new state of Illinois approved supplemental Federal funding program that allows fire agencies that perform emergency medical transport for Medicaid patients, such as the Gurnee Fire Department, to submit for additional reimbursement for unrecovered costs associated with those transports. He stated that GMET is setup to recoup the difference between the actual costs of running an Ambulance call versus what Medicaid reimburses under its Ambulance billing schedule. He explained under the program, the state retains 50% of the difference recovered, with the remaining 50% provided to the Department. He explained the Fire Department has approximately 500 Medicaid calls annually. He estimated this new revenue will bring in approximately \$200,000 annually. He went on to explain in order to access the GMET program he recommends two actions:

1. Approve an Intergovernmental Agreement (IGA) with Illinois Department of Healthcare and Family Services (HFS); and
2. Approve an agreement with R1 RCM Inc. to provide the Village with GEMT consulting services.

He summarized the GMET program provides the Fire Department an opportunity to recoup incurred costs. This funding would be reflected in the General Fund and used to support Village operations. He recommended approval of the IGA with Illinois Department of Health and Family Services and entering into an agreement with R1 RCM Inc. to manage the Village's GEMT Program. He went on to explain the impending deadline of November 1st to join the program for calendar year 2020.

Trustee Thorstenson asked if we would be using R1 RCM to manage the program.

Chief Kavanagh said yes that is what staff is recommending, adding internal staff could not manage this program.

Trustee Thorstenson asked about the term and termination.

Chief Kavanagh provided information on the terms.

Trustee Garner asked how the revenue will be utilized.

Chief Kavanagh said a portion could be used to offset the SAFER Grant that will expire after 3 years.

Trustee Ross asked why it took so long for the State to offer this program.

Chief Kavanagh said the State will benefit from this program, therefore it has become more motivated to get it going. He explained this has been a very successful program in other states.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2019 - 66 authorizing a Professional Service Agreement to provide management software and services between the Village of Gurnee, Illinois and GovQA, LLC.

This item was discussed under Reports.

It was moved by Trustee Thorstenson, seconded by Trustee Garner to approve of Ord. 2019 - 66 authorizing a Professional Service Agreement to provide management software and services between the Village of Gurnee, Illinois and GovQA, LLC.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

2. Approval of Ord. 2019 - 67 authorizing the execution of an Intergovernmental Agreement between the Illinois Department of Healthcare and Family Services and the Village of Gurnee.

This item was discussed under Reports.

It was moved by Trustee O'Brien, seconded by Trustee Ross to approve of Ord. 2019 - 67 authorizing the execution of an Intergovernmental Agreement between the Illinois Department of Healthcare and Family Services and the Village of Gurnee.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

3. Approval of Ord. 2019 - 68 authorizing a Professional Service Agreement to provide consulting services related to the Ground Emergency Medical Transportation program between the Village of Gurnee, Illinois and R1 RCM, Inc.

This item was discussed under Reports.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2019 - 68 authorizing a Professional Service Agreement to provide consulting services related to the Ground Emergency Medical Transportation program between the Village of Gurnee, Illinois and R1 RCM, Inc.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

4. Approval of Ord. 2019 - 69 approving a License Agreement for the use of Village rights-of-way for placement of a directional sign between the Village of Gurnee and Tri-State Realty, Inc.

Administrator Muetz said the Grand Tri-State Business Park was established in the late 1980's and constructed a park identification sign at the intersection of Tri-State Parkway and Illinois Route 132. The sign was covered by an easement that was dedicated when the roadway was constructed. When the Rohrman Auto Group purchased the land several years ago, they had an interest in reducing the easement footprint to allow for more Grand Avenue exposure. They successfully negotiated with the Business Park for a smaller easement where the park's current sign is located. A couple of years later, the Rohrman Auto Group developed the corner with additional parking to support their two auto dealerships adjacent to the site and installed their sign located on the same corner as the Grand Tri-State Business Park sign. The development and additional sign resulted in the Grand Tri-State Business Park sign

being blocked from certain viewpoints.

Administrator Muetz stated the Village was approached by the Grand Tri-State Business Park and the Rohrman Auto Group about relocating the business park sign onto the existing Tri-State Parkway median to increase visibility of the sign from the westerly approaches. The Village has reviewed their proposal and Attorney Winter has drafted the attached licensing agreement, which will allow for the placement of the sign as shown in Exhibit A.

Mayor Kovarik said it took a year to figure this out and this is a good compromise all the way around.

Trustee Ross asked if there are any other signs in Village right-of-ways.

Mr. Ziegler explained there are a handful around town. He said the sign is a break away sign in case it is hit.

Trustee Garner asked if other businesses will want to do the same and by passing this will the Village be setting a precedent.

Attorney Winter said this is a unique situation and the sign is not for a particular business but represents many businesses.

Mr. Ziegler said the sign is quite a bit smaller than similar signs seen in areas like Vernon Hills. He said it is more of a neighborhood sign than a business sign.

Trustee Garner said this is a large sign where large signs do not belong.

Mayor Kovarik said this is a reasonable compromise.

Trustee Thorstenson said she is happy with the sign adding it is much nicer than the current sign.

It was moved by Trustee Hood, seconded by Trustee Balmes to approve of Ord. 2019 - 69 approving a License Agreement for the use of Village rights-of-way for placement of a directional sign between the Village of Gurnee and Tri-State Realty, Inc.

Roll call,

AYE: 5- Hood, Thorstenson, Ross, O'Brien, Balmes

NAY: 1- Garner

ABSENT: 0- None

Motion Carried.

5. Approval of Ord. 2019 - 70 authorizing the execution of an Intergovernmental Agreement between the Illinois Environmental Protection Agency (IEPA) and the Village of Gurnee to fund additional ambient air sampling for ethylene oxide.

Administrator Muetz said Gurnee, Waukegan and the Lake County Health Department (LCHD) have been requesting the State conduct air sampling for EtO for nearly a year. After repeated requests and pressure from State Legislators, the State agreed to provide funding to conduct sampling after additional controls are installed. This understanding was memorialized on June 17, 2019 when the Village approved an intergovernmental agreement with the Illinois Environmental Protection Agency (IEPA).

He continued to state in order to collect more data to submit to the ATSDR for its risk assessment, the LCHD has been working with the State to secure additional/separate fund for more sampling. The State has indicated it has \$175,000 available to share between Gurnee and Waukegan to fund additional sampling (\$87,500 for Gurnee, \$87,500 for Waukegan). This data will be forwarded to the ATSDR for use in its risk assessment. The difference between this intergovernmental agreement and the one from June is that this agreement will be reimbursement-based. That is, GHD will perform the work and the Village will submit the invoices to the State for processing. The original agreement was cash upfront. The agreement has been reviewed by staff from each agency as well as

Attorney Winter.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of Ord. 2019 - 70 authorizing the execution of an Intergovernmental Agreement between the Illinois Environmental Protection Agency (IEPA) and the Village of Gurnee to fund additional ambient air sampling for ethylene oxide.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

6. Approval of Ord. 2019 – 71 authorizing a Professional Services Agreement to conduct additional ambient air sampling between the Village of Gurnee and GHD Services, Inc. (IEPA-funded air sampling contract).

Administrator Muetz said per the intergovernmental agreement with the IEPA, the State has agreed to fund up to \$87,500 worth of additional air monitoring. With this information, the Lake County Health Department reached out to GHD Services and requested a quote for additional monitoring. As proposed, the monitoring will take place over a 90-day period with samples taken every third day from six separate locations (180 samples total). This approach is similar to the monitoring that has already taken place. The total cost for the Gurnee work is \$77,000 and will adequately be covered by the State's \$87,500.

Trustee Ross asked where the funding will come from until the Village is reimbursed.

Administrator Muetz said it was not budgeted and staff will need to find a line item to charge. Once reimbursed the expense will be fully offset by the funds from the State.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of Ord. 2019 – 71 authorizing a Professional Services Agreement to conduct additional ambient air sampling between the Village of Gurnee and GHD Services, Inc. (IEPA-funded air sampling contract).

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

7. Approval of Ord. 2019 - 72 establishing the position of Vice Chairperson of the Village Board of Trustees.

Mayor Kovarik said it is not uncommon for an elected board to have a Vice Chair position. She explained the position of Mayor of Gurnee is a part-time job that many times requires full-time hours. She said when she is out of town the workload tends to pile up quickly. The Vice Chair will step in to fill the need. She said this will be an appointed position recommended by the Mayor and will be voted on and approved by the Board annually.

It was moved by Trustee Ross, seconded by Trustee Thorstenson to approve of Ord. 2019 - 71 establishing the position of Vice Chairperson of the Village Board of Trustees.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

8. Approval of Mayor Kovarik's recommended appointment of Trustee Hood to the Vice Chairperson position – Appointment ending 4/30/20.

Mayor Kovarik said she is recommending Trustee Hood be appointed to the Vice Chair position.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of Mayor Kovarik's recommended appointment of Trustee Hood to the Vice Chairperson position – Appointment ending 4/30/20.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

9. Approval of renewals related to the Village's self-insured medical plan:
- Health Insurance Plan's Stop Loss Coverage a period of 12 months with Blue Cross Blue Shield of Illinois at an estimated cost of \$425,464.00 and \$17,842.00 for aggregate coverage; and
 - Administrative Services Only contract for a period of 12 months with Blue Cross Blue Shield of Illinois at a rate of \$72.19 per employee per month and adjusted for anticipated annualized prescription rebates of \$142,089.12.

Human Resources Director Christine Palmieri gave a review of the Village's self-insured health plan. As outlined, Blue Cross Blue Shield of Illinois (BCBSil) is the current administrative services provider. In light of current market trends, BCBSil submitted the Village a favorable renewal quote. To date, the Village and its employees have been very pleased with the service provided by BCBSil.

Staff is also recommending to discontinue the MDLive 24 hour telehealth service. She stated the Village has not seen the savings and utilization we would like to despite increasing the marketing of the program to try to spur usage and savings.

Mayor Kovarik said this gets more and more complex each year.

Trustee Hood asked if we have final say in the appeal process.

Ms. Palmieri said not necessarily. She said certain steps must be followed but the Village could be asked for input. She said the Village does not get many appeals and overall Blue Cross Blue Shield is very good about making sure claims are paid.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of renewals related to the Village's self-insured medical plan:

- Health Insurance Plan's Stop Loss Coverage a period of 12 months with Blue Cross Blue Shield of Illinois at an estimated cost of \$425,464.00 and \$17,842.00 for aggregate coverage; and
- Administrative Services Only contract for a period of 12 months with Blue Cross Blue Shield of Illinois at a rate of \$72.19 per employee per month and adjusted for anticipated annualized prescription rebates of \$142,089.12.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

10. Approval of group dental insurance renewal with Delta Dental – 0% rate adjustment for 12-month period beginning January 1, 2020.

Human Resources Director Christine Palmieri stated staff has been

very happy with the level of service and coverage provided by Delta Dental. The current contract was for a 12-month period which expires December 31, 2019. Delta provided the Village another 1-year renewal at 0% rate adjustment.

Trustee Thorstenson said we are accepting the 1-year 0% increase but had we opted for a two-year renewal the increase would have been 4%.

Ms. Palmieri said yes.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of group dental insurance renewal with Delta Dental – 0% rate adjustment for 12-month period beginning January 1, 2020.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

11. Approval of stand-alone vision insurance renewal with Vision Service Plan – 4% year one rate adjustment followed by 0% rate adjustments for years two through four for a 48-month period beginning January 1, 2020.

Human Resources Director Christine Palmieri stated the Village is part of a community-rated group due to its size, so it is not getting an individual quote. The original proposal from Vision Service Plan was a two-year quote with a 4% increase the first year followed by a 0% for the second year. After negotiations, Vision Service Plan included two additional years with no rate adjustment. She continued to state she was pleased with a four-year agreement and will continue to work to promote the insurance coverage amongst the workforce.

It was moved by Trustee Ross, seconded by Trustee Thorstenson to approve of stand-alone vision insurance renewal with Vision Service Plan – 4% year one rate adjustment followed by 0% rate adjustments for years two through four for a 48-month period beginning January 1, 2020.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

G. PUBLIC COMMENT

Mayor Kovarik asked for a motion to move Public Comment until after tonight's Executive Session.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve moving Public Comment until after tonight's Executive Session.

Roll call,

AYE: 5- Hood, Thorstenson, Garner, O'Brien, Balmes

NAY: 1- Ross

ABSENT: 0- None

Motion Carried.

H. EXECUTIVE SESSION

Adjournment to Executive Session

The Village Attorney stated that tonight's Executive Session will reference:

5 ILCS 120/2 2 (c) (2) which states: Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

It was moved by Trustee Balmes, seconded by Trustee Garner to adjourn the meeting into Executive Session.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

Mayor Kovarik adjourned the meeting into Executive Session at 8:23p.m.

Recall to Order

Mayor Kovarik recalled the meeting to order at 8:42 p.m.

PRESENT: 6-Hood, Thorstenson, Ross, Garner, O'Brien, Balmes
ABSENT: 0- None

1. Approval of Ord. 2019 – 73 approving the Collective Bargaining Agreement between the Illinois Council of Police and the Village of Gurnee for the term beginning May 1, 2019 through April 30, 2023.

Executive session item.

It was moved by Trustee O'Brien, seconded by Trustee Balmes to approve of Ord. 2019 – 73 approving the Collective Bargaining Agreement between the Illinois Council of Police and the Village of Gurnee for the term beginning May 1, 2019 through April 30, 2023.

Roll call,
AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes
NAY: 0- None
ABSENT: 0- None
Motion Carried.

I. PUBLIC COMMENT

- Melanie Brown**
4231 Fieldstone Dr.
Gurnee, IL
- Ms. Brown shared information on how other elected officials have responded to ethylene oxide concerns. She stated in her opinion the Village is failing.
- Alvia Moid**
14185 W Rodmell Ct
Green Oaks, IL
- Ms. Moid stated she is glad more sampling is planned and requested the community be made more aware of HB3888.
- Tatyana Santamaria**
4839 Kings Way W.
Gurnee, IL
- Ms. Santamaria stated the community needs to support HB3888. She stated ethylene oxide operations should be closed and relocated to a remote area.
- Sarah Crawford**
5886 Hancock Lane
Gurnee, IL
- Ms. Crawford stated she emailed the Village Board this morning and is waiting to hear back. She then reminded the Village Board of a session to be held on November 3rd at the Warren Newport Public Library from 2:00pm – 4:00pm.
- Diane Surufka**
1336 Sunrise Ln
Gurnee, IL
- Ms., Surufka stated the community needs to support HB3888. She then stated she would like to see members of the Village Board at an upcoming informational session.
- Jolanta Pomiotlo**
4981 South Rd
Gurnee, IL
- Ms. Pomiotlo thanked the Board for attending the Town Hall session and for approving additional sampling. She continued to state the community needs to support HB3888 and HB3885.
- Francesca Racette**
4838 Kings Way W.
Gurnee, IL
- Ms. Racette questioned when the Gurnee facility was allowed into the Village. She continued to state the Mayor needs to act as other Mayors have as it relates to ethylene oxide.
- Arienne Doherty**
901 Clarke Drive
Gurnee, IL
- Ms. Doherty stated she is a cancer survivor and ethylene oxide poses a danger to the community.
- Julie Hughes**
4218 Cobbelstone
Gurnee, IL
- Ms. Hughes stated the Village should not spend additional money on sampling. She continued to state the issues needs to be resolved.

Mayor Kovarik said for the record the website has been updated.

Adjournment

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to adjourn the meeting.
Voice Vote: ALL AYE: Motion Carried.

Mayor Kovarik adjourned the meeting at 9:07 p.m.

Andrew Harris,
Village Clerk

