

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

**GURNEE VILLAGE HALL
AUGUST 17, 2020**

Call to Order

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

Other Officials in Attendance

Patrick Muetz, Village Administrator; Bryan Winter, Village Attorney; Brian Gosnell, Finance Director; Jack Linehan, Assistant to the Administrator.

Roll Call

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

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 July 20, 2020 and July 27, 2020 Village Board meetings.
2. Approval of recommendation to award the Bittersweet Golf Course Club House Roof Replacement Project to Red Feather Group at a cost of \$39,770.00.
3. Approval of Payroll for period ending July 17, 2020 in the amount of \$872,448.48.
4. Approval of Payroll for period ending July 31, 2020 in the amount of \$872,679.02.
5. Approval of Bills for the period ending August 3, 2020 in the amount of \$303,020.39.
6. Approval of Bills for the period ending August 17, 2020 in the amount of \$2,060,074.93.

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

Roll call,

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

NAY: 0- None

ABSENT: 0- None

Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Introduction and recognition of 2020 Gurnee Queens:

- Miss Gurnee Mia Johnson
- Junior Miss Gurnee Morgan Ghys
- Little Miss Gurnee Melanie Mateos

Each Queen introduced themselves to the Board and briefly spoke about their accomplishments.

Mayor Kovarik presented each with gifts from the Village.

D. REPORTS

1. Presentation by Finance Director Brian Gosnell – COVID-19 Financial Update #7.

Finance Director Gosnell reviewed a COVID-19 Financial Impact as of July 31, 2020 PowerPoint presentation that included the following

Expected Duration

- Restore Illinois - Phased Re-Opening
 - Currently Phase 4
 - Phase 5 (Fully Open) requires “vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period”
 - Updated Regions – Lake & McHenry Counties
 - Resurgence Mitigation Region 4

Big Three Status

- Six Flags
 - Hurricane Harbor opening 7/20 for Pass Holders & 7/27 for the General Public
 - Weekends only starting 8/21
 - No date set for the amusement park
- Gurnee Mills
 - 5/29 opened with restrictions
 - Positive trend in foot traffic
- Great Wolf Lodge
 - Navy contract currently in place expired 8/17
 - Open to the general public 8/16

General Fund – Revenues

- FY2019/2020 – \$11,232,844
- FY2020/2021 – \$7,889,727
- Net Year over Year – (\$3,343,117 or 29.8%)

General Fund – Big Four

- FY2019/2020 – \$5,911,671
- FY2020/2021 – \$3,604,378
- Net Year over Year – (\$2,307,293 or 39.0%)

General Fund – Other Revenues

- FY2019/2020 - \$2,010,126
- FY2020/2021 - \$1,552,987
- Net Year over Year – (\$457,139 or 22.7%)

General Fund – Other Expenditures

- FY2019/2020 - \$10,406,369
- FY2020/2021 - \$9,208,229
- Net Year over Year – (\$1,198,140 or 11.5%)

General Fund – Fund Balance

- FY2019/2020 – \$826,475
- FY2020/2021 – (\$1,318,502)
- Net Year over Year – (\$2,144,977)

General Fund – Anticipated Fund Balance

- Total Revenues – (\$2,058,852)
- Total Expenditures - \$958,668
- Net Year over Year – (\$1,100,184)
- Fund Balance Outlook
 - FY21 Beginning Fund Balance \$27m or 62%
 - 25% Revenue Impact - \$10m
 - Expenditure Reductions - \$3-5m
 - Net Use of Fund Balance - \$5-7m
 - FY21 Ending Fund Balance - \$20-22m (46% - 50%)
 - FY2008/2009 Levels

General Fund – Anticipated Revenue Loss

- Total – (\$10 million)
 - COVID “Big Four” - \$9 million or 37%
 - Sales Tax - \$4 million or 24%
 - Amusement Tax - \$2.8 million or 75%
 - Hotel tax - \$1.4 million or 75%
 - Food & Beverage - \$800 thousand or 41%
 - Other COVID Revenues - \$750 thousand or 11%
 - Other General Fund Revenues - \$600 thousand or 3%

General Fund – Anticipated Expenditure Reduction

- Total - \$3 million
 - Budget Amendment #1 - \$950 thousand
 - Personnel Adjustments - \$1.4 million
 - New/Open Positions PT&FT - \$550 thousand
 - COLA/Bonus - \$500 thousand
 - New Vacancies - \$350 thousand
 - Essential Spending Only - \$600 thousand
 - Contractual/Professional Services - \$325 thousand
 - Minor Capital/Supplies - \$200 thousand
 - Meetings & Conventions/Training - \$75 thousand

Other Funds

- Water & Sewer Fund
 - Water Sales down 20% - \$1.5m
 - Delayed Capital
 - IEPA Loan, additional Principal
- Capital Improvement Fund
 - HMR Sales Tax – 25% or \$1.2m
 - Delayed Capital

2. Presentation by Assistant to the Administrator Jack Linehan - Citizen Relationship Management (CRM) and Public Records Request Management (PRRM) software demonstration.

Assistant to the Administrator Linehan stated that in October 2019, the Village of Gurnee selected GovQA of Woodridge, IL as our software partner for a custom web interface and app product for Citizen Relationship Management (CRM) and Public Records Request Management (PRRM). Village staff have been working with GovQA since November 2019 on building the software to meet the needs of Gurnee and our residents. The PRRM/FOIA portal was launched quietly to the public on Thursday, July 30th. The CRM portal will be launched in the coming months once staff training is completed.

Assistant to the Administrator Linehan then demonstrated the software capabilities.

Questions:

Mayor Kovarik asked if the Village has received any Freedom of Information Act Requests since the software has launched. Assistant to the Administrator Linehan said it had received requests.

Mayor Kovarik asked if there was logic in the software to indicate if it was a valid address. It was stated that the software does require a valid address.

Trustee O'Brien asked a question regarding how we can respond to multiple inquiries for the same topic. Assistant to the Administrator stated deflection can help address repeat questions. Trustee O'Brien suggested there should be a checklist for new residents as a guide.

Trustee Garner mentioned that making requests easier may increase the volume of requests the Village receives.

Trustee Thorstenson asked how the CRM software would connect with the Village's mass notification software, Connect CTY. Assistant to the Administrator Linehan stated that it would not interact but staff could provide information about CTY in the FAQs.

Trustee Thorstenson stated that during the tornado warning in August, the Village put out information on NextDoor warning residents about the event. It was questioned whether that would be the main communication source for emergencies or if it would be Connect CTY. Assistant to the Administrator Linehan stated that the Village would use all channels as a communications source in an emergency.

Trustee Balmes asked if there would still be traditional methods for

communicating with the Village for those who do not use computers. Assistant to the Administrator Linehan stated the Village would continue to accept requests from other sources.

Mayor Kovarik asked if the FOIA requests could be made public. Assistant to the Administrator Linehan stated it was a feature that could be turned on, but had not yet.

Village Administrator Muetz stated that while the Village receives a lot of requests, but not many are from the same requestor or for the same item.

E. OLD BUSINESS

None.

F. NEW BUSINESS

Mayor Kovarik said that there were no discussion topics on the agenda for the August 24th Committee of the Whole meeting and asked the Trustees if they would like to cancel the meeting.

It was moved by Trustee Balmes, seconded by Trustee Garner to cancel the Committee of the Whole meeting for August 24, 2020.

Voice Vote: ALL AYE: Motion Carried.

G. PUBLIC COMMENT

Trustee Balmes said she had received an email expressing gratitude for the efforts of the Gurnee Public Works Department after the recent storm. She wanted to express a job well done.

Administrator Muetz said the Village received positive feedback regarding the clean-up response after the storm.

Closing Comments

None.

Adjournment

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

Voice Vote: ALL AYE: Motion Carried.

Mayor Kovarik adjourned the meeting at 7:53 p.m.

**Andrew Harris,
Village Clerk**