

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

**GURNEE VILLAGE HALL  
AUGUST 31, 2020**

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**Call to Order**

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

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**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; Tom Rigwood, Director of Public Works; John Kavanagh, Fire Chief; Brian Smith, Police Chief

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**Roll Call**

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

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**Pledge of Allegiance**

Mayor Kovarik led the Pledge of Allegiance.

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**A. APPROVAL OF CONSENT AGENDA**

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

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

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**B. CONSENT AGENDA / OMNIBUS VOTE**

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

1. Approval of minutes from the August 17, 2020 Village Board meeting.
2. Approval of Res. 2020 - 09 approving one month of IMRF Benefit Protection Leave for a Community Development employee.
3. Approval of awarding the Lee Avenue and Route 21 Sanitary Lift Station Pump Replacement Projects to the low bidder, Xylem Water Solutions USA, Inc., at a cost of \$78,945.57.
4. Approval of Payroll for period ending August 14, 2020 in the amount of \$864,883.01.
5. Approval of Bills for the period ending August 31, 2020 in the amount of \$99,122.58.

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

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

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**C. PETITIONS AND COMMUNICATIONS**

None.

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**D. REPORTS**

1. Review of Fire Station #3 project.

Fire Chief Kavanagh and Finance Director Gosnell gave a summary overview of the fire station #3 project.

Chief Kavanagh stated that this project has been in the works for five years and is part of the fire department's three step plan to reduce response times in the Village and Warren Waukegan Fire Protection District.

The Chief gave a summary highlighting the planning process. This summary included:

- The Village partnered with FGM Architects to design the building and site back in August of 2019.
- In January 2020 the Village brought Camosy Construction on as the Construction Manager.
- Three years ago the Village added a fifth ambulance to the Department fleet allowing for four ambulance to be staffed with one reserve ambulance in place.
- 18 months ago the Village was awarded a Department of Homeland Security grant to hire six firefighter paramedics to staff the fourth ambulance 24/7/365.
- The building design took into account the following parameters; four apparatus bays, housing for four to seven firefighters and a meeting area and office to be shared with the Fire District.
- The Fire Department's current staffing and apparatus is responding out of two stations and once the third station is open the current staffing and apparatus will be distributed to cover the three districts.
- The location of Fire Station #3 was chosen using ten years of call data allowing with the Villages in house GIS team creating response modeling.
- FGM Architects designed the exterior of the building to fit in with the neighboring buildings and maximized the long narrow parcel that the Village had acquired through a land donation.
- Chief Kavanagh reviewed the bidding process and reported the Village received 103 total bids and after a comprehensive review by Camosy Construction it is recommending the 18 low bidders for approval.
- The Chief also reviewed the Construction manager's responsibilities and the need for an owner's contingency.
- Finance Director Gosnell reviewed station #3 financing options that were considered during the budget hearings.
- Director Gosnell is recommending the Village approve financing through Libertyville Bank and Trust. The financing would be a promissory note of \$5.9 Million with a rate of 2.85% with a ten year term utilizing a 15 year amortization with an annual debt service of \$514 thousand.

**Questions:**

Trustee Thorsten asked about the Fire District and Village's emergency call volumes and percentages.

Chief Kavanagh explained that that call volumes and percentages were considered when the current approved agreement with the Fire District was jointly created.

Trustee Hood expressed that the focus of the new fire station is to improve public safety by lowering response times to emergency incidents.

Trustee Balmes asked about the status of State of Illinois funds to upgrade the intersection of Route 21 and Manchester to include a traffic signal.

Community Development Director Ziegler explained that the Village continues to submit the requested documents and that the plan is to have the intersection and Manchester Road completed in conjunction of the opening of Station #3.

Trustee Garner asked about the current staffing levels and the comfort of opening the new station with these staffing levels taking into account the budget difficulties the Village is facing.

Chief Kavanagh and Director Gosnell explained these positions were brought on through a grant and that all budget forecasting takes into account the current staffing levels.

Mayor Kovarik recapped the project and concluded by thanking staff for their time and effort.

**E. OLD BUSINESS**

None.

**F. NEW BUSINESS**

1. Approval of Ord. 2020 - 50 providing for the issuance of not to exceed \$5,900,000 General Obligation Promissory Notes, Series 2020, of the Village of Gurnee, Lake County, Illinois, for the purpose of constructing a new fire station in and for the Village and improving the site thereof, and authorizing the sale of said notes to the purchaser thereof.

It was moved by Trustee Thorstenson, seconded by Trustee Ross to approve of Ord. 2020 - 50 providing for the issuance of not to exceed \$5,900,000 General Obligation Promissory Notes, Series 2020, of the Village of Gurnee, Lake County, Illinois, for the purpose of constructing a new fire station in and for the Village and improving the site thereof, and authorizing the sale of said notes to the purchaser thereof.

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

2. Approval of recommendation to award the Fire Station #3 Construction Project bid packages to the following low bidders:
  - a) Bid Package #2.30 – Earthwork/Site Utilities – Leo J. Fox Trucking and Excavating - \$318,126.00
  - b) Bid Package #2.75 – Asphalt Paving – Schroeder Asphalt – \$47,440.00
  - c) Bid Package #4.00 – Masonry Work – G.C. Masonry – \$559,900.00
  - d) Bid Package #5.00 – Structural Steel/Miscellaneous Metals – Steelfab, Inc. - \$330,954.00
  - e) Bid Package #6.01 – General Trades – Doherty Construction – \$1,248,890.00
  - f) Bid Package #7.43 – Metal Siding/Metal Wall Panels – Anthony Roofing - \$115,700.00
  - g) Bid Package #7.50 – Membrane Roofing/Sheet Metal – Anthony Roofing - \$218,300.00
  - h) Bid Package #8.40 – Aluminum Framing/Glass/Glazing – Illinois Contract Glazing - \$169,000.00
  - i) Bid Package #9.26 – Metal Studs/Drywall/Insulation – The Rockwell Group - \$229,400.00
  - j) Bid Package #9.30 – Hard Tile – Libertyville Tile & Carpet – \$35,178.00
  - k) Bid Package #9.51 – Acoustical Ceilings – Just Rite Acoustics – \$39,630.00
  - l) Bid Package #9.60 – Resilient Flooring – Libertyville Tile & Carpet - \$62,584.00
  - m) Bid Package #9.67 – Resinous Flooring – Artlow Systems – \$100,110.00

- n) Bid Package #9.90 – Painting & Wall Covering – Midwest Decorating - \$69,388.00
- o) Bid Package #15.30 – Fire Protection – Nelson Fire Protection – \$40,481.00
- p) Bid Package #15.40 – Plumbing – Altra Plumbing – \$243,250.00
- q) Bid Package #15.80 – HVAC – Air Supply – \$215,000.00
- r) Bid Package #16.00 – Electrical – Kellenberger Electric – \$629,729.00

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of recommendation to award the Fire Station #3 Construction Project bid packages to low bidders listed above as A through R.

**Roll call,**

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

- 3. Approval of Fire Station #3 Construction Project Construction Manager Costs – Camosy Construction in the amount of \$798,830.00 (includes Cost of Work for Construction Phase and the Construction Manger's Fee of 2.50% as approved on January 27, 2020 via Ordinance 2020-08).

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Fire Station #3 Construction Project Construction Manager Costs – Camosy Construction in the amount of \$798,830.00 (includes Cost of Work for Construction Phase and the Construction Manger's Fee of 2.50% as approved on January 27, 2020 via Ordinance 2020-08).

**Roll call,**

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

- 4. Acknowledgement of Fire Station #3 Construction Project Owner's Contingency in the amount of \$330,000.00.

Administrator Muetz said with any project, unexpected costs can arise. While we hope that is not the case, based on the scope and size of this endeavor, Camosy has recommended the budget include \$330,000 in Contingency. Any expenditure of Contingency Funds will need to be approved by Village staff. As the project progresses, staff will provide regular updates to the Village Board on progress and budgets, including any contingency spent. As Contingency is included in the project, this item has been included on the agenda to acknowledge this potential/included cost.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to formally acknowledge of Fire Station #3 Construction Project Owner's Contingency in the amount of \$330,000.00.

**Roll call,**

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

**G. PUBLIC COMMENT**

**Dan Brewer**  
**5201 Hollyhock Ct.**  
**Gurnee, IL**

Mr. Brewer stated he has been a resident of Gurnee for 27 years and has concerns regarding the Fire Station #3 construction project. He stated the timing of the traffic signal installation, funding firefighter salaries when the SAFER Grant expires and the proximity of a Waukegan Fire Station in relation to Fire Station #3 are all concerning to him.

Both Mayor Kovarik and Chief Kavanagh responded to Mr. Brewer's concerns.

In summary, Mayor Kovarik stated the expenses related to the construction of the station and the grant-funded firefighters have been included in the Village's long-range financial plans, and therefore are accounted for in the future.

Chief Kavanagh stated that while Gurnee and Waukegan provide assistance to each other on a daily basis, Waukegan is staffed to provide service to its residents only. The Warren-Waukegan Fire Protection District includes portions of unincorporated Waukegan, which is serviced by the Village of Gurnee, not the City of Waukegan.

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**Closing Comments**      None.

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**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 7:50 p.m.

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**Andrew Harris,  
Village Clerk**