

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

**GURNEE VILLAGE HALL
SEPTEMBER 13, 2021**

Call to Order

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

Other Officials in Attendance

Patrick Muetz, Village Administrator; Jack Linehan, Assistant Village Administrator; Bryan Winter, Village Attorney; David Ziegler, Community Development Director; Heather Galan, Public Works Director/Village Engineer; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; John Kavanagh, Fire Chief; Ellen Dean, Economic Development Director

Roll Call

PRESENT: 5- O'Brien, Balmes, Thorstenson, Ross, Garner
ABSENT: 1- Woodside

Pledge of Allegiance

Mayor Hood 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: 5- O'Brien, Balmes, Thorstenson, Ross, Garner
NAY: 0- None
ABSENT: 1- Woodside

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 August 16, 2021 meeting.
2. Approval of Ord. 2021 - 54 adopting a Whistleblower Protection Policy for the Village of Gurnee as required by 50 ILCS 105/4.1.
3. Approval of Res. 2021 - 10 establishing certain property of the Village of Gurnee to be surplus (Police Department Unit #164).
4. Approval of Payroll for period ending August 13, 2021 in the amount of \$889,792.90.
5. Approval of Payroll for period ending August 27, 2021 in the amount of \$880,000.22.
6. Approval of Bills for the period ending September 13, 2021 in the amount of \$2,361,209.66.

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

Roll call,

AYE: 5- O'Brien, Balmes, Thorstenson, Ross, Garner
NAY: 0- None
ABSENT: 1- Woodside

Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Approval of Proclamation designating September 15 - October 15, 2021 as Hispanic Heritage Month in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Proclamation designating September 15 - October 15, 2021 as Hispanic Heritage Month in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

2. Reminders: Mayor's Business Luncheon – September 23, 2021 – Great Wolf Lodge.

D. REPORTS

1. Presentation by Finance Director Brian Gosnell and Economic Development Director Ellen Dean: Proposed Budget Amendment and COVID-19 Relief Business Capital Investment Grant Program.

Director Gosnell reviewed a PowerPoint presentation regarding how the Village finished FY2020/2021 financially noting the following:

- Original Budget included a surplus of \$106 thousand
 - 4/6/2020 - FY2020/2021 Budget Passed "as is"
 - 4/20/2020 - 1st Budget Amendment
- The initial estimate of the impact of COVID was \$10 million loss of revenue, \$5 million in expenditure cuts and using \$5 million of General Fund reserves.
- Updated estimates on January 1, 2021 were \$7.8 million lost revenue, \$4.7 million in expenditure cuts and using \$2.9 million in reserves.
 - Updated projections included \$1.4 million in CARES Act funding received from Lake County in October.
- Final FY2020/2021 figures were \$6.7 million in lost revenue, \$5.5 million in expenditure cuts and the use of \$1.1 million of reserves.
 - The Village ended the year significantly better than expected and revenues for the first quarter of the current fiscal year have been strong so staff feels comfortable recommending certain budget adjustments and COVID Relief Programs for community partners, businesses and residents.

Director Gosnell presented the proposed adjustments and programs which included the following:

- Operating & Capital, Total - \$1,331,000
 - Operating - \$731,000
 - FY21 Lost Wages - \$521,000
 - Maintenance Worker - \$100,000
 - Communications Operator - \$110,000
 - Capital - \$600,000
 - Restore FY21 Transfer to Capital Fund - \$600,000
- Partner Agencies, Total - \$300,000
 - Waive 50% of SRO Fees - \$150,000
 - Park District Capital Project - \$50,000
 - WNPL Capital Project - \$50,000
 - Raise VLC Cap - \$50,000
- Business Fees & Grants, Total - \$425,000
 - Liquor License Fee Reduction - \$50,000
 - Business License Fee Reduction - \$125,000
 - Small Business Capital Grant - \$250,000
 - No W&S Fee Increase FY22/FY23

Director Gosnell noted the Village received the 1st half of the American Rescue Plan Act allotments totaling \$2,064,856, and that is included in the proposed budget amendment.

Gosnell reviewed the total budget impact noting the proposed programs are offset by the 1st half of ARPA funding and the difference is a positive \$8,856.

Gosnell noted to put the proposed adjustments and programs into effect, staff is proposing the Village Board adopt a budget amendment and an amendment to the Comprehensive Fee Schedule. Gosnell noted the Small Business Capital Grant Program will be included in the budget amendment but the full program will come back before the Board at the next meeting for approval.

Economic Development Director Ellen Dean presented the business relief programs in detail including the following:

- Liquor License Fee Waiver - \$50,000
 - Food/Beverage/Events Establishments

- 2021 licenses extended through 2022
- Must be licensed in 2021 to qualify
- Annual fee (\$1200-\$2250) waived for eligible businesses during renewal process
- Business License Fee Reduction - \$125,000
 - 50% waiver of all 2022 licenses except temporary
 - All business types benefit
 - Estimated 2/3 of businesses receiving this benefit have fewer than 20 locations

Director Dean next reviewed the Small Business Capital Grant Program, noting the following:

- Small Business Capital Grant - \$250,000
 - 50/50 Matching Grant up to \$10,000 per business
 - Application period to open October 1, 2021
 - Applicants: Retail, Restaurants, Entertainment
 - Physical location in Gurnee, properly licensed
 - Generators of sales tax, food & beverage, and/or amusement tax
 - Compliant with all applicable laws & regulations, in good standing
 - Current on obligations owed to Village
 - Grocery, Pharmacy, Fuel Stations, Packaged Liquor, Vape/Smoke, Body Modification Establishments, Professional Services, Hotel/Motel not eligible
 - Chain/Franchise Brands with 20 or more locations not eligible

Director Dean reviewed the proposed eligible improvements to include:

- Durable, permanent improvements to the premise
- Incurred 2020 – 2024; reimbursed in arrears for paid expenses
- Not already paid for by other federal, state, or county aid
 - Construction, interior or exterior
 - Capital equipment if permanently installed
 - Patio/Outdoor Seating –covers, heating, lighting, furniture of a permanent nature
 - Façade / Awnings
 - Signage - exterior
 - Building – exterior cleaning, repair, restoration, improvements
 - Lighting – exterior
 - Plumbing, electrical, HVAC improvements
 - Accessibility improvements
 - Carryout/Curbside Pickup reconfiguration including signage
 - Touchless devices including electronic payment systems
 - Automation

Questions:

Trustee O'Brien said he liked the form of the programs and said he will save his comments on specifics for the next meeting.

Trustee Thorstenson said she likes that the programs impacted a good cross section of the Village's businesses that suffered through the pandemic. She asked about the business license and liquor license programs to clarify how it would be applied. She also commented on the small business grant program timeframe for eligible projects. Director Dean noted the timeline was modeled after the ARPA timeframe and runs for projects completed or in-process between January 1, 2020 through 2024. Trustee Thorstenson said she appreciated the long timeframe.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2021 - 55 amending the Annual Budget of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2021 and ending April 30, 2022.

Administrator Muetz said this item was covered under Reports. The budget amendment includes adjustments to revenues and expenditures. The net budget impact is a positive \$8,856. The increased expenditures and revenue reductions are offset by the 1st

half of ARPA funding.

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of Ord. 2021 - 55 amending the Annual Budget of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2021 and ending April 30, 2022.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

2. Approval of Ord. 2021 - 56 amending the Comprehensive Fee Schedule of the Village of Gurnee, County of Lake, State of Illinois.

Administrator Muetz said this item was covered under Reports. In conjunction with discussions to assist the business community, this ordinance will reduce Business License Fees by 50% for 2022 as well as amend liquor license fees for certain classifications including Class 1, 2, 4, 7, 8 and 10 categories.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2021 - 56 amending the Comprehensive Fee Schedule of the Village of Gurnee, County of Lake, State of Illinois.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

3. Approval of Ord. 2021 - 57 granting a Zoning Text Amendment pursuant to the Gurnee Zoning Ordinance for Articles 8 "Uses" and 15 "Application Procedures".

Administrator Muetz said the first proposed Text Amendment Adds to Article 8 (Uses) "Place of Worship" as a Special Use Permit in the O-1, Restricted Office District; while the second amends the language in Article 15 (Application Procedures) pertaining to pre-application conferences/informal reviews. The first text amendment is proposed in response to a request by Way Through the Word Ministry Church regarding the potential to rezone 151 N. Greenleaf Street to either C-2 or R-1. The church was interested in establishing their worship center at this location, but the existing O-1 zoning did not allow a church as either a permitted or a special use. Rather than rezoning the property the PZB favored allowing churches as a Special Use in the O-1 District. The second amendment aligns the Zoning Ordinance with current operations. Article 15 of the Zoning Ordinance, "Application Procedures", stipulates that a formal application or fee is not required for a pre-application conference/informal review. However, there is an application for the informal review process. In addition, fees and fee-related language should not be included in the Zoning Ordinance. Therefore, staff is proposing to delete this reference in its entirety. The PZB reviewed the proposed amendments at its August 18th meeting and is forwarding a unanimous favorable recommendation.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Ord. 2021 - 57 granting a Zoning Text Amendment pursuant to the Gurnee Zoning Ordinance for Articles 8 "Uses" and 15 "Application Procedures".

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

4. Approval of Ord. 2021 - 58 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance to allow establishment and operation of a place of worship (church) on property located at 151 N. Greenleaf Street.

Administrator Muetz said Way Through The Word Ministry Church has requested a Special Use Permit to allow the establishment and operation of a "Place of Worship" on property located at 151 N. Greenleaf Street. The 30-member church is seeking to occupy the 12,000 sq. ft. former Scil Animal Care building. Hours of operation are on Tuesdays and Sundays. The church appeared before the PZB on August 18th and received a unanimous favorable recommendation subject to the following conditions: 1) that the site be striped per the plan presented to the PZB and signed appropriately for one-way circulation; and 2) that all areas of the parking lot that are degraded to gravel/rock be repaved.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2021 - 58 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance to allow establishment and operation of a place of worship (church) on property located at 151 N. Greenleaf Street.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

5. Approval of Ord. 2021 - 59 granting a Major Amendment to the Gurnee Business Center Planned Unit Development (PUD) for property located at the northwest corner of Skokie Highway and Washington Street.

Administrator Muetz said The Gurnee Business Center (GBC) Planned Unit Development was approved in the late-1980's and includes C-2 (Community Commercial) and I-2 (General Industrial) designations. The PUD does not have "Body Modification Establishment" or "Tattoo/Body Piercing" as uses because the previous Zoning Ordinance did not address them. During the 2015 comprehensive update of the Zoning Ordinance the Body Modification Establishment use was specifically listed as a Special Use Permit (SUP) in the C-2 and C-3 zoning districts. As the GBC carries an underlying C-2 classification, along with the more intense I-2 district, the applicant's request would be consistent with the underlying C-2 district. The request was before the PZB on August 18th and, along with the next item on the agenda received a 2-2 vote in a single motion (i.e.: the Major Amendment request and SUP request were combined into a single vote).

It was moved by Trustee Garner, seconded by Trustee Balmes to approve of Ord. 2021 - 59 granting a Major Amendment to the Gurnee Business Center Planned Unit Development (PUD) for property located at the northwest corner of Skokie Highway and Washington Street.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

6. Approval of Ord. 2021 - 60 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance to allow establishment and operation of a body modification establishment (tattoo and piercing shop) on property located at 3900 Washington Street, Units F and G.

Administrator Muetz said in regards to the petition for a Special Use Permit to allow the establishment and operation of a Body Modification Establishment (Tattoo Shop) at 3900 Washington Street (Units F and G), the following details pertain to the proposed facility:

- 5 tattoo artists and 1 body modification artist will work at this location
- Body modifications include procedures such as micro-blading and piercing
- Hours of operation are as follows:
 - Monday- Typically closed (may be open by appointment only on occasion)
 - Tuesday through Saturday 11:00 am to 10:00 pm
 - Sundays 11:00 a.m. to 6:00 pm

- All work is done by appointment only (walk-ins are not allowed)
- All inks and needles are single-use and enclosed in individual containers
- All FDA and Illinois Department of Public Health regulations will be met

Muetz stated the Village Zoning Ordinance and licensing ordinance also contain other regulations that must be met. The applicant is aware of these regulations. The Major Amendment and SUP request were covered in a single motion and vote by the Planning & Zoning Board, which was a 2-2 tie vote. The PZB members voting against the SUP felt the location was too visible and too close to several restaurants. Those voting in favor of the SUP pointed out that it met all the separation requirements required in the Zoning Ordinance and licensing ordinance.

Trustee O'Brien commented that he was impressed by the letter of support from other businesses in the complex.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of Ord. 2021 - 60 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance to allow establishment and operation of a body modification establishment (tattoo and piercing shop) on property located at 3900 Washington Street, Units F and G.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

G. PUBLIC COMMENT

None.

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 Hood adjourned the meeting at 7:32 p.m.

**Andrew Harris,
Village Clerk**