

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

**GURNEE VILLAGE HALL
JANUARY 10, 2022**

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; Craig Lambrecht, Fleet Management Administrator; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; John Kavanagh, Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Police Commander; Phil Brunell, Communications Supervisor; Ellen Dean, Economic Development Director; Chris Velkover, Information Systems Director

Roll Call

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

Pledge of Allegiance

Mayor Hood led the Pledge of Allegiance.

Mayor Hood wanted to extend condolences to the family of Hank Salemi, Six Flags Park President, who passed away unexpectedly yesterday.

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- Thorstenson, Woodside, 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 December 20, 2021 meeting.
2. Approval and public release of minutes from Executive (Closed) Session meeting on May 17, 2021, June 7, 2021 and July 19, 2021.
3. Approval of Ord. 2022 - 01 approving the Plat of Easement which grants a water main easement to the Village of Gurnee at 5675 Centerpoint Court.
4. Approval of setting a bid date of January 20, 2022 for the Cemetery Road Pump Station Roof Replacement project.
5. Approval of Payroll for period ending December 17, 2021 in the amount of \$865,727.60.
6. Approval of Payroll for period ending December 31, 2021 in the amount of \$905,780.96.
7. Approval of Bills for the period ending January 10, 2022 in the amount of \$2,370,682.46.

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

Roll call,

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

NAY: 0- None

ABSENT: 0-None

Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Approval of Proclamation designating January 17, 2022 as Dr. Martin Luther King, Jr. Day in the Village of Gurnee.

Mayor Hood read into record.

It was moved by Trustee Ross, seconded by Trustee Thorstenson to approve of a of Proclamation designating January 17, 2022 as Dr. Martin Luther King, Jr. Day in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

1. Presentations by Finance Director Brian Gosnell –

- Comprehensive Annual Financial Report for the Fiscal Year ending April 30, 2021.

Finance Director Brian Gosnell reviewed the following PowerPoint presentation:

Overview

Gosnell noted the Government Finance Officers Association (GFOA) released guidance on a recommended change in terminology when referring to the Annual Report. The acronym commonly used was found to be an offensive term in certain parts of the world and therefore is no longer recommended as the common reference to the report. Moving forward the Village will use Annual Comprehensive Financial Report or ACFR to refer to the report.

Gosnell stated Lauterbach & Amen has been the Village auditors for roughly 15 years and in accordance with GFOA best practices the audit team conducting the Village audit will be changed out for next year's audit. He then reviewed the three main section of the audit book, including:

- Introductory Section
 - Org Chart
 - Transmittal Letter
 - GFOA Award
- Financial Section
 - Independent Auditor's Report
 - MD&A - prepared by Village staff
 - Financial Statements
 - Required Supplementary information
- Statistical Section

Audited Financial Statements

Gosnell reviewed the Government-Wide Financial Statements and noted the following:

- Statement of Net Position & Statement of Activities pg. 35-38
 - Governmental Activities
 - Governmental Funds
 - Business-Type Activities
 - Water & Sewer
 - Golf
 - Economic Resources Measurement Focus Includes:
 - Capital Assets
 - Long-Term Debt Obligations
 - Long-Term Pension Obligations
 - OPEB Liability (RBP)
 - Asset Retirement Obligations (ARO)

Gosnell next reviewed the Fund Financial Statements and noted the following:

- Fund Financial Statements pg. 39-45
 - Financial Resources Measurement Focus
 - Spendable Resources
 - Fund Balance

Governmental Fund Financial Statements

Gosnell stated Fund statements are comparable to traditional Balance Sheet and Income Statement reports by individual Fund and are the more traditional statements used to evaluate the financial health of a specific Fund. Gosnell discussed the Statement of Revenues, Expenditures and Changes in Fund Balance noting the following:

- 110 – General Fund
 - Income Statement pg.43
 - Revenues - \$37,692,141
 - Includes CARES \$1,405,129
 - Expenditures - \$38,212,664
 - Net Change – (\$520,523)
 - 2-year Audited COVID Impact Total (\$1,512,549)
 - FY2020 – (\$992,026)
 - FY2021 – (\$520,523)
 - Original Projection (\$5m-\$7m)

Gosnell reviewed the General Fund balance and provided a 10-year history noting the following:

- Fund Balance as of April 30, 2021 - \$25,230,619
 - Unassigned \$24,980,815
 - As a % of Budgeted Expenditures 59.7%
- ARPA Funds received in FY2022 and FY2023

Gosnell noted over the course of the 10-years the Village:

- Paid off Series 2011 in FY2020
- Transferred over \$10m to Capital

Gosnell reviewed fund balances in other funds that related to the Capital Plan discussion on the agenda, he noted the following:

- The Motor Fuel Tax Fund balance increased to \$1,407,133 at April 30, 2021 and will be used for future road projects
- The Capital Improvement Fund balance increased to \$4,342,149 at April 30, 2021 and will be used for future non-water and sewer capital. Gosnell noted that \$1 million of the balance is reserved for the Warren-Waukegan Fire Protection District's contribution to Fire Station #3.
- The Water & Sewer Fund balance at April 30, 2021 was \$5,204,211. Gosnell noted the Capital Plan includes a drawdown of that balance to complete a major project.
- The Fleet Services Fund was new in FY2021 and finished with a balance of \$546,883 due to delayed vehicle and equipment purchases. The Village utilized some of that balance to relieve the General Fund in FY2022 in response to the pandemic.
- Debt Service and SSA#2 Funds ended the year at a zero balance, as those funds are now closed or inactive.

Gosnell noted the managed letter included some future guidance on accounting for leases related to GASB statement no. 87, and no other current recommendations or comments.

Questions:

None

- Multi-Year Capital Plan: Fiscal Years 2023 – 2027.

Finance Director Gosnell and Public Works Director/Village Engineer Galan reviewed the Multi-Year Capital Plan noting the following;

The Village utilizes a pay-as-you-go funding model for capital with the exception of the IEPA Loan for the Knowles Road Water Tower and a Promissory Note for Fire Station #3. Established funding sources include home rule sales tax, motor fuel tax, impact fees, grants, reserves and General Fund surpluses.

Gosnell noted the Funds and systems that make up the Capital Plan. He discussed the impact of the pandemic stating the FY23 plan includes some carryover from prior years, takes into account potential supply chain issues especially for vehicles and considers staffing capacity in engineering as there has been a lot of turnover in the last couple years.

The total projected capital spending over the forecast period is \$59.7 million with FY23 totaling \$17.9 million.

Director Galan presented the proposed spending in the following programs;

- Transportation System
 - FY2023 - \$7.5 million
 - \$6.5m Road Rehabilitation

- \$375k Engineering consulting and inspections
 - \$200k for sidewalk improvements along Knowles Road
 - \$150k in pavement marking
 - \$140k for sidewalk along Hunt Club Rd and Washington St
 - \$128k for street light fixtures, poles and wire upgrades
 - \$155 thousand in annual sidewalk maintenance focused on Zone 3
- Stormwater Management
 - FY2023 - \$300 thousand
 - \$125k for culvert work on Grove Road and other areas
 - \$150k for floodplain property acquisition and demolition
 - \$25k for failing storm sewer replacement
- Water & Sewer System
 - FY2023 - \$4.1 million
 - \$1.0m for Lawrence Avenue water main replacement & Route 21 water main loop Improvement.
 - \$1.5m for new water and sanitary sewer installation along Juniper
 - \$870k for water main at the intersection of Hunt Club Rd and Washington Street and at Stearns School Road near US 41.
 - \$280k for enhancements to electrical cabinetry at lift stations
 - \$225k in SCADA system upgrades
 - \$60k for design engineering
 - \$150k for Sewer Televising & Lining

Gosnell presented information in the proposed spending for Vehicles & Equipment:

- Vehicles & Equipment
 - FY2023 - \$3.6 million
 - Police Department
 - \$475k for three squad cars, one evidence tech vehicle, four unmarked vehicles and two CSO vehicles
 - \$95k for a mobile generator
 - \$75k for evidence tracking and gear
 - Fire Department
 - \$750k for an engine (1321)
 - \$290k for an ambulance (1344)
 - \$162k for a potential 90/10 grant
 - \$55k for a command vehicle (1398)
 - \$30k for warning siren and pre-emption system
 - Public Works
 - Public Works
 - \$1.1m for four single axle heavy duty trucks (Split 50/50 Streets/W&S)
 - \$213k for a small loader (Split 50/50 Streets/W&S)
 - \$165k for a backhoe combo machine (Split 50/50 Streets/W&S)
 - \$95k for a mobile generator (Split 50/50 with Police)
 - \$90k for a mini-excavator (Split 50/50 Streets/W&S)
 - \$60k for a sniper-jetter machine (Split 50/50 Streets/W&S)
- Technology

Gosnell noted the Technology category was separated from Vehicles & Equipment due to the amount of expenditures and to highlight the Village's commitment to utilizing technology to enhance customer service and efficiency.

Information Systems Director Velkover presented the following highlights of the proposed Technology spending:

- FY2023 - \$1.9 million
 - Village-Wide
 - \$181k network equipment and applications
 - \$143k for virtualization & storage hardware at various facilities
 - \$98k for cyber security enhancements
 - \$17k for Fixed Assets tracking/accounting software
 - Administration
 - \$58k for conferencing and website upgrades/services
 - \$40k for physical security improvements
 - \$20k for audio/visual upgrades for the Council Chambers
 - Police Department & Communications
 - \$832k for computer aided dispatch replacement
 - \$215k for records management replacement
 - \$28k for physical security improvements
 - \$30k audio/video upgrades
 - Fire Department
 - \$50k for notifications systems
 - \$5k for physical security improvements
 - Public Works
 - \$203k for SCADA system upgrades/optimization
 - \$33k for virtualization and storage upgrades
 - \$13k physical security improvements

Gosnell next presented information related to proposed Buildings & Improvements:

- Buildings & Building Improvements
 - FY2023 - \$513 thousand
 - Administration
 - \$50k HVAC & misc. repairs
 - Police Department
 - \$123k HVAC, Dispatch locker upgrades
 - Fire Department
 - \$150k Office & Building renovations, misc. repairs
 - Public Works (Split Streets/W&S)
 - \$60k HVAC
 - \$40k Material bins
 - \$20k Flat roof repairs
 - \$20k Man doors
 - Golf Course
 - \$50k Clubhouse repairs

Gosnell noted the Board will have another opportunity to review and change anything in the plan during the budget process. He continued to state a number of items may be amended as new information and pricing comes into focus during the budget process.

Questions:

Trustee Ross asked if there was anything in the plan related to the Mother Rudd House.

Gosnell noted not specifically in the plan but the budget includes a placeholder for anything that may come up. Administrator Muetz noted the budget is in the Administration Building Maintenance division and Public Works is going to assess the barn foundation.

Trustee Thorstenson noted recent security vulnerabilities and appreciated the staff's ability to respond and continue to think long-term and strategically.

Administrator Muetz noted the Board will see the items again during budget preparation but if anything comes up it should be forwarded to staff in the meantime.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2022 -02 granting a text amendment to the Gurnee Zoning Ordinance for Article 10.2 "Accessory Structures and Uses" to prohibit the use of fabric wind screens, slats, and similar coverings, except for recreational game courts, on fences in both residential and non-residential districts.

Administrator Muetz said the Village was approached by a few different entities this past summer regarding wind screening on fences. This prompted staff to research the use of windscreens, including examining durability and how other communities address it. Staff surveyed 14 nearby communities regarding windscreens. Of the 14 communities surveyed, six would allow windscreens and slats subject to various conditions (only along rear and interior side lot lines, additional landscaping/screening required, etc.) and eight communities would not allow windscreens or slats at all. An informal review and discussion before the Planning & Zoning Board (PZB) took place on October 20th. The PZB expressed concerns about the visible appearance of this material, as well as the durability in this area. At its November 17, 2021, meeting the PZB voted to forward favorable unanimous recommendations (5-0) on amendments to the text of the Zoning Ordinance to prohibit the use of slats or fabric screens on fences in residential and non-residential districts, except when associated with sports courts.

Trustee Thorstenson asked if the business with current wind screening would be grandfathered. Administrator Muetz stated they would be grandfathered and their permit included specific provisions about upkeep.

Trustee O'Brien asked if any residential properties are using this material now. Director Ziegler said we have no residential properties using this material.

Trustee O'Brien asked what businesses that currently have it would have to do if it is damaged or becomes an issue. Director Ziegler said when it becomes larger than a maintenance issue they would have to abide by this provision should the Village Board approve it.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of Ord. 2022 - 02 granting a text amendment to the Gurnee Zoning Ordinance for Article 10.2 "Accessory Structures and Uses" to prohibit the use of fabric wind screens, slats, and similar coverings, except for recreational game courts, on fences in both residential and non-residential districts.

Roll call,

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

NAY: 0- None

ABSENT: 0- None

Motion Carried.

2. Approval of Ord. 2022 - 03 authorizing execution of a Professional Services Agreement with Manhard Consulting for Engineering Services for Keith Avenue, Elm Road, Frontage Road (parallel of Washington Street), First Street, Oglesby Avenue and Delany Road Improvements.

Administrator Muetz said the FY 22/23 Proposed Budget includes the reconstruction of sections of Keith Avenue, Elm Road, Frontage Road (parallel of Washington Street), First Street, Oglesby Avenue, and Delany Road. The proposed improvements will require topographic survey and design service work that is beyond the capacity of current staff. In order to have a list of capable firms to call upon, in the summer of 2021 staff requested qualifications from various consultants. Manhard was one of the firms that responded and ranked high among five consultants for similar work. Manhard was established in 1972 and is based in Lincolnshire. It is a well-known and established firm that has been performing work throughout Lake County and the State of Illinois for a long time. The Village has not worked with Manhard for design services in the past, but they come highly recommended. Muetz continued to state if the work they perform is satisfactory, it adds another qualified firm to the

pool the Village can call upon. Based on the needed work, staff was able to negotiate a not to exceed price of \$116,000. There is funding in the current budget to cover this expense. The work would be completed by April 30, 2022 and ready for the actual projects to start during the Summer of 2022.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2022 - 03 authorizing execution of a Professional Services Agreement with Manhard Consulting for Engineering Services for Keith Avenue, Elm Road, Frontage Road (parallel of Washington Street), First Street, Oglesby Avenue and Delany Road Improvements.

Roll call,

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

NAY: 0- None

ABSENT: 0- None

Motion Carried.

3. Approval of Police Department recommendation to renew a public safety communications equipment maintenance agreement with Motorola Solutions for the period covering September 1, 2021 – April 30, 2022 in the amount of \$59,972.63.

Administrator Muetz said the Village of Gurnee has a longstanding relationship with Motorola that goes back to the early-1980s. Since that time, Motorola has been a major vendor and service provider related to our public safety communications equipment. In September 2015, the Village Board approved agreements with Motorola for Starcomm radios and lease-purchase of public safety communications equipment. This equipment included new consoles, radio voting equipment, 911 answering equipment and portable radios. This lease-purchase agreement was approximately \$1 million and included 5-years of maintenance. The Village is now outside of the maintenance window and therefore needs to set-up a separate contract. Staff has been working to finalize the maintenance agreement since May 2021; however, the process stalled on Motorola's end. In the interim Motorola has continued to respond to our service requests at no cost to the Village. The proposed agreement covers the period of Sept 1, 2021 to April 30, 2022 and totals \$59,972.63. This equates to approximately \$7,500 per month. Under the original agreement the monthly maintenance was approximately \$6,400 a month. Given the original agreement is five years old, the increase is reasonable accounting for inflation over that period. The maintenance agreement cost is reimbursable by the NLCC-JETSB. Staff plans to make this request should the Village Board approve it. The equipment serviced by Motorola is critical to providing public safety services to the community and our partner agencies. It is imperative that any issues with the equipment are addressed quickly and effectively to reduce interruptions to service levels. Motorola has proven itself capable of meeting this challenge. As such, staff is recommending approval of the contract.

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of Police Department recommendation to renew a public safety communications equipment maintenance agreement with Motorola Solutions for the period covering September 1, 2021 – April 30, 2022 in the amount of \$59,972.63.

Roll call,

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

NAY: 0- None

ABSENT: 0- None

Motion Carried.

4. Approval of Public Works Department recommendation to renew a mowing and landscape maintenance contract for Class A, B and C sites with Sebert Landscape for 2022 and 2023 at an annual cost not to exceed \$137,000.00.

Administrator Muetz said the Village has contracted with Sebert for mowing/landscape services for Class A & C sites for the past three years and Class B sites for the past two years. The contract comprises of approximately 125 acres in total. The frequency, equipment needed and service provided for the sites is related to the

designated classification. To date, staff has been pleased with the service provided by Sebert. With the most recent contract expiring, staff reached out to Sebert to discuss an extension. Sebert is proposing a two-year contract extension with a single 3% increase in year one and no increase year two. Staff believes this is a very fair proposal and as such is recommending its approval.

It was moved by Trustee Woodside, seconded by Trustee Ross to approve of Public Works Department recommendation to renew a mowing and landscape maintenance contract for Class A, B and C sites with Sebert Landscape for 2022 and 2023 at an annual cost not to exceed \$137,000.00.

Roll call,

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

NAY: 0- None

ABSENT: 0- None

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 7:55 p.m.

**Andrew Harris,
Village Clerk**