

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

**GURNEE VILLAGE HALL  
JANUARY 9, 2017**

**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; Scott Drabicki, Village Engineer; Brian Gosnell, Finance Director; Chris Velkover, Information Systems Director; Tom Rigwood, Director of Public Works; Fred Friedl, Fire Chief; John Kavanagh, Deputy Fire Chief; Kevin Woodside, Police Chief; Sandra Campbell, Deputy Police Chief; Willie Meyer Deputy Police Chief; Tracy Velkover, Planning Manager; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator

**Roll Call**

**PRESENT: 5- Wilson, Ross, Thorstenson, Balmes, Hood**  
**ABSENT: 1- Garner**

**Pledge of Allegiance**

Mayor Kovarik led the Pledge of Allegiance.

**A. PUBLIC COMMENT**

**Lenny Petrovic**  
**3712 Grove Avenue**  
**Gurnee, IL**

Mr. Petrovic said that a resident north of the intersection of Grove and Belle Plaine has a vehicle parked so close to the road that he cannot see when he attempts to turn. He is concerned that one day he will get hit by another car.

Mayor Kovarik said that Mr. Muetz will look into it.

Mr. Petrovic asked for a status update for the resident running a repair business out of his garage on Magnolia.

Mr. Ziegler said we have cited him for commercial vehicles being on his property and those have been moved. He said we haven't been able to prove he is operating a business.

Mr. Petrovic asked if he is paying sales tax because he is obviously running a business.

Mr. Muetz said the State issues Sales Tax I.D.'s and collects those taxes.

Mr. Petrovic said he is running a business and everyone in the neighborhood is aware.

**B. APPROVAL OF CONSENT AGENDA**

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

**Roll call,**

**AYE: 5- Wilson, Ross, Thorstenson, Balmes, Hood**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

**C. CONSENT AGENDA / OMNIBUS VOTE**

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

1. Approval of minutes from the December 19, 2016 meeting.
2. Approval of contract extension with TKG Sweeping and Service, Inc. for 2017 street sweeping services at a cost of \$29.00 per curb mile – annual contract not to exceed \$62,000.00.
3. Approval of contract extension with Gilio Landscape Contractors for 2017 landscape mowing services at 2011 price – annual contract not to exceed \$85,790.00.

4. Approval of setting a bid date of February 14, 2016 for the Welton Plaza paver installation project.
5. Approval of Payroll for period ending December 24, 2016 in the amount of \$797,530.33.
6. Approval of Payroll Transfer Journal for period ending December 24, 2016 in the amount of \$787,625.52.
7. Approval of Bills for the period ending January 9, 2017 in the amount of \$531,420.01.

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

**Roll call,**

**AYE: 5- Wilson, Ross, Thorstenson, Balmes, Hood**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

**D. PETITIONS AND COMMUNICATIONS**

1. Approval of Proclamation designating January 16, 2017 as Dr. Martin Luther King, Jr. Day in the Village of Gurnee.

Mayor Kovarik read proclamation into record.

It was moved by Trustee Thorstenson, seconded by Trustee Ross to approve of Proclamation designating January 16, 2017 as Dr. Martin Luther King, Jr. Day in the Village of Gurnee.

**Voice Vote: ALL AYE: Motion Carried.**

**E. REPORTS**

1. Presentation by Finance Director Brian Gosnell and Village Engineer Scott Drabicki – Fiscal Year 2018 – Fiscal Year 2022 Multi-Year Capital Plan.

Finance Director Brian Gosnell presented the following draft plan:

- Document Overview
  - Transmittal Letter
    - Purpose and Scope
  - Executive Summary
    - Funding Strategy
    - Plan Summary
  - Funding Summary
  - System Details
    - Transportation
    - Stormwater Management
    - Water & Sewer
    - Vehicles & Equipment – Technology
    - Buildings & Improvements
  - Appendix
- Executive Summary – Funding Strategy
  - Pay as You Go vs. Debt
  - Flexibility to Maintain Operations
  - Dedicated Home Rule Sales Tax
  - Water & Sewer Rate Plan
  - General Fund Surplus
  - Expiring Debt

Village Engineer Scott Drabicki presented the following Infrastructure System presentation:

**Transportation System**

- Pedestrian and vehicular systems of about 146 and 120 miles respectively
  - Approach is to improve level of service on both systems
  - Recommend annual roadway maintenance program to resurface about six miles per year
  - Strategic Plan → increased sidewalk spending

- FY2018 and FY2019 detailed in CIP
- Future years not detailed
- FY2018 – Total \$4.86m
  - Crack Sealing \$75k
  - East Grand Enhancements \$100k
  - Sidewalks \$150k
  - Roadways \$4.53m
- FY2019 – Total \$5.04m
  - Crack Sealing \$75k
  - East Grand Enhancements \$100k
  - Sidewalks \$150k
  - Roadways \$4.74m

#### **Stormwater Management System**

- Includes conveyance, storage, and flood risk reduction
  - 134 miles of storm sewer pipe
  - 23 detention basins
  - 5 lift stations
  - Updated Watershed Development Ordinance 2015
  - Floodplain acquisitions
- Approach is to maintain existing level of service
- FY2018 - \$263K
  - Floodplain Acquisition - \$50k
  - Lift Stations \$100k
  - Drainage Improvements - \$50k
  - Bittersweet Wetland Enhancements \$63k
- FY2019 - \$300k
  - Floodplain Acquisition - \$50k
  - Lift Stations \$200k
  - Drainage Improvements - \$50k

#### **Water and Sewer System**

- 182 miles of potable water pipe
- 84 miles of sanitary sewer pipe
- Approach is to maintain existing level of service
  - FY2018-2019 – Knowles Road water tower construction
- Regular inspection and repair of sanitary sewer
- Increased investment in water main due to anticipated rate structure
- FY2018 - \$3.01m
  - Water / Sewer main \$1.32m
  - Towers \$1.30m
    - Knowles \$1.22m
    - Demo Old Grand \$50k
    - Northwestern \$25k
  - Spot Repairs & Lining \$150k
  - Lift Station \$200k
  - Generator \$50k

Finance Director Gosnell presented the following Vehicles and Equipment forecast:

#### **Vehicles and Equipment**

- 20 year forecast
  - 97 vehicles
  - 24 pieces of equipment
  - Total replacement value \$15,263,000
- Potential separate fund in FY2019
  - Smooth funding five-year rolling average
- Technology
  - IS long-term plan
- FY2018 - \$2.95m
  - 911 Fund JETSB Pass-Through - \$500k
  - Technology Improvements - \$381k
    - Network Improvements - \$381k
    - Document Management - \$38k
    - Part 2: Financial Software/Scheduling - \$200k
    - PD Building Security - \$20k
    - Warning Sirens/Pre-Emption Systems - \$30k
    - Fire Grant - \$65k

- PW SCADA & Security - \$145k
- Police Department - \$285k
  - 5 Squads
  - 2 Detective Vehicle
- Fire Department - \$375k
  - Ambulance
  - Command Vehicle
  - Chiefs Vehicle
- Public Works Streets- \$588k
  - 2 Small Dump Trucks
  - 1 Large (10-yard) Dump Truck
  - 1 Pick-up w/service body
  - 1 Mini-Excavator
- Public Works Utility - \$509k
  - 1 Meter Van
  - 1 Small Dump Truck
  - 1 Mid-Size Dump Truck
  - 1 Backhoe

Village Engineer Drabicki presented the following Buildings and Building Improvements presentation:

**Buildings and Building Improvements**

- 5 Primary Facilities
  - Village Hall, Police Station, Fire Station #1, Fire Station #2, Public Works
    - Mechanicals, Electrical, Plumbing
    - Interior
    - Exterior
    - Grounds
- FY2018
  - Village Hall
    - Roof & Council Chambers - \$100k
  - Police Department
    - Mechanicals / Comm Center - \$85k
  - Fire Station #1
    - Female Facilities - \$80k
  - Rudd House / Welton Plaza - \$65k
  - PW Facility
    - Overhead Door & Electric/Lighting - \$73k

Questions:

Trustee Balmes asked if JAWA will help with some of the cost in upgrading Almond Road. Mr. Drabicki said they are not creating anymore problems that weren't already there.

Mayor Kovarik asked if staff is working on improving facility maintenance planning. Mr. Drabicki stated yes, and that the Police Department is currently exploring with a contractor who may be able to assist.

Mayor Kovarik asked if we can apply to get the Mother Rudd House a Historical Designation. Mr. Drabicki said that would difficult to obtain and briefly explained the challenges based on its location near the Des Plaines River.

Trustee Thorstenson asked about sales tax revenue timing. Mr. Muetz stated the December 2016 sales tax revenue will be received by the Village in March 2017.

**F. OLD BUSINESS**

None.

**G. NEW BUSINESS**

1. Approval of Ord. 2017 - 01 authorizing the execution of a Professional Services Agreement not to exceed \$64,500.00 between the Village of Gurnee and CDM Smith related to design engineering services for the Almond Road delivery structure.

Mr. Muetz said staff is preparing for construction of a water tower on the west side of the Village. The tower will be fed by the new CLCJAWA transmission main that is being installed along Almond Road. The connection point on Almond Road will require a facility similar to the Cemetery Road pumping station. The site will include

the “delivery structure” as well as a separate pumping station which will include pumps and system control equipment among other things. As part of the project, the Village is responsible for the costs to design and construct the “delivery structure” which could best be described as an expensive and fancy underground water meter. Similar to Cemetery Road, CLCJAWA will own and operate the structure after completion.

CDM Smith is currently under contract with CLCJAWA to design and bid delivery structures for both the north and west groups of the CLCJAWA expansion. They are also CLCJAWA’s preferred vendor for this work. With their recent and ongoing experience in designing of these installations staff was comfortable in requesting a proposal from CDM Smith to design the new Gurnee structure. Staff has reviewed the proposal from CDM Smith and is comfortable that the scope of work will satisfy the needs of the Village at a cost not to exceed \$64,500. CDM Smith will only bill for hours worked. According to Darrell Blenniss, CLCJAWA Executive Director, CDM typically comes in under budget by a decent amount as their proposals are very conservative. In addition, the north group expansion requires the construction of 4 delivery structures, therefore the Village should be able to benefit from some economies of scale. The FY 16/17 Budget includes \$100,000 for design services. Based on the scope of the work, interconnection to the larger CLCJAWA expansion, and feedback from CLCJAWA’s Executive Director, staff is recommending the Village contract with CDM Smith for design engineering and bidding services in an amount not to exceed \$64,500.00.

It was moved by Trustee Wilson, seconded by Trustee Hood to approve of Ord. 2017 - 01 authorizing the execution of a Professional Services Agreement not to exceed \$64,500.00 between the Village of Gurnee and CDM Smith related to design engineering services for the Almond Road delivery structure.

**Roll call,**

**AYE: 5- Wilson, Ross, Thorstenson, Balmes, Hood**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

2. Approval of Ord. 2017 – 02 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for 4548 Old Grand Avenue (Fire Station #1 monopole).

Mr. Muetz said staff has been working to coordinate the removal of the water tower at Fire Station #1. Due to its size and location, it provides very little benefit to the Village’s current water system. The tower does contain antennas for cellular providers. These providers lease space from the Village, which in turn generates revenue. In 2013 the Planning & Zoning Board (PZB) forwarded a favorable recommendation for a Special Use Permit to construct a 190-foot tall monopole with a 9-foot lighting rod on top south of the existing tower. For comparative purposes, the water tower is approximately 160 feet tall. The SUP was never forwarded the Village Board as the construction company which was going to build the tower was bought out and the new owner did not wish to pursue the project. On November 16, 2016 the PZB again reviewed the SUP request and is forwarding a favorable recommendation to the Village Board. Given the size differential on both the ground and in the air, the PZB felt the monopole would not negatively impact property values or endanger the general welfare of the public. The owner of the property next door did attend the PZB meeting and communicated he is not in favor of the monopole, specifically the location, above ground cabling, and impact on current landscaping.

Mr. Muetz said as a side note, the Village Board approved a revenue sharing agreement with Vogue Towers last year in which Vogue will construct the new monopole, transition over the two current carriers on the water tower and pay the Village an upfront lump sum and share revenue on current and future leases.

Trustee Balmes asked if the building will be removed.

Mr. Muetz said no, they will continue to use it to house equipment.

Mr. Ziegler said the building has been raised above the flood plain.

Mayor Kovarik asked if more carriers equals more revenue for the Village.

Mr. Ziegler said yes and we will be able to add 3 more and briefly explained.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2017 - 02 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for 4548 Old Grand Avenue (Fire Station #1 monopole).

**Roll call,**

**AYE: 5- Wilson, Ross, Thorstenson, Balmes, Hood**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

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**H. PUBLIC COMMENT**

None.

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**I. EXECUTIVE SESSION**

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**Adjournment to Executive Session**

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

5 ILCS 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

It was moved by Trustee Wilson, seconded by Trustee Thorstenson to adjourn the meeting into Executive Session.

**Roll call,**

**AYE: 5- Wilson, Ross, Thorstenson, Balmes, Hood**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

Mayor Kovarik adjourned the meeting into Executive Session at 7:50p.m.

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**Recall to Order**

Mayor Kovarik recalled the meeting to order at 7:54 p.m.

**PRESENT: 5- Wilson, Ross, Thorstenson, Balmes, Hood**

**ABSENT: 1- Garner**

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**Closing Comments**

None.

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**Adjournment**

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

**Voice Vote: ALL AYE: Motion Carried.**

Mayor Kovarik adjourned the meeting at 7:55 p.m.

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**Andrew Harris,  
Village Clerk**