

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

**GURNEE VILLAGE HALL  
MAY 1, 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; Christine Palmieri, Director of Human Resources; Chris Velkover, Information Systems Director; Tom Rigwood, Director of Public Works; Fred Friedl, Fire Chief; Kevin Woodside, Police Chief; Sandra Campbell, Deputy Police Chief; Brian Smith, Police Commander; Jack Linehan, Assistant to the Administrator

**Roll Call**

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

**Pledge of Allegiance**

Mayor Kovarik led the Pledge of Allegiance.

**A. TRANSITION BUSINESS**

1. Approval of the minutes from the April 17, 2017 Village Board Meeting.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of the minutes from the April 17, 2017 Village Board Meeting.

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

2. Presentation of plaque to Trustee Wilson.

Mayor Kovarik presented Trustee Wilson with plaque.

3. Administration of the Oath of Office for newly elected officials by Judge Patricia Fix.

Judge Fix administered the Oath of Office to the newly elected and re-elected officials.

4. Roll Call of newly seated Board by Village Clerk Harris.

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

**ABSENT: 1- Garner**

**B. PUBLIC COMMENT**

None.

**C. APPROVAL OF CONSENT AGENDA**

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

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

**D. CONSENT AGENDA / OMNIBUS VOTE**

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

1. Approval of setting bid date of June 7, 2017 for demolition of Water Tower #1 – 4580 Old Grand Avenue.
2. Approval of Payroll for period ending April 15, 2017 in the amount of \$745,850.36.
3. Approval of Payroll Transfer Journal for period ending April 15, 2017 in the amount of \$735,739.63.

4. Approval of Bills for the period ending April 30, 2017 in the amount of \$1,361,942.21.

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

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

**E. PETITIONS AND COMMUNICATIONS**

Presentation of Gurnee Teacher of the Year awards:

- Frank Fitzgerald – Gurnee School District 56
- Chris Mason – Warren Township High School District 121
- Darlene Lipczynski – Woodland School District 50

John Hutton, Gurnee School District 56 Superintendent, introduced and spoke briefly about Frank Fitzgerald.

John Ahlgrim, Warren Township High School District 121 Superintendent, introduced and spoke briefly about Chris Mason.

Lori Casey, Woodland School District 50 Associate Superintendent of Education, introduced and spoke briefly about Darlene Lipczynski.

Mayor Kovarik and Donald Henderson presented each teacher and administrator with a plaque. In recognition of their achievements, Mr. Henderson also presented each recipient with a check from the Donald Henderson Foundation.

2. Approval of Proclamation designating May 2017 as “Building Safety Month” in the Village of Gurnee.

Mayor Kovarik read proclamation into record.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of a Proclamation designating May 2017 as “Building Safety Month” in the Village of Gurnee.

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

3. Approval of Proclamation designating May 15 - 21, 2017 as “National Police Week” in the Village of Gurnee.

Mayor Kovarik read proclamation into record.

It was moved by Trustee Jacobs, seconded by Trustee Balmes to approve of a Proclamation designating May 15 - 21, 2017 as “National Police Week” in the Village of Gurnee.

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

**F. REPORTS**

1. Report by Civil Engineer Nick Leach – Update on Floodplain Property Buyouts.

Civil Engineer Nick Leach reviewed the progress that has been made by the Village as it relates to purchasing and removing structures in the floodplain/floodway. He stated in total 26 structures have been removed since 1987. In 2001 the Village conducted a formal study of flooding in the Village Center area. The study identified 44 structures to be removed. Since that time, 19 of these have been removed. The Engineering Division has developed a new priority list for the remaining properties. This focused on lowest adjacent grade, with other factors also considered. He continued to state last year 2 structures were removed. In 2016, the Village applied once again for Federal grant funding, however, the Village was not selected to receive assistance.

Mayor Kovarik asked if the properties in green were in floodway or floodplain.

Mr. Leach the majority are floodway.  
Mayor Kovarik said if someone buys land in these areas they can't build on the land.

Mr. Leach said they can build on the same footprint, but there are restrictions that must be followed.

Trustee Ross asked if the property next to Viking School and if it was floodway or floodplain.

Mr. Leach said floodplain.

Trustee Ross asked if this property was a priority.

Mr. Leach said yes based on its lowest adjacent grade.

Trustee Ross asked how many claims have been filed.

Mr. Leach said this property has not experienced claims. When reviewing the list as a whole, seven properties have had claims.

Trustee Thorstenson said asked for clarification on how properties are ranked.

Mr. Leach provided greater detail, stating it focused on base flood elevation.

Mayor Kovarik asked why the 2016 grant application was denied.

Mr. Drabicki said the cost benefit was not high enough.

#### **G. OLD BUSINESS**

1. Approval of Ord. 2017 -21 authorizing an Administrative Service Agreement between ICMA-RC and the Village of Gurnee.

Mr. Muetz said this was pulled from the agenda at the April 17th as there was concern from Trustee Hood regarding the length of the agreement. After meeting with Trustee Hood, Human Resource Director Palmieri pushed back on the term and ICMA-RC has agreed to lower it to 5 years. Any term less than that and ICMA-RC would not be able to waive the administrative fees, which has no impact on the Village as the relationship costs us nothing, but would impact employee participants. The Village has had an Administrative Service Agreement with ICMA-RC since 1992. ICMA-RC is a provider of a 457 Deferred Comp Plan. The Village's ICMA-RC rep recently communicated that he was able to eliminate the administration fee completely for Village plan participants. In exchange for the fee elimination, ICMA-RC originally requested a 7 year term be included in the Administrative Service Agreement. After further negotiation, it agreed to a 5 year term. The remaining provisions are substantially the same as what the Village has been operating under. Currently our agreement has no specific term and can be canceled with 60 days prior notice.

It was moved by Trustee Ross, seconded by Trustee Jacobs to approve of Ord. 2017 - 21 authorizing an Administrative Service Agreement between ICMA-RC and the Village of Gurnee.

#### **Roll call,**

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

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

#### **H. NEW BUSINESS**

1. Approval of Ord. 2017 - 22 amending the Village of Gurnee Personnel Policy Manual.

Mr. Muetz said on an annual basis we update the Personnel Policy Manual as needed. The updates for 2017 include:

- Section 2.21 Employment Status Changes: This change relates to the increased usage of part-time employees and the related benefits, as well as employees that transition from part-time to full-time, retire and seek to return to work, etc....

- Section 3.3 Sick Leave: Language updated to reflect changes in State law.

Trustee Jacobs said in the manual it states a doctor's note would be required when an employee stays home with a sick child for one day.

Ms. Palmieri said currently we don't require a note for a one day.

Trustee Jacobs stated that one section references the requirement, while another does not. He would like this clarified.

Mayor Kovarik said the current practice would require a doctor's note after 3 days.

Ms. Palmieri generally staff wouldn't ask for this unless the absence was 5 days or more and staff isn't recommending to change that. She stated the intent is to be in compliance with State law.

It was moved by Trustee Balmes, seconded by Trustee Jacobs to approve of Ord. 2017 - 22 amending the Village of Gurnee Personnel Policy Manual.

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

2. Approval of Ord. 2017 - 23 authorizing execution of a one year contract with MC Squared Energy Services for the provision of electricity for the Village of Gurnee's Electrical Aggregation Program (fixed rate of 6.89¢/kWh).

Mr. Muetz said as was discussed at the last Village Board meeting, MC Squared was the low bidder with regards to our community-wide aggregation program. As the bid was only good for 24 hours, the Village Administrator was required to sign it on April 18th. The fixed rate of 6.89¢/kWh is slightly cheaper than the Com Ed residential rate which is 7.185¢/kWh for a 12 month period beginning June 1. As a reminder, the contract with MC Squared is for a 12 month period. MC Squared will begin to supply the electric to Gurnee residents starting this summer, which is after the required notification takes place.

It was moved by Trustee Ross, seconded by Trustee Jacobs to approve of Ord. 2017 - 23 authorizing execution of a one year contract with MC Squared Energy Services for the provision of electricity for the Village of Gurnee's Electrical Aggregation Program (fixed rate of 6.89¢/kWh).

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

3. Approval of awarding the Almond Road delivery structure to Joel Kennedy Construction Corp. at a cost of \$509,235.00 (bid through CLCJAWA North Group Expansion Project and awarded by CLCJAWA June 22, 2016).

Mr. Muetz said the Village is proceeding with final design of the new Knowles Road water tower, booster station and delivery structure. In order for the Village to receive water from the new transmission main along Almond Road, it must be metered so CLCJAWA can bill us. The water is metered via a delivery structure. The delivery structure is a very larger, underground water meter that will be owned and maintained by CLCJAWA after it is constructed at the Village's expense. The general contractor performing the work for the North Group Expansion is currently installing three similar structures elsewhere in Lake County. CDM Smith, the consulting engineer designing all the delivery structures for CLCJAWA, received a price from the North Group contractor of \$509,235 to construct the Gurnee

delivery structure. The additional expense would be processed as a change order by CLCJAWA to the existing contract. As this work was already bid as part of the larger CLCJAWA expansion project, staff does not believe more favorable pricing would be received if we bid it alone. CLCJAWA has agreed to pay for the installation and accept reimbursement from the Village for the costs. Staff had planned to fund all new installations using a low interest loan from the Illinois Environmental Protection Agency (IEPA), however, after reviewing available fund balance, staff is recommending that the Village just pay it out of Utility Fund reserves rather than tack it on the IEPA loan.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of awarding the Almond Road delivery structure to Joel Kennedy Construction Corp. at a cost of \$509,235.00 (bid through CLCJAWA North Group Expansion Project and awarded by CLCJAWA June 22, 2016).

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

4. Approval of request from Public Works Department to purchase a Bobcat E42 compact excavator and trailer from Atlas Bobcat at a cost of \$59,399.00 (National Joint Powers Alliance price match & traded in value of \$14,000.00).

Mr. Muetz said included in the FY 17/18 Approved Budget is replacement of one of the Public Works Department's mini-excavators and the associated trailer. The piece being replaced is a 2001 Bobcat excavator. Its compact size is ideal for navigating in tight spaces and crowded right of ways. The Department is requesting to stay with the mini-excavator, but bump up one model size. The next size up has the ability to dig deeper and load material into our larger trucks. It is also more powerful and will include an enclosed cab, which will allow it to operate longer in extreme heat or cold conditions. The Department approached Atlas Bobcat as it is a vendor we have worked with in the past. Atlas is able to match the National Joint Powers Alliance cooperative purchasing price. In addition, Atlas quoted the Village a trade-in value of \$14,000 for our current machine and trailer. The Department feels this is a good price given their age and condition.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of request from Public Works Department to purchase a Bobcat E42 compact excavator and trailer from Atlas Bobcat at a cost of \$59,399.00 (National Joint Powers Alliance price match & traded in value of \$14,000.00).

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

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**I. PUBLIC COMMENT**

None.

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**Closing Comments**

None.

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**Adjournment**

It was moved by Trustee Balmes, seconded by Trustee Jacobs 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**

