

**MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING  
OF THE GURNEE VILLAGE BOARD**

**GURNEE VILLAGE HALL  
AUGUST 28, 2017**

**Call to Order**

Mayor Kovarik called the meeting to order at 7:01 p.m.

**Other Officials in Attendance**

Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator/Community Development Director; 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; John Kavanagh, Fire Chief; Kevin Woodside, Police Chief; Brian Smith, Interim Deputy Police Chief; Ellen Dean, Economic Development Director; Jack Linehan, Assistant to the Administrator

**Roll Call**

**PRESENT: 6- Hood, Thorstenson, Jacobs, Ross, Garner, Balmes**  
**ABSENT: 0- None**

**A. DISCUSSION ITEMS**

1. Presentation: Strategic Plan Fiscal Years 2017 – 2021: Progress Report #3.

Administrator Muetz stated tonight staff would review the Strategic Plan Progress Report #3. He stated the first report took place in June 2016. The second report was incorporated into the FY 17/18 Budget. He continued to say it will also be shared on social media and emailed to those that participated in the initiative. He concluded by saying the format remains the same from previous reports. He then turned it over to Village staff who used a PowerPoint presentation to review each of the twenty-four Strategic Plan Initiatives, giving the Board information on progress to date and next steps.

Following a review by Human Resources Director Palmieri related to staff recruitment, Trustee Garner asked if there is a lateral recruitment process for the fire-side. Director Palmieri said current statutes do not allow this like it does on the police-side. Administrator Muetz stated the lateral process has been effective in the Police Department as it relates to increasing diversity.

Trustee Thorstenson asked for clarification on the number of individuals eligible for retirement and how many are leadership positions. Director Palmieri said the Village has some upper level Fire positions upcoming. She said Village-wide approximately 5% would be upper level management.

Trustee Thorstenson then asked about internal staff development and if Departments are properly preparing. Chief Kavanagh said the Fire Department has to follow guidelines set up by the State, which is very detailed and rigorous. Based on these requirements, combined with staff efforts, he is comfortable with who is eligible for promotions. Palmieri then reviewed what other Departments are doing to prepare staff for career progression.

Following a review by Economic Development Director Dean related to economic development, Trustee Thorstenson asked about the annual fee for Lake County Partners and the assistance they provide the Village. Mayor Kovarik and Director Dean provided information on the benefits of belonging to the group.

Following a review by Finance Director Gosnell related to financial policies, Mayor Kovarik asked for an update on the implementation of the new financial software. Director Gosnell provided an update of work to date and future timelines.

Following a review by Public Works Director Rigwood related to right of way operations, Mayor Kovarik asked about the color of Village fire hydrants. Director Rigwood said all of the Village hydrants are red. Administrator Muetz said CLCJAWA has some blue hydrants that were recently install along Washington Street near Woodland Middle School. Engineer Drabicki said those are connected to the CLCJAWA high-pressure feed main.

Following a review by Police Chief Woodside related to the Visitor Oriented Policing (VOP) Unit, Trustee Thorstenson asked how this impacts Gurnee Mills and assists during the holiday shopping season. Chief Woodside provided greater detail about the VOP and its proactive nature.

Following a review by Community Development Director Ziegler regarding the updating on the Comprehensive Land Use Plan, Trustee Jacobs asked how much land Gurnee has for development. Director Ziegler said currently the Village is about 93% to 94% developed adding the Village is seeing more redevelopment vs. new development.

Following a review by Village Engineer Drabicki regarding Welton Plaza, Mayor Kovarik thanked Trustee Ross for all of her hard work on bringing the project to fruition.

Mayor Kovarik then thanked Information Systems Director Chris Velkover for all of his hard work on a daily basis keeping Village operations on the forefront as it relates to technology.

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**Adjournment**

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

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

Mayor Kovarik adjourned the meeting at 8:09 p.m.

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**Andrew Harris,  
Village Clerk**