

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

**GURNEE VILLAGE HALL
DECEMBER 18, 2023**

Call to Order

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

Other Officials in Attendance

Patrick Muetz, Village Administrator; Austin Pollack, Assistant to the Village Administrator; Bryan Winter, Village Attorney; David Ziegler, Community Development Director; Heather Galan, Public Works Director; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Ellen Dean, Economic Development Director; Nick Leach, Village Engineer; Ryan Nelson, Assistant IT Director; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Deputy Police Chief.

Roll Call

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

ABSENT: 1- Garner

Pledge of Allegiance

Mayor Hood led the Pledge of Allegiance.

A. APPROVAL OF CONSENT AGENDA

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

Roll call,

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

NAY: 0- None

ABSENT: 1- Garner

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 4, 2023 Village Board meeting.
2. Approval of Payroll for period ending December 1, 2023 in the amount of \$1,391,084.35.
3. Approval of Bills for the period ending December 18, 2023 in the amount of \$1,916,416.47.

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

Roll call,

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

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. State Senator Mary Edly-Allen – 31st District.

Senator Edly-Allen was unable to attend the meeting.

2. Approval of Proclamation designating January 2024 as Lake County Crime Stoppers Month in the Village of Gurnee.

Mayor Hood summarized the Proclamation for the record.

It was moved by Trustee O'Brien, seconded by Trustee Balmes to approve of a Proclamation designating January 2024 as Lake County Crime Stoppers Month in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

1. Presentation by Finance Director Brian Gosnell – Fiscal Year 23/24 Second Quarter financial performance.

1. Cash & Investments
 - a. Total \$45.1 million (excludes Pensions)
 - i. 11% Checking
 - ii. 56% Money Market
 - iii. 33% Investments
 - b. 72% General Fund
 - c. 12% Capital Improvement Fund
 - d. 11% Water & Sewer Funds
2. General Fund
 - a. Total Revenues
 - i. \$26.7 million or 54.4% of the budget at the halfway point of the fiscal year
 - b. Total Expenditures
 - i. \$23.8 million or 48.4% of the budget at the halfway point of the fiscal year
 - c. Positive variance of \$2.9 million
3. Major Revenues
 - a. Comprise 58% of General Fund Revenues
 - b. Annual Budget \$28.3 million
 - c. YTD \$15.4 million or 54.5%
 - i. +19.6% vs. 5-Year Average
 - ii. +1.5% vs. Last Year
 - iii. +4.6% vs. Seasonally Adjusted Budget
4. Sales Tax
 - a. Annual Budget \$20.1 million
 - b. YTD \$10.0 million or 49.7% of annual budget
 - i. +15.0% vs. 5-Year Average
 - ii. -0.3% vs. Last Year
 - iii. +1.3% vs. SA Budget
5. Amusement Tax
 - a. Annual Budget \$3.5 million
 - b. YTD \$2.7 million or 76.4% of annual budget
 - i. +22.3% vs. 5-Year Average
 - ii. +3.6% vs. Last Year
 - iii. +10.3% vs. Seasonally Adjusted Budget
6. Food & Beverage
 - a. Annual Budget \$2.4 million
 - b. YTD \$1.5 million or 63.7% of annual budget
 - i. +37.9% vs. 5-Year Average
 - ii. +11.4% vs. Last Year
 - iii. +19.8% vs. Seasonally Adjusted Budget
7. Hotel Tax
 - a. Annual Budget \$2.25 million
 - b. YTD \$1.2 million or 53.7% of annual budget
 - i. +35.1% vs. 5-Year Average
 - ii. -0.2% vs. Last Year
 - iii. +4.1% vs. Seasonally Adjusted Budget

Gosnell reviewed the timing of determining any General Fund balance in excess of the policy and how any excess balance has historically been used for capital, debt retirement or other long-term obligations. Gosnell noted the importance of using excess fund balance for capital to keep pace with targets for infrastructure.

Gosnell noted the FY2022-2023 audit is complete and the available excess balance is \$3 million. The recommended use of the excess for capital will be discussed at the January 8, 2024 capital plan meeting.

Gosnell reminded the Village Board of the FY2024-2025 Budget preparation schedule which includes:

- ✓ October 23, 2023 – Munis (financial software) Open for Entry
- ✓ By November 10, 2023 – Technology/Building/Vehicles & Equipment Meetings
- ✓ November 17, 2023 - Major Capital Requests >\$25k
- ✓ December 11, 2023 – Major Capital Vetted with Administrator
- ✓ By December 15, 2023 – Personnel Review with Each Department
- ☐ January 8, 2024 – Capital Plan presentation to the Village Board
- ☐ January 12, 2024 – Operating Budgets and Minor Capital Budgets Due
- ☐ Week of January 22, 2024 – Departmental Meetings on Operating Budgets
- ☐ January 29, 2024 – Draft Budget Document Preparation Begins

- Week of February 19, 2024 – Village Board Meetings
- 1st March 2024 VB Meeting – Budget Workshop #1
- 2nd March 2024 VB Meeting – Budget Workshop #2 (If Needed)
- 1st April 2024 VB Meeting – Public Hearing & Approval
- May 1, 2024 – FY2024/2025 Begins

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2023 – 88 amending the Village of Gurnee Personnel Policy Manual.

Administrator Muetz said as discussed at the last Village Board meeting, staff would be bringing a Personnel Policy Manual amendment related to the Paid Leave for All Workers Act, as well as other amendments required due to changes in state law effective January 1, 2024. He stated there are six amendments with five related to changes in state law. He then summarized the six amendments.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2023 – 88 amending the Village of Gurnee Personnel Policy Manual.

Roll call,

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

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

2. Approval of Public Works Department request to purchase a reconditioned pitless adapter for Well #2 from Water Well Solutions at a cost of \$40,000.00.

Administrator Muetz said Well #2 in Heather Ridge was installed in 1974. Well #2 is capable of pumping 1.3MGD to the Village during emergencies and CLCJAWA service interruptions and is a critical component of the Village's water resiliency plan. During a routine flushing session, it was discovered the pitless adapter had a half-inch hole in it. The pitless adapter brings the well water from the vertical pipe and adapts it to the horizontal pipe running to the well house. The hole was welded and the well was returned to service. Given its age, staff anticipates additional issues with the pitless adapter at some point. Public Works sought pricing to replace the pitless adapter. They ranged from \$99,000 to over \$134,000. Because of the pricing, the Department explored other options including the purchase of a pitless adapter to have on-site until the current unit fails. Water Well Solutions has a reconditioned adapter from a well that was recently removed from service. The cost is \$40,000. Given the age of Well #2 and the lead-time to obtain a pitless adapter the Department is recommending purchase of the reconditioned unit to have available when the current unit fails. He stated there is adequate funding available in the FY 23/24 Approved Budget.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of Public Works Department request to purchase a reconditioned pitless adapter for Well #2 from Water Well Solutions at a cost of \$40,000.00.

Roll call,

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

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

3. Approval of Police Department request to purchase 35 mobile ticketing printers with accessories and five-year extended warranty from CDS Office Technologies at a cost of \$36,992.00 (Lake County Sheriff's Office formal bidding process – Lake County 911 Consolidation project).

Administrator Muetz said that currently a Police Officer or Community Service Officer hand writes every single citation they issue. The

numbers vary from year to year, close to 15,000 in 2019 to just under 10,000 in 2022. Dispatch and Records staff are then required to manually enter this information into the CAD and RMS programs. Electronic citations (E-citations) allow Police Officers and Community Service Officers to scan a driver's license for an auto upload of information, followed by a selection of violations. This will reduce Officers time on scene as well as instances of human error. The information is then be electronically transmitted to the computer-aided dispatch/records management system, eliminating most of the manual data entry required by Communications and Records staff. The violations are then electronically transmitted to the courts, instead of hand delivered.

Administrator Muetz stated the Village has been exploring an e-citation program for a number of years. Unfortunately, moving forward has been hindered by the courts inability to receive the information electronically as well as departments not using a uniform software platform across the County. With the recent 911 Consolidation effort, public safety agencies in Lake County are moving to the same public safety software platforms provided by Tyler Technologies. The County and Sherriff have purchased the software with participating agencies able to join on at a fraction of the cost of purchasing it on their own. The Lake County Sheriff's Office purchased Records Management System software, which includes e-citations. Following securing the software the Sheriff then went through the formal bidding process of e-citation printers and associated components. The contract was awarded to CDS Technologies with the pricing extended to partner agencies in the County. Muetz stated the Village needs 35 printers. The total cost including the needed accessories and five-year extended warranty is \$36,992. Funding was included in the FY 23/24 Approved Budget for the purchase.

It was moved by Trustee Woodside, seconded by Trustee O'Brien to approve of Police Department request to purchase 35 mobile ticketing printers with accessories and five-year extended warranty from CDS Office Technologies at a cost of \$36,992.00 (Lake County Sheriff's Office formal bidding process – Lake County 911 Consolidation project).

Roll call,

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

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

4. Approval of Information System Division request to purchase HPE server and storage hardware from SHI International Corp. at a cost of \$173,332.62 (State of Illinois Department of Innovation & Technology contract - CMT3027420).

Administrator Muetz said the FY 23/24 Approved Budget includes funding for server replacement. This includes three servers at Village Hall, three servers at the Police Station and two servers at Public Works. The three servers at the Police Station were last refreshed / replaced in 2015 and currently have over 8 years of continuous service. Similarly, the three servers at Village Hall were last refreshed / replaced in 2016 and have over 7 years of service. The two servers at Public Works have been in continuous service since 2013 and are considered end of life. Staff is proposing to replace all eight of these server systems, as well as add an additional physical server dedicated to CCTV / Security video recording system. All the proposed systems include the up-front purchase of 5 years of Hardware Maintenance Services. Staff worked directly with Hewlett-Packard Enterprise to design the proposed solutions and the State of Illinois Department of Innovation & Technology (DoIT) joint purchasing contract holder SHI Corp for pricing proposals. SHI is a known vendor that the Village has used for many years with success.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of Information System Division request to purchase HPE server and storage hardware from SHI International Corp. at a cost of \$173,332.62 (State of Illinois Department of Innovation & Technology contract - CMT3027420).

Roll call,

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

G. PUBLIC COMMENT

None.

Closing Comments

None.

Adjournment

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

Voice Vote: ALL AYE: Motion Carried.

Mayor Hood adjourned the meeting at 7:22 p.m.

**Andrew Harris,
Village Clerk**