

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

**GURNEE VILLAGE HALL
FEBRUARY 20, 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; Heather Galan, Public Works Director; Christine Palmieri, Director of Human Resources; Erica Wells, Assistant Finance / HR Director; Ellen Dean, Economic Development Director; Nick Leach, Village Engineer; Jodi Luka, Management Analyst; Tracy Velkover, Planning Manager; John Kavanagh, Fire Chief; David Douglass, Battalion Chief; Brian Smith, Police Chief; Jeremy Gaughan, Police Commander.

Roll Call

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

ABSENT: 1- Woodside

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, Ross, Garner

NAY: 0- None

ABSENT: 1- Woodside

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 February 6, 2023 meeting.
2. Approval of Ord. 2023 – 10 approving an agreement between the Village of Gurnee and the Illinois Department of Transportation pertaining to intersection improvement and traffic signal upgrades at Route 120 and O'Plaine Road.
3. Approval of Information System Division's recommendation to renew a 36-month Multi-Site Service Order Agreement with Comcast Business for Coax internet and analog telephone services and 36-month Comcast Enterprise Service Order for Metro Ethernet services at a total cost of \$153,801.00.
4. Approval of setting the following bid date:
 - a. March 27, 2023 for O'Plaine Road & north Waveland Avenue Water Main Replacement projects.
 - b. April 3, 2023 for 2023 Street Maintenance Program.
5. Approval of Payroll for period ending February 10, 2023 in the amount of \$926,087.29.
6. Approval of Bills for the period ending February 20, 2023 in the amount of \$1,339,387.93.

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

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

Mayor Hood said that there were no discussion topics on the agenda for the February 27th Committee of the Whole meeting and asked the Trustees if they would like to cancel the meeting.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to cancel the Committee of the Whole meeting for February 27, 2023.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Presentation by Mayor Hood and the Gurnee Environmental Sustainability Committee: Green Gurnee Award - Bronze Level - Fastlane Lubemasters.

Mayor Hood started by reviewing some of the efforts of the Gurnee Environmental Sustainability Committee.

Mayor Hood presented Morris Clement, owner Fastlane Lubemasters, with the Environmental Sustainability Committee Green Gurnee Award - Bronze Level.

Mr. Clement thanked the Village for the Small Business Capital Investment Grant program which has help his facility be more environmentally friendly. Mr. Clement shared that Fastlane has been in business for 30 years and he loves having his business in Gurnee. Mr. Clement discussed oil recycling, electric vehicles and his efforts to help customers be more green. He concluded by thanking the Mayor and the Village.

D. REPORTS

1. Presentation by Gurnee Park District Executive Director Susie Kuruvilla: Gurnee Park District update.

Susie Kuruvilla, Executive Director of the Gurnee Park District (GPD), shared updates with the Village Board regarding the District.

Director Kuruvilla began by sharing some background and facts about the Park District stating it is 55 years old, follows Gurnee's corporate boundaries close but does serve some areas outside the Village, includes 23 playgrounds and 28 parks and was mainly developed in the late 1990's and early 2000s. She stated playgrounds generally have a lifespan of 15-20 years and as such the District has been working to rebuild one to two park annually.

Director Kuruvilla stated the GPD maintains over 400 acres of open space and miles of trails that connect to larger systems. She stated the District operates four main facilities including Viking Park, Hunt Club Park, Hunt Club Aquatic Center and FitNation. FitNation has over 4300 members and is completely self-funded via memberships.

She then shared information about other programs and services provided by the GPD including pre-school and after-school care, senior mixers, Go Gurnee, summer concerts and special events including Gurnee Days.

Director Kuruvilla next reviewed District finances stating 55% of funding comes from fee and charges with the remaining 44% coming from property tax. She stated the Park District levy is approximately 4% of the overall property tax bill.

Director Kuruvilla next discussed the importance of GPD staff and the governing board. She stated the District has over 400 employees, with 50 being fulltime and the remainder part-time. This results in the GPD being one of the Top 10 largest employers in Gurnee. Next, she discussed the excellent working relationship between all the taxing bodies, noting this is very unique in the public sector.

She concluded the presentation by highlighting the upcoming comprehensive plan process, upcoming challenges and the District's commitment of diversity, equity and inclusion. She thanked Mayor Hood for the opportunity and reminded those in attendance that the District exists to serve the community.

The Trustees complimented the Gurnee Park District on its continued success and quality facilities and programs.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2023 – 11 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, for 6290 Route 132 (White Castle).

Administrator Muetz said on December 21, 2022 and January 18, 2023 MS Consultants, on behalf of White Castle appeared before the Planning & Zoning Board (PZB) requesting a Special Use Permit to allow a drive-through facility without a required bail-out lane. White Castle is looking to expand its drive through operations by adding a second ordering station lane. This lane, along with second ordering station and operational changes should improve traffic flow on the site. The existing drive-through lane configuration does not allow for adding a 10-foot-wide bail out lane since there is only 5 feet in which to locate the bail out lane. The applicant is seeking relief for the bail out lane requirement though the Special Use Permit process. Similar requests have been granted to a handful of other business in town including Raising Cane's, Trio Car Wash, Dunkin and Tsunami Car Wash when each showed that they were unable to accommodate a bail out lane on site. Following discussion at the PZB and with staff, seven total parking spaces were eliminated to allow cars to queue without blocking the drive aisle. Even with these parking spaces eliminated the site still exceeds what is required by code. The PZB viewed this as positive and is forwarding a unanimous favorable recommendation.

It was moved by Trustee Thorstenson, seconded by Trustee Garner to approve of Ord. 2023 – 11 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, for 6290 Route 132 (White Castle).

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

2. Approval of Ord. 2023 – 12 authorizing execution of a Professional Services Agreement with Baxter & Woodman, Inc. for consulting services for water system optimization and SCADA services.

Administrator Muetz said the Village's SCADA (Supervisory Control and Data Acquisition) is comprised of numerous hardware and software components used to monitor and control the utility system. The original system was installed in the early-1990s and while it has expanded and improved along the way, a larger holistic multi-year upgrade is warranted based on the age of some components, the availability of parts, the critical role it plays and the overall expansion of the system. As such, funding was included in the FY 2022/2023 Approval Budget to begin this process. The Village issued a RFQ for water system optimization and SCADA services in September 2022. Three firms submitted proposals. Following review of firm qualifications, staff entered into negotiations with Baxter & Woodman. Baxter & Woodman has worked with the Village for many years and is very familiar with the water system and SCADA network. The resulting contract totals \$135,000 and includes and includes water system modeling, operational evaluation of pressures, fire flows and storage capacity, system master planning and recommendations for SCADA system improvements.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2023 – 12 authorizing execution of a Professional Services Agreement with Baxter & Woodman, Inc. for consulting services for

water system optimization and SCADA services.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

3. Approval of Ord. 2023 – 13 amending Ordinance 2021-63 approving a Small Business Capital Investment Grant program.

Administrator Muetz said at the January 30, 2023 Committee of the Whole meeting staff presented a few options to modify the Small Business Capital Investment Grant program to encourage additional investment in the community. The Board stated support for modifications that:

- Allow participating businesses/building owners to re-apply for new projects one more time.
- Support substantial project investment (>\$100,000) by businesses/building owners by offering two reimbursable grant awards of up to \$50,000 in matching funds.
- Expand the program to include capital improvements at local hotels.
- Limit eligible applicants to those not receiving governmental support.

Since the program was approved via Ordinance, it's appropriate to memorialize these changes via an amendment.

Trustee Thorstenson asked when this will be communicated. Management Analyst Luka said she would start on it tomorrow if approved.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of Ord. 2023 – 13 amending Ordinance 2021-63 approving a Small Business Capital Investment Grant program.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

4. Approval of Police Department request to purchase three 2023 Chevrolet Tahoe 4WD Tahoe PPV Police Interceptors from Karl Emergency Vehicles at a cost of \$128,247.60 (Police Department Units #143, #149 & #170).

Administrator Muetz said the FY 22/23 Approved Budget includes the replacement of four Police squads. Typically, the Village approves vehicle and equipment purchases shortly after the budget is approved. Unfortunately, this year the vendor we typically use thru the State bid contract was unable to purchase an inventory of Tahoe PPV Police Interceptors. As a result, the Fleet Administrator began to try to find another source. After months of searching, he located Karl Emergency Vehicles in Des Moines Iowa. Karl Vehicles is able to secure the Tahoe's for the Village with a possible delivery in mid-March. The decision on what vehicles to replace is based on both day-to-day experience with the vehicle as well as the Vehicle Replacement Score (VRS) which is generated by our Computerized Fleet Analysis (CFA) software using factors such as age, mileage and repair costs. A VRS over 28 is considered "Condition 4" which suggests immediate consideration for replacement. The three units to be replaced are 2016 and 2017 model years with Vehicle Replacement Scores of 52 to 60. The average engine hours for these three squads is about 14,000 hours. With the industry standard formula of engine hours x 33 miles these vehicles have an average equivalent of 460,000 miles each. While the Police Department works to reduced engine hour time, the general nature of policing (on the road nearly around the clock, running computers, lights, etc...) results in the vehicle running more than one would typically expect. The new squads will be 2023 Chevrolet 4WD Tahoe PPV Police Interceptors. Fleet Services received pricing of \$42,758.20 for each of

the Tahoe's.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of the Police Department request to purchase three 2023 Chevrolet Tahoe 4WD Tahoe PPV Police Interceptors from Karl Emergency Vehicles at a cost of \$128,247.60 (Police Department Units #143, #149 & #170).

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

5. Approval of request from Police Department to waive bidding requirements and award upfitting of three patrol vehicles, two community service officer trucks and one evidence technician vehicle to Ultra Strobe Communications at a cost of \$80,802.20 (Police Department Units #143, #149, #153, #170, #171 and #172).

Administrator Muetz said the Village has used Ultra Strobe Communications to outfit police vehicles for the past four years. The Police Department has been very satisfied with the equipment and services. Using a single vendor provides the added benefit of consistency in installation and better accountability should there be issues. The price per vehicle is \$15,660.33. The evidence technician vehicle receives all the same equipment plus an upgraded vault box needed to store evidence securely. The cost of the evidence vehicle up fitting is \$17,262.76. Community Service Officer (CSO) trucks include all of the same equipment as the patrol squads, less the prisoner partition and seat and the rear hatch lighting. The cost per CSO vehicle is \$8,244.72. The total cost for all six vehicles is \$80,802.20. The appropriate funding was included in the FY 2022/2023 Budget.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of the request from Police Department to waive bidding requirements and award up fitting of three patrol vehicles, two community service officer trucks and one evidence technician vehicle to Ultra Strobe Communications at a cost of \$80,802.20 (Police Department Units #143, #149, #153, #170, #171 and #172).

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

6. Approval of request from Fire Department to award the Fire Station #1 Bunk Room and Front Office Update bid packages and allowances totaling \$333,778.00 to the following low bidders:

- a. Contractors Supervision - Camosy Construction - \$33,254.00
- b. Miscellaneous Specialties - Camosy Construction - \$2,410.00
- c. Demolition - Camosy Construction- \$8,358.00
- d. Masonry - Camosy Construction- \$3,700.00
- e. Rough Carpentry - Camosy Construction - \$1,250.00
- f. Finish Carpentry - Camosy Construction - \$1,550.00
- g. Install Doors / Frames / Hardware - Camosy Construction - \$9,000.00
- h. Caulking & Sealants - Camosy Construction - \$714.00
- i. Doors Frames & Hardware - La Force Hardware - \$15,200.00
- j. Acoustical Ceilings - Postorino Decorating - \$10,162.00
- k. Floor Coverings – Iskalis' American Floor Show - \$15,600.00
- l. Painting and Wall Covering - Midwest Decorating - \$12,160.00
- m. Fire Protection - US Alliance Fire Protection - \$14,325.00
- n. HVAC - McDonough Mechanical - \$54,200.00
- o. Electrical - MK Industries - \$66,000.00
- p. Allowance for Metal Studs, Drywall, EPDM Roofing, Sheet Metal, Structural Steel, General Conditions, Miscellaneous Conditions, Insurance, Fees, Contingency & Bond Premium - \$91,714.00

Chief Kavanagh said included in the FY 22/23 Approval Budget as well as the FY 23/24 Proposed Capital Budget is funding for updating the bunk room and front office area at Fire Station #1. Station #1 was originally built in 1979. Since that time the front office and bunkroom

have had only cosmetic updates. The plan for the front office includes reconfiguration of the space to create an office for a Deputy Chief. The bunkroom is currently an open-air space and the plan is to create individual sleeping quarters similar to the design at Fire Station 3. With the Village Board's approval Camosy Construction let the bid packages for the project. Following opening and review, Camosy is recommending the individual packages to be awarded to the low bidders. All of the bids and allowances combined total \$333,778.00. The Village included \$400,000 for the total project including furniture and finishes. To help offset the total cost, the Foreign Fire Board will be considering contributing \$85,000 towards the project. Chief Kavanagh said important to note the Village is still awaiting one final bid package, Metal Studs and Drywall. Camosy estimates these bids will come in at \$30,000 or less. Therefore, this amount has been included in the total project cost. Costs associated with "Allowances" are primarily contingency funds which staff hopes will not need to be fully expended.

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of the request from Fire Department to award the Fire Station #1 Bunk Room and Front Office Update bid packages and allowances totaling \$333,778.00.

Roll call,

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

NAY: 0- None

ABSENT: 1- Woodside

Motion Carried.

G. PUBLIC COMMENT

**Shelly Palmer
6304 Doral Drive
Gurnee, IL**

Ms. Palmer stated while she is opposed to any changes in current liquor regulations, if changes were made, they should consider language in the Gurnee Municipal Code that references the impact issuing a license could have on the surrounding areas. She then referenced Municipal Code language which includes the word "detrimental." She continued to reference an Illinois Liquor Commission handbook from 2019 and separation language that is included in document. Ms. Palmer stated the distance from the proposed Casey's property to the Bickford property is 66 feet. She then again referred to the State handbook stating the Village can impose additional restrictions. She requested if the Village moves forward with allowing gas stations to apply for liquor licenses the Village should impose a 100-foot separation between senior facilities, schools, churches, etc... She believes this will allow all gas stations but one to qualify for a license.

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 7:48 p.m.

**Andrew Harris,
Village Clerk**
