

MINUTES OF THE PUBLIC HEARING

Public Hearing on the Fiscal Year 2024/2025 Proposed Budget.

GURNEE VILLAGE HALL APRIL 22, 2024

Call to Order

Mayor Hood called the public hearing to order at 6:40 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; Erica Wells, Assistant Finance / HR Director; Nick Leach, Village Engineer; Ryan Nelson, Assistant IT Director; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief.

Roll Call

PRESENT: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

ABSENT: 0- None

Finance Director Gosnell presented a PowerPoint presentation on the proposed FY 2024/2025 Annual Budget. Gosnell noted the Village is utilizing new budget software intended to enhance the online reader experience.

Gosnell reviewed the Mayor's Budget Message noting the following:

- No Property Tax
- Healthy Reserves
- \$3.7M in Outstanding Debt
 - Lowest of any Community in IL Over 25K Population
- Lowest Cost of Water Among CLCJAWA Customers
- Senior Discounts: Water & Building Permit discounts included in Budget
- GFOA Award Received Since FY 2006/2007

Gosnell reviewed the Transmittal Letter noting the following:

- Total Revenues Across all Funds \$99.13M
- Total Expenditures Across all Funds \$100.94M
- General Fund – Balanced at \$51.6M
 - Fund Balance at 4/30/2025 - \$31.9M or 74.7% of Expenditures
- Addition of 6.60 FTE's
- \$16.5M Capital Plan
 - \$3.0M Capital Transfer
- Factors Affecting the Budget, Inflation & Lead Times, Personnel Costs, Incentive Agreements

Gosnell next reviewed the Village's fund structure noting the addition of the 125 – Economic Development Fund and what is included in that fund.

Gosnell then reviewed the Executive Overview section of the budget noting the following:

- Net Use of Fund Balance \$1.8M
 - Impact Fee Fund -\$127K, fund will be depleted and closed in FY 2025/2026
 - PD Restricted Revenue -\$38K, prior year funds used for capital
 - Capital Improvement Fund -\$4.6M, prior year surpluses being spent in current year
 - W&S Fund -\$2.0M, prior year surpluses being spent in current year
 - Fleet Services -\$148K, prior year surpluses being spent in current year
 - NLCC-ETSB -\$2.0M, using for one-time capital needs
- Anticipated Fund Balances at 4/30/2025
 - General Fund Balance \$31.9M or 74.7%
 - Capital Imp Fund Balance \$3.9M or 73.1% of Home Rule Sales Tax
 - W&S Fund Balance \$4.3M or 41.6% of Revenues

- Health Insurance Fund Balance -\$574K, this is balanced against the General Fund for reporting purposes.
- Fleet Services Balance \$1.4M
- NLCC-ETSB Balance \$357K

Gosnell reviewed authorized personnel and full-time equivalents (FTE) including the following:

- Total Budgeted FTE's 245.40
- Unbudgeted FTE's 13.00
- Total Authorized FTE's 258.40
 - Administration +1.75 FTE's
 - Community Development -1.0 FTE's
 - Police Department +3.50 FTE's
 - Fire Department +2.0 FTE's
 - Public Works +0.35 FTE's
- 71.28% of personnel dedicated to Public Safety
- 15.58% of personnel dedicated to Public Works
- 6.79% of personnel dedicated to Administration
- 6.36% of personnel dedicated to Community Development

Gosnell reviewed funding sources by fund and type including the following:

FY 2023/2024 Year End Estimate \$98.05M, +\$6.0M or 6.5%

FY 2024/2025 Total Budget \$99.13M, +\$7.10M or 7.71%

- 51.9% of all Revenues go to the General Fund
- 15.4% goes to Pension Funds
- 10.4% W&S Operating & Capital Fund
- 5.8% Capital Fund
- 8.9% Internal Service Funds
 - Health Insurance & Fleet Services
- 6.3% Special Revenue Funds
 - 911 Fund, MFT Fund, Impact Fee Fund, PD Restricted Revenue Fund, Economic Development Fund
- 1.1% NLCC-ETSB
- 0.08% Golf Course

Revenue mix by Type breaks down as follows:

- 30 – Major Revenues 34.8%
 - Sales, Amusement, Food & Beverage and Hotel Taxes
- 34 – Charges for Service 20.5%
- 36 – Investment & Contributions 17.3%
- 39 – Other Sources 11.4%
- 33 – Intergovernmental 10.9%
- 31 – Taxes 2.2%
- 35 – Fines & Forfeitures 1.6%
- 32 – Licenses & Permits 1.2%

Gosnell reviewed Major Revenues in detail noting the following:

Total Year End Estimate \$34.92M, +\$1.2M or 3.6%

Total Budget \$34.45M, +\$730K or 2.16%

- Sales Tax (MST & HMR)
 - YE Est. \$26.05M, +\$480K or 1.9%
 - Budget \$25.7M, +\$130K or 0.5%
- Amusement Tax
 - YE Est. \$3.75M, +\$250k or 6.7%
 - Budget \$3.7M, +\$200K or 5.7%
- Food & Beverage Tax
 - YE Est. \$2.73M, +\$325K or 11.9%
 - Budget \$2.65M, +250K or 10.4%
- Hotel Tax
 - YE Est. \$2.40M, +\$150K or 6.7%
 - Budget \$2.40M, +\$150K or 6.7%

Gosnell reviewed expenditures across all funds including the following:

Year End Estimate \$91.87M, -\$1.5M or 1.6%

Budget \$100.94M, +\$7.5M or 8.1%

- 51.1% General Fund
- 12.2% W&S Operating & Capital Fund
- 10.3% Capital Fund
- 8.8% Internal Service Funds
 - Health Insurance & Fleet Services
- 8.2% Pension Funds
- 6.4% Special Revenue Funds
 - 911 Fund, MFT Fund, Impact Fee Fund, PD Restricted Revenue Fund, Economic Development Fund

- 3.0% NLCC-ETSB
- 0.06% Golf Course

Expense mix by type breaks down is as follows:

- 41 – Salaries & Wages 37.5%
- 49 – Other Financing Uses 16.3%
- 42 – Employee Benefits 14.6%
- 47 – Capital 11.7%
- 44 – Contractual Services 11.6%
- 45 – Other Cont. Services 3.3%
- 46 – Supplies 2.5%
- 43 – Prof & Tech Services 1.9%
- 48 – Debt Service 0.6%

Gosnell reviewed capital spending noting the following:

Total \$16.5M, -\$725K or 4.4%

- Transportation System \$6.82M
 - \$6.5M Road Maintenance
 - \$300K Washington & Hunt Club
 - \$150K Sidewalks
- Buildings & Improvements \$3.35M
 - \$1.0M VH HVAC
 - \$900K Material Bins
 - \$350K Lift Station Panel Replacement
 - \$265K Fire Stations Maintenance
 - \$150K Gatekeeper Access Control at Police Department
- Water & Sewer \$2.92M
 - \$1.5M Rt. 21, Grand to Prairie Oak
 - \$757K Washington & Hunt Club
 - \$150K SCADA Upgrades
- Vehicles & Equipment \$2.18M
 - PD - \$743K Squads (6), K9 Vehicle (1), Evidence Tech Vehicle (1), Unmarked (1)
 - FD - \$461K Ambulance (1), Inspector Vehicles (2)
 - PW - \$795K 1-Tons (3), Skid Steer (2), Stump & Brush Cutting Attachments
- Stormwater Management \$325K
 - \$275K Acquisition & Improvements
- Technology \$915K
 - \$237K Network Equipment & Apps
 - \$180k Departmental Software
 - \$175K Cyber Security

Outstanding Debt – Gosnell reviewed the Villages outstanding debt noting the only debt is the IEPA Loan for the Knowles Road water tower. He reviewed the terms of the loan:

- IEPA Loan – Knowles Road Tower
- Original Loan: \$5,143,453.19
- Fixed Rate: 1.84%
- Term: 20-years
- Principal Paid to Date: \$787,055
- Interest Paid to Date: \$297,258
- Additional Principal to Date: \$750,000

Director Gosnell presented a chart comparing the Village's water rate versus the other communities taking Lake Michigan Water from CLCJAWA. He noted the Village has the lowest rate with the exception of Volo who levies a property tax to bring the rate down. The FY2024/2025 budget assumes a 6% increase in water & sewer rates.

Gosnell reviewed changes to the Proposed Budget since the workshop in March, noting the following:

- General Fund
 - Added \$5k for Fire Dues for MABAS
- 911 Fund/NLCC-ETSB Fund
 - Removed Contract Dispatch -\$150k
- Capital Improvement Fund
 - Reduced Bucket Truck Transfer -\$67.5k

- Reduced Roof Repair Bids -\$50k
- Reallocated Road Bids -\$300k
- Added Material Bins +\$450k
- Added Engineering Consultant +\$260K
- Water & Sewer Capital Fund
 - Reduced Bucket Truck Transfer -\$67.5k
 - Reduced Roof Repair Bids -\$50k
 - Reallocated Watermain bids -\$300k
 - Added Material Bins +\$450k
- Fleet Services Fund
 - Reduced Bucket Truck -\$135k

Gosnell reviewed the items related to the budget on the regular agenda including:

1. Approval of the Annual Budget
2. Amending Fee Schedule - to include the water & sewer rate adjustment
3. Authorizing Capital Transfer – transferring FY2022/2023 General Fund Surplus of \$3M to the Capital Improvement Fund (\$1.5M) and the Water & Sewer Capital Improvement Fund (\$1.5M)

Trustee Thorstenson asked about an addition to the budget document to include a section outlining what is “new” in the budget.

Director Gosnell noted it is in progress and will be included in the final budget document.

Trustee Garner, motioned, seconded by Trustee Balmes, to recommend the approval of Fiscal Year 2024/2025 Proposed Budget.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O’Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

H. PUBLIC COMMENT

None.

Adjournment

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

Voice Vote: ALL AYE: Motion Carried.

Mayor Hood adjourned the Public Hearing at 6:56 p.m.

**Andy Harris,
Village Clerk**

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

**GURNEE VILLAGE HALL
APRIL 22, 2024**

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; Erica Wells, Assistant Finance / HR Director; 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.

Roll Call

PRESENT: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

ABSENT: 0-

Pledge of Allegiance

Mayor Hood led the Pledge of Allegiance.

Mayor Hood introduced Matt Trujillo, the Village's new Community Engagement Coordinator. He stated Matt comes to the Village with a park and recreation background, most recently with the Waukegan Park District. Mayor Hood stated Matt would be working with his office and the Economic Development Director serving as a resource for and connector among Village residents, businesses and agency partners. He will assist with coordinating community events that provide opportunities for neighborhoods to work together and have a voice. Matt will also work to promote and assist Gurnee businesses.

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: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

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 April 8, 2024 meeting.
2. Approval of Ord. 2024 – 28 removing one Class 1 Liquor License and adding one Class 5 Liquor License by amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code entitled "Alcoholic Beverages" (Tacos El Durango – 3900 Washington Street – request to move to a more restrictive license).
3. Approval of request from Public Works Department to waive the formal bidding process and award trimming of 1,023 larger parkway trees to Arbor Care Solutions, Inc. at a cost not to exceed \$100,000.00.
4. Approval of request from Information Systems to renew the Arctic Wolf Managed Security Services contract for a period of one year at a cost of \$118,090.00.
5. Approval of Payroll for period ending April 5, 2024 in the amount of \$1,017,444.20.
6. Approval of Bills for the period ending April 22, 2024 in the amount of \$859,239.43.

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

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes
NAY: 0- None
ABSENT: 0- None
Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Approval of Proclamation designating April 26, 2024 as "Arbor Day" in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Garner seconded by Trustee O'Brien to approve of a Proclamation designating April 26, 2024 as "Arbor Day" in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

1. Presentation by Rachel Skaggs – GovHR USA Senior Vice President – Non-bargained employee classification and compensation study results.

Administrator Muetz stated Rachel Skaggs is unable to attend the meeting. As a result, Erica Wells, Assistant Finance / HR Director and Christine Palmieri, Director of Human Resources will review the study results.

Assistant Finance / HR Director Wells stated the purpose of the study is to ensure that Village salary ranges for non-bargained staff are competitive in today's market and comparable in the 75th percentile to the Villages municipal comparables. The study was approved in the Village budget and is Initiative 4.3 of the Village's Strategic Plan. In order to provide a neutral review of recommended changes, Village staff wanted to work with an external group to gather and review data.

Wells stated the Village Board packets included a full report with the details of each step and the process that GovHR used. The process included the following areas: Study Benefits, Job evaluation, Market Survey, Proposed Plan, Implementation and Future Administration. The Project Benefits focused on Internal Equity, Staff involvement, Collaboration, Pay Equity, Pay Competitiveness, Durability and Recruitment and Retention. Thirty-seven positions were reviewed using nine factors to evaluate and establish internal equity. These factors included Education, Work Experience, Decision Making and Independent Judgement, Responsibility for Policy Development, Planning of Work, Contact with Others, Work of Others (Supervisor Exercised), Working Conditions and use of Technology/ Specialized Equipment. Each job was evaluated based on the information received from the Village and virtual interviews with at least one employee in each position.

Assistant Finance / HR Director Wells stated the Classification Plan was developed based on Internal Equity meaning how positions related to one another in Gurnee. External Competiveness was established by comparing to the following communities- Buffalo Grove, Crystal Lake, Deerfield, Highland Park, Hoffman Estates, Lake Forest, Libertyville, Lincolnshire, Mount Prospect, Mundelein, Niles, Northbrook, Vernon Hills, and Wheeling. Data was collected from other communities via Salary Surveys. Salary data gathered is the current market for the positions. Compensation rates are calculated at the 75th percentile of the salaries of the communities surveyed. Pay ranges and pay plans have been calculated at a minimum of the 75th percentile. Ten compensation grades/ranges established across four bands:

- Grades 1 – 3: Administrative and Technical
- Grades 4 – 7: Managers, Supervisors, and Advanced Technical
- Grades 8 – 11: Directors and Senior Managers

Wells stated all grades have a 25% spread from minimum salary to maximum salary with 5 steps. The FY 2024/2025 proposed budget includes an assumption of 10% increase for non-bargained personnel including the scheduled cost of living increase due May 1, 2024, for a total increase of approximately \$522K. The proposed compensation adjustments for May 1 total \$375K (the plan came in under budget).

Wells concluded by stating going forward, staff will continue to review the classifications each year to respond to changing conditions.

Questions:

Trustee O'Brien asked for clarification on whether the \$375k expense was included in the FY 24/25 Proposed Budget. Assistant Finance / HR Director Wells responded yes, it is included.

Trustee Thorstenson asked if the \$375k expense allows the Village to get to the 75th percentile. Wells responded that all of the positions reviewed need to be adjusted to get to the 75th percentile; however, each position moved a different percentage to get to that level.

Trustee Thorstenson asked the difference between the \$522k placeholder in the budget and the \$375k expense. Finance Director Gosnell stated the Proposed Budget assumed each position would require a ten percent adjustment (increase). Based on the results of the study, the overall adjustment was less than ten percent and that accounts for the difference (savings).

Trustee Ross asked for clarification on the COLA. Director Palmieri stated the COLA is included, so there will be no additional increase once the salary is adjusted.

Administrator Muetz stated staff is looking for Village Board approval of the proposed pay ranges for the non-bargained positions. He stated staff would determine the employee's salary within the approved ranges.

Trustee Garner asked for clarification on the adjustment to get non-bargained positions to the 75th percentile. Administrator Muetz stated the proposed ranges will get positions to the 75th percentile, but that does not mean every position will be moved the final step of the range. Most positions will be moved to somewhere within the range and therefore would not reach the top step until a few years later.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2024 – 29 approving the annual budget of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2024 and ending April 30, 2025.

Public Hearing item. Administrator Muetz summarized budget highlights.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2024 – 29 approving the annual budget of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2024 and ending April 30, 2025.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

2. Approval of Ord. 2024 –30 amending Chapter 32, Article II, Section 38 of the Gurnee Municipal Code pertaining to the Comprehensive Fee Schedule.

Administrator Muetz said that annually staff updates the Comprehensive Fee Schedule with any changes in fees. The schedule provides an easy-to-understand format for residents and businesses to reference as it relates to Village fees. Chapter 32 of the Gurnee Municipal Code contains our Comprehensive Fee Schedule. Therefore, any fees listed there that have changed require a code amendment. Changes this year relates to the Village's water and sewer rates/service charges and tanker fill rates. More specifically:

Section 32-38 - Utility Fees

a. Water & Sewer (Usage) Rates

- Increase rates for water by 6.0% from \$5.34 to \$5.66 per 1,000 gallons.
- Adjust the discounted rate of \$1.80 to \$1.89 (JAWA Rate for FY 2024-2025) per 1,000 gallons for

qualifying customers under the Senior Discount Program.

- Increased rates for sewer by 6.0% from \$1.67 to \$1.77 per 1,000 gallons.
- Increased water and sewer service charges (flat fee) by 6.0% for various meter sizes.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of Ord. 2024 – 30 amending Chapter 32, Article II, Section 38 of the Gurnee Municipal Code pertaining to the Comprehensive Fee Schedule.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

3. Approval of Ord. 2024 – 31 authorizing the transfer for funds from the General Fund to the Capital Improvement Fund and the Water and Sewer Capital Improvement Fund.

Administrator Muetz said during the FY 24/25 budget preparation process, staff is proposing transferring \$3.0 million of the surplus to the following Funds & purposes:

- Capital Improvement Fund (131) - \$1,500,000 for future non-water & sewer capital projects. This transfer is essential to supplementing the already dedicated 50% of home rule sales tax to keep up with needed capital improvements.
- Water & Sewer Capital Improvement Fund (223) - \$1,500,000 for continuing an aggressive capital program and offsetting required rate increases.

It was moved by Trustee O'Brien, seconded by Trustee Balmes to approve of Ord. 2024 – 31 authorizing the transfer for funds from the General Fund to the Capital Improvement Fund and the Water and Sewer Capital Improvement Fund.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

4. Approval of Ord. 2024 – 32 authorizing a Change Order to the construction contract with Payne & Dolan, Inc. for 2024 Street Maintenance Resurfacing Program in the amount of \$665,000.00 to allow the resurfacing of 0.9 miles of roads within the Village.

Administrator Muetz said the 2024 Street Resurfacing Program came in under the budget estimate by approximately \$1 million. Staff is proposing to use \$665,000 of the savings to add another 0.9 miles of roadway resurfacing to the program. Muetz said this will result in 7.6 miles of resurfacing, which is the largest program in the Village's history. The remaining budget will be used to help fund the proposed Public Works Outdoor Material Bin project as well as secure additional contract engineers to oversee this year's program.

It was moved by Trustee Garner, seconded by Trustee Ross to approve of Ord. 2024 – 32 authorizing a Change Order to the construction contract with Payne & Dolan, Inc. for 2024 Street Maintenance Resurfacing Program in the amount of \$665,000.00 to allow the resurfacing of 0.9 miles of roads within the Village.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

5. Approval of Ord. 2024 – 33 authorizing execution of a Professional Services Agreement with IMEG for Engineering Services for the 2024 construction season.

Administrator Muetz said with only two full-time employees within Engineering, the addition of consultants is necessary to manage our capital improvement projects effectively. This upcoming construction season the Village's one full-time staff engineer will oversee the Route 21 Water Main Project, while the hired consultants will manage our road program. Staff is recommending IMEG for general construction activity monitoring. Staff has used IMEG multiple times in the past for assistance such as this and has always been pleased. IMEG provided a not to exceed cost of \$250,000. The Village will only be billed for actual hours used.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of Ord. 2024 – 33 authorizing execution of a Professional Services Agreement with IMEG for Engineering Services for the 2024 construction season.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

6. Approval of Ord. 2024 – 34 authorizing execution of a Professional Services Agreement with Clark Deitz, Inc. for Engineering Services for the 2024 MFT Street Maintenance Program.

Administrator Muetz said the 2024 Street Resurfacing Program is the largest in the Village's history at 7.6 miles. Staff is requesting outside assistance to oversee the program. Staff has used Clark Deitz multiple times in the past for assistance such as this and has always been pleased. Clark Deitz provided a not to exceed cost of \$134,160. The Village will only be billed for actual hours used.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2024 – 34 authorizing execution of a Professional Services Agreement with Clark Deitz, Inc. for Engineering Services for the 2024 MFT Street Maintenance Program.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

7. Approval of Ord. 2024 – 35 authorizing execution of First Amendment to the Redevelopment Agreement with Red Crown Investments, LLC – 141 for property located at 4281 and 4885 Grand Avenue, Gurnee, Illinois.

Administrator Muetz said the Village approved a redevelopment agreement with Red Crown Investments related to the BP gas station at Grand & 21, as well as the Avalon property. Red Crown has requested an extension of some of the timelines in the agreement as it continues to work with the property owner to the south regarding the property line and with the Illinois Department of Transportation regarding curb cuts. As a result, staff has drafted the necessary amendment. Items amended include:

- Commencement of construction deadline extended from July 1, 2024 to November 1, 2025.
- Completion of construction deadline extended from January 1, 2026 to May 1, 2027.
- Demolition of Avalon restaurant building to be completed within six months of this Amendment approval.

He said that while the start of the redevelopment will be pushed off to November 2025, we were able to secure a commitment to remove the Avalon building within 6 months. No other terms changed.

Trustee O'Brien thanked staff for including the removal of the Avalon building in the amendment.

Trustee Garner asked if it would be better to leave the Avalon building as is until the redevelopment occurs, stating he is worried about how the site will appear after it is removed.

Administrator Muetz stated staff felt it would be beneficial to have the Avalon removed as soon as possible and will work to ensure the site is not an eyesore, though cautioned it will be a vacant lot where a building was just removed. Muetz stated if the Village Board preference is to strike the Avalon removal clause that is the Board's prerogative.

It was moved by Trustee O'Brien, seconded by Trustee Ross to approve of Ord. 2024 – 35 authorizing execution of First Amendment to the Redevelopment Agreement with Red Crown Investments, LLC – 141 for property located at 4281 and 4885 Grand Avenue, Gurnee, Illinois.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

8. Approval of Ord. 2024 – 36 approving a Lease Agreement to provide temporary construction access to repair the railroad bridge over Illinois Route 41 near Kilbourne Road, Gurnee, Illinois.

Administrator Muetz said the railroad bridge over Route 41 near the Public Works facility was struck by a load on a semi-trailer that was too tall. This caused damage to the bridge that was temporarily repaired to allow trains to continue to use the tracks. The railroad's contractor is now ready to make permanent repairs that will allow trains to, once again, travel over the bridge at normal speeds (speed restrictions have been in place since the accident). The contractor temporarily staged at Public Works earlier and is requesting the ability to do so again to complete the permanent repair. The contractor provided a lease agreement outlining the terms. The repair will take five to six weeks. Work will involve clearing trees to access the site, hauling in rock to level the staging area, mobilizing equipment, etc. Once completed, the contractor will remove the rock installed and return the area to existing condition. Muetz stated the trees to be removed are junk trees located on State, Forest Preserve or railroad property and therefore they will not be replaced. The Village agreed to \$3,000 a month to lease space in the Public Works yard. The repair should have no impact on Village operations and will aid in expediting the repair. Administrator Muetz added staff will work with the contractor to attempt to have the bridge repainted in the process to improve the aesthetics.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Ord. 2024 – 36 approving a Lease Agreement to provide temporary construction access to repair the railroad bridge over Illinois Route 41 near Kilbourne Road, Gurnee, Illinois.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

9. Approval of Ord. 2024 – 37 authorizing execution of a lease agreement between the Village of Gurnee and New Cingular Wireless PCS, LLC, a Delaware limited liability company, for use of a portion of the water tower located at 2010 Northwestern Avenue.

Administrator Muetz said the Village of Gurnee has multiple leases in place whereby cellular service providers locate equipment on our water towers. New Cingular Wireless has requested to locate on the Northwestern water tower. There is available space and staff has negotiated the terms of a lease agreement. Highlights include an initial five-year term with two options to renew, monthly rent of \$3,000, adherence to Village safety and maintenance requirements. Staff from both Village Hall and Public Works participated in the negotiation process and Attorney Winter has reviewed the agreement.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Ord. 2024 – 37 authorizing execution of a lease agreement between the Village of Gurnee and New Cingular Wireless PCS, LLC, a Delaware limited liability company, for use of a portion of the water tower located at 2010 Northwestern Avenue.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

10. Approval of GovHR USA non-bargained employee classification and compensation study recommendations.

Administrator Muetz said this was presented and discussed during the Reports. Staff is seeking approval of the proposed salary ranges.

It was moved by Trustee Balmes, seconded by Trustee Woodside to approve of GovHR USA non-bargained employee classification and compensation study recommendations.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

11. Approval of Public Works Department recommendation to award the 2024 Concrete Sidewalk Replacement Program to Everlast Blacktop, Inc. at a cost not to exceed \$150,000.00 (Joint Bid with Arlington Heights and Lincolnshire).

Administrator Muetz said the Village continues to participate in joint bids with other communities to receive more favorable bulk pricing. The Village recently participated with Arlington Heights and Lincolnshire for concrete sidewalk replacement work. Two companies responded to the bid. Schroeder & Schroeder, who was historically the low bidder, did not respond to the bid request and had previously communicated it would not renew its contract for 2024 due to anticipated material increases. Of the two companies that responded, Everlast was the low bidder. Everlast is currently working for the Village, as it was the low bidder for the Dilleys Road Pedestrian Path. Muetz stated that unfortunately the price per square foot for concrete compared to past years has nearly doubled. The 2024 program will focus on Zone 5, which is the area east of the Des Plaines River and mainly north of Washington Street. Staff is recommending moving forward with Everlast for the 2024 Sidewalk Program at a cost not to exceed \$150,000.

It was moved by Trustee O'Brien, seconded by Trustee Ross to approve of Public Works Department recommendation to award the 2024 Concrete Sidewalk Replacement Program to Everlast Blacktop, Inc. at a cost not to exceed \$150,000.00 (Joint Bid with Arlington Heights and Lincolnshire).

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

12. Approval of Police Department request to purchase nine 2024 Chevrolet Tahoe 4WD PPV Police Interceptors from Miles Chevrolet at a cost of \$488,043.00 (Police Department Units #140, #144, #148, #155, #162, #158, #159, #160, and #177).

Administrator Muetz said the FY 24/25 Approved Budget includes the replacement of nice Police squads. 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 units to be replaced range from 2013 to 2018 model years with Vehicle

Replacement Scores of 50 to 64. The average engine hours for these nine squads is about 14,000 hours. With the industry standard formula of engine hours x 33 miles, these vehicles have an average equivalent of 462,800 miles each on them. Muetz stated depending on when the new vehicles are in service staff is hopeful to keep some of the current vehicles in the fleet and stepped down to different roles. For example, Unit #144 will be retained as a back-up K9 Unit. The new squads will be 2024 Chevrolet 4WD Tahoe PPV Police Interceptors. Fleet Services received pricing of \$54,227.00 for each of the Tahoe's. Upfitting costs will be included on the future agenda.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Police Department request to purchase nine 2024 Chevrolet Tahoe 4WD PPV Police Interceptors from Miles Chevrolet at a cost of \$488,043.00 (Police Department Units #140, #144, #148, #155, #162, #158, #159, #160, and #177).

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

G. PUBLIC COMMENT

None.

H. EXECUTIVE SESSION

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.

5 ILCS 120/2 2 (c) (1) which states: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body of legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body to determine its validity.

It was moved by Trustee Garner, seconded by Trustee O'Brien to adjourn the meeting into Executive Session.

Roll call,

AYE: 6- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

Mayor Hood adjourned the meeting into Executive Session at 7:44 p.m.

Mayor Hood recalled the meeting to order at 7:53 p.m.

Recall to Order

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

ABSENT: 1- Thorstenson

Closing Comments

None.

Adjournment

It was moved by Trustee Balmes, seconded by Trustee O'Brien to adjourn the meeting.

Voice Vote: ALL AYE: Motion Carried.

Mayor Hood adjourned the meeting at 7:54 p.m.

**Andrew Harris,
Village Clerk**