

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

**GURNEE VILLAGE HALL
SEPTEMBER 25, 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; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief.

Roll Call

PRESENT: 4- O'Brien, Balmes, Woodside, Ross

ABSENT: 2- Garner, Thorstenson

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: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

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 September 11, 2023 meeting.
2. Approval of issuing a Raffle License and waiving the fee and bond requirement for the Warren-Newport Public Library.
3. Approval of issuing a Raffle License and waiving the fee and bond requirement for the Gurnee School District #56 Band Boosters.
4. Approval of Payroll for period ending September 8, 2023 in the amount of \$1,045,734.50.
5. Approval of Bills for the period ending September 25, 2023 in the amount of \$2,422,225.78.

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

Roll call,

AYE: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

Motion Carried.

**C. PETITIONS AND
COMMUNICATIONS**

1. Approval of a Proclamation designating October 13, 2023 as "Metastatic Breast Cancer Awareness Day" in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee O'Brien seconded by Trustee Woodside to approve of a Proclamation designating October 13, 2023 as "Metastatic Breast Cancer Awareness Day" in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

2. Approval of a Proclamation designating October 8 – 14, 2023 as “Fire Prevention Week” in the Village of Gurnee.
Mayor Hood summarized the Proclamation.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of a Proclamation designating October 8 – 14, 2023 as “Fire Prevention Week” in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

3. Approval of a Proclamation designating October 2023 as “Crime Prevention Month” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Woodside, seconded by Trustee Balmes to approve of a Proclamation designating October 2023 as “Crime Prevention Month” in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

4. Approval of a Proclamation designating October 2023 as “Domestic Violence Awareness Month” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Balmes, seconded by Trustee O’Brien to approve of a Proclamation designating October 2023 as “Domestic Violence Awareness Month” in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

None.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2023 – 63 granting a Special Use Permit to allow LED tubing, outside of the sign area and independent of any information conveyed by an allowed sign, and a Special Use Permit to exceed the maximum sign area pursuant to the Gurnee Zoning Ordinance for 6060 Gurnee Mills Circle East (Texas Roadhouse).

Administrator Muetz said Texas Roadhouse is looking to construct one of its restaurants in front of the old Toys R’ Us building. In conjunction with this, they are requesting two Special Use Permits (SUPs). The first is to allow 348 total feet of white LED tube lighting on three sides (northwest, southwest, and southeast) of the building. The LED accent band would be consistent with the Texas Roadhouse national brand identity. Administrator Muetz stated a SUP is required for this request. Per Village code, each linear foot of LED tube lighting such as this is considered as one square foot of sign area. Therefore, the 348-foot request translates to 348 square feet of sign area in addition to the two proposed wall signs. The second request relates to total wall sign area. Texas Roadhouse is allowed approximately 370 square feet of wall signage. The petitioner is proposing two identical wall signs of approximately 103 square feet each. In addition, the requested LED tubing equates to 348 more square feet of signage for a total of approximately 554 square feet. Therefore, approval of a Special Use Permit for signage that exceeds the allowable sign area is required. One member of the public attended the Planning and Zoning Board (PZB) hearing to comment on the proposal. The owner of Comfort Inn Hotel to the northeast of the subject site commented on the LED tubing and expressed concern with the potential light coming from the LED and its impact on patrons of his hotel that have room on the side facing to the south. Following review and discussion the PZB is forwarding a unanimous favorable recommendation on both SUP requests.

It was moved by Trustee Balmes, seconded by Trustee O’Brien to approve of Ord. 2023 – 63 granting a Special Use Permit to allow LED

tubing, outside of the sign area and independent of any information conveyed by an allowed sign, and a Special Use Permit to exceed the maximum sign area pursuant to the Gurnee Zoning Ordinance for 6060 Gurnee Mills Circle East (Texas Roadhouse).

Roll call,

AYE: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

Motion Carried.

2. Approval of Ord. 2023 – 64 approving agreement for the use of right-of-way between the Village of Gurnee and Vero Fiber Networks. Administrator Muetz said Gurnee School District #56 hired Vero Fiber Network to install and maintain a fiber optic network for River Trail, Viking and Spaulding Schools. As a result, Vero has requested permission to use the Village's right-of-way to install fiber along Hayner Avenue, O'Plaine Road, Old Grand Avenue, Delany Road, Sunset Avenue, Northwestern and Florida Avenue. Muetz stated Vero is organized as an Illinois Corporation and is certified to provide such services within the State of Illinois. The fiber will be installed via directional bore at a depth of 24-36 deep and will remain 5 feet from Village utilities. The Engineering Division, along with Attorney Winter, developed a 20-year agreement that allows Vero Fiber Network to use the right-of-way and stipulates the responsibilities of each party. He concluded by stating Vero is subject to telecommunications tax and therefore revenue for the Village will be received via this tax.

Neil Bryan, Director of District Network Services - Vero Fiber Networks, introduced himself and stated the agreement is pretty standard and he is available to answer any questions the Village Board may have.

Mayor Hood asked when this project would start. Mr. Bryan said as soon as approved by the Board.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2023 – 64 approving agreement for the use of right-of-way between the Village of Gurnee and Vero Fiber Networks.

Roll call,

AYE: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

Motion Carried.

3. Approval of Ord. 2023 – 65 authorizing a permanent utility easement agreement for Hunt Club Road improvements on property owned by the Gurnee Park District.

Administrator Muetz said as part of the Washington/Hunt Club intersection improvement project Village of Gurnee watermain will be extended through Gurnee Park District property due to the limited right-of-way along Hunt Club Road. Due to this, the Village will need to acquire a permanent easement to allow for the watermain to be installed on Park District property. Currently there is a gap in Village watermain along Hunt Club from approximately Foxworth Lane south to Lockwood Lane. He stated filling this gap is important because it will increase the Village's redundancy for the watermain network and remove a large dead end to the south with several critical facilities. In exchange for the easement, the Village will provide a six-inch water service stub to the Park District property and waive connection fees, permit fees and frontage fees normally associated with water service connections. These items have a monetary value of approximately \$10,000. Muetz stated from a Village perspective, completing this gap is much more valuable than the fees proposed to be waived. As such, staff is recommending approval of the easement agreement.

It was moved by Trustee O'Brien, seconded by Trustee Woodside to approve of Ord. 2023 – 65 authorizing a permanent utility easement

agreement for Hunt Club Road improvements on property owned by the Gurnee Park District.

Roll call,

AYE: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

Motion Carried.

4. Approval of Ord. 2023 – 66 approving an equipment loan with Gurnee Community Bank for a term of 60 months in an amount not to exceed \$83,708.00 (Bittersweet Golf Course Toro Groundsmaster 4500 mower with leaf mulching kit - Sourcewell Contract #58900).

Administrator Muetz said in the past the Village has partnered with Gurnee Community Bank to allow equipment purchases for Bittersweet Golf Course. These have typically been three to five-year loans/leases to purchase agreements where the course is responsible for the payments. The course needs a new mower. Grounds Superintendent Brad Anderson was able to source a demo unit from Reinders under Sourcewell Contract #58900. This will be a 60-month loan at 5.1%. Bittersweet will be responsible for all payments.

Trustee O'Brien asked who makes the loan payment, GolfVisions or Bittersweet. Administrator Muetz explained GolfVisions manages the course on behalf of the Village. Revenue from golf course activity will be used to make the loan payments.

Trustee O'Brien asked if GolfVisions contract covers the term of the loan. Administrator Muetz stated if a new manager was brought in, it would inherit the loan as part of the management contract.

Mayor Hood stated the Board will receive an update from Bittersweet in the next few months. He stated the course has been doing very well this season.

It was moved by Trustee Ross, seconded by Trustee O'Brien to approve of Ord. 2023 – 66 approving an equipment loan with Gurnee Community Bank for a term of 60 months in an amount not to exceed \$83,708.00 (Bittersweet Golf Course Toro Groundsmaster 4500 mower with leaf mulching kit - Sourcewell Contract #58900).

Roll call,

AYE: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

Motion Carried.

5. Approval of request from Public Works Department to waive formal bidding requirements and utilize the Ohio Department of Transportation Contract #135-23 to purchase a KIMCO KC2475SSE 75-foot Stainless Steel Electric Powered Conveyor at a cost of \$116,472.05.

Administrator Muetz said the requested conveyor was planned next budget year, but due to the outdoor material bins coming in vastly over budget, that project has been delayed and staff is requesting to use the funding to for this equipment. He reminded the Board that to fill the salt dome a Public Works' employee drives the loader up a ramp made of salt. While historically this has worked, it is not the safest practice and limits the amount of salt that can be placed in the dome to about 80% capacity. It is also extra wear and tear on the loaders. He stated a conveyor is a much safer option, increases the amount of salt staff can get in the dome and reduces wear and tear on loaders. Public Works evaluated different conveyors, which included a visit to Waukegan Public Works to view their conveyor in action. Following evaluation, the Department is recommending a unit from KIMCO, which is in east-central Illinois. KIMCO does have a State of Illinois bid, but not for an electric-powered unit. The Ohio Department of Transportation does have a bid for an electric-powered unit under contract #135-23. Public Works is requesting to waive the formal bidding process and purchase the unit under the Ohio DOT contract (since it already went through the

formal bidding process in June 2023 and vetted pricing). The Department is proposing to utilize funding that was budgeted for the outdoor material bin project that will not be moving forward. Current delivery, if approved, is around the first of the year.

It was moved by Trustee Balmes, seconded by Trustee Woodside to approve of request from Public Works Department to waive formal bidding requirements and utilize the Ohio Department of Transportation Contract #135-23 to purchase a KIMCO KC2475SSE 75-foot Stainless Steel Electric Powered Conveyor at a cost of \$116,472.05.

Roll call,

AYE: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

Motion Carried.

6. Approval of request from Public Works Department to waive formal bidding requirements and award replacement of six exterior doors and frames and removal of one door to the low bidder JJ Henderson at a cost of \$48,243.00.

Administrator Muetz said the main Public Works building is 22 years old. The old Public Works building is approaching 50 years old. Both building have exterior door that have deteriorated and in some cases are no longer weather-tight. Six doors and frames need to be replaced along with some conduit installation and masonry work. There is also one door in the south building that is no longer used and needs to be removed and walled-off. Public Works reached out to three local contractors capable of performing the work. Two responded with JJ Henderson being the low bidder. Public Works is proposing to utilize funding that was budgeted for the outdoor material bin project that will not be moving forward.

It was moved by Trustee Ross, seconded by Trustee Balmes to approve of request from Public Works Department to waive formal bidding requirements and award replacement of six exterior doors and frames and removal of one door to the low bidder JJ Henderson at a cost of \$48,243.00.

Roll call,

AYE: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

Motion Carried.

7. Approval of request from Fire Department to waive formal bidding requirements and utilize the HGACBuy Ambulance Contract No. AM20XA09 to purchase a Road Rescue Ambulance including Stryker Power-LOAD patient lift system from Fire Service Inc. at a cost of \$362,435.00.

Administrator Muetz said this request was discussed at the September 11th Village Board meeting. As a reminder, Chief Kavanagh provided justification to add a sixth ambulance to the fleet based on increased calls for service, patient contacts, mileage/engine hours on current ambulances and delivery lead times (currently estimated at 26 months). Like prior ambulance purchases, the Department is recommending the Village take advantage of HGACBuy to purchase an ambulance from Fire Service Inc. The Department is requesting authorization to purchase the ambulance at a cost of \$362,435.00.

It was moved by Trustee O'Brien, seconded by Trustee Balmes to approve of request from Fire Department to waive formal bidding requirements and utilize the HGACBuy Ambulance Contract No. AM20XA09 to purchase a Road Rescue Ambulance including Stryker Power-LOAD patient lift system from Fire Service Inc. at a cost of \$362,435.00.

Roll call,

AYE: 4- O'Brien, Balmes, Woodside, Ross

NAY: 0- None

ABSENT: 2- Garner, Thorstenson

Motion Carried.

**G. PUBLIC
COMMENT**

None

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 7:24 p.m.

**Andrew Harris,
Village Clerk**