

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

**GURNEE VILLAGE HALL
NOVEMBER 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; David Ziegler, Community Development 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; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Deputy Police Chief.

Roll Call

PRESENT: 4- Ross, Garner, Balmes, Thorstenson

ABSENT: 2- O'Brien, 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 Garner to approve the Consent Agenda as presented.

Roll call,

AYE: 4- Ross, Garner, Balmes, Thorstenson

NAY: 0- None

ABSENT: 2- O'Brien, 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 November 6, 2023 Village Board meeting.
2. Approval of Ord. 2023 – 80 authorizing an Intergovernmental Agreement for participation in the Illinois Water and Wastewater Mutual Aid and Assistance Agreement.
3. Approval of Public Works Department recommendation to award 2024 fuel purchase to the low bidder, Avalon Petroleum Company, at a supplier discount price of -\$0.0640 cents per gallon for unleaded gasoline and a supplier mark-up price of \$0.0190 cents per gallon for biodiesel fuel.
4. Approval of Information System Division's recommendation to renew a one-year Microsoft Software Assurance maintenance agreement with Dell Marketing L.P. at a cost of \$28,802.59 (State of Illinois Department of Innovation & Technology contract).
5. Approval of Information System Division's recommendation to purchase four Cisco Wireless LAN Controllers, 125 Cisco Access Point licenses and one year of related hardware and software maintenance from Presidio Networked Solutions Group, LLC at a total cost of \$43,762.93 (State of Illinois Department of Innovation & Technology contract).
6. Approval of issuing a Raffle License and waiving the fee and bond requirement for the Woodland District 50 Music Boosters – multiple dates December 2023.
7. Approval of request to set a bid date of December 22, 2023 for residential refuse, recycling and landscape collection services.
8. Approval of request to set a bid date of January 16, 2024 for the Dilley's Road Pedestrian Path Project.

9. Approval of Payroll for period ending November 3, 2023 in the amount of \$1,290,209.77.

10. Approval of Bills for the period ending November 20, 2023 in the amount of \$2,093,445.66.

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

Roll call,

AYE: 4- Ross, Garner, Balmes, Thorstenson

NAY: 0- None

ABSENT: 2- O'Brien, Woodside

Motion Carried.

C. PETITIONS AND COMMUNICATIONS

None.

D. REPORTS

None.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2023 – 81 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, to allow a government office on property located at 5626-5652 Northridge Drive.

Administrator Muetz said the Veterans Assistance Commission (VAC) of Lake County has requested a Special Use Permit (SUP) to allow the establishment and operation of a government office on property at 5626-5652 Northridge Drive. The parcels were previously occupied by Outback Steakhouse and Joe's Crab Shack. The VAC proposes to build a 44,000 square foot multi-use office building. The new building will include one- and three-story sections and will offer programs and services to the veterans and their families. The services include but are not limited to, gym/fitness areas for individual or group training, café and kitchen areas, a community hub, office spaces, and conference/board rooms. The VAC will typically operate from 8:00 AM to 5:00 PM seven days a week, with occasional evening meetings. The building would be staffed at any given time with approximately 36 full-time employees and potential five to ten volunteers. The properties are zoned C-2 and a governmental office use requires a SUP. Prior to the 2015 Zoning Ordinance update a SUP for a government office use in the C-2 district would not require a SUP. The request was before the Planning & Zoning Board on November 1st and received a unanimous favorable recommendation (5-0).

Mr. Andrew Tangen, Superintendent of the VAC, briefly spoke about the VAC.

Trustee Thorstenson asked if the PACE bus service would need to be modified to serve the facility.

Mr. Tangen stated no.

Trustee Garner commented that the building is very attractive.

Trustee Balmes commented on the proposed location stating she had hoped a revenue generating entity would occupy the parcels. She then asked if any signage would be placed along Route 132 to help direct veterans to the facility.

Administrator Muetz stated staff could inquire with the State to see if signage can be installed similar to what is posted for Great Wolf Lodge.

Trustee Balmes also asked if the VAC partners with the Midwest Veterans Closet.

Mr. Tangen stated yes.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to

approve of Ord. 2023 – 81 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, to allow a government office on property located at 5626-5652 Northridge Drive.

Roll call,

AYE: 4- Ross, Garner, Balmes, Thorstenson

NAY: 0- None

ABSENT: 2- O'Brien, Woodside

Motion Carried.

2. Approval of Ord. 2023 – 82 authorizing an extension of time for a Special Use Permit to allow for the establishment and operation of an "Inpatient Treatment Facility" on property located at 3915 Oglesby Avenue, previously granted under Ordinance 2023-08.

Administrator Muetz said on January 23, 2023 the Village Board approved a Special Use Permit (SUP) for Lakeharbor Treatment, LLC, to allow the establishment and operation of an approximately 30-bed dual-diagnosis inpatient treatment facility (substance abuse and mental health) on property located at 3915 Oglesby Avenue. Per the Zoning Ordinance, following the approval of a Special Use Permit the applicant has one year to obtain the necessary licenses for permits from the Village. One November 3, 2023 the Village received an email from representatives of Lakeharbor requesting a one-year extension to the SUP making the expiration January 23, 2025. The rep stated while they have concrete plans to initiate construction on a drug and alcohol treatment center at this location within the next year, they are also mindful of the existing tenant, Dr. Thomas, who runs a cardiology office at the property. Dr. Thomas's lease is scheduled to end on February 28, 2025. Lakeharbor's intention is to minimize disruption to his practice as much as possible and therefore have requested the extension. The representative stated if Dr. Thomas decides to terminate his lease ahead of the scheduled end date, Lakeharbor is prepared to expedite construction efforts immediately upon his departure.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2023 – 82 authorizing an extension of time for a Special Use Permit to allow for the establishment and operation of an "Inpatient Treatment Facility" on property located at 3915 Oglesby Avenue, previously granted under Ordinance 2023-08.

Roll call,

AYE: 4- Ross, Garner, Balmes, Thorstenson

NAY: 0- None

ABSENT: 2- O'Brien, Woodside

Motion Carried.

3. Approval of Ord. 2023 – 83 adding one Class 1 Liquor License by amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code entitled "Alcoholic Beverages" (Riverside Café – 401 N. Route 21, #718).

Administrator Muetz said Riverside Café has applied for a Class 1 (sale of alcoholic liquor for consumption on the premises where sold and the sale and service of "To Go" (off-premises) mixed drinks and single servings of wine) liquor license. It was communicated Riverside would like to offer alcoholic drinks commonly associated with breakfasts/brunches such as mimosas, Bloody Mary's, tequila sunrise, etc. The Police Department has conducted all the necessary background checks and finds nothing to preclude issuing the license.

It was moved by Trustee Ross, seconded by Trustee Thorstenson to approve of Ord. 2023 – 83 adding one Class 1 Liquor License by amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code entitled "Alcoholic Beverages" (Riverside Café – 401 N. Route 21, #718).

Roll call,

AYE: 4- Ross, Garner, Balmes, Thorstenson

NAY: 0- None

ABSENT: 2- O'Brien, Woodside

Motion Carried.

4. Approval of Ord. 2023 – 84 regarding the Illinois Paid Leave for All Workers Act and amendment to the Gurnee Municipal Code Chapter 2, Section 2-321 and 2-322.

Administrator Muetz said in March Governor Pritzker signed into law Public Act (P.A.) 102-1143, commonly known as the Paid Leave for All Workers Act. Per the legislation, beginning January 1, 2024, employers must provide all employees (full-time, part-time, seasonal, interns) one hour of paid leave per 40 hours worked and allow them to carry over up to 40 hours of paid leave annually. Employers may set a minimum increment of no more than two hours per day for the use of paid leave. Paid leave accrued may be taken for any reason without documentation, but employers may set leave policies that require employees to provide notice of seven days for foreseeable leave and as soon as possible for unforeseeable leave. Given the impact on municipal operations, the Illinois Municipal League (IML) worked with legislators to exempt municipal employers and push off the implementation to June 1, 2024. Unfortunately, these efforts were unsuccessful. The IML subsequently conducted legal research and provided a model ordinance for its members to adopt if they wish to opt out of the requirements. Staff recommends the Village opt-out for our municipal employees. Attorney Winter, in conjunction with Human Resources staff, reviewed the IML model ordinance as well as other municipal ordinances

It was moved by Trustee Garner, seconded by Trustee Ross to approve of Ord. 2023 – 84 regarding the Illinois Paid Leave for All Workers Act and amendment to the Gurnee Municipal Code Chapter 2, Section 2-321 and 2-322.

Roll call,

AYE: 4- Ross, Garner, Balmes, Thorstenson

NAY: 0- None

ABSENT: 2- O'Brien, Woodside

Motion Carried.

5. Approval of Administration Department recommendation to award the Village Hall HVAC Replacement and Upgrade Project including Alternates #2 and #6 to the low bidder, Amber Mechanical, at a cost of \$947,500.00.

Administrator Muetz said staff in conjunction with Prasino Engineering, has been working over the past 14 months on the Village Hall HVAC replacement project. The main components of the Village Hall HVAC system are 32 years old. Typically, these systems have a useful life of around 20 years. System controls are pneumatic which has created challenges related to servicing the building (pneumatic systems are outdated and many companies no longer service them) and obtaining parts. Control boxes in the ceiling have also posed challenges related to obtaining parts. To date, the Village has purchased the condensing unit, variable frequency drives (VFDs) and air handling unit (AHU). The condensing unit and VFDs have been delivered and are currently stored at Public Works and Fire Station #1. The AHU is currently scheduled to be delivered in June 2024. Once the AHU arrives, removal of the current systems and installation of the new system can begin. This will be a multi-month effort that includes performing the work in an occupied building. The Village issued a notice to bidders in mid-September, with proposals due by October 24th. Twenty-five companies picked up the bid documents, with four submitting proposals. All four companies are reputable firms that Prasino has worked with on other projects. The bids ranged from approximately \$900,000 to \$1.2 million depending on the alternates selected. Village staff and Prasino interviewed three firms to ensure they understood all the requirements of the job, which includes removal of the existing AHU, exterior condensing unit, mixing boxes, and pneumatic controls and installation of a new AHU, exterior condensing unit, variable air volume boxes and building automation system controls. Following interviews, further review of bid documents and discussion with Prasino, staff is recommending the project be awarded to Amber Mechanical at a cost of \$947,500, which includes Alternates #2 and #6. Alternate #2 is a split system for the server room while Alternate #6 is additional baseboard pipe near the flat roof drain pipes which frequency freeze solid and result in interior flooding issues in Conference Room A and over the Information System offices. Prasino has worked with Amber in the past with success. Initially staff had hoped to split the project over two fiscal years; unfortunately, due to the timing of

equipment delivery this will not be possible. As a result, the project will be included in the FY 24/25 Budget.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Administration Department recommendation to award the Village Hall HVAC Replacement and Upgrade Project including Alternates #2 and #6 to the low bidder, Amber Mechanical, at a cost of \$947,500.00.

Roll call,

AYE: 4- Ross, Garner, Balmes, Thorstenson

NAY: 0- None

ABSENT: 2- O'Brien, Woodside

Motion Carried.

G. PUBLIC COMMENT

**Phil Smith
3640 Highland Ave.
Gurnee, IL**

Mr. Smith expressed concern about the leaf collection program, stating the level of service has decreased in the past few years. He stated his leaves have not been collected per the schedule.

Administrator Muetz stated he would reach out to Waste Management tomorrow and request it revisit his area.

H. EXECUTIVE SESSION

The Village Attorney stated that tonight's Executive Session will reference:

5 ILCS 120/2 (c) (11) which states: Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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

Roll call,

AYE: 4- Ross, Garner, Balmes, Thorstenson

NAY: 0- None

ABSENT: 2- O'Brien, Woodside

Motion Carried.

Adjournment to Executive Session

Mayor Hood adjourned the meeting into Executive Session at 7:24 p.m.

Recall to Order

Mayor Hood recalled the meeting to order at 7:48 p.m.

PRESENT: 4- Ross, Garner, Balmes, Thorstenson

ABSENT: 2- O'Brien, Woodside

Closing Comments

None.

Adjournment

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

Voice Vote: ALL AYE: Motion Carried.

Mayor Hood adjourned the meeting at 7:49 p.m.

**Andrew Harris,
Village Clerk**