

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

**GURNEE VILLAGE HALL
FEBRUARY 20, 2012**

Call to Order

Mayor Kovarik called the meeting to order at 7:30 p.m.

Other Officials in Attendance

Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator/Community Development Director; Bryan Winter, Village Attorney; Erik Jensen, Management Analyst; Diane Lembesis, Finance Director; Chris Velkover, IS Director; Tom Rigwood, Director of Public Works; Chief Fred Friedl, Fire Chief; Kevin Woodside, Police Chief

Roll Call

PRESENT: 5- Ross, Park, Balmes, Morris, Schwarz
ABSENT: 1- Garner

Pledge of Allegiance

Mayor Kovarik led the Pledge of Allegiance.

A. PUBLIC COMMENT

**Kevin Moss
2086 Windsong Ct.
Gurnee, IL**

Mr. Moss presented pictures to the Board and informed them of a truck that has been parked at Sam's Club for at least five months. He stated that he was frustrated with the Police Department's reluctance to enforce the signage stating "no overnight parking, police enforced". Mr. Moss informed the Board of his verbal confrontation with the truck driver and his investigation as to why the truck is being continually being parked in the Sam's Club lot. Mr. Moss said that he filed a Freedom of Information request and found out the last ticket issued for illegal overnight parking at Sam's Club was 2007. He would like the issue addressed. The Mayor stressed to Mr. Moss that she would not like him to engage drivers when he sees a parking violation. Mr. Moss stressed that he would like the ordinance enforced.

B. APPROVAL OF CONSENT AGENDA

It was moved by Trustee Balmes, seconded by Trustee Park to approve the Consent Agenda as presented with the removal of Item #9 for further discussion.

Roll call,

AYE: 5- Ross, Park, Balmes, Morris, Schwarz

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

C. CONSENT AGENDA / OMNIBUS VOTE

The Village Administrator read the consent agenda for an omnibus vote as follows:

1. Approval of minutes from the January 23, 2012, and February 6, 2012, meetings.
2. Approval Res. 2012-03 accepting the Solid Waste Agency of Lake County, Illinois (SWALCO) 60% Recycling Plan.
3. Approval of Res. 2012-04 reallocating 2012 volume cap to the Village of Buffalo Grove, Illinois.
4. Approval of Ord. 2012-10 authorizing the Village President and Village Clerk to execute an Automatic Response Agreement between the Village of Gurnee and the City of Waukegan.
5. Approval of Ord. 2012-11 authorizing the release of easement rights in the Gurnee Mills Subdivision by the Village of Gurnee.
6. Approval of Ord. 2012-12 accepting a grant of utility easements in the Gurnee Mills Subdivision.
7. Approval of Payroll for period ending February 11, 2012, in the amount of \$672,972.14.
8. Approval of Payroll Transfer Journal for period ending February 11,

2012, in the amount of \$664,008.29.

ITEM REMOVED 9. Approval of Bills for the period ending February 20, 2012, in the amount of \$2,780,238.33.

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

Roll call,

AYE: 5- Ross, Park, Balmes, Morris, Schwarz

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

ITEM NUMBER 9 DISCUSSION:

9. Approval of Bills for the period ending February 20, 2012 in the amount of \$2,780,238.33.

Trustee Morris asked for clarification regarding consulting services fees which were expensed under AT&T on the Expenditure Approval List. Patrick Muetz, Village Administrator, stated this expense is in the 911 Fund under wire line connect fee and explained that some item descriptions are not as descriptive as we would like when entering invoices into the Village's purchasing database. Trustee Morris also asked for more breakdown and clarity of legal fees, as well as noting the JAWA fees being coded under Architect & Other Design. Diane Lembesis, Finance Director, along with the Village Administrator will take a closer look into the coding procedures.

It was moved by Trustee Morris, seconded by Trustee Park to approve Item Number 9 on the Consent Agenda for an omnibus vote as read.

Roll call,

AYE: 5- Ross, Park, Balmes, Morris, Schwarz

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

D. PETITIONS AND COMMUNICATIONS

The Village Administrator reminded the Board of the upcoming Committee of the Whole meeting and that the budget will be ready for distribution by Friday, February 24th.

E. REPORTS

None.

F. OLD BUSINESS

None.

G. NEW BUSINESS

1. Approval of Ord. 2012-13 approving an agreement between the Village of Gurnee and the Davenport Group (USA) for the purchase of a Community Development Software System.

The Village Administrator stated the Village has been looking at making a change in the permitting process for sometime. There have been concerns from the community regarding the ease and efficiency of obtaining a building permit. Staff has determined that transitioning away from the paper intensive process that currently exists to a more streamlined virtual process will increase transparency, turnaround time and the overall level of service. Residents will be able to go online and determine the status of the permit application, schedule inspections and find out the results on line. Over the past six months, various software vendors have been evaluated and based on those findings, the purchase of a software system from the Davenport Group (USA) located in Crystal Lake, IL is being presented for approval by the Board. The total contract cost for purchase and implementation of the software is \$95,512.00. Annual maintenance, which will be effective in Year 2, is \$14,326.80. Funding has been included in the FY11/12 and 12/13 budgets to cover these costs.

Trustee Morris asked how many building permits are processed in a year. David Ziegler, Assistant Village Administrator/Community Development Director, stated 2,500 per year with 20% being commercial. Single family numbers have dropped severely in the past several years.

Trustee Morris asked how many visitors and phone calls are received daily. Mr. Ziegler responded that approximately 25-30 counter visits and 50-60 phone calls are received daily.

Trustee Morris asked if the new software will replace one to two people. Mr. Ziegler stated the new software will ease the workload and free up staff time to complete projects that have been lagging behind. The majority of the time saving will be felt by the residents. Re-evaluation will be made once the system is up and running.

Trustee Park asked about whether or not staff looked at existing systems being used in other communities. Mr. Ziegler stated that staff had looked into which nearby communities had used the final candidates' system and found examples in Woodstock, Batavia and Racine. Staff felt comfortable with Davenport following site visits and interviews with these communities.

Trustee Park asked if there was any mechanism to get performance metrics from the Davenport system. Mr. Ziegler stated that there will be an ability to track the time projects have been in the queue or inbox and can also be set up to alert the proper person when preset timeframes are not met or extended. In addition, inspections can be similarly tracked.

Trustee Park asked if the new software would provide for more efficient operation and/or available time for other projects by the professional and/or inspection staff. Mr. Ziegler stated that increased efficiency would result as the inspectors become more familiar with the software.

Trustee Park stated that the Police Department had previously said that they had great benefit from being able to conduct business by mobile computer in the field. He then asked what the schedule would be for introducing any mobile capabilities with Davenport. Mr. Ziegler stated that the schedule for full implementation of the new software is late summer of this year. Funding would be set aside then for mobile units in the following fiscal years as staff becomes more comfortable with the program.

Trustee Balmes asked if the resident will have access to see who they need to contact regarding the status of their permit. Mr. Ziegler stated that the resident, as well as the contractor, will have access to the permit information.

Trustee Balmes ask how the training will be implemented. Mr. Ziegler stated that Davenport will spend several days learning how permits are processed and then they will customize the software to work per our requirements. All staff will be fully trained, including follow-up.

Mayor Kovarik asked about maintenance updates. Chris Velkover, IS Director, stated the contract includes all releases that come out and at least one update per year. Customization can be factored into the release.

Jerry Davenport, Managing Partner of Davenport Group stated that, generally, one major update per year is released. He further stated that in the beginning stages, there will be configuration and customization changes that they will take care of.

Trustee Schwarz asked about the permit process indicating that he can do virtually everything online including payment. Mr. Ziegler stated that, ideally, everything can be done by the resident at home.

It was moved by Trustee Balmes, seconded by Trustee Park to approve an agreement between the Village of Gurnee and the Davenport Group (USA) for the purchase of a Community Development Software System.

Roll call,

AYE: 5- Ross, Park, Balmes, Morris, Schwarz

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

2. Approval of Ord. 2012-14 adding one class 7 Liquor License by amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code entitled "Alcoholic Beverages" as last amended by Ordinance Number 2011-57 passed August 1, 2011.

The Village Administrator stated that *Just Like Italy* has been operating in the former Gurnee Pizza site at Delany Square for a number of months. Now that some time has passed and the business is doing well, the owner would like to offer beer and wine to restaurant patrons and is requesting a license.

Trustee Morris asked if there was a packaged liquor store application pending on the southeast corner of Washington and Milwaukee (Route 21). The Mayor stated that there was not.

Trustee Morris asked if a liquor license issued for a business at Grand and Belle Plaine had expired. Mr. Muetz stated that it had.

It was moved by Trustee Morris, seconded by Trustee Ross to approve Ord. 2012-14 adding one class 7 Liquor License by amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code entitled "Alcoholic Beverages" as last amended by Ordinance Number 2011-57 passed August 1, 2011.

Roll call,

AYE: 5- Ross, Park, Balmes, Morris, Schwarz

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

3. Approval of Ord. 2012-15 amending Chapter 82, Section 82-72 of the Gurnee Municipal Code by adjusting fees for bulk pool filling.

The Village Administrator stated that as part of a water study, a number of fees were adjusted to cover expensed incurred by the Village. The Village currently charges \$50 for the service plus the water used. The \$50 does not cover the cost incurred by the Village, which is estimated at \$190 (2 employees, 2 hours, vehicle and equipment). Staff proposes a flat fee of \$200 for the service plus the price of water.

Trustee Morris asked if a permit was required to fill a pool. The Village Administrator stated that there is not.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve Ord. 2012-15 mending Chapter 82, Section 82-72 of the Gurnee Municipal Code by adjusting fees for bulk pool filling.

Roll call,

AYE: 5- Ross, Park, Balmes, Morris, Schwarz

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

4. Approval of Ord. 2012-16 amending the Municipal Code of the Village of Gurnee by adding Article VI, Chapter 22 entitled Regulations Prohibiting Video Gambling and Other Electronic Gambling Devices.

The Village Administrator stated that on July of 2009, Governor Quinn signed the Video Gaming Act making video gaming terminals legal in Illinois. In September of 2009, the Village Board passed Ordinance 2009-67 in response to the Illinois Gaming Act prohibiting the installation of video gaming terminal in any licensed business in Gurnee until such time that the Illinois Gaming Board has completed the final rulemaking process. Since 2009, progress has been made by the Gaming Board in getting video gaming off the ground. The Village Administrator stated that the Village has been contacted by a number of businesses making inquiries regarding Village regulations. As a result Attorney Winter has drafted an ordinance prohibiting video gaming in the Village of Gurnee.

Trustee Morris asked about the questions establishments were

asking regarding gaming. The Mayor and Village Administrator clarified stating business had been approached by vendors and were not actively seeking it out themselves. The Mayor stated it is time for the Village to take a position regarding gaming.

It was moved by Morris, seconded by Trustee Schwarz to approve Ord. 2012-16 amending the Municipal Code of the Village of Gurnee by adding Article VI, Chapter 22 entitled Regulations Prohibiting Video Gambling and Other Electronic Gambling Devices.

Roll call,

AYE: 5- Ross, Park, Balmes, Morris, Schwarz

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

- 5. Approval Res. 2012-05 approving a contract with Exelon Energy for the provision of electricity for pump stations.

The Village Administrator stated that this is the conclusion of our bidding for the provision of electricity for pump stations. The Village granted authority to execute a contract. Exelon won the bid for the next three years with a potential saving upwards of \$29,000 per year.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve Res. 2012-05 approving a contract with Exelon Energy for the provision of electricity for pump stations.

Roll call,

AYE: 5- Ross, Park, Balmes, Morris, Schwarz

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

H. MATTERS OF CONCERN

The Mayor asked for direction regarding donation boxes and recycle bins being placed in the Village. A form was given to each Trustee to fill out and complete.

I. 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 Kovarik adjourned the meeting at 8:30 p.m.

**Donna R Dallas
Deputy Village Clerk**