

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

**GURNEE VILLAGE HALL  
DECEMBER 17, 2018**

**Call to Order**

Mayor Kovarik called the meeting to order at 7:00 p.m.

**Other Officials in Attendance**

Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator / Community Development Director / Village Engineer; Bryan Winter, Village Attorney; Brian Gosnell, Finance Director; Chris Velkover, Information Systems Director; Tom Rigwood, Director of Public Works; John Kavanagh, Fire Chief; Kevin Woodside, Police Chief; Brian Smith, Deputy Police Chief; Jesse Gonzalez, Deputy Police Chief; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator

**Roll Call**

**PRESENT: 6-Ross, Garner, Balmes, Hood, Thorstenson, Jacobs**  
**ABSENT: 0-None**

**Pledge of Allegiance**

Mayor Kovarik led the Pledge of Allegiance.

**A. PUBLIC COMMENT**

**Jolanta Pomiotlo**  
**4487 Sheffield Ct.**  
**Gurnee, IL**

Ms. Pomiotlo read a prepared statement regarding her concerns regarding ethylene oxide, including that 46 days ago she learned about ethylene oxide being released in Gurnee and its associated risks. She stated she has participated in the Willowbrook Sterigenics protests and has learned a lot from it. Ms. Pomiotlo stated this is not a partisan issue. She wants ethylene oxide banned and demands a timeline going forward that includes testing dates and deliverables.

**Roz Deigan**  
**4245 Fieldstone Dr.**  
**Gurnee, IL**

Ms. Deigan stated he is concerned about ethylene oxide and hopes it is being looked into with the upmost urgency.

**Brittany Sloan**  
**388 Tanglewood Dr.**  
**Gurnee, IL**

Ms. Sloan stated she remains concerned about ethylene oxide.

**Jolanta Pomiotlo**  
**4487 Sheffield Ct.**  
**Gurnee, IL**

Ms. Pomiotlo stated she was told the testing in Willowbrook cost \$80,000. She stated the Village needs to conduct testing.

**B. APPROVAL OF CONSENT AGENDA**

It was moved by Trustee Balmes, seconded by Trustee Jacobs to approve the Consent Agenda as presented with items number 6 and 7 pulled for a separate roll call vote.

**Roll call,**

**AYE: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

**C. CONSENT AGENDA / OMNIBUS VOTE**

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

1. Approval of the minutes from the December 3, 2018 Village Board meeting.
2. Approval of Ord. 2018 - 84 amending Chapter 32, Section 32-36, entitled "Planning and Zoning Fee" of the Gurnee Municipal Code.
3. Approval of Ord. 2018 - 85 accepting the Final Plat of 1001 Tri-State Parkway.
4. Approval of Ord. 2018 - 86 authorizing execution of a professional services agreement with IMEG for engineering services for the 2019 Street Maintenance Program.

5. Approval of Res. 2018 - 08 establishing certain property of the Village of Gurnee to be surplus.
6. **REMOVED:** Approval of reduction in letter of credit for Bellewater Place Public Improvements to \$21,500.00.
7. **REMOVED:** Approval of reduction in letter of credit for Bellewater Place Tree Planting to \$97,600.00.
8. Approval of Payroll for period ending December 7, 2018 in the amount of \$1,133,170.59.
9. Approval of Bills for the period ending December 17, 2018 in the amount of \$6,631,472.06.
6. Approval of reduction in letter of credit for Bellewater Place Public Improvements to \$21,500.00.

It was moved by Trustee Jacobs, seconded by Trustee Garner to approve of reduction in letter of credit for Bellewater Place Public Improvements to \$21,500.00.

**Roll call,**

**AYE: 5- Ross, Garner, Balmes, Thorstenson, Jacobs**  
**NAY: 0- None**  
**ABSENT: 0- None**  
**ABSTAIN: 1- Hood**

**Motion Carried.**

7. Approval of reduction in letter of credit for Bellewater Place Tree Planting to \$97,600.00.

It was moved by Trustee Thorstenson, seconded by Trustee Jacobs to approve of reduction in letter of credit for Bellewater Place Tree Planting to \$97,600.00.

**Roll call,**

**AYE: 5- Ross, Garner, Balmes, Thorstenson, Jacobs**  
**NAY: 0- None**  
**ABSENT: 0- None**  
**ABSTAIN: 1- Hood**

**Motion Carried.**

**D. PETITIONS AND COMMUNICATIONS**

1. Approval of a Proclamation designating January 2019 as Lake County Crime Stoppers Month in the Village of Gurnee.

Mayor Kovarik read into record.

It was moved by Trustee Garner, seconded by Trustee Ross to approve of a Proclamation designating January 2019 as Lake County Crime Stoppers Month in the Village of Gurnee.

**Voice Vote: ALL AYE: Motion Carried.**

2. Presentation of the Gurnee Police Department Four Pillar Awards by Chief Woodside:

Chief Woodside, Deputy Chief Smith and Gonzalez presented each with their Pillar Award. Chief Woodside briefly spoke about the accomplishments of each as they received their award.

- Community Impact Award – Sergeant Jason Kalinowski
- Crime Response Award – Officer Tom Woodruff
- Crime Prevention Award – Officer Chad Tompoles
- Team Building Award – Officer Martin DePerte

**E. REPORTS**

1. **REMOVED:** Presentation by Dirk Skelley, General Manager Bittersweet Golf Course: 2018 Season Review/2019 Season Plans.
2. Presentation by Arista Strungys – Camiros, Ltd. – Discussion of Old Grand Avenue/Village Center as it relates to the Comprehensive Plan Update.

Ms. Strungys stated the purpose of tonight's presentation is to gain clarification on how the Board would like to proceed with the Village Center area in the Comprehensive Plan update. She stated the current mix is low intensity office and residential. The 1997 Plan encourages the conversion of residential to office-type uses, which is not easy to do as it relates to Building Code requirements. The first approach is to leave the area as-is. This may require a name change to the area but would allow it to continue to develop naturally. A second approach is a major redevelopment of the area. This would be accomplished through planning policies. It would be a very large change from what currently is in place and would require an intensive sub-area plan.

Trustee Hood said his observation is to allow the area to develop and follow up at a later date with interests the public have expressed.

Trustee Garner said he concurs with Trustee Hood adding that doing something major doesn't make a lot of sense.

Trustee Ross said she agrees with her fellow Trustees and said stated a lot of people have lived in that area for a long time.

Trustee Balmes said half the area is in the flood plain and would be difficult to redevelop. She said leaving it as-is might be the best plan.

Trustee Thorstenson said over the years many surveys and talks with residents have been performed regarding areas like this and East Grand. Most residents like the neighborhood as it is, adding major redevelopment would be costly.

Trustee Jacobs said Gurnee missed its time to construct a true downtown area. He said however retail has changed and communities that invested in true downtowns like Libertyville are seeing retail leaving and only restaurants remain. He said he concurs with everyone leave and leave the area as-is.

3. Presentation by Finance Director Brian Gosnell – Fiscal Year 2020 – 2024 Financial Forecast & Multi-Year Capital Plan.

Mr. Gosnell presented a PowerPoint related to the Multi-Year Financial Forecast and Multi-Year Capital Plan.

Mr. Gosnell noted the following in the Multi-Year Financial Forecast;

Purpose and objective of the long-term plans was to identify threats to sustainability of services and capital plans early, and the plans are not meant to replace the budget process but set the stage for the budget process.

The long-term plans are the first step in the financial planning and reporting process.

The financial forecast includes a 5-year history and 5-year projection for revenues and expenses in the General Fund, Water & Sewer Operating and Capital Funds, Motor Fuels Tax Fund and Capital Improvement Fund.

Mr. Gosnell reviewed key decision points from previous years including the use of debt service rolling off, the current water rate plan, planned drawdowns of fund balance and the IEPA loan for the Knowles Tower.

Threats and opportunities in the upcoming years include rising personnel costs, state budget issues, changing retail landscape and impact on sales tax, 911 consolidation, workforce turnover and impacts of Six Flags, Great Wolf Lodge and Gurnee Mills.

Gosnell noted the inclusion of the hotel and amusement tax adjustments, existing and new rebate agreements and additional firefighters because of grant proceeds in the forecast model.

Gosnell then reviewed the modeling for major General Fund revenues that includes a baseline, expansion and contraction models.

Gosnell discussed major expenditures that are forecasted in detail and include salaries, health insurance, liability and workers compensation insurance, pension liabilities, and debt service.

Gosnell reviewed the impact of the projections for all three revenue modes on General Fund balance. He noted in the event of a recession as projected in the contraction model and no adjustments by the Village, it would take the Village five years to fall below the fund balance policy limit of 35%. He also noted the models do not account for how conservatively the Village budget and forecast are which typically accounts for \$1 million in surpluses annually.

Gosnell then reviewed the fund balance projections from the forecast in FY17 that depicted the impact of conservative budgeting and the impact on fund balance. The General Fund balance is approximately \$3 million ahead of where it was projected to be in the baseline model three years ago.

Gosnell reviewed the Water & Sewer Fund forecast noting the current rate plan expires in FY21, timing of the Knowles Rd. Tower project, and planned drawdowns of fund balance to meet capital spending targets through FY21.

Gosnell discussed the Capital Improvement Fund and Motor Fuel Tax Fund and the impact those funds have on the Capital Plan in future years.

Trustee Ross asked if the forecast assumed a recession because of any current data or factors staff is monitoring.

Gosnell replied that the contraction model for major General Fund revenues assumes a recession based on the impact of the 2001 recession and discounted 2008 recession. The contraction model is meant to give an idea of the scope of the impact of a recession, but staff does not necessarily predict a recession will occur in the next fiscal year. Gosnell noted the Village has contingency plans ready to implement should a recession occur.

Gosnell reviewed the Multi-Year Capital Plan noting the following;

The Village utilizes a pay-as-you-go funding model for capital with the exception of the IEPA Loan for the Knowles Rd. Water Tower.

The total projected capital spending over the forecast period is \$59 million with FY20 totaling \$16.4 million largely due to the increased spending for the Knowles Tower. The FY20 projected spending breaks down as follows;

- 1) Water & Sewer System \$7.5 million or 46%
  - a) Delany/Ferndale/Waveland
  - b) Knowles Tower
- 2) Transportation System \$5.3 million or 32%
  - a) Resurfacing/Striping/Marking/Crack Sealing/Consultant
  - b) Sidewalks
  - c) East Grand/Quiet Zone
  - d) Street Lights
  - e) Grand & Hunt Club Intergovernmental
- 3) Vehicles & Equipment \$1.9 million or 12%
  - a) Administration/IT
    - i) SAN & backup/Live video production system/log monitoring/switching and network access
  - b) Police
    - i) 4 Squads & 2 Unmarked
    - ii) In-Squad Cameras
  - c) Fire Department
    - i) Ambulance 1343
  - d) Public Works (75/25 Split with W&S Capital)
    - i) Pickup Trucks (3)/5-Yard Dump Trucks (2)
    - ii) SCADA system\

- 4) Buildings & Improvements \$1.3 million or 8%
  - a) Village Hall
    - i) HVAC/Carpet/Lighting/Parking Lot Patching
  - b) Police Department
    - i) Generator/HVAC Controls/Carpet
    - ii) Mills Substation
  - c) Fire Department
    - i) Misc. HVAC and Interior Work
    - ii) Fire Station #3
  - d) Public Works
    - i) Paint Overhead Doors/Floor Drains/Security & Pump Station Lot - Bittersweet
- 5) Stormwater Management \$350 thousand or 2%
  - a) Kilbourne & Emerald properties (3)
  - b) Providence swale & ROW drainage improvements

Trustee Thorstenson asked about the timing and funding of Fire Station #3.

Mr. Gosnell noted the proposed FY20 funding was \$500 thousand for land acquisition and planning, the remainder of the cost to construct the station is to be determined once the plan and site are locked in.

Mayor Kovarik noted the Fire Department has the equipment and work force for a third Fire Station, and the addition of a third station would enhance response times for concurrent calls.

Mr. Gosnell noted the six firefighters that are partially funded through a grant are included in the forecast and funded. The only funding that is to be determined is the construction of the Fire Station.

**F. OLD BUSINESS**

None.

**G. NEW BUSINESS**

1. Approval of Ord. 2018 - approving an equipment lease with PNC Bank for a term of 41 months in the amount of \$31,334.14 (Bittersweet Golf Course equipment).

Item moved to the January 7, 2019 Regular Meeting.

2. Approval of Ord. 2018 - 87 amending Chapter 34 of the Gurnee Municipal Code by adding Article VIII to charge mitigation rates for the deployment of emergency and non-emergency services.

Mr. Muetz said the next three items under New Business are related and Chief Kavanagh is going to provide a summary.

Mayor Kovarik stated this was mentioned during the discussion of the SAFER Grant the Board accepted to hire six additional firemedics.

Chief Kavanagh stated at the same time the SAFER Grant was accepted the Department was reviewing new revenue sources to help offset the expense. In addition, at that time the Department was looking at a new vendor for ambulance billing. The new vendor selected had experience with additional cost-recovery models used in the fire service. He said a third party billing company will take information from a fire response and if it's insurance-billable, it will invoice the insurance company. The expenses are based on services, equipment and manpower provided. Chief Kavanagh has talked to surrounding Departments that bill for these services using the preferred vendor. The Village will treat it similar to ambulance billing where residents would only be responsible for what the insurance company will cover. Based on Gurnee Fire Department responses, the company estimates \$200,000 in additional revenue. The company charges a 20% commission fee. Surrounding Departments shared that the revenue estimates take a few years to develop. Chief Kavanagh continued to state the new electronic medical reporting system used by the Department will integrate with the preferred service provider and its technology.

Mayor Kovarik asked if any protected information is shared when it is transferred to the company.

Chief Kavanagh stated no. He added that the Fire Department has had the Information Systems Division included since the beginning of the process.

Administrator Muetz provided a brief summary of the three action items up for consideration by the Board.

It was moved by Trustee Thorstenson, seconded by Trustee Jacobs to approve of Ord. 2018 - 87 amending Chapter 34 of the Gurnee Municipal Code by adding Article VIII to charge mitigation rates for the deployment of emergency and non-emergency services.

**Roll call,**

**AYE: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

3. Approval of Ord. 2018 - 88 authorizing a services agreement with Fire Recovery USA, LLC to perform billing services to collect mitigation fees.

It was moved by Trustee Jacobs, seconded by Trustee Thorstenson to approve of Ord. 2018 - 88 authorizing a services agreement with Fire Recovery USA, LLC to perform billing services to collect mitigation fees.

**Roll call,**

**AYE: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

4. Approval of Res. 2018 - 09 establishing mitigation rates charged by the Gurnee Fire Department.

It was moved by Trustee Balmes, seconded by Trustee Jacobs to approve of Res. 2018 - 09 establishing mitigation rates charged by the Gurnee Fire Department.

**Roll call,**

**AYE: 6- Ross, Garner, Balmes, Hood, Thorstenson, Jacobs**

**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 meeting.

**Voice Vote: ALL AYE: Motion Carried.**

Mayor Kovarik adjourned the meeting at 8:24 p.m.

---

**Andrew Harris,  
Village Clerk**