

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

**GURNEE VILLAGE HALL  
JULY 15, 2019**

**Call to Order**

Mayor Kovarik called the meeting to order at 7:01 p.m.

**Other Officials in Attendance**

Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator / Community Development Director; Heather Galan, Village Engineer; Bryan Winter, Village Attorney; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Chris Velkover, Information Systems Director; Tom Rigwood, Director of Public Works; John Kavanagh, Fire Chief; Brian Smith, Police Chief; Jesse Gonzalez, Deputy Police Chief; Jeremy Gaughan, Police Commander; Willie Meyer, Police Commander; Tracy Velkover, Planning Manager; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator

**Roll Call**

**PRESENT: 5-Balmes, Hood, Ross, Garner, O'Brien**  
**ABSENT: 1- Thorstenson**

**Pledge of Allegiance**

Mayor Kovarik 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: 5- Balmes, Hood, Ross, Garner, O'Brien**

**NAY: 0- None**

**ABSENT: 1- 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 July 1, 2019 Village Board meeting.
2. Approval of purchasing one-year of Cisco SMARTnet maintenance services from the State of Illinois contract holder CDWG in the amount of \$57,614.74.
3. Approval of Payroll for period ending July 5, 2019 in the amount of \$914,259.48.
4. Approval of Bills for the period ending July 15, 2019 in the amount of \$1,208,850.07.

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

**Roll call,**

**AYE: 5- Balmes, Hood, Ross, Garner, O'Brien**

**NAY: 0- None**

**ABSENT: 1- Thorstenson**

**Motion Carried.**

**C. PETITIONS AND COMMUNICATIONS**

1. Approval of a Proclamation designating August 4 - 10, 2019 as "National Stop on Red Week" in the Village of Gurnee.

Mayor Kovarik read into record.

It was moved by Trustee O'Brien, seconded by Trustee Balmes to approve of a Proclamation designating August 4 - 10, 2019 as "National Stop on Red Week" in the Village of Gurnee.

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

2. Request from Mayor Kovarik to cancel the July 22<sup>nd</sup>, 2019 Committee of the Whole Village Board meeting.

Mayor Kovarik noted that due to a lack of business items and a planned discussion on the impacts of legalized recreational marijuana scheduled for August 26<sup>th</sup>, she requested to cancel the July 22<sup>nd</sup>, 2019 Committee of the Whole Village Board meeting.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to cancel the July 22<sup>nd</sup>, 2019 Committee of the Whole Village Board meeting

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

#### D. REPORTS

1. Report by Community Development Director/Assistant Village Administrator David Ziegler – Stearns School Tollway Bridge Replacement Project – Pedestrian Facility Options.

Community Development Director/Assistant Village Administrator David Ziegler provided the Village Board with a report on the Tollway's plans to replace the Stearns School Bridge in 2020 to accommodate more lanes on I-94. During this project, Lake County Department of Transportation (LCDOT) will also be widening Stearns School Road. This project will impact the bike and pedestrian path that currently exists on the north side of Stearns School Road.

Ziegler then presented to the Village Board the three potential options identified by Village Staff:

Option 1: Retain bike path on north side of roadway between Dilleys Road and North Creek Drive.

<b>Village of Gurnee Cost</b>	<b>\$825,000</b>
Lake County Cost	\$0
Tollway Cost	\$370,000

Option 2: Relocate bike path facility to south side of Stearns School Road to facilitate better access for residents and users. Includes retaining wall along the south side to allow for bike path.

<b>Village of Gurnee Cost</b>	<b>\$2,212,000</b>
Lake County Cost	\$0
Tollway Cost	\$370,000

Option 3: Retain bike path on the north side of Stearns School Road and add a 6' wide carriage sidewalk to the south side of Stearns School Road. Lake County will participate in the construction cost of the new additional sidewalk at 80% of the local cost of the facility.

<b>Village of Gurnee Cost</b>	<b>\$950,000</b>
Lake County Cost	\$500,000
Tollway Cost	\$700,000

Mayor Kovarik asked that with Option 3 would they need to cross Stearns School Road to access the bridge itself. Ziegler stated that with Option 3, there would be an additional sidewalk on the south side of the roadway.

Trustee Hood asked for the cost again of Option 3. Ziegler reiterated that it would be \$825,000 for Option 1, \$2,212,000 for Option 2 and \$950,000 for Option 3.

Mayor Kovarik mentioned the Village should to do something as it is the only east-west crossing of I-94 north of Washington Street.

Trustee Ross stated she is in favor of Option 3.

Trustee Garner asked why LCDOT would not provide funding support for Option 1 and Option 2. Ziegler stated Option 1 and 2 are maintaining existing facilities, where Option 3 would include new installation of new infrastructure so LCDOT would participate in the cost.

Trustee O'Brien shared his support for Option 3, stating that for an additional \$125,000 the Village would be doubling the pedestrian capacity of the walkway.

Mayor Kovarik stated there appears to be a consensus for Option 3. Mayor Kovarik further stated that the Village hadn't anticipated the \$950,000 expense for 2020, but walkability and biking continue to be important priorities for residents.

Mayor Kovarik asked if Grand Avenue would also be removed to accommodate additional lanes on I-94. Ziegler stated no as Grand Avenue was expanded five years ago, but Stearns School was not.

**E. OLD BUSINESS**

None.

**F. NEW BUSINESS**

1. Approval of Public Works Department recommendation to contract with Midwest Meter Inc. at a cost of \$19,000.00 and Tyler-Munis at a cost not to exceed \$26,600.00 for software interface services related to the BEACON Advanced Water Meter Analytics project.

Administrator Muetz said included in the FY 19/20 Approved Budget is funding to begin the transition to new meter reading software (BEACON) as the current software (ReadCenter) is being phased out and will no longer be supported. This is a multi-year project that will include new endpoint hardware, meters, antenna infrastructure and software. When fully implemented BEACON will allow real-time monitoring, usage alerts for Village staff and residents to identify meter issues, and improved customer access and control of how water is being consumed. It will also shorten the meter reading process as usage will be transmitted wirelessly to finance from the endpoint compared to the current process of collecting information via drive-by readings. In order to import the read information into the Village's financial software for billing and management an interface will be needed. Staff from Public Works, as well as Finance and Information Systems, have worked with both Badger Meter and Tyler Munis to discuss needs. Staff has also reached out to other communities that use BEACON & Tyler Munis to solicit feedback on the interaction between the two software packages. He stated to start the process moving, the Village will need software work and training from both vendors. For its role, Badger Meter has quoted the Village \$19,000.00 and Munis has provided a not to exceed for \$26,600.00. He concluded by introducing Utility Supervisor Brett Fritzler who reviewed the project.

Utility Supervisor Brett Fritzler presented the following PowerPoint presentation:

Present Metering system:

- 9,800 Water meters
- Reads obtained in drive-by system using Badger ReadCenter software
- Bill bi-monthly, read ½ the Village every month
- Customers receive consumption information once every 60 days
- New customer reads and detailed reports have to be retrieved in person
- Utility interface uses primarily csv file /excel format

Phase I: Replace Meter Reading Software

- ReadCenter does not meet the future needs of the Village
- ReadCenter will soon no longer be supported
- Replace ReadCenter with BEACON Advance Metering Analytics (AMA) in FY20 (approximate 6 month process)
- Requires Badger Meter/Tyler-Munis/Village staff for implementation
- BEACON is a cloud based software - updates are included and pushed through automatically
- BEACON is intuitive and easy to use, providing at a glance information
- Increased data availability and analysis
- BEACON's full potential is realized with a fixed network system
- Cost not to exceed \$45,600 (\$19,000 Badger, <\$26,600 Tyler)
- Funds exist in 22175500-465001

#### Phase II: Fixed Network Reading System

- Current remote readers (Orions) are over 13 years old, nearing the end of their service life
- Replace Orions with fixed network capable units (Late FY20 through FY24)
- Consumption data down to 15 minute increments
- Increased customer service utilizing real time consumption data and early leak detection
- Customer access, management and alerts
- Allows personnel more time to maintain water meters and other Village utility infrastructure
- Greater accountability for IEPA / IDNR compliance reporting

#### Phase III: Water Meter Upgrade

- Replace water meters at the end of their service life (25-30 yrs.)
- Beginning FY25
- Meters lose accuracy with age resulting in lost revenue
- Approximately 50% of residential meters are over 20 years of age
- Strategic replacement based on age and other factors
- Capture lost revenue from under registering meters
- Greater consumption detail with high resolution meters

Fritzler highlighted that the new system will provide a customer portal with live usage and other features such as a mobile app for residents to track their water usage.

Mayor Kovarik clarified for the Village Board that the Village purchases water from the Central Lake County Joint Action Water Agency (CLCJAWA), so any unused water from leaks in the system still costs the Village money.

Mayor Kovarik asked whether we would be storing this data on our servers or if it would be cloud hosted. Information Systems Director Chris Velkover mentioned that some of the data would be stored cloud-based, but any of the financial data would be stored on our system. Fritzler mentioned that in the event the software went down, the data would be stored locally until systems returned to service.

Mayor Kovarik asked if the Customer Portal would have an additional cost. Utility Supervisor Fritzler stated the cost is dependent on how the Village sets up the program.

Trustee Garner asked how seamless the data transfer would be and whether there would be a service disruption to residents during the transition. Fritzler mentioned that there would not be any interruption during the transition.

Trustee O'Brien mentioned this appeared to be primarily a software transition, so he questioned what type of support the company provides. Additionally, Trustee O'Brien questioned whether this would immediately eliminate the need for drivers to manually collect the data. Fritzler stated since it is cloud-based software any updates and support needed are done automatically and are included. The drive-by readings will continue with the BEACON software until the Village switches to a fixed network in Phase II.

Mayor Kovarik mentioned that it is labor intensive to work with customers regarding usage discrepancies and that this software will set the course for the next 10 years.

Trustee Ross questioned if 2025 is when the meter upgrade will begin and if any meters needed replacement whether they would be the upgraded meters or existing meters. Fritzler mentioned that when meters are broken or need replacement, they would be upgraded. In 2025, the Village will be undergoing a system-wide upgrade to new meters.

Mayor Kovarik questioned Finance Director Brian Gosnell if the Village has any planned water rate changes in the future. Finance Director Gosnell noted the final rate increase under the current ordinance occurs on May 1, 2020 and rates will be discussed in the fall of 2020 in conjunction with the Multi-Year Capital Plan and forecast. Funding for the Orion change out and software is included in the current capital plan. Funding for the meter change out to begin in 2025 will need to be

programed in future capital plan when those years come into focus, but a place holder is included for the project with the exception of meters. Trustee Balmes asked whether this BEACON software would work with whatever physical meters the Village might purchase down the road. Fritzler mentioned the software will read whatever meter the Village decides to use.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Public Works Department recommendation to contract with Midwest Meter Inc. at a cost of \$19,000.00 and Tyler-Munis at a cost not to exceed \$26,600.00 for software interface services related to the BEACON Advanced Water Meter Analytics project.

**Roll call,**

**AYE: 5- Balmes, Hood, Ross, Garner, O'Brien**

**NAY: 0- None**

**ABSENT: 1- Thorstenson**

**Motion Carried.**

2. Approval of Police Department recommendation to contract with InTime Services, Inc. at a one-time cost of \$7,500.00 and an annual reoccurring cost of \$2,000.00 for custom payroll import/export software enhancement.

Administrator Muetz said time entry and subsequent payroll processing in the Police Department is complex due to a large number of payroll codes, special assignments, scheduling variations and multiple levels of staff using the system. The Department has used InTime Services for a number of years for scheduling, however, information is not imported into our Munis financial software. Rather, input into the payroll software is conducted manually. This is time-consuming and can result in errors related to pay and time-off. The Police Department, along with Finance, Human Resources and Info Systems, has been exploring options to automate the process and shift the responsibility for time entry away from Department secretaries and onto the employee. As a current vendor, staff has worked with InTime on a solution. Following negotiations, InTime has provided a quote of \$7,500 one-time up front cost and \$2,000 annual maintenance to develop custom interface that will allow information to flow into our Munis software. Staff has reached out to other communities that have contracted for an interface for Munis and the feedback received was positive. As such, staff is recommending moving forward with InTime for the custom interface.

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of Police Department recommendation to contract with InTime Services, Inc. at a one-time cost of \$7,500.00 and an annual reoccurring cost of \$2,000.00 for custom payroll import/export software enhancement.

**Roll call,**

**AYE: 5- Balmes, Hood, Ross, Garner, O'Brien**

**NAY: 0- None**

**ABSENT: 1- Thorstenson**

**Motion Carried.**

**G. PUBLIC COMMENT**

Mayor Kovarik opened the floor to public comment.

**Bill Hall  
7071 Lauren Court  
Gurnee, IL**

Mr. Hall shared his concerns as the President of the Aberdare Estates Homeowners Association and the transition to LED lights in their subdivision. The concern from the Homeowners Association related to the transition away from the current streetlights and poles.

**Travis Gripentrog  
360 St. Andrews Ln  
Gurnee, IL**

Mr. Gripentrog shared concerns regarding the transition to a new design of streetlights. He requested the Village Board consider their request to maintain their current style of lights.

**Greg Groenke  
7092 Lauren Court  
Gurnee, IL**

Mr. Groenke requested the Village Board maintain the same style of lights for Aberdare Estates and consider purchasing additional lights.

Mayor Kovarik asked if the concern was for the Homeowners Association to pay the difference in the lights.

Mr. Groenke stated that his quote was for more than one and there may be opportunity to reduce the costs of a proposal of lights. Mayor Kovarik stated that whatever the Village did for Aberdare Estates, the Village would need to do for all neighborhoods. Mayor Kovarik asked again if the Homeowner's Association would pay for the difference in the upgraded lighting.

Mr. Groenke stated that the lamp that was selected does not match the lamps in the Village today. Mr. Groenke mentioned that the light in his subdivision differs from other lights in other neighborhoods.

Mayor Kovarik stated that staff and herself would look in to their proposals and meet with the residents to determine their interest in a price match.

Mr. Groenke stated that they would prefer that the Village fund the difference due to the property taxes paid by the subdivision.

Mayor Kovarik stated that staff would arrange a meeting to meet with Mr. Groenke regarding his concern.

**Bill Hall**  
7071 Lauren Court  
Gurnee, IL

Mr. Hall returned to the microphone and expressed his concern that the light poles would be replaced without warning. He further reiterated that he does not like the proposed lamps.

Mayor Kovarik stated that they should leave all contact information with the Assistant to the Village Administrator to arrange a meeting.

**Greg Groenke**  
7092 Lauren Court  
Gurnee, IL

Mr. Gripenrog returned to the microphone to ask questions regarding air monitoring for ethylene oxide and whether a report of test results is available online.

Mayor Kovarik stated a link to results reported to date was available on the Villages website at [www.gurnee.il.us/eto](http://www.gurnee.il.us/eto) and mentioned that the ATSDR would be doing an analysis of the full results to determine potential risk levels. She continued to state the Village would be participating in a second round of testing once further improvements at the facility are in place and operational.

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**Adjournment**

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

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

Mayor Kovarik adjourned the meeting at 8:04 p.m.

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**Jack Linehan**  
Assistant to the  
Village  
Administrator/  
Recording  
Secretary