

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

**GURNEE VILLAGE HALL
DECEMBER 16, 2019**

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; Heather Galan, Village Engineer; Bryan Winter, Village Attorney; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; 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; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator, Katherine Gehl, Management Intern

Roll Call

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

Pledge of Allegiance

Mayor Kovarik 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: 5- Balmes, Hood, Thorstenson, Ross, O'Brien
NAY: 0- None
ABSENT: 1- Garner
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 December 2, 2019 Village Board meeting.
2. Approval of Ord. 2019 - 83 accepting the Final Plat of Market Square at Southridge Phase Two.
3. Approval of Payroll for period ending December 6, 2019 in the amount of \$1,210,839.89.
4. Approval of Bills for the period ending December 16, 2019 in the amount of \$9,878,462.80.

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

Roll call,

AYE: 5- Balmes, Hood, Thorstenson, Ross, O'Brien
NAY: 0- None
ABSENT: 1- Garner
Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Approval of a Proclamation designating January 2020 as Lake County Crime Stoppers Month in the Village of Gurnee.

Mayor Kovarik read into record.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of a Proclamation designating January 2020 as Lake County Crime Stoppers Month in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

1. Presentation by Assistant to the Administrator Jack Linehan & Katherine Gehl, Management Intern – Updated Unified Communications Policy.

Ms. Gehl reviewed the current Unified Communications Policy, which guides Village staff in the operations of all social media and website communication channels. The review included the following information:

- Adopted by the Village Board in 2013
 - Resolution 2013-01
 - Updated with minor staff edits in 2015 to Appendix A, which highlighted authorized staff users
- Focus of current policy:
 - One-way communication with comments closed
 - Policy written prior to Village adoption of Facebook, which allows comments by default
 - Twitter was primary source for social media
 - Current policy restrictive and non-flexible

Mr. Linehan explained the need for developing a new communication policy and walked the Mayor and Village Board through the development process of the new policy. The steps included:

- Gurnee Communications Committee began a review of current policy and practices in May 2019
 - Made up of cross-section of Village employees including:
 - Jack Linehan, Assistant to the Village Administrator; Trustee Tom Hood; Shawn Gaylor, Police Communicator; Jodi Luka, Fire Communicator; Carrie Suarez, Web Specialist; Katherine Gehl, Management Intern; and Ellen Dean, Economic Development Director
- Reviewed policies of nearby communities to explore best practices keeping in mind:
 - Flexible policies that allowed two-way communication
 - Policies that were easy to understand and had a public-facing component

Ms. Gehl reviewed the proposed policy outline and benefits, which included:

- New policy is simple and easy for both internal and external users to read and understand
 - Appendix A: Will be posted to all social media accounts and Village website
- Policy language reflects best practices from nearby municipalities
 - Two pages outlining eight policy areas
 - One page Appendix A: Public-Facing policy
 - One page Appendix B: Authorized Social Media Pages

Mr. Linehan highlighted the proposed policy content, which includes the following sections:

1. Employee Handbook and Legal Compliance
2. Authorized Accounts
3. Process for Posting
4. Resident Inquiries
5. Records Retention
6. After-Hours Responses
7. Linking to Website
8. Linking to Third Parties

Questions:

Trustee Thorstenson said she noticed NextDoor is on the list but asked about Blackboard Connect CTY.

Mayor Kovarik stated the mass notification procedures fall under a different policy.

2. Presentation by Finance Director Brian Gosnell and Village Engineer Heather Galan – Fiscal Year 2021 – 2025 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, the IEPA loan for the Knowles Tower, and pending funding for Fire Station #3.

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, impacts of Six Flags, Great Wolf Lodge and Gurnee Mills and monetizing of non-core assets.

Gosnell noted the inclusion of the hotel and amusement tax adjustments, existing and new rebate agreements and additional firefighters because of grant proceeds, retired debt service and Fire Station #3 debt service 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 \$2 million ahead of where it was projected to be in the baseline model three years ago. Gosnell also noted the difference would be greater but for the use of fund balance to pay off the series 2011 bonds early.

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.

Gosnell discussed ways to mitigate the use of fund balance in the future by diversifying the Village revenue base being less reliant on sales tax, managing workforce turnover, and segregating one-time revenues for capital similar to what was done with the proceeds from the sale of the cell tower in 2019.

Gosnell and Assistant Public Works Director/Village Engineer Galan 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, and future Fire Station #3 financing.

The total projected capital spending over the forecast period is \$58 million with FY21 totaling \$15.6 million largely due to the increased spending for phase 1 of Fire Station #3. The FY21 projected spending breaks down as follows;

- Transportation System
 - FY2021 - \$5.4 million
 - \$3.7 million in rehabilitation work including:
 - \$2.5 million street resurfacing
 - \$650 thousand street reconstruction
 - \$500 thousand in patching
 - \$60 thousand in bridge and curb flatwork
 - \$1.2 million for improvements related to the Stearns School Road overpass to enhance pedestrian accessibility
 - \$125 thousand in annual sidewalk maintenance
 - \$125 thousand for street light upgrades (final year of multi-year program)
 - FY2022
 - \$4.7 million in road rehabilitation/reconstruction
 - \$125 thousand to complete the Knowles Rd. sidewalk connection
- Stormwater Management
 - FY2021 - \$580 thousand
 - \$270 thousand for culvert work on Waveland, Grove and Boulevard View
 - \$150 thousand for land acquisition (3 properties)
 - \$85 thousand for landscaping and drainage improvements
 - \$75 thousand for televising stormwater mains
- Water & Sewer System
 - FY2021 - \$3 million
 - \$1.0 million for phase 1 of 2 water main replacement on Old Grand Ave.
 - \$550 thousand for water main replacement on Waveland
 - \$540 thousand for enhancements to wells, lift stations and towers
 - \$400 thousand for remaining construction on the Knowles Rd. water tower
 - \$260 thousand for engineering and televising work
 - \$225 thousand in System Control And Data Acquisition (SCADA) system upgrades
 - \$40 thousand for a new generator at the Lee Ave. lift station
- Vehicles & Equipment
 - FY2021 - \$1.7 million
 - Administration
 - \$450 thousand for various information technology projects including; Security and access control, audio & visual systems, communication systems & services, network hardware, expansion of finance/HR ERP system, and network security applications
 - Police Department
 - \$259 thousand for five squad car replacements (replacements rolled to Community Development)
 - \$54 thousand on detective vehicles
 - Fire Department
 - \$200 thousand for a 90/10 cardiac monitors grant
 - \$38 thousand for the replacement of a command vehicle
 - \$30 thousand 90/10 body armor grant
 - \$25 thousand for warning siren maintenance
 - \$5 thousand for pre-emption system maintenance
 - Public Works

- \$475 thousand for the replacement of two 5-yard dump trucks (Units 271&272 split 75/25 with Water & Sewer)
- \$144 thousand for the replacement of a loader (Unit 205 split 50/50 with Water & Sewer)
- \$72 thousand for the replacement of a compact excavator (Unit 206 split 50/50 with Water & Sewer)
- \$30 thousand for a compressor and generator for the shop truck (Unit 791 split 75/25 with Water & Sewer)
- Buildings & Building Improvements
 - FY2021 - \$4.8 million
 - Administration
 - \$55 thousand for a monopole on Cemetery Rd. (Split 50/50 with Water & Sewer)
 - \$8 thousand for exterior improvements at Mother Rudd house
 - Police Department
 - \$248 thousand for improvements including; dispatch lockers, carpet replacement, backup power supply, fire protection dry system, security access, and phase 1 of 2 of Gurnee Mills substation remodeling
 - Fire Department
 - \$4 million for phase 1 of 2 of Fire Station #3 construction
 - \$60 thousand for phase 1 of 2 of Fire Station #2 parking lot
 - \$55 thousand Fire Station #1&2 maintenance
 - Public Works
 - \$113 thousand for parking lot resurfacing at the Public Works facility (split 50/50 with Water & Sewer)
 - \$62 thousand to replace floor drains & MEP in the main building (split 50/50 with Water & Sewer)
 - \$55 thousand for a monopole on Cemetery Rd. (Split 50/50 with Water & Sewer)

Questions:

Trustee O'Brien said he liked the eight thousand being invested in Mother Rudd House but suggested we advertise the hours it is open.

Mayor Kovarik said she would like to get an idea of the costs associated with bringing the leaf collection program in-house. She also asked that the Village look into the cost of taking over some of the snow plowing on State roads.

Mr. Muetz said staff can develop some estimates.

Trustee Ross said she sees Ferndale is one of the streets on the list but Delany is not.

Ms. Galan explained the situation and said currently Delany is not on the list to be repaved.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2019 - 84 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for a Bushido Martial Arts Studio at 6021 Washington Street.

Administrator Muetz said the petitioner has applied for a Special Use Permit (SUP) to allow the establishment and operation of a Bushido Martial Arts Studio on property at 6021 Washington Street, Suite A. The property was rezoned to C-2 and granted approval of a Planned Unit Development (PUD) in 2007, prior to the completion of the Zoning Ordinance update. This is relevant because a martial arts studio required a SUP when the PUD was approved, but has since been reclassified to a permitted use with the ZO update. However, the PUD supersedes the ZO classification and therefore a SUP is needed. Details of the proposal include:

- Classes are 1-hour and only one class will be held at any one time.
- There are 15-minute breaks between each class.
- Maximum class size is 8 students.
- The peak hours are expected be after 6:00 pm and when most neighboring businesses are closed.
- A majority of clients drop off their kids and/or car-pool to the facility.
- The facility will not have a waiting/observation area and will not hold any competitions or seminars.

Administrator Muetz said adequate parking exists on-site for the current uses and this proposed use. The item was before the Planning & Zoning Board on November 20th and received a unanimous favorable recommendation.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of Ord. 2019 - 84 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for a Bushido Martial Arts Studio at 6021 Washington Street.

Roll call,

AYE: 5- Balmes, Hood, Thorstenson, Ross, O'Brien

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

2. Approval of Ord. 2019 - 85 amending the Annual Budget of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020.

Administrator Muetz said this item was discussed at the November 18, 2019 Village Board meeting. As a reminder, staff presented capital needs and a funding plan for Bittersweet Golf Course pursuant to a meeting with GolfVisions. Tier 1 Tree Care and Pond Maintenance were identified as items we wanted to address prior to May 1, 2020. As a result, a budget amendment is needed with funding coming from the Fee In Lieu Fund in the General Fund and Stormwater Impact Fees in the Impact Fee Fund. The funding moves from these funds to the Golf Course Fund. The cost of these two items is \$59,000. Tier 1 Tree Care will be a "not to exceed" contract we hope to bring forward in January 2020. Public Works is currently working to coordinate this multi-year effort. Pond Maintenance was \$9,000 and is already underway to ensure the condition of ponds backing up to residential homes improves prior to the 2020 season. Other items discussed including paving cart paths, retaining walls and roof replacement will all be handled during the FY 2020/2021 Budget process and are therefore do not need to be addressed via this amendment.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2019 - 85 amending the Annual Budget of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020.

Roll call,

AYE: 5- Balmes, Hood, Thorstenson, Ross, O'Brien

NAY: 0- None

ABSENT: 1- Garner

Motion Carried.

3. Approval of Res. 2019 - 10 adopting a Unified Communications Policy for the Village of Gurnee.

This was discussed under Reports – Item #1

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Res. 2019 - 10 adopting a Unified Communications Policy for the Village of Gurnee.

Roll call,

AYE: 5- Balmes, Hood, Thorstenson, Ross, O'Brien

NAY: 0- None

ABSENT: 1- Garner
Motion Carried.

G. PUBLIC COMMENT

Linda Hinde
517 Rockland Ave
Lake Bluff, IL

Ms. Hinde stated she owns two buildings on Grove Avenue which she purchased in 2001. She stated she has experienced cancer and is concerned it may be a result of environmental factors, including ethylene oxide exposure. She urged the Village Board to take action to address concerns as well as demand the State of Illinois take action.

Elizabeth O'Neill
1375 Anderson Dr.
Green Oaks, IL

Ms. O'Neill stated she is concerned about ethylene oxide. She then discussed an online petition, air sampling results and public information efforts. She urged the Village Board to take action to address concerns.

Closing Comments

Mayor Kovarik wished everyone Happy Holidays.

Adjournment

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

Voice Vote: ALL AYE: Motion Carried.

Mayor Kovarik adjourned the meeting at 8:06 p.m.

Andrew Harris,
Village Clerk