

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

**GURNEE VILLAGE HALL
JULY 20, 2020**

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; Bryan Winter, Village Attorney; Brian Gosnell, Finance Director.

Roll Call

PRESENT: 6-Hood, Thorstenson, Ross, Garner, O'Brien, Balmes
ABSENT: 0-None

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: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

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 6, 2020 Village Board meeting.
2. Approval of Ord. 2020 - 47 approving an agreement for use of right-of-way between the Village of Gurnee and Kelso-Burnett Company.
3. Approval of request from the Police Department to purchase a 2020 Chevrolet Equinox LS from Ray Chevrolet, at a cost of \$24,957.00.
4. Approval of request to set bid date of August 10, 2020 for the Bittersweet Golf Course Club House Roof Replacement Project.
5. Approval of Payroll for period ending July 3, 2020 in the amount of \$872,725.98.
6. Approval of Bills for the period ending July 20, 2020 in the amount of \$1,074,177.03.

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

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Approval of a Proclamation designating August 2 - 8, 2020 as "National Stop on Red Week" in the Village of Gurnee.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of a Proclamation designating August 2 - 8, 2020 as "National Stop on Red Week" in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

1. Presentation by Finance Director Brian Gosnell – COVID-19 Financial Update #6.

Finance Director Gosnell reviewed a COVID-19 Financial Impact as of June 30, 2020 PowerPoint presentation that included the following:

Expected Duration

- Restore Illinois - Phased Re-Opening
 - Currently Phase 4
 - Phase 5 (Fully Open) requires “vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period”
 - Updated Regions – Lake & McHenry Counties

Big Three Status

- Six Flags
 - Hurricane Harbor opening 7/20 for Pass Holders & 7/27 for the General Public
 - No date set for the amusement park
- Gurnee Mills
 - 5/29 opened with restrictions
 - Positive trend in foot traffic
- Great Wolf Lodge
 - Navy contract currently in place
 - Open to the general public 8/16

General Fund – Fund Balance

- FY2019/2020 – (\$24,235)
- FY2020/2021 – (\$1,124,419)
- Net Year over Year – (\$1,100,184)
 - Only March Sales Tax impact (-21.5% or \$306k)
 - May insurance premium

General Fund – Revenues

- FY2019/2020 – \$7,689,563
- FY2020/2021 – \$5,630,711
- Net Year over Year – (\$2,058,852 or 26.8%)

General Fund – Big Four

- FY2019/2020 – \$3,672,673
- FY2020/2021 – \$2,639,562
- Net Year over Year – (\$1,033,111 or 28.1%)
 - Only March Sales Tax impact
 - Two full months for others (April & May)

General Fund – Other Revenues

- Net Year over Year – (\$516,854 or 36.4%)
 - Income Tax timing
 - Road & Bridge Tax collections delay

General Fund – Fund Balance

- Total Revenues – (\$2,058,852)
- Total Expenditures - \$958,668
- Net Year over Year – (\$1,100,184)

General Fund – Responses

- Budget Amendment #1
 - Eliminate Capital Transfer
 - Reduce Economic Development Reserve
- Personnel adjustments
- Essential spending only

General Fund – Outlook

- FY21 beginning Fund Balance \$27m or 62%
 - 25% Revenue Impact - \$10m
 - Expenditure Reductions - \$3-5m
 - Net Use of Fund Balance - \$5-7m
- FY21 ending Fund Balance - \$20-22m (46% - 50%)
 - FY2008/2009 Levels

Other Funds

- Water & Sewer Fund
 - Water Sales down 20% - \$1.5m
 - Delayed Capital
 - IEPA Loan, additional Principal
- Capital Improvement Fund
 - HMR Sales Tax – 25% or \$1.2m
 - Delayed Capital

Questions: None.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Ord. 2020 - 48 amending the Gurnee Municipal Code to classify the intersection of Grandville Avenue and Ferndale Street as a Stop Intersection.

Administrator Muetz said in 2013 a mini-roundabout was installed at Ferndale and Grandville. This was somewhat of a test to see how this circular intersection would function in a small neighborhood setting. The original intent of this feature was to help mitigate the speed of cut through traffic between Grand Avenue and US Route 41 in response to resident complaints. With Ferndale being reconstructed the Village reviewed the functionality of this intersection and has determined that removing the roundabout and reinstalling stop signs on Grandville makes the most sense. Eight years after the installation of the roundabout, the Village still receives complaints of traffic cutting through the area at high speeds rolling over the roundabout instead of traveling around it. In addition, the roundabout has been a point of confusion for motorists unfamiliar with the area at times and makes for difficulty in plowing the intersection during snow events. Muetz stated as it relates to the roundabout at Almond & Dada, since the installation of additional pavement markings and electronic speed signs, the Village has seen issues decrease and it function as intended.

Mayor Kovarik said the only other option is request IDOT make Ferndale a right-in/right-out intersection at Route 41, however when this was discussed before the residents were opposed to it.

Trustee Balmes asked why stop signs are only on Grandville.

Mr. Ziegler explained there is not enough volume to warrant a four way stop.

It was moved by Trustee Ross, seconded by Trustee Balmes to approve of Ord. 2020 - 48 amending the Gurnee Municipal Code to classify the intersection of Grandville Avenue and Ferndale Street as a Stop Intersection.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

2. Approval of Ord. 2020 – 49 authorizing the execution of an Intergovernmental Agreement with the County of Lake pertaining to COVID-19 Relief Funds.

Administrator Muetz stated the Finance Director Gosnell has been very involved with this and will give the Village Board a quick summary.

Director Gosnell said through the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Lake County received approximately \$122 million from the Federal Government to offset costs associated with responding to the COVID-19 crisis. The County has allocated an initial \$10 million in funding to reimburse municipalities and Fire Protection Districts for certain expenses. It is important to note this program covers only expenses related to hard costs, i.e. PPE, sanitization, teleworking expenses, and communication costs. Payroll expenses are only covered for those individuals substantially dedicated to COVID-19 response. For the Village this is primarily the cost of personnel working ambulance calls and dispatch/police responses. Revenue shortfalls are NOT eligible for reimbursement. Finance is compiling the costs for reimbursement which are in excess of \$50 thousand given the current eligible expenses. The first round of reimbursement requests is due to the County by July 31, 2020, with additional requests to follow. As part of the program the County is requiring each agency seeking reimbursement pass an IGA outlining the program and responsibilities of each party. The County has been

open that the program likely will change given the constantly changing guidance from the U.S. Treasury.

Mayor Kovarik asked if Attorney Winter has reviewed the agreement. Staff responded yes.

Mayor Kovarik asked if the Village will submit for the WWFPD. Staff responded yes.

Trustee Thorstenson asked if teleworking expenses and hardware costs are reimbursable. Director Gosnell said it is all included and the Village should be around \$100, 000 for the initial request.

Administrator Muetz said when the pandemic started staff set up a code in the financial system to help track the costs. This has made compiling the reimbursement figures easier.

Trustee O'Brien asked if the "Gurnee To Go" signs for restaurants are included. Director Gosnell responded yes.

Trustee Garner asked if changes can be made after we make our submission. Director Gosnell said they will come back to us if more information is needed.

Administrator Muetz said this is just the first round of reimbursement requests.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Ord. 2020 - 49 authorizing the execution of an Intergovernmental Agreement with the County of Lake pertaining to COVID-19 Relief Funds.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

3. Confirmation of emergency situation and execution of a contract with J.A. Johnson Paving for emergency roadway repair on Ravinia Drive in the amount of \$21,999.50 under Village of Gurnee Purchasing Policy.

Administrator Muetz said as was summarized in an email to the Village Board dated July 13, 2020, staff made the decision to execute an emergency contract with J.A. Johnson Paving in the amount of \$21,999.50 reconstruct 75' of roadway curb to curb, as well as one driveway apron, on Ravinia Drive that resulted from a water main break. He stated on July 8th the Village had a water main break across the street from 920 Ravinia Drive. The break was in a 12" ductile iron pipe. Once excavated, Public Works found a softball-sized hole in the pipe which was repaired with a clamp. Unfortunately, the break caused significant damage to the sub-base of the roadway (heaving the west side of the road and causing sink holes on the east side of the road) which needed immediate repair. We reached out to our current contractor JA Johnson Paving for an estimate. JA Johnson quoted \$21,999.50 for this work. Under the Village's Purchasing Policy, expenses over \$20k are beyond the Village Administrator's authority and need Village Board approval before work can be started, unless it is determined that an emergency exists, which among other things includes situations that impact the safety of our residents. He continued to state he authorized JA Johnson to start the work on July 14th. They were able to complete the work the same day and we reopened the roadway to the public on July 15th.

It was moved by Trustee Garner, seconded by Trustee Ross to approve confirmation of emergency situation and execution of a contract with J.A. Johnson Paving for emergency roadway repair on Ravinia Drive in the amount of \$21,999.50 under Village of Gurnee Purchasing Policy.

Roll call,

AYE: 6- Hood, Thorstenson, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

**G. PUBLIC
COMMENT**

None.

Closing Comments

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 7:33 p.m.

**Andrew Harris,
Village Clerk**