

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

**GURNEE VILLAGE HALL  
NOVEMBER 1, 2021**

**Call to Order**

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

**Other Officials in Attendance**

Patrick Muetz, Village Administrator; Jack Linehan, Assistant Village Administrator; Bryan Winter, Village Attorney; Heather Galan, Public Works Director/Village Engineer; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; John Kavanagh, Fire Chief; Brian Smith, Police Chief; Ellen Dean, Economic Development Director. Tracy Velkover, Village Planner

**Roll Call**

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

**Pledge of Allegiance**

A local Boy Scout Troop 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- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside**  
**NAY: 0- None**  
**ABSENT: 0-**  
**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 October 18, 2021 meeting.
2. Approval of Payroll for period ending October 22, 2021 in the amount of \$909,890.74.
3. Approval of Bills for the period ending November 1, 2021 in the amount of \$1,061,155.65.

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

**Roll call,**

**AYE: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside**  
**NAY: 0- None**  
**ABSENT: 0-**  
**Motion Carried.**

**C. PETITIONS AND COMMUNICATIONS**

1. Approval of a Proclamation designating November as "National American Indian/Alaska Native Heritage Month" in the Village of Gurnee.

Mayor Hood provided a summary of the Proclamation.

It was moved by Trustee Ross, seconded by Trustee Thorstenson to approve of a Proclamation designating November as "National American Indian/Alaska Native Heritage Month" in the Village of Gurnee.

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

2. Approval of Proclamation designating November 7, 2021 as "Change your Clock, Change your Battery Day" in the Village of Gurnee.

Mayor Hood provided a summary of the Proclamation.

It was moved by Trustee O'Brien, seconded by Trustee Woodside to approve of Proclamation designating November 7, 2021 as "Change your Clock, Change your Battery Day" in the Village of Gurnee.

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

3. Presentation of plaque to Evan Edward Levin in honor of achieving the rank of Eagle Scout.

Mayor Hood recognized Mr. Levin. Mr. Levin explained his Eagle Scout Project involved collecting donations for PADS Lake County.

#### **D. REPORTS**

1. Presentation by Economic Development Director Ellen Dean: Update on COVID-19 Relief Business Capital Investment Grant Program.

Economic Development Director Ellen Dean reviewed the Business Assistance Initiatives the Village is offering to the business community. Director Dean stated the liquor license and business license fee waivers are upcoming and will be processed during the renewal process for each. She then reviewed the Capital Grant Program and reminded the Board it is a matching grant of up to \$10K targeted toward retail, entertainment and restaurants. She stated it is focused on small businesses and independents that do not have the resources that come with being part of a larger chain, either in name or in ownership. The one exception to the "under 20 locations" stipulation is in the case of a national brand that has chosen to relocate within the Village incurring eligible expenses in the process. The program is retro-active to January 1, 2020 and is currently set to expire on December 31, 2024.

Director Dean then reviewed a list of eligible expenses including:

- Construction – site work, interior, exterior
- Parking lot improvements no less than resurfacing
- Capital equipment if permanently installed
- Patio structure of a permanent nature
- Façade improvement/restoration
  - Painting, only if in conjunction with a larger project
- Landscaping installation, only if in conjunction with a larger project
- Life Safety and Accessibility improvements
- Awning improvement or addition
- Re-roof / roof repair
- Permanent fencing improvements
- Signage-exterior (ground or wall) excluding individual sign face changes
- Plumbing, electrical – including lighting, HVAC improvements
- Carryout/Curbside pickup reconfigurations, including permanent signage
- High efficiency materials or installed technology
- Professional fees (excluding building permit fees)

She stated capital replacements are generally going to be eligible. Repairs or cosmetic changes are generally NOT going to be eligible. Director Dean then reviewed a few Frequently Asked Questions, stating a more comprehensive list, as well as the application itself, is available on the Village's website. Dean provided a quick summary of the following questions and answers:

- Eligibility of Expenses - capital improvement improves an asset and remains with property. NOT eligible: Demo, demising, grading, sealcoating, FFE, repairs generally except roof – generally most items not requiring a building permit
- Eligibility of Applicants: Applicants NOT eligible: home occupations, grocery, pharmacy, fuel station, packaged liquor, vape/smoke, body modification, professional services e.g., legal/accounting, hotel.
- Leased vs. Owned Property: (1) property owner must consent (2) landlord may assist with making the match and (3) landlord can apply for one grant on their own
- Deadline: open until funds expended
- Multiple Grants per Applicant: (1) own several businesses in town would be eligible. (2) Up to \$10,000 can be awarded over several grants
- Partial Awards: It is not all or nothing. If some expenses qualify and others do not, a partial award can be made
- Permits Required: Permits required and not an eligible grant

expense

Director Dean concluded her presentation and stated she would answer questions from the Board.

Questions/Comments

Trustee O'Brien asked about the amount of time the process is expected to take from the time the application is submitted to the time it is approved.

Director Dean said she anticipates 30-days or less.

Trustee Woodside stated this is a great program and asked if there has been early interest from businesses.

Director Dean stated yes, there is interest.

Trustee Thorstenson asked whether business associations would qualify for the program and if staff has discussed a phase two.

Director Dean stated there may be instances where a business association would qualify. She continued to state a second phase of the program is a future discussion and decision of the Board.

**E. OLD BUSINESS**

None.

**F. NEW BUSINESS**

1. Approval of Ord. 2021 - 71 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for a recreation facility, specifically a cheer and dance studio, at 820 Lakeside Drive.

Administrator Muetz stated B Fly Athletics has petitioned for a Special Use Permit to allow the establishment and operation of a recreational facility, specifically a cheer and dance studio, at 820 Lakeside Drive (Suites 1 & 2). The space is approximately 15,000 sf, of which about 12,000 sf is gym with the remainder office, reception, bathrooms, etc. The building is approximately 63,000 sf in total and is shared with William A Randolph Inc., a building/contracting company. There are six B Fly employees on staff, with a maximum of three on-site at any given time. The hours of operation are Monday through Thursday from 4:00 pm to 9:00 pm. Classes start on the hour and accommodate a maximum of 10-12 students aged 5 to 18. Students must be dropped off and picked up only (parents cannot stay and watch). B Fly Athletics was previously located at 122 Ambrogio Drive in Gurnee, where a SUP was not needed. When B Fly moved to 820 Lakeside Drive it was unaware that a SUP was required and has since applied. The request was before the Planning & Zoning Board on October 6th and received a unanimous favorable recommendation.

It was moved by Trustee Thorstenson, seconded by Trustee Ross to approve of Ord. 2021 - 71 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for a recreation facility, specifically a cheer and dance studio, at 820 Lakeside Drive.

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

2. Approval of Ord. 2021 - 72 approving an agreement between the Village of Gurnee and the Illinois Department of Transportation pertaining to a Traffic Signal Master Agreement.

Administrator Muetz said the Village has a maintenance agreement with the Illinois Department of Transportation (IDOT) for all of the IDOT managed traffic signals in the Village. The agreement covers maintenance and energy costs. The last agreement was approved in 2011 and had a ten-year term. The proposed agreement is consistent with past agreements.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of Ord. 2021 - 72 approving an agreement between the Village

of Gurnee and the Illinois Department of Transportation pertaining to a Traffic Signal Master Agreement.

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

3. Approval of Ord. 2021 - 73 authorizing execution of Professional Service Agreements with GeoEnvironmental, Inc. (GZA) for the development and implementation of a monitoring plan for the Old Grand Watermain Crossing at Canadian Pacific Railroad.

Administrator Muetz said the Village is working to complete the second phase of the Old Grand Avenue watermain replacement project. This phase runs from First Street to Fire Station #1 and includes crossing under the Canadian Pacific Railroad tracks. This crossing will be north of Old Grand Avenue. Crossing under the railroad tracks requires railroad permission. The Village has been working to secure permission via permitting for a year. Permitting requires a geotechnical report as well as monitoring plan. The railroad rejected the first monitoring plan. The railroad wanted a more detailed plan and the Village's consultant was not willing to take on this work. After reaching out to several qualified firms, only one was willing to take on the task. GeoEnvironmental Inc. (GZA) has quoted the Village \$30,000 to develop the monitoring plan and an additional \$39,000 to implement it. Staff does not anticipate all of this funding will be expended as GZA has proposed a 3-month monitoring phase. Staff believes the duration is closer to a few weeks, but this is dependent on the railroad. Staff is recommending to contract with GZA at a cost not to exceed \$69,500 for development and implementation of the required monitoring plan.

Trustee O'Brien asked about the potential delay of the project due to bad weather and its impact on the monitoring plan and cost.

Director Galan stated the monitoring takes place during the jack-and-bore operations. Work outside of that does not need to be monitored. She stated the jack-and-bore work should only take a few weeks, however, if it is anticipated to start too late in the season, staff will recommend this work be delayed until more favorable weather in the spring.

Trustee Ross asked whether the weight of the train factors into the monitoring plan and any track movement.

Director Galan stated the monitoring does not take into account train weight; it looks only at track deflection.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Ord. 2021 - 73 authorizing execution of Professional Service Agreements with GeoEnvironmental, Inc. (GZA) for the development and implementation of a monitoring plan for the Old Grand Watermain Crossing at Canadian Pacific Railroad.

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

4. Approval of renewals related to the Village's self-insured medical plan:

- Health Insurance Plan's Stop Loss Coverage a period of 12 months with Blue Cross Blue Shield of Illinois at an estimated cost of \$525,096.00 and \$16,775.00 for aggregate coverage; and

- Administrative Services Only contract for a period of 12 months with Blue Cross Blue Shield of Illinois at a rate of \$73.54 per employee per month and adjusted for anticipated annualized prescription rebates of \$262,594.00.

Administrator Muetz stated Human Resources Director Christine Palmieri would summarize the proposed health insurance renewal.

Director Palmieri stated this year the Village did reach out to an alternate provider. The result was a little higher and did not justify switching providers. She continued to state Affordable Care Act fees are still in place for the upcoming plan year and will be paid in July 2022. Stop Loss will remain at \$80,000 as moving to \$90,000 did not yield enough savings on the overall premium to make taking on the extra liability worthwhile. As such, staff is recommending to remain at \$80,000. Director Palmieri stated at this point in time large claims are driven mainly by prescription drugs. She stated the anticipated prescription drug rebates will increase and will help offset administrative fees. Director Palmieri then reviewed proposed plan design changes including co-pay adjustments, including office visit and prescription co-pays. She concluded by stating Peter Wright, Wright Benefit Strategies, is not proposing any changes to his contract.

Trustee O'Brien asked if the recommended changes to the plan need to be negotiated with the Village's bargaining units.

Director Palmieri stated management has the ability to make minor adjustments without negotiations.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of renewals related to the Village's self-insured medical plan:

- Health Insurance Plan's Stop Loss Coverage a period of 12 months with Blue Cross Blue Shield of Illinois at an estimated cost of \$525,096.00 and \$16,775.00 for aggregate coverage; and

- Administrative Services Only contract for a period of 12 months with Blue Cross Blue Shield of Illinois at a rate of \$73.54 per employee per month and adjusted for anticipated annualized prescription rebates of \$262,594.00.

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

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**G. PUBLIC COMMENT**

None.

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**Closing Comments**

None.

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**Adjournment**

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

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

Mayor Hood adjourned the meeting at 7:38 p.m.

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**Andrew Harris,  
Village Clerk**