

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

**GURNEE VILLAGE HALL
DECEMBER 20, 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; David Ziegler, Community Development Director; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; John Kavanagh, Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Police Commander; Ellen Dean, Economic Development Director

Roll Call

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

Pledge of Allegiance

Mayor Hood 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, Thorstenson, Ross, Garner, O'Brien
NAY: 0 - None
ABSENT: 1 - Woodside

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 6, 2021 Public Hearing and Village Board meeting.
2. Approval of Ord. 2021 – 80 setting forth a legislative finding and declaration pertaining to Ordinance Number 2000-72, granting Planned Unit Development approval for Industrial zoned property along the south side of Morrison Drive, east of Delany Road.
3. Approval of Payroll for period ending December 3, 2021 in the amount of \$1,217,819.87.
4. Approval of Bills for the period ending December 20, 2021 in the amount of \$1,296,781.01.

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: 5 - Balmes, Thorstenson, Ross, Garner, O'Brien
NAY: 0 - None
ABSENT: 1 - Woodside

Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Approval of Proclamation designating January 2022 as Lake County Crime Stoppers Month in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of a Proclamation designating January 2022 as Lake County Crime Stoppers Month in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

1. Presentation by Management Analyst Jodi Luka: Small Business Capital Investment Grant Program Update.

Management Analyst Luka reviewed the Small Business Capital Grant Program as of December 20, 2021. She provided the Board

with a background reminder stating as a reimbursable program, qualified applicants must submit proof of paid receipts and show good standing with Village requirements such as permitting, licensing and tax remittance in order to receive funds. Qualifying businesses are able to apply to have funds earmarked prior to completion of the investment project. To date, there have been 17 qualified applicants that include nine retail businesses, seven restaurants and one amusement facility.

Management Analyst Luka then reviewed completed projects including Primo, Dairy Queen, HeatherRidge Umbrella Association, Glomore Cosmetics, Riverside Café, Shipping Point, Artsonia, Backyard Steakpit and Soiree Event Space. These projects were completed before the grant program was established.

Next, she reviewed three projects in process including Fake Meats, Top Shelf Ice Arena and Wright Executive Suites. These projects started before the grant was announced and are currently under construction or still have open permits. These owners have been notified that their applications are approved and funding will be disbursed once the project and business is in good standing by meeting all grant requirements.

Management Analyst Luka then reviewed five proposed projects including American Floor Show, Steven's, Salutos, Gurnee Garden Center and Fastlane Lubemasters. These small businesses have applied for the grant with proposed projects. The projects have not started the permitting process but have requested funding. The applications have been approved contingent upon meeting grant requirements such as permitting and submission of proper receipts.

To date grant funding of approximately \$125,000 has been allocated with project investments totaling \$984,000.

Questions:

Trustee Thorstenson asked if the return on investment on a specific projected is evaluated at the time of application. Management Analyst Luka stated staff has worked to gain additional information related to project budgets and value. She continued to state staff works to ask the right questions to gain the information it needs.

Trustee Thorstenson asked about the expected return on investment timeframe. Management Analyst Luka stated the conversation has not yet occurred and most likely will be a result of direction from the Village Board.

Trustee Thorstenson asked about businesses that may have conducted COVID-19 related improvements. Management Analyst Luka stated that COVID-specific projects have not yet been applied for. When that happens, staff will have to examine if federal funding was provided to the business in order to avoid the Village reimbursing a project that has already received alternate funding.

Trustee Garner asked if a business that did not apply for the entire \$10,000 matching grant could submit a second application. Management Analyst Luka stated it could, up to the maximum of \$10,000.

Administrator Muetz stated staff will provide another update in a few months.

2. Presentation by Assistant Village Engineer Nick Leach: 2021 All Natural Hazards Mitigation Plan (ANHMP) progress report.

Assistant Village Engineer Leach reviewed the 2021 ANHMP.

All Natural Hazards Mitigation Plan

- What is it?
 - Plan that identifies natural hazards
 - Assesses Vulnerabilities
 - Determines how to minimize or eliminate risks
 - Sets goals
- Why it is necessary?

- Helps prepare for natural hazards
- Required for Grant Funding
 - Hazard Mitigation Grant Program (HMGP)
 - Pre-Disaster Mitigation (PDM)
 - Flood Mitigation Assistance (FMA)

Plan Maintenance

- Review Annually
 - Plan
 - Hazards Encountered
 - Action Items
- Annual countywide meeting
 - Evaluate plan progress
 - Recommend updates
- Countywide Plan
 - FEMA requires hazard mitigation plans to be updated and re-adopted every five years. The next Countywide plan is scheduled for an update in 2022. As a result, this will be the last year Gurnee uses the 2017 ANHMP.

Gurnee Action Items & Progress

- Plan Adoption
 - Current version June 2017 adopted October 9, 2017
 - On Village's website in the Transparency Portal
- Enforce WDO & NFIP Requirements
- Improve Public Communication
 - Focus on Flood Insurance & Flood Protection Education
- Alternate Power Sources for Critical Facilities
 - HeatherRidge Water Tower generator
- Drainage Systems
- Tree City USA
- Building Codes – Planned update in 1st Quarter of 2022
- Reduce Inflow and Infiltration – Prevent SSOs
 - Delayed due to COVID financial impacts
 - Rod out sewers as needed

Gurnee Action Items & Progress Flood Mitigation

- Utilize grant funding - SMC Grant Manager
- Voluntary program
- About 20 priority properties remain
- Priority List Locations
 - Kilbourne Rd
 - Emerald Ave
 - McClure Ave
 - Old Grand Ave

Floodplain Properties

- Removed two residential properties at no cost to the Village
- Removed two commercial properties purchased directly by the Village
- Referring to the Floodplain Property Map - Green properties remain on the priority list, while the red properties have been removed between 1987 and 2021
- 14 properties remain out of 51 on the map

Gurnee Action Items & Progress

- National Flood Insurance Rate Program's (NFIP)
- Community Rating System (CRS)
 - Gurnee exceeds minimum requirement
 - Class 6 rating saves Gurnee residents 10-20% on flood insurance premiums
- StormReady
- National Incident Management System (NIMS) Training

Questions:

Trustee Balmes asked about the floodplain property priority list, questioning why some are not listed as priorities. Assistant Engineer Leach stated the list is partially based on lowest adjacent grade meaning they are ranked based on how soon water would reach the structure in the event of a flood. In addition, how many insurance claims a structure has incurred related to flood damage is also factored into the ranking.

Trustee Thorstenson asked if the ANHMP covers analysis, identification and communication. Assistant Engineer Leach stated the plan is a living document that is regularly updated based on progress and changing circumstances.

Trustee Thorstenson asked how often the Village communicates the purpose of the outdoor warning sirens. Assistant Administrator Linehan stated staff communicates the purpose of the outdoor warning siren system on a regular basis, especially during storm season. He continued to state residents should rely on local news stations, not the Village, for the most up-to-date information on weather threats.

Trustee Ross asked whether the 2022 plan will be new or an updated version of what was presented this evening. Assistant Engineer Leach stated it will mainly be an update.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Confirmation of emergency under the Village of Gurnee Purchasing Policy related to the Old Grand Avenue Phase 2 Water Main replacement project connection at the Canadian Pacific Rail Road crossing.

Administrator Muetz stated the next two items on the agenda are related. He stated that on Friday, December 10th he emailed the Village Board regarding an issue with the Old Grand Watermain Phase 2 project. As the Village Board is aware, there have been issues with receiving permits from the Canadian Pacific railroad (CPRR) to install water main under the tracks. Staff was hopeful it would receive a permit to allow the work to be completed by the January 1st deadline set by railroad. Unfortunately, what staff received were numerous comments from the railroad related to the monitoring and installation plan. Due to the number of comments and the amount of time it takes to respond and the railroad to review them and issue a permit, the contractor will run out of time to make the connection by January 1st.

Administrator Muetz stated this is very problematic as this connection being out of service could result in a potential water outage over the winter months for the subdivisions east of Fuller Road to the CPRR tracks. If O'Plaine Road were to have a break over the winter months the system pressure could drop significantly causing outages over a large area including Fire Station #1, Viking, Warren High School, Public Works, and the Police Station...all critical facilities west of the CPRR. Rather than risk this situation, the contractor provided an estimate to connect the new water main to the existing crossing under the railroad tracks. After reviewing numerous factors related to the potential impact, staff was of the opinion the lack of the connection creates an emergency situation and authorized the contractor to begin 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. At this point staff is requesting the Village Board concur an emergency situation existed, followed by formal approval of the Change Order.

Administrator Muetz then asked Assistant Engineer Leach to provide greater detail on the issue.

Assistant Engineer Leach provided background on the timeline and progress to date, including the permitting process. He stated permitting transitioned from in-house at the CPRR to contract, which resulted in multiple delays. He continued to state staff discussed leaving the water main disconnected and the potential impact that may have. He then reviewed the four water main crossings under the CPRR tracks including their size and location. Assistant Engineer Leach then reviewed how Zone 2 is supplied water, stating it has no dedicated water source and rather relies on water conveyance from other zones, therefore making the CPRR crossing critical to water supply. He continued to state relying on the O'Plaine water main is very risky due to its age and break history. A break on

the O'Plaine main could result in water outage for a large area. As such, staff was of the opinion that re-establishing the connection at Old Grand under the CPRR was in order.

Assistant Engineer Leach then discussed the need for remobilization in the spring. He stated that since the work will not be finished this year, the contractor will need to bring equipment back in the spring. Staff was able to reduce this cost by agreeing to complete the landscape restoration in-house. The re-mobilization fee is approximately \$15,000.

Administrator Muetz reminded the Board the total project cost was approximately \$1.2 million; therefore, the Change Order is about 10% of the project cost. He stated there is funding in the budget and while staff had hoped to avoid this situation, it believes the situation had the potential to be very substantial and therefore it needed to be addressed.

Questions:

Trustee Balmes asked if there was any opportunity recover funds from the railroad since the delay in permitting has resulted in this additional expenditure. Administrator Muetz stated no.

Trustee Balmes asked if staff will have the permit by the spring. Assistant Engineer Leach stated he expects the permit will be issued before spring.

Trustee Ross asked why the water main connection is north of Old Grand. Assistant Engineer Leach stated the CPRR stated there are too many utility conflicts at the bridge and the connection must be installed outside this area.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of confirmation of emergency under the Village of Gurnee Purchasing Policy related to the Old Grand Avenue Phase 2 Water Main replacement project connection at the Canadian Pacific Rail Road crossing.

Roll call,

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

NAY: 0 - None

ABSENT: 1 - Woodside

Motion Carried.

2. Approval of Ord. 2021 – 81 authorizing a Change Order to the construction contract with Joel Kennedy Constructing Corp. for the Old Grand Avenue Water Main Replacement Phase 2 project in the amount of \$100,350.00 to allow the reestablishment of a water main connection under the Canadian Pacific Rail Road tracks and remobilization efforts in the spring.

This was reviewed under New Business item #1.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of Ord. 2021 - 81 authorizing a Change Order to the construction contract with Joel Kennedy Constructing Corp. for the Old Grand Avenue Water Main Replacement Phase 2 project in the amount of \$100,350.00 to allow the reestablishment of a water main connection under the Canadian Pacific Rail Road tracks and remobilization efforts in the spring.

Roll call,

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

NAY: 0 - None

ABSENT: 1 - Woodside

Motion Carried.

G. PUBLIC COMMENT

None.

H. EXECUTIVE SESSION

The Village Attorney stated that tonight's Executive Session will reference:

Adjournment to Executive Session

5 ILCS 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

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

Roll call,

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

NAY: 0 - None

ABSENT: 1 - Woodside

Motion Carried.

Mayor Hood adjourned the meeting into Executive Session at 7:49 p.m.

Recall to Order

Mayor Hood recalled the meeting to order at 7:54 p.m.

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

ABSENT: 1 - Woodside

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 Hood adjourned the meeting at 7:54 p.m.

**Andrew Harris,
Village Clerk**