

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

**GURNEE VILLAGE HALL  
APRIL 4, 2022**

**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; Heather Galan, Public Works Director/Village Engineer; Craig Lambrecht, Fleet Administrator; Brett Fritzler, Utility Supervisor. Nick Leach, Assistant Village Engineer; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; John Kavanagh, Fire Chief; Dave Douglass, Battalion Chief; Jeremy Gaughan, Police Commander

**Roll Call**

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

**Pledge of Allegiance**

Mayor Hood 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- Thorstenson, Woodside, Ross, O'Brien, Balmes**  
**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 March 7, 2022 and March 21, 2022 meetings.
2. Approval of request from Utility Division to waive the formal bidding requirement and purchase 200 three-quarter inch and 75 one-inch water meters from Midwest Meter, Inc. at a cost of \$43,775.00 (sole source supplier for Midwest region).
3. Approval of Utility Division request to contract with Xylem Water Solutions USA, Inc. for the purchase and installation of new sanitary and storm lift station pumps at a cost of \$24,826.00.
4. Approval of Ord. 2022 – 13 amending Chapter 78 Section 3 of the Gurnee Municipal Code relative to parking of vehicles on public streets.
5. Approval of Payroll for period ending March 25, 2022 in the amount of \$869,049.46.
6. Approval of Bills for the period ending April 4, 2022 in the amount of \$425,178.31.

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

**Roll call,**

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

**C. PETITIONS AND COMMUNICATIONS**

1. Approval of Proclamation designating April 10 - 16, 2022 as "National Public Safety Telecommunicators Week" in the Village of Gurnee.

Mayor Hood summarized National Public Safety Telecommunicators Week.

It was moved by Trustee O'Brien, seconded by Trustee Ross to approve a Proclamation designating April 10 - 16, 2022 as "National Public Safety Telecommunicators Week" in the Village of Gurnee.

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

**D. REPORTS**

None.

**E. OLD BUSINESS**

None.

**F. NEW BUSINESS**

1. Approval of Ord. 2022 – 14 approving the annual budget of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2022 and ending April 30, 2023.

Administrator Muetz stated this was the topic of the Public Hearing. He then briefly summarized the budget and the hearing process. Administrator Muetz stated the General Fund is balanced at \$46 million, fund balance is projected to be \$27 million and the budget includes the largest Capital Plan in the Village's history. He also stated the budget pays off Fire Station #3, includes new positions and that other Funds and their related balances are in very good shape. He concluded by stating it is a very solid budget that was developed with no property tax.

It was moved by Trustee Balmes, seconded by Trustee Woodside to approve of Ord. 2022 – 14 approving the annual budget of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2022 and ending April 30, 2023.

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

Mayor Hood thanked the staff for its efforts in developing the budget. He stated he is aware of the time and effort that goes into the process and believes that hard work is illustrated during the budget hearing process.

2. Approval of Ord. 2022 – 15 establishing certain fees of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2022 and ending April 30, 2023.

Administrator Muetz said this was discussed during the Public Hearing. He stated staff is proposing to approve a fee schedule ordinance in conjunction with the annual budget approval. He then reviewed fees that are changing including some set by Lake County that the Village adopts by reference, as well as hydrant meter rental fees. In summary, the ordinance simply takes Section 9 of the Budget and approves it by ordinance. Chapter 32 of the Gurnee Municipal Code contains the Village's Comprehensive Fee Schedule therefore any fees listed there that have changed will require a code amendment as well. Administrator Muetz concluded by stating staff will work to make fee adjustments once a year going forward. This will align with the budget process.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Ord. 2022 – 15 establishing certain fees of the Village of Gurnee, County of Lake, State of Illinois, for the Fiscal Year beginning May 1, 2022 and ending April 30, 2023.

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

3. Approval of Engineering Division's recommendation to award the 2022 Concrete Sidewalk Replacement Program to Schroeder & Schroeder at a cost not to exceed \$155,000.00 (2019 Joint Bid Consortium Program Pricing).

Administrator Muetz said in 2019 the Village of Gurnee participated in a joint bid consortium with six other communities related to concrete sidewalk and curb replacement. The contract was awarded to Schroeder & Schroeder who performed work for the Village in 2019 and again in 2021. The contract included language for an extension for two additional years, subject to acceptable performance by the Contractor. Based upon the contractor's past performance and a competitive unit bid price, the Engineering Division recommends award of a contract extension to Schroeder & Schroeder, Inc. in an amount not to exceed \$155,000. The appropriate funding has been included in the FY 22/22 Approved Budget.

It was moved by Trustee Ross, seconded by Trustee Balmes to approve of Engineering Division's recommendation to award the 2022 Concrete Sidewalk Replacement Program to Schroeder & Schroeder at a cost not to exceed \$155,000.00 (2019 Joint Bid Consortium Program Pricing).

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

4. Approval of Ord. 2022 – 16 authorizing execution of a Professional Services Agreement with IMEG for Engineering Services for the 2022 Construction Season.

Administrator Muetz said this item and the next on the agenda are related and would be summarized together. He stated with only three full-time staff members in Engineering and a record capital program, the Village is once again looking to secure outside engineering assistance. IMEG is a national engineering firm capable of providing municipal engineering and construction-related services. The proposed IMEG staff member is someone Engineering has worked with in the past and will work on assisting in management of the proposed road resurfacing program. The hourly rate is \$130/hour.

Administrator Muetz stated the next item on the agenda is for similar assistance from Manhard Consulting. He stated while the Village hasn't contracted with Manhard for oversight services, it has for design work and has been very pleased. The hourly rate for Manhard is \$125/hour.

He concluded by stating the Village only pays for the hours it uses and once the road program is complete, the assistance may be shifted to other capital improvement projects.

It was moved by Trustee Thorstenson, seconded by Trustee Balmes to approve of Ord. 2022 – 16 authorizing execution of a Professional Services Agreement with IMEG for Engineering Services for the 2022 Construction Season.

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

5. Approval of Ord. 2022 – 17 authorizing execution of a Professional Services Agreement with Manhard Consulting for Engineering Services for the 2022 Construction Season.

Summarized under New Business Item #4.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Ord. 2022 – 17 authorizing execution of a Professional

Services Agreement with Manhard Consulting for Engineering Services for the 2022 Construction Season.

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

6. Approval of Engineering Division's recommendation to award the 2022 Street Maintenance Resurfacing Program to the low bidder, Payne & Dolan, Inc., at a cost of \$4,049,705.26.

Administrator Muetz stated the Village received three bids for the 2022 Street Maintenance Program. The bids ranged from \$4.049 million to \$4.6 million. Payne & Dolan was the low bidder at \$4.049 million. Administrator Muetz said the 2022 Street Resurfacing Program consists of 5.5 miles of street resurfacing/rehabilitation and pavement patching. The PCI breakdown (2019 assessment) for the 2022 program includes 0% rated as "Failed", 63% rated as "Poor", 16% rated "Marginal" and 20% rated as "Fair." As these as 2019 ratings the roads have only deteriorated further. The Engineer's estimate for the program was \$4.085 million. Administrator Muetz concluded by stating Payne & Dolan is a solid company who had the Village roadway contract multiple times in the past.

It was moved by Trustee Ross, seconded by Trustee Balmes to approve of Engineering Division's recommendation to award the 2022 Street Maintenance Resurfacing Program to the low bidder, Payne & Dolan, Inc., at a cost of \$4,049,705.26.

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

7. Approval of Public Works Department request to purchase four Peterbilt 548 chassis from JX Peterbilt of Wadsworth, IL at a cost of \$450,068.00 (Public Works Department Units #241, #271, #295 & #692 – Sourcewell Contract #081-716-PMC).

Administrator Muetz said the FY 22/23 Budget includes the replacement of four Public Works plow trucks. He then provided a brief summary of the trucks proposed for replacement.

- Unit 241 is a 2007 with 2,919 hours of run time. This unit is 15 years old and requires repair to the dump box. Due to its age and make, parts are becoming increasingly difficult to locate. The unit will be sent to auction once the replacement arrives and is placed into service.
- Unit 271 is a 2006 with 2,695 hours of run time and is 16 years old. Due to its age, parts are becoming increasingly difficult to locate. The unit will be sent to auction once the replacement arrives and is placed into service.
- Unit #295 is a 2012 International Navistar single axle hook lift with 5,551 hours of run time. This unit is 10 years old and will be transitioned to a back-up truck for snow and ice control operations.
- Unit #692 is a 2012 International Navistar single axle hook lift with 3,899 hours of run time. This unit is 10 years old and will be transitioned to a back-up truck for snow and ice control operations.

Administrator Muetz stated there is not a state bid for Peterbilt chassis available through State of Illinois CMS at this time. As a result, the Fleet Administrator worked to secure a quote from JX Peterbilt with Sourcewell pricing. He reminded the Board that Sourcewell is a public agency that offers competitively solicited purchasing contracts for products and equipment. The agency uses economies of scale to secure competitive pricing. He continued to

state Gurnee has been purchasing trucks from JX Peterbilt since 2015 and have been very pleased with the service. The appropriate funding has been included in the FY 22/23 Budget.

It was moved by Trustee Woodside, seconded by Trustee O'Brien to approve of Public Works Department request to purchase four Peterbilt 548 chassis from JX Peterbilt of Wadsworth, IL at a cost of \$450,068.00 (Public Works Department Units #241, #271, #295 & #692 – Sourcewell Contract #081-716-PMC).

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

8. Approval of request from Public Works Department to waive bidding requirements and purchase central hydraulic system, hook lift system, dump body, snow plow, wing plow, tailgate spreader and spreader control system from Bonnell Industries, at a cost not to exceed \$604,032.00 (Public Works Department Units #241, #271, #295 & #692).

Administrator Muetz said following chassis approval, the trucks need to be up-fitted with snow removal, hydraulic, spreader control, and hook-lift systems. The Village has used Bonnell since 2011 and has created a very good working relationship related to the purchase of new equipment as well as upgrading existing equipment. Staff has been very pleased with the quality of the equipment, the professional installation, and responsiveness to Village needs. Funding for the up fitting has been included in the FY 22/23 Budget.

It was moved by Trustee Thorstenson, seconded by Trustee Ross to approve of request from Public Works Department to waive bidding requirements and purchase central hydraulic system, hook lift system, dump body, snow plow, wing plow, tailgate spreader and spreader control system from Bonnell Industries, at a cost not to exceed \$604,032.00 (Public Works Department Units #241, #271, #295 & #692).

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

9. Approval of Public Works Department request to purchase John Deere Model 444P Loader from Westside Tractor Sales of Wauconda, IL. at a cost of \$212,860.64 (Public Works Department Unit #205 - Sourcewell price match & trade in value of \$20,300.00).

Administrator Muetz said Unit #205 is our small loader. It is a 1997 with 6,012 hours on the body. The original engine locked up in 2018 and was replaced at that time as an alternative to replacing the entire unit. The small loader is part of the Snow and Ice Control plan for the Village. It is a back up to the large loader in the winter and is used to plow parking lots for Village Hall, Police Department, Fire Station #1 and Public Works. It is also used to respond to emergency operations. The Fleet Administrator worked with Westside Tractor Sales to obtain a price thru the Sourcewell purchasing cooperative for the unit. In addition, he requested a trade-in quote for our current unit. Westside quoted the Village a trade-in price of \$20,300 for the current machine. The Fleet Administrator believes this is a fair price. The FY 22/23 Budget includes funding for this expenditure.

It was moved by Trustee Balmes, seconded by Trustee Woodside to approve of Public Works Department request to purchase John Deere Model 444P Loader from Westside Tractor Sales of Wauconda, IL. at a cost of \$212,860.64 (Public Works Department Unit #205 - Sourcewell price match & trade in value of \$20,300.00).

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

10. Approval of Public Works Department request to purchase John Deere Model 410L Backhoe Combination Machine from Westside Tractor Sales of Wauconda, IL. at a cost of \$165,202.38 (Public Works Department Units #203 - Sourcewell price match & trade in value of \$24,000.00).

Administrator Muetz said Unit #203 is our combination excavator. It is a 2001 with 5,398 hours. The Backhoe Combination machine is used for variety of Street Division construction and maintenance projects and Utility Division projects including water main repairs, hydrant removal/installation, etc. The Fleet Administrator worked with Westside Tractor Sales to obtain a price thru the Sourcewell purchasing cooperative for the unit. In addition, he requested a trade-in quote for our current unit. Westside quoted the Village a trade-in price of \$24,000 for the current machine. The Fleet Administrator believes this is a fair price. The FY 22/23 Budget includes funding for this expenditure.

It was moved by Trustee Ross, seconded by Trustee Thorstenson to approve of Public Works Department request to purchase John Deere Model 410L Backhoe Combination Machine from Westside Tractor Sales of Wauconda, IL. at a cost of \$165,202.38 (Public Works Department Units #203 - Sourcewell price match & trade in value of \$24,000.00).

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

11. Approval of Public Works Department request to purchase Bobcat Model E42 Mini-Excavator from Atlas Bobcat of Wauconda, IL. at a cost of \$88,660.00 (Public Works Department Units #206 - Sourcewell price match & trade in value of \$8,000.00).

Administrator Muetz said Unit #206 is one of the Village's mini-excavators. It is a 1997 with 3,292 hours. This unit is in need of new tracks and other repairs. The mini-excavator is be used for excavating projects that are in tight and less accessible areas that larger equipment can't access and maneuver into. He stated it also has the ability to interchange boom attachments which makes it a very versatile piece of equipment. Bobcat had a price increase scheduled for the beginning of February but Fleet Services was able to place an order to hold the machine before the new pricing increase took effect. The Fleet Administrator worked with Atlas Bobcat to obtain a price thru the Sourcewell purchasing cooperative for the unit. In addition, he requested a trade-in quote for our current unit. Atlas quoted the Village a trade-in price of \$8,000 for the current machine. The Fleet Administrator believes this is a fair price. The FY 22/23 Budget includes funding for this expenditure.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of Public Works Department request to purchase Bobcat Model E42 Mini-Excavator from Atlas Bobcat of Wauconda, IL. at a cost of \$88,660.00 (Public Works Department Units #206 - Sourcewell price match & trade in value of \$8,000.00).

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

12. Approval of Public Works Department request to purchase Mongoose 184XL Tow-behind Trailer Sewer Jetter from Jet Vac Environmental of Island Lake, IL. at a cost of \$70,276.90 (Public Works Department Unit #673).

Administrator Muetz said approved in the FY 22/23 Budget is the replacement of the tow behind trailer sewer jetter. The current Unit #673 was purchased in 1994 and has a 300-gallon tank. The pump on the unit is experiencing issues. The proposed purchase of the Mongoose 184XL will increase the tank capacity to 600 gallons, allowing fewer refills and better service reliability. The unit will also serve as backup to Unit #654 which is the vector. Public Works secured two quotes. Jet Vac Environmental was the low bidder. The second quote was approximately \$7,000 more and from an out of state vendor. The FY 22/23 Budget includes funding for this expenditure.

It was moved by Trustee Woodside, seconded by Trustee O'Brien to approve of Public Works Department request to purchase Mongoose 184XL Tow-behind Trailer Sewer Jetter from Jet Vac Environmental of Island Lake, IL. at a cost of \$70,276.90 (Public Works Department Unit #673).

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

13. Approval of request from Utility division to waive the formal bidding requirement and purchase 2,755 LTE-M Orion endpoints from Midwest Meter Inc. at a cost of \$344,099.50.

Administrator Muetz stated this is the second allotment/purchase of Orion endpoints. The endpoints transfer usage information from the water meter to the Village for billing purposes. In April 2021 the Village purchased the first allotment of endpoints. Administrator Muetz continued to state that two more large purchases of Orions is expected over the next two fiscal years. He reminded the Board that these units transmit the information to Public Works directly rather than the Department having to drive the meter van past every building in the Village.

It was moved by Trustee Ross, seconded by Trustee Woodside to approve of request from Utility division to waive the formal bidding requirement and purchase 2,755 LTE-M Orion endpoints from Midwest Meter Inc. at a cost of \$344,099.50.

**Roll call,**

**AYE: 5- Thorstenson, Woodside, Ross, O'Brien, Balmes**

**NAY: 0- None**

**ABSENT: 1- Garner**

**Motion Carried.**

14. Approval of request from Fire Department to waive bidding requirements and utilize the HGACBuy Rescue Pumper, Contract No: FS19 to purchase a 2023 E-One Typhoon Rescue Pumper from Fire Service Inc. at a cost of \$695,755.00.

Administrator Muetz said included in the FY 22/23 Budget is the purchase of a new fire engine to replace Unit #1321. The current unit is 16 years old and is starting to experience corrosion and mechanical issues. The Department plans for fire engines to last 16 years but works to stretch the useful life beyond that when financially and operationally feasible. The lead-time on a receiving a new engine is currently 500 days. Therefore, when the replacement shows up current Unit #1321 will be 18 years old. The Department is recommending the Village once again take advantage of HGACBuy Rescue Pumper contract to purchase the engine from Fire Service Inc. Fire Service, Inc. is the current preferred manufacturer of the Village's fire equipment. The Village has partnered with it on successfully building and placing in service its last five engines and seven ambulances, as well as the ladder truck. The last engine we purchased was in 2018. The Village used HGAC and Fire Service Inc. at that time and continues to be very pleased with the results. Administrator Muetz stated his purchase is a little different from typical vehicle purchases as Fire Service Inc. has offered a pre-pay option. Typically, the Village pays for vehicles when they are completed and delivered to the Village. The pre-pay option saves

\$24,000 and ensures the Village's position in the "queue" with Fire Service Inc. Following discussion amongst staff and a review of operations and finances, staff is recommending the Village take advantage of the pre-pay option.

Trustee O'Brien said using the pre-pay option is great idea. Not only does it save the Village \$24,000 and but also secures our place in line.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of request from Fire Department to waive bidding requirements and utilize the HGACBuy Rescue Pumper, Contract No: FS19 to purchase a 2023 E-One Typhoon Rescue Pumper from Fire Service Inc. at a cost of \$695,755.00.

**Roll call,**

**AYE:** 5- Thorstenson, Woodside, Ross, O'Brien, Balmes

**NAY:** 0- None

**ABSENT:** 1- Garner

**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 O'Brien to adjourn the meeting.

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

Mayor Hood adjourned the meeting at 7:34 p.m.

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**Andrew Harris,  
Village Clerk**