

<div>MINUTES OF THE REGULAR MEETING OF THE GURNEE VILLAGE BOARD</div> <div>GURNEE VILLAGE HALL OCTOBER 7, 2024</div>	
Call to Order	Mayor Hood called the meeting to order at 7:00 p.m.
Other Officials in Attendance	Patrick Muetz, Village Administrator; Austin Pollack, Assistant to the Village Administrator; Bryan Winter, Village Attorney; David Ziegler, Community Development Director; Heather Galan, Public Works Director; Ellen Dean, Economic Development Director; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Deputy Police Chief.
Roll Call	<div>PRESENT: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O’Brien</div> <div>ABSENT: 0-</div>
Pledge of Allegiance	Mayor Hood led the Pledge of Allegiance.
A. APPROVAL OF CONSENT AGENDA	<div>It was moved by Trustee Balmes, seconded by Trustee O’Brien to approve the Consent Agenda as presented.</div> <div><div>Roll call,</div><div>AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O’Brien</div><div>NAY: 0- None</div><div>ABSENT: 0- None</div><div>Motion Carried.</div></div>
B. CONSENT AGENDA / OMNIBUS VOTE	<div>The Village Administrator read the consent agenda for an omnibus vote as follows:</div> <div><div>1. Approval of minutes from the September 23, 2024 meeting.</div><div>2. Approval of issuing a Raffle License and waiving the fee and bond requirement for the Gurnee School District #56 Band Boosters.</div><div>3. Approval of Payroll for period ending September 20, 2024 in the amount of \$1,057,469.27.</div><div>4. Approval of Bills for the period ending October 7, 2024 in the amount of \$1,197,816.09.</div></div> <div>It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve the Consent Agenda for an omnibus vote as read.</div> <div><div>Roll call,</div><div>AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O’Brien</div><div>NAY: 0- None</div><div>ABSENT: 0- None</div><div>Motion Carried.</div></div>
C. PETITIONS AND COMMUNICATIONS	<div>1. Administration of Oath of Office for the promotion of Fire Lieutenant John McNeill to Fire Division Chief.</div> <div>Chief Kavanagh briefly spoke about Lieutenant McNeill’s accomplishments during his time with the Gurnee Fire Department. Chief Kavanagh also discussed the need for the position of Fire Division Chief. Mayor Hood administrated the Oath of Office. Division Chief McNeill thanked the Village, Department and his family for their support during his career.</div> <div>2. Administration of Oath of Office for the promotion of Firefighter/Paramedic Kenny Celada to Fire Lieutenant.</div> <div>Chief Kavanagh briefly spoke about Firefighter/Paramedic Celada’s accomplishments during his time with the Gurnee Fire Department. Mayor Hood administrated the Oath of Office. Lieutenant Celada thanked his family and everyone that came out in support.</div>

<u>D. REPORTS</u>	None.
<u>E. OLD BUSINESS</u>	None.
<u>F. NEW BUSINESS</u>	<p>Approval of Ord. 2024 - 62 adding one Class 1 Liquor License by amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code entitled "Alcoholic Beverages." (Soiree Event Space – 3563 Grand Avenue).</p> <p>Administrator Muetz said Soiree Event space was originally granted a Class 1 Liquor License by the Village Board on August 16, 2021. In 2023, Soiree did not complete a liquor license renewal application and therefore the license expired and was removed from the Municipal Code. Soiree has now applied for a Class 1 Liquor License. Muetz reminded the Board that Soiree is an event space located at 3563 Grand Avenue Suite B, (northeast corner of the Gurnee East Point shopping center at Grand & Belle Plaine). The combined event spaces can accommodate up to 160 people, includes two suites (Suite A: 10am – 5pm, 60 people and Suite C: 10am – midnight, 100 people), food prep area and restrooms. Muetz stated Bassett-trained personnel will be onsite throughout any event where alcohol is being consumed. The Police Department has conducted all the necessary background checks and finds nothing to preclude issuing the license.</p> <p>It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Ord. 2024 - 62 adding one Class 1 Liquor License by amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code entitled "Alcoholic Beverages." (Soiree Event Space – 3563 Grand Avenue).</p> <p><u>Roll call,</u> AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O'Brien NAY: 0- None ABSENT: 0- None Motion Carried.</p> <p>2. Approval of Ord. 2024 - 63 amending Chapter 32, Section 32-38, entitled "Utility Fees" of the Gurnee Municipal Code.</p> <p>Administrator Muetz said Public Works recently completed the installation of Orion remote water meter reading devices. Only six out of 9,868 homes have not been updated. Four of the homes are vacant and will be updated when they are occupied. The other two homes were not updated as a result of a medical condition for one and a lack of cooperation for the other. The Gurnee Municipal Code Section 82-63 (c) allows of the Village to charge a fee when return visits to residences are required due to failure of the property owner to allow entrance to perform installation services, however, a fee amount was never established. Public Works is proposing to set a fee of \$50 per billing cycle to cover the cost of staff and equipment to travel to these residents to read the meter. Muetz stated if the property owner does not want to pay this fee; it has the option of allowing Public Works to replace the current reader with an Orion remote reader. Circumstances beyond the resident's control, such as a medical issue preventing the installation of an Orion, will be considered on a case-by-case basis following the receipt of supporting documentation.</p> <p>It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2024 - 63 amending Chapter 32, Section 32-38, entitled "Utility Fees" of the Gurnee Municipal Code.</p> <p><u>Roll call,</u> AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O'Brien NAY: 0- None ABSENT: 0- None Motion Carried.</p> <p>3. Approval of Ord. 2024 - 64 authorizing the execution of a Professional Services Agreement with Clark Dietz, Inc. for Engineering Services for the Estes area water main improvements.</p> <p>Administrator Muetz said the Village has routinely been performing emergency main break repairs in the Estes area (Woodlawn, Dorchester, Kenwood, and Blackstone from Greenleaf to Gould). The majority of</p>

these mains are cast iron and original to the system. Muetz stated as has been past practice, Engineering staff would like to have the design completed for this area so that it will be shelf-ready when time and resources become available for replacement. In addition, street reconstruction is planned in the area in the next few years, so staff would want to replace the water main before that. The Village has been working with Clark Dietz on multiple projects since 2017. Every project thus far has been successful and Clark Dietz has proven its ability to perform this work for the Village. Staff has met with Clark Dietz to develop the scope of work for this area. Clark Dietz provided a proposal for the area recommending a total budget of \$160,000 for the design and permitting work, which is significantly below the industry standard based on the estimated construction budget. Based on staff's experience, combined with the not to exceed contract amount, it is recommending to move forward with Clark Dietz.

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of Ord. 2024 - 64 authorizing the execution of a Professional Services Agreement with Clark Dietz, Inc. for Engineering Services for the Estes area water main improvements.

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

4. Approval of Ord. 2024 – 65 authorizing execution of a Professional Services Agreement with Bollinger, Lach & Associates, Inc. for Engineering Design Services for the Glen Flora Avenue, Blackstone Avenue and Ferndale Street reconstruction.

Administrator Muetz stated he would summarize New Business #4 and #5 together as they are related. He said staff is working to develop the FY 25/26 proposed capital improvement plan, which will include the reconstruction of Glen Flora Avenue, Blackburn Street, and Ferndale Street east of Estes and north of Route 41. The total project length is approximately 2,000 feet. Muetz stated these roads have an average Pavement Condition Index (PCI) rating of approximately 23, indicating a failing condition. Additionally, Glen Flora Avenue will be extended to Estes Street to provide residents with access to a signalized intersection, improving traffic safety by reducing dependence on Route 41. The project scope includes water main replacement, drainage improvements, sidewalk installation and complete road reconstruction. The feasibility of installing sidewalks will also be explored to improve neighborhood walkability. Muetz stated most of the project cost will be covered by the remaining \$84,669 from the REBUILD Illinois funds, with the balance funded through capital funds. He reminded the Board that over \$2 million in REBUILD funds were received, with the majority of them used for the Stearns School Road pedestrian improvement as well as past reconstruction projects. Muetz stated staff has successfully utilized Bollinger, Lach & Associates, Inc. (BLA) for similar projects and has been very pleased with the service provided. As a result, staff is recommending approval of a professional service contract with BLA in an amount not to exceed \$91,923.00.

It was moved by Trustee Ross, seconded by Trustee Garner to approve of Ord. 2024 – 65 authorizing execution of a Professional Services Agreement with Bollinger, Lach & Associates, Inc. for Engineering Design Services for the Glen Flora Avenue, Blackstone Avenue and Ferndale Street reconstruction.

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

5. Approval of Res. 2024 - 07 committing the final amount of local funds in conjunction with Rebuild Illinois Bond Funds.

Summarized under New Business #4.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Res. 2024 - 07 committing the final amount of local funds in conjunction with Rebuild Illinois Bond Funds.

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

6. Approval of request from the Public Works Department to waive the formal bidding process and award fuel island design, engineering, bidding, construction management and contract administration services to MJR Environmental, Inc. at a cost not to exceed \$50,300.00.

Administrator Muetz said the fuel island serving Village operations, as well as Park District, District 121 and SWALCO, is located at the Public Works facility. The fuel island consists of dispensers and two double-walled underground storage tanks – one is a 6,000-gallon diesel tank while the other is an 8,000-gallon unleaded tank. Both tanks were installed in 1993 and are increasingly difficult to receive insurance coverage for despite annual testing and preventative maintenance. Included in the FY 24/25 Budget is funding to begin the preconstruction process to replace the tanks. Staff reached out to Stenstrom Petroleum Services, who is a leader in the Midwest as it relates to service, environmental compliance/testing, construction and parts for petroleum systems. The Village has a longstanding relationship with Stenstrom and has been pleased with the level of service provided. Stenstrom indicated that their main staff member that does this type of work now has his own company, MJR Environmental, Inc. Based on their recommendation and that of several other fuel island contractors and local public works directors, staff had a discussion with MJR in March and received a proposal to perform consulting design services for our underground storage tank replacement project and fuel facility evaluation. Muetz stated services include preliminary project analysis, project design/engineering, creation of bid documents, construction management services, contract administration services, overseeing current tank removal, project close-out, as-built drawing and employee training. Muetz stated work involving underground tanks filled with thousands of gallons of fuel is a highly regulated, specialized market. Having someone with experience of the regulations, requirements and process on-board at the front-end is very critical to project success. Due to the specialized nature of this professional consulting service and the long-standing expertise of this consultant, Public Works believes it is appropriate to request a bid waiver from the Board.

It was moved by Trustee Thorstenson, seconded by Trustee Garner to approve of request from the Public Works Department to waive the formal bidding process and award fuel island design, engineering, bidding, construction management and contract administration services to MJR Environmental, Inc. at a cost not to exceed \$50,300.00.

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

G. PUBLIC COMMENT

Jorie Stuckwisch 987 Belle Plaine Ave Gurnee, IL	Ms. Stuckwisch discussed the Town Hall meeting that took place, referencing the information shared including public safety statistics. She also shared expectations going forward.
Keith Owens 6464 Doral Dr Gurnee, IL	Mr. Owens discussed the Town Hall meeting that took place, referencing the information shared including economic and code enforcement data.
Becky Kotsinis 907 Belle Plaine Ave Gurnee, IL	Ms. Kotsinis discussed the Town Hall meeting that took place, referencing the information shared. She made comments related to the FairBridge Inn and shared research she conducted on speed bumps/tables.

Jorie Stuckwisch 987 Bell Plaine Ave Gurnee, IL	Ms. Stuckwisch expressed concerns about staff leaving the Town Hall meeting once an idea-capturing exercise began. She stated the Village needs to be more transparent.
Closing Comments	None.
Adjournment	<p>It was moved by Trustee Balmes, seconded by Trustee Garner to adjourn the meeting.</p> <p><u>Voice Vote:</u> ALL AYE: Motion Carried.</p> <p>Mayor Hood adjourned the meeting at 7:40 p.m.</p>
Andrew Harris, Village Clerk	