

<div>MINUTES OF THE REGULAR MEETING OF THE GURNEE VILLAGE BOARD</div> <div>GURNEE VILLAGE HALL DECEMBER 2, 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; Brian Gosnell, Finance Director; Ellen Dean, Economic Development Director; Nick Leach, Village Engineer; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Jeremy Gaughan, Acting/Deputy Police Chief.
Roll Call	<div>PRESENT: 6-O’Brien, Balmes, Thorstenson, Woodside, Ross, Garner</div> <div>ABSENT: 0-</div>
Pledge of Allegiance	Mayor Hood led the Pledge of Allegiance.
<div>A. APPROVAL OF CONSENT AGENDA</div>	<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- O’Brien, Balmes, Thorstenson, Woodside, Ross, Garner</div><div>NAY: 0- None</div><div>ABSENT: 0- None</div><div>Motion Carried.</div></div>
<div>B. CONSENT AGENDA / OMNIBUS VOTE</div>	<div>The Village Administrator read the consent agenda for an omnibus vote as follows:</div> <div><div>1. Approval of minutes from the November 25, 2024 meeting.</div><div>2. Approval of Bills for the period ending December 2, 2024 in the amount of \$670,912.03.</div></div> <div>It was moved by Trustee Garner, seconded by Trustee Ross to approve the Consent Agenda for an omnibus vote as read.</div> <div><div>Roll call,</div><div>AYE: 6- O’Brien, Balmes, Thorstenson, Woodside, Ross, Garner</div><div>NAY: 0- None</div><div>ABSENT: 0- None</div><div>Motion Carried.</div></div>
<div>C. PETITIONS AND COMMUNICATIONS</div>	<div>1. Approval of a Proclamation designating December 2024 as National Impaired Driving Prevention Month in the Village of Gurnee.</div> <div>Mayor Hood summarized the Proclamation.</div> <div>It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of a Proclamation designating December 2024 as National Impaired Driving Prevention Month in the Village of Gurnee.</div> <div>Voice Vote: ALL AYE: Motion Carried.</div>
<div>D. REPORTS</div>	<div>1. Presentation by Finance Director Brian Gosnell: Annual Comprehensive Financial Report (ACFR) for the period ended April 30, 2024.</div> <div>Finance Director Brian Gosnell presented the Annual Comprehensive Financial Report (ACFR) for the period ended April 30, 2024. Gosnell presented information related to the following:</div>

#### Sections and layout of the ACFR:

- Introductory Section (pg. 1)
- Independent Auditors Report (pg. 12)
- Management Discussion & Analysis (pg. 16)
- Basic Financial Statements & Notes (pg. 30)
- Required Supplementary Information (pg. 95)
- Other Supplementary Information (pg. 111)
- Statistical Information (pg. 139)
- Management Letter

Process of the audit and preparation of the ACFR: Gosnell reviewed the audit team, process and detailed various sections of the audit noting financial highlights:

- Independent Auditor
  - Lauterbach & Amen
  - New Audit Team in FY2022, Gosnell noted the team is rotated every five years
  - 6-month process, May – October
- Concurrent processes during the audit
  - Police & Fire Pension Fund audits performed by Eder Casella CPA's
  - Police & Fire Pension Funding Actuary Reports
  - Police, Fire 7 IMRF GASB 67/68 Total Pension Liability
  - Village GASB 75 OPEB Liability Report
- Introductory Section: Gosnell reviewed the information in the Introductory Section
  - Principal Officials
  - Organizational Chart
  - Transmittal Letter
  - GFOA Certificate of Achievement which the Village has received every year since 1995
- Independent Auditors Report: Gosnell noted the Village received an unqualified or clean opinion for the year.
  - Auditor's Opinion
    - Village received a Clean Opinion
  - Management & Auditor's Responsibilities
- Management's Discussion & Analysis: Gosnell noted it is intended to answer the question of why the numbers changed.
  - Village-wide & Fund level analysis
  - Budget Highlights
  - Capital Assets
  - Debt & Economic Factors
- Basic Financial Statements:
  - Government-Wide Statements
    - Statement of Net Position
      - Includes Net Pension Liability (NPL), Other Post-Employment Benefits Liability (OPEB)
      - Capital Assets
    - Statement of Activities
      - Income Statement by Function
      - General Government
      - Public Safety
      - Highways & Streets
      - Business Type
  - Financial Highlights
    - Net Position increased by \$4.7m to \$163.4m
    - Revenues +\$7.4m to \$80.1m
    - Expenses +\$7.1m to \$75.4m
  - Fund Financial Statements
    - Balance Sheet
    - Statement of Revenues, Expenses & Changes in Fund Balance (Income Statement)
- Financial Highlights
  - General Fund
    - Fund Balance of \$33.4m
    - +\$2.6m Revenue/Expenditure Variance
    - \$3.0m Transfer From General Fund
      - \$1.5m to Capital
      - \$1.5m to W&S Capital
    - FY25/26 Capital Plan Includes a Transfer Assumption

- Financial Highlights – Cash Balances
  - Motor Fuel Tax Fund - \$742k
  - Capital Improvement Fund - \$8.9m
    - FY25 Budget Drawdown \$4.6m
  - Non-Major Gov't Funds
    - Impact Fee Fund - \$127k
    - PD Restricted - \$250k
    - Fleet Services - \$1.4m
  - Golf Course Fund - \$442k
    - \$3.0M Sprinkler System Replacement
  - Water & Sewer Fund - \$7.6m
    - FY25 Budget Drawdown \$2.5m
- Notes to the Financial Statements: Gosnell reviewed the information contained in the Notes to the Financial Statements, noting the following:
  - Note 1 – Accounting Policies
    - Basis of Presentation
  - Note 2 – Budget Information
  - Note 3 – All Funds
    - Deposits & Investments
    - Interfund Transfers
    - Lease Receivable
    - Capital Assets
    - Long-Term Debt/Liability
  - Note 4 – Other Information
    - Joint Ventures (CLCJAWA)
    - Risk Management
    - Retirement Systems
    - OPEB
- Required Supplementary Information: Gosnell reviewed the information contained in the Required Supplementary Information section, noting the following;
  - Employer Pension Contributions:
    - Police overfunded by \$1.2m
    - Fire overfunded by \$621k
  - Funded Ratios:
    - IMRF 97.75%
    - Police 77.13%
    - Fire 80.24%
  - Changes in NPL
  - Pension Investment Returns
  - Retiree Benefit Plan/OPEB Liability
  - Budget to Actual Statements
- Other Supplementary Information
  - Combining Statements
    - General & Health Insurance
    - Non-Major Funds
    - Pension Trust Funds
  - Budgetary Comparison Schedules
    - General Fund
    - Major Governmental Funds
    - Non-Major Gov't Funds
    - Enterprise Funds
    - Pension Trust Funds
    - Custodial Funds (NLCC-ETSB)
- Statistical Section
  - Financial Trends
    - Fund Balance
  - Revenue Capacity
    - EAV
    - Sales Tax
  - Debt Capacity
    - Outstanding Debt
  - Demographic & Economic information
  - Operating Information
- Management Letter
  - Current Recommendations
    - Commingled Cash. The auditors noted a negative balance in the 911 Fund commingled cash account. Gosnell stated that was due to the timing of reimbursements from the NLCC-ETSB. It occurred after the end of the fiscal year.

- Prior Recommendations have been implemented

Mayor Hood asked if there were any questions from the Village Board. There were none.

2. Presentation by Finance Director Brian Gosnell: Fiscal Year 24/25 Second Quarter financial performance.

- Cash & Investments – Gosnell presented information regarding the cash position of the Village including;
  - Total \$49.6m (excludes Pensions)
    - 16% Checking
    - 52% Money Market
    - 32% Investments
  - 67% General Fund
  - 14% Capital Improvement Fund
  - 14% Water & Sewer Funds
- 110 – General Fund Summary
  - Total Revenues \$28.5m or 55.2% of budget
  - Total Expenditures \$25.0m or 48.5% of budget
    - R&E Variance \$3.5m
  - Gosnell noted the variances were primarily due to timing differences with the exception of red light revenues, which is expected to finish under budget due to intersection being off-line.
- Major Revenues – Gosnell noted the following related to major revenues;
  - 69% of General Fund Revenues
  - Annual Budget \$35.6m
  - YTD \$19.6M or 55.2% of budget
  - +21.7% vs. 5-Year Average
  - +5.4% vs. Last Year
  - +6.7% vs. Seasonally Adjusted (SA) Budget
- Sales Tax
  - Annual Budget \$20.3m
  - YTD \$10.5M or 51.5%
  - +16.2% vs. 5-Year Average
  - +4.5% vs. Last Year
  - +7.4% vs. SA Budget
- Amusement Tax
  - Annual Budget \$3.7m
  - YTD \$3.0M or 80.6%
  - +39.6% vs. 5-Year Average
  - +11.5% vs. Last Year
  - +14.5% vs. SA Budget
- Food & Beverage Tax
  - Annual Budget \$2.65m
  - YTD \$1.5M or 57.0%
  - +27.4% vs. 5-Year Average
  - -1.1% vs. Last Year
  - +3.9% vs. SA Budget
- Hotel Tax
  - Annual Budget \$2.4m
  - YTD \$1.3M or 53.0%
  - +31.7% vs. 5-Year Average
  - +5.3% vs. Last Year
  - +2.1% vs. SA Budget
- 110 – General Fund Balance – Gosnell presented information related to the Fund Balance in the General Fund and the expected capital transfer at the end of FY24/25 for use in the FY25/26 capital plan.
  - Unaudited FY2023/2024 Ending Balance, \$33.36m or 74.5%
  - \$5.6m over Upper Limit of 65% of FY24/25 expenditures less transfers
  - Consider \$4m Transfer for FY25/26 Capital Program
- 221 & 223 – Water & Sewer Fund – Gosnell presented financial information related to the Water & Sewer Fund;
  - Total Revenues \$5.7m or 55.0%
  - Total Expenditures \$7.3m or 40.7%

R&E Variance +\$644k

	<p>Mayor Hood asked if there were any questions from the Village Board. There were none.</p>
<b>E. OLD BUSINESS</b>	<p>None.</p>
<b>F. NEW BUSINESS</b>	<p>1. Approval of Ord. 2024 –73 granting two Special Use Permits, pursuant to the Gurnee Zoning Ordinance, to allow installation of ground-mounted solar energy systems and to allow the solar structures to exceed 15 feet in height, for Six Flags Great America located at 542 N. Route 21.</p> <p>Administrator Muetz said Solar Optimum HQ, representing Six Flags Great America, is requesting two Special Use Permits to allow ground-mounted solar energy systems on Six Flags’ property and to allow the solar structures to exceed the maximum 15-foot-height limit. The project includes the installation of 40 freestanding solar structures within Six Flags’ northwest parking lot, south and east of Six Flags Drive. The proposed structures are designed to function as carports, providing shaded parking while generating renewable energy to support the theme park’s operations. The structures’ eave heights measure 15.44 feet (minimum bottom tilt) and 22.1 feet (maximum top tilt). The Zoning Ordinance classifies the proposed solar shades/carports as ground-mounted solar energy systems and therefore a Special Use Permit is required. In addition, Muetz stated since they exceed 15 feet a second Special Use Permit is needed. The proposed 22.1-foot-high solar energy systems provide a minimum vertical clearance of 13.5 feet, which is a requirement of the Fire Code, allowing unobstructed access for emergency vehicles including fire trucks. The increased height also ensures a safe passage for large vehicles, such as tour buses, recreational vehicles, and delivery and service trucks. The requests were before the Planning &amp; Zoning Board on November 20th and received unanimous favorable recommendations (7-0).</p> <p>Trustee O’Brien stated this is super green and he loves it. He then shared a statistic about how much power the proposal will generate. Trustee O’Brien ask about the columns being struck by vehicles and how this can be prevented.</p> <p>Eric Godinez, Solar Optimum HQ, said the columns are built with impact resistant steel and in a parking lot vehicles travel slow. Therefore, any impact should be low.</p> <p>Trustee Thorstenson asked about the tilt and generally what direction will they be tilted towards</p> <p>Mr. Godinez stated the north end is the high side (22.1’ max) and the low side will face south</p> <p>Trustee Thorstenson asked if the top of the panels when tilted would be visible from Quality Acres.</p> <p>Trustee Ross asked if the parking lot configuration will change.</p> <p>Mr. Godinez said it will mostly stay the same however approximately one-third of the area will need to be restriped.</p> <p>Referencing Trustee Thorstenson’s early question regarding visibility from Quality Acres, Director Ziegler shared information about the topography of the neighborhood and Six Flags’ parking lot. He stated the solar array is 900 feet from the closest home in the neighborhood. He continued to share the parking lot sits lower than the neighborhood and there is a heavy tree line between the two areas. Director Ziegler stated there is a significant distance between the array and homes.</p> <p>It was moved by Trustee O’Brien, seconded by Trustee Garner to approve of Ord. 2024 – 73 granting two Special Use Permits, pursuant to the Gurnee Zoning Ordinance, to allow installation of ground-mounted solar energy systems and to allow the solar structures to exceed 15 feet in height, for Six Flags Great America located at 542 N. Route 21.</p> <p>Mayor Hood thanked Six Flags for the green initiative.</p>

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

2. Approval of Ord. 2024 – 74 authorizing execution of an Intergovernmental Land Exchange Agreement by and between the Lake County Forest Preserve District and the Village of Gurnee. Administrator Muetz said the Lake County Forest Preserve owns a parcel of land directly north of Public Works and south of Route 41 along the railroad tracks. The Village owns the land to the south and west. The Village owns a parcel of land behind Fire Station #3 and east of the Com Ed right of way that abuts the Des Plaines River. The Forest Preserve owns the land to the north, south and east of this parcel. The Village also owns three parcels along Kilbourne that were purchased with grant funding. The Forest Preserve owns the property to the west. Following the railroad bridge repair over 41 near Public Works, the Forest Preserve approached the Village about exchanging ownership of these parcels. The land behind Fire Station #3 is of no use to the Village and therefore it makes sense for the Forest Preserve to own it. The land north of Public Works is of potential use to the Village for material storage if needed. As a result, the Village is agreeable to the land exchange. The Forest Preserve drafted an intergovernmental agreement to allow the exchange.

Trustee Thorstenson asked for clarification on how much the Village is getting verses giving.

Administrator Muetz said the Village is getting .18 acre that is usable to the Village. The Village is giving approximately 13.5 acres that is not usable to the Village.

Trustee Balmes asked if the Village maintains the properties currently.

Director Galan stated the Forest Preserve will let the properties go back to their natural state however, the Village will continue to mow the right of way only.

Trustee Ross asked about the Park District using the property.

Director Ziegler said it likes properties on the east side of Kilbourne Road and has not expressed interest in property this far north on the west side.

It was moved by Trustee Garner, seconded by Trustee Woodside to approve of Ord. 2024 – 74 authorizing execution of an Intergovernmental Land Exchange Agreement by and between the Lake County Forest Preserve District and the Village of Gurnee.

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

3. Approval of Ord. 2024 – 75 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." (Texas Roadhouse, 6050 Gurnee Mills Circle East).

Administrator Muetz said construction on the new Texas Roadhouse at Gurnee Mills continues. With construction progressing, the company has applied for a Class 1 Liquor License (sale of alcoholic liquor for consumption on the premises where sold and shall permit the sale and service of "To Go" (off-premises) mixed drinks and single servings of wine, pursuant the terms and conditions set forth in 235 ILCS 5/6-28.8). The Police Department processed the application and found nothing to preclude issuing a license.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Ord. 2024 – 75 adding one Class 1 Liquor License by

	<p>amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code entitled "Alcoholic Beverages." (Texas Roadhouse, 6050 Gurnee Mills Circle East).</p> <p><b><u>Roll call,</u></b> <b>AYE:</b> 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner <b>NAY:</b> 0- None <b>ABSENT:</b> 0- None <b>Motion Carried.</b></p> <p>4. Approval of issuing a Class 2 (primary sales) Tobacco License to Belel Asad to operate Green Planet Smoke Shop – 4948 Grand Avenue, Suite 9B (formerly Zee Vapor).</p> <p>Administrator Muetz said Zee Vapor has been operating in the Village for the last ten years. It was issued a Class 2 Tobacco License (primary sales) in 2022 when the Village implemented the license requirement. Zee Vapor was recently purchased by a new owner who plans to rename the business Green Planet Smoke Shop. Since a Class 2 license already exists, Muetz stated there is no need to amend the Municipal Code. As part of the transfer of ownership, the Village required the new manager apply for a license and go thru the Police Department background check. The Department found nothing to prohibit the transfer of the license to the new manager.</p> <p>Trustee O'Brien asked about tobacco compliance checks.</p> <p>Acting Chief Gaughan stated there have been no issues.</p> <p>It was moved by Trustee Woodside, seconded by Trustee Thorstenson to of issuing a Class 2 (primary sales) Tobacco License to Belel Asad to operate Green Planet Smoke Shop – 4948 Grand Avenue, Suite 9B (formerly Zee Vapor).</p> <p><b><u>Roll call,</u></b> <b>AYE:</b> 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner <b>NAY:</b> 0- None <b>ABSENT:</b> 0- None <b>Motion Carried.</b></p>
<b><u>G. PUBLIC COMMENT</u></b>	None.
<b><u>H. EXECUTIVE SESSION</u></b>	<p>The Village Attorney stated that tonight's Executive Session will reference:</p> <p>5 ILCS 120/2 2 (c) (1) which states: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body of legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body to determine its validity.</p> <p>It was moved by Trustee Ross, seconded by Trustee Garner to adjourn the meeting into Executive Session.</p> <p><b><u>Roll call,</u></b> <b>AYE:</b> 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner <b>NAY:</b> 0- None <b>ABSENT:</b> 0- None <b>Motion Carried.</b></p>
<b>Adjournment to Executive Session</b>	Mayor Hood adjourned the meeting into Executive Session at 7:34 p.m.
<b>Recall to Order</b>	<p>Mayor Hood recalled the meeting to order at 7:58 p.m.</p> <p><b>PRESENT:</b> 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner <b>ABSENT:</b> 0-</p>
<b>Closing Comments</b>	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 7:59 p.m.

**Andrew Harris,**  
**Village Clerk**