

**MINUTES OF BUDGET HEARING
OF THE GURNEE VILLAGE BOARD**

Budget Workshop #1: Fiscal Year 2025/2026 Budget Presentation

**GURNEE VILLAGE HALL
MARCH 3, 2025**

Call to Order	Mayor Hood called Budget Hearing to order at 5:31 p.m.
Other Officials in Attendance	Patrick Muetz, Village Administrator; Austin Pollack, Assistant to the Village Administrator; David Ziegler, Community Development Director; Heather Galan, Public Works Director; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Erica Wells, Assistant Finance / HR Director; Nick Leach, Village Engineer; Ryan Nelson, Assistant IT Director; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Deputy Police Chief.
Roll Call	PRESENT: 4- Balmes, Thorstenson, Garner, O’Brien ABSENT: 2- Woodside, Ross
Trustee Woodside and Ross arrive at 5:34 PM	Administrator Muetz outlined the schedule for the presentation.
<u>Mayor’s Budget Message</u>	Finance Director Gosnell introduced the FY2025/2026 Proposed Budget by reviewing a PowerPoint presentation. Gosnell noted the major part of the budget document is the Mayor’s Budget Message, which is a high level overview of priorities and results including: <ul style="list-style-type: none">• No Property Tax• Healthy Reserves• Low Debt Burden• Low Cost of Water CLCJAWA• Senior Discounts• GFOA Award Since FY 2006/2007• Continued Overfunding Pensions• Capital Grant Program• Advisory Committees<ul style="list-style-type: none">• Veterans• Environmental• Gurnee Cares• Arts
<u>What’s New in FY 2025/2026</u>	The next piece Gosnell reviewed is the What’s New document in the Introduction section, which is a bullet point list of what is new in the FY 2025/2026 budget and covers the majority of the cost drivers including: <ul style="list-style-type: none">• Personnel• New Technology• Tax Base Changes• Operating Efficiencies• Strategic Plan Initiatives• Program Changes/Funding
<u>Transmittal Letter</u>	Gosnell next reviewed the Transmittal Letter in the Introduction section, which is more detailed and includes: <ul style="list-style-type: none">• Budget Overview• Priorities & Initiatives<ul style="list-style-type: none">• Tied to Strategic Plan• Factors Affecting the Budget<ul style="list-style-type: none">• Healthcare Costs• Intergovernmental Personnel Benefit Cooperative (IPBC)• Leveling the Playing Field Act• Grocery Tax Repeal• Watermain Replacement• LakeComm• Apprentice Program• Tier 2 Rollback• Lead Times for Capital• Low Debt Burden• Business Attraction & Retention

	<ul style="list-style-type: none"> • Fund Balance & Bond Rating • Planning & Reporting Elements • GFOA Award
<u>Introduction Section</u>	<p>Gosnell also reviewed other information in the Introduction section:</p> <ul style="list-style-type: none"> • Organization & Services <ul style="list-style-type: none"> • Village Board & Executive Staff • Village History & Overview • Demographics • Organization Chart • Budget Process • Basis of Budgeting • Fund Structure • Financial Policies • Glossary
<u>Budget Overview</u>	<p>Next Gosnell stated he would review information in the Budget Overview section of the budget document:</p> <ul style="list-style-type: none"> • Net Use of Fund Balance \$3.1M <ul style="list-style-type: none"> • 911 Fund -\$990K • MFT Fund -\$38K • PD Restricted Revenue -\$26K • Capital Improvement Fund -\$6.9M • W&S Fund -\$3.3M • Fleet Services -\$499K • NLCC-ETSB and 911 Fund Closure • Fund Balance Estimates at 4/30/2026 <ul style="list-style-type: none"> • General Fund \$33.4M or 73.8% • MFT Fund \$915K • PD Restricted \$172K • Economic Development \$785K • Capital Imp Fund \$2.1M 35.2% of Revenues • Golf Course Fund \$515K • W&S Fund \$4.5M 41.7% of Revenues • Health Insurance Fund -\$584K • Fleet Services \$823K • NLCC-ETSB and 911 Funds \$0 • Personnel Changes <ul style="list-style-type: none"> • Budgeted FTE's 260.65 +17.25 • Unbudgeted FTE's 13.00 • Total Authorized FTE's 273.65 <ul style="list-style-type: none"> • 73.4% Public Safety • 14.2% Public Works (PW) • 6.6% Administration • 5.8% Community Dev • Contractual Employees
<u>Administration Department Personnel</u>	<p>Gosnell reviewed personnel changes specific to Administration:</p> <ul style="list-style-type: none"> • Budgeted FTE's 17.40, +1.0 • Unbudgeted FTE's 2.00 • Total Authorized FTE's 19.40 <p>Personnel Changes</p> <ul style="list-style-type: none"> • Add Accountant to assist with Human Resources Director Succession • Network Administrator Recruitment
<u>Community Development Personnel</u>	<p>Community Development Director David Ziegler reviewed personnel changes specific to Community Development & Engineering:</p> <ul style="list-style-type: none"> • Budgeted FTE's 15.30 • Unbudgeted FTE's 1.00 • Total Authorized FTE's 16.30 <p>Personnel Changes</p> <ul style="list-style-type: none"> • Contractual Code Enforcement • Civil Engineer Recruitment
<u>Police Department Personnel</u>	<p>Deputy Police Chief Jeremy Gaughan reviewed personnel changes specific to the police Department:</p> <ul style="list-style-type: none"> • Budgeted FTE's 121.75, +9.00 • Unbudgeted FTE's 4.00 • Total Authorized FTE's 125.75 <p>Personnel Changes</p> <ul style="list-style-type: none"> • Police Apprentice +7.00 • Records Supervisor +1.00 • Social Worker +1.00

<u>Fire Department Personnel</u>	<p>Fire Chief John Kavanagh reviewed personnel changes specific to the Fire Department:</p> <ul style="list-style-type: none"> • Budgeted FTE's 69.00, +7.00 • Unbudgeted FTE's 3.00 • Total Authorized FTE's 72.00 <p>Personnel Changes</p> <ul style="list-style-type: none"> • Firefighter/Paramedic +6.00 • Public Safety Mechanic +1.00
<u>Public Work Department Personnel</u>	<p>Public Works Director Heather Galan reviewed personnel changes specific to Public Works:</p> <ul style="list-style-type: none"> • Budgeted FTE's 37.20, +0.25 • Unbudgeted FTE's 3.00 • Total Authorized FTE's 40.20 <p>Personnel Changes</p> <ul style="list-style-type: none"> • Maintenance Worker I, +1.00 • Part-Time Locator, -0.75
<u>All Funds Summary - Revenues</u>	<p>Gosnell reviewed information in the Funding Sources section of the budget document:</p> <p>2024/2025 Total Budget Year End Estimate \$110.23M, +\$11.1M or 11.2%</p> <p>2025/2026 Total Budget \$101.4M, +\$2.3M or 2.3%</p> <p>Revenues by Fund</p> <ul style="list-style-type: none"> • 52.7% General Fund • 16.8% Pension Funds • 10.7% W&S Operating & Capital Fund • 8.9% Internal Service Funds <ul style="list-style-type: none"> • Health Insurance & Fleet Services • 5.9% Capital Fund • 4.8% Special Revenue Funds <ul style="list-style-type: none"> • 911 Fund, MFT Fund, Impact Fee Fund, PD Restricted Revenue Fund, Economic Development Fund • 0.2% NLCC-ETSB • 0.08% Golf Course <p>Revenues by Type</p> <ul style="list-style-type: none"> • 30 – Major Revenues 42.1% • 34 – Charges for Service 20.4% • 36 – Investment & Contributions 18.8% • 53 – Fund Transfers In 10.9% • 31 – Taxes 2.4% • 33 – Intergovernmental 2.4% • 35 – Fines & Forfeitures 1.4% • 32 – Licenses & Permits 1.4% • 39 – Other Sources 0.4% <p>Major Revenues</p> <p>2024/2025 Total Budget Year End Estimate \$43.3M, +\$2.3M or 5.7%</p> <p>2025/2026 Total Budget \$42.6M, +\$1.7M or 4.13%</p> <ul style="list-style-type: none"> • Sales Tax (MST & HMR) <ul style="list-style-type: none"> • Budget \$27.2M, +\$1.5M or 5.7% • Amusement Tax <ul style="list-style-type: none"> • Budget \$4.2M, +\$450K or 12.2% • Food & Beverage Tax <ul style="list-style-type: none"> • Budget \$2.9M, +200K or 7.5% • Hotel Tax <ul style="list-style-type: none"> • Budget \$2.4M, +\$0K or 0.0% • Income Tax <ul style="list-style-type: none"> • Budget \$5.5M, +\$246K or 4.7% • Local Use Tax <ul style="list-style-type: none"> • Budget \$602K, -\$679K or 53.0%
<u>All Funds Summary - Expenditures</u>	<p>Gosnell reviewed the All Funds Summary Expenditure information:</p> <ul style="list-style-type: none"> • 2024/2025 Total Budget Year End Estimate \$102.4M, +\$1.5M (which includes an unbudgeted \$4M Transfer) • 2025/2026 Budget \$104.5M, +\$3.5M or 3.5% <ul style="list-style-type: none"> • 41 – Salaries & Wages 36.4% • 42 – Employee Benefits 14.1%

	<ul style="list-style-type: none"> • 44 – Contractual Services 13.7% • 47 – Capital 11.3% • 54 – Fund Transfers Out 10.3% • 49 – Other Financing Uses 5.3% • 43 – Prof & Tech Services 3.6% • 45 – Other Cont. Services 2.5% • 46 – Supplies 2.3% • 48 – Debt Service 0.5%
<u>General Fund Overview</u>	<p>Gosnell reviewed information specific to the General Fund: FY 2024/2025 Review, \$54.0M +\$2.4M</p> <ul style="list-style-type: none"> • 30 – Major Revenues, \$37.6M +\$2.0M <ul style="list-style-type: none"> • Sales & Amusement • 34 – Charges for Services, \$9.5M +\$382K <ul style="list-style-type: none"> • Ambulance, Off-Duty Police Service <p>FY 2025/2026 Summary, \$53.4M +\$1.9M or 3.6%</p> <ul style="list-style-type: none"> • 30 – Major Revenues, \$36.9M +\$1.4M or 3.9% • 53 – Fund Transfers In, +\$301K or 100% <ul style="list-style-type: none"> • 911 Fund Close-out • 31 – Taxes, \$2.4M +\$210K or 9.5% <ul style="list-style-type: none"> • Road & Bridge Tax • 36 – Invest & Contributions, \$1.5M +\$145K or 10.5% <p>110 – General Fund Expenses FY 2024/2025 Review, \$53.6M +\$2.0M</p> <ul style="list-style-type: none"> • 41 – Salaries & Wages -\$1.5M • 42 – Employee Benefits -\$228K • 54 – Fund Transfers Out +\$4.0M <p>FY 2025/2026 Summary, \$53.4M +\$1.9M or 3.6%</p> <ul style="list-style-type: none"> • 41 – Salaries & Wages -\$308K or 1.1% <ul style="list-style-type: none"> • Communications/overtime • 43 – Prof & Tech +\$1.1M or 97.9% <ul style="list-style-type: none"> • LakeComm Annual Fee • 44 – Contractual +\$644K or 29.2% <ul style="list-style-type: none"> • Body Cam/Flock/Drone • 45 – Other Contractual +\$633K or 41.6% • 54 – Fund Transfers Out -\$672K or 7.6%
<u>Administration Department</u>	<p>Administrator Muetz presented information on the Administration Division of the Administration Department:</p> <ul style="list-style-type: none"> • FY 2024/2025 Results <ul style="list-style-type: none"> • Recruitments • Compensation Study • Dispatch Consolidation • FY 2025/2026 Initiatives <ul style="list-style-type: none"> • IPBC • Accountant • New Resident/Business Account Portal • Village Hall Updates • New Businesses • Community Events • Commissions
<u>Information Systems</u>	<p>IS Director Ryan Nelson presented the Information Systems Division of the Administration Department:</p> <ul style="list-style-type: none"> • FY 2024/2025 Results <ul style="list-style-type: none"> • Staffing & Development • CAD & RMS Consolidation • Cybersecurity Improvements • Facility Improvements • FY 2025/2026 Initiatives <ul style="list-style-type: none"> • Microsoft Cloud Services • User Management • Productivity • Device Management • Internet Domain Change • Cybersecurity / Infrastructure Maintenance
<u>Public Information</u>	<p>Assistant to the Village Administrator Austin Pollack presented information on the Public Information Division of the Administration Department:</p> <ul style="list-style-type: none"> • FY 2024/2025 Results <ul style="list-style-type: none"> • 14 Communication Channels

	<ul style="list-style-type: none">• 12 Monthly Communication Plans and 1 Strategic Communication Plan• Year-over Year Social Media Engagement<ul style="list-style-type: none">• Facebook Engagement: +29%• Instagram Engagement: +18%• Conducted Community Survey and Business Survey• Produced 18 Special Features• FY 2025/2026 Initiatives<ul style="list-style-type: none">• Launch New Website• Begin Bimonthly Newsletters• Implement Advanced Mass Notification System
<u>Planning & Building Safety</u>	<p>Director Ziegler presented information on the Planning & Building Safety Division of the Community Development Department:</p> <ul style="list-style-type: none">• FY 2024/2025 Results<ul style="list-style-type: none">• Permit Value for FY 25 down 19% with 3 months remaining over FY 24 (\$64.4M thru 9 months)• 2024 Zoning Projects - 50 Processed (Up from 40 in 2023)• FY 2025/2026 Initiatives<ul style="list-style-type: none">• Update Building Codes to 2024 ICC Code Suite (May 2025)• Re-evaluate permit fee structure (last modified residential 2018/commercial 2019)• Large Format Drawing Intake Revision• Additional Code Enforcement Officer
<u>Engineering</u>	<p>Director Ziegler presented information on the Engineering Division of the Community Development Department:</p> <ul style="list-style-type: none">• FY 2024/2025 Results<ul style="list-style-type: none">• Under Budget – Employee Turnover• Completed water main project (Route 21)• Rehabilitated 6.7 miles• FY 2025/2026 Initiatives<ul style="list-style-type: none">• Major Water Main Project Stoney Island• Sewer Extension Project – Quality Acres• Resurfacing/Reconstructing another 7.45/0.35 miles of roads.• Pedestrian Improvements
<u>Police Department</u>	<p>Deputy Chief Gaughan presented information on the Administration Division of the Police Department:</p> <ul style="list-style-type: none">• FY 2024/2025 Results<ul style="list-style-type: none">• Personnel Changes/Staffing• VOP• Public Ed• Public/Retail/Traffic Safety• Wellness Room• FY 2025/2026 Initiatives<ul style="list-style-type: none">• Building Improvements• Door Controls (Securitas)• Community Rm Refresh• Public Safety Technology• Paladine Drone as First Responder• Regroup Messaging• DraftOne & Axon Redact
<u>Communications</u>	<p>Deputy Chief Gaughan presented information on the Communications Division of the Police Department:</p> <ul style="list-style-type: none">• FY 2024/2025 Results<ul style="list-style-type: none">• Personnel Changes• Training/Career Development• Emergency Medical Dispatch• Text to 911• Countywide CAD, RMS, JMS• FY 2025/2026 Initiatives<ul style="list-style-type: none">• STARCOM Radio Deployment• Personnel Training• Countywide CAD,RMS,JMS• Physical Consolidation
Continuation of the Budget Workshop to the end of the Regular Village Board Meeting 6:39 p.m.	
Continuation of the Budget Workshop at 7:40 p.m.	

<u>Fire Department</u>	<p>Chief Kavanagh presented information on the Administration Division of the Fire Department:</p> <ul style="list-style-type: none"> • FY 2024/2025 Results <ul style="list-style-type: none"> • New Firefighter/Paramedics • Training Division Chief • New Engine • New Ambulance • Thermal Imaging Devices • FY 2025/2026 Initiatives <ul style="list-style-type: none"> • Recruitment / Training • Cardiac Monitors • FS # 2 Project • 5th Ambulance • Youth Fire Academy
<u>Public Works Department</u>	<p>Director Galan presented information on each division of the Public Works Department:</p> <p>PW – Streets Division</p> <ul style="list-style-type: none"> • FY 2024/2025 Results <ul style="list-style-type: none"> • Snow & Ice Summary • Routine Maintenance Programs • Tree City USA & Growth Award • Mulch Delivery Program • Material Bins • Salt Dome Roof Replacement • FY 2025/2026 Initiatives <ul style="list-style-type: none"> • Urban Forest Management • Building Maintenance • Street Light Wire Replacement • LED Replacements <p>PW – Water & Sewer Division</p> <ul style="list-style-type: none"> • FY 2024/2025 Results <ul style="list-style-type: none"> • Annual Fire Hydrant replacement program (10) • SCADA Master Plan Complete • Generator Replacement (Lee Avenue) • FY 2025/2026 Initiatives <ul style="list-style-type: none"> • SCADA Master Plan Implementation (multi-year) • Infrastructure Maintenance • USEPA Lead & Copper Rule Revisions • IEPA Lead Service Line Replacement & Notification Act • Meter Replacement Project <p>PW – Fleet Services Division</p> <ul style="list-style-type: none"> • FY 2024/2025 Results <ul style="list-style-type: none"> • 8 Police Patrol Vehicles • 1 Police ET Vehicle • 1 Unmarked Vehicle • 2 Skid Steers • StumpX & Brush Cutters • 2 Plow Trucks (3 Yards) • Chipper (Emergency Replacement) • Fuel Island Design • FY 2025/2026 Initiatives <ul style="list-style-type: none"> • Capital Vehicle & Equipment Purchases • Trench Drain Replacement • Fuel Island Replacement
<u>911 Fund</u>	<p>Gosnell Presented budget information on the individual funds:</p> <p>121 – 911 Fund</p> <p>\$1.2M total, -\$163K or 12.0%</p> <ul style="list-style-type: none"> • Reimbursement from NLCC-ETSB • Fund Closes in FY 25/26 with Transition to LakeComm • \$1.0M LakeComm Loan (if needed) • FY 2025/2026 Projected Ending Balance \$0
<u>NLCC-ETSB Fund</u>	<p>411 – NLCC-ETSB Fund</p> <p>\$205K total, -\$895K or 81.4%</p> <ul style="list-style-type: none"> • Final Distribution to Gurnee • Fund Closes in FY 25/26 with Transition to LakeComm • FY 2025/2026 Projected Ending Balance \$0
<u>MFT Fund</u>	<p>122 – Motor Fuel Tax Fund</p> <p>\$1.4M total, +\$80K or 5.9%</p>

	<ul style="list-style-type: none"> Revenues <ul style="list-style-type: none"> IML Estimate Expenses <ul style="list-style-type: none"> Road Resurfacing Program FY 2025/2026 Projected Ending Balance \$915K
<u>PD Restricted Revenue Fund</u>	<p>124 – PD Restricted Revenue Fund \$184K total, -\$35K or 15.9%</p> <ul style="list-style-type: none"> Restricted Funds from Police Seizures Used for Police Department Capital Vehicles, K9 Training, Evidence Lockers, E-Bikes FY 2025/2026 Projected Ending Balance \$172K
<u>Economic Development Fund</u>	<p>125 – Economic Development Fund \$3.1M total, -\$299K or 8.9%</p> <ul style="list-style-type: none"> Great Wolf Rebate - \$1.4M <ul style="list-style-type: none"> \$22M Max, \$6.1M to date, expires 2029 Gurnee Mills - \$450K <ul style="list-style-type: none"> Hobby Lobby, Boot Barn/Primark Six Flags Great America - \$151K <ul style="list-style-type: none"> \$4M or 7 Years, \$665K to date, \$816K Projected, Final Payment May 2025 Economic Development Reserve - \$300K Other Rebates - \$380K <ul style="list-style-type: none"> Coopers Hawk, Woody GMC, McCullough, CarWise, Muller Capital Grant Program - \$250K Visit Lake County Revenue Sharing - \$190K FY 2025/2026 Projected Ending Balance \$785K
<u>Capital Improvement Fund</u>	<p>131 – Capital Improvement Fund \$12.9M total, +\$2.5M or 24.1%</p> <ul style="list-style-type: none"> Transportation System - \$8.5M Stormwater Management - \$200K Vehicles & Equipment - \$1.0M (Fire) <ul style="list-style-type: none"> PD & PW Transfer - \$1.2M Technology - \$402K Buildings & Improvements - \$1.5M FY 2025/2026 Projected Ending Balance \$2.1M
<u>Golf Course Fund</u>	<p>211 – Golf Course Fund \$25K total, -\$40K or 61.5%</p> <ul style="list-style-type: none"> Amusement Tax Revenue \$75K Clubhouse Maintenance Pending Irrigation System FY 2025/2026 Projected Ending Balance \$515K
<u>Water & Sewer Operating & Capital Fund</u>	<p>221 – Water & Sewer Operating Fund 223 – Water & Sewer Capital Fund \$14.2M total, +\$1.8M or 14.9%</p> <ul style="list-style-type: none"> 34 - Charges for Service +\$458K or 6.2% <ul style="list-style-type: none"> Usage Assumption Overall Rate Adjustment +6% 44 - Contractual Services +\$60K or 1.9% <ul style="list-style-type: none"> CLCJAWA Rate Adjustment +5% 47 – Capital <ul style="list-style-type: none"> \$5.7M Total FY 2025/2026 Projected Ending Balance \$4.5M CLCJAWA Rate Adjustment +5% Overall Rate Adjustment +6% Pending Infrastructure Replacement Spike Comparison To CLCJAWA Customers, Lowest with the Exception of Volo
<u>Health Insurance Fund</u>	<p>231 – Health Insurance Fund \$5.7M total, -\$10K or 0.2%</p> <ul style="list-style-type: none"> Funding Sources <ul style="list-style-type: none"> Transfers from Operating Departments \$4.7M or 81.6% Employee Premiums \$1.1M or 18.4% Health/Dental/Life IPBC Transition FY 2025/2026 Projected Ending Balance -\$584K
<u>Fleet Services</u>	<p>233 – Fleet Services Fund</p>

	<p>\$3.8M total, \$601K or 18.9%</p> <ul style="list-style-type: none"> Funding Sources <ul style="list-style-type: none"> Transfers from Operating Departments & Capital Funds \$3.0M or 91.5% Fuel Sales \$280K or 8.5% FY 2025/2026 Projected Ending Balance \$823K
<u>Police & Fire Pension Funds</u>	<p>307 – Police Pension Fund \$5.2M total, +\$380K or 7.9%</p> <ul style="list-style-type: none"> Funding Sources – Investment Income, Employee Contributions, Employer Contributions Funded Ratio – 77.1% ARC - \$2.30M Contribution - \$2.85M Over-funded by \$543K FY 2025/2026 Projected Ending Net Assets \$84.5M <p>308 – Fire Pension Fund \$3.2M total, -\$183K or 5.4%</p> <ul style="list-style-type: none"> Funding Sources – Investment Income, Employee Contributions, Employer Contributions Funded Ratio – 80.2% ARC - \$2.0M Contribution - \$2.4M Over-funded by \$374K FY 2025/2026 Projected Ending Net Assets \$68.1M
<u>Capital Program</u>	<p>Capital Plan by System Total \$20.9M, +\$4.4M or 26.7%</p> <ul style="list-style-type: none"> Transportation System \$9.9M Buildings & Improvements \$2.1M Water & Sewer \$5.0M Vehicles & Equipment \$3.2M Stormwater Management \$200K Changes From Capital Plan Presentation <ul style="list-style-type: none"> 131 - \$500K for Fuller Road Design 131 - \$75K Securitas 223 - \$210K Lift Station Panel
<u>Debt</u>	<p>Outstanding Debt IEPA Loan – Knowles Road Tower Origination: 5/29/2020 Original Loan: \$5,143,453.19 Fixed Rate: 1.84% Term: 20-years</p> <ul style="list-style-type: none"> Principal Paid to Date: \$1,034,532 Interest Paid to Date: \$364,029 Additional Principal to Date: \$1,000,000 Current Payoff Date: 5/29/2030
<u>Pending Changes</u>	<p>Gosnell noted the items pending that will change for the final budget including: General Fund</p> <ul style="list-style-type: none"> Adjust Surplus Transfer \$2.75M Capital Improvement Fund \$1.0M Golf Course Fund \$250K Water & Sewer Capital Fund <p>Water & Sewer Capital Fund</p> <ul style="list-style-type: none"> Utility Improvement -\$1.0M
<u>Next Steps</u>	<p>Gosnell reviewed the next steps and items to be considered at the Public Hearing and Village Board Meeting on April 7th:</p> <ul style="list-style-type: none"> April 7th Public Hearing & Approval <ul style="list-style-type: none"> FY 2025/2026 Budget FY2023/2024 Surplus Transfer Annual Fee Resolution
<u>Questions</u>	<p>Trustee O’Brien asked about the addition of the Social Worker in the Police Department, in-squad Flock cameras and security on the automated report writing system.</p> <p>Deputy Chief Gaughan noted the Social Worker is in addition to the COAST program the Village participates in, which is a county-wide multi-agency program. The Social Worker would be specific to and available</p>

for just the Village and give the Department greater flexibility when it comes to the availability of the social services. The Axon automated report writing system is cloud-based software with data housed locally as is the case with other Axon services. The in-squad cameras do have the ability to read license plates in a parking lot to scan for stolen vehicles.

Trustee Ross stated she thought redirecting the \$1.0 million surplus transfer from the General Fund from the Water & sewer Fund to the Golf Course Fund due to savings in the watermain project was a good idea and would lessen the shock when the irrigation system project needs to be paid.

Trustee Garner asked what the confidence level of the Police Department was in the reliability of the drone as a first responder program.

Deputy Chief Gaughan said the vendor and program has a good track record but with any technology there is no guarantee and the Village will carry insurance on the drone.

Mayor Hood thanked staff for the preparation and work on the annual budget on behalf of himself and the Village Board.

Administrator Muetz asked the Village Board to direct any questions before the Public Hearing to him so they can be addressed appropriately.

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 8:19 p.m.

Andrew Harris,
Village Clerk

<div>MINUTES OF THE REGULAR MEETING OF THE GURNEE VILLAGE BOARD</div> <div>GURNEE VILLAGE HALL MARCH 3, 2025</div>	
Call to Order	Mayor Hood called the meeting to order at 7:01 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; Christine Palmieri, Director of Human Resources; Erica Wells, Assistant Finance / HR Director; Nick Leach, Village Engineer; Ryan Nelson, Information Systems Director; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Deputy Police Chief; Jason Kalinowski, Police Commander; Matt Bendler, Police Commander.
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 February 17, 2025 and February 24, 2025 meetings.</div><div>2. Approval of Ord. 2025 - 07 authorizing the purchase of software and product licenses from CDW Government, LLC and extension of a Cisco Flex subscription with Cisco Systems.</div><div>3. Approval of Public Works Department recommendation to award the 2025 the Salt Dome Roof Rehabilitation project to the low bidder, CPR Roofing, Inc., at a cost of \$85,000.00.</div><div>4. Approval of a one-year contract extension with Alpha Building Maintenance Services for janitorial services – 3% price increase.</div><div>5. Approval of Police Department request to allow K-9 Officers Tom Yencich and Travis Hitzelburger to attend the 11th Annual International Police K-9 Training Conference in Las Vegas, Nevada, from March 11 to 14, 2025 at a cost of \$1,476.00 (Northern Illinois Police Alarm System to cover the remaining \$2,319.36 in expenses).</div><div>6. Approval of Payroll for period ending February 21, 2025 in the amount of \$1,039,225.41.</div><div>7. Approval of Bills for the period ending March 3, 2025 in the amount of \$489,746.43.</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- Balmes, Thorstenson, Woodside, Ross, Garner, O'Brien</div><div>NAY: 0- None</div><div>ABSENT: 0- None</div><div>Motion Carried.</div></div>

<u>C. PETITIONS AND COMMUNICATIONS</u>	<p>1. Introduction of Police Department Comfort Canine Mira Joy.</p> <p>Chief Smith introduced the Village's new comfort canine Mira Joy. He stated Mira is a six-month-old Labrador Retriever who was donated to the Village of Gurnee by Partners with Paws Service Dogs, a nonprofit organization that provides trained service and comfort dogs for communities. Mira will undergo 16 weeks of training and continue towards her American Kennel Club Canine Good Citizen certification, ensuring she is well prepared for her duties. Chief Smith stated once certified, Mira will provide comfort and emotional support during traumatic incidents, interact with students and staff at local schools, and strengthen community relationships through public engagement and outreach. Mira's handler is Chad Smits, the Department's Public Education Specialist. Smits is a former Gurnee Police Officer with 16 years of service, including time as a School Resource Officer. Chief Smith concluded by thanking the Village Board for its continued support of the Police Department.</p>
<u>D. REPORTS</u>	<p>None.</p>
<u>E. OLD BUSINESS</u>	<p>None.</p>
<u>F. NEW BUSINESS</u>	<p>1. Approval of Ord. 2025 – 08 annexing property to the Village of Gurnee, approximately 0.21 acres located at 6161 Illinois Route 132 (Grand Avenue) and 1501 Tri-State Parkway in Lake County, Illinois.</p> <p>Administrator Muetz said there is a small portion of land east of the former Holiday Inn and Restaurant Depot that is not annexed or zoned in the Village. Years ago, there was a small sewer plant on the parcel and therefore it was not annexed with the Holiday Inn site. He stated the sewer plant was decommissioned in the late-1980s, but the land was never annexed. With upcoming zoning requests related to the Holiday Inn on the horizon, staff felt it appropriate to clean-up this oversight via forced annexation. Muetz stated the property will be brought in as R-1, which is the most restrictive district. At a future date, the adjacent property owners will petition the Village to rezone the property to match the zoning classification of their properties.</p> <p>It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Ord. 2025 - 08 annexing property to the Village of Gurnee, approximately 0.21 acres located at 6161 Illinois Route 132 (Grand Avenue) and 1501 Tri-State Parkway in Lake County, Illinois.</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. 2025 - 09 authorizing the execution of the Protect Lake County and participating member agencies agreement.</p> <p>Police Chief Smith stated that two years ago he discussed a Behavioral Threat Assessment and Management (BTAM) project coming to Lake County. He stated that shortly thereafter the Highland Park July 4th tragedy took place and the project was postponed. He provided the Village Board background on Protect Lake County stating in 2023 representatives from DePaul University, the University of Illinois at Chicago, and Loyola University contacted the Lake County Chiefs of Police Association asking if Lake County was willing to participate in a pilot project funded by a U.S. Department of Homeland Security grant. The project's goal was to establish a BTAM Team in Lake County, Illinois. Since that, time agencies have worked to form the group and it has now reached a point where Gurnee is ready to begin officially participating in the effort.</p> <p>Chief Smith stated a BTAM Team employs a strategic, multidisciplinary framework to prevent violence and effectively address non-criminal situations of concern. This proactive approach helps ensure community safety by identifying and mitigating potential threats before they escalate. He stated the schools have used a similar model for years. Protect Lake County will take the model and expand it county-wide.</p>

Protect Lake County will be a consortium of key stakeholders, including professionals from law enforcement, courts, public health, hospitals, behavioral and mental health, schools, and the private sector that will work together to prevent targeted violence and enhance public safety. The structure of Protect Lake County will mirror successful models used by other task forces in the area. An Executive Board, composed of representatives from participating member agencies, will oversee operations and policies. Chief Smith stated the effort will include specialized teams including a Case Review Team, Community Resource Team and Training & Education Team. He stated it will provide consultative recommendations to assist member agencies in managing cases responsibly. The primary mission is to balance public safety with individual rights through early intervention and multidisciplinary collaboration.

Chief Smith stated establishing Protect Lake County represents a significant step forward in protecting residents and fostering a safe community. This initiative underscores the Village’s collective commitment to public safety and the well-being of those that live in or work in Gurnee. Staff recommends approving the Memorandum of Understanding.

Trustee Balmes asked if information collected is confidential. Chief Smith explained a lot of the information collected is confidential, adding the main goal will be to prevent future incidents.

Trustee Balmes asked an incident progressed to a court case, could the information collected be reviewed. Chief Smith said there would be a piece that is protected information. He stated that unless it rises to an involuntary committal or criminal level, the information should be protected.

Trustee O’Brien stated it sounds like some of the program is a think-tank training program for the agencies involved. He asked about imminent danger situations. Chief Smith stated Protect Lake County collects information after-the-fact; however, it does allow coordination and information sharing across jurisdictional boundaries. Chief Smith stated an imminent threat would lead to a different response for which police departments are already trained.

Trustee Garner asked if this can be used to profile individuals. Chief Smith stated any action by Protect Lake County is a result of action taken by an individual and a direct request for assistance. It is not actively looking for information that some people may deem threatening. Chief Smith confirmed action begins with an outside source.

Trustee Woodside said the name of the program is perfect and is a responsible way to share information. He asked how many partners have signed up to participate. Chief Smith said partners are already lining up and explained numerous communities are interested in participating. He stated individuals in the Gurnee Police Department have been identified and started training.

Trustee Thorstenson said this is a great program and is excited to see it moving forward. She asked if it has been presented to major corporations in the area. Chief Smith stated not yet.

Trustee Thorstenson asked how the training is being paid for. Chief Smith said it is being covered by the grant currently.

It was moved by Trustee Woodside, seconded by Trustee Thorstenson to approve of Ord. 2025 - 09 authorizing the execution of the Protect Lake County and participating member agencies agreement.

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

3. Approval of Ord. 2025 - 10 authorizing a Professional Service Agreement with RINA for Engineering Services to design and permit the Quiet Zone at Grandville & Union Pacific Railroad crossing.

Administrator Muetz said the Village has one at-grade railroad crossing. This crossing is located at Grandville and 41. As currently configured, the crossing requires trains to sound their horns as they approach and pass-thru the intersection. In 2016, the Village contracted with Patrick Engineering who specializes in conducting Quiet Zone Studies. Patrick Engineering conducted a feasibility study for a Quiet Zone at this location. The initial recommendation proposed a design that restricted turning movements for larger trucks, negatively impacting businesses in the corridor. As a result, other options were needed. Administrator Muetz stated at that time staff worked to obtain additional grant funding for the Quiet Zone but was unsuccessful, as the project does not qualify as a safety improvement. The project was subsequently delayed in 2020 due to budget constraints, followed by COVID-19. Since that, time residents in the area have reaffirmed their desire for a Quiet Zone. As a result, staff reached out to RINA Consulting, who has since absorbed Patrick Engineering, to request a quote to restart the project. The proposal includes reassessing the original recommendations to ensure compliance with current Quiet Zone regulations before proceeding with coordination, permitting, and design for the necessary improvements. Muetz stated at this stage, construction costs are unknown. Once permitting is complete and RINA finalizes the design, a construction cost estimate will be provided. He concluded by stating establishing a Quiet Zone is a long, complicated process that involves multiple jurisdictions and, even if approved, train conductors may sound the horn if they feel there is a public safety need.

It was moved by Trustee O'Brien, seconded by Trustee Balmes to approve of Ord. 2025 - 10 authorizing a Professional Service Agreement with RINA for Engineering Services to design and permit the Quiet Zone at Grandville & Union Pacific Railroad crossing.

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

4. Approval of Ord. 2025 - 11 authorizing a Professional Service Agreement with HMG, Inc. for Engineering Services for the Quality Acres sanitary improvement.

Administrator Muetz said with only two full-time employees in the Engineering Division currently, the addition of consultants is necessary to manage the upcoming capital program, which is the largest in Village history. Staff is recommending HMG for overseeing the Quality Acres sanitary sewer improvement project. Muetz stated the Village has used HMG in the past with good success. HMG provided a not to exceed cost of \$100,000. The Village will only be billed for actual hours used.

It was moved by Trustee Garner, seconded by Trustee Ross to of Ord. 2025 - 11 authorizing a Professional Service Agreement with HMG, Inc. for Engineering Services for the Quality Acres sanitary improvement.

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

5. Approval of Ord. 2025 - 12 authorizing a Professional Service Agreement with IMEG for Engineering Services for the 2025 Construction Season.

Administrator Muetz said staff is recommending IMEG to oversee the road-resurfacing program. Staff has used IMEG multiple times in the past for assistance such as this and has always been pleased. Muetz stated IMEG provided a not to exceed cost of \$250,000. The Village will only be billed for actual hours used.

It was moved by Trustee Garner, seconded by Trustee Balmes to approve of Ord. 2025 - 12 authorizing a Professional Service Agreement with IMEG for Engineering Services for the 2025 Construction Season.

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

6. Approval of Ord. 2025 - 13 authorizing a Professional Service Agreement with Soil and Material Consultants, Inc. for Engineering Services for material testing for the Village's Resurfacing and Reconstruction Program.

Administrator Muetz said the 2025 road construction season consists of 7.5 miles of resurfacing and 0.3 miles of reconstruction roadway improvements. The State requires quality assurance measures when its funds are being used on roadway projects. This requires soil and material testing be done by a certified tester. The Village has always used quality assurance measures on similar projects, whether State funded or not. Muetz stated in the past staff has solicited quotes for this work with Soil and Material Consultants, Inc. consistently the low-bidder. As such, the Village reached out to Soil and Material Consultants for a quote for this year's program needs. Soil and Material Consultants provided a not to exceed quote of \$36,144.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2025 - 13 authorizing a Professional Service Agreement with Soil and Material Consultants, Inc. for Engineering Services for material testing for the Village's Resurfacing and Reconstruction Program.

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

7. Approval of Engineering Division recommendation to award the 2025 Sanitary Sewer Lining Services contract to Hoerr Construction, Inc. at a cost not to exceed \$122,000.00 (2022 Municipal Partnering Joint Bid Consortium low bidder – 2024 pricing).

Administrator Muetz said the FY 25/26 Proposed Budget includes funding to fix sewer segments that need repair. Staff is proposing to, once again, use a method called cured-pipe-in-place to address areas of concerns. Muetz stated cured-in-place pipe (CIPP) is one of several trenchless rehabilitation methods used to repair existing pipelines. It involves a resin-saturated liner pulled into a damaged pipe after which the liner is expanded using water or air pressure. The Village has used this method in the past and has been very happy with the results. Muetz stated a Municipal Partnering Joint Bid Consortium, which consisted of Highland Park, Mundelein and Lake Forest, bid CIPP services in 2022. The low bidder was Hoerr Construction and the Village Board subsequently awarded \$150,000 in work. Staff was very pleased with the results and therefore is requesting to move forward with Hoerr once again. Hoerr has agreed to honor its 2024 pricing, which is the 2022 pricing plus 8% (+4% in 2023 and +4% in 2024).

It was moved by Trustee Ross, seconded by Trustee O'Brien to approve of Engineering Division recommendation to award the 2025 Sanitary Sewer Lining Services contract to Hoerr Construction, Inc. at a cost not to exceed \$122,000.00 (2022 Municipal Partnering Joint Bid Consortium low bidder – 2024 pricing).

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

8. Approval of Engineering Division recommendation to award the Stoney Island Regional Water Main Replacement Project to the low bidder, Campanella & Sons, Inc., at a cost of \$1,767,200.38.

Administrator Muetz said the FY 25/26 Proposed Capital Budget includes \$2.75 million for the Stoney Island area water main replacement

	<p>project. The Stoney Island area has approximately 3,800 feet of 8-inch water main and 1,325 feet of 6-inch water main, which needs to be replaced. The Engineering Division bid this project in February and received four proposals related to this work. Muetz stated Campanella & Sons was the low bidder at \$1,767,200.38. The Village has a long history with Campanella and has always been very pleased with its work. The bid came in nearly \$1 million under the Engineer's Estimate. Staff believes the difference may be a result of improvements in the supply chain since COVID and bidding the project very early in the year.</p> <p>It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Engineering Division recommendation to award the Stoney Island Regional Water Main Replacement Project to the low bidder, Campanella & Sons, Inc., at a cost of \$1,767,200.38.</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>9. Continuation of Budget Workshop #1: Fiscal Year 2025/2026 Budget Presentation (if needed).</p> <p>See March 3, 2025 Budget Workshop #1 minutes.</p>
<u>G. PUBLIC COMMENT</u>	None.
<u>Closing Comments</u>	None.
<u>Adjournment</u>	<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>
<u>Andrew Harris,</u> Village Clerk	