

<div>MINUTES OF THE REGULAR MEETING OF THE GURNEE VILLAGE BOARD</div> <div>GURNEE VILLAGE HALL SEPTEMBER 23, 2024</div>	
Call to Order	Mayor Hood called the meeting to order at 6:59 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; Ellen Dean, Economic Development Director; Matthew Trujillo, Community Engagement Coordinator; Nick Leach, Village Engineer; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, 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.
A. APPROVAL OF CONSENT AGENDA	<div>It was moved by Trustee Balmes, seconded by Trustee Garner 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>
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 9, 2024 meeting.</div><div>2. Approval of granting a Class 9 Liquor License and waiving the fee for the Warren Newport Public Library for its Library After Dark fundraising event on October 19, 2024.</div><div>3. Approval of Payroll for period ending September 6, 2024 in the amount of \$1,062,461.03.</div><div>4. Approval of Bills for the period ending September 23, 2024 in the amount of \$3,920,277.66.</div></div> <div>It was moved by Trustee O'Brien, seconded by Trustee Garner 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>
C. PETITIONS AND COMMUNICATIONS	<div>1. Recognition of Senior Civil Engineer Daniel Salgado's achievement of obtaining a Professional Engineer license.</div> <div>Mayor Hood invited Senior Civil Engineer Danny Salgado and Village Engineer Nick Leach to the front of the room for public recognition.</div> <div>Engineer Leach recognized Salgado on his accomplishment of becoming a professional engineer licensed under the State of Illinois. He explained that Salgado had to go through a four-year credited college and serve under a licensed engineer for a number of years. He also had to take an eight hour fundamental of engineering exam, which, very impressively, he was able to pass on his first try. This was followed by another exam,</div>

which again he passed the first time. Engineer Leach stated Salgado has been a great asset to the Village of Gurnee.

Salgado thanked everyone who helped him get there, especially his parents who attended the meeting. He also thanked to Nick Leach and Heather Galan for the opportunities and guidance throughout his career. Salgado stated he is happy for working with an organization that he can be proud of, supports its employees and addresses everyday challenges.

2. Introduction and recognition of the 2024 Gurnee Queens:

- Miss Gurnee Morgan Ghys
- Junior Miss Gurnee Anabelle Herod
- Little Miss Gurnee Quinn Andersen
- Tiny Miss Gurnee Palmer Rose Khayat

Mayor Hood invited the Gurnee Queens to the front. He recognized the impact of their presence at grand openings and thanked them for being a part of these events.

Miss Gurnee, Morgan Ghys, mentioned her participation in the pageant system, holding the titles of Junior Miss Gurnee in 2020 and Little Miss Gurnee in 2016. She expressed her amazement at growing up in the organization, where she had the opportunity to volunteer in the community and meet remarkable individuals, including Mayor Hood. Miss Ghys also expressed her excitement about serving the community alongside the other three queens.

As part of a yearly tradition, the four Gurnee queens presented Mayor Hood with a group photo, and in return, Mayor Hood gave them a gift. He emphasized the importance of public speaking and interviewing skills that the young women develop through their participation in the Gurnee pageant. Mayor Hood also expressed gratitude for their contributions to the community.

3. Presentation of Gurnee Youth Leadership Initiative Scholarship Award to Hannah Linna.

Mayor Hood provided a brief summary of the Gurnee Youth Leadership Initiative (GYLI) and then asked Bryson King, Founder and Co-President of GYLI, to say a few words.

Bryson introduced his peers Jaylen, Chief Strategy Officer, Ana, Chief Program and Development Officer and Olu, Director of Financial and Legal. Bryson stated that they have had the opportunity to partner with the Village of Gurnee to provide scholarships to high school students. He added that as an organization, they want to open doors for young people to take the initiative to serve their communities. Bryon expressed his excitement for Hannah’s application and the service she has provided throughout her time in high school and her commitment to continue serving at Illinois State University. Hannah’s mother received the award on behalf of her daughter.

4. Approval of a Proclamation designating October 6 – 12, 2024 as “Fire Prevention Week” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Woodside, seconded by Trustee Thorstenson to approve of a Proclamation designating October 6 – 12, 2024 as “Fire Prevention Week” in the Village of Gurnee.

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

5. Approval of a Proclamation designating October 2024 as “Crime Prevention Month” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of a Proclamation designating October 2024 as “Crime Prevention Month” in the Village of Gurnee.

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

6. Approval of a Proclamation designating October 2024 as “Domestic Violence Awareness Month” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of a Proclamation designating October 2024 as “Domestic Violence Awareness Month” in the Village of Gurnee.

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

**D. REPORTS**

1. PowerPoint presentation by Finance Director Brian Gosnell – Fiscal Year 23/24 Fourth Quarter and Fiscal Year 24/25 First Quarter financial performance.

Director Brian Gosnell reviewed the three elements of the planning and reporting cycle, noting the following:

- Long-Term Planning
  - Strategic Plan
  - Multi-Year Financial Forecast
  - Multi-Year Capital Plan
- Short-Term Planning
  - Annual Budget
    - MYFF – Set Parameters
    - MYCP – Capital & Inf. Needs
    - Annual Fee Schedule
    - Personnel & Staffing
    - Operating Budget Review
    - Village Board Review
    - Budget Workshop
    - Public Hearing
    - Budget Approval
- Reporting
  - Quarterly Status Reports
  - Strategic Plan Updates
  - Annual Comprehensive Financial Report
  - Popular Financial Report

Director Gosnell next reviewed the Village’s General Fund Balance for FY 23/24 – 4<sup>th</sup> Quarter and FY 24/25 – 1<sup>st</sup> Quarter noting the following:

- Unaudited FY 23/24 Ending Balance
  - \$32.7M or 76.5% of expenditures
  - \$4.9M over Upper Limit of 65% of expenditures
- FY 24/25 Budgeted Ending Balance
  - \$32.7M or 72.9% of expenditures
  - \$3.5M over Upper Limit of 65% of expenditures
- Budget Decision on use of surplus balance
  - Capital & Infrastructure
  - Long-Term Obligations
- Director Gosnell reviewed the timeline in determining the surplus and the flexibility it provides the Village.
  - May 1, 2024
    - FY 23/24 Fiscal Year Ends
    - FY 24/25 Fiscal Year Begins
  - November 2024
    - FY 23/24 Audit Complete
    - FY 23/24 Audited Surplus Determined
    - FY 24/25 mid-Year Review
  - January 2025
    - FY 23/24 Surplus Transfer Recommendation
    - FY 25/26 Multi-Year Plans Presented
  - April 2025
    - FY 25/26 Budget Approved
    - FY 23/24 Surplus Transfers Approved
  - May 1, 2025
    - FY 25/26 Begins
    - FY 23/24 Surplus Contribution utilized for FY 25/26 Capital Program

Director Gosnell next reviewed the Village's Fiscal Contingency Plan which outlines steps to take based on how quickly the Village can respond and the impact to service delivery.

- No Service Impact
  - Conservative Budgeting
  - Fund Balance Usage within Policy (to 60%)
- No Short-Term Service Impact
  - Capital Plan Adjustments
  - Operating/Contractual Adjustments No Service Impact
- Short & Long-Term Service Impact
  - Layoffs
  - Furloughs
  - Operating/Contractual Adjustments Impacting Service Delivery
- Short-Term Service Impact
  - Hiring/Wage Freeze
  - Fund Balance Usage Outside Policy

Director Gosnell reviewed the Cash & Investments Summary FY 24/25 – 1<sup>st</sup> Quarter total cash investments on hand. He noted that there is nothing concerning a quarter of the way into the year.

- Total \$43.3M (Excludes Pensions)
  - 14% Checking
  - 53% Money Market
  - 33% Investments
- 66% General Fund
  - Total Revenues
    - \$13.9M or 27.1%
  - Total Expenditures
    - \$12.9M or 25.0%
  - R&E Variance \$1.1M
  - Timing Variances
    - Business Licenses
    - Grant Proceeds
    - Insurance
    - Seasonal Contracts
- 16% Capital Improvement Fund
- 12% Water & Sewer Funds

Director Gosnell reviewed the Major Revenues section. He explained that this category changed slightly to include Income and Use Taxes. Director Gosnell put emphasis on the Big Four noting the following.

- 69% of General Fund Revenues
- Annual Budget \$35.6M
- YTD \$9.6M or 26.9%
  - +24.9% vs. 5-Year Average
  - +6.1% vs. Last Year
  - +7.1% vs. Seasonally Adjusted (SA) Budget
- Addition of Income and Use Tax to “Big 4”

Sales Tax category of the 1<sup>st</sup> Quarter noting the following.

- Annual Budget \$20.3M
- YTD \$4.8M or 23.6%
  - +17.6% vs. 5-Year Average
  - +8.0% vs. Last Year
  - +11.0% vs. SA Budget

Director Gosnell reviewed Amusement Tax noting the following.

- Annual Budget \$3.7M
- YTD \$1.5M or 40.0%
  - +52.5% vs. 5-Year Average
  - +7.1% vs. Last Year
  - +9.9% vs. SA Budget

Food & Beverage Tax

- Annual Budget \$2.65M
- YTD \$726K or 27.4%
  - +29.4% vs. 5-Year Average
  - -1.9% vs. Last Year
  - +3.0% vs. SA Budget

Hotel Tax

- Annual Budget \$2.4M
- YTD \$621K or 25.9%
  - +33.3% vs. 5-Year Average
  - -2.1% vs. Last Year
  - -5.1% vs. SA Budget
- Collections approximately \$30K

Water & Sewer Fund

- Total Revenues \$2.2M or 21.5%
- Total Expenditures \$2.8M or 22.4%
- R&E Variances -\$537K

General Fund

- Timing Variances
  - Licenses
  - Insurance

Questions:

Trustee Ross asked Director Gosnell what he saw from the hoteliers. Director Gosnell stated that there is not much variation from last year. He added Great Wolf is slightly ahead of last year at this point, but the rest of the hotels are flat.

Trustee Ross mentioned that some of the conventions and conferences have not come back yet. Director Gosnell stated that the Village might see some of that in the second quarter report due to the RNC and DNC conventions, but he has not seen much.

Trustee Thorstenson asked if the 1% grocery tax has been changed by the State of Illinois. Director Gosnell stated that the grocery tax would disappear on January 1, 2026. He stated that the Village will see that impact next year. He stated he expects some recommendations during budget cycle process about how to make up that revenue. If the Village wants to implement its own local grocery tax, the decision has to be made by July 2025 to have it in effect January 1, 2026.

Trustee Garner asked if late-payers eventually pay. Director Gosnell stated yes, typically after some encouragement.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Res. 2024 - 06 approving the engagement letter with Clark Baird Smith LLP to provide labor and employment relations legal services.

Administrator Muetz said the Village needs a new legal firm to assist with employment and labor issues on an as-needed basis. The Village previously used attorneys Joe Stevens and Tom Draths. Both have retired. He stated staff representatives from Police, Fire, Public Works, Community Development and Administration interviewed three firms will public sector labor experience. Following the interviews, Muetz stated it was unanimous that Clark Baird Smith (CBS) was the best fit for the Village. CBS has the experience and in-house knowledge and that best fits the Village's needs and approach. The hourly rate ranges from \$315 for \$375 per hour for partners, while associate attorneys range from \$195 to \$125 per hour. Attorneys Bob Smith (managing partner), Ben Gehrt (partner) and Roxana Underwood (partner) will be assigned to the Village.

Mayor Hood thanked the Department Heads continuing to foster positive relationships with the unions. He stated addressing issues as they arise is important, as opposed to waiting until contract negotiation.

It was moved by Trustee Garner, seconded by Trustee Ross to approve of Res. 2024 - 06 approving the engagement letter with Clark Baird Smith LLP to provide labor and employment relations legal services.

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

2. Approval of request from Public Works Department to purchase one Kubota SVL75 (track) skid steer, one Kubota SSV75 (tire) skid steer and one Baumalight 75" Brush Mulcher from McCullough Kubota at a total cost of \$114,683.79 after \$42,000 trade-in credit (Public Works Units #201 & #202 - Sourcewell Contracts #2811106 & #2808414).

Administrator Muetz the FY 24/25 Approved Budget includes the replacement of two Public Works skid steers, as well as some skid steer attachments. The units being replaced are 11 years old with over 1,200 hours each. Both have some hydraulic and rust issues. Muetz stated replacing the units now allows the Village to get a higher trade-in value rather than waiting for a major failure. The Fleet Administrator reached out to discuss the purchases with McCullough Kubota. McCullough provided the Department a unit to test for a week. The new units have advancements in technology, power and performance and all the current attachments, (i.e., buckets, snowplows, snow blowers, v-plows, cold planer and brooms, etc.) will connect and work with the new machines. Following the test the Village was able to work with McCullough to utilize Sourcewell pricing. In addition, McCullough provided very favorable trade-in allowances compared to what we have seen from other dealers in the past. Muetz stated an obvious added bonus is our ability to purchase the equipment from a business in the Village.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of request from Public Works Department to purchase one Kubota SVL75 (track) skid steer, one Kubota SSV75 (tire) skid steer and one Baumalight 75" Brush Mulcher from McCullough Kubota at a total cost of \$114,683.79 after \$42,000 trade-in credit (Public Works Units #201 & #202 - Sourcewell Contracts #2811106 & #2808414).

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

Mayor Hood stated that the upcoming Community of the Whole will be handled differently. The Committee of the Whole will serve as a Town Hall for addressing concerns related to the area generally east of Route 41 along Grand Avenue.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to strike the Committee of the Whole.

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

**G. PUBLIC COMMENT** None

**H. EXECUTIVE SESSION** The Village Attorney stated that tonight's Executive Session will reference:  
  
5 ILCS 120/2 2 (c) (2) which states: Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

**Adjournment to Executive Session** It was moved by Trustee Garner, seconded by Trustee O'Brien to adjourn the meeting into Executive Session.

Recall to Order	<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>Mayor Hood adjourned the meeting into Executive Session at 7:42 p.m.</p> <p>Mayor Hood recalled the meeting to order at 8:05 p.m.</p> <p><b>PRESENT:</b> 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner</p> <p><b>ABSENT:</b> 0-</p> <p>1. Approval of Ord. 2024 – 61 approving the Collective Bargaining Agreement between the Illinois Council of Police (Communications Operators) and the Village of Gurnee for the term beginning May 1, 2024 through April 30, 2026.</p> <p>Executive session item.</p> <p>It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2024 – 61 approving the Collective Bargaining Agreement between the Illinois Council of Police (Communications Operators) and the Village of Gurnee for the term beginning May 1, 2024 through April 30, 2026.</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><b>Closing Comments</b> None.</p>
	<p><b>Adjournment</b> It was moved by Trustee Balmes, seconded by Trustee O'Brien to adjourn the meeting.</p> <p><b><u>Voice Vote:</u> ALL AYE: Motion Carried.</b></p> <p>Mayor Hood adjourned the meeting at 8:08 p.m.</p>
	<p>Selene Beltran, Deputy Village Clerk</p>