

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

**GURNEE VILLAGE HALL  
SEPTEMBER 11, 2023**

**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; Christine Palmieri, Director of Human Resources; Erica Wells, Assistant Finance / HR Director; Jodi Luka, Management Analyst; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Deputy Police Chief.

**Roll Call**

**PRESENT: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside**

**ABSENT: 0-**

**Pledge of Allegiance**

Mayor Hood led the Pledge of Allegiance.

Mayor Hood recognized Patriot's Day and thanked all first responders for their service to the community.

**A. APPROVAL OF  
CONSENT AGENDA**

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve the Consent Agenda as presented.

**Roll call,**

**AYE: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

**B. CONSENT  
AGENDA /  
OMNIBUS VOTE**

The Village Administrator read the consent agenda for an omnibus vote as follows:

1. Approval of minutes from the August 21, 2023 and August 28, 2023 meetings.
2. Approval of Ord. 2023 – 59 authorizing execution of a ten-month contract with McSquared Energy Services for the provision of 25% renewable electricity for the Village of Gurnee's Electrical Aggregation Program under a ComEd price-match program.
3. Approval of Engineering Division recommendation to award the Keith & Atlantic Avenue Storm Sewer Improvement Project to the low bidder, Xcavating, Inc. at a cost of \$34,755.00.
4. Approval of Human Resources Division recommendation to enter into a two-year professional services agreement with TASC for Flexible Spending Account and COBRA Administrative Services at an estimated annual cost of \$4,300.00.
5. Approval of issuing a Raffle License and waiving the fee and bond requirement for the Warren Township High School Foundation.
6. Approval of setting a bid date of October 24, 2023 for the Village Hall HVAC Replacement and Upgrade Project.
7. Approval of Payroll for period ending August 25, 2023 in the amount of \$1,012,588.15.
8. Approval of Bills for the period ending September 11, 2023 in the amount of \$1,974,733.48.

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

**Roll call,**

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

**C. PETITIONS AND COMMUNICATIONS**

1. Approval of Proclamation designating September 15 - October 15, 2023 as Hispanic Heritage Month in the Village of Gurnee.

Mayor Hood summarized the proclamation.

It was moved by Trustee O'Brien, seconded by Trustee Woodside to approve of Proclamation designating September 15 - October 15, 2023 as Hispanic Heritage Month in the Village of Gurnee.

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

2. Approval of Proclamation designating September 17 – September 23, 2023 as Child Passenger Safety Week in the Village of Gurnee.

Mayor Hood summarized the proclamation.

It was moved by Trustee Thorstenson, seconded by Trustee Garner to approve of Proclamation designating September 17 – September 23, 2023 as Child Passenger Safety Week in the Village of Gurnee.

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

**D. REPORTS**

1. Presentation by Fire Chief John Kavanagh: Justification to add sixth ambulance to fleet.

Chief Kavanagh presented an overview of the Fire Department's Apparatus Capital Replacement program. He started by reviewing the fact that the Fire Department continues to see an increase in call volume, patient contacts and the mileage being accumulated on its ambulances.

Chief Kavanagh showed a graph indicating that in 2022 the Department responded to 7,718 emergency calls. He stated that this is an increase of 24% over the last five years and a 39% increase over a ten-year period. Chief Kavanagh also compared that in 2013 the Department had 4,412 patient contacts versus 6,622 in 2022. He next showed a chart of the current mileage on the Department's five ambulances and went on to say that the average mileage of the ambulance fleet is over 136,000 miles.

He reviewed the Department's apparatus life cycles; Ambulances 10 years, Engines 16 years, Ladder Truck 16 years and Heavy Rescue 16 years. Chief Kavanagh explained the Department staggers the purchase of ambulances on even years and suppression vehicles on odds years creating a situation where only one substantial vehicle is replaced each budget cycle. He explained why the current increases are not sustainable with a five-ambulance fleet. He went on to propose adding a sixth ambulance to its fleet and purchasing this on an odd year when no suppression vehicle is scheduled to be purchased.

Chief Kavanagh then asked if any, if the Mayor or Trustees, had any questions.

Trustee Ross asked about the Warren-Waukegan Fire Protection District's role in paying for apparatus. Chief Kavanagh responded that this cost is built in its contract for services.

Trustees Thorstenson and O'Brien both commented on their surprise to the high mileage the Department has on its ambulances.

Administrator Muetz closed the discussion by sharing with the Board that the Fire Department will be requesting the purchase of a sixth ambulance at the next regular scheduled meeting.

2. Presentation by the Environmental Sustainability Committee: September 2023 Overview.

Trustee Thorstenson presented a brief update on the Environmental Sustainability Committee. She reviewed the agenda of the presentation and stated that she will provide a history of the committee, the survey, the Green Gurnee Awards and then will go into the programs, progress and policies. She started with the background history and stated that the Committee began in November 2020 with the goal to guide green initiatives.

She reviewed the community survey results and stated that the top categories were industrial emissions, air quality, drinking water and water quality in general. She reviewed and read the latest EtO results and referenced the Illinois Public Act.

Trustee Thorstenson stated that the Committee had some very successful recycling events. Upcoming events include pumpkin composting, Styrofoam recycling and paper shredding & recycling. She next talked about Green Gurnee Awards and how Fastlane Lubemasters and Gurnee Mills qualified and were awarded, as well as the committee's efforts to get more business involved.

Trustee O'Brien asked if there is some differentiation between gold and bronze levels. Assistant Administrator Pollack stated that they are attributed points, so if a business receives gold then it has obtained more points for the criteria of the award. Trustee Thorstenson stated that it is a checklist for the different items and that businesses complete a self-nomination form.

Trustee Thorstenson stated new members consist of herself, Austin Pollack, Rebecca Adler, Steve Heroux, Brian Penticoff, Dan Helgren, Meg Beckley, and Morgan Culver.

She next reviewed progress to date. Trustee Thorstenson discussed the Green Recycling & Safe Disposal Guide that was created based upon questions received. She mentioned the community recycling events and that the most successful was the mulch delivery. She stated that the group has outreach discussions with SWALCO and Waste Management and with other local entities such Warren Township, Woodland and Warren Township High School (WTHS).

Trustee Thorstenson explained that Greenest Region Compact, (GRC2), is a framework developed by the Metropolitan Mayors Caucus. It provides a template for municipalities to align their sustainability activities to proven results. For Gurnee, the framework enables it to prioritize activities most impactful to our community. She stated that there are four categories that the Village is working on: Municipal Operations, Waste and Recycling, Water and Sustainable communities.

She next discussed progress to date and highlighted the SOLSMART Bronze Designation that Village achieved in regards to National Solar Friendliness Designation for streamlining solar approval.

She also discussed Gurnee flood mitigation efforts and how purchasing and removing homes in the floodplain reduces flood impact. Trustee Thorstenson will be meeting with StopEtO to continue to review information from the IEPA regarding EtO emissions. She highlighted the October 30th Committee of the Whole meeting where the Village's Utility Supervisor Brett Fritzler and CLCJAWA Executive Bill Soucie will review the water system.

She concluded the presentation by explaining how during 2024 the team wanted to target Earth Day so the Village could provide community members with supplies to clean up an area.

**E. OLD BUSINESS**

None.

**F. NEW BUSINESS**

1. Approval of Mayor's recommended appointments to the Environmental Sustainability Committee, terms ending April 30, 2024:
  - Karen Thorstenson - Chair
  - Rebecca Adler
  - Meg Beckley
  - Morgan Culver
  - Dan Helegan

- Steve Heroux
- Brian Penticoff

It was moved by Trustee Woodside, seconded by Trustee Garner to approve of Mayor's recommended appointments to the Environmental Sustainability Committee, terms ending April 30, 2024.

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

2. Approval of Ord. 2023 – 60 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, to allow the establishment and operation of a Vehicle Dealership, fully enclosed, at 83 Ambrogio Drive, Unit C.

Administrator Muetz said the petitioner Mr. Syed is requesting a Special Use Permit (SUP) to allow the establishment and operation of a fully enclosed vehicle dealership in a multi-tenant building located at 83 Ambrogio Drive, Unit C. The Gurnee Business Center PUD, which this property is located within, has a Use List that specifies that "Auto Sales and Service" requires a SUP. He reviewed the details of the business proposal and stated it will be a small dealership of 1,800 square feet with two employees whereby sales are internet based. The Planning and Zoning Board is forwarding a unanimous favorable recommendation on the petition.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of Ord. 2023 – 60 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, to allow the establishment and operation of a Vehicle Dealership, fully enclosed, at 83 Ambrogio Drive, Unit C.

**Roll call,**

**AYE: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

3. Approval of Ord. 2023 – 61 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, for property located at 3860 Grandview Avenue.

Administrator Muetz said the petitioner Mr. Rubi is requesting a Special Use Permit (SUP) to allow a vehicle dealership with outdoor storage and display at 3860 Grandview. The property is zoned I-1 and this use requires a SUP. Currently Mr. Rubi operates an auto repair facility from a portion of the building located at 3860 Grandview, as well as a portion of the building immediately to the east. He has a "lease to own" contract for the 3860 Grandview property and has substantially cleaned-up the site including planting several trees and repaving the lot which had deteriorated. Administrator Muetz reviewed the details of the proposal and stated this will be a relatively small dealership whereby most sales are internet based or clients of his repair business. The Planning and Zoning Board (PZB) is forwarding a unanimous favorable recommendation on the petition subject to the portion of the parking lot south of the building being restriped to head-in (90-degree) parking

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Ord. 2023 – 61 granting a Special Use Permit, pursuant to the Gurnee Zoning Ordinance, for property located at 3860 Grandview Avenue.

**Roll call,**

**AYE: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

4. Approval of Ord. 2023 – granting a Major Modification to the Woodside Park Planned Unit Development (PUD), more specifically 6737 Revere Court, pursuant to the Gurnee Zoning Ordinance.

Administrator Muetz stated the petitioner has requested this item be held until the October 9, 2023 Village Board meeting.

5. Approval of Fire Department request to waive the formal bidding

process and purchase 41 Bullet Resistant Vests from Strike Tactical Solutions at a cost of \$35,919.17.

Administrator Muetz said the FY 23/24 Approved Budget includes funding for Bullet Resistance Vests for the Fire Department to provide protection while responding to dangerous incidents. Following internal discussion and evaluation, the Department has determined outfitting vehicles with vests that would fit any department member was the preferred approach (vs issuing vests to each individually). After evaluating multiple vests, the Department is requesting to waive the formal bidding process and partner with Strike Tactical Solutions of Lake Zurich to purchase 41 vests. The vests are approximately \$850 each.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Fire Department request to waive the formal bidding process and purchase 41 Bullet Resistant Vests from Strike Tactical Solutions at a cost of \$35,919.17.

**Roll call,**

**AYE: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

6. Approval of Public Works Department request of a Change Order in the amount of \$88,943.22 for the purchase three Peterbilt 548 chassis from JX Peterbilt of Wadsworth, IL (Public Works Department Units #241, #271 & #295 - purchase originally approved by the Village Board on April 4, 2022).

Administrator Muetz said on April 4, 2022 the Village Board approved the purchase of four new plow chassis at a cost of \$450,068 (or \$112,517 each). Peterbilt would not allow the Village to officially submit an order due to the fact it was switching production from the 348 chassis to the new 548 chassis. In addition, there was no prepay option to lock in pricing since production on the 548s hadn't started yet. A year and a half later the Village's Peterbilt representative stated there is a batch of chassis being built in the near future and three, of the four the Village has on order, could be committed to the Village. Unfortunately, the price per chassis has increased nearly \$30,000 since April 2022. Muetz stated the Village had included \$528,000 in the FY22/23 budget for the replacement chassis for units 241, 271, 295 and 692 estimating the cost of each unit at \$132,000. These funds were expensed and accrued in anticipation of receiving the vehicles in a future year. Due to the timing of receiving the vehicles, the current FY 23/24 budget is sufficient to cover the increased price without the need for a budget adjustment. Therefore, to move forward, staff is requesting a Change Order the amount of \$88,943.22 to secure three of the four chassis.

It was moved by Trustee Garner, seconded by Trustee Balmes to approve of Public Works Department request of a Change Order in the amount of \$88,943.22 for the purchase three Peterbilt 548 chassis from JX Peterbilt of Wadsworth, IL (Public Works Department Units #241, #271 & #295 - purchase originally approved by the Village Board on April 4, 2022).

**Roll call,**

**AYE: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

**G. PUBLIC COMMENT**

None.

**H. EXECUTIVE SESSION**

The Village Attorney stated that tonight's Executive Session will reference:

**Adjournment to Executive Session**

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.

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

**Roll call,**

**AYE:** 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

**Recall to Order**

Mayor Hood adjourned the meeting into Executive Session at 7:51 p.m.

Mayor Hood recalled the meeting to order at 8:35 p.m.

**PRESENT:** 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside

**ABSENT:** 0-

1. Approval of Ord. 2023 – 62 approving the Collective Bargaining Agreement between the Illinois Fraternal Order of Police Labor Council and the Village of Gurnee for the term beginning May 1, 2023 through April 30, 2027.

Executive session item.

It was moved by Trustee Woodside, seconded by Trustee Ross to approve of Ord. 2023 – 62 approving the Collective Bargaining Agreement between the Illinois Fraternal Order of Police Labor Council and the Village of Gurnee for the term beginning May 1, 2023 through April 30, 2027.

**Roll call,**

**AYE:** 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

**Closing Comments**

None.

**Adjournment**

It was moved by Trustee Garner, seconded by Trustee Balmes to adjourn the meeting.

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

Mayor Hood adjourned the meeting at 8:36 p.m.

**Andrew Harris,  
Village Clerk**