

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

**GURNEE VILLAGE HALL  
MAY 6, 2024**

**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; Christine Palmieri, Director of Human Resources; Erica Wells, Assistant Finance / HR Director; Ellen Dean, Economic Development Director; Nick Leach, Village Engineer; John Kavanagh, Fire Chief; David Douglass, Deputy Fire 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.

**A. APPROVAL OF  
CONSENT AGENDA**

It was moved by Trustee Balmes, seconded by Trustee Ross 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 April 22, 2024 and April 29, 2024 meetings.
2. Approval of minutes from Executive (Closed) Session meetings on April 24, 2023, September 11, 2023, November 6, 2023, November 20, 2023 and January 22, 2024.
3. Approval of public release of minutes from Executive (Closed) Session meeting on April 24, 2023, September 11, 2023, November 6, 2023 and January 22, 2024.
4. Approval of Ord. 2024 –38 authorizing execution of a Professional Services Agreement with Prasino Engineers, LLC. for expanded construction oversite services for the replacement of the Village Hall air distribution system.
5. Approval of fireworks permit for Six Flags Great America – various shoot dates June through August – displays to be launched from southwest corner of the property.
6. Approval of Public Works Department request to waive the formal bidding process and purchase 52 pints of TreeAge R10 insecticide from Grand Arbor Group at a cost of \$23,353.20 (Emerald Ash Borer treatment supplies).
7. Approval of annual performance bonus of 10% for the Village Administrator.
8. Approval of Payroll for period ending April 19, 2024 in the amount of \$1,035,385.21.
9. Approval of Bills for the period ending May 6, 2024 in the amount of \$977,269.29.

It was moved by Trustee Garner, seconded by Trustee O'Brien 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. Recognition of Warren Township High School IHSA 3A State Wrestling Champions:

- Caleb Noble – 106 lb. champ
- Aaron Stewart – 157 lb. champ

Warren Township High School District 121 Associate Superintendent Dr. Pat Keeley spoke about both wrestlers and then introduced WTHS Wrestling Coach Brad Janecek. Dr. Russ Schneider, 1964 State Wrestling Champ, also spoke about the young men. All three stressed how significant of an accomplishment this is, as well as the importance of hard work and support from families and friends.

Mayor Hood praised the young men and provided each a gift certificate

2. Presentation of Gurnee Teacher of the Year awards:

- John Bird – Warren Township High School District 121
- Stephanie Esteban – Gurnee School District 56
- Carrie Monterroso – Woodland School District 50

Warren Township High School District 121 Associate Superintendent Dr. Pat Keeley introduced and spoke briefly about John Bird and the impact he has had on WTHS.

Gurnee School District 56 Superintendent Dr. Luis Correa and Viking Middle School Principal Ryan Lazar and spoke about Stephanie Esteban, highlighting the positive impression she has made on the District and its students.

Woodland School District 50 Superintendent Dr. Robert Machak and Woodland Primary School Principal Stacey Anderson introduced and spoke briefly about Carrie Monterroso. Ms. Monterroso thanked the Mayor and District for the recognition and spoke about her time at the school and what it has meant.

Mayor Hood and Don Henderson presented each teacher with a plaque in recognition of their achievements. Mr. Henderson also presented each recipient with a check from the Donald Henderson Foundation

3. Approval of Proclamation designating May 2024 as "Building Safety Month" in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of a Proclamation designating May 2024 as "Building Safety Month" in the Village of Gurnee.

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

4. Approval of Proclamation designating May 12 - 18, 2024 as "National Police Week" in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Woodside, seconded by Trustee O'Brien to approve of a Proclamation designating May 12 - 18, 2024 as "National Police Week" in the Village of Gurnee.

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

5. Approval of Proclamation designating May 19 - 25, 2024 as "National Public Works Week" 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 May 19 - 25, 2024 as "National Public Works Week" in the Village of Gurnee.

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

**D. REPORTS**

None.

**E. OLD BUSINESS**

None.

**F. NEW BUSINESS**

1. Approval of staff and advisory board appointments as recommended by Mayor Hood:

Village Staff:

- Village Administrator Patrick Muetz
- Budget Officer Patrick Muetz
- Treasurer Patrick Muetz
- Finance Director Brian Gosnell
- IMRF Agent Brian Gosnell
- Community Development Director David Ziegler
- Public Works Director Heather Galan
- Police Chief Brian Smith
- Fire Chief/ ESDA Director John Kavanagh
- Village Engineer Nick Leach
- Village Attorney Bryan Winter
- Deputy Village Clerk Selene Beltran

Planning and Zoning Board:

- Chairman – Term Expiring 4/30/26 Jim Sula
- Board Member – Term Expiring 4/30/26 Dane Morgan
- Board Member – Term Expiring 4/30/26 Edwin Paff

Civil Service Commission:

- Chairman – Term Expiring 4/30/27 Ty Bonds

Police Pension Board:

- Board Member – Term Expiring 4/30/26 Ed Conarchy

Fire Pension Board:

- Board Member – Term Expiring 4/30/26 Ed Conarchy

PSEBA Hearing Officer:

- Term Expiring 4/30/25 Jason Guisinger

Administrative Hearing Officer:

- Primary – Term Expiring 4/30/25 Yolanda Torrez
- Back-up – Term Expiring 4/30/25 Tim Evans

Environmental Sustainability Committee:

- Chair – Term Expiring 4/30/25 Karen Thorstenson
- Committee Member – Term Expiring 4/30/25 Meg Beckley
- Committee Member – Term Expiring 4/30/25 Matt Beckley
- Committee Member – Term Expiring 4/30/25 Dan Helgren
- Committee Member – Term Expiring 4/30/25 Brian Penticoff
- Committee Member – Term Expiring 4/30/25 Anya Polanski
- Committee Member – Term Expiring 4/30/25 Zoe Zwiefelhofer

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of staff and advisory board appointments as recommended by Mayor Hood

**Roll call,**

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

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

2. Approval of Ord. 2024 - 39 authorizing the execution of a Small Business Capital Investment Grant Agreement with Top Shelf Ice Arena, LLC for property located at 6152 Grand Avenue, Gurnee.

Administrator Muetz stated the Small Business Capital Grant Program was expanded last November to include two \$50,000 grants. Both of those grants were awarded. Muetz stated one of the projects was completed, while the other did not move forward. He stated staff is before the Board tonight with recommendations for the 2024 grant recipients. Muetz then stated Economic Development Director Dean would provide more information on the program and recommended recipients.

Economic Development Director Dean stated she is before the Board to recommend two Transformational Grant recipients. She stated a Committee that included representatives from the Village Board, Planning & Zoning Board, Gurnee Chamber and Village staff reviewed the applications. She then reviewed the history of the Small Business Capital Investment Grant program stating it began in 2021 to assist businesses during COVID. Dean also reviewed changes to the program since its inception in September 2021. She stated the Village has pledged \$1 million to the program since its start.

Director Dean then reviewed the recommendations for 2024. She stated Top Shelf was awarded a Transformational Grant last year for two of four compressors, front exterior doors and two 400-gallon hot water heaters used to create the ice surface. Improvements included with this grant application include replacement of the remaining two compressors, replacement of five of six rooftop A/C units (the sixth was already replaced on an emergency basis) and replacement of the hot water heater that services the Referees' Room. The project budget totals over \$300,000.

Director Dean stated the second project recommended is for Rawda Capital who has a building located at 3545-3575 E. Grand Avenue. She stated since taking over ownership in 2017 the owner has invested in the backbone of the facility including plumbing, electrical and HVAC to name a few. These internal improvements are not readily noticed by the public. The scope of the proposed grant project includes façade improvement to the Grand Avenue-facing sides of the building including the addition of siding, refurbishment of windows and doors and painting of columns. The total improvements are estimated at \$100,000.

She concluded by stating the projects are very different, but will result in improvements that are noticeable to the public and visitors.

It was moved by Trustee O'Brien, seconded by Trustee Ross to approve of Ord. 2024 - 39 authorizing the execution of a Small Business Capital Investment Grant Agreement with Top Shelf Ice Arena, LLC for property located at 6152 Grand Avenue, Gurnee.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

3. Approval of Ord. 2024 - 40 authorizing the execution of a Small Business Capital Investment Grant Agreement with Rawda Capital for property located at 3545-3575 Grand Avenue, Gurnee.

Mayor Hood stated this was summarized under New Business Item #2.

It was moved by Trustee Woodside, seconded by Trustee Garner to approve of Ord. 2024 - 40 authorizing the execution of a Small Business Capital Investment Grant Agreement with Rawda Capital for property located at 3545-3575 Grand Avenue, Gurnee.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

4. Approval of Ord. 2024 - 41 grant a Zoning Text Amendment to Article 5.2, Dimensional Standards, pursuant to the Gurnee Zoning Ordinance.

Community Development Director Ziegler stated staff is proposing a Zoning Text Amendment to the C-4 Zoning District to increase the required interior side yard setback from zero feet to ten feet and the rear yard setback from zero feet to 30 feet. Staff initiated the amendment after receiving an inquiry about the setback requirements for a residential building in the C-4 District. He stated the prior Zoning Ordinance included set back requirements, however they were not carried forward during the 2015 Zoning Ordinance update. Having no interior side and rear setbacks allows principal buildings (houses) to be constructed up to the associated property lines, which could result in insufficient separation between residential buildings and from adjacent non-residential uses. He stated reintroducing the setbacks would prevent these instances from occurring. Director Ziegler concluded by stating the Planning & Zoning Board reviewed the amendment and is forwarding a unanimous favorable recommendation.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Ord. 2024 - 41 grant a Zoning Text Amendment to Article 5.2, Dimensional Standards, pursuant to the Gurnee Zoning Ordinance.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

5. Approval of Ord. 2024 - 42 grant a Zoning Text Amendment to Article 8.2.22, Principal Use Standards for Outdoor Dining, pursuant to the Gurnee Zoning Ordinance.

Community Development Director Ziegler stated staff is proposing a Zoning Text Amendment to permanently adopt outdoor dining guidelines and restrictions. He reminded the Board that when the pandemic started the Village allowed outdoor dining without a permit as long as the outdoor dining areas were compliant with the State of Illinois guidelines. Ziegler stated the restaurants acted very responsibly related to outdoor dining and there were very few issues. He stated the proposed amendments alleviate the requirement for a permit from the Village and site plan review if the dining is on sidewalks or patio areas. If it is in the parking lot or a drive aisle Village staff will still review it, but there would be no permit fee. Ziegler stated if an issue arises, staff can interject and work to correct it

Trustee O'Brien asked how many restaurants would be able to avail themselves of this. Director Ziegler stated while a limited number of restaurants will be able to directly benefit from this, those that will should find the process easier.

Trustee Thorstenson asked about outreach of the restaurant community. Director Ziegler stated the temporary guidelines previously in place expired so without this amendment the old requirements of securing a permit and site review are effective. He stated staff plans to reach out to restaurants to share the amendment if approved.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Ord. 2024 - 42 grant a Zoning Text Amendment to Article 8.2.22, Principal Use Standards for Outdoor Dining, pursuant to the Gurnee Zoning Ordinance.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

6. Approval of Ord. 2024 - 43 amending Chapter 2, Section 2-304 and 305 related to Administrative Hearing Procedures within the Gurnee Municipal Code.

Administrator Muetz said now that some time has passed since the approval and implementation of the hotel licensing regulations Attorney

Winter is recommending some modifications to streamline Village record requests from hotels.

Attorney Winter stated staff has encountered issues where the hotel front desk has failed to provide requested records. He stated this amendment allows staff to request a subpoena from the Village's Administrative Hearing Officer for the records. This allows the hotel an opportunity explain to the Hearing Officer why it believes it should not have to share the records. The Hearing Officer would either approve or deny the subpoena request. If the Hearing Officer approves the subpoena, it requires mandatory compliance. Attorney Winter concluded by summarizing the amendment stating it clarifies the administrative subpoena process in relation to the Village hotel licensing regulations.

It was moved by Trustee Garner, seconded by Trustee Balmes to approve of Ord. 2024 - 43 amending Chapter 2, Section 2-304 and 305 related to Administrative Hearing Procedures within the Gurnee Municipal Code.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

7. Approval of Ord. 2024 - 44 amending Chapter 2, Section 22-301, 311 and 315 related to Hotel Regulations within the Gurnee Municipal Code.

Attorney Winter stated technology and industry trends have made online hotel check-in possible. This removes the requirement to physically check-in at the front desk. The Village's current ordinance required the desk clerk to collect check-in information. This amendment allows online registration information to meet this requirement. In addition, the requirements related to providing photo identification have been expanded. The amendment also provides penalties for non-compliance with an administrative subpoena.

Trustee Garner stated he has concerns on the ability of a hotel to verify the identity of the person renting the room and without checking in at the front desk. Attorney Winter stated he is not aware of any hotels in Gurnee that currently use this technology or process, but stated if it is implemented in Gurnee and issues arise the Village's hotel licensing provisions could be modified to help address the issues. Trustee Garner reiterated his concerns and confirmed the Village could make future amendments. Attorney Winter stated future amendments are an option.

It was moved by Trustee Balmes, seconded by Trustee Woodside to approve of Ord. 2024 - 44 amending Chapter 2, Section 22-301, 311 and 315 related to Hotel Regulations within the Gurnee Municipal Code.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

8. Approval of Fire Department request to purchase two 2024 Ford Escapes from Kunes Ford of Antioch at a cost of \$55,650.00.

Administrator Muetz said the FY 24/25 Approved Budget includes the replacement of two Fire Prevention Bureau vehicles. The current vehicles are 2014 Ford Escapes with 95,000 and 83,000 miles respectively. These units unfortunately continue to experience numerous maintenance issues and are both in need of major powertrain repairs. When replaced, the current units will be sent to auction, as they are not in good enough condition to repurpose in the Village fleet. The Fire Department solicited pricing from three local Ford dealerships. Kunes Ford of Antioch was the low bidder at \$27,825.00 each. The FY 24/25 Budget includes \$61,000.00 for the vehicles and outfitting.

It was moved by Trustee Ross, seconded by Trustee O'Brien to approve of Fire Department request to purchase two 2024 Ford Escapes from Kunes Ford of Antioch at a cost of \$55,650.00.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

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**G. PUBLIC COMMENT**

**Ken Kolakowski  
1090 Village Lane  
Gurnee, IL**

Mr. Kolakowski stated he attended a Village Board meeting a year ago to express concerns about speeding in his area. He returned to thank the Police Department for its efforts following his comments. He also referenced the installation of a new crosswalk and suggested crosswalk pavement markings in the area be refreshed or installed where none currently exists. He concluded by thanking Public Works for proactively addressing issues in the Village.

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**Closing Comments**

None.

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**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 8:06 p.m.

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**Andrew Harris,  
Village Clerk**