

<div>MINUTES OF THE REGULAR MEETING OF THE GURNEE VILLAGE BOARD</div> <div>GURNEE VILLAGE HALL SEPTEMBER 22, 2025</div>	
Call to Order	Mayor Hood called the meeting to order at 7:00 p.m.
Other Officials in Attendance	Patrick Muetz, Village Administrator; Austin Pollack, Assistant to the Village Administrator; Bryan Winter, Village Attorney; David Ziegler, Community Development Director; Heather Galan, Public Works Director; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Ellen Dean, Economic Development Director; Nick Leach, Village Engineer; Ryan Nelson, Information Systems Director; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jason Kalinowski, Police Commander.
Roll Call	<div>PRESENT: 5- Woodside, Ross, O’Brien, Balmes, Thorstenson</div> <div>ABSENT: 1- Garner</div>
Pledge of Allegiance	Mayor Hood led the Pledge of Allegiance.
<u>A. PUBLIC COMMENT</u>	None.
<u>B. APPROVAL OF CONSENT AGENDA</u>	<div>It was moved by Trustee Balmes, seconded by Trustee O’Brien to approve the Consent Agenda as presented.</div> <div><u>Roll call,</u> AYE: 5- Woodside, Ross, O’Brien, Balmes, Thorstenson NAY: 0- None ABSENT: 1- Garner</div> <div>Motion Carried.</div>
<u>C. CONSENT AGENDA / OMNIBUS VOTE</u>	<div>The Village Administrator read the consent agenda for an omnibus vote as follows.</div> <div><div>1. Approval of the minutes from the September 8, 2025 meeting.</div><div>2. Approval of Res. 2025 – 10 establishing certain property of the Village of Gurnee to be surplus (miscellaneous Police Department found, abandoned or surplus property and Fire Department Unit #1397).</div><div>3. Approval of Police Department request to award the Investigations Corridor Carpet Replacement project to the low bidder, Libertyville Carpet &amp; Tile, LTD., at a cost of \$23,565.00.</div><div>4. Approval of Information System Division’s recommendation to renew a one-year Microsoft Software Assurance maintenance agreement with Dell Marketing L.P. at an estimated cost of \$29,500.00 (State of Illinois Department of Innovation &amp; Technology contract).</div><div>5. Approval of Payroll for period ending August September 5, 2025 in the amount of \$1,106,266.36</div><div>6. Approval of Bills for the period ending September 22, 2025 in the amount of \$3,934,216.67.</div></div> <div>It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve the Consent Agenda for an omnibus vote as read.</div> <div><u>Roll call,</u> AYE: 5- Woodside, Ross, O’Brien, Balmes, Thorstenson NAY: 0- None ABSENT: 1- Garner</div> <div>Motion Carried.</div>

**D. PETITIONS AND COMMUNICATIONS**

1. Approval of a Proclamation designating September 15 - October 15, 2025 as Hispanic Heritage Month in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee O'Brien, seconded by Trustee Ross to approve of a Proclamation designating September 15 - October 15, 2025 as Hispanic Heritage Month in the Village of Gurnee.

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

2. Approval of a Proclamation designating October 5 – 11, 2025 as “Fire Prevention 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 October 5 – 11, 2025 as “Fire Prevention Week” in the Village of Gurnee.

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

3. Approval of a Proclamation designating October 2025 as “Crime Prevention Month” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Woodside, seconded by Trustee Ross to approve of a Proclamation designating October 2025 as “Crime Prevention Month” in the Village of Gurnee.

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

4. Approval of a Proclamation designating October 2025 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 Woodside to approve of a Proclamation designating October 2025 as “Domestic Violence Awareness Month” in the Village of Gurnee.

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

**E. REPORTS**

1. Presentation by Finance Director Brian Gosnell – Fiscal Year 25/26 First Quarter financial performance.

Director Gosnell reviewed the three elements of the Financial Planning and Reporting Process cycle, noting the following:

- Long-Term Planning
  - Strategic Plan
  - Multi-Year Financial forecast
  - Multi-Year Capital Plan that leads to the annual budget
- Short-Term Planning
  - Annual Budget
- Reporting
  - Financial Status Reports
  - Annual comprehensive Financial Report
  - Popular Annual Financial Report

Director Gosnell reviewed information on Cash & Investments as of July 31, 2025 including:

- Cash Investments at the end of July:
  - \$49.8M (Excludes Pensions)
    - 12% Checking
    - 55% Money Market
    - 33% Investments

- 63% General Fund
- 16% Capital Improvement Fund
- 12% Water & Sewer Funds

Director Gosnell reviewed information related to Major Revenues across all funds including:

- Major Revenues
  - 68% of General Fund Revenue
  - Annual Budget \$36.9M
  - Actual \$10.1M or 27.5%
    - +8.9% vs. Seasonally Adjusted (SA) Budget
    - +6.0% vs. Last Year

Director Gosnell noted all major revenues have a positive variance versus budget with the exception of Amusement Tax and Use tax.

Director Gosnell reviewed the following information related to Sales Tax noting that with the change in legislation requiring online retailers to submit Sales Tax the number of taxpayers has more than doubled since 2022, but most of the increase was small dollar taxpayers.

- Sales Tax
  - Annual Budget \$21.5 Million
  - Actual \$5.4M or 25.4%
    - +17.5% vs. SA Budget
    - +14.0% vs. Last Year
  - 2022 Taxpayers – 3,357
  - 2025 Taxpayers – 7,231

Director Gosnell reviewed the following information related to Amusement Tax noting that Six Flags was the largest taxpayer and, while their share of Amusement Tax was down from last year, their Sales Tax and Food & Beverage Tax were up as they adjust to the desired customer experience.

- Amusement Tax
  - Annual Budget \$4.2M
  - Actual \$1.3M or 31.2%
    - -10.2% vs. SA Budget
    - -12.7% vs. Last Year

Director Gosnell reviewed the following information related to Food & Beverage Tax:

- Food and Beverage Tax
  - Annual Budget \$2.9M
  - Actual \$817K or 28.7%
    - +13.9% vs. SA Budget
    - +12.6% vs. Last Year

Director Gosnell reviewed the following information related to Hotel Tax noting there was a late payment from FY 2024/2025 recorded in May of FY 20205/2026.

- Hotel Tax
  - Annual Budget \$2.4M
  - Actual \$678K or 28.3%
    - +7.5% vs. SA Budget
    - +9.3% vs. Last Year
  - Collected \$42K Late Payments from FY 24/25 in May FY 25/26

Director Gosnell reviewed the following information related specifically to the General Fund noting the variances from budget are timing related at this point.

- Total Revenues
  - \$14.3M or 26.8%
- Total Expenditures
  - \$14.5M or 27.2%

- R&E Variance -\$186K
  - Timing Variances
    - Building Permit Fees
    - Reimbursements
    - Closing 911 Fund
    - Insurance Premiums
    - Service Agreements

Director Gosnell reviewed the following information related to the Water & Sewer Funds noting similar timing differences as the General Fund.

- Water & Sewer Fund
  - Total Revenues \$2.5M or 22.9%
  - Total Expenditures \$3.2M or 87.2%
  - R&E Variance -\$749K
    - Budgeted -\$2.3M
  - Timing Variances
    - Reimbursements
    - Insurance Premiums
    - Service Agreements

Director Gosnell stated that there is nothing at this point that would impact the potential transfer of excess General Fund balance at year-end for the FY 2026/2027 capital plan.

**F. OLD BUSINESS**

None.

**G. NEW BUSINESS**

1. Approval of Fire Department request to purchase one 2026 Chevrolet Tahoe SSV from Raymond Chevrolet at a cost of \$58,772.00 (Fire Department Unit #1397 - price lower than State Bid pricing).

Administrator Muetz said included in the FY 25/26 Approved Budget is the replacement of the Fire Department's Division Chief of Training vehicle. The current vehicle is a 2012 Ford Explorer with 92,000 miles. The Department is proposing to replace the unit with a 2026 Chevy Tahoe SSV, which is specifically designed for public safety operations. The Department contacted Raymond Chevrolet, who it has worked with in the past, to see if it can beat the State of Illinois contract price of \$60,677. Raymond Chevy is able to beat the price by approximately \$2,000. Muetz stated the Department is recommending to purchase the vehicle from Raymond.

It was moved by Trustee O'Brien, seconded by Trustee Balmes to approve of Fire Department request to purchase one 2026 Chevrolet Tahoe SSV from Raymond Chevrolet at a cost of \$58,772.00 (Fire Department Unit #1397 - price lower than State Bid pricing).

**Roll call,**

**AYE:** 5- Woodside, Ross, O'Brien, Balmes, Thorstenson  
**NAY:** 0- None  
**ABSENT:** 1- Garner

**Motion Carried.**

2. Approval of Information Systems Division request to purchase 26 Getac A140 Mobile Data Computers, accessories and extended warranty coverage from CDW-G, in the amount of \$123,145.22 (Police Department Mobile Data Computers - Sourcewell Contract IL R-257160).

Administrator Muetz said that the Police Department is in need of 26 mobile data computers (MDCs). He stated the current units were purchased in 2019 and are running Microsoft 10 software which reaches end of life in mid-October. The FY 25/26 Approved Budget includes funding for these units. Muetz stated Information Systems staff worked with Getac representatives and CDW-G to configure and quote twenty-six (26) Getac A140 G2 replacement units. The purchase also includes 26 keyboards, 10 vehicle docs, two vehicle adapters and extended warranty and extended service agreements for the MDCs. Muetz stated staff is recommending the units be purchased through Sourcewell Contract IL R-257160.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Information Systems Division request to purchase 26 Getac A140 Mobile Data Computers, accessories and extended warranty coverage

	<p>from CDW-G, in the amount of \$123,145.22 (Police Department Mobile Data Computers - Sourcewell Contract IL R-257160).</p> <p><b><u>Roll call,</u></b> <b>AYE:</b>           <b>5- Woodside, Ross, O'Brien, Balmes, Thorstenson</b> <b>NAY:</b>           <b>0- None</b> <b>ABSENT:</b>       <b>1- Garner</b></p> <p><b>Motion Carried.</b></p>
<b><u>H. PUBLIC COMMENT</u></b>	None.
<b><u>Closing Comments</u></b>	None.
<b>Adjournment</b>	<p>It was moved by Trustee Balmes, seconded by Trustee O'Brien to adjourn the meeting.</p> <p><b><u>Voice Vote:</u></b>   <b>ALL AYE:</b>       <b>Motion Carried.</b></p> <p>Mayor Hood adjourned the meeting at 7:19 p.m.</p>
<b>Selene Beltran, Deputy Village Clerk</b>	