

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

**GURNEE VILLAGE HALL
FEBRUARY 2, 2026**

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; Nick Leach, Village Engineer; Ryan Nelson, Information Systems Director; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Jason Kalinowski, Deputy Police Chief.

Roll Call

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

ABSENT: 0-

Pledge of Allegiance

Mayor Hood led the Pledge of Allegiance.

A. PUBLIC COMMENT

None.

B. 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- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

C. CONSENT AGENDA / OMNIBUS VOTE

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

1. Approval of minutes from the January 26, 2026, meeting.
2. Approval of Police Department request to dispose of certain documents as authorized by the State of Illinois Local Records Commission.
3. Approval of Police Department request for K-9 Officers Tom Yencich and Travis Hitzelburger to attend the 12th Annual International K-9 Training Seminar in Las Vegas, NV from March 10-13, 2026 at a cost not to exceed \$900.00 (All other expenses covered by the Northern Illinois Police Alarm System).
4. Approval of Payroll for period ending January 23, 2026, in the amount of \$1,019,760.17.
5. Approval of Bills for the period ending February 2, 2026, in the amount of \$349,014.67.

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- Thorstenson, Woodside, Ross, Garner, O'Brien, Balmes

NAY: 0- None

ABSENT: 0- None

Motion Carried.

D. PETITIONS AND COMMUNICATIONS

1. Approval of a Proclamation designating February 2026 as Black History Month in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of a Proclamation designating February 2026 as Black History

Month in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

2. Approval of a Proclamation designating February 8 – 14, 2026 as Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) Week in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

Mayor Hood then recognized two Warren Township High School students, Kyle Williams and Jacob Palakunnel, who were in attendance representing FBLA. Kyle stated FBLA sponsors and participates in different volunteer events including Cards for Veterans and food drives this past year. He stated it also competes in events, with a recent event at the College of Lake County and another in early April in Springfield, IL.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of a Proclamation designating February 8 – 14, 2026 as Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) Week in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

3. Approval of a Proclamation designating February 11, 2026, as 211 Day in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

Maria Nava, Manager 211 United Way of Lake County, briefly spoke about the 211 program and its importance in the County. She thanked the Village Board for its partnership and its efforts to raise awareness about the service. Ms. Nava stated, since its launch, it has made about 450,000 connections to services for those in need.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of a Proclamation designating February 11, 2026, as 211 Day in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

E. REPORTS

1. Presentation by Village Engineer Nick Leach – 2024/2025 All Natural Hazards Mitigation Plan (ANHMP) progress report and update on the National Pollutant Discharge Elimination System (NPDES) Permit.

Village Engineer Leach presented the annual ANHMP report. He shared the following information:

The ANHMP identifies all natural hazards, it also assesses vulnerabilities and determines how to minimize or eliminate risks based on a set of agreed upon goals.

The goals of the ANHMP plan include:

1. Protecting the lives, health, and safety of the people of Lake County from the impact and effects of natural hazards
2. Protect public services, utilities, and critical facilities from potential damage from natural hazard events
3. Mitigate existing buildings to protect against damage from natural hazard events
4. Ensure that new developments do not create new exposures of people and property to damage from natural hazards
5. Mitigate to protect against economic and transportation losses due to natural hazards.

Village Engineer Leach continued to state the ANHMP is also a requirement of the Disaster Mitigation Act of 2000. He stated that to qualify for grant funding, which the Village has utilized successfully in the past to acquire and remove properties from floodplain, it must adopt and maintain the plan.

In addition, every year the Village must review the plan, any hazards encountered and discuss how its action items have been implemented. Village Engineer Leach stated this past year the Village did not see any

major hazard within the community.

Village Engineer Leach then reviewed Mitigation Action Plan Action Items, stating the action plan outlines the recommended activities and initiatives to be implemented over the next five years. It is understood that implementation is contingent on the availability of resources such as staff and funding. He stated the Village selected Action Items that are pertinent to Gurnee and obligated itself to 23 of the possible 61 action items.

Village Engineer Leach then reviewed the most notable Action Items for the past year. He stated Action Item 15 – Improving Building Codes and Building Code Enforcement – was the most notable. This past year the Village updated the Building Codes to the 2024 ICC Codes, stating the Village previously operated under the 2012 version. For the other items, the Village continues to work towards making sure Action Items are being implemented and achieved.

Village Engineer Leach next provided an update on the National Pollutant Discharge Elimination System (NPDES) Permit. He shared the following information:

The National Pollutant Discharge Elimination System (NPDES) is a federal program established under the Clean Water Act to regulate pollutant discharges into waters of the United States. It requires permits for municipal, industrial, construction and stormwater discharges.

Village Engineer Leach stated for municipalities this applies through Municipal Separate Storm Sewer Systems (MS4s). MS4 communities are required to develop and implement a Storm Water Management Program designed to reduce pollutants entering waterways.

The program is built around six Minimum Control Measures:

1. Public education and outreach on stormwater impacts
2. Public involvement and participation
3. Illicit discharge detection and elimination
4. Construction site stormwater runoff control
5. Post-construction stormwater management for new development and redevelopment
6. Pollution prevention and good housekeeping for municipal operations

Village Engineer Leach stated in Illinois compliance for small MS4s is governed under the ILR40 general permit. The last full permit cycle ran from 2016 to 2021 and primarily focused on implementing best management practices. Since 2021, communities have been operating under an interim permit while the State developed updated requirements.

The new permit cycle, covering 2026 through 2030, represents a significant shift. It introduces expanded and more detailed reporting requirements, replaces the concept of Maximum Extent Practicable with Measurable Goals, and places a stronger emphasis on tracking and documenting performance across all six Minimum Control Measures.

Village Engineer Leach stated there will be new annual report requirements and documentation of action taken related to the six Minimum Control Measures. He stated Engineering and Public Works staff are discussing how to address these additional mandates. He stated the Village must implement the new standards starting August 1, 2026. Village Engineer Leach stated that the staff is still working to understand what assistance Lake County Stormwater Management Commissions will assume. He stated communities are also awaiting direction from the Illinois Environmental Protection Agency on some of the requirements.

Trustee Thorstenson asked if Wisconsin would be required to participate in the program.

Village Engineer Leach stated yes, it will need to increase its standards related to illicit discharge.

Trustee Thorstenson asked about illicit discharge and what role businesses play in this.

Village Engineer Leach stated businesses should not discharge anything but rainwater into the system. He stated that when illicit discharges are discovered, staff work with the business to rectify them.

Trustee Thorstenson asked the role of the Army Corp of Engineers.

Village Engineer Leach stated the Army Corp is not directly involved, it is more focused towards businesses, municipalities, etcetera.

Administrator Muetz stated with the additional requirements and a lean staff, there may be a future request for additional headcount or contractual assistance to ensure the Village is meeting the requirements. He stated that once more information is available and required, staff will return to the Board with potential recommendations.

F. OLD BUSINESS

None.

G. NEW BUSINESS

1. Approval of Police Department recommendation to award the Generator Automatic Transfer Switch and External Portable Generator Receptacle Replacement to Kelso-Burnett at a cost of \$26,149.00.

Administrator Muetz said in November there was a power outage that affected the Police Department. When the power went out, the portion of the building that uses the back-up generator completely lost power and went dark. The power remained off for approximately 20 minutes and during that time the generator never powered the building, despite turning on and running. He stated a vendor was contacted for an emergency call out. It responded and determined that the automatic transfer switch (ATS) failed and needed to be replaced. Administrator Muetz stated it was also discovered during this event that the Police Department does not have the correct receptacle on the building to directly plug-in the Village's portable generator. Following the event, staff reached out to three companies and requested quotes. One did not respond, while another stated it could not complete the work without shutting off power to the building for several hours. Kelso-Burnett, who previously installed an ATS and is familiar with the building, confirmed that they could do the work without shutting the building down, and provided a quote in the amount of \$26,149.00 that includes both the ATS and receptacle replacement. Administrator Muetz stated that based on the importance of the generator and external connection, and the Village's experience with Kelso-Burnett, staff is recommending the work be awarded to it.

It was moved by Trustee Ross, seconded by Trustee Thorstenson to approve of Police Department recommendation to award the Generator Automatic Transfer Switch and External Portable Generator Receptacle Replacement to Kelso-Burnett at a cost of \$26,149.00.

Roll call,

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

NAY: 0- None

ABSENT: 0- None

Motion Carried.

2. Approval of Fire Department recommendation to award the Fire Station #2 Bunk Room, Community Room, and Front Office Update project bid packages to the following low bidders:

- a. Construction Management – Camosy Construction – \$39,600.00
- b. Demolition – Camosy Construction – \$27,990.00
- c. Contract Supervision – Camosy Construction – \$69,674.00
- d. Rough Carpentry – Camosy Construction – \$44,942.00
- e. Mill Work – Specialty Finishing – \$19,916.00
- f. Hollow Metal – Illini Hardware – \$16,000.00
- g. Tile Refinish – Miracle Method – \$5,750.00
- h. Metal Studs & Drywall – Rockwell Group – \$50,300.00
- i. Acoustical Ceilings – Just Rite Acoustics – \$34,600.00
- j. Floor Coverings – Libertyville Tile – \$29,188.00
- k. Miscellaneous Specialties – Corpro Visual – \$31,447.00
- l. Painting & Wall Covering – Soutsos Decorating - \$22,900.00
- m. Fire Protection – US Alliance Fire Protection – \$15,195.00
- n. HVAC – Dekalb Mechanical – \$25,400.00
- o. Electrical – Anchor Electric – \$139,900.00

Fire Chief Kavanagh stated this project is to renovate the Fire Station #2 Bunk Room, Community Room, and Front Office. He stated Station #2 was built in 1995 and has had little to no work done in these areas since that time. Chief Kavanagh stated the Department partnered with Camosy Construction to be the project manager. Camosy managed the Fire Station #3 construction project, and the Fire Station #1 renovations. Chief Kavanagh said the Station #2 update is like the Station #1 project.

Chief Kavanagh stated the bunkroom at Station #2 is an open-air space not optimal for containing the spread of illness and for sleep quality. The recommendation is to create individual sleeping quarters like Stations #1 and #3. The Front Office area will be modified to meet today's needs. He stated the Community Room and associated public bathrooms are used by a variety of groups and are also in need of an update. These rooms will receive refreshing and new finishes.

Chief Kavanagh stated Camosy solicited bids for each part of the renovation. He continued to state New Business Item #3 are allowances that will be needed once walls are opened. The allowances are for work that is expected but cannot yet be quantified as demolition has not taken place. The staff and Camosy will have a better understanding of needs once the walls and ceilings are opened. Chief Kavanagh stated, for example, staff know the fire sprinkler system will need modifications but right now it is unknown to what extent.

It was moved by Trustee Ross, seconded by Trustee Garner to approve of Fire Department recommendation to award the Fire Station #2 Bunk Room, Community Room and Front Office Update project bid packages to the following low bidders listed above.

Roll call,

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

NAY: 0- None

ABSENT: 0- None

Motion Carried.

3. Approval of the Fire Station #2 Bunk Room, Community Room, and Front Office Update project allowances:

- a. Plumbing – Camosy Construction – \$5,000.00
- b. General Conditions – Camosy Construction – \$58,340.00
- c. Miscellaneous Conditions – Camosy Construction – \$73,130.00
- d. Insurance, Fees & Bond Premium – Camosy Construction – \$12,958.00
- e. Contingency – Camosy Construction – \$69,770.00

Summarized by Chief Kavanagh under New Business Item #2.

It was moved by Trustee O'Brien, seconded by Trustee Ross to of the Fire Station #2 Bunk Room, Community Room and Front Office Update project allowances listed above.

Roll call,

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

NAY: 0- None

ABSENT: 0- None

Motion Carried.

H. PUBLIC COMMENT

None.

Closing Comments

None.

Adjournment

It was moved by Trustee Balmes, seconded by Trustee O'Brien to adjourn the meeting.

Voice Vote: ALL AYE: Motion Carried.

Mayor Hood adjourned the meeting at 7:31 p.m.

**Andrew Harris,
Village Clerk**