

MINUTES OF THE REGULAR MEETING  
OF THE GURNEE VILLAGE BOARD

GURNEE VILLAGE HALL  
APRIL 21, 2025

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; Ryan Nelson, Information Systems Director; John Kavanagh, Fire Chief; Brian Smith, Police Chief.
Roll Call	<p><b>PRESENT: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside</b></p> <p><b>ABSENT: 0-</b></p>
Pledge of Allegiance	Mayor Hood led the Pledge of Allegiance.
<u>A. APPROVAL OF CONSENT AGENDA</u>	<p>It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve the Consent Agenda as presented.</p> <p><b><u>Roll call,</u></b> <b>AYE: 6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside</b> <b>NAY: 0- None</b> <b>ABSENT: 0- None</b> <b>Motion Carried.</b></p>
<u>B. CONSENT AGENDA / OMNIBUS VOTE</u>	<p>The Village Administrator read the consent agenda for an omnibus vote as follows.</p> <ol style="list-style-type: none"><li>1. Approval of minutes from the April 7, 2025 meeting.</li><li>2. Approval of request from Information Systems to renew the Arctic Wolf Managed Security Services contract for a period of one year at a cost of \$125,060.18.</li><li>3. Approval of Engineering Division request to waive the formal bidding process and award the Depot Road Retaining Wall Replacement Project to the low proposer, Landscaping by Gary Weiss, at a cost of \$24,800.00.</li><li>4. 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 \$23,961.60 (Emerald Ash Borer treatment supplies).</li><li>5. Approval of Public Works Department request to waive the formal bidding process and award Fuel Island Surveying and Permitting Services to Manhard Consulting at a cost not to exceed \$33,900.00.</li><li>6. Approval of Police Department request to waive the formal bidding process and award Security Locker System for high-value and sensitive items to Midwest Security Products at a cost of \$25,046.95.</li><li>7. Approval of issuing a Raffle License and waiving the fee and bond requirement for the Lake County Fire Chiefs Association – Tunnels to Towers project.</li><li>8. Approval of Payroll for period ending April 4, 2025 in the amount of \$1,013,171.52.</li><li>9. Approval of Bills for the period ending April 21, 2025 in the amount of \$1,358,146.59.</li></ol> <p>It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve the Consent Agenda for an omnibus vote as read.</p>

**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 April 25, 2025 as “Arbor Day” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Ross, seconded by Trustee Garner to approve of a Proclamation designating April 25, 2025 as “Arbor Day” in the Village of Gurnee.

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

2. Presentation by SWALCO Executive Director Walter Willis – SWALCO Update.

Executive Director Willis reviewed the proposed Host Agreement Amendment, as well as other items of note at SWALCO.

As it relates to the Host Agreement Amendment, Willis stated because of legislative changes, paint and batteries from the commercial sector can now be collected by SWALCO. He stated SWALCO submitted a permit application to the State, which in turn directed SWALCO to secure Village approval as well. He stated the amendment will allow SWALCO to take batteries and paint from the commercial sector. If it becomes a burden, SWALCO to adjust the collection.

Executive Director Willis next spoke about the Village’s upcoming renewal of its commercial refuse and recycling franchise agreement. He stated only about 30 communities in the State have such agreements, with Gurnee being one of them. He stated it has brought price reductions to the business sector and increased recycling. Willis then reviewed the proposed renewal terms, which he said are very good for Gurnee and its business community.

Next Executive Director Willis reviewed SWALCO updates and Gurnee progress. He stated Recycle Coach is live, with Gurnee being one of the 13 communities with it fully implemented. He stated Gurnee had the most Hefty Renew Orange Bag starter kits requested by almost double compared to any other Lake County community. Willis also stated Gurnee is one of six communities collecting sharps. In addition, Gurnee continues to lead the way in textile collection in Lake County, with Gurnee accounting for 10% of the total collected. Willis also highlighted that Gurnee has already met the goal of only 1.35lbs of refuse per person per day. He said most communities are between 2.5lbs – 3lbs. Gurnee is at 1.3lbs and is one of ten communities in the County that has met the goal.

Executive Director Willis stated one area of concentration in the future will be increasing the number of businesses that currently recycle. He stated Gurnee is around 50%, he would like to see that figure increase.

Willis stated items on the horizon for SWALCO include expand battery collection, as well as latex paint collection.

Mayor Hood thanked Trustee Thorstenson and Assistant to the Administrator Pollack for the work they do with SWALCO and the Environmental Sustainability Committee (ESC).

Trustee O’Brien echoed Mayor Hood’s comments on Trustee Thorstenson and Assistant to the Administrator Pollack and asked what new paints will be collected under the change in law for the commercial sector. Executive Director Willis stated they expect some paint contractors will take advantage of the SWALCO facility. He continued to state that he expects major paint retailers will opt into the program and become a drop-off site.

Trustee Ross asked about recycling CD cases. Executive Director Willis said he will need to get back to her.

	<p>Administrator Muetz stated a lot of the projects that the Village and ESC has spearheaded came at the suggestion/support of SWALCO. He stated Executive Director Willis is a great resource and partner.</p>
<b><u>D. REPORTS</u></b>	None.
<b><u>E. OLD BUSINESS</u></b>	None.
<b><u>F. NEW BUSINESS</u></b>	<p>1. Approval of Ord. 2025 – 29 authorizing and approving an amendment to the Solid Waste Agency of Lake County, Illinois (SWALCO) Host Agreement to allow limited universal commercial waste collection (batteries and paint) at the facility located at 1311 N. Estes Street.</p> <p>Administrator Muetz said SWALCO Executive Director Willis reviewed this under Petitions &amp; Communications. Muetz summarized by stating because of changes related to Extended Producer Responsibility laws, paint and batteries from the commercial sector can now be collected by SWALCO. Early this year SWALCO reached out to Village, staff and requested the ability to accept these commercial wastes. As proposed, a portion of the storage space at the facility used for Household Hazardous Waste materials will instead be used for commercial universal wastes, with storage not exceeding one year and no more than 4,999 kg of commercial universal waste onsite at any one time. The request was reviewed with the Fire Department, which stated it had no concerns. The Illinois Environmental Protection Agency and SWALCO Full Board have approved the amendment. Village approval is the final approval needed.</p> <p>It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Ord. 2025 – 29 authorizing and approving an amendment to the Solid Waste Agency of Lake County, Illinois (SWALCO) Host Agreement to allow limited universal commercial waste collection (batteries and paint) at the facility located at 1311 N. Estes Street.</p> <p><b><u>Roll call,</u></b> <b>AYE:</b>               <b>6- Ross, Garner, O’Brien, Balmes, Thorstenson, Woodside</b> <b>NAY:</b>               <b>0- None</b> <b>ABSENT:</b>       <b>0- None</b> <b>Motion Carried.</b></p> <p>2. Approval of Ord. 2025 – 30 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for 3590 Route 132.</p> <p>Administrator Muetz said the petitioner is requesting a Special Use Permit to operate Impulsive Details, a hand wash and car detailing business in the former PPG Paint store on East Grand. The property is zoned C-2 EGG, Community Commercial East Grand Gateway Overlay District and this use requires a Special Use Permit. In addition to hand car washing, Impulsive Details will also offer ceramic coating and window tinting as an optional feature. All the operations will occur inside the building. Muetz stated exterior modifications to the building will include a double bay door on the south sidewall and the existing garage door located at the rear of the building will be enlarged to accommodate two vehicles. Vehicles will enter the site from Grand Avenue and exit onto Belle Plaine Avenue from the rear of the building. The interior will feature four vehicle bays and typically three employees on-site. Hours of operations are 8am to 7pm seven days a week. The request was before the Planning &amp; Zoning Board (PZB) on March 5th and received a 6-1 favorable recommendation subject to nine conditions. Muetz reviewed the nine conditions and stated five members of the public spoke at the PZB meeting opposing the project stating concerns with traffic, noise, intersection capacity and environmental impacts from the car wash and runoff.</p> <p>Trustee Thorstenson said there was a concern raised about a school bus stop being nearby. Director Ziegler said the nearest bus stop to the north is at the other end of the block and this use is not a high traffic generator.</p> <p>It was moved by Trustee Balmes, seconded by Trustee O’Brien to approve of Ord. 2025 – 30 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for 3590 Route 132.</p>

Keith Owens  
6464 Doral Drive  
Gurnee, IL

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

3. Approval of Ord. 2025 - 31 amending Chapter 2 of the Gurnee Municipal Code to add Section 2-90, entitled Procedures for Public Comment and Decorum at Public Meetings.

Administrator Muetz stated the amendment will clarify rules related to Public Comment beyond what is currently included in Municipal Code Section 2-54. He stated most of the recommendations are already in practice. Proposed changes include:

- Public Comment before the Consent Agenda - 30 minutes, no more than 3 minutes per person, on agenda items only.
- Public Comment at the end of the meeting - 60 minutes, no more than 3 minutes per person, agenda items or items within the Village's responsibility.
- Individuals allowed to speak only once during each Public Comment.
- Public Comment rules posted within the Council Chambers and on the website.

Mayor Hood asked if anyone from the public would like to make a comment.

Mr. Owens thanked the Board for codifying guidelines. He said this was an important step to take.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Ord. 2025 - 31 amending Chapter 2 of the Gurnee Municipal Code to add Section 2-90, entitled Procedures for Public Comment and Decorum at Public Meetings.

**Roll call,**  
**AYE:** 5- Ross, Garner, O'Brien, Thorstenson, Woodside  
**NAY:** 1- Balmes  
**ABSENT:** 0- None  
**Motion Carried.**

4. Approval of Ord. 2025 – 32 amending Chapter 46 of the Gurnee Municipal Code to prohibit excessive engine braking noise.

Administrator Muetz said the Village has recently received numerous complaints regarding excessive noise caused by engine braking along major highways like Route 21 and Route 41. Under the Illinois Vehicle Code, municipalities can post signs that prohibit drivers of commercial vehicles from using engine braking systems that produce excessive noise. Currently there is no local ordinance specifically addressing excessive engine braking noise violations. This ordinance would allow Gurnee police officers to write local violation tickets in the amount of \$75 for non-compliance. Public Works staff will place signs along Route 41 within Gurnee jurisdiction.

It was moved by Trustee Ross, seconded by Trustee Garner to approve of Ord. 2025 – 32 amending Chapter 46 of the Gurnee Municipal Code to prohibit excessive engine braking noise.

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

5. Approval of Ord. 2025 – 33 approving a one-year service agreement with Regroup related to the emergency mass notification system.

Administrator Muetz said the Village has used Connect CTY for its mass notification system since 2011. While Connect CTY has served the Village well, there are now other vendors that offer enhanced features that better meet Gurnee's needs given the number of visitors it has to the

community each year. A review team with personnel from Administration, Information Systems and the Police Department evaluated multiple vendors and is recommending the Village partner with Regroup for mass notification services. Regroup provides multi-channel notifications such as SMS, email, phone calls, push notifications, digital signage and integration. It also allows for two-way communication. Muetz stated an enhanced benefit is it features Geofencing and location-based alerts based on user locations, which will be very beneficial given the large number of visitors to Gurnee. The system also connects with NOAA and FEMA for emergency push notifications, the ability to integrate with the Village's panic button/ emergency alerting system and provides the ability to draft customizable alerts/templates. Muetz stated the annual cost is \$15,000 with an annual 3.5% increase. Like the launch of CTY, there will be an initial load of contact information for resident and business, followed by a Village communication campaign urging residents/businesses to upload additional contact information.

It was moved by Trustee Thorstenson, seconded by Trustee Garner to approve of Ord. 2025 – 33 approving a one-year service agreement with Regroup related to the emergency mass notification system.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

6. Approval of Ord. 2025 – 34 authorizing the execution of an amendment to the Master Agreement between the County of Lake and the Village of Gurnee for maintenance and future costs associated with County owned traffic-controlled signal devices.

Administrator Muetz said the energy, maintenance and future replacement costs for all traffic control devices on County-owned highways within the Village are allocated based on the terms of a Master Agreement between the County of Lake and the Village of Gurnee. Recently, the County has informed the Village that it will no longer bill adjacent property owners for a portion of the energy and maintenance costs associated with traffic control devices at five intersections in Gurnee. Muetz stated the County has made this request due to the impracticality of billing and collecting payments from individual property owners. Under the current arrangement, if a property owner fails to pay, the County has the authority to restrict access to that portion of the intersection or turn the signal off altogether. Given that these traffic control devices serve all motorists traveling through these intersections to access businesses and destinations within the Village of Gurnee, staff believes it is in the Village's best interest to assume these additional costs. The Village already funds maintenance for several other intersections along County roads. Muetz stated the estimated increase in annual maintenance expenses would be approximately \$20,000.

It was moved by Trustee Balmes, seconded by Trustee Woodside to approve of Ord. 2025 – 34 authorizing the execution of an amendment to the Master Agreement between the County of Lake and the Village of Gurnee for maintenance and future costs associated with County owned traffic-controlled signal devices.

**Roll call,**

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

**NAY:** 0- None

**ABSENT:** 0- None

**Motion Carried.**

7. Approval of Ord. 2025 – 35 authorizing a Change Order to the construction contract with Peter Baker & Sons Inc. for 2025 Street Maintenance Resurfacing Program in the amount of \$650,000.00 to allow the resurfacing of Bittersweet Golf Course Parking Lot and Cart Corral and approximately 1.25 miles of roads within the Village.

Administrator Muetz said at the last Village Board meeting, the 2025 Street Resurfacing Program came in approximately \$1 million under what was included in the budget. As a result, staff asked if Peter Baker would hold unit pricing if additional resurfacing projects were added to the original contract. Peter Baker stated it would. As a result, staff

worked to identify additional projects, which included 1.25 miles of resurfacing as well as the parking lot and cart corral at Bittersweet Golf Course. Staff estimates this additional work will cost \$650,000. The remaining savings will be held to cover an unforeseen expense that may arise during the 2025 Capital Improvement Program or to fund other project that will benefit the community. Muetz stated the additional 1.25 miles will take the overall road program for 2025 to 8.75 miles.

Trustee Balmes asked if this upgrade will allow golf carts to go into the parking lot. Administrator Muetz stated yes, there will be modifications made to allow carts into the parking lot.

It was moved by Trustee Garner, seconded by Trustee Ross to approve of Ord. 2025 – 35 authorizing a Change Order to the construction contract with Peter Baker & Sons Inc. for 2025 Street Maintenance Resurfacing Program in the amount of \$650,000.00 to allow the resurfacing of Bittersweet Golf Course Parking Lot and Cart Corral and approximately 1.25 miles of roads within the Village.

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

8. Approval of Ord. 2025 – 36 authorizing execution of a Professional Services Agreement with Christopher B. Burke Engineering, Ltd. for Engineering Services (Phase 2) for the Illinois Route 21 and Gages Lake Road Pedestrian Improvement.

Administrator Muetz said there is a gap in sidewalk along Gages Lake Road before you reach Route 21 and there are no pedestrian crossing facilities at this location. These items were identified as part of the Blue-Ribbon Commission report (items #16 and 17). To improve the area the project will involve the addition of ADA-compliant sidewalks in the southwest corner of the intersection and the installation of a signalized pedestrian crossing. The Phase I engineering services determined the best orientation for the proposed improvements through surveying, utility coordination with LCDOT and IDOT, preliminary plan development and project coordination with relevant agencies. Phase II Engineering will finalize the plans and secure necessary permits. Muetz stated the project has been modified to only include installing a sidewalk along Route 21 to connect with Cobble Creek’s dead-end sidewalk and upgrading the intersection with pedestrian signals to enhance connectivity to the east side of Route 21. The Heather Ridge Umbrella Association will not assume future maintenance responsibility for a retaining wall needed for sidewalk installation on its property along Gages Lake Road. In addition, the County will not permit the sidewalk in its right-of-way due to anticipated roadway improvements in future years. Muetz stated based on prior experience, staff is recommending to continue with Christopher B. Burke Engineering for Phase II services. The proposal from Burke totals \$45,000.00 for Phase II. The Village will only be billed for the hours worked.

It was moved by Trustee O’Brien, seconded by Trustee Garner to approve of Ord. 2025 – 36 authorizing execution of a Professional Services Agreement with Christopher B. Burke Engineering, Ltd. for Engineering Services (Phase 2) for the Illinois Route 21 and Gages Lake Road Pedestrian Improvement.

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

9. Approval of Engineering Division’s recommendation to award the 2025 Roadway Reconstruction Program to the low bidder, Campanella & Sons, Inc. at a cost of \$1,243,604.90.

Administrator Muetz said the 2025 Road Reconstruction Project includes the rehabilitation of approximately 0.38 miles of Village roadways and 0.3 miles of water main installation. The project will also entail pushing Glen Flora east towards Estes Street to allow residents access to the

Delany Road & Grove intersection via Estes Street and Grove Avenue. The Engineering Division bid the work in March/April and received two responses. Campanella & Sons was the low bidder at \$1,243,604.90. The design engineer’s estimate was approximately \$1.7 million. The FY 25/26 Budget included \$1.5 million for the project. Therefore, the low bid was under both figures.

It was moved by Trustee Ross, seconded by Trustee Balmes to approve of Engineering Division’s recommendation to award the 2025 Roadway Reconstruction Program to the low bidder, Campanella & Sons, Inc. at a cost of \$1,243,604.90.

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

10. Approval of Engineering Division’s recommendation to award the 2025 Quality Acres Sanitary Sewer Extension Project to the low bidder, Campanella & Sons, Inc. at a cost of \$650,568.69.

Administrator Muetz said the Quality Acres Sanitary Sewer Extension Project involves extending sanitary sewer westward along Woodhill Drive from Dilley’s Road, with additional extensions south to each cul-de-sac on Bough Court, Limb Court, and Branch Road. The total project length is approximately 2,100 linear feet. The Engineering Division bid the work in March/April and received two responses. Campanella & Sons was the low bidder at \$650,568.69. Muetz stated the FY 25/26 Budget included \$500,000 for the project, however, the roadway reconstruction project was under budget by \$250,000, therefore this savings can be used to bridge the gap.

It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Engineering Division’s recommendation to award the 2025 Quality Acres Sanitary Sewer Extension Project to the low bidder, Campanella & Sons, Inc. at a cost of \$650,568.69.

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

11. Approval of Public Works Department recommendation to award the 2025 Concrete Sidewalk Replacement Program to Schroeder & Schroeder, Inc. at a cost not to exceed \$280,000.00 (Joint Bid with Arlington Heights).

Administrator Muetz said the Village continues to participate in joint bids with other communities to receive more favorable bulk pricing. The Village recently participated with Arlington Heights for concrete sidewalk replacement work. Last year only two companies responded to the bid, with the low bidder ultimately providing a level of service that fell short of staff expectations. The historical low bidder, Schroeder & Schroeder, did not respond to last year’s bid request and had previously communicated it would not renew its contract for 2024 due to anticipated material increases. For the 2025 bid, Schroeder & Schroeder decided to participate and was the only qualified bidder (despite three companies showing interest). While the unit pricing is 5% lower than last year, it is still 70% higher than 2023 prices. The 2025 program will focus on Zone 1, which is the area east of the Tollway, west of Route 21 and north of Washington Street. Staff is recommending to move forward with Schroeder & Schroeder for the 2025 Sidewalk Program at a cost not to exceed \$280,000. Muetz stated this amount will include work that was unable to be completed last year, as well as needed repairs in Zone 1. The FY 25/26 Budget includes \$250,000 for the sidewalk program. The remaining \$30,000 will come from Public Works building improvement projects that will be delayed until funding is available.

Trustee Thorstenson asked when this project will start. Director Galan said there is currently no timeline, but when one is set, staff will work to communicate it to the public.

	<p>It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Public Works Department recommendation to award the 2025 Concrete Sidewalk Replacement Program to Schroeder &amp; Schroeder, Inc. at a cost not to exceed \$280,000.00 (Joint Bid with Arlington Heights).</p> <p><b><u>Roll call,</u></b> <b>AYE:</b>           6- Ross, Garner, O'Brien, Balmes, Thorstenson, Woodside <b>NAY:</b>           0- None <b>ABSENT:</b>      0- None <b>Motion Carried.</b></p>
<b><u>G. PUBLIC COMMENT</u></b>	None.
<b><u>Closing Comments</u></b>	None.
<b><u>Adjournment</u></b>	<p>It was moved by Trustee Balmes, seconded by Trustee Garner 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 7:45 p.m.</p>
<b><u>Andrew Harris,</u></b> <b>Village Clerk</b>	