

MINUTES OF THE REGULAR MEETING
OF THE GURNEE VILLAGE BOARD

GURNEE VILLAGE HALL
MAY 5, 2025

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| Call to Order | Mayor Hood called the meeting to order at 7:01 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; Ellen Dean, Economic Development Director; Nick Leach, Village Engineer; Ryan Nelson, Information Systems Director; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Deputy Police Chief. |
| Roll Call | <p>PRESENT: 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner</p> <p>ABSENT: 0-</p> |
| Pledge of Allegiance | Mayor Hood led the Pledge of Allegiance. |
| <u>A. TRANSITION BUSINESS</u> | <p>1. Approval of minutes from the April 21, 2025 and April 28, 2025 meetings.</p> <p>It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of minutes from the April 21, 2025 and April 28, 2025 meetings.</p> <p><u>Roll call,</u> AYE: 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner NAY: 0- None ABSENT: 0- None Motion Carried.</p> <p>2. Approval of Payroll for period ending April 18, 2025 in the amount of \$1,046,838.81.</p> <p>It was moved by Trustee Ross, seconded by Trustee Garner to approve of Payroll for period ending April 18, 2025 in the amount of \$1,046,838.81.</p> <p><u>Roll call,</u> AYE: 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner NAY: 0- None ABSENT: 0- None Motion Carried.</p> <p>3. Approval of Bills for the period ending May 5, 2025 in the amount of \$821,879.25.</p> <p>It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Bills for the period ending May 5, 2025 in the amount of \$821,879.25.</p> <p><u>Roll call,</u> AYE: 6- O'Brien, Balmes, Thorstenson, Woodside, Ross, Garner NAY: 0- None ABSENT: 0- None Motion Carried.</p> <p>4. Administration of the Oath of Office for newly elected officials.</p> <p>Village Administrator Muetz administered the Oath of Office to each.</p> <p>5. Roll Call of newly seated Board.</p> <p>PRESENT: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O'Brien</p> |

ABSENT: 0-

B. PETITIONS AND COMMUNICATIONS

1. Presentation of Gurnee Teacher and Gurnee Staff Member of the Year awards:

- Warren Township High School District 121
 - Teacher of the Year: Diana Alcala
 - Staff Member of the Year: Omar Garcia
- Gurnee School District 56
 - Teacher of the Year: Ilene Kile
 - Staff Member of the Year: Danielle Bonngard
- Woodland School District 50
 - Teacher of the Year: Richardo Gómez Pimentel
 - Staff Member of the Year: Amanda Medina

Each Superintendent spoke about the Teacher and Staff Member from their district including the impact each has had and how it has improved the school and children’s experience.

Mayor Hood and Dave 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

2. Administration of Oath of Office for the promotion of Police Officer Carol McClanathan to Police Sergeant.

Deputy Chief Gaughan briefly spoke about Officer McClanathan’s accomplishments and then administered the Oath of Office. Sergeant McClanathan thanked her family, fellow officers and the Village for the opportunity.

3. Approval of Proclamation designating May 2025 as “Building Safety Month” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Thorstenson, seconded by Trustee Garner to approve of a Proclamation designating May 2025 as “Building Safety Month” in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

4. Approval of Proclamation designating May 11 - 17, 2025 as “National Police Week” in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of a Proclamation designating May 11 - 17, 2025 as “National Police Week” in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

5. Approval of Proclamation designating May 18 – 24, 2025 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 18 – 24, 2025 as “National Public Works Week” in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

C. PUBLIC COMMENT

None.

**D. APPROVAL OF
CONSENT AGENDA**

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

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

**E. CONSENT
AGENDA /
OMNIBUS VOTE**

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

1. Approval of Res. 2025 – 05 authorizing maintenance and improvements of streets and highways under the Illinois Highway Code (2025 Motor Fuel Tax Program).

2. Approval of Res. 2025 – 06 committing local funds in conjunction with the final Rebuild Illinois Bond Funds.

3. Approval of Ord. 2025 – 37 authorizing a Public Utility and Sanitary Sewer Easement Agreement for properties along Washington Street.

4. Approval of Ord. 2025 – 38 extending a moratorium on the construction of accessory structures that exceed more than 600 square feet within residentially zoned districts by amending Ordinance No. 2024-45.

5. Approval of Information Systems Division’s recommendation to execute a three-year Enterprise Agreement with Environmental Systems Research Institute, Inc. (ESRI) for GIS software products at an annual cost of \$42,200.00 (State of Illinois Department of Innovation and Technology contract - total agreement cost of \$126,600.00).

6. Approval of Information Systems Division’s recommendation to execute a three-year Broadband Service Order with the Illinois Century Network (ICN) at an annual cost of \$20,322.00 (State of Illinois Department of Innovation and Technology contract - total agreement cost of \$60,966.00).

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

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

F. REPORTS

None.

G. OLD BUSINESS

None.

H. 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:
Board Member – Term Expiring 4/30/27 Todd Campbell
Board Member – Term Expiring 4/30/27 David Nordentoft
Board Member – Term Expiring 4/30/27 Roneida Martin
Board Member – Term Expiring 4/30/27 Liliana Ware

Civil Service Commission:
Commissioner – Term Expiring 4/30/28 Diane Summers

Police Pension Board:
Board Member – Term Expiring 4/30/27 John Moenter

PSEBA Hearing Officer:
Term Expiring 4/30/26 Jason Guisinger

Administrative Hearing Officer:
Term Expiring 4/30/26 Yolanda Torrez
Back-up – Term Expiring 4/30/26 Tim Evans

Environmental Sustainability Committee:
Chair – Term Expiring 4/30/26 Karen Thorstenson
Committee Member – Term Expiring 4/30/26 Meg Beckley
Committee Member – Term Expiring 4/30/26 Matt Beckley
Committee Member – Term Expiring 4/30/26 Jamie Boller
Committee Member – Term Expiring 4/30/26 Anissa Chaudry
Committee Member – Term Expiring 4/30/26 Dan Helgren
Committee Member – Term Expiring 4/30/26 Debbie Hoselton
Committee Member – Term Expiring 4/30/26 Sally Goldstein
Committee Member – Term Expiring 4/30/26 Emily Mokrzycki
Committee Member – Term Expiring 4/30/26 Brian Penticoff
Committee Member – Term Expiring 4/30/26 Anya Polanski
Committee Member – Term Expiring 4/30/26 Zoe Zwiefelhofer

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

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

2. Approval of issuing a Class 2 (primary sales) Tobacco License to Yazan Awaisi to operate Cloud 9 Smoke Shop – 3567 Grand Avenue, Suites B & C (formerly Smokes N' Such).

Administrator Muetz said Smokes N' Such has been operating in the Village for a number of years. It was issued a Class 2 Tobacco License (primary sales) in 2022 when the Village implemented the license requirement. Smokes N' Such was recently purchased by a new owner who plans to rename the business Cloud 9 Smoke Shop. Muetz stated since a Class 2 license already exists, there is no need to amend the Municipal Code. As part of the transfer of ownership, the Village required the new manager apply for a license and go through the Police Department background check. Muetz stated the Department found nothing to prohibit the transfer of the license to the new manager.

It was moved by Trustee O'Brien, seconded by Trustee Woodside to approve of issuing a Class 2 (primary sales) Tobacco License to Yazan Awaisi to operate Cloud 9 Smoke Shop – 3567 Grand Avenue, Suites B & C (formerly Smokes N' Such).

Roll call,

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| | <p>AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O'Brien</p> <p>NAY: 0- None</p> <p>ABSENT: 0- None</p> <p>Motion Carried.</p> <p>3. Approval of Ord. 2025 – 39 authorizing execution of a Professional Services Agreement with Kimley-Horn for Engineering Services for the 2025 MFT Road Resurfacing Project.</p> <p>Administrator Muetz said the Engineering Division is requesting additional contractual oversight services related to the 2025 Street Resurfacing Program. With additional projects added, the Division still one employee short, the newest employee less than two months on the job and the prior contractual engineer the Village used for five years moving over to Kimley-Horn (KH), it requested a proposal from KH for assistance. Muetz stated Kimley-Horn proposed a rate of \$150.00 per hour which is in line with other oversight contracts. The Village only pays for the hours it uses.</p> <p>It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of Ord. 2025 – 39 authorizing execution of a Professional Services Agreement with Kimley-Horn for Engineering Services for the 2025 MFT Road Resurfacing Project.</p> <p><u>Roll call,</u></p> <p>AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O'Brien</p> <p>NAY: 0- None</p> <p>ABSENT: 0- None</p> <p>Motion Carried.</p> <p>4. Approval of Ord. 2025 – 40 amending the Village of Gurnee Personnel Policy Manual.</p> <p>Administrator Muetz said the Personnel Policy Manual was last updated in December 2023. Since that time, staff has been working to track needed modification and additions to the manual. Changes in this update are related to Supplement Employment, Employment Status Change, Deferred Compensation Plan, Leave Policies, Group Insurance Coverage, Training Stipends and Orientation Periods. Muetz stated a redlined version on the manual was included in the board packet.</p> <p>It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2025 – 40 amending the Village of Gurnee Personnel Policy Manual.</p> <p><u>Roll call,</u></p> <p>AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O'Brien</p> <p>NAY: 0- None</p> <p>ABSENT: 0- None</p> <p>Motion Carried.</p> |
| <u>I. PUBLIC COMMENT</u> | None. |
| <u>J. EXECUTIVE SESSION</u> | <p>The Village Attorney stated that tonight's Executive Session will reference:</p> <p>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.</p> <p>5 ILCS 120/2 2 (c) (1) which states: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body of legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body to determine its validity.</p> |
| Adjournment to Executive Session | It was moved by Trustee Ross, seconded by Trustee Garner to adjourn |

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| | <p>the meeting into Executive Session.</p> <p><u>Roll call,</u> AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O’Brien NAY: 0- None ABSENT: 0- None Motion Carried.</p> |
| Recall to Order | <p>Mayor Hood adjourned the meeting into Executive Session at 7:56 p.m.</p> <p>Mayor Hood recalled the meeting to order at 8:10 p.m.</p> <p>PRESENT: 6-Balmes, Thorstenson, Woodside, Ross, Garner, O’Brien</p> <p>ABSENT: 0-</p> <p>1. Approval of Ord. 2025 – 41 approving the Collective Bargaining Agreement between the International Union of Operating Engineers, Local 150 – Public Works Unit and the Village of Gurnee for the term beginning May 1, 2025 through April 30, 2029.</p> <p>Executive Session item.</p> <p>It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Ord. 2025 – 41 approving the Collective Bargaining Agreement between the International Union of Operating Engineers, Local 150 – Public Works Unit and the Village of Gurnee for the term beginning May 1, 2025 through April 30, 2029.</p> <p><u>Roll call,</u> AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O’Brien NAY: 0- None ABSENT: 0- None Motion Carried.</p> <p>2. Approval of Ord. 2025 – 42 authorizing the execution of a new Employment Contract with the Village Administrator.</p> <p>Executive Session item.</p> <p>It was moved by Trustee Ross, seconded by Trustee Garner to approve of Ord. 2025 – 42 authorizing the execution of a new Employment Contract with the Village Administrator.</p> <p><u>Roll call,</u> AYE: 6- Balmes, Thorstenson, Woodside, Ross, Garner, O’Brien NAY: 0- None ABSENT: 0- None Motion Carried.</p> |
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| Closing Comments | None. |
| Adjournment | <p>It was moved by Trustee Balmes, seconded by Trustee Garner to adjourn the meeting.</p> <p><u>Voice Vote:</u> ALL AYE: Motion Carried.</p> <p>Mayor Hood adjourned the meeting at 8:11 p.m.</p> |
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| Andrew Harris, Village Clerk | |
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