

MINUTES OF THE REGULAR MEETING OF THE GURNEE VILLAGE BOARD GURNEE VILLAGE HALL OCTOBER 20, 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; 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.
Roll Call	PRESENT: 4- O'Brien, Balmes, Thorstenson, Ross ABSENT: 2- Woodside, Garner
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 Ross to approve the Consent Agenda as presented. <u>Roll call,</u> AYE: 4- O'Brien, Balmes, Thorstenson, Ross NAY: 0- None ABSENT: 2- Woodside, Garner Motion Carried.
C. CONSENT AGENDA / OMNIBUS VOTE	The Village Administrator read the consent agenda for an omnibus vote as follows. 1. Approval of the minutes from the September 29, 2025, and October 6, 2025 meetings. 2. Approval of Police Department request to purchase seven FLOCK Solar PTZ Video Cameras from FLOCK Group, Inc. at a cost of \$32,000.00 (Illinois Attorney General Organized Retail Crime Grant proceeds). 3. Approval of Police Department request for Detective Shawn Gaylor to attend the Commanding the Narrative: Media Mastery for Law Enforcement Leaders training course in Louisville, KY from December 1 – 4, 2025 at a cost not to exceed \$2,400.00. 4. Approval of Public Works Department recommendation to renew fuel purchase contract with Avalon Petroleum Company for the 2026 calendar year (2024 low bidder – no rate adjustment). 5. Approval of Payroll for period ending October 3, 2025, in the amount of \$1,144,624.98. 6. Approval of Bills for the period ending October 20, 2025, in the amount of \$2,726,574.99. It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve the Consent Agenda for an omnibus vote as read. <u>Roll call,</u> AYE: 4- O'Brien, Balmes, Thorstenson, Ross NAY: 0- None ABSENT: 2- Woodside, Garner Motion Carried.

<u>D. PETITIONS AND COMMUNICATIONS</u>	1. Approval of a Proclamation designating October 23 - 31, 2025 as “Red Ribbon Week” 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 October 23 - 31, 2025 as “Red Ribbon Week” in the Village of Gurnee. Voice Vote: ALL AYE: Motion Carried.
<u>E. REPORTS</u>	None.
<u>F. OLD BUSINESS</u>	None.
<u>G. NEW BUSINESS</u>	1. Approval of Ord. 2025 – 71 amending Chapter 22 and 32 to add Article 10 of the Gurnee Municipal Code to regulate and license Food Trucks. Administrator Muetz said that in May Village staff reviewed the issue of Food Trucks within the Village. This was in response to resident and business complaints due to an increase in the number of Food Trucks operating in the Village and setting up near existing brick and mortar restaurants. Staff reviewed general regulations and a licensing process/fee. Attorney Winter drafted an ordinance to regulate and license Food Trucks. The ordinance uses the 500' buffer between existing Food & Beverage taxpayers, and where Food Trucks could operate, also allows for special event and private event Food Truck sales. The ordinance creates an application and licensing process. Muetz stated licenses would be issued annually in January and be good for one year. The annual license fee is proposed at \$500 for Permissible Food Truck Operation Sites (these are the trucks that have an agreement with a property owner to use a spot all year). Special Event licenses are \$50 annually and allow the Food Truck 12 events. Administrator Muetz stated events hosted by fellow taxing bodies open to the public do not count towards the 12 events. The ordinance would become effective January 1, 2026. This allows the staff time to contact current Food Trucks that operate in the Village and share the new regulations. It also provides time to identify a Permissible Food Truck Operation Site before next season. Village Attorney Winter added that Food Trucks were previously not required to obtain a business license, this will correct that. He stated the effective date is January 1st. He continued to say that Food Trucks must notify Village Hall of their location so it can be reviewed by staff to determine if it meets the requirements of the ordinance. The ordinance will also enhance the Food & Beverage Tax remittance and collection process. Trustee Balmes said the fees seem light. Administrator Muetz stated they were lowered based on Village Board feedback from May and are comparable to communities surveyed. Attorney Winter said the Special Event fee was kept low to encourage Food Trucks to attend one-time events. Trustee Balmes asked about Food Trucks paying taxes. Attorney Winter said due to the license requirement staff now will have a better understanding of when they will be in the Village selling food. Trustee Thorstenson asked how many current trucks would have to relocate. Administrator Muetz said all of the Food Trucks along Grand Avenue will have to relocate based on this ordinance. Trustee Thorstenson asked about notifying Food Trucks of the new requirements. Administrator Muetz stated staff will reach out to those Food Trucks that have previously registered with the Village. In addition, staff will visit Food Trucks seen in the Village after January 1st to make them aware of the requirements and to provide a map showing where they can and cannot be located.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Ord. 2025 – 71 amending Chapter 22 and 32 to add Article 10 of the Gurnee Municipal Code to regulate and license Food Trucks.

Roll call,
AYE: 4- O'Brien, Balmes, Thorstenson, Ross
NAY: 0- None
ABSENT: 2- Woodside, Garner
Motion Carried.

2. Approval of Ord. 2025 – 72 authorizing the execution of Third Amendment to the Redevelopment Agreement with Red Crown Investments, LLC – 141 for property located at 4281 and 4885 Grand Avenue, Gurnee, Illinois.

Administrator Muetz said this amendment is related to the redevelopment of the BP gas station and former Avalon property at Grand Avenue and Route 21. He stated on April 22, 2024 the Village Board approved a First Amendment to the agreement for an extension of some of the timelines in the agreement as it continued to work with the property owner to the south and with the Illinois Department of Transportation (IDOT) regarding curb cuts. A Second Amendment was related to additional stormwater credits. Red Crown is now requesting a Third Amendment to extend the deadline for commencement of construction from November 1, 2025, to June 1, 2026, to allow for Illinois Department of Transportation (IDOT) and Illinois Department of Natural Resources (IDNR) permitting. Muetz stated conceptual approval on site access has been given but the agencies are still working through review of hydrology as it impacts the area. Muetz stated Red Crown intends to begin construction as soon as approval is granted, weather permitting, and anticipates a six-month construction timeline, with the intent to open the new facility by the end of 2026. If IDOT permitting is further delayed this amendment stipulates that the site will be restored to turf in June 2026.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Ord. 2025 – 72 authorizing the execution of Third Amendment to the Redevelopment Agreement with Red Crown Investments, LLC – 141 for property located at 4281 and 4885 Grand Avenue, Gurnee, Illinois.

Roll call,
AYE: 4- O'Brien, Balmes, Thorstenson, Ross
NAY: 0- None
ABSENT: 2- Woodside, Garner
Motion Carried.

3. Approval of Ord. 2025 – 73 executing a contract with the Mad Bomber Fireworks Productions for fireworks display services on July 2, 2026 (250th Anniversary of the United States event to be held at Viking Park).

Administrator Muetz said the Village, in conjunction with the other taxing bodies, is working to plan a 250th Anniversary of the United States event to be held on July 2, 2026, in Viking Park. He stated July 2nd was chosen to accommodate those who may be leaving town for a long holiday weekend, to be considerate of July 3rd being a day off work for many people and it being a day the Mad Bomber is available to provide a firework show. While event planning is underway, staff envision a late afternoon/early evening event that features food trucks, music, alcohol sales and patriotic presentations capped off with an orchestra performance followed by fireworks. The Mad Bomber, who the Village partners with for the Gurnee Days fireworks, can provide the fireworks display. To reserve July 2nd, the minimum cost was \$25,000. Muetz stated the show will be comparable to the Gurnee Days fireworks. He concluded by stating that the appropriate funding would be included in the FY 26/27 Proposed Budget.

Trustee O'Brien asked if the Fire Department will have enough staff. Deputy Fire Chief Douglass said yes.

It was moved by Trustee Thorstenson, seconded by Trustee Ross to approve of Ord. 2025 – 73 executing a contract with the Mad Bomber

Fireworks Productions for fireworks display services on July 2, 2026 (250th Anniversary of the United States event to be held at Viking Park).

Roll call,
AYE: 4- O'Brien, Balmes, Thorstenson, Ross
NAY: 0- None
ABSENT: 2- Woodside, Garner
Motion Carried.

4. Approval of Ord. 2025 – 74 authorizing the execution of a Professional Services Agreement with FGM Architects to create an Interior Design Master Plan for Gurnee Village Hall.

Administrator Muetz said that Village Hall was constructed in 1992. The building contains Administration and Community Development functions, as well as the Mayor’s Office, Council Chambers and Community Room. He stated that most of the carpets, tile, paint, window treatments, cabinets and interior decor are original to the building. In addition, office furniture in the open areas is original. While staff has worked to modify it over the years to meet operational needs, it has reached a point with this approach is no longer feasible. While much of the building has held up very well, it is showing its age and has reached a point where an interior refresh is needed. Muetz stated that over the years the Village has successfully partnered with FGM Architects. Recent projects include the Fire Station #2 Renovation Project, and Fire Station #3 Design Project. Following a meeting with staff, FGM provided a proposal to develop a Village Hall Interior Design Master Plan. The proposal amount is \$35,440.00 + \$1,000.00 reimbursable allowance. The Plan will include conceptual imagery, material pallets, furniture options and estimated budgets. Muetz stated deliverables include working with Village staff to come to a consensus on goals, inputting drawings into Revit (4D building information modeling software), developing a new floor plan, developing a new furniture plan, developing a material palette that works with any existing materials that might need to stay and developing an overall project budget. All this information will be used to solicit proposals for future improvements. Muetz stated that it is worth noting that more technical aspects of the plan may require outside assistance related to developing implementation plans and construction documents. This could involve creating construction drawings, bidding out construction work and new finishes, as well as bidding out the new furniture.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2025 – 74 authorizing the execution of a Professional Services Agreement with FGM Architects to create an Interior Design Master Plan for Gurnee Village Hall.

Roll call,
AYE: 4- O'Brien, Balmes, Thorstenson, Ross
NAY: 0- None
ABSENT: 2- Woodside, Garner
Motion Carried.

5. Approval of Ord. 2025 – 75 authorizing the execution of a Professional Services Agreement with Northern Power Washing LLC DBA Northern Holiday Lighting for 2025 Holiday Lighting Installation/Services at Gurnee Mills.

Economic Development Director Ellen Dean said that during the months of November and December 2024, according to Placer.ai data, over one million unique visitors visited the Grand Avenue corridor west of the Tollway. Eight percent of these visitors went to Gurnee Mills. She stated that the interior of the Mills is very festive during the holidays, while the Grand Avenue corridor contains minimal, if any, decorations. She stated that Gurnee Mills is upgrading the 29 exterior white lattice signs with a stone base to match the existing wayfinding signage. All other signs will be cleaned, repaired, and painted as needed. Director Dean stated that this provides an opportunity to collaborate and add outdoor decorations on the property to welcome visitors. She stated that staff contacted Gurnee Mills and solicited proposals for decorations. In conjunction with the exterior sign upgrades, Gurnee Mills will perform the needed electrical work related to the outdoor decoration proposal. Director Dean stated that the main entry signs along Grand Avenue and

	trees behind will be decorated. The entry signs on Hunt Club Road and Stearn School Road will also be decorated, as will the wayfinding signs. The Village contacted three companies, with two attending an onsite meeting and one submitting a proposal. The cost is \$22,200 and will be paid from marketing funding. The decorations will be installed in November and removed in January. Director Dean then reviewed other properties that Northern Holiday Lighting has decorated in the past, stating that the contractor is known to the Executive Director at Gurnee Mills. Trustee Thorstenson asked where the Village will store the decorations during the year when it is not being used. Director Dean said the decorations are leased; therefore, the Village does not need to store them. It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Ord. 2025 – 75 authorizing the execution of a Professional Services Agreement with Northern Power Washing LLC DBA Northern Holiday Lighting for 2025 Holiday Lighting Installation/Services at Gurnee Mills. <u>Roll call,</u> AYE: 4- O'Brien, Balmes, Thorstenson, Ross NAY: 0- None ABSENT: 2- Woodside, Garner Motion Carried. 6. Approval of request from Public Works Department to purchase a Clark Model S25-Triple 5,000 lb. Fork Truck from the low proposer, National Lift Truck of Franklin Park, Illinois, in the amount of \$39,675.00 (exclusive of a \$3,000 trade-in allowance – Public Works Unit #210). Administrator Muetz said included in the FY 25/26 Approved Budget is the replacement of Public Works Unit #210. Unit #210 is widely used almost daily in Public Works for a variety of reasons including taking delivery of shipments, unloading and moving equipment/material, etc. Muetz stated that it is also used by other Departments as well as used in assisting outside agencies on occasions, most recently assisting the American Legion with Beerfest set-up. Public Works requested proposals from three dealerships. Pricing ranged from \$39,675 to \$41,225. National Lift Truck of Franklin Park, Illinois was the low proposer at \$39,675. National Lift Truck also provided \$3,000 trade-in value for the current unit. It was moved by Trustee O'Brien, seconded by Trustee Balmes to approve of request from Public Works Department to purchase a Clark Model S25-Triple 5,000 lb. Fork Truck from the low proposer, National Lift Truck of Franklin Park, Illinois, in the amount of \$39,675.00 (exclusive of a \$3,000 trade-in allowance – Public Works Unit #210). <u>Roll call,</u> AYE: 4- O'Brien, Balmes, Thorstenson, Ross NAY: 0- None ABSENT: 2- Woodside, Garner Motion Carried.
<u>H. PUBLIC COMMENT</u>	
Van Miller Tool Library of Lake County 309 N. Seymour Ave Mundelein, IL	Mr. Miller stated that he represents the Tool Library of Lake County. He shared information about the organization, stating that for a \$50 annual membership, individuals can checkout a variety of tools. He stated that they are a not-for-profit that also hosts classes and partners with local organizations including the College of Lake County on occasion. Mr. Miller stated that he is working to share information about the Tool Library in hopes that more people will join the organization and support its mission. He encouraged the Village Board to learn more about the Tool Library and check out all it has to offer.
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 7:35 p.m.

Andrew Harris,
Village Clerk