

MINUTES OF THE REGULAR MEETING
OF THE GURNEE VILLAGE BOARD

GURNEE VILLAGE HALL
FEBRUARY 3, 2025

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; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Ellen Dean, Economic Development Director; Nick Leach, Village Engineer; John Kavanagh, Fire Chief; David Douglass, Deputy Fire Chief; Brian Smith, Police Chief; Jeremy Gaughan, Deputy Police Chief.
Roll Call	<p>PRESENT: 5-Ross, Garner, O'Brien, Balmes, Thorstenson</p> <p>ABSENT: 1- Woodside</p>
Pledge of Allegiance	Mayor Hood led the Pledge of Allegiance.
A. APPROVAL OF CONSENT AGENDA	<p>It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve the Consent Agenda as presented.</p> <p><u>Roll call,</u> AYE: 5- Ross, Garner, O'Brien, Balmes, Thorstenson NAY: 0- None ABSENT: 1- Woodside Motion Carried.</p>
B. CONSENT AGENDA / OMNIBUS VOTE	<p>The Village Administrator read the consent agenda for an omnibus vote as follows.</p> <ol style="list-style-type: none">1. Approval of minutes from the January 27, 2025 meeting.2. Approval of Ord. 2025 – 03 authorizing execution of an agreement between the Village of Gurnee and Vogue Printers for newsletter printing and mailing services.3. Approval of Res. 2025 – 02 establishing certain property of the Village of Gurnee to be surplus (Police Department Unit #112 and other small miscellaneous Public Works equipment).4. Approval of Police Department request to dispose of certain documents as authorized by the State of Illinois Local Records Commission.5. Approval of request from Public Works Division to set a bid date of February 20, 2025 the Salt Dome Roof Rehabilitation project.6. Approval of request from Engineering Division to set a bid date of March 10, 2025 for the 2025 Street Maintenance Program.7. Approval of Finance Division request to allow Assistant Finance/Human Resources Director Erica Wells and Finance Assistant II Jennifer Sleyko to attend the Tyler Connect Conference in San Antonio, TX from May 11-14, 2025 at a cost not to exceed \$6,000.00.8. Approval of Payroll for period ending January 24, 2025 in the amount of \$984,697.99.9. Approval of Bills for the period ending January 27, 2025 in the amount of \$814,873.25. <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: 5- Ross, Garner, O’Brien, Balmes, Thorstenson
NAY: 0- None
ABSENT: 1- Woodside
Motion Carried.

C. PETITIONS AND COMMUNICATIONS

1. Approval of a Proclamation designating February 2025 as Black History Month 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 February 2025 as Black History Month in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

2. Approval of a Proclamation designating February 9 – 15, 2025 as Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) Week in the Village of Gurnee.

Mayor Hood summarized the Proclamation and recognized two Warren Township High School students representing FBLA who were in attendance.

It was moved by Trustee Balmes, seconded by Trustee Thorstenson to approve of a Proclamation designating February 9 – 15, 2025 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, 2025 as 211 Day in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

Quinton Snodgrass, Vice President Resource Development United Way Lake County, briefly spoke about the 211 program and its importance in the County.

Matthew Rizzie, Executive Director of the Great Lake Credit (GLCU) Union Foundation for Financial Empowerment, thanked the Village for supporting and recognizing the importance of 211. He discussed how GLCU benefits from 211 and the services it offers. He concluded by thanking the Board for recognizing 211.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of a Proclamation designating February 11, 2025 as 211 Day in the Village of Gurnee.

Voice Vote: ALL AYE: Motion Carried.

D. REPORTS

1. Presentation by Deputy Police Chief Jeremy Gaughan: Proposed Gurnee Police Department Apprentice Program.

Administrator Muetz stated the Village’s transition to LakeComm creates some service gaps that need to be filled. He stated that the Police Department has been working with the College of Lake County develop a program to provide assistance to the Department. Administrator Muetz stated Deputy Chief Gaughan will review the proposal. Staff is looking for Village Board support before additional time and effort is dedicated to the program.

Deputy Chief Gaughan said that as the Village consolidates its dispatch center, staff has identified several essential 24/7 responsibilities that will need to be addressed. These tasks include:

- Responding to lobby walk-ins from residents and answering non-emergency calls.
- Monitoring building and prisoner cameras.
- Handling tow releases.
- Assisting with the solicitor permit process.

- Issuing general and emergency community notifications.
- Managing door controls and building entry/exit functions.
- Contacting Public Works for after-hours operations as needed.
- Supporting traffic control during special events.
- Entering and preparing citations.
- Numerous other critical responsibilities.

To address these needs, staff is proposing a new Police Apprentice Program that would involve hiring eight full-time employees to ensure 24/7 coverage. Gaughan stated the Police Apprentice is a hybrid position that combines the responsibilities of a community service officer, records clerk, communications operator, and police officer.

Staff has been working with the College of Lake County (CLC) Apprenticeship Program to recruit high school seniors graduating in May who plan to enroll in CLC's criminal justice program, as well as current CLC students in that field. Police Apprentices would be hired full-time at a salary of approximately \$40,000 annually. In addition to their salary, the Village would cover their tuition costs, roughly \$3,200 per semester.

Deputy Chief Gaughan stated the program is designed to be overseen like a field-training program. Apprentices will complete specific tasks, including shadowing each division within the department, participating in monthly ride-alongs, and meeting regularly with their supervisor to review their criminal justice coursework and the assigned duties.

This program offers participants a unique opportunity to gain practical law enforcement experience while pursuing their criminal justice degree at CLC. Most apprentices will complete their degree just before they turn 21.

Gaughan continued to state one of the biggest challenges for aspiring officers is the testing process and securing a position on competitive eligibility lists. To address this, staff has worked with the Civil Service Commission to waive this process for Police Apprentices. Upon completing their degree, turning 21, and maintaining good standing with the department, they will be eligible to bypass the eligibility list and receive a conditional job offer if a position is available.

This program not only fills the operational gaps left by the dispatch consolidation but also strengthens our recruitment pipeline by building our own talent pool — a “farm team,” so to speak, for the Gurnee Police Department.

Gaughan stated the Police Department would look at hiring seven Police Apprentices in May along with an additional supervisor who will fall under the Records Division to help oversee them and the current records staff. The Department would prioritize hiring Warren Township High School graduates, followed by Gurnee residents attending the College of Lake County, and then expand the opportunity to all CLC criminal justice students.

Deputy Chief Gaughan then provided the Village Board the following example: A Warren graduate could begin their career with the Village at 18 years old, earning \$40,000 annually, with their college tuition fully covered. They would gain invaluable hands-on experience in law enforcement, pursue a degree in criminal justice, and serve the very community where they grew up and graduated. With a goal of a clear path to the badge that allows them to bypass the eligibility list. This creates a police force that reflects the population it serves.

Gaughan stated the Department has introduced this program to high school students attending the CLC Tech Campus, as well as current College of Lake County criminal justice students, and the response has been overwhelmingly positive. Students are genuinely excited about the opportunity to gain hands-on experience while pursuing their education.

Deputy Chief Gaughan concluded by stating while many police departments in Illinois offer internships, very few have apprenticeship-style programs, and those that do typically last only a few months. The Police Department's research has identified just one other department in California that has a police apprenticeship program with a pathway to becoming a police officer. The Village's proposal is different; however, as

the only one in the nation that not only provides a direct hiring pathway but also integrates an educational component, ensuring apprentices gain both practical law enforcement experience and a solid academic foundation.

Mayor Hood asked if there were questions from the Village Board.

QUESTIONS:

Trustee O’Brien asked if the Union will allow the Civil Service testing process to be bypassed. He also asked about how the Department will select apprentices initially with such a large candidate pool.

Deputy Chief Gaughan said the Village does not need Union approval as it relates to aspects of the Civil Service process. He continued to state the Department will have two years to determine if the apprentice has the ability to evolve in their career. He stated CLC will conduct an initial screening of those interested, with the Police Department making the final decision.

Trustee Thorstenson said this is outstanding and asked what was needed from the Village Board. She also shared a quick story about a participant in the Citizens Police Academy.

Administrator Muetz explained staff wanted to present it to the Board at this point to ensure there is support and understand there is a cost that comes with the with apprentice program.

Trustee Ross stated this is a good idea and asked if the age minimum is strictly 18. She asked if someone over 18 would be considered.

Deputy Chief Gaughan said as long as they go through the CLC program staff can make an exception on the age minimum. He stated they must do well in school to continue in the apprentice program.

Trustee Garner asked if this opportunity is only open to Gurnee residents.

Deputy Chief Gaughan said it is open to everyone at CLC, but the Department will look at WTHS graduates first.

Trustee Balmes said she supports the program and the balance between considering WTHS graduates, as well as other students.

Mayor Hood thanked the Department for thinking outside the box.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Approval of Public Works Department request to award the Well #2 television survey and pitless adapter installation to Water Well Solutions at a cost of \$70,080.00.

Administrator Muetz said that Well #2 was installed in 1974 and is a critical component of the Village’s water resiliency plan. He stated that in 2023 there were issues with the pitless adapter leaking. The leak was patched with a weld. In the fall of 2023, the Village solicited bids for the replacement of the pitless adapter. During that process, it was discovered Water Well Solutions had a used unit on hand that was in very good condition. Muetz stated that in December 2023, the Village Board approved the purchase of used pitless adapter from Water Well Solutions at a cost of \$40,000.00, but staff recommended delaying installation until it was necessary. Muetz stated that it is worth noting. Water Well Solutions was the installation low bidder at that time.

Administrator Muetz stated that a few weeks ago another leak in the pitless adapter was discovered. While it was once again fixed with a weld/patch, the time has come to replace the unit. The Village has worked with Water Well Solutions to maintain the wells since 2017 with great results. In addition, since the replacement pitless adapter was purchased from them and they were the 2023 low bidders, staff reached out for a quote. Water Well Solutions quoted \$67,780.00 to install the replacement adapter. The replacement also allows a chance to televise

	<p>the well and observe the condition of underground well pump components. Water Well Solutions quoted \$2,300.00 for that work. Public Works has included funding in the budget over the past few years in case the adapter reached a point where replacement was warranted.</p> <p>It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of Public Works Department request to award the Well #2 television survey and pitless adapter installation to Water Well Solutions at a cost of \$70,080.00.</p> <p><u>Roll call,</u> AYE: 5- Ross, Garner, O'Brien, Balmes, Thorstenson NAY: 0- None ABSENT: 1- Woodside Motion Carried.</p> <p>2. Approval of Public Works Department request to award the Lift Station Control Panel Replacement Project to Okeh Electric Company at a cost of \$419,000.00.</p> <p>Administrator Muetz said that the Village maintains eight sanitary lift stations. Four of the eight lift stations are connected to the SCADA system and have control panels in good condition. The remaining four are not connected to the SCADA system and have panels that need to be replaced due to their condition. Muetz stated Public Works recently solicited bids to install new stainless-steel cabinets at these four stations and connect them to SCADA. Nine interested contractors attended a mandatory pre-proposal meeting, with four companies subsequently submitting proposals. Okeh Electric Co. of Arlington Heights was the low bidder at \$419,000. Okeh Electric has been completing similar projects for 40 years, with very positive feedback from references that staff contacted. The other bids ranged from \$555,000 to \$593,000. Based on the pricing and feedback received, staff recommends contracting with Okeh Electric. The FY 24/25 budget included \$350,000 for the work. Staff proposes to include the remaining \$70,000 in the FY 25/26 Proposed Budget. This will allow this much-needed improvement to be completed.</p> <p>It was moved by Trustee Garner, seconded by Trustee Ross to approve of Public Works Department request to award the Lift Station Control Panel Replacement Project to Okeh Electric Company at a cost of \$419,000.00.</p> <p><u>Roll call,</u> AYE: 5- Ross, Garner, O'Brien, Balmes, Thorstenson NAY: 0- None ABSENT: 1- Woodside Motion Carried.</p>
<u>G. PUBLIC COMMENT</u>	None.
<u>H. EXECUTIVE SESSION</u>	The Village Attorney stated that tonight's Executive Session will reference:
Adjournment to Executive Session	<p>5 ILCS 120/2 (c) (11) which states: Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.</p> <p>It was moved by Trustee Ross, seconded by Trustee Thorstenson to adjourn the meeting into Executive Session.</p> <p><u>Roll call,</u> AYE: 5- Ross, Garner, O'Brien, Balmes, Thorstenson NAY: 0- None ABSENT: 1- Woodside Motion Carried.</p> <p>Mayor Hood adjourned the meeting into Executive Session at 7:31 p.m.</p>

Recall to Order	<p>Mayor Hood recalled the meeting to order at 8:09 p.m.</p> <p>PRESENT: 5- Ross, Garner, O'Brien, Balmes, Thorstenson</p> <p>ABSENT: 1- Woodside</p> <p>1. Approval of Res. 2025 – 03 authorizing the Village Administrator to execute agreements, engagement letters, other documents and process payments related to outside legal counsel and expenses related to pending litigation matters.</p> <p>It was moved by Trustee Garner, seconded by Trustee Thorstenson to approve of Res. 2025 – 03 authorizing the Village Administrator to execute agreements, engagement letters, other documents and process payments related to outside legal counsel and expenses related to pending litigation matters.</p> <p><u>Roll call,</u> AYE: 5- Ross, Garner, O'Brien, Balmes, Thorstenson NAY: 0- None ABSENT: 1- Woodside Motion Carried.</p> <p>2. Approval of Res. 2025 – 04 approving the engagement letter with Clausen Miller PC for legal services.</p> <p>It was moved by Trustee Garner, seconded by Trustee O'Brien to approve of Res. 2025 – 04 approving the engagement letter with Clausen Miller PC for legal services.</p> <p><u>Roll call,</u> AYE: 5- Ross, Garner, O'Brien, Balmes, Thorstenson NAY: 0- None ABSENT: 1- Woodside Motion Carried.</p>
Closing Comments	None.
Adjournment	<p>It was moved by Trustee Balmes, seconded by Trustee O'Brien to adjourn the meeting.</p> <p><u>Voice Vote:</u> ALL AYE: Motion Carried.</p> <p>Mayor Hood adjourned the meeting at 8:10 p.m.</p>
Andrew Harris, Village Clerk	