MINUTES OF THE REGULAR MEETING
OF THE GURNEE VILLAGE BOARD

GURNEE VILLAGE HALL
OCTOBER 19, 2026

Call to Order	Mayor Hood called the meeting to order at 7:00 p.m.
Other Officials in Attendance	Patrick Muetz, Village Administrator; Stacy Michael, Management Analyst; Assistant to the Village Administrator; Bryan Winter, Village Attorney; David Ziegler, Community Development Director; Christine Palmieri, Director of Human Resources; Erica Wells, Assistant Finance / HR Director; Ellen Dean, Economic Development Director; Nick Leach, Village Engineer; David Douglass, Deputy Fire Chief; Jeremy Gaughan, Police Chief.
Roll Call	**PRESENT: 4- Thorstenson, Garner, Ross, O'Brien** **ABSENT: 2- Woodside, Ware**
Pledge of Allegiance	Mayor Hood led the Pledge of Allegiance.
A. PUBLIC COMMENT	None.
B. APPROVAL OF CONSENT AGENDA	It was moved by Trustee O'Brien, seconded by Trustee Garner to approve the Consent Agenda as presented. **Roll call,** **AYE: 4- Thorstenson, Garner, Ross, O'Brien** **NAY: 0- None** **ABSENT: 2- Woodside, Ware** **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 October 5, 2026 meeting. 2. Approval of Administration Department recommendation to award 2027 Resident and Business Community Survey Services to ETC Institute at a cost of $31,500.00. 3. Approval of Public Works Department request to purchase two 2025 Scag Turf Tiger II mowers from Russo Power Equipment at a cost of $30,948.00 (Sourcewell Cooperative Purchasing Contract #112624-SCG). 4. Approval of Police Department request to allow Officers Kourtis and Vasquez to attend the National Highway Traffic Safety Administration Standardized Field Sobriety Test Instructor training course in Alpharetta, GA from November 19 – 22, 2026 at a cost not to exceed $4,500.00. 5. Approval of Public Works Department request to set a bid date of November 18, 2026, for the Public Works Paving Improvement Project. 6. Approval of Administration Department request to set a response date of February 19, 2027, for the Strategic Plan Update Project. 7. Approval of Payroll for the period ending October 2, 2026, in the amount of $1,095,235.05. 8. Approval of Bills for the period ending October 19, 2026, in the amount of $3,239,079.12. It was moved by Trustee Thorstenson, seconded by Trustee Garner to approve the Consent Agenda for an omnibus vote as read. **Roll call,** **AYE: 4- Thorstenson, Garner, Ross, O'Brien** **NAY: 0- None**

ABSENT: 2- Woodside, Ware
Motion Carried.

D. PETITIONS AND COMMUNICATIONS

1. Approval of a Proclamation designating October 23 - 31, 2026 as "Red Ribbon Week" in the Village of Gurnee.

Mayor Hood summarized the Proclamation.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of a Proclamation designating October 23 - 31, 2026 as "Red Ribbon Week" in the Village of Gurnee.

Voice Vote: ALL AYE:
Motion Carried.

2. Approval of Mayor Hood's recommended appointment of Gerald Dietz as backup Administrative Hearing Officer.

It was moved by Trustee Ross, seconded by Trustee Garner to approve of Mayor Hood's recommended appointment of Gerald Dietz as backup Administrative Hearing Officer.

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

3. Approval of Mayor Hood's recommended appointment of Carlos Arevelo as backup PSEBA Hearing Officer.

It was moved by Trustee Thorstenson, seconded by Trustee Garner to approve of Mayor Hood's recommended appointment of Carlos Arevelo as backup PSEBA Hearing Officer.

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

Mayor Hood said that there were no discussion topics on the agenda for the October 26th Committee of the Whole meeting and asked the Trustees if they would like to cancel the meeting.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to cancel the Committee of the Whole meeting for October 26, 2026.

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

E. REPORTS

None.

F. OLD BUSINESS

None.

G. NEW BUSINESS

1. Approval of Ord. 2026 – 77 declaring an emergency and approving and affirming emergency expenditures related to the Estes Region Water Main Improvement Project.

Administrator Muetz said on Tuesday, October 13th he emailed the Village Board regarding the status of the Estes Region Water Main Replacement Project. He stated on February 16, 2026 the Village Board approved awarding the Estes Region Water Main Improvements project to the low bidder, Everlast Blacktop, at a cost of $4,313,068.07. This

project consists of replacing the existing 6-inch and 8-inch cast iron water main with PVC pipe through segments of Estes Street, Drexel Avenue, Ferndale Street, Ellis Avenue, Woodlawn Avenue, Dorchester Avenue, Gould Street and Blackstone Avenue. Following the main water replacement, all of the impacted streets were to be resurfaced.

Administrator Muetz stated Everlast started working on the project in mid-May with a contractually set substantial completion date of September 23rd and Final Completion date of October 31st. Everlast only completed about 50% of the underground work by Monday, October 5th. He stated that the contract would not be completed before the end of the construction season. The Village terminated the contract on October 6th and Everlast vacated the worksite on Friday, October 9th. Administrator Muetz stated to finish the watermain work before the winter season, the Village reached out to Campanella & Sons to discuss its capacity to take over where Everlast left off. Campanella stated they had equipment and crews available to start immediately.

Administrator Muetz stated he believes the situation results in a public safety issue and therefore authorized $75,000 in work last week for Campanella to begin. He stated that according to the Purchasing Policy, the Village Board must concur with his determination that a public safety issue existed and authorize the expense. In conjunction with this expense, Campanella provided a proposal in the amount of $1,080,545.50 to complete the underground work, parkway restoration and pavement patching. He stated resurfacing would be included in next year's street maintenance program and be the first area addressed.

Administrator Muetz stated in summary, the total contract was just over $4 million, Everlast was paid approximately $2 million for the work it completed and the Campanella proposal being considered is approximately $1 million. The remaining $1 million will be used next fiscal year to complete roadway resurfacing.

Trustee Garner asked if the overall cost will be about the same. Administrator Muetz said staff expects it will be close to the original contract amount.

It was moved by Trustee Ross, seconded by Trustee Garner to approve of Ord. 2026 – 77 declaring an emergency and approving and affirming emergency expenditures related to the Estes Region Water Main Improvement Project.

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

2. Approval of Ord. 2026 – 78 declaring an emergency and approving an Emergency Construction Proposal with Campanella & Sons, Inc. to complete the Estes Region Water Main Improvement Project.

Summarized under New Business item #1.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Ord. 2026 – 78 declaring an emergency and approving an Emergency Construction Proposal with Campanella & Sons, Inc. to complete the Estes Region Water Main Improvement Project.

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

3. Approval of Ord. 2026 – 79 authorizing the execution of an amended and restated Intergovernmental Agreement with the Northeastern Illinois Regional Crime Laboratory.

Police Chief Gaughan reviewed the proposed amendment stating the Northern Illinois Regional Crime Laboratory (NIRCL) has been a valued partner of the Gurnee Police Department for more than 30 years and currently serves 63 police agencies. The laboratory provides accredited

forensic services in DNA and forensic biology, latent prints, firearms and toolmarks, controlled substances, and toxicology, along with drug and firearm destruction services.

Chief Gaughan stated the only other practical public laboratory option is the Illinois State Police laboratory. He stated while that service is free, it can involve substantial wait times and there are restrictions on the types of evidence that may be accepted for testing. NIRCL gives the Village dependable, responsive service and access to a broader range of testing through a regional laboratory that understands the needs of its member agencies.

The relocation is needed because the current Mundelein facility has experienced roof leaks, plumbing issues, insurance-related disputes and continued uncertainty involving the landlord and lease. Those conditions create unnecessary risks to the long-term stability of the laboratory.

Chief Gaughan stated the proposed new location at the Lake Forest Police Department headquarters would provide approximately 15,700 square feet of purpose-built space. It would include secure evidence intake and storage, modern laboratory areas, a server room, training and meeting space and room for future growth. NIRCL intends for this facility to serve as its long-term home for at least the next 20 years, with occupancy targeted for August 2027.

The amended intergovernmental agreement requires approving member agencies to represent at least 90 percent of the approved project cost before the relocation project becomes effective. Chief Gaughan stated that threshold gives NIRCL the dependable funding commitment it needs before it can move forward with construction, financing and occupancy obligations. Once the threshold is met, each participating agency's relocation obligation remains enforceable until it is paid.

Gurnee's estimated one-time relocation share is $93,993, separate from its annual NIRCL membership assessment of $49,059. The lump-sum option includes a 10 percent contingency and avoids approximately $17,067 in financing costs compared with the ten-year payment option.

Chief Gaughan stated this relocation cost is not proposed as a current-year expense. If approved, the Department will include the estimated $93,993 in next year's budget, with the anticipated disbursement occurring after May 1, 2027. This approach allows the Village to plan for the expense through the normal budget process while preserving access to the high-quality, timely forensic services NIRCL provides to Gurnee and the other 62 member agencies.

Trustee O'Brien asked what happens if 90% don't accept this agreement and is there any information on if threshold will be met.

Chief Gaughan said the majority of Lake County is for this agreement. If the NIRCL does not have enough support to move forward, then it will stay at the current location or begin looking for other places it could possibly go. He stated if it receives the 90% approval to move forward, any agencies that don't approve it will need to find another lab, like the State Police, for their needs.

Trustee Thorstenson asked what is the disposition of the Mundelein facility and can that at all be offset for any of the cost.

Chief Gaughan stated that the Mundelein facility is a lease and that the NIRCL is having issues with the landlord. The thought was since Lake Forest is currently building out their new police department headquarters, it can make the necessary improvements needed for the lab to go in there.

Trustee Thorstenson asked if the employees that work at the Mundelein facility would be moving over to the Lake Forest facility.

Chief Gaughan stated yes.

It was moved by Trustee O'Brien, seconded by Trustee Ross to approve of Ord. 2026 - 79 authorizing the execution of an amended and restated Intergovernmental Agreement with the Northeastern Illinois Regional Crime Laboratory.

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

4. Approval of Ord. 2026 – 80 authorizing the execution of the First Amendment to a Tower Lease Agreement between the Village of Gurnee and T-Mobile (5800 Manchester Drive, Gurnee, IL – Heather Ridge Water Tower).

Administrator Muetz said in September 2000 the Village approved a cell tower agreement with Voicestream (T-Mobile) for space on the Heather Ridge water tower. He stated the 30-year lease expires in October 2030 and with-it nearing expiration, T-Mobile contacted the Village regarding another long-term commitment to the site by adding five additional five-year renewal terms followed by up to nine one-year extensions to the existing lease rather than terminating it. In return, T-Mobile is seeking to amend the lease to bring the rent, escalation rate and other lease terms in line with fair market value and current industry standards. Administrator Muetz stated T-Mobile reports that the current rent is above market average, at 121.7% of the average monthly rent for T-Mobile telecommunications sites in the Chicago market and 132% of national lease-rate guidance for this area. He stated after 30 years, with 20% increases every five years, the rent is currently $4,353.81 per month. In exchange for a potential 34-year lease, T-Mobile has requested the rent reset to $3,578.30 with 15% escalator every 5 years.

It was moved by Trustee Garner, seconded by Trustee Ross to approve of Ord. 2026 – 80 authorizing the execution of the First Amendment to a Tower Lease Agreement between the Village of Gurnee and T-Mobile (5800 Manchester Drive, Gurnee, IL – Heather Ridge Water Tower).

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

5. Approval of Ord. 2026 – 81 amending Chapter 78, Section 78-105, Subsection (d) of the Gurnee Municipal Code to enact a parking prohibition on portions of Oakwood Avenue, Woodland Terrace and Bridlewood Avenue.

Administrator Mutez said Public Works has requested three additional parking restrictions be added to the Municipal Code. They are as follows:

- Oakwood Street: No Parking restriction along the East side of Oakwood Street for 80 feet to the north, including the driveway. This restriction will allow 24/7/365 access to the stormwater pumps and equipment at the north end of the street.

- Woodland Terrace and Bridlewood Avenue: With the recent developments on the site, Public Works staff inventoried the signage around the development and noted that Warren Township jurisdiction signs were still present with different regulations concerning parking restrictions. This will replace Township regulations with Gurnee No Parking regulations.

Trustee Thorstenson noted when the bank was being built there was some discussion on whether there was a cut-through happening in the area.

Administrator Muetz stated that this amendment is for street parking regulations not for the cut-through traffic. He stated he has not heard any complaints regarding cut-through traffic as of late.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of Ord. 2026 – 81 amending Chapter 78, Section 78-105, Subsection (d) of the Gurnee Municipal Code to enact a parking prohibition on portions of Oakwood Avenue, Woodland Terrace and Bridlewood Avenue.

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

6. Approval of Economic Development Division request to waive the formal bidding process and purchase 100 holiday banners and mounting hardware from Bannerville at a cost not to exceed $30,000.00.

Economic Development Director Dean introduced the next two related agenda items. She stated staff's recommendation is to waive the formal bidding requirement and approve two contracts: one not to exceed $30,000 with Bannerville of Burr Ridge for the purchase of banners and mounting hardware and another for $25,000 with Northern Powerwashing dba Northern Holiday Lighting of Northbrook for the installation of 100 double-sided, double-mounted banners on 50 light poles on Grand Avenue west of I-94.

Director Dean noted that this an extension of the efforts of the past few years to add holiday lights and décor in visible locations - along O'Plaine, on Village property, and starting last year on the Village entrance signs and at Gurnee Mills. She stated Grand Avenue west of I-94 is a logical location to expand this effort; between Thanksgiving & Christmas last year (2025) according to Placer.ai data this area was visited more than two million times by over 700,000 individuals who have many choices of where to spend their holiday shopping time and dollars.

Director Dean noted that several options for lighting the Grand Avenue corridor were explored but all of them were complicated by either cost (namely for electrical work) or timing (approval by corporate entities that own or manage the various shopping centers) thus staff's recommendation is for the option that's within the Village's power to execute this year and which can be integrated into a cohesive design as additional elements are added in the future.

Director Dean stated on Grand Avenue, from I-94 west to Almond, there are just over one hundred streetlights excluding those at intersections; the recommendation is to hang banners on approximately half of these lights this year. She noted that the scale of the banners (99" tall) and the wind load they have to accept were key considerations in choosing a vendor and recommending sole source. Bannerville is a third-generation family-owned sign shop that provides large format signage to clients including the Chicago Marathon, Chicago Cubs, NFL Draft, Art Institute of Chicago, Northwestern Medicine, and others.

Director Dean concluded by stating the recommendation for an installation contractor – Northern Holiday Lighting – is based on last year's contract at Gurnee Mills where both Simon and the Village were very pleased with the quality and timeliness of the installation and Northern's experience with installations in high-traffic locations such as O'Hare Airport.

Trustee O'Brien said he would like to see the Village extend decorating to the east side in the future.

Director Dean said there are far fewer light poles in that direction, but it is something staff will look into for the future.

Trustee Thorstenson asked if the PlacerAi asked if the visits were stops or drivebys.

Director Dean stated those are visits of all durations over a minute. About 15% of those 2.1 million visits between Thanksgiving and Christmas are from Gurnee and 85% are outside of Gurnee. During the holiday season the Village sees a lot of visitors. Data other months of the year the data is vastly different.

It was moved by Trustee O'Brien, seconded by Trustee Garner to approve of Economic Development Division request to waive the formal bidding process and purchase 100 holiday banners and mounting hardware from Bannerville at a cost not to exceed $30,000.00.

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

7. Approval of Economic Development Division request to waive the formal bidding process and award installation of 100 holiday banners and mounting hardware to Northern Power Washing LLC DBA Northern Holiday Lighting at a cost of $25,000.00.

It was moved by Trustee Thorstenson, seconded by Trustee O'Brien to approve of Economic Development Division request to waive the formal bidding process and award installation of 100 holiday banners and mounting hardware to Northern Power Washing LLC DBA Northern Holiday Lighting at a cost of $25,000.00.

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

H. PUBLIC COMMENT

None.

Closing Comments

None.

Adjournment

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

Voice Vote: ALL AYE: Motion Carried.

Mayor Hood adjourned the meeting at 7:30 p.m.

Andrew Harris,
Village Clerk