



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 5, 2019**

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President Wallace called the Committee of the Whole meeting of March 5, 2019 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 6:30 p.m. in the Council Chambers.

PRESENT: Chairmen Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Economic Development Coordinator Tony Fradin, Senior Management Analyst Sam Hughes, Human Resources Director Janelle Terrance, Acting Community Development Director Roberta Grill, Finance Director Todd Dowden, IT Coordinator Chris Hostetler, Public Works Director Dan Dinges, Public Works Engineer Bob Allen, Wastewater Supervisor John Pullia, Building Director Brian Goralski, Head Golf Professional Phil Lenz, Grounds Superintendent Kevin DeRoo, Food & Beverage Manager Paul Petersen, Police Chief Patrick Ullrich, Deputy Chief Geoff Pretkelis, Deputy Chief Chuck Snider, Village Attorney Bryan Mraz and village Clerk Lorna Gilles.

President Wallace stated that they will be reviewing the proposed budget, adjourning to the Board meeting at 7:00 followed by the Committee of the Whole meeting continuation.

Chairman Deyne stated that they will begin with the 2019-20 Proposed Budget Review.

Village Administrator Paula Schumacher stated that as a result of continued initiatives related to fiscal health, economic development, and expenditure reduction, she was pleased to present for their consideration, the proposed annual budget. 78% of our households are identified in the 2010 census as “family households”. Many of our efforts in planning and budgeting focus on this large demographic. We work to keep Bartlett a place where people want to raise their families. However, more and more we are concerned about making our community accessible to every generation. The community snapshot of the village provided by CMAP predicts that in 2022 our population over the age of 55 will be 28.7%. Throughout this proposed budget you will find examples of how the village is prioritizing resources to benefit this increasing segment of our population.

Much of what we discuss tonight is funded from the general corporate levy. The village’s portion of the total property tax bill is about 10%. The general corporate levy is budgeted to be flat from the prior year. This is the eighth year Bartlett has kept the levy flat or reduced.

We will start off with central services then move to the civic funding discussion. Then move right into the administration and professional services budget review, followed by police and if possible, golf.



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**Central Services**

Information Technology Coordinator Chris Hostetler began his review of the central services budget and stated that it funds the items that can't be easily attributable to any individual department. These include building maintenance, utilities, etc. as well as information technology.

They have no personnel requests. His capital outlay totaled \$234,000 and he reminded the board that these items are paid out of the equipment replacement fund. This fund is a pay-as-you-go type of fund where when they purchase particular items or software, they estimate the life of that and then set aside that money each year so the money is accumulated and available for replacement.

Ms. Schumacher suggested that they move on to civic funding.

Assistant Village Administrator Scott Skrycki stated that civic group funding is part of the administration budget. The village board instituted a formal process for civic group funding in June of 2015. In the memo, it highlights the dollars that were granted in 2018/2019, the dollars requested in 2019/2020 and the dollars staff proposes to fund. There was one new requestor, the Alignment Collaborative for Education. Given the boards direction from last year, staff followed the same methodology for this budget and reduced the civic group funding 5% across the board for all civic groups. There is a lot of dollars that are allocated to these special events and civic groups that are not reflected in the memo. That includes police and public works time. In total, our event costs for just police in 2018 was \$49,000, with the bulk of that going toward the Fourth of July festivities, Heritage Days and Lions Day Dash are also included in this.

President Wallace asked if all outside events were included in the \$49,000.

Mr. Skrycki said it included the Fourth of July, Heritage Days and the Lions Club Run.

Chairman Reinke asked about public works.

Mr. Skrycki stated that public works was in addition to this and it depends on whether they can get the barricades setup within the flow of their regular business day.

Chairman Reinke asked if we had a ballpark for a dollar figure.

Ms. Schumacher stated that she thought it ranged from \$20,000 to \$32,000.

President Wallace stated that the village's primary responsibility with these events is safety and fostering community events. At the strategic plan meeting the board discussed fostering the community. He was not in favor of decreasing the amount that was given last year and asked for the committee's opinion.



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He stated that he thought these events fostered community and economic results than what we are giving in the grants. There is a lot of traffic flow and a lot of people that are seeing things that they don't necessarily know about if they aren't going to these events. It's more of a marketing thing than it is a donation, in his opinion.

Chairman Deyne agreed and stated that he did not want to reduce it by 5% last year either. He feels strongly that these events bring people in, promotes the village and helps out the businesses. He asked about the Alignment Collaborative Group.

Ms. Schumacher stated that it is a cooperative effort the school district has with the business community. It is the program which we had the pilot internship program with. We are planning to expand our participation with that, increasing the number of interns over the summer from 5 to 7. We plan to up our role in the group. It was a blanket request for funding from everyone that participates in that collaborative. We did not fund it because we are such a big part of their internship program and that is how we support that organization. Staff dedicates a lot of time and effort working with the students on interviewing skills, resume writing and exposing them to different careers at the village. Staff works closely with the students while we have them, and do exit interviews when they leave. They get a real life experience that is unique. We are excited and happy to do it and look forward to expanding it this summer.

Additionally, the village is a family focused community and she believed 78% of family's in Bartlett are identified as family households. She stated that the village is also a community with a growing number of multi-generational households and we want to be open to that segment of the population. There is a study from AARP that says one in five older adults highlights social isolation as one of their major problems and some of the ways she thought we address that is with robust communication and we also have engaging community events that bring people out of their homes, into a sense of a lively community that they are a part of. As we have more multigenerational households, these kinds of civic events will continue to appeal to a broad range and foster that healthy lifestyle.

Chairman Camerer stated that he is concerned about bringing in some of these groups like the Alignment Collaborative for Education. It seems to fall outside of the civic group funding.

Ms. Schumacher stated that the village does not restrict applications and they are a non-profit organization that's separate from the school district, they sent out the funding request and staff thought it should be part of this discussion and not a separate response.

President Wallace stated that he has been involved with the organization since its inception. They are very aggressively looking for ways to help the students at Bartlett get into different fields for kids that might not go to college. It is a strong program for that.



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Ms. Schumacher stated that when staff met with Get Fresh Produce, we found that they are a major supporter of the Alliance and they work with the high school on getting kids into jobs that do not go to college.

Chairman Camerer liked the organizations purpose, he just didn't think it should be included in this discussion.

Chairman Reinke confirmed that staff was not proposing to give any money to them.

President Wallace stated the he believed Hanover Park and Carol Stream both donate to this organization. He asked if anyone had an opinion on the Bartlett Veterans Memorial Foundation.

Chairman Camerer stated that he was on the committee when it was formed and it has been brought through phase #2. He asked what the \$12,000 was being requested for.

Senior Management Analyst Samuel Hughes stated that they want to add a pillar for each branch of the military at the site.

Ms. Schumacher stated that this was another one that staff does not recommend funding. We do a lot of in-kind support at the memorial.

Mr. Skrycki stated that we do some irrigation, the village assisted in getting the ginkgo trees there and staff based the decision off not funding it last year.

President Wallace disagreed with not funding anything they are requesting. Since the village is funding part of the Park Foundation, he didn't see how we can pass up on the Veterans Memorial.

Chairman Reinke asked if he was proposing to increase the budget for civic group funding or just reallocating last year's number. He was not in favor of increasing the amount from last year.

President Wallace stated that we know the impact of a lot of these events and they are immense. He suggested that they adjourn this meeting and talk about it later in the evening.

Chairman Deyne moved to adjourn the Committee of the Whole meeting and that motion was seconded by Chairman Carbonaro.



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ROLL CALL VOTE TO ADJOURN

AYES: Chairmen Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke  
NAYS: None  
ABSENT: None  
MOTION CARRIED

The Committee of the Whole proposed budget meeting adjourned at 7:01 p.m.

President Wallace called the Committee of the Whole meeting of March 5, 2019 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:29 p.m. in the Council Chambers.

PRESENT: Chairmen Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Economic Development Coordinator Tony Fradin, Senior Management Analyst Sam Hughes, Human Resources Director Janelle Terrance, Acting Community Development Director Roberta Grill, Finance Director Todd Dowden, IT Coordinator Chris Hostetler, Public Works Director Dan Dinges, Public Works Engineer Bob Allen, Wastewater Supervisor John Pullia, Building Director Brian Goralski, Head Golf Professional Phil Lenz, Grounds Superintendent Kevin DeRoo, Food & Beverage Manager Paul Petersen, Police Chief Patrick Ullrich, Deputy Chief Geoff Pretkelis, Deputy Chief Chuck Snider, village Attorney Bryan Mraz and village Clerk Lorna Giles.

President Wallace stated that they will continue their discussion regarding civic funding.

Ms. Schumacher stated that she heard three things in the civic group funding discussion. The first was keeping the funding at the level it was last year, secondly, the memo states a 5% reduction in funding and the last item was reallocating some of the dollars to provide a donation to the veterans. She asked for direction from the board.

President Wallace asked if anyone else had opinions on civic group funding.

Chairman Hopkins stated that he did not want the dollar amount to increase and thought the village should keep it the same. He asked if there was a reason why we chose not to propose a dollar amount for the veteran's memorial.



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Mr. Skrycki stated that was the direction that was given last year. Last year, during the budget meeting, we went back and forth and it was decided that no new applicants would be taken in and the current applicants would be reduced by 5%.

Chairman Deyne stated that he is for keeping the amount that was given last year.

President Wallace stated that he wishes there was a way to monetize the benefit the village gets from these events, but there isn't really a way to do that and it is subjective. He feels strongly that these groups are part of the fabric that creates Bartlett. He asked the board if everyone was comfortable with keeping the amount that was given last year.

There was a consensus.

Chairman Carbonaro asked about including the veteran's organization.

Chairman Camerer confirmed that we did not include the veterans last year because they were a new entry into the process.

President Wallace stated that if we keep the amount that we had last year without the 5% reduction, we can donate the difference to the veteran's memorial.

Chairman Hopkins stated that he was on board with doing that and Chairman Camerer agreed.

President Wallace stated that the board would now proceed with the proposed budget review.

**Administration**

Village Administrator Paula Schumacher stated that department productivity, workflow, service demands, community safety and personal costs are evaluated throughout the year. A particular focus in the recent weeks has been placed on combining the building and community development departments under one. This is been an ongoing effort and will continue into the next month. They are evaluating all front-line customer service interactions, the development process and all the inspection services. The emphasis will be on rethinking the service delivery methods for better efficiencies and the ease of use and customer service as well as cross training opportunities. The management team has really been digging deep into this endeavor. They have talked to their individual department staff to figure out what works and what doesn't. They are looking at their entire workflow process and not just how the employees interact with each other but how they interact with residents in the business community right down to the physical space. It is a large endeavor and something that administration is going to be dedicating a lot of time to.



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President Wallace stated that the effort put into this is massive. The goal is to maintain the level of professionalism that we have but also to become one of the most efficient villages in the metro.

Assistant Village Administrator Scott Skrycki stated that this department budget is framed off of a new strategic plan, one that the board elicited the community to be involved in as well. It comes on the heels of the two largest infrastructure projects in the history of the village. Other highlights include a continued education of the water switch. They will be doing more media, Bartletter, and more videos. They are going to be doing more video production and resident FAQ's to educate residents on our services.

This budget adds one full-time employee and removes an intern. Over the last two years, three hundred ordinances have been passed and along with that workload comes more support. Our economic development efforts are now teamed with administration and there is a lot more concerted effort.

Professional Development remains the same but includes an economic development certification course. There are only 33 certified economic development coordinators in the State of Illinois and Tony is actually one of them. Professional Association had no changes from last year.

The BEDA program is requesting an increase to \$250,000. If you look at the strategic plan, 43% of those items are economic development. They are creating a lot of momentum and people are calling the village a lot more. They are working with influential business expansions along Route 59 and they are exciting prospects. This money comes from video gaming profits and was reviewed and approved by the Economic Development Commission (EDC).

Chairman Gabrenya asked if they foresee changing the criteria at all and increasing the budget or the similar criteria but being able to honor more requests.

Ms. Schumacher stated that last year was the initial piloting of this program. Midway through, the board asked for additional prospectus information in the form of a business development plan. The EDC had a robust discussion about the program and it was approved. One of the additional caveats was that in addition to the application process and the business development plan, there are several layers of review. These are rebates and not blank checks upfront. The investment that these businesses are making in the community are long-lasting and brick-and-mortar along with equipment. They enhance the real estate in our community and we certainly hope that those businesses thrive and stay there. In the event that they do not, the investment still remains in the community. This mitigates the risk for this type of program.



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Chairman Gabrenya stated that she appreciated that the program was geared toward small businesses in smaller increments.

President Wallace asked if that fund was depleted from last year.

Mr. Skrycki stated that there is \$25,000 left and given the timeline, it will probably be unspent and will not be carried over.

Chairman Reinke stated that it scared him when he looked at salaries going back to 2015 and the requested 2019. It shows a significant increase and cracks the one million dollar mark. He understood that shuffling personnel around and that is what is driving it. He stated that the health insurance only increased one percent that was a wonderful job.

Ms. Schumacher stated that last year they moved right from doing the budget to the healthcare plan. They will be doing this sooner this year to give the board enough time to evaluate changes in time for open enrollment.

Mr. Skrycki stated that two employees from human resources and one from community development were shifted to this budget as well.

**Professional Services**

Ms. Schumacher stated that the professional services budget includes funding for a feasibility study for a grade separation at Stearns and Bartlett Roads. They have added \$100,000 into the engineering services line item for that request.

Finance Director Todd Dowden stated that professional services includes an actuarial consultant, legal services, engineering, lobbyist and labor attorney.

Chairman Camerer asked the village attorney if he is going to be requesting a five percent increase.

Village Attorney Bryan Mraz stated that his rates vary. Some things can be charged to a developer. He charges by the hour and staff sends out invoices for things that can be billed out for reimbursement.

Chairman Reinke stated that he assumes he is charging market rate and it is not unusual to charge at a higher rate when it is a developer's time or he is in court.

President Wallace stated that they had an adjudication discussion in the past and he wondered if there were any numbers showing what we used to collect compared to what it costs us now.





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Mr. Dowden stated that the fines are up slightly but there is not a huge increase. He stated that they are gaining money from the lower housing court fees. The administrative hearing is \$4,500 per year in legal fees which is very low compared to what we paid in housing court.

**Police Department**

Police Chief Patrick Ullrich stated that his budget has increased by 4%, primarily attributed to increased personnel costs in the central services contributions. This budget includes a request to expand their staffing level by filling one civilian investigation secretary and one civilian records clerk position. They are both existing positions that have been held open over the years.

Capital Outlay requests totaled \$154,000 of which \$37,000 comes from the vehicle replacement program and \$47,700 from the equitable sharing fund.

One of the items that the board discussed in detail was number 14, small unmanned aircraft system (drone) for \$19,000.

Chairman Reinke asked if there was a cheaper model

Chief Ullrich stated that other communities are budgeting double this amount and he is proposing to use the equitable sharing funds (seized money).

Chairman Camerer asked about having shared capabilities with the fire department. His other concern is with the upkeep with the FAA and staying certified with the ongoing cost.

Chief Ullrich stated that he sent two people to a training class, sergeants Yarwood and Rakiewicz, and they have both been certified by the FAA as pilots. They could share with other agencies but one of the stipulations to using equitable sharing funds is that it has to be used by the police department exclusively. They could assist with an investigation but they will not be able to let another agency or another department within the village use it. He suggests using this drone as a "test" to see how easy it is and what the certifications are. The more they get used to it and see how they can utilize it might bring ideas for the villages utilization in the future.

Ms. Schumacher stated that this reminds her of the discussions they had about GIS. It was a significant investment and they weren't quite sure how to utilize it or how the applications worked. Once they made the investment, they found 101 other ways to utilize it that they did not anticipate. The chief convinced her that there is significant value and that is where she would feel most comfortable making the investment in this equipment. They will evaluate its usefulness before they would expand further purchases.

Chairman Carbonaro stated that if it is used to save a child's life, it is worth it.



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Sergeant Scott Yarwood stated that the costs seem exorbitantly high because you are not just buying a drone. You are getting a thermal imaging camera, forward-looking infrared camera, GPS technology, three camera heads. They need at least fourteen batteries to keep the bird in the air for a significant amount of time. Battery life is from 20 to 34 minutes depending on payload and wind. Fees, regulations, memberships are nonexistent right now. The FAA has a very liberal control of the drones. The State has more restrictive requirements. The State tells them what they **could** use the drone for and the FAA says what they **can't** use the drone for.

The drone will be used for investigations when they have a search warrant that is authorized by a court. They can use it for emergencies and natural disasters such as tornadoes. Drones are a work force multiplier and a work hour reducer. The drone can do what seventeen bodies could do in an hour, in a matter of minutes. It gets them to the people that need help quicker and prevents exposure for officers. In the last five years he can think of four or five high profile flights where the drone could have been helpful for the Village of Bartlett. The State of Illinois allows them to use it for missing persons, traffic crash investigations, crime scene investigations and nationally recognized terrorism threats. He felt that this is where law enforcement needs to go and traditionally Bartlett is ahead of the game. He also added that National Night Out would also benefit with better advertising to record events.

Chairman Hopkins asked what other municipalities have a drone.

Mr. Yarwood stated Hanover Park, Elgin and several others.

Chairman Gabrenya talked about the \$49,000 spent on police security at special events and asked if this drone could reduce those costs for things specifically like the Fourth of July.

Chief Ullrich stated that when there are that many people at an event, they needed to respond with manpower. At this point they are prohibited from flying it over crowds.

Chairman Reinke asked them to forward further information to the Board such as a YouTube video.

Chief Ullrich stated that he would get that out to them.

Chairman Camerer inquired about the specific specifications of the drone and commented that they could buy an ultralight for \$19,000.

Mr. Yarwood stated that the specific model they are requesting has become the industry standard. He will forward the specifics to the board.



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Chairman Hopkins was interested to know how public works could possibly use the drone and maybe split between the two. He would hate to see it used only a handful of times in the police department.

President Wallace stated that Chairman Carbonaro makes a good point when it comes to safety. He hated trailing other communities when it comes to that. If it could find a lost child and save hours and hours of search time, he is all for it. He thought they were beating around a relatively small budget item.

Mr. Ullrich stated that in a critical incident like Aurora or when there are barricaded people in houses, the drone could go up and monitor if someone comes out of the house. It could help prevent escape and enable the police to position officers around the perimeter.

Chairman Camerer stated that he understood the value and the need but if we just build a \$20,000,000 police facility, the incidental expenses would not be an issue. He thought they should be careful about even four percent raises in the police budget.

Chief Ullrich stated that he proposes that these funds come out of equitable sharing which is money that was seized. It is not coming out of the village budget.

Ms. Schumacher stated that they will provide additional information to the board so they can further evaluate this before they move forward.

Mr. Yarwood stated if they would have had this drone when they had a missing child case where the child was in a swamp, he felt they would have found this child within fifteen minutes as opposed to the hours it took to find him. They knew where his last known location was but they just could not get to it. They brought in every resource they possibly could to find that child. He felt strongly that the child could have been found with the infrared capabilities and the heat thermal imaging of this drone within minutes of being in the air.

Mr. Ullrich stated that had they have applied for \$151,945 in grant funds for fiscal year 2019-20. They will continue the mobile outreach program in the neighborhoods throughout the village. They will continue offering the citizens police academy classes as well as teen police academy. They will continue promoting village standard for service delivery. He spoke about the Frontline software that they are utilizing and the advantages to resident complaints. They expect to receive the CALEA accreditation (7<sup>th</sup> year).

They have seen some retirements in their staff and he continues to seek out specialized leadership training programs to train the command staff. Deputy Chief Geoff Pretkelis was selected by the FBI to attend the FBI National Academy. They continue to train staff on the concept of crisis intervention and becoming certified. 81% of the sworn personnel



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have been trained in crisis intervention and this is important because they continue to see a rise in mental health related calls throughout the community.

President Wallace stated that when it comes to police budgets, what can we do to ward off what we see in the news all the time? What is the highest and best use of training? How can we assure that we are not vulnerable in general areas of the community where things are happening? He asked if we had any jurisdiction over expired FOID cards?

Chief Ullrich stated that they do and they are looking at that right now to make sure that they have contacted everyone and asked them to surrender their FOID card. He stated that criminals are going to do this thing whether they have a FOID card or not. If they get notification from the state that somebody's concealed carry or FOID card is revoked, they are reaching out and telling them to turn it in to the police where it will be documented.

President Wallace stated that he thought that more proactive things out in the community, awareness and active shooter training in different high profile areas should be done.

Chief Ullrich stated that they are in the very early stages of planning a Business Academy. Part of that could be active shooter training and procedures for terminating an employee. He stated that they are doing active shooter training for all village staff next week. They have tested all of the panic buttons within the village hall. They are willing to do that for any other business as well as training. He mentioned the religious leaders breakfast from last year and stated that his department has been in contact with several of them regarding setting up training. They are present at all of the school emergency lockdown drills and work with the schools and document everything. They are very active and encourage all of the officers to do walk-throughs at schools and businesses to have a presence and know the layouts of the buildings as well as the business community getting to know the officers.

There being no further business to discuss, Chairman Reinke moved to adjourn the Committee meeting and that motion was seconded by Chairman Deyne.

### ROLL CALL VOTE TO ADJOURN

AYES: Chairmen Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting adjourned at 8:50 p.m.

Lorna Giless  
Village Clerk