



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
March 19, 2019**

President Wallace called the Committee of the Whole meeting of March 19, 2019 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 6:15 p.m. in the Council Chambers.

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

ABSENT: Chairman Gabrenya

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Senior Management Analyst Sam Hughes, Human Resources Director Janelle Terrance, 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, Water Supervisor Tom Ruzicka, 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 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 the first department is Golf.

Golf

Head Golf Professional Phil Lenz stated that they are projected a 4% revenue decrease over last year as well as a 6% decrease in expenses. They continue to support the local schools, sport and civic groups and Lions Club. They monitor competitor rates in the area and their play was a little bit down from the last year. They plan on being very aggressive with their digital marketing, Facebook and a user-friendly website.

They are not requesting any new personnel. They are not requesting anything for Capital Outlay. His Professional Development increased because his assistant is in the PGA of America program. Professional Association remains about the same.

Chairman Reinke thanked him for working so hard to keep the golf course in the black.

President Wallace stated that he always gets rave reviews on the condition of the golf course. He wondered if there was any bench setup to continue on with that expertise.

Grounds Superintendent Kevin DeRoo stated that it is their goal to do that every single year. Mother nature plays a good part in that and she was not their friend last year. They still managed to keep the maintenance at a very high level while keeping with budget



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guidelines. He stated that he has a new assistant who came from Bob O'Link Country Club who has a boatload of experience. He is 26 years old, eager to learn and he loves to work. He brings the country club mentality to Bartlett Hills. He will be a huge asset to them now and in the future.

Mr. DeRoo stated that Grounds Maintenance has no personnel requests. His Capital Outlay request totaled \$80,500. Professional Development remains the same as well as Professional Association. His total expenditures are down 2%.

Food and Beverage Manager Paul Petersen stated that for the Food & Beverage Restaurant, he had no additions to staff. Capital Outlay expenses and his Professional Development remained the same as last year. He stated that his line items in Food & Beverage Restaurant are down about 3%.

Food and Beverage for Banquets had no Personnel. Capital Outlay is requesting a total amount of \$19,000. His Professional Development remains the same. He stated that they eliminated the Sous Chef position last year and they are downsizing another salaried position this year. The Golf Banquet budget is down 3%.

Chairman Reinke asked if with the elimination of those positions, will the quality still remain?

Mr. Petersen stated that they need a year to filter through it and they have a very qualified multi-talented staff that can adapt and fill in the gaps.

Administrator Schumacher stated that food & beverage is focused on those radiating events and can customize menus to separate us out from other golf course outings. They are really focusing on the higher end opportunities like the bridal suite, etc. to take us up to the next level.

Mr. Petersen stated that the grill was very well received down at the midway last year. It will be an up charge and will be offered to several of the golf outings. They are willing to spend the extra money to customize their menus. Bookings for 2019 weddings have already exceeded last year by fourteen. Bookings for 2020 are already at seventeen! They received the best "Knot" award for 2018 and the bridal suite has been a great addition and a great selling point.

Chairman Deyne stated that he spends a lot of time at Bartlett Hills and the food they now serve since the new chef has been there is not golf course food. You can have a very nice lunch or dinner with a superb new menu. This food is a cut above other courses and he thinks it is fantastic.



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President Wallace asked if there was a way to track different advertising methodologies as far as return on investment?

Mr. Petersen stated that since 2016 the hits to the website are 120% greater, coming from the different social media aspects.

Midway had no Personnel or Capital expenses. Midway is up about 5%, based on having a chef down there periodically throughout the summer.

Ms. Schumacher stated that at the last budget review, we talked about the village's commitment to increase our efficiencies through combining the community development and building departments. This combined entity will be known as the planning & development services department. It will be responsible for coordinating, reviewing, monitoring and inspecting private and public developments and administering codes. This is been a major undertaking and the changes are not just in the organizational chart but also the physical location with the building. They are switching the finance and community development departments and anyone that is part of the development process will be located on the first floor. The code officers and building inspectors will be in the same work area which will improve communication and their ability to work together quickly. It also presents a more efficient image to those coming to us for services. He will be moving utility billing over to the main office so that it physically smooths the communication and residents can go to one counter. This is an ongoing process so you will not see all of the changes in this budget but throughout the budget year. There are some positions and duties that are changing so it will be fluid for a while but certainly impacting a lot of our services. This building was conceptualized twelve years ago and the way that we deliver services now is much different.

President Wallace stated that there has been a great deal of time and thought put into this by the village administrator. It was looked at several times with an open mind and he was very pleased that we have an administrator that has that "out-of-the-box" thinking.

Community Development

Acting Community Development Director Roberta Grill stated they have had a lot of changes, especially in Personnel. Her overall budget is proposed to decrease by 12% and that is in part due to the part time management analyst position which has been transferred to public works full-time. GIS is now under IT and the GIS technician position has been moved to IT. The GIS specialist is now the assistant planner which is filling an open position formerly held by the same employee. With the retirement of the community development director they will be keeping the assistant director position open for the next year.



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Under Personnel, they are requesting a summer intern (graduate student). Capital Outlay totals \$29,000. Professional Development had very little change; no changes to Professional Association. Salaries are down due to the retirement and the change of personnel.

President Wallace stated that he would like to see a 12% reduction in all departments.

Finance

Finance Director Todd Dowden stated that they handle accounting, utility building and information technology. They are also in charge of payroll, accounts payable, investments, fixed assets. His budget is decreasing 51% but a lot of that is due to the transfer to the municipal building as well as the senior utility tax rebates. The main office also reports to him since they communicate village services and answer resident questions. They are keeping one accountant position open as well as the secretary position.

President Wallace stated that every year the departments say that they have positions open and he would like those positions to be eliminated. They can be added to the budget if necessary in the future. Obviously, if a position is left open for a year it was not necessary.

Chairman Camerer stated that it makes sense.

Mr. Dowden stated that his professional development or professional association has not changed.

Chairman Reinke stated that the full-page water bill costs more money but we get some flexibility. Where are we in terms of having paperless billing?

Mr. Dowden stated that they are planning on offering an email option this summer. He stated that the new water bills have additional information including a usage graph. Seniors have also come in to get the discount and additional people have signed up for auto pay.

Chairman Hopkins asked how many customers are on auto pay?

Mr. Dowden stated 2,500.

Chairman Camerer moved to adjourn the Committee meeting and that motion was seconded by Chairman Deyne.



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ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: Chairman Gabrenya

MOTION CARRIED

The Committee of the Whole proposed budget meeting adjourned at 6:55 p.m.

President Wallace called the Committee of the Whole meeting of March 19, 2019 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:20 p.m. in the Council Chambers.

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

ABSENT: Chairman Gabrenya

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Senior Management Analyst Sam Hughes, Human Resources Director Janelle Terrance, 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, Water Supervisor Tom Ruzicka, 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 with the budget review.

Ms. Schumacher stated that they may have seen a few somewhat unfamiliar faces presenting budgets this year. She tried to make an effort to bring more people to the budget presentation to give them that experience so they can better understand the questions from the board. This will help them with budget preparation for the next budget year.

Public Works

Public Works Director Dan Dinges stated that Public Works consists of Streets, Water, Sewer and Parking.



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Streets

He stated that the Streets Department is about 1% over budget from last year mainly because they transferred stormwater and maintenance in the capital program and it was moved into the maintenance line item in the "streets" budget. They eliminated the brush pickup program and they were able to see a lot of improvements that they could do with the crews. These include completion of the bike path through Sunrise Park, concrete repairs and missing sidewalks, tree maintenance, etc. His crews were able to do a special brush collection when a storm passed through back in November.

They have no Personnel requests for this budget. Keith Watson, Assistant Public Works Director/Street Supervisor is retiring in June and he plans on filling the Street Supervisor position only. His Capital Outlay totaled \$425,000 of which \$364,000 was from the vehicle replacement fund. Professional Development and Professional Association remains the same.

President Wallace asked if they were budgeting \$15,000 for salt because they were almost depleted?

Mr. Dinges stated that they did their minimum and they are now putting in the orders for next winter with the State and DuPage. Pricing is down right now with the State and he wants to get the domes completely filled. They are continuing to use more liquids and less salt.

Chairman Camerer asked where the flower baskets for the downtown corridor fall into the budget?

Mr. Dinges stated that those were not included in the budget.

Chairman Camerer stated that he thought they discussed putting that back into the budget. He thought they should go big or go home. He thought it beautified the downtown area and he thought they should do something.

President Wallace agreed and thought it was a good bang for the buck when it comes to image. He questioned the dollar amount increase for snowplowing with contractors and hoped to see that number go down. It did not seem like they lost any full time employees.

Mr. Dinges stated that the increase over the years was relative to the number of events in the mild winters that they had back then. They have been using subcontractors to do the cul-de-sacs for many consecutive years and the rates have been the same.

The board talked about the equipment that the subcontractors have.

Chairman Camerer asked about the dollar amount allocated for small tools each year.



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Mr. Dinges stated that they have to replace things such as shovels, blades and other tools that are used on a daily basis. The biggest concern he has with the flower baskets is availability at this time of year - he will research the options.

Water

Mr. Dinges stated that the biggest project is the transition to Lake Michigan water and they are still shooting for the May timeframe. A lot of work is being done on Stearns and the tank is going up.

Water Supervisor Tom Ruzicka stated that his budget has increased up around 40% due to the Lake Michigan water. The finish line is very close and they are still on target for May 15th. A couple of years ago they started doing their own in-house digs and excavations. They had about 27 main breaks and saved about \$33,000 in contractor costs.

President Wallace asked what they could do to eliminate the main breaks?

Mr. Ruzicka stated that the main's get to a certain age and fail. It is not related to pressure or any outside factors but generally the extreme weather and age. This year they did a leak survey on the entire town and found 138 hidden leaks which they repaired and it saved us about 5% in lost water. They doubled the amount of the main that they replaced thanks to favorable costs. They did about 5,000 feet of water main last year and plan the same for this year. They painted the Villa Olivia water tower and he looks forward to future towers looking just as well.

Their budget does not have any Personnel requests. Capital Outlay totals \$97,800 of which \$88,000 comes from the vehicle replacement fund. Professional Development was trimmed down significantly and Professional Association remains the same. The DuPage Water agreement and repayment is the major factor in the increase of his budget.

President Wallace stated that his personnel services has not been that low since 2015. As a board, that is what they like to see.

Sewer

Wastewater Supervisor John Pullia stated that his budget decreased by 1%. The village staff repaired 8 sanitary sewer mains and installed digester structures. Under Personnel Requests, a temporary summer helper to assist in grass cutting, painting, etc. is requested. His Capital Outlay totals \$117,000 of which \$7,000 comes from vehicle replacement. Professional Association increased because of increased dues to DuPage/Salt Creek and Professional Development remains the same as last year.



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Parking

Public Works Engineer Bob Allen stated that the only item under his Capital Outlay is the twelve parking benches for \$10,000.

Chairman Camerer asked about the trash receptacles in the downtown? He wanted to make sure that the downtown looked appealing.

Mr. Dinges stated that they replaced all the trash receptacles over the last few years and they are doing the same with the benches.

Ms. Schumacher stated that the garbage collector is now picking up trash from the receptacles in the downtown area which will expedite the trash removal.

The Board discussed the transition date of May 15th for the water transition.

Chairman Reinke asked if they were going to start talking about the de-commissioning of some of the wells.

Mr. Dinges stated that they have the WRT treatment that has a contract that runs until 2025 or 2026. They will look at what that penalty payment is and decide when it makes sense. Since they would like to keep wells for a backup, during the interim, they would keep those online as emergency backups. He will look at removing the well house next to the fire barn and others as the WRT contract expires.

Building

Building Director Brian Goralski stated that the building department budget represents a 1% increase from last year. This increase was due to personnel costs. He was recently told that his assistant will be retiring on May 3rd so he will be down one person. All other costs continue to be reduced. They are in the process of updating the building code to the 2018 ICC setup codes and the 2017 NEC code in which permit fees will be reviewed. At this time, 95% of their permits are e-mailed to applicants. They have no Personnel Requests and his Capital Outlay totaled \$26,000 of which \$25,000 comes out of vehicle replacement. His Professional Development has been reduced and his Professional Association is the same.

Chairman Hopkins asked if he was going to be replacing his assistant.

Mr. Goralski stated that he would just like to add a General Inspector out in the field as well as being mechanically certified.

Ms. Schumacher stated that throughout the process of combining the two departments, Brian's flexibility in support as well as his ability to look at his department under a



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microscope and flowchart all the workflows, as well as looking very critically at his staffing makeup, he has done a fantastic job.

President Wallace stated that he hoped that staff will be very cognizant regarding the transfer of knowledge since the business parks absolutely love working with Brian. He felt it was a vital aspect of the building department to know things off the top of their heads when they are in the field.

Chairman Deyne took a moment to thank the staff for the efforts they put into preparation of this budget.

Chairman Hopkins asked what the next step was with the budget.

Finance Director Todd Dowden stated that the next step is to bring it before the board for final approval. He will list out the changes made from the proposed budget and present the ordinance for approval. On April 2nd they will have a public hearing along with the budget approval.

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

ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: Chairman Gabrenya

MOTION CARRIED

The meeting adjourned at 8:11 p.m.

Lorna Gilless
Village Clerk