

**2021-2022 Proposed Budget Public Hearing – 7:00 p.m.**

**VILLAGE OF BARTLETT**  
**BOARD AGENDA**  
**APRIL 6, 2021**  
**7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. INVOCATION
4. PLEDGE OF ALLEGIANCE
5. \*CONSENT AGENDA\*

*All items listed with an asterisk\* are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the General Order of Business and considered at the appropriate point on the agenda.*

\*6. MINUTES: Committee Minutes – March 2, 2021; Board and Committee Minutes – March 16, 2021

\*7. BILL LIST: April 6, 2021

8. TREASURER'S REPORT: None

9. PRESIDENT'S REPORT: None

10. QUESTION/ANSWER: PRESIDENT & TRUSTEES

11. TOWN HALL: (Note: Three (3) minute time limit per person)

12. STANDING COMMITTEE REPORTS:

**A. BUILDING & ZONING COMMITTEE, CHAIRMAN REINKE**

1. Ordinance Approving a Site Plan and Granting a Special Use Permit for Fire Station #3 located at 1575 W. Bartlett Road

**B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**

1. None

**C. FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE**

1. Resolution Adopting the Village of Bartlett Budget for Fiscal Year 2021-2022
- \*2. Village Wide Information Technology Plan

**D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN HOPKINS**

1. None

**E. POLICE & HEALTH COMMITTEE, CHAIRMAN CARBONARO**

- \*1. Ordinance Amending Chapter 4 (Board of Fire and Police Commissioners of Title 2 Entitled "Boards and Commissions" of the Bartlett Municipal Code

**F. PUBLIC WORKS COMMITTEE, CHAIRMAN SUWANSKI**

- \*1. Resolution Approving of the Village of Bartlett's 2021 Water Main Replacement Project Agreement between the Village of Bartlett and Gerardi Sewer and Water Co.
- \*2. Resolution Approving of the Second Amendment Agreement between the Village of Bartlett and AT&T
- \*3. Resolution Approving of the Contract for the Backflow Testing Services between the Village of Bartlett and Advantage Plumbing & Drain, Inc.

13. NEW BUSINESS

14. QUESTION/ANSWER: PRESIDENT & TRUSTEES

15. ADJOURNMENT

**PUBLIC NOTICE**

A Public Hearing to review the fiscal year May 1, 2021 through April 30, 2022 Budget for the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, will be held at 7:00 P.M. on Tuesday, April 6, 2021 in the Council Chambers of the Bartlett Municipal Complex, 228 S. Main Street, Bartlett, Illinois. A copy of the Proposed Budget is available for public inspection at the Clerk's Office.

All interested parties are invited to attend and will be given an opportunity to be heard. If an accommodation for an individual with a disability is necessary, please contact Paula Schumacher, Village Administrator (630)837-0800. Todd Dowden, Finance Director  
Published in Daily Herald  
March 17, 2021 (4560195)

**CERTIFICATE OF PUBLICATION**

**Paddock Publications, Inc.**

**Daily Herald**

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Addison, Algonquin, Antioch, Arlington Heights, Aurora, Barrington, Barrington Hills, Bartlett, Batavia, Bensenville, Bloomingdale, Buffalo Grove, Burlington, Campton Hills, Carol Stream, Carpentersville, Cary, Deer Park, Des Plaines, East Dundee, Elburn, Elgin, Elk Grove Village, Elmhurst, Fox Lake, Fox River Grove, Geneva, Gilberts, Glen Ellyn, Glendale Heights, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Hoffman Estates, Huntley, Inverness, Island Lake, Itasca, Keeneyville, Kildeer, Lake Barrington, Lake Villa, Lake in the Hills, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Lisle, Lombard, Long Grove, Medinah, Mt. Prospect, Mundelein, Naperville, North Aurora, North Barrington, Oakbrook, Oakbrook Terrace, Palatine, Prospect Heights, Rolling Meadows, Roselle, Schaumburg, Sleepy Hollow, South Barrington, South Elgin, St. Charles, Woodridge, Streamwood, Tower Lakes, Vernon Hills, Villa Park, Volo, Warrenville, Wauconda, Wayne, West Chicago, West Dundee, Wheaton, Wheeling, Wildwood, Winfield, Wood Dale, Round Lake Park, Pingree Grove, Sugar Grove

County(ies) of Cook, DuPage, Kane, Lake, McHenry and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 03/17/2021 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

**PADDOCK PUBLICATIONS, INC.**  
**DAILY HERALD NEWSPAPERS**

BY *Paula Baltz*  
Authorized Agent



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 02, 2021**

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**CALL TO ORDER**

President Wallace called the Committee of the Whole meeting of March 2, 2021 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:55 p.m. and NOTICE IS HEREBY GIVEN pursuant to Section 7(e) of the Open Meetings Act as set forth in Senate Bill 2135 signed by Governor J.B. Pritzker on June 12, 2020, making it effective upon said signing ("SB 2135"), that the regular meeting of the Village President and Board of Village Trustees of the Village of Bartlett (the "Committee of the Whole") scheduled to be held on February 16, 2021 at the Bartlett Municipal Building, 228 South Main Street, Bartlett, Illinois, may be conducted by audio or video conference without a physical quorum of the members of the Village Board present because an in-person meeting is not practical or prudent due to a disaster, that being COVID-19 pandemic and the applicable restrictions imposed under various laws rules, restrictions, Executive Orders and/or announcements issued by Illinois Governor J.B. Pritzker and/or Ngozi O. Ezike MD, Director of the Illinois Department of Public Health, including without limitation "Restore Illinois: A Public Health Approach to Safely Reopen Our State", which currently limits gatherings to the lesser of 50 people or 50% of the capacity of the meeting room as a public health measure.

**PRESENT:** Chairman Carbonaro, Deyne, Gandsey, Hopkins, Reinke, Suwanski, President Wallace

**ABSENT:** None

**ALSO PRESENT:** Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Sr. Management Analyst Samuel Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Assistant Public Works Director Tyler Isham, Director of Public Works Dan Dinges, Planning & Development Director Roberta Grill, Building Director Brian Goralski, Head Golf Professional Phil Lenz, Police Chief Patrick Ullrich, Deputy Police Chief Jim Durbin, Deputy Police Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

**COMMUNITY & ECONOMIC DEVELOPMENT, CHAIRMAN GANDSEY**  
**Tekkie's Computer & Gadget Repair BEDA Application**

Chairman Gandsey introduced the item.

President Wallace asked if there was any discussion.

The item was forwarded on to the next Village Board meeting for final vote.



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**FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE  
2021-22 Proposed Budget Review**

Chairman Deyne stated that they will begin with the 2021-22 Proposed Budget Review.

Police Department

Police Chief Ullrich began his review of the police budget and stated the budget has increased 5%. That increase is attributed to a request to add two additional police officers as well as increased DuComm fees and pension obligations. Adding two officers would allow the department to maintain minimum staffing of patrol shifts, in spite of with upcoming retirement. A portion of the fees to hire new officers like squad cars, equipment and academy fees can be offset by using equitable sharing funds. The budget includes \$141,900 in equitable sharing funds. Some of those expenses are in capital which includes a new squad car for the two new officers we are asking for, the equipment to outfit that squad car, four new portable radios and the computer system we use to help write police reports. Another major expense paid for with equitable sharing funds is the academy fees. We anticipate seven openings over the course of the next fiscal year. We have to pay for those openings then apply for reimbursement through the state. If we do get reimbursed from the state, that money has to be returned to the equitable sharing fund. A new thing we are looking to implement is getting a comfort dog. Staff has been working with a company called K-9's for Comfort. They are willing to provide a trained dog, kennel, toys, shots, etc. and we would use that dog to benefit the community. Some of those uses would be community relations, aiding in investigations where the child is a victim of abuse, critical incident mental health support and stress management with our staff. Our police K-9 is trained with one handler and goes home with that handler. This dog would have several handlers and the dog would live at the police station and cared for by our staff. IRMA stated they would insure the dog as well.

Another thing we are looking to implement is a contracted part-time social worker. This is another concept we have been exploring for the last several years due to the amount of mental health calls we have received and the time it takes to follow up and identify resources. The Illinois Chiefs of Police Association conducted a survey and found that most departments found that having an onsite or on call social worker enhances the overall collaborative outreach of a department to a community. Some of the challenges we have is getting a mental health call and trying to work with that person to identify services. One issue is being located in three different counties which all have their own services. A social worker could take over that roll freeing up officers to do other things. The social worker would be based out of the police department, but could work with other departments as necessary.

When COVID took hold, we were not able to do as many community events or the same way they are typically done. We modified National Night Out and worked on the Boo



## **VILLAGE OF BARTLETT COMMITTEE MINUTES March 02, 2021**

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Drive-Thru. We are also working on our succession planning. We have a training program, created to lay down tracts to follow for staff. We were also tasked with having a police officer test in the summer which happened right after the George Floyd incident. We were concerned if we would have people apply, much less take the test. We put a lot of information on a recruitment site we started called JoinBartlettPD.org. We also hosed an online written test with 10-15 participants per test so it could be proctored. We had 50% more candidates take the test this year then in 2018. Another thing we saw during COVID was people were driving much faster than they should have been. During the year, we made 359 arrests for aggravated speeding. 348 of the arrests were for Class B misdemeanors which is 25 to 35 miles over the speed limit and 11 arrests were made for Class A misdemeanors anything over 35 miles an hour over the speed limit. We also had four squad cars hit while enforcing speed limits on our major roadways.

Chairman Reinke asked if we can recoup that cost of the vehicles.

Chief Ullrich stated staff submits a claim to IRMA and IRMA can try to go after them. Many times judges can order restitution too.

Chief Ullrich continued, two of our staff members were certified in fair an impartial policing and they will be training our department coming soon. We were also able to submit costs for reimbursement because of COVID, so our staff worked with village staff and accounted for a \$1,268,000 reimbursement from DuPage County and a \$144,000 reimbursement from Cook County. Going back to the recruitment and testing process, out of that process we were able to increase the diversity of our staff. You have to recruit a diverse group of candidates, they have to score well enough to place high enough on the list and statutorily, we have to pick from the top of the list. Out of this last group, 3 of the five officers are female which brings our total number of female officers to 13 or 22%. We also prompted a female sergeant within the last year, so now 12% of our supervisors are female. Out of those new officers, one is Muslim, our first Muslim officer and one is Indian, our first Indian officer. We also worked to update our polices this year, especially our use of force policy in order to address choke holds and de-escalation policy's. President Trump made a requirement of all police departments that they had to have their use of force policies certified through a certifying body. We submitted our policy to CALEA and continues to make us eligible for federal funding. We opened up a committee to explore body cameras. Throughout the year we applied for and received four grants for accreditation fees, ballistic helmets, ppe expenses and implicit biased training.

Moving on to the police summary, as far as staff goes, we are asking for the two additional police officers. Our total full-time equivalents increase from 77-79. Looking over are services for the last year, you will see our estimates for services and activities have jumped from 2019 to 2020 and 2021. Traffic enforcement is one of our highest priorities. We expect with traffic enforcement activities this coming year so there is an increase there. Training hours were one area we were negatively impacted by due to COVID.



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Historically we average about 10,000 hours of training a year, this year we anticipate getting back up to that amount. We had an increase of 1,000 FOIA requests from 2019 to 2021 and we expect that trend to continue next year.

Chairman Hopkins asked why that would be.

Chief Ullrich stated he thought it was most likely because of the cannabis expungements.

Moving on to the personnel request detail, this is where we show the two additional police officers. This year, we are anticipating more retirements as well.

For capital outlay, we are asking for four vehicles this year out of the vehicle replacement fund. All four of those vehicles have met the criteria on our vehicle replacement evaluation form. Two of the vehicles are 2016's and two are 2017's. #2 is an additional patrol vehicle for the two new officers they are requesting. This would be funded out of the equitable sharing fund. #4 is a court liaison vehicle. It is projected to have 105,000 miles at the time of replacement. It also met the requirements on the vehicle replacement evaluation. #5 is portal radios that we carry on our hips. Those are required for the two new officers. Two will be kept as spares for now. #6 is the microphone needed for the radios. #7 is tasers. We are down to 20 tasers from 27. We are asking to replace the 7 tasers we are down. #8 is AED's, these would replace old discontinued AED's. Since 2015, we have saved 10 lives through using the AED's. #9 is portal breath tests. We have 5 units that are all 12 years old to ensure accurate results. #10 is the LEADS software. #11 is CPR mannequins. Every year we certify our employees. There has been a change in the law that now requires CPR mannequins to register the number of compressions that are being done to obtain certification.

Chairman Reinke asked why we need 16. Is there going to be a class with 16 people in it.

Chief Ullrich stated we train all of our sworn and civilian staff in CPR and First Aid. Usually those training classes are about 25 people and its an all day class.

#12 is a pole camera. We use these in public areas where we are having car burglaries and things like that. #13 We are looking to purchase 16 standing work stations as a healthier option for people who sit at their desks all day. #14 are some deer cameras. We use them at public works that take still photos. We have also used them at the golf course. #15 is a wrap personnel restraint system that keeps people from falling and kicking in certain circumstances. This also keeps a person in a seated position which protects them from dying in custody if they are laying on their stomach. #16 is a rowing machine. We are looking to replace an old machine in our fitness room. #17 is a couple of police bicycles that are electric powered. They will replace two 10-year-old bikes. To conclude



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the capital outlay request, \$185,000 of that is vehicle replacement, \$96,000 of it is from equitable sharing funds and \$38,000 is the rest for capital expenses.

Chairman Hopkins asked about the vehicle replacement policy.

Chief Ullrich stated that we implemented Oswego's program a few years ago that uses a point system to calculate a score to determine if it needs to be replaced.

Chairman Reinke asked about the comfort dog. He knows we are getting the dog for free and the training but there will probably be a cost over the years to having it.

Chairman Ullrich stated we would need to buy food and occasional veterinarian fees for it, but other than that, there shouldn't be many fees for it.

Administrator Schumacher stated they estimated between \$300 and \$450 annually.

Chairman Reinke asked if there was a stipend to take care of the dog.

Chief Ullrich stated no, they might have to pay overtime if they take the dog to additional training, but that will not be often if at all.

Chairman Reinke asked if we planned to go out to RFP or if staff had an idea of someone.

Chief Ullrich stated they talked to a couple different departments about their social worker and grants. They talked with an agency that contracts social workers and they said they could provide the village with a social worker if we wanted to go that route.

Chairman Hopkins asked for a synopsis on what the social worker would do.

Chief Ullrich stated that they anticipate they would engage in some case review, hopefully decrease the need for police services by reducing follow up calls to the police for continuing incidents, reduce the potential for repeated police contacts, provide victim advocacy and mental health support, intervention for referrals for addiction, homelessness, domestic violence, assistance with obtaining orders of protection, and maintain a direct connection with the referring officers and detectives. They would also promote faster connections to resources and increase the amount of time officers can spend on patrol instead of taking care of those duties.

Chairman Hopkins asked the Chief to find out if the other municipalities that have a social worker, use a contractor or have in house staff do it.

Chief Ullrich stated they can look into it.



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Chairman Suwanski asked if other communities work with a part-time social worker or multiple.

Chief Ullrich stated it depends on the department. A lot of them start off with a part time person to see how the duties progress. They usually have at least one fulltime person and some have more.

Chairman Gandsey asked about the pole camera.

Chief Ullrich stated it is a camera mounted to a pole like a light pole and allows us to review the camera remotely. It can't record anyone that has an expectation of privacy without a warrant or consent. If there are vehicle burglaries in an area, we can put it up on a pole, it will record and we can try to catch a view of the suspects, their vehicle or license plate.

Chairman Gandsey asked if there was anything that was not budgeted that you wanted.

Chief Ullrich stated that if there was something he thought he needed he would put it in there. They only ask for things that they feel they need and everything in there was necessary.

Chairman Carbonaro asked the Chief to confirm if the two new officers would be added in 2021.

Chief Ullrich stated that was correct. The staffing plan from last year was to ask for 3 last year, 2 this year and 2 next year. Part of the reason was to boost our minimal staffing needs and to overcome the looming retirements coming.

Chairman Carbonaro asked how many people are retiring this year.

Chief Ullrich stated there are four he knows of, but more are eligible.

Chairman Suwanski asked how long it takes to onboard someone.

Chief Ullrich stated it is about a year.

Chairman Hopkins asked the chief to provide the starting salaries of officers in surrounding communities.

Chief Ullrich stated Moving on to professional development, there is not a lot of changes for the next fiscal year. There are four people listed for the International Chiefs of Police Association Conference in New Orleans this fiscal year. The reason four people are budgeted is because we submitted the Bartlett Community Care Collective as a potential





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program to present at the conference. One of our sergeants and detectives would present the program if chosen. The INIA Drug and Criminal Interdiction Conference is the conference that the officer assigned to the DEA has to go to. This year it is anticipated to be in San Diego in June. With a lot of new members and new supervisors, we want to do a team building training as well. Both Deputy Chiefs were slated to go to the Police Executive Research Forum Senior Management Institute for Police which is a prestige's command staff training program. They are also looking to institute a master firearms instructor. They have had a couple of the years and since the last master firearms instructor retired we have not trained anyone else in it, so we are looking to get a new one. One new development that started last year that had not been done in previous year is having to pay for police academy expenses. We are anticipating 7 positions at \$6,500 per recruit and that would be paid out of the equitable sharing fund.

Moving on to professional associations, pretty much everything remains the same besides a couple new entries. The first is for the arson investigator to become a member of the National Association of Fire Investigators for \$55 for the year. One of our sergeants who runs the citizens police academy is requesting to become a member of the national citizens police academy for \$35 a year.

Moving on to the line item summary, regular salaries have gone up 5%, mainly due to the addition of two new officers. Many line items have seen a decrease or no change. Service agreements are down 4%, Advertising is down 40% by not advertising for the police officer test this year. Impounding animals was down 50%. The dispatch center line item for DuComm is increasing 3% and the maintenance line item is increasing 5%. Vehicle set up is up 33% which results in more set up cost. The uniform budget is up because new ballistic vests are needed. There is a good chance we get a grant for it though. Postage is down about 15% because most of our required expungements have taken place. Safety program expenses are down because we eliminated some gas masks and CPR/First Aid fees are not required this year. The Police and Fire Commission is down about 45%. This was a rare year where we had police officer's exam and sergeant's exam occur in the same year. Equitable sharing is down about 20% because we are requesting less equipment and purchases from equitable sharing. The transfer to police pension is up about 20% due to increased pension contributions.

No further questions were asked.

### Planning and Development Services

Planning and Development Services Director Roberta Grill stated the Planning and Development Services Department has a proposed increase of 4%. We are asking for no new positions or vehicles. With development and home improvement projects increasing substantially over the last year due to COVID. The planning division has been unable to continue with the update to the zoning ordinance. We have completed 5 of the 14 chapters



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and staff has completed the commercial chapter in draft form, but the recently adopted form-based code overlay needs to be referenced as part of this chapter. Following the long-term routine goals established by the board, under “examining service delivery methods and approaches” we are requesting funding as part of the professional services budget for a consultant to complete the zoning update. Several chapters have not been updated since 1978. There are some outdated uses in the code as well. Our goal is to create a unified development code. This would combine our zoning ordinance and our subdivision ordinance into one document. Developers and residents would then search for information in one ordinance which will streamline their initially research and plan preparation while also reducing redundancy in our village ordinances. This year we implemented our development map and it’s found on the village website. It identifies projects currently within the plan review process approved by the board. Residents can be informed of the upcoming projects, where they will be occurring, their status, review process and any upcoming public hearings. Fish transportation group used this map for their traffic study as well. Redevelopment of the Streets of Bartlett continues. The recommendation for more screening on the MWRD site has been completed. Site E plans for a 104 unit apartment complex has been submitted. Those have been reviewed and sent to the developer. We are awaiting for their revisions. A grant for a bike shelter adjacent to the Metra station has also been awarded to the village which goes towards the TOD recommendation of more bike parking.

Moving on to the permit tracking system update. Weekly meetings have been taking place with the planners, IT and OpenGOV every Wednesday since August. We have created a new general permit application along with work flows, forms, attachments, documents, all associated with this new application. GIS and IT have sent addresses and historical permit data for integration into the new system. We have also developed express permit applications. These applications can be completed entirely online, paid for online and if all of the parameters are met in their application form, a building permit will automatically be generated and emailed to the resident. Required inspections will be listed on the permit. It will be required to be placed in a window or visible area. When the last inspection is approved, it will automatically generate a certificate of completion that will be emailed to the applicant. We plan to go live with this system in mid March.

With COVID, weekly tech staff meetings have been held virtually, both internally and with developers. We continue to work with potential developers on the property between Rt.59 and Lake St. Staff is currently working on creating a Plat of Subdivision to produce the legal description that are needed for the contract purchases on this property. Staff continues to work with Crown Community Development and have begun to review potential possibilities for a multiuse path that would provide a crossing under Rt. 59. This would coordinate with their overall development as well. It is in the early stages, we need to evaluate the engineering, but it is promising.

Chairman Gandsey asked if a tunnel was less expensive than an overpass.



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Ms. Grill stated it is less expensive. It will require us to reach out to other jurisdictions because Crown owns property on the east and west side.

Ms. Grill stated this past year, over \$105,000,000 worth of improvements were reviewed and approved by our department, over the \$96,000,000 from last year. Staff created the temporary outdoor dining guidelines, brochure checklist and permits within a matter of days. The fair housing ordinance was passed and inspections increased 1249 or over 100 additional inspection a month over last year. Finally, the second 400,000 sq.ft. building in the cook county side of Brewster Creek is currently under construction. We received the large building permit fee yesterday.

Moving forward, there are no changes in personnel or new equipment. Professional development continues basically the same as last year. The professional association details remain the same as well. The service agreements shows an increase of 553%, that is with the new tracking system maintenance agreement which is \$28,000 a year. We have a slight increase of 7% in our legal notices because development is increasing. Vehicle maintenance is increased 9% due to the age of the vehicle.

Chairman Reinke asked when they plan to have the unified development code completed.

Administrator Schumacher stated that is a big project, but we anticipate starting in this fiscal year and carrying it into the next fiscal year.

Ms. Grill stated they received an LTA grant for the parking chapter and lighting chapter which will help reduce costs. We are going to see if there are any other grants available.

Administrator Schumacher stated we have spoken many times about looking at our parking and lighting requirements and getting them up to date. It is a difficult and time-consuming process, but the push to put them in one document will be important. Many times, a developer will only look at one, instead of all of them.



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Chairman Deyne moved to adjourn and that motion was seconded by Chairman Suwanski.

**ROLL CALL VOTE TO ADJOURN**

**AYES:** Chairmen Carbonaro, Deyne, Gandsey, Hopkins, Reinke and Suwanski

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

The meeting was adjourned at 8:55 p.m.

Samuel Hughes  
Deputy Village Clerk



**VILLAGE OF BARTLETT**  
**BOARD MINUTES**  
**March 16, 2021**

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1. CALL TO ORDER

President Wallace called the regular meeting of March 16, 2021 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:00 p.m. and NOTICE IS HEREBY GIVEN pursuant to Section 7(e) of the Open Meetings Act as set forth in Senate Bill 2135 signed by Governor J.B. Pritzker on June 12, 2020, making it effective upon said signing ("SB 2135"), that the regular meeting of the Village President and Board of Village Trustees of the Village of Bartlett (the "Village Board") scheduled to be held on March 16, 2021 at 7:00 p.m. at the Bartlett Municipal Building, 228 South Main Street, Bartlett, Illinois, may be conducted by audio or video conference without a physical quorum of the members of the Village Board present because an in-person meeting is not practical or prudent due to a disaster, that being COVID-19 pandemic and the applicable restrictions imposed under various laws rules, restrictions, Executive Orders and/or announcements issued by Illinois Governor J.B. Pritzker and/or Ngozi O. Ezike MD, Director of the Illinois Department of Public Health, including without limitation "Restore Illinois: A Public Health Approach to Safely Reopen Our State", which currently limits gatherings to the lesser of 50 people or 50% of the capacity of the meeting room as a public health measure.

2. ROLL CALL

PRESENT: Trustees Carbonaro, Deyne, Gandsey, Hopkins, Reinke, Suwanski and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Sr. Management Analyst Sam Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Matt Coulter, Assistant Finance Director, Assistant Public Works Director Tyler Isham, Public Works Engineer Bob Allen, Planning & Development Director Roberta Grill, Building Director Brian Goralski, Head Golf Professional Phil Lenz, Food & Beverage Manager Paul Petersen, Chief Patrick Ullrich, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Gilles.

3. INVOCATION – Pastor Jim DiPalma from Encounter Church gave the invocation.

4. PLEDGE OF ALLEGIANCE

5. CONSENT AGENDA



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**BOARD MINUTES**  
**March 16, 2021**

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President Wallace stated that all items marked with an asterisk on the Agenda are considered to be routine and will be enacted by one motion. He further stated that there will be no separate discussion of these items unless a Board member so requests, in which event, that item will be removed from the Consent Agenda and considered at the appropriate point on the Agenda. He asked if there were any items a Board member wished to remove from the Consent Agenda, or any items a Board member wished to add to the Consent Agenda.

There were no additions or subtractions to the Consent Agenda.

President Wallace then recited each item that was on the Consent Agenda, including the nature of the matters being considered and other information to inform the public of matters being voted upon. He then stated that he would entertain a motion to approve the Consent Agenda, and the items designated to be approved by consent therein.

Trustee Deyne moved to approve the Consent Agenda and that motion was seconded by Trustee Suwanski.

**ROLL CALL VOTE TO APPROVE THE CONSENT AGENDA AND CONSENT ITEMS THEREIN**

**AYES:** Trustees Carbonaro, Deyne, Gandsey, Hopkins, Reinke, Suwanski

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

6. MINUTES – Covered and approved under the Consent Agenda.

7. BILL LIST – Covered and approved under the Consent Agenda.

8. TREASURER'S REPORT

Finance Director Todd Dowden stated that this was the January 2021 Treasurer's Report. He stated that the Municipal Sales Tax Report through January 2021 totaled \$208,079 and was down \$35,105 compared to the prior year. Sales tax goes up and down from month to month. They are about \$94,000 short for the year or 4%. Motor Fuel Tax distribution through December 2020 totaled \$136,795 and was down \$44,095 or 24%. They are projecting MFT to be about \$100,000 below what they budgeted this year.

9. PRESIDENT'S REPORT - None



**VILLAGE OF BARTLETT**  
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**March 16, 2021**

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10. QUESTION/ANSWER: PRESIDENT & TRUSTEES - None

11. TOWN HALL - None

12. STANDING COMMITTEE REPORTS

A. BUILDING & ZONING COMMITTEE, CHAIRMAN REINKE

Trustee Reinke stated that there was no report.

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY

Trustee Gandsey stated that Tekkie's Computer & Gadget Repair BEDA grant was covered and approved under the Consent Agenda.

C. FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE

Trustee Deyne stated Resolution 2021-25-R, a Resolution Approving of the Agreement for Traffic Engineering & Planning Services Between the Village of Bartlett and BLA, Inc. was covered and approved under the Consent Agenda.

D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN HOPKINS

Trustee Hopkins stated that there was no report.

E. POLICE & HEALTH COMMITTEE, CHAIRMAN CARBONARO

Trustee Carbonaro stated that there was no report.

F. PUBLIC WORKS COMMITTEE, CHAIRMAN SUWANSKI

Trustee Suwanski stated that Resolution 2021-26-R, a Resolution Approving of a Professional Services Agreement Between the Village of Bartlett and Trotter and Associates, Inc. for the Herrick House Lift Station and Force Main Rehabilitation; Resolution 2021-27-R, a Resolution Approving the Removal of Dead Trees in the Heritage Oaks Tree Preservation Easement at 320 S. Oak Avenue; Ordinance 2021-28, an Ordinance Accepting the Public Improvements for the Express Car Wash at 1255 West Lake Street; Resolution 2021-29-R, a Resolution Approving the Amendment and Extension to the Agreement Between the Village of Bartlett and Synagro Central, LLC were covered and approved under the Consent Agenda.



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13. NEW BUSINESS

President Wallace stated that Straight Flush Inc. has applied for a Class B Liquor License which allows for the retail sale of beer and wine for use and consumption on their premises.

President Wallace stated that if there were no objections from the Board he would issue the Class B Liquor License for Straight Flush Inc. No Trustees stated any objections and President Wallace stated that he would issue that license.

14. QUESTION/ANSWER PRESIDENT & TRUSTEES - None

15. ADJOURN

President Wallace stated that the Board would be going directly into the Committee of the Whole meeting following adjournment.

There being no further business to discuss, Trustee Suwanski moved to adjourn the regular Board meeting and that motion was seconded by Trustee Hopkins.

ROLL CALL VOTE TO ADJOURN

AYES: Trustees Carbonaro, Deyne, Gandsey, Hopkins, Reinke, Suwanski

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 7:13 p.m.

Lorna Giles  
Village Clerk





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President Wallace called the Committee of the Whole meeting to order at 6:00 p.m.

**PRESENT:** Chairmen Carbonaro, Deyne, Gandsey, Hopkins, Reinke, Suwanski and President Wallace

**ABSENT:** None

**ALSO PRESENT:** Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Sr. Management Analyst Sam Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Matt Coulter, Assistant Finance Director, Assistant Public Works Director Tyler Isham, Public Works Engineer Bob Allen, Planning & Development Director Roberta Grill, Building Director Brian Goralski, Head Golf Professional Phil Lenz, Food & Beverage Manager Paul Petersen, Chief Patrick Ullrich, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

President Wallace stated that some Chairmen had questions on when to ask questions during the budget review. He stated that if there are any questions, suggestions or alterations, during this Committee meeting, this is the time to do it. He verified when the budget needed to get final approval.

Finance Director Todd Dowden stated that it is on the agenda for approval on April 6<sup>th</sup>. There is a second meeting in April of which they could approve the budget if the Board needs further discussion. It must be passed by the first day of May.

**FINANCE & GOLF, CHAIRMAN DEYNE**  
**2021-22 Proposed Budget Review**

Chairman Deyne stated that they will begin with the 2021-22 Proposed Budget Review.

**Administration Department**

Assistant Village Administrator Scott Skrycki reviewed the department highlights such as the challenge of the pandemic. The village board and the administrator put together the financial action plan included a hiring freeze, salary freeze, halting of capital equipment purchases for six months and the plan for deployment of those items when they felt comfortable making those adjustments. It also saw a grant totaling \$74,000 for 22 small businesses and relieved those businesses during the most difficult times of the pandemic. The budget also sees a win-win with employee insurance costs that was executed quite well. Lastly, they have seen a savings of \$500,000 and with that savings they saw an additional high deductible PPO plans as well as an HSA. Over the last three years they



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have received zero complaints from the employees. While the pandemic has hurt the business community, it has only strengthened our communications with them. Staff has communicated with the businesses more than they have ever done in the past and they have reached out to every single business in Bartlett in addition to our COVID business page on the website. The business parks continue to be a strong addition to the village. Brewster Creek Business Park on the Cook County side is currently sixty-six percent full with the largest building (McKesson) along with the second largest building in current construction. The next year, the Cook County portion of Brewster Creek will be completely full. That would not be possible without the board's support of the Class 6B, which provides a make or break for those Cook County businesses.

While this year's community events were not in person, we did have each and every one of them. We had the Memorial Day walk, the Fourth of July parade, National Night Out, Taste of the Towns and the Holiday Tree Lighting. Although they happened in a different manner, they did happen. This was a big part of our efforts, to have that community outreach.

The museum had to alter its operations but it never really closed. The virtual events were quite robust. Museum Director Pam Rohleder took a lot of the cutouts and museum displays and put them outward which helped to generate some foot traffic. She also did the 100th Anniversary of the 19<sup>th</sup> Amendment, historical presidential campaigns, midcentury Christmas decorations, traditions and attended many school functions as well. Pam also sent articles to the Examiner which were featured for several weeks highlighting some of Bartlett's history.

The communications team made history by having the first video program on our cable channel. We had Memorial Day, the tree lighting as well as the Fourth of July Parade from 1991 on the cable channel.

We also participated in the Boo Drive Thru, which was executed with all the taxing bodies and had seven hundred cars drive through it.

The Streets of Bartlett was below fifty-percent occupancy is now filled at 30 of 31 units and will soon be fully occupied. The strip-mall has seen a metamorphosis including D'Licious Crepes as well as O'Hares Pub which will also include a bowling alley.

We have also attracted a new coffee shop and two bakeries. We also saw Culver's open recently. Our goals of attracting a grocery store is moving along and will be a goal of next year to work towards.

In terms of the pandemic, the village never really slowed down. Our board and commission meetings as well as administrative adjudication, museum events, civic events, continued to happen in the form of Zoom. We constantly battled adaptations and



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different procedures for facilitating the governor's mandates and worked on maps for restaurants and retail stores in Bartlett. We did a lot of extra programming with the Bartlett Chamber of Commerce from signage to special programming to Taste of the Towns. In terms of COVID, we had centralized pages, both of which received a dozen or two updates for local businesses and residents. Those pages are still active and they are centralized informational sources for both of those parties. We came up with details, PPE procedures, shields at the front counters, etc.

Village Administrator Paula Schumacher stated that they really had to rethink every interaction that we had in every department and how we were going to give a level of comfort both to our employees and the residents coming into Village Hall. There was a lot of confusion and a lot of questions on a day to day basis. We spent a lot of time working with our local businesses directly in getting information out to them on the different federal and state programs available to them. One of the great tools that we used was the "Town Hall" meetings that the mayor hosted to provide direct information to the people who needed. We had a lot of good feedback on all those topics, especially the one we did with small business owners because we could hear directly what they needed and where they needed help. He coordinated that with the Small Business association to give them direct information on how they could talk to their bank or walk through the myriad of forms they had to fill out. Just having a phone conversation did a lot to soothe a lot of people's jangled nerves through the pandemic and those relationships stayed. One of the other benefits was an increase in regional and local taxing district participation. The mayor is still on the weekly calls with the health department in the semi-regular calls with the City of Chicago and the different Cogs as well as local taxing districts to share information.

Mr. Skrycki stated there were many evenings where Paula would have phone calls and staff would also participate with these calls on a daily basis. Staff devised an email program where they could send every business in Bartlett an email. They sent 105 pandemic related emails during the peak Covid time that are targeted for different groups such as restaurants only, Cook County only, business park only, etc. Samuel Hughes worked with Kyle Rybaski and Commander McGuigan who worked for months and months on the Cares Act and FEMA money - the village was able to recoup approximately \$1.7 million.

There was no Capital Outlay or new Personnel requests.

The Professional Development section was presented. It is consistent with previous years other than they are bringing back the Strategic Plan as well as a UAV Prep Course for Drone operations.

The professional association detail had no changes.



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The Administration proposed budget is increasing 5% this year. In terms of regular salaries, there is a larger difference than normal because of the pay freeze for the first six months and that is why the estimate was a little bit lower than normal. There is a large jump in service agreements because the administration has taken over FOIA's from Planning and Development. In terms of professional development, at large jump is because of strategic planning. If we allocate the amounts asked for to the civic funding groups, that line item will still be down five percent (Heritage Days is no longer requesting money) and they Chamber of Commerce is requesting an extra \$1,500.

Chairman Gandsey asked why Heritage Days was not requesting any money.

Mr. Skrycki stated that with the year off and lost a lot of momentum and they decided not to proceed. Civic funding will be down about 5%, if all the requests are fulfilled. There is also a large bump under contingencies which are all Covid related materials and are all one hundred percent reimbursed by the money that we received.

Chairman Hopkins asked if there would be \$250,000 in the BEDA program from video gaming?

Mr. Skrycki stated "yes", at least that. With February's reopening, it was the largest video gaming month in the history of the village and there are a few more machines in the pipeline.

President Wallace asked if most establishments have the maximum of six machines.

Mr. Skrycki stated "yes".

President Wallace stated that he has had conversations with other mayors who say that \$500 per machine is crazy and he thought that perhaps we should raise that.

Ms. Schumacher stated that they would survey what other towns are charging.

Chairman Deyne asked how many machines we currently have.

Mr. Skrycki stated 96.

Chairman Hopkins suggested that they have discussions to raise the fee.

Chairman Reinke stated that even if we did increase the price per machine, that extra money would go into the BEDA program.

Chairman Gandsey asked if some of the money could go into educating residents on some of the village services.



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Ms. Schumacher stated that they have the email blasts program that residents can sign up for individually. Any additional gaming revenues go to the general fund. They of a number to the board and the EDC and have them vet how much they want to allocate to BEDA or a different source.

President Wallace asked for a quick summary of the 6B.

Mr. Skrycki stated that when businesses inquire about a property, the 6B takes the Cook County taxes and lowers it to the DuPage County level, making it feasible to do business.

Ms. Schumacher stated that the board passes a resolution supporting the freezing of the Cook County property taxes for a period of 10 years and that support goes to the Cook County Board who actually grants that tax deterrment.

President Wallace asked for the number of businesses that were not able to reopen because of COVID

Mr. Skrycki stated that there was a hair salon (it is hard to tell if a business closes down as a result of COVID) and a dry cleaners.

Ms. Schumacher stated that they will be able to pick that closer when they do business license renewals next month. She stated that there was an original projection that 30% of businesses would not reopen and we are nowhere near that.

**Professional Services**

Assistant Finance Director Matt Coulter stated that the actuarial consultant gets charged to the police pension fund and professional services. He increases the budget by \$1,000 to account for a rate increase from last year. Professional Planners has had no activity for the last few years but this year they are requesting \$56,250 for the Unified Development Code update that was discussed at the last meeting. Social Services is a new line item requesting \$30,000 for the part time social worker discussed during the police budget review. Contingencies has been over budget in the last few years due to the Spaulding Zone Quiet Zone expenditures. We don't budget for these because back in 2013, they received \$1 million from CN so they are drawing down on that revenue.

Chairman Reinke asked why the social worker was not in the police budget?

Mr. Coulter stated that the idea is that anyone in the village can utilize those services if needed.



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Ms. Schumacher stated that some of those skills could be used in coordinating with code enforcement when we have someone in a hardship situation, such as a hoarder. This is another component of social services that we would utilize them for.

Chairman Suwanski stated that at the last discussed at a social worker would take some of the burden off of police services. Would we send a social worker out to a home without a police officer?

Ms. Schumacher did not think they would send the social worker out alone. One of the concerns that the chief brought to her attention was that police sergeants are following up with the various social service organizations for particular cases. The social worker would coordinate services and make sure residents get the resources needed.

Chairman Suwanski asked if they are duplicating services that are already provided by the counties.

Ms. Schumacher stated "no". This is more of the conduit piece that we find is missing.

Chairman Suwanski asked if the \$30,000 encompasses healthcare.

Ms. Schumacher stated "no". This is a part time position.

President Wallace stated that with the increased social awareness and social health situations with the pandemic, he thought the timing is perfect for somebody like this. It will free up a lot of the police officer time and you have a professional that is trained to handle mental health situations and it increases the safety of the village as well.

**Finance Department**

Finance Director Todd Dowden stated that the Finance department consists of accounting, main office, utility billing, information technology and GIS. Utility billing is covered under public works and IT and GIS functions are charged to central services. His budget includes a 7% increase mainly due to filling an accountant position. They are also expecting more auditing service requirements due to the cares act money and other Covid related funds. GIS staff is looking to purchase a drone to be used for mapping and providing aerials for development review (\$5,000). IT is proposing to continue its computer replacement program where they replace 1/3 of the desktops (\$57,200) and a server responsible for recording police calls and radio traffic (\$4,000).

They extended the budget in Brewster Creek Business Park so they could finish the buildout. They assisted public works with their loan for the wastewater treatment plant. They are starting a pilot program for reading water meters with a fixed antenna. IT has been assisting with the work from home transition and did a lot of work behind the scenes



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with online meetings as well as public meetings. In regard to the refunding of the DuPage Water Commission loan, it is one of the highlights of his department. IT continues to focus on security for the village's networks and have installed a new backup disaster recovery system.

There were no changes to Personnel or Capital Outlay. The Professional Development and Professional Association remained the same. Auditing services went up because when you receive over a certain amount of money in federal funds, than a single audit is required. They expect these for the next few years.

Chairman Gandsey asked if they outsourced the drone in the past.

Mr. Dowden stated that they do not have a drone right now and the one that is owned by the police department cannot be used for non-police activity since it was purchased with equitable sharing funds.

Ms. Schumacher stated that she wanted to talk about a few things that GIS has done this year. One is the current development web application which gives information to residents in real time about the status of developments that they see cropping up. They have seventeen active developments so that map is hopping. They also developed a dashboard and maps to provide information about different infrastructure but specifically water main breaks, where they are, how old they are, how old is the pipe and what kind of pipe is it, how much money is spent in overtime, how we repair them, etc. this helps us plan where we are going to be with sewer work and replacing mains. It is a great illustration on how to use GIS to make better informed decisions.

**Central Services**

Information Technologies Coordinator Chris Hostetler stated that the professional services budget is made up of things that can't be contributed to just one department and includes cleaning services, HVAC maintenance to printing of the Bartletter. It encompasses a wide range of things which also includes staff and GIS. It also encompasses the equipment replacement fund which puts aside a certain amount of money so when that item is in need of replacement, funds are set aside.

The Capital Outlay was reviewed which includes replacement desktop computers (\$57,200); Server for police department (\$4,000); Copier for Planning & Development (\$13,000); Large format scanner (\$19,000); ArcGIS license (\$6,000); Drone and mapping software (\$5,000).

Chairman Suwanski asked if the \$5,000 included the software.

Mr. Hostetler stated that it was and the software is needed for programming the drone.



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Chairman Suwanski asked if the license needs to be reviewed every year.

Mr. Hostetler stated that there are options and they are looking at them all. It may be a better deal to do a subscription and most software companies are moving towards subscription. The advantage is that you are getting all the changes as they come along. It will not be \$5,000 per year.

President Wallace stated that it is \$10-15,000 to hire someone to do that type of work.

Chairman Reinke stated that he could see the utility of the drone but he would like to see them come up with creative ways to offset the cost.

Professional Development and Professional Associations sections were reviewed, there were no new changes for this budget.

Under expenditures, his service agreements are anticipated to go up about 26% but he anticipates it will only be about half that. One of the goals identified in the overall village strategic plan was to complete an IT Master Plan which hasn't been done since 1999. This plan would have professionals come out and work with staff to look at all of the departments use of technology and look for ways that we might better utilize what we have and to provide better services to our constituents. It would look at the IT department structure and decide whether it can support the long term. It will help us come up with an implementation plan over multiple years to make these changes.

Ms. Schumacher stated that they have a scope of work document coming from Northern Illinois University to help them do that. It is a technology analysis to evaluate how they are using technology, how to better use technology and what, going forward should they be planning for. A number of these plans were inward focused. We asked them to look at this outward facing. How does the technology improve services, how approachable is the technology to the people in the community having access and using it. They are very excited about this and technology is a big part of every department. This IT Master Plan will encompass everyone, including the police department. They look forward to bringing it before the Committee to review on April 6<sup>th</sup>.

Chairman Gandsey asked if it included redundancies like software that might overlap.

Mr. Hostetler stated that to some small extent. They are a tiny department and what they really need to focus on is how to better utilize the technology in our departments to really provide better services. That is how he thinks their money will be best spent. When they do this plan they are going to focus on how to improve the services in every department to those that they provide services to.





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President Wallace stated that this would be the core of where the starting point would be for better PR and communications.

Chairman Carbonaro referred to page 18, and asked about unemployment benefits. He questioned if it belonged in the finance.

Mr. Hostetler stated that it was not because it is one of those things that is covered under every department. Rather than charging every department for their unemployment services, they use central services to account for all the unemployment.

Chairman Carbonaro stated that it does not belong in central services. The rates are going to go up and down depending on usage but it doesn't belong in central services. It is a finance thing.

Mr. Dowden stated that they have charges coming from all the different funds, water, sewer, and typically unemployment has been very small. They can look at that but typically it is not the \$10,000.

President Wallace stated that it's just easier instead of having a separate line item for every department, it will be under the same account number anyhow. Instead of having a separate line item for every department you just put it in this one.

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

**ROLL CALL VOTE TO ADJOURN THE MEETING**

**AYES:** Chairman Carbonaro, Deyne, Gandsey, Hopkins, Reinke, Suwanski  
**NAYS:** None  
**ABSENT:** None  
**MOTION CARRIED**

The meeting adjourned at 6:59 p.m.

The Committee of the Whole reconvened at 7:14 p.m.

**ROLL CALL VOTE TO RECONVENE THE MEETING**

**AYES:** Chairman Carbonaro, Deyne, Gandsey, Hopkins, Reinke, Suwanski, President Wallace  
**NAYS:** None  
**ABSENT:** None  
**MOTION CARRIED**



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**BUILDING & ZONING, CHAIRMAN DEYNE**

**Midwest Products Division (Bluff City Industrial Park)**

President Wallace stated that the first item is under Building & Zoning, Midwest Products Division (Bluff City Industrial Park). He stated that he spoke to Chairman Reinke and for reasons beyond his control he has to recuse himself so he requested Chairman Deyne to Chair this item.

Chairman Deyne stated this is a discussion about the petitioners request and potentially forward to the Plan Commission for further review. He asked the Planning & Development Director to take over.

Planning & Development Director Roberta Grill stated that the petitioner is requesting to modify the Bluff City Industrial Park Preliminary PUD Plan and General Site Plan to allow for wood products production and the outdoor storage of materials such as wood chips and mulch. They are also requesting to amend Ordinance 2003-103, and more specifically Exhibit E and H to reflect the proposed use. Special use permits are also requested to allow wood products production and for the storage of uncontained bulk materials. The final PUD plan for the 9 acre site identifies multiple material stockpiles, a fabric storage area, a portable toilet with wash station and vehicle/equipment parking.

The stock piles will not exceed twenty-five feet in height and will be routinely moved. Each mulch stockpile will be completely reduced annually as to not decompose on the subject property. The hours of operation are 6:00 a.m. to 6:00 p.m., Monday through Saturday, however, noise generating activities such as the production equipment will not occur before 7:00 a.m. or 8:00 a.m. on Saturdays to match the construction hours that we permit here in the village. The existing eight-foot tall landscape berm provide screening from the road and there is an additional six-foot chain-link fence that will remain on the property along the east property line.

The village's environmental consultant has reviewed the proposed use and submit recommendations to the staff that they will incorporate into their report that goes to the plan commission.

Chairman Hopkins asked how much wood chips and mulch are they talking about.

Midwest Compost Manager, Charles Murphy stated that the piles will have 2,000 to 2,500 yards per pile and it will be in a segregated fashion from logs to chips.

Chairman Hopkins asked what was the closest residential home to the site.



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Ms. Grill stated the closest home is 1,000 feet to the south. There is a twenty-two foot berm as well as an existing asphalt shingle recycling facility and there is also a fifty foot pile there which will buffer this use. There has not been any noise complaints.

Chairman Gandsey asked what he meant by accepting wood chips from the village and other facilities. Are they coming as chips or are you accepting large pieces of wood that get broken down.

Mr. Murphy stated both.

Chairman Gandsey asked about the smell of some mulch and if there would be any scent.

Mr. Murphy stated that there is a premium bark from the furniture industry that is sold as is. The other wood is freshly ground wood and is dyed or colored. It does not have an odor. The dyes are all natural.

Chairman Suwanski asked if the product is for sale for residential. Can a resident purchase on site or on-line?

Mr. Murphy stated both residential and commercial. It is available on-line or at the facility on Spaulding Road.

Chairman Hopkins asked if retail sales will happen here and are they taxable.

Mr. Murphy stated not direct retail, potentially the bulk sale material. They are trying to keep semi traffic to a minimum from this location so they process here and deliver semi loads of material to the retail site as well as customers.

Chairman Deyne stated that they will forward this on to the Plan Commission for further review and the required public hearing.

**FINANCE & GOLF, CHAIRMAN DEYNE**

**2021-22 Proposed Budget Review**

Chairman Deyne asked staff to proceed to the proposed budget review.

**Golf-Program**

Head Golf Professional, Phil Lenz stated that they are an 18-hole facility that is owned by the village and average 32,000 rounds per year. They have served as host for many Bartlett affiliated civic golf outings including the Chamber, Rotary, Lions Club, youth sports organizations, etc. About this time last year they were forced by the state to close and golf was deemed unsafe. They look forward to a continued surge in golf. His budget



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includes no request for personnel. Capital Outlay includes a new golf simulator and a new simulator room in the golf shop. The simulator will create endless more revenue than trying to sell golf shirts. He thanked public works for their help in the buildout. There were no changes in professional development or professional associations. Service agreements line item went up due to the simulator purchase and lease of a second for the winter season. Bank charges increased because everyone that booked tee times online were required to prepay due to Covid. Their online booking page got 80,000 views last year as opposed to a market average of 45,000.

Chairman Gandsey asked if the lease during the winter was \$8,000.

Mr. Lenz stated "yes" but the revenue will be around \$20,000.

President Wallace stated that simulators are just going crazy with popularity and adds a lot of revenue for food and beverage.

Mr. Lenz stated that people play the simulator during rain/frost delays, early and late in the season and it helps them to perfect their swing.

Chairman Gandsey asked if they track the usage on the rental to see if there was ever a need for two simulators.

Mr. Lenz stated that it just made more sense to purchase one at first and test the water on having two.

Chairman Deyne stated that he plays golf at Bartlett Hills quite a bit. He credits Phil for keeping this club running in comparison to other clubs. This man did an outstanding job and he thanked him for his efforts.

**Golf-Grounds Maintenance**

Grounds Superintendent Matt Giermak started by stating that grounds has no personnel requests. The first item requested for capital outlay includes two Greensmaster Etriflex 3360 Mowers for maintaining the greens. The stated that they are apart of the vehicle replacement fund, and none were requested last year. He stated that they are being requested because the current mowers were purchased in 1999, and that they exceeded their life expectancy by eleven years. Besides for having some maintenance difficulties, the current ones are not equipped with roll bars, which is a big safety issue, especially with many of the different landscape features around the greens. He added that they operate at a much lower noise level, allowing the Village to conform to the noise regulations on holes 4,5,7,12,13 and 14. He stated that the current mowers operate at 87 decibels, similar to any normal lawn mower, but the newer ones will operate at 73 decibels, which is comparable to a dishwasher. He added that there is no hydraulic fluid and utilizes all-electric components for traction, steering, lift and cutting. This is a major



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benefit due to the fact that it eliminates the possibility of leaks. He added that the battery assist technology is up to 20% more fuel efficient.

The next items on the capital outlay request are a spare set of cutting units for the mowers. The greens mowers are used daily and a spare set allows for no downtime when reels break or need service.

Chairman Gandsey asked how long staff expects the new mowers to last, and if there is a warranty.

Mr. Giermak stated that they should last at least 10-15 years. He added that the Warranty usually only lasts 2-3 years, but with proper maintenance they can last much longer.

Mr. Lenz added that they employ a full time mechanic to take care of their machinery, which is why their equipment tends to last so long.

President Wallace asked how often the greens are mowed.

Mr. Giermak stated that they are mowed daily.

President Wallace stated that if they are mowed daily, and typically they would all need to be mowed before the first tee time, which at peak summer hours would be 6:30 during the week...

Mr. Giermak added that in order to comply with local noise ordinances they need to avoid certain holes in the mornings.

President Wallace clarified that he is wondering if its possible to buy one, and continue to use one of the old ones on the holes that the noise ordinance doesn't apply.

Mr. Giermak stated that that is an option.

President Wallace asked if they are normally both being operated at the same time.

Mr. Giermak stated that they are. He added that one drawback to using one of each is that they may affect the greens differently, effectively making one hole play differently than another, because the consistency won't be there.

Administrator Schumacher asked Mr. Giermak to elaborate on the roll bar.

Mr. Giermak stated that the roll bar is a bar that goes over the top of the machine to protect the driver in the case that something causes the machine to roll over, protecting the driver from being crushed by the weight of the machine.



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Chairman Deyne asked how having different length greens could affect play.

Mr. Lenz stated that that is one of the number one complaints at other courses, making them faster or slower than another, and it can really affect the play of the course.

President Wallace asked how much staff believes the old ones could be sold for.

Mr. Giermak stated about \$2,000.

Chairman Suwanski asked if there have been any accidents with any of the older mowers.

Mr. Giermak stated not at our course, but a nearby course had a machine flip over and unfortunately the operator passed away.

Continuing on with the Grounds Budget, Mr. Giermak stated there is an increase in professional development for attending a few more conferences, and there are no changes to the professional association detail.

President Wallace asked if it is necessary to go to San Diego, and asked what we benefit from it.

Mr. Giermak stated at this trade show, it consists of courses taught by some of the best professors around the country about greenkeeping, including fungicide and water management including different best practices.

President Wallace agreed that with a new greenskeeper this could be beneficial but asked if it could be done every other year, as the information doesn't always drastically change.

Mr. Giermak stated that the information is always evolving, but stated that they will look at that change going forward. Moving on to the line item detail, there is an overall increase of 1%, attributing the small increase due to the change in salaries, due to the retirement of the previous superintendent retiring. He added that there was an increase to tree maintenance due to safety issues.

Chairmen Reinke asked if Public Works could assist in the tree maintenance.

Mr. Giermak stated that they have helped, but they still need to hire outside help for the bigger trees.

President Wallace asked if they are continuing their succession planning by having the new superintendent training his future replacement.

Mr. Giermak stated that they have someone on staff being trained.



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Administrator Schumacher stated that President Wallace has a good point about conferences, she added that many conferences will continue to be virtual this year, which provides a real bargain to staff. She recalled an administration conference that usually only one person attends, that the entire department was able to participate without being out of the office for days and at a fraction of the cost. She added that even post pandemic that she believes virtual options will remain. She stated that they have remained in the budget for evaluation, but that doesn't always mean we go.

Chairman Gandsey asked if the maintenance costs would go down with the new mowers.

Mr. Giermak stated that there are 133 pieces of equipment at the golf course, and even with the two new ones, that overall cost wont substantially change the overall maintenance budget.

Chairman Deyne wished Mr. Giermak the best of luck, and added that he has big shoes to fill.

### **Golf-Food & Beverage**

Food and Beverage Manager Paul Peterson started with saying this has been the most unique year of his career due to the different restrictions and challenges brought on by the COVID-19 Pandemic. He highlighted that there were 48 weddings on the books for 2021, which is 7 more than 2020. Unfortunately, that didn't work out, but they have retained 16 throughout the pandemic and hopes that number will grow when restrictions are lifted, he added that they hoping for more state guidance on that later this week, raising the 50 person maximum. He added that staff took advantage of the time to create a video tour of the facility, as well as many curbside events for a total of 26 special events, serving about 2,000 dinners to bring in \$50,000. He added that it has been a constant effort by staff to continue to communicate with brides about the ever changing state guidelines on capacity, and other event rules. Bartlett Hills also was awarded with the "Best of the Knot" award for the third year in a row, which is the highest regarded wedding magazine in the industry, which puts them in the top 1% of the nation in terms of wedding reception venues.

In terms of the budget, he stated there is no capital outlay, no personnel requests, and stated that they will be adding Food Handlers Certification for their staff, which is 19.99 per person for a total of \$100. He stated that there are no professional associations, adding that they are able to stay up to date through the different magazines and other wedding publications.

Mr. Peterson stated that there is an increase in credit card purchases have drastically increased due to COVID related expenses. For Banquets, he stated that there is no capital outlay again.



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For the midway, Mr. Peterson said its been a “cash cow” with a record number of sales totaling over \$129,000, and he stated that they are increasing that budget by 6% to take advantage of that momentum and add some services to the midway.

Chairman Carbonaro asked if the banquet copier was fixed.

Mr. Peterson stated that it is being used as we speak.

Chairman Carbonaro asked if they are able to open up to full capacity, will they still do the prime rib dinners on the weekends.

Mr. Peterson stated that if there are no weddings, even with a last-minute cancellation, that the Prime Rib dinners are easy to put on and are great opportunity on non-wedding weekends. He stated that they will continue to Mother’s Day, Easter, and other events like that.

President Wallace asked why there are retirement contributions on a golf midway employee, as he thought those were part time employees.

Mr. Dowden stated that is for FICA/Medicare.

President Wallace asked why there was an increase on group insurance for Banquet and Golf.

Mr. Dowden stated that there was one employee over 30 hours that was technically part time, so they added insurance for that one employee.

Chairman asked if the capacity increased this week, if they will be able to open for Easter Sunday.

Mr. Peterson stated that they have already advertised Easter as carry-out/curbside. He added that to do both simultaneously would be difficult. He stated that they will most likely focus on Mother’s Day if that’s the case. He added that they would still need to hire some part-time staff as well.

Chairman Deyne applauded Mr. Peterson for his efforts in this past year. It has been a real traumatic time and the creativity that Mr. Peterson has shown with pick-up dinners and everything have been great.

**Public Works-Streets**

Assistant Public Works Director Tyler Isham stated the streets maintain streets, tree trimming, snow plowing, storm sewers, etc. Overall, the streets department as increased





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8% mainly due to the new brush program in the budget that has not been approved yet. Since Groot has been handling brush, staff has been able to handle more infrastructure improvement like concrete repair, tree trimming, etc. The bike paths from Centennial to Wallace Ct. were repaved by village staff. Currently we are partnering with MWRD to complete the West Bartlett Road path across from the Village Church of Bartlett. Despite early challenges due to the pandemic we were still able to respond to 2,500 resident requests and continue to move forward with the MFT and block pruning programs, concrete replacement and sweeping programs. Tree trimming was increased 103% this past fiscal year.

As far as the overall summary, there were no changes in staffing and we are not requesting any new personnel. Under capital outlay, we are requesting a few vehicles. There are two large dump trucks with plows and spreaders that are being proposed to be replaced. The sign and street light truck is also on the list. We are also proposing to replace the fence at Ruzicka Park. We are also proposing a new street sign software that will replace a 20-year-old software and allow us to make our own banners. We are also proposing an electric sliding gate that will be split between all three divisions. It will be approximately \$7,000 per division and allow for increased security when working after hours. Right now, it is a manual gate that is left open. We are also looking to get a snow plow and pusher attachment for the skid steer. The HVAC units at the administration building also need replacement.

Chairman Suwanski asked about the trucks being replaced.

Mr. Dinges stated the miles are low, but its more about the hours they have on them. They are the trucks out in snow plow events, they take a beating from the salt being in there and a lot of it is about how much it has been deteriorated.

President Wallace asked if this was an ask or a need.

Mr. Dinges stated with the age of these vehicles the maintenance costs ramp up quickly.

President Wallace asked how we evaluate the vehicle for replacement and how many dump trucks we have.

Streets Supervisor Mike Warmus stated we have 22 of those trucks.

President Wallace asked in a normal winter how many trucks are on the road at any time.

Mr. Warmus stated all 22 during a full snow event.

President Wallace stated it might make sense to only get one.



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Mr. Isham stated its approximately a year lead time before the truck comes in.

President Wallace asked if we use the same system as the police to try to spread out the large expenses. He thought it would be better to get one this year then plan it out more in the future.

Ms. Schumacher stated staff will look at the evaluation system as well.

The board generally thought that was a good idea.

President Wallace asked if we get anything when we sell them.

Mr. Dinges stated we auction and get a fair amount back.

Chairman Hopkins asked if we have had any trucks break down while plowing.

Mr. Dinges stated they have.

President Wallace reiterated he would like more information on the rating scale.

Mr. Warmus stated the sign truck and light truck and light trucks, the 2002 that we are talking about getting rid of, needs to be inspected yearly. It is getting to the age that they cannot guarantee they will inspect it. That is coming up in April.

Chairman Suwanski asked if that will take a year to replace.

Mr. Isham stated about a year.

Chairman Suwanski asked if it will be usable since it won't be inspected in April.

Mr. Warmus stated if they have a truck on the way, the inspection company will likely pass the truck for this next year.

President Wallace asked if the 2008 and 2009 trucks have been fully depreciated by then?

Finance Director Todd Dowden stated they are depreciated, but we keep funds in our vehicle replacement fund every year. We have been collecting money from the streets department to replace these vehicles for some years.

Chairman Suwanski asked that the street sign software be reviewed again.

Mr. Isham stated staff makes their own street signs and right now we are using 20 year old technology. The new system will also be able to make banners.



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Chairman Gandsey asked what kind of signs are made.

Mr. Dinges stated all signs.

Chairman Suwanski asked about the banners

Mr. Dinges stated they have banners that go along West Bartlett Rd. Right now, we purchase them, but the new program would allow us to make them inhouse.

Chairman Suwanski asked if the estimated cost in the software include training.

Mr. Dinges stated it did.

Chairman Reinke asked if we would expand banner use in the village.

Mr. Dinges stated we can look into expanding banner use.

Ms. Schumacher stated the basic need behind the software is for the street signs, we do far more of those then banners.

Chairman Reinke stated that we can use that software for bike path signage as well.

President Wallace asked how the process about the gate at PW works currently.

Mr. Dinges stated they leave the gate open when there is a snow event or water main break etc. The problem is the guys have seen kids running around down by the wastewater treatment plant, moving equipment etc. We reached to the police to try to catch them, and it seems to have gotten better since winter.

Mr. Isham stated there was no changes to the professional development portion or professional associations. The sidewalk and curb replacement line item is up because of the increase in homeowner requests to do the 50/50 sewer program. Snow plowing salt is down 8% due to the drop-in cost. Street light maintenance materials is up 16% to reflect the number we have been changing out. Typically, we receive ComEd energy efficiency reimbursements through that, so a portion of that comes back to he general fund.

President Wallace asked why there was a big jump in personnel services.

Mr. Dowden stated personnel services are showing the estimate actual compared to the budgeted. Our estimate is below what the current budgeted amount. That could be due to personnel change over, vacant positions and things like that. We had an assistant



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public works director position that was vacant and was filled and we filled some other positions which could have been part of it.

President Wallace confirmed that would have been in the 2019-2020 budget.

Mr. Dinges stated it was a change from management analyst to assistant public works director.

Mr. Dowden stated we had a lot of turnover in FY 2020 and FY2021, where people went out at the top of the range a new people came in part way through. The assistant director's position is split over the three departments, so that is not a big increase.

President Wallace stated its \$119,000.

Mr. Dowden stated it had been flat for several years and now that we have had people in those positions for longer that is part of the reason.

President Wallace asked about the increasing services to maintain grounds.

Mr. Dinges stated we have hired contractors to mow open space, village hall, Metra, etc. And those costs have increased.

President asked about sharing mowers from the golf course to mow village areas.

Chairman Suwanski asked if here is a reason we have to contract more.

Mr. Isham stated public works guys can do the storm sewer maintenance, concrete, etc. Mowing takes place during the same season and mowing is cheaper to contract out mowing.

Ms. Schumacher stated they can analyze how to maximize equipment without adding staff.

President Wallace asked him our people mowing are busy 40 hours a week.

Mr. Giermak stated most of the golf courses mowers mow very low, around ½ inch. There are three fulltime grounds employees and most of the mowers are retired people that work 10-20 hours per week. They have one rough mower on the tractor and that goes around the course every day.

Chairman Suwanski asked about the 36% decrease in equipment maintenance.

Mr. Isham stated that is the capital outlay request. The prior year they had more requests.

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**Public Works- Water**

Mr. Dinges stated the budget is pretty flat. DuPage water did not raise rates last year and every indication is that they will not raise rates this year either. The EPA requires we test backflow devices and the way our system works, it's the responsibility of the homeowner or business to find a plumber to get the annual test. We need the test results to keep track of it and stay in compliance with the EPA. Residents have not been doing those tests. We are out to bid now to get pricing from plumbers that are certified backflow inspectors where we can lock in a price, go to the homeowners and tell them their backflow device needs to be tested, here is the cost with our plumber and hopefully that will help increase compliance. We are also looking to work out a contract with a consultant that would come in and help us run our water facility. They would work Tuesdays and Thursdays to get familiar, then we have backup and they will have several operators that would be familiar with our facility and can back our guys up. The companies we are looking have retired public works operators that are very familiar with these systems. Carol Stream has contracted out their water and waste water operations and have these companies take it over completely. There are also contractors that would purchase the system. All the operators have to be licensed by the EPA as well. Paula had mentioned earlier about GIS. GIS has been doing a lot for public works especially for keeping track of water main breaks, hours spent on replacements, etc. The maps give us a good idea of what areas are going to break next based on where previous breaks have occurred. Staff has been fixing water main breaks in house, but we have contractors on stand by to help, especially during snow events.

The Stearns Rd. pump station is currently under designed. We had our first lead service replacement this year and we are still working on getting the IEPA loan for lead services. It is a loan forgiveness program and it sounds like there are a lot of towns in line. The finance department was able to take advantage of the low rates and refinance the transmission main with DuPage water commission which will save us about \$100,000 per year.

There are no personnel changes, the only capital item is installation of sampling stations on village property instead of trying to contact residents to get a sample. There are no changes for professional development. We are looking to reduce the cost of backflow testing because the contractor is working with the homeowner directly and we do not have to be a middle man which reduces our budget. It is the same on the operation side. If we continue with the part time operations, the number will be much lower then the budgeted number of \$120,000. We made some additional adjustments now that we have had a year with the system. Overall, we are 2% below which will be better one we get rid of the backflow testing line item.



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**Public Works- Sewer**

We are looking at being slightly over in sewer. We are looking at removing an old storage tank and replacing a generator. We currently have 14 homeowners signed up for the lateral service lining program.

President Wallace asked how many houses need it.

Mr. Dinges stated there are a lot, but he could not remember the exact number. Each one is costing the village about \$8,500 and the homeowners about \$1,500.

President Wallace asked how we get the public aware of the program.

Mr. Dinges stated we do smoke testing and can tell which services are bad. We then send noticed to those homeowners. Its posted on the website as well. They did not want to advertise to heavily without knowing if they could afford it.

Chairman Gandsey asked if those homeowners would be willing to give a testimonial on their experience.

Mr. Dinges stated after we get this year's program done we will talk to the residents about it.

President Wallace stated Chairman Hopkins came up with the idea of splitting the cost and said it was a good idea.

Mr. Dinges stated they are also do a large section of their sewer main lines. We are going out to bid for manhole rehab as well. We are doing the frames and lids in preparation of the manholes. We are also in the middle of the waste water treatment plant improvements. The EPA loan and permits have been turned in. The NPEDS draft permit renewal was just received as well. We will probably be getting out to bid for this project in the spring. Assuming we score well on the EPA funding evaluation, we will hopefully get approved in July and have construction start in the fall. The Devon pump station and force main is getting underway and will lag behind the treatment improvements. The engineering for the Herrick House lift station and force main was recently approved. There will be another force main replacement that will be going out to bid this winter. We continue to work on the order issue in Brewster Creek.

Mr. Dinges stated they are looking to get summer help this summer. For capital items we have a pick up ready for replacement and the generator. Professional development and associations are the same. Some equipment at the wastewater treatment plant is starting to fail and one way to get around that is to use more chemicals which is why some of those numbers were bumped up.



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**Public Works- Parking**

Mr. Isham stated there was a recommendation from the TOD plan for landscape and sidewalk improvements.

Mr. Dinges stated we just got word from Metra that they are going to put some money towards it.

**PUBLIC WORKS COMMITTEE, CHAIRMAN SUWANKSI**

**Groot Brush Collection Discussion**

Mr. Dinges stated that staff put together some brush choices. Option #1 is the Groot program we currently have with weekly collection for \$6.12 per year, per household. It has to be bundled, but this past year we have not received many calls. Option #2 is the Tree's R Us contract which would eliminate the Groot contract, saving the residents \$6.12 per year on their Groot bill per year, but the once per month unbundled collection by Trees R Us is estimated to cost about \$20 per year, per house for a net of about \$14.28 per year. Keeping both would be about \$26 a year for brush.

Chairman Suwanski confirmed that the Tree's R Us collection would be monthly unbundled brush.

Mr. Dinges confirmed that was accurate.

Mr. Dinges stated option #3 is weekly brush collection and a spring/fall collection that would not be bundled. Tree's R Us estimated that collection at about \$13 per year in addition to the weekly Groot collection for \$6.12. Option #4 would be village brush collection, eliminate the weekly Groot program and village crews would collect brush utilizing temporary help. We would likely have to purchase a chipper or grappler truck. We believe we would need 3-4 temporary help persons and they would likely need 30-40 hours per week in order to be able to trust them to show up.

President Wallace stated he is vehemently opposed to option #4 and he would never vote for that. He thought that the best choice would be option #3. People that have worked with Groot can continue that, but the people that do not want to do that can have a spring and fall collection. He thought it was a great solution.

Chairman Reinke stated we would need to advertise a lot ahead of those collections and be prepared when someone misses the pick-up.

Chairman Carbonaro stated there are going to be more people having bonfires in their back yard with option #3. Option #2 is a better option.



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President Wallace stated there are five other board members that think option #3 is the best.

Chairman Suwanski asked for clarification on how the spring and fall pick up would be.

Mr. Dinges stated the with the original RFP they were going to break the town in half and he thinks they will likely do the same thing for the spring and fall pickups. We would have a map that shows what zone you are in and when your pick up is.

President Wallace stated that we need to make sure the people that are doing the work need to be a little more flexible the first year.

Chairman Gandsey asked if there would be a way we can notify people.

Chairman Reinke stated we have email lists for the village and can put it on social media and the Bartletter.

Chairman Suwanski asked when this could start.

Mr. Dinges stated he is projecting May.

Chairman Hopkins asked if we can have the contractor keep track of what houses they pick up from in case we need to make future brush decisions.

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

**ROLL CALL VOTE TO ADJOURN THE MEETING**

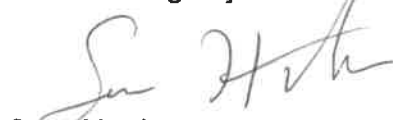
**AYES:** Chairman Carbonaro, Deyne, Gandsey, Hopkins, Reinke, Suwanski

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

The meeting adjourned at 9:00 p.m.

  
Sam Hughes  
Deputy Village Clerk



**VILLAGE OF BARTLETT**  
**DETAIL BOARD REPORT**  
**INVOICES DUE ON/BEFORE 4/6/2021**

**100-GENERAL FUND REVENUES**

**420230-BUILDING PERMITS**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 ASSERO SERVICES LLC	VBR PAYMENT SUBMITTED IN ERROR	200.00
1 JOEL CUIEL	BUILDING PERMIT REFUND	45.00
	<u>INVOICES TOTAL:</u>	<u>245.00</u>

**100000-GENERAL FUND**

**210002-GROUP INSURANCE PAYABLE**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
** 1 BLUE CROSS BLUE SHIELD OF ILLINOIS	MONTHLY INSURANCE - APRIL 2021	294,917.68
** 1 DEARBORN LIFE INSURANCE COMPANY	MONTHLY INSURANCE - APRIL 2021	4,487.51
** 1 FIRST STOP HEALTH LLC	TELEMEDICINE SERVICES/APR 2021	893.80
** 1 METROPOLITAN LIFE INSURANCE COMPANY	MONTHLY INSURANCE - APRIL 2021	15,618.95
	<u>INVOICES TOTAL:</u>	<u>315,917.94</u>

**1100-VILLAGE BOARD/ADMINISTRATION**

**522400-SERVICE AGREEMENTS**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	131.17
	<u>INVOICES TOTAL:</u>	<u>131.17</u>

**523100-ADVERTISING**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
** 1 CARDMEMBER SERVICE	CONFERENCE AIRFARE REFUND	-551.80
	<u>INVOICES TOTAL:</u>	<u>-551.80</u>

**530115-SUBSCRIPTIONS/PUBLICATIONS**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 CITYTECH USA INC	ANNUAL MEMBERSHIP	390.00
	<u>INVOICES TOTAL:</u>	<u>390.00</u>

**532000-AUTOMOTIVE SUPPLIES**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
** 1 CARDMEMBER SERVICE	VEHICLE MAINTENANCE	100.20
	<u>INVOICES TOTAL:</u>	<u>100.20</u>

**532200-OFFICE SUPPLIES**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	245.93
1 REPROGRAPHICS	LAMINATED MAPS	42.00
	<u>INVOICES TOTAL:</u>	<u>287.93</u>

\*\* Indicates pre-issue check.

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**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	COFFEE W/PAULA REFRESHMENTS	31.13
** 1 CARDMEMBER SERVICE	C.O.D. TUITION/ILCMA SEMINAR	213.00
<b>INVOICES TOTAL:</b>		<b>244.13</b>

**542100-REBATES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 REBECCA LESMEISTER	BEDA GRANT	7,000.00
1 ZIEGLER'S ACE HARDWARE	SALES TAX REBATE FOR 2020	6,494.10
<b>INVOICES TOTAL:</b>		<b>13,494.10</b>

**543910-HISTORY MUSEUM EXPENSES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	MUSEUM EXPENSES/SUPPLIES	648.02
<b>INVOICES TOTAL:</b>		<b>648.02</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	MEETING REFRESHMENTS/ZOOM FEES	757.60
1 MULTISYSTEM MANAGEMENT COMPANY INC	ADDITIONAL CLEANING - FEB 2021	750.00
<b>INVOICES TOTAL:</b>		<b>1,507.60</b>

**1200-PROFESSIONAL SERVICES**

**523400-LEGAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 BRYAN E MRAZ & ASSOCIATES P.C.	PROFESSIONAL SERVICES	20,972.00
1 CLARK BAIRD SMITH LLP	LEGAL SERVICES	11,720.00
1 CLARK BAIRD SMITH LLP	LEGAL SERVICES	8,311.25
1 CLARK BAIRD SMITH LLP	LEGAL SERVICES	22,500.00
1 STORINO RAMELLO & DURKIN	PROFESSIONAL SERVICES	600.00
<b>INVOICES TOTAL:</b>		<b>64,103.25</b>

**523401-ARCHITECTURAL/ENGINEERING SVC**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAMPTON LENZINI AND RENWICK INC	BARTLETT REVIEW - MAGNOLIA PARK	2,857.50
<b>INVOICES TOTAL:</b>		<b>2,857.50</b>

**1400-FINANCE**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	73.75
<b>INVOICES TOTAL:</b>		<b>73.75</b>

\*\* Indicates pre-issue check.

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**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A-1 TROPHIES & AWARDS INC	NAME PLATE	29.75
1 WAREHOUSE DIRECT	PAPER TOWELS/OFFICE SUPPLIES	135.71
1 WAREHOUSE DIRECT	CALCULATOR/OFFICE SUPPLIES	396.14
1 WAREHOUSE DIRECT	LETTER OPENER	3.46
1 WAREHOUSE DIRECT	ENVELOPES	78.75
1 WAREHOUSE DIRECT	TONER	205.10
<b>INVOICES TOTAL:</b>		<b>848.91</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	IGFOA SEMINAR	15.00
<b>INVOICES TOTAL:</b>		<b>15.00</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DUPAGE COUNTY CLERK	NOTARY PUBLIC CERTIFICATE	10.00
1 NOTARY PUBLIC ASSOCIATION	NOTARY PUBLIC RENEWAL	54.00
<b>INVOICES TOTAL:</b>		<b>64.00</b>

**1500-PLANNING & DEV SERVICES**

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	VEHICLE MAINTENANCE	100.19
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	28.50
<b>INVOICES TOTAL:</b>		<b>128.69</b>

**526005-PLAN REVIEW SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KESLIN ENGINEERING INC	PLAN REVIEW SERVICES	600.00
<b>INVOICES TOTAL:</b>		<b>600.00</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 REPROGRAPHICS	LAMINATED MAPS	14.00
<b>INVOICES TOTAL:</b>		<b>14.00</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES - FEB 2021	208.59
<b>INVOICES TOTAL:</b>		<b>208.59</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT**  
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1 AMAZON CAPITAL SERVICES INC	LAPTOP STAND/OFFICE SUPPLIES	78.18
	<u>INVOICES TOTAL:</u>	<u>78.18</u>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	IACE TRAINING FEES	157.95
	<u>INVOICES TOTAL:</u>	<u>157.95</u>

**1700-POLICE**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	CABLE SERVICE	144.77
1 FULTON SIREN SERVICES	WARNING SIREN SYSTEM MONITORING	479.60
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	109.35
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	131.96
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	45.34
** 1 VERIZON WIRELESS	WIRELESS SERVICES	686.47
1 VERIZON WIRELESS	WIRELESS SERVICES	456.12
	<u>INVOICES TOTAL:</u>	<u>2,053.61</u>

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 VERIZON WIRELESS	WIRELESS SERVICES	1,224.37
	<u>INVOICES TOTAL:</u>	<u>1,224.37</u>

**522700-COMPUTER SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	COMPUTER SUPPLIES	1,900.00
	<u>INVOICES TOTAL:</u>	<u>1,900.00</u>

**524240-IMPOUNDING ANIMALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DUPAGE COUNTY ANIMAL SERVICES	ANIMAL SERVICES - FEB 2021	300.00
	<u>INVOICES TOTAL:</u>	<u>300.00</u>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ARMY TRAIL TIRE AND SERVICE	VEHICLE MAINTENANCE	659.96
1 RAY O'HERRON CO INC	WEDGE KITS	305.57
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	212.53
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	183.70
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	1,018.00
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	37.00
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	19.95
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	1,324.78
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	17.48

\*\* Indicates pre-issue check.

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1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	19.95
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	19.95
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	19.95
		<u>INVOICES TOTAL:</u>
		<u>3,838.82</u>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	PRINTER FOR BEAST	268.90
1 GENERAL PARTS LLC	DRINKING FOUNTAIN WATER FILTERS	243.03
1 HEARTLAND ANIMAL HOSPITAL PC	LUTHER INJECTION	157.86
1 P.F. PETTIBONE & CO	SERVICE BARS	236.90
1 STATE GRAPHICS	INVENTORY/DETENTION REPORTS	288.50
1 WAREHOUSE DIRECT	INK CARTRIDGE	122.79
1 WAREHOUSE DIRECT	STYROFOAM CUPS/SUPPLIES	45.88
1 WESTERN FIRST AID & SAFETY LLC	FIRST AID SUPPLIES	193.89
		<u>INVOICES TOTAL:</u>
		<u>1,557.75</u>

**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	AUTISM AWARENESS PINS	49.99
1 P.F. PETTIBONE & CO	SERVICE BARS	95.00
		<u>INVOICES TOTAL:</u>
		<u>144.99</u>

**530125-SHOOTING RANGE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	COMPACT MIRRORS	19.70
1 AXON ENTERPRISE INC	BATTERY PACKS	498.48
1 KIESLER'S POLICE SUPPLY INC	AMMUNITION PURCHASE	7,055.90
		<u>INVOICES TOTAL:</u>
		<u>7,574.08</u>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES - FEB 2021	8,143.81
		<u>INVOICES TOTAL:</u>
		<u>8,143.81</u>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	FOOD PURCHASE/SUPPLIES	50.45
1 REPROGRAPHICS	LAMINATED MAPS	406.00
1 WAREHOUSE DIRECT	NOTARY STAMP	38.50
1 WAREHOUSE DIRECT	STAPLER/PENS/SUPPLIES	131.12
1 WAREHOUSE DIRECT	LASER LABELS/PENS/CD DISCS	113.84
1 WAREHOUSE DIRECT	STYROFOAM CUPS/SUPPLIES	82.69
		<u>INVOICES TOTAL:</u>
		<u>822.60</u>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT**  
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**	1 AXON ENTERPRISE INC	BASIC INSTRUCTOR SCHOOL	375.00
	1 CALIBRE PRESS INC	TRAINING REGISTRATION FEES	716.00
		<u>INVOICES TOTAL:</u>	<u>1,091.00</u>

**542810-SAFETY PROGRAM EXPENSES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GALLS LLC	GAS MASK POUCHES	734.85
	<u>INVOICES TOTAL:</u>	<u>734.85</u>

**543900-COMMUNITY RELATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	
1 AMAZON CAPITAL SERVICES INC	LAPEL MICROPHONE	24.98	
**	1 CARDMEMBER SERVICE	NEIGHBORHOOD WATCH GIVEAWAYS	831.11
1 GOLDSTAR PRINTING	CPA SHIRTS	363.28	
1 WAREHOUSE DIRECT	LASER LABELS/PENS/CD DISCS	26.66	
	<u>INVOICES TOTAL:</u>	<u>1,246.03</u>	

**544001-PRISONER DETENTION**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	FOOD PURCHASE/SUPPLIES	38.94
	<u>INVOICES TOTAL:</u>	<u>38.94</u>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	COMPUTER SUPPLIES	534.40
	<u>INVOICES TOTAL:</u>	<u>534.40</u>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 RAY O'HERRON CO INC	LEVEL IIIA SPECIALIST SHIELDS	2,670.00
	<u>INVOICES TOTAL:</u>	<u>2,670.00</u>

**570105-EQUITABLE SHARING EXPENSE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	
**	1 CURRIE MOTORS	FIVE PATROL UTILITY VEHICLES	69,952.00
	<u>INVOICES TOTAL:</u>	<u>69,952.00</u>	

**1800-STREET MAINTENANCE**

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	26.29
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	184.01
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	19.87
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	6,253.72
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	37.81

\*\* Indicates pre-issue check.

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1 NICOR GAS	GAS BILL	493.73
1 NICOR GAS	GAS BILL	766.24
		<b>INVOICES TOTAL: 7,781.67</b>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTO GLASS SERVICE	WINDSHIELD REPLACEMENT	325.00
** 1 ILLINOIS SECRETARY OF STATE	TITLE & PLATES/ASPHALT HOT BOX	158.00
1 JERRY'S WELDING INC	VEHICLE MAINTENANCE	1,750.00
1 KAMMES AUTO & TRUCK REPAIR INC	VEHICLE MAINTENANCE	452.10
		<b>INVOICES TOTAL: 2,685.10</b>

**527100-SERVICES TO MAINTAIN STREETS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
1 MIDWEST COMPOST - ELGIN	WOOD CHIP DISPOSAL	30.00
		<b>INVOICES TOTAL: 300.00</b>

**527130-SIDEWALK & CURB REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BRACING SYSTEMS - NORTH	MAINTENANCE SUPPLIES	702.00
		<b>INVOICES TOTAL: 702.00</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AIRGAS USA LLC	CYLINDER RENTAL	182.64
1 BUCK BROS INC	KEY	11.08
1 DULTMEIER SALES LLC	MATERIALS & SUPPLIES	52.83
1 GRAINGER	MATERIALS & SUPPLIES	52.29
1 POWER UP BATTERIES LLC	BATTERY	36.95
		<b>INVOICES TOTAL: 335.79</b>

**532010-FUEL PURCHASES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES - FEB 2021	14,816.93
		<b>INVOICES TOTAL: 14,816.93</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

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1 WAREHOUSE DIRECT	COFFEE/CREAMER/SUPPLIES	128.36
	<b>INVOICES TOTAL:</b>	<b>128.36</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE UPS STORE	SHIPPING CHARGES	11.36
	<b>INVOICES TOTAL:</b>	<b>11.36</b>

**534230-SNOW PLOWING SALT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CARGILL INC - SALT DIVISION	ROAD SALT	6,116.48
1 CARGILL INC - SALT DIVISION	ROAD SALT	2,216.87
1 CARGILL INC - SALT DIVISION	ROAD SALT	6,428.18
1 COMPASS MINERALS AMERICA INC	ROAD SALT	52,144.68
1 COMPASS MINERALS AMERICA INC	ROAD SALT	12,395.85
	<b>INVOICES TOTAL:</b>	<b>79,302.06</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AL WARREN OIL COMPANY INC	MAINTENANCE SUPPLIES	2,184.63
1 ATLAS BOBCAT LLC	CHIPPER KNIVES	546.40
1 AUTOZONE INC	MAINTENANCE SUPPLIES	749.36
1 BURRIS EQUIPMENT CO	MAINTENANCE SUPPLIES	367.38
1 CYLINDERS INC	PLOW CYLINDER REPAIRS	552.87
1 HAWK FORD OF ST CHARLES	MAINTENANCE SUPPLIES	128.29
1 INTERSTATE BATTERY SYSTEM	MAINTENANCE SUPPLIES	275.90
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	300.00
1 NAPA AUTO PARTS	MAINTENANCE SUPPLIES	107.24
1 STANDARD INDUSTRIAL & AUTOMOTIVE	MAINTENANCE SUPPLIES	411.00
1 SUBURBAN DRIVELINE INC	MAINTENANCE SUPPLIES	495.00
	<b>INVOICES TOTAL:</b>	<b>6,118.07</b>

**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JOHNSON CONTROLS SECURITY SOLUTIONS	QUARTERLY BILLING	106.42
1 JOHNSON CONTROLS SECURITY SOLUTIONS	QUARTERLY BILLING	69.00
	<b>INVOICES TOTAL:</b>	<b>175.42</b>

**534800-STREET LIGHTS MAINT MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRAINGER	ANCHORING ADHESIVE	59.96
1 STEINER ELECTRIC COMPANY	LIGHTING SUPPLIES	443.94
	<b>INVOICES TOTAL:</b>	<b>503.90</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.



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**	1 CARDMEMBER SERVICE	MEETING REFRESHMENTS/ISA FEES	220.67
		<u>INVOICES TOTAL:</u>	<u>220.67</u>

**543800-STORMWATER FACILITIES MAINT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	M&M-FEMA NATIVE BASINS	1,046.50
1 NEENAH FOUNDRY COMPANY	ROLL FRAMES/GRATES	2,028.00
	<u>INVOICES TOTAL:</u>	<u>3,074.50</u>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CDW GOVERNMENT INC	IPADS	636.70
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - FEB 2021	139.00
1 SOUTHERN COMPUTER WAREHOUSE	SOFTWARE LICENSES/SUPPORT	257.94
	<u>INVOICES TOTAL:</u>	<u>1,033.64</u>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 RODRIGUEZ ROOFING CO	PARTIAL PYMT/ROOF FOR ADMIN BLDG	2,130.56
	<u>INVOICES TOTAL:</u>	<u>2,130.56</u>

**4200-MUNICIPAL BLDG PROJECTS EXP**

**584023-GOLF COURSE FACILITY IMPROV**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	GOLF COURSE RENOVATION MAT'LS	137.52
1 CINTAS FIRE PROTECTION	FIRE SPRINKLER SYSTEM REPAIRS	4,848.00
1 ROY ENGSTROM	SIMULATOR ROOM LAYOUT/CONSULTING	1,855.00
** 1 REGAL SEATING COMPANY	VERANDAH FURNITURE	14,657.90
1 THE SHERWIN-WILLIAMS CO	BARTLETT HILLS RENOVATION MAT'LS	36.43
1 THE SHERWIN-WILLIAMS CO	BARTLETT HILLS RENOVATION MAT'LS	32.19
	<u>INVOICES TOTAL:</u>	<u>21,567.04</u>

**4420-59 & LAKE EXPENDITURES**

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DEIGAN & ASSOCIATES LLC	FORMER CRUISE AMERICA DEMOLITION	4,010.92
1 FOWLER ENTERPRISES LLC	CRUISE AMERICA DEMOLITION	33,000.00
	<u>INVOICES TOTAL:</u>	<u>37,010.92</u>

**4800-BREWSTER CREEK TIF MUN ACC EXP**

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	IEDC WEBINAR REGISTRATION	99.00

\*\* Indicates pre-issue check.

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1 INT'L ECONOMIC DEVELOPMENT COUNCIL	RECERTIFICATION FEE/TONY FRADIN	375.00
		<b>INVOICES TOTAL: 474.00</b>

**5000-WATER OPERATING EXPENSES**

**522400-SERVICE AGREEMENTS**

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
**	1 CARDMEMBER SERVICE	SCADA PHONE SERVICE	37.57
**	1 VERIZON WIRELESS	WIRELESS SERVICES	36.01
			<b>INVOICES TOTAL: 73.58</b>

**522500-EQUIPMENT RENTALS**

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
	1 VERIZON WIRELESS	WIRELESS SERVICES	368.08
			<b>INVOICES TOTAL: 368.08</b>

**522720-PRINTING SERVICES**

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
	1 SEBIS DIRECT INC	MARCH 2021 BILLING	745.84
			<b>INVOICES TOTAL: 745.84</b>

**523100-ADVERTISING**

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
	1 EXAMINER PUBLICATIONS INC	WATER MAIN BIDDERS NOTICE	75.00
	1 PADDOCK PUBLICATIONS INC	CONTROL DEVICES BID NOTICE	78.30
			<b>INVOICES TOTAL: 153.30</b>

**523401-ARCHITECTURAL/ENGINEERING SVC**

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
	1 CHRISTOPHER B BURKE ENG LTD	CROWN WATER MODEL	4,252.00
	1 CHRISTOPHER B BURKE ENG LTD	GROUND STORAGE TANK STORAGE	1,664.00
			<b>INVOICES TOTAL: 5,916.00</b>

**524120-UTILITIES**

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
	1 COMMONWEALTH EDISON CO	ELECTRIC BILL	152.80
	1 COMMONWEALTH EDISON CO	ELECTRIC BILL	84.05
	1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	611.64
	1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	2,921.83
	1 NICOR GAS	GAS BILL	469.43
	1 NICOR GAS	GAS BILL	307.61
			<b>INVOICES TOTAL: 4,547.36</b>

**526000-SERVICE TO MAINTAIN VEHICLES**

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
	1 POMP'S TIRE SERVICE INC	TIRE REPLACEMENTS	566.58

\*\* Indicates pre-issue check.

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**INVOICES TOTAL: 566.58**

**527120-SVCS TO MAINT MAINS/STORM LINE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FENCE CONNECTION INC	FENCE INSTALLATION	465.00
1 MIDWEST CHLORINATING INC	CHLORINATION SERVICES	571.00
<b>INVOICES TOTAL:</b>		<b>1,036.00</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORE & MAIN LP	MATERIALS & SUPPLIES	546.11
1 CORE & MAIN LP	MATERIALS & SUPPLIES	857.22
1 CORE & MAIN LP	MATERIALS & SUPPLIES	970.26
1 USA BLUE BOOK	MATERIALS & SUPPLIES	209.08
1 USA BLUE BOOK	MATERIALS & SUPPLIES	341.83
1 VALLEY HYDRAULIC SERVICE INC	MATERIALS & SUPPLIES	61.13
<b>INVOICES TOTAL:</b>		<b>2,985.63</b>

**530120-CHEMICAL SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAWKINS INC	CHEMICAL SUPPLIES	597.00
<b>INVOICES TOTAL:</b>		<b>597.00</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTOZONE INC	MAINTENANCE SUPPLIES	74.41
** 1 WEX BANK	FUEL PURCHASES - FEB 2021	804.13
<b>INVOICES TOTAL:</b>		<b>878.54</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	COFFEE/CREAMER/SUPPLIES	128.37
<b>INVOICES TOTAL:</b>		<b>128.37</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WEST SIDE TRACTOR SALES	MAINTENANCE SUPPLIES	396.88
<b>INVOICES TOTAL:</b>		<b>396.88</b>

**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JOHNSON CONTROLS SECURITY SOLUTIONS	QUARTERLY BILLING	106.43
1 JOHNSON CONTROLS SECURITY SOLUTIONS	QUARTERLY BILLING	69.00
<b>INVOICES TOTAL:</b>		<b>175.43</b>

**534810-METER MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

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1 WATER RESOURCES INC	MOBILE DATA COLLECTOR	4,000.00
1 WATER RESOURCES INC	WATER METERS	2,200.00
		<b>INVOICES TOTAL:</b>
		<b>6,200.00</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	MEETING REFRESHMENTS/ISA FEES	125.67
		<b>INVOICES TOTAL:</b>
		<b>125.67</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	IPAD CASES/SUPPLIES	64.58
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - FEB 2021	139.00
1 SOUTHERN COMPUTER WAREHOUSE	SOFTWARE LICENSES/SUPPORT	257.93
		<b>INVOICES TOTAL:</b>
		<b>461.51</b>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 RODRIGUEZ ROOFING CO	PARTIAL PYMT/ROOF FOR ADMIN BLDG	2,130.56
		<b>INVOICES TOTAL:</b>
		<b>2,130.56</b>

**5090-WATER CAPITAL PROJECTS EXP**

**581031-LEAK SURVEY/REPAIR**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ASSOCIATED TECHNICAL SERVICES LTD	LEAK LOCATION SERVICES	666.50
		<b>INVOICES TOTAL:</b>
		<b>666.50</b>

**581038-VILLAGE SYSTEM IMPROVEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	PUMP STATION MODIFICATIONS	800.00
		<b>INVOICES TOTAL:</b>
		<b>800.00</b>

**5100-SEWER OPERATING EXPENSES**

**522720-PRINTING SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	MARCH 2021 BILLING	745.84
		<b>INVOICES TOTAL:</b>
		<b>745.84</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	58.00
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	94.52
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	70.62
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	175.67
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	115.96

\*\* Indicates pre-issue check.

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1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	148.15
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	177.19
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	137.73
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	298.96
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	200.71
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	340.32
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	121.88
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	326.55
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	192.26
1	CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	292.28
1	NICOR GAS	GAS BILL	39.43
1	NICOR GAS	GAS BILL	45.63
1	NICOR GAS	GAS BILL	125.09
1	NICOR GAS	GAS BILL	406.74
1	NICOR GAS	GAS BILL	753.66
<b>INVOICES TOTAL:</b>			<b>4,121.35</b>

**524210-SLUDGE REMOVAL**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYNAGRO CENTRAL LLC	SLUDGE DISPOSAL	7,301.00
<b>INVOICES TOTAL:</b>		<b>7,301.00</b>

**527120-SVCS TO MAINT MAINS/STORM LINE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MATTHEW BURRIS	OVERHEAD SEWER INSTALLATION	10,000.00
<b>INVOICES TOTAL:</b>		<b>10,000.00</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AIRGAS USA LLC	CYLINDER RENTAL	182.64
1 GRAINGER	DEMOLITION HAMMER	1,168.72
<b>INVOICES TOTAL:</b>		<b>1,351.36</b>

**530150-SMALL TOOLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRAINGER	CLAY SPADE	84.52
<b>INVOICES TOTAL:</b>		<b>84.52</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES - FEB 2021	1,311.31
<b>INVOICES TOTAL:</b>		<b>1,311.31</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CASE LOTS INC	ROLL TOWELS/CLEANING SUPPLIES	383.70
<b>INVOICES TOTAL:</b>		<b>383.70</b>

\*\* Indicates pre-issue check.

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**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTOZONE INC	MAINTENANCE SUPPLIES	128.99
1 CENTRISYS CORPORATION	MAINTENANCE SUPPLIES	418.45
1 GRAINGER	MAINTENANCE SUPPLIES	106.33
1 GRAINGER	INDUSTRIAL LANTERN/SUPPLIES	553.95
1 STENSTROM PETROLEUM SERVICES INC	MONTHLY INSPECTION FEE	150.00
1 WEST SIDE ELECTRIC SUPPLY INC	ELECTRICAL SUPPLIES	27.53
<b>INVOICES TOTAL:</b>		<b>1,385.25</b>

**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JOHNSON CONTROLS SECURITY SOLUTIONS	QUARTERLY BILLING	106.43
<b>INVOICES TOTAL:</b>		<b>106.43</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMERICAN PUBLIC WORKS ASSOC	CONFERENCE REGISTRATION FEE	725.00
** 1 CARDMEMBER SERVICE	MEETING REFRESHMENTS/ISA FEES	125.67
<b>INVOICES TOTAL:</b>		<b>850.67</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	IPAD CASES/SUPPLIES	64.58
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - FEB 2021	138.00
1 SOUTHERN COMPUTER WAREHOUSE	SOFTWARE LICENSES/SUPPORT	257.93
<b>INVOICES TOTAL:</b>		<b>460.51</b>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 RODRIGUEZ ROOFING CO	PARTIAL PYMT/ROOF FOR ADMIN BLDG	2,130.55
<b>INVOICES TOTAL:</b>		<b>2,130.55</b>

**510000-SEWER FUND**

**200504-FRWRD PAYABLE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FRWRD	KANE CO SEWER TREATMENT/MAR 21	701.05
<b>INVOICES TOTAL:</b>		<b>701.05</b>

**5190-SEWER CAPITAL PROJECTS EXP**

**582025-SANITARY SEWER EVALUATION**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NEENAH FOUNDRY COMPANY	SOLID LIDS	3,510.00

\*\* Indicates pre-issue check.

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**INVOICES TOTAL: 3,510.00**

**582027-WWTP FACILITY IMPROVEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAMPTON LENZINI AND RENWICK INC	STORMWATER/WETLAND REVIEW	1,837.50
1 STRAND ASSOCIATES INC	WWTP DESIGN IMPROVEMENTS	12,705.00
<b>INVOICES TOTAL:</b>		<b>14,542.50</b>

**5200-PARKING OPERATING EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 UNIFIRST CORPORATION	MATS	24.54
1 UNIFIRST CORPORATION	MATS	24.54
<b>INVOICES TOTAL:</b>		<b>49.08</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	INTERNET SERVICE	128.40
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	71.04
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	94.42
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	620.85
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	47.37
** 1 VERIZON WIRELESS	WIRELESS SERVICES	42.25
<b>INVOICES TOTAL:</b>		<b>1,004.33</b>

**529000-OTHER CONTRACTUAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	DSL LINE FOR METRA PAY BOXES	125.49
<b>INVOICES TOTAL:</b>		<b>125.49</b>

**550-GOLF FUND REVENUES**

**470010-CLUBHOUSE BANQUET SALES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ALICIA NUNEZ	DEPOSIT REFUND	250.00
** 1 MICAELLA POOLE	DEPOSIT REFUND	2,000.00
<b>INVOICES TOTAL:</b>		<b>2,250.00</b>

**5500-GOLF PROGRAM EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A & P GREASE TRAPPERS INC	GREASE TRAP MAINTENANCE	175.00
1 CINTAS FIRE PROTECTION	FIRE SPRINKLER SYSTEM INSPECTION	1,825.00
1 MARCO TECHNOLOGIES LLC	COPIER MAINTENANCE SERVICE	424.35

\*\* Indicates pre-issue check.

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1 MULTISYSTEM MANAGEMENT COMPANY INC JANITORIAL SERVICES - FEB 2021	275.62
<b>INVOICES TOTAL:</b>	<b>2,699.97</b>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 INDUSTRIAL DOOR COMPANY	PARTITION WALL INSPECTION	210.50
	<b>INVOICES TOTAL:</b>	<b>210.50</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	1,063.01
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	26.32
	<b>INVOICES TOTAL:</b>	<b>1,089.33</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	30.00
	<b>INVOICES TOTAL:</b>	<b>30.00</b>

**534331-PURCHASES - GOLF SHOES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACUSHNET COMPANY	GOLF SHOES	127.07
	<b>INVOICES TOTAL:</b>	<b>127.07</b>

**534332-PURCHASES - GOLF BALLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACUSHNET COMPANY	GOLF BALLS	469.06
	<b>INVOICES TOTAL:</b>	<b>469.06</b>

**534333-PURCHASES - GOLF CLUBS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SRIXON / CLEVELAND GOLF / XXIO	GOLF CLUBS	481.14
1 TAYLOR MADE GOLF COMPANY INC	GOLF CLUBS	958.52
	<b>INVOICES TOTAL:</b>	<b>1,439.66</b>

**534334-PURCHASES - GOLF GLOVES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACUSHNET COMPANY	GOLF GLOVES	1,037.82
	<b>INVOICES TOTAL:</b>	<b>1,037.82</b>

**534335-PURCHASES - MISC GOLF MDSE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ADIDAS AMERICA INC	GOLF APPAREL	264.09
	<b>INVOICES TOTAL:</b>	<b>264.09</b>

**5510-GOLF MAINTENANCE EXPENSES**

\*\* Indicates pre-issue check.



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**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	354.34
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	8.78
<b>INVOICES TOTAL:</b>		<b>363.12</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HALLORAN & YAUCH INC	AQUA CONTROL MOTOR	1,438.00
<b>INVOICES TOTAL:</b>		<b>1,438.00</b>

**5560-GOLF RESTAURANT EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMPLETE BAR SYSTEMS INC	BEER SYSTEM SET-UP	90.00
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	105.41
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - FEB 2021	36.19
<b>INVOICES TOTAL:</b>		<b>231.60</b>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GREAT LAKES SERVICE	COOLER REPAIRS	437.37
<b>INVOICES TOTAL:</b>		<b>437.37</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	177.17
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	4.39
<b>INVOICES TOTAL:</b>		<b>181.56</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	96.00
1 SYSCO FOOD SERVICES - CHICAGO	REFRIGERATOR/CLEANING SUPPLIES	76.80
<b>INVOICES TOTAL:</b>		<b>172.80</b>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ELGIN BEVERAGE CO	BEER PURCHASE	283.47
1 EUCLID BEVERAGE LLC	BEER PURCHASE	377.99
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	228.33
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	100.47
1 HIGHLAND BAKING COMPANY	FOOD PURCHASE	60.49
1 LAKESHORE BEVERAGE	BEER PURCHASE	68.83
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	200.00

\*\* Indicates pre-issue check.

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1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	141.69
1 SYSCO FOOD SERVICES - CHICAGO	CREDIT - PRICE ADJUSTMENT	-33.93
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE	575.03
1 TEC COFFEE & FOODS	COFFEE PURCHASE	200.00
<b>INVOICES TOTAL:</b>		<b>2,202.37</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYSCO FOOD SERVICES - CHICAGO	REFRIGERATOR/CLEANING SUPPLIES	2,186.42
<b>INVOICES TOTAL:</b>		<b>2,186.42</b>

**5570-GOLF BANQUET EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A MAESTRANZI SONS	KNIFE SERVICE	19.00
1 ALSCO	LINEN SERVICES	161.82
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	105.42
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - FEB 2021	36.19
<b>INVOICES TOTAL:</b>		<b>322.43</b>

**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EXAMINER PUBLICATIONS INC	FISH FRY/PRIME RIB ADVERTISING	120.00
1 EXAMINER PUBLICATIONS INC	FISH FRY ADVERTISING	60.00
<b>INVOICES TOTAL:</b>		<b>180.00</b>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GREAT LAKES SERVICE	COOLER REPAIRS	437.38
1 INDUSTRIAL DOOR COMPANY	PARTITION WALL INSPECTION	210.50
<b>INVOICES TOTAL:</b>		<b>647.88</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	177.17
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	4.39
<b>INVOICES TOTAL:</b>		<b>181.56</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	50.68
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	35.99
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	53.90
1 MLA WHOLESALE INC	FLOWERS	62.70
1 SYSCO FOOD SERVICES - CHICAGO	FOOD SERVICE SUPPLIES	120.27
1 SYSCO FOOD SERVICES - CHICAGO	CREDIT - PRICE ADJUSTMENT	-54.14

\*\* Indicates pre-issue check.

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1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	201.22
1 SYSCO FOOD SERVICES - CHICAGO	REFRIGERATOR/CLEANING SUPPLIES	76.81
	<b>INVOICES TOTAL:</b>	<b>547.43</b>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	FOOD PURCHASES	287.80
1 THE BAKING INSTITUTE BAKERY CO	BAKERY PURCHASE	75.90
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	246.85
1 EUCLID BEVERAGE LLC	BEER PURCHASE	243.89
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	246.69
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	209.22
1 HIGHLAND BAKING COMPANY	FOOD PURCHASE	60.50
1 HIGHLAND BAKING COMPANY	FOOD PURCHASE	93.09
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	165.17
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	1,725.96
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE	557.00
1 TEC COFFEE & FOODS	COFFEE PURCHASE	52.95
	<b>INVOICES TOTAL:</b>	<b>3,965.02</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PAUL PETERSEN	BASSET ALCOHOL LICENSE RENEWALS	19.75
	<b>INVOICES TOTAL:</b>	<b>19.75</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYSCO FOOD SERVICES - CHICAGO	REFRIGERATOR/CLEANING SUPPLIES	2,186.42
	<b>INVOICES TOTAL:</b>	<b>2,186.42</b>

**5580-GOLF MIDWAY EXPENSES**

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CIGAR WERKS INC	CIGAR PURCHASE	613.79
1 ELGIN BEVERAGE CO	BEER PURCHASE	242.35
1 EUCLID BEVERAGE LLC	BEER PURCHASE	347.05
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	164.70
1 LAKESHORE BEVERAGE	BEER PURCHASE	129.10
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	152.76
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	188.80
1 SCNS SPORTS FOODS	FOOD PURCHASE	96.00
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE	790.64
	<b>INVOICES TOTAL:</b>	<b>2,725.19</b>

\*\* Indicates pre-issue check.

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**6000-CENTRAL SERVICES EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLEGIANT FIRE PROTECTION LLC	QUARTERLY FIRE PUMP INSPECTION	480.00
1 MIDWEST MECHANICAL	QUARTERLY MAINTENANCE AGREEMENT	3,349.00
<b>INVOICES TOTAL:</b>		<b>3,829.00</b>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ANDERSON PEST SOLUTIONS	PEST CONTROL SERVICES	228.16
1 ATLAS BOILER & WELDING CO INC	PUMP REPAIRS	3,402.53
1 ATLAS BOILER & WELDING CO INC	PUMP REPAIRS	2,707.39
1 JOHNSON CONTROLS SECURITY SOLUTIONS	QUARTERLY BILLING	274.13
1 MULTISYSTEM MANAGEMENT COMPANY INC	JANITORIAL SERVICES - FEB 2021	3,752.00
1 THYSSENKRUPP ELEVATOR CORPORATION	MAINTENANCE AGREEMENT	651.41
1 UNIFIRST CORPORATION	MATS	91.44
1 UNIFIRST CORPORATION	MATS	91.44
<b>INVOICES TOTAL:</b>		<b>11,198.50</b>

**524110-TELEPHONE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CALL ONE	TELEPHONE BILL	284.74
** 1 CARDMEMBER SERVICE	VILLAGE HALL DSL LINE	68.05
1 COMCAST	TELEPHONE BILL	2,457.04
1 COMCAST	INTERNET SERVICE	188.40
** 1 VERIZON WIRELESS	WIRELESS SERVICES	419.94
<b>INVOICES TOTAL:</b>		<b>3,418.17</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	534.29
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	48.84
<b>INVOICES TOTAL:</b>		<b>583.13</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	MEDIA CONVERTERS	79.76
1 AMAZON CAPITAL SERVICES INC	DUST COVER/BLOCKOUT DEVICE	12.97
** 1 CARDMEMBER SERVICE	RETIREMENT GIFTS	611.44
1 WAREHOUSE DIRECT	PAPER TOWELS/OFFICE SUPPLIES	329.59
1 WAREHOUSE DIRECT	TRASH BAGS/PAPER TOWELS	178.23
1 WAREHOUSE DIRECT	PAPER TOWELS	49.86
1 WAREHOUSE DIRECT	DISINFECTANT WIPES	35.99
1 WESTERN FIRST AID & SAFETY LLC	FIRST AID SUPPLIES	114.17
<b>INVOICES TOTAL:</b>		<b>1,412.01</b>

\*\* Indicates pre-issue check.

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**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COLUMBIA PIPE & SUPPLY CO	MAINTENANCE SUPPLIES	57.85
1 GRAINGER	MAINTENANCE SUPPLIES	93.60
1 JENSEN'S PLUMBING & HEATING INC	EQUIPMENT MAINTENANCE	497.45
<b>INVOICES TOTAL:</b>		<b>648.90</b>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	ETHERNET POE SWITCH	235.91
** 1 CARDMEMBER SERVICE	CLOUD SERVICES	0.76
1 SOUTHERN COMPUTER WAREHOUSE	NETWORK SWITCH AND COMPONENTS	5,318.42
<b>INVOICES TOTAL:</b>		<b>5,555.09</b>

**6100-VEHICLE REPLACEMENT EXPENSES**

**570170-POLICE VEH REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CURRIE MOTORS	FIVE PATROL UTILITY VEHICLES	104,928.00
<b>INVOICES TOTAL:</b>		<b>104,928.00</b>

**7000-POLICE PENSION EXPENDITURES**

**529000-OTHER CONTRACTUAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DINA G MANCILLAS	PENSION MEETING MINUTES	200.00
<b>INVOICES TOTAL:</b>		<b>200.00</b>

**900000-POOLED CASH & INVESTMENT FUND**

**100002-CASH - MONEY MARKET**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FISERV/BASTOGNE INC	FISERV ONLINE RETURN	82.82
<b>INVOICES TOTAL:</b>		<b>82.82</b>

**GRAND TOTAL: 922,343.16**

\*\* Indicates pre-issue check.

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GENERAL FUND	624,711.39
MUNICIPAL BUILDING FUND	21,567.04
59 & LAKE TIF FUND	37,010.92
BREWSTER CREEK TIF MUN ACCT	474.00
WATER FUND	28,952.83
SEWER FUND	48,986.04
PARKING FUND	1,178.90
GOLF FUND	27,606.42
CENTRAL SERVICES FUND	26,644.80
VEHICLE REPLACEMENT FUND	104,928.00
POLICE PENSION FUND	200.00
POOLED CASH & INVESTMENT FUND	82.82
<b>GRAND TOTAL</b>	<b>922,343.16</b>



# Agenda Item Executive Summary

Item Name Bartlett Fire Station Training Facility - Site Plan Amendment and Special Use Permit Committee or Board Board

## BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

## EXECUTIVE SUMMARY

The petitioner is requesting a **site plan amendment** for a proposed 2,880 square foot fire training facility constructed from 12 shipping containers to be located east of existing Fire Station #3 on West Bartlett Road.

A **special use permit** is also being requested to allow the height of the 41' 9" training facility to exceed the maximum 35' height requirement in the P-1 zoning district.

The existing parking lot would be extended eastward where a new concrete pad would be constructed that would allow fire vehicles and apparatus direct access to this structure.

Fire training events would take place 6 to 8 times a month with burning events taking place 2 to 4 times per year in designated rooms within the facility. The smoke generated from these burning events would not exceed the level of smoke produced from a residential fireplace.

The **Plan Commission** reviewed the petitioner's requests for a **site plan review and special use permit** and conducted the requisite public hearing at their meeting on March 11, 2021. The Plan Commission recommended **approval** of the site plan and special use permit subject to the conditions recommended by staff and the findings of fact.

*As directed, this item is being forwarded directly to the Village Board for a final vote.*

## ATTACHMENTS (PLEASE LIST)

PDS memo, ordinance with exhibits, minutes from the Plan Commission meeting, applicant cover letter, application, location map, approved site plan, and floor plans

## ACTION REQUESTED

- Resolution
- Ordinance— Move to approve Ordinance #2021-\_\_\_\_ An Ordinance Approving A Site Plan And Granting A Special Use Permit For Fire Station #3 Located At 1575 W. Bartlett Road
- Motion

Staff: Roberta Grill, Planning and Development Services Director Date: 3/22/2021

**PLANNING AND DEVELOPMENT SERVICES MEMORANDUM**  
**21-35**

DATE: March 24, 2021  
TO: Paula Schumacher, Village Administrator  
FROM: Roberta Grill, Planning and Development Services Director *RBG*  
RE: **(#21-03) Bartlett Fire Training Facility**

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**PETITIONER**

Chief William Gabrenya on behalf of the Bartlett Fire Protection District

**SUBJECT SITE**

1575 W Bartlett Rd – Bartlett Fire Station #3

**REQUEST**

Site Plan Amendment  
Special Use – to allow an accessory structure to exceed 35' in height

*As directed, this item is being forwarded directly to the Village Board for a final vote.*

**SURROUNDING LAND USES**

<b>Subject Site</b>	<b><u>Land Use</u> Fire Station</b>	<b><u>Comprehensive Plan</u> Mixed Use Business Park</b>	<b><u>Zoning</u> P-1</b>
North	Industrial	Mixed Use Business Park	I-2 General Industrial District (unincorporated Cook County)
South	Vacant/Industrial	Mixed Use Business Park	I-2 EDA
East	Wetland/Industrial	Mixed Use Business Park	I-2 EDA
West	Industrial	Industrial (City of Elgin)	GI – General Industrial (City of Elgin)

**ZONING HISTORY**

This property was annexed into the village by ordinance #1966-14 and zoned R-1 Single Family Residence. The property was rezoned to the M Manufacturing District by ordinance #1967-18. As a part of the comprehensive rezoning of the village in 1978 the property was rezoned to the SR-2 Suburban Residence District. The property was rezoned to the I-2 General Industrial District by ordinance #1982-21. In 2001, the



site was rezoned from the I-2 General Industry District to I-2 EDA Economic Development Area District by ordinance #2001-130. Elmhurst Chicago Stone Company donated this property to the Bartlett Fire Protection District in 2007. The current site plan for Fire Station #3 was approved and the property was rezoned to the P-1 Public Lands District on July 17, 2007 by ordinance #2007-76

## **DISCUSSION**

1. The petitioner is requesting a **site plan amendment** to add a 2,880 square-foot fire training facility, constructed from 12 shipping containers, to be located east of the existing fire station.
2. The petitioner is also requesting a **special use permit** to allow for the height of the 41'9" training facility to exceed the maximum 35' height requirement in the P-1 zoning district.
3. The first two floors of the proposed training facility would be constructed with containers measuring 8' wide, 40' long, and 9'6" tall. The 3<sup>rd</sup> and 4<sup>th</sup> floors would be constructed from containers measuring 8' wide, 20' long, and 9'6" tall. Together the facility would measure 24' wide and 40' long. A 3'9" railing along the top of the structure would bring the total height to 41'9".
4. The parking area would be extended eastward where a concrete pad would be constructed to provide space for a fire truck to maneuver on one side of the structure. Due to the construction of the pad, 4 parking spaces would be removed from the northeast row of parking. The fire station parking lots would contain a total of 23 parking spaces which meets the zoning ordinance requirement of 23 spaces.
5. Fire training events would take place 6 to 8 times a month with burning events taking place 4 times per year. As a condition of approval, the Fire Protection District would be required to contact the Bartlett Police Department in advance of training events to be prepared for calls from the public regarding smoke traveling from the structure.
6. The smoke generated from these events would not exceed the level of smoke produced from a residential fireplace. The fire protection district follows regulations from both the Environmental Protection Agency and National Fire Protection Associations which require the use of class A combustible materials such as hay, paper, and wood.
7. The facility is meant for training purposes only and would not be habitable. When the facility is not in use the windows would be shuttered and locked, and the doors would be locked.

8. The petitioner would be adding landscaping to the new parking island. All other landscaping, including the landscaping on the berm along West Bartlett Road, would remain as required per the approved 2007 landscape plan.

### **RECOMMENDATION**

1. The Staff recommends approval of the petitioner's requests for a site plan and special use permit subject to the following conditions and findings of fact:
  - A. Building permits shall be required for all construction activities;
  - B. Staff approval of the landscape plan;
  - C. Village Engineer approval of the engineering plans;
  - D. Landscaping must be installed within one year of the issuance of a building permit;
  - E. If landscaping cannot be installed at the time of construction, a landscape estimate shall be submitted to the planning & development services department for review and approval by the village forester and a bond posted in the approved amount for its future installation;
  - F. All regulations from the Environmental Protection Agency and National Fire Protection Association shall be followed;
  - G. The Fire Protection District is required to contact the Bartlett Police Department in advance of training events to be prepared for calls from the public regarding smoke traveling from the structure;
  - H. Findings of fact (site plan):
    - i. That the proposed fire training facility is allowed as a permitted accessory use in the P-1 Zoning District;
    - ii. That the proposed building, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses;
    - iii. That the vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well;
    - iv. That the site plan provides for the safe movement of pedestrians within the site;
    - v. That there is a sufficient mixture of grass trees and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses. Any part of the site plan area not used for buildings, structures, parking or access ways shall be landscaped with a mixture of grass, trees and shrubs; (All landscape improvements shall be in compliance with Chapter 10-11A, Landscape Requirements.)
    - vi. That all outdoor storage areas are screened and are in accordance with standards specified by this Ordinance.

- I. Findings of fact (special use permit):
  - i. The proposed special use is desirable to provide a use which is in the interest of public convenience and will contribute to the general welfare of the community;
  - ii. That the proposed special use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity;
  - iii. That the special use shall conform to the regulations and conditions specified in the Bartlett Zoning Ordinance for such use and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.
  
2. The Plan Commission reviewed the petitioner's requests for a site plan review and special use permit and conducted the requisite public hearing on March 11, 2021. The **Plan Commission** recommended **approval** of the site plan and the special use permit subject to the conditions and findings of fact recommended above by the staff.
  
3. The ordinance with exhibits, the minutes of the Plan Commission meeting and background materials are attached for your reference.

dk/attachments

x:\comdev\mem2021\035\_fire training facility\_vb.docx

ORDINANCE 2021 - \_\_\_\_\_

**AN ORDINANCE APPROVING A SITE PLAN AND GRANTING A SPECIAL USE PERMIT FOR FIRE STATION #3 LOCATED AT 1575 W. BARTLETT ROAD**

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**WHEREAS**, the Bartlett Fire Protection District is the owner of Fire Station #3 located at 1575 W. Bartlett Road which is zoned P-1 (Public Lands District), in the Village of Bartlett, and is legally described on **Exhibit A**, and is referred to herein as the “Subject Property”; and

**WHEREAS**, the Bartlett Fire Protection District (the “Petitioner”), has filed a petition for site plan approval and a special use permit to allow a structure taller than 35 feet (the “Petition”), on the Subject Property; and

**WHEREAS**, the Bartlett Plan Commission reviewed the Petition with respect to the site plan and conducted the required public hearing with respect to the special use permit on the subject property at its meeting on March 11, 2021 (Case #21-03) and has recommended to the corporate authorities that the site plan be approved and the special use permit to allow a structure taller than 35 feet be granted, subject to the conditions and findings of fact set forth in its report; and;

**WHEREAS**, the corporate authorities have determined that it is in the public interest to approve of the site plan and grant the special use permit recommended by the

Plan Commission based on its findings of fact and conditions set forth in its report and in Sections One, Two, Three and Five of this Ordinance; and

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois (the "Corporate Authorities") as follows:

**SECTION ONE:** That based in part by the conditions set forth in Section Five of this Ordinance, the Corporate Authorities do hereby make the following findings of fact with respect to the site plan (hereinafter defined) for Bartlett Fire Station #3:

- A. That the proposed fire training facility is allowed as a permitted accessory use in the P-1 Zoning District;
- B. That the proposed building, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses;
- C. That the vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well;
- D. That the site plan provides for the safe movement of pedestrians within the site;
- E. That there is a sufficient mixture of grass trees and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses. Any part of the site plan area not used for buildings, structures, parking or access ways shall be landscaped with a mixture of grass, trees and shrubs; (All landscape improvements shall be in compliance with Chapter 10-11A, Landscape Requirements.)
- F. That all outdoor storage areas are screened and are in accordance with standards specified by this Ordinance.

**SECTION TWO:** That the site plan prepared by V3, dated January 6, 2021, last revised February 5, 2021 (the "Site Plan") attached hereto as **Exhibit B**; the Building Elevations, prepared by V3, dated January 27, 2021 (the "Elevations") attached hereto as **Exhibit C**; and the Landscape Plan prepared by V3, dated January 6, 2021, last revised February 1, 2012 (the "Landscape Plan") attached hereto as **Exhibit D**; are expressly made a part of this Ordinance by this reference and are hereby approved, subject to the findings of fact and conditions set forth in Sections One, Two, Three and Five of this Ordinance.

**SECTION THREE:** That based in part on the conditions set forth in Section Five of this Ordinance, the Corporate Authorities do hereby make the following findings of fact pertaining to the special use permit (herein after defined) on the Subject Property:

- A. The proposed special use is desirable to provide a use which is in the interest of public convenience and will contribute to the general welfare of the community;
- B. That the proposed special use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity;
- C. That the special use shall conform to the regulations and conditions specified in the Bartlett Zoning Ordinance for such use and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees by the passage of this Ordinance.

**SECTION FOUR:** That the special use permit to allow a structure taller than 35 feet (the “Special Use Permit”) is hereby granted, subject to the findings of fact and the conditions set forth in Sections Three and Five of this Ordinance.

**SECTION FIVE:** The Site Plan approved in Section Two and the Special Use Permit granted in Section Four of this Ordinance, are based upon and are hereby made contingent upon the satisfaction of the following conditions:

- A. Building permits shall be required for all construction activities;
- B. Staff approval of the landscape plan;
- C. Village Engineer approval of the engineering plans;
- D. Landscaping must be installed within one year of the issuance of a building permit;
- E. If landscaping cannot be installed at the time of construction, a landscape estimate shall be submitted to Planning & Development Services Development for review and approval by the village forester and a bond posted in the approved amount for its future installation;
- F. All regulations from the Environmental Protection Agency and National Fire Protection Association shall be followed;
- G. The Fire Protection District is required to contact the Bartlett Police Department in advance of training events to be prepared for calls from the public regarding smoke traveling from the structure;

**SECTION SIX:** The violation of any of the above conditions shall be cause for the revocation of the approval of the Site Plan, and the granting of the Special Use Permit approved by this Ordinance.

**SECTION SEVEN: SEVERABILITY.** The various provisions of this Ordinance are to be considered as severable, and if any Court of competent jurisdiction shall hold any part or portion of this Ordinance invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance.

**SECTION EIGHT: REPEAL OF PRIOR ORDINANCES.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION NINE: EFFECTIVE DATE.** This Ordinance shall be in full force and effect after its passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED this 6<sup>th</sup> day of April, 2021**

**APPROVED this 6<sup>th</sup> day of April, 2021**

\_\_\_\_\_  
**Kevin Wallace, Village President**

**ATTEST:**

\_\_\_\_\_  
**Lorna Giles, Village Clerk**



## CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2021- \_\_\_\_\_ enacted on April 6, 2021 and approved on April 6, 2021, as the same appears from the official records of the Village of Bartlett.

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Lorna Giles, Village Clerk

## Exhibit A

### Legal Description of the Property

THAT PART OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 41 NORTH, RANGE 9, EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER OF SECTION 32; THENCE SOUTH 00 DEGREES 26 MINUTES 26 SECONDS EAST ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER, 50.02 FEET TO THE NORTH LINE OF A CONSERVATION EASEMENT RECORDED JUNE 2, 2000 AS DOCUMENT NUMBER 00488338, SAID NORTH LINE OF CONSERVATION EASEMENT BEING 50.00 FEET SOUTH OF AND PARALLEL WITH THE NORTH LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 88 DEGREES 06 MINUTES 16 SECONDS WEST ALONG SAID NORTH LINE OF CONSERVATION EASEMENT 740.30 FEET TO THE NORTHWEST CORNER OF SAID CONSERVATION EASEMENT; THENCE SOUTH 00 DEGREES 27 MINUTES 16 SECONDS EAST ALONG THE WEST LINE OF SAID CONSERVATION EASEMENT, 10.00 FEET TO THE PLACE OF BEGINNING; THENCE THE FOLLOWING TWO COURSES ALONG SAID WEST LINE OF CONSERVATION EASEMENT; (1) THENCE SOUTH 00 DEGREES 27 MINUTES 16 SECONDS EAST, 242.59 FEET; (2) THENCE SOUTH 19 DEGREES 40 MINUTES 18 SECONDS WEST, 26.84 FEET; THENCE SOUTH 88 DEGREES 06 MINUTES 16 SECONDS WEST, ALONG A LINE 327.47 FEET SOUTH OF AND PARALLEL WITH SAID NORTH LINE OF THE SOUTHEAST QUARTER, 522.20 FEET TO THE EASTERLY LINE OF SPITZER ROAD PER DOCUMENT NUMBER 0515434076; THENCE THE FOLLOWING THREE COURSES ALONG SAID EASTERLY LINE; (1) THENCE NORTH 05 DEGREES 40 MINUTES 15 SECONDS EAST, 169.36 FEET; (2) THENCE NORTH 00 DEGREES 27 MINUTES 16 SECONDS WEST, 72.30 FEET; THENCE NORTH 32 DEGREES 08 MINUTES 57 SECONDS EAST, 32.95 FEET; THENCE NORTH 88 DEGREES 06 MINUTES 16 SECONDS EAST ALONG A LINE 60.00 FEET SOUTH OF AND PARALLEL WITH SAID NORTH LINE OF THE SOUTHEAST QUARTER, 495.60 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS

**NOTES:**

1. ALL DIMENSIONS SHOWN ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
2. ALL PROPOSED ON-SITE STRIPING SHALL BE PAINTED YELLOW UNLESS OTHERWISE NOTED.
3. BUILDING DIMENSIONS ARE TO OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
4. ALL CURB AND GUTTER SHALL BE B6.12 UNLESS OTHERWISE NOTED.

**SITE DATA**

**SITE AREA: 138,468 SF. (3.18 AC.)**

**ZONING: P-1 PUBLIC LANDS DISTRICT**

**ACCESSORY STRUCTURE AREA: 2,890 SF**  
**ACCESSORY STRUCTURE HEIGHT: 38' (41'-9" TO RAILING)**

**LANDSCAPE**  
 EX. OPEN SPACE: 53.2% (73,878 SF)  
 PR. OPEN SPACE: 44.3% (61,343 SF)

**EXISTING STALLS**  
 24 STANDARD STALLS  
 2 ACCESSIBLE STALLS  
 26 PROVIDED  
 23 REQUIRED

**PROPOSED STALLS**  
 21 STANDARD STALLS  
 2 ACCESSIBLE STALLS  
 23 PROVIDED  
 23 REQUIRED

**PAVEMENT LEGEND**

**CONCRETE PAVEMENT**

- 8" P.C. CONCRETE PAVEMENT
- 4" AGGREGATE BASE COURSE - CA6

REVISIONS		DESCRIPTION
NO.	DATE	
1	12/01/21	VILLAGE RESUBMITTAL
2	12/06/21	REVISED PER VILLAGE REVIEW

**OVERALL SITE PLAN**

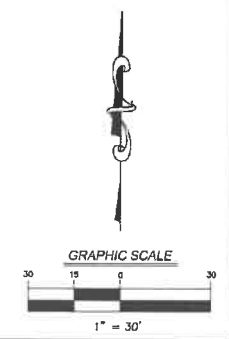
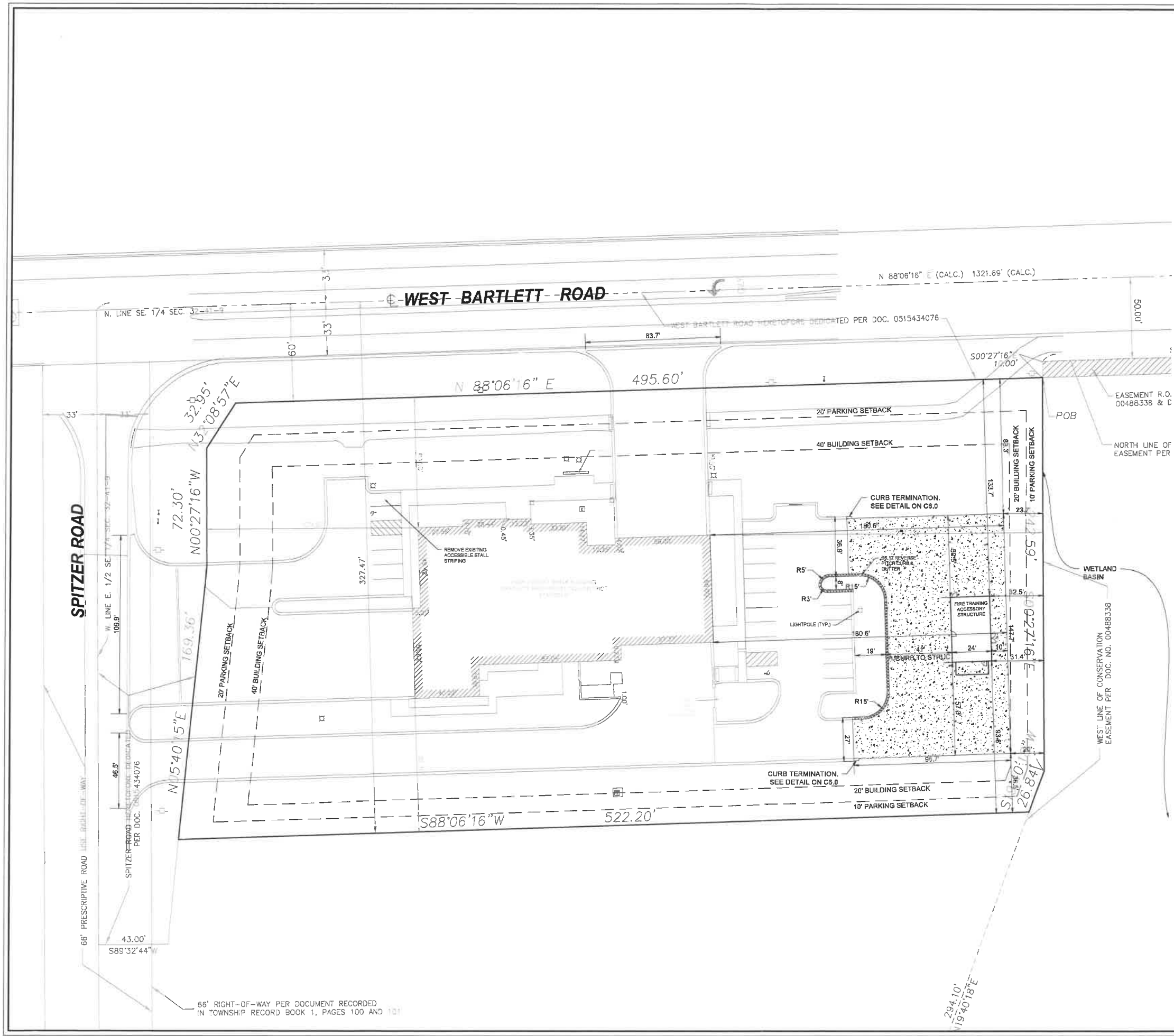
**BARTLETT FIRE TRAINING FACILITY**

BARTLETT ILLINOIS

7325 Janes Avenue  
 Woodridge, IL 60517  
 630.724.9200 phone  
 www.v3co.com



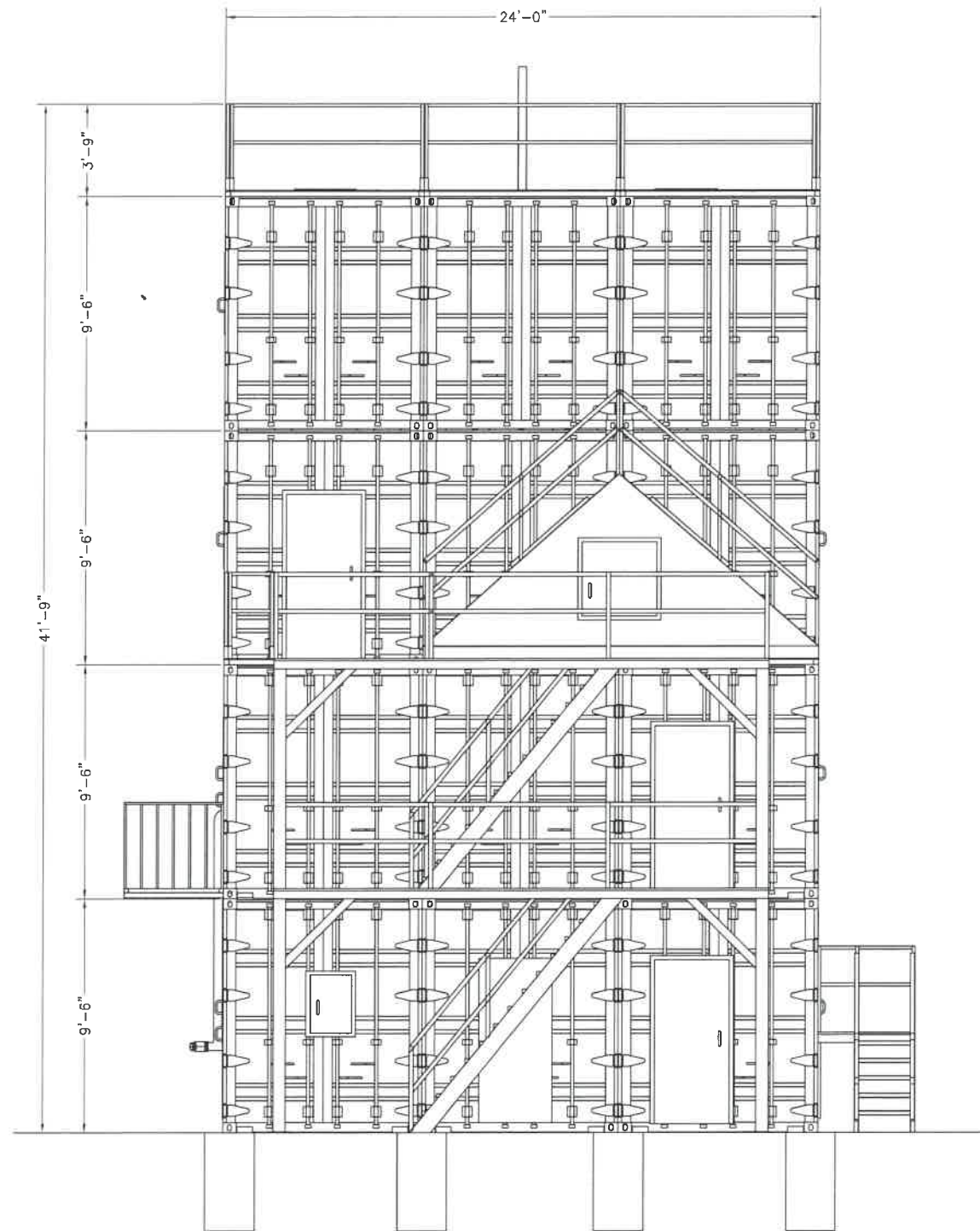
DRAWING NO.  
**1.0**



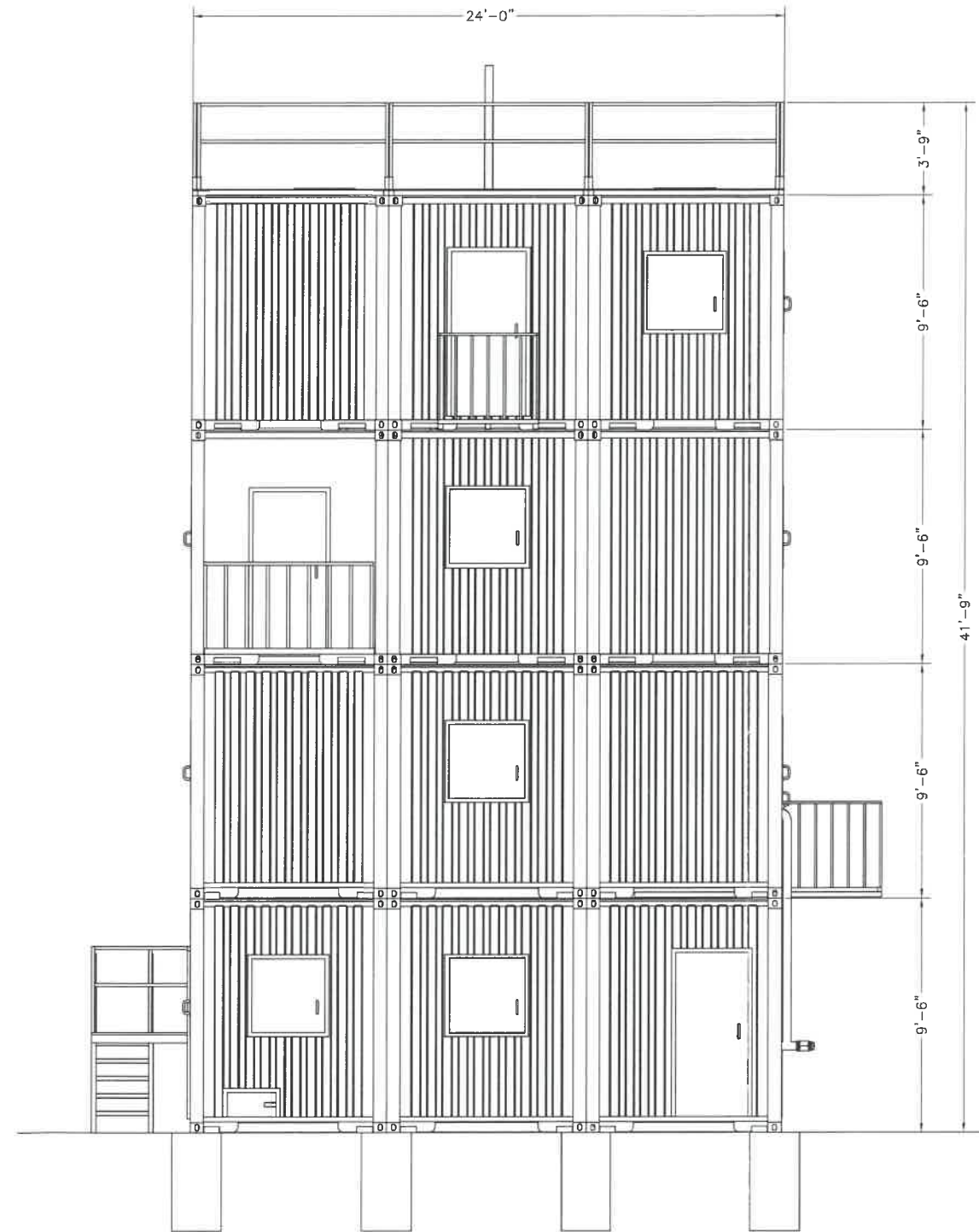
66' RIGHT-OF-WAY PER DOCUMENT RECORDED IN TOWNSHIP RECORD BOOK 1, PAGES 100 AND 101





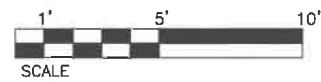


**SOUTH ELEVATION**



**NORTH ELEVATION**

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AMERICAN FIRE TRAINING SYSTEMS, INC.  
12315 SOUTH NEW AVE., POB #39  
LEMONT, ILLINOIS 60439  
(630) 257-0112



**PROPOSAL FOR FIRE TRAINING FACILITY  
BARTLETT F.D. - BARTLETT, IL.**

DRAWN BY: PRD  
REV: -  
DATE: 01-27-21  
SCALE: -  
P NO. P001068  
DWG NO.

**A05**

**EXISTING Plant List & Key**

Qty	Species Name	Size	Quantity	Key	Species Name	Size	Quantity	Key	Species Name	Size	Quantity	Key
1	...	...	...	...	...	...	...	...	...	...	...	...

**PLANT LIST**

BOTANICAL NAME (COMMON NAME)	SIZE	QUANTITY	KEY
GLADHALA TRIACANTHOS 'SKYLINE' (SKYLINE HONEYLOCUST)	2.5"	1	GTS
PICEA PUNGENS (COLORADO SPRUCE)	6"	1	PP
RHUS AROMATICA 'GRO-LOW' (GROW LOW FRAGRANT SUMAC)	24"	7	RAG
PENNISETUM ALOPECUROIDES 'HAMELN' (DWARF FOUNTAIN GRASS)	1 GAL	7	PAH

**LANDSCAPE**  
 EX. OPEN SPACE: 53.2% (73,878 SF)  
 PR. OPEN SPACE: 44.3% (61,343 SF)

**LANDSCAPE LEGEND**

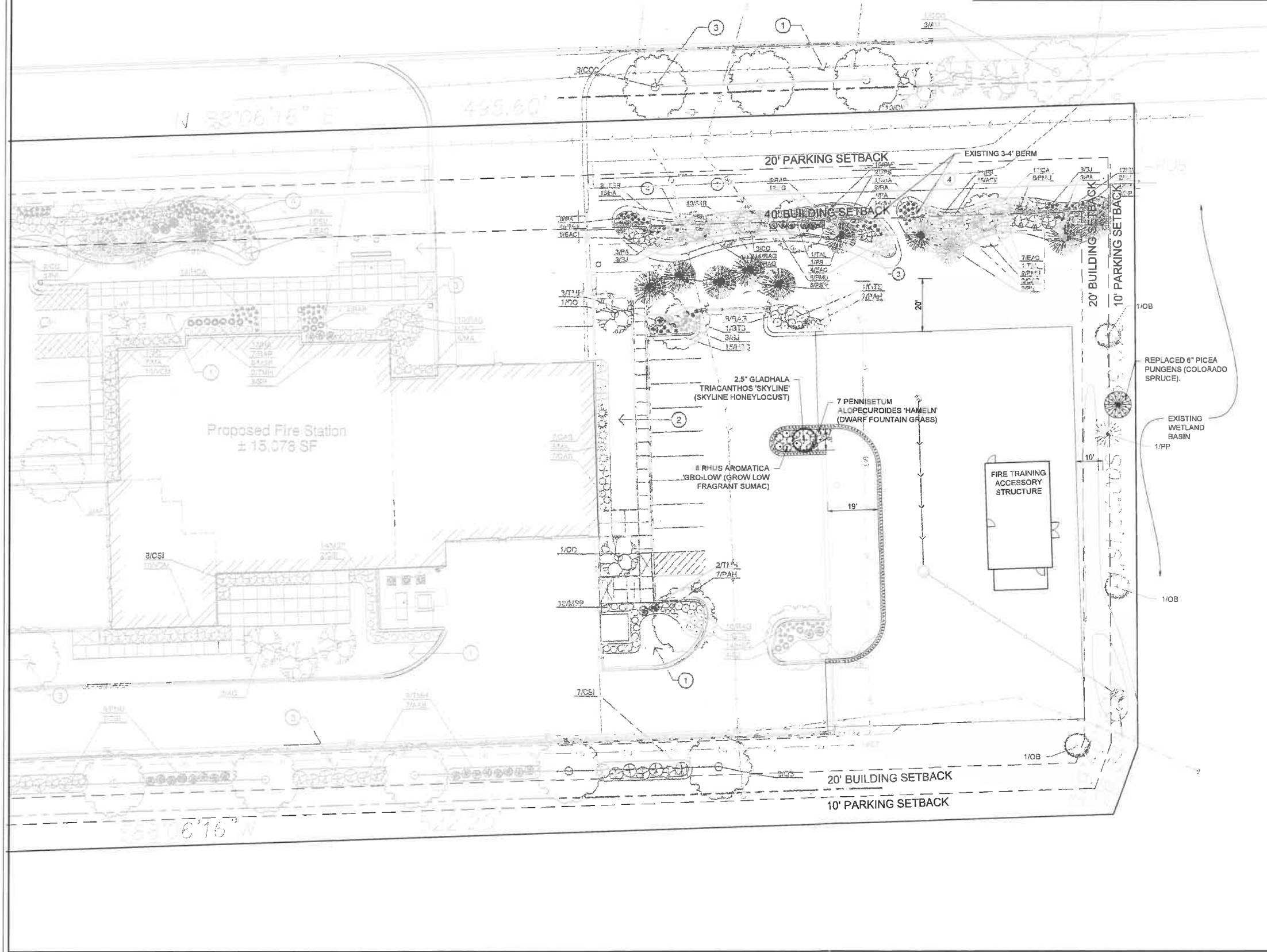
FINE GRADE, SEED AND HYDROMULCH ALL DISTURBED AREAS AS NOTED ON THE PLAN.

FURNISH AND INSTALL 3" MINIMUM LAYER OF DOUBLE SHREDDED HARDWOOD BARK MULCH

**EXISTING LANDSCAPE LEGEND**

QUANTITY/KEY

- LANDSCAPE PLAN NOTES**
1. FINE GRADE, SEED AND HYDROMULCH ALL DISTURBED AREAS AS NOTED ON THE PLAN.
  2. FURNISH AND INSTALL 3" MINIMUM LAYER OF DOUBLE SHREDDED HARDWOOD BARK MULCH IN ALL PLANTING BEDS AND TREE RINGS.
  3. EXISTING LANDSCAPE PLAN SHOWN FOR REFERENCE AND NOT SURVEYED INFORMATION. LANDSCAPING WAS PREVIOUSLY INSTALLED UNDER SEPARATE PERMIT.



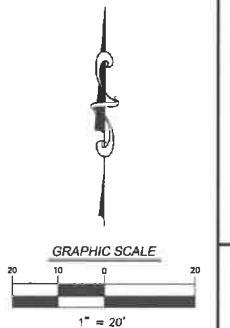
**LANDSCAPE PLAN**  
**BARTLETT FIRE TRAINING FACILITY**  
 BARTLETT ILLINOIS

PROJECT NO: 9428/FIRE  
 PROJECT MANAGER: BR  
 DESIGNER BY: EF  
 DRAWN BY: RI

ORIGINAL ISSUE DATE: JANUARY 6, 2021  
 NO. 1  
 DATE 02/01/21  
 DESCRIPTION VILLAGE RESUBMITTAL

REV I S I O N S

NO.	DATE	DESCRIPTION
1	02/01/21	VILLAGE RESUBMITTAL



7325 Janes Avenue  
 Woodridge, IL 60517  
 630.724.9200 phone  
 www.v3cc.com

**V3**

DRAWING NO.  
**L1.0**



Village of Bartlett  
Plan Commission Minutes  
March 11, 2020

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**(#21-03) Bartlett Fire Training Facility  
Site Plan Amendment**

**Special Use** – To allow an accessory structure to exceed 35' in height

**PUBLIC HEARING**

The following exhibits were presented:

**Exhibit A – Picture of Sign**

**Exhibit B – Mail Affidavit**

**Exhibit C – Notification of Publication**

**D. Kamperschroer** this property was re-zoned to the P-1 Public Lands District in July 2007 by ordinance #2007-76. The petitioner is requesting a special use permit to allow the height of the 41-foot 9-inch training facility to exceed the maximum 35-foot height requirement in the P-1 zoning district. The parking area on the site would be extended eastward where a concrete pad would be constructed to provide space for a fire truck to maneuver on one side of the structure. Due to the construction of the pad, 4 parking spaces would be removed from the northeast row of parking. The fire station parking lots would contain a total of 23 parking spaces, which meets the zoning ordinance requirement of 23 spaces. Fire training events would take place 6 to 8 times a month with burning events taking place 4 times per year. As a condition of approval, the Fire Protection District would be required to contact the Bartlett Police Department in advance of training events to be prepared for calls from the public regarding smoke traveling from the structure. The smoke generated from these events would not exceed the level of smoke produced from a residential fireplace. The fire protection district follows regulations from both the Environmental Protection Agency and National Fire Protection Association, which require the use of class A combustible materials such as hay, paper, and wood. The facility is meant for training purposes only and would not be habitable. When the facility is not in use the windows would be shuttered and locked, and the doors would be locked. The petitioner would be adding landscaping to the new parking island. All other landscaping, including the landscaping on the berm along West Bartlett Road, would remain as required per the approved 2007 landscape plan. The staff recommends approval of the petitioner's requests for a site plan and special use permit subject to the conditions and findings of fact detailed in the staff report.

The petitioner, **Chief William Gabrenya** came forward. **J. Lemberg** asked if there were any questions or motions by the Committee. **M. Hopkins** asked how will the neighboring properties be affected by the smoke generated 4 times a year? **Chief Gabrenya** stated that only class A material would be burned in the building, like what would be burned in a fireplace. Typically, we would be burning hay and are only burning enough inside the structure to produce low visibility so that we can practice our search and rescues. Once we open the building it is a very light/white wispy smoke that dissipates very quickly. I would anticipate that it would not even be seen coming across W. Bartlett Road. **M. Hopkins** will the heat and smoke generated blacken the building or will the color of the building stay red as shown on the renderings? **Chief Gabrenya** there is a little bit of heat produced in the burn rooms, but it will not have fire blowing out of the windows. There is a 10-year paint warranty on the building, so that should stay intact. **A. Hopkins** looking at the site plan, you are going to be reducing parking spaces. How many parking spaces are taken up by the staff that is there currently and will there be other communities using this as well? **Chief Gabrenya** there would be 4 people stationed there with 4





Village of Bartlett  
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cars. We have 23 parking spaces. There are a lot of parking spaces for the amount of people that are stationed there. When we have other people coming from other stations, they are coming down in the apparatus that they are assigned to that day. Typically, when we are going to train at this facility, we might have crews from station 1 and station 2 that are coming to this facility to train, but they are going to be in their engines and ambulances. That is why we are creating this big concrete pad so that we can position the vehicles. **A. Hopkins** how many apparatuses can fit on the concrete pad? **Chief Gabrenya** about 4 to 5. There is quite a bit of room in that area. **A. Hopkins** I am always concerned about parking. I think in our village code it needs to be increased. Is 4 to 5 firefighters fully staffed? **Chief Gabrenya** yes, that is fully staffed. **A. Hopkins** no other firefighters can be put out there. **Chief Gabrenya** no. **A. Hopkins** I just want to make sure because if more firefighters get hired out there, more parking spaces would be needed, but it seems like that is not going to be an issue. **Chief Gabrenya** there are 23 parking spaces. **A. Hopkins** are you only burning hay and not wood because I am concerned about that area of town, which has an older senior population that there would be breathing issues. I do not know if you could burn other things down the road. I am really concerned for the residents and businesses that are in that area. **Chief Gabrenya** Spring Lake Estates is a quarter mile away. It would be nearly impossible to have any affects from a quarter mile away. We fall under the National Fire Protection Association guidelines and OSHA guidelines. We are only allowed to burn class A materials, which is no different than what are burned in a fireplace. **A. Hopkins** Carol Stream has a similar tower. **Chief Gabrenya** correct, in a neighborhood. **A. Hopkins** is there any reason that Bartlett could not team up with Carol Stream if you are only using this for burning 4 times a year? Would it make sense to use the Carol Stream facility? **Chief Gabrenya** there are several reasons that we do not go to Carol Stream. One is that we have to pay overtime to do that in the amount of \$50,000 a year and right now and their facility is out of service because they cannot conduct live fire training there. Their structure is a very large concrete building and because they were burning in their structure, over time, it had an effect on the brick and mortar. My understanding is that some of that has started to crack. Until they get those repairs made they are not allowed to do any burns in that structure. It is not feasible for us. I am not going to take a unit out of service to send people to Carol Stream. That would reduce services to our community. **A. Hopkins** does there need to be an ambulance available when a burn is going on and if so, are we reducing service to our community? **Chief Gabrenya** are you asking if we are required to have an ambulance present whenever we are conducting training at that facility? **A. Hopkins** I am concerned about our residents and firefighters if something happens and they have to be transferred to the hospital. There should be an ambulance on site to transfer them. **Chief Gabrenya** I am also concerned about our firefighters. All of our firefighters are paramedics, which is the same type of service that is on an ambulance. The only thing that an ambulance does is allow us to transport that person to a hospital. We only have 2 ambulances in town and 3 suppression vehicles because technically, we have 14 or 15 paramedics working every day. Depending on where the call is, there are always paramedics available. **A. Hopkins** that is a concern to me. If you are going to be having training out there, you still have to be able to provide ambulance service. If you are doing training and a call comes in, who is going to the call? That is a safety issue. This structure is made of shipping containers. **Chief Gabrenya** correct. **A. Hopkins** Are there any other facilities that use shipping containers? **Chief Gabrenya** yes, there are other communities including Orland Park and Lombard that use shipping containers because they last a long time and do not have the same issues as with brick and mortar. **A. Hopkins** is there a typical foundation with concrete and footings? **Chief Gabrenya** correct. **A. Hopkins** that location on W. Bartlett Road is not aesthetically



Village of Bartlett  
Plan Commission Minutes  
March 11, 2020

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pleasing. Would this type of structure using shipping containers be permitted for a business or resident?

**R. Grill** we actually have a commercial entity in town that has already requested to utilize shipping containers as part of their development. **A. Hopkins** would they keep the outside open or put something on the outside? **R. Grill** the unit would probably be 3-sided with 1 side open. St. Charles has a double-decker bar using shipping containers. It would be permitted as long as it meets all of our building regulations. **T. Ridenour** I understand when we use the term burn it is simply to create reduced visibility inside the structure so that the firefighters can practice their necessary drills under low visibility and not a fire per say inside the building. **Chief Gabrenya** that is correct. The intent is to provide reduced visibility so that we can practice search and rescue, and deploy hose lines. I understand the concerns, but this is going to make Bartlett a safer community. We do not have a place to train in this community. We do not have a place to throw ladders or deploy hose lines, or where I can take somebody off a second or third floor balcony. This would provide a location for us to train and be a safer community. **T. Ridenour** I think it is a good idea.

**J. Lemberg** opened up the public hearing portion of the meeting.

**Jay Langfelder** of 1665 Penny Lane, Bartlett came forward via Zoom and stated that he was concerned about the cost of the training tower where we currently have training towers located in Carol Stream, West Chicago, Elgin Community College, and Streamwood being built and to be completed by April. March 20, 2018, the community and taxpayers of the Bartlett Fire Protection District where we were generous in supporting the referendum to continue the level of service. The community was given the unfunded liability schedule of an aging fleet and the increased expenses and emergency alarms to the slow growth of revenue for the fire district and the community supported and voted for the referendum. I am a strong proponent for a fully-trained staff in emergency situations when it comes to efficiently spending our resources. The upkeep and replacement of the fleet takes precedence over a proposed training tower. In the meantime, since the last time I spoke at the Village Hall meeting, I talked to Danny Stelter of the Carol Stream Fire Department. He is the supervisor and heads the tower at Carol Stream. He informed me that that tower is operational, but is closed twice a month. Last year they were closed due to COVID, but he was very positive on the training facility and the opportunities it provides for their fire district. My main concern is the replacement of vehicles. To my understanding, through a Freedom of Information Act, the fire district provided that this facility is costing taxpayers \$300,000. I do understand from the last meeting that grants are provided for this facility. Those are my main concerns as a resident of the Bartlett Fire Protection District.

**George Lebron** of the Timberline Subdivision came forward via Zoom and asked what was the purpose of this new facility and what harmful affects would it have to the air around our neighborhood? **Chief Gabrenya** the only thing we are allowed to burn in a building like this, which would only happen about 4 times a year, are class A combustibles, which is no different from what would be burned in a fireplace. We would be using hay because it is easily accessible and produces a white smoke to lower visibility so that we can practice search and rescue. **R. Grill** this is going to meet all EPA regulations, correct? **Chief Gabrenya** yes, we are under strict guidelines by OSHA, EPA and the National Fire Protection Association.



Village of Bartlett  
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**M. Hopkins** the special use is for 41 feet and 9 inches, but it is measured in the drawings to the top of the footing. Can we be sure that is okay if later on the top of the footing is 6 inches above grade? **R. Grill** yes, 6 inches would be fine.

**J. Lemberg** asked if there were any further questions or comments? No one came forward.

**J. Lemberg** closed the public hearing portion of the meeting.

**J. Miaso** made a motion to pass along a **positive recommendation** to the Village Board to approve case **(#21-03) Bartlett Fire Training Facility** for a site plan amendment and special use to allow a structure to exceed 35 feet subject to the conditions and findings of fact outlined in the staff report.

**Motioned by: J. Miaso**

**Seconded by: M. Hopkins**

**Roll Call**

**Ayes: M. Hopkins, J. Miaso, T. Ridenour, J. Lemberg**

**Nays: A. Hopkins**

**The motion carried.**



January 6, 2021

Mr. Kevin Wallace  
Village Board  
Village of Bartlett  
228 South Main Street  
Bartlett, IL 60103

**RE: Bartlett Fire Training Facility**

Dear Mr. Wallace and Village Board Trustees,

Bartlett Fire Protection District, an Illinois Municipal Corporation is planning to add a training structure on their existing property. The property is approximately 3.18 acres and the proposed development consists of a 2,880 square feet accessory structure and concrete pad.

The site is currently operated by Bartlett Fire Protection District station 3. The proposed facility will safely allow Bartlett Firefighters to train on fire suppression, ladder installation, forced entry, evacuation, and rescue in adverse conditions. We request that you approve the development application as submitted for the proposed development.

Please feel free to reach out to us with any questions you have regarding the development application.

Sincerely,  
V3 Companies

A handwritten signature in black ink, appearing to read 'Bryan C. Rieger'.

Bryan C. Rieger, P.E.  
Senior Project Manager



# VILLAGE OF BARTLETT DEVELOPMENT APPLICATION

For Office Use Only  
 Case # 2021-03  
 RECEIVED  
 PLANNING & DEVELOPMENT  
 JAN 08 2021  
 VILLAGE OF  
 BARTLETT

**PROJECT NAME** Bartlett Fire Training Facility

**PETITIONER INFORMATION (PRIMARY CONTACT)**

**Name:** Bartlett Fire Protection District, an Illinois Municipal Corporation: William Gabrenya

**Street Address:** 1575 W Bartlett Rd

**City, State:** Bartlett, IL

**Zip Code:** 60103

**Email Address:** wgabrenya@bartlettfire.com

**Phone Number:** 630.837.3701

**Preferred Method to be contacted:** Email

**PROPERTY OWNER INFORMATION**

**Name:** Bartlett Fire Protection District , an Illinois Municipal Corporation

**Street Address:** 234 N Oak Ave

**City, State:** Bartlett, IL

**Zip Code:** 60103

**Phone Number:** 630.837.3701

**OWNER'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)*

**ACTION REQUESTED** (Please check all that apply)

- Annexation
  - PUD (preliminary)
  - PUD (final)
  - Subdivision (preliminary)
  - Subdivision (final)
  - Site Plan (please describe use: commercial, industrial, square footage):  
Addition of 2,880 sf Accessory Training Structure and associated parking
  - Unified Business Center Sign Plan
  - Other (please describe) \_\_\_\_\_
- Text Amendment
  - Rezoning See Dropdown to See Dropdown
  - Special Use for: Accessory Structure Height
  - Variation: \_\_\_\_\_

**SIGN PLAN REQUIRED?** No

*(Note: A Unified Business Center Sign Plan is required for four or more individual offices or businesses sharing a common building entrance or private parking lot.)*

**PROPERTY INFORMATION**

**Common Address/General Location of Property:** 1575 W Bartlett Rd, Bartlett

**Property Index Number ("Tax PIN"/"Parcel ID"):** 06-32-401-001-0000

**Zoning:** Existing: P-1 **Land Use:** Existing: Institutional/Municipal  
(Refer to Official Zoning Map)

Proposed: P-1 Proposed: Institutional/Municipal

**Comprehensive Plan Designation for this Property:** Municipal/Institutional  
(Refer to Future Land Use Map)

**Acreage:** 3.18

**For PUD's and Subdivisions:**

No. of Lots/Units: \_\_\_\_\_  
Minimum Lot: Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_  
Average Lot: Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

**APPLICANT'S EXPERTS** (If applicable, including name, address, phone and email)

**Attorney** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Engineer** V3 Companies, Ltd.  
7325 Janes Ave. Woodridge, IL 60517  
(630) 724-9200

**Other** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINDINGS OF FACT FOR SITE PLANS**

Both the Plan Commission and Village Board must decide if the requested Site Plan meets the standards established by the Village of Bartlett Zoning Ordinance.

The Plan Commission shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Plan Commission and Village Board to review.)**

1. The proposed use is a permitted use in the district in which the property is located.

Yes, the training facility is an accessory structure to the existing fire station.

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2. The proposed arrangement of buildings, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses.

Yes, the off-street parking, access, lighting, landscaping, and drainage have been designed to meet all applicable codes and is consistent with the surrounding land uses.

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3. The vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well.

The ingress and egress to and from the site will be unchanged and will provide for the safe, efficient, and convenient movement of traffic.

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4. The site plan provides for the safe movement of pedestrians within the site.

The site plan provides for the safe movement of pedestrians. The building will be locked and inaccessible by non-fire district people for safety.

5. There is sufficient mixture of grass, trees and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses and will provide a pleasing appearance to the public. Any part of the site plan area not used for buildings, structures, parking or accessways shall be landscaped with a mixture of grass, trees and shrubs. (All landscape improvements shall be in compliance with Chapter 10-11A, Landscape Requirements)

The landscaping will mostly remain from the previously approved landscape plan including the existing berm and trees along Bartlett Road.

6. All outdoor storage areas are screened and are in accordance with standards specified by this Ordinance.

No outdoor storage areas are proposed on-site.



**FINDINGS OF FACT FOR SPECIAL USES**

Both the Plan Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance.

The Plan Commission shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Plan Commission and Village Board to review.)**

1. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

The special use is related to the height of the accessory structure. The accessory structure will be used for training the fire department which will contribute to the general welfare of the neighborhood or community.

2. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.

The proposed use will not be detrimental as the reason for the special use is the accessory structure height.

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

The special use for the accessory structure height will conform to all regulations and conditions.

**ACKNOWLEDGEMENT**

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: 

PRINT NAME: William Gabrenys

DATE: 2/1/21

**REIMBURSEMENT OF CONSULTANT FEES AGREEMENT**

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PROPERTY OWNER REPRESENTATION FORM**

January 01, 2021

I, the undersigned, being a beneficiary and agent for all beneficiaries of Bartlett Fire Protection District, an Illinois Municipal Corporation, being the owner of the property described in Exhibit "A" attached hereto and made part hereof for all purposes, do hereby authorize Bartlett Fire Protection District, an Illinois Municipal Corporation: William Gabrenya to act in my behalf before the Village of Bartlett, Illinois for the purpose of considering and processing the special use and site plan on said property.

BARTLETT FIRE PROTECTION  
DISTRICT, AN ILLINOIS  
MUNICIPAL CORPORATION



Jim McCarthy  
Board President

Street Address:

234 N Oak Avenue  
Bartlett, IL 60103

Phone Number: 630.837.3701



# Location Map

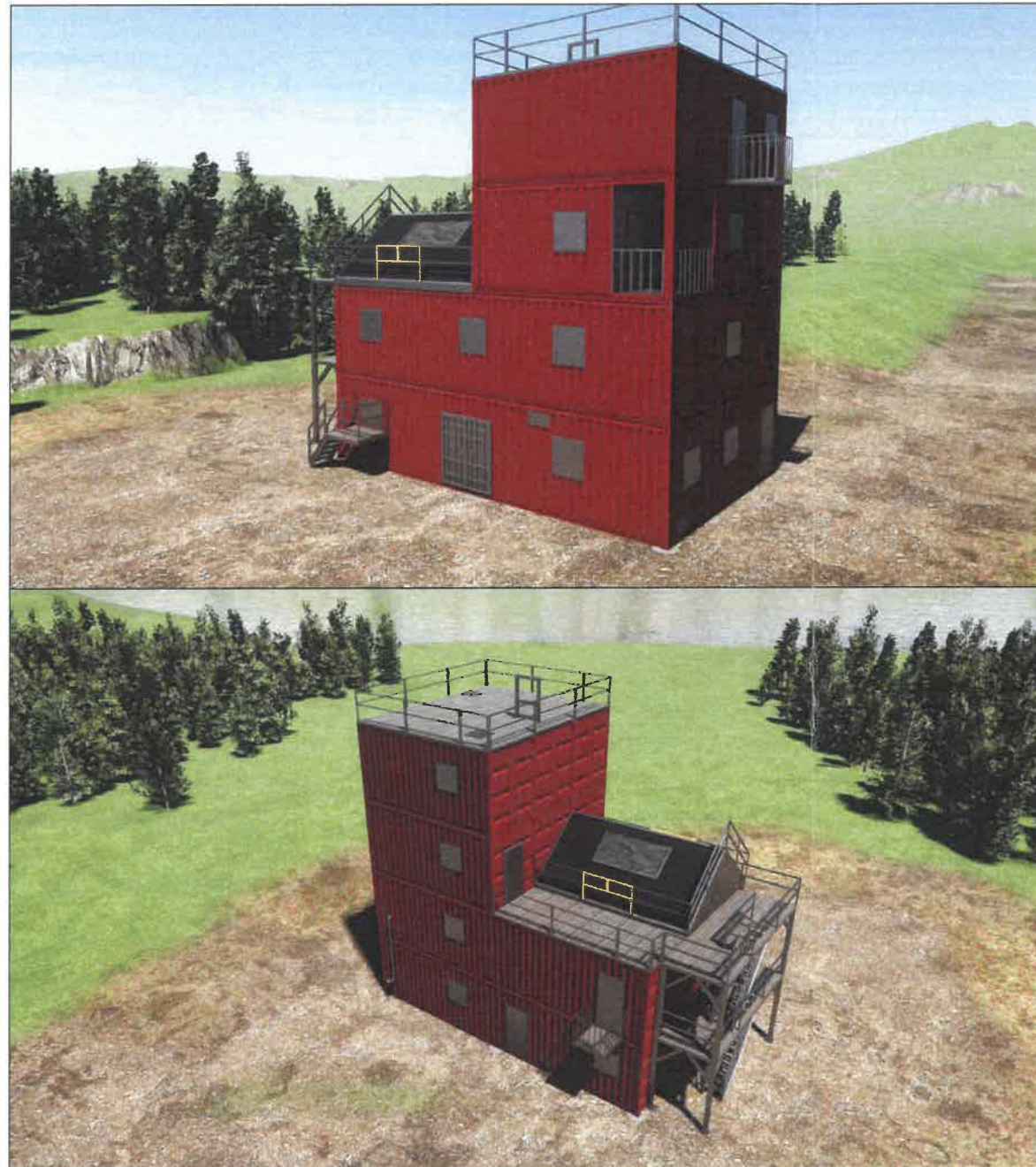
2021-03  
 Bartlett Fire Station  
 Training Facility

2021





# PROPOSAL FOR FIRE TRAINING FACILITY BARTLETT F.D. - BARTLETT, IL.



**CONCEPTUAL VIEWS**

## UNIT SPECIFICATIONS

- 6 - 40' CONTAINERS
- 6 - 20' CONTAINERS
- 1 - 12'X12' BURN ROOM
- 1 - 4'X4' BURN APRON
- 1 - 14'X8' BURN ROOM
- 1 - 4'X8' BURN APRON
- 1 - 16'X8' BURN ROOM
- 3 - BURN WINDOWS
- 4 - BURN DOORS
- 1 - 6-ZONE RTD SYSTEM
- 3 - FLUSH-OUTS
- 1 - VERT. BREACH WINDOW
- 1 - HORIZ. BREACH WINDOW
- 1 - 4-DOOR FORCED ENTRY
- 2 - F.E. DOORS
- 1 - DENVER DRILL WINDOW
- 1 - BLOCK BREACH WALL
- 1 - BASEMENT BAILOUT PROP
- 1 - 4-LEVEL INT. STAIRWELL
- 1 - 2-LEVEL INT. STAIRCASE
- 1 - 3-LEVEL EXT. STAIR TOWER
- 12 - 36X36 WINDOWS
- 11 - 36X80 DOORS
- 1 - SWING-AWAY BREACH WALL
- 5 - TRIPOD HATCHES
- 1 - DOUBLE ROOF PITCH W/CHOP-OUTS
- 1 - 4'X8' POKE-OUT
- 1 - 4'X4' POKE-OUT
- 1 - 3-LEVEL STANDPIPE

TRAINING AREA = 4480 SQ.FT.



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AMERICAN FIRE TRAINING SYSTEMS, INC.  
12315 SOUTH NEW AVE., POB #39  
LEMONT, ILLINOIS 60439  
(630) 257-0112



PROPOSAL FOR FIRE TRAINING FACILITY  
BARTLETT F.D. - BARTLETT, IL.

DRAWN BY: PRD

REV: -

DATE: 12-01-20

SCALE: -

P NO. P001068

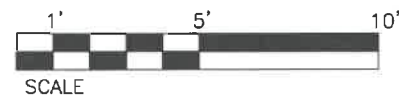
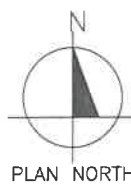
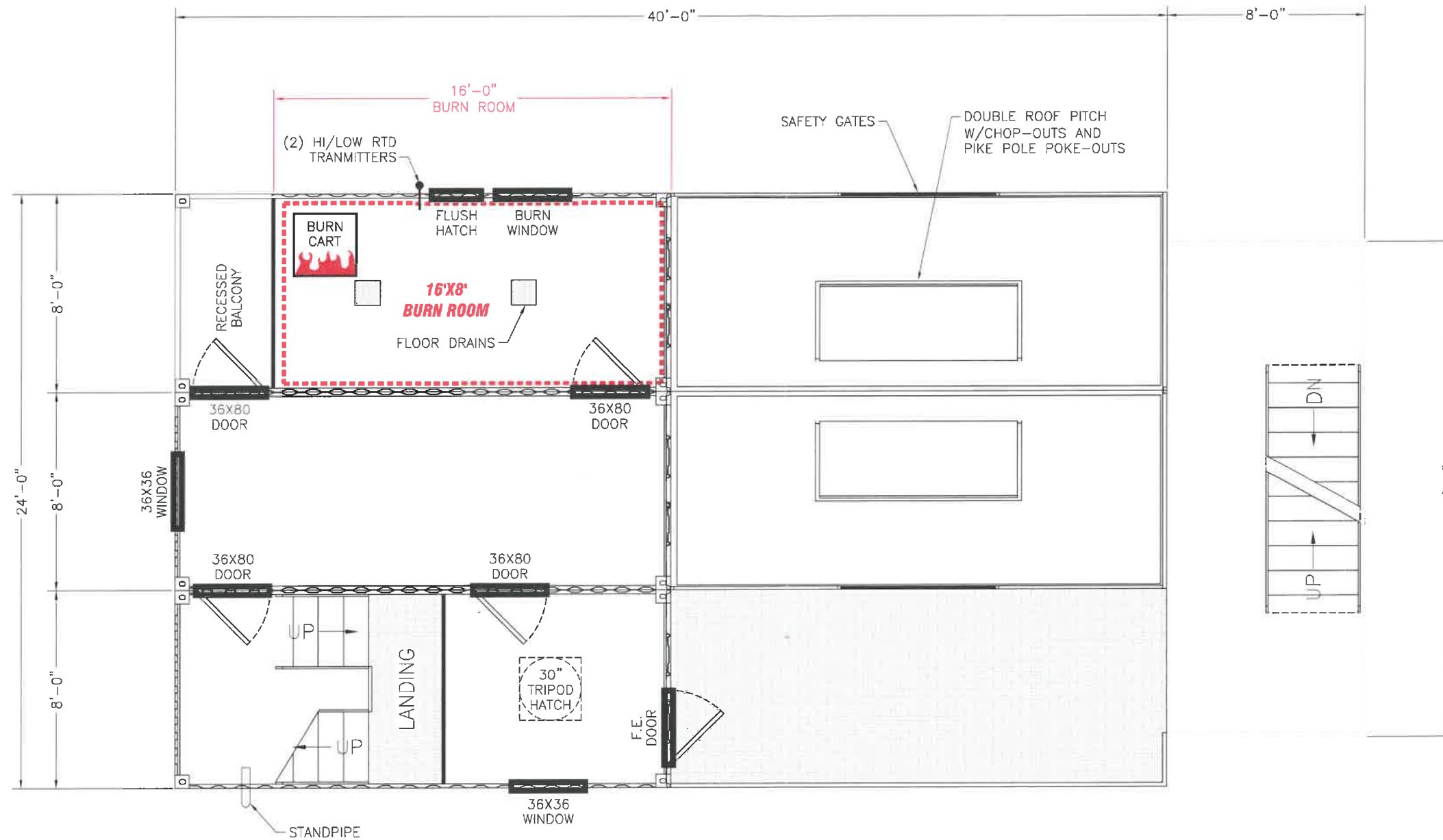
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**THIRD FLOOR PLAN**

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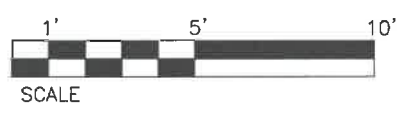
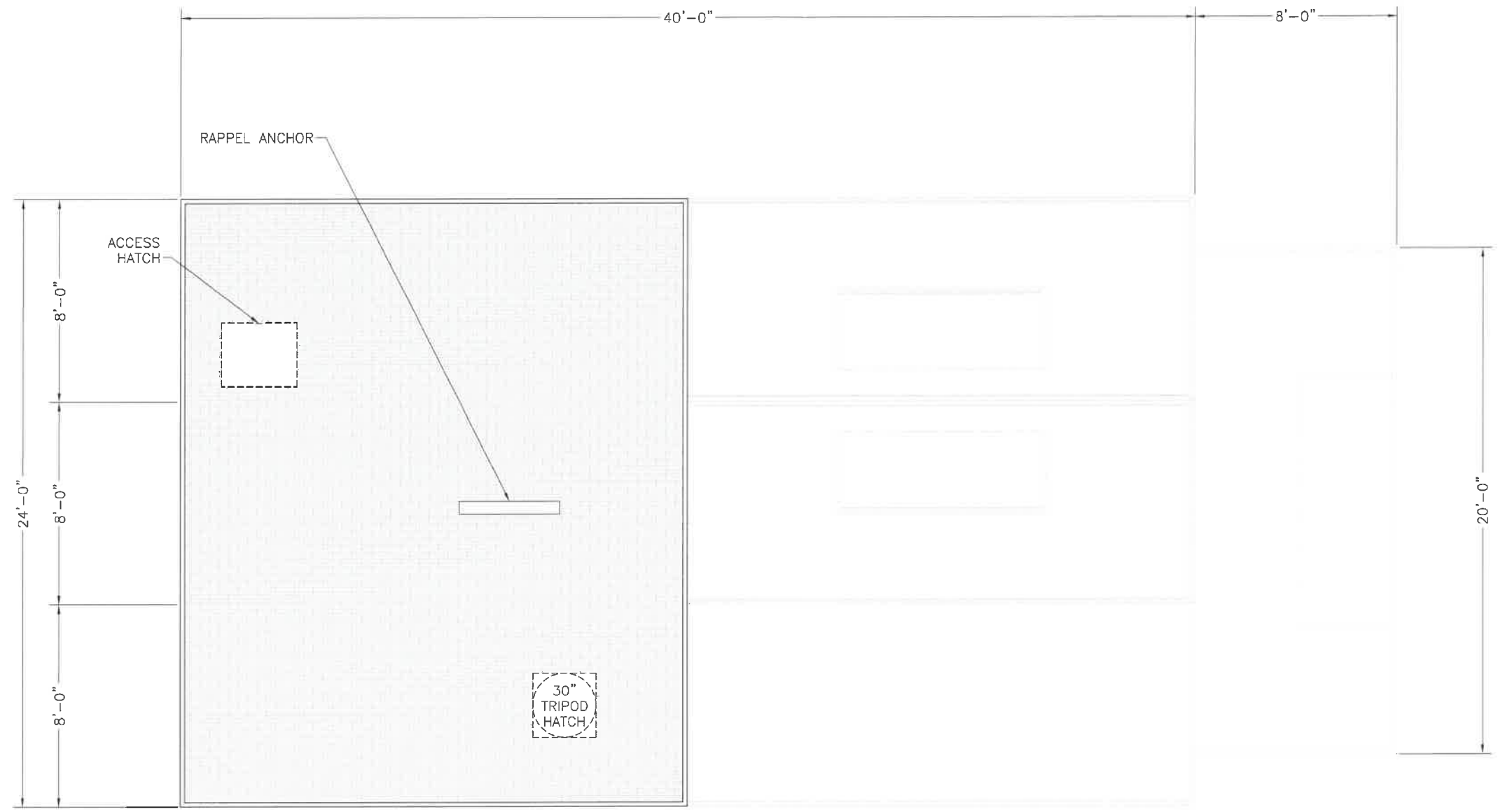
DRAWN BY:	PRD
REV:	-
DATE:	12-01-20
SCALE:	-
P NO.	P001068
DWG NO.	A03

**PROPOSAL FOR FIRE TRAINING FACILITY  
BARTLETT F.D. - BARTLETT, IL.**



**AMERICAN FIRE TRAINING SYSTEMS, INC.  
12315 SOUTH NEW AVE., POB #39  
LEMONT, ILLINOIS 60439  
(630) 257-0112**





**FIFTH FLOOR PLAN**

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AMERICAN FIRE TRAINING SYSTEMS, INC.  
 12315 SOUTH NEW AVE., POB #39  
 LEMONT, ILLINOIS 60439  
 (630) 257-0112

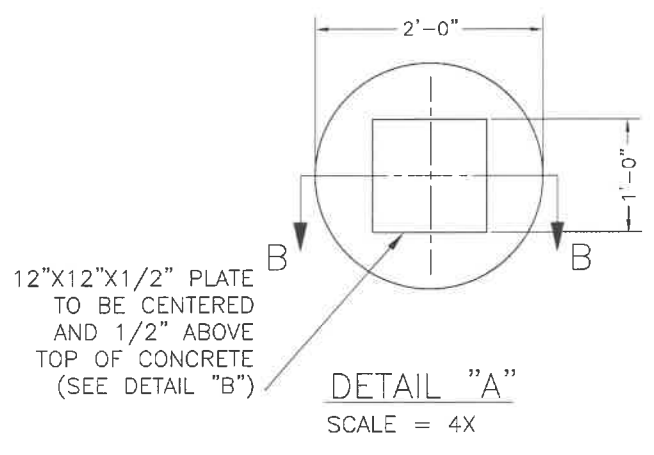
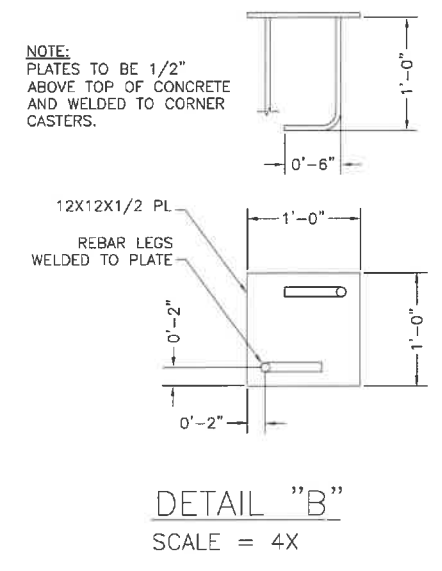
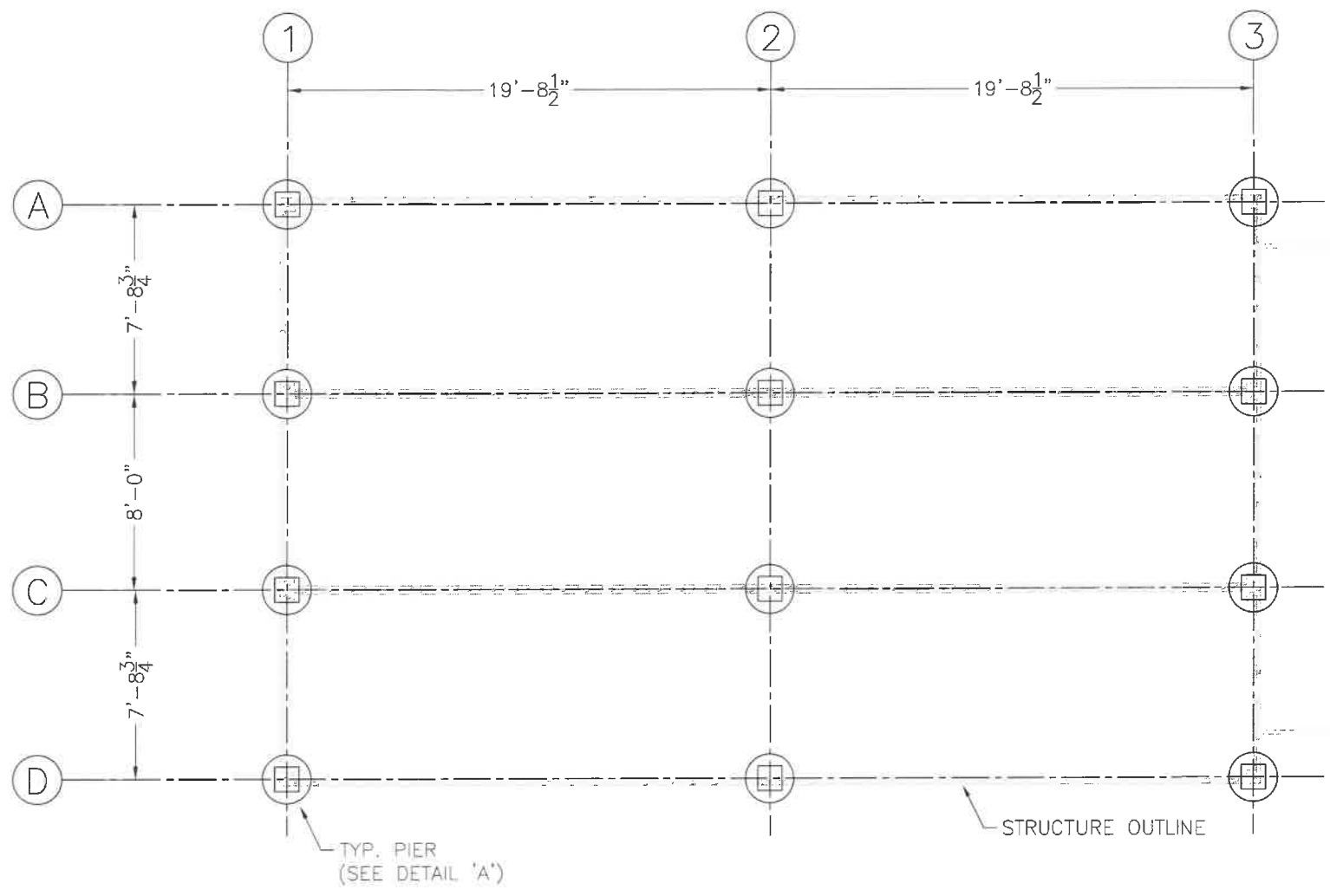
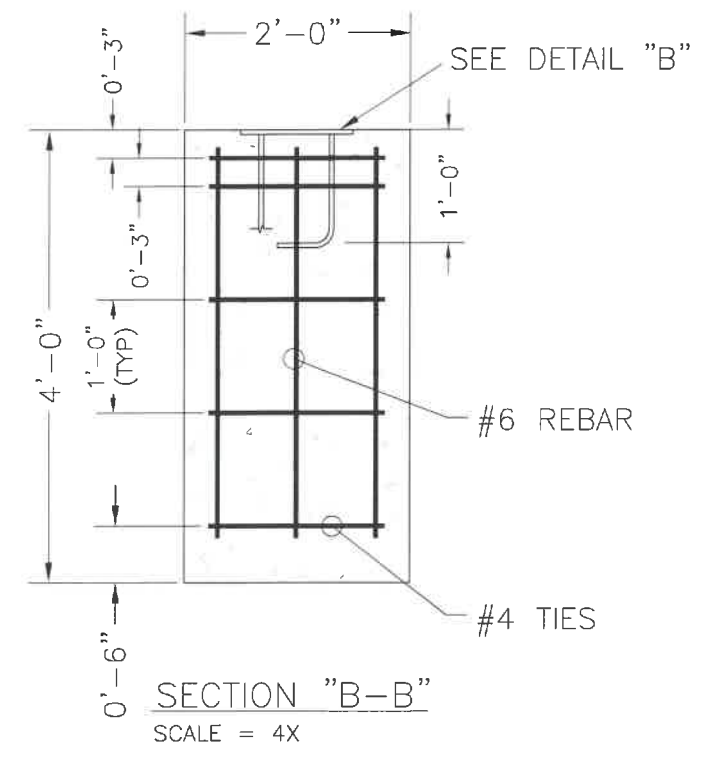


PROPOSAL FOR FIRE TRAINING FACILITY  
 BARTLETT F.D. - BARTLETT, IL.

DRAWN BY:	PRD
REV:	-
DATE:	12-01-20
SCALE:	-
P NO:	P001068
DWG NO:	A05

**A05**

RevNo	Revision note	Date	Signature	Checked
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RECOMMENDED PIER DESIGN ONLY. LOCAL SOIL AND CODE REQUIREMENTS MAY REQUIRE CHANGE IN DESIGN. SEE LOCAL CODE.

Itemref	Quantity	Title/Name, designation, material, dimension etc	Article No./Reference		
Designed by	Checked by	Approved by - date	File name	Date	Scale
-	-	-	P001068	12-01-20	AS NOTED
AFTS			BARTLETT IL		
			PIER LAYOUT	Edition	Sheet
			-	-	S02



# Agenda Item Executive Summary

Item Name 2021/22 Budget Adoption Committee or Board Board

## BUDGET IMPACT

Amount:	\$93,730,205	Budgeted	N/A
List what fund	All Funds		

## EXECUTIVE SUMMARY

The Village Board reviewed the fiscal year 2021/22 proposed budget at the March 2<sup>nd</sup> and March 16<sup>th</sup> Finance Committee meetings. Adjustments to decrease the proposed budget total \$451,500. The budgeted expenditures total \$93,730,205. A public hearing will be conducted on April 6, 2021.

## ATTACHMENTS (PLEASE LIST)

Memo  
Resolution

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

**MOTION:** I move to approve Resolution 2021-\_\_\_\_\_, a resolution adopting the Fiscal 2021/22 Budget in the amount of \$93,730,205.

Staff: Todd Dowden, Finance Director

Date: 03/29/21

**Village of Bartlett**  
**Finance Department Memo**  
**2021 - 05**

**DATE:** March 29, 2021  
**TO:** Paula Schumacher, Village Administrator  
**FROM:** Todd Dowden, Finance Director  
**SUBJECT:** 2021/22 Budget Approval

The Village Board reviewed the fiscal year 2021/22 budget at the March 2<sup>nd</sup> and March 16<sup>th</sup> finance committee meetings. The following adjustments were made to the proposed budget:

1. Streets Department: Capital Outlay – decreased by \$160,000 for one large dump truck with a plow and salt spreader.
2. Streets Department: Brush Collection – decreased by \$164,000 to \$86,000 for a limited brush collection program. The estimated 2021 property tax levy will be decreased by the same amount.
3. Water Department: Services Agreement - decreased by \$127,500 for backflow testing due to the program being outsourced.

Attached is the budget resolution to adopt the FY 2021/22 budget. A Public Hearing will be conducted on April 6<sup>th</sup>, 2021. Budgeted expenditures total \$93,730,205.

**MOTION:** I move to approve Resolution 2021-\_\_\_\_\_, a resolution adopting the Fiscal Year 2021/22 Budget in the amount of \$93,730,205.

**RESOLUTION 2021- -R**

**A RESOLUTION ADOPTING THE VILLAGE OF BARTLETT BUDGET  
FOR FISCAL YEAR 2021/2022**

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois:

**SECTION ONE:** That the Budget for the Village of Bartlett for the Fiscal Year beginning May 1, 2021 and ending April 30, 2022 is hereby adopted in the aggregate sum of \$93,730,205 after a Public Hearing was held on April 6, 2021, pursuant to a notice published in the Daily Herald on March 17, 2021.

**SECTION TWO:** That this Resolution shall take effect and full force immediately upon its passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED:** April 6, 2021

**APPROVED:** April 6, 2021

\_\_\_\_\_  
Kevin Wallace, Village President

**ATTEST:**

\_\_\_\_\_  
Lorna Gilles, Village Clerk

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2021- -R enacted on April 6, 2021, and approved on April 6, 2021, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Gilles, Village Clerk



# Agenda Item Executive Summary

Item Name Village Wide Information Technology Plan Committee or Board Board

BUDGET IMPACT			
Amount:	N/A	Budgeted	N/A
List what fund	N/A		
EXECUTIVE SUMMARY			
<p>As part of the Village's Strategic Plan, the village seeks to engage the services of the Northern Illinois Center for Governmental Studies to work with the village in the development of a village wide information technology plan. The plan will examine how each of the departments use information technology to operate and provides services, opportunities to improve operations and services through the use of information technology and potential obstacles to implementation. Based on the analysis, a multi-year plan will be developed to guide the village's implementation of any IT initiatives.</p>			
ATTACHMENTS (PLEASE LIST)			
Memo Proposal			

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

**MOTION:** I move to approve the agreement between Northern Illinois University's Center for Governmental Studies and the village for the development of a village wide information technology plan at a cost not to exceed \$35,000.

Staff: Chris Hostetler, Information Technology Coord. Date: 04/06/21



**Village of Bartlett**  
**Finance Department Memo**  
**2021 - 04**

**DATE:** March 29, 2021

**TO:** Paula Schumacher, Village Administrator

**FROM:** Chris Hostetler, Information Technology Coordinator

**SUBJECT:** Development of Village Wide Information Technology Plan

One of the goals the Village Board identified in the village's strategic plan was the development of a village wide information technology plan. The primary objectives of the plan are to:

- Examining how each department utilizes information technology to operate and provide services, identify possible opportunities to improve services through the use of technology, and potential obstacles to the implementation. e.g. lack of appropriate applications/tools, lack of training on existing systems, or workflows that do not make good use of existing technology or workflows that could be improved by the introduction of IT.
- The development of a multi-year plan with distinct objectives for addressing the needs and opportunities found in each department, including an approximate budget needed.
- Changes in IT infrastructure, staffing, and organization that are needed to ensure the successful implementation and on-going support of the departments and village as a whole.

After considering proposals from other firms, Northern Illinois University's Center for Governmental Studies (CGS) was selected to assist the village in the development of this plan based upon their experience working with other governmental bodies, the knowledge of their staff, their independence from information technology vendors, and cost.

Attached is the proposal submitted by CGS. The cost of developing the plan is not to exceed \$35,000.

**MOTION:** I move to approve the agreement between Northern Illinois University's Center for Governmental Studies and the village for the development of a village wide information technology plan.

# Village of Bartlett

2021 Strategic Technology Utilization Plan  
Proposal for Professional Services

---



March 17, 2021

Prepared by:  
**NIU Center for Governmental Studies**  
**NIU Regional Technology Group**  
DeKalb, Illinois



NORTHERN ILLINOIS UNIVERSITY  
**Center for  
Governmental Studies**  
*Outreach, Engagement, and Regional Development*



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NORTHERN ILLINOIS UNIVERSITY

**Center for  
Governmental Studies**

*Outreach, Engagement, and Regional Development*

March 17, 2021

Ms. Paula Schumacher, Village Manager and  
Mr. Chris Hostetler, I.T. Coordinator  
Village of Bartlett  
228 S. Main Street  
Bartlett, Illinois 60103

Re: I.T. Utilization and Strategic Plan Concept Proposal

Dear Ms. Schumacher and Mr. Hostetler,

We appreciate the opportunity to submit our proposal for the development of a Strategic Technology Utilization Plan for the Village. This proposal is structured and framed to address the stated desire to holistically examine the needs for technology utilization in the Village. The study will review capabilities, network, hardware, software, security, applications, processes, and organizational support as they relate to the use of technology Village-wide. With this in mind, our proposal is intended to examine both tactical uses and needs as well as ongoing strategic considerations leading to a strategic analysis of I.T. functionality for the Village from multiple points of view.

The overall goal will be to identify departmental and organization-wide needs while creating a common information technology strategic vision/strategic plan. Our proposal is focused on five key areas of effort:

1. Document and assess the present state of Information Technology in the Village through the preparation of findings and recommendations.
2. Develop scenarios for future strategic use, structural design and execution of Information Technology utilization and services in the Village, with an emphasis on departmental uses and users.
3. Identify approaches to navigate recommended steps and actions for Information Technology utilization, practices, applications, and support services.
4. Connect the use and application of I.T. to the Village's overall organizational priorities.
5. Draft a Strategic Information Technology Plan addressing near-term Information Technology issues and a strategic framework for the near and long-term use of Information Technology across the organization.

The project will follow a dynamic framework, with project tasks being adjusted, based on information developed during sequential and overlapping project phases. We envision close and continuous interactions with key members of Village staff and frequent progress discussions and updates to ensure that project progress and direction is understood and aligned with your analytical goals and needs.

As part of two accomplished units at Northern Illinois University, our combined teams from the Regional Technology Group and the Center for Governmental Studies will include individuals that have worked on I.T. plans and organizational analyses from both practitioner, advisory, and academic perspectives. Our study team brings together significant levels of background and practical experience working with a variety of municipal organizations. Some of the key factors that distinguish the NIU team from other advisory or assessment sources include:

**Objectivity and Independence** – We can offer objective and independent advisory and assessment services. We do not offer system construction/installation services, nor are we agents for any hardware or software vendors. You can be assured that all our recommendations are based on your interests, not on obtaining of a construction, product, or service contract.

**Experience and Familiarity** – We have provided similar advisory services to other public sector organizations of varying size and mission throughout the region and the State.

**Commitment to Public Service** – Our combined teams at the Regional Technology Group and the Center for Governmental Studies maintain a solid reputation for providing high quality advisory and study services to the public sector. Our client base includes municipal, county, and special districts as well as state-level government agencies. Our commitment to this sector has provided us with transferable insights and expertise that will be utilized during this engagement.

**Technology, Organizational Dynamics, and Management Understandings** – Our experience and involvement with all facets of public organization management and the application of information technology will ensure that the Village will gain from a mix of perspectives and advice that will meet the objectives of today and of tomorrow. Our recommendations will be based on comprehensive informed and independent assessments of both the current needs and current approaches to addressing technology needs at both the strategic and tactical levels.

We appreciate the opportunity to submit our qualifications and proposed scope to develop a plan for the Village. If you have any questions or need additional information, please contact Greg Kuhn at [gkuhn@niu.edu](mailto:gkuhn@niu.edu).

Sincerely,



Greg Kuhn, PhD  
Interim Director  
NIU Center for Governmental Studies



## A. PROPOSED SCOPE OF WORK

### APPROACH AND METHODOLOGY

Our approach for the Village's strategic I.T. utilization plan update will be based on our continuing belief that Information Technology is a highly critical internal service used by organizational units and corresponding staff to accomplish the essence of their specific missions. It is through the efficient and effective accomplishment of those missions that critical policies, programs, and services are provided to citizens and businesses by the Village.

Thus, our emphasis will be on gaining a fresh understanding of how various units and staff are using Information Technology in the organization today, and, how they foresee or desire using Information Technology tomorrow to enhance their ability to accomplish their missions and further the Village's overall strategic plan. Once gained, this understanding will be reviewed with key members of Village staff to clarify present circumstances, forecast requirements and possibilities, highlight best practices and establish priorities for strategic goals and utilization enhancements. Information resulting from the review process will then be incorporated into a draft Strategic Information Technology Utilization Plan for 2021-2025.

Our methodology will be both observation-oriented and data-informed, incorporating empirical findings with observations, one-on-one interviews, group interviews with key stakeholders, I.T. staff, management staff and end users. We will also conduct an inventory-based network overview of the Village's technology framework. Our methodology will include ongoing interactions about the activities mentioned above with key management leaders, as well as the members of Village staff guiding the project.

The interview and data gathering processes will be structured to separate "present state" issues/information from "future state" issues and information.

#### **Phase I – Document & Analyze 'Present State' of Information Technology**

1. Project launch with key members of Village staff
  - i. Confirm and review structure of project at project kick-off meeting
  - ii. Designate key positions/staff members to be interviewed one-on-one
  - iii. Designate groups and the make-up of user teams for group interviews
  - iv. Review the existing data to be collected with designated staff
2. Work with management leadership and key staff to identify the Village's overall strategic vision of I.T. Gather input to identify connections or gaps as compared with the Village's needs, strategic desires, and operating priorities.
3. Begin data collection and background-building activities including:
  - i. Current Village-wide organizational chart(s)

- ii. Review/conduct Village-wide connectivity inventory of fiber, broadband, and wireless resources used by, or potentially of use for internal services for information technology
  - iii. Gather information technology applications inventory including identification of fundamental business processes to examine related to technology
  - iv. Gather information technology hardware inventory
  - v. Collect information technology systems software and apps inventory
  - vi. Explore data storage, data warehousing and disaster recovery model
  - vii. Identify hardware, software, applications not controlled by information technology
  - viii. Review relevant job specifications/job design of key positions
  - ix. Undertake other background reviews as needed/tbd as mutually agreed upon related to the core analysis
4. Undertake field data collection activities/coordinate interview and site visit activities, with an emphasis on technology use and future potential for application
- i. Conduct one-on-one interviews and site visits with identified key staff/users in operating and administrative departments
  - ii. Conduct group interviews and site visits with identified groups, with an emphasis on how/where technology is used and not used
  - iii. Cross-check organizational observations/site visit data
  - iv. Follow-up with document reviews or second interviews
  - v. Analyze results
  - vi. Develop preliminary gap analysis/conceptual recommended strategies
  - vii. Document findings
5. Undertake high-level inventory of wireless connectivity in the community and fiber infrastructure in place by providers
6. Review preliminary findings/results with key members of Village management and project staff; incorporate input and exchange to confirm/refine the following:
- i. Collected organizational process and user/utilization data
  - ii. Collected utilization and gap analysis
  - iii. Collected technology hardware/software data
  - iv. Document issues identified in the “present state” emphasizing effect of issues and utilization/use on mission accomplishment in the “present state”
  - v. Review present and future issues and their projected and potential impacts with key members of Village staff to clarify requirements and establish priorities

## **Phase II – Develop Strategic Scenarios for “Future State/Use” of Information Technology**

1. Based on “present state” issues from documented observations, findings, and interviews, develop strategies and recommendations for near- and long-term planning



2. Identify “future state” elements, factors, and concept recommendations, highlighting effects and future utilization/applications on mission accomplishment, priorities, needs and goals
3. Review identified “future state” factors and preliminary scenarios with key members of management and Village project staff; determine if follow-up is required to interpret, assess, or further elaborate
  - i. Develop function-based conceptual recommendations and alternatives that would address/amortize key I.T. utilization and approaches in operating units or departments
  - ii. Review scenarios for input with key members of Village management and project staff to clarify requirements, interpretations, and projected priorities/possible sequencing

### **Phase III – Draft Preliminary Updated Strategic Information Technology Plan**

1. Develop findings and recommendations to address “present state” issues with an identified path or paths to “future state” technology utilization and deployment including:
  - i. Functionality and utilization gaps and possibilities
  - ii. Hardware, software, connectivity elements
  - iii. Organizational, structural, staffing elements
  - iv. Hardware/software/connectivity matters including:
    - a. Voice systems
    - b. Fixed and mobile wireless communications systems
    - c. Software applications
    - d. Connectivity systems such as fiber, broadband, SCADA, alarming, security
    - e. Security, data storage and disaster recovery
    - f. Budget considerations of hardware/software/connectivity
2. Review recommendations with key members of Village management and project staff
3. Draft a working/review copy of an Updated Strategic Information Technology Plan  
Incorporating recommendations into a time-oriented structure. The plan will cover:
  - i. Discussion and overview of updated and new IT issues observed
  - ii. Recommendations/Actions to establish an appropriate strategic implementation plan and processes to move to the future where utilization, hardware and software intersect
  - iii. Recommendations/Actions to address hardware/software/connectivity/network issues including:
    - i. Data oriented systems
    - ii. Network systems
    - iii. Fixed and mobile voice, wireless and communications systems
    - iv. Other connectivity systems such as fiber, broadband SCADA, alarming, and security
    - v. Data storage and disaster recovery methods

- vi. Actions to establish an appropriate IT function organizational structure and business model
  - iv. Development of forecasted budget/costing ranges for planning requirements (in conjunction with Village budgeting staff)
  - v. Development of projected/recommended time horizons for defined actions
  - vi. Identification of organizational IT support services/capacity to align with identified needs
  - vii. Discussion of change management requirements and considerations for implementation
  - viii. Identify strategic components related to the internal services elements related to the management of information technology
4. Present summary draft of overall plan
- i. Review draft plan with key members of Village staff
  - ii. Revise and re-review as needed
  - iii. Present plan highlights to organizational leadership group as selected by the Village

## **CLIENT RESPONSIBILITIES**

The Village of Bartlett will be responsible for:

- Designating a single individual [or a team of two senior staff members] to be the Village's Project Coordinator
- Providing timely access to Village employees, departments, units, etc., as agreed to by key members of Village staff and scheduling of interviews and site visits with the study team
- Providing timely access to requested documents, devices and data as agreed to by key members of Village staff/project coordinators
- Providing prompt guidance, input, feedback and information when and if issues requiring decisions are presented to key members of Village staff during the course of the study

## **TIMELINE**

This project is estimated to require 16 to 19 weeks to complete.

## **PROJECT STAFFING**

Project director for the assessment will be Dr. Greg Kuhn, the lead consultant for the I.T. specialists for our study group will be Mr. Marc Thorson, Director of NIU Regional Technology, along with other members of NIU's R.T. team. Joining Dr. Kuhn for the Organizational, Process and Administrative Utilization components of the study will be Mr. Jim Norris, Ms. Jeanna Ballard, Mr. Craig Anderson, and Ms. Mel Henriksen. Mr. Thorson and Dr. Kuhn's teams will also incorporate additional personnel from their units and the University's teams of experts and advisors.

## **BUDGET**

Pricing for the work included in this proposal will fall within a not-to-exceed range of \$31,800-34,800\*, inclusive of travel and related project expenses. An initial payment and periodic progress payments will be specified in our final agreement and engagement letter for the project. Additional work beyond the specified scope, or, amended components or amplified analysis or other reviews will be in addition, and, negotiated on a component-by-component basis with the Village. \*The University's blended rate for supplemental or expanded scope items for the Center's team will be billed at \$125 per hour, per person, plus applicable expenses, if any.

This proposal and scope of work described is valid for a period of ninety days from the date of this document.

## **B. PROFILE OF NIU UNITS**

### **NIU OUTREACH - CENTER FOR GOVERNMENTAL STUDIES**

The region of Illinois that is served by NIU is a complex mixture of urban, suburban and rural communities. At the community level, CGS staff members work with elected officials, appointed officials, business leaders, community groups, and not-for-profit civic organizations to help them develop strategic plans, and develop local solutions for the problems they face. But many of the issues that face the region spill beyond the boundaries of specific communities. Indeed, many of the issues that face Northern Illinois arise from the ongoing process of increasing global competition. Consequently, CGS and NIU's Outreach Division work with regional organizations to help them develop broad solutions.

The Center for Governmental Studies is a long-standing public policy, technical services, applied research, and public management organization with a tradition of governmental assistance as part of Northern Illinois University. Our main offices are located in DeKalb, Illinois. Principals of the Center have been providing policy research and technical assistance services continuously since 1969. At the time of its inception, the vision was to build a university program that would become a leading resource in the nation in the field of applied research and assistance for local government operations and public management.

Over the years CGS has grown, placing NIU in the vanguard of universities expanding the nation's knowledge in the field of public management, public policy, building a program capable of attracting outside funding to support its operations, and providing a "think and do tank" for government leaders, management, and policy makers. CGS' approach is to match the capabilities of our personnel with your requirements. Our project team will include experts with experience in a broad range of management and the application of IT related technologies to today's governmental challenges.

## **NIU REGIONAL TECHNOLOGY GROUP AT NIU**

Affiliated with NIU in 2005, the Regional Technology team (previously the NIU Broadband Development Group) serves clients in Illinois and across the Midwest. Specialties of the team include improving the efficiency of IT operations, formulating broadband and other connectivity strategies, and assisting communities in implementing technology, high-speed connectivity and infrastructure services. With every organization feeling pressure to do more with limited resources, especially in the public sector, innovative approaches to utilizing technology and connectivity needs are essential. The Regional Technology team can help all elements of the public sector to capitalize on existing strengths, aggregate resources, and leverage the power of technology to meet their needs.

NIU has leveraged its capabilities to provide engagement and mutually beneficial collaboration in order to bring multiple stakeholders to the table to pursue regional and statewide initiatives in information technology, broadband networks, and organizational development. It is this history that drove the University's pursuit of broadband and information technology development in Illinois, providing a rich resource of knowledge and expertise to create robust solutions. The team brings industry expertise, functional proficiency and technical depth to address a breadth of network, technology, design, implementation and supporting operational organizations and requirements. Members of the team have been assisting organizations in formulating strategies, improving the efficiency of IT operations, and managing resources and innovative solutions.

The NIU Regional Technology Group has worked with numerous public sector clients in Illinois and across the region. Representative projects include:

- Preparation of network and I.T. strategic planning, specifications, and procurement documents
- Business Continuity Management, Continuity of Operations Planning (COOP) and Strategic Planning Services
- Oversight and management of implementation procedures for fiber and wireless networks
- Design and management of converged voice and data systems
- Utilizing communications strategies to enhance organizational efficiency and to promote economic development
- Surveillance system planning, RFP generation and implementation coordination

### **Examples of Related Projects**

NIU Regional Technology Services has completed on its own, and in connection with CGS, projects for a variety of municipal, education, healthcare and other public sector clients across Illinois. The listing below outlines a sampling of the projects completed:

#### ***City of Elmhurst, IL:***

In conjunction with the Center for Governmental Studies, NIU provided services for both the initial and an updated, strategic analysis of all aspects of the City's Information Technology framework.

The studies analyzed a range of functional areas beginning with organizational and management processes and practices. The Information Technology organization was evaluated including current computing stations, application mix, staffing, and employee utilization. Based upon the identified objectives of the City, a profile of findings and recommendations were developed to identify the strategic direction the organization should take, including the steps necessary to move the overall organization, and, Information Technology function forward to meet both near and long-term objectives.

***Village of Hanover Park, IL:***

In conjunction with the Center for Governmental Studies, NIU provided a strategic analysis of all aspects of the municipal Information Technology organization. The study analyzed a range of functional areas beginning with the Village management objectives. The Information Technology organization was evaluated including current computing stations, application mix, communications requirements and employee training. Based upon the identified objectives of the Village, clear recommendations were developed to identify the steps necessary to move the IT organization toward these objectives. NIU also facilitated implementation of a municipal fiber network interconnecting Village Hall, Public Works, Police Department and primary Fire Department facilities.

***Village of Hoffman Estates, IL:***

NIU has supported several initiatives in the Village of Hoffman Estates, including installation of fiber backbone to interconnect municipal facilities, access to high bandwidth services to support cloud services and Internet access, and wireless links interconnecting fire stations and water treatment sites with the Village IT services. Recent projects include a 250-camera expansion of the municipal surveillance system, upgrade of existing point-to-point wireless links to Gigabit capacity, and expansion of the fiber network to the municipal arena.

***DuPage County, IL:***

NIU provided DuPage County with review and update of the County Continuity of Operation Planning document. NIU supported data collection, analysis and redraft of the County COOP, documenting DuPage Information Technology disaster recovery and reconstitution process.

***City of Rockford, IL:***

NIU has collaborated with the City on a wide range of projects including a surveillance system pilot program, expansion of City-owned fiber optic cable linking sections of the City with facilities such as the NIU campus, City facilities and local colleges and nonprofit organizations. This is a long-term project that is slowly expanding within the Rockford region.

***City of Elgin, IL:***

NIU supported the City in development a technology plan to link City municipal facilities on both sides of the Fox River with a fiber optic based communications system. NIU provided the initial technical direction, wrote the RFP and assisted with the vendor selection process, and managed the implementation and final testing of the system.

***Village of Franklin Park, IL:***

NIU worked with the Village of Franklin Park leadership to develop a plan for a communications system based on both fiber optic and wireless components to support a video surveillance network. NIU developed a detailed technical plan to implement all systems working in collaboration with the Public Safety group and assisted the Village to secure a COPS grant to upgrade radios, redesign the computer area, and expand the wireless and surveillance systems throughout the Village.

## C. PROJECT TEAM

The people we chose to serve you are experienced personnel who routinely deal with complexity and governmental context in a variety of settings. They have the knowledge and experience to deal with issues in a responsive and constructive manner, and bring a balance of technical discipline, objective analysis and creative solutions and alternatives.

The proposed project team is composed of experts in both public management and I.T. enterprise planning and connectivity. The following provides brief biographies of selected project staff:

### **NIU REGIONAL TECHNOLOGY GROUP**

**Marc Thorson, MBA**

*Executive Director of Regional Technology Services  
NIU Division of Information Technology (DoIT)*

Mr. Thorson oversees all aspects of NIU's broadband, internet service, and technology service offerings to communities, school districts, and other government and nonprofit organizations. Prior to joining NIU, Marc has worked in the local government Information Technology field in just about every capacity for over 20 years including desktop support, application developer, network administrator, network engineer, compliance lead, and director. He is passionate about Information Security and data-driven decision-making in environments with resource challenges. Marc is also an adjunct instructor for the nationally-ranked Northern Illinois University Master of Public Administration program. The course focus is educating future local government and nonprofit leadership on what Information Technology does, why it is a critical competency for public organizations, and how to utilize it to its greatest potential in an era of shrinking budgets. Marc has an MBA from Northern Illinois University with a focus on Management of Information Services and Marketing. He is the Marketing Director for GMIS International, Committee Chairperson for GMIS Accreditation, and Past President for GMIS Illinois. Marc will serve as chief technology analyst as well as collaborator and assist with project coordination and direction.

### **NIU CENTER FOR GOVERNMENTAL STUDIES**

**Greg Kuhn, PhD**

*Interim Director  
Center for Governmental Studies*

Greg joined the Center for Governmental Studies in the spring of 2004 as a Senior Associate and Local Government Specialist. Greg departed NIU in 2011 to help establish a public management services practice with a private accounting firm with strong governmental presence, but returned to NIU-CGS in the winter of 2016. Greg earned his Doctorate in Political Science at NIU, with emphases in Public Administration, Organization Theory and Public Policy in 2002. He also received his Master's degree in Public Administration at NIU and completed his undergraduate degree at Marquette University where he also majored in Political Science.

Greg has over thirty-nine years of combined experience in local government administration, consulting and academics. Greg is also a former Village Manager having served in that capacity in the DuPage County community of Clarendon Hills, IL. During his career, Greg has served as an Assistant to the Village Manager in Skokie, IL, and as Managing Vice-President of the PAR Group. Greg is a specialist in public policy, public budgeting, leadership, governing-board relations, organizational development, personnel studies, and training. Greg teaches at the graduate level and serves as an adjunct faculty member for both Northern Illinois University's Department of Public Administration and Northwestern University's graduate program in Public Policy and Public Administration. He has managed or participated in over 200 consulting engagements for local governments ranging in size from 5,000 to over 1 million in population.

In his spare time, Greg is active in his community, serving on Clarendon Hills' Plan Commission and Zoning Board of Appeals for the past 25+ years, with a dozen of those years as Vice-Chairman and current service as Chairman. He is also active in his community, serving on a variety of village government ad hoc community advisory committees and a committee at the Hinsdale Hospital. Greg is a member of ICMA and ILCMA. Greg will serve as project director and serve as a collaborator and analyst.

**Jim Norris, MPA**

*Senior Public Management and Local Government Specialist  
Center for Governmental Studies*

Mr. Norris has served from 1998 to 2020 as the Village Manager of the Village of Hoffman Estates, IL. Previously, Jim served as the City Manager of Gladstone, MO, the assistant Village Manager of Schaumburg, IL, Palatine, IL and interned for the Village of Western Springs, IL. He is a member of the International City/County Management Association, a member and past president of the Illinois City/County Management Association and a member and past-president of the Chicago Metropolitan Manager's Association.

Jim served as the Executive Board chairperson for the Northwest Suburban Municipal Joint Action Water Agency, chair of the Northwest Central Dispatch Joint Emergency Management Agency, vice-chair of the Executive Committee of the Solid Waste Agency of Northern Cook County and was on the board and a past chair of the Northwest Central Dispatch Agency. Mr. Norris has a B.A. in history from the University of Missouri, St. Louis and received his MPA from NIU. As an Adjunct for NIU's Public Administration Department, Mr. Norris teaches PSPA 600, PSPA 412, PSPA 410, POLS 303X. Jim has previously taught in the Masters in Public Policy program at Northwestern University and the Masters of Public Affairs program at Park College. Mr. Norris will serve as a project analyst, facilitator, and collaborator.

**Melissa Henriksen, MPP**

*Assistant Director of Strategic Management, Policy and Community Development  
Center for Governmental Studies*

Ms. Henriksen has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, nonprofits, school and other districts, boards of directors, and institutes of higher education. For the past 14 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and healthcare. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a Master's degree in Public Policy both from the University of Northern Iowa. Mel is a Board member for the Illinois Rural Health Association and is the chair of its Research and Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and recently received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Ms. Henriksen will serve as a project collaborator.

**Jeanna Ballard, MPA**

*Senior Research Specialist  
Strategic Management, Policy and Community Development  
Center for Governmental Studies*

Ms. Ballard has a varied background in strategic and comprehensive planning, technical assistance, and performance improvement studies. She has helped facilitate strategic planning workshops, focus groups, interviews, organizational design reviews, leadership development seminars, and compensation analyses. Jeanna has co-facilitated strategic planning for elected officials, nonprofits, municipalities, counties, townships, park districts, libraries, council of governments, and institutes of higher education. For the past two years, Jeanna has provided staff support for funded projects for the Illinois Critical Access Hospital Network (ICAHN). Most recently, she has worked on local government strategic planning initiatives. These projects included coordinating online surveys, community focus groups, and goal development sessions, identifying potential challenges and solutions, and distilling themes from a variety of quantitative and qualitative information to share with key stakeholders.

Jeanna holds a dual MPA degree via her joint studies at Northern Illinois University and Renmin University of China in Beijing. She joined the Center for Governmental Studies in 2017 and serves as an elected Representative on NIU's Supportive Professional Staff Council and is the Chair of the Advocacy Committee. Jeanna has seven years of public service experience serving in local, county,



and federal levels of government and is a former Banovetz Fellow. Ms. Ballard will serve as a project facilitator, analyst, and collaborator.

**Craig G. Anderson, MPA**

*Public Management and Local Government Specialist  
Center for Governmental Studies*

Mr. Anderson served as Village Manager for Wheeling, IL, from 1988 to early 2002, as Interim Village Manager for Long Grove, IL, during mid-2002, and as Village Manager for Carpentersville, IL, from late 2002 until his retirement in 2010. Craig began his career in the public sector with the Village of Glenview, IL, where he served as a Maintenance and Equipment Operator in the Public Works Department from 1973 to 1977, Administrative Assistant to the Director of Development and Public Services from 1977 to 1978, Administrative Assistant to the Village Manager from 1978 to 1980, and Assistant Village Manager from 1980 to 1988. Subsequent to his retirement, Mr. Anderson has assisted with two police services and four organizational studies, has completed three part-time interim assignments, and was employed with a consulting firm as a public management specialist on a part-time basis for approximately two years where he assisted with organizational analyses of two Building and Code Enforcement Divisions, a Public Works Department, a Finance Department and Water Utility Billing and Customer Service Division.

At the Village of Glenview, as a Maintenance and Equipment Operator, Mr. Anderson obtained and maintained certification as a State of Illinois Class C Public Water Supply Operator. As Assistant Village Manager, he served as Personnel Director, represented the Village during annual meet-and-confer sessions (salary and benefit discussions) with employee groups, and was Acting Village Manager in the absence of the Village Manager.

While Mr. Anderson was Manager in Wheeling, the Village was successful in its efforts to coordinate the realignment of Milwaukee Avenue with TIF district improvements, maintain its capital improvements program, annex significant acreage to the northwest corner of the community for retail development, and work cooperatively with the City of Prospect Heights to improve infrastructure at Palwaukee Municipal Airport. During his service as Manager in Carpentersville, the Village implemented a revamped capital improvements program, approved a new classification and salary plan for non-represented personnel, significantly improved financial record-keeping and reporting processes, and became more active in regional cooperation efforts. Mr. Anderson holds a B.S. (Biology) degree from Northern Illinois University (1973) and a MPA degree from Roosevelt University (1979). He is an ICMA Credentialed Manager. Mr. Anderson will serve as a project analyst, facilitator and collaborator.

**Thomas Ross, MA**

*Program Manager-Deputy Director, Suburban Law Enforcement Academy (SLEA), College of DuPage  
Adjunct Public Safety and Police Services Specialist, NIU Center for Governmental Studies*

Tom is an experienced law enforcement professional with over 30 years of experience as an officer, supervisor, administrator and educator. Tom's current responsibilities at SLEA are the leadership of the academy's overall operations, planning & faculty development. SLEA is one of seven ILETSB certified academies in Illinois. Tom began his career when he was hired as a Patrol Officer on

Bolingbrook in October of 1987 at age 21. He worked in the department's gang unit for six years and made detective in 1999. In 2000 he was promoted to sergeant where he coordinated the SWAT team, led the gang unit, and then oversaw the department's training programs and activities. In 2005 he was promoted to lieutenant, 2006 to commander, and in 2008 was named deputy police chief. In January of 2015 he was named Public Safety Director for the Village.

Tom is an Adjunct Instructor for Northwestern University's Center for Public Safety, Evanston, Illinois where he's taught since 2006 as a National instructor for Federal, State and Local law enforcement supervisors as part of two different management programs. He's also been an adjunct instructor at Lewis University, Western Illinois University, SLEA and NEMRT.

Mr. Ross has a Master of Arts in Law Enforcement and Criminal Justice Administration and, a Bachelor of Science in Law Enforcement Administration, both from Western Illinois University. Tom has continued his education at the F.B.I.'s Midwest Law Enforcement Executive Development Seminar (M-LEEDS), 2009, Northwestern University, School of Police Staff and Command Class #181, 2003, Federal Law Enforcement Training Center, Orlando, FL. Pursuit Policy Management Seminar, 2002, and, Harvard University, John F. Kennedy School, Cambridge, MA. Organizational Management Seminar, 2001. He is a member of the International Association of Chiefs of Police, the Police Executive Research Forum, the Illinois Association of Chiefs of Police and the Will County Chiefs of Police Association.

**Other Project Professional Staff and Support** – Dr. Kuhn and Mr. Thorson, and the project team will also be joined and assisted by other staff members at the Center for Governmental Studies, the University, and other local government administrative specialists for certain project elements, e.g., public safety, utilities, etc., at critical junctures of the project.



# Agenda Item Executive Summary

Item Name      AN ORDINANCE AMENDING CHAPTER 4  
(BOARD OF FIRE AND POLICE  
COMMISSIONERS) OF TITLE 2 ENTITLED  
"BOARDS AND COMMISSIONS" OF THE  
BARTLETT MUNICIPAL CODE      Committee  
or Board      Board

## BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

## EXECUTIVE SUMMARY

The police department is requesting the Board of Trustees to amend Sections 2-4-1 of the Bartlett Municipal Code to expand the number of Police and Fire Commissioners from three (3) to five (5) and update some of the language contained in Section 2-4-2 of the Bartlett Municipal Code.

## ATTACHMENTS (PLEASE LIST)

- Police Department Memorandum
- Ordinance

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION: I move to approve AN ORDINANCE AMENDING CHAPTER 4 (BOARD OF FIRE AND POLICE COMMISSIONERS OF TITLE 2 ENTITLED "BOARDS AND COMMISSIONS" OF THE BARTLETT MUNICIPAL CODE**

Staff:              Geoffrey T. Pretkelis, Deputy Chief

Date:              Monday, March 29, 2021

**POLICE DEPARTMENT MEMORANDUM  
21-12**

**DATE:** March 23, 2021

**TO:** Paula Schumacher, Village Administrator

**FROM:** Geoffrey T. Pretkelis, Deputy Chief of Support Services

**RE:** An Ordinance Amending Chapter 4 (Board of Fire and Police Commissioners) of Title 2 Entitled "Board and Commissions" of the Bartlett Municipal Code

The purpose of this memorandum is to request the Board of Trustees to amend Section 2-4-1 and Section 2-4-2 of Chapter 4 entitled "Board of Police and Fire Commissioners" of the Village of Bartlett's Municipal Code. This would allow the commission to be comprised of five (5) members instead of three (3) members. It would also update some of the language contained in Section 2-4-2-B entitled "Terms, Vacancies", Section 2-4-2-C entitled "Qualifications", 2-4-2-D entitled "Oath and Bond", and 2-4-2-E "Removal from Office". Currently, the City of St. Charles, the City of Elgin, the Village of Buffalo Grove, the Village of Mount Prospect, and the City of Naperville have five or more members on their Board of Police and Fire Commissioners.

The Board of Police and Fire Commissioners' own attorney recommended expanding the Board of Police and Fire Commissioners to five members to improve the efficiency of its operations. This would allow three members to constitute a quorum to conduct official business. Under its current setup, only two members are needed to constitute a quorum. This makes it very difficult for the Chairperson, Secretary, or the other member to communicate with each other in person outside of their regularly scheduled or special meetings, over the telephone, or by electronic communications about anything related to official business without violating the Open Meetings Act. It can also make it difficult for the commissioners to conduct any hiring or promotional examinations or adopt any motion or resolution if there are any unexpected absences.

For these reasons, we recommend amending Sections 2-4-1 of the Bartlett Municipal Code to expand the number of Police and Fire Commissioners from three (3) to five (5) and updating some of the language contained in Section 2-4-2 of the Bartlett Municipal Code. Please see the proposed ordinance amending Chapter 4 (Board of Fire and Police Commissioners) of Title 2 entitled "Boards and Commissions" of the Bartlett Municipal Code, which is attached to this memorandum.

**MOTION: I move to approve AN ORDINANCE AMENDING CHAPTER 4 (BOARD OF FIRE AND POLICE COMMISSIONERS) OF TITLE 2 ENTITLED "BOARD AND COMMISSIONS" OF THE BARTLETT MUNICIPAL CODE**

**ORDINANCE 2021 - \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 4 (BOARD OF  
FIRE AND POLICE COMMISSIONERS) OF TITLE 2 ENTITLED  
“BOARDS AND COMMISSIONS” OF THE BARTLETT MUNICIPAL CODE**

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**BE IT ORDAINED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, in exercise of its home rule powers, as follows:

**SECTION ONE:** That Title 2, entitled “BOARDS AND COMMISSIONS”, Chapter 4 entitled “BOARD OF POLICE AND FIRE COMMISSIONERS” of the Bartlett Municipal Code is hereby amended to repeal existing Section 2-4-1 thereof, and to replace it with new Section 2-4-1 as follows:

**2-4-1: COMMISSION CREATED; COMPOSITION:**

There is hereby created a Board of Police and Fire Commissioners consisting of five (5) members who shall be officers of the Village [as provided by statute].

**SECTION TWO:** That Title 2, entitled “BOARDS AND COMMISSIONS”, Chapter 4 entitled “BOARD OF POLICE AND FIRE COMMISSIONERS” of the Bartlett Municipal Code is hereby amended to repeal existing Section 2-4-2 thereof, and to replace it with new Section 2-4-2 as follows:

**2-4-2: APPOINTMENT, QUALIFICATIONS:**

- A. Appointments: The Board of Police and Fire Commissioners shall be appointed by the Village President with the advice and consent of the Board of Trustees.
- B. Terms, Vacancies: The terms of office of members of the Board of Police and Fire Commissioners shall be three years or until their respective successors shall be appointed and qualify; provided that no such appointments shall be made by any President within thirty (30) days before the expiration of his or her term of office. The President shall appoint the members to the two newly created offices of such Board, whose terms shall expire on April 6, 2024, but who shall serve until his or her successor is appointed and qualifies. The three (3) existing members of the Board of Police and Fire Commissioners whose three year terms each expire on August 20, 2023, shall each continue to serve until his or her successor is appointed and qualifies.

- C. Qualifications: The members of the Board of Police and Fire shall have such qualifications as are or may hereafter be required by law, except that the Village in exercise of its home rule power waives the restriction in state law that provides that no more than two members shall be members of the same political party. No person shall be appointed a member who has been convicted of a felony under the laws of the State of Illinois, or comparable laws of any other state, or the United States. No person shall be appointed a member of the Board who is related, either by blood or marriage up to the designee of first cousin, to any elected official of the Village.
- D. Oath and Bond. Each member of said Board shall take the oath or affirmation of office prescribed by statute and shall execute and deliver to the Village a bond in the sum of One Thousand Dollars (\$1,000.00) with such sureties as the President and Board of Trustees shall approve, conditioned upon the faithful performance of the duties of his or her office.
- E. Removal From Office: A member of the Board of Police and Fire Commissioners shall be subject to removal from office for cause upon written charges, and after an opportunity to be heard within thirty (30) days in his, her or their own defense, before a regular meeting of the President and Board of Trustees. Cause shall include, but shall not be limited to, absence from more than twenty-five percent (25%) of the meetings of the Board of Police and Fire Commissioners, per year. A majority vote of the Village corporate authorities shall be required to remove any such member from office.

**SECTION THREE: SEVERABILITY.** If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR ORDINANCES.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Ordinance shall be effective ten (10) days after its passage, approval and publication in pamphlet form, as required by law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Giles, Village Clerk

### CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2021-\_\_\_\_\_ enacted on \_\_\_\_\_, 2021, and approved on \_\_\_\_\_, 2021, and published in pamphlet form on \_\_\_\_\_, 2021, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles, Village Clerk



# Agenda Item Executive Summary

Item Name Village of Bartlett's "2021 Water Main Replacement Project" Committee or Board Board

<b>BUDGET IMPACT</b>			
<i>Amount:</i>	\$1,030,369.75	<i>Budgeted</i>	\$1,200,000
<i>List what fund</i>	Water Fund		
<b>EXECUTIVE SUMMARY</b>			
<p>On March 10, 2021 a Notice to Bidders was published in The Examiner and on the Village website, soliciting bids for the village of Bartlett's "2021 Water Main Replacement Project" with a bid opening on March 24th. The work shall consist of the installation, pressure testing and chlorination of approximately 5700 feet of 8-inch water main on six streets in the village of Bartlett. This work will also include the installation of fire hydrants, valves in vaults and service connections as well as the abandonment and removal of existing facilities. As this work requires, curb and gutter, sidewalk and driveway replacement, pavement patching and parkway restoration will also be performed.</p> <p>The Village received eight (8) bid proposals by prospective bidders, seven (7) of which qualified for consideration. A bid tab sheet is attached for review.</p> <p>The qualified bids ranged from \$1,030,369.75 to \$1,465,303.80. Gerardi Sewer and Water Co. was the lowest bidder that met all requirements of the specs. The Village had budgeted \$1,200,000 for water main replacement projects this fiscal year.</p>			
<b>RECOMMENDATION</b>			
Staff recommends awarding the contract to Gerardi Sewer and Water Co. for the village of Bartlett's 2021 Water Main Replacement Project.			
<b>ATTACHMENTS (PLEASE LIST)</b>			
Memo Bid Tab Resolution Agreement			

## **ACTION REQUESTED**

- For Discussion Only
- ✓ Resolution
- Ordinance
- ✓ Motion: I MOVE TO APPROVE RESOLUTION #2021-\_\_\_-R, A RESOLUTION APPROVING OF THE VILLAGE OF BARTLETT'S 2021 WATER MAIN REPLACEMENT PROJECT AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND GERARDI SEWER AND WATER CO.

Staff: Nick Talarico, Civil Engineer, Public Works Date: 3/29/2021



# Memo

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**To:** Paula Schumacher, Village Administrator  
**From:** Dan Dinges, Director of Public Works  
**Subject:** 2021 Water Main Replacement Project  
**Date:** March 29, 2021

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On March 10, 2021 a Notice to Bidders was published in The Examiner and on the Village website, soliciting bids for the village of Bartlett's "2021 Water Main Replacement Project" with a bid opening on March 24th. The work shall consist of the installation, pressure testing and chlorination of approximately 5700 feet of 8-inch water main on six streets in the village of Bartlett. This work will also include the installation of fire hydrants, valves in vaults and service connections as well as the abandonment and removal of existing facilities. As this work requires, curb and gutter, sidewalk and driveway replacement, pavement patching and parkway restoration will also be performed.

The Village received eight (8) bid proposals by prospective bidders, seven (7) of which qualified for consideration. A bid tab sheet is attached for review.

The qualified bids ranged from \$1,030,369.75 to \$1,465,303.80. Gerardi Sewer and Water Co. was the lowest bidder that met all requirements of the specs. The Village had budgeted \$1,200,000 for water main replacement projects this fiscal year.

## **RECOMMENDATION**

Staff recommends awarding the contract to Gerardi Sewer and Water Co. for the village of Bartlett's 2021 Water Main Replacement Project.

## **MOTION**

**MOTION TO APPROVE RESOLUTION 2021-\_\_\_\_-R, A RESOLUTION APPROVING OF THE VILLAGE OF BARTLETT'S 2021 WATER MAIN REPLACEMENT PROJECT AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND GERARDI SEWER AND WATER CO.**



VILLAGE OF BARTLETT  
**2021 Water Main Replacement**  
 BID TABULATION  
 March 24, 2021

Item No.	Items	Unit	Quantity	GERARDI SEWER & WATER CO. 1785 ARMITAGE CT ADDISON, IL 60101	HOLIDAY SEWER AND WATER CONSTRUCTION, INC. 1000 N RAND RD, SUITE 116 WAUCONDA, IL 60084	MAURO SEWER CONSTRUCTION, INC. 1251 REDEKER RD DES PLAINES, IL 60016	PATRICK CONSTRUCTION, INC. 9760 FRANKLIN AVE #604 FRANKLIN PARK, IL 60131	J. CONGDON SEWER SERVICE, INC. 170-A ALEXANDRA WAY CAROL STREAM, IL 60188	ACQUA CONTRACTORS 551 S IL RT 83 ELMHURST, IL 60126	VIANI CONSTRUCTION CO. 1041 MARTHA ST ELK GROVE VILLAGE, IL 60007	C. SZABO CONTRACTING CO. 331 ELLIOT AVE WEST CHICAGO, IL 60085						
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total						
1	TRAFFIC CONTROL AND PROTECTION	L SUM	1	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$71,500.00	\$71,500.00	\$32,400.00	\$32,400.00	\$38,000.00	\$38,000.00	\$38,552.00	\$38,552.00	\$40,000.00	\$40,000.00
2	CONSTRUCTION INFORMATION SIGN	EA	6	\$200.00	\$1,200.00	\$100.00	\$600.00	\$1,980.00	\$1,980.00	\$325.00	\$1,950.00	\$225.00	\$1,350.00	\$225.00	\$1,350.00	\$800.00	\$4,800.00
3	INLET FILTERS	EA	32	\$10.00	\$320.00	\$25.00	\$800.00	\$3,690.00	\$3,690.00	\$115.00	\$3,720.00	\$275.00	\$8,800.00	\$275.00	\$8,800.00	\$110.00	\$3,520.00
4	TRUNK PROTECTION	EA	41	\$80.00	\$3,280.00	\$100.00	\$4,100.00	\$4,100.00	\$4,100.00	\$100.00	\$4,100.00	\$100.00	\$4,100.00	\$100.00	\$4,100.00	\$140.00	\$5,740.00
5	D.I. WATER MAIN, 8-INCH	FT	5,698	\$84.00	\$478,592.00	\$90.00	\$512,820.00	\$73.00	\$415,954.00	\$70.50	\$401,709.00	\$100.00	\$569,800.00	\$73.00	\$415,954.00	\$88.00	\$501,424.00
6	D.I. 1 1/4 DEGREE BEND, M.I., 8-INCH	EA	12	\$95.00	\$1,140.00	\$5.00	\$60.00	\$4,800.00	\$4,800.00	\$270.00	\$3,240.00	\$0.01	\$150.00	\$150.00	\$1,800.00	\$292.40	\$3,508.80
7	D.I. 2 1/2 DEGREE BEND, M.I., 8-INCH	EA	5	\$75.00	\$375.00	\$5.00	\$25.00	\$400.00	\$400.00	\$285.00	\$1,425.00	\$0.01	\$5.00	\$150.00	\$150.00	\$305.00	\$1,525.00
8	D.I. 45 DEGREE BEND, M.I., 8-INCH	EA	25	\$100.00	\$2,500.00	\$5.00	\$125.00	\$4,000.00	\$4,000.00	\$290.00	\$7,250.00	\$0.01	\$0.25	\$150.00	\$150.00	\$309.00	\$7,725.00
9	D.I. TEE, M.I., 8" x 8" x 8"	EA	1	\$600.00	\$600.00	\$5.00	\$5.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$0.01	\$0.01	\$250.00	\$250.00	\$529.00	\$529.00
10	D.I. CROSS, M.I., 8" x 8" x 8" x 8"	EA	1	\$800.00	\$800.00	\$5.00	\$5.00	\$1,500.00	\$1,500.00	\$900.00	\$900.00	\$0.01	\$0.01	\$350.00	\$350.00	\$753.00	\$753.00
11	TRENCH BACKFILL	CY	4,711	\$1.00	\$4,711.00	\$0.01	\$47.11	\$15.00	\$70,665.00	\$22.00	\$103,642.00	\$0.01	\$47.11	\$30.00	\$141,330.00	\$30.00	\$141,330.00
12	8-INCH GATE VALVE IN VALVE VAULT, TYPE A, 5'-DIAMETER WITH TYPE 1 FRAME, CLOSED LID	EA	13	\$4,000.00	\$52,000.00	\$2,500.00	\$32,500.00	\$4,450.00	\$57,850.00	\$3,620.00	\$47,060.00	\$3,000.00	\$39,000.00	\$4,500.00	\$58,500.00	\$4,250.00	\$55,250.00
13	8-INCH TAPPING VALVE IN VALVE VAULT, TYPE A, 6'-DIAMETER WITH TYPE 1 FRAME, CLOSED LID	EA	1	\$6,500.00	\$6,500.00	\$5,500.00	\$5,500.00	\$5,950.00	\$5,950.00	\$7,400.00	\$7,400.00	\$6,000.00	\$6,000.00	\$9,700.00	\$9,700.00	\$7,820.00	\$7,820.00
14	FILLING VALVE VAULTS	EA	11	\$275.00	\$3,025.00	\$100.00	\$1,100.00	\$3,025.00	\$3,025.00	\$3,300.00	\$3,300.00	\$100.00	\$1,100.00	\$1,650.00	\$1,650.00	\$600.00	\$6,600.00
15	REMOVE EXISTING VALVE AND VAULT	EA	3	\$200.00	\$600.00	\$100.00	\$300.00	\$450.00	\$450.00	\$400.00	\$400.00	\$300.00	\$300.00	\$150.00	\$450.00	\$2,000.00	\$6,000.00
16	FIRE HYDRANT WITH AUXILIARY VALVE, VALVE BOX AND TEE	EA	15	\$5,000.00	\$75,000.00	\$8,000.00	\$120,000.00	\$5,175.00	\$77,625.00	\$6,025.00	\$90,375.00	\$6,000.00	\$90,000.00	\$5,500.00	\$82,500.00	\$5,200.00	\$78,000.00
17	FIRE HYDRANT TO BE REMOVED	EA	15	\$600.00	\$9,000.00	\$50.00	\$750.00	\$5,625.00	\$5,625.00	\$350.00	\$5,250.00	\$150.00	\$2,250.00	\$150.00	\$2,250.00	\$350.00	\$5,250.00
18	CONNECTION TO EXISTING WATER MAIN	EA	8	\$3,750.00	\$30,000.00	\$3,250.00	\$26,000.00	\$2,450.00	\$19,600.00	\$3,900.00	\$31,200.00	\$4,500.00	\$36,000.00	\$5,000.00	\$40,000.00	\$2,500.00	\$20,000.00
19	PRESSURE CONNECTION, 8"	EA	1	\$1,000.00	\$1,000.00	\$550.00	\$550.00	\$2,000.00	\$2,000.00	\$5,150.00	\$5,150.00	\$5,200.00	\$5,200.00	\$6,500.00	\$6,500.00	\$8,850.00	\$8,850.00
20	DOMESTIC WATER SERVICE CONNECTION (SHORT), 1-INCH	EA	51	\$1,100.00	\$56,100.00	\$1,200.00	\$61,200.00	\$1,100.00	\$56,100.00	\$1,400.00	\$71,400.00	\$2,312.00	\$117,912.00	\$1,100.00	\$56,100.00	\$2,000.00	\$102,000.00
21	DOMESTIC WATER SERVICE CONNECTION (LONG), 1-INCH	EA	42	\$1,875.00	\$78,750.00	\$2,150.00	\$90,300.00	\$1,750.00	\$73,500.00	\$2,100.00	\$88,200.00	\$2,512.00	\$105,504.00	\$2,500.00	\$105,000.00	\$2,500.00	\$105,000.00
22	DOMESTIC WATER SERVICE CONNECTION (SHORT), 1 1/2-INCH	EA	2	\$1,600.00	\$3,200.00	\$1,300.00	\$2,600.00	\$1,500.00	\$3,000.00	\$3,200.00	\$6,400.00	\$3,000.00	\$6,000.00	\$4,500.00	\$9,000.00	\$4,500.00	\$9,000.00
23	DOMESTIC WATER SERVICE CONNECTION (LONG), 1 1/2-INCH	EA	1	\$2,575.00	\$2,575.00	\$2,200.00	\$2,200.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$3,200.00	\$3,200.00	\$3,600.00	\$3,600.00	\$3,500.00	\$3,500.00
24	CURB BOX, 1-INCH	EA	93	\$175.00	\$16,275.00	\$65.00	\$6,045.00	\$450.00	\$41,850.00	\$1.00	\$93.00	\$25.00	\$2,325.00	\$450.00	\$41,850.00	\$110.00	\$10,230.00
25	CURB BOX, 1 1/2-INCH	EA	3	\$375.00	\$1,125.00	\$65.00	\$195.00	\$500.00	\$1,500.00	\$1.00	\$3.00	\$50.00	\$150.00	\$120.00	\$360.00	\$140.00	\$420.00
26	ABANDON EXISTING WATER MAIN CONNECTION	EA	30	\$100.00	\$3,000.00	\$100.00	\$3,000.00	\$900.00	\$9,000.00	\$1,000.00	\$10,000.00	\$1,000.00	\$10,000.00	\$500.00	\$5,000.00	\$2,000.00	\$20,000.00
27	WATER MAIN QUALITY STORM SEWER, 12"	FT	60	\$60.00	\$3,600.00	\$50.00	\$3,000.00	\$48.00	\$2,880.00	\$42.00	\$2,520.00	\$50.00	\$3,000.00	\$125.00	\$7,500.00	\$67.00	\$4,020.00
28	WATER MAIN QUALITY STORM SEWER, 15"	FT	40	\$70.00	\$2,800.00	\$55.00	\$2,200.00	\$58.00	\$2,320.00	\$58.00	\$2,320.00	\$60.00	\$2,400.00	\$140.00	\$5,600.00	\$78.00	\$3,120.00
29	WATER MAIN QUALITY STORM SEWER, 18"	FT	30	\$80.00	\$2,400.00	\$60.00	\$1,800.00	\$60.00	\$1,800.00	\$170.00	\$1,700.00	\$70.00	\$2,100.00	\$160.00	\$4,800.00	\$82.00	\$2,460.00
30	WATER MAIN QUALITY STORM SEWER, 24"	FT	30	\$120.00	\$3,600.00	\$55.00	\$1,650.00	\$70.00	\$2,100.00	\$190.00	\$1,900.00	\$80.00	\$2,400.00	\$230.00	\$5,400.00	\$86.00	\$3,180.00
31	PCC SIDEWALK REMOVE AND REPLACE	SF	1590	\$6.70	\$10,653.00	\$8.00	\$12,720.00	\$9.25	\$14,752.50	\$9.00	\$14,310.00	\$8.00	\$12,720.00	\$9.00	\$14,310.00	\$15.00	\$23,850.00
32	PCC DRIVEWAY REMOVE AND REPLACE	SF	1670	\$7.15	\$11,940.50	\$9.00	\$15,030.00	\$10.25	\$17,117.50	\$10.00	\$16,700.00	\$9.00	\$15,030.00	\$11.00	\$18,370.00	\$40.00	\$68,000.00
33	COMBINATION CONCRETE CURB AND GUTTER REMOVE AND REPLACE	FT	270	\$30.00	\$8,100.00	\$35.00	\$9,450.00	\$55.00	\$14,850.00	\$45.00	\$12,150.00	\$40.00	\$10,800.00	\$37.00	\$9,990.00	\$55.00	\$14,850.00
34	HMA PARTIAL DEPTH PATCH, BINDER, 2"	SY	4791	\$13.25	\$63,480.75	\$13.00	\$62,283.00	\$13.00	\$62,283.00	\$18.75	\$89,831.25	\$13.85	\$66,355.35	\$19.00	\$91,029.00	\$18.00	\$86,238.00
35	HMA PARTIAL DEPTH PATCH, SURFACE, 2"	SY	4791	\$11.50	\$55,087.50	\$11.00	\$52,701.00	\$11.00	\$52,701.00	\$15.00	\$71,775.00	\$10.85	\$51,962.35	\$14.00	\$67,074.00	\$14.00	\$67,074.00
36	PCC BASE COURSE, 12"	SY	79	\$115.00	\$9,085.00	\$150.00	\$11,850.00	\$135.00	\$10,665.00	\$175.00	\$13,825.00	\$175.00	\$13,825.00	\$100.00	\$7,900.00	\$18.00	\$1,422.00
37	HOT-MIX ASPHALT SURFACE COURSE, 3"	SY	79	\$24.00	\$1,896.00	\$35.00	\$2,765.00	\$38.00	\$3,002.00	\$90.00	\$7,020.00	\$37.00	\$2,923.00	\$25.00	\$1,875.00	\$35.00	\$2,765.00
38	TOPSOIL FURNISH AND PLACE, 4"	SY	1,834	\$4.00	\$7,336.00	\$5.00	\$9,170.00	\$6.00	\$11,004.00	\$6.00	\$11,004.00	\$4.00	\$7,336.00	\$4.00	\$7,336.00	\$7.00	\$12,838.00
39	SODDING, SALT TOLERANT	SY	1,866	\$9.00	\$16,794.00	\$10.00	\$18,660.00	\$11.00	\$20,526.00	\$11.00	\$20,526.00	\$9.00	\$16,794.00	\$10.00	\$18,660.00	\$10.00	\$18,660.00
40	DUST CONTROL	UNIT	120	\$1.00	\$120.00	\$1.00	\$120.00	\$40.00	\$4,800.00	\$50.00	\$6,000.00	\$10.00	\$1,200.00	\$21.00	\$2,520.00	\$110.00	\$13,200.00
41	TREE ROOT PRUNING	EA	41	\$100.00	\$4,100.00	\$75.00	\$3,075.00	\$105.00	\$4,305.00	\$50.00	\$2,050.00	\$100.00	\$4,100.00	\$100.00	\$4,100.00	\$88.00	\$3,608.00
42	TOPSOIL FURNISH AND PLACE, 6"	SY	32	\$6.00	\$1,920.00	\$8.00	\$2,560.00	\$40.00	\$1,280.00	\$12.00	\$384.00	\$10.00	\$320.00	\$7.00	\$224.00	\$7.00	\$224.00
	AS READ TOTAL			\$1,030,369.75	\$1,047,877.11	\$1,047,877.11	\$1,047,877.11	\$1,168,760.00	\$1,168,760.00	\$1,186,300.25	\$1,186,300.25	\$1,249,494.25	\$1,300,000.00	\$1,300,000.00	\$1,465,303.80	\$1,465,303.80	\$1,465,303.80
	<b>TOTAL</b>			<b>\$7,030,369.75</b>	<b>\$1,047,877.11</b>	<b>\$1,047,877.11</b>	<b>\$1,047,877.11</b>	<b>\$1,168,760.00</b>	<b>\$1,168,760.00</b>	<b>\$1,186,300.25</b>	<b>\$1,186,300.25</b>	<b>\$1,249,494.25</b>	<b>\$1,300,000.00</b>	<b>\$1,300,000.00</b>	<b>\$1,465,303.80</b>	<b>\$1,465,303.80</b>	<b>Incomplete Bid</b>

**RESOLUTION 2021 - \_\_\_\_\_**

**A RESOLUTION APPROVING OF THE VILLAGE OF BARTLETT'S 2021 WATER MAIN REPLACEMENT PROJECT AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND GERARDI SEWER AND WATER CO.**

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**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** 2021 Water Main Replacement Project Agreement dated April 6, 2021, between the Village of Bartlett and Gerardi Sewer and Water Co. (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** That the Village President and the Village Clerk are hereby authorized and directed to sign and attest, respectively, the Agreement on behalf of the Village of Bartlett.

**SECTION THREE: SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: April 6, 2021

APPROVED: April 6, 2021

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Giless, Village Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2021 - \_\_\_\_\_ enacted on April 6, 2021, and approved on April 6, 2021, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giless, Village Clerk

## 2021 WATER MAIN REPLACEMENT PROJECT AGREEMENT

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This Water Main Replacement Project Agreement (the "Agreement") is entered this 6<sup>th</sup> day of April, between the Village of Bartlett, an Illinois home rule municipality (the "Village" or "Owner") and Gerardi Sewer and Water Co. (the "Contractor") (collectively, the "Parties").

**IN CONSIDERATION** of the covenants and conditions herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

**1. Project Work.**

a. This project consists of the installation, pressure testing and chlorination of approximately 5700 feet of 8-inch water main on six streets in the Village of Bartlett. This work will also include the installation of fire hydrants, valves in vaults and service connections as well as the abandonment and removal of existing facilities. As this work requires, curb and gutter, sidewalk and driveway replacement, pavement patching and parkway restoration will also be performed.

All Project Work shall be performed in strict compliance with the below defined Contract Documents.

b. Contract Documents mean and include: (i) this Agreement; (ii) General Conditions and Instructions to Bidders and General Requirements attached hereto and incorporated herein; (iii) all Specifications, Plans and Drawings attached hereto as and incorporated herein; (iv) the Performance and Payment Bond or Letter of Credit as defined herein; and (v) Addenda #1 attached hereto and incorporated herein (collectively, the "Contract Documents"). The Contract Documents are expressly incorporated into and made a part of this Agreement as though fully set forth herein. In the event of any conflict between the terms and conditions of any of the Contract Documents, the most stringent requirements shall control.

**2. Completion Date.** Contractor shall complete the Project Work in strict compliance with the requirements herein on or before August 29, 2021, while also meeting the interim completion date of July 2, 2021 for the Tennyson Rd work.

**3. Payment Procedure.** The payment procedures are as follows:

A. All payments under the Agreement shall be based on the unit prices set forth in Contractor's Schedule of Prices (the "Unit Pricing"); attached hereto and incorporated and based on actual quantities supplied and installed/constructed by the Contractor in accordance with the terms and conditions herein, as determined and certified by the Village or its Engineer.

Neither Owner nor Engineer guaranty the accuracy of the estimated units for completion of the Project Work. In no event shall Contractor be entitled to any additional

compensation for lost profits and/or revenues due to estimated units exceeding actual units.

B. In addition to the payment request documentation set forth under the Contract, Contractor shall provide the following documentation to the Village and the Engineer:

(i) Contractor shall provide monthly invoices to the Village throughout the Project Work. It shall be a condition precedent to the Village obligation to make a monthly progress payment that the Contractor shall have submitted to the Engineer, on or before the first day of the month in which the Contractor is applying for a payment, the following documentation, which shall hereinafter collectively be referred to as the "Contractor's Progress Payment Documents".

(ii) An itemized Application of Payment for operations completed in accordance with the schedule of values, supported by such data to substantiate the Contractor's right to payment as the Village and the Engineer may require, such as copies of requisitions from material suppliers, and reflecting a 5% retainage until after final acceptance has been made by the Village. Payment shall be further reduced by such additional amounts that the Village determines for non-conforming work and unsettled claims.

(iii) A general Contractor's Sworn Statement in form customarily used by Chicago Title and Trust Company. ("Contractor's Sworn Statement")

(iv) Current Partial Waivers of Lien from the Contractor and from all subcontractors of every tier and all of the material suppliers that supplied labor and/or material in connection with the Project covering such period.

(v) All of the Contractor's Progress Payment Documents shall be signed, sworn to and notarized.

(vi) Certified Payrolls (defined below)

(vii) Such additional documentation and/or information requested by the Village and /or Engineer relative to said payment.

C. It shall be a condition precedent to any payment required by the Village hereunder, that the Village and the Engineer has determined that the Project Work being invoiced is free from any defects and has been completed in strict compliance with the terms and conditions herein. The Village shall deduct from the final payment hereunder, amounts as determined for incomplete work, including but not limited to punch list work, and any required Restoration Work, and for any unsettled claims. Payments shall be further contingent upon the consent of the surety issuing the performance and payment bonds and/or other bond hereunder to said payment. Any amounts required to be withheld from said payment by the surety shall be withheld without any liability to the Village.

D. Following completion of the Project Work, Contractor shall furnish the Village the following documents: (1) final lien waivers from (i) Contractor; (ii) all subcontractors of every tier that furnished labor and/or materials for the Project Work; and (iii) all

suppliers that furnished materials in connection with the Project Work; all of which shall be signed and notarized; (2) Certified Payrolls; and (3) such additional documentation and/or information requested by the Village relative to said payment.

E. In the event the Contractor, and or Village and/or Engineer is in receipt of any claim(s) for lien and/or other notice of any claim in connection with the Project, the amount claimed shall be held out from payment for a period of at least 120 days to determine whether said claimant files a lawsuit to foreclose or otherwise adjudicate its lien claim. In the event a lawsuit is in fact filed within the statutory period, the Village, in its sole discretion, may elect to (a) file an interpleader action and/or intervene in the lawsuit and deposit the amount in question with the Clerk of the Court or (b) continue to hold said disputed sum until the lawsuit has been fully adjudicated or settled, or (c) elect to pay said disputed sum to the Contractor after having first received such additional indemnification agreement(s) and surety bond(s) as are acceptable to the Village. In the event the lien claimant fails to file a lawsuit within the applicable statutory period, the Contractor shall either furnish a release or final waiver from said lien claimant or furnish the Village with an indemnification agreement and an additional mechanic's lien bond in form approved by the Village issued by a surety company acceptable to the Village.

F. It shall also be a condition precedent to any payment hereunder that contractor must complete and submit certified payrolls to the Village covering all payouts no less than once a month in strict compliance with the Prevailing Wage Act (820 ILCS 130/01, et seq.) (the "Certified Payrolls"). The Village will not process or release any payments prior to receiving the Certified Payrolls relative to each applicable pay application.

G. Notwithstanding the foregoing, in no event shall the Village's acceptance of the Project Work, Contractor's Payment Request Documentation, Engineer's Certification, and/or the Village's payments to Contractor be deemed a waiver, express or implied, of any warranties and/or guaranties required herein.

4. Non-Discrimination. Contractor shall not discriminate against any worker, employee or applicant for employment because of religion, race, sex, sexual orientation, color, national origin, marital status, or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.

5. Compliance with Law. All goods, equipment, materials, and all labor furnished by or on behalf of Contractor and/or Contractor's agents (defined below) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances, statutes, and codes relative thereto including, but not limited to, the Illinois Department of Transportation (IDOT), Federal Occupational Safety and Health Act (OSHA), the Americans with Disabilities Act of 1990 as amended, the Illinois Department of Labor (IDOL), US Department of Labor (USDOL), the Human Rights Commission, the Illinois Department of Human Rights, EEOC, Environmental laws (defined below), and all Village of Bartlett Building Code (collectively, the "Laws"). To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Village

of Bartlett and its, officials, officers, agents, consultants from loss or damage, including but not limited to, attorney's fees, and other costs of defense by reason of actual or alleged violations of any of the Laws. In the event of any conflict and/or inconsistencies between any of the Laws, the most stringent Laws shall be controlling and applicable to the Project Work. This obligation shall survive the expiration and/or termination of this Agreement.

6. Indemnification. To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Village of Bartlett, and its officials, officers, employees, agents, consultants, successors and assigns (collectively, the "Indemnified Parties"), against all injuries, deaths, damage to property, loss, damages, claims, suits, liens, lien rights, liabilities, judgments, costs and expenses which may in any way arise directly or indirectly from the Project Work, Repair Work and/or Warranty Work provided hereunder, and/or any acts and/or omissions of or on behalf of the Contractor, its employees, contractors, subcontractors of any tier, suppliers, and/or agents and/or any person and/or entity acting on behalf of any of them and/or anyone directly or indirectly employed by any of them and/or anyone for whose acts and/or omissions any of them may be liable (collectively, "Contractors Agents"); except to the extent caused by the negligence of a party indemnified hereunder. In which case, Contractor shall at its own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against the Indemnified Parties or any of them, in any such action, Contractor agrees that any bond or insurance protection required herein, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Indemnified Parties as herein provided. This obligation shall survive the expiration and/or termination of the Agreement. Contractor shall similarly protect, indemnify and hold and save harmless the Indemnified Parties against and from any and all claims, costs, causes, actions and expenses including but not limited to attorney's fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Agreement. This obligation shall survive the expiration and /or termination of the Agreement.

7. Binding Obligation and Non-Assignability. Contractor shall not assign the whole or any part of this Agreement without the written consent of the Village. All subcontractors shall be approved by the Village. Any such assignment by Contractor without the Village's written approval shall be null and void.

8. Taxes. The Village is a Tax-Exempt Organization and is not subject to sales, consumer, use, and other similar taxes required by law. This exemption does not, however, apply to tools, machinery, equipment or other property leased by the Contractor, or to suppliers and materials which, even though they are consumed are not incorporated into the completed Project Work. The Contractor shall be responsible for and pay any and all applicable taxes, including sales and use taxes, on such leased tools, machinery, equipment or other property and upon such unincorporated supplies and materials. All such taxes are included in the unit pricing set forth in the Contractor's proposal.



9. Investigations by Contractor. Contractor has made such investigations as it deems necessary to perform the Project Work, including but not limited to, inspection of all Project Sites and represents and warrants that the Specifications, Plans, Drawings and other Contract Documents as defined in the General Conditions are adequate and the required result can be produced there under. No plea of ignorance of conditions that exist or of conditions or difficulties that may be encountered in the execution of the Project Work under this Agreement as a result of failure to make the necessary investigations will be accepted as an excuse for any failure or omission on the part of Contractor to fulfill in every detail all of the requirements of this Agreement, or will be accepted as a basis for any claims whatsoever, for extra compensation.

10. Insurance Coverage:

Contractor shall procure and maintain for the duration of the contract, and for three (3) years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. Minimum Scope and Limits of Insurance

1. Coverage shall be at least as broad as:

- a. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence with a general aggregate limit no less than **\$5,000,000**.
- b. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
- c. **Workers' Compensation** insurance as required by the State of Illinois with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **\$1,000,000** per accident for bodily injury or disease.

2. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Owner (sometimes alternatively referred to herein as the "Village") requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Owner.

A. Self-Insured Retentions

Self-Insured retentions must be declared to and approved by the Owner. At the option of the Owner, either: the Contractor shall cause the insurer to reduce or eliminate such self-insured retentions as respects the Owner, its officers,

officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Village guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the Owner.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **The Village of Bartlett and its officers, officials, employees and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if a later edition used).
2. For any claims related to this project, the **Contractor's insurance coverage shall be primary** insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Village, and its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Owner, or its officers, officials, employees, or volunteers, shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall provide that coverage shall not be cancelled, except with notice to the Owner.
4. With respect to the Contractor's ongoing insurance obligation after the duration of the Contract, Contractor may alternatively maintain Commercial General Liability ("CGL") and if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each occurrence CG 04 1393, or substitute form providing equivalent coverage, and shall at a minimum cover liability arising from products completed operations and liability assumed under an insured contract.

C. Claims Made Policies

All coverages shall be provided upon an occurrence basis unless claims made coverages are expressly approved in writing by the Village Administrator, in her sole discretion, prior to the start of construction. If any coverage required is proposed to be written on claims-made coverage form:

1. The retroactive date must be shown, and must be before the execution date of the contract or the beginning of contract work.

2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective, or start of work date, the Contractor must purchase extended reporting period coverage for a minimum of five (5) years after completion of contract work.
4. A copy of the claims reporting requirements must be submitted to the Village Administrator for review

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise acceptable to the Owner.

E. Waiver of Subrogation

**Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire** from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. **The Workers' Compensation policy shall be endorsed with a waiver of subrogation** in favor of the Owner for all work performed by the Contractor, its employees, agents and subcontractors. Owner shall be named as alternative employer on the Contractor's Worker's Compensation coverage.

F. Verification of Coverage

Contractor shall furnish the Owner with original certificates and amendatory endorsements or copies of the applicable insurance language, effecting coverage required by this contract. All certificates and endorsements are to be received and approved by the Owner before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Owner reserves the right to require complete, certified copies of any required insurance policies, including endorsements required by these specifications, at any time.

G. Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein. Contractor shall ensure that the Owner is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13. Upon the Owner's request, the Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

11. Performance and Payment Bonds, IDOT Contract Bond or Letter of Credit.

Prior to commencement of the Project Work, Contractor must submit to the Village: (a) performance and payment bonds or IDOT Contract Bond, each in the amount of **110%** of the Contract Sum, naming the Village of Bartlett as the primary

obligee in form acceptable to the Village co-signed by a surety company authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois and approved by the Village. ("Performance and Payment Bonds") or (b) an irrevocable letter of credit in the amount of **110%** of the Contract Sum guarantying Contractors obligations under the Contract Documents issued by a financial institution worth at least \$40,000,000 in assets and a capital to asset ratio of not less than 6% in form acceptable to the Village ("Letter of Credit"), which said Performance and Payment Bonds and/or Letter of Credit shall be conditioned upon proper and faithful performance by the Contractor of the work specified in strict accordance with the Contract Documents and payment of all debts incurred by the Contractor in the execution of the Project Work, including those for labor and materials furnished, including but not limited to payment of prevailing wages as required herein. The cost of said Performance and Payment Bonds and/or Letter of Credit is included in the unit pricing set forth in Contractors Proposal.

**12. Prevailing Wages.**

Contractor shall pay prevailing wages for the respective County in which the Project Work is being performed, as established by the Illinois Department of Labor for each craft or type of work in accordance with the Illinois Prevailing Wage Act (820 ILCS 130/01, *et seq.*) (the "Act"). The Contractor shall notify immediately in writing all of its subcontractors, of all changes in the schedule of prevailing wages. Contractor shall include in each of its subcontracts a written stipulation that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract and shall require each of its sub-subcontractors of every tier to include said stipulation regarding payment of prevailing rate of wages. Any increase in costs to the Contractor due to changes in the prevailing rate of wages or labor law during the term of any contract and/or sub-contract of any tier shall be at the expense of the Contractor and not at the expense of the Village. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the work and for ensuring strict compliance with the requirements of the Act, including but not limited to providing Certified Payrolls to the Village in accordance with the Act and as required herein. Copies of the February 2013 prevailing wage rates for Cook, DuPage, and Kane Counties, Illinois are attached hereto. Notwithstanding the forgoing, said prevailing wage rates are revised by the Illinois Department of Labor (IDOL). Contractor is solely responsible for obtaining and paying the applicable revised prevailing rate of wages for the County in which the work is being performed as determined by the IDOL for the time period in which the work is being performed. Said revised prevailing wage rates are available at IDOL's website: <http://www.state.il.us/agency/idol/rates/rates.HTM>.

**13. Default.**

In the event of default hereunder, the non-defaulting party shall be entitled to all remedies available at law and/or equity, including reasonable attorney's fees, subject to the limitations set forth in paragraph "L" below.

**14. Limitation on the Owner's Liability.**

**The Contractor agrees to waive any right which it may have to punitive, consequential, special, indirect, incidental, and/or exemplary damages against**

**the Village, and agrees not to make any claim or demand for such damages against the Village.**

**15. Hazardous Substances.**

Contractor shall not cause or permit any Hazardous Substances to be brought upon, kept, stored or used in or about the Project Site, and/or any other property owned, leased, controlled or under the jurisdiction of the Village of Bartlett ( "Village Property") by Contractor, and/or Contractors Agent (defined above). If the presence of Hazardous Substances brought upon, kept, stored or used in or about any of the Owner's Property by or on behalf of Contractor or Contractor's Agents in violation of this paragraph, results in contamination of the said Property, Contractor shall pay for all actual costs of clean up and shall indemnify, hold harmless and defend the Village and its employees, agents, consultants, officers, and officials from and against any and all claims, demands, expenses (including reasonable attorneys' fees), costs, fines, penalties and other liabilities of any and every kind and nature, including, but not limited to, costs and expenses incurred in connection with any clean-up, remediation, removal or restoration work required by any federal, state or local governmental authority because of the presence of any such Hazardous Substances on or about said Property.

For purposes hereof, Hazardous Substances shall include, but not be limited to, substances defined as "hazardous substances," "toxic substances" in the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; the federal Hazardous Materials Transportation Act, as amended; and the federal Resource Conservation and Recovery Act, as amended ("RCRA"); those substances defined as "hazardous substances," "materials," or "wastes" under any Federal law or the law of the State of Illinois; and as such substances are defined in any regulations adopted and publications promulgated pursuant to said laws (collectively, "Environmental Laws"). If Contractor's activities or the activities of any of Contractor's Agents violate or create a risk of violation of any Environmental Laws, Contractor shall cause such activities to cease immediately upon notice from the Village. Contractor shall immediately notify the Village both by telephone and in writing of any spill or unauthorized discharge of Hazardous Substances or of any condition constituting an "imminent hazard" under any Environmental Laws.

Contractor's indemnification obligations and duties hereunder shall survive the termination and/or expiration of this Contract.

**16. Delays in Project Work.**

Notwithstanding any provision herein to the contrary, the Contractor shall not be entitled to an increase in the Contract Sum as a result of any delays in the progress of the Work. The Contractor's sole remedy for delay shall be an extension of time.

If the Contractor, but for a delay not within the Contractor's control, would have completed the Work prior to the project completion date, the Contractor shall not be entitled to any recovery of damages arising out of any event of delay which prevented such early completion of the Work.

**17. Change Orders.**

(i) Notwithstanding any provisions herein to the contrary, where proposed changes to the Project Work involve a modification to (i) the Contract Sum; (ii) the Contract Time, or (iii) material changes in the Work (i.e., other than minor field changes), a written Change Order shall be prepared by the Engineer. It shall be a condition precedent to the acceptance of any Change Order or any Series of Change Orders which involves an increase or decrease in the Contract Sum of \$10,000 or more or changes the time of completion by a total of thirty (30) days or more, that the Village corporate authorities shall have first approved such written Change Order(s) and made the requisite determinations and findings in writing as required by 720 ILCS 5/33 E-9 (as amended). Other changes involving modifications to the Contract Sum, Contract Time or material change in the Work which will result in an increase or decrease of less than \$10,000 or extension of less than thirty (30) days to the Contract Time shall be made by the Village Administrator.

(ii) All change orders will be calculated based solely on Contractor's Unit Pricing set forth in Contractor's Proposal and actual revised quantities, regardless of whether the change order is for an increase or decrease in Project Work. No additional compensation will be allowed for change orders for additional work other than based on Contractor's Unit Pricing times the increased actual units constructed calculated by the Engineer, in that said Unit Pricing already reflects Contractor's overhead and profits.

#### 18. Relationship of the Parties.

A. It is understood, acknowledged and agreed by the parties that the relationship of the Contractor to the Village arising out of this Agreement shall be that of an independent contractor. Neither Contractor, nor any employee or agent of Contractor, is an employee, partner, joint venturer, and/or agent of the Village, and therefore is not entitled to any benefits provided to employees of the Village. Contractor has no authority to employ/retain any person as an employee or agent for or on behalf of the Village for any purpose. Neither Contractor nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of the Contractor may represent himself to others as an employee of the Village. Should any person indicate to the Contractor or any employee or agent of Contractor by written or oral communication, course of dealing or otherwise, that such person believes Contractor to be an employee or agent of the Village, Contractor shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Contractor shall do so in Contractor's own business.

B. Contractor shall at all times have sole control over the manner, means and methods of performing the services required by this Agreement according to its own independent judgment. Contractor acknowledges and agrees that it will devote such time and resources as necessary to produce the contracted results. The Village, Engineer, nor Consultant shall not have control over, charge of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work since they are solely the Contractor's rights and responsibilities. The Contractor shall supervise and direct the Work efficiently with his, her or its best skill and attention; and the Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work; and the Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent

damage, injury or loss to all employees on the subject site and all other persons who may be affected thereby.

19. Exhibits and Contract Documents.

All Exhibits and Contract Documents referred to therein are expressly incorporated herein and made part hereof.

20. Assumption of Liability.

To the fullest extent permitted by law, Contractor assumes liability for all injury to or death of any person or persons including employees of Contractor, any subcontractor of any tier, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this Contract.

21. Illinois Human Rights Act.

The Contractor shall comply with all terms and procedures of the Illinois Human Rights Act, (775 ILCS 5 et seq.) and Contractor represents and warrants to the Village as follows:

(1) That it will not discriminate against any employees or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age physical or mental handicap unrelated to ability, or an unfavorable discharge from military service, and further that it will examine all job classifications to determine if minority persons or woman are under-utilized and will take appropriate affirmative action to rectify any such under-utilization.

(2) That, if it hires employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and woman in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under-utilized.

(3) That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

(4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Acts and Rules and Regulations, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

(5) That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by

the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

(6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to a certain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

(7) That it will include verbatim or by reference the provisions of these clauses in every subcontracting awards under which any portion of the contract obligations are undertaken or assumed, so that each provision will be binding upon such Subcontractor. In the same manner as with other provisions of this Contract, the Contractor will be liable for compliance with applicable provisions of this clause by such Subcontractors; and further it will promptly notify the contracting agency and the Department in the event any Subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any Subcontractor declared by the Illinois Human Rights Commission to be ineligible for Contracts or Subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

## 22. Guarantee.

(1) Except as otherwise specified, the contractor shall guarantee workmanship and materials for a period one (1) year for all items from date of final acceptance by the Village. The Work shall be left in perfect order at completion and acceptance. Neither the final payment nor termination of the guarantee period, nor any provision in the Contract document shall relieve the Contractor of the responsibility for negligence, faulty materials, or workmanship within the extent and period provided by law, and upon written notice it shall remedy any defects due thereto, and shall pay all expenses for any damage to other work resulting therefrom.

(2) If the Drawings, Plans, and/or Specifications provide for methods of construction, installation, materials, etc., which the Contractor cannot guarantee for the indicated period, it shall be the responsibility of the Contractor to so inform the Owner in writing before submitting his bid. Otherwise, the Contractor shall be held responsible to provide the method of construction, installation, materials, etc., which will be guaranteed for the indicated period of time.

## 23. Severability

If any clause, phrase, provision or portion of this Contract or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Contract, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

## 24. No Waiver of Immunities and/or Privileges by the Village of Bartlett.

Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Village of Bartlett and/or any of its officials, officers, employees, and/or agents as to any liability whatsoever; such immunities and privileges are expressly reserved.



25. Architectural Barriers Act, American with Disabilities Act, and Illinois Accessibility Code

Contractor shall comply with the Architectural Barrier act of 1968, as amended (42 U.S.C. § 4151, et seq.), the Americans with Disabilities Act of 1990 (ADA), as amended, including but not limited to changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Illinois Accessibility Code, as amended, and any and all applicable federal, state and local laws pertaining to accessibility with the most stringent requirements controlling.

26. Clean Air Act and Federal Water Pollution Control Act

Contractor shall comply with the Clean Air act of 1970, as amended, the Federal Water Pollution Control Act, as amended, and all Environmental Laws (as defined above) with the most stringent laws controlling.

27. Removal and Disposal

The Contractor must remove and dispose of all construction or demolition debris materials, waste and soils at licensed facilities in accordance with applicable federal, state and local laws, including but not limited to the NEPA Act and Illinois Public Act 97-137, with the most stringent and demanding requirements controlling.

28. Work by Trade Unions

If the Work is to be performed by trade unions, the Contractor shall make all necessary arrangements to reconcile, without delay, damage, recourse, or cost to Owner, any conflict between the Contract Documents and any agreements or regulations of any kind at any time in force among members or councils which regulate or distinguish what activities shall not be included in the work of any particular trade. In case the progress of the Work is affected by any undue delay in furnishing or installing any items or materials or equipment required under the Contract Documents because of the conflict involving any such agreement or regulation, the Owner may require that other material or equipment of equal kind and quality be provided at no additional cost to the Owner.

29. Miscellaneous.

(i) This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

(ii) This Agreement may be executed in any number of counterparts, and by the Village and Contractor on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

(iii) Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

(iv) This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this

Agreement and/or litigation between the parties shall be the Circuit Court of DuPage County, Illinois.

(v) In construing this Agreement, section headings shall be disregarded.

(vi) Time is of the essence of this Agreement and every provision contained herein.

(vii) Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

(viii) Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

(ix) In the event of any conflict between the terms and conditions of any of the Contract Documents, and/or this Addendum, the most stringent requirements shall control.

(x) Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

VILLAGE OF BARTLETT:

GERARDO SEWER AND WATER CO.

By: \_\_\_\_\_  
Kevin Wallace  
Village President

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest:  
By: \_\_\_\_\_  
Lorna Giles, Village Clerk

Attest:  
\_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Agenda Item Executive Summary

Item Name AT&T License Agreement Amendment

Committee  
or Board

Board

## BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

## EXECUTIVE SUMMARY

In 2016, AT&T Illinois granted the Village continued permission to use the property at 200 S. Main Street for a municipal park including the pathway, landscaping, benches and statue. Originally agreed to in 2006, the first extension of the agreement expires on May 31, 2021.

Staff has worked with AT&T Illinois on an extension of the term of the existing license to run from June 1, 2021 to May 31, 2026.

## ATTACHMENTS (PLEASE LIST)

Memo

Resolution

Amendment

## ACTION REQUESTED

For Discussion Only

✓ Resolution

Ordinance

✓ Motion: **MOVE TO APPROVE RESOLUTION # 2021-\_\_\_\_-R, A RESOLUTION APPROVING OF THE SECOND AMENDMENT AGREEMENT BETWEEN HE VILLAGE OF BARTLETT AND AT&T ILLINOIS.**

Staff: Dan Dinges, Director of Public Works

Date: 3/29/2021

# Memo

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**To:** Paula Schumacher, Village Administrator  
**From:** Dan Dinges, Director of Public Works  
**Subject:** **AT&T License Agreement Amendment**  
**Date:** March 29, 2021

---

In 2016, AT&T Illinois granted the Village continued permission to use the property at 200 S. Main Street for a municipal park including the pathway, landscaping, benches and statue. Originally agreed to in 2006, the first extension of the agreement expires on May 31, 2021.

Staff has worked with AT&T Illinois on an extension of the term of the existing license to run from June 1, 2021 to May 31, 2026.

## MOTION

**MOVE TO APPROVE RESOLUTION # 2021-\_\_\_\_-R, A RESOLUTION APPROVING OF THE SECOND AMENDMENT AGREEMENT BETWEEN HE VILLAGE OF BARTLETT AND AT&T ILLINOIS.**

**RESOLUTION 2021 - \_\_\_ - R**

**A RESOLUTION APPROVING AND DIRECTING THE EXECUTION OF THE SECOND AMENDMENT TO LICENSE AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND ILLINOIS BELL TELEPHONE COMPANY D/B/A AT&T ILLINOIS**

---

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The agreement between the Village of Bartlett and Illinois Bell Telephone Company d/b/a AT&T Illinois dated April 6, 2021 (the “Second Amendment”), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** That the Village President is hereby authorized and directed to sign the Amendment to the Agreement on behalf of the Village of Bartlett.

**SECTION THREE: SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED            April 6, 2021**

**APPROVED        April 6, 2021**

\_\_\_\_\_  
**Kevin Wallace, Village President**

**ATTEST:**

\_\_\_\_\_  
**Lorna Giles, Village Clerk**

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2021 - \_\_\_-R, enacted on April 6, 2021, and approved on April 6, 2021, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles, Village Clerk

**LICENSE AGREEMENT – SECOND AMENDMENT**

This First Amendment agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the **Village of Bartlett (VILLAGE)**, 228 S. Main Street, Bartlett, Illinois 60103 and **Illinois Bell Telephone Company d/b/a AT&T Illinois (AT&T ILLINOIS)**, Real Estate Department, Floor 13A, 225 W. Randolph St., Chicago, IL 60606.

**WHEREAS**, the VILLAGE and AT&T ILLINOIS have heretofore entered into that certain License Agreement dated March 29, 2006 which granted permission for the VILLAGE to construct a park on a portion of our property located at 200 S. Main Street, Bartlett, IL.

**WHEREAS**, the VILLAGE and AT&T ILLINOIS extended the License Agreement on May 3, 2016 with the First Amendment, which extended the term starting June 1, 2016 through May 31, 2021.

**WHEREAS**, the License Agreement is due to expire on May 31, 2021, and the parties desire to extend the agreement in accordance with the following terms and conditions.

**NOW, THEREFORE**, the Parties contract and agree as follows:

- 1. **Term and Termination**: The license agreement shall extend starting June 1, 2021, and terminate on May 31, 2026, unless sooner terminated by either of the Parties. This License may be terminated by either Party upon thirty (30) days written notice to the other at the addresses listed above.

Upon termination of this License, whether by expiration or earlier termination, the VILLAGE shall remove the VILLAGE’s improvements and restore the Licensed Premised to its original condition.

All other terms and conditions remain in full force.

**IN WITNESS WHEREOF**, the parties have executed this Second Amendment as of the date above.

**ILLINOIS BELL TELEPHONE COMPANY d/b/a AT&T ILLINOIS**

By: \_\_\_\_\_  
Linda M. Benedetto, Manager – Portfolio Management

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021

**VILLAGE OF BARTLETT**

By: \_\_\_\_\_  
Village President

Enabling Resolution # and date: \_\_\_\_\_



# Agenda Item Executive Summary

Item Name Backflow Testing Services Contract Award Committee or Board Board

BUDGET IMPACT			
Amount:	N/A	Budgeted	N/A
List what fund	N/A		
EXECUTIVE SUMMARY			
<p>Through a mandate enforced by the Illinois Environmental Protection Agency (IEPA), all potential water connections that may cause water to go back into the public water system must have a cross-connection control, or backflow, device. These devices prevent pressure in the water line from going back into the public system. These devices are mandated to be tested annually. These devices are typically in fire suppression systems, larger water users, irrigation systems and pool pumps. Currently, the device owner must find a certified inspector that can test their device, and then submit the form to Aqua Backflow, the company that keeps track of all the testing for the Village.</p> <p>On March 11, 2021, the Village sent out a request for proposals regarding the testing of all the backflow devices within Bartlett. The contractors were requested to provide a unit cost for testing of each unit within Bartlett. The contractor will be paid directly from the device owner, saving the owner money and ensuring compliance with the IEPA. The device owner doesn't have to utilize the Village contractor if they choose not to. The contract is for five (5) one-year renewable terms. Seven (7) packets were downloaded, and on March 25<sup>th</sup>, two (2) packets were returned that were deemed responsive. The two bids ranged from \$101,065 - \$101,915 per year, or \$59.45 - \$59.95 per device with Advantage Plumbing &amp; Drain, Inc. being the lowest responsive bidder. The Village will work with Advantage Plumbing and Aqua Backflow to ensure compliance with the IEPA's program. A bid tab is attached for your review.</p> <p><b>RECOMMENDATION</b> Staff recommends awarding Advantage Plumbing &amp; Drain, Inc. the contract for Backflow Testing Services.</p> <p><b>ATTACHMENTS (PLEASE LIST)</b></p> Memo Bid Tab Resolution Contract			
ACTION REQUESTED			

For Discussion Only

✓ Resolution

Ordinance

✓ Motion: **MOVE TO APPROVE RESOLUTION # 2021-\_\_\_\_-R, A RESOLUTION APPROVING OF THE CONTRACT FOR THE BACKFLOW TESTING SERVICES AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND ADVANTAGE PLUMBING & DRAIN, INC.**

Staff: Dan Dinges, Director of Public Works

Date: 3/29/2021



# Memo

---

**To:** Paula Schumacher, Village Administrator  
**From:** Dan Dinges, Director of Public Works  
**Subject:** **Backflow Testing Services Contract Award**  
**Date:** March 29, 2021

---

## **BACKGROUND**

Through a mandate enforced by the Illinois Environmental Protection Agency (IEPA), all potential water connections that may cause water to go back into the public water system must have a cross-connection control, or backflow, device. These devices prevent pressure in the water line from going back into the public system. These devices are mandated to be tested annually. These devices are typically in fire suppression systems, larger water users, irrigation systems and pool pumps. Currently, the device owner must find a certified inspector that can test their device, and then submit the form to Aqua Backflow, the company that keeps track of all the testing for the Village.

## **DISCUSSION**

On March 11, 2021, the Village sent out a request for proposals regarding the testing of all the backflow devices within Bartlett. The contractors were requested to provide a unit cost for testing of each unit within Bartlett. The contractor will be paid directly from the device owner, saving the owner money and ensuring compliance with the IEPA. The device owner does not have to utilize the Village contractor if they so choose. The contract is for five (5) one-year renewable terms. Seven (7) packets were downloaded, and on March 25<sup>th</sup>, two (2) packets were returned that were deemed responsive. The two bids ranged from \$101,065 - \$101,915 per year, or \$59.45 - \$59.95 per device with Advantage Plumbing & Drain, Inc. being the lowest responsive bidder. The Village will work with Advantage Plumbing and Aqua Backflow to ensure compliance with the IEPA's program. A bid tab is attached for your review.

## **RECOMMENDATION**

Staff recommends awarding Advantage Plumbing & Drain, Inc. the contract for Backflow Testing Services.

## **MOTION**

**MOVE TO APPROVE RESOLUTION # 2021-\_\_\_\_-R, A RESOLUTION APPROVING OF THE CONTRACT FOR THE BACKFLOW TESTING SERVICES AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND ADVANTAGE PLUMBING & DRAIN, INC.**



VILLAGE OF BARTLETT

Bartlett Backflow Testing Services

**BID TABULATION**

March 25, 2021

Item No.	Items	Units	Advantage Plumbing & Drain, Inc.		American Backflow & Fire Prevention, Inc.	
			Unit Price	Total	Unit Price	Total
1	Individual Test	1,700	\$59.45	\$101,065.00	\$59.95	\$101,915.00
2	5-Year Contract Service		\$518,075.00		\$552,075.00	

**RESOLUTION 2021 - \_\_\_ - R**

**A RESOLUTION APPROVING THE CONTRACT FOR BACKFLOW TESTING SERVICES BETWEEN THE VILLAGE OF BARTLETT AND ADVANTAGE PLUMBING & DRAIN, INC.**

---

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The agreement between the Village of Bartlett and Advantage Plumbing & Drain, Inc. dated April 6, 2021 (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** That the Village President is hereby authorized and directed to sign the Amendment to the Agreement on behalf of the Village of Bartlett.

**SECTION THREE: SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED            April 6, 2021**

**APPROVED        April 6, 2021**

---

**Kevin Wallace, Village President**

**ATTEST:**

---

**Lorna Giles, Village Clerk**

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2021 - \_\_\_-R, enacted on April 6, 2021, and approved on April 6, 2021, as the same appears from the official records of the Village of Bartlett.

---

**Lorna Giles, Village Clerk**

## CONTRACT FOR INSPECTION SERVICES

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**IN CONSIDERATION** of permission and authority of the Village of Bartlett (the "Village") to undertake the inspection duties for the Village, Advantage Plumbing & Drain, Inc. ("Inspector"), 992 Saint Charles St. Elgin, IL 60120, an Illinois corporation, will perform cross-connection control device inspections ((CCCDI) as necessary on an annual basis and from time to time required, for existing and new CCCDs in the Village of Bartlett (collectively, "Backflow Testing Devices") assigned by the Village (the "Inspection Services") upon the following terms and conditions.

1. Inspections will be performed by the Inspector at the addresses assigned by the Public Works Department of the Village of Bartlett in accordance with the Bartlett Municipal Code, and other pertinent statutes, codes, rules and regulations issued by any governmental authority regarding construction, operation, maintenance, control, safety and/or inspection of said devices, including, but not limited to Sections 9-10-1 through 9-10-16, inclusive, of the Bartlett Municipal Code; the applicable provisions of the International Building Code ("IBC") incorporated by reference in the Bartlett Building Code, the Illinois Plumbing Code and the Environmental Protection Agency's Title 35 (hereinafter collectively referred to as the "Laws"), and (i) the General Conditions and Instructions that were made a part of the Village of Bartlett Request for Proposals for the Performance of Backflow Testing Services dated March 25, 2021 (the "Backflow RFP"), which is attached hereto as Exhibit A; (ii) the Tax Compliance Affidavit attached hereto as Exhibit C; (iii) the Certification Regarding Bid Rigging attached hereto as Exhibit D; (iv) the certification regarding adoption of a sexual harassment policy attached hereto as Exhibit E; (v) the Schedule of Fees attached hereto as Exhibit F; and (vi) any Addenda issued prior to receipt of proposals (collectively, the "Contract Documents").

2. The Inspector shall be solely responsible to directly bill the property owner or property manager and/or developer for all services performed hereunder in strict accordance with the Contract Documents reasonable fees in accordance with the Schedule of Fees attached hereto as Exhibit F and expressly made a part of this Contract, it being acknowledged and agreed that said schedule applies to each mechanical device inspection and plan review services.

3. Inspector shall procure and maintain for the duration of this Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and services provided to the Village by Inspector, its agents, representatives, employees or subcontractors, and directly billed by the Inspector to the applicable property owner, property manager or developer. The cost of such insurance shall be borne solely by Inspector.

A. Minimum Scope of Insurance.

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001 1185) or Insurance Services Office form number GL 0002 (Ed. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability or the most recent revision.

Please note Endorsement CG 21 34 11 88, CG 21 39 11 88 or other such endorsement or policy provision which limits contractual liability shall be deleted in its entirety.

2. Insurance Services Office Business Auto Coverage form number CA 0001 0187 covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 1288 Changes in Business Auto and Truckers Coverage forms - Insured Contract.

3. Workers' Compensation insurance as required by statute and Employers Liability insurance.

**B. Minimum Limits of Insurance.**

Contractor shall maintain limits no less than:

1. Commercial General Liability (CGL) Insurance Services Office form CG 00 01 covering CGL on an occurrence basis, including products and completed operations, bodily injury, personal injury, advertising injury and property damage, with limits of no less than \$1,000,000 per occurrence. If general aggregate limit applies, either the general aggregate limit shall apply separately to this undertaking using the endorsement IS CG 25 03 or 25 04 or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability. Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), or if Contractor has no autos, Code 8 (hired) and Code 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by statute and Employers Liability with limit no less than \$1,000,000 per accident for bodily injury and disease.

4. Profession Liability (Errors and Omissions) Insurance appropriate to the Inspector's profession, with limit no less than \$1,000,000 per occurrence or claim, with \$2,000,000 aggregate.

C. If the Inspector maintains broader coverage and/or higher limits than the minimum shown above, the Village requires and shall be entitled to the broader coverage and/or higher limits in excess of the specified minimum limits of insurance and coverage shall be available to the Village.

**D. Other Insurance Provisions.**

**The insurance policies are to contain, or be endorsed to contain, the following provisions:**

### **1. *Additional Insured Status***

**The Village, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Inspector including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Inspector's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

### **2. *Primary Coverage***

For any claims related to this Contract for Inspection Services, the **Inspector's insurance coverage shall be primary** coverage at least as broad as ISO CG 20 01 04 13 as respects the Village, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Village, its officers, officials, employees, or volunteers shall be in excess of the Inspector's insurance and shall not contribute with it.

### **3. *Notice of Cancellation***

Each insurance policy required above shall state that **coverage shall not be cancelled, except with notice to the Village.**

### **4. *Waiver of Subrogation***

Inspector hereby grants to Village a waiver of any right to subrogation which any insurer of said Inspector may acquire against the Village by virtue of the payment of any loss under such insurance. Inspector agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Village has received a waiver of subrogation endorsement from the insurer.

### **5. *Self-Insured Retentions***

Self-Insured retentions must be declared to and approved by the Village. The Village may require the Inspector to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Village.

### **6. *Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Village.

### **7. *Claims Made Policies***

If any of the required policies provide coverage on a claims-made basis:

- a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract work.**
- c. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Inspector must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of work.

#### **8. Verification of Coverage**

Inspector shall furnish the Village with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Village before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Inspector's obligation to provide them. The Village reserves the right to require complete, certified copies of any required insurance policies, including endorsements required by these specifications, at any time.

#### **9. Subcontractors**

Inspector shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Inspector shall ensure that the Village is an additional insured on insurance required from subcontractors.

#### **10. Special Risks or Circumstances**

Village reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

4. Inspector shall protect, indemnify, hold and save harmless and defend the Village, its officers, officials, employees, volunteers and agents against any and all claims, costs, causes, actions and expenses, including but not limited to, attorney's fees incurred by reason of any and all lawsuits, claims for compensation, demands, liabilities and payments *ex contractu*, *ex delicto*, penal or otherwise arising in favor of any person, Village or corporation, including the employees, officers, independent contractors, subcontractors, or representatives of Inspector, or other persons, firms or corporations directly or indirectly employed by Inspector or working in connection with it under the obligations of this Contract on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance of Inspector's obligations under this Contract, whether such loss, damage, injury or liability is contributed to any Backflow Devices, premises themselves or any equipment thereon, whether latent or patent, or from other causes whatsoever, except to the extent any such liability for damages is attributable to the negligence of the Village. Notwithstanding the foregoing, however, it is agreed that Inspector does not assume possession, control or ownership rights of any part of the equipment inspected but such remains that of the owner thereof. Inspector represents that it only will make such examination of the equipment as that necessary to determine the safety and operation of the work described hereinbefore for compliance of the



Laws, and all applicable regulations; and upon timely notification to the Village of violations or safety and mechanical violations, thereby further assumes no responsibility or liability for any part of the equipment insofar as its continued mechanical functioning or use thereafter is concerned in the event the Village fails to take appropriate steps to stop the further operation and use of such equipment until it is repaired, replaced, altered or the other work indicated and recommended by Inspector has been performed.

5. After each inspection and re-inspection of any Backflow Device and at the conclusion of any Inspection Services rendered by Inspector, a written report from the Inspector shall be submitted to the Public Works Director of the Village, or designee, within ten (10) days of performing such inspection, re-inspection or service, except as to any Backflow Device or equipment which has failed the inspection, and/or where a discovered defect, code violation or condition renders a Backflow Device a threat to public safety, in which event verbal notification shall be given to the Public Works Director, or designee, immediately and a written report shall be submitted to the Public Works Department electronically before the close of business on the date of the inspection, re-inspection or service. Said report shall fully set forth the results of its inspection upon the inspection sheet, and the responsibility for taking necessary action for enforcing the repair, replacement, alteration or any other work indicated and recommended as necessary under said inspection report shall be the sole responsibility of the Village. A dated receipt for such report shall be given to Inspector upon its submission to the Director.

6. It is understood and agreed that completion of Inspection Services by Inspector hereunder, and timely submission of its written inspection report to the Village and the Illinois Environmental Protection Agency (IEPA) will constitute complete and full performance by Inspector under the terms of this Agreement, and it shall have no responsibility or obligation thereafter for the performance or doing of any necessary repairs, alterations, installations or other work indicated as necessary by such inspection report. Moreover, no individual licensed as both a plumber and cross-connection control device inspector (regular or limited) who owns an interest in and/or is employed by Inspector, or any company affiliated with Inspector, including, but not limited to, \_\_\_\_\_ [insert name of affiliated company, if any], or by a subcontractor hired by Inspector or \_\_\_\_\_ to perform any of the work that is the subject of this Contract may inspect his/her own work, or any work performed by Inspector or subcontractor that has performed any such work in Bartlett.

7. This Contract may be cancelled upon thirty (30) days written notice by either party, except that nothing contained herein shall cancel or terminate Inspector's obligations to maintain insurance pursuant to paragraph 3 of this Agreement to cover any and all losses that may have occurred during the contract term, or Inspector's indemnification obligations as set forth in paragraph 4 of this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties set their hands and seals at Bartlett, Illinois, this 6th day of April, 2021.

VILLAGE OF BARTLETT

Advantage Plumbing & Drain, Inc.

By: \_\_\_\_\_  
Kevin Wallace, Village President

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest:

Attest:

\_\_\_\_\_  
Lorna Giles, Village Clerk

\_\_\_\_\_  
Title: \_\_\_\_\_



**REQUEST FOR PROPOSALS**

**VILLAGE OF BARTLETT**

**VILLAGE-WIDE BACKFLOW TESTING SERVICES**



PLEASE RETURN ALL RELEVANT DOCUMENTS BY:  
THURSDAY, MARCH 25, 2021 @ 10 AM

Name Brian McKenna  
Contractor Advantage Plumbing & Drain Inc  
Address 992 Saint Charles St. Elgin 60120



VILLAGE OF BARTLETT  
BACKFLOW TESTING RFP  
ADDENDUM No. 1  
**RETURN WITH BID**

**Issued: 3/19/2021**

**Item 1:**

***Is the Awarded Contractor guaranteed all 1,700 backflow devices in the Village of Bartlett to certify?***

As stated in the specifications, the backflow device owners may elect to utilize any contractor of their choosing.

**Item 2:**

***If we provide service to customer and do not receive payment, are we contractually obligated to do future work for them?***

The Contractor is in no way obligated to perform future work for any device owner due to previous nonpayment.

**Item 3:**

***Is the Contractor able to complete all testing in a few months or do we have to spread out thru the year?***

The Contractor may elect to schedule the devices to be inspected with the customers at any time throughout the year as preferred by the Contractor. It is no issue to the Village whether that is completed in a couple months or spread throughout the year, it is all up to the Contractor.

**Item 4:**

***The Village is currently utilizing Aqua Backflow Tracking Service for certification that is submitted, is that staying in place?***

The Village will still utilize Aqua Backflow, in the attached updated schedule of prices, please be sure to include that fee in your pricing.

**Item 5:**

***If property owner chooses to use another contractor in the event of a repair from a failed inspection, would winning bidder have to recertify after repair is complete and submit certification?***

The Awarded Contractor would only have to recertify a repair if hired to do so by the property owner. It will not be required if not selected by device owner.

**Item 6:**

***The bid documents state the contractor invoices the owner, will the Contractor invoice the homeowners directly?***

Yes, the Awarded Contractor will invoice the device owners directly

**Item 7:**

**REVISED SCHEDULE OF PRICES**  
**VILLAGE OF BARTLETT BACKFLOW TESTING SERVICES RFP**

Company Name: Advantage Plumbing & Drain Inc

Address: 992 Saint Charles St

City, State, Zip: Elgin, IL 60120

BACKFLOW TESTING SERVICES RFP FIVE-YEAR PRICING					
Item No.	Description	Unit	Quantity (Estimated)	Unit Cost	Total
1	Price per Backflow Inspection Year 1	EA	1,700	59.45	101,065.00
2	Price per Backflow Inspection Year 2	EA	1,700	59.45	101,065.00
3	Price per Backflow Inspection Year 3	EA	1,700	61.95	105,315.00
4	Price per Backflow Inspection Year 4	EA	1,700	61.95	105,315.00
5	Price per Backflow Inspection Year 5	EA	1,700	61.95	105,315.00
6	Price per Inspection (if Necessary) Not to be included in the requested 5-year total below, simply supply unit cost	EA	Unknown		
				<b>5-YEAR TOTAL</b>	<b>518,075.00</b>

Five Hundred eighteen thousand and seventy-five Dollars and 00 <sup>00</sup>/<sub>100</sub> Zero Cents

Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary. **NOTE TO BIDDERS:** Please be advised that any exceptions to these specifications may cause your bid to be disqualified. Submit bids by **SEALED BID ONLY**. Fax and e-mail bids are not acceptable and will not be considered.

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this bid document, the Bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature: \_\_\_\_\_

Company Name: Advantage Plumbing & Drain, Inc

Printed Name: B

Date: 3/25/21

Title: President

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**RETURN UPDATED SCHEDULE WITH BID**

**What are the expected working hours? Is the Awarded Contractor expected to make appointments on weekends and evenings?**

The Awarded Contractor controls its own hours of operation and working hours. What time appointments are set up are strictly between the Awarded Contractor and the device owner.

**Item 8:**

**What is the GIS System the Village Uses?**



The Village utilizes ESRI Arc GIS. The Awarded Contractor will meet with staff after contract award for a tutorial of the system. The Village believes this system will be the cleanest/quickest way to handle the management of the certification tests and any new backflow devices installed or any noncompliance of device owners amongst all parties involved.

**Item 9:**

**How does the Contractor file the backflow certification report with the Village?**

The Village currently has a contract with Aqua Backflow Services. Please utilize this service for submittal and as stated above, please incorporate that fee into your pricing. The Village is not liable for any pricing that is completed without the submittal fee factored in.

Provide a signed copy of the addendum with the bid proposal on the day of the bid opening.

Contractor: Advantage Plumbing & Drain Inc.  
Contact Person \_\_\_\_\_  
(Print):  \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature:  \_\_\_\_\_



**BID PROPOSAL**  
**VILLAGE OF BARTLETT**

RETURN WITH BID

**PROJECT:** Backflow Testing Services

**NAME OF BIDDER:** Advantage Plumbing & Drain, Inc

**BUSINESS ADDRESS:** 992 Saint Charles St, Elgin, IL 60120

**PHONE NUMBER:** [REDACTED]

**EMAIL:** [REDACTED]

**TO:** Dan Dinges, Director of Public Works  
Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103

The proposal from the Contractor shall consist of the submission of the completed Contract Documents and supplemental addendums as received from the Owner. The bid shall be made on the BID PROPOSAL, BID SCHEDULE, BID CONDITIONS, AND BID FORM provided as part of these Bidding Documents and shall be accompanied by a bid guarantee in the form of a Certified or Cashier's check from a responsible solvent bank or Bid Bond made payable to the Village of Bartlett in the amount of ten percent (10%) of the bid amount. The amount of the bid guarantee shall be forfeited to the Owner if the Bidder neglects or refuses to enter into a Contract or to furnish performance security after the bid has been accepted.

The undersigned, as Bidder, declares that the only person or parties interested in this Bid, as principals, are those named herein; that this Bid is made without collusion with any other person, firm, or corporation; that the Bidder has carefully examined the location of the proposed work, the proposed forms, and the Contract Specifications for the above signed work, all of which are on file in the Village of Bartlett's Public Works Department and all other documents referred to or mentioned in the Contract Documents and Specifications.

The undersigned Bidder agrees that if this Bid is accepted, the Bidder will contract with the Owner, in the form of the copy of the Contract prepared by the Village of Bartlett, to provide all necessary machinery, tools, apparatus, and other means of construction, including utility and transportation services, necessary to do all the work and furnish all the materials and equipment specified or referred to in the Contract Documents in the manner and time therein prescribed, and according to the requirements of the Owner as set forth therein. The undersigned Bidder further agrees that if this bid is accepted, to furnish the Contractor's bonds and insurance specified in the General Conditions, and to do all other things required of If the Contractor by the Contract Documents, and that he will take, in full payment therefore, the sum set forth in the following Bidding Schedule.



**BID SCHEDULE**

**VILLAGE-WIDE BACKFLOW TESTING SERVICES**

**RETURN WITH BID**

The Bidder shall include in the following schedule, all labor, materials, removal, freight, cartage, overhead, profit, insurance, etc. to provide the complete service in accordance with the Contract Documents.

The bidder must provide a price per backflow device test, price per reinspection (if necessary), extended pricing including approximately 1,700 backflow devices annually and extended pricing for the total five-year program providing Backflow Testing Services to every backflow device in the Village. Bidder will be awarded not solely based on least cost, but rather to the contractor whose proposal best meets the requirements of these bid documents.

It is understood that the contractor will be required to perform and complete the proposed work in a thorough and professional manner. The renewable contract for Backflow Testing Services shall have a term of one (1) year from the effective date, provided, however, at the end of the first-year term, and again at the end of the second-year term, the third-term, fourth-term and the fifth-term, the contract shall automatically extend for another one-year term unless either part notifies the other in writing of its decision not to extend the contract no later than sixty (60) days prior to the contract is due to automatically terminate.

Repair and replacement of any defective backflow device shall not be included in this bid schedule, as that shall be a separate service contracted between the owner of the backflow device and the contractor of their choosing.

**BACKFLOW TESTING SERVICES FIVE-YEAR PROGRAM**

VILLAGE OF BARTLETT						
	A	B	C	D	E	F
Item	Price per Backflow Device	Price per Reinspection (if necessary)	Number of Devices	Total Annual Price (AxC)	Contract Term	Extended Total Price (DxE)
Backflow Testing	\$ 53.45	\$ 29.00	1,700	101,065.00	5	\$505,325.00

ANNUAL TOTAL: \$ Five Hundred Five thousand three hundred twenty five Dollars and zero Cents  
(Printed Total)

\*Note: These are estimated quantities, the actual number of backflow devices may vary slightly from this number based on removals each year/prior years.





**BID CONDITIONS**  
**RETURN APPLICABLE PAGE(s) WITH BID**

It is expressly understood and agreed that the foregoing TOTAL Bid amount is the basis for establishing the amount of the bid security on this bid for the Backflow Testing Services. The undersigned has carefully checked the above Bidding Schedule against the Specifications and other Contract Documents before preparing this bid and accepts the said quantities to be substantially correct, both as to classification and amount, and in accordance with the Specifications and other Contract Documents.

If this Bid is accepted and the undersigned shall fail to Contract as aforesaid and to give the Performance Security required by the General Conditions of the Contract or by law, and to provide all insurance as required by the Contract Documents within five (5) calendar days after the date of the award of the Contract, and thereupon the proposal and the acceptance thereof shall be null and void, and the forfeiture of such security accompanying this proposal shall operate and the same shall be the property of the Owner as liquidated damages.

The undersigned agrees to complete all work, as defined in the Contract Completion Section of the Special Provisions. If the Contractor shall fail to complete the work within the contract time, or within any extension of time granted by the Village, then the Contractor shall pay the Owner five hundred dollars (\$500.00) for liquidated damages for each calendar day that the Contractor shall be in default after the time stipulated in the Contract Documents.

An additional schedule of prices for removals/installation of new devices shall be provided by the contractor at the kick-off meeting.



**PROPOSAL SIGNATURE**

1. **CORPORATION:**

The Bidder is a corporation organized and existing under the laws of the State of Illinois, which operates under the legal name of

**Corporate Name:** Advantage Plumbing & Drain, Inc

**Business Address:** 992 Saint Charles St

Elgin, IL 60120

**Telephone Number:** 

and the full name of its officers are as follows:

**President:** Brian McKenna

**Secretary:** Josh Mullins

**Treasurer:** Brian McKenna

**Manager:** Jennifer Wenecki

The Signatur is authorized to sign construction proposals and Contracts for the company by action of its Board or Directors taken, a certified copy, which is available upon request.

**Signed By**   
**Title:** \_\_\_\_\_

**Date:** 3/25/21

**Attest:** \_\_\_\_\_  
**Secretary**



## **DETAILED SPECIAL PROVISIONS**

### **SCOPE OF WORK**

The Village of Bartlett ("Owner", or "Village") is seeking a Contractor to perform all the backflow testing compliance within the Village, for both residential and commercial backflow devices.

As previously stated within the bid package, the IEPA requires the Village to oversee a Cross-Connection Control Device (CCCD) inspection program. The program's purpose is to protect the public water supply system from contamination or pollution by isolating contaminants or pollutants from the customer's water system.

To comply with the regulations of the IEPA, all backflow systems within the Village (approximately 1,700 devices) must be tested annually by an Illinois State licensed plumber who is also a Certified Cross-Connection Control Device Inspector (CCCCDI). The inspection of each device includes physical testing to assure satisfactory operation. The Contractor shall be required to coordinate scheduling, conducting test, billing device owner and report submittal to the IEPA for each test conducted. This work includes GIS locations and the use of equipment capable of being implemented into the Village's own GIS system. The Village shall provide a link and license and will review with the awarded contractor how to implement into the system.

All tests must be completed by December 31<sup>st</sup>, 2021. Exact scheduling and times shall be determined by the Contractor upon agreement with the Village and the water customer.

By Village ordinance, it is the responsibility and financial obligation of the water customer to prevent backflow into the public water supply system. All repairs/routine maintenance work that the device owner approves, is direct billed by the Contractor to the device owner, if the device owner elects to utilize the Village's Contractor, but a device owner may utilize a qualified contractor of their choosing.

This Contract is to be awarded to the Contractor whose proposal conforms with all materials terms and conditions of this Request for Proposals (RFP), which is lowest in price and most advantageous to the Village considering price, compatibility, approach, technical capability and the Contractor's ability to fulfill the Contract within the specified timeframe.

### **LOCATION**

All locations for backflow devices are within the Village of Bartlett. This shall include all devices including: public, residential, commercial and industrial. Some locations may have more than one (1) backflow device. A more comprehensive list shall be provided at the kickoff meeting.



### **QUALIFICATIONS**

The Contractor must have prior municipal experience in Backflow Testing Services and report submittal and must have worked for at least three (3) municipalities within the last five (5) years. These municipalities should be included as references on the attached sheet. Each person employed to conduct backflow testing services and repairs shall have the necessary qualifications for completing the service. A list of certifications and relevant licenses and other documentation must be submitted by the Contractor and by the Contractor's on-site representative as CCCCDIs.

The low bidder shall be required to submit evidence of experience and required certifications prior to Contract approval. If the low bidder does not meet the required qualifications, the bid shall be rejected and the next lowest and responsive bidder shall be selected.

The Contractor must be able to perform the service without delay from other projects and commitments, and be able to expand the field staff within a two-week period if needed and desired by the Village.

### **REFERENCES**

The Contractor shall be required to submit references of work performed within the past five (5) years, including three (3) municipal references. This information must be submitted with the proposal.

### **BACKFLOW DEVICE USES IN VILLAGE**

Backflow prevention devices are typically utilized for the following items: 1) Lawn Irrigation systems; 2) Pool/Hot Tub Pumps and Filtration Systems; 3) Fire Protection; 4) Fire Detector Bypass; 5) Larger Domestic; 6) Boiler Heating Systems; 7) Miscellaneous Equipment Utilizing Constant Water; and 8) Other Water Feeds. A list of each quantity by type is included in the attachments.

### **CCCD INSPECTION SCHEDULING**

The Contractor shall be required to schedule and coordinate with the water customers all necessary inspections. The Contractor may elect to schedule them based off practicality in the year or convenience.

Irrigation Systems and Pools, must be tested by June 30<sup>th</sup> each year, all other systems must be tested by December 31<sup>st</sup>. \*\*Note: This date requirement shall not be required for the initial year due to timing of the bid\*\*

The Contractor will be responsible for notifying the Village on the proposed schedule for each month, including locations, number of devices and types of devices tested.

### **TESTING/INSPECTION**

The Contractor upon scheduling an inspection and CCCD test shall perform the approved test, as mandated in the EPA's requirements. The initial inspection shall ensure the



device is an EPA-approved device and installed correctly, any deficient devices shall be marked as **FAILED** and will require notice to the Device Owner and the Village for reinspection scheduling and replacement of the device.

Each device shall be tested annually to ensure no contaminants are able to get back into the public water supply with records submitted to the Village and the IEPA.

Each device shall have a tag attached listing the date of most recent test, name of CCCDI and type and date of repairs. Contractor shall also maintain a maintenance log that shall include the following:

- a) Date of each test;
- b) Name and approval number of person performing the test
- c) Test results;
- d) Repairs or servicing required;
- e) Repairs and date completed; and
- f) Servicing performed and date completed

Contractor maintenance log shall be made available to the Village upon request.

### **REPORTS TO IEPA/VILLAGE**

After each inspection and re-inspection of any Backflow Device, and at the conclusion of any other Inspection Services performed by the Inspector, a written report from the Inspector shall be submitted electronically to the Public Works Director, or his designee, of the Village within ten (10) days of performing any such inspection, re-inspection or service, except in the case of any Backflow Device, or equipment which has failed the inspection, and/or where a discovered defect, code violation or condition which renders a Backflow Device a threat to public safety, in which event verbal notification shall be given to the Director immediately and a written report shall be submitted to the Public Works Department before the close of business on the date of the inspection, re-inspection or service. Said report shall fully set forth the results of its inspection upon the inspection sheet delivered electronically to the Village Public Works Department, and the Village shall be responsible for taking necessary action for enforcing its ordinances to cause the violation to be corrected and to be in full compliance including any necessary repair, replacement, alteration or any other work indicated and recommended as necessary under said inspection. The obligation to correct any and all code violations and perform any necessary repair, replacement or modification work shall be the obligation of the property owner and/or the property manager and not the Inspector or the Village. Inspector shall be required to submit all required reports to the IEPA as well.

### **REINSPECTIONS**

If a reinspection is required, the Contractor shall notify the Device Owner, along with the Village. The Contractor shall coordinate a new time for the inspection/test with the Device Owner and inform the Village once that new date and time is set with the monthly schedule provided. Any reinspection shall be notated as such in the schedule.

### **REPAIRS/REPLACEMENTS**



If a Backflow Device is found to be faulty and in need of repair or replacement. The Contractor may solicit services to the Device Owner. The Device Owner is not obligated to select the Village's Contractor for the repair and/or replacement of any of their owned devices. Only CCDs which are approved by the EPA's Manual may be installed.

If the Contractor is selected to perform the repair and/or replacement, the Contractor shall notify the Village that a repair or replacement has been done at that address and submit the information to the IEPA as required. Any payment agreement is between the Contractor and Device Owner.

If the Device Owner elects to utilize its own chosen contractor for the service, the Village's Contractor shall provide notice to the Village for record keeping and ensure a permit for installation and reinspection is scheduled.

### **STANDARDS**

All material and workmanship shall be in accordance with current professional practices and standards. All inspections and testing shall be done in a safe and efficient manner. The following specifications and manuals supplement the Contract Documents and are hereby incorporated by reference.

1. Illinois Plumbing Code, adopted May 1, 2019
2. Village of Bartlett Building Code, last updated May 1, 2019
3. Illinois Cross Connection Control Program
4. Environmental Protection Agency, Title 35, Subtitle F, Chapter II, Part 653, Subpart H, Section 653.802: Cross Connection Control Program

The above standards shall apply to the work covered by this Contract as if fully written herein, except those items which by their nature have no application. In case of conflict with any part of parts of the above listed specifications, the specification contained herewith shall take precedence and shall govern.

### **TIMEFRAME**

Per the specifications, all tests/retests and inspections shall be completed and reports sent into the IEPA no later than December 31<sup>st</sup> of the Contract Year.

### **PROTECTION AND RESTORATION OF PROPERTY**

The Contractor shall take all necessary precautions for the protection of all public and private real and personal property. The Contractor is responsible for the damage to or destruction of real or personal property regardless of cause, and such responsibility shall not be released until the work shall have been completed, accepted, and the requirements of the specifications complied with as determined by the Village.

Whenever public or private property is damaged or destroyed, the Contractor shall, at its own expense, restore such property to a condition at least equal to the condition existing before such damage or injury was done by repairing, rebuilding, or replacing it as may be



directed, or he shall otherwise make good such damage or destruction in an acceptable manner. If the Contractor fails to do so within 48 hours after notice from the Village, then the Village may repair, rebuild or otherwise restore such property as may be deemed necessary by the Village using Village forces or forces hired by the Village. In addition to any other remedy provided in the Contract Documents, the Village may deduct the full costs of every repair, rebuilding, and restoration, including reasonable administrative costs and attorney's fees, from any compensation due, or which may become due, to the Contractor.

### **PERIODIC INSPECTION**

Prior to the commencement of the tests/inspections, the Contractor shall provide the Village with emergency contact telephone numbers. The Contractor shall notify the Village representative on the Monday of each work week, giving the locations and approximate start of each test/inspection. The Village Representative shall periodically contact the Contractor and inspect the work and shall be available for problems that may arise. The Contractor cannot begin work earlier than 7AM on any given work day.

### **SAFETY**

The Contractor guarantees to maintain a clean and safe work environment. All equipment to be used and all work to be performed must be in full compliance with ANSI Safety Standards.

### **PARKING AND STORAGE**

No off-street parking or storage of equipment shall be provided by the Village of Bartlett on any of the Village's public properties, except as designated by the Director of Public Works.



## **DISQUALIFICATION OF CERTAIN BIDDERS**

### **PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION**

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

1. has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any State in the United States in that officer's or employee's official capacity;
2. has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
3. has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
4. has been convicted of bid rotating or attempting to rotate bids under the laws of the State of Illinois, or any state in the United States;
5. has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et seq.;
6. has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
7. has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
8. has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
9. has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, limited liability company trust, association, unincorporated business or individually owned business.

**(Please sign bid form indicating compliance)**





**ANTI-COLLUSION AFFIDAVIT AND CONTRACTOR'S CERTIFICATION**

Brian McKenna, being first duly sworn,  
deposes and says that he is President  
(Partner, Officer, Owner, Etc.)  
of Advantage Plumbing & Drain Inc.  
(Contractor)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

[Redacted] President  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.  
Subscribed and Sworn to this 25 day of March, 2021



[Signature]  
Notary Public

*Failure to complete and return this form may be considered sufficient reason for rejection of the bid.*




**CONFLICT OF INTEREST**

Brian McKenna, hereby certifies that

it has conducted an investigation into whether an actual or potential conflict of interest exists between the bidder, its owners and employees and any official or employee of a Municipality identified herein.

Bidder further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if bidder has not disclosed any actual or potential conflict of interest, the Village of Lombard may disqualify the bid or the affected the Municipality may void any award and acceptance that the Municipality has made.

 President  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.  
Subscribed and Sworn to this 25 day of March, 2021



Jennifer Wenecki  
Notary Public

*Failure to complete and return this form may be considered sufficient reason for rejection of the bid.*



**TAX COMPLIANCE AFFIDAVIT**

Brian McKenna, being first duly sworn,

deposes and says that he is President  
(Partner, Officer, Owner, Etc.)  
of Advantage Plumbing + Drain Inc  
(Contractor)

The individual or entity making the foregoing proposal or bid certifies that he is not barred from contracting with the any of the Municipalities identified herein because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act. The individual or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action

[Signature]  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this 05 day of March, 2021



[Signature]  
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.



**ATTACHMENT 2**  
**DEVICE QUANTITY LIST**

<b>DEVICE USE TYPE</b>	<b># OF DEVICES</b>	<b>PERCENTAGE OF ALL DEVICES IN VILLAGE</b>
Fire Suppression	513	31%
Domestic	306	18%
Isolation	236	14%
Irrigation	607	37%
<b>TOTAL</b>	<b>1,662</b>	<b>100%</b>

\*Note: Combination of All Devices throughout the Village: Including Residential, Commercial and Industrial





**Illinois EPA**  
Division of Public Water

**Cross-Connection Control  
Device Inspector**

**Issued: 05/29/2020**  
**BRIAN McKENNA**  
**055-197894**  
**XC5427**





**Illinois EPA**  
Division of Public Water  
Cross-Connection Control  
Device Inspector

Issued: 04/05/2017  
JOSHUA MULLINS  
058-196666  
XC4742





**Illinois EPA**  
**Division of Public Water**  
**Cross-Connection Control**  
**Device Inspector**

**Issued: 02/07/2020**  
**JOHN BOVEE**  
**050-195830**  
**XC5752**





10/1/2020

Plumber License Details



Results

Name	JOSHUA A MULLINS	License Number	058-198666
Address		License Type	Illinois Plumber
Phone		License Status	Active
Employer	ADVANTAGE PLUMBING & DRAIN, INC	Renewal Date	04/30/2021
		Licensed Since	07/18/2012
		CE	0

Current Apprentice Plumbers

Apprentice Name

JESUS GUZMAN

058-300362

04/30/2021



**PLUMBER LICENSE**

PLUMBER ID  
058-196866

Orig Issue Date  
07/16/2012

EXPIRES  
04/30/2020

JOSHUA A MULLINS



SEX: M Height: 6'2" Weight: 195  
DOB: 03/17/1984

JOSHUA A MULLINS

This license issued under authority of the State of Illinois - Department of Public Health  
If found return to 525 W. Jefferson Street  
Springfield, IL 62761

If you have any questions, please contact the Illinois Plumbing Program at (217) 524-0791.

**PROTECTING HEALTH, IMPROVING LIVES**  
Nationally Accredited by PHAB



**Illinois Department of  
PUBLIC HEALTH**

**EHO 156562**

← **DISPLAY THIS PART IN A  
CONSPICUOUS PLACE**

**LICENSE, PERMIT, CERTIFICATION, REGISTRATION**

The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Illinois statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

Issued under the authority of  
the Illinois Department of  
Public Health

Expiration: <b>09/30/2021</b>	Category: <b>6A</b>	Registration No: <b>095-043270</b>
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**ADVANTAGE PLUMBING & DRAIN, INC  
PLUMBING CONTRACTOR  
REGISTRATION**

**09/16/2020**

**ADVANTAGE PLUMBING & DRAIN, INC  
992 Saint Charles St  
Elgin IL 60120**

**ADVANTAGE PLUMBING & DRAIN,  
INC  
992 Saint Charles St  
Elgin IL 60120**

**JOSHUA A MULLINS**

**07**

**Kane**

The face of this license has a colored background. Printed by Authority of the State of Illinois • P.O. #5518654

**FEE RECEIPT NO.**



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • [www.dph.illinois.gov](http://www.dph.illinois.gov)





March 28, 2019


BRIAN MCKENNA



Dear BRIAN PATRICK MCKENNA,

Enclosed is the Illinois Plumber license that expires 04/30/2020. A copy of the license is presented below for convenience. This letter shall meet the requirements of Section 5 of the Illinois Plumbing License Law. However, the enclosed card shall be maintained with the plumber as evidence of licensure.

	<b>PLUMBER LICENSE</b>	
<b>PLUMBER ID</b>	<b>Orig Issue Date</b>	<b>EXPIRES</b>
<b>058-197894</b>	<b>07/20/2017</b>	<b>04/30/2020</b>
<b>BRIAN PATRICK MCKENNA</b>		
		
Sex: M Height: 5' 11" Weight: 200 DOB: 08/18/1982		

<b>BRIAN PATRICK MCKENNA</b>

This license issued under authority of the State of Illinois -- Department of Public Health
If found return to 525 W. Jefferson Street Springfield, IL 62761

If you have any questions, please contact the Illinois Plumbing Program at (217) 524-0791.



**PLUMBER LICENSE**

PLUMBER ID	Orig Issue Date	EXPIRES
<b>058-195830</b>	02/23/2010	<b>04/30/2020</b>
JOHN ROSS BOVEE		



Sex: Height: 5' 6" Weight: 175  
DOB: 04/09/1982

FORM 129422-0912  
07100642



PNC Bank, National Association  
Illinois

CASHIER'S CHECK

DATE MARCH 25, 2021

PAY TO THE VILLAGE OF BARTLETT  
ORDER OF

TEN THOUSAND ONE HUNDRED SIX AND 50 / 100 \*\*\*\*\*

\$ 10,106.50

DOLLARS

Specify machine  
number  
initials on back.

ADVANTAGE PLUMBING & DRAIN INC.

REMITTER

PNC Bank, National Association



OFFICIAL SIGNATURE

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