



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

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 6th. 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 19th 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 determent.

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 6th.

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 than 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 Suwanksi 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