



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
February 15, 2022**

CALL TO ORDER

President Wallace called the Committee of the Whole meeting of February 15, 2022 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:18 p.m.

ROLL CALL

PRESENT: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, Reinke, Suwanski, 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, Public Works Director Dan Dinges, Planning & Development Director Roberta Grill, Grounds Superintendent Matt Giermak, Chief Patrick Ullrich, Deputy Chief Jim Durbin, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles

BUILDING & ZONING, CHAIRMAN HOPKINS
Hanover Township Campus Expansion

Chairman Hopkins introduced the item.

Planning and Development Services Director, Roberta Grill stated the township is requesting to annex just over 14 acres directly south of the campus and rezone 17 acres. Once it is annexed, it would be rezoned to the P-1 PUD District and they have submitted a phasing plan for the project. This phasing plan would include Phase #1: the emergency services station; Phase #2, the facilities and road maintenance administration building; Phase #3 would be a cemetery and walking trails around the existing wetlands. They have asked for a Comprehensive Plan Amendment to the Bartlett Future Land Use Plan which would change the designation from residential to municipal/institutional. They are also requesting a Plat of Consolidation, consolidating three lots into one zoning lot, special use permits for a planned development to allow two principle buildings on one zoning lot, wetland mitigation, and the cemetery. Finally, they are asking for site plan review for the emergency services station. There is an existing single-family home on a portion of the land. They would be adding on a 6,800 sq.ft. garage area to that home.

President Wallace asked the difficulty of building on the lot currently, because of the wet lands. What could potentially go along Rt. 59 there.



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Ms. Grill stated the Concept Plan shows it as residential uses, but there are wetlands.

President Wallace confirmed that it would be difficult to build on a majority of that lot and asked the acreage of the site.

Ms. Grill stated it is heavily wooded and 17 acres.

Chairman Reinke ask how much traffic they are expecting on Sayer because he thinks those folks would be concerned about that.

Ms. Grill stated there would be no access to Sayer Rd, the map is misleading. She added there is a curb cut for the existing home, but that is being removed and access to the property would come from the existing curb cut for their current campus at Park Place Drive.

Chairman Deyne asked where parking would be located for the walking paths.

Hanover Township Administrator, James Barr stated that would be a part of Phase #2. People can park at the facilities and road maintenance building, as well as the emergency services station.

Chairman Deyne asked Mr. Barr to explain the cemetery.

Mr. Barr stated that the township has received inquiries for a number of years for a township cemetery. There are not many township cemetery plots available at public cemetery's so this would address that. This would be 5-7 years out before they would get to a place where they could start to develop it. There would be parking at the building across from it and if there was an interment, they would have additional parking for a brief period along the roadway. There would be very minimal traffic in that area outside of the cemetery and accessing the facilities and road building.

Chairman Hopkins asked about the timelines and phases.

Mr. Barr stated the intent is to build out the project over a number of years. Right away, we are looking at building an emergency services station and begin construction in the current calendar year. Over the next couple of years, they would like to renovate the main house on that property for their facilities and road maintenance office. In 5-8 years, they would like to install the cemetery. Along the way they would like to make the wetlands more accessible. Initially, they would be more basic paths and restoring some of the wetlands. Longer term, they would like to do more improved walking paths.

Chairman Hopkins asked if the building downtown would still be used for emergency services.



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Mr. Barr stated the vehicles stored downtown would be moved to the new location, but they do have some interest in potentially leasing the fire barn to store some of their buses.

President Wallace asked about the feasibility of the Rt. 59 frontage. Has there ever been any retail interested in that area and would he foresee that being used for retail. He would hate to throw away access to Rt. 59 when businesses start to go on the corner of Rt. 59 and West Bartlett.

Ms. Grill stated she recalls townhomes, duplexes and single-family home inquiries coming to the village about this piece. There are single-family houses that back up to it. She doesn't see commercial locating to this property, maybe further south, but not this location.

The item was forwarded on to the Plan Commission to do further review and conduct the public hearing.

COMMUNITY & ECONOMIC DEVELOPMENT, CHAIRMAN GANDSEY
Banbury Fair BEDA Application

Chairman Gandsey introduced the item.

President Wallace stated that he thought it was great.

Chairman Deyne stated he thought the BEDA should be granted based on the investment they are making. They have been long time business operators and residents. He has no problem recommending it to move forward.

Chairman Gandsey asked how many restrooms there would be and would they be accessible for people with disabilities.

Bruce Suffern, 216 Oak Brook Ct. stated after working with the village, and architects, accessibility for the handicapped both indoors and outdoors is being incorporated into the design. They can basically sit anywhere at the tables inside besides near the window seating with bar stools. He thanked the public works department for the great job snowing plowing in their cul-de-sac and in the downtown.

President Wallace asked about the timing of the project.

Mr. Suffern stated it has been a lot of work getting all the contractors together to submit proposals. The grant would make a big difference in their project and they want to get started this spring.



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Chairman Suwanski asked if he anticipates keeping the property now since it has been for sale in the past.

Mr. Suffern stated over the last ten years, it has been for sale twice for a period of two years each. He is going to be 72 next month and how much longer he is going to continue is in Gods hands. God has blessed them and next year will be their 40th year anniversary of Banbury Fair. This year is his wife and his 50th wedding anniversary. 40 of their 50 years have been at Banbury Fair and it has been a gift from God and saved their marriage. They both still love it, but if someone wants to buy it, it's for sale.

Chairman Reinke confirmed that even if he does sell it, Rakesh's restaurant will still be operating.

Mr. Suffern stated that is correct. He would not do this without someone like Rakesh backing the concept. He is a quality proven provider of food and services. He has a long-term lease with them and they are here to protect him. He is aware of their situation and he is okay with it. They want to get this barn thing done and make you all proud of it.

Chairman Hopkins stated he is excited to see an old structure have new life.

President Wallace stated to the board that if you have not walked through it, contact Bruce and go walk through it, it is really nice in there.

Chairman Deyne stated years ago the Jaycees use to have a haunted house in that barn.

This item was forwarded on.

FINANCE & GOLF COMMITTEE
Proposed Operating Budget Review Presentation

Finance Director Todd Dowden introduced the item. He stated we are getting to the end of the budget calendar. March meetings will review in detail each operating department and the public hearing will be April 5th.

Pg. 5- total revenue will be \$89,551,144 which is a little higher then normal.

Pg.7- we split the budget into two separate sections. Operating has been going up, increases due to water fund debt service, police pension, refunding increased 19/20 and 20/21. Capital includes Capital Improvement Plan plus other capital fund expenditures including TIF debt service.



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Pg. 9- \$89 million total up from \$85. The General Fund comprises about 30% of that.

Pg. 10- Property tax is our largest source of revenue and equals \$11,629,537. We do not include TIF taxes with that. Police Pension is \$2,203,621, up \$135,718 set by the 5/1/21 actuarial report, estimated to go up \$150,000. Debt service levy for 2021 will be \$2,944,649, down \$153,645 due to our refunding's.

Pg. 11- We try to keep our property tax rate level. We do not set the rates, we set the levy amount, then when the taxable assessed value comes in, then the rate is calculated from that. Our assessed value is gradually increasing. We levy one amount for the village, the State calculates the burden for each county, the State also calculates the multiplier to bring Cook County's assessed value up to 33 and 1/3rd. The rate is calculated by the counties from the amount of the burden and the total EAV. Cook 39.07% down from highest ever of 39.32%, DuPage 60.50%, Kane .43% in 2020. The village's total EAV has seen steady growth and is estimated at \$1.29 billion. 2009 EAV was \$1.37 billion, so we are still down 5%.

Pg. 12- This is a big picture look at the General Fund, this is 88% of the revenue.

Pg. 13- Other taxes have been doing very well. We take IML's estimates on income tax. Budget next year is \$5,400,000, up \$840,000 from last year and is down from what we are estimated to receive this year.

President Wallace stated there is a lot of momentum to drive the LGDF up to 8%, he thought that would have a significant difference.

Ms. Schumacher stated we have been working with the COG's on that and we send a round of legislative letters, thanking our legislators that have signed on to that push and reminding those that didn't, that it would be a good idea.

President Wallace stated he thinks we should keep a close eye on that and see what taxes we could decrease if it does increase to 8%.

Pg. 14- Mr. Dowden stated 2022 is projected to end up at \$1,600,000, \$700,000 over budget. Amount included cannabis per capita of \$1.95, about \$80,000.

Pg. 15- Sales tax ended up about where we projected. The base tax is 6.25% and we receive 1% of that. We started receiving online sales tax and we increased that in the prior year so it came up to about where we budgeted.

President Wallace stated that we put in a local tax to reduce utility taxes. He wanted to see what the numbers for the utility tax were.



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Mr. Dowden stated the utility tax was around \$2,000,000 originally and we gradually knocked them down.

President Wallace asked how we are able to track our sales tax.

Mr. Dowden stated we get detailed reports on sales tax, but we are not able to share them for confidentiality reasons.

Pg. 17- The real-estate transfer taxes budget is \$850,000. We have been creeping up slowly, but we have been as low as \$200,000-\$300,000. We have not had a large sale since last May.

Pg. 18- Building permits are at \$650,000. We have not had a large permit lately. We estimated about 3,800 miscellaneous permits this year. A permit for new residential is \$2,000 to \$3,000.

Pg. 19- The gaming tax continues to grow. We are estimating about \$325,000 this year. We use this for BEDA funding. Cable TV is stabilizing at \$600,000. The garbage franchise fee is \$140,000, down a little bit when we got the new agreement.

Pg. 20- For the Proposed Budget he is showing rate increases in water and sewer. Water increases 5% which hasn't had an increase in rates since 2019. The 5% would bring a bill for 6,000 gallons up to \$74. Water consumption went up in 2021 during the lockdown. Three years of rate increases totaled 85% and went from \$6.36 to \$11.76. A 5% increase would be \$12.35.

Pg. 22- Sewer charges are \$6,550,000, up \$475,000 for an 8% increase. We had planned increases in 2019-2020 but we did not increase them because of the pandemic. The big thing is that when the wastewater treatment plant is completed, we will have to start paying back the IEPA loans.

Pg. 23- Golf budget projects a little over 32,000 rounds which is down 450 from what they are currently estimating.

Pg. 24- Food and Beverage is up just over a million dollars in revenue, up \$26,000 from this year's budget. They are still struggled some this year with the pandemic restrictions. The projected revenue was \$934,000 this year.

Pg. 26- Looking at the expenditure side, if we take a look at the operating without police pension or debt service, we would be at about \$45 million.



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Pg. 27- the pie chart shows that 46% of expenditures are personnel services as we are a service industry. Contractual services include our water agreement and is a big chunk of that as well.

Pg. 28- Police pension at 12% is a little overstated and includes reserves for future payments.

Pg. 29- General Fund - Our beginning balance is estimated to be at \$16,583,478 which is quite a bit higher than our fund balance policy. We have been around \$12-\$13 million the last few years. Net transfers are \$5,299,827. That would bring us down to \$13,594,000. This budget would use just over a million dollars in the general fund for operating and other expenses. Included in this budget is about \$750,000 for capital improvements. Our policy states that if we get too much in the general fund, we should transfer to a capital fund so we plan to transfer \$2,000,000 to the municipal building fund.

Pg. 30- The Central Services Fund balance is just about \$800,000. Each department transfers money to the central services fund. It covers things like IT, GIS, and the phone system. This year's transfer is \$1,455,904.

Pg. 31- Vehicle Replacement - We will be starting with just under \$1.8 million. We are budgeting to transfer \$694,000 in and the proposed budget is \$989,000 out and that includes 7 trucks, an asphalt trailer and 1 greens roller. The trucks have been difficult to get.

Chairman Hopkins asked if we get good resale value on them.

Mr. Dowden stated that he thinks we have sold some for \$40-\$50,000 but they cost a lot.

Pg. 32- We are not planning on any new taxes or fees. The General Levy will be unchanged. It included an \$86,000 increase for brush pick up last year. We will be continuing with that. Non-union wages increase of 3% is factored in. There are three new employees that will be requested. Two from the police, a continuation of their staffing and a plan reviewer in planning and development services.

Pg. 34- We are starting with \$16.7 million. The other bars are the minimum and maximum fund balance policy. The policy says 25-35% of operating expenditures, and we have been running at about 40-45%. Part of that is due to our rating agency because they like to see a healthy fund balance.

President Wallace asked how we are analyzing the policy on the fund balances, how are we coming up with a minimum and maximum and when was the last time we reviewed that.



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Mr. Dowden stated it has been some time since last reviewed. 25% is the low end and 35% is the high end. If we take our \$26 million general fund operating expenses times 25% then we add on our reserves.

President Wallace asked if the 25%-35% is something that the bond operators suggest?

Mr. Dowden stated that comes from the Government Finance Officers' Associations best practices. Moody's would like us at about 100%.

President Wallace stated that he said this before 4-5 years ago when it got this high. We are holding tax payer money without having it earmarked for anything. We need to be frugal about not getting that fund so high.

Mr. Dowden stated a lot of this comes from the pandemic, less overtime, Care's Act funding, higher than expected income tax, etc. We are being careful not to spend it because we have it, but park it somewhere that can be used for one-time expenses. We have used fund balance for other emergencies like the Emerald Ash Borer Program.

Pg. 35- The Water Fund balance is also high. That is mainly because of capital projects that need to be completed. When we bring the rates, we can do less than the 5% increase.

President Wallace stated he would error on the side of raising rates less and bring the balance down by 2024-2025.

Pg. 36- The sewer side is a little tighter, especially in 2023-2024, we are expecting more debt services payments.

Chairman Suwanski asked if some general fund balance can go towards debt service.

Mr. Dowden stated it is not restricted. The problem is when you use it for ongoing projects, like 20 years of debt service, then the property tax levy would vary a lot. You want to keep a property tax levy even or reduced.

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

ROLL CALL VOTE TO ADJOURN

AYES: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, Reinke, Suwanski

NAYS: None

ABSENT: None

MOTION CARRIED



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The meeting was adjourned at 8:14 p.m.

Samuel Hughes
Deputy Village Clerk