



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 1, 2022**

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**CALL TO ORDER**

President Wallace called the Committee of the Whole meeting of March 1, 2022 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:32 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, Village Engineer Bob Allen, Assistant Public Works Director Dan Dinges, Planning & Development Director Roberta Grill, Grounds Superintendent Matt Giermak, Golf Pro Phil Lenz, Food and Beverage Manager Paul Petersen, Chief Patrick Ullrich, Deputy Chief Jim Durbin, Deputy Chief Geoff Pretkelis, Commander Naydenoff, Commander Rybaski, Village Attorney Bryan Mraz and Village Clerk Lorna Giles

**BUILDING & ZONING, CHAIRMAN HOPKINS**

**Grasslands Final Subdivision/PUD Plat and Final PUD Plan-Phase-1**

Chairman Hopkins introduced the item.

Chairman Hopkins asked if this item has already gone to the Plan Commission.

Ms. Grill stated the preliminary process was completed, this is the final PUD process and it is going back to the Plan Commission.

Chairman Suwanski asked how it is different from the first time they saw it.

Ms. Grill stated it is in substantial compliance with the preliminary plans you approved last July.

Chairman Gunsteen asked if the commercial lots were the same size.

Ms. Grill stated "yes."

Chairman Gandsey asked if the walking underpass was still included.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 1, 2022**

---

Ms. Grill stated "yes."

The item was forwarded on to the Plan Commission for further review.

**Amend Municipal Code Title 10-Zoning Code, Chapter 13-Administration and Enforcement**

Chairman Hopkins introduced the item.

There were no questions on the item.

**COMMUNITY & ECONOMIC DEVELOPMENT, CHAIRMAN GANDSEY  
Dogfather BEDA Application**

Chairman Gandsey Introduced the item.

The item was forwarded on for a vote at the next Village Board meeting.

**FINANCE & GOLF, CHAIRMAN DEYNE  
2022-23 Proposed Budget Review (Police, Planning & Development, Golf)**

**POLICE DEPARTMENT BUDGET**

Chief of Police Patrick Ullrich presented the narrative portion of his budget.

Chief Ullrich stated on the personnel request detail, there is a request for two more officers. They anticipate that once all of these officers are hired and through the training, they will be able to increase their minimum patrol staffing levels.

1. On to the capital budget, they are requesting to replace two patrol vehicles that are 5 years old and have over 100,000 miles. Both have had maintenance issues and they meet the criteria on the vehicle replacement guideline. High priority replacement is anything over 28 and these vehicles are rated at a 37 and 38.
2. The next item is the ID Networks RMS link to the FBI. This is how they get our data that we are required to report to the FBI. That cost is \$15,000 and a new request.
3. We are requesting to replace a broken and unrepairable speed trailer for \$11,000.
4. Next item is the license plate readers which have a yearly contract per reader. We are asking for 7 of them at \$2,500 per license plate reader. He stated there were some issues in town this year that if they had cameras in the right place, they might have been able to capture and solve some incidents. One was a hit and run on



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 1, 2022**

---

Lake St. We could have used the cameras to search by make, model, color or license plate and may have been able to help us there. There was also a shooting in the townhomes off Harbor Terrace. If we had a camera in that area, we could have captured it. One of the benefits of going with this vendor is a lot of other communities in our area are also going with that vendor and there is an opportunity to share information. As long as they give us permission, we can search the other communities' cameras to see if they picked up on anything. They would be beneficial to helping us stay one of the safest communities in the state and also help us solve crimes before they occur.

Chairman Gandsey asked how they identified where the 7 cameras would go.

Chief Ullrich stated they would be at the exits and entrances of the village. Carol Stream for instance is getting cameras this year and we want to coordinate with other towns to make sure we don't have cameras in the same place. We need permits to put them on county or state right of ways and the vendor would seek those permits. In the meantime, they would install them in an area of the village that we already have a right of way to and then move them for free to the county or state right of ways. There are currently 89 Illinois clients including Barrington Hills, Bensenville, Bollingbrook, Burr Ridge, Cary, DuPage County, Glendale Heights, Kane County, Libertyville, Lombard, McHenry, Naperville, Oak Brook Terrace, Palatine, South Barrington, Vernon Hills and Villa Park. Hanover Park is looking at them, Carol Stream and South Elgin both had them approved at their budget meetings this year. There are a lot of communities around us that have them and what he read, even in communities that have a high crime rate, once the camera's go up, people know they are there and the crime rate has gone down because there is more risk of getting caught.

Chairman Hopkins asked if the company pays for them if they get vandalized.

Chief Ullrich stated the company owns them so they would come out and replace them.

Chairman Suwanski asked who had access to the data and how long is it stored.

Chief Ullrich stated he believes it is stored for 30 days. A company called Flock would own the data and we can allow other departments to view our data.

Chairman Suwanski asked if any federal agencies would have access.

Chief Ullrich stated he does not know about federal agencies but he can look that up.

Chairman Gunsteen asked what the cameras look like and if it was similar to the cameras in Chicago.



## **VILLAGE OF BARTLETT COMMITTEE MINUTES March 1, 2022**

---

Chief Ullrich passed photos around to the board and stated it is pretty small, the largest part of it is the solar panel.

President Wallace asked if it is grabbing just the license plate?

Chief Ullrich stated it's the license plate, color, make and model of the car along with the date, time, and location.

Chairman Hopkins asked how many vendors offer this in Illinois and asked how comfortable they were with this vendors abilities.

Chief Ullrich stated there are a couple benefits, most police departments around us are using the same one and the vendors do not talk with each other. They are looking at going with Axon Body cameras and in car cameras and there is an option to have these LPR's as part of the in car camera system in the squad cars and Axon is partnering with Flock, so it would all be one system if we decided to have the squad cars have them.

Chairman Reinke asked if someone runs over the camera on accident, is the company paying for it.

Chief Ullrich stated he believes they do. They own the camera, we just have a contract to access the data.

Chairman Hopkins stated he thinks it would be an extremely healthy tool for the police.

Chairman Gunsteen asked if he thought it would curtail some of the speeding issues.

Chief Ullrich stated he did not think so and thinks that most people know those types of cameras are illegal.

5. They are looking to replace 4 AED's automatic defibrillator units they cannot get batteries for. Since 2015, they have deployed the AED's numerous times and saved 12 lives.
6. Part of that is, the need for two AED training units which are \$550 apiece.
7. They are looking to purchase a grey key service which allows them to utilize cell phone forensics. It allows them to unlock iphones if they get a warrant or they have a deceased victim with a password protected phone. It also allows us to extract and view the data on those phones.
8. IPAD's for command staff which would be taken from the equitable sharing fund and be used for the EOC operations and meetings with notes.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 1, 2022**

---

9. They are seeking to replace two of their bicycles with power bikes. They bought two power bikes last year and they allow them to get out into neighborhoods easier. The officers can load them in their squad cars and if they get a call in another area, the power assist allows them to get back to their squads quickly and respond to the incident. They get requests for officers to get out of their cars more and interact with the public more which this would help with.

Moving on to professional development detail. They are seeking to send an officer to traffic reconstruction school which is part of the succession planning. The CALEA Conference is in Chicago this year so they want to send a Deputy Chief and Accreditation Manager to that. They are looking to send 8 investigators to the Illinois Homicide investigators Association Conference and would get recertified at the same time. On the next page, they are looking to send 4 people to the International Association of Chiefs of Police Conference in Dallas. They are looking to send 2 command staff to the Illinois Public Employer Labor Relations Association conference in Galena. One of the new things they are asking for is for four honor guard members to attend the Illinois Police Officer Memorial. We did that several years ago and we have many new members of the honor guard so we want to get them down to the memorial. Another new item is to send an officer to the Illinois Crisis Negotiators Association Conference. One of our detectives was just certified as a hostage negotiator and she has to go to this conference. Additionally, they are looking to send a new sergeant to a 10 week staff and command course through Northwestern University and two new sergeants to the supervision of police class through Northwestern University which is a 2 week course. The commander and up levels of staff are eligible to attend the Police Executive Research forum executive management institute for police and they would be looking to send two commanders to that. They are looking to send 7 positions to the police training institute (basic police training) for \$42,700. In the passed few years he has used equitable sharing funds for this the standards board had not been reimbursing fees, but now they are starting again, so we are going to use regular budget funds for that. They want to expand the number of drug recognition experts. They currently have three people, one detective and two patrol officers. We want to get one officer on every shift certified.

The Professional Association budget was presented. There was not much changes besides the change to merit, which is DuPage Counties major crimes team which went from \$4,000 to \$6,500.

Moving on the line item detail. Employee salaries are going up 4%, a lot of that comes from adding the two new officers. Employee insurance is increasing 9%. We saw a 7% increase in professional development, large part due to the academy fees. Police and Fire Commission is up 30% because we have to run a police test this coming spring. We are also increasing our contingency's because many departments in our area are seeing lower numbers of people interested in becoming a police officer and they are running



## **VILLAGE OF BARTLETT COMMITTEE MINUTES**

**March 1, 2022**

---

through their lists pretty fast, so we may need to run a second test and we also opened up the lateral testing process. Equitable sharing was done 54% and transfer to police pension is up 7% due to increased pension obligations with a 4% overall budget increase. As far as our line item justification goes, nothing really changed with services agreements and equipment rentals and computer services went up a little bit. Part of computer services is our I Netviewer license fees. In the past DuPage County ETSB paid for those licenses and now they passed those fees on to us.

DuPage ETSB is replacing all of the police and fire radios this year as they are at the end of their life. Those are all the hip radios and radios in records. They are paying for most of it, but we would need to pay for battery chargers, bank battery chargers and potentially the CSO radios. They are determining if community service officers are first responders. If they are not, we will be on the hook for most of the 4-year fee of \$25,332 which they would let us pay back over 4 years so it would be \$6,335. He anticipates they will be determined to be first responders and they would only have to pay for the bank battery chargers which are around \$1,000. We have \$1,000 in range maintenance and a \$4,500 increase for ammunition. When we order ammunition, it takes us about a year to get it because there is a short supply and that is why the price has gone up. We reduced the amount of gasoline we project to utilize based on past usage, but the cost of gasoline was a lot lower then it is now. Postage went way down based on what we have been using.

Chairman Hopkins asked if we ever had a gas station at public works for police to fill up.

Chief Ullrich stated we did, the police used it, public works, the fire department and Hanover Township. He thinks the cost of maintaining the underground tanks and things like that made it cost prohibitive. We are a part of the Wex program now and there is a state agreement that covers the fuel fees.

### **GOLF COURSE BUDGET**

Golf Pro Phil Lenz stated they are anticipating a 6% revenue increase this next season. They do about 12,000 resident rounds of golf every year. The biggest highlight from last year was the covid restrictions going away and allowing us to operate the golf course in a more normal fashion as opposed to 2020. They were able to host their golf outings and the two high schools in the area. One of the other big things last year was the purchase of a new golf simulator and a golf shop renovation and we were able to make a nice deal with Adidas golf company to become our primary clothing vendor. Going forward, we have no personnel requests in golf. Professional development and professional associations are going to remain essentially the same. In the capital budget for golf, he is requesting a new credit card automated driving range machine to replace our existing machine which is several years out of date and we have to go down several times a day to check on the machine. The new machine will allow customers to purchase range balls with a credit card and purchase bulk balls.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 1, 2022**

---

Grounds Superintendent Matt Giermak stated they have no grounds personal requests. On the capital outlay, they are asking for a Greens Roller, part of their vehicle replacement fund. Their current unit is from 2007 and has exceeded its life expectancy by 4 years. It has a total of 5,500 hours and that converts to roughly 300,000 miles on your car. The rollers are breaking, bearings are going out and the hydraulic hoses are starting to need to be repaired. Rollers also promote smoother putting surfaces and increases green speeds which golfers really enjoy. It can also reduce our algae and dollar spot disease.

Chairman Hopkins asked if they have a mechanic on staff to fix machines.

Mr. Giermak stated yes.

Mr. Lenz stated when they demoed this machine over the summer, we never received more compliments about the greens.

Mr. Giermak stated that if you have a nice roller, you can also use the mowers less. You can get away with mowing one day and rolling the next day so you get less wear and tear on the machines.

Chairman Hopkins confirmed that it would last longer then.

Mr. Giermak stated yes, we hope. The golfers like the fast greens as well and it seems to work out well.

Mr. Giermak stated there are no changes to the professional association detail. The budget sees an increase of 3%. Some of the bigger ones are automotive supplies due to the rising cost of gasoline and diesel. Tree maintenance material is up 25% because we are still working on removing some of the larger silver maples around the greens. They are so close to the greens we need a company to come in and bring them down from the top so they don't damage the course. Building and grounds improvements is increasing 400%. We are hoping to do more landscaping around the clubhouse and rebuild some of the bunkers on the golf course. Their life expectancy is around 10 years. We are hoping to rebuild the oldest ones first, in house and work with a contractor to do some of the shaping.

Chairman Hopkins stated he never knew there was a life expectancy on bunkers.

Mr. Giermak stated, yes, cart paths have life expectancies.

Paul Petersen stated they are happy about not having any covid restrictions for the first time in 2 years. Banquets are expected to have an increase of 21.5%. Our biggest struggle the last couple of years has been the lack of staffing. The wages we need to pay



## **VILLAGE OF BARTLETT COMMITTEE MINUTES March 1, 2022**

---

are real, the lack of food and food prices is real. We did the Best of the Knot Award and made the hall of fame for the second time. We have 45 weddings on the books, twelve more than the previous year. Normally at budget time we have 14 for the next year and we are currently at 16.

Chairman Hopkins asked if we are increasing what we charge to cover our increased costs.

Mr. Petersen stated we are about 15% up on the menu for the clubhouse and we did a 3% increase than another 8% increase in banquets. That will be a year down the road based on what is booked already, but we will be aggressive with that going forward.

President Wallace asked if a full time staff person was added.

Mr. Petersen stated we did not add anyone, we reclassified someone in the kitchen who had been operating as a sous chef because of our lack of staff. He is the same person with the same benefits, but he is going to salary instead of hourly.

Mr. Petersen stated that capital outlay under the golf program, restroom renovations are in there for \$20,000. We did a nice job updating the bridal suite a couple of years ago and that has been a nice feature to get people to book. Unfortunately, they have to go through a restroom that is 25 years old with yellow partitions and cracking tiles, it just doesn't match. For this amount we are talking about upgrading the whole thing, getting rid of the outdated décor and this will cover the men's room, ladies' room and Midway.

Chairman Gandsey asked if there is a reason that brides are not booking with us that you could cover in your budget.

Mr. Petersen stated it is a big deal for us to host an event and have the ceremony on site at the same time. The biggest thing people say is they want an outdoor area where they could hold a ceremony other than the veranda, somewhere you could have a tent or a gazebo.

Chairman Gandsey asked what prevents us from building a pergola or something like that. They are looking for something sitting on the grass on the golf course. Some courses close a hole down in the middle of the afternoon on a Saturday and maybe move the tees up. That is not always an easy thing to do, but some courses get around it that way.

Mr. Petersen stated they also want a little extra area to have their cocktail party before exiting into the reception instead of having it all in one room, but we do not have the space for that.





## **VILLAGE OF BARTLETT COMMITTEE MINUTES March 1, 2022**

---

Chairman Suwanski asked if we have thought about touchless for the water and soap dispensers.

Mr. Petersen stated that was discussed, we will be upgrading to LED and touchless everything would certainly be better.

Mr. Petersen said the second part of it would be the circulation pump in the basement. It is passed its life expectancy by 7 years, it has failed several times this winter and it controls all of the heat in the basement. If that goes down, there will be some issues with frozen pipes so that is planned for the fall and restroom renovations would be around the winter sometime.

For the restaurant portion, we are not asking for any personnel or capital outlay. Professional development is basset and food handling. We already touched on the fact that regular salaries are going to be up, but temporary salaries are down. You will see material and supply costs all increasing. You will see a lot of the same stuff under the banquet side.

The midway is the last category. It makes about \$80,000 per year through hotdogs and beer and recently an expanded food menu. It is about \$20,000-\$30,000 up from where it was a few years ago just for-profit coming in.

### **Planning and Development Services Budget**

Roberta Grill presented the highlights for their budget.

Ms. Grill stated for the amount of work coming into the village and all the projects in the works along with permits on the rise, they need a plan reviewer.

Mr. Hopkins asked if the fees coming in would justify this position.

Ms. Grill stated yes.

Chairman Reinke stated this person will continue to be on staff after this boom is over.

President Wallace stated we will need to replace someone eventually.

Ms. Schumacher stated that is a good point, building the bench is very important, especially in planning and development. Her and Roberta were discussing how much the workload had grown using the tracking system. People are now aware that they need those follow up and close out inspections. We are moving them through much faster and we do not want to be the bottle neck in the system so that reviewer would help us manage that process.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 1, 2022**

---

Chairman Gandsey asked what level this person would be.

Ms. Grill stated it would be below the building division manager, so middle. We need a backup person when the building division manager is absent. We need someone to answer the phones and help answer questions at the window, as well as help backup inspections, so they are needed.

Chairman Gunsteen asked if it freed up her time to help developers as they come through the door.

Ms. Grill stated that it did and our planners are managing the open.gov permitting system and she needs to shift that over to the building side so the planners can get back to planning.

Chairman Gunsteen stated that he thought when the word gets out that Bartlett moves permits along really fast, more developers are going to find our town more desirable to build in. That along with the Plan Commission and ZBA consolidation is a huge step.

Ms. Schumacher stated that we hear that anecdotally with the speed that PDS staff turns around permits. What would take some of our neighbors two weeks to crank out, we do in 3 days.

Ms. Grill stated from the last two years, a number of permits, plan reviews and inspections have gone up by a large factor. We are not asking for any equipment or capital outlay at this time. Professional development is the same as last year and professional associations are the same as last year with one additional item, the Code Officials Safety Specialist Certification. It is a 5-course certification recognized by the ICC for our two code officers. It would train avoidance tactics, situational awareness and de-escalation skills. Going over our line items, salaries are going up as a result of the new plan reviewer request. Service agreements went up slightly, 5% with the online permitting system and a new copier service agreement. Professional development went up. We have a bi annual property maintenance conference in Madison for code officers. She has attended this before and it is a very good program. Dues are up slightly due to the code specialist certification being added. Our largest increase in our contingency fund is an emergency clean up of a vacant building. It was a building we had issues with for many years. It rained and flooded basement. We had to have an emergency clean up so mold would not grow down there. Their pump failed and we expended \$9,000 for that. We have

a lien on the property and she is cautious incase other properties come our way similar to this.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 1, 2022**

---

Chairman Suwanski asked what property it was.

Ms. Schumacher stated it was 677 Heather Ln.

Ms. Grill stated it has been an ongoing problem for years. She is happy to say they have finally registered their house as a vacant building and paid the fee. This is the first time in 6 years.

Chairman Suwanski asked if it was the house we were working with last year that was all over grown and the neighbors were complaining.

Ms. Grill stated yes. She is asking for additional funds in her line item because of this.

Ms. Schumacher stated when we have hoarding situations that is the fund we take out of as well.

Ms. Grill stated it has also gone up because she has agreed to take on the recording fees from finance. They are not huge, but it is part of the increase.

President Wallace stated he knows we have talked about this wave of permits and at one time we talked about doing it contractually. Talk about the advantages and disadvantages of contracting out reviews.

Ms. Grill stated that we have an emergency backup plan review with TPI when we did not have a division manager.

Ms. Schumacher stated we had a \$20,000 limit on the use of their services. We use their services for plan review, our storm water certification program, and when the township wanted us to expedite the process, we could not move them up in our schedule, but said if you pay for it, we can use the outside reviewer and we pass those costs on to the developer. We find that having them at our disposal during the crunch times is good to have at our disposal and we would like to make it a more permanent relationship.

Ms. Grill stated that it is her understanding that the village has had a plan review consultant for many years and they are typically going to review the large industrial and commercial buildings that we get in the village and we send all of those out. That part is not changing and our plan consultant retired.

Chairman Reinke stated that a planner is going to review plans for windows and pools and driveways, but the big stuff gets farmed out.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 1, 2022**

---

Ms. Grill stated that is correct. The division manager and this new position would split the plan reviews for all of the other types of permits. Deck permits take a long time to review and we want to get it right. We do not want to rush those or make a mistake. Some of the simpler express permits can be reviewed by our building inspectors, but in the summer time they are so busy they barely have the time to return phone calls, let alone do a plan review. This person is that backup for the division manager.

Chairman Gunsteen confirmed that the cost for the plan reviews are covered by the developer and that it does not impact us financially.

Ms. Grill stated that was correct.

President Wallace thanked Ms. Grill for enlightening them on all of the new developments.

Chairman Hopkins asked what the reason was for the amount of cases to go up in the local adjudication.

Ms. Grill stated that the last two years we have taken a little bit more of an aggressive stance on some properties that have been dilapidated and we are trying to our enforcement on that.

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

**ROLL CALL VOTE TO ADJOURN**

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

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

The meeting was adjourned at 8:56 p.m.

Samuel Hughes  
Deputy Village Clerk